



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, JUNE 21, 2022
6:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

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

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

member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

REPORTS FROM STAFF

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

1. Consider acceptance of the Monthly Financial Report for the period ending April 30, 2022.
2. Consider action to approve a resolution of the Board of Directors to approve a Purchase and Sale Agreement for the purchase of the property located at 7200 Denton Highway, Watauga, TX, for the amount of \$200,000.00.
3. Consider action to approve a resolution of the Board of Directors to approve a Purchase and Sale Agreement for the purchase of the property located at 5650 Watauga Road, Watauga, TX, in the amount of \$175,000.00.
4. Consider action to approve the WEDC meeting minutes from May 17, 2022

PUBLIC HEARINGS / ACTION

1. Public Hearing on the Proposed FY2022-2023 Watauga Economic Development Budget

ACTION ITEMS

ITEMS FOR FUTURE AGENDAS

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

RECONVENE The WEDC will return to open session in the City Council Chamber for possible discussion and action as a result of the Executive Session.

ITEMS OF EXECUTIVE SESSION DELIBERATION:

ADJOURNMENT

Meeting Notices and Reservation of Rights

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

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

NOTICE

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

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on June 17, 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Linda Proskey, City Secretary





AGENDA MEMORANDUM

DATE: June 10, 2022

TO: Watauga Economic Development Corporation Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Consider acceptance of the Monthly Financial Report for the period ending April 30, 2022.

BACKGROUND/INFORMATION:

The financial report for the period ending April 30, 2022 is attached for the Board's review and acceptance.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends acceptance of the Financial Report for the period ending April 30, 2022

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EDC Monthly Financial Report -April 2022

REVIEWED BY:

Lorenza Zavala, Administrative Assistant

David Berman, City Attorney

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/14/2022

Approved - 6/15/2022

Approved - 6/15/2022

Final Approval - 6/15/2022



AGENDA MEMORANDUM

DATE: June 2, 2022

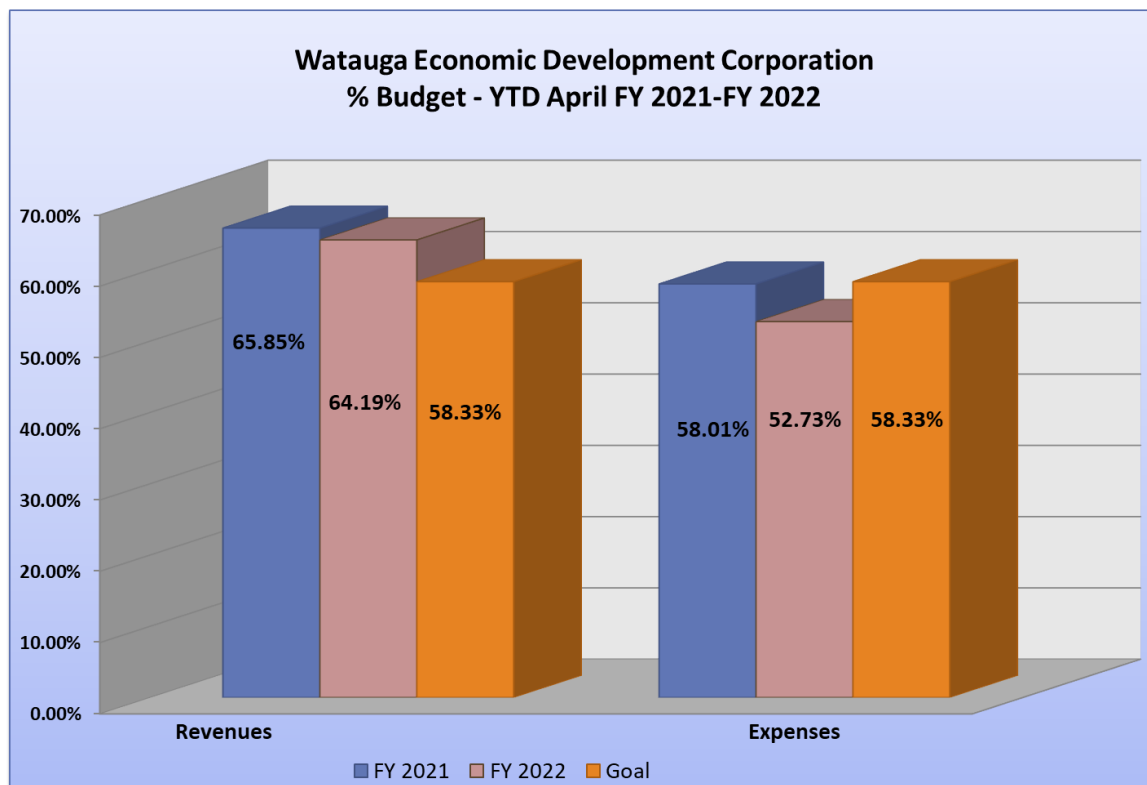
TO: Watauga Economic Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of April, 2022

The attached report and below graph represent the results of transactions through April, 2022 which is 58% through the FY2021-FY2022 budget.

The EDC sales tax distribution for the month of March was received on Friday, May 13th and receipts were \$4524, or 5% lower than prior year. Year-to-date sales tax revenues are estimated to be at 64% of budget collected through April, 2022. Total year-to-date expenditures are \$289,617 which is 53% of the budget expended for the year.





CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2022
For the period ending April 30, 2022 (3rd FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	4/30/2022 YTD ACTUAL	% USED	% REMAINING	4/30/2021 YTD ACTUAL	\$ CHG 22 vs 21	% CHG 22 vs 21
REVENUE:							
SALES TAX	814,000	525,479	64.56%	35.44%	490,387	35,092	7.16%
INTEREST EARNINGS	2,000	1,537	76.86%	23.14%	711	826	116.27%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	5,000	-	-	-	-	-	-
TOTAL REVENUE	\$821,000	\$527,017	64.19%	35.81%	\$491,098	\$35,919	7.31%
PERSONNEL SERVICES	-	-	0.00%	0.00%	-	-	0.00%
NON-DEPARTMENTAL	-	-	0.00%	0.00%	-	-	0.00%
SUPPLIES	1,100	(13)	-1.14%	101.14%	608	(621)	-102.06%
MAINTENANCE	900	-	0.00%	0.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	141,690	55,201	38.96%	61.04%	63,105	(7,905)	-12.53%
TRANSFERS	401,878	234,429	58.33%	41.67%	227,082	7,346	3.24%
CAPITAL OUTLAY	3,700	-	0.00%	100.00%	-	-	0.00%
TOTAL EXPENDITURES	\$549,268	\$289,617	52.73%	47.27%	\$290,796	(\$1,179)	-0.41%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$271,733	\$237,400			\$200,302	\$37,098	

WATAUGA ECONOMIC DEVELOPMENT CORPORATION
WATAUGA, TEXAS
RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF WATAUGA, TEXAS, APPROVING A PURCHASE AND SALE AGREEMENT FOR THE PURCHASE OF A TRACT OF LAND LOCATED AT 7200 DENTON HIGHWAY IN THE AMOUNT OF \$200,000.00; AUTHORIZING THE BOARD'S CHAIRMAN TO EXECUTE THE AGREEMENT ON THE CORPORATION'S BEHALF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Watauga Economic Development Corporation has been presented with a proposed Purchase and Sale Agreement for the purchase of real estate located at 7200 Denton Highway, in the City of Watauga, Tarrant County (the Property), Texas; and

WHEREAS, the Board of Directors of the Corporation finds and determines that the proposed purchase price is fair and reasonable and is within the budget parameters of appropriated funds; and

WHEREAS, the Board of Directors of the Watauga EDC finds and determines that the acquisition of the Property is consistent with the Corporation's mission and goals of economic development, and that the proposed Purchase and Sale Contract for the acquisition of the Property should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION, THAT

I.

The facts and recitations set forth in the preamble of this resolution are hereby found to be true and correct and adopted herein for all purposes.

II.

The Board of Directors of the Watauga Economic Development Corporation accepts and approves the Purchase and Sale Agreement, a true and correct copy of which is attached hereto as Exhibit "A," for the purchase of the Property located at 7200 Denton Highway in the amount of \$200,000.00 and authorizes the Chairman of the Board to execute the Agreement on the Corporation's behalf. The Board further authorizes the Chairman and/or the Director to perform such acts, enter into such arrangements and execute such purchase orders as may be necessary or appropriate to effectuate the terms of the Agreement.

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 Board of Directors if the Watauga Economic Development Corporation of the City of Watauga, Texas, as the law in such cases provide.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 21 day of June, 2022.

APPROVED:

Arthur L. Miner, President

ATTEST:

Jan Hill, Secretary

WATAUGA ECONOMIC DEVELOPMENT CORPORATION
WATAUGA, TEXAS
RESOLUTION NO. _____ -

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF WATAUGA, TEXAS, APPROVING A PURCHASE AND SALE AGREEMENT FOR THE PURCHASE OF A TRACT OF LAND LOCATED AT 5650 WATAUGA ROAD IN THE AMOUNT OF \$175,000.00; AUTHORIZING THE BOARD'S CHAIRMAN TO EXECUTE THE AGREEMENT ON THE CORPORATION'S BEHALF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Watauga Economic Development Corporation has been presented with a proposed Purchase and Sale Agreement for the purchase of real estate located at 5650 Watauga Road, in the City of Watauga, Tarrant County (the Property), Texas; and

WHEREAS, the Board of Directors of the Corporation finds and determines that the proposed purchase price is fair and reasonable and is within the budget parameters of appropriated funds; and

WHEREAS, the Board of Directors of the Watauga EDC finds and determines that the acquisition of the Property is consistent with the Corporation's mission and goals of economic development, and that the proposed Purchase and Sale Contract for the acquisition of the Property should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION, THAT

I.

The facts and recitations set forth in the preamble of this resolution are hereby found to be true and correct and adopted herein for all purposes.

II.

The Board of Directors of the Watauga Economic Development Corporation accepts and approves the Purchase and Sale Agreement, a true and correct copy of which is attached hereto as Exhibit "A," for the purchase of the Property located at 5650 Watauga Road in the amount of \$175,000.00 and authorizes the Chairman of the Board to execute the Agreement on the Corporation's behalf. The Board further authorizes the Chairman and/or the Director to perform such acts, enter into such arrangements and execute such purchase orders as may be necessary or appropriate to effectuate the terms of the Agreement.

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 Board of Directors if the Watauga Economic Development Corporation of the City of Watauga, Texas, as the law in such cases provide.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this ____ day of _____, 2022.

APPROVED:

ARTHUR L. MINER, Chairman

ATTEST:

Board Secretary

**MINUTES
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, MAY 17, 2022
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 PM**

CALL TO ORDER

President Miner called the meeting to order at 6:30 p.m.

ROLL CALL

Arthur L. Miner
Calvin Lewis
Jan Hill
Mike Alexander
Malissa Minucci
Toni Leber

Place 1, President
Place 2, Director
Place 4, Director
Place 3, Secretary
Place 5, Director, absent with notice
Place 6, Director

Others present include:

Andrew Neal
Lovie Downey
Joshua Jones
Linda Proskey
Sandra Gibson
Lorenza Zavala

Council Place 4, Mayor Pro Tem
Council Place 3, Councilmember
City Manager
City Secretary
Director of Finance
Administrative Assistant

ANNOUNCEMENTS

Director Jan Hill- Watauga Fest is this weekend.

PRESENTATIONS

1. Presentation of May Business Anniversary Milestones:
 - Big Z's for 15 years
 - Valero for 35 years
 - Magic Spring Roll for 20 years
 - Modern Wash for 25 years
 - Nikki's Quick Stop for 25 years
 - Shannon Funeral Chapel for 25 years
 - Sherwin-Williams for 35 years

REPORTS FROM STAFF

1. **Report on status of the update for the WEDC website and the Business Directory**

City Manager Mr. Jones- I received the report from the IT Department that we are

close to going live with the update to the WEDC website. The Public Form Functionality allows users to better search for businesses. Waiting for the final mapping that is going on behind the scenes. We are shooting for the end of the month. Then we will look at updates and anything else we need to make changes on or improvements to. We are looking to replace GovPilot with Bluedot that will save the city \$10,000 a year. Hoping to go live by the end of the month and then we can do some tweaking and we should be good after that.

Director Hill- Is the Fire Marshall still adding the businesses to the Blue Dot when doing the inspections?

City Manager Mr. Jones – Yes ma'am. Currently until we get the new system in place, that is the system we are using. Once we get Bluedot live, we will have a better idea on how to adjust that.

PUBLIC COMMENT

Requests for public comments were not received.

PUBLIC TESTIMONY FOR ACTION ITEMS

Requests for public testimony were not received.

CONSENT AGENDA

1. Consider action to approve the meeting minutes of the March 15, 2022, and April 19, 2022, WEDC meetings

Motion: Director Hill makes the motion that we approve the items as presented.

2nd the motion: Director Minucci, I second.

4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis

Nays: None

Absent: None

Abstain: None

ACTION ITEMS

1. Discuss and consider action to appoint officers to serve the Watauga Economic Development Corporation.

President Miner- The positions should be President, Secretary, and Vice President. I will open nominations for President.

Director Hill- I nominate Art Miner to continue as President.

Director Minucci- I second.

President Miner- Any other nominations. We will close nominations for President.

President Miner called for a vote:
4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis
Nays: None
Absent: None
Abstain: None

President Miner- Next will be Vice President. I will open up nominations for Vice President.

Director Hill- I nominate Malissa Minucci for Vice President.

Director Leber- I second.

President Miner- Any other nominations for Vice President. We will close nominations for Vice President.

President Miner called for a vote:
4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis
Nays: None
Absent: None
Abstain: None

President Miner- Next will be Secretary. I will open up nominations for Secretary.

Director Minucci- I nominate Jan Hill for Secretary.

Director Leber- I second.

President Miner- Any other nominations for Secretary. We will close nominations for Secretary.

President Miner called for a vote:
4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis
Nays: None
Absent: None
Abstain: None

2. Presentation and discussion on the Watauga Economic Development Corporation Proposed Budget for Fiscal Year 2022-2023.

Director Gibson- Josh and I are please to present the proposed budget for 2022-2023. Tonight, I will give you an overview and answer any questions. The packet contains more detail. We craft the budget timeline based by the WEDC bylaws.

We're having the budget workshop tonight. There will be a lot of estimates within this budget. Budget adoption is set for July 19th so the requirement by the WEDC bylaws is that we have 60 days between the proposed budget to when it is set for the board for adoption. The public hearing is for public input on the budget and after the board adoption, the council is the final authority on the WEDC budget. So, they do have to accept the budget and then it is adopted through the regular adoption process. That date is set for August 8th. We do have another public hearing once it gets to council for more public input which is set for August 22nd. We can do the full budget adoption the 22nd or the 12th. Depending how we put it on the calendar for council.

Mr. Jones- I am looking ahead that this will be approved by council. Some of the highlights have been sponsoring Watauga Fest, launch of the WEDC website, and reorganized specific personnel to provide more support for WEDC. Adjusting Lorenza's primary focus from administrative duties to focusing on more Economic Development duties. We've adjusted her job description duties and we've adjusted that. Some of these goals will not be completed this year and will be moved into the next year. Develop a Business Retention Program, complete a Food Business Park area, Shop Small Business programs, continue Business Spotlight videos, continue New Business Attraction through Retail Coach contract. It will be \$5,000 less next year. We're slowly getting back to normal from COVID. Our sales tax is 14% higher than what was budgeted. We were seeing this trend continue but inflation has been a major issue on a national scale. There may be some downward pressure on our local economy, but we have not seen that yet.

Mrs. Gibson- On the sales tax we've had significant recovery and have exceeded our pre-pandemic sales tax numbers to the tune of about 24%. Our 21-22 estimates for how we're going to end this fiscal year is about 14% more than what we had in the budget. 7% over the actual 2021-year end is what we're looking at. We saw a lot more recovery from the later part of the last fiscal year. So, we didn't have the data to project out the numbers accurately, and this has been happening in this environment. It's been really hard to predict. We're always conservative going into the next fiscal year. We are projecting 5% up from what we're projecting for the 2021-2022 budget and what are estimates are from there we are projecting 5% up from 2022-2023. That's based on some data that we know and some businesses coming into the city. It's still very early on the estimates and we may change that as more information comes to us. As Josh mentioned we're continuing with Retail Coach and the Food Business Park Project that will be what is continued this year. There were some adjustments from the prior year, about the same level of funding. Just a little higher this year than last year. There is a summary in the budget packet the board can look at. Expenses are showing a decrease than last year mainly from legal services and GovPilot. Fund summaries to see the history and see the actual from 2021 from sales taxes and 2022 projections as 7% above actuals. Sales tax for 21-22 projected and we're coming up 5% higher for 22-23. What were projecting to end the year with fund balance is slightly over \$2 million in fund balance at the end of '21-'22 that's not including any

land purchases because that adjustment will have to be made to this budget if that happens. And then at the of 22-23 our fund balance would be projected to be \$2.5 million. Any questions?

Director Minucci- Mrs. Gibson have you and your staff thought about throwing out 2019-2020 and maybe looking at 2018-2019 for a normalized year?

Mrs. Gibson- We have in the past had 3 years in there and we had a lot happening with sales tax because so much changed. '18-'19 is a more normal year but '19-'20 wasn't as low as we thought it would be. But the sales tax really rallied the last quarter of the year. It was only 2% lower than the year '18-'19. We have done 3 years in the past.

Director Minucci- The negative variance on the contractual services for programs adjustments, what was that?

Mrs. Gibson- There were some business retention programs that staff is having to do more research on and maybe things we bring back from last year's budget that we don't have a lot of information about. And we really don't have the staff to run those programs on and may be brought forth in '23-'24.

Director Lewis- I was curious on the expenditures category specifically business retention. Looking at the projections of 21,610 and the actual being 3,500. I was curious on 2 things, 1. What is the biggest disparity and 2. What makes up the business retention expenditures.

Mrs. Gibson- The biggest disparity are the programs that we don't expect to have this year and are moved to next year. Some of those are going to be covered by ARPA funds that didn't happen this year but will be moved to next year. Business retention is what staff does, mainly Lorenza. Expenses related to advertising and printing. Software and everything related to retention. Business attraction is a little higher. More advertisements and reaching out to the community.

Director Hill- I had some questions about things going back to the General Fund. The biggest one is the City Manager at \$174,500, General Administration for 56,200, and two General fund for 262,900. I'm confused as to what's in those numbers.

Mrs. Gibson- \$262,900 for city staff being charged to EDC. City Secretary's Office estimated hours and what they are doing. For the City Manager is higher because it includes 50% of the City Manager's salary as well as a full other position dedicated to EDC. Information Technology Media Specialist position. The 262 is the total of the 259,150 and adds in 3750 for the annual audit and the codification fees for ordinances. So that's how you come to that total. The general administration you see on the expenditures. These are transfers, the 262,900 go into the General Fund and then the debt service what we talked about for those 3 projects were

added over the years. The general administration, the 56,200 that includes those items that can't really be charged to Business Retention/Attraction it includes legal services, training, travel, some community events that can't really be charged to that. Any general EDC contractual services.

President Miner- If I heard you right, any full-time employees? What is the breakdown for employees? I know City Manager is half, who else are we having full time?

Mrs. Gibson- We have 1 full time Economic Development Coordinator position.

President Miner- And that is.

Mrs. Gibson- Yes.

President Miner- Ok, and half for City Manager. And that's it for actual salaries.

Mrs. Gibson- Yes, and it includes benefits as well sir. IT is a different line item. That is the Media Specialist. We received an estimate. We don't have all the salary data as of right now. President, as we bring this forward in June, we will have another opportunity to discuss it with the board. We will have the public hearing at the June meeting. We will put the budget on the agenda as well in case the board has any more discussions points for the budget.

3. Consider action on setting a Public Hearing date to discuss the Watauga Economic Development Corporation Proposed Budget for Fiscal Year 2022-2023 during the regular meeting scheduled for June 21, 2022 at 6:30 p.m.

Motion: Secretary Hill makes a motion to set the public hearing date to discuss the Economic Development Corporation Proposed Budget for Fiscal Year 2022-2023 during the regular meeting scheduled for June 21, 2022, at 6:30 p.m..

2nd the motion: Director Lewis I second the motion.

4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis

Nays: None

Absent: None

Abstain: None

4. Consider action on setting the date of the WEDC Budget Adoption for July 19, 2022 and submittal to the City Secretary's Office for inclusion on the Council agenda.

Motion Director Lewis makes the motion that the adoption for July 19, 2022, be accepted as scheduled.

2nd the motion: Director Minucci I second it.

4-0-0 passed

Ayes: Jan Hill, Toni Leber, Malissa Minucci, Calvin Lewis

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION

1. The City Council will recess its open meeting and reconvene in executive session to discuss the following items pursuant to the below referenced section(s) of the Texas Government Code:

President Miner recessed at 7:11pm to executive session.

RECONVENE

President Miner reconvened the meeting at 7:39 p.m.

ITEMS OF EXECUTIVE SESSION DELIBERATION:

1. Pursuant to Section 551.087 Deliberation regarding negotiations on a 380 Agreement with regards to a business prospect.

No action taken

ADJOURNMENT

President Miner adjourned the meeting at 7:39 p.m.

APPROVED: this _____ day of _____, 2021.

SIGNED: this _____ day of _____, 2021.

APPROVED:

Arthur L. Miner, President

ATTEST:

Jan Hill, Secretary

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



AGENDA MEMORANDUM

DATE: June 10, 2022

TO: Watauga Economic Development Corporation Directors

FROM:

SUBJECT: Public Hearing on the Proposed FY2022-2023 Watauga Economic Development Budget

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. NOTICE OF PUBLIC HEARING EDC
2. WEDC PROPOSED BUDGET FY2022-2023

REVIEWED BY:

Lorenza Zavala, Administrative Assistant

David Berman, City Attorney

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/13/2022

Approved - 6/13/2022

Approved - 6/13/2022

Final Approval - 6/13/2022

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS**Order Number:**

IPL0075822

Order Status:

Submitted

Classification:

Legals & Public Notices

Package:

FTW - Legal Ads

Final Cost:

69.40

Payment Type:

Account Billed

User ID:

IPL0019627

ACCOUNT INFORMATION

CITY OF WATAUGA IP

7105 WHITLEY RD

FORT WORTH, TX 76148-2024

817-281-8047

noemail@noemail.com

CITY OF WATAUGA

TRANSACTION REPORT**Date**

June 2, 2022 10:43:01 AM EDT

Amount:

69.40

SCHEDULE FOR AD NUMBER IPL00758220

June 9, 2022

Fort Worth Star-Telegram

PREVIEW FOR AD NUMBER IPL00758220**NOTICE OF PUBLIC HEARING**WATAUGA ECONOMIC DEVELOP-
MENT CORPORATIONCITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA,
TEXAS 76148TUESDAY, JUNE 21, 2022
6:30 P.M.

Notice is hereby given that the Watauga Economic Development Corporation (WEDC) of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Economic Development Corporation for the 2022-2023 Fiscal Year on Tuesday, June 21, 2022, during the WEDC meeting which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on June 9, 2022 in the Fort Worth Star Telegram, Legal Notices Section.

I, Linda Proskey, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas 76148, on Friday, June 9, 2022, before 6:00 p.m.

/s/ Linda Proskey
Linda Proskey, City Secretary
IPL0075822
Jun 9 2022

[<< Click here to print a printer friendly version >>](#)

PROPOSED BUDGET



FISCAL YEAR 2022-2023

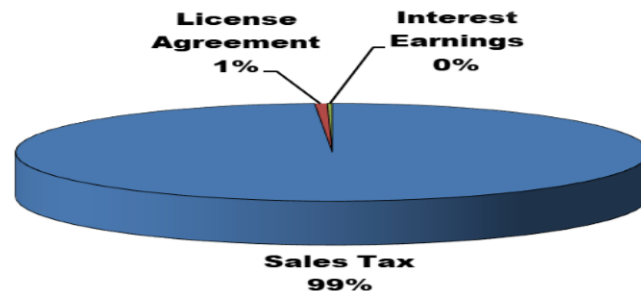
SPECIAL REVENUE FUNDS

ECONOMIC DEVELOPMENT CORPORATION (FORMERLY PARKS DEVELOPMENT CORPORATION)

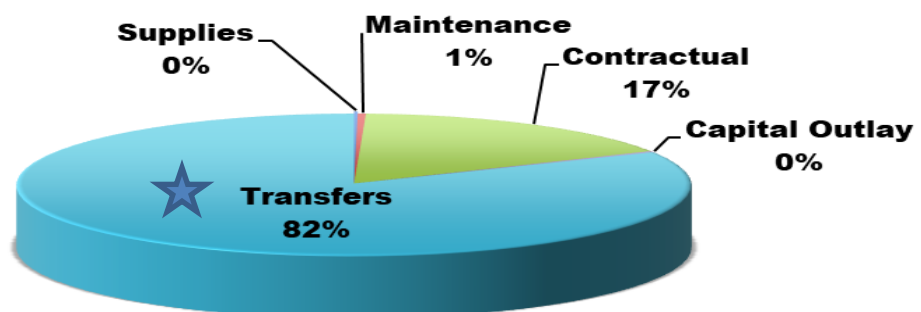
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga Parks Development Corporation. In May 2012, voters approved a reduction of the sales and use tax for the Watauga Parks Development Corporation to ¼ of one percent and reallocate ¼ of one percent for maintenance and repairs of municipal streets. This reduction took place on October 1, 2012. In FY2018-2019 the corporation's name was changed to Economic Development Corporation and the focus was redirected to economic development within the City. Sales tax revenues for FY2022-2023 are expected to be \$972,000.

This Special Revenue Fund is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when liability is incurred.

Where Does the Money Come From?



Where Does the Money Go?



Note: Transfers to general fund cover personnel expenses and debt

SPECIAL REVENUE FUNDS

ECONOMIC DEVELOPMENT CORPORATION BUDGET SUMMARY - FUND 04

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2019-2020 Actual	2020-2021 Actual	2021-2022 Current Budget	2021-2022 Projected	2022-2023 Budget	FY2022-2023 vs 2021-2022
Fund Balance, October 1*	\$880,886	\$1,242,173	\$1,538,356	\$1,631,096	\$2,088,418	
<u>Revenues:</u>						
Sales Taxes	744,464	865,622	814,000	925,000	972,000	19.4%
License Agreement - Property	0	0	0	0	0	0.0%
Proceeds From Sale of Assets	0	850	0	0	0	0.0%
Interest Earnings	5,301	1,207	2,000	2,000	2,500	25.0%
License Agreement - Services	0	0	5,000	2,000	5,000	0.0%
Operating Revenues	\$749,765	\$867,679	\$821,000	\$929,000	\$979,500	19.3%
Total Available Resources	\$1,630,651	\$2,109,852	\$2,359,356	\$2,560,096	\$3,067,918	
<u>Expenditures:</u>						
Business Retention	7,684	6,437	21,610	3,500	8,650	-60.0%
Business Attraction	49,775	28,493	36,750	26,250	24,200	-34.1%
General Administration	36,549	64,042	89,030	40,050	56,200	-36.9%
Operating Expenditures	94,008	98,973	147,390	69,800	89,050	-39.6%
<u>Operating Transfers-Out</u>						
To General Fund	194,292	222,281	254,800	254,800	262,900	3.2%
To Internal Service Fund	0	0	0	0	0	0.0%
To Capital Projects Fund	0	0	0	0	0	0.0%
To Debt Service	100,178	157,503	147,078	147,078	153,200	4.2%
Total Operating Transfers-Out	294,470	379,784	401,878	401,878	416,100	3.5%
TOTAL OPERATING & TRANSFERS	\$388,478	\$478,757	\$549,268	\$471,678	\$505,150	-8.0%
Fund Balance, September 30	\$1,242,173	\$1,631,096	\$1,810,088	\$2,088,418	\$2,562,768	
CHANGE IN FUND BALANCE	\$361,287	\$388,923	\$271,732	\$457,323	\$474,350	

*Includes debt service fund balance

SPECIAL REVENUE FUND

DEPARTMENT: ECONOMIC DEVELOPMENT

DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION – FUND 04

LOCATION:

7105 Whitley Road

Watauga, Texas 76148

Phone Number: 817-514-5800

HOURS OF OPERATION:

Monday – Friday

8:00 A.M. – 5:00 P.M.

MISSION / PROGRAMS / SERVICES:

To advance the economic strength of Watauga through business and community support programs, public education, and strategic partnerships.

FY2021-2022 HIGHLIGHTS/ ACHIEVEMENTS:

- Elite Sponsor of Watauga Fest 2022
- Updated the online open portal business directory hosted by BluDot Technologies
- Purchased two (2) land parcels to be used for economic development opportunities
- Reorganized specific personnel to provide more focused support for the WEDC
- Completed the development and launch of the WEDC website

FY2022-2023 GOALS/ OBJECTIVES:

- Develop a Business Retention Program
- Complete a Food Business Park area included in Capp Smith Park
- Continue support of Shop Small Business programs
- Continue Business Spotlight video series
- Continue New Business Attraction through Retail Coach contract

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

The local economy began a resurgence during the fiscal year following the downturn that was a result of the COVID virus resulting in sales tax revenues that were much higher than anticipated in the adopted 2021-2022 budget, with year-end projections of +13.6%. This trend is projected to continue, with much of the economy back to “normal”, however, inflation on the national scale caused and continue to cause workforce and supply chain issues for both the public and private sectors.

SPECIAL REVENUE FUND

DEPARTMENT: ECONOMIC DEVELOPMENT					
DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION - FUND 04					
EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 PROJECTED	2022-2023 PROPOSED
Supplies	\$606	\$1,051	\$1,100	\$300	\$900
Maintenance	\$0	\$0	\$900	\$0	\$2,000
Contractual/Sundry	\$93,402	\$97,922	\$141,690	\$69,500	\$84,950
Capital Outlay	\$0	\$0	\$3,700	\$0	\$1,200
Transfers	\$294,470	\$379,784	\$401,878	\$401,878	\$416,100
TOTAL	\$388,478	\$478,757	\$549,268	\$471,678	\$505,150
PERFORMANCE MEASURES / SERVICE LEVELS					
<i>Input / Demand</i>	<i>Actual 20-21</i>		<i>Budget 21-22</i>	<i>Projected 21-22</i>	<i>Budget 22-23</i>
Staff Dedicated	0.50		0.50	1.00	2.0
Volunteers	0		0	0	0
Inquiries Received	N/A		20	10	20
<i>Output/ Workload</i>	<i>Actual 20-21</i>		<i>Budget 21-22</i>	<i>Projected 21-22</i>	<i>Budget 22-23</i>
Project Files Opened	N/A		N/A	5	10
Cilents Served	N/A		N/A	10	15
Jobs Created	N/A		N/A	25	35
Potential New Business Calls/Contacts	N/A		N/A	55	100
Responses Submitted	N/A		N/A	N/A	155
Board Meetings Held	N/A		12	12	12
<i>Efficiency Measures / Impact</i>	<i>Actual 20-21</i>		<i>Budget 21-22</i>	<i>Projected 21-22</i>	<i>Budget 22-23</i>
M & O percentage of City budget	0.010		0.010	0.009	
M & O budget per capita	20.14		23.11	19.84	20.70
<i>Effectiveness Measures / Outcomes</i>	<i>Goals</i>	<i>Actual 20-21</i>	<i>Budget 21-22</i>	<i>Projected 21-22</i>	<i>Budget 22-23</i>
Business Retention Visits	3	N/A	N/A	120	120
Small Business Development Assistance	3, 4, 6, 7	N/A	N/A	N/A	5
Economic Development Agreements	3, 4, 11	N/A	N/A	2	5
Redevelopment Projects	3, 4	N/A	20	0	5
New Development Projects	3, 4	N/A	2	2	5



SPECIAL REVENUE FUNDS

BUDGET CHANGES

Fiscal Year 2022-2023 Compared to Fiscal Year 2021-2022 Original Budget

DEPARTMENT: ECONOMIC DEVELOPMENT				
DIVISION / ACTIVITY: ECONOMIC DEVELOPMENT CORPORATION - FUND 04				
DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Business Retention - Special Services	Contractual/Sundry		(\$10)	minor adjustment in business anniversaries
Business Retention - Advertising	Contractual/Sundry		(\$500)	advertising adjustments
Business Retention - Contractual Svcs	Contractual/Sundry		(\$13,450)	Programs Adjustments
Business Retention - Events	Contractual/Sundry		\$1,000	State of the City Program
Business Attraction - Advertising	Contractual/Sundry		(\$6,600)	Programs Adjustment Needs
Business Attraction - Contractual Svcs	Contractual/Sundry		(\$6,000)	Program Cost Reduction
Business Attraction - Events	Contractual/Sundry		\$50	Program Cost Adjustment
General Administration - Office Supplies	Supplies		(\$100)	Estimated Needs Adjustment
General Administration - Postage	Supplies		(\$100)	Estimated Needs Adjustment
General Administration - Software Maint.	Maintenance		\$1,100	Software Price Increase & Addition
General Administration - Travel	Contractual/Sundry		\$600	Additional Needs for ED Coordinator Position
General Administration - Dues & Subsc.	Contractual/Sundry		\$1,100	Additional Dues for ED Coordinator Position
General Administration - Training	Contractual/Sundry		(\$5,000)	Training Adjustments
General Administration - Printing & Binding	Contractual/Sundry		(\$830)	Printing Needs Adjustment
General Administration - Attorney	Contractual/Sundry		(\$25,000)	Estimated Legal Costs Adjustment
General Administration - Community Relations	Contractual/Sundry		(\$1,200)	Community Enrichment Center Gala Deletion
General Administration - Contractual Svcs	Contractual/Sundry		(\$10,000)	Gov Pilot Deletion
General Administration - Contractual Svcs	Contractual/Sundry		\$1,500	Zac Tax Sales Tax Platform Addition
General Administration - Contractual Svcs	Contractual/Sundry		\$7,600	Interactive Web Map & WEDC Website
General Administration - Capital Outlay	Contractual/Sundry	(\$2,500)		Delete Financial Impact Analysis Software
Transfers	Transfers	\$14,223		
TOTALS:		\$11,723	(\$55,840)	

(\$44,117) NET INCREASE/DECREASE

Allocations Information



SCHEDULE A - Estimated Costs for Economic Development Corporation 2022-2023		
Salary/ Benefits Personnel		
Department	Tasks performed for the EDC	Estimated Cost
City Secretary's Office	Records Retention/PIA/Minutes/Resolutions/Agenda Posting	\$15,500
Finance	Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable	\$3,300
Information Technology	Marketing /Website/Projects/Updates	\$61,200
Public Works	Project Coordination/Oversight/P&Z	\$4,650
City Manager - TOTAL	EDC Director, Business Retention, Economic Development	\$174,500
Sub-total		\$259,150
Other Items		
Annual Audit Allocation	4% of Total	\$2,400
Codification Fees	15% of Total	\$1,350
Sub-total		\$3,750
GRAND TOTAL		\$262,900

SPECIAL REVENUE FUNDS
ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY		PROJECTED YEAR		BUDGET
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Projected	2022-2023 Proposed
Fund Balance, October 1	\$244,179	\$38,835	\$29,835	\$38,660	\$33,760
<u>Revenues:</u>					
Interest Earnings	989	61	500	100	100
Proceeds from Sale of Assets	0	0	0	0	0
Transfer from PDC Sales Tax Fund	0	0	0	0	0
Other Financing Sources	0	0	0	0	0
Matching Grants	0	0	0	0	0
Total Revenues	\$989	\$61	\$500	\$100	\$100
Total Available Resources	\$245,167	\$38,896	\$30,335	\$38,760	\$33,860
<u>Expenditures:*</u>					
Shade Structure - BISD Park	0	0	0	0	0
Foster Village Improvements	0	0	0	0	0
Shade Structure - Indian Springs	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0	0	0	0	0
Capp Smith Park Improvements	206,332	236	0	0	0
Capp Smith Improvements EDC	0	0	0	0	0
Contingency	0	0	10,000	5,000	10,000
Total Expenditures	206,332	236	10,000	5,000	10,000
<u>Other Expenditures</u>					
Transfer to PDC Debt Service	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	(\$205,343)	(\$175)	(\$9,500)	(\$4,900)	(\$9,900)
Fund Balance, September 30	\$38,835	\$38,660	\$20,335	\$33,760	\$23,860
CHANGE IN FUND BALANCE	(\$205,343)	(\$175)	(\$9,500)	(\$4,900)	(\$9,900)