



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, SEPTEMBER 17, 2024
6:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

1. Presentation of a proclamation to Jersey Mike's Subs in recognition of their 15 year milestone anniversary.

PUBLIC COMMENT

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

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 FROM STAFF

CONSENT AGENDA All the items on the consent agenda are considered to be self-explanatory by the Commission and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items. Any member wishing to pull an item may do so.

1. Consider approval of the Minutes for the July 16, 2024, WEDC meeting.
2. Consider approval of the Monthly Financial Report for the period ending July 31, 2024.

PUBLIC HEARINGS

1. Public hearing to receive comments for or against the Corporation's funding of the Splashpad Filtration Upgrade Project in the amount of \$100,000. The project involves upgrading the water filtration system at the Splashpad at Capp Smith Park and includes City matching funding.

ACTION ITEMS

1. Discuss and consider action to approve the Splashpad Filtration Upgrade Project funding in the amount of \$100,000.
Sandra Gibson, Interim City Manager and Director of Finance
2. Discuss and consider action to recommend to the City Council that permit fees for temporary signage be waived for new businesses for a specified timeframe.
Arthur Miner, Mayor

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

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

ITEMS OF EXECUTIVE SESSION DELIBERATION:

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

Meeting Notices and Reservation of Rights

The Watauga Economic Development Corporation Board of Directors may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [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 September 13, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





MINUTES
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, JULY 16, 2024
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 PM

CALL TO ORDER

President, Miner called the meeting to order at 6:36 p.m.

ROLL CALL

Arthur L. Miner	Place 1, President
Calvin Lewis	Place 2, Director
Jan Hill	Place 3, Secretary
Malissa Minucci	Place 4, Vice President
Vacant	Place 5, Director
Vacant	Place 6, Director
Macy Forrester	Place 7, Director- absent with notice

Others present include:

Sandra Gibson	Interim City Manager/Finance Director
Deby Woodard	Assistant Finance Director
Lorenza Zavala	Administrative Assistant

ANNOUNCEMENTS

No Announcements at this time.

PRESENTATIONS

1. **Presentation of a proclamation to Party City in recognition of their 20 year milestone anniversary.**

PUBLIC COMMENT

No requests to speak were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests to speak were received.

REPORTS FROM STAFF

None at this time.

CONSENT AGENDA

1. **Consider approval of the minutes from the June 18, 2024, Watauga Economic Development Corporation Meeting.**

2. Consider the approval of the Monthly Financial Report for the period ending May 31, 2024.

Secretary Jan Hill made a motion to accept the consent agenda as presented.
Second the motion: Director Calvin Lewis

Motion Passed 3-0-0

Ayes: Calvin Lewis, Jan Hill, Malissa Minucci

Nays: None

Absent: Macy Forrester

Abstain: None

PUBLIC HEARINGS / ACTION

ACTION ITEMS

- 1. Discussion and consider adopting a resolution of the Watauga Economic Development Corporation establishing and approving the Corporation's Fiscal Year Budget for FY2024-2025; providing for all anticipated expenditures; directing the Executive Director to submit it to the City Secretary's Office for City Council consideration to approve the budget and related operational expenditures; and providing an effective date.**

Mrs. Gibson stated there were no changes since the last time this was presented.

Vice President Minucci makes a motion to approve the Economic Development Budget as presented.

Second the Motion: Secretary Jan Hill

Motion Passed: 3-0-0

Ayes: Calvin Lewis, Malissa Minucci, Jan Hill

Nays: None

Absent: Macy Forrester

Abstain: None

- 2. Consider action on a Staffing and Reimbursement Agreement between the Watauga Economic Development Corporation and the City of Watauga for personnel and services.**

Mrs. Gibson stated there have been no changes to the staffing reimbursement and includes a few additional expenses to reimburse the General Fund for a total of \$311,640.

Secretary Jan Hill makes a motion that we approve the item as presented.

Second the Motion: VP Malissa Minucci

Motion Passed: 3-0-0

Ayes: Calvin Lewis, Malissa Minucci, Jan Hill

Nays: None

Absent: Macy Forrester

Abstain: None

EXECUTIVE SESSION

There was no executive session.

RECONVENE

ITEMS OF EXECUTIVE SESSION DELIBERATION

ITEMS FOR FUTURE AGENDAS

None at this time.

ADJOURNMENT

President Miner adjourned the meeting at 6:42 p.m.

APPROVED: this _____ day of _____, 2024.

SIGNED: this _____ day of _____, 2024.

APPROVED:

Arthur L. Miner, President

ATTEST:

Jan Hill, Secretary

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



AGENDA MEMORANDUM

DATE: September 6, 2024

TO: Watauga Economic Development Corporation Directors

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

SUBJECT: Consider approval of the Monthly Financial Report for the period ending July 31, 2024.

BACKGROUND/INFORMATION:

The monthly financial report for the period ending July 31, 2024 is provided for the Board's review and approval.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Recommend approval of the Monthly Financial Report for the period ending July 31, 2024

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EDC Monthly Financial Report -July 2024

REVIEWED BY:

Lorenza Zavala, Administrative Assistant

Approved - 9/10/2024

Linda Proskey, City Secretary

Approved - 9/10/2024

Sandra Gibson, Interim City Manager and Director of Finance

Final Approval - 9/11/2024

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: September 8, 2024

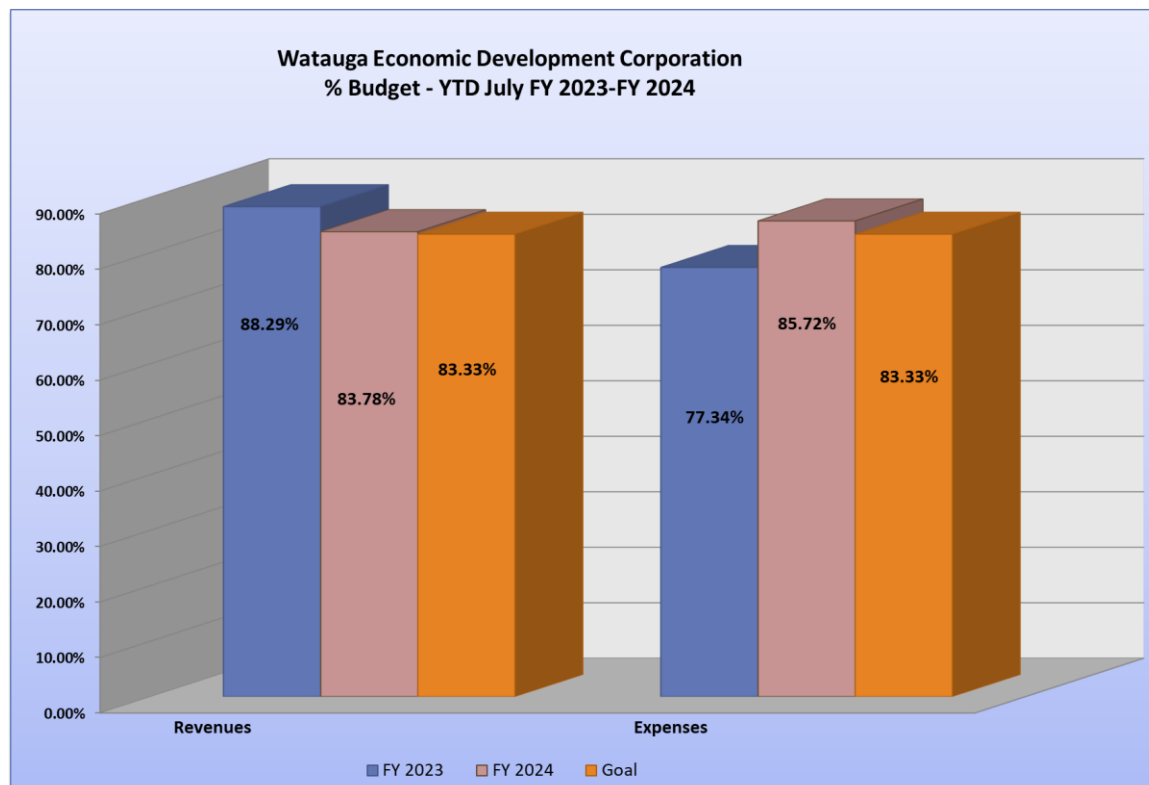
TO: Watauga Economic Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of July, 2024

The attached report and below graph represent the results of transactions through July 31, 2024, which is 83% through the FY2023-FY2024 budget.

Year-to-date revenues are 83.8% of the total budget at this time. July sales tax has been estimated for this report and will be received on September 13th. Year-to-date sales tax is trending flat in comparison to the prior year and interest income is up by \$31,889 from prior year. Total year-to-date expenditures are \$441,692 which is 85.7% of the budget expended for the year.





CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2024
For the period ending: July 31, 2024 (4th FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	7/31/2024 YTD ACTUAL	% USED	% REMAINING	7/31/2023 YTD ACTUAL	\$ CHG 24 vs 23	% CHG 24 vs 23
REVENUE:							
SALES TAX	996,000	791,246	79.44%	20.56%	787,962	3,284	0.42%
INTEREST EARNINGS	55,000	88,802	161.46%	-61.46%	56,913	31,889	56.03%
INTEREST/ESCROW	-	-	-	-	-	-	0.00%
CONTRIBUTIONS/OTHER	3,500	3,413	97.50%	2.50%	2,313	1,100	47.57%
TOTAL REVENUE	\$1,054,500	\$883,460	83.78%	16.22%	\$847,188	\$36,272	4.28%
PERSONNEL SERVICES	-	-	-	-	-	-	0.00%
NON-DEPARTMENTAL	-	-	-	-	-	-	0.00%
SUPPLIES	1,000	403	40.26%	59.74%	36	367	0.00%
MAINTENANCE	1,000	-	0.00%	100.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	85,250	84,622	99.26%	0.74%	43,672	40,950	93.77%
TRANSFERS	428,000	356,667	83.33%	16.67%	349,750	6,917	1.98%
CAPITAL OUTLAY	-	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	\$515,250	\$441,692	85.72%	14.28%	\$393,458	\$48,234	12.26%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$539,250	\$441,769			\$453,730	(\$11,961)	



AGENDA MEMORANDUM

DATE: September 4, 2024

TO: Watauga Economic Development Corporation Directors

FROM:

SUBJECT: Public hearing to receive comments for or against the Corporation's funding of the Splashpad Filtration Upgrade Project in the amount of \$100,000. The project involves upgrading the water filtration system at the Splashpad at Capp Smith Park and includes City matching funding.

BACKGROUND/INFORMATION:

The WEDC budget provided for appropriations for the Splashpad Filtration Upgrade Project in the amount of \$100,000 (\$90,000 plus \$10,000 contingency). The project will include an ultraviolet (UV) system to be the secondary treatment of water and reconstruction and re-piping of the cabinet area to meet current code requirements.

This project is funded by the WEDC and City matching funds. State law requires that corporations hold a public hearing on projects funded by 4B tax proceeds and that projects considered at a public hearing wait 60 days after first public notice of the project. The public notice of the project was published in the Star Telegram and the website on September 6, 2024.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Lorenza Zavala, Administrative Assistant	Approved - 9/6/2024
David Berman, City Attorney	Approved - 9/6/2024
Linda Proskey, City Secretary	Approved - 9/6/2024
Sandra Gibson, Interim City Manager and Director of Finance	Final Approval - 9/6/2024
<i>Approved as to form for inclusion on Agenda</i>	



AGENDA MEMORANDUM

DATE: September 6, 2024

TO: Watauga Economic Development Corporation Directors

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

SUBJECT: Discuss and consider action to approve the Splashpad Filtration Upgrade Project funding in the amount of \$100,000.

BACKGROUND/INFORMATION:

The WEDC approved the FY2024-2025 budget on July 16, 2024 and the City Council provided final approval of the WEDC Budget on August 12, 2024.

The WEDC budget provided for appropriations for the Splashpad Filtration Upgrade Project in the amount of \$100,000 (\$90,000 plus \$10,000 contingency). The project will include an ultraviolet (UV) system to be the secondary treatment of water and reconstruction and re-piping of the cabinet area to meet current code requirements.

This project is funded by the WEDC and City matching funds. State law requires that corporations hold a public hearing on projects funded by 4B tax proceeds and that projects considered at a public hearing wait 60 days after first public notice of the project. The public notice of the project was published on September 6, 2024. State law requirements are listed below:

Public Hearing Requirement for Expending Section 4B Tax Proceeds

Previously, a Section 4B corporation was required to hold at least one public hearing on any proposed project, including a proposal to expend funds on maintenance and operating expenses of a project. However, in 2007, the Act was amended to provide that a corporation created by an eligible city with a population of less than 20,000 is not required to hold a public hearing under this subsection if the proposed project is defined by Section 2 of this Act. If a public hearing is required, the hearing must be held before the corporation expends any Section 4B funds on the project. After the projects have been considered at a public hearing and 60 days have passed since the first public notice of the nature of the projects, the development corporation is free to make expenditures related to the projects pursuant to the adopted budget.

Public Notice Requirement and the 60-Day Right to Petition

The public has a right to gather a petition objecting to a particular Section 4B project. The petition must be submitted within 60 days of the first published notice of a specific project or type of project and must be signed by more than 10 percent of the registered voters of the city.



AGENDA MEMORANDUM

If a petition is pursued by the public, the petition can ask that the city hold an election on the issue before that specific project or type of project is undertaken. If the petition is submitted in a timely manner and an election is required, the corporation may not undertake the project until the voters approve the project at an election on the issue. If the voters disapprove the project at the election, the Section 4B tax proceeds may not be used for that purpose.

FINANCIAL IMPLICATIONS:

Appropriations for this project are included in the 2024-2025 Budget.

RECOMMENDATION/ACTION DESIRED:

Recommend the Board approve the Splashpad Filtration Upgrade project in the amount of \$100,000.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Lorenza Zavala, Administrative Assistant

Approved - 9/6/2024

David Berman, City Attorney

Approved - 9/6/2024

Linda Proskey, City Secretary

Approved - 9/6/2024

Sandra Gibson, Interim City Manager and Director of Finance Final Approval - 9/6/2024

Approved as to form for inclusion on Agenda