AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, AUGUST 12, 2024
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Regular City Council Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

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

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE United States and Texas Flags

ANNOUNCEMENTS

PRESENTATIONS

1. Presentation of Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of August.

2. Presentation of Employee of the Month Award for the month of August

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper “Request to Speak Form” Shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper “Request to Speak Form” will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

REPORTS

CONSENT AGENDA All 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. Any council member wishing to pull an item may do so.

1. Consider action to adopt a resolution of the City of Watauga, Texas renewing participation in the Tarrant County Home Investment Partnership Block Grant Program with matching contribution requirements for program year 2024 (The Home Program year 2024)
   Paul Hackleman, Director of Public Works
   Randy Richards, CFM, Assistant Director of Public Works

2. Consider approval of moving Stephen Welch to Place 5 and Brian Downey to Place 6 on the WEDC Board
   Linda Proskey, City Secretary

3. Consider the reappointment of Jan Hill to Place 3 on the WEDC and Place 2 on the Charter Review Commission.
   Linda Proskey, City Secretary

4. Consider the approval of the July 8, 2024, Regular City Council Meeting Minutes.
   Linda Proskey, City Secretary

5. Consider the approval of the July 29, 2024, City Council Workshop Meeting Minutes.
   Linda Proskey, City Secretary

6. Consider the approval of the July 29, 2024, Regular City Council Meeting Minutes.
   Linda Proskey, City Secretary

7. Consider the approval of the August 5, 2024, City Council Workshop Meeting Minutes.
   Linda Proskey, City Secretary

8. Consider the approval of the August 5, 2024, Special City Council Meeting Minutes.
   Linda Proskey, City Secretary

PUBLIC HEARINGS

1. Public Hearing on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2024-2025
   Sandra Gibson, Interim City Manager and Director of Finance

2. Public Hearing on the FY2024-2025 Proposed Watauga Economic Development Budget
   Sandra Gibson, Interim City Manager and Director of Finance

3. Public Hearing on the FY2024-2025 Proposed Budget
   Sandra Gibson, Interim City Manager and Director of Finance

ACTION ITEMS

1. Consider action on the FY2024-2025 Proposed Budget after the Public Hearing as required by Chapter 102.007(a) of the Local Government Code.
   Sandra Gibson, Interim City Manager and Director of Finance

2. Discuss and consider action on approval to enter into an agreement for Bank Depository Services with First Guaranty Bank and authorize the Interim City Manager to execute associated documents.
   Deby Woodard, Assistant Director of Finance
   Frieda Buck, Financial Svcs Tech

3. Discuss and consider action to authorize the City Manager to negotiate a Credit Reservation, Purchase, and Acknowledgment Agreement with Wild-TX Lands, LLC for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds.
   Paul Hackleman, Director of Public Works

4. Discuss and consider action to authorize the City Manager to negotiate a Credit Sales Agreement with Trinity River Mitigation Bank, L.P. for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds.
   Paul Hackleman, Director of Public Works

5. Discuss and consider action on the implementation of the compensation study conducted by Public Sector Personnel Consultants
   Juliet Rodriguez, Human Resources and Civil Service Director

6. Discuss and consider action to approve the Community Development Block Grant (CDGB)-CV Round 4 Project (Plum Street Water Improvements) - Construction Bid Recommend Tarrant County Acceptance
   Paul Hackleman, Director of Public Works

7. Consider action to approve the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2024-2025
Sandra Gibson, Interim City Manager and Director of Finance

8. Consider action to approve the FY2024-2025 Proposed Watauga Economic Development Budget
Sandra Gibson, Interim City Manager and Director of Finance

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

1. Pursuant to Section 551.074 of the Texas Government Code, discuss matters relating to personnel as follows: City Manager duties

RECONVENE The City Council 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

1. Pursuant to Section 551.074 of the Texas Government Code, discuss matters relating to personnel as follows: City Manager duties

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

Meeting Notices and Reservation of Rights
The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] 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 August 9, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary

CITY OF WATAUGA, TEXAS

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 16, 2024

TO: Honorable City Council Members

FROM:

THROUGH:

SUBJECT: Presentation of Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of August.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Employee Service Awards - August 2024

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service Director	Approved - 7/18/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 7/31/2024
Linda Proskey, City Secretary	Final Approval - 8/1/2024

Approved as to form for inclusion on Agenda

Employee Service Awards

August 2024

Noemi Contreras

Library Aide

5 Years of Service

Thank You

Robert Griffin

Police Corporal

5 Years of Service

Thank You

Marshall McGee

Police Sergeant

10 Years of Service

Thank You

AGENDA MEMORANDUM

DATE: July 24, 2024

TO: Honorable City Council Members

FROM:

THROUGH:

SUBJECT: Presentation of Employee of the Month Award for the month of August

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BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Employee of the Month - Aug 2024 - Trang Nguyen

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service Director Approved - 7/31/2024
Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/2/2024
Linda Proskey, City Secretary Final Approval - 8/2/2024
Approved as to form for inclusion on Agenda

July 23, 2024

Dear Trang Nguyen,

On behalf of the City of Watauga, we would like to formally extend our congratulations and recognition for your outstanding achievement as the August 2024 Employee of the Month. Your dedication and hard work have not gone unnoticed, and we are proud to have you as a valuable member of our Watauga team.

In light of this accomplishment, we would like to invite you and your family to attend a council meeting on Monday, August 12, 2024, at 6:30pm at City Hall (7105 Whitley Road, Watauga TX 76148). During the meeting, you will be presented with a certificate to honor your achievement. If you are unable to attend, please let us know as all council meetings are recorded live for your family members to view.

This letter serves as our warmest congratulations to you. Your positive contributions and outstanding job performance have truly made a difference in our city, and we are grateful for your hard work. As a token of our appreciation, you will receive the following rewards and recognition from the City of Watauga:

- Announcement of your award at the City Council Meeting and on our City website.
- A certificate to commemorate this achievement.
- Award leave hours.
- A monetary award of $50, taxable by the IRS, added to your paycheck.
- Watauga gear worth $75, custom ordered with our city logo from our vendor.

Once again, we would like to express our gratitude for your commitment and dedication to the City of Watauga. We are fortunate to have such a valued employee as you on our team. Keep up the excellent work, and congratulations again on this well-deserved honor.

Sincerely,

Sandra Gibson

Sandra Gibson
Interim City Manager
City of Watauga

"A Great Place to Live"

AGENDA MEMORANDUM

DATE: July 17, 2024

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works
Randy Richards, CFM, Assistant Director of Public Works

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Consider action to adopt a resolution of the City of Watauga, Texas renewing participation in the Tarrant County Home Investment Partnership Block Grant Program with matching contribution requirements for program year 2024 (The Home Program year 2024)

BACKGROUND/INFORMATION:

The Department of Housing and Urban Development (HUD) annually appropriates funds to entitlement communities through the HOME Investment Partnership Block Grant (HOME) program. Tarrant County receives HOME funds and is availing these funds to cities who wish to assist their citizens with homeowner rehabilitation. These funds are targeted to benefit low to moderate income persons. Funds are to be used for the development of safe and decent housing by providing homeowner-occupied single family rehabilitation. The program is managed by Tarrant County Community Development (TCCD) office and funds are directly invested into the home being rehabilitated. Cities wishing to participate must commit to providing 30% non-federal match for amount of HOME funds that will be spent in that City.

The City of Watauga has participated in the HOME program since 2013-2014 and has appropriated matching funds annually. The City of Watauga had budgeted $30,000 for Fiscal Year 2024-25, to address immediate housing needs.

The homes in Watauga that qualified for the HOME program have received on average about $22,951 (grant and match funds) in repairs. Home rehabilitation activities include repairs to roofing, foundation, plumbing, electrical, HVAC, doors, windows, flooring, paint, and weatherization of homes.

The attached resolution request grant funds in total amount of up to $200,000. Cities are required to provide the matching funds for activities undertaken within the City. The required City of Watauga match (30%) would not exceed $60,000. The City of Watauga will participate by supplying the 30% matching funds which may include the waiving of applicable building and inspection fees.

AGENDA MEMORANDUM

FINANCIAL IMPLICATIONS:
Funding is available in the FY 2023-2024 Budget.

RECOMMENDATION/ACTION DESIRED:
City staff respectfully recommends the City Council approve the attached Resolution, agreeing to meet all matching contribution requirements for the expenditures under the Tarrant County Home Investment Partnerships Program (HOME) for Program Year 2024.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Rehab Brochure with Income Limits
2. Tarrant County Home Program Application Instructions
3. Exhibit A - Tarrant County Home Program Application
4. Watauga Resoution Tarrant County Home Program 2024

REVIEWED BY:

Paul Hackleman, Director of Public Works	Approved - 8/6/2024
David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

Homeowner Repair Program

- **ELECTRICAL**
- **FOUNDATION**
- **PLUMBING**
- **ROOFING**
- **WEATHERIZATION**

Do you live in Tarrant County, OUTSIDE of Arlington, Fort Worth or Grand Prairie?
Is your home valued under $239,000?
If YES, you may qualify for home repair assistance! **CONTACT US TODAY!**

Tarrant County Community Development

(817) 850-7940, OPTION 4

In addition to the income and location requirements, you MUST:

- Own and live in your house for at least one (1) year;
- NOT live in a mobile home, duplex or in a flood zone;
- Have a clear title to the property (e.g., no reverse mortgages, title must be in your name);
- Have paid your real estate taxes;
- Be current on your mortgage loan payment; and
- Receive SSDI, be 62+ years old, OR have dependent children under 18 living at home.

The total household income for everyone over 18 must NOT exceed the limits below according to the number of people living in your home.

- 1 Person = $50,650
- 2 Persons = $57,850
- 3 Persons = $65,100
- 4 Persons = $72,300
- 5 Persons = $78,100
- 6 Persons = $83,900
- 7 Persons = $89,700
- 8 Persons = $95,450

Effective June 15, 2022

https://www.tarrantcounty.com/en/community-development-and-housing-department.html

FUNDED BY
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Tarrant County HOME Application for Participating Cities – PY 2023

Homeowner Rehabilitation Program

For release March 20, 2023

Introduction

The U.S. Department of Housing and Urban Development (HUD) appropriates funds to entitlement communities through the HOME Investment Partnerships Program (HOME). Tarrant County receives HOME funds and is making a portion of these HUD funds available to Cities who would like to assist low-income homeowners with home repair and rehabilitation activities such as electrical, plumbing, roofing, and weatherization.

This program is managed by Tarrant County's Community Development Department (County).

Benefits

HOME is an excellent way for cities to leverage funding in their communities while also:

- Making interior and exterior (visual) improvements;
- Helping with code compliance challenges;
- Securing attainable housing; and
- Enhancing neighborhoods.

Match Requirement

Although city residents will apply directly to the County, the city applying to participate in HOME must commit to providing a thirty percent (30%) non-federal match for their respective resident homeowner rehabilitation activities. Participating cities may meet the match requirement in several ways, including cash, volunteer hours, and community partnerships. **The city is required to submit a copy of the Council Resolution affirming the match requirement as part of this application (Exhibit "A").**

Term

This application is for Program Year 2023 (July 1, 2023 – June 30, 2024).

Process

If a city would like to participate in this program, the city should submit a copy of the completed application (Exhibit "A"), including a copy of the Council Resolution, to Maggie Jones at mejones@tarrantcountytx.gov by May 31, 2023. If you are unable to submit a signed copy of the Council Resolution by the deadline, please list the anticipated date for Council action and submit a signed copy as soon as it is available.

Additional Information

Questions should be directed to Maggie Jones at mejones@tarrantcountytx.gov or by calling 817-850-7959. Additional information about the HOME Program can be found online: https://www.hudexchange.info/programs/home/.

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Exhibit A | Application

Homeowner Rehabilitation Program

City Name	
Project Location(s)	☐ Citywide; or ☐ Specific Zip Code(s):
Amount of HOME Funds Requested ***$200,000 Max***	
Match Amount ***30% of Amount of HOME Funds Requested***	
Contact Name	
Contact Email	
Contact Phone	
Date of Application Submittal	
Date of City Council Meeting*	

**We require a signed City Council resolution to complete this application. The resolution must confirm city support and confirm the amount and source of non-federal match. A sample resolution (Exhibit "B") follows on the next page. You may use or modify this sample as needed.*

Exhibit B | Sample Resolution

Homeowner Rehabilitation Program

RESOLUTION

AGREEING TO MEET ALL MATCH REQUIREMENTS FOR THE EXPENDITURES UNDER THE TARRANT COUNTY HOME INVESTMENT PARTNERSHIPS PROGRAM FOR PROGRAM YEAR 2023

WHEREAS, the HOME Program was created by the National Affordable Housing Act of 1990 (NAHA) and is intended to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local government to provide housing, and leverage private-sector participation; and

WHEREAS, Tarrant County is a Participating Jurisdiction under the HOME Investment Partnerships Program in accordance with § 92.105; and

WHEREAS, the City of _______________ is a member of the Tarrant County Urban County Consortium and is eligible to participate in the HOME Program; and

WHEREAS, the City of ____________ has requested $_______________ in HOME funding to be expended on HOME eligible activities within the City's jurisdiction and has agreed to provide a 30% matching contribution for all HOME funds expended within the City of ______________, in accordance with §92.218; §92.219; and §92.220.

NOW, THEREFORE, BE IT RESOLVED THAT WE, THE CITY COUNCIL OF THE CITY OF _________________________, do hereby agree to commit $_______________ in match contribution to affordable housing for all activities undertaken in our city through the HOME program.

AND IT IS SO RESOLVED.

Exhibit A | Application

Homeowner Rehabilitation Program

City Name	CITY OF WATAUGA
Project Location(s)	☒ Citywide; or ☐ Specific Zip Code(s):
Amount of HOME Funds Requested ***$200,000 Max***	$200,000
Match Amount ***30% of Amount of HOME Funds Requested***	$60,000
Contact Name	Randy Richards
Contact Email	rrichards@cowtx.org
Contact Phone	817-514-5840
Date of Application Submittal	
Date of City Council Meeting*	August 12, 2024

**We require a signed City Council resolution to complete this application. The resolution must confirm city support and confirm the amount and source of non-federal match. A sample resolution (Exhibit "B") follows on the next page. You may use or modify this sample as needed.*

CITY OF WATAUGA, TEXAS

RESOLUTION NO. _________________

A RESOLUTION OF THE CITY OF WATAUGA, TEXAS APPROVING AND RENEWING PARTICIPATION IN THE TARRANT COUNTY HOME INVESTMENT PARTNERSHIP PROGRAM, WITH MATCHING CONTRIBUTION REQUIREMENTS NOT TO EXCEED $60,00.00, FOR PROGRAM YEAR 2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the HOME Investment Partnership Program (the "HOME Program") was created by the National Affordable Housing Act of 1990 ("NAHA") and is intended to provide decent affordable housing to lower-income households, to expand the capacity of nonprofit housing providers, to strengthen the ability of state and local governments to provide housing, and to leverage private-sector participation; and

WHEREAS, Tarrant County is a Participating Jurisdiction under the HOME Program; and

WHEREAS**,** the City of Watauga is a member of the Tarrant County Urban County Community Development/HOME Consortium, has participated in Tarrant County's HOME Program since 2013, and is eligible to continue its participation in the HOME Program; and

WHEREAS**,** the City of Watauga has requested $200,000 in HOME Program funding to be expended on HOME Program eligible activities for Program Year 2024 within the City of Watauga's jurisdiction and has agreed to provide a 30% matching contribution for all HOME Program funds expended within the City of Watauga; and

WHEREAS, the Council finds and determines that the City's participation in the HOME Program is in the best interests of the citizens of the City of Watauga.

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

<u>Section 1</u>. 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.

<u>Section 2</u>. The City Council of the City of Watauga accepts, approves and renews its participation in the Tarrant County HOME Program involving matching contributions of up to 30 percent and agrees to commit $60,000 from the General Fund in matching contribution funds for affordable housing for activities undertaken in the City of Watauga through the HOME Program. The terms of the HOME Investment Partnership Grant, as set forth in Exhibit "A", attached hereto and incorporated by reference, are hereby adopted.

<u>Section 3</u>. 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 appealed.

Section 4. 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.

Section 5. This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, as the law and charter in such cases provide.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this ___ day of _________, 2024.

APPROVED

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, Secretary

APPROVED AS TO FORM AND LEGALITY:

____
David Berman, City Attorney

"A Great Place to Live"

AGENDA MEMORANDUM

DATE: August 8, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Arthur Miner, Mayor

SUBJECT: Consider approval of moving Stephen Welch to Place 5 and Brian Downey to Place 6 on the WEDC Board

BACKGROUND/INFORMATION:

On July 29, the Council voted to appoint Stephen Welch and Brian Downey to the Watauga Economic Development Corporation (WEDC). However, the positions they were assigned were already occupied by other members. This item is intended to appoint Mr. Welch and Mr. Downey to the correct positions on the WEDC.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: August 7, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Arthur Miner, Mayor

SUBJECT: Consider the reappointment of Jan Hill to Place 3 on the WEDC and Place 2 on the Charter Review Commission.

BACKGROUND/INFORMATION:
Currently, Jan Hill is on the WEDC and Charter Review and her term expires on Aug. 31, 2024 and this is to reappoint her to those boards.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
None

REVIEWED BY:
Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/7/2024
Linda Proskey, City Secretary Final Approval - 8/7/2024
Approved as to form for inclusion on Agenda

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 26, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Linda Proskey, City Secretary

SUBJECT: Consider the approval of the July 8, 2024, Regular City Council Meeting Minutes.

BACKGROUND/INFORMATION:
Minutes from the July 8, 2024 Regular City Council Meeting.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. July 8, 2024 Regular CC Meeting - Draft Minutes

REVIEWED BY:
Sandra Gibson, Interim City Manager and Director of Finance Approved - 7/30/2024
Linda Proskey, City Secretary Final Approval - 8/1/2024
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY, JULY 8, 2024
6:30 PM

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 6:32 p.m.

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner	Mayor
Malissa Minucci	Mayor Pro Tem/Council Member Place 5
Pat Shelbourne	Council Member Place1
Tom Snyder	Council Member Place 2
Lovie Downey	Council Member Place 3
Andrew Neal	Council Member Place 4
Mark Taylor	Council Member Place 6
Jan Hill	Council Member Place 7

and

Sandra Gibson	Interim City Manager/Finance Director
Linda Proskey	City Secretary
David Berman	City Attorney
Timothy Hamilton	Director of Parks and Community Services

INVOCATION

Pastor Dennis Serratt First Baptist Church of Watauga and Police Chaplin gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Neal spoke about the splash pad, the library's summer reading club and adopting a pet at the Watauga Animal Shelter.

PRESENTATIONS

1. **Chief Delvin Campbell a representative of the Texas Police Chiefs Association Accreditation Program, to the Watauga Police Department for obtaining Re-Accreditation.**

   Decatur Police Chief and Lead Assessor for the Texas Police Chiefs Accreditation program, Devlin Campbell, presented a certificate to Chief Parker and his department for successfully completing the re-accreditation program. He stated that the accreditation demonstrates the department's commitment as a profession to transparency, accountability, and excellence. It helps build and maintain public trust, which is essential for effective policing. The city can be confident that the Police Department operates under best practices, ethical guidelines, and improved efficiency and effectiveness. The accreditation process involves a thorough review of all department policies and procedures, as well as 172 standards that they must meet or exceed.

   Chief Parker thanked Ben Davis for all his hard work putting everything together to ensure they achieved the award. He also thanked his department for all their efforts.

2. **Proclamation to the Parks and Community Services Department for Parks and Recreation Month**

   Mayor Miner presented the proclamation to Timothy Hamilton, Director of Parks and Community Services, Brian Teneyck, Malissa Petruso, and Andy Ivey Jr. Timothy Hamilton thanked his staff for everything they do.

3. **Employee of the Month Award for the month of July.**

   Interim City Manager Sandra Gibson presented the Employee of the Month Award to Pete Green.

4. **Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of July.**

   Interim City Manager Sandra Gibson presented the service award to Kevin Knox for 15 years.

5. **Presentation by Frontier Waste, Inc. regarding waste collection services**

   Grant Gregg with Frontier presented an overview of their service over the past year. They average about 2.8 calls daily, and the average time to review, resolve, and respond is 35.88 hours from when they receive the call to when it is closed. He explained how they pick up tree branches and stumps. They cannot take tree branches over 48 inches because when the hopper compacts, the branches can shoot out, which is dangerous, and stumps damage the trucks. He stated that they place a yellow tag on what they don’t pick up and take pictures of before and after.

PUBLIC COMMENT

Lynette Sharp, 6545 Highlawn Terrace, expressed dissatisfaction with the city over a prosecutor's dismissal of a court case.

After she spoke, Mayor Miner stated that our police department issued citations, which were turned over to the judicial system, which the council and police department have no control over. From the council's perspective, the city did what was required and mentioned that the other party did not live within the city.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

CONSENT AGENDA

1. **Consider approval of a Resolution approving amendments to the Bylaws of the Watauga Economic Development Corporation and recommending ratification; repealing all resolutions and provisions in conflict herewith, providing that all resolutions in conflict herewith are hereby repealed to the extent that they are in conflict, providing for a savings clause, providing for an effective date.**

2. **Consider action to accept the Watauga Crime Control and Prevention District Proposed Budget for the Fiscal Year 2024-2025**

3. **Consider action on approval of an Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool regarding Cyber Liability and Data Breach Response.**

4. **Consider action on setting a Public Hearing Date for the Crime Control and Prevention District FY2024-2025 Proposed Budget to allow for citizen input at 6:30 p.m. on August 12, 2024 and setting the budget adoption date for August 26, 2024.**

5. **Consider action on approval of the Monthly Financial Report for the period ending May 31, 2024**

6. **Consider the reappointment of Karen Isbell to place 6 on the Planning and Zoning Commission.**

7. **Consider the reappointment of Quincy Adams to Place 1 on the Planning and Zoning Commission.**

8. **Consider the appointment of Kimberly Martinez to place 2 on the Civil Service Commission.**

9. **Consider approval of the June 24, 2024, Regular City Council Meeting**

Mayor Miner called for a Motion. Councilmember Shelbourne made a motion to accept the item as presented. Councilmember Blackburn seconded the motion. Mayor Miner called for a vote.

Motion carried 7-0-0-0.

Ayes, Downey, Hill, Neal, Minucci, Shelbourne, Taylor, Blackburn
Nays: None
Abstain: None
Absent: None

ACTION ITEMS

1. **Discuss and consider action on approval of Water Tower Lease Amendment with T-Mobile West LLC.**

Paul Hackleman gave the presentation. The item for tonight is the Second Amendment to the T-Mobile lease, which has been in place since 1999, to allow the city manager to sign the lease and continue the agreement. The water tower currently hosts three mobile carriers: AT&T, Verizon, and T-Mobile. The lease agreement is for five-year terms, renewable every five years, and it will automatically roll into another renewal at the end of each term. The Verizon lease operates on these five-year terms and will eventually expire, but it is allowed to roll over continuously. The T-Mobile lease is set to expire on December 30 of this year, after which it will also follow the recurring renewal process. The AT&T lease will expire in September 2036.

This agreement includes a 3% annual increase, and over time, it will eventually generate more revenue than the AT&T lease, which only increases by 12.5% every five years. However, the revenue from both leases will remain fairly aligned.

Mayor Miner called for a Motion. Councilmember Shelbourne made a motion to accept the item as presented. Councilmember Taylor seconded the motion. Mayor Miner called for a vote.

Motion carried 7-0-0-0.

Ayes, Downey, Hill, Neal, Minucci, Shelbourne, Taylor, Blackburn
Nays: None
Abstain: None
Absent: None

EXECUTIVE SESSION

1. **Pursuant to Section 551.074 of the Texas Government Code, discuss matters relating to personnel as follows: City Manager duties.**

2. **Pursuant to Section 551.071 of the Texas Government Code (Legal Consultation), discuss and confer with the City Attorney regarding 1) council**

training and rules of procedure and 2) tax incentives and housing finance corporations and associations.

Mayor recessed the meeting at 7:11 pm.

RECONVENE

Mayor Miner reconvened the meeting at 8:42 pm.

ITEMS OF EXECUTIVE SESSION DELIBERATION

1. **Pursuant to Section 551.074 of the Texas Government Code, discuss matters relating to personnel as follows: City Manager duties.**

   No action was taken

2. **Pursuant to Section 551.071 of the Texas Government Code (Legal Consultation), discuss and confer with the City Attorney regarding 1) council training and rules of procedure and 2) tax incentives and housing finance corporations and associations.**

   No Action was taken

ITEMS FOR FUTURE AGENDAS

Councilmember Taylor reminded staff that he wants a workshop on rental properties.

Mayor Miner would like an August Executive Session to speak about the open position of City Manager.

ADJOURNMENT

Mayor Miner adjourned the meeting at 8:44 pm.

Approved: this _________ day of ___________, 2024

Signed: this _________ day of ___________, 2024

APPROVED:

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, City Secretary

AGENDA MEMORANDUM

DATE: August 6, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Linda Proskey, City Secretary

SUBJECT: Consider the approval of the July 29, 2024, City Council Workshop Meeting Minutes.

BACKGROUND/INFORMATION:

Minutes for the July 29, 2024, Workshop minutes presentation from Public Sector Consultants on the comp and class study.,

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. July 29, 2024 Workshop Meeting - Draft Minutes

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/7/2024
Linda Proskey, City Secretary Final Approval - 8/7/2024
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CITY COUNCIL
WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
JULY 29, 2024

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner	Mayor
Malissa Minucci	Mayor Pro Tem/Council Member Place 5 (Absent with notice)
Pat Shelbourne	Council Member Place 1 (Absent with notice)
Cris Blackburn	Council Member Place 2
Lovie Downey	Council Member Place 3 (Absent with notice)
Andrew Neal	Council Member Place 4
Mark Taylor	Council Member Place 6
Jan Hill	Council Member Place 7

and

Sandra Gibson	Interim City Manager and Finance Director
Linda Proskey	City Secretary
David Berman	City Attorney
Brian Teneyck	Assist. Director of Parks and Community Srv.
Deby Woodard	Assistant Finance Director
Paul Hackleman	Public Works Director
Randy Richards	Assistant Public Works Director
Jeannette Garcia	Planner I
Randy Barkley	Fire Chief
Robert Parker	Police Chief
Julie Rodriguez	Director of Human Resources
Lana Ewell	Director of Library Services

ANNOUNCEMENTS

There were no announcements

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

PRESENTATIONS

1. Presentation from Public Sector Personnel Consultants regarding compensation survey results.

   Sandra Gibson, Interim City Manager, introduced Matthew Weatherly, President of Public Sector Consultants. Mr. Weatherly reported that there are 57 employees who fall below the minimum pay for their positions. His recommendations were to bring those employees up to the minimum prior to October 1. Then, in the new fiscal year's budget, he suggested implementing a 4% Cost of Living Adjustment (COLA) to keep up with inflation and continuing merit increases. He also recommended a 3% market adjustment for civil service positions, continuing step increases, and increasing civil service and paramedic certification pay. Additionally, he proposed developing a bilingual pay program.

   Councilmember Taylor expressed concerns about employees who have been with the city for a number of years being at the minimum pay level.

   Mayor Miner inquired about the current turnover rate. Julie Rodriguez, Director of Human Resources, stated that it is currently 21%.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:07 pm.

Approved: this _________ day of ___________, 2024

Signed: this _________ day of ___________, 2024

APPROVED:

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, City Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE:	August 6, 2024
TO:	Honorable City Council Members
FROM:	Linda Proskey, City Secretary
THROUGH:	Linda Proskey, City Secretary
SUBJECT:	Consider the approval of the July 29, 2024, Regular City Council Meeting Minutes.

BACKGROUND/INFORMATION:
Meeting Minutes for July 29, 2024.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. July 29, 2024 Regular CC Meeting - Draft Minutes

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/6/2024
Linda Proskey, City Secretary	Final Approval - 8/6/2024

Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
July 29, 2024

CALL TO ORDER

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

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner	Mayor
Malissa Minucci	Mayor Pro Tem/Council Member Place 5 (Absent with notice)
Pat Shelbourne	Council Member Place 1 (Absent with notice)
Cris Blackburn	Council Member Place 2
Lovie Downey	Council Member Place 3 (Absent with notice)
Andrew Neal	Council Member Place 4
Mark Taylor	Council Member Place 6
Jan Hill	Council Member Place 7

and

Sandra Gibson	Interim City Manager and Finance Director
Linda Proskey	City Secretary
David Berman	City Attorney
Brian Teneyck	Assist. Director of Parks and Community Srv.
Deby Woodard	Assistant Finance Director
Paul Hackleman	Public Works Director
Randy Richards	Assistant Public Works Director
Jeannette Garcia	Planner I
Randy Barkley	Fire Chief
Robert Parker	Police Chief
Julie Rodriguez	Director of Human Resources
Lana Ewell	Director of Library Services

INVOCATION

Pastor Ramón Anguiano of Iglesia Bautista El Buen Samaritano Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Neal asked that people have their pets spayed or neutered. He also mentioned that the Parks Kids Fish event is coming up.

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

CONSENT AGENDA

1. **Consider the appointment of Steve Welch to Place 1 on the Watauga Economic Development Corporation**

2. **Consider the appointment of Brian Downey to Place 7 on the Watauga Economic Development Corporation.**

3. **Consider action to accept the Watauga Economic Development Corporation's Proposed Fiscal Year Budget for FY2024-2025; providing for all anticipated expenditures.**

4. **Consider action to set the Watauga Economic Development Corporation's Proposed FY2024-2025 Budget Public Hearing for August 12, 2024 at 6:30 p.m. and the budget adoption Date for Monday, August 26, 2024**

Mayor Miner called for a Motion. Councilmember Neal made a motion to accept the consent agenda as presented. Councilmember Hill seconded the motion. Mayor Miner called for a vote.

Motion carried 4-0-0-3.

Ayes, Blackburn, Neal, Taylor, Hill
Nays: None
Abstain: None
Absent: Shelbourne, Downey, Minucci

There was no request to speak.

Mayor Miner closed the public hearing at 7:11 pm.

ACTION ITEMS

1. **Discuss and consider action to approve the Community Development Block Grant (CDGB)-CV Round 4 Project (Plum Street Water Improvements) - Construction Bid Acceptance.**

Paul Hackleman, Director of Public Works, presented the item. He said this is to accept the bid and not to award the bid; Tarrant County will do that at a later date. The CDBG Grant project involves replacing the water line along the east side of Plum Street from Shipp Drive to Bowie Street because the existing cast iron waterline has been leaking and failing. He spoke about the timeline for the project, with a start date of around September 2024.

Councilmember Taylor made the motion: "I move to accept the bid from MX Construction Services, Inc. for the construction of the Plum Street Water System Improvements project in the amount of three hundred thirty-three thousand seven hundred thirty-eight dollars and twenty-six cents. Watauga's pledge above and beyond Tarrant County's grant is zero dollars and no cents."

Councilmember Taylor seconded the motion. Mayor Miner called for a vote.

Motion carried 4-0-0-3.

Ayes, Blackburn, Neal, Taylor, Hill
Nays: None
Abstain: None
Absent: Shelbourne, Downey, Minucci

2. **Discuss and consider action for the purchase of medical, dental, and vision insurance for all eligible employees and authorize the Interim City Manager to execute a contract with Blue Cross Blue Shield.**

Juliet Rodriguez, Human Resources and Civil Service Director, introduced Heath Haigood from Hud International, who spoke about the bids received for the healthcare plan and suggested switching to Blue Cross/Blue Shield, which came in with cost savings. He also recommended bundling the dental and vision plans with the healthcare plan for even greater savings. He added that the health and dental plans have 1-year rates, while the vision plan has a 4-year rate.

Juliet Rodriguez stated that since the deductible is higher and the savings substantial, the HSA city contribution will increase from $450 to $750 for employee-only plans, and to $1000 for family plans to help employees with the higher deductible. She introduced a $50 WataugaFit reward for employees who bring confirmation of a completed annual physical. She also mentioned plans to increase education on the different types of care available and add a wellness fair to help employees understand how they can help keep insurance costs down. Additionally, they will continue to offer supplemental benefits such as pet insurance, accident, cancer, critical illness, hospital indemnity, permanent life insurance, legal and identity theft protection, short-term disability, and medical transportation insurance at the employee's cost.

Councilmember Taylor believed that the contribution should be $1000 for employees and $1500 for family plans to make the city more competitive with other cities. He also wanted to explore other HSA accounts and investment opportunities available through Optum Bank for employees' accounts, as well as alternatives to Optum Bank.

Mayor Miner asked for a Motion. Councilmember Taylor made a motion to accept the proposal with the adjustment to the HSA contribution of 1000 for individuals and 1500 for families. Councilmember Neal seconded the motion,

Motion carried 4-0-0-3.

Ayes, Blackburn, Neal, Taylor, Hill
Nays: None
Abstain: None
Absent: Shelbourne, Downey, Minucci

ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:16 pm.

Approved: this _________ day of ___________, 2024

Signed: this _________ day of ___________, 2024

APPROVED:

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, City Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: August 7, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Linda Proskey, City Secretary

SUBJECT: Consider the approval of the August 5, 2024, City Council Workshop Meeting Minutes.

BACKGROUND/INFORMATION:
The minutes for the budget workshop held on Aug. 5, 2024.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Aug 5 2024 Workshop Meeting - Draft Minutes

REVIEWED BY:
Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/7/2024
Linda Proskey, City Secretary Final Approval - 8/7/2024
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CITY COUNCIL
WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
AUGUST 5, 2024

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner	Mayor
Malissa Minucci	Mayor Pro Tem/Council Member Place 5 (Absent without notice)
Pat Shelbourne	Council Member Place 1
Cris Blackburn	Council Member Place 2
Lovie Downey	Council Member Place 3
Andrew Neal	Council Member Place 4
Mark Taylor	Council Member Place 6
Jan Hill	Council Member Place 7

and

Sandra Gibson	Interim City Manager and Finance Director
Linda Proskey	City Secretary
Kaleb	City Attorney
Brian Teneyck	Assist. Director of Parks and Community Srv.
Deby Woodard	Assistant Finance Director
Paul Hackleman	Public Works Director
Randy Barkley	Fire Chief
Robert Parker	Police Chief
Julie Rodriguez	Director of Human Resources
Betty King	Assistant Director of Library Services

ANNOUNCEMENTS

There were no announcements

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

PRESENTATIONS

1. Presentation of the Interim City Manager's Proposed Budget for FY2024-2025.

   Sandra Gibson, Interim City Manager and Finance Director, provided an overview of the proposed budget. She stated that the budget is balanced, and that they are using a small portion of the available fund balance for one-time expenditures. She mentioned that the proposed budget addresses many of the council's priorities within the strategic plan. For the last few years, there have been problems with recruitment and retention of staff, resulting in a 21% turnover rate for personnel. This budget focuses on that issue as well as maintaining services for our residents.

   She reviewed the timeline for the adoption of the budget and also discussed the Long-Range Finance plans. She mentioned that sales tax income was disappointing this year, and she does not believe they will meet the budgeted amount for this year. Consequently, there will be a need for a utility rate increase to cover expenses and AMI debt service within the utility fund. The budget reflects inflationary impacts from the cost of services, personnel, supplies, and capital outlay increases. She stated that fleet expenses have been moved from the departments to the fleet division, and all ARPA positions have been transferred to the general fund. The total proposed budget is $75,137,933, with most of that amount allocated to capital projects.

   Deby Woodard, the Assistant Finance Director, went over the departmental budgets and the major budgetary impacts.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:07 pm.

Approved: this _________ day of ___________, 2024

Signed: this _________ day of ___________, 2024

APPROVED:

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, City Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: August 7, 2024

TO: Honorable City Council Members

FROM: Linda Proskey, City Secretary

THROUGH: Linda Proskey, City Secretary

SUBJECT: Consider the approval of the August 5, 2024, Special City Council Meeting Minutes.

BACKGROUND/INFORMATION:
Meeting miunutes for the special meeting held on Aug. 5, 2024.

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. August 5, 2024 Special CC Meeting - Draft Minutes

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/7/2024
Linda Proskey, City Secretary	Final Approval - 8/8/2024

Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CITY COUNCIL
SPECIAL MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
AUGUST 5, 2024

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 6:46 p.m.

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner	Mayor
Malissa Minucci	Mayor Pro Tem/Council Member Place 5 (Absent without notice)
Pat Shelbourne	Council Member Place 1
Cris Blackburn	Council Member Place 2
Lovie Downey	Council Member Place 3
Andrew Neal	Council Member Place 4
Mark Taylor	Council Member Place 6
Jan Hill	Council Member Place 7

and

Sandra Gibson	Interim City Manager and Finance Director
Linda Proskey	City Secretary
Kaleb Smith	City Attorney
Timothy Hamilton	Director of Parks and Community Services
Brian Teneyck	Assist. Director of Parks and Community Srv.
Deby Woodard	Assistant Finance Director
Paul Hackleman	Public Works Director
Randy Barkley	Fire Chief
Robert Parker	Police Chief
Julie Rodriguez	Director of Human Resources
Betty King	Assistant Director of Library Services

INVOCATION

Pastor Dennis Hester of the First Baptist Watauga Church and Police Chaplain gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Neal reminded people to vote in the upcoming election and to register to vote. He also encouraged residents to adopt a pet.

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

CONSENT AGENDA

There were no consent items

ACTION ITEMS

1. **Consider action and approval of a resolution accepting the Certified Tax Roll for Tax Year 2024 from the Tarrant Appraisal District as certified by the Chief Appraiser.**

   Sandra Gibson, Interim City Manager and Director of Finance, presented the item. She said that last year, one of the council members had asked for a mapping of the certified tax roll. She provided the mapping she received from the district, as well as a summary of property tax revenue and distribution.

   Councilmember Neal made a motion to accept the item as presented. Councilmember Hill seconded the motion. Mayor Miner called for a vote.

   Motion carried 6-0-0-.

   Ayes, Blackburn, Neal, Taylor, Hill, Shelbourne, Downey
   Nays: None
   Abstain: None
   Absent: Minucci

2. **Discuss and consider action on setting a Public Hearing on the FY2024-2025 Proposed Budget for August 12, 2024, at 6:30 p.m.**

   Councilmember Hill made a motion to approve the item as presented. Councilmember Shelbourne seconded the motion. Mayor Miner called for a vote.

   Motion carried 6-0-0-1.

   Ayes, Blackburn, Neal, Taylor, Hill. Shelbourne, Downey,
   Nays: None
   Abstain: None
   Absent: Minucci

3. **Discuss and consider action and take a record vote on the proposed tax rate of $0.5702 per $100 valuation for the FY2024-2025 Fiscal Year.**

   Sandra Gibson, Interim City Manager and Director of Finance, presented the item. She stated that the tax rate of 0.5702 is the tax rate within the proposed budget document. It brings in enough revenue to the general fund, covers maintenance and operations, and includes the debt service for the 2024 certificates of obligation. The no-new-revenue rate is 0.540097, the approval rate is 0.575477, and the de minimis rate is 0.576204. The proposed rate of 0.5702 is under both the voter approval rate and the de minimis rate.

   Councilmember Shelbourne made a motion to approve the item as presented. Councilmember Downey seconded the motion. Mayor Miner called for a record vote.

   Motion carried 6-0-0-1

   Place 1 – Shelbourne, Yes
   Place 2 – Blackburn, Yes
   Place 3 – Downey, Yes
   Place 4 – Neal, Yes
   Place 6 – Taylor Yes
   Place 7 Hill, Yes

   Nays: None
   Abstain: None
   Absent: Minucci

4. **Discuss and consider action on setting the Public Hearing on the Proposed Tax Rate of $0.5702 per $100 valuation for August 26, 2024, at 6:30 p.m.**

   Sandra Gibson, Interim City Manager and Director of Finance

   Councilmember Taylor made a motion to approve the item as presented. Councilmember Hill seconded the motion. Mayor Miner called for a vote.

   Motion carried 6-0-0-1.

   Ayes, Blackburn, Neal, Taylor, Hill, Shelbourne, Downey,
   Nays: None
   Abstain: None
   Absent: Minucci

5. **Discuss and consider action on setting the date of August 26, 2024 to adopt the proposed tax rate of $0.5702 per 100 valuation for the 2024-2025 Fiscal Year.**

   Councilmember Hill made a motion to approve the item as presented. Councilmember Neal seconded the motion. Mayor Miner called for a vote.

   Motion carried 6-0-0-1.

Ayes, Blackburn, Neal, Taylor, Hill, Shelbourne, Downey
Nays: None
Abstain: None
Absent: Minucci

ITEMS FOR FUTURE AGENDAS

Councilmember Blackburn would like to discuss a councilmember to be a member of the National League of Cities. Mayor Miner asked her to send him any information she has on the matter. Councilmember Downey seconded the motion.

ADJOURNMENT

Mayor Miner adjourned the meeting at 7:02 pm.

Approved: this _________ day of ___________, 2024

Signed: this _________ day of ___________, 2024

APPROVED:

____
Arthur L. Miner, Mayor

ATTEST:

____
Linda Proskey, City Secretary

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Public Hearing on the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2024-2025

BACKGROUND/INFORMATION:

This item is to allow for public input and comment regarding the Watauga Crime Control and Prevention District's Proposed Budget for FY2024-2025. The CCD Budget adoption requirements are as follows:

Texas Local Government Code Sec. 363.205. APPROVAL OF BUDGET BY GOVERNING BODY OF CREATING POLITICAL SUBDIVISION. (a) Not later than the 45th day before the date each fiscal year begins, the governing body of the political subdivision that created the district shall hold a public hearing on the budget adopted by the board and submitted to the governing body.(b) The governing body must publish notice of the hearing in a newspaper with general circulation in the district not later than the 10th day before the date of the hearing.(c) Any resident of the district is entitled to be present and to participate at the hearing.(d) Not later than the 30th day before the date the fiscal year begins, the governing body shall approve or reject the budget submitted by the board. The governing body may not amend the budget.(e) If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.(f) The budget may be amended after the beginning of the fiscal year on approval by the board and the governing body.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council allow for public input as posted and advertised.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 080120242_10
2. CCD PROPOSED BUDGET FY2024-25 (revised 6-4-24)

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/6/2024

AGENDA MEMORANDUM

David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
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Miami Herald
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The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
18806	579122	Print Legal Ad-IPL01867250 - IPL0186725		$69.40	1	34 L

Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@wataugatx.org

NOTICE OF PUBLIC HEARING
CITY OF WATAUGA, TEXAS
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, AUGUST 12, 2024
6:30 P.M.

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Crime Control and Prevention District for the 2024-2025 Fiscal Year on Monday, August 12, 2024, during the regularly scheduled City Council Meeting, which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on August 1, 2024 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 August 1, 2024, before 6:00 p.m. in accordance with Local Government Code Chapter 363.204(b) of the Texas Local Government Code.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186725
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

PROPOSED BUDGET

FY2024-2025

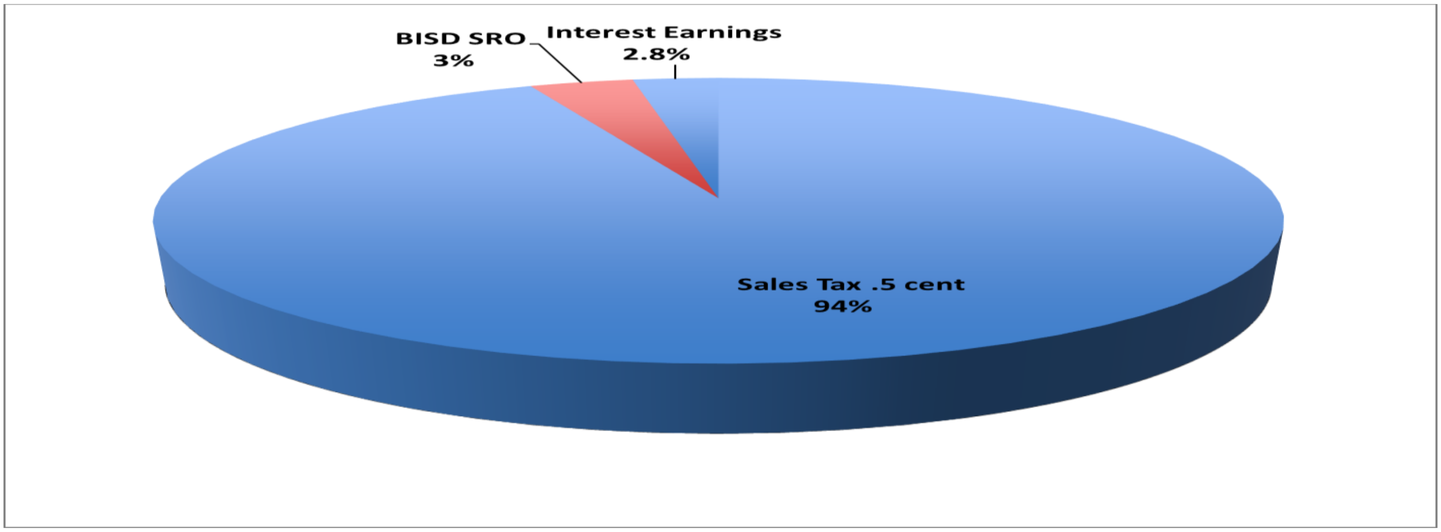
SPECIAL REVENUE FUNDS
CRIME CONTROL DISTRICT – FUND 18

The Crime Control and Prevention District was established to account for a one-half cent sales tax increase approved by voters on March 23, 1996, for an initial five years and extended by voters each ten years. On the most recent election, May 1, 2021, voters extended the sales tax collection for ten more years. The purpose of the increase in sales tax is to enhance law enforcement in Watauga. The additional funding is used to add officers and purchase additional equipment and supplies for law enforcement purposes.

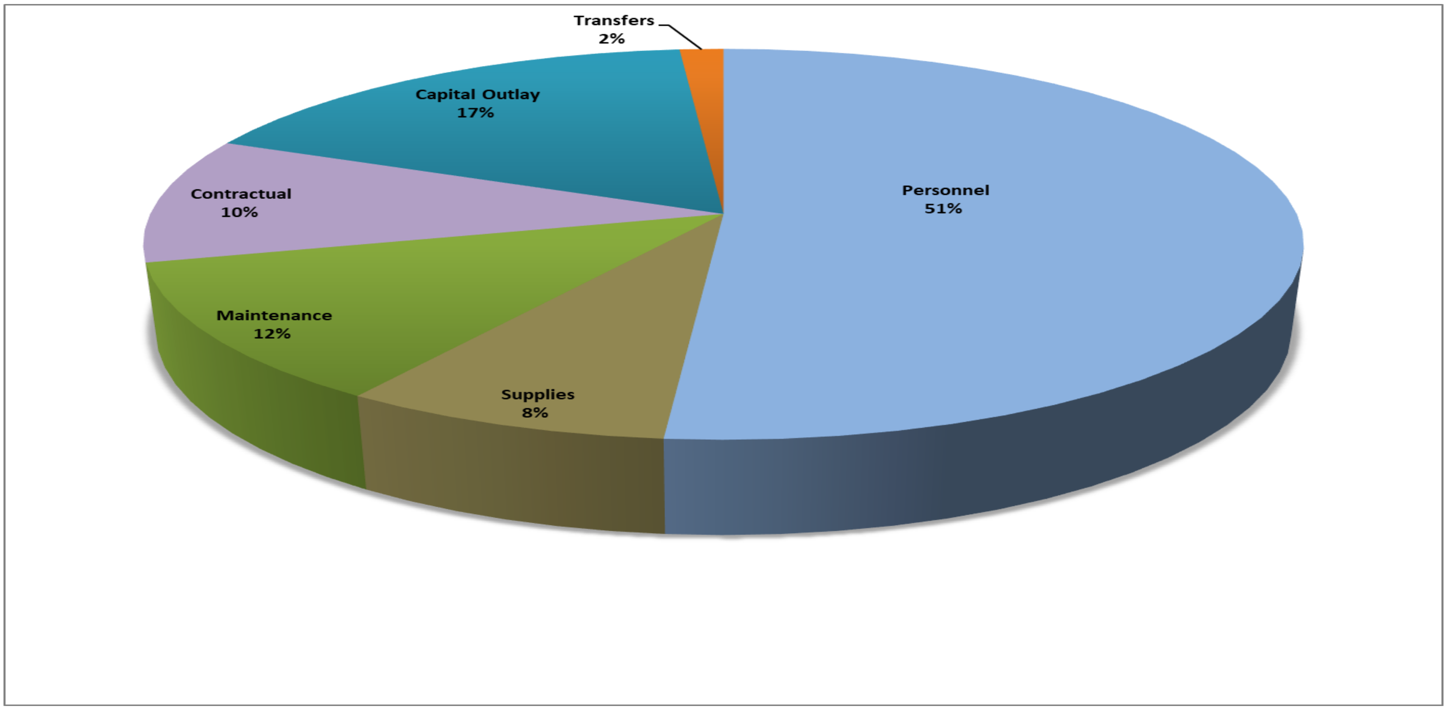
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue continues to trend flat and is forecasted to be the same as in FY2023-2024 at $1,977,000.

Where Does the Money Come From?



Where Does the Money Go?



CRIME CONTROL DISTRICT
BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	% CHANGE
	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed	FY2024-2025 VS 2023-2024
Fund Balance, October 1	**$1,010,402**	**$1,329,162**	**$1,367,852**	**$1,464,248**	**$1,508,694**	
Revenues:						
Sales Taxes	1,846,233	1,897,062	1,977,000	1,977,000	1,977,000	0.0%
BISD SRO	63,848	66,319	66,000	70,346	73,000	10.6%
Transfer In From ERF	0	0	0	0	0	0.0%
Interest Earnings/Other	9,781	56,498	60,000	70,000	60,000	0.0%
Proceeds From Sales of Assets	34,701	17,201	0	0	0	0.0%
Operating Revenues	**$ 1,954,563**	**$ 2,037,080**	**$ 2,103,000**	**$ 2,117,346**	**$ 2,110,000**	**0.33%**
Total Available Resources	**$ 2,964,965**	**$ 3,366,241**	**$ 3,470,852**	**$ 3,581,594**	**$ 3,618,694**	**4.3%**
Expenditures:						
Operating Expenditures	1,605,803	1,718,849	2,006,800	1,822,800	2,189,750	9.1%
Capital Outlay	0	145,318	212,100	212,100	460,750	117.2%
Total Expenditures	1,605,803	1,864,167	2,218,900	2,034,900	2,650,500	**19.5%**
Operating Transfers-Out						
To General Fund	30,000	37,827	38,000	38,000	38,000	0.0%
To Capital Projects	0	0	0	0	0	0.0%
To Internal Service Fund	0	0	0	0	0	0.0%
Total Operating Transfers-Out	30,000	37,827	38,000	38,000	38,000	**0.0%**
TOTAL OPERATING & TRANSFERS	$ 1,635,803	$ 1,901,994	$ 2,256,900	$ 2,072,900	$ 2,688,500	**19.1%**
Fund Balance, September 30	$1,329,162	$1,464,248	$1,213,952	$1,508,694	$930,194	
CHANGE IN FUND BALANCE	$318,760	$135,086	($153,900)	$44,446	($578,500)	
Fund Balance Policy Min @ 20%					$445,550	

Police – Crime Control District

Mission Statement

The mission of the Watauga Police Department is to provide the highest quality police service while safeguarding individual liberties and building positive community relationships.

Department Overview

The Watauga Police Department provides services 24 hours a day 365 days a year to all the citizens of Watauga and those traveling in and out of the city.

The Watauga Police Department provides leadership and support to all members of the public, as well as Police personnel through fiscal responsibility and modeling of the City's values. The department is committed to strengthening and maintaining an atmosphere of community partnership, providing transparency, supporting continued training and leadership development of personnel, and providing opportunities for career growth and employee retention.

While the primary focus of the department is to ensure a safe environment for residents and businesses, several programs and services exist to address community needs and foster partnerships with the community.

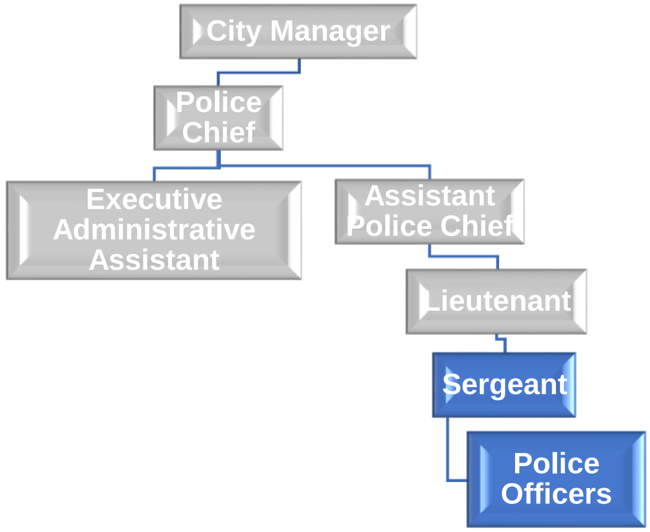
Highlights/Achievements for FY2024

- Maintained a low response time to calls with minimum staffing.
- Fully staffed Code Enforcement.
- Promoted a Senior Code Officer.
- Created a more positive presence on social media.
- Increased the total number of Flock Safety Cameras by five.
- Transitioned to a new rifle.
- Launched the Drone Program.
- Obtained Texas Police Chiefs Association Re-recognition status.

Goals/Objectives for FY2025

- Fully staff Animal Services Division.
- Create a Code Enforcement position for commercial issues concentration.
- Recruit and fully staff sworn positions.
- Backfill CID, Community Services Officer, and Traffic/Motors Divisions.
- Develop and participate in community policing and engagement events (such as Coffee with a Cop, National Night Out, neighborhood patrols, and block meetings).

Organizational Chart



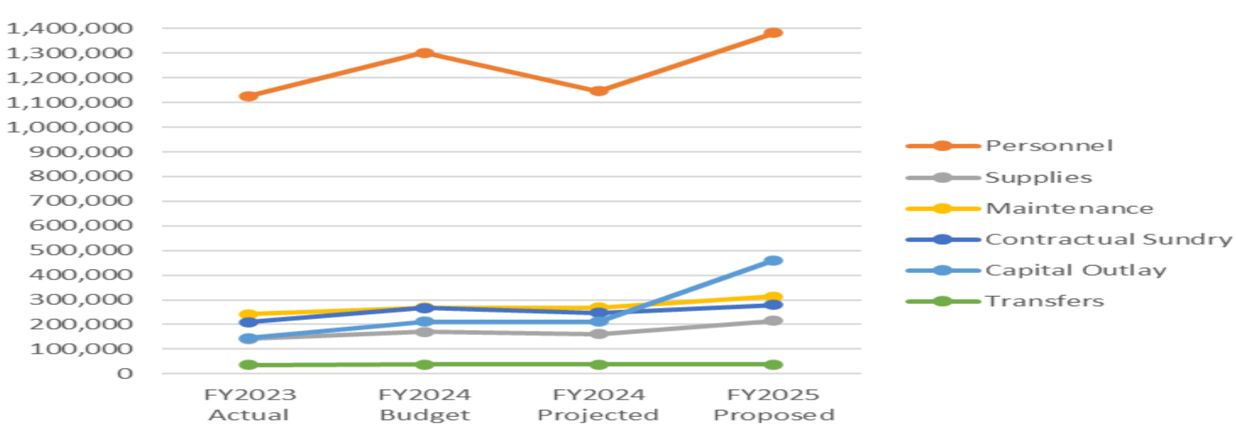
Budgeted Positions

Position Title	FY2023 Actual	FY2024 Actual	FY2025 Budget
Sergeant	1.00	1.00	1.00
Police Officer	11.00	11.00	11.00
Total Police – CCD FTE	**12.00**	**12.00**	**12.00**

Summary of Expenditures by Category

The Police Department – Crime Control District budget increased by $431,600 primarily due to one-time and capital outlay purchases and personnel increases. Contingency was adjusted by $5,000, crime victim liaison budget increased by $4,000 based on the estimate from North Richland Hills, and the capital outlay adjustment came to an increase of $187,900 in total.

	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed
Personnel	1,126,436	1,301,400	1,145,300	1,382,100
Supplies	142,327	170,500	161,300	214,500
Maintenance	241,049	268,700	268,200	313,700
Contractual Sundry	209,038	266,200	248,000	279,450
Capital Outlay	145,318	212,100	212,100	460,750
Transfers	37,827	38,000	38,000	38,000
Total Police – CCD	**$1,901,994**	**$2,256,900**	**$2,072,900**	**$2,688,500**



Performance Measures

Workload Indicators	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Target
Total calls for service	8,876	11,000	9,200	9,500
Total reports	1,896	2,500	1,800	2,000
Total traffic stops	5,777	1,800	7,500	7,500
Total citations	4,209	4,500	3,300	3,500
Total felony arrests	327	400	300	400
Total misdemeanor arrests	722	900	650	800
Total crime victims assisted	227	300	200	250
Total SRO student contacts	6,034	6,000	7,284	6,000
Total SRO presentations	6	10	8	10
Number of area school events/contacts	4	150	2	12
Number of public safety cadet meetings	8	40	12	12
Number of public safety cadet unit training hours	87	2,000	180	2,000
Number of VIPS hours logged	228	1,000	24	1,000

Measurement	Strategic Goal	Measure Type	FY2023		FY2024		FY2025
			Goal	Actual	Goal	Projected	Goal
# of offenses known to law enforcement.	# 2. Expand public safety through non-enforcement efforts.	Quantitative	500	500	400	400	375
City population per census data.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		23,050	22,500	22,500	22,500
Crime rate per capital.	# 2. Expand public safety through non-enforcement efforts	Quantitative		2.17%	1.80%	1.80%	1.70%
% change in crime rate per capital.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		+0.18%	-0.37%	-0.37%	-0.10%

Police - CCD at a Glance

	Location: Police Station 7101 Whitley Road		**FY2025 Budget:** $2,688,500		**Full-time Employees:** 12.00

CRIME CONTROL DISTRICT

BUDGET CHANGES

Fiscal Year 2024-2025 Compared to Fiscal Year 2023-2024 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		80,700	step, benefits, retention, COLA & TMRS adjustments
Computer Supplies	Supplies		(1,000)	Historical usage adjustment
Weapons/Ammunition	Supplies	20,000		ALERRT Program (one time portion NR FY24-25)
Weapons/Ammunition	Supplies		5,000	ALERRT Program (on-going portion NR FY24-25)
Misc. Equip/Furniture	Supplies	20,000		Furniture Replacement (one time NR FY24-25)
Radio Maintenance	Maintenance		(1,000)	Radio communications (wave) adjustment
Software Maintenance	Maintenance		1,000	CAD/RMS Spillman server/maintenance estimate adjustment
Software Maintenance	Maintenance		45,000	Flock Safety expansion (on-going NR FY24-25)
Special Services	Contractual/Sundry		1,000	Evidence destruction estimate adjustment
Special Services	Contractual/Sundry	3,250		Drone Program Year 2 adjustment
Contingency	Contractual/Sundry		5,000	Adjustment for items as needed
Motor Vehicles	Capital Outlay	(45,000)		Tahoe replacement (one time NR FY23-24)
Motor Vehicles	Capital Outlay	400,000		COP - patrol vehicles replacement FY24-25
Other Equipment	Capital Outlay	60,750		Flock Safety expansion (one time NR FY24-25)
Other Equipment	Capital Outlay	(9,000)		Armory Storage (one time NR FY23-24)
Other Equipment	Capital Outlay	(19,500)		Drone Program (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(15,000)		Flock Safety (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(22,600)		Portable radar signs (one time NR FY23-24)
Other Equipment	Capital Outlay	(85,000)		Rifle replacements (one time NR FY23-24)
Other Equipment	Capital Outlay	(16,000)		Traffic safety data collectors (one time NR FY23-24)
REALLOCATIONS:				
Contractual Payments	Contractual/Sundry		14,000	Crime Victim Liaison reallocated from Sundry with increased estimate
Sundry	Contractual/Sundry		(10,000)	Crime Victim Liaison reallocated to Contractual Payments
TOTALS:		**291,900**	**139,700**	

431,600 **NET INCREASE/DECREASE**

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

NEW REQUESTS

CRIME CONTROL DISTRICT
NEW REQUEST SUMMARY
FY2024-2025

Item	One-Time FY2024-2025	On-Going	Total Requested	Funded Amount		Account Category
Flock (ALPR) safety program expansion	$ 60,750	$ 45,000	$ 105,750	$ 105,750	F	Capital Outlay/Maintenance
ALERRT Program Simunitions	$ 20,000	$ 5,000	$ 25,000	$ 25,000	F	Weapons/Ammunitions
Furniture replacement	$ 20,000		$ 20,000	$ 20,000	F	Supplies
TOTAL	**$ 100,750**	**$ 50,000**	**$ 150,750**	**$ 150,750**		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Flock (ALPR) Safety Camera program expansion
REQUEST TYPE: One-Time & On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
BUDGET CODE:
FULL FY2024-2025 COST: $60,750
ANY ON-GOING FUTURE COSTS: $45,000
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Additional Flock and intersection cameras to expand and enhance the existing Flock (ALPR) Program.
Year one will be a cost of $60,750 for the implementation costs for 5 LPR products and 10 video products.
There will be an annual recurring cost of $45,000 going forward.

SAVINGS/BENEFITS/BUDGET IMPACT

Additional enhancements to the existing program will afford the citizens a safer community through investigative opportunities, allow for a rapid and more definitive identification of suspects leading to a more prosecutable case presented to the Tarrant County District Attorney. This program will also enhance our ability and partnership with the regional Real Time Crime Center that assists in the investigation of in progress crimes by tracking suspects as well as tracking of suspects after crimes have been perpetrated against our citizens.

The current budget in the capital account is $0 and with the one-time request of $60,750 that will increase the total budget to $60,750 for fiscal year 2024-25 if approved.

The current budget in the software maintenance account is $192,500 and with the on-going increase of $45,000 to the existing flock ALPR program that will increase the flock ALPR program to $70,500 on-going and the overall software maintenance budget to $237,500 going forward if approved..

CONSEQUENCES OF NOT FUNDING PROGRAM

Increased difficulty in identifying suspects after crimes have been perpetrated and an inability to track some criminals as the crime has just been committed.

EXPENSE IMPACT

BUDGET CODE		*2024-2025 NEW REQUEST*	*2024-2025 TOTAL BUDGET WITH REQUEST*
18-080-85170	Other Equipment	$60,750	$60,750
18-080-63510	Software Maintenance	$45,000	$237,500
	TOTALS:	**$105,750**	**$298,250**

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District

PROGRAM TITLE: ALERRT Training Program SIMUNITIONS for HK VP9

REQUEST TYPE: One-Time & On-Going **RANKING:** 1

FUND/DEPT: 18-080 **GOAL #:** 6

BUDGET CODE: 18-080-52330 Weapons/Ammunition

FULL FY2024-2025 COST: $20,000

ANY ON-GOING FUTURE COSTS: $5,000

FULL FY2024-2025 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

TCOLE has mandated Advanced Law Enforcement Rapid Response Training (ALERRT) for all Texas agencies. ALERRT is the training for response to active shooter situations such as school shootings and other type of shootings where the shooter is actively firing and causing injury or death to other persons. This training will be ongoing throughout the foreseeable future. In order for us to comply with state mandates, we will need the conversion kits from standard ammunition to simulated ammunition for our handguns (HK VP9's) which are currently issued to officers so trainning can be done with the weapon they carry. The amount of this request includes the conversion kits for approximately 10 weapons and simunition sufficient for all staff to be trained in accordance with the Texas Commission on Law Enforcement Education. There will be on-going expenses for the simunition cartridges as needed for trainings.

SAVINGS/BENEFITS/BUDGET IMPACT

This will allow officers to train with the exact pistol they carry on duty which is a benefit for the officer and less liability for the department. We would be able to utilize all the officers equipment they currently have issued which reduces any additional costs.

CONSEQUENCES OF NOT FUNDING PROGRAM

We will not be able to comply with the TCOLE mandate.

EXPENSE IMPACT

BUDGET CODE		*2024-2025 NEW REQUEST*	*ON-GOING EXPENSES*
18-080-52330	Weapons/Ammunition	$20,000	$5,000
	TOTALS:	**$20,000**	**$5,000**

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Furniture replacement
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 6
BUDGET CODE: 18-080-52260
FULL FY2024-2025 COST: $20,000
ANY ON-GOING FUTURE COSTS:
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: Misc Furniture
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Furniture replacement program to replace badly worn furniture that is well over 10 years old and breaking down.

SAVINGS/BENEFITS/BUDGET IMPACT

Funding this item will provide for a more comfortable work atmosphere and comfortability of employees as well as replace broken items that have worn out over the last 10 years.

The current budget in this line item is $0 and with the approval of the one-time purchases will bring to total budget to $20,000.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this will reduce the employee comfort while working.

EXPENSE IMPACT

BUDGET CODE	*CURRENT BUDGET*	*2024-2025 NEW REQUEST*	*2024-2025 TOTAL BUDGET WITH REQUEST*
18-080-52260	Misc. Furniture	$20,000	$20,000
	TOTALS:	**$20,000**	**$20,000**

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

CAPITAL OUTLAY

VEHICLE #	ODOMETER	MAKE	MODEL	YEAR	PLATE #	Purchase Date	PURCHASE PRICE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST	ASSIGNED
165	67874	CHEVY	TAHOE	2018	1397492	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
166	57523	CHEVY	TAHOE	2018	1397496	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
167	56170	CHEVY	TAHOE	2018	1397494	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
168	48782	CHEVY	TAHOE	2018	1397495	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl
169	52302	CHEVY	TAHOE	2018	1397493	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl
										TOTAL:		400,000	

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Public Hearing on the FY2024-2025 Proposed Watauga Economic Development Budget

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BACKGROUND/INFORMATION:

The Watauga Economic Development Corporation adopted the FY2024-2025 Proposed Budget on July 16, 2024. The City Council is the final approving authority for the WEDC Budget. This public hearing is held to allow for public input on the proposed budget before the City Council approves the budget.

FINANCIAL IMPLICATIONS:
Estimated revenues and proposed expenditures are listed within the proposed budget.

RECOMMENDATION/ACTION DESIRED:
Staff recommends Council allow for public input on the WEDC Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. WEDC PROPOSED BUDGET FY2024-2025
2. 080120242_9

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/6/2024
David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

PROPOSED BUDGET

WATAUGA
ECONOMIC DEVELOPMENT
CORPORATION

FISCAL YEAR 2024-2025

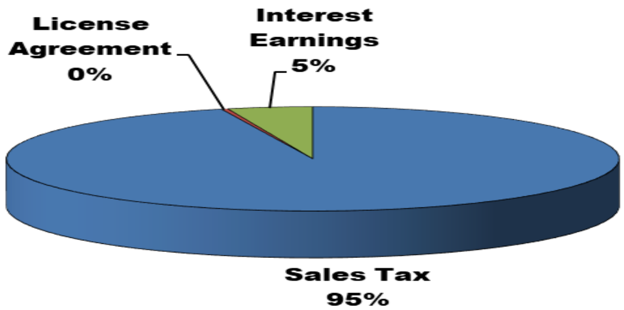
ECONOMIC DEVELOPMENT CORPORATION

(FORMERLY PARKS DEVELOPMENT CORPORATION)

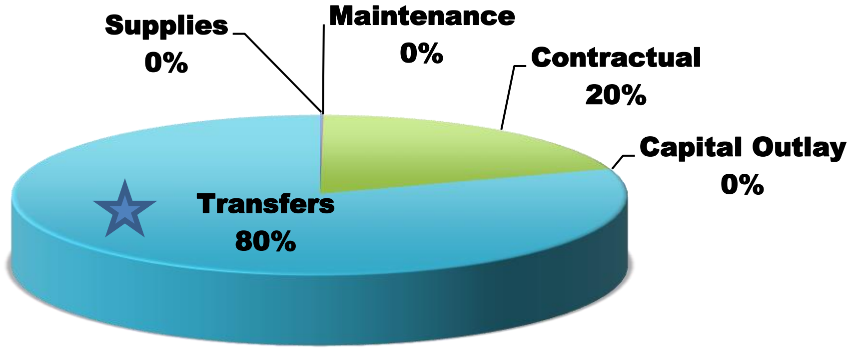
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga 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 FY2024-2025 are projected to be $996,000.

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

Economic Development

WATAUGA ECONOMIC DEVELOPMENT CORPORATION

Mission Statement

To make Watauga the best place to do business today and in the future by generating equitable economic growth opportunities, building strategic partnership, and maximizing resources.

Department Overview

To advance the economic strength of Watauga through business and community support programs, public education, and strategic partnerships. Economic Development provides emphasis on improving the business climate through new development, redevelopments, workforce development, business retention and expansion, and small business development.

To enhance the quality of life for residents and the sustainability of City businesses through the retention and revitalization of exiting business and neighborhoods, and promotion, recruitment, and coordination of new commercial and residential development in the City.

Highlights/Achievements for FY2024

- Researched and proposed the Watauga Revitalization Action Plan (WRAP) Incentive Policy designed to support local businesses by assisting with revitalization improvements.
- Economic development activity was strong for the 2024 fiscal year and included multiple business openings.
- Continued advertising efforts to include the Business Spotlight program and Shop Watauga social media platform to promote Watauga businesses.
- Continued to maintain economic development related databases to meet the needs of the development community.

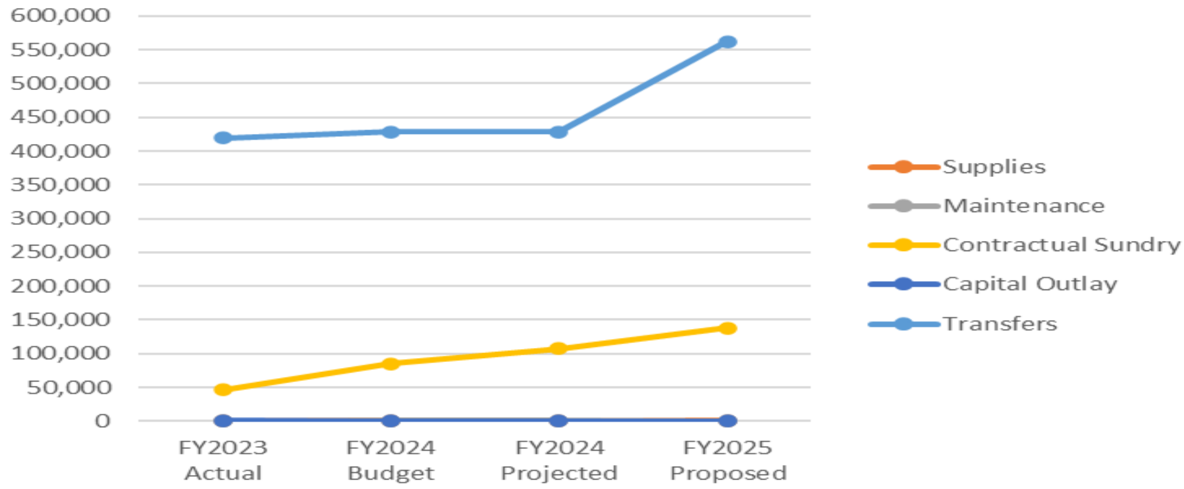
Goals/Objectives for FY2025

- Launch the WRAP program to support local business revitalization.
- Support the design and construction for the Food Business Park to support economic development efforts.
- Continue to promote Watauga businesses and stimulate participation in shop local programs.
- Prepare projects for development which allow for continued economic growth in the City.

Summary of Expenditures by Category

The Economic Development budget increased by $185,990 primarily due to the Beautification program addition, attorney fees and allocation transfer adjustments. Transfer to EDC Capital Projects in the amount of $100,000 includes $90,000 for splashpad redesign and $10,000 contingency. There were additional minor adjustments to the budget that also contributed to the overall change in the budget from 2023-2024.

	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed
Supplies	308	1,000	650	1,000
Maintenance	0	1,000	1,000	300
Contractual/Sundry	46,124	85,250	107,300	138,300
Capital Outlay	1,200	0	0	0
Transfers	419,700	428,000	428,000	561,640
Total Economic Dev.	**467,332**	**515,250**	**536,950**	**701,240**



Performance Measures

Workload Indicators	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Target
Project files opened		10		
Jobs created		35		
Responses submitted	30	50	50	50
Board meetings held	4	12	8	8
Business retention visits	157	60	165	150
Economic Development agreements	1	3	1	3
Redevelopment projects	31	2	25	20
New development projects	2	2	4	2

Measurement	Strategic Goal	Measure Type	FY2023		FY2024		FY2025
			Goal	Actual	Goal	Actual	Goal
Clients served	# 3. Develop a sustainable economic development effort.	Quantitative	15	20	15	20	25
Potential new business calls/contacts	# 3. Develop a sustainable economic development effort.	Efficiency	100	29	50	20	30
New business openings	# 3. Develop a sustainable economic development effort.	Quantitative	5		2	12	
Small business development assistance	# 3. Develop a sustainable economic development effort.	Effectiveness	5	0	2	2	5

N/A- new measure

ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY - FUND 04

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed	FY2024-2025 vs 2023-2024
Fund Balance, October 1*	**$1,631,094**	**$1,733,255**	**$2,260,280**	**$2,295,551**	**$2,833,101**	
Revenues:						
Sales Taxes	929,538	952,990	996,000	996,000	996,000	0.0%
Proceeds From Sale of Assets	0	0	0	0	0	0.0%
Interest Earnings	13,921	73,826	55,000	75,000	50,000	-9.1%
License Agreement - Services	250	2,813	3,500	3,500	3,500	0.0%
Operating Revenues	**$943,709**	**$1,029,628**	**$1,054,500**	**$1,074,500**	**$1,049,500**	**-0.5%**
Total Available Resources	**$2,574,803**	**$2,762,883**	**$3,314,780**	**$3,370,051**	**$3,882,601**	
Expenditures:						
Business Retention	3,518	3,783	6,650	43,400	56,650	751.9%
Business Attraction	25,650	20,614	24,300	23,900	34,300	41.2%
General Administration	44,502	23,236	56,300	41,650	48,650	-13.6%
Operating Expenditures	**$73,670**	**$47,632**	**$87,250**	**$108,950**	**$139,600**	**60.0%**
Operating Transfers-Out						
To General Fund	245,800	266,500	279,000	279,000	311,640	11.7%
To Internal Service Fund	0	0	0	0	0	0.0%
To Capital Projects Fund	375,000	0	0	0	100,000	0.0%
To Debt Service	147,078	153,200	149,000	149,000	150,000	0.7%
Total Operating Transfers-Out	**$767,878**	**$419,700**	**$428,000**	**$428,000**	**$561,640**	**31.2%**
TOTAL OPERATING & TRANSFERS	**$841,548**	**$467,332**	**$515,250**	**$536,950**	**$701,240**	**36.1%**
Fund Balance, September 30	**$1,733,255**	**$2,295,551**	**$2,799,530**	**$2,833,101**	**$3,181,361**	
CHANGE IN FUND BALANCE	**$102,161**	**$562,296**	**$539,250**	**$537,550**	**$348,260**	

***Includes debt service fund balance**

ECONOMIC DEVELOPMENT CORPORATION

BUDGET CHANGES

Fiscal Year 2024-2025 Compared to Fiscal Year 2023-2024 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Business Retention:				
Incentive Fund	Contractual/Sundry		50,000	Beautification Program addition
Business Attraction:				
Incentive Fund	Contractual/Sundry	10,000		380 Agreement adjustment
General Administration:				
Software Maintenance	Maintenance		(700)	Adobe Suites License adjustment
Dues & Subscriptions	Contractual/Sundry		50	TEDC dues increase
Attorney Fees	Contractual/Sundry		(5,000)	Usage analysis adjustment
Contractual Services	Contractual/Sundry		(2,000)	Civic Plus annual fee removal
Transfers;				
Transfer to General Fund	Transfers	32,640		Allocation adjustment
Transfer to Capital Projects Fund	Transfers	90,000		Splashpad redesign (50%)
Transfer to Capital Projects Fund	Transfers	10,000		Contingency
Transer to General Oblig. Debt	Transfers	1,000		Allocation adjustment
TOTALS:		**$143,640**	**$42,350**	

$185,990 **NET INCREASE/DECREASE**

ALLOCATIONS INFORMATION

WATAUGA
ECONOMIC DEVELOPMENT
CORPORATION

SCHEDULE A - Estimated Cost for Economic Development Corporation
2024-2025

Salary/ Benefits Personnel

Department		Tasks performed for the EDC	Estimated hours	Estimated Cost
City Secretary - TOTAL		**Records Retention/PIA/Minutes/Resolutions/Agenda Posting**	**416**	**$18,252**
Asst. to the City Secretary 10%		Records Retention/PIA	208	$6,529
City Secretary 10%		Agenda Prep/Minutes/Resolutions/Posting	208	$11,723
Finance - TOTAL		**Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable**	**62**	**$3,979**
Finance Director & Asst. FD- Total 45 hours		Monthly Report	5	$3,242
		EDC Attendance	5	
		Annual Budget/Annual Report/Audit	30	
Financial Analyst		Monthly Report	12	$429
Purchasing personnel		Purchasing/Accounts Payable	10	$309
Information Technology - TOTAL		Marketing /Website/Projects/Updates	1768	**$69,223**
Media Specialist		85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL		Project Coordination/Oversight	125	**$8,464**
			`	
City Manager's Office		EDC Director, Business Retention, Economic Development Duties		**$192,812**
EDC Coordinator		100% Economic Development Coordinator position salary & benefits	2080	$75,837
EDC Director (City Manager)		50% City Manager salary & benefits	1040	$116,976
Sub-total				**$292,731**

Other Items

Annual Audit Allocation		4% of Total		$2,500
Codification Fees		15% of Total		$1,200
Mowing of EDC project sites		9 times per year		$15,210
Sub-total				**$18,910**
GRAND TOTAL				***$311,641***

CAPITAL PROJECTS

ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY			PROJECTED YEAR		BUDGET
	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed
Fund Balance, October 1	**$38,835**	**$38,660**	**$30,346**	**$21,146**	**$32,345**	**$24,345**
Revenues:						
Interest Earnings	61	247	1,543	100	2,000	2,000
Proceeds from Sale of Assets	0	0	456	0	0	0
Transfer from EDC Sales Tax Fund	0	375,000	0	0	0	100,000
Other Financing Sources	0	0	0	0	0	0
Matching Grants	0	0	0	0	0	0
Total Revenues	**$61**	**$375,247**	**$1,999**	**$100**	**$2,000**	**$102,000**
Total Available Resources	**$38,896**	**$413,907**	**$32,345**	**$21,246**	**$34,345**	**$126,345**
Expenditures:*						
Purchase of Property	0	375,000	0	0	0	0
Foster Village Improvements	0	0	0	0	0	0
Shade Structure - Indian Springs	0	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0	0	0	0	0	0
Capp Smith Park Improvements	236	0	0	0	0	90,000
Contingency	0	8,561	0	10,000	10,000	10,000
Total Expenditures	**$236**	**$383,561**	**$0**	**$10,000**	**$10,000**	**$100,000**
Other Expenditures						
Transfer to PDC Debt Service	0	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	**($175)**	**($8,314)**	**$1,999**	**($9,900)**	**($8,000)**	**$2,000**
Fund Balance, September 30	**$38,660**	**$30,346**	**$32,345**	**$11,246**	**$24,345**	**$26,345**
CHANGE IN FUND BALANCE	**($175)**	**($8,314)**	**$1,999**	**($9,900)**	**($8,000)**	**$2,000**

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
18806	579121	Print Legal Ad-IPL01867240 - IPL0186724		$69.40	1	34 L

Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@wataugatx.org

NOTICE OF PUBLIC HEARING
CITY OF WATAUGA, TEXAS
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, AUGUST 12, 2024
6:30 P.M.

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Economic Development Corporation for the 2024-2025 Fiscal Year on Monday, August 12, 2024, during the regularly scheduled City Council Meeting, which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on August 1, 2024 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 August 1, 2024, before 6:00 p.m. in accordance with Local Government Code Chapter 363.204(b) of the Texas Local Government Code.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186724
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Public Hearing on the FY2024-2025 Proposed Budget

BACKGROUND/INFORMATION:

Texas Local Government Code Section 102.006 requires the governing body of a municipality to hold a public hearing on the proposed budget and allow any person to attend and participate in the hearing. The hearing shall be set for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the governing body makes its tax levy. The budget was filed with the Municipal Clerk on July 20, 2024, and the date set to adopt a tax rate (make a tax levy) is August 26, 2024. The governing body shall provide for public notice of the date, time, and location of the hearing. City Charter Section 9.02 (C) requires public notice and hearing in accordance with applicable law, and requires that the City Council shall provide notice stating (1) the times and places where copies of the message and budget are available for inspection by the public, and (2) the time and place for a public hearing on the budget. The Public Hearing for citizen input on the Proposed Budget for Fiscal Year 2024-2025 was duly posted at City Hall and published in the Fort Worth Star Telegram on August 1, 2024. Additionally, the notice and the proposed budget were published on the City's website @https://www.cowtx.org/DocumentCenter/View/17692/CITY-OF-WATAUGA-FY2024-2025-PROPOSED-BUDGET-

The Council must take action at the conclusion of the hearing and is on the agenda as Action Item 1. A city council must take some sort of action on the budget at conclusion of the budget hearing. Id. at § 102.007(a). This action could be either to adopt the budget, or it could be a vote to postpone the final budget vote. It is recommended that the Council vote to postpone the final budget vote since the budget adoption date is set for August 26, 2024. The Council may make changes to the budget up until the time of budget adoption.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

AGENDA MEMORANDUM

Staff recommends the Council allow for public input on the proposed budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 080120242_11

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/6/2024
David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
18806	579123	Print Legal Ad-IPL01867260 - IPL0186726		$78.72	1	37 L

Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@wataugatx.org

NOTICE OF PUBLIC HEARING
FISCAL YEAR 2024-2025
CITY BUDGET

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing to on the proposed budget for Fiscal Year October 1, 2024 through September 30, 2025, on Monday, August 12, 2024 during the regularly scheduled City Council Meeting, at 6:30 p.m. at City Hall, 7105 Whitley Road, Watauga, Texas. The proposed budget is available for inspection at City Hall and is posted on the City's website, www.wataugatx.org.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY, $648,626, WHICH IS A 6.22% INCREASE FROM LAST YEAR'S BUDGET, AND OF THAT AMOUNT, $82,213 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Published on Thursday, August 1, 2024, in the Fort Worth Star Telegram.

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, on August 1,2024 before 6:00 p.m.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186726
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

AGENDA MEMORANDUM

DATE: August 9, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Consider action on the FY2024-2025 Proposed Budget after the Public Hearing as required by Chapter 102.007(a) of the Local Government Code.

BACKGROUND/INFORMATION:

Texas Local Government Code Section 102.006 requires the governing body of a municipality to hold a public hearing on the proposed budget and allow any person to attend and participate in the hearing. The hearing shall be set for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the governing body makes its tax levy. The budget was filed with the Municipal Clerk on July 20, 2024, and the date set to adopt a tax rate (make a tax levy) is August 26, 2024. The governing body shall provide for public notice of the date, time, and location of the hearing. City Charter Section 9.02 (C) requires public notice and hearing in accordance with applicable law, and requires that the City Council shall provide notice stating (1) the times and places where copies of the message and budget are available for inspection by the public, and (2) the time and place for a public hearing on the budget. The Public Hearing for citizen input on the Proposed Budget for Fiscal Year 2024-2025 was duly posted at City Hall and published in the Fort Worth Star Telegram on August 1, 2024. Additionally, the notice was published on the City's website @https://www.cowtx.org/DocumentCenter/View/17692/CITY-OF-WATAUGA-FY2024-2025-PROPOSED-BUDGET-

The Council must take action at the conclusion of the hearing. A city council must take some sort of action on the budget at conclusion of the budget hearing. Id. at § 102.007(a). This action could be either to adopt the budget, or it could be a vote to postpone the final budget vote. It is recommended that the Council vote to postpone the final budget vote since take no the budget adoption date is set for August 26, 2024. The Council may make changes to the budget up until the time of budget adoption.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

AGENDA MEMORANDUM

At the conclusion of the public hearing, it is recommended the City Council vote to delay the adoption of the budget until August 26, 2024. Council may make changes to the budget until the time of adoption.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 080120242_11

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/9/2024
David Berman, City Attorney	New -
Sandra Gibson, Interim City Manager and Director of Finance	
Linda Proskey, City Secretary	

Approved as to form for inclusion on Agenda

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

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Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@wataugatx.org

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FISCAL YEAR 2024-2025
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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, on August 1,2024 before 6:00 p.m.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186726
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

AGENDA MEMORANDUM

DATE: July 30, 2024

TO: Honorable City Council Members

FROM: Deby Woodard, Assistant Director of Finance
Frieda Buck, Financial Svcs Tech

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Discuss and consider action on approval to enter into an agreement for Bank Depository Services with First Guaranty Bank and authorize the Interim City Manager to execute associated documents.

BACKGROUND/INFORMATION:

Chapter 105 of the Texas Local Government Code requires that the City of Watauga competitively solicit Financial Institutions to provide Primary Depository Services at least every five (5) years.

The City's current five-year Depository Contract with Southside Bank ends August 31, 2024.

The City recently issued a Bank Depository Request for Applications with the assistance of Valley View Consulting, LLC. The City received eight (8) applications to provide primary depository services for the City:

- Southside Bank
- First Guaranty Bank
- First Financial Bank
- Bank of Texas
- Bank OZK
- Frost Bank
- Happy State
- Texas Capital

A committee consisting of Sandra Gibson, Interim City Manager / Finance Director, Kimberly Rupklavis, Financial Analyst II, Deby Woodard, Assistant Finance Director was established to review all applications.

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

After a detailed review and analysis of the applications, it was determined that First Guaranty Bank provided the most advantageous application to serve as the City's Primary Depository Services provider.

FINANCIAL IMPLICATIONS:
The potential impact of the award will be an estimated overall net income to the City of $301,700 over the initial two-year term of the contract and $495,650 over the full five-year term if the one-year extensions are approved.

RECOMMENDATION/ACTION DESIRED:
Staff recommends approval of awarding the primary depository services contract to First Guaranty Bank for an initial two years commencing September 1, 2024, and continuing through August 31, 2026, with three (3) one-year extension options under the same terms and conditions.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Watauga - Depository RFA Project Recap 2024
2. Watauga - Resolution -Depository Services Contract

REVIEWED BY:

Deby Woodard, Assistant Director of Finance	Approved - 8/7/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/7/2024
David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda

THE CITY OF WATAUGA, TEXAS
RESOLUTION NO. __________

A RESOLUTION OF THE CITY OF WATAUGA, TEXAS, AWARDING A PRIMARY DEPOSITORY SERVICES CONTRACT TO FIRST GUARANTY BANK AND AUTHORIZING THE INTERIM CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.

WHEREAS, the City is required by Chapter 105 of the Texas Local Government Code to select a primary depository for the City's funds, and

WHEREAS, the City has solicited for applications from eligible financial institutions to serve as the City's primary Depository, and

WHEREAS, the City has determined that First Guaranty Bank has provided the most advantageous terms to the City,

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

Section 1. The above and foregoing premises are true and correct legislative findings, and they are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council hereby awards the City's primary depository contract to First Guaranty Bank for an initial two-year term effective September 1, 2024, with the option to extend for up to three (3) additional one-year periods.

Section 3. The Interim City Manager, or designee, is hereby authorized to execute all necessary agreements to establish the depository relationship.

Section 4. If any section, paragraph, sentence, clause, phrase or word of this Resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Resolution, and the Council hereby declares that it would have passed such portions remaining despite invalidity or unconstitutionality.

Section 5. That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this ______ day of_________________, 2024**.**

APPROVED

____
Arthur Miner, Mayor

ATTEST:

____
Linda Prosky, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
David Berman, City Attorney

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

SUBJECT: Discuss and consider action to authorize the City Manager to negotiate a Credit Reservation, Purchase, and Acknowledgment Agreement with Wild-TX Lands, LLC for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds.

BACKGROUND/INFORMATION:

The City was allocated $6,066,047 through the American Rescue Plan Act. The ARPA Spending Plan Framework was approved by resolution at the City Council meeting on July 25, 2022.

The purpose of the stormwater rehabilitation project is to better manage stormwater, improve the headwall at Yampa Trail, and expand the usable park land. The plan is to improve place-making and beautification city-wide. This project will connect residents on Deer Run Drive with their neighbors on Yampa Trail and provide a connection to the Park Vista Trail system. In addition, after completion of this project, a park shall be developed on said land.

The anticipated drainage rehabilitation plan shall include design improvements for Park Vista Park Culvert Extension from the culvert crossing at Yampa Trail, which is west of the intersection of Bison Trail and Yampa Trail, to approximately 275 linear feet north, including any needed improvements to the existing headwall and channel on the south side of Yampa Trail. The plan shall tie its grading into our plans for Park Vista Park (separate project). In addition, the plan will also include the design of underground storm drains and drainage structures necessary to connect with the Deer Run Drive storm drainage.

United States Army Corps of Engineers (USACE) requires permitting and the City purchasing of land in a mitigation bank. Mitigation banks allow for Wetland and/or Stream Credits ("Mitigation Credits") to third parties in need of such mitigation as approved by the USACE when third parties are removing Wetland and/or Stream areas from their property.

Construction activities authorized by a Department of the Army permit may result in temporary and/or permanent adverse impacts to waters of the United States, including wetlands. The Regulatory Program regulations (33 CFR 320-331 and 40 CFR 230)

AGENDA MEMORANDUM

authorize the Corps to require mitigation for project impacts. The Corps is committed to the protection of the aquatic ecosystem while administering a fair and equitable permit program. The Federal government has established a goal of "no overall net loss" of wetlands and the Corps has adopted this goal to the Regulatory Program. To "mitigate" means to alleviate or moderate something harsh, or to make or become less severe or intense. The National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et. seq.) establishes policy and procedures to guide federal agency decision-making in matters affecting the quality of the human environment. For the purposes of informed environmental decision-making, the Council on Environmental Quality established by NEPA has defined "mitigation" (40 CFR 1508.20) to include: (a.) avoiding the impact altogether by not taking a certain action or parts of an action, (b.) minimizing impacts by limiting the degree or magnitude of the action and its implementation, (c.) rectifying the impact by repairing, rehabilitating, or restoring the affected environment, (d.) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action, and (e.) compensating for the impact by replacing or providing substitute resources or environments.
(https://www.swt.usace.army.mil/Missions/Regulatory/Mitigation.aspx)

The Park Vista Park Culvert project required both wetland credits and stream credits and these had to be purchased from Mitigation Banks for the mitigation of the loss of wetland and stream aquatic resources. There are two types of mitigation banks that the USACE allowed us to use on this project. Older mitigation banks are called Legacy Banks and the other banks are called Texas Rapid Assessment Method (TXRAM) Banks. The Legacy Bank we are using is less expensive than the TXRAM bank, but the maximum amount we could purchase from a Legacy Bank is 50%. The rest had to be purchased from a TXRAM Bank. We could have purchased from just a TXRAM Bank, but purchasing from two mitigation banks saved money for Watauga.

The price of Mitigation Credits does fluctuate and may increase or decrease during the negotiation.

FINANCIAL IMPLICATIONS:
The estimated $95,242 Mitigation Credit will utilize ARPA Funds.

RECOMMENDATION/ACTION DESIRED:
Authorize the City Manager to negotiate a Credit Reservation, Purchase, and Acknowledgment Agreement with Wild-TX Lands, LLC for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds. Noting that the final Mitigation Credit amount may vary.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

1. Wild-TX - City of Watauga PSA - 07222024

REVIEWED BY:

Paul Hackleman, Director of Public Works	Approved - 8/1/2024
David Berman, City Attorney	Approved - 8/2/2024
Deby Woodard, Assistant Director of Finance	Approved - 8/7/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/7/2024
Linda Proskey, City Secretary	Final Approval - 8/7/2024

Approved as to form for inclusion on Agenda

CREDIT RESERVATION, PURCHASE, AND ACKNOWLEDGMENT AGREEMENT

This Credit Purchase Agreement and Acknowledgement (this "Agreement") is made as of the 22nd day of July 2024, by and between:

"Seller" **Wild-TX Lands, LLC**
P. O. Box 6602
Tyler, Texas 75711
Contact: Preston W. Smith
Tel: (903) 780-2102
Email: preston@wildwoodcredits.com

and

"Purchaser" City of Watauga
7105 Whitely Road
Watauga, Texas 76148
Contact: Sandra Gibson
Email: financedirector@cowtx.org

The purpose of this Agreement is to establish the rights, obligations, terms and conditions for the purchase, sale and/or transfer of mitigation bank credits between Seller and Purchaser (jointly referred to as the "Parties").

RECITALS

A. WHEREAS, the United States Army Corps of Engineers ("USACE") approved Seller's Mitigation Banking Instrument(s) ("MBI"), and/or Seller took assignment of the following approved MBI's: Mill Branch Mitigation Bank, Hickory Creek Mitigation Bank, Red Oak Umbrella Mitigation Bank, Cottonwood Creek Mitigation Bank, Wilbarger Creek Mitigation Bank, Mill Creek Mitigation Bank, Bunker Sands Mitigation Bank, and Bill Moore Mitigation Bank (individually the "Project" or collectively, the "Projects").

B. WHEREAS, the Projects are established mitigation banks allowing for the sale of Wetland and/or Stream Credits ("Mitigation Credits") to third parties in need of such mitigation as approved by the USACE.

C. WHEREAS, as part of the permitting process, the USACE has imposed or may impose a requirement on Purchaser, as a condition to granting a permit, that certain mitigation efforts be undertaken regarding impacted aquatic resources and that Mitigation Credits may be purchased to satisfy such requirements of that permit.

D. WHEREAS, Purchaser has requested to buy Mitigation Credits from the Seller as intended mitigation for impacts within the service area, or as approved on a case-by-case basis by the USACE out of the Projects' service area.

E. WHEREAS, Purchaser and Seller enter into this Agreement to set forth the terms and conditions to which the purchase, sale and/or transfer of the Mitigation Credits will be implemented.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Purchase and Sale of Credits; Purchase Price**. Purchaser agrees to purchase, and Seller agrees to sell **46.18 In-Channel Intermittent Stream Credits** from **Mill Branch Mitigation Bank** and **0.1 Emergent Wetland Credit** from **Bunker Sands Mitigation Bank** (collectively the "Purchased Credits") for a total non-refundable price of **$95,242** (the "Purchase Price"). The sale of Purchased Credits by Seller to Purchaser pursuant to this Agreement is final. Under no circumstances shall Purchaser be entitled to a refund of any amounts provided to Seller.
2. **Notification of USACE; Cooperation with Seller.** Purchaser shall deliver to Seller the required information for transfer of credits attached hereto as **Exhibit B**: (i) if known at the time of purchase the USACE permit number (ii) the type and number of Purchased Credits; (iii) the exact location and/or county of the Project; (iv) a brief description of the activities of the project. Seller shall then send notice of credit transfer to USACE within thirty (30) days of receiving payment for the credits set forth above in Section 1.
3. **Conservation Obligations**. Seller shall, in accordance with its obligation to the mitigation bank, perpetually provide for the conservation of the mitigation bank, or banks, and shall carry out all of its obligations in accordance with the applicable terms and conditions set forth therein.
4. **Assignability**. No Party shall assign this Agreement or any part hereof, expect to an affiliate, or wholly-owned subsidiary company, and such assignment is approved by the USACE; Purchaser and such subsequent buyer shall execute an amendment to this Agreement providing to Seller the information set forth in Section 2, above. Seller shall send notice to the USACE of the assignment of Purchased Credits to the subsequent buyer.
5. **Amendments**. This Agreement may be amended or modified in whole or in part, and terms and conditions may be waived, only by a duly authorized agreement in writing which makes reference to this Agreement executed by each Party.
6. **Term**. If Purchaser fails to pay the Purchase Price within thirty (30) days from the date of mutual execution of this Agreement the Purchased Credits will be returned to their respective ledger(s) and this Agreement shall be considered terminated, unless extended by mutual agreement of the parties through a written amendment.

7. **Notice**. All notices and other communications provided for herein shall be in writing and shall be delivered by overnight courier service, mailed by certified or registered mail, to the addresses provided for in this Agreement, or electronic mail unless otherwise provided for in writing.
8. **Entire Agreement**. This Agreement constitutes the entire agreement between the Parties regarding the subject matter herein, and any previous communications or agreements between the Parties (whether written or oral) related thereto are hereby superseded.

IN WITNESS WHEREOF, Purchaser and Seller have caused this Agreement to be executed by their duly authorized representatives as of the date set forth above.

Seller: Wild-TX Lands, LLC a Texas limited liabilities company

By: ____________________________
Name: Preston W. Smith
Its: President

PURCHASER: City of Watauga

By: ____________________________

Name: ____________________________

Its: ____________________________

Exhibit A
Wire Instructions

Beneficiary Information

Wild-TX Lands, LLC
P.O. Box 6602
Tyler, TX 75711
(903) 579-9335

Beneficiary Financial Institution

Southside Bank
P.O. Box 1079
Tyler, TX 75710-1079
(903) 531-7111

Checking Account Information

Routing Number
111923607

Account Number
144847701

Exhibit B
Credit Transfer Information

1. **USACE Permit Number:** SWF-2024-00234

2. **Mitigation Bank, Service Area, Credit Type, and Number:** 46.18 In-Channel Intermittent Stream Credits from Mill Branch Mitigation Bank and 0.1 Emergent Wetland Credit from Bunker Sands Mitigation Bank

3. **Project Location or County:** Park Vista Park, Deer Run Drive, Watauga, TX 76137 (32.866581, -97.271476)

4. **Brief Description of Impacts:** Impacts associated with the extension of a culvert from Yampa Trail.

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Discuss and consider action to authorize the City Manager to negotiate a Credit Sales Agreement with Trinity River Mitigation Bank, L.P. for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds.

BACKGROUND/INFORMATION:

The City was allocated $6,066,047 through the American Rescue Plan Act. The ARPA Spending Plan Framework was approved by resolution at the City Council meeting on July 25, 2022.

The purpose of the stormwater rehabilitation project is to better manage stormwater, improve the headwall at Yampa Trail, and expand the usable park land. The plan is to improve place-making and beautification city-wide. This project will connect residents on Deer Run Drive with their neighbors on Yampa Trail and provide a connection to the Park Vista Trail system. In addition, after completion of this project, a park shall be developed on said land.

The anticipated drainage rehabilitation plan shall include design improvements for Park Vista Park Culvert Extension from the culvert crossing at Yampa Trail, which is west of the intersection of Bison Trail and Yampa Trail, to approximately 275 linear feet north, including any needed improvements to the existing headwall and channel on the south side of Yampa Trail. The plan shall tie its grading into our plans for Park Vista Park (separate project). In addition, the plan will also include the design of underground storm drains and drainage structures necessary to connect with the Deer Run Drive storm drainage.

United States Army Corps of Engineers (USACE) requires permitting and the City purchasing of land in a mitigation bank. Mitigation banks allow for Wetland and/or Stream Credits ("Mitigation Credits") to third parties in need of such mitigation as approved by the USACE when third parties are removing Wetland and/or Stream areas from their property.

AGENDA MEMORANDUM

Construction activities authorized by a Department of the Army permit may result in temporary and/or permanent adverse impacts to waters of the United States, including wetlands. The Regulatory Program regulations (33 CFR 320-331 and 40 CFR 230) authorize the Corps to require mitigation for project impacts. The Corps is committed to the protection of the aquatic ecosystem while administering a fair and equitable permit program. The Federal government has established a goal of "no overall net loss" of wetlands and the Corps has adopted this goal to the Regulatory Program. To "mitigate" means to alleviate or moderate something harsh, or to make or become less severe or intense. The National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et. seq.) establishes policy and procedures to guide federal agency decision-making in matters affecting the quality of the human environment. For the purposes of informed environmental decision-making, the Council on Environmental Quality established by NEPA has defined "mitigation" (40 CFR 1508.20) to include: (a.) avoiding the impact altogether by not taking a certain action or parts of an action, (b.) minimizing impacts by limiting the degree or magnitude of the action and its implementation, (c.) rectifying the impact by repairing, rehabilitating, or restoring the affected environment, (d.) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action, and (e.) compensating for the impact by replacing or providing substitute resources or environments.
(https://www.swt.usace.army.mil/Missions/Regulatory/Mitigation.aspx)

The Park Vista Park Culvert project required both wetland credits and stream credits and these had to be purchased from Mitigation Banks for the mitigation of the loss of wetland and stream aquatic resources. There are two types of mitigation banks that the USACE allowed us to use on this project. Older mitigation banks are called Legacy Banks and the other banks are called Texas Rapid Assessment Method (TXRAM) Banks. The Legacy Bank we are using is less expensive than the TXRAM bank, but the maximum amount we could purchase from a Legacy Bank is 50%. The rest had to be purchased from a TXRAM Bank. We could have purchased from just a TXRAM Bank, but purchasing from two mitigation banks saved money for Watauga.

The price of Mitigation Credits does fluctuate and may increase or decrease during the negotiation.

FINANCIAL IMPLICATIONS:
The estimated $71,583 Mitigation Credit will utilize ARPA Funds.

RECOMMENDATION/ACTION DESIRED:
Authorize the City Manager to negotiate a Credit Sales Agreement with Trinity River Mitigation Bank, L.P. for the Park Vista Stormwater Rehabilition Improvements utilizing ARPA funds. Noting that the final Mitigation Credit amount may vary.

AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSA City of Watauga
2. W-9 & Wire Instrux TRMB

REVIEWED BY:

Paul Hackleman, Director of Public Works	Approved - 8/1/2024
David Berman, City Attorney	Approved - 8/2/2024
Deby Woodard, Assistant Director of Finance	Approved - 8/7/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/7/2024
Linda Proskey, City Secretary	Final Approval - 8/7/2024

Approved as to form for inclusion on Agenda

CREDIT SALES AGREEMENT

This Credit Sales Agreement (the "Agreement") is entered into by and between Trinity River Mitigation Bank, L.P., a Texas limited partnership ("TRMB"), and City of Watauga, a Texas local government (the "Purchaser").

R E C I T A L S:

A. Pursuant to that certain Mitigation Banking Instrument Agreement dated April, 2001 (the "MBI") between, among others, Wetland Partners, L.P., a Texas limited partnership ("Wetland Partners"), as the sponsor, West Fork Partners, L.P., a Texas limited partnership ("West Fork") and the U.S. Army Corp of Engineers ("USACE"), Wetland Partners, as Sponsor of the Bank, and West Fork established the Trinity River Mitigation Bank under Permit Number 199800370 (the "Bank").

B. TRMB is the successor in interest to West Fork's rights under the MBI, although West Fork remains the owner of the surface of real property subject to the MBI.

C. Pursuant to the terms of the MBI, TRMB and Wetland Partners, as Sponsor of the Bank, intend to develop, restore, enhance, create and preserve wetlands, open water and riparian habitat on certain real property described in the MBI in exchange for mitigation bank credits authorized by USACE (the "Credits").

D. The Purchaser is developing certain real property, and in conjunction with such development, USACE has required that the Purchaser provide off-site wetland mitigation to compensate for impacts to USACE jurisdictional wetlands.

E. The Purchaser desires to purchase zero and six-tenths (0.6) Credits to satisfy the Purchaser's mitigation obligation.

A G R E E M E N T:

NOW, THEREFORE, for good and valuable consideration described in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Purchaser and TRMB agree as follows:

1. **Sale of the Credits**. TRMB hereby agrees to sell and assign, and does hereby sell, assign, transfer and convey to the Purchaser, and the Purchaser hereby agrees to purchase and accept, and does hereby purchase, accept, acquire and receive from TRMB, zero and six-tenths (0.6) Credits.

2. **Payment for Credits**. In consideration of the delivery of the Credits, the Purchaser agrees to pay to TRMB the sum of Seventy One Thousand Five Hundred Eighty Three and no/100 Dollars ($71,583.00) for all of the Credits purchased pursuant to this Agreement.

3. **Representations**.

(a) Representations of TRMB. TRMB represents to the Purchaser the following:

(i) TRMB is a Texas limited partnership, duly formed and validly existing;

(ii) the Credits are free and clear of all liens, pledges, security interests or other encumbrances other than those imposed by the MBI;

(iii) TRMB has duly taken all action necessary to authorize its execution and delivery of this Agreement and to authorize the consummation and performance of the transactions contemplated by this Agreement; and

(iv) this Agreement, and all other agreements executed in connection with this Agreement, are the legal, valid and binding obligations of TRMB, enforceable in accordance with their terms except as such enforcement may be limited by bankruptcy, insolvency or similar laws of general application relating to the enforcement of creditors' rights.

(v) The Bank is operated, and will continue to be operated, in accordance with all applicable USACE laws, regulations, orders, permit requirements, agreements and guidance, including, without limitation, the MBI and Permit Number 199800370.

Other than as expressly set forth above, TRMB does not make any representations or warranties to Purchaser, including, without limitation, the suitability of the Credits or whether or not the Credits will satisfy, in whole or part, any mitigation obligation of the Purchaser.

(b) Representations of Purchaser. The Purchaser represents to TRMB the following:

(i) the Purchaser is a Texas local government, duly formed and validly existing;

(ii) the Purchaser has duly taken all action necessary to authorize its execution and delivery of this Agreement and to authorize the consummation and performance of the transactions contemplated by this Agreement; and

(iii) this Agreement, and all other agreements executed in connection with this Agreement, are the legal, valid and binding obligations of the Purchaser, enforceable in accordance with their terms except as such enforcement may be limited by bankruptcy, insolvency or similar laws of general application relating to the enforcement of creditors' rights.

Other than as expressly set forth above, Purchaser does not make any representations or warranties to TRMB.

4. **Confidentiality**. The Purchaser shall keep absolutely confidential the existence of this Agreement, its terms, and all information regarding the MBI, TRMB, the Credits and the Bank that the Purchaser learned, was provided or was otherwise disclosed to Purchaser in connection with the negotiation, execution and consummation of this Agreement, except for the disclosure of those items that are already in the public domain, where disclosure is otherwise required by law, or the disclosure is approved by TRMB in writing.

5. **Notices**. Notices or other communications under this Agreement by either party to the other shall be given or delivered sufficiently if they are in writing and are delivered personally, or are dispatched by registered or certified mail, postage pre-paid, or facsimile, addressed or delivered to the other party as set forth on the signature pages to this Agreement.

6. **Binding Agreement; Assignment**. This Agreement, and its benefits and obligations, shall inure to and bind the respective heirs, executors, administrators, successors and assigns of the parties hereto. This Agreement may not be assigned by TRMB or the Purchaser without the written consent of the other.

7. **Restriction on Recordation**. Neither this Agreement nor any notice, memorandum nor notation thereof shall be recorded or disclosed by TRMB or the Purchaser in any public records or in any document made public.

8. **Attorney's Fees**. If there is a dispute between the Purchaser and TRMB under this Agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees, paralegal's fees and appellate and post-judgment proceedings and all costs thereof.

9. **Final Agreement**. This Agreement embodies the whole agreement of the Purchaser and TRMB. This Agreement shall supersede all previous communications, discussions, representations, advertisements, proposals or agreements either verbal or written, between the Purchaser and TRMB not otherwise contained in this Agreement.

10. **Captions**. The captions in this Agreement are included for convenience only and shall be given no legal effect whatsoever.

11. **Modification**. This Agreement may not be modified except by written instrument executed by both the Purchaser and TRMB.

12. **Choice of Laws: Venue**. This Agreement shall be governed by the laws of the State of Texas, and the venue for all disputes with respect to this Agreement shall be in Dallas, Dallas County, Texas.

13. **Partial Invalidity**. Should any part of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such a determination shall not render void, invalid or unenforceable any other part of this Agreement, provided, however, that the parties receive the full consideration bargained for hereunder.

14. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall constitute an original, and all of which shall constitute one and the same agreement.

[the remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the Purchaser and TRMB have executed this Agreement effective for all purposes as of the ______ day of _________________, 2024.

TRMB:

TRINITY RIVER MITIGATION BANK, L.P.
a Texas limited partnership

By: Wetland Partners, L.P.
Its: General Partner

By: WF Investments, Inc.
Its: General Partner

By: ________________________
Wallace L. Hall, Jr.
Its: President

Address: 5956 Sherry Lane, Suite 1810
Dallas, Texas 75225

Tax ID #: 20-2137693

THE PURCHASER:

City of Watauga
a Texas local government

By: ________________________
Sandra Gibson
Its: Interim City Manager

Address: 7105 Whitley Road
Watauga, Texas 76148
financedirector@cowtx.org

AGENDA MEMORANDUM

DATE: July 31, 2024

TO: Honorable City Council Members

FROM: Juliet Rodriguez, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action on the implementation of the compensation study conducted by Public Sector Personnel Consultants

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BACKGROUND/INFORMATION:

Policy 6.06 of Personnel, Administration and Financial, Polices and Procedures Manual requires that the Human Resources Department maintain the City's classification plan. The Human Resources Department is also tasked with conducting external surveys of whole departments, job classifications and employee benefits, as needed.

The City of Wataug's Home Rules Charter Section 3.07(m) Specific Powers of the Council also states that the council shall 'fix the salaries and compensation of the City officers and employees."

In FY 23-24, the City of Watauga contracted Public Sector Personnel Consultants to conduct a Compensation Study. The compensation study was presented to council on Monday, July 29, 2024, in a Council Workshop. The results of the study have been shared with City Council. The agenda item provides for discussion of the implementation plan of the recommendation from the study, including the newly proposed classification plans. It is recommended that the plan be implemented as soon as possible for retention purposes and to help with recruitment efforts. The estimated transition cost including benefits is $190,000 for General Government and $165,000 for Civil Service for a total of $356,000. There would be 57 total positions adjusted on the General Government side and all Civil Service positions would be adjusted.

The recommended start date would be September 7, 2024.

FINANCIAL IMPLICATIONS:

The cost of the implementation of the study results as presented with a total estimated cost of $356,000, including benefits.

RECOMMENDATION/ACTION DESIRED:

Recommended that Council approve the implementation of the Compensation Study with available funding sources.

AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Council Memo Regarding Comp Study Presentation FINAL
2. PSPC Report Narrative
3. Appendix I - Proposed General Government Pay Grades
4. Appendix II - Proposed 3% Police Civil Service
5. Appendix III - Proposed 3% Fire Civil Service
6. Pay Plan Revised FD Comp Study 8.2024 FINAL
7. Pay Plan Revised PD Comp Study 8.2024 FINAL
8. Pay Plan Revised GG Comp Study 8.2024 FINAL

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service Director	Approved - 7/31/2024
David Berman, City Attorney	Approved - 8/1/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/2/2024
Linda Proskey, City Secretary	Final Approval - 8/2/2024

Approved as to form for inclusion on Agenda

FY 2024/2025 COMPENSATION STUDY

FOR THE

CITY OF WATAUGA

JULY 2024

PUBLIC SECTOR PERSONNEL CONSULTANTS

(888) 522-PSPC ***www.pspc.us***

CITY OF WATAUGA
FY 2024/2025 COMPENSATION STUDY

1. EXECUTIVE SUMMARY

It is with pleasure that we present this report describing the FY 2024/2025 Compensation Study and Recommended FY 2025 Salary Plan for the City of Watauga.

A. SUMMARY OF FINDINGS

1. The City has approximately 140 job descriptions in use for providing municipal services.

2. The City's current General Government grades are not competitive (more than 5% below the prevailing rates) for 88% of the salary survey benchmark job classes in comparison to the designated competitor employers and data sources (page 4).

3. The City's current General Government salary grades are competitive (not more than 5% below the prevailing rates) for just 12% of the salary survey benchmark job classes in comparison to the designated competitor employers and data sources (page 4).

4. The City's current Police and Fire pay tables are mostly competitive; current pay grades for top out of Police Officer, Firefighter Paramedic and Assistant Chiefs in both Police and Fire are below market (page 4).

5. The City is offering a competitive number, type and level of employee benefits and incentives for most areas surveyed; offerings for certification pay in police and fire, paramedic incentive pay, and bilingual pay (not currently offered) are below market practices (page 5).

6. Updated General Government pay grade adjustments have been proposed using the available market data and modeled at the average of market prevailing rates (page 7 and Appendix 1).

7. A market adjustment of 3% is proposed for Police and Fire pay tables (Appendix 2 and 3).

8. Actual salaries for General Government employees are low; over 80% of the workforce is paid below mid-grade (Midpoint) of their pay grade with an average of 4+ years in their job.

9. The current salaries of 57 General Government employees fall below the Pay Grade Minimum proposed for their job class, for an estimated cost of $190,000* to bring them to Minimum.

10. A 3% market adjustment to Civil Service scales would re-align the values nearer to market; the estimated cost of a 3% adjustment is $166,000*.

11. The total estimated cost to adopt the study recommendations is $356,000 including benefits.

12. It remains appropriate to provide merit increases for General Government staff and step increases for Police and Fire personnel, and Cost of Living Increases up to 4% within the proposed FY 2025 Salary Plans.

* includes 20% load cost for benefits

B. SUMMARY OF RECOMMENDATIONS

1. Re-establish the City’s salary competitiveness policy at 100%, or market average, of the estimated prevailing rates (page 6).

2. Utilize the proposed salary grade table for General Government employees (page 7).

3. Adopt the FY 2025 base salary grade adjustments for General Government positions and Civil Service positions (Appendices 1, 2, 3).

4. Bring the salaries of any employees below proposed Minimum to the Minimum of the salary grade for their position's job class on the plan's effective date (page 8).

5. Increase monthly certification pay for Civil Service classifications.

6. Develop a Bilingual Pay program and offer $50-$100 per month for written and verbal proficiency (page 5).

7. Provide regular merit and Cost of Living adjustments (General Government employees) and Cost of Living and step increases (Civil Service employees) on an annual basis.

8. Regularly update the salary grade placements reflecting the varying prevailing rate movement of each job class in the marketplace (page 8).

2. EXTERNAL COMPETITIVENESS COMPARISONS

The following paragraphs and tables compare the City's current salary plans to those for similar occupations at competitor employers with whom the City competes to obtain and retain high quality staff.

A. SOURCES OF EXTERNAL DATA

1. Pay Plans of Individual Employers:

We obtained the complete salary plans from the following employers and extracted data on their job classes matching the City's salary survey benchmarks.

Bedford	Keller
Burleson	North Richland Hills
Euless	Richland Hills
Haltom City	Saginaw
Hurst	

2. Private Employers in the Region:

For classifications that have proven difficult to fill, we also extracted data on occupational job classes similar to those employed by the City in the private sector using Economic Research Institute's Salary Assessor for the Fort Worth area.

B. SALARY GRADE MIDPOINT AND STRUCTURE COMPARISONS

We utilized the standard "structure-to-structure" method to compare the City's salary structures to the prevailing rates. The City's salary structure and the prevailing rates are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary grades are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers. When individual salary plans were comprised of steps, the beginning and ending steps were added and the sum divided by two (2) to calculate a true midpoint.

For Police and Fire occupations additional comparisons were also made at entry and at top-out.

C. *EXTERNAL PREVAILING RATE COMPARISON – PAY STRUCTURE COMPARISONS*

The chart below summarizes the comparison of the City's current salary structures for all benchmark job classes, to the prevailing rates of all the comparator employers from all the salary survey sources.

NOTE: Relationship of +/- 5% to the prevailing rates is considered comparable to the prevailing rates.

General Government:

Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Average Variance
Below	73	88%	- 14.76%
Comparable	7	8%	- 2.71%
Above	3	4%	+ 10.57%

The City's current General Government grades are competitive (within 5% of the prevailing rates) for 12% of the benchmark job classes, and not competitive (-5% or more below the prevailing rates) for 88% of the benchmark job classes.

Civil Service:

The average market variance across all ranks is -1.86%. Top out values for Police Officer, Firefighter/Paramedic, and Assistant Chiefs in both Police and Fire survey below market.

D. BENEFITS COMPARISONS

The chart below summarizes the comparison of the City's current benefits offerings compared to the survey agencies. Most areas are competitive unless noted:

Benefit Offering	Watauga	Market Average	Market Variance
Employee Health Insurance - Employer Pays	81%-95%	91%-100%	At Market
Family Health Insurance - Employer Pays	65%	68%	At Market
Family Health Insurance - Employee Pays	35%	32%	At Market
Certification Pay – Police and Fire	$25-$75/mo	$35-$100/mo	Slightly Below
Bilingual Pay	Not Offered	$50-$100/mo	Below
Fire Paramedic Pay	$25/mo	$50/mo	Below
Tuition Reimbursement	Up to $3,600/yr	$2,500-$3,000/yr	At Market +
Paid Holidays	13 Days	11 Days	At Market +

3. RECOMMENDED FY 2025 SALARY PLAN

The following narratives and tables describe the recommended FY 2025 salary plan for the City and its estimated fiscal impact.

A. RECOMMENDED FLEXIBLE SALARY COMPETITIVENESS POLICY

Salary *policy* is the City's expression of *where* it will place its salary levels in relation to the prevailing rates, expressed as a *percentage* of the external prevailing rates.

Prevailing Rate Salary Policy

We recommend that the City adopt a flexible policy to place its salary competitiveness policy at 100% of the prevailing rates. *"At the prevailing rates"* is defined as +/- 5% of the survey jobs' averages matching the City's benchmark job classes. An illustrative wording is:

"It is the policy of the City to place its salary grade assignments at (100%) of the prevailing rates paid for similar occupations by the public and private employers with whom we compete for high quality staff, if financially feasible, based on the average rates of the comparator employers."

B. ASSIGNMENT OF JOB CLASSES TO SALARY GRADES

Appendices 1-3 display the recommended FY 2025 salary grade placements for each of the General Government job classes and the Police and Fire job classes. General Government benchmark job classes were placed as close to the prevailing rates for comparable job classes as was practical, by matching the salary grade Midpoints to the survey benchmark rates. Non-benchmark job classes were linked to benchmark job classes by professional judgment.

C. PROPOSED SALARY GRADE TABLES

The following page displays the proposed salary grade table for General Government positions. Appendix 2 and 3 displays proposed adjustments to Police and Fire pay scales.

D. INITIAL FISCAL IMPACT

The current salaries of 57 General Government employees fall below the minimum of the pay grade proposed for their job, with an estimated cost of $190,000 including benefits.

The estimated cost of a 3% market adjustment to the Civil Service pay tables as modeled would cost an estimated $166,000 including benefits.

These costs ($356,000 with benefits) are "study implementation" costs prior to recommended Cost of Living, Merit and Civil Service step budgeting.

Proposed Salary Grade Table – General Government

Grade	Min	Mid	Max
9	$10.71	$13.39	$16.07
10	$11.25	$14.06	$16.87
11	$11.81	$14.76	$17.71
12	$12.40	$15.50	$18.60
13	$13.02	$16.28	$19.53
14	$13.67	$17.09	$20.51
15	$29,857	$37,322	$44,786
16	$31,350	$39,188	$47,025
17	$32,918	$41,147	$49,377
18	$34,564	$43,205	$51,845
19	$36,292	$45,365	$54,438
20	$38,106	$47,633	$57,160
21	$40,012	$50,015	$60,018
22	$42,012	$52,515	$63,018
23	$44,113	$55,141	$66,169
24	$46,319	$57,898	$69,478
25	$48,635	$60,793	$72,952
26	$51,066	$63,833	$76,599
27	$53,620	$67,024	$80,429
28	$56,301	$70,376	$84,451
29	$59,116	$73,895	$88,674
30	$62,072	$77,590	$93,107
31	$65,175	$81,469	$97,763
32	$68,434	$85,542	$102,650
33	$71,856	$89,819	$107,783

Grade	Min	Mid	Max
34	$75,448	$94,310	$113,172
35	$79,220	$99,026	$118,831
36	$83,181	$103,977	$124,773
37	$87,341	$109,176	$131,011
38	$91,708	$114,635	$137,562
39	$96,293	$120,367	$144,440
40	$101,108	$126,385	$151,661
41	$106,163	$132,704	$159,244
42	$111,471	$139,339	$167,207
43	$117,045	$146,306	$175,567
44	$122,897	$153,621	$184,346
45	$129,042	$161,302	$193,563
46	$135,494	$169,367	$203,241
47	$142,269	$177,835	$213,403
48	$149,382	$186,727	$224,073
49	$156,851	$196,064	$235,277
50	$164,694	$205,867	$247,041
51	$172,929	$216,160	$259,393
52	$181,575	$226,968	$272,363
53	$190,654	$238,317	$285,981
54	$200,186	$250,232	$300,280
55	$210,196	$262,744	$315,294
56	$220,706	$275,881	$331,058
57	$231,741	$289,675	$347,611

Range Width Min to Max
50%

Midpoint Growth
5%

Notes:

- Appendix I displays recommended grade placements for all General Government job classes.

- Jobs can be moved to different pay grades as market moves.

- Employee salaries should move within the pay grade for their job (merit).

4. INITIAL IMPLEMENTATION and ONGOING ADMINISTRATION

The initial implementation of the City's updated salary plan for FY 2025 will be controlled by the City's financial resources, and therefore balanced between the ability to pay all employees near the prevailing rates for their occupations and available funds. The following recommendations are provided for the City to select, or modify, based on its compensation philosophy, historical practices, and available funds.

A. SALARIES BELOW MINIMUM - GENERAL GOVERNMENT

We recommend that the salaries of all employees whose current amount is less than the Minimum of the salary grade for their position's job class be increased to that Minimum amount on the effective date of the updated salary plan.

B. CIVIL SERVICE MARKET ADJUSTMENTS

We recommend a 3% market adjustment to Police and Fire pay tables to catch up to market.

C. REGULARLY PLANNED ADJUSTMENTS

We recommend that actual salaries move within the proposed salary grades at a measured, annual pace. Adjustments such as merit increases, Cost of Living and step increases are all appropriate for FY 2025 and beyond, as the majority of (especially General Government) employees fall in the first half of the newly proposed pay grades.

D. PLAN UPDATE STEPS

1. Obtain latest salary plans from the comparator agencies.
2. Compute the prevailing rate for each of the benchmark job classes.
3. Re-assign job classes to the salary grades whose Midpoints most closely match the market rates.
4. Utilize professional judgment in job class re-assignment to prevent internal inequities and relationships not supported by relative job complexity.
5. Identify employees whose current salary is less than their job's new Minimum.
6. Compute the total amount of dollars, and percentage of current payroll, required to bring all employees to the Minimum of their new salary grade.
7. Determine the amount required for in-grade merit increases based on midpoint budgeting.
8. Provide information to the Council for budgeting purposes.
9. Obtain approved prevailing rate maintenance (PRM) budget from the Council.
10. Bring all salaries up to Minimum on the updated plan's effective date.
11. Provide general increases (step increases, merit, etc) on a regular basis.

APPENDICES – PROPOSED GRADE PLACEMENTS AND TABLES FOR FY 2025

City of Watauga
FY 2025 Salary Plan
Recommended Salary Grades per Job Class

Job Titles	-- FY 2025 Salary Plan --				
	Salary Grade	Pay Basis	Minimum	Midpoint	Maximum
City Manager	53	Annual	$190,654	$238,317	$285,981
		Monthly	$15,888	$19,860	$23,832
		Hourly	$91.6605	$114.5756	$137.4907
Fire Chief	44	Annual	$122,897	$153,621	$184,346
Chief of Police		Monthly	$10,241	$12,802	$15,362
Director of Public Works		Hourly	$59.0850	$73.8564	$88.6277
Director of Finance	43	Annual	$117,045	$146,306	$175,567
Director of Human Resources and Civil Service		Monthly	$9,754	$12,192	$14,631
Director of IT and Communications		Hourly	$56.2714	$70.3394	$84.4074
Director of Parks and Community Services					
Assistant Fire Chief	42	Annual	$111,471	$139,339	$167,207
Assistant Chief of Police		Monthly	$9,289	$11,612	$13,934
		Hourly	$53.5918	$66.9899	$80.3880
City Secretary	40	Annual	$101,108	$126,385	$151,661
Director of Library Services		Monthly	$8,426	$10,532	$12,638
		Hourly	$48.6096	$60.7618	$72.9139
Assistant Director of Finance	38	Annual	$91,708	$114,635	$137,562
Assistant Director of Parks and Community Services		Monthly	$7,642	$9,553	$11,463
Assistant Public Works Director/Building Official		Hourly	$44.0904	$55.1129	$66.1354
Assistant Library Director	35	Annual	$79,220	$99,026	$118,831
		Monthly	$6,602	$8,252	$9,903
		Hourly	$38.0865	$47.6084	$57.1303
Information Technology Manager	33	Annual	$71,856	$89,819	$107,783
		Monthly	$5,988	$7,485	$8,982
		Hourly	$34.5460	$43.1823	$51.8185
Fleet and Facilities Superintendent	32	Annual	$68,434	$85,542	$102,650
Streets and Drainage Superintendent		Monthly	$5,703	$7,129	$8,554
Utilities Superintendent		Hourly	$32.9010	$41.1260	$49.3510
Senior Librarian	31	Annual	$65,175	$81,469	$97,763
Parks Superintendent		Monthly	$5,431	$6,789	$8,147
		Hourly	$31.3343	$39.1678	$47.0012
Municipal Court Administrator	30	Annual	$62,072	$77,590	$93,107
Financial Services Analyst II		Monthly	$5,173	$6,466	$7,759
		Hourly	$29.8422	$37.3027	$44.7631
Communications Specialist II - Public Information Officer	29	Annual	$59,116	$73,895	$88,673
Utility Billing Administrator		Monthly	$4,926	$6,158	$7,389
		Hourly	$28.4212	$35.5262	$42.6313
City Marshal	28	Annual	$56,301	$70,376	$84,451
Financial Services Analyst I		Monthly	$4,692	$5,865	$7,038
Purchasing Coordinator		Hourly	$27.0678	$33.8346	$40.6014

City of Watauga
FY 2025 Salary Plan
Recommended Salary Grades per Job Class

Job Titles	-- FY 2025 Salary Plan --				
	Salary Grade	**Pay Basis**	**Minimum**	**Midpoint**	**Maximum**
Animal Services Supervisor	27	Annual	$53,620	$67,025	$80,429
Combination Building Inspector		Monthly	$4,468	$5,585	$6,702
Deputy City Marshal - PT		Hourly	$25.7788	$32.2233	$38.6678
Economic Development Specialist					
Fleet Supervisor					
Grant and Recognition Program Manager					
Human Resources Generalist					
IT Support Specialist					
Librarian					
Planner I					
Police Records Supervisor					
Storm Drain Supervisor					
Streets Supervisor					
Utilities Supervisor					
Construction Inspector	26	Annual	$51,066	$63,833	$76,599
Media Specialist		Monthly	$4,256	$5,319	$6,383
Mental Health Coordinator		Hourly	$24.5510	$30.6887	$36.8264
Senior Code Enforcement Officer	25	Annual	$48,635	$60,794	$72,952
		Monthly	$4,053	$5,066	$6,079
		Hourly	$23.3822	$29.2276	$35.0731
Assistant to the City Secretary	24	Annual	$46,319	$57,899	$69,478
Executive Administrative Assistant		Monthly	$3,860	$4,825	$5,790
Financial Services Technician II		Hourly	$22.2688	$27.8358	$33.4029
Mechanic II					
Recreation Programmer II					
Senior Signs & Signal Technician					
Chemical Applicator/Irrigation Technician	23	Annual	$44,113	$55,141	$66,169
Code Enforcement Officer		Monthly	$3,676	$4,595	$5,514
Equipment Operator (Public Works)		Hourly	$21.2082	$26.5101	$31.8120
Financial Services Technician I					
Human Resources Coordinator					
Library Circulation Supervisor					
Paramedic - Part Time (non Civil Service)					
Property Room Technician					
Reserve Police Officer - Part Time (Non Civil Service)					
Signs and Signals Technician					
Technical Services Supervisor					
Water Quality Technician/Operator					
Senior Court Clerk	22	Annual	$42,012	$52,515	$63,018
Mechanic I		Monthly	$3,501	$4,376	$5,252
Recreation Programmer		Hourly	$20.1981	$25.2476	$30.2971
Administrative Assistant (FT, PT)	21	Annual	$40,012	$50,015	$60,018
Public Works Maintenance Worker II		Monthly	$3,334	$4,168	$5,002
Parks Maintenance Worker II		Hourly	$19.2365	$24.0457	$28.8548
Planning & Zoning Coordinator					
Recreation Coordinator					

City of Watauga
FY 2025 Salary Plan
Recommended Salary Grades per Job Class

Job Titles	-- FY 2025 Salary Plan --				
	Salary Grade	Pay Basis	Minimum	Midpoint	Maximum
Animal Control Officer	20	Annual	$38,106	$47,633	$57,160
Building Maintenance Technician II		Monthly	$3,176	$3,969	$4,763
Court Clerk/Juvenile Case Manager		Hourly	$18.3202	$22.9005	$27.4808
Permit Technician					
Utility Billing Representative					
Public Works Maintenance Worker I	19	Annual	$36,292	$45,365	$54,438
Police Records Clerk		Monthly	$3,024	$3,780	$4,537
Summer Camp Coordinator		Hourly	$17.4481	$21.8101	$26.1721
Parks Maintenance Worker I					
Water Service Field Representative					
Building Maintenance Technician I	18	Annual	$34,564	$43,205	$51,845
Fleet Services Technician		Monthly	$2,880	$3,600	$4,320
		Hourly	$16.6173	$20.7714	$24.9255
Janitorial Services Technician II	17	Annual	$32,918	$41,148	$49,377
Library Assistant (FT, PT)		Monthly	$2,743	$3,429	$4,115
		Hourly	$15.8260	$19.7825	$23.7389
Court Assistant - Part Time	16	Annual	$31,350	$39,188	$47,025
Janitorial Service Technician		Monthly	$2,613	$3,266	$3,919
Kennel Technician - Part Time		Hourly	$15.0721	$18.8401	$22.6082
Summer Camp Leader					
Summer Library Assistant	14	Hourly	$13.6710	$17.0887	$20.5064
Library Aide - Part Time	13	Hourly	$13.0200	$16.2749	$19.5299
Pre-School Program Instructor - Part Time					
Recreation Attendant - Part Time					
Summer Camp Counselor					
Summer Finance Intern					
Summer Parks Maintenance Worker					
Summer Storm Drain Maintenance Worker - PT Seasonal					

Unfunded Positions - FYI	Proposed				
Crew Leader	24	Annual	$46,319	$57,899	$69,478
Landscape Gardner	15	Annual	$29,857	$37,322	$44,786

CITY OF WATAUGA, TEXAS
STEP PLAN - POLICE DEPARTMENT

JOB CODE	POSITION	FLSA	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
GRADE: CS1										
PD 05-105	Police Officer	NE	Annual	$70,943	$73,071	$75,263	$77,521	$79,847	$82,242	$84,709
			Monthly	$5,912	$6,089	$6,272	$6,460	$6,654	$6,854	$7,059
			Hourly (2080)	$34.1071	$35.1303	$36.1842	$37.2697	$38.3878	$39.5394	$40.7256
			Hourly (2223)	$31.9130	$32.8704	$33.8565	$34.8722	$35.9184	$36.9960	$38.1058
GRADE: CS2										
PD 05-128	Police Corporal	NE	Annual	$88,945	$91,613	$94,361	$97,192			
			Monthly	$7,412	$7,634	$7,863	$8,099			
			Hourly (2080)	$42.7619	$44.0448	$45.3661	$46.7271			
			Hourly (2223)	$40.0111	$41.2115	$42.4478	$43.7212			
GRADE: CS3										
PD 05-103	Police Sergeant	NE	Annual	$102,052	$105,114	$108,267	$111,515			
			Monthly	$8,504	$8,759	$9,022	$9,293			
			Hourly (2080)	$49.0636	$50.5355	$52.0515	$53.6131			
			Hourly (2223)	$45.9074	$47.2847	$48.7032	$50.1643			
GRADE: CS4										
PD 05-102	Police Lieutenant	NE	Annual	$117,091	$120,604	$124,222	$127,948			
			Monthly	$9,758	$10,050	$10,352	$10,662			
			Hourly (2080)	$56.2938	$57.9826	$59.7220	$61.5137			
			Hourly (2223)	$52.6725	$54.2527	$55.8803	$57.5567			

CITY OF WATAUGA, TEXAS
STEP PLAN - FIRE DEPARTMENT

JOB CODE	POSITION	FLSA	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
GRADE: CS1										
FD 06-112	Firefighter Recruit	NE	Annual	$61,646						
			Monthly	$5,137						
			Hourly (2080)	$29.6373						
			Hourly (2223)	$27.7308						
			Hourly (2920)	$21.1115						
GRADE: CS2										
FD 06-105	Firefighter/Paramedic	NE	Annual	$70,943	$73,071	$75,263	$77,521	$79,847	$82,242	$84,709
			Monthly	$5,912	$6,089	$6,272	$6,460	$6,654	$6,854	$7,059
			Hourly (2080)	$34.1071	$35.1303	$36.1842	$37.2697	$38.3878	$39.5394	$40.7256
			Hourly (2920)	$24.2954	$25.0243	$25.7750	$26.5483	$27.3447	$28.1651	$29.0100
GRADE: CS3										
FD 06-109	Driver/Engineer	NE	Annual	$88,945	$91,613	$94,361	$97,192			
			Monthly	$7,412	$7,634	$7,863	$8,099			
			Hourly (2080)	$42.7619	$44.0448	$45.3661	$46.7271			
			Hourly (2920)	$30.4605	$31.3743	$32.3156	$33.2850			
GRADE: CS4										
FD 06-104	Fire Lieutenant	NE	Annual	$102,052	$105,114	$108,267	$111,515			
			Monthly	$8,504	$8,759	$9,022	$9,293			
			Hourly (2080)	$49.0636	$50.5355	$52.0515	$53.6131			
			Hourly (2920)	$34.9494	$35.9979	$37.0778	$38.1902			
GRADE: CS4										
FD 06-102	Battalion Chief	NE	Annual	$117,091	$120,604	$124,222	$127,948			
	Fire Marshal		Monthly	$9,758	$10,050	$10,352	$10,662			
			Hourly (2080)	$56.2938	$57.9826	$59.7220	$61.5137			
			Hourly (2920)	$40.0997	$41.3026	$42.5417	$43.8180			

Firefighters are not covered under Civil Service until one year of service following dual certification: both Basic Firefighter Certification and Paramedic License.

CITY OF WATAUGA, TEXAS
STEP PLAN - FIRE DEPARTMENT

JOB CODE	POSITION	FLSA	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
GRADE: CS1										
FD 06-112	Firefighter Recruit	NE	Annual	$61,646						
			Monthly	$5,137						
			Hourly (2080)	$29.6375						
			Hourly (2223)	$27.7310						
			Hourly (2920)	$21.1116						
GRADE: CS2										
FD 06-105	Firefighter/Paramedic	NE	Annual	$70,943	$73,071	$75,263	$77,521	$79,847	$82,242	$84,710
			Monthly	$5,912	$6,089	$6,272	$6,460	$6,654	$6,854	$7,059
			Hourly (2080)	$34.1072	$35.1304	$36.1843	$37.2699	$38.3880	$39.5396	$40.7258
			Hourly (2920)	$24.2955	$25.0244	$25.7751	$26.5484	$27.3449	$28.1652	$29.0102
GRADE: CS3										
FD 06-109	Driver/Engineer	NE	Annual	$88,945	$91,613	$94,362	$97,193			
			Monthly	$7,412	$7,634	$7,863	$8,099			
			Hourly (2080)	$42.7620	$44.0449	$45.3662	$46.7272			
			Hourly (2920)	$30.4606	$31.3744	$32.3157	$33.2851			
GRADE: CS4										
FD 06-104	Fire Lieutenant	NE	Annual	$102,052	$105,114	$108,267	$111,515			
			Monthly	$8,504	$8,759	$9,022	$9,293			
			Hourly (2080)	$49.0635	$50.5354	$52.0514	$53.6130			
			Hourly (2920)	$34.9493	$35.9978	$37.0777	$38.1901			
GRADE: CS4										
FD 06-102	Battalion Chief	NE	Annual	$117,091	$120,604	$124,222	$127,948			
	Fire Marshal		Monthly	$9,758	$10,050	$10,352	$10,662			
			Hourly (2080)	$56.2938	$57.9826	$59.7220	$61.5137			
			Hourly (2920)	$40.0997	$41.3026	$42.5417	$43.8180			

Firefighters are not covered under Civil Service until one year of service following dual certification: both Basic Firefighter Certification and Paramedic License.

CITY OF WATAUGA, TEXAS
STEP PLAN - POLICE DEPARTMENT

JOB CODE	POSITION	FLSA	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
				PAY STEPS						
GRADE: CS1										
PD 05-105	Police Officer	NE	Annual	$70,943	$73,071	$75,263	$77,521	$79,847	$82,242	$84,710
			Monthly	$5,912	$6,089	$6,272	$6,460	$6,654	$6,854	$7,059
			Hourly (2080)	$34.1072	$35.1304	$36.1843	$37.2699	$38.3880	$39.5396	$40.7258
			Hourly (2223)	$31.9132	$32.8706	$33.8567	$34.8724	$35.9186	$36.9961	$38.1060
GRADE: CS2										
PD 05-128	Police Corporal	NE	Annual	$88,945	$91,613	$94,362	$97,193			
			Monthly	$7,412	$7,634	$7,863	$8,099			
			Hourly (2080)	$42.7620	$44.0449	$45.3662	$46.7272			
			Hourly (2223)	$40.0112	$41.2116	$42.4479	$43.7214			
GRADE: CS3										
PD 05-103	Police Sergeant	NE	Annual	$102,052	$105,114	$108,267	$111,515			
			Monthly	$8,504	$8,759	$9,022	$9,293			
			Hourly (2080)	$49.0635	$50.5354	$52.0514	$53.6130			
			Hourly (2223)	$45.9073	$47.2846	$48.7031	$50.1642			
GRADE: CS4										
PD 05-102	Police Lieutenant	NE	Annual	$117,091	$120,604	$124,222	$127,948			
			Monthly	$9,758	$10,050	$10,352	$10,662			
			Hourly (2080)	$56.2938	$57.9826	$59.7220	$61.5137			
			Hourly (2223)	$52.6725	$54.2527	$55.8803	$57.5567			

City of Watauga, Texas
Classification Plan Fiscal Year 2023-2024
General Government

Job Code	Job Titles	FLSA	Salary Grade	Pay Basis	Minimum	Midpoint	Maximum
ADM 00-101	City Manager	E	53	Annual	$190,654	$238,317	$285,981
				Monthly	$15,888	$19,860	$23,832
				Hourly	$91.6605	$114.5756	$137.4907
FD 06-101	Fire Chief	E	44	Annual	$122,897	$153,621	$184,346
PD 05-101	Chief of Police	E		Monthly	$10,241	$12,802	$15,362
PW 13-101	Director of Public Works	E		Hourly	$59.0850	$73.8564	$88.6277
FIN 01-101	Director of Finance	E	43	Annual	$117,045	$146,306	$175,567
HR 00-101	Director of Human Resources and Civil Service	E		Monthly	$9,754	$12,192	$14,631
IT 02-101	Director of IT and Communications	E		Hourly	$56.2714	$70.3394	$84.4074
PCS 04-101	Director of Parks and Community Services	E					
FD 06-108	Assistant Fire Chief	E	42	Annual	$111,471	$139,339	$167,207
PD 05-124	Assistant Chief of Police	E		Monthly	$9,289	$11,612	$13,934
				Hourly	$53.5918	$66.9899	$80.3880
ADM 00-103	City Secretary	E	40	Annual	$101,108	$126,385	$151,661
LIB 03-101	Director of Library Services	E		Monthly	$8,426	$10,532	$12,638
				Hourly	$48.6096	$60.7618	$72.9139
FIN 01-102	Assistant Director of Finance	E	38	Annual	$91,708	$114,635	$137,562
PCS 04-120	Assistant Director of Parks and Community Services	E		Monthly	$7,642	$9,553	$11,463
PW 13-118	Assistant Public Works Director/Building Official	E		Hourly	$44.0904	$55.1129	$66.1354
LIB 03-104	Assistant Library Director	E	35	Annual	$79,220	$99,026	$118,831
				Monthly	$6,602	$8,252	$9,903
				Hourly	$38.0865	$47.6084	$57.1303
IT 02-104	Information Technology Manager	E	33	Annual	$71,856	$89,819	$107,783
				Monthly	$5,988	$7,485	$8,982
				Hourly	$34.5460	$43.1823	$51.8185
FBM 08-101	Fleet and Facilities Superintendent	E	32	Annual	$68,434	$85,542	$102,650
PW 07-101	Streets and Drainage Superintendent	E		Monthly	$5,703	$7,129	$8,554
PW 13-102	Utilities Superintendent	E		Hourly	$32.9010	$41.1260	$49.3510
LIB 03-121	Senior Librarian	E	31	Annual	$65,175	$81,469	$97,763
PCS 09-101	Parks Superintendent	E		Monthly	$5,431	$6,789	$8,147
				Hourly	$31.3343	$39.1678	$47.0012
FIN 01-106	Municipal Court Administrator	E	30	Annual	$62,072	$77,590	$93,107
FIN 01-112	Financial Services Analyst II	E		Monthly	$5,173	$6,466	$7,759
				Hourly	$29.8422	$37.3027	$44.7631
IT 02-106	Communications Specialist II - Public Information Officer	E	29	Annual	$59,116	$73,895	$88,673
FIN 11-101	Utility Billing Administrator	E		Monthly	$4,926	$6,158	$7,389
				Hourly	$28.4212	$35.5262	$42.6313
FIN 11-108	City Marshal	NE	28	Annual	$56,301	$70,376	$84,451
FIN 01-113	Financial Services Analyst I	E		Monthly	$4,692	$5,865	$7,038
FIN 01-119	Purchasing Coordinator	E		Hourly	$27.0678	$33.8346	$40.6014

City of Watauga, Texas
Classification Plan Fiscal Year 2023-2024
General Government

Job Code	Job Titles	FLSA	Salary Grade	Pay Basis	Minimum	Midpoint	Maximum
PD 05-117	Animal Services Supervisor	E	27	Annual	$53,620	$67,025	$80,429
PW 07-105	Combination Building Inspector	NE		Monthly	$4,468	$5,585	$6,702
FIN 11-111	Deputy City Marshal - PT	NE		Hourly	$25.7788	$32.2233	$38.6678
ADM 00-108	Economic Development Specialist	NE					
FBM 08-102	Fleet Supervisor	NE					
PD 05-129	Grant and Recognition Program Manager	E					
HR 00-102	Human Resources Generalist	E					
IT 02-103	IT Support Specialist	NE					
LIB 03-122	Librarian	E					
PW 13-119	Planner I	E					
PD 05-110	Police Records Supervisor	E					
PW 10-101	Storm Drain Supervisor	NE					
PW 07-102	Streets Supervisor	NE					
PW 13-103	Utilities Supervisor	NE					
PW 07-110	Construction Inspector	NE	26	Annual	$51,066	$63,833	$76,599
IT 02-105	Media Specialist	NE		Monthly	$4,256	$5,319	$6,383
PD 05-132	Mental Health Coordinator	NE		Hourly	$24.5510	$30.6887	$36.8264
PD 05-125	Senior Code Enforcement Officer	NE	25	Annual	$48,635	$60,794	$72,952
				Monthly	$4,053	$5,066	$6,079
				Hourly	$23.3822	$29.2276	$35.0731
ADM 00 -107	Assistant to the City Secretary	NE	24	Annual	$46,319	$57,899	$69,478
PD 05-131	Executive Administrative Assistant	E		Monthly	$3,860	$4,825	$5,790
FIN 01-114	Financial Services Technician II	NE		Hourly	$22.2688	$27.8358	$33.4029
FBM 08-105	Mechanic II	NE					
PCS 04-114	Recreation Programmer II	E					
PW 07-120	Senior Signs & Signal Technician	NE					
PCS 09-105	Chemical Applicator/Irrigation Technician	NE	23	Annual	$44,113	$55,141	$66,169
PD 05-126	Code Enforcement Officer	NE		Monthly	$3,676	$4,595	$5,514
PW 07-104	Equipment Operator (Public Works)	NE		Hourly	$21.2082	$26.5101	$31.8120
FIN 01-115	Financial Services Technician I	NE					
HR 00-103	Human Resources Coordinator	NE					
LIB 03-106	Library Circulation Supervisor	NE					
FD 06-110	Paramedic - Part Time (Non Civil Service)	NE					
PD 05-121	Property Room Technician	NE					
PD 05-127	Reserve Police Officer - Part Time (Non Civil Service)	NE					
PW 07-111	Signs and Signals Technician	NE					
LIB 03-119	Technical Services Supervisor	NE					
PW 13-110	Water Quality Technician/Operator	NE					
FIN 11-110	Senior Court Clerk	NE	22	Annual	$42,012	$52,515	$63,018
FBM 08-106	Mechanic I	NE		Monthly	$3,501	$4,376	$5,252
PCS 04-103	Recreation Programmer	NE		Hourly	$20.1981	$25.2476	$30.2971
FIN 01-116	Administrative Assistant (FT, PT)	NE	21	Annual	$40,012	$50,015	$60,018
PW 07-113	Public Works Maintenance Worker II	NE		Monthly	$3,334	$4,168	$5,002
PCS 09-102	Parks Maintenance Worker II	NE		Hourly	$19.2365	$24.0457	$28.8548
PW 13-116	Planning & Zoning Coordinator	NE					
PCS 04-115	Recreation Coordinator	NE					

City of Watauga, Texas
Classification Plan Fiscal Year 2023-2024
General Government

Job Code	Job Titles	FLSA	Salary Grade	Pay Basis	Minimum	Midpoint	Maximum
PD 05-118	Animal Control Officer	NE	20	Annual	$38,106	$47,633	$57,160
FBM 08-108	Building Maintenance Technician II	NE		Monthly	$3,176	$3,969	$4,763
FIN 01-108	Court Clerk/Juvenile Case Manager	NE		Hourly	$18.3202	$22.9005	$27.4808
PW 07-109	Permit Technician	NE					
FIN 11-103	Utility Billing Representative	NE					
PW 07-114	Public Works Maintenance Worker I	NE	19	Annual	$36,292	$45,365	$54,438
PD 05-114	Police Records Clerk	NE		Monthly	$3,024	$3,780	$4,537
PCS 04-116	Summer Camp Coordinator	NE		Hourly	$17.4481	$21.8101	$26.1721
PCS 09-103	Parks Maintenance Worker I	NE					
FIN 11-105	Water Service Field Representative	NE					
FBM 08-103	Building Maintenance Technician I	NE	18	Annual	$34,564	$43,205	$51,845
FBM 08-107	Fleet Services Technician	NE		Monthly	$2,880	$3,600	$4,320
		NE		Hourly	$16.6173	$20.7714	$24.9255
FBM 08-109	Janitorial Services Technician II	NE	17	Annual	$32,918	$41,148	$49,377
LIB 03-124	Library Assistant (FT, PT)	NE		Monthly	$2,743	$3,429	$4,115
				Hourly	$15.8260	$19.7825	$23.7389
FIN 11-109	Court Assistant - Part Time	NE	16	Annual	$31,350	$39,188	$47,025
FBM 08-104	Janitorial Service Technician	NE		Monthly	$2,613	$3,266	$3,919
PD 05-119	Kennel Technician - Part Time	NE		Hourly	$15.0721	$18.8401	$22.6082
PCS 04-117	Summer Camp Leader	NE					
LIB 03-116	Summer Library Assistant	NE	14	Hourly	$13.6710	$17.0887	$20.5064
LIB 03-112	Library Aide - Part Time	NE	13	Hourly	$13.0200	$16.2749	$19.5299
PCS 04-110	Pre-School Program Instructor - Part Time	NE					
PCS 04-106	Recreation Attendant - Part Time	NE					
PCS 04-118	Summer Camp Counselor	NE					
FIN 01-111	Summer Finance Intern	NE					
PCS 09-106	Summer Parks Maintenance Worker	NE					

AGENDA MEMORANDUM

DATE: August 7, 2024

TO: Honorable City Council Members

FROM: Paul Hackleman, Director of Public Works

SUBJECT: Discuss and consider action to approve the Community Development Block Grant (CDGB)-CV Round 4 Project (Plum Street Water Improvements) - Construction Bid Recommend Tarrant County Acceptance

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BACKGROUND/INFORMATION:

This item was approved at the July 29th City Council Meeting. Tarrant County would like the motion modified to include the wording: "I move to recommend Tarrant County accept the bid from MX Construction Services, Inc. for construction of the Plum Street Water System Improvements project in the amount of Three Hundred Thirty-Three Thousand Seven Hundred Thirty-Eight Dollars and Twenty-Six Cents. Watauga's pledge above and beyond Tarrant County's grant is Zero Dollars and No Cents."

The purpose of this agenda item is to accept the bid from MX Construction Services, Inc. and issue a resolution to Tarrant County allowing Tarrant County to award and construct the Water Main on Plum Street.

The project limits for the water main replacement are from 5901 Plum Street to 5937 Plum Street. The waterline along Plum Street was identified as needing replacement due to excessive breaks and leaks.

The project will remove the existing 6" dia. water line and replace it with an 8" dia. DR-18 PVC water line by open cut. The project also entails removal of two existing fire hydrants, four existing water valves, replacement of concrete driveways and other miscellaneous items of work.

On August 15, 2023, Tarrant County issued an Invitation to Bid for the CDBG-CV Round 4 Grant to fund water infrastructure projects. Burgess and Niple, Inc. prepared and submitted the application. The City of Watauga was awarded $358,875.00 in Grant Funds for the construction. The City of Watauga was responsible for the engineering cost of $48,900.00 and any construction cost overruns.

On December 18, 2023, Tarrant County issued the City of Watauga an Engineering Firm Selection letter listing two engineering firms qualified to perform the design. The Mayor

AGENDA MEMORANDUM

was asked to sign the letter selecting Burgess and Niple, Inc. by the Director of Public Works through the City Secretary's Office.

On January 22, 2024, the City Council approved the engineering contract with Burgess and Niple, Inc. for the design, surveying, and construction administration of the CDBG-CV Round 4 Project for a water main replacement project on Plum Street in the amount of $48,900.00.

On July 3, 2024, Tarrant County opened seven (7) bids for construction of the project and MX Construction Services, Inc. was the lowest qualified bidder. One (1) bid was deemed invalid after opening due to a missing bid bond and three (3) bids had calculation errors. For your reference, we have enclosed a tabulation of the bids received at that time.

If the City Council accepts the bid, Tarrant County will hold a Commissioner's Court Meeting to award the project. It may take six (6) weeks or more for work to proceed on the project. The construction contract allows one hundred thirty-five (135) days to complete the work. Grant Funding for the CDBG-CV 4 Program is $358,875.00. The construction project has a cost of $333,738.26, leaving a City obligation of $0 unless the project has significant cost overruns.

After City Council action, the City will provide Brad Hearne, CDBG Program Manager for Tarrant County, with a draft copy of the Council minutes and a letter from the City Secretary stating that the minutes are correct.

FINANCIAL IMPLICATIONS:

Funding for future construction shall be provided by CDBG Grant and CIP Reserves if needed

RECOMMENDATION/ACTION DESIRED:

Tarrant County specifically requested the following motion: "I move to recommend Tarrant County accept the bid from MX Construction Services, Inc. for construction of the Plum Street Water System Improvements project in the amount of Three Hundred Thirty-Three Thousand Seven Hundred Thirty-Eight Dollars and Twenty-Six Cents. Watauga's pledge above and beyond Tarrant County's grant is Zero Dollars and No Cents."

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Award Recommendation - 46th Year CDBG-CV R4 Plum Street
2. Bid Tabulaton - 8.5x11 - 46th Year CDBG-CV R4 Plum Street
3. PP - Construction - CDBG Round 4 - August 2024

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

<u>REVIEWED BY:</u>

Paul Hackleman, Director of Public Works	Approved - 8/7/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/7/2024
Linda Proskey, City Secretary	Final Approval - 8/7/2024

Approved as to form for inclusion on Agenda

BURGESS & NIPLE

3950 Fossil Creek Blvd., Suite 210 | Fort Worth, TX 76137 | 817.306.1444

July 9, 2024

Mr. Paul Hackleman, PE
Director of Public Works
City of Watauga
7800 Virgil Anthony Sr. Blvd.
Watauga, Texas 76148

Re: **TARRANT COUNTY 46th YEAR CDBG-CV ROUND 4 PROJECT (WATAUGA)
PLUM STREET WATER SYSTEM IMPROVEMENTS
RECOMMENDATION OF CONSTRUCTION CONTRACT AWARD**

Dear Mr. Hackleman:

In accordance with the contract documents, we received seven (7) proposals for the construction of the referenced project at 10:00 A.M., Wednesday, July 3, 2024, at the Tarrant County CDBG offices. However, one (1) bid was deemed invalid after opening due to a missing bid bond and three (3) bids had calculation errors. For your reference, I have enclosed a tabulation of the bids received at that time.

Utilizing Tarrant County CDBG grant funding, this project, administered by Tarrant County, replaces a defective water line along Plum Street. The project was designed by Burgess & Niple under a contract awarded at the January 22, 2024, City of Watauga Council Meeting for $48,900. Approximately 880 L.F. of existing 6” and 8” water line are replaced with new 8” diameter PVC water line, two (2) new fire hydrants, six (6) new gate valves are installed and all of the associated water services are replaced. Asphalt and concrete pavement will be replaced over the proposed trench cuts, and one (1) concrete driveway impacted by proposed construction efforts will be repaired back to existing or better condition.

I set the number of construction days to be 135 calendar days in the bid proposal. The seven (7) bid proposals received were as follows:

Contractor	Amount Bid
MX Construction Services, Inc.	$ 333,738.26
Haynie Leadership Group, Inc. dba A&V Water	$ 338,635.00
Pipe Crew, LLC.	$ 345,628.00
Excel 4 Construction, LLC.	$ 450,539.00
Gra-Tex Utilities, Inc.	$ 567,828.40
Tellus Services, LLC.	$ 668,346.31
Blue Hawk Construction	<Invalid Bid>

MX Construction Services, Inc. of McKinney, Texas, submitted the lowest responsive proposal for construction of the project. In my opinion, MX Construction Services, Inc. is qualified to perform this contract and I recommend that the Tarrant County Commissioners Court award a construction contract to **MX Construction Services, Inc.** in the amount of **$333,738.26.**

Based upon the bid received and the CDBG application packet, the Project construction funding is as follows:

Construction costs.................................$333,738.26
CDBG-CV Round 4 Grant Funds.........$358,875.00
City of Watauga Funds Required.....................**$0.00**

I request that the Watauga City Council take the necessary action to concur with my recommendation to have Tarrant County award the construction contract to **MX Construction Services, Inc.** The recommended wording for the City Council's motion for this resolution is as follows: "I move to accept the bid from MX Construction Services, Inc. for construction of the Plum Street Water System Improvements project in the amount of Three Hundred Thirty-Three Thousand Seven Hundred Thirty-Eight Dollars and Twenty-Six Cents. Watauga's pledge above and beyond Tarrant County's grant is Zero Dollars and No Cents."

After City Council action, please provide Brad Hearne, CDBG Program Manager for Tarrant County, with a draft copy of the Council minutes and a letter from the City Secretary stating that the minutes are correct.

Please call if I may provide additional assistance or information in this regard.

Respectfully submitted,
BURGESS & NIPLE
TBPELS FIRM REGISTRATION NO. F-10834

Lyndon Crouch

Lyndon X. Crouch, P.E.
Project Manager

Enclosure

cc w/ enclosure: Mr. Brad Hearne, Tarrant County

46th YEAR CDBG-CV R4 PROJECT
PLUM ST WATER SYSTEM IMPROVEMENTS
BID TABULATION

Bids Opened:
July 3, 2024
10:00 AM

				Engineer's Estimate		#1 MX Construction Services, Inc.		
ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare and Restore Right of Way	LS	1	$ 6,825.00	$ 6,825.00	$ 44,000.00	$ 44,000.00	6.45
2	Remove and Replace Existing Curb and Gutter	LF	92	$ 100.00	$ 9,200.00	$ 135.00	$ 12,420.00	1.35
3	Remove and Replace Existing Concrete Driveways	SF	65	$ 24.20	$ 1,573.00	$ 75.00	$ 4,875.00	3.10
4	Remove and Replace Existing Concrete Valley Gutters	SF	27	$ 55.80	$ 1,506.60	$ 155.00	$ 4,185.00	2.78
5	4" Thick Topsoil & Solid Sodding	SY	109	$ 19.00	$ 2,071.00	$ 20.00	$ 2,180.00	1.05
6	Traffic Control Plan and Implementation	LS	1	$ 3,985.00	$ 3,985.00	$ 10,500.00	$ 10,500.00	2.63
7	Erosion Control	LS	1	$ 2,850.00	$ 2,850.00	$ 4,500.00	$ 4,500.00	1.58
8	Project Signs	EA	2	$ 750.00	$ 1,500.00	$ 1,500.00	$ 3,000.00	2.00
9	Project-Wide Miscellaneous Allowance	LS	1	$ 16,000.00	$ 16,000.00	$ 16,000.00	$ 16,000.00	1.00
10	Remove Existing 6"/8" Water Line	LF	101	$ 19.00	$ 1,919.00	$ 25.00	$ 2,525.00	1.32
11	Remove Existing Fire Hydrant	EA	1	$ 620.00	$ 620.00	$ 1,250.00	$ 1,250.00	2.02
12	Remove Existing Gate Valve	EA	2	$ 550.00	$ 1,100.00	$ 500.00	$ 1,000.00	0.91
13	6" Dia. (DR-18) Water Line	LF	9	$ 116.00	$ 1,044.00	$ 65.00	$ 585.00	0.56
14	8" Dia. (DR-18) Water Line	LF	879	$ 138.50	$ 121,741.50	$ 85.00	$ 74,715.00	0.61
15	8" Gate Valve & Box	EA	6	$ 3,000.00	$ 18,000.00	$ 2,250.00	$ 13,500.00	0.75
16	Fire Hydrant Assy., incl. 6" GV	EA	2	$ 9,200.00	$ 18,400.00	$ 6,750.00	$ 13,500.00	0.73
17	Ductile Iron Fittings for Water Line	TONS	0.9	$ 8,700.00	$ 7,830.00	$ 14,115.00	$ 12,703.50	1.62
18	Connect to Existing 6"/8" Water Line	EA	5	$ 3,885.00	$ 19,425.00	$ 2,500.00	$ 12,500.00	0.64
19	Long Single Water Service	EA	1.0	$ 2,425.00	$ 2,425.00	$ 4,500.00	$ 4,500.00	1.86
20	Long Double Water Service	EA	3	$ 3,450.00	$ 10,350.00	$ 4,500.00	$ 13,500.00	1.30
21	Short Single Water Service	EA	3	$ 1,450.00	$ 4,350.00	$ 1,050.00	$ 3,150.00	0.72
22	Short Double Water Service	EA	1	$ 1,780.00	$ 1,780.00	$ 1,550.00	$ 1,550.00	0.87
23	Reroute of Private Service at 5925 Plum St to New Meter (Plumbing)	LS	1	$ 2,650.00	$ 2,650.00	$ 3,500.00	$ 3,500.00	1.32
24	Water Service Transfer	EA	12	$ 360.00	$ 4,320.00	$ 950.00	$ 11,400.00	2.64
25	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	$ 8,631.70	$ 8,631.70	$ 4,500.00	$ 4,500.00	0.52
26	Water Trench Safety	LF	888	$ 2.10	$ 1,864.80	$ 1.00	$ 888.00	0.48
27	Temporary Pavement Replacement for Water Lines	LF	958	$ 13.60	$ 13,028.80	$ 15.00	$ 14,370.00	1.10
28	Asphalt Pavement Replacement for Water Lines	LF	896	$ 59.90	$ 53,670.40	$ 40.00	$ 35,840.00*	0.67
29	Concrete Pavement Replacement for Water Lines	LF	62	$ 116.60	$ 7,229.20	$ 106.48	$ 6,601.76*	0.91
	TOTAL				**$ 345,890.00**		**$ 333,738.26***	0.96

* Calculation error corrected by Engineer

BURGESS & NIPLE
Engineers ■ Planners

46th YEAR CDBG-CV R4 PROJECT
PLUM ST WATER SYSTEM IMPROVEMENTS
BID TABULATION

Bids Opened:
July 3, 2024
10:00 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#2 Haynie Leadership Group, Inc. dba. A&V Water UNIT PRICE	AMOUNT	Ratio to Engineer	#3 Pipe Crew, LLC. UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare and Restore Right of Way	LS	1	$ 5,000.00	$ 5,000.00	0.73	$ 4,589.00	$ 4,589.00	0.67
2	Remove and Replace Existing Curb and Gutter	LF	92	$ 40.00	$ 3,680.00	0.40	$ 49.00	$ 4,508.00	0.49
3	Remove and Replace Existing Concrete Driveways	SF	65	$ 35.00	$ 2,275.00	1.45	$ 25.00	$ 1,625.00	1.03
4	Remove and Replace Existing Concrete Valley Gutters	SF	27	$ 115.00	$ 3,105.00	2.06	$ 49.00	$ 1,323.00	0.88
5	4" Thick Topsoil & Solid Sodding	SY	109	$ 65.00	$ 7,085.00	3.42	$ 53.00	$ 5,777.00	2.79
6	Traffic Control Plan and Implementation	LS	1	$ 4,500.00	$ 4,500.00	1.13	$ 7,650.00	$ 7,650.00	1.92
7	Erosion Control	LS	1	$ 3,500.00	$ 3,500.00	1.23	$ 4,590.00	$ 4,590.00	1.61
8	Project Signs	EA	2	$ 1,200.00	$ 2,400.00	1.60	$ 2,680.00	$ 5,360.00	3.57
9	Project-Wide Miscellaneous Allowance	LS	1	$ 16,000.00	$ 16,000.00	1.00	$ 16,000.00	$ 16,000.00	1.00
10	Remove Existing 6"/8" Water Line	LF	101	$ 50.00	$ 5,050.00	2.63	$ 38.00	$ 3,838.00	2.00
11	Remove Existing Fire Hydrant	EA	1	$ 3,500.00	$ 3,500.00	5.65	$ 1,760.00	$ 1,760.00	2.84
12	Remove Existing Gate Valve	EA	2	$ 1,200.00	$ 2,400.00	2.18	$ 1,071.00	$ 2,142.00	1.95
13	6" Dia. (DR-18) Water Line	LF	9	$ 40.00	$ 360.00	0.34	$ 82.00	$ 738.00	0.71
14	8" Dia. (DR-18) Water Line	LF	879	$ 50.00	$ 43,950.00	0.36	$ 86.00	$ 75,594.00	0.62
15	8" Gate Valve & Box	EA	6	$ 1,400.00	$ 8,400.00	0.47	$ 4,700.00	$ 28,200.00	1.57
16	Fire Hydrant Assy., incl. 6" GV	EA	2	$ 7,850.00	$ 15,700.00	0.85	$ 13,300.00	$ 26,600.00	1.45
17	Ductile Iron Fittings for Water Line	TONS	0.9	$ 10,000.00	$ 9,000.00	1.15	$ 15,400.00	$ 13,860.00	1.77
18	Connect to Existing 6"/8" Water Line	EA	5	$ 2,500.00	$ 12,500.00	0.64	$ 4,600.00	$ 23,000.00	1.18
19	Long Single Water Service	EA	1.0	$ 4,500.00	$ 4,500.00	1.86	$ 2,500.00	$ 2,500.00	1.03
20	Long Double Water Service	EA	3	$ 5,500.00	$ 16,500.00	1.59	$ 2,560.00	$ 7,680.00	0.74
21	Short Single Water Service	EA	3	$ 2,500.00	$ 7,500.00	1.72	$ 2,200.00	$ 6,600.00	1.52
22	Short Double Water Service	EA	1	$ 3,000.00	$ 3,000.00	1.69	$ 2,500.00	$ 2,500.00	1.40
23	Reroute of Private Service at 5925 Plum St to New Meter (Plumbing)	LS	1	$ 5,000.00	$ 5,000.00	1.89	$ 7,650.00	$ 7,650.00	2.89
24	Water Service Transfer	EA	12	$ 2,500.00	$ 30,000.00	6.94	$ 384.00	$ 4,608.00	1.07
25	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	$ 8,500.00	$ 8,500.00	0.98	$ 20,700.00	$ 20,700.00	2.40
26	Water Trench Safety	LF	888	$ 5.00	$ 4,440.00	2.38	$ 1.00	$ 888.00	0.48
27	Temporary Pavement Replacement for Water Lines	LF	958	$ 40.00	$ 38,320.00	2.94	$ 13.00	$ 12,454.00	0.96
28	Asphalt Pavement Replacement for Water Lines	LF	896	$ 75.00	$ 67,200.00	1.25	$ 49.00	$ 43,904.00	0.82
29	Concrete Pavement Replacement for Water Lines	LF	62	$ 85.00	$ 5,270.00	0.73	$ 145.00	$ 8,990.00	1.24
	TOTAL				**$ 338,635.00**	0.98		**$ 345,628.00**	1.00

BURGESS & NIPLE
Engineers ■ Planners

46th YEAR CDBG-CV R4 PROJECT
PLUM ST WATER SYSTEM IMPROVEMENTS
BID TABULATION

Bids Opened:
July 3, 2024
10:00 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#4 Excel 4 Construction, LLC UNIT PRICE	AMOUNT	Ratio to Engineer	#5 Gra-Tex Utilities, Inc. UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare and Restore Right of Way	LS	1	$ 30,000.00	$ 30,000.00	4.40	$ 32,500.00	$ 32,500.00	4.76
2	Remove and Replace Existing Curb and Gutter	LF	92	$ 25.00	$ 2,300.00	0.25	$ 79.00	$ 7,268.00	0.79
3	Remove and Replace Existing Concrete Driveways	SF	65	$ 10.00	$ 650.00	0.41	$ 25.00	$ 1,625.00	1.03
4	Remove and Replace Existing Concrete Valley Gutters	SF	27	$ 32.00	$ 864.00	0.57	$ 36.00	$ 972.00	0.65
5	4" Thick Topsoil & Solid Sodding	SY	109	$ 53.00	$ 5,777.00	2.79	$ 131.00	$ 14,279.00	6.89
6	Traffic Control Plan and Implementation	LS	1	$ 7,400.00	$ 7,400.00	1.86	$ 6,250.00	$ 6,250.00	1.57
7	Erosion Control	LS	1	$ 5,300.00	$ 5,300.00	1.86	$ 6,250.00	$ 6,250.00	2.19
8	Project Signs	EA	2	$ 800.00	$ 1,600.00	1.07	$ 625.00	$ 1,250.00	0.83
9	Project-Wide Miscellaneous Allowance	LS	1	$ 16,000.00	$ 16,000.00	1.00	$ 16,000.00	$ 16,000.00	1.00
10	Remove Existing 6"/8" Water Line	LF	101	$ 20.00	$ 2,020.00	1.05	$ 64.00	$ 6,464.00	3.37
11	Remove Existing Fire Hydrant	EA	1	$ 500.00	$ 500.00	0.81	$ 1,625.00	$ 1,625.00	2.62
12	Remove Existing Gate Valve	EA	2	$ 300.00	$ 600.00	0.55	$ 812.00	$ 1,624.00	1.48
13	6" Dia. (DR-18) Water Line	LF	9	$ 126.00	$ 1,134.00	1.09	$ 85.00	$ 765.00	0.73
14	8" Dia. (DR-18) Water Line	LF	879	$ 100.00	$ 87,900.00	0.72	$ 105.00	$ 92,295.00	0.76
15	8" Gate Valve & Box	EA	6	$ 3,300.00	$ 19,800.00	1.10	$ 3,600.00	$ 21,600.00	1.20
16	Fire Hydrant Assy., incl. 6" GV	EA	2	$ 9,700.00	$ 19,400.00	1.05	$ 11,420.00	$ 22,840.00	1.24
17	Ductile Iron Fittings for Water Line	TONS	0.9	$ 8,500.00	$ 7,650.00	0.98	$ 23,076.00	$ 20,768.40*	2.65
18	Connect to Existing 6"/8" Water Line	EA	5	$ 9,100.00	$ 45,500.00	2.34	$ 4,803.00	$ 24,015.00	1.24
19	Long Single Water Service	EA	1.0	$ 2,100.00	$ 2,100.00	0.87	$ 2,325.00	$ 2,325.00	0.96
20	Long Double Water Service	EA	3	$ 3,000.00	$ 9,000.00	0.87	$ 2,571.00	$ 7,713.00	0.75
21	Short Single Water Service	EA	3	$ 1,500.00	$ 4,500.00	1.03	$ 1,584.00	$ 4,752.00	1.09
22	Short Double Water Service	EA	1	$ 2,200.00	$ 2,200.00	1.24	$ 1,958.00	$ 1,958.00	1.10
23	Reroute of Private Service at 5925 Plum St to New Meter (Plumbing)	LS	1	$ 5,300.00	$ 5,300.00	2.00	$ 6,500.00	$ 6,500.00	2.45
24	Water Service Transfer	EA	12	$ 2,200.00	$ 26,400.00	6.11	$ 275.00	$ 3,300.00	0.76
25	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	$ 60,000.00	$ 60,000.00	6.95	$ 200,000.00	$ 200,000.00	23.17
26	Water Trench Safety	LF	888	$ 2.00	$ 1,776.00	0.95	$ 1.00	$ 888.00	0.48
27	Temporary Pavement Replacement for Water Lines	LF	958	$ 28.00	$ 26,824.00	2.06	$ 16.00	$ 15,328.00	1.18
28	Asphalt Pavement Replacement for Water Lines	LF	896	$ 58.00	$ 51,968.00	0.97	$ 35.00	$ 31,360.00	0.58
29	Concrete Pavement Replacement for Water Lines	LF	62	$ 98.00	$ 6,076.00	0.84	$ 247.00	$ 15,314.00	2.12
	TOTAL				**$ 450,539.00**	1.30		**$ 567,828.40***	1.64

* Calculation error corrected by Engineer

BURGESS & NIPLE
Engineers ■ Planners

46th YEAR CDBG-CV R4 PROJECT
PLUM ST WATER SYSTEM IMPROVEMENTS
BID TABULATION

Bids Opened:
July 3, 2024
10:00 AM

ITEM NO.	DESCRIPTION OF ITEM	UNIT	BID QUANTITY	#6 Tellus Services, LLC UNIT PRICE	AMOUNT	Ratio to Engineer	#N/A Blue Hawk Construction UNIT PRICE	AMOUNT	Ratio to Engineer
1	Prepare and Restore Right of Way	LS	1	$ 9,000.00	$ 9,000.00	1.32	~~$ 4,000.00~~	~~$ 4,000.00~~	0.59
2	Remove and Replace Existing Curb and Gutter	LF	92	$ 97.12	$ 8,935.04	0.97	~~$ 60.00~~	~~$ 5,520.00~~	0.60
3	Remove and Replace Existing Concrete Driveways	SF	65	$ 46.15	$ 2,999.75	1.91	~~$ 65.00~~	~~$ 4,225.00~~	2.69
4	Remove and Replace Existing Concrete Valley Gutters	SF	27	$ 77.11	$ 2,081.97	1.38	~~$ 60.00~~	~~$ 1,620.00~~	1.08
5	4" Thick Topsoil & Solid Sodding	SY	109	$ 32.99	$ 3,595.91	1.74	~~$ 10.00~~	~~$ 1,090.00~~	0.53
6	Traffic Control Plan and Implementation	LS	1	$ 53,070.00**	$ 53,070.00*	13.32	~~$ 3,000.00~~	~~$ 3,000.00~~	0.75
7	Erosion Control	LS	1	$ 3,000.00	$ 3,000.00	1.05	~~$ 2,500.00~~	~~$ 2,500.00~~	0.88
8	Project Signs	EA	2	$ 900.00	$ 1,800.00	1.20	~~$ 850.00~~	~~$ 1,700.00*~~	1.13
9	Project-Wide Miscellaneous Allowance	LS	1	$ 16,000.00	$ 16,000.00	1.00	~~$ 16,000.00~~	~~$ 16,000.00~~	1.00
10	Remove Existing 6"/8" Water Line	LF	101	$ 37.50	$ 3,787.50	1.97	~~$ 45.00~~	~~$ 4,545.00~~	2.37
11	Remove Existing Fire Hydrant	EA	1	$ 1,150.00	$ 1,150.00	1.85	~~$ 2,000.00~~	~~$ 2,000.00~~	3.23
12	Remove Existing Gate Valve	EA	2	$ 1,030.00	$ 2,060.00	1.87	~~$ 1,650.00~~	~~$ 3,300.00~~	3.00
13	6" Dia. (DR-18) Water Line	LF	9	$ 233.53	$ 2,101.77	2.01	~~$ 558.00~~	~~$ 5,022.00~~	4.81
14	8" Dia. (DR-18) Water Line	LF	879	$ 98.23	$ 86,344.17	0.71	~~$ 75.00~~	~~$ 65,925.00~~	0.54
15	8" Gate Valve & Box	EA	6	$ 3,650.00	$ 21,900.00	1.22	~~$ 3,033.00~~	~~$ 18,198.00~~	1.01
16	Fire Hydrant Assy., incl. 6" GV	EA	2	$ 8,920.00	$ 17,840.00	0.97	~~$ 8,087.00~~	~~$ 16,174.00~~	0.88
17	Ductile Iron Fittings for Water Line	TONS	0.9	$ 5,740.00	$ 5,166.00	0.66	~~$ 9,600.00~~	~~$ 8,640.00~~	1.10
18	Connect to Existing 6"/8" Water Line	EA	5	$ 2,370.00	$ 11,850.00	0.61	~~$ 3,750.00~~	~~$ 18,750.00~~	0.97
19	Long Single Water Service	EA	1.0	$ 3,575.00	$ 3,575.00	1.47	~~$ 2,900.00~~	~~$ 2,900.00~~	1.20
20	Long Double Water Service	EA	3	$ 3,800.00	$ 11,400.00	1.10	~~$ 3,000.00~~	~~$ 9,000.00~~	0.87
21	Short Single Water Service	EA	3	$ 2,400.00	$ 7,200.00	1.66	~~$ 2,000.00~~	~~$ 6,000.00~~	1.38
22	Short Double Water Service	EA	1	$ 2,675.00	$ 2,675.00	1.50	~~$ 2,500.00~~	~~$ 2,500.00~~	1.40
23	Reroute of Private Service at 5925 Plum St to New Meter (Plumbing)	LS	1	$ 3,250.00	$ 3,250.00	1.23	~~$ 1,500.00~~	~~$ 1,500.00~~	0.57
24	Water Service Transfer	EA	12	$ 300.00	$ 3,600.00	0.83	~~$ 600.00~~	~~$ 7,200.00~~	1.67
25	Temporary 2" Dia. Water Line w/ temporary water service connections	LS	1	$ 14,835.00	$ 14,835.00	1.72	~~$ 5,250.00~~	~~$ 5,250.00~~	0.61
26	Water Trench Safety	LF	888	$ 350.00**	$ 310,800.00*	166.67	~~$ 5.00~~	~~$ 4,440.00~~	2.38
27	Temporary Pavement Replacement for Water Lines	LF	958	$ 23.40	$ 22,417.20	1.72	~~$ 26.00~~	~~$ 24,908.00~~	1.91
28	Asphalt Pavement Replacement for Water Lines	LF	896	$ 31.50	$ 28,224.00	0.53	~~$ 72.54~~	~~$ 64,995.84~~	1.21
29	Concrete Pavement Replacement for Water Lines	LF	62	$ 124.00	$ 7,688.00	1.06	~~$ 70.00~~	~~$ 4,340.00~~	0.60
	TOTAL				**$ 668,346.31***	1.93		~~**$ 315,242.84*****~~	0.91

* Calculation error corrected by Engineer
** (Words Control Over Figures)
*** Bid was deemed Invalid at bid opening (No Bid Bond)

BURGESS & NIPLE
Engineers ■ Planners

City Council
August 12, 2024

TARRANT COUNTY
COMMUNITY DEVELOPMENT PROJECT
NO. B-20-UW-48-0001-62-15
IN
PLUM STREET
WATER SYSTEM IMPROVEMENTS
FROM SHIPP DRIVE TO BOWIE STREET
IN THE CITY OF
WATAUGA
TEXAS

B & N NO. PR61959

ARTHUR L. MINER
MAYOR

SANDRA GIBSON
INTERIM CITY MANAGER

PAUL HACKLEMAN, P.E.
DIRECTOR OF PUBLIC WORKS

CDBG-CV ROUND 4 FUNDS
2024
TARRANT COUNTY
COMMUNITY DEVELOPMENT DIVISION
2501 PARKVIEW DR., SUITE 420
FORT WORTH, TEXAS 76102

LYNDON X. CROUCH, P.E. DATE

BURGESS & NIPLE INC.
3950 FOSSIL CREEK BLVD., SUITE 210
FORT WORTH, TEXAS 76137
PHONE: (817) 306-1444
TBPELS FIRM REGISTRATION NO. 10834

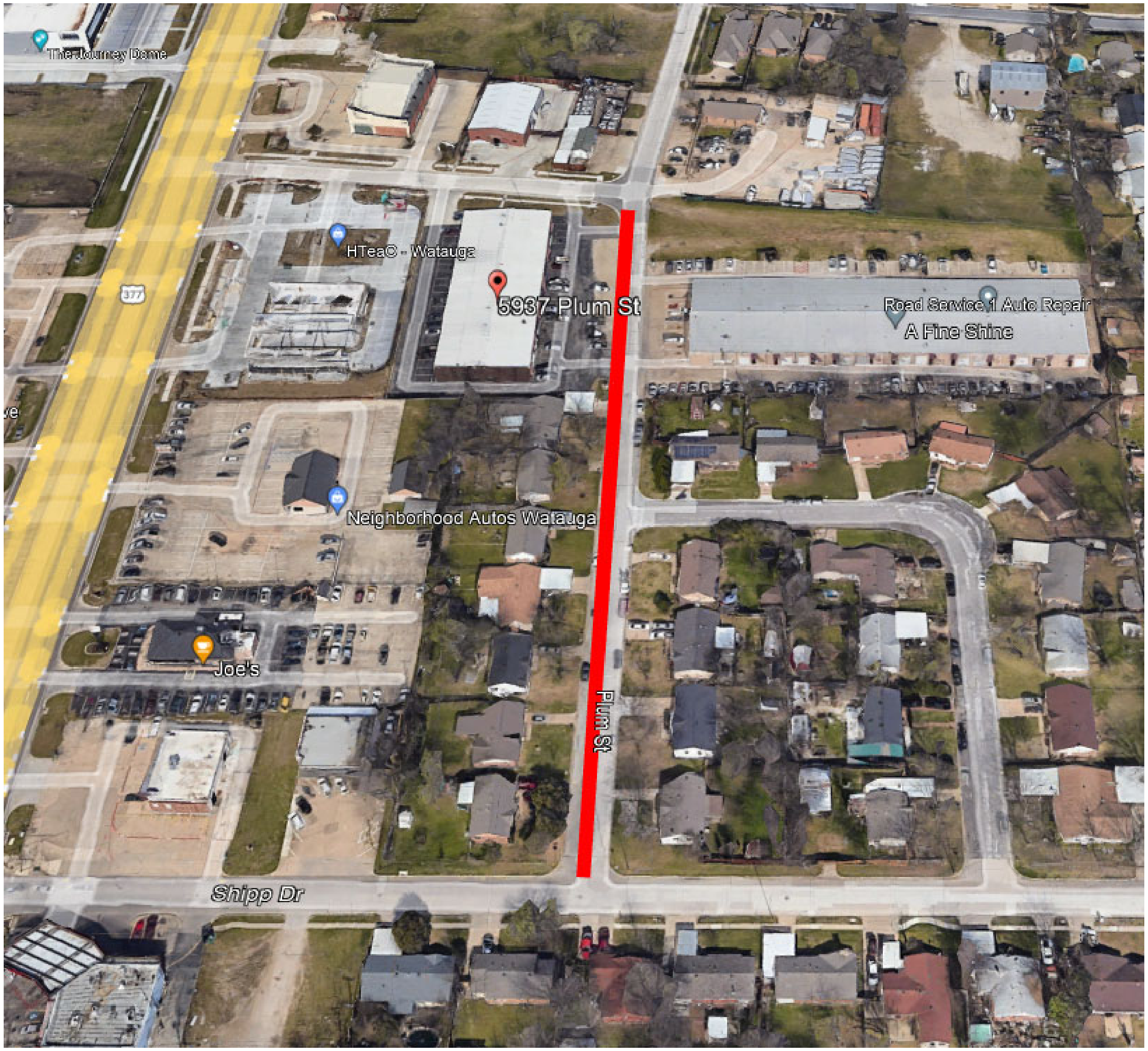
WATAUGA
REVIEWED BY:
DIRECTOR OF PUBLIC WORKS 6-10-24
DATE

TARRANT COUNTY
PLUM ST. WATER SYSTEM IMPROVEMENTS

Agenda Item – Recommend TC Accept Bid

The purpose of this agenda item is for discussion and action on recommending Tarrant County accept the bid with MX Construction Services, Inc. for the construction of the Plum Street Water System Improvements.

Tarrant County will award the construction contract.



CDBG-CV Round 4
Plum Street Water Main

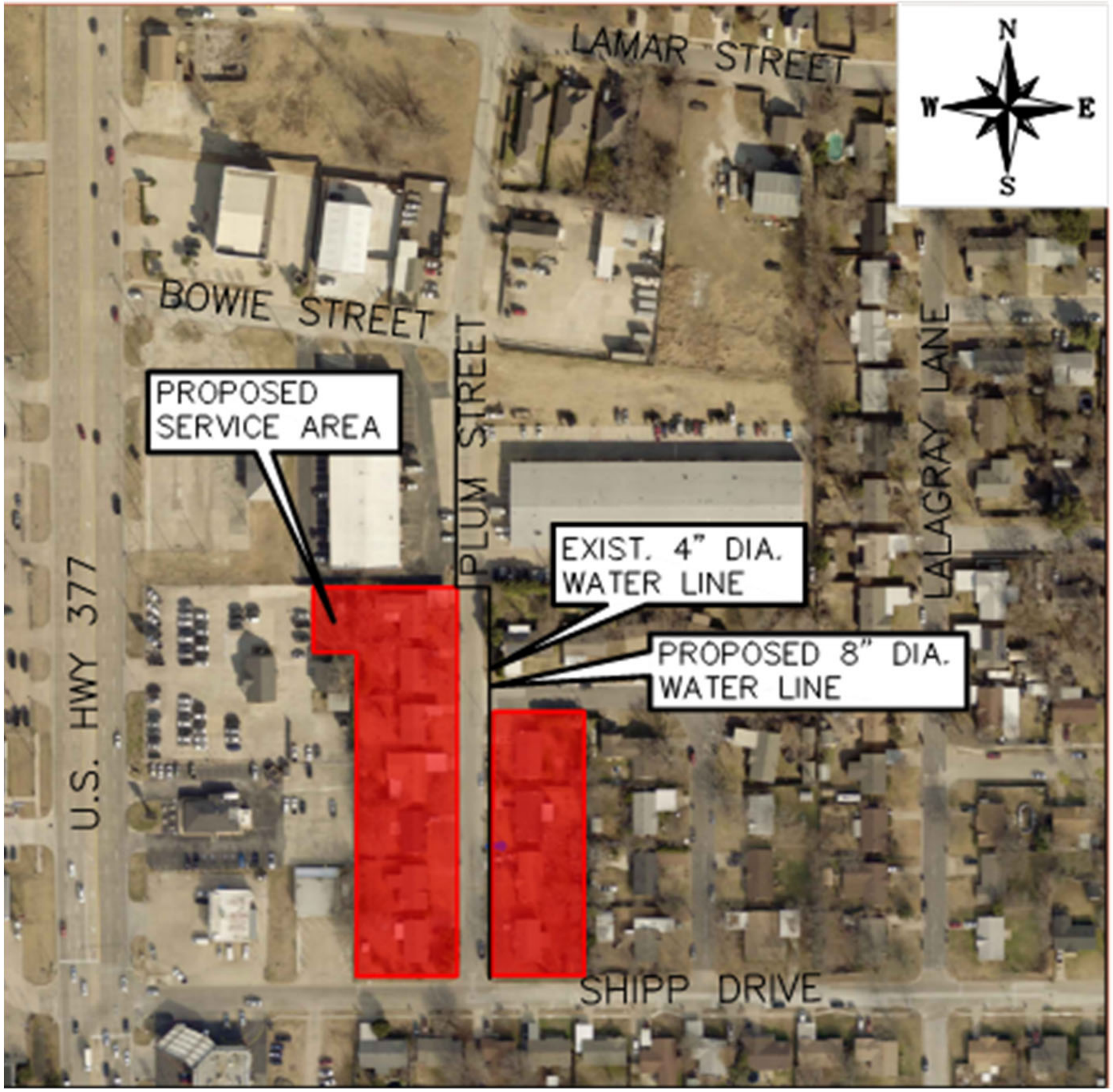
WATAUGA TEXAS

This is a Tarrant County CDBG Grant Project replacing the water line along the east side of Plum Street from Shipp Drive to Bowie Street because the existing cast iron water line has been leaking and failing.

Construction cost:
$333,738.26

CDBG Grant: Up to $358,875 of construction costs

Estimated Construction Dates:
Start September 2024
Completion January 2025



Strategic Plan & Timeline

Strategic Goal & Initiative – Maintain the financial strength of the City by seeking Grant Opportunities

Fall 2023, Watauga thru Burgess and Niple, Inc. submitted and was awarded a grant in the amount of $358,875 for construction cost only

January 22, 2024, the City Council approved the engineering contract with Burgess and Niple, Inc. in the amount of $48,900.00.

July 3, 2024, Tarrant County opened seven (7) bids for the construction

July 29, 2024, City accepted the bid pledging to support any project overruns.

August 12, 2024, City to recommend Tarrant County accept the bid.

Recommendation/Action Desired
Questions???

Tarrant County specifically requested the following motion:

"I move to recommend Tarrant County accept the bid from MX Construction Services, Inc. for construction of the Plum Street Water System Improvements project in the amount of Three Hundred Thirty-Three Thousand Seven Hundred Thirty-Eight Dollars and Twenty-Six Cents. Watauga's pledge above and beyond Tarrant County's grant is Zero Dollars and No Cents."

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: August 9, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Consider action to approve the Watauga Crime Control and Prevention District Proposed Budget for Fiscal Year 2024-2025

BACKGROUND/INFORMATION:

Texas Local Government Code Sec. 363.205. APPROVAL OF BUDGET BY GOVERNING BODY OF CREATING POLITICAL SUBDIVISION. (a) Not later than the 45th day before the date each fiscal year begins, the governing body of the political subdivision that created the district shall hold a public hearing on the budget adopted by the board and submitted to the governing body.(b) The governing body must publish notice of the hearing in a newspaper with general circulation in the district not later than the 10th day before the date of the hearing.(c) Any resident of the district is entitled to be present and to participate at the hearing.(d) Not later than the 30th day before the date the fiscal year begins, the governing body shall approve or reject the budget submitted by the board. The governing body may not amend the budget.(e) If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.(f) The budget may be amended after the beginning of the fiscal year on approval by the board and the governing body.

The City Council should consider approval of the CCD Proposed Budget after the required public hearing is held.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council consider action to approve the CCD proposed budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 080120242_10
2. CCD PROPOSED BUDGET FY2024-25 (revised 6-4-24)

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/9/2024

AGENDA MEMORANDUM

David Berman, City Attorney New -
Sandra Gibson, Interim City Manager and Director of Finance
Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
18806	579122	Print Legal Ad-IPL01867250 - IPL0186725		$69.40	1	34 L

Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@wataugatx.org

NOTICE OF PUBLIC HEARING
CITY OF WATAUGA, TEXAS
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, AUGUST 12, 2024
6:30 P.M.

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Crime Control and Prevention District for the 2024-2025 Fiscal Year on Monday, August 12, 2024, during the regularly scheduled City Council Meeting, which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on August 1, 2024 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 August 1, 2024, before 6:00 p.m. in accordance with Local Government Code Chapter 363.204(b) of the Texas Local Government Code.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186725
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

Proposed Budget

FY2024-2025

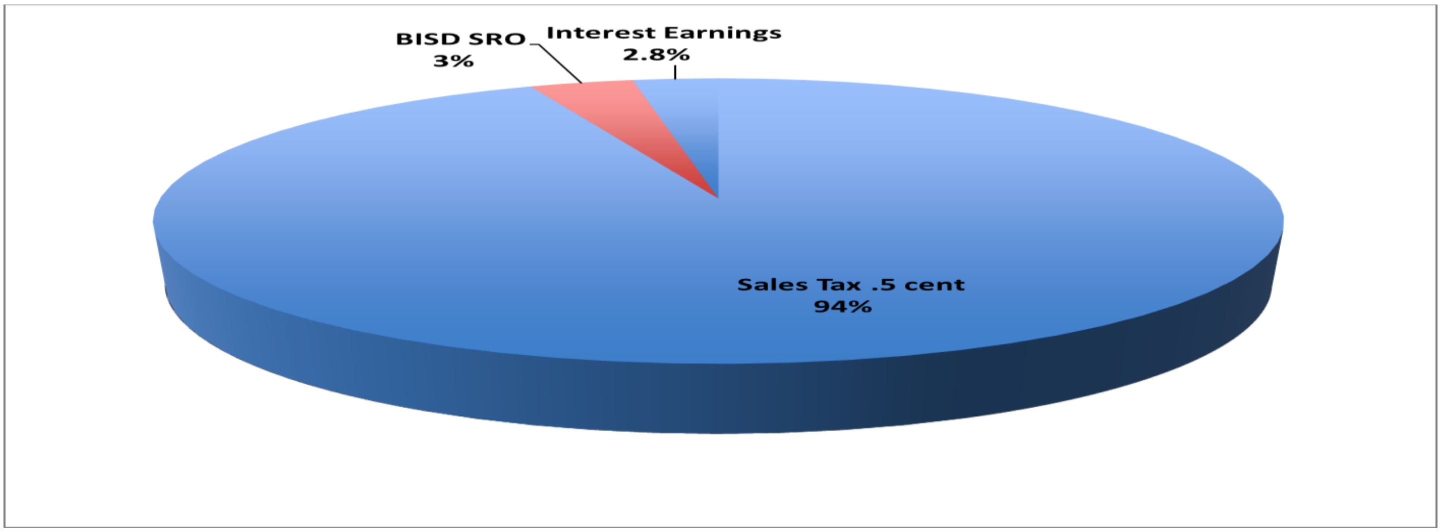
SPECIAL REVENUE FUNDS
CRIME CONTROL DISTRICT – FUND 18

The Crime Control and Prevention District was established to account for a one-half cent sales tax increase approved by voters on March 23, 1996, for an initial five years and extended by voters each ten years. On the most recent election, May 1, 2021, voters extended the sales tax collection for ten more years. The purpose of the increase in sales tax is to enhance law enforcement in Watauga. The additional funding is used to add officers and purchase additional equipment and supplies for law enforcement purposes.

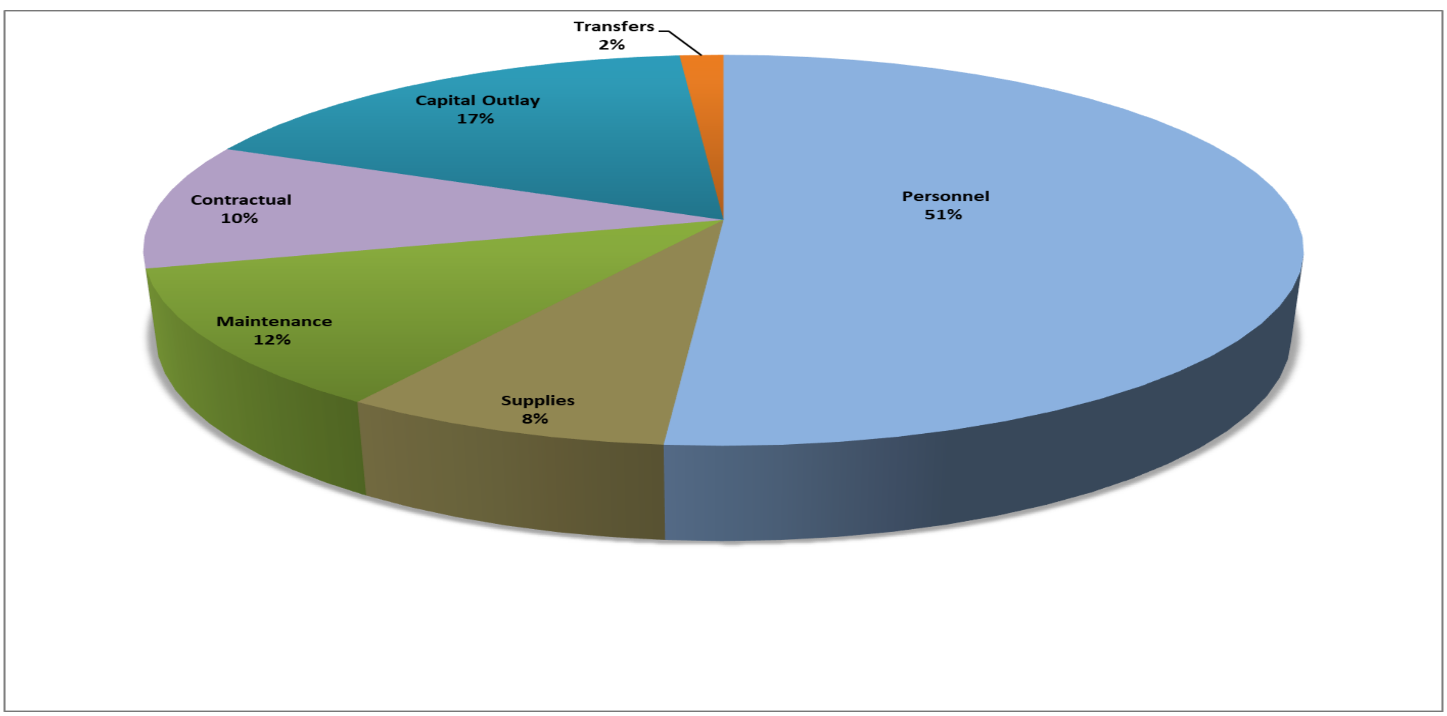
This is a Special Revenue Fund and is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when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

Sales tax revenue continues to trend flat and is forecasted to be the same as in FY2023-2024 at $1,977,000.

Where Does the Money Come From?



Where Does the Money Go?



CRIME CONTROL DISTRICT
BUDGET SUMMARY - FUND 18

	HISTORY		PROJECTED YEAR		BUDGET	% CHANGE
	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed	FY2024-2025 VS 2023-2024
Fund Balance, October 1	**$1,010,402**	**$1,329,162**	**$1,367,852**	**$1,464,248**	**$1,508,694**	
Revenues:						
Sales Taxes	1,846,233	1,897,062	1,977,000	1,977,000	1,977,000	0.0%
BISD SRO	63,848	66,319	66,000	70,346	73,000	10.6%
Transfer In From ERF	0	0	0	0	0	0.0%
Interest Earnings/Other	9,781	56,498	60,000	70,000	60,000	0.0%
Proceeds From Sales of Assets	34,701	17,201	0	0	0	0.0%
Operating Revenues	**$ 1,954,563**	**$ 2,037,080**	**$ 2,103,000**	**$ 2,117,346**	**$ 2,110,000**	**0.33%**
Total Available Resources	**$ 2,964,965**	**$ 3,366,241**	**$ 3,470,852**	**$ 3,581,594**	**$ 3,618,694**	**4.3%**
Expenditures:						
Operating Expenditures	1,605,803	1,718,849	2,006,800	1,822,800	2,189,750	9.1%
Capital Outlay	0	145,318	212,100	212,100	460,750	117.2%
Total Expenditures	1,605,803	1,864,167	2,218,900	2,034,900	2,650,500	**19.5%**
Operating Transfers-Out						
To General Fund	30,000	37,827	38,000	38,000	38,000	0.0%
To Capital Projects	0	0	0	0	0	0.0%
To Internal Service Fund	0	0	0	0	0	0.0%
Total Operating Transfers-Out	30,000	37,827	38,000	38,000	38,000	**0.0%**
TOTAL OPERATING & TRANSFERS	$ 1,635,803	$ 1,901,994	$ 2,256,900	$ 2,072,900	$ 2,688,500	**19.1%**
Fund Balance, September 30	$1,329,162	$1,464,248	$1,213,952	$1,508,694	$930,194	
CHANGE IN FUND BALANCE	$318,760	$135,086	($153,900)	$44,446	($578,500)	
Fund Balance Policy Min @ 20%					$445,550	

Police – Crime Control District

Mission Statement

The mission of the Watauga Police Department is to provide the highest quality police service while safeguarding individual liberties and building positive community relationships.

Department Overview

The Watauga Police Department provides services 24 hours a day 365 days a year to all the citizens of Watauga and those traveling in and out of the city.

The Watauga Police Department provides leadership and support to all members of the public, as well as Police personnel through fiscal responsibility and modeling of the City's values. The department is committed to strengthening and maintaining an atmosphere of community partnership, providing transparency, supporting continued training and leadership development of personnel, and providing opportunities for career growth and employee retention.

While the primary focus of the department is to ensure a safe environment for residents and businesses, several programs and services exist to address community needs and foster partnerships with the community.

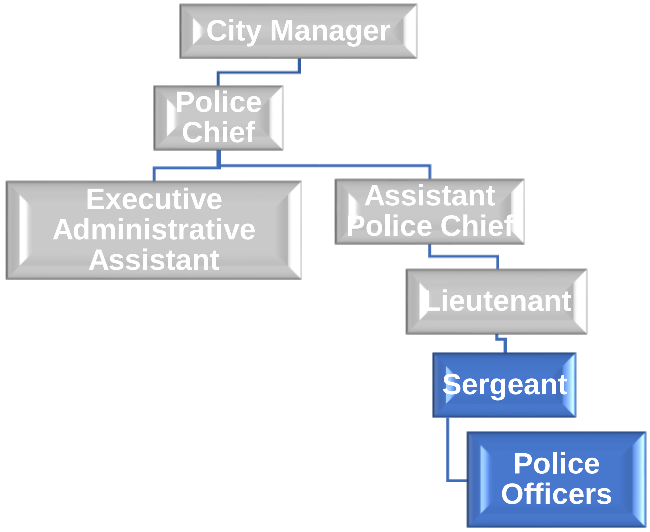
Highlights/Achievements for FY2024

- Maintained a low response time to calls with minimum staffing.
- Fully staffed Code Enforcement.
- Promoted a Senior Code Officer.
- Created a more positive presence on social media.
- Increased the total number of Flock Safety Cameras by five.
- Transitioned to a new rifle.
- Launched the Drone Program.
- Obtained Texas Police Chiefs Association Re-recognition status.

Goals/Objectives for FY2025

- Fully staff Animal Services Division.
- Create a Code Enforcement position for commercial issues concentration.
- Recruit and fully staff sworn positions.
- Backfill CID, Community Services Officer, and Traffic/Motors Divisions.
- Develop and participate in community policing and engagement events (such as Coffee with a Cop, National Night Out, neighborhood patrols, and block meetings).

Organizational Chart



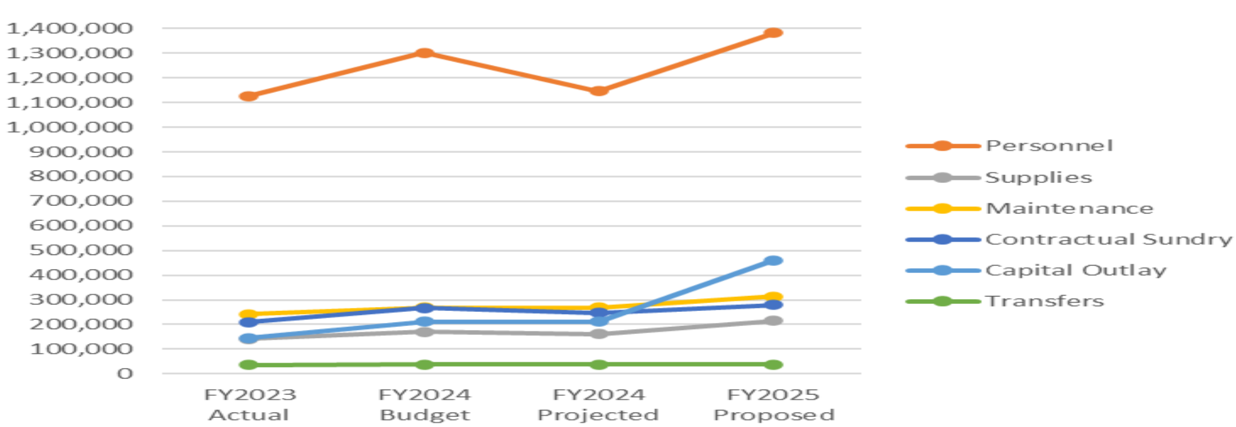
Budgeted Positions

Position Title	FY2023 Actual	FY2024 Actual	FY2025 Budget
Sergeant	1.00	1.00	1.00
Police Officer	11.00	11.00	11.00
Total Police – CCD FTE	**12.00**	**12.00**	**12.00**

Summary of Expenditures by Category

The Police Department – Crime Control District budget increased by $431,600 primarily due to one-time and capital outlay purchases and personnel increases. Contingency was adjusted by $5,000, crime victim liaison budget increased by $4,000 based on the estimate from North Richland Hills, and the capital outlay adjustment came to an increase of $187,900 in total.

	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed
Personnel	1,126,436	1,301,400	1,145,300	1,382,100
Supplies	142,327	170,500	161,300	214,500
Maintenance	241,049	268,700	268,200	313,700
Contractual Sundry	209,038	266,200	248,000	279,450
Capital Outlay	145,318	212,100	212,100	460,750
Transfers	37,827	38,000	38,000	38,000
Total Police – CCD	**$1,901,994**	**$2,256,900**	**$2,072,900**	**$2,688,500**

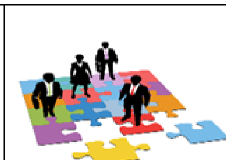


Performance Measures

Workload Indicators	**FY2023 Actual**	**FY2024 Adopted**	**FY2024 Projected**	**FY2025 Target**
Total calls for service	8,876	11,000	9,200	9,500
Total reports	1,896	2,500	1,800	2,000
Total traffic stops	5,777	1,800	7,500	7,500
Total citations	4,209	4,500	3,300	3,500
Total felony arrests	327	400	300	400
Total misdemeanor arrests	722	900	650	800
Total crime victims assisted	227	300	200	250
Total SRO student contacts	6,034	6,000	7,284	6,000
Total SRO presentations	6	10	8	10
Number of area school events/contacts	4	150	2	12
Number of public safety cadet meetings	8	40	12	12
Number of public safety cadet unit training hours	87	2,000	180	2,000
Number of VIPS hours logged	228	1,000	24	1,000

Measurement	**Strategic Goal**	**Measure Type**	**FY2023**		**FY2024**		**FY2025**
			Goal	**Actual**	**Goal**	**Projected**	**Goal**
# of offenses known to law enforcement.	# 2. Expand public safety through non-enforcement efforts.	Quantitative	500	500	400	400	375
City population per census data.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		23,050	22,500	22,500	22,500
Crime rate per capital.	# 2. Expand public safety through non-enforcement efforts	Quantitative		2.17%	1.80%	1.80%	1.70%
% change in crime rate per capital.	# 2. Expand public safety through non-enforcement efforts.	Quantitative		+0.18%	-0.37%	-0.37%	-0.10%

Police - CCD at a Glance

	Location: Police Station 7101 Whitley Road		**FY2025 Budget:** $2,688,500		**Full-time Employees:** 12.00

CRIME CONTROL DISTRICT

BUDGET CHANGES

Fiscal Year 2024-2025 Compared to Fiscal Year 2023-2024 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		80,700	step, benefits, retention, COLA & TMRS adjustments
Computer Supplies	Supplies		(1,000)	Historical usage adjustment
Weapons/Ammunition	Supplies	20,000		ALERRT Program (one time portion NR FY24-25)
Weapons/Ammunition	Supplies		5,000	ALERRT Program (on-going portion NR FY24-25)
Misc. Equip/Furniture	Supplies	20,000		Furniture Replacement (one time NR FY24-25)
Radio Maintenance	Maintenance		(1,000)	Radio communications (wave) adjustment
Software Maintenance	Maintenance		1,000	CAD/RMS Spillman server/maintenance estimate adjustment
Software Maintenance	Maintenance		45,000	Flock Safety expansion (on-going NR FY24-25)
Special Services	Contractual/Sundry		1,000	Evidence destruction estimate adjustment
Special Services	Contractual/Sundry	3,250		Drone Program Year 2 adjustment
Contingency	Contractual/Sundry		5,000	Adjustment for items as needed
Motor Vehicles	Capital Outlay	(45,000)		Tahoe replacement (one time NR FY23-24)
Motor Vehicles	Capital Outlay	400,000		COP - patrol vehicles replacement FY24-25
Other Equipment	Capital Outlay	60,750		Flock Safety expansion (one time NR FY24-25)
Other Equipment	Capital Outlay	(9,000)		Armory Storage (one time NR FY23-24)
Other Equipment	Capital Outlay	(19,500)		Drone Program (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(15,000)		Flock Safety (one time portion NR FY23-24)
Other Equipment	Capital Outlay	(22,600)		Portable radar signs (one time NR FY23-24)
Other Equipment	Capital Outlay	(85,000)		Rifle replacements (one time NR FY23-24)
Other Equipment	Capital Outlay	(16,000)		Traffic safety data collectors (one time NR FY23-24)
REALLOCATIONS:				
Contractual Payments	Contractual/Sundry		14,000	Crime Victim Liaison reallocated from Sundry with increased estimate
Sundry	Contractual/Sundry		(10,000)	Crime Victim Liaison reallocated to Contractual Payments
TOTALS:		**291,900**	**139,700**	

431,600 **NET INCREASE/DECREASE**

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

New requests

CRIME CONTROL DISTRICT
NEW REQUEST SUMMARY
FY2024-2025

Item	One-Time FY2024-2025	On-Going	Total Requested	Funded Amount		Account Category
Flock (ALPR) safety program expansion	$ 60,750	$ 45,000	$ 105,750	$ 105,750	F	Capital Outlay/Maintenance
ALERRT Program Simunitions	$ 20,000	$ 5,000	$ 25,000	$ 25,000	F	Weapons/Ammunitions
Furniture replacement	$ 20,000		$ 20,000	$ 20,000	F	Supplies
TOTAL	**$ 100,750**	**$ 50,000**	**$ 150,750**	**$ 150,750**		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT BUDGET YEAR
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Flock (ALPR) Safety Camera program expansion
REQUEST TYPE: One-Time & On-Going **RANKING:** 1
FUND/DEPT: 18-080 **GOAL #:** 2
BUDGET CODE:
FULL FY2024-2025 COST: $60,750
ANY ON-GOING FUTURE COSTS: $45,000
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Additional Flock and intersection cameras to expand and enhance the existing Flock (ALPR) Program.
Year one will be a cost of $60,750 for the implementation costs for 5 LPR products and 10 video products.
There will be an annual recurring cost of $45,000 going forward.

SAVINGS/BENEFITS/BUDGET IMPACT

Additional enhancements to the existing program will afford the citizens a safer community through investigative opportunities, allow for a rapid and more definitive identification of suspects leading to a more prosecutable case presented to the Tarrant County District Attorney. This program will also enhance our ability and partnership with the regional Real Time Crime Center that assists in the investigation of in progress crimes by tracking suspects as well as tracking of suspects after crimes have been perpetrated against our citizens.

The current budget in the capital account is $0 and with the one-time request of $60,750 that will increase the total budget to $60,750 for fiscal year 2024-25 if approved.

The current budget in the software maintenance account is $192,500 and with the on-going increase of $45,000 to the existing flock ALPR program that will increase the flock ALPR program to $70,500 on-going and the overall software maintenance budget to $237,500 going forward if approved..

CONSEQUENCES OF NOT FUNDING PROGRAM

Increased difficulty in identifying suspects after crimes have been perpetrated and an inability to track some criminals as the crime has just been committed.

EXPENSE IMPACT

BUDGET CODE		*2024-2025 NEW REQUEST*	*2024-2025 TOTAL BUDGET WITH REQUEST*
18-080-85170	Other Equipment	$60,750	$60,750
18-080-63510	Software Maintenance	$45,000	$237,500
	TOTALS:	**$105,750**	**$298,250**

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District

PROGRAM TITLE: ALERRT Training Program SIMUNITIONS for HK VP9

REQUEST TYPE: One-Time & On-Going **RANKING:** 1

FUND/DEPT: 18-080 **GOAL #:** 6

BUDGET CODE: 18-080-52330 Weapons/Ammunition

FULL FY2024-2025 COST: $20,000

ANY ON-GOING FUTURE COSTS: $5,000

FULL FY2024-2025 SAVINGS OFFSET:

LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:

RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

TCOLE has mandated Advanced Law Enforcement Rapid Response Training (ALERRT) for all Texas agencies. ALERRT is the training for response to active shooter situations such as school shootings and other type of shootings where the shooter is actively firing and causing injury or death to other persons. This training will be ongoing throughout the foreseeable future. In order for us to comply with state mandates, we will need the conversion kits from standard ammunition to simulated ammunition for our handguns (HK VP9's) which are currently issued to officers so trainning can be done with the weapon they carry. The amount of this request includes the conversion kits for approximately 10 weapons and simunition sufficient for all staff to be trained in accordance with the Texas Commission on Law Enforcement Education. There will be on-going expenses for the simunition cartridges as needed for trainings.

SAVINGS/BENEFITS/BUDGET IMPACT

This will allow officers to train with the exact pistol they carry on duty which is a benefit for the officer and less liability for the department. We would be able to utilize all the officers equipment they currently have issued which reduces any additional costs.

CONSEQUENCES OF NOT FUNDING PROGRAM

We will not be able to comply with the TCOLE mandate.

EXPENSE IMPACT

BUDGET CODE		*2024-2025 NEW REQUEST*	*ON-GOING EXPENSES*
18-080-52330	Weapons/Ammunition	$20,000	$5,000
	TOTALS:	**$20,000**	**$5,000**

NEW REQUEST FORM

FISCAL YEAR: 2024-2025

DEPARTMENT: Police - Crime Control District
PROGRAM TITLE: Furniture replacement
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 18-080 **GOAL #:** 6
BUDGET CODE: 18-080-52260
FULL FY2024-2025 COST: $20,000
ANY ON-GOING FUTURE COSTS:
FULL FY2024-2025 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: Misc Furniture
RECOMMENDATION FOR DISPOSITION: Salvage/Auction

PROGRAM DESCRIPTION

Furniture replacement program to replace badly worn furniture that is well over 10 years old and breaking down.

SAVINGS/BENEFITS/BUDGET IMPACT

Funding this item will provide for a more comfortable work atmosphere and comfortability of employees as well as replace broken items that have worn out over the last 10 years.

The current budget in this line item is $0 and with the approval of the one-time purchases will bring to total budget to $20,000.

CONSEQUENCES OF NOT FUNDING PROGRAM

Not funding this will reduce the employee comfort while working.

EXPENSE IMPACT

BUDGET CODE	*CURRENT BUDGET*	*2024-2025 NEW REQUEST*	*2024-2025 TOTAL BUDGET WITH REQUEST*
18-080-52260	Misc. Furniture	$20,000	$20,000
	TOTALS:	**$20,000**	**$20,000**

CCPD

WATAUGA CRIME CONTROL AND PREVENTION DISTRICT

CAPITAL OUTLAY

VEHICLE #	ODOMETER	MAKE	MODEL	YEAR	PLATE #	Purchase Date	PURCHASE PRICE	FUND	LIFE EXPECTANCY	REPLACEMENT YEAR	FUNDING SOURCE	ESTIMATED REPLACEMENT COST	ASSIGNED
165	67874	CHEVY	TAHOE	2018	1397492	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
166	57523	CHEVY	TAHOE	2018	1397496	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
167	56170	CHEVY	TAHOE	2018	1397494	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol
168	48782	CHEVY	TAHOE	2018	1397495	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl
169	52302	CHEVY	TAHOE	2018	1397493	4/6/2018	31,890	CCD FUND	5YR/100K MILES	2024-25	CCD FUND	80,000	Patrol - Cpl

TOTAL: **400,000**

AGENDA MEMORANDUM

DATE: August 9, 2024

TO: Honorable City Council Members

FROM: Sandra Gibson, Interim City Manager and Director of Finance

THROUGH: Sandra Gibson, Interim City Manager and Director of Finance

SUBJECT: Consider action to approve the FY2024-2025 Proposed Watauga Economic Development Budget

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BACKGROUND/INFORMATION:

The Watauga Economic Development Corporation adopted the FY2024-2025 Proposed Budget on July 16, 2024. The City Council is the final approving authority for the WEDC Budget.

FINANCIAL IMPLICATIONS:

Estimated revenues and proposed expenditures are listed within the proposed budget.

RECOMMENDATION/ACTION DESIRED:

Staff recommends the Council take action on approval of the WEDC proposed budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WEDC PROPOSED BUDGET FY2024-2025
2. 080120242_9

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/9/2024
David Berman, City Attorney	New -
Sandra Gibson, Interim City Manager and Director of Finance	
Linda Proskey, City Secretary	

Approved as to form for inclusion on Agenda

PROPOSED BUDGET

WATAUGA
ECONOMIC DEVELOPMENT
CORPORATION

FISCAL YEAR 2024-2025

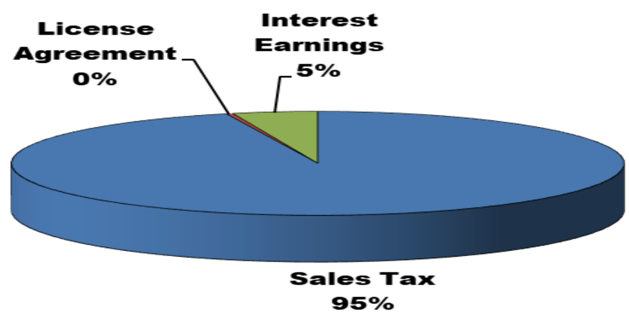
ECONOMIC DEVELOPMENT CORPORATION

(FORMERLY PARKS DEVELOPMENT CORPORATION)

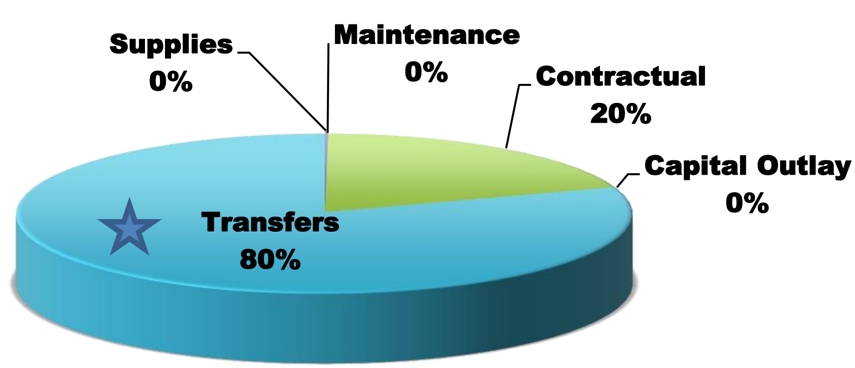
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga 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 FY2024-2025 are projected to be $996,000.

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

Economic Development

Mission Statement

To make Watauga the best place to do business today and in the future by generating equitable economic growth opportunities, building strategic partnership, and maximizing resources.

Department Overview

To advance the economic strength of Watauga through business and community support programs, public education, and strategic partnerships. Economic Development provides emphasis on improving the business climate through new development, redevelopments, workforce development, business retention and expansion, and small business development.

To enhance the quality of life for residents and the sustainability of City businesses through the retention and revitalization of exiting business and neighborhoods, and promotion, recruitment, and coordination of new commercial and residential development in the City.

Highlights/Achievements for FY2024

- Researched and proposed the Watauga Revitalization Action Plan (WRAP) Incentive Policy designed to support local businesses by assisting with revitalization improvements.
- Economic development activity was strong for the 2024 fiscal year and included multiple business openings.
- Continued advertising efforts to include the Business Spotlight program and Shop Watauga social media platform to promote Watauga businesses.
- Continued to maintain economic development related databases to meet the needs of the development community.

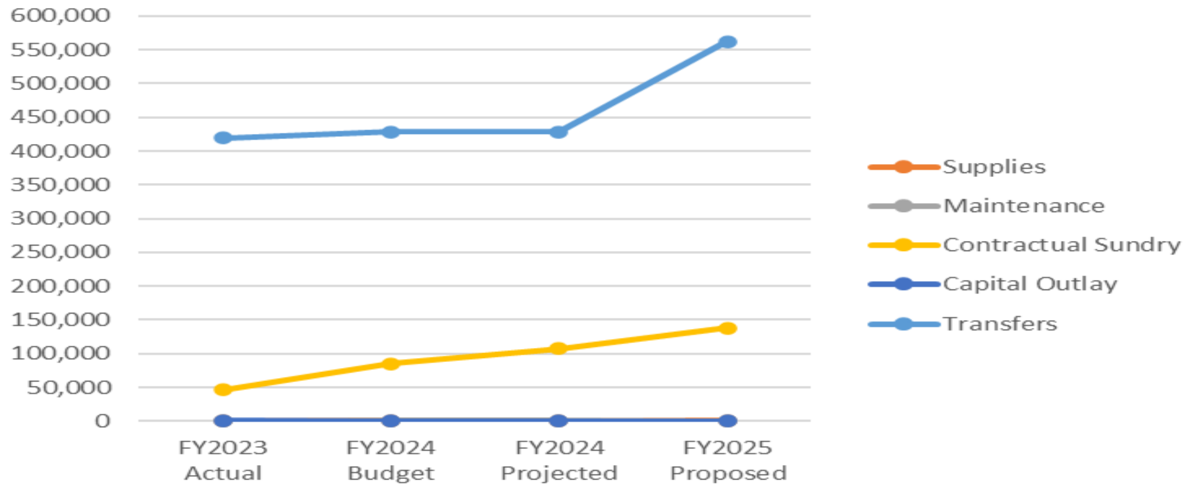
Goals/Objectives for FY2025

- Launch the WRAP program to support local business revitalization.
- Support the design and construction for the Food Business Park to support economic development efforts.
- Continue to promote Watauga businesses and stimulate participation in shop local programs.
- Prepare projects for development which allow for continued economic growth in the City.

Summary of Expenditures by Category

The Economic Development budget increased by $185,990 primarily due to the Beautification program addition, attorney fees and allocation transfer adjustments. Transfer to EDC Capital Projects in the amount of $100,000 includes $90,000 for splashpad redesign and $10,000 contingency. There were additional minor adjustments to the budget that also contributed to the overall change in the budget from 2023-2024.

	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed
Supplies	308	1,000	650	1,000
Maintenance	0	1,000	1,000	300
Contractual/Sundry	46,124	85,250	107,300	138,300
Capital Outlay	1,200	0	0	0
Transfers	419,700	428,000	428,000	561,640
Total Economic Dev.	**467,332**	**515,250**	**536,950**	**701,240**



Performance Measures

Workload Indicators	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Target
Project files opened		10		
Jobs created		35		
Responses submitted	30	50	50	50
Board meetings held	4	12	8	8
Business retention visits	157	60	165	150
Economic Development agreements	1	3	1	3
Redevelopment projects	31	2	25	20
New development projects	2	2	4	2

Measurement	Strategic Goal	Measure Type	FY2023		FY2024		FY2025
			Goal	Actual	Goal	Actual	Goal
Clients served	# 3. Develop a sustainable economic development effort.	Quantitative	15	20	15	20	25
Potential new business calls/contacts	# 3. Develop a sustainable economic development effort.	Efficiency	100	29	50	20	30
New business openings	# 3. Develop a sustainable economic development effort.	Quantitative	5		2	12	
Small business development assistance	# 3. Develop a sustainable economic development effort.	Effectiveness	5	0	2	2	5

N/A- new measure

ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY - FUND 04

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed	FY2024-2025 vs 2023-2024
Fund Balance, October 1*	**$1,631,094**	**$1,733,255**	**$2,260,280**	**$2,295,551**	**$2,833,101**	
Revenues:						
Sales Taxes	929,538	952,990	996,000	996,000	996,000	0.0%
Proceeds From Sale of Assets	0	0	0	0	0	0.0%
Interest Earnings	13,921	73,826	55,000	75,000	50,000	-9.1%
License Agreement - Services	250	2,813	3,500	3,500	3,500	0.0%
Operating Revenues	**$943,709**	**$1,029,628**	**$1,054,500**	**$1,074,500**	**$1,049,500**	**-0.5%**
Total Available Resources	**$2,574,803**	**$2,762,883**	**$3,314,780**	**$3,370,051**	**$3,882,601**	
Expenditures:						
Business Retention	3,518	3,783	6,650	43,400	56,650	751.9%
Business Attraction	25,650	20,614	24,300	23,900	34,300	41.2%
General Administration	44,502	23,236	56,300	41,650	48,650	-13.6%
Operating Expenditures	**$73,670**	**$47,632**	**$87,250**	**$108,950**	**$139,600**	**60.0%**
Operating Transfers-Out						
To General Fund	245,800	266,500	279,000	279,000	311,640	11.7%
To Internal Service Fund	0	0	0	0	0	0.0%
To Capital Projects Fund	375,000	0	0	0	100,000	0.0%
To Debt Service	147,078	153,200	149,000	149,000	150,000	0.7%
Total Operating Transfers-Out	**$767,878**	**$419,700**	**$428,000**	**$428,000**	**$561,640**	**31.2%**
TOTAL OPERATING & TRANSFERS	**$841,548**	**$467,332**	**$515,250**	**$536,950**	**$701,240**	**36.1%**
Fund Balance, September 30	**$1,733,255**	**$2,295,551**	**$2,799,530**	**$2,833,101**	**$3,181,361**	
CHANGE IN FUND BALANCE	**$102,161**	**$562,296**	**$539,250**	**$537,550**	**$348,260**	

***Includes debt service fund balance**

ECONOMIC DEVELOPMENT CORPORATION

BUDGET CHANGES

Fiscal Year 2024-2025 Compared to Fiscal Year 2023-2024 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Business Retention:				
Incentive Fund	Contractual/Sundry		50,000	Beautification Program addition
Business Attraction:				
Incentive Fund	Contractual/Sundry	10,000		380 Agreement adjustment
General Administration:				
Software Maintenance	Maintenance		(700)	Adobe Suites License adjustment
Dues & Subscriptions	Contractual/Sundry		50	TEDC dues increase
Attorney Fees	Contractual/Sundry		(5,000)	Usage analysis adjustment
Contractual Services	Contractual/Sundry		(2,000)	Civic Plus annual fee removal
Transfers;				
Transfer to General Fund	Transfers	32,640		Allocation adjustment
Transfer to Capital Projects Fund	Transfers	90,000		Splashpad redesign (50%)
Transfer to Capital Projects Fund	Transfers	10,000		Contingency
Transer to General Oblig. Debt	Transfers	1,000		Allocation adjustment
TOTALS:		**$143,640**	**$42,350**	

$185,990   **NET INCREASE/DECREASE**

ALLOCATIONS INFORMATION

WATAUGA
ECONOMIC DEVELOPMENT
CORPORATION

SCHEDULE A - Estimated Cost for Economic Development Corporation
2024-2025

Salary/ Benefits Personnel

Department		Tasks performed for the EDC	Estimated hours	Estimated Cost
City Secretary - TOTAL		**Records Retention/PIA/Minutes/Resolutions/Agenda Posting**	**416**	**$18,252**
Asst. to the City Secretary 10%		Records Retention/PIA	208	$6,529
City Secretary 10%		Agenda Prep/Minutes/Resolutions/Posting	208	$11,723
Finance - TOTAL		**Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable**	**62**	**$3,979**
Finance Director & Asst. FD- Total 45 hours		Monthly Report	5	$3,242
		EDC Attendance	5	
		Annual Budget/Annual Report/Audit	30	
Financial Analyst		Monthly Report	12	$429
Purchasing personnel		Purchasing/Accounts Payable	10	$309
Information Technology - TOTAL		Marketing /Website/Projects/Updates	1768	**$69,223**
Media Specialist		85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL		Project Coordination/Oversight	125	**$8,464**
City Manager's Office		EDC Director, Business Retention, Economic Development Duties		**$192,812**
EDC Coordinator		100% Economic Development Coordinator position salary & benefits	2080	$75,837
EDC Director (City Manager)		50% City Manager salary & benefits	1040	$116,976
Sub-total				**$292,731**

Other Items

Annual Audit Allocation		4% of Total		$2,500
Codification Fees		15% of Total		$1,200
Mowing of EDC project sites		9 times per year		$15,210
Sub-total				**$18,910**
GRAND TOTAL				***$311,641***

CAPITAL PROJECTS

WATAUGA
ECONOMIC DEVELOPMENT
CORPORATION

ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY			PROJECTED YEAR		BUDGET
	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 Original Budget	2023-2024 Projected	2024-2025 Proposed
Fund Balance, October 1	**$38,835**	**$38,660**	**$30,346**	**$21,146**	**$32,345**	**$24,345**
Revenues:						
Interest Earnings	61	247	1,543	100	2,000	2,000
Proceeds from Sale of Assets	0	0	456	0	0	0
Transfer from EDC Sales Tax Fund	0	375,000	0	0	0	100,000
Other Financing Sources	0	0	0	0	0	0
Matching Grants	0	0	0	0	0	0
Total Revenues	**$61**	**$375,247**	**$1,999**	**$100**	**$2,000**	**$102,000**
Total Available Resources	**$38,896**	**$413,907**	**$32,345**	**$21,246**	**$34,345**	**$126,345**
Expenditures:*						
Purchase of Property	0	375,000	0	0	0	0
Foster Village Improvements	0	0	0	0	0	0
Shade Structure - Indian Springs	0	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0	0	0	0	0	0
Capp Smith Park Improvements	236	0	0	0	0	90,000
Contingency	0	8,561	0	10,000	10,000	10,000
Total Expenditures	**$236**	**$383,561**	**$0**	**$10,000**	**$10,000**	**$100,000**
Other Expenditures						
Transfer to PDC Debt Service	0	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	**($175)**	**($8,314)**	**$1,999**	**($9,900)**	**($8,000)**	**$2,000**
Fund Balance, September 30	**$38,660**	**$30,346**	**$32,345**	**$11,246**	**$24,345**	**$26,345**
CHANGE IN FUND BALANCE	**($175)**	**($8,314)**	**$1,999**	**($9,900)**	**($8,000)**	**$2,000**

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
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The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
18806	579121	Print Legal Ad-IPL01867240 - IPL0186724		$69.40	1	34 L

Attention: Jeannette Garcia

CITY OF WATAUGA
7105 WHITLEY RD
FORT WORTH, TX 761482024

CSO@watauga tx.org

NOTICE OF PUBLIC HEARING
CITY OF WATAUGA, TEXAS
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, AUGUST 12, 2024
6:30 P.M.

Notice is hereby given that the City Council of the City of Watauga, Texas will hold a Public Hearing on the proposed budget for the Watauga Economic Development Corporation for the 2024-2025 Fiscal Year on Monday, August 12, 2024, during the regularly scheduled City Council Meeting, which begins at 6:30 p.m. in the Council Chamber at City Hall, 7105 Whitley Road, Watauga, Texas, 76148.

Published on August 1, 2024 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 August 1, 2024, before 6:00 p.m. in accordance with Local Government Code Chapter 363.204(b) of the Texas Local Government Code.

/s/Linda Proskey
Linda Proskey, City Secretary
IPL0186724
Aug 1 2024

THE STATE OF TEXAS
COUNTY OF TARRANT

Before me, a Notary Public in and for said County and State, this day personally appeared Mary Castro, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

1 insertion(s) published on:
08/01/24

Mary Castro

Sworn to and subscribed before me this 1st day of August in the year of 2024

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County

STEPHANIE HATCHER
My Notary ID # 133534406
Expires January 14, 2026

Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

AGENDA MEMORANDUM

DATE: August 5, 2024

TO: Honorable City Council Members

FROM:

THROUGH: Arthur Miner, Mayor

SUBJECT: Pursuant to Section 551.074 of the Texas Government Code, discuss matters relating to personnel as follows: City Manager duties

---

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:
None

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
None

REVIEWED BY:

David Berman, City Attorney	Approved - 8/8/2024
Sandra Gibson, Interim City Manager and Director of Finance	Approved - 8/8/2024
Linda Proskey, City Secretary	Final Approval - 8/9/2024

Approved as to form for inclusion on Agenda