



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
MONDAY, JULY 14, 2025
5:15 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

PUBLIC COMMENT

If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the 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.

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. Consideration of approval of the Monthly Financial Report for the period ending May 31, 2025.

PUBLIC HEARINGS

ACTION ITEMS

1. Discuss and consider adopting a resolution of the Watauga Economic Development Corporation establishing and approving the Corporation's Fiscal Year Budget for FY2025-2026; 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
Jennifer Calvert, Finance Director
2. Consider action on approving a Staffing and Reimbursement Agreement between the Watauga Economic Development Corporation and the City of Watauga for personnel and services
Jennifer Calvert, Finance Director

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 July 10, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: July 8, 2025
TO: Watauga Economic Development Corporation Directors
FROM: Jennifer Calvert, Director of Finance
SUBJECT: Consider action to approve the Monthly Financial Report for the period ending May 31, 2025

BACKGROUND/INFORMATION:

The monthly financial report for the period ending May 31, 2025 is attached for the Board's review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the Monthly Financial Report for the period ending May 31, 2025.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EDC Monthly Financial Report -May 2025

REVIEWED BY:

Lorenza Zavala, Administrative Assistant
David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

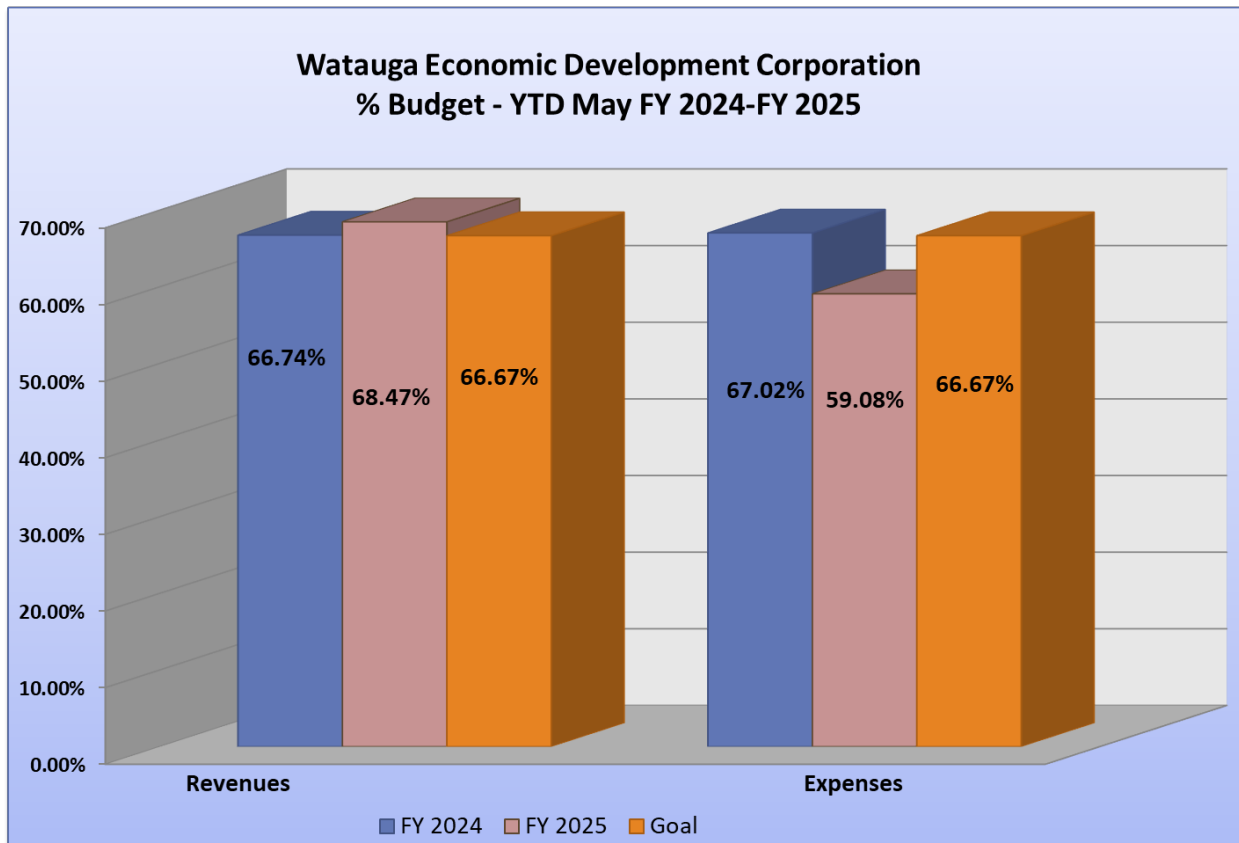


AGENDA MEMORANDUM

DATE: July 8, 2025
TO: Watauga Economic Development Corporation Board
FROM: Jennifer Calvert, Director of Finance
SUBJECT: Financial Report for the Month of May 2025

The attached report and graph below represent the results of transactions through May 31, 2025, which is 66.6% through the FY2024-FY2025 budget.

Year-to-date revenues are 68.47% of the total budget. May actual sales tax receipts were \$75,389. June sales tax has been estimated for this report and will be received on July 14th. Total year-to-date expenditures are \$414,287, which is 59.1% of the budget expended for the year.





CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2025
 For the period ending: May 31, 2025 (3rd FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

REVENUE:	CURRENT BUDGET	5/31/2025 YTD ACTUAL	%	%	5/31/2024 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
			USED	REMAINING			
SALES TAX	996,000	647,265	64.99%	35.01%	631,138	16,127	2.56%
INTEREST EARNINGS	50,000	70,296	140.59%	-40.59%	70,759	(463)	-0.65%
INTEREST/ESCROW	-	-	-	-	-	-	0.00%
CONTRIBUTIONS/OTHER	3,500	1,038	29.64%	70.36%	1,838	(800)	-43.54%
TOTAL REVENUE	\$1,049,500	\$718,598	68.47%	31.53%	\$703,735	\$14,863	2.11%
PERSONNEL SERVICES	-	-	-	-	-	-	0.00%
NON-DEPARTMENTAL	-	-	-	-	-	-	0.00%
SUPPLIES	1,000	71	7.13%	92.87%	400	(328)	-82.16%
MAINTENANCE	300	-	0.00%	100.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	138,300	39,789	28.77%	71.23%	83,045	(43,257)	-52.09%
TRANSFERS	561,640	374,427	66.67%	33.33%	285,333	89,093	31.22%
CAPITAL OUTLAY	-	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	\$701,240	\$414,287	59.08%	40.92%	\$368,778	\$45,508	12.34%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$348,260	\$304,312			\$334,957	(\$30,645)	



AGENDA MEMORANDUM

DATE: July 7, 2025

TO: Watauga Economic Development Corporation Directors

FROM: Jennifer Calvert, Director of Finance

SUBJECT: Discuss and consider adopting a resolution of the Watauga Economic Development Corporation establishing and approving the Corporation's Fiscal Year Budget for FY2025-2026; 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

BACKGROUND/INFORMATION:

The required Public Hearing was held on June 17, 2025 to allow for citizen input on the FY2025-2026 Proposed Budget for the Watauga Economic Development Corporation Budget.

The Board must take action on approval and adoption of the Watauga Economic Development Corporation Budget and provide approval to submit it to the City Council. The Board may still make budget changes to the budget before approval. The Watauga Economic Development Corporation Budget is attached for review and consideration.

FINANCIAL IMPLICATIONS:

Revenues and expenditures as shown on attached Proposed Budget.

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Board review and approve a resolution approving and recommending approval to the City Council of the FY 2025-2026 Watauga Economic Development Proposed Budget

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Res approving WEDC 2025-2026 Budget 07.14.25
2. ATTACHMENT A: WEDC PROPOSED BUDGET FY2025-2026

REVIEWED BY:

Lorenza Zavala, Administrative Assistant
David Berman, City Attorney



AGENDA MEMORANDUM

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

WATAUGA ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 2025-_____

A RESOLUTION OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS ESTABLISHING AND APPROVING THE CORPORATION'S FISCAL YEAR BUDGET FOR FY2025-2026; PROVIDING FOR ALL ANTICIPATED EXPENDITURES; DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT THE BUDGET TO THE CITY SECRETARY'S OFFICE FOR CITY COUNCIL CONSIDERATION TO APPROVE THE BUDGET AND APPROVE THE RELATED OPERATIONAL EXPENDITURES; AND PROVIDING AN EFFECTIVE

WHEREAS, on May 20, 2025, the Watauga Economic Development Corporation Board was presented with a proposed budget for FY2025-2026; and

WHEREAS, the Board finds the proposed budget for FY2025-2026 provides for the projected revenue and expenses of the Corporation for the upcoming fiscal year; and

WHEREAS, the Board finds it necessary and appropriate to approve the corporation's Budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (Fiscal Year 2025-2026) for final consideration and approval by City Council in accordance with Section 501.072(a) of the Texas Local Government Code; and

WHEREAS, the Board find it necessary to direct its Executive Director to submit the approved Budget to the City Council of the City of Watauga, Texas, for consideration and approval; and

WHEREAS, Section 501.073 of the Local Government Code authorizes the corporation's authorizing unit to approve programs and expenditures and annually review the financial statements of the corporation; and

WHEREAS, the Executive Director has certified the availability for appropriations revenues available from fund balance and interest earnings; and

WHEREAS, in accordance with state law and the City Charter, the WEDC Board is of the opinion that the budget should be approved.

NOW, THEREFORE, BE IT RESOLVED by the Watauga Economic Development Corporation Board of Directors that:

Section 1. The statements set forth in the recitals of this resolution are true and correct, and the WEDC hereby incorporates such recitals as a part of this resolution.

- Section 2. The Watauga Economic Development Corporation Budget for Fiscal Year 2025-2026 is approved as shown in Exhibit A, which is attached hereto and incorporated herein for all purposes.
- Section 3, This resolution shall be and is hereby cumulative of all other resolutions of the WEDC 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 resolution or resolutions are hereby repealed.
- Section 4. If any section, subsection, sentence, clause, or phrase of this resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this 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 Board of Directors of the WEDC, and upon all subsequent approvals thereof as prescribed by law.

PASSED AND ADOPTED by the Watauga Economic Development Corporation on this 14th day of July 2025.

APPROVED

Arthur L. Miner, President

ATTEST:

Brian Downey, Secretary

APPROVED AS TO FORM AND LEGALITY:

David Berman, Corporation General Counsel

PROPOSED BUDGET



FISCAL YEAR 2025-2026

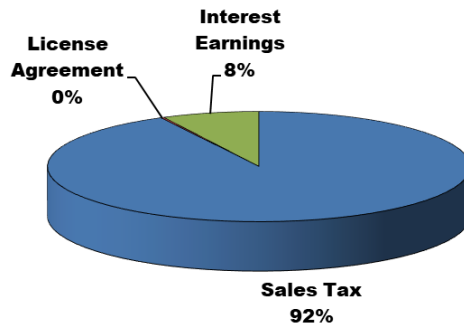


ECONOMIC DEVELOPMENT CORPORATION (FORMERLY PARKS DEVELOPMENT CORPORATION)

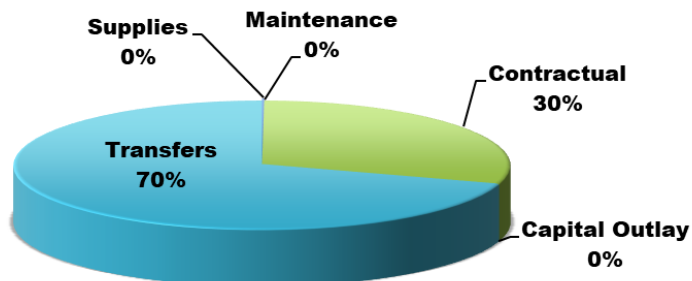
Voters established the Watauga Parks Development Corporation Sales Tax Fund to account for a ½ cent sales tax increase in May 1994 under the 4b Economic Development Legislation. The purpose of the increase in sales tax is to build city parks and improve existing parks under the supervision of the Watauga 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 FY2025-2026 are projected to be \$993,000.

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 partnerships, 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, redevelopment, 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 existing businesses and neighborhoods, and promotion, recruitment, and coordination of new commercial and residential development in the City.

Highlights/Achievements for FY2025

- Launched 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 2025 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.

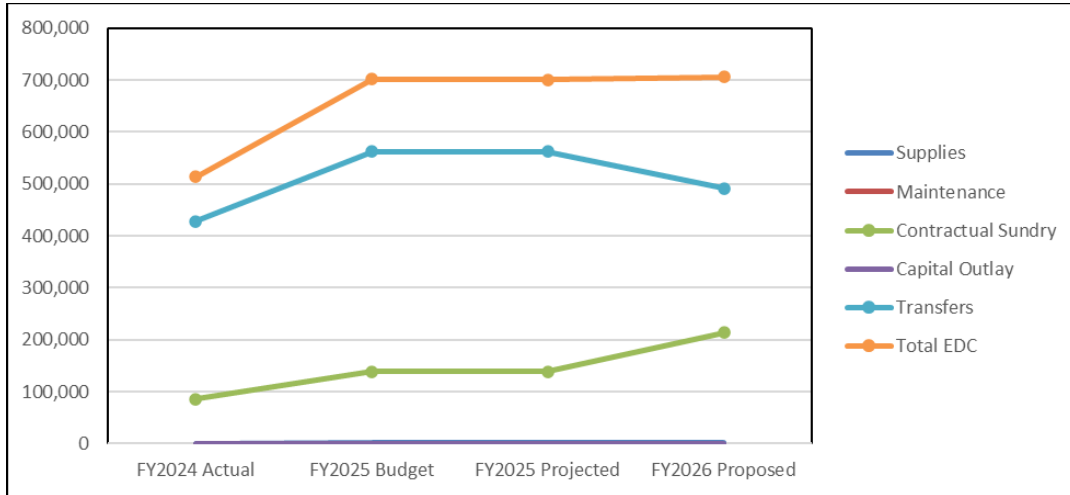
Goals/Objectives for FY2026

- Continue the WRAP program to support local business revitalization.
- Implement the Open Rewards program to support business activity in our City.
- 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.
- Research and propose additional programs that help to revitalize aging economic corridors in the City.

Summary of Expenditures by Category

The Economic Development budget increased by \$3,660 due to the Perennial Beautification Program addition. There were additional minor adjustments to the budget that also contributed to the overall change in the budget from 2024-2025.

	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
Supplies	\$ 422.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Maintenance	\$ -	\$ 300.00	\$ -	\$ -
Contractual Sundry	\$ 85,250.00	\$ 138,300.00	\$ 138,300.00	\$ 212,700.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 428,000.00	\$ 561,640.00	\$ 561,640.00	\$ 491,200.00
Total EDC	\$ 513,672.00	\$ 701,240.00	\$ 700,940.00	\$ 704,900.00



Performance Measures

Workload Indicators	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Target
WRAP Project files opened	N/A	5	1	5
Promotion of City at events	N/A	10	10	10
Total Businesses	364	N/A	360	365
Board meetings held	4	8	8	8
Business Retention Visits	227	150	200	220
Economic Development agreements	1	3	2	2
Certificate of Occupancy	N/A	N/A	25	20
New development projects	2	2	2	2

Measurement	Strategic Goal	Measure Type	FY2024		FY2025		FY2026
			Goal	Actual	Goal	Actual	Goal
Business promotions and marketing	# 3. Develop a sustainable economic development effort.	Quantitative	15	20	15	17	25
Potential new business calls/contacts	# 3. Develop a sustainable economic development effort.	Efficiency	50	29	50	20	30
New business openings	# 3. Develop a sustainable economic development effort.	Quantitative	15	26	15	19	15
Small business development assistance	# 3. Develop a sustainable economic development effort.	Effectiveness	5	0	5	2	5

N/A- new measure



**ECONOMIC DEVELOPMENT CORPORATION
BUDGET SUMMARY - FUND 04**

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2022-2023 Actual	2023-2024 Actual	2024-2025 Original Budget	2024-2025 Projected	2025-2026 Budget	FY2025-2026 VS 2024-2025
Fund Balance, October 1*	\$1,733,255	\$2,295,551	\$2,863,864	\$2,863,864	\$3,241,124	
Revenues:						
Sales Taxes	952,990	955,520	996,000	976,000	993,000	-0.3%
Proceeds From Sale of Assets	0	0	0	0	0	0.0%
Interest Earnings	73,826	124,203	50,000	100,000	80,000	60.0%
License Agreement - Services	2,813	4,500	3,500	2,500	2,500	-28.6%
Operating Revenues	\$1,029,628	\$1,084,223	\$1,049,500	\$1,078,500	\$1,075,500	-0.8%
Total Available Resources	\$2,762,883	\$3,379,775	\$3,913,364	\$3,942,364	\$4,316,624	
Expenditures:						
Business Retention	3,783	3,791	56,650	56,650	31,650	-44.1%
Business Attraction	20,614	57,952	34,300	34,300	83,400	143.1%
General Administration	23,236	26,167	48,650	48,650	98,650	102.8%
Operating Expenditures	\$47,632	\$87,910	\$139,600	\$139,600	\$213,700	143.1%
Operating Transfers-Out						
To General Fund	266,500	279,000	311,640	311,640	341,200	9.5%
To Internal Service Fund	0	0	0	0	0	0.0%
To EDC Construction Fund	0	0	100,000	100,000	0	-100.0%
To Debt Service	153,200	149,000	150,000	150,000	150,000	0.0%
Total Operating Transfers-Out	\$419,700	\$428,000	\$561,640	\$561,640	\$491,200	14.8%
TOTAL OPERATING & TRANSFERS	\$467,332	\$515,910	\$701,240	\$701,240	\$704,900	36.6%
Fund Balance, September 30	\$2,295,551	\$2,863,864	\$3,212,124	\$3,241,124	\$3,611,724	
CHANGE IN FUND BALANCE	\$562,296	\$568,313	\$348,260	\$377,260	\$370,600	

*Includes debt service fund balance



ECONOMIC DEVELOPMENT CORPORATION

BUDGET CHANGES

Fiscal Year 2025-2026 Compared to Fiscal Year 2024-2025 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Business Retention:				
Contractual Services	Contractual/Sundry		5,000	BLUDOT Rewards Program for shopping local
Incentive Fund	Contractual/Sundry		(30,000)	Reduction in Beautification Program
Business Attraction:				
Advertising	Contractual/Sundry		27,000	BLUDOT Rewards Program, promo items
Contractual Services	Contractual/Sundry	50,000	20,000	Enhance retail strategy prog.; park/comm. ctr. beautification
Events	Contractual/Sundry		2,100	Miscellaneous
General Administration:				
Software Maintenance	Contractual/Sundry		(300)	Adobe charged elsewhere
Dues & Subscriptions	Contractual/Sundry		(200)	No longer member of Keller Chamber
Training	Contractual/Sundry		3,000	Increase misc. webinars, training
Attorney Fees	Contractual/Sundry		(2,500)	Usage analysis adjustment
Transfers:				
Transfer to General Fund	Transfers	29,560		Allocation adjustment
Transfer to Capital Projects Fund	Transfers	(90,000)		Splashpad redesign completed
Transfer to Capital Projects Fund	Transfers	(10,000)		Contingency
TOTALS:				
		(\$20,440)	\$24,100	

\$3,660 NET INCREASE/DECREASE

ALLOCATIONS INFORMATION



**SCHEDULE A - Estimated Cost for Economic Development Corporation
2025-2026**

Salary/ Benefits Personnel

Department	Tasks performed for the EDC	Estimated hours	Estimated Cost
City Secretary - TOTAL	Records Retention/PIA/Minutes/Resolutions/Agenda Posting	416	\$21,600
Asst. to the City Secretary 10%	Records Retention/PIA	208	\$7,000
City Secretary 10%	Agenda Prep/Minutes/Resolutions/Posting	208	\$14,600
Finance - TOTAL	Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable	65	\$4,500
Finance Director & Asst. FD- Total 55	Monthly Report/Accounting and Finance	20	\$4,100
	EDC Attendance	5	
	Annual Budget/Annual Report/Audit	30	
Purchasing personnel - Total 10	Purchasing/Accounts Payable	10	\$400
Information Technology - TOTAL	Marketing /Website/Projects/Updates	1768	\$77,600
Communications Specialist/PIO	85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL	Project Coordination/Oversight	495	\$20,200
City Manager's Office	EDC Director, Business Retention, Economic Development Duties		\$198,400
EDC Coordinator	100% Economic Development Coordinator position salary & benefits	2080	\$81,300
EDC Director (City Manager)	50% City Manager salary & benefits	1040	\$117,100
Sub-total			\$322,300
<i>Other Items</i>			
Annual Audit Allocation	4% of Total		\$2,500
Codification Fees	15% of Total		\$1,200
Mowing of EDC project sites	9 times per year		\$15,200
Sub-total			\$18,900
GRAND TOTAL			\$341,200

CAPITAL PROJECTS



	HISTORY		PROJECTED YEAR		BUDGET	% Change
	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 Projected	2025-2026 Budget	FY 2025-2026 vs 2024-2025
Fund Balance, October 1	\$30,346	\$32,345	\$34,088	\$34,088	\$36,088	5.87%
Revenues:						
Interest Earnings	1,543	1,743	2,000	2,000	2,000	
Proceeds from Sale of Assets	456	0	0	0	0	
Transfer from EDC Sales Tax Fund	0	0	100,000	100,000	0	
Other Financing Sources	0	0	0	0	0	
Matching Grants	0	0	0	0	0	
Total Revenues	\$1,999	\$1,743	\$102,000	\$102,000	\$2,000	-98.04%
Total Available Resources	\$32,345	\$34,088	\$136,088	\$136,088	\$38,088	
Expenditures:*						
Purchase of Property	0	0	0	0		
Foster Village Improvements	0	0	0	0		
Shade Structure - Indian Springs	0	0	0	0		
Park Equipment (Picnic Pads, etc.)	0	0	0	0		
Capp Smith Park Improvements	0	0	90,000	90,000		
Contingency	0	0	10,000	10,000	10,000	
Total Expenditures	\$0	\$0	\$100,000	\$100,000	\$10,000	-90.00%
Other Expenditures						
Transfer to PDC Debt Service	0	0	0	0	0	0.00%
Total Other Sources (Uses)	0	0	0	0	0	0.00%
REVENUES OVER (UNDER) EXPENSES	\$1,999	\$1,743	\$2,000	\$2,000	(\$8,000)	
Fund Balance, September 30	\$32,345	\$34,088	\$36,088	\$36,088	\$28,088	
CHANGE IN FUND BALANCE	\$1,999	\$1,743	\$2,000	\$2,000	(\$8,000)	



NEW REQUEST FORM

FISCAL YEAR: 2025-2026

DEPARTMENT: Parks/EDC
PROGRAM TITLE: Perennial Plant Beautification Program
REQUEST TYPE: On-Going **RANKING:** 1
FUND/DEPT: **GOAL #:** 3
BUDGET CODE:
FULL FY2025-2026 COST: \$50,000
ANY ON-GOING FUTURE COSTS: \$10,000
FULL FY2025-2026 SAVINGS OFFSET: \$0
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

Perennial plants have a life cycle of 7-10 years before they get very woody and brittle, increasingly susceptible to environmental hazards such as drought, heat, human interaction. The perennials in our city parks & around city buildings are in dire need of a refresh. The breakdown on location cost estimations for the \$50,000 would be:

Capp Smith Park - \$23,000 , Virgil Anthony Park - \$6,000, Foster Village Park - \$6,000, Watauga Community Center - \$15,000

SAVINGS/BENEFITS/BUDGET IMPACT

The benefits are increased curb appeal around town at our parks, buildings, and ROW's. A greener, cleaner community increases the attraction of businesses to locate to the city.

CONSEQUENCES OF NOT FUNDING PROGRAM

Continued degradation of existing perennials and holes in landscapes as dead plants are removed without adequate funds for replacement.

EXPENSE IMPACT

<i>BUDGET CODE</i>	<i>ACCOUNT NAME</i>	<i>2025-2026 NEW REQUEST</i>	<i>ON-GOING EXPENSES</i>
		\$50,000	\$10,000
	TOTALS:	\$50,000	\$10,000



AGENDA MEMORANDUM

DATE: July 7, 2025
TO: Watauga Economic Development Corporation Directors
FROM: Jennifer Calvert, Director of Finance
SUBJECT: Consider action on a Staffing and Reimbursement Agreement between the Watauga Economic Development Corporation and the City of Watauga for personnel and services

BACKGROUND/INFORMATION:

The attached Staffing and Reimbursement Agreement and Attachment A estimates fees to be charged through an interfund transfer to the Watauga Economic Development Corporation based on an allocation prepared each fiscal year during the budget process for matters benefiting the WEDC. The Texas Constitution requires the City to recover any costs provided for the benefit of the Corporation through a contractual agreement. The amount estimated for FY2025-2026 is \$341,200 and is included in the Proposed FY2025-2026 Economic Development Corporation Budget.

The Agreement would begin October 1, 2025 and terminate September 30, 2026 if approved by the Board.

FINANCIAL IMPLICATIONS:

The amount estimated for FY2025-2026 is \$341,200.

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Board review and take action to approve the agreement.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Staffing and Reimbursement Agreement Draft 2025-2026
2. ATTACHMENT A: EDC ALLOCATION WORKSHEET (2025-26)

REVIEWED BY:

Lorenza Zavala, Administrative Assistant
David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary
Approved as to form for inclusion on Agenda

**STAFFING AND REIMBURSEMENT AGREEMENT BETWEEN THE CITY
OF WATAUGA AND THE WATAUGA ECONOMIC DEVELOPMENT
CORPORATION FOR PERSONNEL AND SERVICES.**

This Agreement for Staffing and Reimbursement Agreement between the City of Watauga and the Watauga Economic Development Corporation for Personnel and Services (this "Agreement") is entered into by and between the following Parties; the City of Watauga, a Home Rule City located in Watauga, Texas, (the "City") and the Watauga Economic Development Corporation, Texas, (the "WEDC") a political subdivision of the State of Texas, Tarrant County, (individually a "Party" and collectively the "Parties").

WHEREAS, pursuant to The Texas Development Corporation Act, Texas Local Government Code Chapters 501, 502 and 505 (the "Act"), the City created the WEDC and collects, on behalf of the WEDC, a sales and use tax, a portion of which may be used by WEDC to pay certain administrative costs; and

WHEREAS, the WEDC desires to utilize the services and support of certain City staff and contractors in furtherance of its work and the projects it undertakes to eliminate duplication of services and to promote economy and efficiency; and

WHEREAS, the City is prohibited by Texas Local Government Code §501.007 from granting public money or another thing of value in aid to the WEDC, except as provided for by a contract authorized by §380.002 of the Texas Local Government Code; and

~~**WHEREAS**, during the FY2019 Budget process the Board of Directors of the WEDC requested the City to allocate the costs of the parks staff to the general fund; and~~

WHEREAS, to more effectively and efficiently fulfill the WEDC's purpose, its Board of Directors of the WEDC and the City Council have determined that the WEDC's staffing needs can best be met by utilization of certain City employees and contractors; and

WHEREAS, the WEDC and the City of Watauga have determined that providing certain personnel and services, including personnel management, professional services, administrative services, financial management, oversight services and legal services to the WEDC will be mutually beneficial to the City and the WEDC, will promote local economic development, and will stimulate business and commercial activity within the City, all in furtherance of the purposes of the WEDC; and

WHEREAS, the cost for such services by city employees will be

accounted for and presented to the WEDC based on an allocation prepared each fiscal year during the budget process for matters benefiting the WEDC and the actual costs for any contracted services and related expenses will be charged directly to the WEDC; and

WHEREAS, the WEDC Board of Directors and the City Council wish to enter into the agreement to memorialize the terms and conditions under which City personnel and contractors shall serve the WEDC; and

NOW, THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth, the Parties hereby do mutually agree as follows:

1.0 Purpose

The purpose of this agreement is to set out the terms and conditions by which the City of Watauga shall provide personnel and services to serve the needs of the WEDC.

2.0 Employees of the City

All personnel who are designated as City employees shall at all times remain solely employees of the City and shall not employees of the WEDC in any capacity. All personnel servicing this contract shall be subject to the City's Charter, ordinances and City personnel policies. The WEDC Board shall coordinate any staff directive through the City Manager.

3.0 Personnel Assigned to the WEDC and Reimbursement of Costs

Certain City employee positions shall be assigned to serve the WEDC for all or part of the positions' work schedules as set forth within Schedule A, attached hereto and made a part hereof for all purposes. Schedule A further provides the allocated charge for each employee position's service. On or before the 10th day of month the City shall transfer from the WEDC Fund to the General Fund an amount equal to the allocated charge for the personnel services [and other services](#) dedicated to WEDC for the previous month.

4.0 Breach

The failure of either Party to comply with its obligations under the agreement shall be considered a breach of this agreement. Should such a breach— occur, the non-breaching Party shall provide breaching Party with at least 30 days written notice to cure its breach.

5.0 Waiver

The waiver by either Party of a breach of this agreement shall not constitute a continuing waiver of such breach or of a subsequent breach of the same or a different provision, unless so stipulated by the Party not in breach of this agreement.

6.0 Term

This Agreement shall remain in effect until September 30, 2024⁵⁶ and renews annually thereafter unless terminated by either of the Parties. Any notice of termination is not effective until the first day of the fiscal year following notice.

7.0 Texas Law to Apply

This agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the Parties created hereunder are performable in Tarrant County, Texas.

8.0 Notice

All notices, whether for reimbursement or otherwise, shall be in writing and may be hand delivered, or sent by registered or certified mail, postage prepaid, return receipt requested to the following addresses:

City of Watauga
Attn: City Manager
7105 Whitley Rd.
Watauga, TX 76148

City of Watauga Economic Development Corporation
Attn: WEDC Board Chair
7105 Whitley Rd.
Watauga, TX 76148

9.0 Legal Construction

If any one or more of the provisions contained in this agreement shall for any reason be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

This Agreement shall be for the sole and exclusive benefit of the City and the WEDC and shall not be construed to confer any benefit or right upon any other Parties.

10.0 Entire Agreement

This agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the Parties with respect to said matter. Each Party to this agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any Party or anyone acting on behalf of any Party which are not embodied herein and that no other agreements, statement, or promise not contained in this agreement shall be valid or binding. No modification concerning this instrument shall be of any force or effect, excepting a subsequent amendment in writing signed by the Parties. No official, representative, agent or employee of either entity, has any authority to modify this agreement except pursuant to express authority to do so granted by the governing body.

11.0 Parties Bound

This agreement shall be binding upon and inure to the benefit of the Parties to it and their respective legal representatives, successors and assigns where permitted by this agreement.

IN WITNESS WHEREOF, the City of Watauga and the Watauga Economic Development Corporation, have hereby entered into this agreement.

City

WEDC:

By: _____
Mayor

By: _____
President

Date: _____

Date: _____

**SCHEDULE A - Estimated Cost for Economic Development Corporation
2025-2026**

Salary/ Benefits Personnel

Department	Tasks performed for the EDC	Estimated hours	Estimated Cost
City Secretary - TOTAL	Records Retention/PIA/Minutes/Resolutions/Agenda Posting	416	\$21,600
Asst. to the City Secretary 10%	Records Retention/PIA	208	\$7,000
City Secretary 10%	Agenda Prep/Minutes/Resolutions/Posting	208	\$14,600
Finance - TOTAL	Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable	65	\$4,500
Finance Director & Asst. FD- Total 55	Monthly Report/Accounting and Finance	20	\$4,100
	EDC Attendance	5	
	Annual Budget/Annual Report/Audit	30	
Purchasing personnel - Total 10	Purchasing/Accounts Payable	10	\$400
Information Technology - TOTAL	Marketing /Website/Projects/Updates	1768	\$77,600
Communications Specialist/PIO	85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL	Project Coordination/Oversight	495	\$20,200
City Manager's Office	EDC Director, Business Retention, Economic Development Duties		\$198,400
EDC Coordinator	100% Economic Development Coordinator position salary & benefits	2080	\$81,300
EDC Director (City Manager)	50% City Manager salary & benefits	1040	\$117,100
Sub-total			\$322,300
<i>Other Items</i>			
Annual Audit Allocation	4% of Total		\$2,500
Codification Fees	15% of Total		\$1,200
Mowing of EDC project sites	9 times per year		\$15,200
Sub-total			\$18,900
GRAND TOTAL			\$341,200