



AGENDA
WATAUGA CITY COUNCIL
PRE-COUNCIL & REGULAR MEETING
MONDAY, JULY 23, 2018
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:00 PM
REGULAR MEETING TO COMMENCE IMMEDIATELY AFTER PRE-COUNCIL

PRE-COUNCIL (No official action or vote shall be taken by the Council in the Pre-Council Meeting.

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

CITY COUNCIL AGENDA DISCUSSION

This item is provided for the City Council to make any recommendation to changes on the agenda, such as removing items from the agenda or moving items from one area to another on the agenda; or making inquiries on posted items. City Council will address motions regarding agenda items being moved or removed during the Regular Meeting (Discussion and Approval of Meeting Agenda).

1. Discussion and questions regarding consent agenda items for regular meeting
2. Discussion and questions regarding regular agenda items for regular meeting

REGULAR COUNCIL MEETING

INVOCATION

PLEDGE TO THE FLAG

PLEDGE TO THE TEXAS FLAG - "Honor the Texas Flag: I pledge allegiance to Thee, Texas, one state under God, one and indivisible"

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Discussion and action on approval of meeting agenda

CITIZEN'S OPEN FORUM (Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the City Secretary prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the City Council on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No deliberation or comments will be made with regard to citizen comments and no formal action can be taken by the City Council on items that are not posted on the agenda.

PRESENTATIONS

1. Presentation of Proclamation to Mrs. Pat Gerhardt posthumously honoring Council Member Hal Gerhardt for his service, time and dedication to the City of Watauga
Mayor Patrick Shelbourne
2. Presentation of Certificate of Recognition to former Council Member, Brandon Krausse
Mayor Patrick Shelbourne
3. Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of July 2018
Mayor Patrick Shelbourne
Andrea Gardner, City Manager
4. Presentation of a plaque from the Texas Fire Chiefs Association to Watauga Fire Department for completing the performance requirements outlined in the Best Practices Program
Shawn Fannan, Fire Chief
5. Presentation from ichoosr
Andrea Gardner, City Manager

REPORTS

1. Quarterly Financial Report for the period ending June 30, 2018
Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
2. Update on Mid-Cities Care Corps Volunteer Project
Andrea Gardner, City Manager
3. Update on Economic Development and introduction of Mr. Trent Petty
Andrea Gardner, City Manager

CONSENT AGENDA

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Approval of City Council Workshop Minutes for June 25, 2018
Zolaina Parker, City Secretary, TRMC
2. Approval of City Council Regular Meeting Minutes for June 25, 2018
Zolaina Parker, City Secretary, TRMC
3. Approval of Quarterly Investment Report for the period ending June 30, 2018
Sandra Gibson, Director of Finance
Andrea Gardner, City Manager

4. Acceptance of Parks Development Corporation Budget for Fiscal Year 2018-2019 and approval to set a Public Hearing to allow for public comment on August 27, 2018 at 6:00 p.m.
Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director
Andrea Gardner, City Manager
5. Approval of a proposed resolution revising Policy 6.04 Classification and Compensation Plan of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
6. Approval of a proposed resolution adopting the WataugaFit Employee Wellness Program {CAPTION}
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager
7. Approval of the Bank Depository Services First Renewal Option with Southside Bank to extend the contract term through August 31, 2019 under the same terms and conditions
Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance
Andrea Gardner, City Manager
8. Approval of the second renewal term for Bid # 16-026 Library Books & Media Discount through June 30, 2019
Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance
Lana Ewell, Director of Library Services
Andrea Gardner, City Manager

PUBLIC HEARING

1. Planning and Zoning Case SUP-18-02: Request for a Specific Use Permit (SUP) for Los Cuando Best Burritos, a restaurant with a proposed drive-through to be located at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III. The property is located on the east side of Denton Hwy (US 377) north of Hightower Drive and south of Starnes Road. Bradley D. Smith/Fiesta Restaurant Group, owner. Ricardo Valencia, applicant.
Andrea Gardner, City Manager

NEW BUSINESS

1. Discussion and action on approval of a proposed ordinance, approving Planning and Zoning Case SUP-18-02, request for a Specific Use Permit (SUP) for Los Cuando Best Burritos, a restaurant with a proposed drive-through to be located at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III {CAPTION}
Andrea Gardner, City Manager
2. Discussion and possible action on approval of a proposed resolution calling for a Special Election for the unexpired term of Council Member Places 1 to be held on Tuesday, November 6, 2018 at Watauga City Hall, 7105 Whitley Road, Watauga, Texas, 76148, including days and hours of Early Voting and continuing joint election services through Tarrant County {CAPTION}
Zolaina Parker, City Secretary, TRMC
3. Discussion and action on proposed billing rate increase requested by Mark G. Daniel, City Attorney, effective October 1, 2018
Andrea Gardner, City Manager
4. Discussion and action on approval of proposed resolution adopting City Manager Reporting Requirements regarding sick leave and vacation leave {CAPTION}
Andrea Gardner, City Manager
5. Discussion and action on a proposed resolution regarding the Home Rule Charter, Section 7.02 (6) City Secretary, delegating to the City Manager the approval of sick leave, vacation leave and specific administrative duties in connection with the limited supervision of the City Secretary {CAPTION}
Andrea Gardner, City Manager
6. Discussion and action on approval to purchase health, dental and vision insurance with United Healthcare for all eligible employees
Marcia Reyna, Human Resources and Civil Service Director
Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance
Andrea Gardner, City Manager
7. Discussion and action on approval to purchase life and disability insurance with Mutual of Omaha for all eligible employees
Marcia Reyna, Human Resources and Civil Service Director
Deby Woodard, Assistant Director of Finance
Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
8. Discussion and action on nominations to the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool
Andrea Gardner, City Manager
9. Discussion and possible action on repealing resolution 02-12-09-03 regarding rotating the selection of a Mayor Pro Tem
Mayor Patrick Shelbourne

10. Discussion and possible action on providing direction regarding the Interview Committee

Zolaina Parker, City Secretary, TRMC

Andrea Gardner, City Manager

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on this agenda and/or as permitted by Chapter 551 of the Texas Government Code.

ADJOURNMENT

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, Zolaina R. Parker, 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 July 18, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Quarterly Financial Report for the period ending June 30, 2018

BACKGROUND/INFORMATION:

The Financial Report for the period ending June 30, 2018 is attached for your review.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Review of the Quarterly Financial Report for the period ending June 30, 2018

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Report - Period Ending 6-30-2018

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018



Monthly Financial Report

June, 2018

Sales Tax

The City's sales tax receipts from the State Comptroller received in the month of July, 2018 (reflecting May sales receipts) decreased by 10.32%, or \$38,740 from the same time last year. The Crime Control Prevention District's July sales tax receipts decreased by 11.18%. Year-to-date sales tax receipts (cash basis) are down approximately 1.87% for October 2017 through May 2018 in comparison to last year. The State Comptroller's office reports that net sales tax payments for cities statewide are up 10.75% in comparison with prior year.

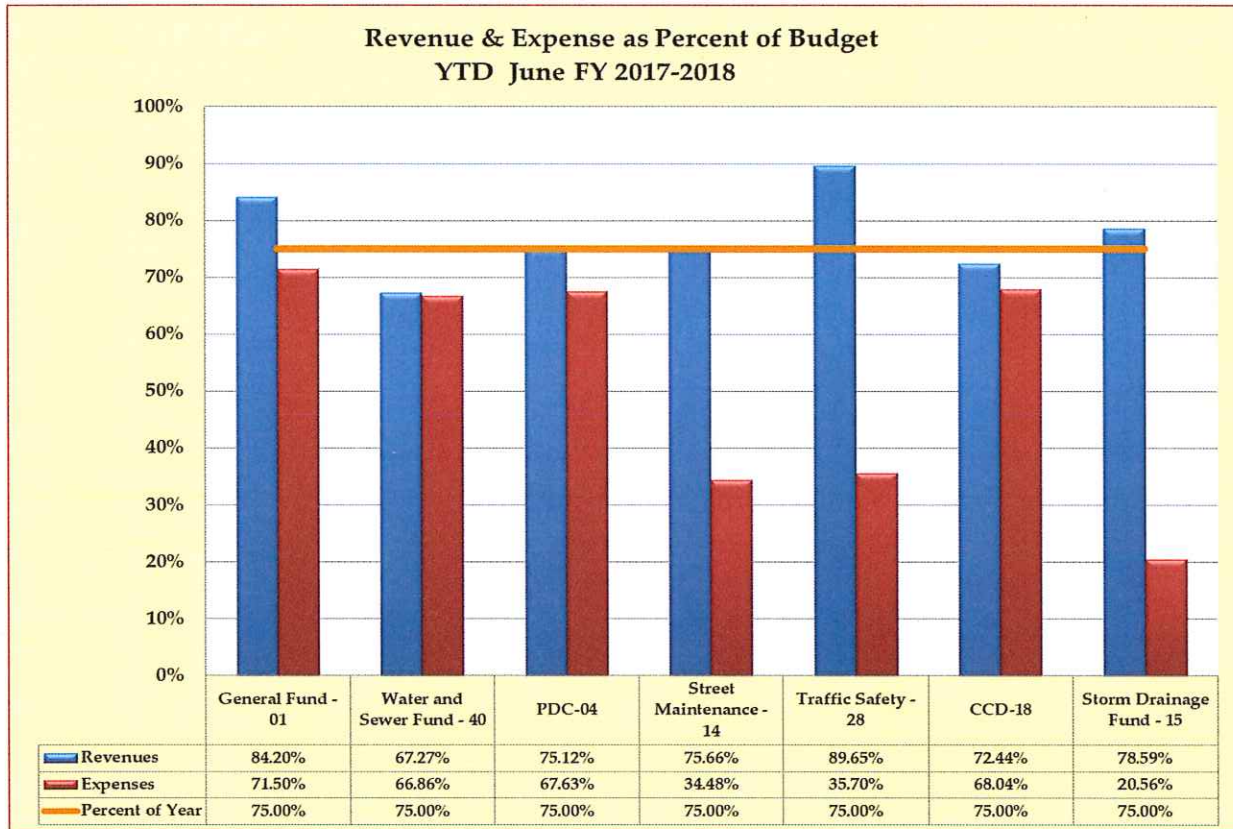
SALES TAX RECEIPTS COMPARISONS MAY 2017 vs. MAY 2018 RECEIVED FROM COMPTROLLER - JULY FISCAL YEAR 2017-18

Sales Tax Receipts for the Month:					
City	MAY 2018 Sales	MAY 2017 Sales	\$ Change	% Change	
Roanoke	\$ 1,575,575.92	\$ 1,137,707.22	\$ 437,868.70	38.49%	
Richland Hills	\$ 371,680.46	\$ 311,069.89	\$ 60,610.57	19.48%	
Haltom City	\$ 1,168,239.28	\$ 980,908.74	\$ 187,330.54	19.10%	
Southlake	\$ 2,573,435.27	\$ 2,236,848.95	\$ 336,586.32	15.05%	
Bedford	\$ 924,725.92	\$ 840,262.46	\$ 84,463.46	10.05%	
Hurst	\$ 1,312,408.55	\$ 1,210,775.45	\$ 101,633.10	8.39%	
Fort Worth	\$ 12,897,855.29	\$ 12,108,234.81	\$ 789,620.48	6.52%	
Colleyville	\$ 475,390.52	\$ 449,642.55	\$ 25,747.97	5.73%	
Grapevine	\$ 3,416,028.31	\$ 3,259,632.73	\$ 156,395.58	4.80%	
Eules	\$ 1,529,765.20	\$ 1,462,598.41	\$ 67,166.79	4.59%	
N. Richland Hills	\$ 1,216,595.94	\$ 1,186,717.91	\$ 29,878.03	2.52%	
Keller	\$ 879,684.00	\$ 862,637.37	\$ 17,046.63	1.98%	
Saginaw	\$ 424,866.17	\$ 430,808.92	\$ (5,942.75)	-1.38%	
Watauga	\$ 336,489.11	\$ 375,229.41	\$ (38,740.30)	-10.32%	

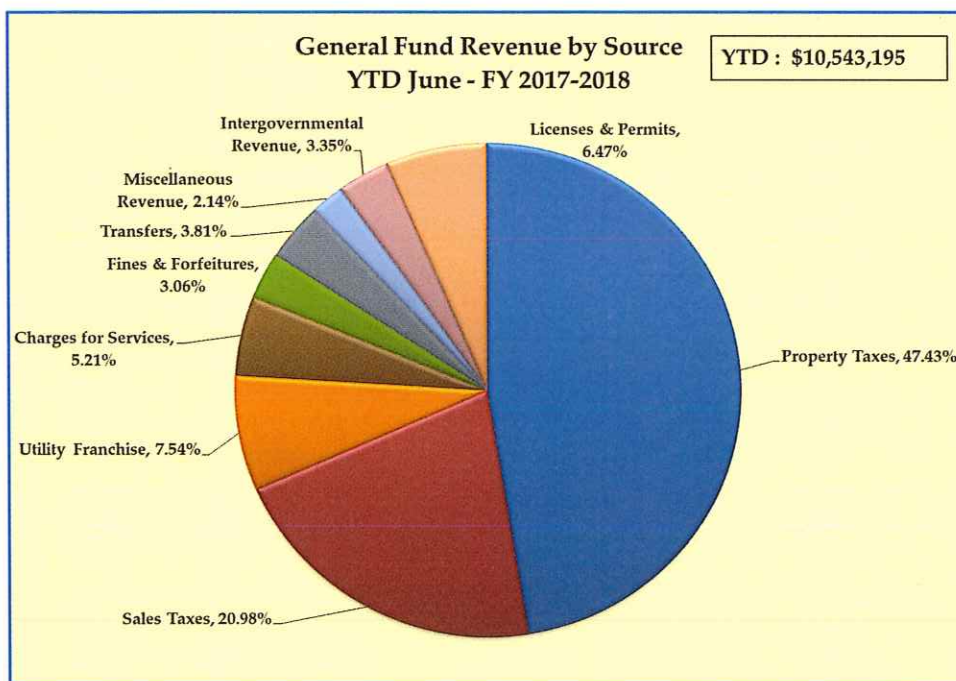
Source: State Comptroller

Financial Highlights

Through June, 2018, the City is 75% through the fiscal year. All revenue and expenses are reflected in the chart below and details of each fund's revenues and expenditures are attached.



General Fund



Revenues - Year-to-date revenues are 4.8% higher in comparison to last year at this time, representing 84.2% of budget collected.

Property Tax - Year-to-date, the City has received 96.9% of budgeted property taxes. The majority of the City's ad valorem tax receipts are received in the months of December and January.

Utility Franchise Revenue - The majority of franchise receipts are received on a quarterly basis. The City has received 72.9% of budgeted franchise fee revenues through June, 2018. Franchise receipts received through June 2018 are at \$791,719.

Licenses and Permits - License and permit fees are at 168.3% of budget collected, an increase of \$377,949 over prior year due to an increase in building permits this fiscal year. The increase is primarily due to new home building permits for the Parkview subdivision. The valuation of new single family permits for the period of January 1, 2018 through June 30, 2018 total \$16,529,246 (average valuation is \$295,165 per home).

Charges for Services - Charges for Services revenues are at 73% of budget collected. Charges for services include recreation fees, ambulance services, garbage collection fees and animal adoption fees.

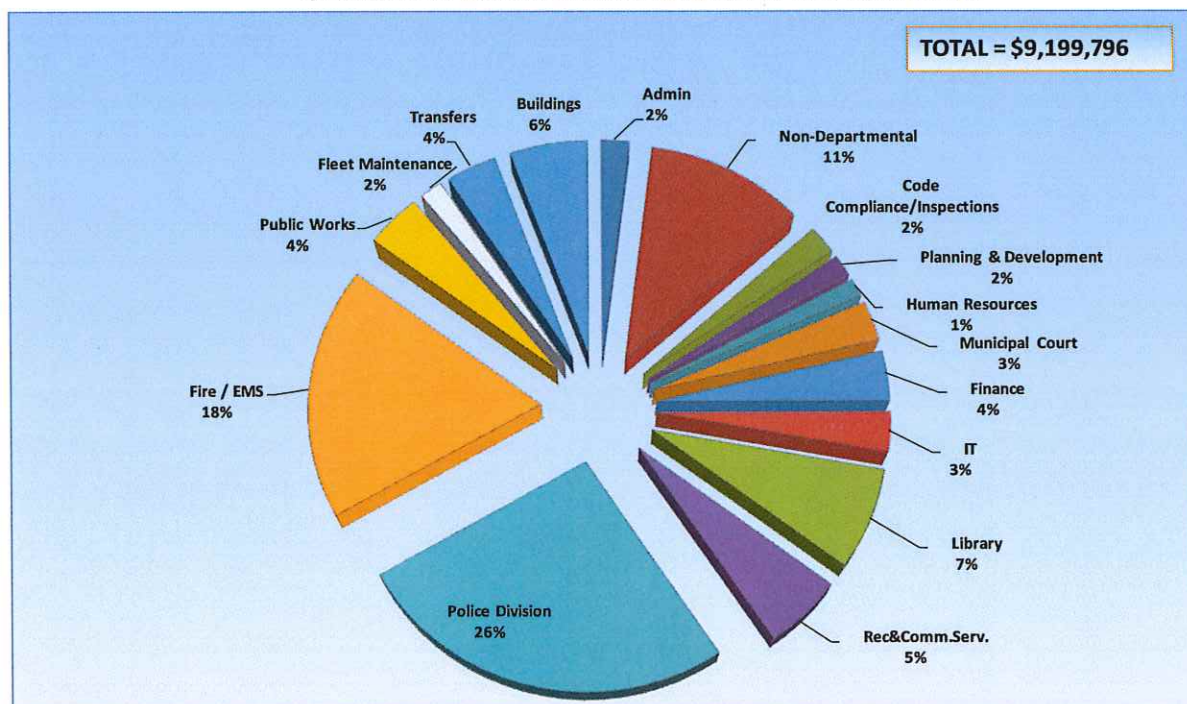
Fines and Forfeitures - Fines and Forfeitures are at 43.1% of budget which is \$171,439, or 34.8% lower than last year's collections. The City continues to experience a decline in overall citations due to vacancies in the Police Department.

Miscellaneous Revenue - Miscellaneous revenues include Interest earnings, rental of recreational facilities, and other revenue. These receipts total \$225,099 which is 74.8% of budgeted revenues.

Intergovernmental Revenue and Transfers - Intergovernmental Revenue is 70.2% of budget and Transfers are at 70.6% of budget.

Expenses - General fund expenses in total are in line with budget expectations at 71.5% of budget expended. Expenditures are 3.6% lower in comparison to prior year.

GENERAL FUND EXPENDITURES BY DEPARTMENT

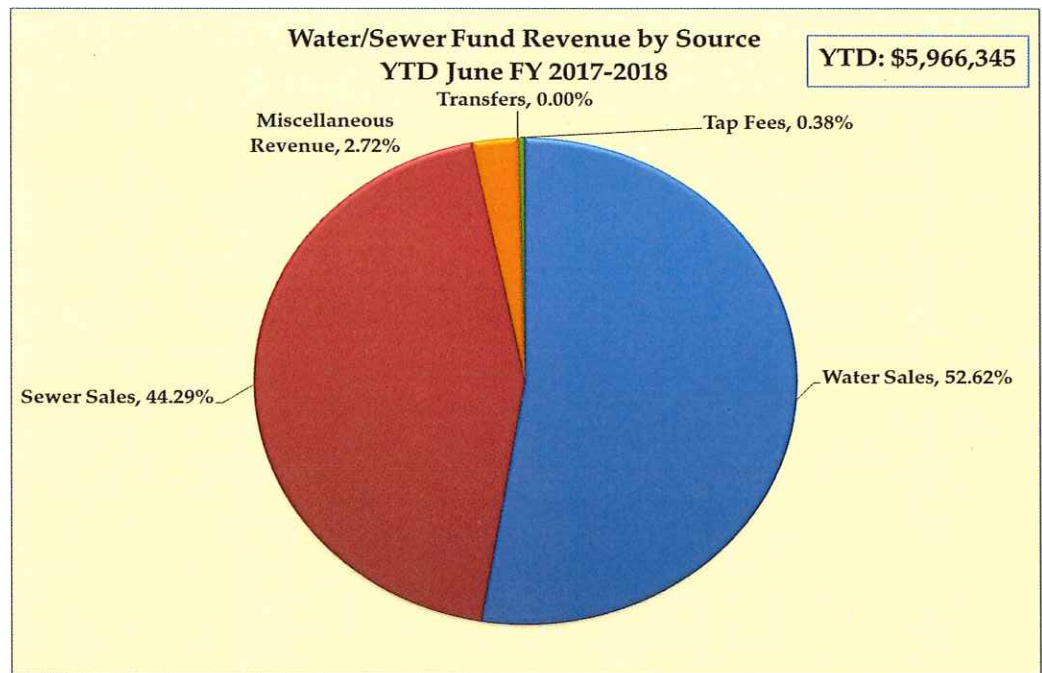


Water and Sewer Fund

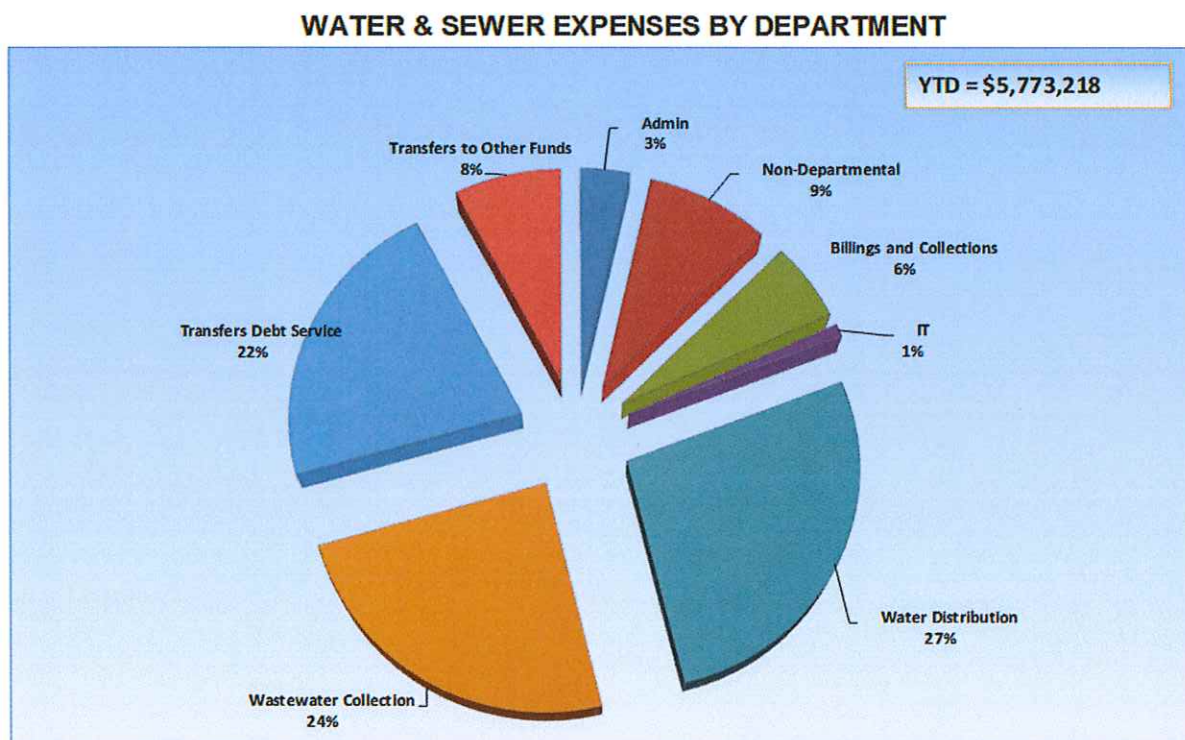
Water and sewer revenues are currently at 67.3% of budgeted revenues. Water sales are flat in comparison to prior year receipts and year-to-date wastewater sales are up by 3.7%.

Miscellaneous Sales -

Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is at 75.8% of budget collected.



Expenses – Year-to-date expenses in the Water/Sewer fund are currently at 66.9%. The breakdown of expenses by department is shown below:



Storm Drain Fund – Revenues have increased 2.0% when compared with FY2016-17 and are on target with budget expectations at 78.6%. Expenses are at 20.6% of budget in this fund through June 2018. The drainage project budgeted in this fund in the amount of \$1.998 million for Whitley Road Phase II will commence later in the fiscal year.

Special Revenue Funds - In the Street Maintenance Fund, revenues are on target with 75.7% of budget collected and expenses are at 34.5% of budget. Street overlay projects will most likely begin in August or September. The Crime Control and Prevention District has collected 74.1% of total revenues and is at 68% of budget expended. The Parks Development Corporation Fund has collected 74.3% of sales tax revenues and is at 67.6% of budget expended through June, 2018. The Traffic Safety Fund (Red Light ticket program) has collected \$718,089 of fines or 89.8% of budget year-to-date and expenditures are at 35.7% of budget at this time.

Quarterly Reports (3rd Quarter FY2018)

3rd Quarter Report on Certificates of Obligation Proceed Expenditures

Attached is an expenditure/encumbrance listing of 2011, 2012, 2014, 2016 and 2017 Certificates of Obligation proceeds through June 30, 2018.

The 2011 Certificate of Obligation proceeds have been expended except for funds remaining for the completion of the senior center and the resurfacing of the water tower.

The 2012 Certificates of Obligation water and sewer projects are almost completed and all proceeds have been spent or are encumbered. The Water Tower project is scheduled for September 2018.

The 2014 Certificates of Obligation general fund projects provided funding for projects in the amount of \$3.5 million. These funds partially funded a Senior Center and funded the Bursey Road street project (Phase I) which was completed in FY2015-2016. The Senior Center expansion is now completed with a few items remaining.

The 2016 Certificates of Obligation proceeds were received in September, 2016 in the amount of \$6.0 million. These funds will be used for street improvements throughout the City and quality of life projects and parking improvements at the Community Center. Expenditures to date include the engineering design and construction expenditures for Bursey Road, Phase II, Whitley Road Phase I and Phase III engineering and construction, and the community center parking lot.

The 7.5 million 2017 Certificates of Obligation proceeds were received in June, 2017. These proceeds will be used to fund water and wastewater infrastructure improvements as identified in the 5-year Capital Improvement Plan. The water/sewer portion of Whitley Road Phase I, II, and III, the Starnes Road water project and Meadlowlark Lane East Water/Sewer Project will be funded through the 2017 Certificates of Obligation proceeds.

3rd Quarter Investment Report (detail report attached and under Consent Agenda)

As of June 30, 2018 the City's investments total \$28,304,149. The City investment officers are focusing on placing funds in the Money Market interest bearing accounts and Certificates of Deposit when possible. As of June 30, 2018, the City's investment portfolio consisted of the following:

\$ 9,005,350, or 32% in Money Market accounts
\$12,093,971, or 43% in Certificates of Deposit,
\$ 7,204,828, or 25% in Investment Pools.

The average quarterly yield on investments is 1.96% and through June 30, 2018, the City has accrued/received \$321,586 in interest earnings.

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

GENERAL FUND - 01

REVENUE:	CURRENT BUDGET	6/30/2018 YTD ACTUAL	% USED	% REMAINING	6/30/2017 YTD ACTUAL	\$ CHG 18 vs 17	% CHG 18 vs 17
TAXES							
AD VALOREM	5,143,936	4,982,911	96.87%	3.13%	4,686,647	296,264	6.32%
Delinquent	27,000	15,935	59.02%	40.98%	16,896	(962)	-5.69%
Penalty & Interest	27,000	22,455	83.17%	16.83%	24,011	(1,556)	-6.48%
SALES TAX	2,969,000	2,203,546	74.22%	25.78%	2,215,338	(11,792)	-0.53%
UTILITY FRANCHISE	1,086,000	791,761	72.91%	27.09%	832,252	(40,491)	-4.87%
LICENSES & PERMITS	404,000	679,958	168.31%	-68.31%	302,009	377,949	125.14%
INTERGOVERNMENTAL REVENUE	501,000	351,652	70.19%	29.81%	345,257	6,395	1.85%
CHARGES FOR SERVICES	750,500	547,753	72.99%	27.01%	519,178	28,575	5.50%
FINES & FORFEITURES	745,700	321,624	43.13%	56.87%	493,062	(171,439)	-34.77%
MISCELLANEOUS INCOME	301,100	225,099	74.76%	25.24%	226,864	(1,765)	-0.78%
OPERATING TRANSFERS IN	567,000	400,501	70.64%	29.36%	394,072	6,429	1.63%
TOTAL REVENUE	\$12,522,236	\$10,543,195	84.20%	15.80%	\$10,055,587	\$487,608	4.85%
TOTAL EXPENDITURES	\$12,867,380	\$9,199,795	71.50%	28.50%	\$9,547,446	(\$347,651)	-3.64%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$345,144)	\$1,343,400			\$508,141	\$835,258.80	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

PARKS DEVELOPMENT FUND - 04

	CURRENT BUDGET	6/30/2018 YTD ACTUAL	% USED	% REMAINING	6/30/2017 YTD ACTUAL	\$ CHG 18 vs 17	% CHG 18 vs 17
REVENUE:							
SALES TAX	735,000	546,416	74.34%	25.66%	549,050	(2,634)	-0.48%
INTEREST EARNINGS	1,000	6,451	645.12%	-545.12%	2,214	4,237	191.36%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$736,000	\$552,867	75.12%	24.88%	\$551,264	1,603	0.29%
TOTAL EXPENDITURES	<u>757,850</u>	<u>512,516</u>	67.63%	32.37%	<u>\$ 434,972</u>	<u>77,544</u>	<u>17.83%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$21,850)	\$40,351			\$116,292	-\$75,940	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

STREET MAINTENANCE FUND - 14

	CURRENT BUDGET	6/30/2018 YTD ACTUAL	% USED	% REMAINING	6/30/2017 YTD ACTUAL	\$ CHG 18 vs 17	% CHG 18 vs 17
REVENUE:							
SALES TAX	723,000	540,365	74.74%	25.26%	543,088	(2,723)	-0.5%
INTEREST EARNINGS	1,000	7,384	-	-	4,758	2,625	55.2%
INTEREST/ESCROW	-	-	-	-	-	0	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	0	-
TOTAL REVENUE	\$ 724,000	\$547,748	74.74%	25.26%	547,846	(\$98)	-0.02%
TOTAL EXPENDITURES	710,000	244,774	34.48%	65.52%	99,386	\$145,388	146.29%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$14,000	\$302,974			\$448,460	(\$145,485)	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

STORM DRAIN FUND - 15

	<u>CURRENT BUDGET</u>	<u>6/30/2018 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>6/30/2017 YTD ACTUAL</u>	<u>\$ CHG 18 vs 17</u>	<u>% CHG 18 vs 17</u>
REVENUE:							
USERS FEE	1,415,000	1,086,254	76.77%	23.23%	1,064,486	21,767	2.04%
OTHER REVENUE	-	-	-	-	14,738	(14,738)	-
INTEREST INCOME	3,500	28,549	815.70%	-715.70%	11,925	16,624	139.41%
						-	-
TOTAL REVENUE	<u>\$1,418,500</u>	<u>\$1,114,803</u>	<u>78.59%</u>	<u>21.41%</u>	<u>\$1,091,149</u>	<u>\$23,654</u>	<u>2.17%</u>
TOTAL EXPENDITURES	<u>\$3,023,213</u>	<u>\$621,465</u>	<u>20.56%</u>	<u>79.44%</u>	<u>\$678,859</u>	<u>(\$57,395)</u>	<u>-8.45%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$1,604,713)	\$493,338			\$412,290	\$81,048	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

CRIME CONTROL DISTRICT - 18

REVENUE:	<u>CURRENT BUDGET</u>	<u>6/30/2018 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>6/30/2017 YTD ACTUAL</u>	<u>\$ CHG 18 vs 17</u>	<u>% CHG 18 vs 17</u>
SALES TAX	1,450,000	1,075,161	74.15%	25.85%	1,089,465	(14,304)	-1.31%
INTEREST EARNING/OTHER	51,500	12,569	24.41%	75.59%	48,024	(35,455)	-73.83%
MIS GRANT PROCEEDS	-	-	-	-	-	-	-
TOTAL REVENUE	\$1,501,500	\$1,087,730	72.44%	27.56%	\$1,137,489	(\$49,759)	-4.37%
TOTAL EXPENDITURES	<u>2,065,786</u>	<u>1,405,600</u>	<u>68.04%</u>	<u>31.96%</u>	<u>\$1,035,356</u>	<u>\$370,244</u>	<u>35.76%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$564,286)	(\$317,871)			\$ 102,133	(\$420,003)	

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

Traffic Safety - 28

	<u>CURRENT BUDGET</u>	<u>6/30/2018 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>6/30/2017 YTD ACTUAL</u>	<u>\$ CHG 18 vs 17</u>	<u>% CHG 18 vs 17</u>
REVENUE:							
FINES & FORFEITURES	800,000	717,177	89.65%	10.35%	654,415	62,762	9.59%
INTEREST	-	912	-	-	256	656	-
TOTAL REVENUE	800,000	718,089	89.76%	10.35%	654,671	63,418	9.69%
TOTAL EXPENDITURES	818,760	292,261	35.70%	64.30%	299,771	(7,510)	-2.51%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$18,760)	\$425,828			\$354,900	\$70,928	

100.00%

CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending June 30, 2018 (3rd Qtr.)

WATER & SEWER - 40

	<u>CURRENT BUDGET</u>	<u>6/30/2018 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>6/30/2017 YTD ACTUAL</u>	<u>\$ CHG 18 vs 17</u>	<u>% CHG 18 vs 17</u>
REVENUE:							
WATER SALES	4,750,000	3,065,658	64.54%	35.46%	3,062,656	3,002	0.10%
SEWER SALES	3,700,000	2,580,298	69.74%	30.26%	2,488,796	91,503	3.68%
MISCELLANEOUS	209,000	158,388	75.78%	24.22%	158,636	(248)	-0.16%
PENALTY	205,000	127,189	62.04%	37.96%	135,719	(8,530)	-6.29%
INTEREST	5,000	12,611	252.23%	-152.23%	4,895	7,716	157.63%
TRANSFERS	-	-	-	-	2,976	(2,976)	-100.00%
TAP FEES	-	22,200	-	-	1,400	20,800	1485.71%
SALE OF ASSETS	-	-	-	-	-	-	-
 TOTAL REVENUE	 \$8,869,000	 \$5,966,345	 67.27%	 32.73%	 \$5,855,079	 \$111,266	 1.90%
 TOTAL EXPENDITURES	 \$8,634,638	 \$5,773,218	 66.86%	 33.14%	 \$5,805,493	 (\$32,275)	 -0.56%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 \$234,362	 \$193,127			 \$49,586	 \$143,541	

100.00%

Quarterly Reports

3RD QUARTER FY2017-18

CERTIFICATE OF OBLIGATION FUNDS 2011

\$7,365,000

AS OF JUNE 2018

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Information Technology:			
Server Software Upgrade	\$49,640.13	Completed	\$49,640.13
Voicemail Server Replacement	\$34,950.00	Completed	\$34,950.00
Public Works Software	\$31,799.24	Completed	\$31,799.24
Recreation Software	\$29,250.00	Completed	\$29,250.00
Printer Replacements (Library/City Hall)	\$4,856.40	Completed	\$4,856.40
Incode Interface	\$3,000.00	Completed	\$3,000.00
Server Replacement (Bring in-house)	\$16,913.06	Completed	\$16,913.06
Animal Shelter Software	\$17,660.00	Completed	\$17,660.00
Fire Department:			
Fire Truck	\$799,855.00	Completed	\$799,855.00
Vehicle - Ford F150 Crew Cab XLT (Chief)	\$27,988.00	Completed	\$27,988.00
Ambulance	\$138,525.00	Completed	\$138,525.00
Radio Lease	\$133,200.00	Completed	\$133,200.00
Cardiac Monitors	\$66,789.50	Completed	\$66,789.50
Public Works:			
Tandem Dump Truck (3)	\$309,849.00	Completed	\$309,849.00
Asphalt Paver/Laydown Machine	\$65,620.00	Completed	\$265,620.00
Auction proceeds for existing paver			-\$200,000.00
Street Sweeper (1/4 of cost)	\$51,636.75	Completed	\$51,636.75
Trailer	\$30,423.00	Completed	\$30,423.00
Vehicle - Ford F350 Crew Cab 4x2 with Yard Dump	\$31,987.00	Completed	\$31,987.00
Vehicle - Ford F150 4x4 Regular Cab (5)	\$107,685.00	Completed	\$107,685.00
Vehicle - Ford F150 4x4 Regular Cab (2)	\$43,074.00	Completed	\$43,074.00
Vehicle - Ford F150 Crew Cab XLT (Director)	\$27,988.00	Completed	\$27,988.00
Radios for Public Works	\$36,804.90	Completed	\$36,804.90
Tailgate Spreader (2)	\$11,746.90	Completed	\$11,746.90
Front End Loader (1/2 of cost)	\$63,384.00	Completed	\$63,384.00
Overlays (FY2011-12)	\$254,797.15	Completed	\$254,797.15
Sidewalks (FY2011-12)	\$90,654.00	Completed	\$90,654.00
Asphalt/Street Maintenance (FY2011-12)	\$181,374.08	Completed	\$181,374.08
Vehicle - Ford F350 4x2 Crew Cab with Service Body (2)	\$63,574.00	Completed	\$63,574.00
Smoke Test	\$235,659.96	Completed	\$235,659.96
Geographic Information Study	\$49,788.48	Completed	\$49,788.48
Manholes	\$12,164.20	Completed	\$12,164.20
Water System Repairs - Engineering Services	\$185,900.00	Completed	\$185,900.00
CDBG 38th Year - Engineering Services	\$88,335.00	Completed	\$88,335.00
Waterline Improvements	\$1,427,487.32	Completed	\$1,427,487.32
Sewer Jet Vac Truck	\$292,642.00	Completed	\$292,642.00
Camera Truck	\$159,017.45	Completed	\$159,017.45
Asphalt Crack Sealer	\$38,504.16	Completed	\$38,504.16
Backhoe Loader	\$97,978.00	Completed	\$97,978.00
Asphalt Paver (new replacement)	\$162,503.00	Completed	\$162,503.00
Sidewalks (FY2013-2014)	\$97,600.00	Completed	\$97,600.00
Street Overlays - Watauga Road	\$572,639.23	Completed	\$572,639.23
Sidewalks (FY2014-15)	\$16,971.40	Completed	\$16,971.40
Sidewalks (FY2015-16)	\$170,123.89	Completed	\$170,123.89
Fleet:			
Vehicle Lift	\$9,329.61	Completed	\$9,329.61
Fleet Shop Air Compressor/Drain Valve	\$4,362.22	Completed	\$4,362.22
Building:			
Carpet Replacement	\$168,137.89	Completed	\$168,137.89

Vehicle - Maintenance Van	\$22,382.00	Completed	\$22,382.00
Roof Replacement (library)	\$175,234.31	Completed	\$175,234.31
Video Surveillance System Upgrade - Water Tower	\$23,129.18	Completed	\$23,129.18
Traffic Safety:			
Stop Light - (Whitley & New Bursey)	\$200,167.93	Completed	\$200,167.93
Opticom System	\$181,956.00	Completed	\$181,956.00
Construction:			
Senior Center	\$139,171.07	In Progress	\$139,171.07
Water Tower	\$104,300.00	In Progress	\$16,750.00
PROJECTS TOTAL	\$7,360,508.41		\$7,272,958.41
TOTAL CO FUNDING	\$7,365,000.00		
FUNDS REMAINING	\$4,491.59		

CERTIFICATE OF OBLIGATION FUNDS 2012

\$8,000,000

AS OF JUNE 2018

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Emergency Sewer Repair - Plum Street	\$39,754.00	Completed	\$39,754.00
Design of Wastewater Improvements	\$602,255.00	Completed	\$602,255.00
Waterline Replacements	\$780,858.93	Completed	\$780,858.93
Design - CDBG 40th Year (Saramac Dr. Phase I)	\$16,000.00	Completed	\$16,000.00
Smoke Test (SSES) Wastewater Phase 2 - North	\$197,909.28	Completed	\$197,909.28
Sewer Manhole Lids	\$40,571.55	Completed	\$40,571.55
Easements Paid	\$10,000.00	Completed	\$10,000.00
Wastewater Improvements (South)	\$6,072,218.83	Completed	\$6,072,218.83
Water Tower	\$134,271.24	In Progress	\$0.00
PROJECTS TOTAL	\$7,893,838.83		\$7,759,567.59
TOTAL FUNDS REMAINING	\$106,161.17		

CERTIFICATE OF OBLIGATION FUNDS 2014**\$3,500,000****AS OF JUNE 2018**

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Bursey Road Phase One	\$1,633,530.28	Completed	\$1,633,530.28
Senior Center	\$1,866,469.72	In Progress	\$1,863,325.05
PROJECTS TOTAL	\$3,500,000.00		\$3,496,855.33

TOTAL FUNDS REMAINING**\$0.00****CERTIFICATE OF OBLIGATION FUNDS 2016****\$6,000,000****AS OF JUNE 2018**

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Bursey Road Phase Two (Willis Lane - Rufe Snow)	\$2,117,400.00	In Progress	\$2,116,799.99
Community Center Parking Lot Expansion	\$105,984.00	Completed	\$105,984.00
Whitley Road Phase One (Starnes - Oakhill)	\$709,613.86	Completed	\$709,613.86
Whitley Road - Phase Three (Chapman - Hightower)	\$237,361.00	In Progress	\$83,189.59
Splashpad	\$1,000.00	In Progress	\$342.63
PROJECTS TOTAL	\$3,171,358.86		\$3,015,930.07

TOTAL FUNDS REMAINING**\$2,828,641.14****CERTIFICATE OF OBLIGATION FUNDS 2017****\$7,500,000****AS OF JUNE 2018**

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Whitley Road Phase One (Starnes - Oakhill)	\$190,448.21	Completed	\$190,448.21
Whitley Road Phase Two Engineering (Watauga Rd - Chapman)	\$355,500.00	In Progress	\$284,800.00
Whitley Road - Phase Three Engineering (Chapman - Hightower)	\$84,770.00	In Progress	\$29,709.44
Starnes Rd Water Main Engineering (Indian Springs - Rufe Snow)	\$123,000.00	In Progress	\$96,400.00
Meadowlark Lane East Water/Sewer Engineering	\$162,700.00	In Progress	\$3,630.00
PROJECTS TOTAL	\$916,418.21		\$604,987.65

TOTAL FUNDS REMAINING**\$6,583,581.79**



AGENDA MEMORANDUM

DATE: June 26, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Update on Mid-Cities Care Corps Volunteer Project

BACKGROUND/INFORMATION:

Mid-Cities Care Corps serves the communities of Bedford, Colleyville, Euless, Grapevine, Haltom City, Hurst, Keller, N. Richland Hills, Richland Hills, Southlake and Watauga. MCCC's Mission is "to preserve the independence of our senior neighbors in Northeast Tarrant County".

Mid-Cities Care Corps completed a service project for an MCCC client that resides in Watauga on June 23-24, 2018.

At the request of the City, Waste Connections donated a dumpster for the project. Cooper General Contractors donated time, materials to replace the fence, repair the sidewalk, remove a dilapidated shed, deck and satellite dish and complete general yard cleanup. Over the two day clean up, 20 volunteers worked a total of 146 hours. Project photos reflecting the volunteer efforts and results are attached for Council review.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

No action is required for the report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MCCC1
2. MCCC2
3. MCCC3
4. MCCC4
5. MCCC5
6. MCCC6
7. MCCC7
8. MCCC8



AGENDA MEMORANDUM

- 9. MCCC9
- 10. MCCC10
- 11. MCCC11

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/17/2018
Final Approval - 07/17/2018



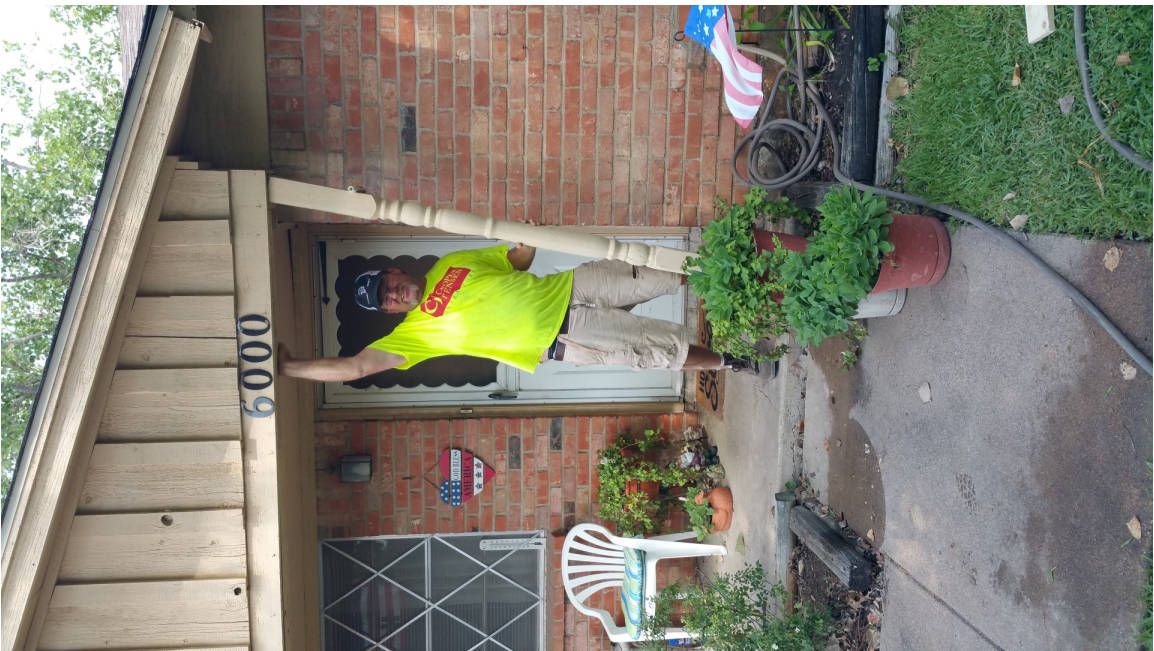






















AGENDA MEMORANDUM

DATE: July 3, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Update on Economic Development and introduction of Mr. Trent Petty

BACKGROUND/INFORMATION:

Due to a recent vacancy created in the Planning and Economic Development division, a contract was executed with Petty & Associates in early June 2018 in an amount not to exceed \$24,000. The services provided by Petty & Associates are intended to compliment the efforts of City staff to ensure quality development is planned and executed in Watauga.

Petty & Associates will work directly with City Administration to develop a plan that addresses the future build out of Watauga that includes various stakeholders. Other projects/tasks to be addressed include updates to the Comprehensive Plan and inclusion of a Thoroughfare Master Plan (yet to be determined if the Thoroughfare Master Plan will be a component of the Comprehensive Plan or a stand alone document).

City Administration looks forward to working with Petty & Associates and the City Council, P&Z and other boards of the City to achieve the City goals related to economic development.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully request the Council allow Mr. Petty the opportunity to introduce the firm of Petty & Associates to the City and direct any questions regarding the services to be provided to either the City Manager or Mr. Petty.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Approved - 07/17/2018



AGENDA MEMORANDUM

Zolaina Parker, City Secretary, TRMC

Final Approval - 07/17/2018



AGENDA MEMORANDUM

DATE: July 6, 2018
TO: Honorable City Council Members
FROM: Zolaina Parker, City Secretary, TRMC
SUBJECT: Approval of City Council Workshop Minutes for June 25, 2018

BACKGROUND/INFORMATION:

This item includes the City Council Workshop Minutes for June 25, 2018.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval of the Minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes Draft

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 07/14/2018

**MINUTES
WATAUGA CITY COUNCIL
WORKSHOP
MONDAY, JUNE 25, 2018
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:00 P.M.**

The City Council of the City of Watauga, Texas convened at 5:06 p.m., for the purpose of conducting a workshop with the following members present:

Mayor, Patrick Shelbourne
Mayor Pro Tem, Place 4 David Griffin
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Sandra Bush
Council Member, Place 5 Melva Clark
Council Member, Place 6 Mark Taylor
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Mark Daniel, City Attorney
Zolaina R. Parker, City Secretary
Robert Parker, Chief of Police
Randy Barkley, Battalion Chief
Sandra Gibson, Director of Finance
Marcia Reyna, Director of Human Resources/Civil Service
Sal Torres, Director of Parks and Community Services
Lana Ewell, Library Director
Bradley Fraley, Chief Information Officer/PIO

Workshop to discuss the City Manager's Fiscal Year 2018-2019 overview of the City of Watauga Budget Process and Plan

City Council met to discuss the City Manager's Fiscal Year 2018-2019 overview of the City of Watauga Budget Process and Plan.

During the course of discussion, no vote, order, decision, or other action was taken on the information presented.

ADJOURNMENT

Mayor Shelbourne adjourned the workshop at 6:10 p.m.

APPROVED: this 23rd day of July, 2018

SIGNED: this 23rd day of July, 2018

APPROVED:

Patrick Shelbourne, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

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



AGENDA MEMORANDUM

DATE: July 6, 2018
TO: Honorable City Council Members
FROM: Zolaina Parker, City Secretary, TRMC
SUBJECT: Approval of City Council Regular Meeting Minutes for June 25, 2018

BACKGROUND/INFORMATION:

This item includes the City Council Regular Meeting Minutes for June 25, 2018.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval of the Minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes Draft

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 07/17/2018

**MINUTES
WATAUGA CITY COUNCIL
PRE-COUNCIL & REGULAR MEETING
MONDAY, JUNE 25, 2018
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:00 PM**

PRE-COUNCIL

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

Mayor, Patrick Shelbourne
Mayor Pro Tem, Place 4 David Griffin
Council Member, Place 2 Tom Snyder
Council Member, Place 3 Sandra Bush
Council Member, Place 5 Melva Clark
Council Member, Place 6 Mark Taylor
Council Member, Place 7 Kim Irving

and

Andrea Gardner, City Manager
Mark Daniel, City Attorney
Zolaina R. Parker, City Secretary
Robert Parker, Chief of Police
Randy Barkley, Battalion Chief
Sandra Gibson, Director of Finance
Marcia Reyna, Director of Human Resources/Civil Service
Sal Torres, Director of Parks and Community Services
Lana Ewell, Library Director
Bradley Fraley, Chief Information Officer/PIO

CALL TO ORDER

Pre-Council was convened at 6:23 p.m.

DISCUSSION AND PRESENTATIONS ON UPCOMING TOPICS

1. Discuss and provide an update regarding proposed Special Election to be held in November 2018 to fill the vacancy of City Council Member - Place 1

Zolaina Parker, City Secretary, provided an update regarding proposed Special Election to be held in November 2018 to fill the vacancy of City Council Member

- Place 1

CITY COUNCIL AGENDA DISCUSSION

1. Discussion and questions regarding consent agenda items for regular meeting

There was no discussion on this item.

2. Discussion and questions regarding regular agenda items for regular meeting

There was no discussion on this item.

REGULAR COUNCIL MEETING

Regular Meeting commenced at 6:33 pm

INVOCATION

Mayor Shelbourne gave the invocation.

PLEDGE TO THE FLAG AND TEXAS FLAG

Mayor Shelbourne led the Pledge to the Flags.

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Discussion and action on approval of meeting agenda

Council Member Irving made a motion to approve the presented. Mayor Pro Tem Griffin seconded the motion, which passed.

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving

NAYS: None

ABSENT: None

ABSTAIN: Shelbourne

CITIZEN'S OPEN FORUM

There were no citizens who wished to speak.

PRESENTATIONS

1. Presentation of Service Awards for City of Watauga Employees celebrating a milestone anniversary during the month of June 2018

Andrea Gardner, City Manager, presented Milestone Anniversary Awards to, Sgt. James Varelans (five years), Lt. Robert Boetcher (ten years) and Emily Mead (10 years).

2. Presentation of a Proclamation to the Watauga Parks and Community Services Department declaring July 2018 as National Parks and Recreation Month

Mayor Shelbourne presented a Proclamation to the Watauga Parks and Community Services Department declaring July 2018 as National Parks and Recreation Month.

REPORTS

1. Update on billing format for utility bills

Andrea Gardner, City Manager provided an update on billing format for utility bills.

2. Update on City of Watauga Welcome Packet

Andrea Gardner, City Manager provided an update on City of Watauga Welcome Packet

3. Update on Staff Action Plan

Andrea Gardner, City Manager provided an update on Staff Action Plan.

CONSENT AGENDA

Council Member Clark made a motion to approve the consent agenda as presented. Council Member Taylor seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving

NAYS: None

ABSENT: None

ABSTAIN: Shelbourne

1. Approval of City Council Special Meeting Minutes for May 14, 2018
2. Approval of City Council Regular Meeting Minutes for May 14, 2018
3. Approval of Mayor's recommendation to appoint City Council Liaisons and Interview Committee Members
4. Approval of resignations, appointments, and reappointments for various Board, Committee, Commission, and Corporation Members
5. Approval of the Monthly Financial Report for the period ending May 31, 2018
6. Acceptance of the Fiscal Year 2018-2019 Watauga Crime Control and Prevention District Budget as adopted by the Watauga Crime Control and Prevention District Board of Directors
7. Approval of the Watauga Crime Control and Prevention District (WCCPD) Budget Public Hearing and Approval Dates
8. Approval of a proposed resolution adding policy 7.03 to the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 18-06-25-01

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING SECTION 7.03 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE UNIFORM AND CLOTHING ALLOWANCE POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

9. Approval of a proposed resolution amending policy 10.04 of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 18-06-25-02

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING SECTION 10.04 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CONFIDENTIALITY POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

10. Approval of a proposed resolution amending policy 12.01 of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA, TEXAS

RESOLUTION NO. 18-06-25-03

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING SECTION 12.01 OF THE PERSONNEL,ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CONFIDENTIALITY POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HEREWITH ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT;PROVIDING A SAVINGS CLAUSE;PROVIDING AN EFFECTIVE DATE

11. Approval of a proposed resolution adding policy 13.01 to the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA,TEXAS
RESOLUTION NO. 18-06-25-04

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING SECTION 13.01 OF THE PERSONNEL,ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CONFIDENTIALITY POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HEREWITH ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT;PROVIDING A SAVINGS CLAUSE;PROVIDING AN EFFECTIVE DATE

12. Approval of a proposed resolution adding policy 13.02 to the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA,TEXAS
RESOLUTION NO. 18-06-25-05

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA,TEXAS AMENDING SECTION 13.02 OF THE PERSONNEL,ADMINISTRATION AND

FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CONFIDENTIALITY POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT;PROVIDING A SAVINGS CLAUSE;PROVIDING AN EFFECTIVE DATE

13. Approval of a proposed resolution adding policy 13.03 to the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

The resolution as approved carried the following caption:

CITY OF WATAUGA,TEXAS
RESOLUTION NO. 18-06-25-06

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA,TEXAS AMENDING SECTION 13.03 OF THE PERSONNEL,ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CONFIDENTIALITY POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT;PROVIDING A SAVINGS CLAUSE;PROVIDING AN EFFECTIVE DATE

14. Approval of proposed changes to the Watauga Public Library Material Selection Policy

NEW BUSINESS

1. Consideration and Approval of a Resolution by the City Council of the City of Watauga, Texas authorizing and approving publication of Notice of Intention to issue Certificates of Obligation; complying with the requirements contained in Securities and Exchange Commission Rule 15c2-12; and providing an effective date {CAPTION}

Council Member Snyder made a motion that the City Council adopt a Notice of Intention Resolution authorizing the publication of the Notice of Intention Resolution. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Griffin, Clark, Taylor, Irving
NAYS: Bush
ABSENT: None
ABSTAIN: Shelbourne

The resolution as approved carried the following caption:

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 18-06-25-07

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AUTHORIZING AND APPROVING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION; COMPLYING WITH THE REQUIREMENTS CONTAINED IN SECURITIES AND EXCHANGE COMMISSION RULE 15c2-12; AND PROVIDING AN EFFECTIVE DATE

2. Discussion and action on a proposed ordinance amending the classifications of the City of Watauga Police Department to add one (1) Police Sergeant position {CAPTION}

Council Member Taylor made a motion to approve the proposed ordinance amending the classifications of the City of Watauga Police Department to add one (1) Police Sergeant position. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving
NAYS: None
ABSENT: None
ABSTAIN: Shelbourne

The ordinance as approved carried the following caption:

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 1670

AN ORDINANCE REPEALING ORDINANCE 1511; AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING THE CLASSIFICATIONS AND NUMBERS OF POSITIONS IN THE CLASSIFICATIONS OF THE CITY OF WATAUGA POLICE DEPARTMENT TO ADD (1) POLICE SERGEANT POSITION; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

3. Discussion and action on approval of a proposed ordinance providing for a Transfer of Appropriations from General Fund Code Compliance Division to General Fund Police Department for personnel expenses {CAPTION}

Council Member Clark made a motion to approve the proposed ordinance providing for a Transfer of Appropriations from General Fund Code Compliance Division to General Fund Police Department for personnel expenses. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving

NAYS: None

ABSENT: None

ABSTAIN: Shelbourne

The ordinance as approved carried the following caption:

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 1671

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS THAT APPROVES TRANSFER OF APPROPRIATIONS IN THE 2017-2018 FISCAL YEAR'S BUDGET PER SECTION 102.010 OF THE LOCAL GOVERNMENT CODE, PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

4. Discussion and action on approval of terminating the Interlocal Agreement for Participation in Fort Worth's Environmental Collection Center Household Hazardous Waste Program for Fiscal Year 2018

Council Member Irving made a motion to approve terminating the Interlocal Agreement for Participation in Fort Worth's Environmental Collection Center Household Hazardous Waste Program for Fiscal Year 2018. Council Member Bush seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving

NAYS: None

ABSENT: None

ABSTAIN: Shelbourne

5. Discussion and action on approval of a proposed resolution authorizing an agreement between Dolivar Enterprises, LLC., dba HHW Solutions and the City of Watauga to promote a Household Hazardous Waste Program and authorizing the Mayor to execute all applicable documents {CAPTION}

Council Member Taylor made a motion to approve a resolution authorizing an agreement between Dolivar Enterprises, LLC., dba HHW Solutions and the City of Watauga to promote a Household Hazardous Waste Program and authorizing the Mayor to execute all applicable documents. Council Member Irving seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving

NAYS: None

ABSENT: None

ABSTAIN: Shelbourne

The resolution as approved carried the following caption:

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 18-06-25-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, ADOPTING A HAZARDOUS WASTE PROGRAM TO PROMOTE RECYCLING WITHIN THE CITY LIMITS OF THE CITY OF WATAUGA; AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN DOLIVAR ENTERPRISES, LLC., A TEXAS CORPORATION, dba HHW SOLUTIONS AND THE CITY OF WATAUGA; AND PROVIDING AN

EFFECTIVE DATE

6. Discussion and action on approval of a proposed ordinance adopting a new fee for the Collection, Hauling, Recycling, and Disposal of Household Hazardous Waste {CAPTION}

Council Member Taylor made a motion to approve proposed ordinance adopting a new fee for the Collection, Hauling, Recycling, and Disposal of Household Hazardous Waste. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving
NAYS: None
ABSENT: None
ABSTAIN: Shelbourne

The ordinance as approved carried the following caption:

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 1672

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF WATAUGA, TEXAS BY ADOPTING A NEW FEE FOR THE COLLECTION, HAULING, RECYCLING AND DISPOSAL OF HOUSEHOLD HAZARDOUS WASTE APPLICABLE TO EACH SINGLE-FAMILY RESIDENTIAL UNIT WITHIN THE CITY OF WATAUGA; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING AN AMENDMENT TO ADOPT A FEE FOR COLLECTION OF HOUSEHOLD HAZARDOUS WASTE; PROVIDING FOR A SAVINGS AND REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

7. Discussion and action on the approval of purchase and installation of a shade structure at Indian Springs Park from Total Recreation Products Inc. (Game Time), in an amount not to exceed \$21,580

Council Member Clark made a motion to approve of purchase and installation of

a shade structure at Indian Springs Park from Total Recreation Products Inc. (Game Time), in an amount not to exceed \$21,580. Mayor Pro Tem Griffin seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving
NAYS: None
ABSENT: None
ABSTAIN: Shelbourne

8. Discussion and action on approval of purchase and installation of three (3) picnic pads with table, shade and trash receptacles for Foster Village Park from Total Recreation Inc., (Game Time), in an amount not to exceed \$44,000

Council Member Irving made a motion to approve of purchase and installation of three (3) picnic pads with table, shade and trash receptacles for Foster Village Park from Total Recreation Inc., (Game Time), in an amount not to exceed \$44,000. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving
NAYS: None
ABSENT: None
ABSTAIN: Shelbourne

9. Discussion and possible action on the City of Watauga Charter Section 7.02(6) - City Secretary

Council Member Taylor made a motion to table this item until the next Council Meeting. Council Member Clark seconded the motion, which passed as follows:

AYES: Snyder, Bush, Griffin, Clark, Taylor, Irving
NAYS: None
ABSENT: None
ABSTAIN: Shelbourne

EXECUTIVE SESSION

The City Council convened in executive session at 6:49 p.m., pursuant to (Texas

**Open Meetings Act), Chapter 551 of the Texas Government Code, Section 551.074
Personnel Matters, which allows the following:**

1. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
2. To hear a complaint or charge against an officer or employee.

ITEMS OF EXECUTIVE SESSION DELIBERATION

1. To discuss and provide feedback with regard to the employment of Andrea Gardner, City Manager

RECONVENE

The City Council returned to open session at 8:08 p.m., in the City Council Chamber for possible discussion and action as a result of the Executive Session as follows:

1. To discuss and provide feedback with regard to the employment of Andrea Gardner, City Manager

Council Member Taylor made a motion to direct the City Attorney to draft a resolution to address any future request for vacation by the City Manager. Council Member Clark seconded the motion which passed as follows

ADJOURNMENT

With there being no further business, Mayor Shelbourne adjourned the meeting at 8:09 p.m.

APPROVED: this 23rd day of July, 2018.

SIGNED: this 23rd day of July, 2018.

APPROVED:

Patrick Shelbourne, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

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



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Approval of Quarterly Investment Report for the period ending June 30, 2018

BACKGROUND/INFORMATION:

The 3rd Quarter Investment Report for the period ending June 30, 2018 is attached for Council review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Review of the 3rd Quarter Investment Report for the period ending June 30, 2018.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 3RD QUARTER INVESTMENT REPORT

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

June 30, 2018

Prepared by

Valley View Consulting, L.L.C.

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

A handwritten signature in blue ink, reading "Andrea Gaudin", written over a horizontal line.

City Manager

A handwritten signature in blue ink, reading "Sandra Gibson", written over a horizontal line.

Director of Finance

A handwritten signature in blue ink, reading "Ruby Woodard", written over a horizontal line.

Assistant Director of Finance

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

Summary

Quarter End Results by Investment Category:

<u>Asset Type</u>	<u>Ave. Yield</u>	<u>June 30, 2018</u>		<u>March 31, 2018</u>	
		<u>Book Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Market Value</u>
DDA/MMA/NOW	2.06%	\$ 9,005,351	\$ 9,005,351	\$ 12,416,512	\$ 12,416,512
Pools	1.85%	7,204,828	7,204,828	6,951,189	6,951,189
CD/Security	1.95%	12,093,971	12,093,971	8,597,450	8,597,450
Totals		\$ 28,304,150	\$ 28,304,150	\$ 27,965,151	\$ 27,965,151

Current Quarter Portfolio Performance:

Average Quarterly Yield 1.96%

Rolling Three Mo. Treas. Yield 1.88%

Rolling Six Mo. Treas. Yield 1.92%

Quarterly Interest Earnings \$ 128,669 (Unaudited)

Fiscal YTD Interest Earnings \$ 321,586 (Unaudited)

Fiscal Year-to-Date Portfolio Performance:

Average Quarter End Yield 1.62%

Rolling Three Mo. Treas. Yield 1.56%

Rolling Six Mo. Treas. Yield 1.58%

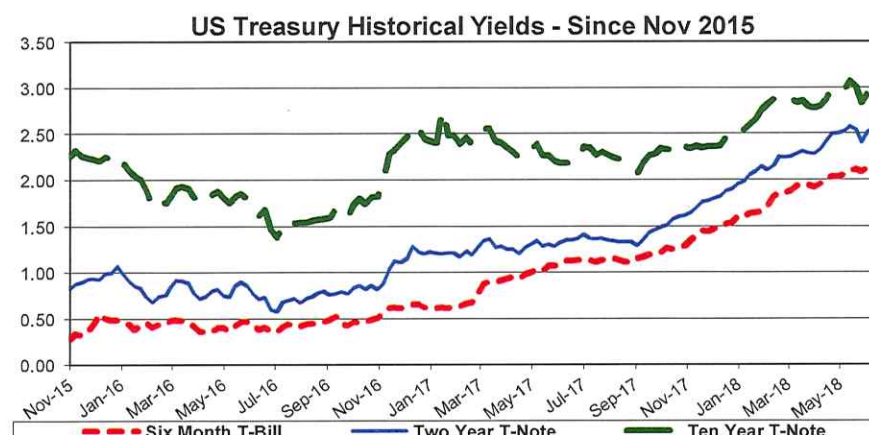
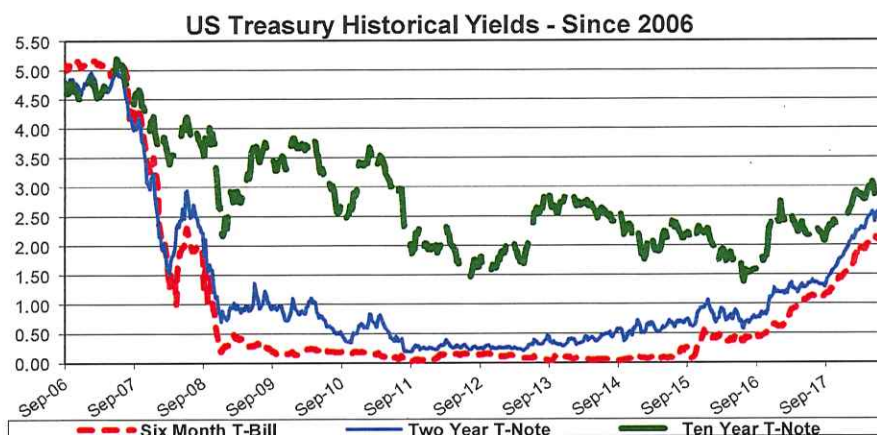
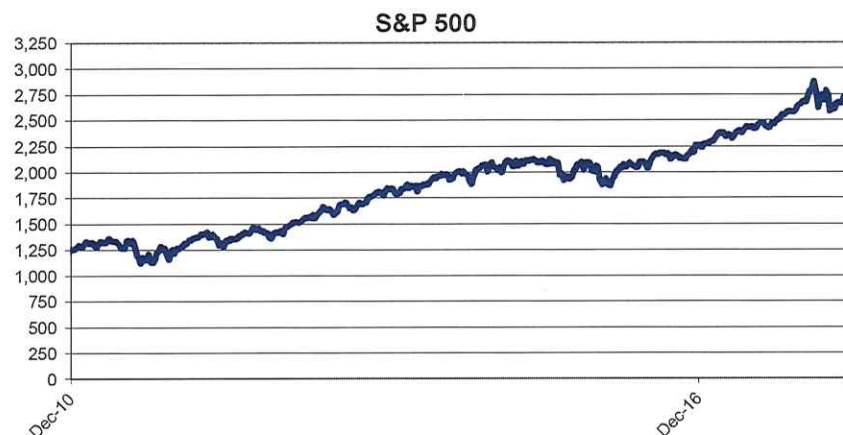
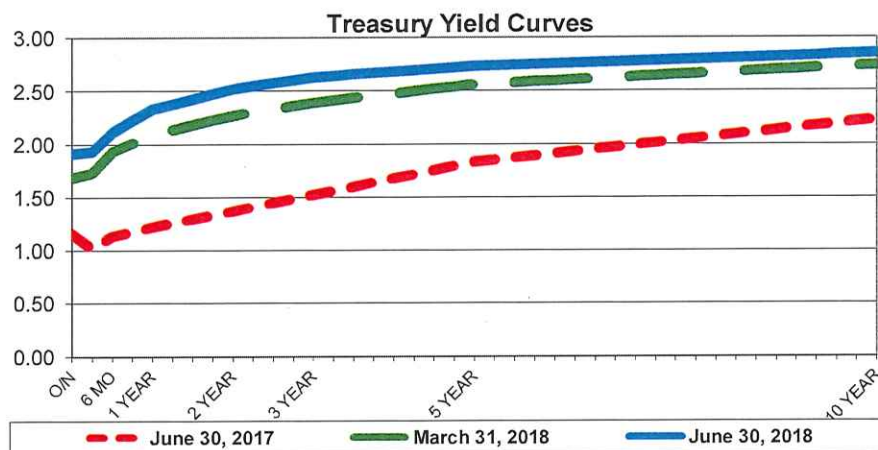
Quarterly TexPool Yield 1.50%

Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses.

Economic Overview

6/30/2018

The Federal Open Market Committee (FOMC) raised the Fed Funds target range 1.75% - 2.00% (Effective Fed Funds are trading +/-1.91%). Additional range increases are expected this calendar year (one or two) although subject to economic activity. Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. The ultimate size of the balance sheet is under discussion. First Quarter 2018 GDP measured 2.0% (final estimate). Second Quarter is expected to be substantially higher. Employment/Unemployment continued to record levels. Trade war uncertainty dominated world markets. WTI Crude oil hovers at +/- \$73. The Stock Markets wiggled higher but still below recent highs.



Investment Holdings

June 30, 2018

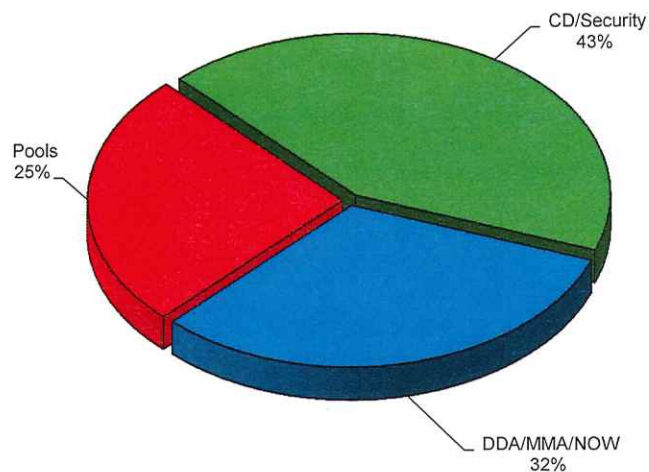
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Texas Term Daily	AAAm	1.85%	07/01/18	06/30/18	\$ 453,904	\$ 453,904	1.00	\$ 453,904	1	1.85%
LOGIC	AAAm	2.11%	07/01/18	06/30/18	296,093	296,093	1.00	296,093	1	2.11%
TexPool	AAAm	1.81%	07/01/18	06/30/18	5,941,818	5,941,818	1.00	5,941,818	1	1.81%
TexPool Prime	AAAm	2.10%	07/01/18	06/30/18	513,012	513,012	1.00	513,012	1	2.10%
Southside Bank MMA		2.06%	07/01/18	06/30/18	9,005,351	9,005,351	1.00	9,005,351	1	2.06%
Southside Bank CD		1.25%	07/20/18	04/20/17	1,012,559	1,012,559	100.00	1,012,559	20	1.25%
Landmark Bank CD		1.40%	09/27/18	09/27/17	1,010,530	1,010,530	100.00	1,010,530	89	1.40%
Southside Bank CD		1.32%	10/22/18	04/20/17	1,013,265	1,013,265	100.00	1,013,265	114	1.32%
East West Bank CD		2.16%	01/17/19	04/17/18	1,000,000	1,000,000	100.00	1,000,000	201	2.16%
Lubbock National Bank CD		1.45%	02/23/19	03/02/17	1,018,309	1,018,309	100.00	1,018,309	238	1.45%
East West Bank CD		2.24%	04/17/19	04/17/18	1,000,000	1,000,000	100.00	1,000,000	291	2.24%
Lubbock National Bank CD		2.60%	06/19/19	06/19/18	1,000,000	1,000,000	100.00	1,000,000	354	2.60%
Landmark Bank CD		1.62%	06/27/19	09/27/17	1,012,166	1,012,166	100.00	1,012,166	362	1.62%
Texas Security Bank CD		1.75%	09/06/19	09/06/17	1,018,861	1,018,861	100.00	1,018,861	433	1.75%
LegacyTexas Bank CD		2.40%	10/17/19	04/17/18	1,004,015	1,004,015	100.00	1,004,015	474	2.40%
BTH Bank CD		2.72%	12/19/19	06/19/18	1,000,000	1,000,000	100.00	1,000,000	537	2.72%
LegacyTexas Bank CD		2.55%	04/17/20	04/17/18	1,004,266	1,004,266	100.00	1,004,266	657	2.55%
					\$ 28,304,150	\$ 28,304,150		\$ 28,304,150	135	1.96%

(1) (2)

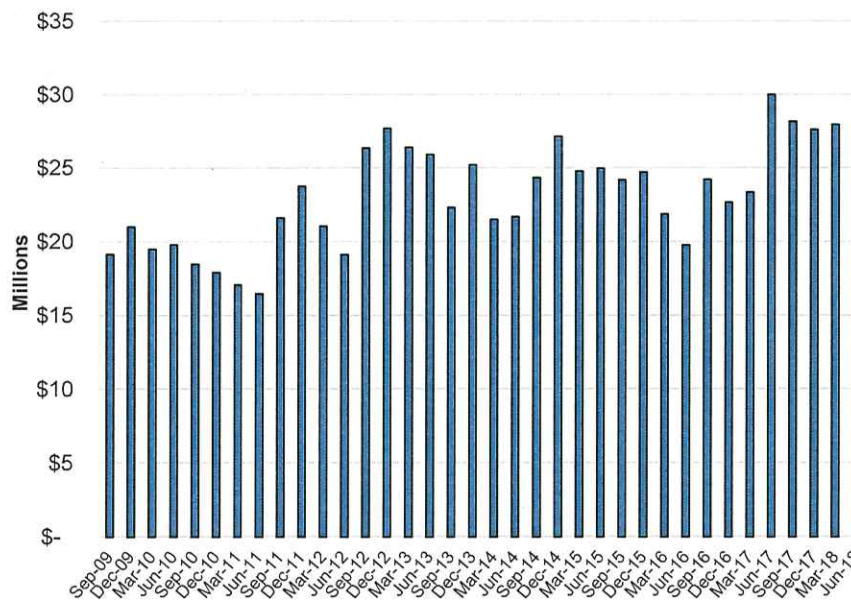
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

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

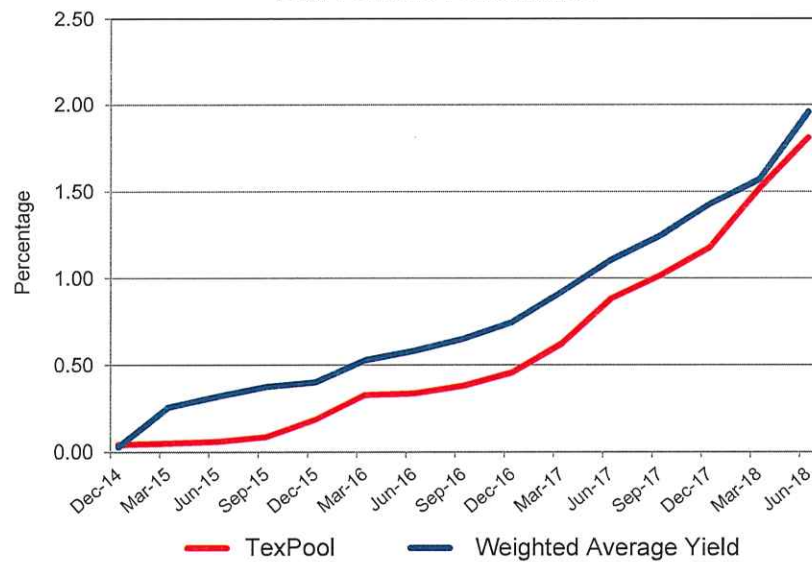
Portfolio Composition



Quarter End Book Value



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2018			Purchases/ Adjustments	Sales/Adjust/ Maturities	June 30, 2018	
			Original Face\		Original Face\			Par Value	Book Value
			Par Value	Book Value					
Texas Term Daily	1.85%	07/01/18	\$ 451,928	\$ 451,928	\$ 1,975	\$ —	\$ 453,904	\$ 453,904	
LOGIC	2.11%	07/01/18	294,606	294,606	1,487		296,093	296,093	
TexPool	1.81%	07/01/18	5,694,211	5,694,211	247,607		5,941,818	5,941,818	
TexPool Prime	2.10%	07/01/18	510,443	510,443	2,569		513,012	513,012	
Southside Bank MMA	2.06%	07/01/18	12,416,512	12,416,512		(3,411,161)	9,005,351	9,005,351	
Southside Bank CD	0.90%	04/03/18	1,516,979	1,516,979		(1,516,979)	—	—	
Lubbock National Bank CD	1.25%	05/23/18	1,012,572	1,012,572		(1,012,572)	—	—	
Southside Bank CD	1.25%	07/20/18	1,006,277	1,006,277	6,282		1,012,559	1,012,559	
Landmark Bank CD	1.40%	09/27/18	1,010,137	1,010,137	393		1,010,530	1,010,530	
Southside Bank CD	1.32%	10/22/18	1,009,978	1,009,978	3,287		1,013,265	1,013,265	
East West Bank CD	2.16%	01/17/19	—	—	1,000,000		1,000,000	1,000,000	
Lubbock National Bank CD	1.45%	02/23/19	1,014,597	1,014,597	3,713		1,018,309	1,018,309	
East West Bank CD	2.24%	04/17/19	—	—	1,000,000		1,000,000	1,000,000	
Lubbock National Bank CD	2.60%	06/19/19	—	—	1,000,000		1,000,000	1,000,000	
Landmark Bank CD	1.62%	06/27/19	1,008,050	1,008,050	4,116		1,012,166	1,012,166	
Texas Security Bank CD	1.75%	09/06/19	1,018,861	1,018,861			1,018,861	1,018,861	
LegacyTexas Bank CD	2.40%	10/17/19	—	—	1,004,015		1,004,015	1,004,015	
BTH Bank CD	2.72%	12/19/19	—	—	1,000,000		1,000,000	1,000,000	
LegacyTexas Bank CD	2.55%	04/17/20	—	—	1,004,266		1,004,266	1,004,266	
TOTAL			\$ 27,965,151	\$ 27,965,151	\$ 6,279,711	\$ (5,940,712)	\$ 28,304,150	\$ 28,304,150	

Allocation
June 30, 2018
Book & Market Value

	Total	Consolidated Cash	Construction	Crime Control District
Texas Term Daily	\$ 453,904	\$ 453,904	\$ —	\$ —
LOGIC	296,093	296,093		
TexPool	5,941,818	5,249,392		692,426
TexPool Prime	513,012	513,012		
Southside Bank MMA	9,005,351	2,593,706	6,411,644	
07/20/18—Southside Bank CD	1,012,559		1,012,559	
09/27/18—Landmark Bank CD	1,010,530		1,010,530	
10/22/18—Southside Bank CD	1,013,265	1,013,265		
01/17/19—East West Bank CD	1,000,000	1,000,000		
02/23/19—Lubbock National Bank CD	1,018,309	1,018,309		
04/17/19—East West Bank CD	1,000,000	1,000,000		
06/19/19—Lubbock National Bank CD	1,000,000	1,000,000		
06/27/19—Landmark Bank CD	1,012,166		1,012,166	
09/06/19—Texas Security Bank CD	1,018,861	1,018,861		
10/17/19—LegacyTexas Bank CD	1,004,015	1,004,015		
12/19/19—BTH Bank CD	1,000,000	1,000,000		
04/17/20—LegacyTexas Bank CD	1,004,266	1,004,266		
Totals	\$ 28,304,150	\$ 18,164,825	\$ 9,446,899	\$ 692,426

Allocation
March 31, 2018
Book & Market Value

	Total	Consolidated Cash	Construction	Crime Control District
Texas Term Daily	\$ 451,928	\$ 451,928	\$ —	\$ —
LOGIC	294,606	294,606		
TexPool	5,694,211	5,004,767		689,444
TexPool Prime	510,443	510,443		
Southside Bank MMA	12,416,512	3,838,654	8,577,857	
04/03/18—Southside Bank CD	1,516,979		1,516,979	
05/23/18—Lubbock National Bank CD	1,012,572	1,012,572		
07/20/18—Southside Bank CD	1,006,277		1,006,277	
09/27/18—Landmark Bank CD	1,010,137		1,010,137	
10/22/18—Southside Bank CD	1,009,978	1,009,978		
02/23/19—Lubbock National Bank CD	1,014,597	1,014,597		
06/27/19—Landmark Bank CD	1,008,050		1,008,050	
09/06/19—Texas Security Bank CD	1,018,861	1,018,861		
Totals	\$ 27,965,151	\$ 14,156,407	\$ 13,119,300	\$ 689,444



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Acceptance of Parks Development Corporation Budget for Fiscal Year 2018-2019 and approval to set a Public Hearing to allow for public comment on August 27, 2018 at 6:00 p.m.

BACKGROUND/INFORMATION:

On July 17th, 2018, a Public Hearing was held for the Watauga Parks Development Corporation Proposed Budget for FY2018-2019. The Corporation voted to approve the budget and submit to the City Council for consideration.

The City Council is asked to accept the Watauga Parks Development Corporation Budget for FY 2018-2019, and to set a Public Hearing to allow for public comment on August 27th, 2018 at 6:00 p.m.

FINANCIAL IMPLICATIONS:

Total Proposed Expenses:

WPDC Operating Fund: \$794,590

WPDC Capital Projects Fund: \$ 75,000

RECOMMENDATION/ACTION DESIRED:

The City Council is asked to accept the Watauga Parks Development Corporation Budget for FY2018-2019, and to set a Public Hearing to allow for public comment on August 27th, 2018.



AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PDC PROPOSED BUDGET FY2018-2019

REVIEWED BY:

Sal Torres, Parks and Community Services Director
Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/12/2018
Approved - 07/14/2018
Final Approval - 07/15/2018

CITY OF WATAUGA
PDC BUDGET
FY 2018-2019

SPECIAL REVENUE FUNDS

PARKS DEVELOPMENT CORPORATION BUDGET SUMMARY - FUND 04

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Budget	FY2018-19 VS 2017-18
Fund Balance, October 1	\$682,920	\$728,986	\$773,641	\$810,000	\$798,375	
<u>Revenues:</u>						
Sales Taxes	731,050	723,260	735,000	728,000	728,000	-1.0%
Other Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Interest Earnings	4,282	4,699	1,000	6,000	7,500	100.0%
Proceeds from Sale of Assets	0.00	7,151	0.00	0.00	0.00	0.0%
Operating Revenues	\$ 735,332	\$ 735,110	\$ 736,000	\$ 734,000	\$ 735,500	-0.1%
Total Available Resources	\$ 1,418,252	\$ 1,464,096	\$ 1,509,641	\$ 1,544,000	\$ 1,533,875	0.0%
<u>Expenditures:</u>						
Non-Departmental	14,536	14,807	17,650	16,450	21,390	21.2%
Parks Department	589,188	603,004	703,200	692,775	722,300	2.7%
Operating Expenditures	603,724	617,811	720,850	709,225	743,690	3.2%
<u>Operating Transfers-Out</u>						
To General Fund	36,542	36,285	37,000	36,400	36,400	-1.6%
To PDC Construction	0.00	0.00	0.00	0.00	0.00	0.0%
To Internal Service Fund	49,000	0.00	0.00	0.00	14,500	0.0%
To Debt Service	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operating Transfers-Out	85,542	36,285	37,000	36,400	50,900	39.2%
TOTAL OPERATING & TRANSFERS	\$ 689,266	\$ 654,096	\$ 757,850	\$ 745,625	\$ 794,590	4.8%
Fund Balance, September 30	\$728,986	\$810,000	\$751,791	\$798,375	\$739,285	
CHANGE IN FUND BALANCE	\$46,066	\$81,014	(\$21,850)	(\$11,625)	(\$59,090)	

SPECIAL REVENUE FUNDS

PARKS DEVELOPMENT CORPORATION BUDGET SUMMARY FUND 05 - CAPITAL PROJECTS

	HISTORY		PROJECTED YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Budget
Fund Balance, October 1	\$ 523,728	\$ 504,545	\$773,641	\$430,389	\$150,339
<u>Revenues:</u>					
Interest Earnings	2,673	4,294	2,000	1,500	1,000
Proceeds from Sale of Assets	0.00	0.00	0.00	0.00	0.00
Transfer from PDC Sales Tax Fund	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Matching Grants	0.00	0.00	0.00	0.00	0.00
Total Revenues	\$ 2,673	\$ 4,294	\$ 2,000	\$ 1,500	1,000
Total Available Resources	\$ 526,401	\$ 508,839	\$ 775,641	\$ 431,889	151,339
<u>Expenditures:</u>					
Irrigation	0.00	0.00	0	0	0
Foster Village Improvements	0.00	0.00	50,000	50,000	50,000
Playground Equipment - BISD	0.00	0.00	0	0	0
Skate Park	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0.00	44,000	66,000	66,000	25,000
Capp Smith Park Improvements	21,856	34,450	165,550	165,550	0
Veteran's Memorial	0	0	0	0	0
Trail System Improvements	0	0	0	0	0
Indian Springs Improvements	0.00	0.00	0	0	0
Furniture & Fixtures	0.00	0.00	0	0	0
Total Expenditures	21,856	78,450	281,550	281,550	75,000
<u>Other Expenditures</u>					
Transfer to PDC Debt Service	0	0	0	0	0
Total Other Soures (Uses)	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	\$ (19,183)	\$ (74,156)	\$ (279,550)	\$ (280,050)	\$ (74,000)
Fund Balance, September 30	\$504,545	\$430,389	\$494,091	\$150,339	\$76,339
CHANGE IN FUND BALANCE	(\$19,183)	(\$74,156)	(\$279,550)	(\$280,050)	(\$74,000)

Parks Development Corporation

Fund 04-075



Director of Parks & Community Services
0.50 FTE

Parks Superintendent
1.00 FTE

Landscape Gardener
1.00 FTE

Parks Maintenance Worker II
2.00 FTE

Parks Maintenance Worker I
2.00 FTE

Summer Maintenance I Worker
.25 FTE



SPECIAL REVENUE FUNDS

DEPARTMENT: RECREATION AND COMMUNITY SERVICES

DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION FUND 04-075

LOCATION:

7901 Indian Springs Road
Watauga, Texas 76148
Phone Number: 817-514-5890

HOURS OF OPERATION:

Monday – Friday 7:00 A.M. – 4:00 P.M.

MISSION / PROGRAMS / SERVICES:

To provide a commitment to excellence in leisure opportunities, giving government support by enhancing the quality, safety and diversity for the citizens of Watauga's way of life and to preserve them for future generations.

- Maintain quality athletic fields for 220 youth and adult teams
- Maintain ten park properties totaling 119 acres
- Assist Recreation Division with six annual special events
- Provide assistance to other City Departments as needed

FY2017-2018 HIGHLIGHTS / ACCOMPLISHMENTS:

- Completion of BISD Park new irrigation system
- Completion of new irrigation system and landscape plants at Recreation Center Expansion
- Installation of shade structure at Indian Springs Park
- Installation of amphitheater lighting system
- Installation of plumbing freeze protection system for Capp-Smith Park
- Installation of electrical outlets for tree lighting event at Capp-Smith Park
- Installation of new fencing and storage buildings at Foster Village Park
- Installation of additional kiosk sign structures at Capp-Smith Park
- Expansion of vegetation and wildflower areas at Capp-Smith Park
- Repairs to retaining wall at Capp-Smith Park
- Repairs to paving and sidewalk at Foster Village Park
- Continued sidewalk repairs to Capp-Smith Park
- Continuation of outsource mowing services and the resulting operating budget savings

FY2018-2019 GOALS/ OBJECTIVES:

- Initiate expanded natural vegetation and wildflower plantings at Capp-Smith Park and Whites Branch Creek
- Installation of sign kiosks in additional parks
- Initiate ideas and projects proposed in the 2016 Parks Master Plan
- Expand volunteer projects throughout city parks
- Installation of shade structure at Virgil Anthony Park playground
- Installation of Shade Structure at BISD Park playground
- Development of new Yampa Trail Park
- Installation of new splash pad at Capp-Smith Park
- Continued repairs to paving and sidewalk at Foster Village Park

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Declining or flat sales tax trends and its effects on operational revenue
- Future funding of capital improvement projects proposed in the 2016 Parks Master Plan

SPECIAL REVENUE FUNDS

DEPARTMENT: RECREATION AND COMMUNITY SERVICES						
DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION - FUND 04						
EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATED	2018-2019 BUDGET
Non-Departmental	\$6,300	\$14,536	\$14,807	\$17,650	\$16,450	\$21,390
Personnel	\$448,941	\$443,838	\$393,284	\$412,000	\$427,100	\$447,400
Supplies	\$45,182	\$38,189	\$44,874	\$64,000	\$55,000	\$63,100
Maintenance	\$42,208	\$54,228	\$62,453	\$84,200	\$83,875	\$62,200
Contractual/Sundry	\$53,490	\$52,932	\$94,699	\$137,000	\$120,600	\$144,100
Capital Outlay	\$0	\$0	\$7,695	\$6,000	\$6,200	\$5,500
Transfers	\$240,400	\$85,542	\$36,285	\$37,000	\$36,400	\$50,900
TOTAL	\$836,521	\$689,265	\$654,097	\$757,850	\$745,625	\$794,590
PERSONNEL						
Director of Rec & Comm. Services	0.50	0.50	0.50	0.50	0.50	0.50
Parks Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	7.00	6.00	3.00	2.00	2.00	2.00
Parks Maint. Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Landscape Gardener	1.00	1.00	1.00	1.00	1.00	1.00
Temp/PT Maint Worker I Summer	0.00	0.25	0.25	0.25	0.25	0.25
Chemical Applicator/Irrigation Technician	0.00	1.00	1.00	0.00	0.00	0.00
TOTAL	11.75	11.75	8.75	6.75	6.75	6.75
PERFORMANCE MEASURES / SERVICE LEVELS						
Input / Demand			Actual 16-17	Budget 17-18	Estimated 17-18	Budget 18-19
Athletic Fields maintained			10	10	10	10
Park Acres maintained			85	85	85	85
Efficiency Measures / Impact			Actual 16-17	Budget 17-18	Estimated 17-18	Budget 18-19
M&O Budget per Capita			\$26.87	\$30.90	\$30.40	\$32.64
M&O Percentage of City Budget			1.33%	1.74%	1.72%	1.62%
Acres per FTE			10	13	13	13
Effectiveness Measures / Outcomes		Goals	Actual 16-17	Budget 17-18	Estimated 17-18	Budget 18-19
Mow and maintain developed facilities weekly		2, 3	95%	100%	95%	100%
Mow and maintain undeveloped facilities monthly		2, 3	95%	100%	100%	100%
Hours of personnel training		6, 3	80	80	32	80
Number of trees planted		3	1	3	3	1



SPECIAL REVENUE FUND

SIGNIFICANT BUDGET CHANGES

Fiscal Year 208-19 Compared to Fiscal Year 2017-18

DEPARTMENT: RECREATION AND COMMUNITY SERVICES				
DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION - FUND 04				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel Services	Non-Departmental		\$2,000	Increased usage in dependent supplement
Pymt. To Internal Services	Non-Departmental		\$1,740	New expanded funding FY2018-19 - brush cutter
Medical Insurance	Personnel Services		\$4,000	Estimated 9% increase
Longevity	Personnel Services		\$300	Longevity adjustment
Personnel Services	Personnel Services		\$11,000	3% pay inincrease
Personnel Services	Personnel Services		\$20,100	Adjustments not included in FY17-18
Office Supplies	Supplies		(\$100)	Minimal adjustment
Wearing Apparel	Supplies		\$700	FTE allocation adjustment
Vehicle Fuels & Lubricants	Supplies		(\$4,500)	Needs reduction
Minor Tools & Apparatus	Supplies		\$500	Anticipated replacement needs
Janitorial Supplies	Supplies		\$1,000	Increased needs for parks maintenance
Chemicals	Supplies		\$1,000	Fertilizers & chemicals for parks
Equipment Parts & Supplies	Supplies		\$500	Older equipment needs
Park Maintenance	Maintenance	(\$22,000)		New/expanded one-time FY2017-18 funding - fence repair & misc. park maintenance items
Communications	Contractual/Sundry		(\$900)	Cell stipend/acquisition
Contract/Outsource Services	Contractual/Sundry		\$6,000	Expanded grounds maint. - parks common areas
Special Services	Contractual/Sundry		\$2,000	Insurance broker fee allocation - charter increase
Park Equipment	Capital Outlay	(\$6,000)		New/expanded one-time funding FY2017-18 - storage containers
Other Equipment	Capital Outlay	\$5,500		New expanded funding FY2018-19 - discharge bucket
Transfer to Internal Services	Transfers	\$14,500		New expanded funding FY2018-19 - brush cutter
Transfer to General Fund	Transfers		(\$600)	Revenue adjustment
TOTALS:		(\$8,000)	\$44,740	

\$36,740 NET INCREASE/DECREASE

SPECIAL REVENUE FUNDS

FY2018-19

NEW AND EXPANDED PROGRAM REQUESTS

PARKS DEVELOPMENT CORPORATION

Rank	Item	One-Time FY2018-19	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Shade Structure - BISD Park	\$ 25,000		\$ 25,000	\$ 25,000	F	Playground & Park Equipment (05-020)
2	Side Discharge Bucket	\$ 5,500		\$ 5,500	\$ 5,500	F	Other Equipment (04-075)
3	Flexwing Brush Cutter Replacement	\$ 14,500	\$ 1,740	\$ 16,240	\$ 16,240	F	Other Equipment (ERF) / amortization
TOTAL		\$ 45,000	\$ 1,740	\$ 46,740	\$ 46,740		

F = FUNDED (INCLUDED IN BUDGET TOTALS)

T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)

C = IN CURRENT YEAR BUDGET

P = PARTIALLY FUNDED REQUEST

U = UNFUNDED

NEW/EXPANDED BUDGET WORKSHEET**FISCAL YEAR: 2018-2019****DEPARTMENT:** Parks Development Corporation**PROGRAM TITLE:** Shade Structures for BISD Park**REQUEST TYPE:** One-Time**RANKING:** 1**FUND/DEPT:** 05-020**GOAL #:** 2 3**FULL FY2018-2019 ONE-TIME COST:** \$25,000**ANY ON-GOING FUTURE COSTS:****FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

The Shade Structure Program for BISD Park is an ongoing part of the 2017-2027 Parks Master Plan needs assessment. With the addition of this shade structure, the City will be continuing the project for the existing playgrounds in the park system.

SAVINGS/BENEFITS

There are no savings associated with this program however, the benefits will provide shaded coverage for playground users for many years. This program is in line with the priorities established in the current Parks Master Plan as well as the five year Capital Improvement Project list.

CONSEQUENCES OF NOT FUNDING PROGRAM

This program was designed to allow citizens and park patrons the opportunity to participate in playground activities during the hot summer days. By not funding this program, the city will experience limited use of the playground activity.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2018-2019 ONE-TIME EXPENSE	ON-GOING EXPENSE
05-020-85210	Playground/Park Equip.	\$25,000	
	TOTALS:	\$25,000	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2018-2019 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

NEW/EXPANDED BUDGET WORKSHEET**FISCAL YEAR:****2018-2019****DEPARTMENT:** Parks Development Corporation**PROGRAM TITLE:** Side Discharge Bucket**REQUEST TYPE:** One-Time**RANKING:** 2**FUND/DEPT:** 04-075**GOAL #:** 2**FULL FY2018-2019 ONE-TIME COST:** \$5,500**ANY ON-GOING FUTURE COSTS:****FULL FY2018-2019 SAVINGS OFFSET:****LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:****RECOMMENDATION FOR DISPOSITION:****PROGRAM DESCRIPTION**

This request is for the purchase of a 60" side discharge bucket for use with the existing parks compact track loader.

SAVINGS/BENEFITS

Increasingly efficient means of accomplishing a manual labor task and increased safety for citizens and employees by mitigating the risks of injury due to unforeseen hazards such as sunken irrigation ditches and trip hazards of exposed sidewalk edges. This equipment will allow 2 personnel to accomplish the same task it would take 4-5 personnel to complete. City parks currently have thousands of feet of sunken irrigation ditches and miles of sidewalk edging that need to be filled with the use of this piece of equipment.

CONSEQUENCES OF NOT FUNDING PROGRAM

Increase in labor time to complete a necessary job due to the lack of personnel. Continued trip hazard to patrons that utilize parks for recreational purposes.

EXPENSE IMPACT

ACCOUNT NUMBER	ACCOUNT NAME	FY2018-2019 ONE-TIME EXPENSE	ON-GOING EXPENSE
04-075-85170	Other Equipment	\$5,500	
	TOTALS:	\$5,500	\$0

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	ACCOUNT NAME	FY2018-2019 SAVINGS	ON-GOING SAVINGS
	TOTALS:	\$0	\$0

NEW/EXPANDED BUDGET WORKSHEET**FISCAL YEAR:****2018-2019****DEPARTMENT:** Parks Development Corporation**PROGRAM TITLE:** Flexwing Brush Cutter Replacement**REQUEST TYPE:** One-Time & On-Going**RANKING:** 3**FUND/DEPT:** 22-070**GOAL #:** 2**FULL FY2018-2019 ONE-TIME COST:** \$14,500

Equip. Replacement

ANY ON-GOING FUTURE COSTS: \$1,740

10 year life

FULL FY2018-2019 SAVINGS OFFSET:**LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:**

603A

RECOMMENDATION FOR DISPOSITION: Trade-In**PROGRAM DESCRIPTION**

Request for the purchase of a replacement brush cutter for use at undeveloped park property acreage.

SAVINGS/BENEFITS

This piece of equipment is used for mowing brush at large acreage areas and during times of excessive growth in parks that zero -turn equipment cannot handle. It provides control of flash fuel (brush) for fires in an urban area. Current unit is in need of multiple structure and driveline repairs to continue safe operation. The current unit was purchased in 1997 and has RTA logged repair cost to date of \$2,500. The current unit is in need of repairs which have been estimated at a cost of \$8,700.

CONSEQUENCES OF NOT FUNDING PROGRAM

Extreme safety hazard to operator due to flying driveline components during failure. Loss of ability to regularly control combustible fuels . Rental and labor increase if taken out of service. Ongoing repair costs to 21 year old unit.

EXPENSE IMPACT

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2018-2019 ONE-TIME EXPENSE</i>	<i>ON-GOING EXPENSE</i>
22-070-85170	Other Equipment	\$14,500	
10 year amort.			\$1,740
	TOTALS:	\$14,500	\$1,740

SAVINGS IMPACT/OFFSET

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FY2018-2019 SAVINGS</i>	<i>ON-GOING SAVINGS</i>
	TOTALS:	\$0	\$0



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Approval of a proposed resolution revising Policy 6.04 Classification and Compensation Plan of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual {CAPTION}

BACKGROUND/INFORMATION:

The Watauga Police Department continues to face recruitment challenges in filling Police Officer positions. The City has implemented several programs to assist with recruitment such as a sign-on bonus and lateral entry pay. In addition, the City has modified applicant requirements and its physical ability exam.

City Administration is proposing a new tool to assist with Police Officer recruitment. It is proposed that an Employee Recruitment Compensation policy be adopted to reward existing employees who refer qualified applicants to the Watauga Police Department. *Section L. Employee Recruitment Compensation* of Policy 6.04 Classification and Compensation Plan outlines the program's requirements. A Police Candidate would need to successfully complete Filed Training before the recruiting employee receives compensation.

FINANCIAL IMPLICATIONS:

Budgeted in FY2018-2019 in account 01-020-41070 in the amount of \$3,000. The amount per employee will be determined based on quantity of referrals.

RECOMMENDATION/ACTION DESIRED:

It is respectfully recommended that Council approved the revision to Policy 6.04 Classification and Compensation Plan of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CA Letter, Resolution, Policy 6.04 Classification and Compensation



AGENDA MEMORANDUM

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/11/2018
Final Approval - 07/14/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 9, 2018

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

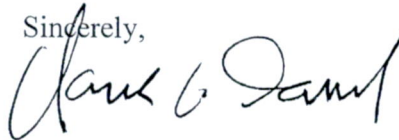
Re: *Personnel, Administration and Financial Policies and Procedures Manual
Classification and Compensation Plan – Policy 6.04(L)*

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the proposed change to the Personnel, Administration and Financial Policies and Procedures Manual, Classification and Compensation Plan to include Section L and accompanying Police Candidate Recruitment Form (Appendix "A"). I approve of the same and would recommend that this be presented to the City Council for consideration and approval.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Manager
Ms. Zolaina R. Parker, City Secretary

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS ADOPTING SECTION 6.04(L) OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE EMPLOYEE RECRUITMENT COMPENSATION POLICY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article III, Section 3.07(m) of the Home Rule Charter of the City of Watauga, Texas (hereinafter "the City") provides that the City Council shall fix the salaries and compensation of City officers and employees; and

WHEREAS, the proposed adoption of Section 6.04(L) ("Employee Recruitment Compensation") incorporates a policy providing current Watauga employees with the opportunity to receive compensation for their efforts in recruiting prospective police officer applicants.

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

I.

The proposed adoptions to the City's Personnel, Administration and Financial Policies and Procedures Manual as set forth in Exhibit "A" attached hereto and incorporated by reference, are hereby adopted. The adoption of Section 6.04(L) ("Employee Recruitment Compensation") incorporates a policy providing current Watauga Police Officers with the opportunity to receive

compensation for their efforts in recruiting prospective police officer applicants who are already Texas certified police officers, meet the qualifications and requirements of the Watauga Police Department and successfully complete field training. This policy includes the attached Police Candidate Recruitment Form. The purpose of the provision is to assist with both the recruitment and retention of police officers.

II.

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

III.

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

IV.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this _____ day of _____, 2018.

APPROVED:

PATRICK SHELBOURNE, Mayor

ATTEST:

ZOLAINA R. PARKER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

MARK G. DANIEL, City Attorney



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

POLICY TITLE	Classification and Compensation Plan
INITIAL EFFECTIVE DATE	October 24, 2016, Revised January 29, 2018
LAST REVISION DATE	Replaces <i>Section 17.1, 18.1, 18.2, 18.3, 18.4, 18.5, 18.10, 18.11, 18.12 and 26.1</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.04

OBJECTIVE

It is the policy of the City of Watauga to provide a systematic and organized approach for the administration of salaries for classified employees in a uniform, city-wide basis and to provide equitable and competitive compensation based on position classification, performance, and market analysis. It is the philosophy of the City to compensate employees in direct relation to the value of the position and their contributions to the success of the City and their department goals and objectives.

SCOPE

This policy applies to all employees. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy.

POLICY

A. Definitions

1. **Regular Full-Time Employee:** Employees who are scheduled to work a full work week (40 hours/week) or a full work period on a regular basis and have successfully completed probation with the city. These employees are eligible for full benefits.
2. **Regular Part-Time Employee:** Employees who are scheduled to work less than a full work week schedule or less than a full work period and have successfully completed probation with the city. These employees whose positions are scheduled to work at least 1,000 hours per year (20 hours/week but less than 40 hours/week) must participate in TMRS retirement plan.
3. **Probationary Employee:** Full-time or part-time employees who have not yet completed their initial probationary period, which is generally six (6) months but may be extended

up to one (1) year from hire date. Probationary employees can be either full-time or part-time. See **Policy 3.03 Probation Period.**

4. **Temporary Employee:** Full-time or part-time employees who are hired for a specific period of time, determined at the onset of employment and is usually twelve (12) months or less. Part-time employees whose function is to supplement the regular work force on a sporadic as-needed basis. Employees must work less than 1,000 hours per calendar year (19 hours/week or less). Temporary employees do not accrue benefits however; they must participate in the Part-time, Temporary, or Seasonal (PTS) retirement plan through the city's PARS (Public Agency Retirement Service) provider.
5. **Dual Employment:** No employee may hold more than one position within the City of Watauga at any given time.
6. **Range:** A designation within the structure; linked through the midpoint (control point) to the external prevailing wage; all positions within an assigned grade have similar relative internal and external value.
7. **Minimum:** Typically the rate at which an employee is paid who has acquired the minimum qualifications.
8. **Midpoint:** Statistical average of the surveyed data for positions assigned to that grade.
Calculation = (Minimum + Maximum)/2
9. **Maximum:** Typically the maximum value of a position and above which an incumbent's pay should not exceed; long-tenured staff with little position movement typically will have a pay rate toward the top end of the assigned grade.
10. **Exempt Position:** Positions paid on a salaried basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). Exempt from coverage of the overtime rule; therefore not eligible for compensation for hours worked in excess of 40 in the work week.
11. **Non-Exempt Position:** Positions paid on an hourly basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). Compensation of all hours worked including hours in excess of 40 in a work week either through overtime (time and ½) or compensatory time.

B. City of Watauga Classification and Compensation Plan

1. The Human Resources Department maintains the City's Classification and Compensation Plan. The plan includes the positions and salary ranges for all employees of the City of Watauga. When extensive changes occur, Department Directors may submit written requests to the City Manager through the Director of Human Resources to reclassify current position(s). **Policy 6.06 Position Classification and Evaluation** provides direction regarding the reclassification process.
2. The administration of the pay system is under the direction of the Director of Human Resources, who is responsible for the following:
 - a. Communication of pay issues with the workforce, including training, orientation and other processes.
 - b. Conducting salary surveys annually to adjust the salary structure as established through budgetary guidelines and eligibility criteria.
 - c. Utilizing comparator cities adopted by the City Council to evaluate compensation for its Non-Civil Service (Exempt/ Non-Exempt) and Civil Services positions.
3. The classification plan comprises a list of job titles supported by written job descriptions setting forth the duties and responsibilities of each job and the qualifications necessary for appointment to a position of that job. The classification plan shall:
 - a. Provide equal pay for equal work under the provisions of the Equal Pay Act.
 - b. Establish qualification requirements for recruiting applicants.
 - c. Provide supervisors with a means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions.
 - d. Assist departments in determining budget requirements.
 - e. Provide a basis for developing standards of work performance.
 - f. Provide uniform titles for positions.

C. Employee Compensation

1. Compensation Plan
 - a. The Human Resources Department maintains the compensation plan. The plan includes a schedule listing pay at the minimum, midpoint and maximum for each salary range. The minimum represents the minimum salary level for a new employee meeting the minimum qualifications of the job.

- b. Salaries are listed on an annual, monthly and hourly basis for both exempt and non-exempt positions. Part-time employees are classified as non-exempt.

2. Starting Salary

New employees meeting the minimum job requirements are hired at the "minimum" salary. There may be circumstances where a new employee offers an unusual skill level, the number of qualified applicants is lacking, or there may be market conditions or specific job duties requiring higher compensation levels, in which the employee may be offered compensation above the "minimum," contingent upon available funding. Starting salaries above the minimum require the approval of the City Manager.

3. Changes in Compensation

The City Manager must authorize all salary adjustments, except for adjustments to zero during a separation of employment. The City Council must authorize compensation adjustments for the City Manager.

The City Manager is prohibited from authorizing any change in any employee's salary or wages that exceeds the pay ranges approved in the Classification Plan that has been approved by the City Council. Any change in salary or wages outside of the Classification Plan requires the prior consent and approval of the City Council in an open meeting.

The following types of increases may be given as approved through the budgetary process.

a. Merit Increase

The compensation plan is designed to allow pay increases to employees rewarding ability, education and efficiency with consideration given to market factors for each job. Dependent upon budgetary appropriations individual increases may be granted upon recommendation of Department Directors, who shall give careful consideration to the performance record of each employee. Merit increases are given to an employee based on an assessment of their work performance based on their annual written performance evaluation.

The amount of merit increase is determined annually through the budgeting process. The schedule for the ratings is determined by the City Manager using this format:

Rating:

Exceeds Expectations
Meets Expectations
Needs Improvement

b. Market Increase

Market increases are based on results of an annual compensation market study. It occurs when an assigned grade of the job is adjusted to a grade higher and the affected position's current salary falls below the minimum of the new grade.

c. Across-the-Board Pay Rate Increases

Across-the-board pay rate increases occur at the beginning of the fiscal year if approved by City Council. Typically, these types of increases are given as Cost of Living Adjustment (COLA). A COLA adjusts salaries based on changes in the Consumer Price Index or some other measurement.

d. Equity Adjustment

Equity adjustments are intended to correct a pay disparity within a job classification. Equity adjustments will be made on a case-by-case basis and must be approved by the City Manager subject to fund availability.

Employees under active disciplinary action may have their increases withheld until performance returns to acceptable standards. These will be reviewed by the Department Director and City Manager on case-by-case. This section does not apply to Civil Service employees.

D. Promotions

If an employee is promoted to another classification in a higher salary range, the employee's rate of pay may be increased in accordance with the same criteria outlined for new hires in **Section C. 2. Starting Salary** of this policy. In no case shall the employee's rate of pay be less than the minimum of the higher pay range. **See Section 3.02 Selection Process, D. Promotions** for more information.

E. Demotions

1. An employee who is either voluntarily or involuntarily demoted to a classification with a lower pay range or lower maximum salary shall have their salary reduced by a minimum of 5% unless otherwise authorized by the City Manager.
2. The salary for employees receiving voluntary or involuntary demotions must be placed below the maximum pay level of the assigned salary range.

3. **See Policy 3.02 Selection Process, F. Demotions** and **Policy 11.01 Discipline Section B.5. Demotions** for more information.

F. Lateral Transfers

1. When an employee applies and is selected for a position in the same salary range this is considered a lateral transfer. In most cases of lateral transfers, the employee's rate of pay will remain unchanged unless otherwise authorized by the City Manager.
2. **See Section 3.02 Selection Process, E. Lateral Transfers** for more information.

G. Compensation At or Exceeding Top of Pay Range

Employees whose base salary is at, or exceeds, the maximum of their pay range, shall receive an annual one time lump sum in lieu of any across-the-board or merit increases. Lump sum payments shall be approved by the City Manager. The lump sum payment shall not be included in the employee's annual salary. As such, it will not be considered in calculating any rate-based pay increases, determining the amount of life insurance or disability insurance provided to the employee by the City or any other salary-based considerations unless required by law or City policy.

H. Completion of Probationary Period Increase

A newly hired or promoted employee who successfully completes the six (6) month probationary period may be authorized an increase up to five percent (5%) of their salary by their respective Department Director as approved by the City Manager.

I. Compensation for Supervisors

All supervisors shall be paid at a higher rate than their subordinates. In the event that a supervisor is paid a rate of pay equal to or less than one or more of their assigned subordinates, the supervisor shall be advanced to a rate of pay five percent (5%) higher than any subordinate.

J. Temporary Assignment Pay

An employee who is required to serve in a position of a higher classification shall receive either the minimum salary of the position or up to ten percent (10%) above the present salary of the employee as determined by the Department Director and approved by the City Manager.

The following must occur to qualify for the higher pay:

1. The employee must be able to perform the duties of the position of higher classification.

2. The employee is asked to serve in a position of a higher classification.
3. The employee accepts the responsibility for work in a higher position.
4. The assignment to a higher class position is regular and continuous in character for at least thirty (30) days.
5. The assignment is approved by the Department Director. If it is a Department Director position, the City Manager or their designee will make the determination.

Duty Assignments for Civil Service employees are governed by Chapter 143 of the Local Government Code and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations, Chapter 7.

An employee may be temporarily assigned to the work of any position of the same or lower class grade without change in pay.

K. Sign-on Bonuses

Police Officer applicants who are certified Peace Officers and meet the qualifications and requirements of the Watauga Police Department may receive a sign-on bonus. The amount will be subject to available funds. Applicants will receive half of the bonus at the time of hire. The other half will be paid upon successful completion of the Field Training Officer (FTO) program.

L. Employee Recruitment Compensation

Employees who expend time and effort to recruit prospective Police Officer applicants, who possess the credentials of being a certified peace officer in Texas and who meet the qualifications and requirements of the Watauga Police Department, may receive Employee Recruitment Compensation. The amount will be subject to available funds.

The following policies apply:

1. The Police Applicant Candidate must be hired by the City of Watauga Police Department and successfully complete the Field Training Officer (FTO) program. Once this is satisfied, the recruiting employee will be eligible to receive Employee Recruitment Compensation.
2. The recruiting employee must complete and submit the Police Candidate Recruitment Form (**See Appendix A**) to Human Resources prior to the date the applicant takes the department entrance examination.
3. The recruiting employee must be employed with the City of Watauga to receive Employee Recruitment Compensation.
4. The first employee to complete the Police Candidate Recruitment Form will be the only employee eligible for payment.
5. All information regarding the hiring decision will remain strictly confidential.



Police Candidate Recruitment Form

Entrance Examination Date: _____

Police Candidate's Name: _____

Date Candidate Applied: _____

Recruiting Employee's Name: _____

Recruiting Employee's Phone Number: _____

I have read and understand the City of Watauga policy *Employee Recruitment Compensation* found in Policy 6.04 Classification and Compensation Plan, Section L.

Recruiting Employee's Signature

Date

INTERNAL USE ONLY

Date form was received: _____ HR Initials: _____

Was candidate hired by WPD? Yes No (Circle)

Date of Hire: _____ HR Initials: _____

Date Candidate completed Field Training Officer Program: _____

Payroll Date for Employee Recruitment Compensation: _____

Approved Amount: _____

Approvals:

HR Director

Date

City Manager

Date



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Approval of a proposed resolution adopting the WataugaFit Employee Wellness Program {CAPTION}

BACKGROUND/INFORMATION:

Studies have shown that Employee Wellness Programs benefit both the employer and employee. Such benefits include lower health costs and more productive and healthier employees. The City of Watauga has developed the WataugaFit Employee Wellness Program with the goal of identifying risk and providing avenues for behavior modification for employees. As a result of these efforts, a reduction in chronic diseases and medical costs associated with an unhealthy lifestyle is expected.

Employees may volunteer to participate in activities outlined in the program. Wellness Points may be collected for participation which can result in prizes including cash, water bottles, t-shirts, etc. In addition, an Employee Wellness Committee was created to help build and sustain the program and a culture of wellness.

If approved by Council, the WataugaFit program will start on October 1, 2018 and will run throughout the fiscal year.

FINANCIAL IMPLICATIONS:

Prizes will be budgeted and awarded in FY2019-20 since participation numbers are unknown. The Employee Programs budget 01-020-74103 will be used as needed for activities.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that Council approved the proposed resolution to adopt the WataugaFit Employee Wellness Program.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CA Approval and Resolution WataugaFit



AGENDA MEMORANDUM

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/11/2018
Final Approval - 07/14/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 9, 2018

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

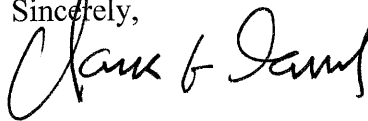
Re: Resolution re WataugaFit Employee Wellness Program

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the resolution by the City Council of the City of Watauga adopting the WataugaFit Employee Wellness Program. I approve of the Resolution and would recommend that this be presented to the City Council for consideration and approval.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Manager
Ms. Zolaina R. Parker, City Secretary

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS; ADOPTING THE WATAUGAFIT EMPLOYEE WELLNESS PROGRAM; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Watauga, Texas supports and is committed to the overall health and well-being of its employees; and

WHEREAS, the WataugaFit Employee Wellness Program's goal is to identify risk and provide avenues for behavior modification thus reducing chronic disease and reducing medical cost(s) associated with an unhealthy lifestyle; and

WHEREAS, the Employee Wellness Program will run in accordance with the City's fiscal year October 1-September 30; and

WHEREAS, employees can earn Wellness Points by participating in activities outlined in the program and may be eligible for cash prizes, gifts and a Wellness Day Off; and

WHEREAS, the Employee Wellness Committee will help build and sustain a wellness culture in our organization; and

WHEREAS, this will be a voluntary employee program and reasonable alternatives to the program may be made based on an employee's medical need.

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

I.

The City Council of the City of Watauga, Texas, hereby adopts the WataugaFit Employee Wellness Program Exhibit "A".

II.

All Resolutions, or portions thereof, of the City of Watauga in conflict with the provisions of this Resolution to the extent that such are in conflict, are hereby repealed. To the extent that such Resolution or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

III.

If any section, subsection, sentence, clause or phrase of this Resolution shall for any reason shall be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution which shall remain in full force and effect.

IV.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 23rd day of July, 2018.

APPROVED:

PATRICK SHELBOURNE, MAYOR

ATTEST:

ZOLAINA R. PARKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

MARK G. DANIEL, CITY ATTORNEY



EMPLOYEE WELLNESS PROGRAM

Purpose _____

The City of Watauga supports and is committed to the overall health and well-being of its employees. The Employee Wellness Program provides the foundation for the City to develop activities, offer incentives and modify work environments to support the health and well-being of City employees. Department Directors are strongly encouraged to be flexible and support employee participation in wellness activities.

The Employee Wellness Program's goal is to identify risk and provide avenues for behavior modification thus reducing chronic disease and reducing medical cost(s) associated with an unhealthy lifestyle. A healthy workforce results in a more productive workforce with less absenteeism, fewer accidents, lower health care demands, and greater overall savings by reducing the incidence of disease and disability.

Human Resources, in partnership with ALL employees, have the responsibility to create and participate in our Employee Wellness Program. Wellness initiatives will address the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco use cessation, stress management, etc. Wellness initiatives will be evaluated to provide ongoing assessment/monitoring of the effectiveness of the worksite wellness programs and to ensure programs address the greatest on-going risk(s) within the employee population.

Through the Employee Wellness Program, employees (full time and part time) and their City insured dependents are able to access classes, screenings, and follow-up assistance to identify and manage health issues and preventable illness.

How It Works _____

Employees can earn Wellness Points by participating in the activities outlined in this document. Activities may be subject to modification. Many of the activities will require an honor system when providing proof of completion. Anyone falsifying information to receive any part of a wellness incentive will subject themselves to disciplinary action. Proof of activities must be sent to Human Resources. Proof of biometric screening or other personal information may be shared with Human Resources to qualify for activity points. Any activities completed after September 30 will not count towards the current year's program but can be applied toward the following year's program. Employees



ending their employment before the end of the fiscal year will not qualify for any incentives.

Wellness Committee

The purpose of the Employee Wellness Committee is to help build and sustain a wellness culture in our organization. This Committee will help build support and maintain the effectiveness of our wellness program.

Some of the responsibilities of the wellness committee may include:

- Assisting in developing and implementing wellness activities
- Evaluating the current programs
- Assessing employee needs and preferences

The Committee may consist of up to ten (10) members with a designated Chairperson. The Committee may alternate committee members annually to avoid burnout and to obtain new perspectives.

Cash Incentive

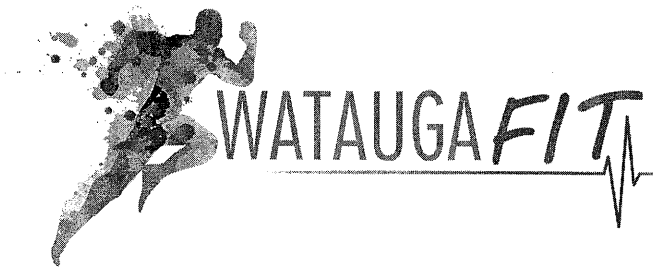
The City of Watauga will contribute the cash incentives towards the employee's Health Savings Account (HSA) or their paycheck during the following fiscal year if an employee reaches the appropriate number of points to earn this benefit. Part-time employees may only select the cash option. The cash incentive will be paid with a regular payroll. Applicable deductions (TMRS, Federal Income Tax, etc.) will apply.

Wellness Gifts

Employees will receive wellness gifts based on the tier they have reached as a result of their participation in the City's Wellness activities. Wellness gifts may include, but not limited to water bottles, t-shirts and other Wellness related items.

Wellness Day Off

An employee can earn a Wellness Day Off by reaching 150 points. Depending on the employee's schedule, a Wellness Day shall be defined as a period of eight (8) hours or ten (10) hours for full time employees except in the case of a 12-hour or 24-hour shift



employee in the uniformed fire or police service where the Wellness Day shall be the equivalent of twelve (12) work hours. A Wellness Day must be taken during the fiscal year following the employee's earning of the day off. The employee will not be allowed to carry the day off past the last day of the fiscal year. An earned Wellness Day off is not paid upon separation of employment.

Reasonable Alternative _____

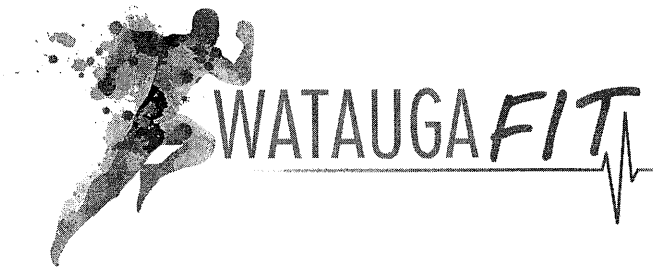
If it is unreasonably difficult due to a medical condition for an employee to achieve the standards for the reward under this program or if it is medically inadvisable for you to attempt to achieve the standards for the reward under this program, contact Human Resources and a reasonable alternative to receive the incentive may be provided.

If it is medically inadvisable for you to achieve the standards for the reward under this program, the City will, as a condition of making a reasonable alternative available to you, require a statement from your physician.

For any questions regarding a particular activity or event, please contact Human Resources at 817-514-5819.

Wellness Activity Incentive Tiers

Points	Wellness Day Off	\$50 Cash or HSA	\$100 Cash or HSA	\$200 Cash or HSA	T-Shirt	Water Bottle
70 Points						X
80 Points		X			X	X
90 Points			X		X	X
100 Points				X	X	X
150 Points	X			X	X	X
80 Points (Dependent)					X	X



Wellness Activity Definitions

Effective Period - The effective period for the program will run in accordance with the City's fiscal year October 1 – September 30.

15 POINT ACTIVITIES

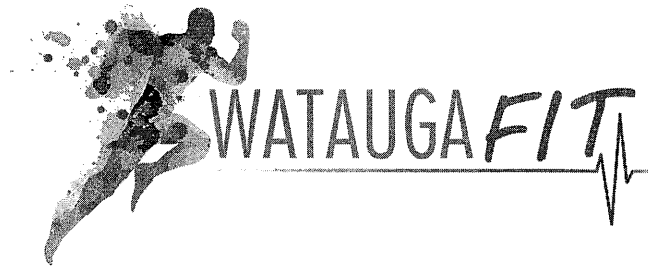
- **1 Year Tobacco Free** – No tobacco use during the effective period. This includes the use of smokeless tobacco and electronic cigarettes. Employee must sign a sworn affidavit meeting the requirement of this event.
- **Biometric Screening + Improvement in 2 Categories** – Must complete a full biometric screening and demonstrate improvements in two (2) categories. These categories are body mass index (BMI) or weight loss, hypertension or blood pressure, or total cholesterol count. Proof of the biometric screenings and improvements must be presented to Human Resources to receive credit for this event. Proof containing medical information will not be maintained by the City.
- **120 Day Weight Loss Challenge w/ 10% Loss**– Must lose at least 10% of total body weight within 120 consecutive days. This activity may be started at any time during scheduled weigh-in events with a final weigh-out to register ending weight. Points may be collected multiple times for this activity.
- **Group Fitness Classes** – Must complete at least twenty (20) total group fitness classes during the effective period. Examples include yoga, aerobics, spinning, etc. A Group Fitness Class Form must be initialed by the group fitness instructor for each class. Points may only be collected twice for this event.
- **Individual Exercise Challenge** – Must complete individual workouts at least twice a week for fifteen (15) weeks during the effective period. The weeks do not have to be consecutive, but points may only be collected once for this event. Workouts must consist of at least 30 minutes of weightlifting, gymnastics, cardiovascular exercises, or a combination of all three (3). This activity may be started at any time. A sworn affidavit detailing the workouts must be signed to complete this event. Points may only be collected once for this event.
- **Participation in High Endurance Race** – Must participate in an organized foot race or cycling event with a distance of at least 12 miles. Proof may include a



copy of the registration form or a photo showing your participation in the race. Points may only be collected once for this event.

10 POINT ACTIVITIES

- **Fitness Challenge** – This activity is designed to be a competitive event versus only yourself. Employees will participate in a scheduled fitness challenge including push-ups, sit-ups, stretch test and a 1 mile walk/run. There is no required time or amount of exercise repetitions required. Individuals can make any modifications necessary for comfort. Points may be collected once, but employees can participate as often as they want.
- **Annual Health Screening** – These screenings include wellness visits/physicals, mammograms, colonoscopies, vision tests, and dental check-ups. Proof may include a note from the doctor or some record of the appointment. Points may be collected twice for this event, but not twice for the same type of visit.
- **Water Drinking Challenge** – This activity is a 30 day challenge where the goal is to drink half of your body weight in ounces (i.e. 150lbs = 75 ounces per day). A sworn affidavit must be signed to complete this event. Points may only be collected once for this event.
- **Blood Drive** - Must participate in the City's Blood Drive. Participant in a blood drive outside the City is also accepted. Proof must be provided. Points may only be collected once for this event.
- **120 Day Weight Loss Challenge w/ 5% Loss** – Must lose at least 5% of total body weight within 120 consecutive days. This activity may be started at any time during scheduled weigh-in events with a final weigh-out to register ending weight. Points may be collected multiple times for this activity.
- **Health Fair** – Must attend the City's Annual Health Fair and interact with a designated number of vendor booths. A comparable health fair may be attended, but must be preapproved. Points may only be collected once for this event.
- **Participation in Competitive Sports League** – This includes participation in an organized sports league that is scheduled out through a season such as softball, soccer, flag football, etc. and consist of at least (8) eight games or matches. Proof may include a copy of the registration form or official team roster and a team schedule. Points may be collected twice for this activity.
- **Pedometer Challenge** – Must register at least 30,000 steps per week for 6 weeks. The weeks do not have to be consecutive. A pedometer or other



electronic device used to count steps must be used and a sworn affidavit logging the steps must be signed to complete this event. Points may be collected twice for this activity.

- **Participation in 5K Walk/Run** - Must participate in an organized foot race event with a distance of at least five (5) kilometers. Proof may include a copy of the registration form or a photo showing your participation in the race. Points may be collected twice for this activity. Employees participating in the City of Watauga's "Scared to Run 5K Walk/Run" will receive an additional 5 points.
- **Row Test Improvement** - To collect points for this event, the employee must row 2000 meters on a Concept2 Rower with the damper set at level "5". The goal is to improve or maintain your time achieved during the initial row test. Employees who earn a VO2 Max Percentage higher than 100% are eligible for additional 5 points. The initial row test will be taken during the first quarter of the fiscal year. The follow up row test will be taken during the 3rd quarter of the fiscal year. Points may only be collected once for this activity.

5 POINT ACTIVITIES

- **City Sponsored Seminar** – Must attend a Lunch & Learn or other wellness education event sponsored by the City (Human Resources, Community Center or Library). Points may be collected up to five (5) times for this event.
- **Participation in Competitive Sports Tournament** – This includes participation in an organized sports tournament such as softball, kickball, soccer, flag football, etc. Proof may include a copy of the registration form, official team roster, or schedule. Points may be collected twice for this activity.
- **30 Day Plank or Rep Challenge** – This activity is a 30 day progressive challenge where you must either maintain a plank position for the duration of time or perform repetitions of a certain exercise designated for that specific day. Exercises can include squats, sit ups, push-ups, etc. This activity may be started at any time. A sworn affidavit must be signed to complete this event. Points may only be collected twice for this event.
- **Biometric Screening** – Must complete a full biometric screening. Proof of the biometric screening must be presented to Human Resources to receive credit for this event. Proof containing medical information will not be maintained by the City.
- **Row Test** – To collect points the employee must row 2000 meters on a Concept2 Rower with the damper set at level "5". A target time is not required



only completion of 2000 meters. This initial row test will be taken during the first quarter of the fiscal year. Points may only be collected once for this activity.

- **Flu Shot/Other Immunization** – Must receive a flu shot or other form of immunization during the effective period. Proof may include a receipt or shot record. Points may only be collected once for this event.
- **Share A Healthy Recipe** – Cook a healthy meal at home and submit the recipe and a picture. Human Resources will share your recipe with other employees. Points may be collected twice for this activity.
- **Read a Book** – Mental health is just as important as physical health. Read a self-help or wellness related book. Submit a review of the book (4-5 sentences) along with the book title and author. Book must be a minimum of 80 pages. Points may only be collected once for this event.

Additional activities may be added throughout the year. Additional points for activities may be rewarded during special promotions.

Wellness Program Notice

The City Wellness Program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a blood test for the purpose of receiving vital health information. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive incentive points that will be applied toward the overall program which can result in receiving a wellness day, wellness gifts and up to \$200.00 received in cash (before applicable taxes) or placed in a Health Savings Account (HSA). Merely completing the biometric screening and providing proof will result in five



points and providing evidence of improvement in three categories; cholesterol, blood pressure, and body mass index, will result in earning 15 points. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive this incentive.

These incentives may be available for employees who participate in certain health-related activities outlined in the Wellness Event Definitions. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Human Resources at 817-514-5819.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. The biometric screening must be completed through the direction of a licensed physician and the results and any concerns should be shared with your doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and the City of Watauga may use aggregate information it collects to design a program based on identified health risks in the workplace, the City of Watauga will never publicly disclose any of your personal information, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information



for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is the Human Resources Department in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Human Resources at 817-514-5819.

DRAFT



AGENDA MEMORANDUM

DATE: July 11, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Approval of the Bank Depository Services First Renewal Option with Southside Bank to extend the contract term through August 31, 2019 under the same terms and conditions

BACKGROUND/INFORMATION:

On July 7, 2016, City Council approved the contract for bank depository services with Southside Bank for the initial two-year term beginning September 1, 2016 and extending through August 31, 2018. The contract allows for the option of three one-year renewal terms with written notice of intent to extend prior to expiration of the current term.

The City has been very pleased with the relationship established with Southside Bank for depository services and has received acceptance from Southside Bank to extend the contract for the first renewal term through August 31, 2019.

Staff recommends approval of the bank depository services first renewal term with Southside Bank extending the contract through August 31, 2019 under the same terms and conditions.

FINANCIAL IMPLICATIONS:

This renewal term is under the same terms and conditions with no increase in the fee structure. Funds are budgeted and available in all city funds.

RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the bank depository services first renewal term with Southside Bank extending the contract through August 31, 2019 under the same terms and conditions.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. BANK DEPOSITORY SERVICES # 16-022 FIRST RENEWAL THRU 8-31-18



AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/12/2018
Approved - 07/14/2018
Final Approval - 07/15/2018



June 1, 2018

Southside Bank
Ms. Mary McLarry, Senior Vice President, Corporate Services Administrator
1201 South Beckham Avenue
Tyler, Texas 75701

RE: City of Watauga, Texas - Depository Bank Services Contract Extension

Dear Ms. McLarry:

The expiration of the initial two-year term of the Depository Bank Services Agreement is August 31, 2018. The City is opting to exercise the first of the three (3) one-year contract extensions options provided for in the Agreement to extend the term through August 31, 2019, under the same terms and conditions.

To confirm the Bank's acceptance of this contract extension, please complete the section below and return a copy of this letter to me.

We have appreciated our business relationship with you and the Bank over the initial term of the current depository contract and look forward to the extended term.

Should you have any questions or need additional information or explanation, please contact me at (817) 514-5822.

Sincerely,

Sandra Gibson, CGFO
Director of Finance
City of Watauga, Texas

SOUTHSIDE BANK

ACCEPTED BY: Mary McLarry DATE: 6/1/18

PRINTED NAME: Mary McLarry TITLE: SVP



AGENDA MEMORANDUM

DATE: July 11, 2018

TO: Honorable City Council Members

FROM: Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance
Lana Ewell, Director of Library Services

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Approval of the second renewal term for Bid # 16-026 Library Books & Media Discount through June 30, 2019

BACKGROUND/INFORMATION:

On July 25, 2016, Council awarded Bid # 16-026 Library Books & Media Discount for various items purchased on an as-needed basis. This bid contained the option for three additional one-year renewal terms.

The first renewal term was awarded by Council June 7, 2017 to all original vendors with the exception of Quality Books and Cambridge University Press who chose not to renew.

Library Services has been very pleased with the vendor relationships that have been established through this bid and renewal notifications have been received from all vendors from the first renewal term.

FINANCIAL IMPLICATIONS:

Funds are available and budgeted.

RECOMMENDATION/ACTION DESIRED:

Staff recommends the approval of the second renewal term for Bid # 16-026 Library Books & Media Discount through June 30, 2019 as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2ND RENEWAL TERM ACCEPTANCE NOTICES (2018)

REVIEWED BY:



AGENDA MEMORANDUM

Sandra Gibson, Director of Finance
Lana Ewell, Director of Library Services
Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/12/2018
Approved - 07/12/2018
Approved - 07/16/2018
Final Approval - 07/16/2018



June 21, 2018

Darrell Plumage
dba AV Café
6201 South 58th St.
Lincoln, NE 68516

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Darrell Plumage Signature: [Signature] Date: 6/22/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Master Communications
dba Asia for Kids
2692 Madison Road
Cincinnati, Ohio 45208

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

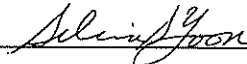
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Selina Yoon Signature:  Date: June 22, 2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Baker & Taylor
2550 West Tyvola Road
Charlotte, NC 28217

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Lee Ann Queen Signature: Lee Ann Queen Date: 6-25-2018
Director Pricing Services

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Barnes & Noble
122 Fifth Ave.
New York, NY 10011

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

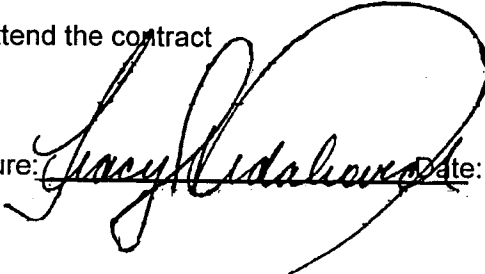
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Tracy Vidakovich

Signature: 

Date: 7/11/2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Barron's Educational Series, Inc.
250 Wireless Blvd.
Happauge, NY 11788

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Krista Schuman Signature: Ka Schuman Date: 7/9/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Bearport Publishing
45 N. 21st Street
New York, NY 10010

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Rebekah Elliott Signature: Rebekah Elliott Date: 06/21/2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Benchmark Education Company
145 Huguenot Street
New Rochelle, NY 10801

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

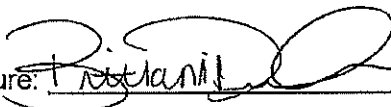
If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

XX yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

_____ no, we will not accept the offer to extend the contract

Name: Brittani Raulerson Signature:  Date: June 26, 2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Blackstone Audio Inc.
31 Mistletoe Road
Ashland, OR 97520

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Amanda Kramme Signature: [Signature] Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

BMI Educational Services, Inc.
P.O. Box 800
Dayton, NJ 08810

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: DEBBIE GRISCHUK Signature: *Debbie Grischuk* Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Bound to Stay Bound Books, Inc.
1880 West Morton
Jacksonville, IL 62650

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

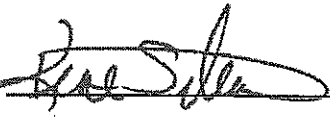
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kent Siltman, CFO Signature:  Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Brodart Company
500 Arch Street
Williamsport, PA 17701

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Lisa Miosi Signature: *Lisa Miosi* Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Cengage Learning, Inc.
27500 Drake Road
Farmington Hills, MI 48331

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

 X yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

 no, we will not accept the offer to extend the contract

Name: Brian Risse, VP Public Library Sales Signature:  Date: June 22, 2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Center Point, Inc.
dba Center Point Large Print
P.O. Box 1
Thorndike, ME 04986

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

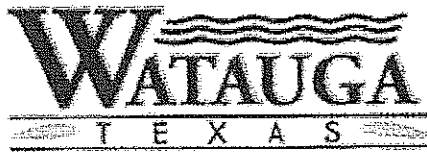
☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kimberly Stark Signature: [Signature] Date: 07/05/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Central Programs, Inc.
dba Gumdrop Books
P.O. Box 505
Bethany, MO 64424

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

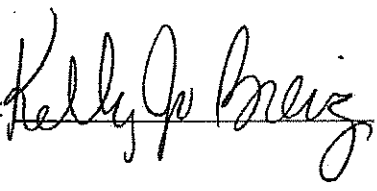
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ X_ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kelly Jo Breig Signature:  Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Cerebellum Corporation
1661 Tennessee St.
San Francisco, CA 94107

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Colleen O'Leary Signature: Colleen O'Leary Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

EBESCO Information Services
10 Estes Street
Ipswich, MA 01938

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Monday, July 9th, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Clint Rumble Signature:  Date: 7/6/2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Grey House Publishing
dba Salem Press
Two University Plaza
Hackensack, NJ 07601

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: JAMES A. WRIGHT Signature: [Signature] Date: 7/9/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Houghton Mifflin Harcourt
10801 N. MoPac Expressway
Austin, TX 78759

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

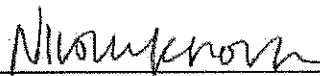
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend ~~the same contract pricing through June 30, 2019.~~
at our current catalog prices in effect until 9/30/18.

☐ no, we will not accept the offer to extend the contract
Catalog prices expire on 9/30/18. Prices will be those a the then current catalog period.

Name: Nicole Genova
Director, Business Desk

Signature:  Date: 6/26/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Ingram Library Services, Inc.
One Ingram Blvd.
La Vergne, TN 37086-1986

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ X yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Pamela R. Smith Signature: Pamela R. Smith. Date: 6/21/18
Vice President, General Manager

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

MT Library Services, Inc.
dba Junior Library Guild
7858 Industrial Parkway
Plain City, OH 43064

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Angela Christman Signature: [Signature] Date: 7/9/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Kaplan Early Learning Company
1310 Lewisville-Clemmons Road
Lewisville, NC 27023

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kate Shelton Signature: Kate Shelton Date: 6-22-18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Lectorum Publications, Inc.
205 Chubb Ave.
Lyndhurst, NJ 07071

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.*

☐ no, we will not accept the offer to extend the contract

Name: ALEX CORREA Signature: [Signature] Date: JULY 9/18

Thank You,

Jennifer Walls
Purchasing Agent

* PLEASE NOTE THAT ALL TERMS & DISCOUNTS
OFFERED REMAIN THE SAME. HOWEVER
INDIVIDUAL TITLE PRICES MAY VARY AS
PER PUBLISHERS DECISION

[Signature]



June 21, 2018

Library Store, Inc.
301 E. South Street
Tremont, IL 61568

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ ^{NEW} yes, we will accept the offer to extend the ~~same~~ contract pricing through June 30, 2019.
**please see attached new discount structure*
☐ no, we will not accept the offer to extend the contract

Name: Shayla Hill Signature: Shayla Hill Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Live Oak Media
P.O. Box 652
Pine Plains, NY 12567

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Debra Cardillo Signature: Debra Cardillo Date: 7/5/2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Mark My Words, LLC
1104 West Geneva Drive
Tempe, AZ 85282

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name:

Susan Walker

Signature:

A handwritten signature in black ink, appearing to read "Susan Walker", written over a horizontal line.

Date:

6/22/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Midwest Tape, LLC
6950 Hall Street
Holland, Ohio 43528

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Susan Bascul Signature: *Susan Bascul* Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Newmark Learning, LLC
145 Huguenot Street
New Rochelle, NY 10801

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

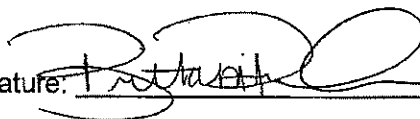
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

XX yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

_____ no, we will not accept the offer to extend the contract

Name: Brittani Raulerson Signature:  Date: June 26, 2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Penguin Random House
3913 Overlake Drive
Denton, TX 76210

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Sharon Parker Signature: [Signature] Date: 7-9-18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Penworthy Company, LLC
219 N. Milwaukee Street
Milwaukee, WI 53202

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

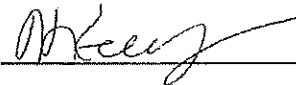
If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kasey Creevy Signature:  Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Perma-Bound Books/ Hertzberg-New Method, Inc.
617 East Vandalia Road
Jacksonville, IL 62650

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

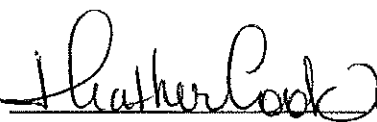
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Heather Cook Signature:  Date: 06/21/2018
Sales Coordinator

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

ProLiteracy Worldwide
dba New Readers Press
104 Marrellus Street
Syracuse, NY 13204

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Mary K Anderson Signature: Mary K Anderson Date: 6/27/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Rainbow Book Company
100 North Fairway Drive
Vermont Hills, IL 60061

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

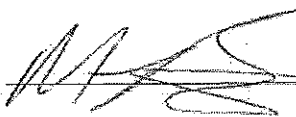
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ X yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Michael Beechin Signature:  Date: 6/21/2018

Thank You,

Jennifer Walls
Purchasing Agent

REMIT TO ADDRESS:

Rainbow Book Company
P.O. Box 159
Crete, IL 60417



June 21, 2018

Recorded Books, Inc.
270 Skipjack Road
Prince Frederick, MD 20678

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Samantha Bourne Signature: Samantha Bourne Date: 6/22/2018

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Relevant, LLC
dba Omnigraphics
615 Griswold
Detroit, MI 48226

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Karina Hayes Signature: [Signature] Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



Saddleback Educational, Inc.
312-A Pullman Street
Costa Mesa, CA 92626

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Brittany Gomez Signature: [Signature] Date: 06/27/18

Thank You,

Jennifer Walls
Purchasing Agent

* please see attached updated Terms & Conditions



- When placing your orders for the special order/quotes provided, please attach a copy of the quote, in order to ensure all proper pricing is honored.

Section 4. Pricing

Thank you very much for allowing Saddleback Educational, Inc. the opportunity to participate in your bid process. We understand that your budget has to go as far as possible, and we strive to make that easier by offering the best pricing possible.

As we are priced for schools and libraries there are no additional discounts. All current pricing is available on our website, www.sdlback.com. We can also mail out current catalogs once addresses are provided.

Section 5. Bid Renewal Requirements

In order for a bid to be considered for renewal, we require a request in writing (emails will be accepted) dictating the renewal information and the term length of said renewal. Saddleback Educational, Inc. will then respond with our decision as to whether or not the bid can be renewed. Any use of an expired bid without explicit approval from Saddleback Educational, Inc. will be considered invalid and normal (non-bid) terms will apply. Please send your renewal information to bids@sdlback.com.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Saddleback Educational, Inc.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) See instructions. 151 Kalmus Drive, J-1	Requester's name and address (optional)	
6 City, state, and ZIP code Costa Mesa, CA 92626		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

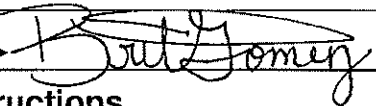
Social security number								
			-			-		
or								
Employer identification number								
9	5	-	3	7	4	0	2	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 06/01/2018
-----------	--	-------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Office of the Secretary of State

CERTIFICATE OF FILING OF

Saddleback Educational, Inc.
File Number: 801815760

The undersigned, as Secretary of State of Texas, hereby certifies that an Application for Registration for the above named Foreign For-Profit Corporation to transact business in this State has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing the authority of the entity to transact business in this State from and after the effective date shown below for the purpose or purposes set forth in the application under the name of

Saddleback Educational, Inc.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 07/12/2013

Effective: 07/12/2013



A handwritten signature in black ink, appearing to read "John Steen".

John Steen
Secretary of State



JOIN FORCES. SUCCEED TOGETHER.

HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO
Saddleback Educational, Inc DBA Saddleback Educational Publishing

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 511130
UNSPSC: 60102300, 60106001, 60106002
Certification Number: W100206
Expiration Date: June 30, 2019



Pamela Williamson, Ph.D.

Pamela Williamson, Women's Business Enterprise Council - West
President & CEO

Pamela Prince-Eason

Pamela Prince-Eason, WBENC President & CEO

Candace Waterman

Candace Waterman, WBENC Vice President



June 21, 2018

Scholastic Library Publishing, Inc
90 Old Sherman Turnpike
Danbury, CT 06810

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Toni Abrahams Signature: *Toni Abrahams* Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Library Sales, Inc.
dba Sebco Books
2001 S.W. 31 Ave.
Pembroke Park, FL 33009

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

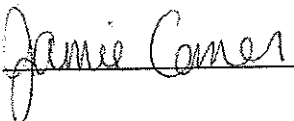
Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Jamie Comer

Signature: 

Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Textbook Warehouse, LLC
936 Curie Drive
Alpharetta, GA 30005

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Gordon Unger Signature: [Signature] Date: 6/21/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

Weston Woods Studios, Inc
980 Old Sherman Turnpike
Danbury, CT 06810

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Kimberly D. Grimm Signature: [Handwritten Signature] Date: 6/25/18

Thank You,

Jennifer Walls
Purchasing Agent



June 21, 2018

World Book Inc.
180 N. LaSalle Street
Chicago, IL 60601

Re: 2nd renewal option
16-026 Library Books & Media Discount

Library Books & Media Discount bid # 16-026 was awarded by City Council on July 25, 2016. The bid was to remain valid through June 30, 2017. According to the terms of the bid, it may be renewed for three additional one-year periods upon the agreement of both the City and the vendor.

The first renewal term was July 1, 2017 through June 30, 2018.

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the second renewal term.

If you agree to this renewal the following will apply:

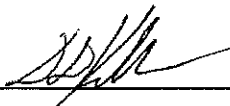
2nd renewal term: July 1, 2018 through June 30, 2019.

Price(s) from original award will remain firm fixed price(s) during the entire renewal term.

Please indicate by signing below and returning by email to jwalls@wataugatx.org or fax to 817-514-5765 no later than 5:00 P.M., Thursday, June 28, 2018.

☒ yes, we will accept the offer to extend the same contract pricing through June 30, 2019.

☐ no, we will not accept the offer to extend the contract

Name: Donald D. Keller Signature:  Date: 6/28/2018

Thank You,

Jennifer Walls
Purchasing Agent



AGENDA MEMORANDUM

DATE: July 14, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Planning and Zoning Case SUP-18-02: Request for a Specific Use Permit (SUP) for Los Cuando Best Burritos, a restaurant with a proposed drive-through to be located at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III. The property is located on the east side of Denton Hwy (US 377) north of Hightower Drive and south of Starnes Road. Bradley D. Smith/Fiesta Restaurant Group, owner. Ricardo Valencia, applicant.

BACKGROUND/INFORMATION:

The Planning and Zoning Commission approved P&Z Case SUP-18-02 on June 5, 2018. The public hearing notice was duly posted and published by the City Secretary's Office.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend to allow citizen comments and participation as advertised.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Public Hearing Notice

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018



NOTICE OF PUBLIC HEARING

**CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAGUA, TEXAS 76148
JUNE 5, 2018 AND JULY 23, 2018
6:00 P.M.**

Notice is hereby given of public hearings to be held in the City of Watauga Council Chambers located at 7105 Whitley Road, on Tuesday, June 5, 2018 at 6:00 p.m., during the Regular Planning and Zoning Meeting, and on July 23, 2018 at 6:00 p.m., during the Regular City Council Meeting for the purpose of hearing the following cases:

Planning and Zoning Case SUP-18-02: Request for a Specific Use Permit (SUP) for Los Cuando Best Burritos, a restaurant with a proposed drive-through to be located at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III. The property is located on the east side of Denton Hwy (US 377) north of Hightower Drive and south of Starnes Road. Bradley D. Smith/Fiesta Restaurant Group, owner. Ricardo Valencia, applicant.

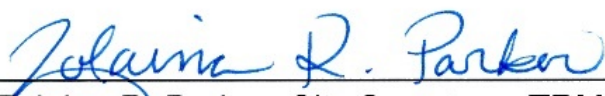
Planning and Zoning Case Z-18-02: Request for a Zoning Change for 3.2444 acres out of the William J Miller Survey, Abstract No. 1020 from GU (Government Use) to GB General Business. The subject property is located at 6200 Watauga Road. City of Watauga, owner/applicant.

Published on Friday, May 18, 2018, in the Star Telegram, Legal Notices Section.

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, Zolaina R. Parker, City Secretary for the City of Watauga, hereby certify that this notice was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 18 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: July 13, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discussion and action on approval of a proposed ordinance, approving Planning and Zoning Case SUP-18-02, request for a Specific Use Permit (SUP) for Los Cuando Best Burritos, a restaurant with a proposed drive-through to be located at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III
{CAPTION}

BACKGROUND/INFORMATION:

Applicant	Richard Valencia, Los Cuando Best Burritos, Inc.
General Location	7304 Denton Highway
Applicable Zoning Ordinance Section	Code of Ordinances Article IV. Table of Uses Chapter 115, Section 85. Permitted Use Table
Zoning Change for Property	Commercial (C) to C with Specific Use Permit (SUP)
Nearest Intersection	Denton Highway and Starnes Road
Notification Requirements	15-day legal ad in Ft. Worth Star Telegram; Notification by letter to property owners within 200 feet of subject property; Posting of sign with public hearing notification.

The property located at 7304 Denton Highway was built as a restaurant with a drive-thru in 2015. A Pollo Tropical Restaurant was opened as a restaurant with a drive-thru, which at that time was allowed by right. Since that time, the Pollo Tropical Restaurant closed the fall of 2016 and is no longer in operation.

The zoning ordinance was amended in the fall of 2015 to require restaurants with a drive-thru to obtain a specific use permit. The reasons behind amending the ordinance were because there are other commercial properties in the city located directly next to residential properties and restaurants with a drive-thru have the potential for nuisances



AGENDA MEMORANDUM

that can sometimes be created from the stacking of cars waiting in a drive-thru line.

Today, Los Cuando Best Burritos Restaurant is requesting to operate a restaurant with a drive-thru at this location, which requires a specific use permit. Restaurants are permitted within commercial zoning districts; however, a restaurant with a drive-thru needs to obtain an Specific Use Permit because of the potential for nuisances to adjacent properties. In this case, the properties immediately adjacent to the north and south are both restaurant uses and are located along Denton Highway, which is a heavily traveled roadway and; therefore there are no anticipated nuisances by the proposed Specific Use Permit.

Properties adjacent to 7304 Denton Hwy	Zoning	Current Land Use
North	General Business	Krispy Kreme Restaurant
South	Commercial	Zoe's Kitchen Restaurant
East	Community Facilities	Parking Lot
West	N/A	Denton Hwy

The property and site were improved in 2015 and meet site design and landscaping requirements for a restaurant with a drive-thru.

Staff recommends approval for Planning and Zoning Case SUP-18-02 for a drive-thru restaurant for Los Cuando Best Burritos.

Planning and Zoning Case SUP-18-02 was recommended for approval by the Planning and Zoning Commission on June 5, 2018 during their regular meeting.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter of Approval and Proposed Ordinance
2. Application & Narrative
3. Location Map
4. Site Plan
5. Zoning Sign



AGENDA MEMORANDUM

6. 200 ft property owner notice & mailing list

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/14/2018
Final Approval - 07/15/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 16, 2018

Ms. Zolaina R. Parker
City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Via Email

Re: Ordinance regarding Planning and Zoning Case SUP 18-02

Dear Ms. Parker:

I am in receipt of the Ordinance by the City Council of the City of Watauga approving a site plan and granting a specific use permit in Planning and Zoning Case SUP 18-02. I have reviewed this Ordinance and approve of the same. I would recommend that this be placed on the next City Council meeting agenda for consideration.

Thank you for your attention to the above and the opportunity to be of assistance. Should you have any questions or need anything further, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL

MGD/tp
Enclosure

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Manager

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS APPROVING A SITE PLAN AND GRANTING A SPECIFIC USE PERMIT IN PLANNING AND ZONING CASE SUP 18-02 PURSUANT TO SECTION 115 OF THE CODE OF ORDINANCES OF THE CITY OF WATAUGA, TEXAS; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Watauga, Texas has heretofore adopted a comprehensive Zoning Code providing for the planned development of the City; and

WHEREAS, the Zoning Code provides for the approval of a Site Plan and grant of Specific Use Permits for certain uses of land located within the City; and

WHEREAS, the owner of the property more specifically set out herein, has made proper application for the granting of such a permit, pursuant to Section 115 of the City of Watauga Code of Ordinances, such application having been presented to and approved by the Planning and Zoning Commission as Planning and Zoning Case SUP 18-02; and

WHEREAS, all notices were properly posted and mailed, as required by law.

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

I.

A Site Plan attached hereto and incorporated by reference as Exhibit "A" is approved and a Specific Use Permit is hereby granted in connection with the real property herein described subject to the conditions and terms specified herein.

II.

The real property which is the subject of this Site Plan and for which approval of a Specific Use Permit is requested is described as follows:

The property is located at 7304 Denton Highway. The property is also known as Lot 5, Block 1, Harvest Baptist Church Addition, Phase III, in the City of Watauga, Tarrant County, Texas.

III.

The subject property is presently zoned Commercial (C) with SUP.

IV.

The property owner is Bradley D. Smith/Fiesta Restaurant Group. The applicant is Richard Valencia, Los Cuando Best Burritos, Inc.

V.

The use authorized by the Specific Use Permit herein granted is as follows:

A Specific Use Permit in C with SUP to allow a restaurant with a proposed drive-through to be located at 7304 Denton Hwy. The property is also known as Lot 5, Block 1, Harvest Baptist Church Addition, Phase III in the City of Watauga, Tarrant County, Texas.

If the use authorized by the Specific Use Permit granted is not commenced by one (1) year from the issuance of this permit, then this permit shall become void, provided that such limitation may be extended upon application by the owner of such property to the City Council of the City of Watauga.

VI.

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

in conflict with the provisions, if any, in such other Ordinance or Ordinances are hereby repealed.

VII.

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

VIII.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas,
this the _____ day of _____, 2018.

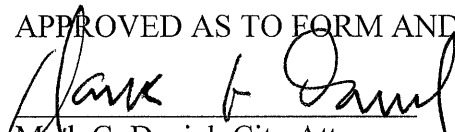
APPROVED:

Patrick Shelbourne, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:



Mark G. Daniel, City Attorney



Planning & Zoning Application

CASE NO. SUP-18-02

P&Z Fee: 300
Date Paid: 5-3-18
Receipt #:

SELECT ZONING APPLICATION TYPE:

☐ Zoning Change

☐ Special Use Permit

☐ Planned Development

PROPOSED USE OF PROPERTY: Food Restaurant W/ Drive Thru

EXISTING USE OF PROPERTY: Restaurant (vacant) W/ Drive Thru

ZONING INFORMATION: From Existing _____ District to Proposed _____ District

PROPERTY ADDRESS: 7304 Denton Hwy Watauga TX 76148

Legal Description: (Abstract) _____ (Tract) _____ (Block) 1 (Lot) 5

(Survey) _____ (Addition) Harvest Baptist Church Addn
Phase III

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

COMPLIANCE OF PROPOSED PROJECT TO ONE WATAUGA/COMPREHENSIVE MASTER PLAN:

- ☐ Will the proposed change enhance the site and the surrounding area? Yes ☒ No ☐
- ☐ Is the necessary infrastructure already in place? ☒ Yes ☐ No (if not, explain in narrative)
- ☐ Is the proposed change a better use than that is recommended by Future Land Use Plan/Map? Yes ☒ No ☐
- ☐ Will the proposed use impact adjacent residential areas in a negative manner or may it enhance it? Yes ☐ No ☒
- ☐ Are uses adjacent to proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility? Yes ☒ No ☐
- ☐ Does the proposed use present a significant benefit to public health, safety and welfare of community? Yes ☒ No ☐

OWNER INFORMATION: NAME: Bradley D. Smith

(Please Print)

ADDRESS: 16000 North Dallas Parkway, Suite Dallas TX 75248

PHONE: 210-283-5510

EMAIL: bsmith@tacocabana.com

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



Planning & Zoning Application

REPRESENTATIVE/AGENT INFORMATION: NAME: Edgar Bobadilla
(Please Print)
BUSINESS NAME (If applicable): B & B Realty Investments ^{Inc}
(Title)
BUSINESS ADDRESS: 416 S. Third St. Garland TX 75040
PHONE: 214-803-9096 EMAIL: Edgarj-bobadilla@yahoo.com

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

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

*Signatures certify that all information provided is true and correct

Ricardo Valencia
Owner Name (Print)

3/21/18
Date

[Signature]
Owner Signature

Agent Name (Print)

Date

Agent Signature

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Ten (10) folded copies of 24"x36" of a Site Plan (Technical requirements provided on separate sheet), Landscaping Plan, Elevations in color and one digital (PDF) copy of zoning exhibit.
- ☐ The following items are required with all types of applications:
- ☐ Zoning Application form.
- ☒ Application filing fee of \$300. This is non-refundable.
- ☐ One 11"x17" copy of subdivision plat (if the property is platted).
- ☒ One digital (PDF) copy of subdivision plat (if property is platted).
- ☐ If request is for (i) a portion of a platted lot, or (ii) an un-platted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by licensed surveyor must be provided electronically in Microsoft Word format and in paper copy.
- ☐ Additional information may be requested by the Development review Team if deemed essential for review and consideration by Planning and Zoning Commission and City Council.
- ☒ Written narrative explaining in detail the proposal.

OFFICE USE ONLY: CASE APPROVED BY:

PLANNING & ZONING COMMISSION: _____ Yes _____ No

DATE: _____

CITY COUNCIL: _____ Yes _____ No

DATE: _____

ADDITIONAL P&Z FEE: _____ RECEIPT #: _____

DATE: _____



Statement of Agent Authorization

I, Ricardo Valencia, owner of Los Cuando Best Burritos Inc. also

(PLEASE PRINT NAME HERE)

ADDRESS

known as Block _____, Lot _____ of the _____ Subdivision in the City

of Watauga hereby certify that I have given my permission to Edgar Bobadilla
AGENT

to act as my agent for zoning, specific use permit, preliminary plat, final plat, or variance/special exception for said property. As the owner of the aforementioned property, I accept and agree to be bound by and comply with any written requirements a zoning, specific use permit, preliminary plat, final plat or variance/special exception of the property.

[Signature]
Signature of Owner

Ricardo Valencia 4/3/18
Name (Typed or Printed) Date

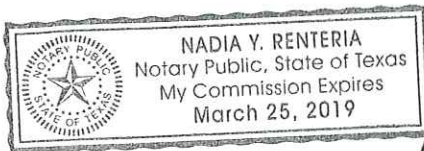
Notary Acknowledgement No. 2: Before me, the undersigned authority, on this day personally appeared Ricardo Valencia known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed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

Given under my hand and seal of office on this the 3 day of April, 20 18

Nadia Renteria
Notary Public

Notary Public in and For the State of Texas

My commission expires the 03 day of April, 20 18.



NR



Statement of Agent Authorization

HRLP WATAUGA, LLC, a New Mexico limited liability company, owner of the land located at 7304 Denton Highway, Watauga, TX 76148, being Lot 5, In Block 1 of Harvest Baptist Church Phase III, an addition to the City of Watauga, Tarrant County, Texas, as shown on the Plat recorded under Clerk's File No. D214274502 of the Plat Records of Tarrant County, Texas, hereby certify that I have given my permission to Los Cuando Best Burritos Inc. to act as my agent to submit for a specific use permit for the re-opening of the drive-thru window on said property. As the owner of the aforementioned property, I accept and agree to be bound by and comply with any written requirements of such specific use permit for the property.

HRLP WATAUGA, LLC,
a New Mexico limited liability company

By: Hooser Ranch Limited Partnership,
a New Mexico limited partnership, sole member

By: Nikki Management Co, LLC, a New Mexico
limited liability company, its General Partner

By: Nikki Hooser
Nikki Hooser, President and Member

Date: 04/30/2018

STATE OF NEW MEXICO ()
 ()
COUNTY OF SANTA FE ()

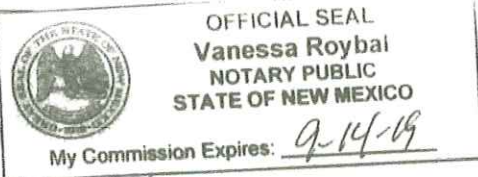
This instrument was acknowledged before me on April 30th, 2018, by Nikki Hooser, President and Member of Nikki Management Co, LLC, a New Mexico limited liability company, General Partner of Hooser Ranch Limited Partnership, a New Mexico limited partnership, sole member of HRLP WATAUGA, LLC, a New Mexico limited liability company.

My Commission Expires:

9-14-19

Vanessa Roybal
Notary Public, State of New Mexico

Notary's Printed Name: Vanessa Roybal



Los Cuando Best Burritos Inc.

2420 Westport Parkway. Fort Worth, TX 76177

Phone: 817-503-2327 Fax: 817-503-2328

Email: cuandoburrito01@gmail.com



To whom it may concern,

03/29/2018

Los Cuando Best Burritos Inc. is been operating at: 2420 Westport Parkway Fort Worth TX 76177 since: 02/01/15. We are currently working on open our second location at: 7304 Denton Hwy, Watauga, TX 76148.

It is our pleasure to be part of the community and bring our concept to the City of Watauga. We are a Mexican Restaurant our operation schedule:

- **Monday:** 7:00 AM - 10:00 PM
- **Tuesday:** 7:00 AM - 10:00 PM
- **Wednesday:** 7:00 AM - 10:00 PM
- **Thursday:** 7:00 AM - 10:00 PM
- **Friday:** 7:00 AM - 11:00 PM
- **Saturday:** 7:00 AM - 11:00 PM
- **Sunday:** 7:00 AM - 10:00 PM

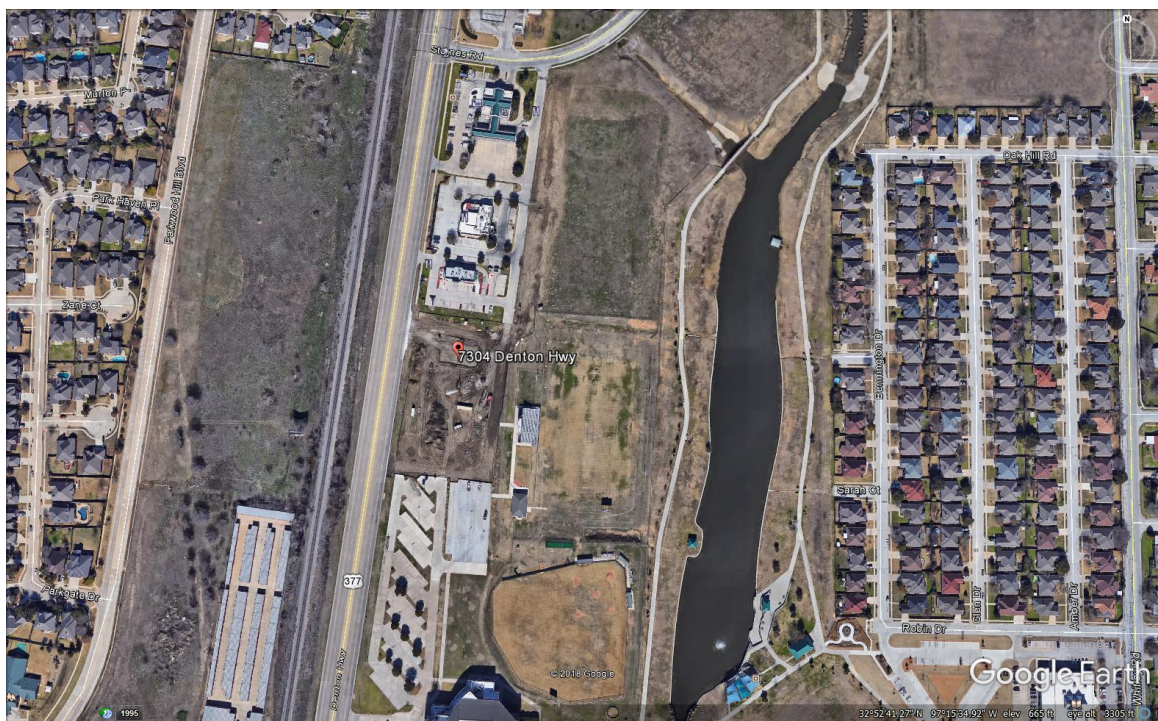
Considering that the building counts with "drive thru" we are requesting to the City for use approval. We considered that 20% of our sales will be thru the "drive thru" and 80% inside.

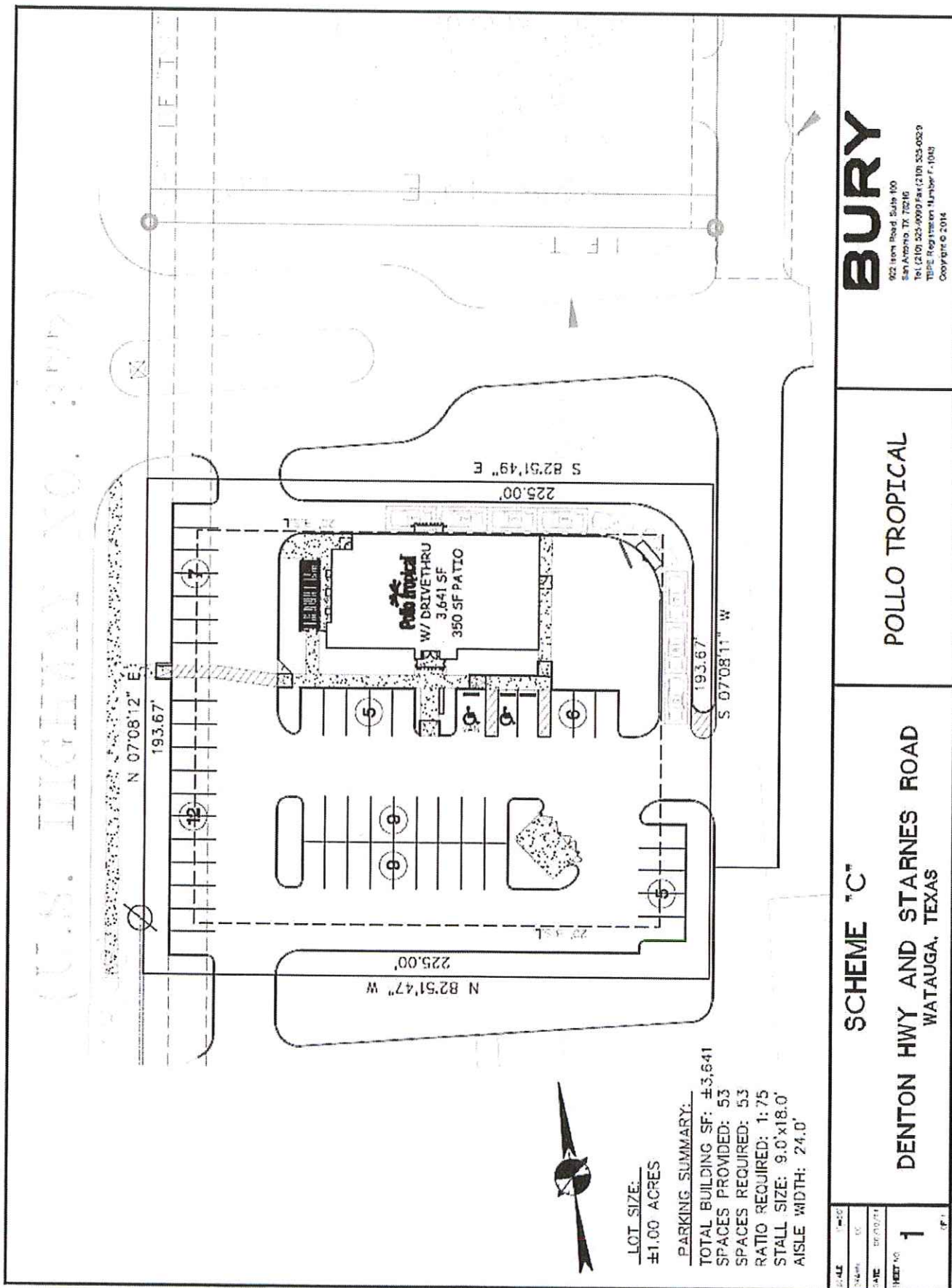
It will be an honor to have the presence of the Community and the City in our opening. Coming soon!!!

Sincerely,

X _____

Ricardo Valencia









Public Hearing Notice – Specific Use Permit (SUP)

May 22, 2018

Dear Property Owner:

The Planning and Zoning Commission will hold a public hearing to consider a recommendation of an application for a Specific Use Permit (SUP) at their meeting on June 5, 2018 at 6:00 PM in the Council Chamber at Watauga City Hall, 7105 Whitley Road. The City Council will hold a public hearing for this (SUP) application at their meeting of July 23, 2018 at 6:00 PM in the Council Chamber at Watauga City Hall, 7105 Whitley Road.

An application has been made for an SUP for a restaurant with a drive-through facility at 7304 Denton Hwy, being Lot 5, Block 1, Harvest Baptist Church Addition, Phase III, and zoned C (Commercial). The property is located on the east side of Denton Hwy, south of Starnes Road and north of Hightower Drive. The applicant is Los Cuando Best Burritos/Ricardo Valencia. The owner is Fiesta Restaurant Group/Bradley D. Smith. Case No. SUP-18-02.

In accordance with State law, you are receiving this notice because our records reflect you are the owner(s) of property within two hundred (200) feet of the subject property. A site map is attached for your information.

If you are interested, you are invited to attend these meetings. If you cannot attend the meetings and wish to provide written comments or documentation to the Commission, please return your information on the attached response form no later than 5 (five) days prior to the meeting of the Planning and Zoning Commission.

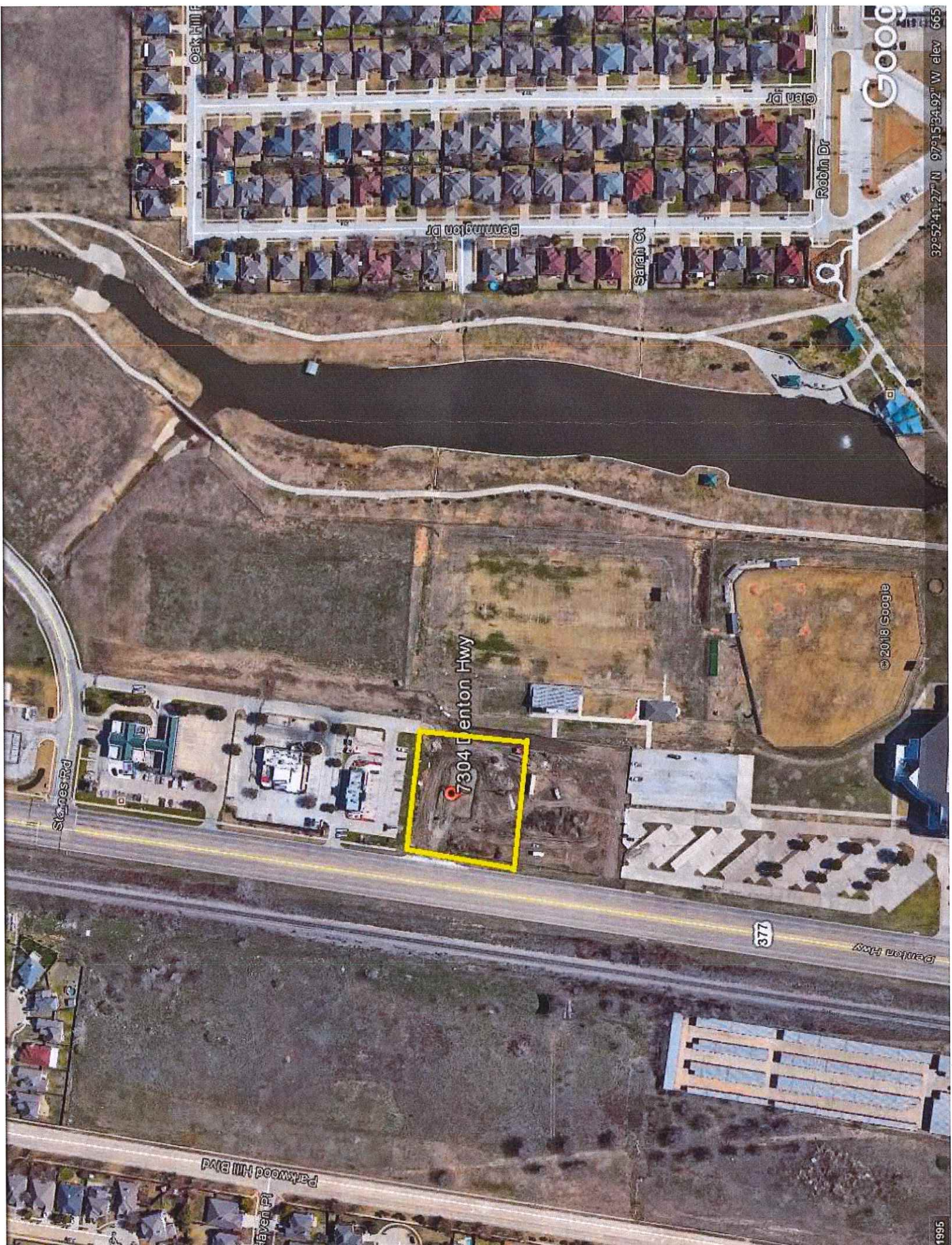
If you have any questions, please contact me at 817-514-5818 or jreyff@wataugatx.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jacquelyn Reyff', is written over a horizontal line.

Jacquelyn Reyff
Director of Planning & Economic Development

City of Watauga
Planning and Development
7105 Whitley Road
Watauga, TX 76148
<http://www.wataugatx.org>



Google

32°52'41.27" N 97°15'34.92" W elev 665

© 2018 Google

7304 Denton Hwy

377

Denton Hwy

Parkwood Hill Blvd

Haven Pt

Stones Rd

Oak Hill Dr

Beaverton Dr

Sarah Ct

Robin Dr

Glen Dr

To: City of Watauga, Texas

From: _____

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

RE: Specific Use Permit (SUP), Case No. SUP-18-02, 7304 Denton Hwy
Restaurant with drive-through
Los Cuando Best Burritos/Ricardo Valencia, applicant
Fiesta Restaurant Group/Bradley D Smith, owner

☐

I RECOMMEND APPROVAL OF THE REQUEST

☐

I RECOMMEND DENIAL OF THE REQUEST

Comments:

Printed Name

Signature

Date

**Owners within 200 feet
of Subject Property**

owner_name	owner_addr	owner_city	owner_zip	situs_addr
Watauga, City Of	7105 Whitley Rd	Watauga Tx	76148	Denton Hwy
Harvest Baptist Church	7200 Denton Hwy	Watauga Tx	76148	7200 Denton Hwy
Watauga, City Of	7105 Whitley Rd	Watauga Tx	76148	7107 Whitley Rd
Wesley Properties Inc	4705 S 129Th East Ave	Tulsa Ok	74134	7500 Denton Hwy
Inland Western Watauga Lp	PO Box 9273	Oak Brook Il	60522	5801 Starnes Rd
Bettye Kay Inv Group Ltd	2220 Coit Rd Ste 360	Plano Tx	75075	7700 Denton Hwy
Inland Western Watauga Lp	PO Box 9273	Oak Brook Il	60522	5901 Starnes Rd
Eecu	PO Box 1687	Fort Worth Tx	76101	7436 Denton Hwy
Rmf Group Inc	2907 Shenandoah Pl	Colleyville Tx	76034	7432 Denton Hwy
Tsre Holings Llc	3318 Forest Ln Ste 200	Dallas Tx	75234	7428 Denton Hwy
Harvest Baptist Church	7200 Denton Hwy	Watauga Tx	76148	7200 Denton Hwy
Tsre Holdings Llc	3318 Forest Ln Ste 200	Dallas Tx	75234	Denton Hwy



AGENDA MEMORANDUM

DATE: July 10, 2018

TO: Honorable City Council Members

FROM: Zolaina Parker, City Secretary, TRMC

SUBJECT: Discussion and possible action on approval of a proposed resolution calling for a Special Election for the unexpired term of Council Member Places 1 to be held on Tuesday, November 6, 2018 at Watauga City Hall, 7105 Whitley Road, Watauga, Texas, 76148, including days and hours of Early Voting and continuing joint election services through Tarrant County {CAPTION}

BACKGROUND/INFORMATION:

During the June 25, 2018 Regular Meeting, the City Secretary's Office was instructed to bring forth an item to address the calling of a Special Election in November 2018 to fill the unexpired term of Council Member, Place 1.

Staff has prepared the resolution attached for consideration by the City Council.

If the election is ordered the filing deadline would open on July 24, 2018, and would close on August 23, 2018. The Special Election Candidate Packet will be made available online on July 27, 2018, and applicants may request a paper packet via the City Website beginning on July 30, 2018.

FINANCIAL IMPLICATIONS:

At this time, Tarrant County Elections Administration does not know the exact amount each entity will pay for the joint election; therefore the estimated figures below may fluctuate depending on the number of entities participating in the Joint Election Agreement.

\$18,000.00-\$19,000.00- Tarrant County (Administering Special Election)
\$1,000.00-\$1,500.00- Star Telegram (Publication Fees)

Funding Source:

01-020-74180
01-020-74050



AGENDA MEMORANDUM

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend review and discussion with direction to Staff as to the calling of a Special Election in November 2018.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter of Approval and Proposed Resolution

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/11/2018
Final Approval - 07/14/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 10, 2018

Via Email

Ms. Zolaina R. Parker, City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

*Re: Resolution and Election Order for the City of Watauga, Texas
2018 Special Election*

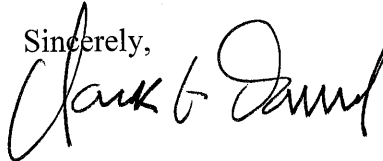
Dear Ms. Parker:

Pursuant to your request, I have reviewed the Resolution and Election Order by the City of Watauga calling a special election to be held on November 6, 2018 to fill a vacancy that exists in the unexpired term of City Council Member Place 1 and providing for a joint election agreement with Tarrant County.

I approve of this Resolution and would recommend that the same be included on the next City Council meeting agenda for consideration and approval.

Thank you for the opportunity to be of assistance. Please do not hesitate to contact me should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Manager

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION AND ELECTION ORDER BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS CALLING A SPECIAL ELECTION TO BE HELD IN SAID CITY ON THE 6TH DAY OF NOVEMBER 2018 FOR THE ELECTION TO FILL A VACANCY THAT EXISTS IN THE UNEXPIRED TERM OF CITY COUNCIL MEMBER, PLACE 1, PROVIDING FOR A JOINT ELECTION AGREEMENT WITH TARRANT COUNTY; SETTING THE DATE, PLACE AND TIME OF SAID ELECTION; AND OTHER PROVISIONS OTHERWISE INCIDENTAL TO SUCH RESOLUTION IN ACCORDANCE WITH THE TEXAS ELECTION LAWS AND ARTICLES III AND IV OF THE CITY OF WATAUGA HOME RULE CHARTER; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Special Election for a City Council Member of the City of Watauga as set forth by the Home Rule Charter and by the Texas Election Code is required to be held on November 6, 2018, at which time the voters will elect persons to fill the unexpired office of Council Member, Place 1 of the City of Watauga, Texas.

WHEREAS, the City of Watauga, Texas, Keller Independent School District (KISD) and Birdville Independent School District (BISD) desire to conduct joint elections through Tarrant County pursuant to the provisions of the Texas Election Code, including the conduct of joint early voting and to provide for the sharing of expenses.

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

I.

The City of Watauga, KISD and BISD shall hold a joint election through Tarrant County Elections Administration on November 6, 2018 for the purpose of electing City Council Member, Place 1, to fill the unexpired term of the City of Watauga City Council, ending in May 2020, and trustees to the KISD Board of Trustees and trustees to the BISD Board of Trustees.

II.

A Special Election is hereby called to elect a person to fill the office of City Council Member, Place 1 on the City Council to serve until May 2020. Such election shall be held at City Hall, 7105 Whitley Road, City of Watauga, Texas on November 6, 2018 from 7:00 a.m. until 7:00 p.m.

III.

The Election Code provides that candidates may file for office from July 24, 2018 through August 23, 2018. Candidates may file an application in the office of the City Secretary on weekdays, Monday through Friday, from 8:00 a.m. until 5:00 p.m, and on the last day (August 23, 2018) from 8:00 a.m. until 6:00 p.m.

IV.

Days and hours for Early Voting by Personal Appearance shall be as follows:

Oct. 22-26, 2018	Monday-Friday	8:00 a.m. - 5:00 p.m.
Oct. 27, 2018	Saturday	7:00 a.m. - 7:00 p.m.
Oct. 28, 2018	Sunday	11:00 a.m. - 4:00 p.m.
Oct. 29-31, 2018	Monday-Wednesday	7:00 a.m. - 7:00 p.m.
Nov. 1-2, 2018	Thursday-Friday	7:00 a.m. - 7:00 p.m.

V.

The election shall be conducted according to the election laws of the State of Texas and the Home Rule Charter of the City of Watauga.

VI.

The Presiding Election Judge and Alternate Presiding Judge shall be appointed by Tarrant County.

VII.

The Tarrant County Elections Administrator, is hereby appointed as the Early Voting Clerk. Applications for ballot by mail must be received by mail no later than the close of business October 26, 2018 (Mailing Address: P.O. Box 961011, Fort Worth, Texas, 76161-0011; Attention: Tarrant County Elections Administrator, Early Voting Clerk).

VIII.

Early Voting shall be conducted at the Tarrant County Main Early Voting location: 2700 Premier Street, Fort Worth, Texas 76111 and Watauga City Hall, 7105 Whitley Road, Watauga, Texas 76148, as well as other branch offices established by Tarrant County.

IX.

The expenses of the election shall be borne by the City of Watauga, KISD and BISD as outlined in an election agreement with Tarrant County. The Mayor is hereby authorized to sign such agreement.

X.

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

XI.

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

XII.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, this the 23rd day of July, 2018.

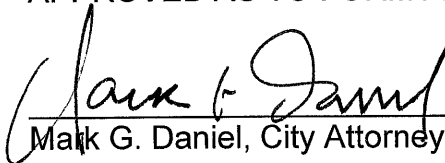
APPROVED:

Patrick Shelbourne, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:



Mark G. Daniel, City Attorney



AGENDA MEMORANDUM

DATE: June 18, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

THROUGH:

SUBJECT: Discussion and action on proposed billing rate increase requested by Mark G. Daniel, City Attorney, effective October 1, 2018

BACKGROUND/INFORMATION:

The City of Watauga contracts with Attorney Mark Daniel for legal services. The current contract has been in place since 1984 and is renewable upon passage of the annual budget. For the FY2018-19 budget year, Mark Daniel has requested a rate increase per the attached letter.

Please see the attached rate history.

FINANCIAL IMPLICATIONS:

Funds are budgeted in the FY2018-19 budget for a total amount of \$125,000 in General Fund Non-Departmental and Finance Department Budgets. General matters are funded through the Non-Departmental budget and municipal court matters are funded through the Finance Department, Court Division budget as listed below:

<u>Funding</u>		<u>Source</u>
Non-Departmental	01-020-74220	\$100,000
Finance Department, Court Division	01-030-74810 \$ 25,000	

RECOMMENDATION/ACTION DESIRED:

Council consideration of the City Attorney rate increase request per attached letter from Mark Daniel, City Attorney.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter
2. City Attorney Analysis of Fees



AGENDA MEMORANDUM

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115. WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

June 14, 2018

Ms. Andrea Gardner, City Manager
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

*Re: City Attorney Position
October 1, 2018 - September 30, 2019*

Dear Ms. Gardner:

I understand the City Council will commence the budget review process and considerations for the coming 2018-2019 fiscal year in the near future.

I am writing to respectfully request a minimal billing rate adjustment concerning my services to the City of Watauga as City Attorney. As you are aware, my existing agreement with the City of Watauga calls for a retainer fee of \$2,380.00 per month for the first fifteen (15) hours of legal services rendered (\$154.00 per hour). Following this fifteen (15) hour threshold, the present agreement calls for a rate of \$201.00 per hour of legal services rendered.

I am respectfully requesting consideration of a nominal increase with regard to my services as City Attorney. I would seek a retainer fee in the amount of \$2,430.00 per month (\$158.66 per hour), which sum shall be compensation for the initial fifteen (15) hours of legal services rendered each month consisting of attendance and advice at all City Council meetings and workshops, telephone and office consultations with the City Council members and City staff concerning municipal affairs, municipal court prosecution, preparation and review of contracts, ordinances and resolutions and preparation of legal memorandums necessary for the operations of the City. This request would result in an increase of 2.0% over the present contract. With regard to the hours of legal services exceeding the initial fifteen (15) hours each month, I would respectfully request consideration of a fee in the amount of \$205.00 per hour of legal services rendered. This would result in an increase of 2.0% over the present contract.

I would agree to bill associate attorney time at \$116.50 per hour of legal services rendered (2.0% increase). Unlike many attorneys for municipalities, I will not seek to bill for my legal assistant's time.

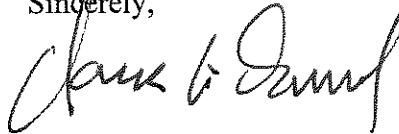
Ms. Andrea Gardner
June 14, 2018
Page 2

In addition to legal fees, the City would continue to be responsible for all reasonable expenses (postage, copying, facsimile, travel, association dues, long distance telephone, etc.) incurred in my representation excluding travel expense to and from the City for the City Council meetings and other related conferences and workshops.

I believe that you will find this proposal compares most favorably with rates for city attorneys in neighboring municipalities.

I would also appreciate you presenting his letter and request to the other members of the City Council. I look forward to an opportunity to be of continued service to the City of Watauga.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark G. Daniel". The signature is fluid and cursive, with the first name "Mark" being the most prominent.

MARK G. DANIEL

MGD:tp

cc: Mayor Pat Shelbourne

City Attorney Billing Rate History

Fiscal Year	Rate Category	Billing Rate	% Increase from Prior Year
FY2014-15	City Attorney	\$191.00	2.10%
	Assoc. Attorney	\$107.50	2.40%
	*Retainer Fee	\$2,255.00	2.00%
FY2015-16	City Attorney	\$195.00	2.1%
	Assoc. Attorney	\$110.50	2.8%
	*Retainer Fee	\$2,310.00	2.4%
FY2016-17	City Attorney	\$195.00	0.0%
	Assoc. Attorney	\$110.50	0.0%
	*Retainer Fee	\$2,310.00	0.0%
FY2017-18	City Attorney	\$201.00	3.1%
	Assoc. Attorney	\$114.00	3.2%
	*Retainer Fee	\$2,380.00	3.0%
FY2018-19 Requested	City Attorney	\$205.00	2.0%
	Assoc. Attorney	\$116.50	2.2%
	*Retainer Fee	\$2,430.00	2.1%

*includes 15 hours of Legal Services



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discussion and action on approval of proposed resolution adopting City Manager Reporting Requirements regarding sick leave and vacation leave {CAPTION}

BACKGROUND/INFORMATION:

During the June 25, 2018, Regular Meeting, City Council directed staff to develop a resolution which would simplify the City Manager's reporting process of sick and vacation leave.

The City Attorney and City Manager drafted the resolution attached for consideration by the City Council.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval of the proposed resolution.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter of Approval
2. Proposed Resolution
3. Absence Report Form

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/11/2018
Final Approval - 07/14/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER

(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 5, 2018

Ms. Zolaina Parker
City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

VIA E-MAIL

Re: Resolution authorizing the Mayor to approve City Manager sick leave and vacation leave

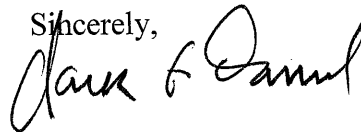
Dear Ms. Parker:

Please find enclosed a Resolution prepared by my office authorizing the Mayor to approve the City Manager's sick leave and vacation leave. Per the Resolution, the Mayor may approve and sign "Absence and Overtime Reports" submitted by the City Manager in the event that the City Manager wishes to utilize sick leave and vacation leave.

This Resolution shall be used in place of the Resolution that was emailed to your office on July 2, 2018 (titled "Resolution adopting City Manager reporting requirements regarding sick leave and vacation leave"). This revised Resolution may be submitted for consideration at the next City Council meeting.

Thank you for your attention to the above and the opportunity to be of assistance. Should you have any questions or need anything further, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL

MGD/jjv

cc: Patrick Shelbourne, Mayor
Ms. Andrea Gardner, City Manager

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AUTHORIZING THE MAYOR TO APPROVE AND SIGN “ABSENCE AND OVERTIME REPORTS” SUBMITTED BY THE CITY MANAGER IN THE EVENT THE CITY MANAGER WISHES TO UTILIZE SICK LEAVE AND VACATION LEAVE; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager is the chief administrative officer of the City and shall be responsible to the City Council for the administration of all the affairs of the City; and

WHEREAS, pursuant to the City of Watauga Home Rule Charter, the City Manager is to perform such duties as may be prescribed by the Charter or required by the Mayor, as directed by the City Council, not inconsistent with provisions of the Charter; and

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

I.

The City of Watauga does hereby authorize the Mayor to approve and sign “Absence and Overtime Reports” (see attached Exhibit “A”) submitted by the City Manager in the event that the City Manager wishes to utilize sick leave and vacation leave.

II.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions

except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

III.

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

IV.

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

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this _____ day of _____, 2018.

APPROVED:

Patrick Shelbourne, Mayor

ATTEST:

ZOLAINA R. PARKER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

MARK G. DANIEL, City Attorney

CITY OF WATAUGA
ABSENCE AND OVERTIME REPORT

EMPLOYEE NAME _____ EMPLOYEE NUMBER _____
DEPARTMENT _____ TODAY'S DATE _____

ABSENCE REPORT

DATE _____ TIME _____ SHIFT _____

- | | |
|---|--|
| ☐ PERSONAL ACCIDENT / OFF DUTY | ☐ VACATION (NUMBER OF DAYS) _____ |
| ☐ PERSONAL ACCIDENT / ON DUTY | ☐ UNEXCUSED |
| ☐ PERSONAL ILLNESS | ☐ COMP. LEAVE (NUMBER OF HOURS) _____ |
| ☐ FAMILY ILLNESS | ☐ OTHER _____ |
| ☐ LEAVE OF ABSENCE | _____ |

OVERTIME REPORT

DATE _____ TIME _____ SHIFT _____
HOURS WORKED _____ HOURS/PAY DUE (X1.5) _____ ☐ PAY ☐ COMP. TIME REQUESTED
REASON FOR OVERTIME _____

EMPLOYEE'S SIGNATURE _____ DATE _____
APPROVING SUPERVISOR _____ DATE _____

Distribution: White - Accounting Pink - Dept. Head Yellow - Employee



AGENDA MEMORANDUM

DATE: July 6, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discussion and action on a proposed resolution regarding the Home Rule Charter, Section 7.02 (6) City Secretary, delegating to the City Manager the approval of sick leave, vacation leave and specific administrative duties in connection with the limited supervision of the City Secretary {CAPTION}

BACKGROUND/INFORMATION:

During the June 25., 2018 Regular Meeting, City Council directed the City Attorney and Staff to prepare a resolution which delegates to the City Manager the approval of sick leave, vacation leave and specific administrative duties in connection with the limited supervision of the City Secretary.

The City Attorney and Staff drafted the proposed resolution which is attached for consideration by the City Council.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend approval of the proposed resolution.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City Attorney Letter of Approval and Proposed Resolution

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/11/2018
Final Approval - 07/14/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:

TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

June 27, 2018

Via Email

Mayor Pat Shelbourne
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Ms. Andrea Gardner, City Manager
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Ms. Zolaina Parker, City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

*Re: Resolution regarding City Manager and City Secretary
Section 7.02(6) Home Rule Charter*

Dear Mayor Shelbourne, Ms. Gardner and Ms. Parker:

Please find attached a draft Resolution which delegates to the City Manager the approval of sick leave, vacation leave and specific administrative duties in connection with the limited supervision of the City Secretary. I would request that each of you review the draft and provide my office feedback and comment to the same before including the Resolution on a City Council meeting agenda.

Thank you for your attention to the above.

Sincerely,



MARK G. DANIEL, City Attorney
City of Watauga, Texas

MGD:tp

RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS DELEGATING TO THE CITY MANAGER PURSUANT TO SECTION 7.02(6) OF THE HOME RULE CHARTER THE AUTHORITY TO OVERSEE THE APPROVAL OF SICK LEAVE, VACATION LEAVE AND SPECIFIC ADMINISTRATIVE DUTIES IN CONNECTION WITH LIMITED SUPERVISION OF THE CITY SECRETARY; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HEREWITH ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Watauga Home Rule Charter, Section 7.02 specifically provides that the Office of the City Secretary serves at the pleasure of the City Council and is under the exclusive direction and supervision of the City Council; and

WHEREAS, Section 7.02 of the Home Rule Charter also provides that the City Council may delegate to the City Manager the approval of sick leave, vacation leave and other administrative duties regarding the supervision of the City Secretary; and

WHEREAS, in the orderly administration of the City, the City Secretary in Watauga has traditionally assisted the City Manager with calendaring, scheduling, clerical matters, updating of City Manager web pages, coordination of the initiation of all actions taken by the City Council, receiving and managing telephone communications, preparing items of correspondence and other clerical responsibilities; and

WHEREAS, the City Council of the City of Watauga has not presently outlined in a resolution the specific and permissible administrative functions permitted for the City Manager to exercise limited administrative supervision over the City Secretary.

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

I.

By this Resolution, the City Council hereby delegates to the Office of the City Manager the permission and authority to supervise the following activities and responsibilities of the City Secretary: (1) maintaining and updating the City Manager's calendar to involve the scheduling of appointments, events and meetings for the City Manager in connection with City related activities; (2) clerical matters including but not limited to preparation and processing of correspondence and filing of City related documents, (3) the receipt and management of communications including but not limited to telephone, web page and email for the City Manager related to City activities, (4) administrative functions relating to initiating and monitoring progress of measures and actions taken by the City Council, and (5) coordination of meetings and assignments relating to City business and activities.

II.

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

III.

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

IV.

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

PASSED AND APPROVED this _____ day of _____, 2018.

Mayor Pat Shelbourne

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM:

Mark G. Daniel, City Attorney



AGENDA MEMORANDUM

DATE: June 26, 2018

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director
Sandra Gibson, Director of Finance
Deby Woodard, Assistant Director of Finance

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Discussion and action on approval to purchase health, dental and vision insurance with United Healthcare for all eligible employees

BACKGROUND/INFORMATION:

The City of Watauga received a Request for Proposal (RFP) for all employee insurance benefits (medical, dental, vision, life and disability) on May 31, 2018. Administration was very pleased with the results considering that the City had consistently faced rate increases over the past few years.

Cigna, our current carrier, initially provided the City with a renewal which increased the rates by 12%. After negotiations, they agreed to a rate decrease of about 2.5% if dental and vision were bundled with the medical plan. BlueCross BlueShield of Texas also provided a quote which was not competitive.

United Healthcare (UHC) provided the most attractive proposal saving a total of about \$90,000 (7%). This proposal would require that the City's dental and vision insurance be bundled with UHC. The proposal provided an additional savings of about \$1,400 (2.7%) on dental insurance and \$2,100 (12%) for vision insurance.

Administration is recommending that the City of Watauga change health, dental and vision insurance carriers to United Healthcare. In addition to the savings, the following are reasons Administration is recommending a carrier change:

- Human Resources communicated with other neighboring cities that have UHC, as a health insurance provider, and received very positive feedback.

- UHC's plan designs are almost identical to our current ones with some minor changes



AGENDA MEMORANDUM

that are more attractive for employees.

-Combining medical, dental and vision insurance simplifies the administration of benefits

for both Human Resources and employees.

-UHC provided a rate increase cap which reduces the City's liability in the event of high claims next year.

-UHC provided a two (2) year rate guarantee for dental insurance.

-UHC provided a three (3) year rate guarantee for vision insurance.

-UHC's plan includes a robust wellness program including weight loss programs, tobacco cessation programs and reimbursements/gift cards for members who complete wellness visits and biometric screenings.

-UHC's plan includes auxiliary programs that will be very beneficial for employees such as: Nurse's Line, Employee Assistance Program, Virtual Doctor and a Patient Advocacy program.

The City received other competitive proposals for dental and vision insurance. However, United Healthcare's overall proposal for medical, dental and vision was by far the most competitive and attractive.

FINANCIAL IMPLICATIONS:

Approximately \$1,152,000 for medical, dental and vision insurance spread accordingly throughout funds.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council approve the purchase of health, dental and vision insurance with United Healthcare for all eligible employees.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CA Approval Letter and Application United Healthcare



AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/06/2018
Approved - 07/16/2018
Final Approval - 07/16/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 2, 2018

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

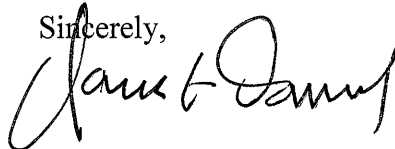
Re: United Healthcare Insurance Company

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the Employer Application for Large Group and the New Group Implementation Questionnaire from United Healthcare Insurance Company regarding the City of Watauga employee medical, dental and vision insurance. I approve of these documents. I would be in reliance on City staff regarding number of respective applicants and coverages.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Attorney
Ms. Zolaina R. Parker, City Secretary

Employer Application for Large Group Texas



UnitedHealthcare Insurance Company
UnitedHealthcare of Texas, Inc.
National Pacific Dental, Inc.

To avoid processing delays, please make sure you:

1. Answer all questions completely and accurately.
2. **DO NOT CANCEL YOUR EXISTING COVERAGE UNTIL YOU RECEIVE WRITTEN NOTIFICATION OF APPROVAL.**
3. Include a deposit check in the amount of any required premiums; such amount will be returned in the event coverage does not become effective and will be applied against the first month's premium if coverage does become effective.

Notice for Employers who select a Consumer Choice plan:

You have the option to choose this Consumer Choice of Benefits Health Insurance Plan or Health Maintenance Organization health care plan that, either in whole or in part, does not provide state-mandated health benefits normally required in evidences of coverage or accident and sickness policies in Texas. This standard health benefit plan may provide a more affordable health plan for you although, at the same time, it may provide you with fewer health plan benefits than those normally included as state-mandated health benefits in Texas. If you choose this standard health benefit plan, please consult with your insurance agent to discover which state-mandated health benefits are excluded in this evidence of coverage or policy.

General Information

Requested Effective Date 10/1/2018

Group's/Company's Legal Name

City of Watauga

Group Name to appear on ID card (maximum 30 characters)

C | i | t | y | o | f | W | a | t | a | u | g | a |

Street Address

7105 Whitley Road

Tax ID

75-1086086

City

Watauga

State

TX

Zip Code

76148

Names of Owners/Partners (if applicable)

Internet Access?

☒ Yes ☐ No

Contact Person

Marcia Reyna

Email Address

mreyna@wataugatx.org

of Years

in Business

Billing Address (if different)

Telephone

(817) 514-5819

Fax

(817) 514-3619

Multi-location group/company?*

☐ Yes ☒ No

of Locations

1

Address (es) (or list on additional sheet of paper)

Organization Type

☐ Partnership

☐ C-Corp

☐ S-Corp

☐ LLC

☐ LLP

Nature of Business

Industry Code

9111

☐ Sole Proprietor ☒ Other Municipality

Waiting Period for new hires ☐ 1st of Policy Month following Date of Hire

(Waiting period for medical ☒ 1st of Policy Month following 30 ☐ months ☒ days of employment

coverage cannot exceed ☐ Date of Hire (no waiting period)

90 days) ☐ ☐ months ☐ days of employment following Date of Hire

Waiting Period waived

for initial enrollees

☐ Yes ☒ No

Medical Benefit Plan Option

☒ Calendar Year

☐ Policy Year

Number of Persons currently on COBRA/Continuation
and/or Short/Long Term Disability
(employees/dependents)

Number of Employees Termed
in last 12 Months

Classes Excluded: ☐ None ☐ Union ☐ Hourly
☐ Non-Management ☐ Salary

Have Workers' Comp?

☒ Yes ☐ No

Name of Workers' Compensation Carrier

Texas Municipal League IRP

Domestic Partner Coverage?

☒ Yes ☐ No

Names of Owners/Partners not covered by Workers' Compensation

*If the majority of your employees are not located in your state of application, UnitedHealthcare policies and/or state law may require that your policy be written out of a different state and/or that your benefit plans vary.

Coverage provided by "UnitedHealthcare and Affiliates":

Medical coverage provided by UnitedHealthcare Insurance Company (PPO, Indemnity) or UnitedHealthcare, Texas, Inc. (HMO)

Dental coverage provided by UnitedHealthcare Insurance Company (Indemnity), National Pacific Dental, Inc. (HMO)

Life, Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance coverage provided by UnitedHealthcare Insurance Company

Vision coverage provided by UnitedHealthcare Insurance Company

Group Name City of Watauga

Participation		# Employees Applying for:		# Employees Waiving for:		Contribution	Employer %	Employer % for Dep
# Eligible Employees	155	Medical	135	Medical		Medical		
# Ineligible Employees		Dental	143	Dental		Dental		
Total # Employees	155	Vision	143	Vision		Vision		
# Hours per week to be eligible¹ <u>30</u>		Basic EE Life/AD&D		Basic EE Life/AD&D		Basic EE Life/AD&D	0	
		Basic Dep Life		Basic Dep Life		Basic Dep Life		
# Hours per week to be eligible for Disability coverage if different from above² _____		Supp EE Life/AD&D		Supp EE Life/AD&D		Supp EE Life/AD&D	0	
		Supp Dep Life/AD&D		Supp Dep Life/AD&D		Supp Dep Life/AD&D		
¹A person is considered an eligible employee if the employee usually works at least 30 hours per week.		STD		STD		STD		
		STD Buy Up³		STD Buy Up³		STD Buy Up³		
		LTD		LTD		LTD		
		LTD Buy Up³		LTD Buy Up³		LTD Buy Up³		
		Voluntary AD&D³		Voluntary AD&D³		Voluntary AD&D³		
		Other		Other		Other		
²For Disability products the minimum # of work hours per week to be eligible is 30 hours.								
³Only available to Groups with 100+ Eligible Employees								

General Information (continued)

Enter the Prior Calendar Year Average Total Number of Employees Under Health Care Reform law, the number of employees means the average number of employees employed by the company during the preceding calendar year. An employee is typically any person for which the company issues a W-2, regardless of full-time, part-time or seasonal status or whether or not they have medical coverage.

To calculate the annual average, add all the monthly employee totals together, then divide by the number of months you were in business last year (usually 12 months). When calculating the average, consider all months of the previous calendar year regardless of whether you had coverage with us, had coverage with a previous carrier or were in business but did not offer coverage. Use the number of employees at the end of the month as the "monthly value" to calculate the year average. If you are a newly formed business, calculate your prior year average using only those months that you were in business. Use whole numbers only (no decimals, fractions or ranges).

Enter the Prior Calendar Year Full Time Equivalent Total Number of Employees For purposes of determining your number of full-time equivalent employee count, the number of employees means the average number of employees employed full-time (at least 30 hours/week in any given month), by the company on business days during the preceding calendar year.

In addition to the number of full-time employees noted above, for any month otherwise determined, include for such month the number of full-time employees divided by the aggregate number of hours of service of all employees who are not full-time employees for the month by 120. Employers should exclude employees who were seasonal workers who worked 120 days or fewer in the preceding calendar year.

☐ Yes ☒ No Subject to ERISA? (Most private sector plans are ERISA plans)
If No, please indicate appropriate category:
☐ Church (Additional information needed) ☐ Federal Government
☐ Indian Tribe – Commercial Business ☐ Non-Federal Government (State, Local or Tribal Gov.)
☐ Foreign Government/Foreign Embassy ☐ Non-ERISA Other _____

☐ Yes ☒ No In the past 36 months, has the Group/Company or any affiliated entity filed for protection or operated under federal/state bankruptcy laws? (Chapter 7 or 11)

☐ Yes ☒ No In the past 36 months, has any creditor filed or threatened to file a petition requesting the Group/Company or any affiliated entity be placed voluntarily into bankruptcy?

☐ Yes ☒ No Does your group sponsor a plan that covers employees of more than one employer?
If you answered Yes, then indicate which of the following most closely describes your plan:
☐ Professional Employer Organization (PEO) ☐ Multiple Employer Welfare Arrangement (MEWA)
☐ Taft Hartley Union ☐ Governmental
☐ Church ☐ Employer Association

☐ Yes ☒ No Is your group a Professional Employer Organization (PEO) or Employee Leasing Company (ELC), or other such entity that is a co-employer with your client(s) or client-site employee(s)?
If you answered Yes, then by signing this application you agree with the certification in this section.
I hereby certify that my company is a PEO, ELC or other such entity and that only those employees that are the corporate employees of my company, and not my co-employees, are permitted to enroll in this group policy. If my group at any point after I sign this application determines that the group will provide coverage to the co-employees under the group's plan, I understand that UnitedHealthcare will not cover the co-employees under this group policy.

☐ Yes ☒ No Do you currently utilize the services of a Professional Employer Organization (PEO) or Employee Leasing Company (ELC), Staff Leasing Company, HR Outsourcing Organization (HRO), or Administrative Services Organization (ASO)?

☐ Yes ☒ No Do you have common ownership with any other businesses? If you own multiple companies, or a parent-subsidary relationship exists between your company and another, this may indicate common ownership of businesses.

General Information (continued)

UnitedHealthcare’s Leave of Absence (LOA) Policy; Eligibility for Medical Coverage

If the employee is on an employer approved leave of absence and the employer continues to pay required medical premiums, the coverage will remain in force for: (1) No longer than 13 consecutive weeks for non-medical leaves (i.e. temporarily laid-off). (2) No longer than 26 consecutive weeks for a medical leave. Coverage may be extended for a longer period of time, if required by local, state or federal rules.

If the employee’s medical coverage terminates under this LOA policy, the employee may exercise the rights under any applicable Continuation of Medical Coverage provision or the Conversion of Medical Benefits provision described in the Certificate of Coverage.

Do you continue medical coverage during a leave of absence (not including state continuation or COBRA coverage)?

- ☐ Yes, we continue medical coverage during an approved leave of absence for full time' employees (as defined on page 2).
- ☒ No, we do not offer medical coverage during a leave of absence.

HRA and Supplemental Insurance Information

Health Savings Account (if selected): Which bank will be used: ☒ OptumBank ☐ Other

Do you currently offer or intend to offer a Health Reimbursement Account (HRA) plan and/or comprehensive supplemental insurance policy or funding arrangement in addition to this UnitedHealthcare medical plan?

Answers must be accurate whether purchased from UnitedHealthcare or any other insurer or third party administrator.

HRA ☐ Yes ☒ No

If yes, please identify type: ☐ UnitedHealthcare HRA (any HRA design offered through UnitedHealthcare) ☐ Other Administrator HRA
HRA plans administered by other insurers or third party administrators must comply with UnitedHealthcare HRA design standards.

Comprehensive Supplemental Insurance Policy or Funding Arrangement ☐ Yes ☒ No

If you answered "Yes" to either question above, you must choose from the list of UnitedHealthcare HRA-eligible medical plans as shown to you by your broker or agent. Other plans are not eligible for pairing with these arrangements. Purchase of such arrangements at any point during the duration of this policy will require you to notify UnitedHealthcare.

HRA/HSA Employer Premium Contribution

	Option #1	Option #2	Option #3
Medical Plan			
Employee			
Employee + Spouse			
Employee + Child(ren)			
Family			

HRA/HSA Employer Account Funding Amount

Employee		\$20.00 per pay period	
Employee + Spouse			
Employee + Child(ren)			
Family			

HRA / HSA Account Administrator: **Optum Bank**

Are there any other contributions or benefit reimbursements allowed? ☐ Yes ☒ No

Who will provide account balances to UnitedHealthcare? **?**

Group Name City of Watauga

Current Carrier Information

Does the group currently have any coverage with UnitedHealthcare or has the group had any UnitedHealthcare coverage in the last 12 months?

☐ Yes ☒ No If Yes, please provide policy number _____ and Coverage Begin Date ____/____/____ End Date ____/____/____

Has this group been covered for major dental services for the previous 12 consecutive months? ☒ Yes ☐ No

		Name of Carrier	Initial Coverage Begin Date	Coverage End Date
Current Medical Carrier	☐ None	Cigna Healthcare		09/30/18
Current Dental Carrier	☐ None	Aetna		09/30/18
Current Life Carrier	☐ None	Lincoln Financial Group		09/30/18
Current Disability Carrier	☐ None	Lincoln Financial Group		09/30/18
Current Vision Carrier	☐ None	VSP		09/30/18

Disclosures

If you are applying for medical coverage, please answer the following questions to the best of your knowledge by referencing available employee records and other personnel documents for all eligible employees and dependents (proprietors, partners, corporate officers, employees, spouses, and dependent children) to the extent permitted by applicable law. UnitedHealthcare is only seeking to collect information about the current health status of those employees and their dependents who are applying for coverage. In answering these questions, do not include any genetic information about your employees or their dependents, including requests for genetic services, genetic diseases for which they may be at risk or family medical history information.

Please provide details to "Yes" answers in the space provided.

IMPORTANT: Your answers to these questions must include all COBRA and State Continued individuals covered by your present plan.

- ☒ Yes ☐ No 1. Within the past 3 years, has any employee or dependent filed a claim for short-term disability, long term disability, social security disability income, workers' compensation, Medicare, or Medicaid benefits or any other type of disability benefits on any policy?
- ☒ Yes ☐ No 2. During the past 3 years, has any employee or dependent had life, disability or health insurance declined, postponed, changed, cancelled or withdrawn?
- ☒ Yes ☐ No 3. Except for a maternity or paternity leave, within the past 3 years, has any employee applied for a family or medical leave of more than 2 weeks due to injury, disability or illness of the employee or dependent?
- ☒ Yes ☐ No 4. Within the past 3 years, has any employee been absent from work for more than 2 consecutive weeks due to injury, disability or illness?
- ☒ Yes ☐ No 5. Except for a mental health admission, during the past 3 years, has any employee or dependent had a hospital stay lasting more than 5 days or is any employee or dependent contemplating treatment that would require hospitalization for more than 5 days?
- ☐ Yes ☒ No 6. Is any employee or dependent currently hospitalized?
- ☒ Yes ☐ No 7. Within the past 3 years has any employee or dependent been diagnosed, treated for, or received prescription medication for one of the following conditions?
- ☒ Cancer (any type)
☐ Lung disease or respiratory problem (any type)
☐ Heart disease or disorder (any type)
☐ Organ, tissue or cell transplant
☐ Liver disease (any type)
☐ Kidney disease (any type)
☒ Pancreatic disorder (any type)
☐ Diabetes
- ☐ Hepatitis
☐ Morbid obesity
☐ Congenital abnormality
☐ Vascular disease (any type)
☒ Neurological disorder (any type)
☐ Immunological disorder (reportable types)
☐ Alcohol or drug addiction or abuse
☐ Hemophilia or Blood disorder (any type)

If you have answered "Yes" to any of the questions above, please provide the requested information on the next page for each individual. If necessary, use additional sheets of paper.

Disclosures (continued)

Question Number	Check One Employee Dependent	Age	Date of Recovery	Date of Treatment/ Condition	Nature of Medication	Name of Condition	\$ Amount of Claims	Current Treatment

Texas Mandatory Disclosure Statement:

Dental indemnity benefits are provided through UnitedHealthcare Insurance Company and Dental HMO (DHMO) benefits are offered through National Pacific Dental, Inc. In order to receive benefits from the DHMO plan, an enrollee must utilize only network providers, except for emergency dental care, and pay the copayments specified in the evidence of coverage. To receive benefits under the dental indemnity plan, the enrollee may utilize any provider but prior to receiving reimbursement, the enrollee must meet the required deductible and is responsible for the coinsurance amount specified in the policy or certificate.

Group Name City of Watauga

Important Information

The Group/Company certifies that the information provided above is complete and accurate. The Group/Company shall notify UnitedHealthcare and Affiliates promptly of any changes in this information that may affect the eligibility of employees or their dependents, including the addition of any newly eligible employees or dependents. Prior to receiving notification of approval, the Group/Company shall notify UnitedHealthcare and Affiliates promptly of any significant changes in the health status of an eligible employee or dependent including any inpatient hospital admissions. UnitedHealthcare and Affiliates shall be entitled to rely on the most current information in its possession regarding the eligibility and health status of employees and their dependents in providing coverage under the policy/policies for which application is being made.

I represent to the best of my knowledge the information I have furnished is accurate, and includes any employees and dependents who have elected continuation of insurance benefits. I understand that intentional misstatement or misrepresentations of a material fact, or omissions that constitute fraud, in the information requested on this form can result in the adjustment of rating or voiding of insurance.

I understand that the Certificate of Coverage or Summary Plan Description and other documents, notices and communications regarding the benefit plan(s) indicated herein on this Application may be transmitted electronically to me and to the Group's/Company's employees. This consent remains in effect until it is withdrawn. The Group may withdraw their consent at any time or request a document in a paper or non-electronic form.

Knowingly or willfully presenting a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presenting false information, or concealing information for the purpose of misleading, in an application for insurance, is a crime punishable by fines and confinement in prison.

Upon receipt by UnitedHealthcare and Affiliates of this signed employer application and payment of the required policy charges, the group policy is deemed executed. The deposit check in the estimated amount of the first month's premium is not considered payment of the required policy charges.

UnitedHealthcare disclosure regarding producer compensation:

In some instances, we pay brokers and agents (referred to collectively as "producers") compensation for their services in connection with the sale of our products, in compliance with applicable law. In certain states, we may pay "base commissions" based on factors such as product type, amount of premium, group/company size and number of employees. These commissions, if applicable, are reflected in the premium rate. In addition, we may pay bonuses pursuant to programs established to encourage the introduction of new products and provide incentives to achieve production targets, persistency levels, growth goals or other objectives. Bonus expenses are not directly reflected in the premium rate but are included as part of the general administrative expenses. Please note we also make payments from time to time to producers for services other than those relating to the sale of policies (for example, compensation for services as a general agent or as a consultant).

Producer compensation may be subject to disclosure on Schedule A of the ERISA Form 5500 for customers governed by ERISA. We provide Schedule A reports to our customers as required by applicable federal law. For specific information about the compensation payable with respect to your particular policy, please contact your producer.

Signature (Form must be signed)

Group/Company Signature _____ Date _____ Title _____

DO NOT CANCEL YOUR EXISTING COVERAGE UNTIL YOU RECEIVE WRITTEN NOTIFICATION OF APPROVAL.

Producer Information (if applicable)

Producer Name Brent Weegar	Agency IPS Advisors a Division of HUB International	Agent Code/Tax ID Number	
Email Address Brent.Weegar@Hubinternational.com	Social Security #		Phone Number (214) 443-2429
All Payments to:		Producer Commission Schedule (if applicable) _____ Std Scale of _____ %	
Street Address 10000 N. Central Expwy, Suite 1100	City Dallas	State TX	Zip Code 75231
Producer Signature		Date	
Rep Name		Rep #	

General Agent Information (if applicable)

General Agent	Phone #	Franchise Code	
Street Address	City	State	Zip Code

New Group Implementation Questionnaire (Fully Insured)

Full Legal Name of Customer	City of Watauga
Literal Customer Name to appear on ID Cards (Limited to 32 characters including spaces and punctuation)	City of Watauga
Corporate Address of Customer (Only Physical Address Accepted)	7105 Whitney Road Watauga, Texas 76148
Corporate Contact	Name: Marcia Reyna Title: Human Resources Director Phone: (817) 514-5819 Fax: (817) 514-3619 Email: mreyna@wataugatx.org
Will there be a different local contact for other offices?	Name: Title: Phone: Fax: Email:
Federal Tax ID number	75-1086086
Type of Business	Municipal
Service Industry Code (4-digit SIC)	9111
Agency/Brokerage Firm Name And Tax ID Number	IPS Advisors a Division of HUB International 75-1473193
Writing Agent Name And SS Number	Andrew Weeger
Type of Eligibility Transmission	☒ Excel spreadsheet (standard) ☐ Initial ☐ Subsequent ☐ Employer eServices (standard) ☐ Initial ☐ Subsequent ☐ Electronic Feed ☐ Initial ☐ Subsequent ☐ Enrollment Forms ☐ Initial ☐ Subsequent
Billing structure breakouts desired Examples: Active employees / COBRA participants (Limited to 40 characters including spaces and punctuation)	
Is there an outside COBRA billing Administrator or is it self-administered? If outside vendor, please provide name and Customer Service toll-free number.	Self-administered
Please identify eligible employee classes	☒ Full - Time ☐ Part - Time ☐ Hourly ☐ Salaried
Is Domestic Partner Covered? A domestic partner is a person of the same or opposite sex as the employee who has a single, dedicated relationship with the employee.	☐ Yes ☐ No If Domestic Partners are covered this is defined by the employer and not the State.
Common Law Spouse is covered A Common Law Spouse is a spouse that is not legally married to the eligible employee, but fits Common Law Spouse criteria defined by a state mandate.	☒ Yes Please note: TX recognizes Common Law spouses for all Fully Insured customers.
What is the maximum covered child/student age? Children/students are covered until	26 Please note: Health Care Reform requires both the child and dependent ages to be 26. ☒ End of birthday month (as per the Texas Mandate)

New Group Implementation Questionnaire (Fully Insured)

Is there a waiting period to be eligible for benefits?	☐ Yes ☐ No How long is the waiting period?
When are benefits effective?	☐ First day after waiting period ☐ First of month following waiting period ☐ Date of Hire
Benefits end	☒ End of Month (TX Senate Bill 51)
How many hours must be worked to be considered for benefits? Please note: Our standard is 30 hours, but the customer can determine this.	
Benefits will continue during a leave of absence How long does it extend?	☒ Yes ☐ 3 months (per TX State Mandate) ☐ 12 months ☐ Define other
Are Retirees covered?	☐ Yes ☐ No If Retirees are covered, please identify classification: ☐ Under 65 ☐ Over 65 ☐ Both
The surviving spouse of an employee is eligible for benefits	☒ Yes (3 years) Please note: TX recognizes the surviving spouse on all Fully Insured customers.
Contact for Billing invoices (if different than Corporate contact)	Name: Phone: Fax: Email:
Proration Method	☒ Full Rate - Charge full amount if employee is eligible on 1 st day of coverage otherwise do not charge.
Payment Method	☐ Scheduled Direct Debit (standard) - An automated process to collect amounts due directly from a customer's bank account through a scheduled electronic transfer. UnitedHealthcare initiated. ☐ Online Payment Remittance (via EBPP) - An automated process to collect amounts approved for payment by the customer, directly from a customer bill group's bank account through an electronic transfer. Customer initiated. ☐ ACH (Automatic Clearing House) ☐ Wire Transfer ☐ Check
Is this an ERISA (Employee Retirement Income Security Act) Medical Plan? (Applies to all employee sponsored benefit plans (over 100 lives) outside of Church and Government Organizations.)	☐ Yes ☒ No If so, what is the ERISA plan number?
Which method of distribution for your Certificate of Coverage?	☐ Electronic Copies (read only Adobe Acrobat) via email and One hard copy will be shipped. (Standard) ☐ Hard Copy mailing (One Employer location via ground shipment)
Contact information for prior carrier for deductible backloads, if applicable	Carrier Name: Cigna Contact Name: Rhonda Whitworth Contact Phone: (972) 863-5478 Contact Fax: (877) 253-6024 Contact Email: Rhonda.whitworth@cigna.com
Additional eServices users	Name: Phone: Email:



AGENDA MEMORANDUM

DATE: June 26, 2018

TO: Honorable City Council Members

FROM: Marcia Reyna, Human Resources and Civil Service Director
Deby Woodard, Assistant Director of Finance
Sandra Gibson, Director of Finance

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Discussion and action on approval to purchase life and disability insurance with Mutual of Omaha for all eligible employees

BACKGROUND/INFORMATION:

The City of Watauga received a Request for Proposal (RFP) for all insurance benefits (medical, dental, vision, life and disability) on May 31, 2018. Lincoln Financial Group, our current carrier, applied a block of business increase to all of their clients for FY2018-19. The City of Watauga was quoted a 23% rate increase.

The City received proposals from insurance companies such as Hartford, Ochs, Dearborn, etc. Mutual of Omaha provided the most competitive proposal saving a total of \$5,800 (33% on life insurance and 12% on disability insurance).

Administration is recommending that the City of Watauga change its life and disability insurance carrier to Mutual of Omaha. In addition to savings, the following are reasons Administration is recommending a carrier change:

- Employees are being offered a "true" open enrollment period which will allow them to apply for up to \$150,000 in voluntary life insurance regardless of medical history.
- Voluntary life insurance rates are matched to the City's rate. No increase to employee.
- Mutual of Omaha provided a three (3) year rate guarantee for life and disability insurance.
- The plan design is similar to the current plan.
- Mutual of Omaha provides up to four (4) face to face visits in its Employee Assistance



AGENDA MEMORANDUM

Program. This is a highly sought after benefit.

FINANCIAL IMPLICATIONS:

Approximately \$24,000 for life and disability insurance spread accordingly throughout funds.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that City Council approve the purchase of life and disability insurance with Mutual of Omaha for all eligible employees.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CA Approval Letter and Application Mutual of Omaha

REVIEWED BY:

Sandra Gibson, Director of Finance
Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/06/2018
Approved - 07/16/2018
Final Approval - 07/16/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

July 2, 2018

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

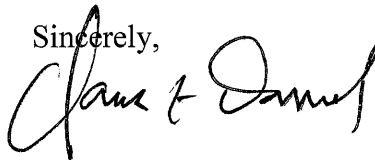
Re: *United of Omaha Life Insurance Company*

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the Group Insurance Application and New Customer Verification Guide from United of Omaha Life Insurance Company regarding the City of Watauga employee life and disability insurance. I approve of these documents. I would be in reliance on City staff regarding detailed information including the application and the coverage details sought.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pat Shelbourne
Ms. Andrea Gardner, City Attorney
Ms. Zolaina R. Parker, City Secretary

NEW CUSTOMER VERIFICATION GUIDE



Presented To:

City of Watauga

GETTING STARTED



Thank you for choosing Mutual of Omaha for your Group Insurance needs. The New Customer Verification Guide ("Guide") is key to administering your plan effectively and efficiently. To ensure a smooth implementation, complete and sign the applicable section within the Guide.

STEP 1: Review the Group Insurance proposal and complete the sections within the Guide.

Guide	Description	Completed
Group Insurance Proposal	Applicant and Producer verify sold plan design and rates.	☐
Acceptance of Terms and Conditions	Applicant signature is required.	☐
Group Insurance Application	Applicant signature is required. • Must be signed prior to the proposed effective date	☐
Policy Administration		☐
Contact Information	Premium/Billing, Claims, Administration, and Renewal	
Billing Information	Billing type, format and location	
Eligibility Information	Class description and employee waiting periods	
Earnings Definition	Earnings definition, premium contributions, and ERISA	
Withholding and Tax Reporting	Required for Disability, Accident and Critical Illness coverage	

STEP 2: Return the completed and signed Guide to the Mutual of Omaha representative listed below at least 15 days prior to the requested effective date.

Additional Items Required		Included
Employee Census and Enrollment	• Census in Excel format (preferred method) • Employee enrollment forms, electronic or hard copy • Evidence of Insurability or Application forms • Applicant retains copy of enrollment material	☐
Replacing Prior Insurance Plan	☐ Yes ☐ No	
Prior Carrier Billing statement	Required if transferring coverage from another carrier	☐
Prior Carrier certificate booklet	Required if transferring coverage from another carrier	☐
Sample premium calculation spreadsheet	Required only for Self-administered groups	☐
Producer / Agent Use Only		
Producer Checklist	Producer identification and details	☐
Third Party Administrator Checklist	Required only if TPA is providing services	☐

If you have any questions, please contact your Mutual of Omaha representative.

Sales Representative	Anthony Giamello		
Sales Assistant	Kristen Glass		
Email	Kristen.Glass@mutualofomaha.com		
Phone & Fax	972/702-2402		

Group Office	Dallas		
Group Office Address	14131 Midway Rd		
Address 2	Suite 600		
City, State, Zip	Addison	TX	75001



Mutual of Omaha

BASIC TERM LIFE AND AD&D INSURANCE

Proposal for: City of Watauga

Alternate: 1.00

The following Basic Term Life and AD&D plan is being proposed on a fully-insured basis effective **10/01/18**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S)	Class 1: All Eligible Employees
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	Class 1: 40 or more hours each week

BENEFIT SUMMARY

EMPLOYEE TERM LIFE BENEFIT AMOUNTS	Benefit	Maximum Benefit	Guarantee Issue Amount	Minimum Benefit
	1X Annual Salary	\$100,000	\$100,000	\$10,000

EMPLOYEE BENEFIT REDUCTION SCHEDULE*	At Age	Benefits Reduce :
	65	65%
	70	40%
	75	25%

* All benefit reductions are a percentage of the original benefit amount. Coverage terminates at retirement.

DEPENDENT TERM LIFE BENEFIT AMOUNTS**	Spouse Benefit	Spouse Guarantee Issue Amount	Child Benefit (14 days to 6 mos.)	Child Benefit (6 mos. to limiting age)
Class 1	\$2,000	\$2,000	\$1,000	\$1,000

** Dependent Spouse and/or Child coverage is only available if the Employee has coverage under this plan.

EMPLOYEE AD&D BENEFIT AMOUNT	The AD&D Principal Sum amount is equal to the amount of basic term life insurance.
---	--

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	100%	146	Non-Contributory

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY	Number of Lives	Total Monthly Volume	Monthly Rate	Total Monthly Premium	Total Annual Premium
Employee Term Life	146	\$8,000,650	\$0.07/\$1,000	\$560.05	\$6,720.60
Employee AD&D	146	\$8,000,650	\$0.03/\$1,000	\$240.02	\$2,880.24
Spouse & Dependent Term Life	37	- -	\$0.37/Unit	\$13.69	\$164.28
Total	--	--	--	\$813.76	\$9,765.12

PACKAGE PRICING The rates and benefits for this coverage assume package pricing. The rates and/or benefits are subject to change if one or more coverages included in Option 1 are not selected by the employer.

RATE GUARANTEE 3 Years

RATE GUARANTEE DATE 10/01/2021

ADDITIONAL BENEFITS

WAIVER OF PREMIUM - DISABILITY

- **Definition of Disability** - Any Occupation
- **Elimination Period** - 6 months
- **Termination** - Age 65

LIVING CARE BENEFIT 80% to \$100,000

LAYOFF/LEAVE

- **Temporary Layoff** - 12 weeks
- **Personal Leave** - 12 weeks

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member and any dependent(s). This provision applies to employer and union groups only, subject to certain conditions.

TRAVEL ASSISTANCE Included

EMPLOYEE ASSISTANCE PROGRAM (EAP) Basic; 4 face to face visits

AD&D 24 hour coverage for employees

AD&D BENEFITS

- Seat Belt
- Airbag
- Common Carrier
- Child Education

CONVERSION Included



Mutual of Omaha

VOLUNTARY TERM LIFE AND AD&D INSURANCE

Proposal for: City of Watauga

Alternate: 1.03

The following Voluntary Term Life and AD&D plan is being proposed on a fully-insured basis effective **10/01/18**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S)	Class 1: All Eligible Employees
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	Class 1: 40 or more hours each week

BENEFIT SUMMARY

EMPLOYEE BENEFIT AMOUNTS

Minimum Benefit	Maximum Benefit	Increments	Guarantee Issue Amount*
\$10,000	5X Annual Salary, up to \$300,000	\$10,000	5X Annual Salary, up to \$150,000

*Guarantee Issue Amounts assume a participation rate of at least 25% of eligible employees.

BENEFIT REDUCTION SCHEDULE**

At Age	Benefits Reduce :
65	65%
70	40%
75	25%

** All benefit reductions are a percentage of the original benefit amount. Coverage terminates at retirement.

DEPENDENT SPOUSE BENEFIT AMOUNTS***

Minimum Benefit	Maximum Benefit	Increments	Guarantee Issue Amount
\$5,000	100% of Employee's Benefit, up to \$150,000	\$5,000	100% of Employee's Benefit, up to \$30,000

*** Dependent Spouse and/or Child coverage is only available if the Employee has coverage under this plan. Spouse coverage terminates at age 70.

DEPENDENT CHILD BENEFIT AMOUNTS

Minimum Benefit	Maximum Benefit	Increments	Guarantee Issue Amount
\$10,000	\$10,000	\$10,000	\$10,000

AD&D BENEFIT AMOUNT

AD&D coverage is selected by the employee at enrollment. If selected, the AD&D Principal Sum amount is equal to the amount of voluntary term life insurance for employees and eligible dependents.

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS

Minimum Participation	Number of Eligible Employees	Contribution Structure
65%	147	100% employee paid

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY*

Voluntary Term Life

Age Band	Employee & Spouse Rate per \$1,000	All Children Rate per \$1,000
<25	\$0.077	\$0.20
25 - 29	\$0.077	--
30 - 34	\$0.085	--
35 - 39	\$0.128	--
40 - 44	\$0.170	--
45 - 49	\$0.238	--
50 - 54	\$0.374	--
55 - 59	\$0.638	--
60 - 64	\$0.961	--
65 - 69	\$1.564	--
70 - 74	\$2.533	--
75 - 79	\$2.533	--
80 - 84	\$2.533	--
85 - 89	\$2.533	--
90 - 100	\$2.533	--

* This plan is rated using the same rates for the employee and spouse. Employee and spouse rates are calculated based on the employee's current age as of the effective date of the plan. Employee and spouse rates are adjusted once each year on the plan anniversary date for employees advancing to the next age band. Spouse coverage terminates when the employee attains age 70 (regardless of the spouse's actual age).

Voluntary AD&D

Employee Rate per \$1,000	Spouse Rate per \$1,000	All Children Rate per \$1,000
\$0.03	\$0.03	

PACKAGE PRICING

The rates and benefits for this coverage assume package pricing. The rates and/or benefits are subject to change if one or more coverages included in Option 1 are not selected by the employer.

RATE GUARANTEE

3 Years

RATE GUARANTEE DATE

10/01/2021

ADDITIONAL BENEFITS

MODIFIED OPEN ENROLLMENT

A one-time open enrollment is available for a period of up to 90 days prior to the effective date of the policy, subject to the enrollment strategy requirements. During this time, the employee/member may elect insurance for the first time or request insurance up to the maximum of \$20,000 without providing health information. An eligible spouse/dependent may elect up to \$10,000 without providing health information.

WAIVER OF PREMIUM - DISABILITY

- **Definition of Disability** - Any Occupation
- **Elimination Period** - 6 months
- **Termination** - Age 65

ANNUAL INCREASE OPTION

Once annually, the employee/member may increase their insurance amount by up to \$10,000 without providing health information.

LIVING CARE BENEFIT

80% to \$250,000

PORTABILITY

Included

LAYOFF/LEAVE

- **Temporary Layoff** - 12 weeks
- **Personal Leave** - 12 weeks

Voluntary Term Life and AD&D Insurance (continued)

**CONTINUATION FOR
FEDERAL AND STATE
LAWS**

Included – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member and any dependent(s). This provision applies to employer and union groups only, subject to certain conditions.

AD&D

24 hour coverage for employees and eligible dependents

AD&D BENEFITS

- Seat Belt
- Airbag

- Common Carrier

- Child Education

CONVERSION

Included



Mutual of Omaha

LONG-TERM DISABILITY INSURANCE

Proposal for: City of Watauga

Alternate: 3.00

The following Long-Term Disability plan is being proposed on a fully-insured basis effective **10/01/18**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S)	Class 1: All Eligible Employees
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	Class 1: 40 or more hours each week

BENEFIT SUMMARY

	Class 1
BENEFIT PERCENTAGE	50%
MAXIMUM BENEFIT	\$5,000
GUARANTEE ISSUE	\$5,000
ELIMINATION PERIOD	90 days
ACCUMULATION PERIOD	180 days
ZERO DAY RESIDUAL	Included
OWN OCC DEFINITION	24 months
BENEFIT DURATION	RBD to SSNRA
INTEGRATION	Family
PRE-EXISTING CONDITION	3/12
MENTAL DISORDERS	24 months - Lifetime
DRUG & ALCOHOL	24 months - Lifetime
SELF-REPORTED CONDITIONS	24 months - Lifetime
MINIMUM BENEFIT	\$100

PARTIAL DISABILITY

	Class 1
EARNINGS TEST %	99% during the Own Occ period, then 85% thereafter
PARTIAL DISABILITY FORMULA	Mutually Progressive Partial; Family Care
WORK INCENTIVE	To end of the maximum benefit period

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	100%	146	Non-Contributory

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY	LTD	Number of Lives	Covered Monthly Payroll	Monthly Rate	Total Monthly Premium	Total Annual Premium
		146	\$679,582	\$0.15 (Per \$100 of Monthly Covered Payroll)	\$1,019.37	\$12,232.44

PACKAGE PRICING The rates and benefits for this coverage assume package pricing. The rates and/or benefits are subject to change if one or more coverages included in Option 1 are not selected by the employer.

RATE GUARANTEE 3 Years

RATE GUARANTEE DATE 10/01/2021

ADDITIONAL BENEFITS

DEFINITION OF MONTHLY EARNINGS Earnings Just Prior to Disability, Annual Salary

VOC REHAB INCENTIVE 5%

RECURRENT DISABILITY 6 months

SURVIVOR BENEFIT 3 months

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.

WAIVER OF PREMIUM Included

FICA PAYMENT If FICA tax is applicable, we will pay the employer's share of the FICA. This optional service has been included in the premium rates.

W-2 PREPARATION Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.



Mutual of Omaha

REQUIREMENTS AND ASSUMPTIONS

SIC CODE	9111
SITUS STATE	TX
ACCEPTANCE	This proposal is contingent upon Mutual of Omaha Home Office review and acceptance of the completed application for coverage. It is recommended that current coverage is not cancelled or dropped until notification of acceptance from Mutual of Omaha is received.
PACKAGE PRICING	The rates and benefits in this proposal assume package pricing. The rates and/or benefits are subject to change if one or more coverages are not selected by the employer.
LIMITATIONS & STANDARD CONTRACT NOTICE	This proposal is subject to Mutual of Omaha's standard product terms, limitations, and exclusions. Additionally, this proposal requires use of standard system-compatible benefits and contract provisions. Applicable federal and state mandates are added at issuance. This proposal also assumes that all employees/members reside in the situs state of the group. If any employees/members reside outside of the situs state of the group, we must be notified of the number of employees/members by state during the implementation process so that all applicable state mandates can be accommodated. Please refer to a sample standard contract, certificate booklet and/or subscription agreement documents for additional information and detail, available upon request.
ERISA	Each plan presented in this proposal is considered to be an employer-sponsored ERISA benefit plan. If it is determined that any plan presented in this proposal is not an ERISA benefit plan, Mutual of Omaha reserves the right to re-rate or otherwise adjust the proposed plan(s).
PROPOSAL CONDITIONS	Mutual of Omaha reserves the right to re-rate or withdraw this proposal <i>prior</i> to the effective date if any of the following changes: ▪ SIC code ▪ Employer contributions ▪ Information regarding disabled or COBRA participants ▪ For groups that are experience rated - risk increases based on review of the current carriers claims experience, including open or pended claims ▪ Demographics (age, gender, occupation, earnings, location and size) ▪ Plan participation - increase or decrease of 10% or more lives ▪ Laws, regulations, judicial and/or administrative orders and decisions affecting benefits, cost of administration, or cost of health care services ▪ Proposed effective date ▪ Benefits or eligibility ▪ Premium tax On or after the effective date, Mutual of Omaha reserves the right to change rates or fees if there is a change in any factor listed above. In addition, Mutual of Omaha may change rates or fees any time after the most recent Rate Guarantee Date, provided at least 30 days advance notice of the rate or fee increase has been given to the group.
DEPENDENT NON-CONFINEMENT REQUIREMENT	Coverage for dependents is subject to our non-confinement requirement and their ability to perform all the usual duties of a person who is of the same age and gender who is in good health.
PROPOSAL EXPIRATION	This proposal is good for 90 days after 6/27/18, or the assumed effective date of the plan, whichever comes first.

POLICY ADMINISTRATION



CONTACT INFORMATION

Applicant Information

Legal Name of Company	City of Watauga		
Doing Business As (DBA)			
Employer Identification Number (Tax ID Number)	75-1086086		
Legal Address of Company	7105 Whitley Road		
Address 2			
City, State, Zip	Watauga	TX	76148
Corporate Structure	☐ C-Corp ☐ S-Corp ☐ LLC ☐ Partnership ☐ Other:		



Please identify the controlling owners/partners on the census/enrollment:

- If you are applying for Short Term or Long Term Disability and
- If your corporate structure is an S-Corp, a Partnership or a LLC and
- The premium is fully paid for by the employer

Primary Contact

Contact For:

- ☒ Premium/Billing
☒ Claims
☒ Administration
☐ Renewal Census
(Self-administered only)
☒ EOI

Contact Name	Marcia Reyna		
Address (if different than above)			
Address 2			
City, State, Zip			
Contact Phone & Fax	817-514-5819	817-514-3619	
Contact Email	mreyna@wataugatx.org		
If above Contact Email is not specific to you please provide a unique email for accessing our employer website here:			
Should this contact have access to:			
Online Billing and Reporting ☒ Yes ☐ No			
Online Eligibility Maintenance (List Billed customers only) ☒ Yes ☐ No			

Additional Contact

Contact For:

- ☒ Premium/Billing
☒ Claims
☐ Administration
☐ Renewal Census
(Self-administered only)
☒ EOI

Contact Name	Deloris Kindred		
Address (if different than above)			
City, State, Zip			
Contact Phone & Fax	817-514-5826	817-514-5859	
Contact Email	dkindred@wataugatx.org		
If above Contact Email is not specific to you please provide a unique email for accessing our employer website here:			
Should this contact have access to:			
Online Billing and Reporting ☒ Yes ☐ No			
Online Eligibility Maintenance (List Billed customers only) ☒ Yes ☐ No			

POLICY ADMINISTRATION



BILLING INFORMATION

1. **Billing Assumptions:** All bills will be sent to the primary contact indicated in the Contact Information section above. Unless otherwise agreed to, or stated in the Group Insurance Proposal, billing statements will be issued on a monthly basis. Premium is due on the first day of the month. The group policy will include a premium grace period provision.

2. **Billing Type:** Select the type of bill you prefer:

☒ List Bill (*mandatory for Dental and Groups under 50 covered employees*)

Are confirmation statements of Voluntary Term Life coverage necessary for each employee? ☒ Yes ☐ No

☐ Self – Administration Bill (*mandatory for Stand Alone AD&D, Stand Alone VAD&D, Business Travel*)

CAUTION

Please Note

We recommend that all groups under 200 covered employees be set up with the List Bill option that provides you with a monthly-itemized bill. This option provides you online access to the following:

- Enrollment Data Administration- Adds, Terminations and Changes
- Management Reports: Standard and On Demand formats
- Real-Time reporting access to Evidence of Insurability member status
- Administrative Invoice Verification Tool

3. **Enrollment Method** (*required for List Billing only*): Indicate what method your billing should be based on:

☒ Excel census ☐ Enrollment forms ☐ Both

Specify which method takes precedence in the event of conflicting information

☐ Excel census ☒ Enrollment forms

4. **Payroll Deduction Frequency:** Indicate payroll deduction frequency for any voluntary and/or contributory coverages: Select one option.

Monthly
(Standard)

☐

Weekly
(52/yr)

☐

Bi-Weekly
(26/yr)

☒

Semi-Monthly
(24/yr)

☐

9thly

☐

10thly

☐

13thly

☐

Specify first payroll date following the effective date (mm/dd/yyyy): 10/13/2018

5. **Billing Format:** If you have multiple locations, we can include a location name and number on your billing statement or send a separate bill to each location. Select the billing format you prefer:

☒ One bill for all locations/divisions sent to Primary Contact (Standard)

☐ One bill itemized by location/division codes sent to Primary Contact (*available for List Billed customers only*)

☐ One bill for each location/division sent to the applicable location contacts:

Additional Billing Location

Location Name & Number		
Contact Name		
Billing Address		
City, State, Zip		
Contact Phone & Fax		
Contact Email		
Should this contact have access to: Online Billing and Reporting ☐ Yes ☐ No Online Eligibility Maintenance (<i>List Billed customers only</i>) ☐ Yes ☐ No		

For additional locations, provide information on a separate sheet of paper.

POLICY ADMINISTRATION



ELIGIBILITY INFORMATION

Unless otherwise noted in the Group Insurance Proposal, the policy will be issued with the following provisions.

- Eligibility Rules:** A clear definition of eligibility rules by class is necessary to properly administer your plan. Complete the table below to clarify whether or not any classes have varying eligibility criteria by product (*include all variations*). If eligibility does not vary by class or product, only complete the first row of the below chart.

- **Class Description** - How the employees class should be described in the policy
- **Minimum Hours** - Minimum number of hours an employee must work to be eligible for coverage
- **Waiting Period** - Days, months, years an employee must be employed full-time before becoming eligible for coverage
- **Effective Date** - Day on which coverage begins after employees satisfy the waiting period
- **Termination Date** - Day on which coverage terminates once an employee is no longer eligible

MINIMUM HOURS	COVERAGE WAITING PERIOD	COVERAGE EFFECTIVE DATE	COVERAGE TERMINATION DATE	APPLIES TO WHICH PRODUCTS
Class Description: Directors/Civil Service Re-Instatement				
3/ Hours ☒ Week ☐ Month ☐ Quarter ☐ Year	0 Days 0 Months 0 Years	☒ on the day ¹ ☐ first day of month coinciding with policy ² ☐ first day of month following ³	☒ on the day- (Required for disability) ☐ last day of month (Required for critical illness) (Required for accident)	☒ Life ☐ STD ☒ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☒ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel
Class Description: All Other Employees				
3/ Hours ☒ Week ☐ Month ☐ Quarter ☐ Year	30 Days 	☐ on the day ¹ ☒ first day of month coinciding with policy ² ☐ first day of month following ³	☒ on the day- (Required for disability) ☐ last day of month (Required for critical illness) (Required for accident)	☒ Life ☐ STD ☒ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☒ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel
Class Description:				
Hours ☐ Week ☐ Month ☐ Quarter ☐ Year	Days Months Years	☐ on the day ¹ ☐ first day of month coinciding with policy ² ☐ first day of month following ³	☐ on the day- (Required for disability) ☐ last day of month (Required for critical illness) (Required for accident)	☐ Life ☐ STD ☐ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☐ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel

Note: All of the following examples assume a standard enrollment period of 31 days.

¹ **"on the day"** means insurance is effective on the day after satisfaction of the waiting period (if applicable), or on the day the enrollment form is signed (if applicable), whichever is later.

With no waiting period:

- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on April 15.
- Contributory Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form on or before May 16 would begin on the day the form is signed.

² **"first day of month coinciding with policy"** means insurance is effective on the first day of the month that coincides or follows satisfaction of the waiting period (if applicable), or on the day the enrollment form is signed (if applicable), whichever is later.

With no waiting period:

- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on May 1. Insurance for an employee with a hire day of May 1 would also begin on May 1.
- Contributory or Voluntary Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form before May 1 would begin on May 1. Insurance for an employee with a hire date of May 1 that signs form on May 1 would begin on May 1. For either hire date, if the form is signed after May 1 but on or before May 16, insurance would begin on June 1.

³ **"first day of month following"** means insurance is effective on the first day of the month that follows satisfaction of the waiting period (if applicable), or on the day the enrollment form is signed (if applicable), whichever is later.

With no waiting period:

- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on May 1.
- Contributory or Voluntary Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form before May 1 would begin on May 1. If the form is signed on or after May 1 but on or before May 16, insurance would begin on June 1.

2. Eligibility Assumptions

a. Rehire/Reinstatement

- The Policyholder can elect to include a rehire/reinstatement provision in their coverage.
- The standard rehire/reinstatement period for Leave of Absence for employer groups is 90 days for life, critical illness, accident and dental coverages (basic and voluntary).
 - Rehire/reinstatement for Leave of Absence is **not available** for disability coverages.
 - Rehire/reinstatement for Leave of Absence is **not available** for non-employer groups.

b. Continuation of Coverage

- The Policyholder can elect to include a continuation provision in their coverage.
- For Life, Critical Illness and Accident coverages, the standard Continuation period of Temporary Layoff or Personal Leave is 12 weeks.
- For Disability coverages, Continuation for Temporary Layoff or Personal Leave is not standardly included.
- For Dental coverage, the standard Continuation is until the end of the month.
- Continuation is **not available** for non-employer groups.

NOTE: Changes from standard may affect premium rates. Contact your Implementation Manager for Information.

3. Domestic Partner: Are Domestic Partners covered? ☒ Yes ☐ No

4. Modified Open Enrollment: Voluntary Term Life with AD&D

Mutual of Omaha has agreed to a one-time modified open enrollment to occur for a period of up to 90 days prior to the effective date of the policy.

If open enrollment period differs, indicate dates here: (mm/dd) _____ through _____

During this one-time period, the covered participant(s) may elect insurance for the first time or request increased insurance for an amount not higher than \$20,000, without providing health information; an eligible spouse/dependent may elect up to \$10,000 without providing health information. After this one-time period, insurance (other than for new hires or as allowed by the policy) may only be elected or increased through completion of the Evidence of Insurability health underwriting process for the covered participant(s). Any subsequent open enrollments are not allowed, unless approved in writing in advance of the enrollment by an authorized representative from Mutual of Omaha's home office.

5. Enrollment: Life and AD&D, Long Term Disability

Insurance may only be selected or increased through completion of the Evidence of Insurability health underwriting process for the covered participant(s), except for new covered participant(s) or those experiencing a life event according to the policy.

POLICY ADMINISTRATION



EARNINGS DEFINITION

Insurable earnings: All employees' insurable earnings must be clearly defined so that premiums and claim payments are correctly calculated. Specify Class Description and Definition of Earnings for each class of employees.

☒ Check this box if the Earnings Definition applies to all Class Descriptions and only complete Class 1.

	Class 1		Class 2		Class 3	
Class Description						
Current Calendar Year ¹	☒		☐		☐	
Overtime	☐		☐		☐	
Differentials	☐		☐		☐	
Other Extra Compensation	☐		☐		☐	
Commissions	☐	Number of Months Averaged ☐ 12 ☐ 24 ☐ 36	☐	Number of Months Averaged ☐ 12 ☐ 24 ☐ 36	☐	Number of Months Averaged ☐ 12 ☐ 24 ☐ 36
Bonuses ²	☐		☐		☐	
Prior Year W-2 ³	☐		☐		☐	
Prior Calendar Year Average Earnings	☐		☐		☐	

¹Earnings will be determined on the last day worked. Salary shall not exceed payroll records or premium paid.

²Additional approval may be necessary

³Bonuses, Commissions and Overtime are included

If the Earnings Definition you select here is different from what is shown on the Sold Proposal or if you do not see the Earnings Definition you want, please contact your Implementation Manager.

PREMIUM CONTRIBUTIONS

Key

- A. **Non-Contributory** - 100% Employ~~ER~~ funded.
- B. **Contributory** - Employ~~ER~~ & Employ~~EE~~ funded.
- C. **Voluntary** - 100% Employ~~EE~~ funded with post-tax dollars. The Employ~~ER~~ is not grossing up employee wages or indirectly funding the program.
- D. **Gross-Up** - 100% Employ~~EE~~ funded with post-tax dollars. The Employ~~ER~~ grosses up the employee wages.
- E. **Tax Choice (IRS Revenue Ruling 2004-55)** - 100% Employ~~ER~~ funded. Employ~~EE~~s are offered the choice of whether to have the premium included in their taxable income.
- F. **Core / Buy-Up** - Core plan is fully funded by the Employ~~ER~~. The Buy-Up plan is fully funded by the Employ~~EE~~.
- G. **Section 125** - Employ~~EE~~ or Employ~~ER~~ funded.

Please take a minute to review the Group Insurance Proposal and verify the proposed plan's premium contributions and participation levels are accurate.

1. For Contributory coverage, indicate the percentage of premium paid by both the Employ~~ER~~ and Employ~~EE~~.

	Life	Dep. Life	LTD	STD	Dental (EE)	Dental (DEP)	Critical Illness	Critical Illness (SP)	Accident	Stand Alone AD&D
ER %	100		100							
EE %										
Pre-Tax							☒ Yes		☒ Yes	
Post-Tax							☐ Yes		☐ Yes	
Section 125 Plan	☒ Yes	☐ Yes	☒ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes

If any benefits are offered under a Section 125 plan, please indicate your subsequent enrollment period (mm/dd): _____

2. If Disability coverage is being applied for, it is important to know how premiums are funded as this will affect the tax treatment of benefit payments. Please select how Disability premiums will be funded.

Type (See Above Key)	Contribution	STD	LTD
A. Non-Contributory	100% EmployER	☐ Yes	☒ Yes
B. Contributory	EmployER / EmployEE	☐ Yes	☐ Yes
C. Voluntary	100% EmployEE	☐ Yes	☐ Yes
D. Gross-Up	100% EmployEE	☐ Yes	☐ Yes
E. Tax-Choice	EmployER	☐ Yes	☐ Yes
F. Core / Buy-Up	EmployER / EmployEE	☐ Yes	☐ Yes
G. Section 125	EmployER / EmployEE	☐ Yes	☐ Yes

POLICY INFORMATION

Active at work requirement: We will issue our standard and approved policy language.

Will all proposed insureds meet the Active Work requirement?

Yes ☒ All employees listed on the census will meet the Active Work requirement and will appear on the billing statement.

No ☐ Not all employees meet the Active Work requirement.

For Life, Dental, Accident, and Critical Illness coverage, if employees are not “actively at work”, continuity of coverage options may apply. Employees who will not meet the Active Work requirement, or who are not eligible under Mutual of Omaha’s continuity of coverage provisions, will be covered once they return to active work and will be added to the billing statement at that time.

Continuity of Coverage Information:

If the Mutual of Omaha policy replaces a prior plan that contained a provision allowing for continuation of coverage, the Mutual of Omaha policy will provide coverage subject to all of the conditions below for an employee who:

- was insured under the prior plan on the day prior to the Mutual of Omaha policy effective date
- is otherwise eligible under the Mutual of Omaha policy, but is not actively working on the policy’s effective date due to injury or sickness or a leave of absence under federal or state law that allows for continuation of insurance
- is not eligible for benefits or continuation of insurance under any provision of the prior plan (i.e. waiver of premium, conversion, portability)
- is not a retired employee (unless the policy provides coverage for retired employees)
- **is not totally disabled** on the Mutual of Omaha policy’s effective date (applies to continuity of **Life** coverage only)

PLEASE NOTE:

- Insurance is subject to uninterrupted payment of premium to us when due.
- Collection of premium does not guarantee payment of a claim. For **Life** claims, if it is determined at the time of claim that the insured was totally disabled as of the policy effective date, the claim will not be paid.
- For **Life, Accident and Critical Illness** coverage, if the insured has not returned to active work with the Policyholder by the end of the Continuity of Coverage provision, the Policyholder is responsible for providing the insured with conversion rights within 31 days of coverage ending.

For Disability coverage, employees who will not meet the Active Work requirement will be covered once they return to active work.

Extraterritorial States

The states listed below have enacted legislation that requires insurers to provide specific coverage for people residing in their states. If you have employees residing in any of these states, please select the states that would apply.

- | | | | |
|---|---|--|---|
| ☐ APO/FPO Americas | ☐ Foreign | ☐ Mississippi | ☐ Pennsylvania |
| ☐ APO/FPO Europe | ☐ Georgia | ☐ Missouri | ☐ Puerto Rico |
| ☐ APO/FPO Pacific | ☐ Guam | ☐ Montana | ☐ Rhode Island |
| ☐ Alabama | ☐ Hawaii | ☐ N Mariana Islands | ☐ South Carolina |
| ☐ Alaska | ☐ Idaho | ☐ Nebraska | ☐ South Dakota |
| ☐ American Samoa | ☐ Illinois | ☐ Nevada | ☐ Tennessee |
| ☐ Arizona | ☐ Indiana | ☐ New Hampshire | ☒ Texas |
| ☐ Arkansas | ☐ Iowa | ☐ New Jersey | ☐ Utah |
| ☐ BR Virgin Isl | ☐ Kansas | ☐ New Mexico | ☐ Vermont |
| ☐ CANAL Zone | ☐ Kentucky | ☐ New York | ☐ Virgin Islands |
| ☐ California | ☐ Louisiana | ☐ North Carolina | ☐ Virginia |
| ☐ Colorado | ☐ Maine | ☐ North Dakota | ☐ Washington |
| ☐ Connecticut | ☐ Marshall Islands | ☐ Ohio | ☐ West Virginia |
| ☐ Delaware | ☐ Maryland | ☐ Oklahoma | ☐ Wisconsin |
| ☐ District of Columbia | ☐ Massachusetts | ☐ Oregon | ☐ Wyoming |
| ☐ Fed St of Micronesia | ☐ Michigan | ☐ Palau | |
| ☐ Florida | ☐ Minnesota | ☐ Panama | |

ERISA

Employee Retirement Income Security Act of 1974 (ERISA) is the federal law that sets minimum standards for most employer-sponsored benefits plans. For more information on ERISA, visit the U.S. Department of Labor (DOL) website at www.dol.gov/dol/topic/health-plans/erisa.htm.

1. Are your benefit plan(s) subject to ERISA?

Nearly 90% of our clients are ERISA plans. Corporations, partnerships, sole proprietorships, and non-profit organizations are covered, **but governmental employers and churches are not**, and are exempt from the application of ERISA.

☐ Yes ☒ No

If yes, you must complete numbers 2-4 on this page.

2. Provide the ERISA plan administrator contact information below. This person is employed at your company and will receive information for annual reporting to the DOL.

Name	
Email Address	
Mailing Address	
Phone	

3. In the boxes below, please provide the three-digit Plan Number (beginning with a '5'), Plan Year and type of coverage. This information can be found on your welfare benefit plan Form 5500.

Plan Number	5	5	5	5	5	5
Plan Anniversary (mm/dd)	/	/	/	/	/	/
Type of Coverage						

Summary Plan Document (SPD) materials include ERISA plan numbers and anniversary dates. Plan anniversary dates also indicate when you need information for your annual 5500 Schedule A DOL filing.

4. Would you like your ERISA information included in your Certificate booklet(s)?

This relates to ERISA SPD requirements.

☐ Yes ☐ No

Note: The employer is ultimately responsible under ERISA for the benefits it agrees to provide its employees.

POLICY ADMINISTRATION



W-2 AND FICA TAX REPORTING SERVICES

1. **Employee:** Mutual of Omaha will withhold the employee portion of any (a) federal income tax; and (b) applicable Federal Insurance Contributions Act (FICA) tax. Mutual of Omaha will deposit withheld amounts with the IRS and will provide you with monthly reports that show the gross benefit paid and taxes withheld for each claimant.
2. **Federal Insurance Contributions ACT (FICA):**
Accountability for W-2 preparation and payment of the employer's portion of FICA in the event of a disability claim is outlined in the 'ADDITIONAL BENEFITS' section of your Group Insurance Proposal. These are the options you have selected:

Mutual of Omaha to prepare W-2 and pay employer's share of FICA tax without reimbursement - This option is intended to reduce the administrative burden associated with FICA handling. Your share of the FICA tax will be included in your premium rate, and you will not be billed separately. We will provide you a monthly report reflecting gross benefits paid and taxes withheld for each beneficiary. (LTD)
3. **For Other Taxes:** You will determine and deposit with appropriate agencies the applicable amount of federal and state unemployment taxes, including FUTA taxes, state disability insurance taxes, state or local occupations taxes, workers' compensation taxes and other taxes applicable to STD and/or LTD benefits. You will timely submit Form 940 or Form 940EZ to the IRS, using your name, address and EIN. You will be responsible for any federal, state and local tax obligations not set forth as Mutual's obligations herein, including, with limitation, reporting, disclosure, deposit and payment of taxes.
4. **FICA Contact Information:** If Premium Billing Primary Contact is also your FICA contact, check this box ☒
Otherwise, please specify your FICA Contact:

Contact Name			
Address			
City, State, Zip			
Phone & Fax			
Email			

List any additional location to which FICA information should be sent:

Location Name & Number			
Contact Name			
Address			
City, State, Zip			
Phone & Fax			
Email			

Provide the above information for any additional contacts or locations on a separate attachment.

POLICY ADMINISTRATION



ACCEPTANCE OF TERMS AND CONDITIONS

I confirm that I have reviewed and completed all appropriate sections of the Group Insurance Application and the Policy Administration document included in this Guide.

I agree to and accept the terms and conditions of the Group Insurance Proposal, the Group Insurance Application, and eligibility, benefit, cost details and other information provided in this Guide.

Company Name: City of Watauga

Printed name of Authorized Company Representative: _____

Signature of Authorized Company Representative: _____

Title: _____ Date: _____

An implementation call will take place during the setup of your new coverage. Who should be contacted in this call?

☐ Primary Contact ☐ Producer ☐ Other

Name: _____

Phone: _____

UNITED OF OMAHA LIFE INSURANCE COMPANYMutual of Omaha Plaza
Omaha, NE 68175**Mutual of Omaha**Home Office Use Only
Policy Number(s):
_____**Group Insurance Application****Applicant** (Full Legal Name) _____Address Watauga _____City 40 _____ State 0 _____ Zip 0 _____**Requested Effective Date:** 0 _____

If this application is approved, insurance will become effective on the requested effective date, unless United of Omaha Life Insurance Company sends written notice of a different effective date.

<u>Coverage(s) being applied for:</u>	<u>GROUP</u> <u>(Contributory / Non-Contributory)</u>	<u>VOLUNTARY</u> <u>(100% Employee Paid)</u>
Life	☐	☐
Life/AD&D	☒	☒
Short Term Disability	☐	☐
Long Term Disability	☒	☐
Dental	☐	☐
Critical Illness	☐	☐
Accident	☐	☐

ACKNOWLEDGEMENT AND SIGNATURE

All statements in this application and any claims experience data provided to United of Omaha Life Insurance Company are true and complete and will be relied upon by United of Omaha Life Insurance Company to determine whether to issue a policy. Such statements and claims experience data, along with the group insurance proposal from United of Omaha Life Insurance Company, are the basis for any policy issued by United of Omaha Life Insurance Company. Any incomplete, incorrect or misleading statements or data may void this application and any issued policy as of the effective date.

If an authorized representative at United of Omaha Life Insurance Company's Home Office does not approve this application, no insurance is in effect at any time and any advance payment received will be returned.

This application is submitted with an advance payment of \$ _____

Applicant Signature _____**Name** _____**Title** _____ **Date** _____**Broker Signature** _____**Name** _____ **License Number** _____**REQUIRED FRAUD WARNING**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, may be guilty of a crime and may subject such person to criminal and civil penalties.



AGENDA MEMORANDUM

DATE: July 3, 2018

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discussion and action on nominations to the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool

BACKGROUND/INFORMATION:

On June 28, 2018, the City Manager received notice of the following Board of Trustees term expirations:

Place 11 held by Randy Criswell, City Manager, Canyon
Place 12 held by Michael Talbot, Board, Lost Pines Groundwater Conservation District
Place 13 held by Byron Black, Chair, Central Appraisal District of Johnson County
Place 14 held by Pat Norris, Executive Board, Nortex Regional Planning Commission

The four trustee's terms expire on October 1, 2018. Place 15 is an appointed public member and is not an elected position.

All nominations must reach the Board Secretary by Sunday, August 12, 2018. All nominations must show one of the places, 11 through 14, for which the nomination is made. A nomination may be for any one of the four positions. There are no residency or other requirements applicable to any place. A short biographical sketch of the nominee must be included. The Board Secretary will distribute a ballot to each member by August 17, 2018.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends that the City Council authorize the City Secretary to submit nominations in accordance with the will of the majority of the governing body for Places 11 through 14 for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None



AGENDA MEMORANDUM

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018



AGENDA MEMORANDUM

DATE: May 16, 2018

TO: Honorable City Council Members

FROM:

SUBJECT: Discussion and possible action on repealing resolution 02-12-09-03 regarding rotating the selection of a Mayor Pro Tem

BACKGROUND/INFORMATION:

In 2002, the City Council approved Resolution 02-12-09-03, encouraging everyone to rotate the selection of a Mayor Pro Tem among all Council Members. The recommendation has been made to repeal this resolution. This would empower Council Members to nominate who they feel is the best fit for the position versus seeing themselves pressured into making sure everyone has a "turn".

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Allow for discussion and provide direction to staff as to how Council would like to proceed with regard to repealing Resolution 02-19-09-03.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Resolution 02-12-09-03

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/14/2018
Final Approval - 07/15/2018

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 02-12-09-03

A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WATAUGA, TEXAS ENCOURAGING CITY COUNCIL MEMBERS TO ROTATE PERSONS WHOM IT SELECTS TO SERVE AS MAYOR PRO TEM; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga recognizes that the position of Mayor Pro tem is a position that should be rotated among all members of the City Council; and

WHEREAS, the City Council of the City of Watauga recognizes that each member of the City Council should have the opportunity to serve as Mayor Pro tem.

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

I.

In selecting a Mayor Pro tem in accordance of Section 3.06(d) of the City of Watauga Home Rule Charter, members of the City Council are encouraged to select the individual City Council members who have not yet served as Mayor Pro tem.

II.

All Resolutions, or portions thereof, of the City of Watauga in conflict with the provisions of this Resolution to the extent that such are in conflict, are hereby repealed. To the extent that such Resolution or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

III.

If any section, subsection, sentence, clause or phrase of this Resolution shall for any reason

be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution which shall remain in full force and effect.

IV.

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

PASSED AND APPROVED by the City Council of the City of Watauga, Texas on this the 9th day of December, 2002.

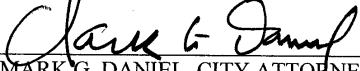
APPROVED:


HENRY J. JEFFRIES, MAYOR

ATTEST:


NANCY L. MEADOWS, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:


MARK G. DANIEL, CITY ATTORNEY



AGENDA MEMORANDUM

DATE: July 14, 2018

TO: Honorable City Council Members

FROM: Zolaina Parker, City Secretary, TRMC

THROUGH: Andrea Gardner, City Manager
City Manager

SUBJECT: Discussion and possible action on providing direction regarding the Interview Committee

BACKGROUND/INFORMATION:

The City Council established an Interview Committee on January 27, 2014. The Committee is responsible for interviewing applicants to serve on various boards, committees, commissions, and corporations. The Committee is presently comprised of 3 City Council Members. At this time this poses a quorum issue as we have one Council Member Place which is vacant.

Staff is seeking direction as to how City Council would like to proceed with addressing the quorum issue affecting the Interview Committee.

Possible options include:

1. Amend the Ordinances establishing the committee to only include 2 Council Members
2. Abolish the Interview Committee and return the task of interviewing to the Mayor
3. Amend the Ordinances establishing the committee to include 2 Council Members and 1 Alternate Member

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully request direction as to how City Council would like to proceed with regard to the quorum issue affecting the Interview Committee.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:



AGENDA MEMORANDUM

None

REVIEWED BY:

Andrea Gardner, City Manager
Zolaina Parker, City Secretary, TRMC

Approved - 07/16/2018
Final Approval - 07/16/2018