



AGENDA
WATAUGA ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, JULY 21, 2026
6:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

PUBLIC COMMENT

If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the 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 June 16, 2026, WEDC meeting.
2. Consideration of approval of the Monthly Financial Report for the period ending May 31, 2026.

Jennifer Calvert, Finance Director

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 FY2026-2027; 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
3. Discussion and possible action on the Open Rewards Program

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 07/14/2026, 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, JUNE 16, 2026
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 PM**

CALL TO ORDER

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

ROLL CALL

Arthur L. Miner	Place 1, President
Calvin Lewis	Place 2, Director
Jan Hill	Place 3, Director
Vacant	Place 4, Director
Stephen Welch	Place 5, Vice President
Brian Downey	Place 6, Secretary
Macy Forrester	Place 7, Director – late arrival

Others present include:

Sandra Gibson	City Manager
Lorenza Zavala	Economic Development Specialist
Jennifer Calvert	Finance Director

ANNOUNCEMENTS

Ribbon Cutting announcement for Church's Texas Chicken.

PRESENTATIONS

- 1. Presentation of a proclamation to Baja Cantina in recognition of their 20 year milestone anniversary.**
- 2. Presentation of a proclamation to Bath & Body Works in recognition of their 25 year milestone anniversary.**
- 3. Presentation of a proclamation to Joe's Pizza & Pasta in recognition of their 25 year milestone anniversary.**
- 4. Presentation of a proclamation to Nail 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

CONSENT AGENDA

1. Consider approval of the Minutes for the May 19, 2026, WEDC meeting.

Director Jan Hill made a motion to approve the consent agenda as presented. The motion was seconded by Vice President Stephen Welch.

Motion Passed 5-0-0

Ayes: Jan Hill, Stephen Welch, Brian Downey, Macy Forrester, Calvin Lewis

Nays: None

Absent: None

Abstain: None

PUBLIC HEARINGS

1. Public Hearing on the Watauga Economic Development Corporation Proposed Budget for the Fiscal Year 2026-2027.

Finance Director Jennifer Calvert provided a recap of the budget. The estimated fund balance is \$3.6 million, an increase of \$271,000. New requests include additional park benches displaying the slogans "Think Local, Shop Local, Play Local, and Dine Local" at a park improvement cost of \$25,100.

President Miner opens the Public Hearing at 6:42 p.m. No requests were made.

President Miner closed the Public Hearing at 6:42 p.m.

ACTION ITEMS

1. Consideration of approval of the Monthly Financial Report for the period ending April 30, 2026.

Finance Director Jennifer Calvert presented the monthly report, indicating that revenues are on target while expenses remain well below budget. Sales tax revenue is slightly lower than the

previous year's total.

Vice President Stephen Welch made a motion to accept the monthly financial report for the period ending April 30, 2026 as presented. The motion was seconded by Secretary Downey.

Motion Passed 5-0-0

Ayes: Jan Hill, Stephen Welch, Brian Downey, Macy Forrester, Calvin Lewis

Nays: None

Absent: None

Abstain: None

2. Discussion and possible action on the Open Rewards Program.

President Miner requested discussion regarding the complexity of the reimbursement process and suggested a maximum reimbursement of \$150. Lorenza Zavala reviewed the current reward amounts. Board members discussed potential solutions, including a reimbursement cap and possible adjustments to redemption timeframes. Concerns were raised about excess program funds if a cap were implemented and whether participants could continue earning rewards after redeeming them. Additional information from the vendor will be needed before any changes are considered.

Vice President Welch made a motion to continue the rewards program with a \$150 cap on rewards earned and redeemed.

Macy Forrester asked about participation levels in other cities and whether removing a cap could encourage greater participation. Additional questions were raised regarding program advertising, the use of the remaining \$8,000 budget, maintaining the current redemption process through the end of the year, and what Open Rewards statistics could be provided to the Board.

Vice President Stephen Welch withdrew his motion regarding the \$150 cap on rewards earned and redeemed.

Director Jan Hill made a motion to table the discussion until the July 21, 2026 meeting. The motion was seconded by Secretary Downey.

Motion Passed 5-0-0

Ayes: Calvin Lewis, Stephen Welch, Brian Downey, Macy Forrester, Jan Hill

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION

There was no executive session.

ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

ADJOURNMENT

President Miner adjourned the meeting at 7:06 p.m.

APPROVED: this _____ day of _____, 2026.

SIGNED: this _____ day of _____, 2026.

APPROVED:

Arthur L. Miner, President

ATTEST:

Brian Downey, Secretary

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



AGENDA MEMORANDUM

DATE: July 8, 2026

TO: Watauga Economic Development Corporation Directors

FROM: Jennifer Calvert, Finance Director

SUBJECT: Consideration of approval of the Monthly Financial Report for the period ending May 31, 2026.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

The monthly report for the period ending May 31, 2026 is attached for the Board's review and approval.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. EDC Monthly Financial Report May 2026

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 7/13/2026

Final Approval - 7/13/2026



AGENDA MEMORANDUM

DATE: July 9, 2026

TO: Watauga Economic Development Corporation Board

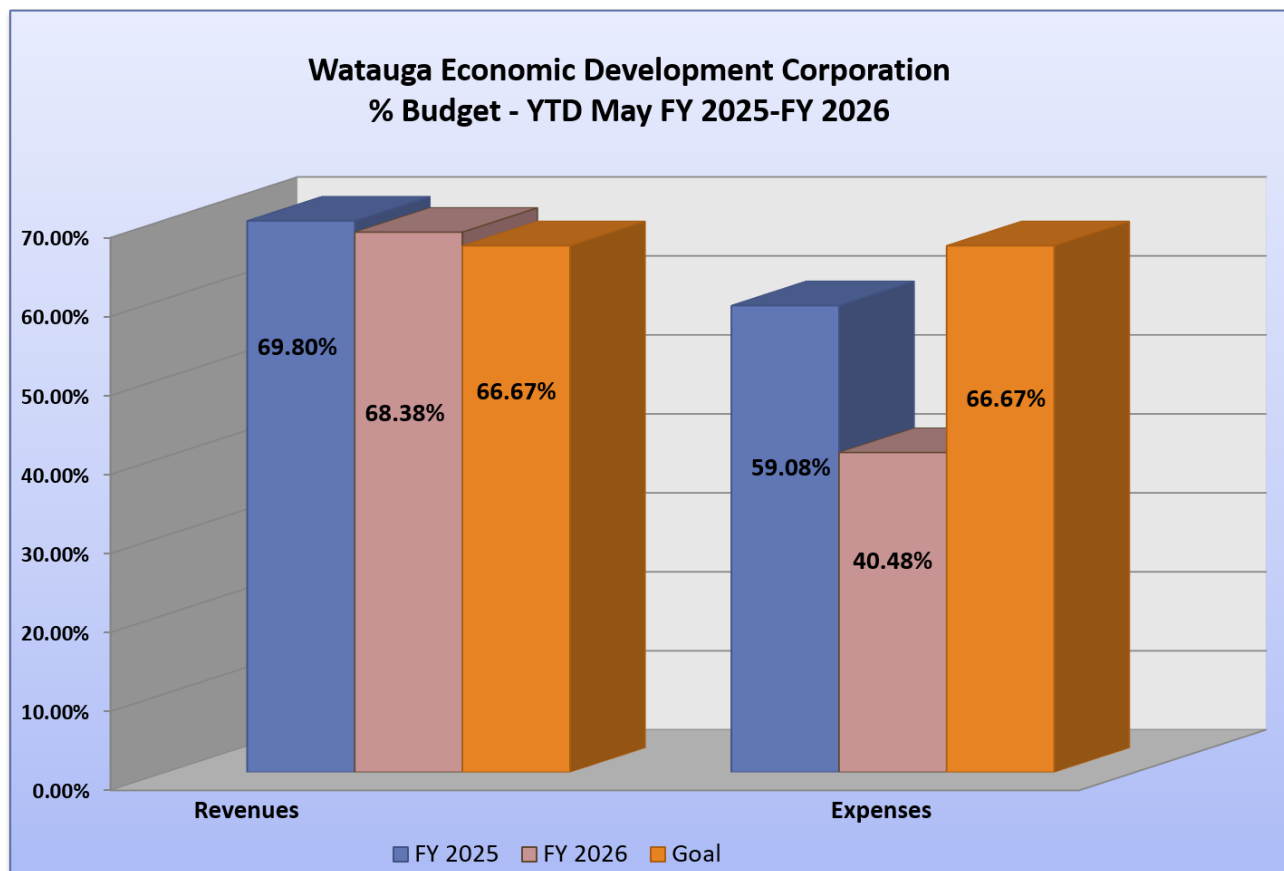
FROM: Jennifer Calvert, Director of Finance

SUBJECT: Financial Report for the Month of May 2026

The attached report and graphs below represent the results of transactions for May 2026.

Year-to-date (YTD) revenues as of May are \$735,461 or 68.38% of the total budget. May sales tax receipts are \$77,910 with \$654,550 YTD or 65.92% of the budget. Expenses year-to-date as of May 2026 are \$410,448, or 40.48% of the total budget.

The City will receive the distribution for June 2026 sales tax receipts on August 10, 2026.





CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2026
For the period ending: May 31, 2026 (3rd FY Qtr.)

WATAUGA ECONOMIC DEVELOPMENT CORP - 04

	CURRENT BUDGET	5/31/2026 YTD ACTUAL	% USED	% REMAINING	5/31/2025 YTD ACTUAL	\$ CHG 25 vs 24	% CHG 25 vs 24
REVENUE:							
SALES TAX	993,000	654,550	65.92%	34.08%	652,435	2,114	0.32%
INTEREST EARNINGS	80,000	79,674	99.59%	0.41%	79,127	546	0.69%
INTEREST/ESCROW	-	-	-	-	-	-	0.00%
CONTRIBUTIONS/OTHER	2,500	1,238	49.50%	50.50%	1,038	200	0.00%
TOTAL REVENUE	\$1,075,500	\$735,461	68.38%	31.62%	\$732,600	\$2,861	0.39%
PERSONNEL SERVICES	-	-	-	-	-	-	0.00%
NON-DEPARTMENTAL	-	-	-	-	-	-	0.00%
SUPPLIES	1,000	394	39.44%	60.57%	71	323	0.00%
MAINTENANCE	-	-	0.00%	100.00%	-	-	0.00%
CONTRACTUAL & SUNDRY	212,700	43,582	20.49%	79.51%	39,789	3,793	9.53%
TRANSFERS	800,250	366,472	45.79%	54.21%	374,427	(7,954)	-2.12%
CAPITAL OUTLAY	-	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	\$1,013,950	\$410,448	40.48%	59.52%	\$414,287	(\$3,838)	-0.93%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$61,550	\$325,012			\$318,314	\$6,699	



AGENDA MEMORANDUM

DATE: July 8, 2026

TO: Watauga Economic Development Corporation Directors

FROM: Jennifer Calvert, Finance Director

SUBJECT: Discuss and consider adopting a resolution of the Watauga Economic Development Corporation establishing and approving the Corporation's Fiscal Year Budget for FY2026-2027; 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 16, 2026 to allow for citizen input on the FY2026-2027 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 FY2026-2027 Watauga Economic Development Proposed Budget

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Res approving WEDC 2026-2027 Budget
2. Attachment A WEDC Proposed Budget FY 2026-2027

REVIEWED BY:

David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 7/10/2026
Approved - 7/13/2026
Final Approval - 7/13/2026



AGENDA MEMORANDUM

Approved as to form for inclusion on Agenda

WATAUGA ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 2026-_____

A RESOLUTION OF THE WATAUGA ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS ESTABLISHING AND APPROVING THE CORPORATION'S FISCAL YEAR BUDGET FOR FY2026-2027; 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 19, 2026, the Watauga Economic Development Corporation Board was presented with a proposed budget for FY2026-2027; and

WHEREAS, the Board finds the proposed budget for FY2026-2027 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, 2026 and ending September 30, 2027 (Fiscal Year 2026-2027) 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 2026-2027 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 21st day of July 2026.

APPROVED

Arthur L. Miner, President

ATTEST:

Brian Downey, Secretary

APPROVED AS TO FORM AND LEGALITY:

David Berman, Corporation General Counsel

PROPOSED BUDGET



FISCAL YEAR 2026-2027



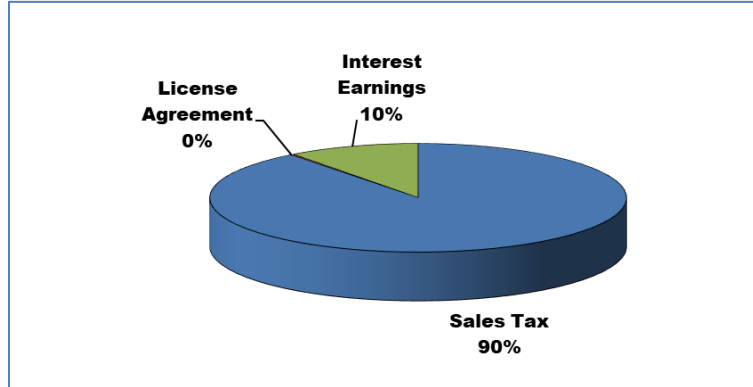
ECONOMIC DEVELOPMENT CORPORATION (FORMERLY PARKS DEVELOPMENT CORPORATION)

Voters established the Watauga Parks Development Corporation Sales Tax Fund in May 1994 following approval of a ½-cent sales tax increase under the 4B Economic Development legislation. The tax was intended to fund the construction of new parks and improvements to existing parks under the supervision of the Watauga Parks Development Corporation.

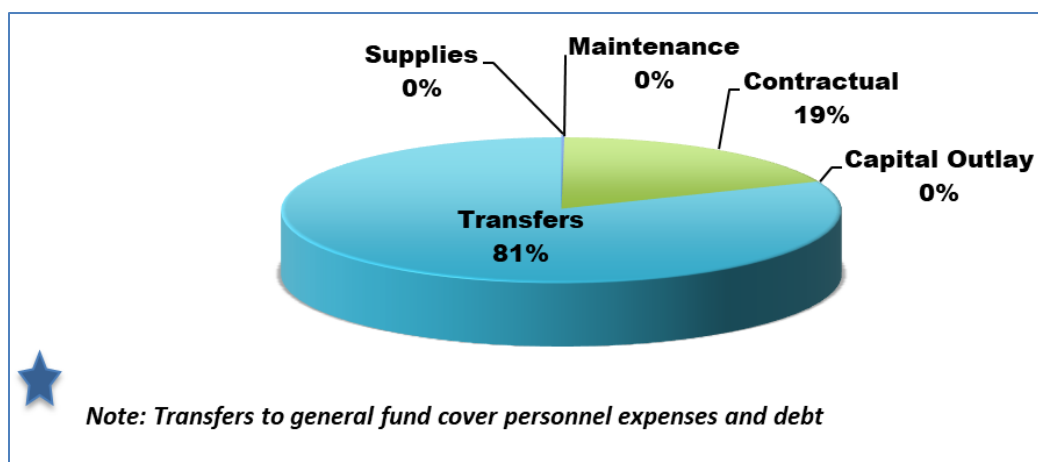
In May 2012, voters approved reducing the sales and use tax dedicated to the corporation from ½ cent to ¼ cent and reallocating the remaining ¼ cent to municipal street maintenance and repairs. The change became effective October 1, 2012.

In FY2018-2019, the corporation was renamed the Economic Development Corporation, and its focus shifted to supporting economic development activities within the City. Sales tax revenues for FY2026-2027 are projected at \$963,000. Revenues are legally restricted for specific purposes. The fund is reported using the modified accrual basis of accounting (revenues are recognized when measurable and available, expenditures are recognized when liabilities are incurred).

Where Does the Money Come From?



Where Does the Money Go?



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 FY2026

- Researched and launched the Open Rewards Program to incentivize and encourage spending in the City of Watauga.
- Staff and the WEDC Board updated the Strategic Plan.
- Conduct a Business Survey to ensure the EDC is supporting our businesses to the best of our ability.
- 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 development needs of the community.

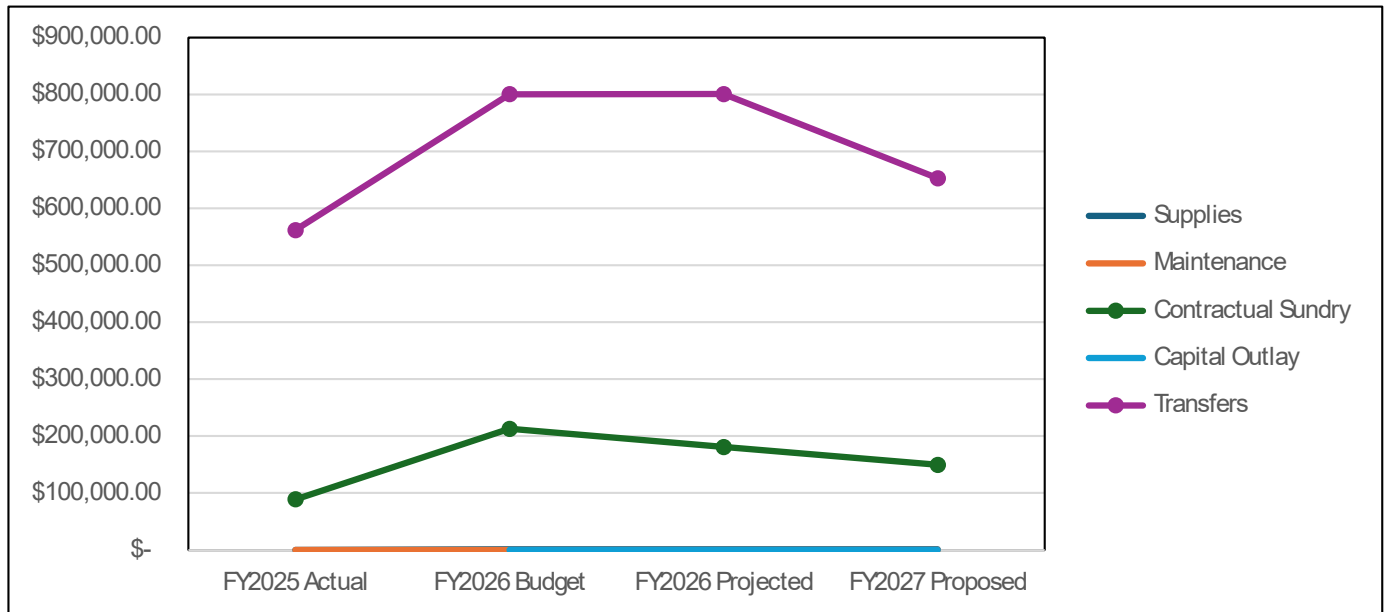
Goals/Objectives for FY2027

- Support the design and construction of the Capp Smith Food Truck Park to support economic development efforts.
- Establish a Business Forum to support local businesses.
- Continue promoting Watauga businesses and stimulating participation in shop local programs.
- Coordinate and establish a Communications Long-term plan with the City for EDC projects and communications.

Summary of Expenditures by Category

The Economic Development budget decreased by \$210,200 due to decreases in the one-time expenditure for the beautification program, reduced attorney fees and debt service payment schedule. The Construction Fund increased by \$25,000 for park improvements to place benches at the Park Vista and Food Truck Parks. There are four different styles (Shop Local, Think Local, Play Local, Dine Local).

	FY2025 Actual	FY2026 Budget	FY2026 Projected	FY2027 Proposed
Supplies	\$ 100.00	\$ 1,000.00	\$ 1,400.00	\$ 1,400.00
Maintenance	\$ -	\$ -	\$ -	\$ -
Contractual Sundry	\$ 88,791.00	\$ 212,700.00	\$ 180,950.00	\$ 149,650.00
Capital Outlay		\$ -	\$ -	\$ -
Transfers	\$ 561,640.00	\$ 800,250.00	\$ 800,680.00	\$ 652,700.00
Total EDC	\$ 650,531.00	\$ 1,013,950.00	\$ 983,030.00	\$ 803,750.00



Performance Measures

Workload Indicators	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Target
Project files opened		10		
Jobs created		35		
Responses submitted	30	50	50	50
Board meetings held	4	12	9	9
Business retention visits	157	60	165	160
Economic Development agreements	1	3	1	3
Redevelopment projects	2	2	2	2
New development projects	2	2	4	2

Measurement	Strategic Goal	Measure Type	FY2025		FY2026		FY2027
			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	25	30
New business openings	# 3. Develop a sustainable economic development effort.	Quantitative	5		2	15	35
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
	2023-2024 Actual	2024-2025 Actual	2025-2026 Budget	2025-2026 Projected	2026-2027 Budget	FY2026-2027 VS 2025-2026
Fund Balance, October 1*	\$2,295,551	\$2,863,864	\$3,305,022	\$3,305,022	\$3,397,492	
<u>Revenues:</u>						
Sales Taxes	955,520	968,273	993,000	963,000	963,000	-3.0%
Proceeds From Sale of Assets	0	0	0	0	0	
Interest Earnings	124,203	120,277	80,000	110,000	110,000	37.5%
License Agreement - Services	4,500	3,137	2,500	2,500	2,500	0.0%
Operating Revenues	\$1,084,223	\$1,091,687	\$1,075,500	\$1,075,500	\$1,075,500	0.0%
Total Available Resources	\$3,379,775	\$3,955,551	\$4,380,522	\$4,380,522	\$4,472,992	
<u>Expenditures:</u>						
Business Retention	3,791	44,351	56,650	51,650	58,000	2.4%
Business Attraction	57,952	27,345	58,400	38,200	35,300	-39.6%
General Administration	26,167	17,193	98,650	92,500	57,750	-41.5%
Operating Expenditures	\$87,910	\$88,889	\$213,700	\$182,350	\$151,050	-29.3%
<u>Operating Transfers-Out</u>						
To General Fund	279,000	311,640	341,200	341,200	356,000	4.3%
To Internal Service Fund	0	0	0	0	0	
To EDC Construction Fund	0	100,000	0			
To Debt Service	149,000	150,000	459,050	459,480	296,700	-35.4%
Total Operating Transfers-Out	\$428,000	\$561,640	\$800,250	\$800,680	\$652,700	-18.4%
TOTAL OPERATING & TRANSFERS	\$515,910	\$650,529	\$1,013,950	\$983,030	\$803,750	-20.7%
Fund Balance, September 30	\$2,863,864	\$3,305,022	\$3,366,572	\$3,397,492	\$3,669,242	
CHANGE IN FUND BALANCE	\$568,313	\$441,158	\$61,550	\$92,470	\$271,750	

*Includes debt service fund balance



ECONOMIC DEVELOPMENT CORPORATION

BUDGET CHANGES

Fiscal Year 2026-2027 Compared to Fiscal Year 2025-2026 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Business Retention:				
Contractual Services	Contractual/Sundry		1,350	BLUDOT Public-Facing Directory
Business Attraction:				
Advertising	Contractual/Sundry		1,900	Increase in promotional items
Contractual Services	Contractual/Sundry		(20,000)	Reduction in retail contracting services
Incentive Fund	Contractual/Sundry		(5,000)	Reduction in 380 agreement requirement
General Administration:				
Supplies	Supplies		400	Hosted EDC meetings
Dues & Subscriptions	Contractual/Sundry		(1,500)	No longer member metro cities transp.
Community Relations	Contractual/Sundry		200	Increase BISD Teacher of the Year
Contractual Services	Contractual/Sundry	(50,000)	10,000	Perennial Beautification
Transfers:				
Transfer to General Fund	Transfers	14,800		Allocation adjustment
Transfer to General Obligation Debt	Transfers	(162,350)		Repayment Schedule - Yr 2
TOTALS:		(\$197,550)	(\$12,650)	

(\$210,200) NET INCREASE/DECREASE

ALLOCATIONS INFORMATION



SCHEDULE A - Estimated Cost for Economic Development Corporation 2026-2027			
Salary/ Benefits Personnel			
Department	Tasks performed for the EDC	Estimated hours	Estimated Cost
City Secretary - TOTAL	Records Retention/PIA/Minutes/Resolutions/Agenda Posting	416	\$22,300
Asst. to the City Secretary 10%	Records Retention/PIA	208	\$7,300
City Secretary 10%	Agenda Prep/Minutes/Resolutions/Posting	208	\$15,000
Finance - TOTAL	Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable	65	\$4,600
Finance Director & Asst. FD- Total 55	Monthly Report/Accounting and Finance	20	\$4,200
	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	\$81,800
Communications Specialist/PIO	85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL	Project Coordination/Oversight	530	\$22,700
City Manager's Office	EDC Director, Business Retention, Economic Development Duties		\$205,200
EDC Coordinator	100% Economic Development Coordinator position salary & benefits	2080	\$84,900
EDC Director (City Manager)	50% City Manager salary & benefits	1040	\$120,300
Sub-total			\$336,600
Other Items			
Annual Audit Allocation	4% of Total		\$2,920
Codification Fees	15% of Total		\$1,200
Mowing of EDC project sites	9 times per year		\$15,200
Sub-total			\$19,320
GRAND TOTAL			\$355,920

CAPITAL PROJECTS



EDC CONSTRUCTION BUDGET SUMMARY
FUND 05

	HISTORY		PROJECTED		BUDGET	% Change
	2023-2024 Actual	2024-2025 Actual	2025-2026 Budget	2025-2026 Projected	2026-2027 Budget	FY 2026-2027 vs 2025-2026
Fund Balance, October 1	\$32,345	\$34,088	\$37,387	\$45,887	\$29,387	-21.40%
<u>Revenues:</u>						
Interest Earnings	1,743	2,000	2,000	1,500	1,500	-25.00%
Proceeds from Sale of Assets	0	0	0	0	0	0.00%
Transfer from EDC Sales Tax Fund	0	100,000	0	0	0	0.00%
Other Financing Sources	0	0	0	0	0	0.00%
Matching Grants	0	0	0	0	0	0.00%
Total Revenues	\$1,743	\$102,000	\$2,000	\$1,500	\$1,500	-25.00%
Total Available Resources	\$34,088	\$136,088	\$39,387	\$47,387	\$30,887	
<u>Expenditures:*</u>						
Purchase of Property	0	0		0		
Foster Village Improvements	0	0		0		
Shade Structure - Indian Springs	0	0		0		
Park Equipment (Picnic Pads, etc.)	0	0		0		
Capp Smith Park Improvements	0	81,181		0	25,100	
Contingency	0	9,020	10,000	10,000	5,000	0.00%
Total Expenditures	\$0	\$90,201	\$10,000	\$10,000	\$30,100	201.00%
<u>Other Expenditures</u>						
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	\$1,743	\$11,799	(\$8,000)	(\$8,500)	(\$28,600)	257.50%
Fund Balance, September 30	\$34,088	\$45,887	\$29,387	\$37,387	\$787	
CHANGE IN FUND BALANCE	\$1,743	\$11,799	(\$8,000)	(\$8,500)	(\$28,600)	



ECONOMIC DEVELOPMENT CORPORATION

BUDGET CHANGES

Fiscal Year 2026-2027 Compared to Fiscal Year 2025-2026 Budget

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Construction Fund				
Contractual Services	Contingency		(5,000)	Reduction due to historical usage
Capital Outlay	Capp Smith Park	25,100		Benches in Park Vista and Food Truck Park
TOTALS:		\$25,100	(5,000)	

\$20,100

NET INCREASE/DECREASE



AGENDA MEMORANDUM

DATE: July 8, 2026
TO: Watauga Economic Development Corporation Directors
FROM: Jennifer Calvert, Finance Director
SUBJECT: Consider action on approving 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 FY2026-2027 is \$355,920 and is included in the Proposed FY2026-2027 Economic Development Corporation Budget.

The Agreement would begin October 1, 2026 and terminate September 30, 2027 if approved by the Board.

FINANCIAL IMPLICATIONS:

The amount estimated for FY2026-2027 is \$355,920.

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WEDC Staffing and Reimbursement Agreement Draft 2026-2027
2. Attachment A EDC Allocation Worksheet

REVIEWED BY:

David Berman, City Attorney
Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 7/10/2026
Approved - 7/13/2026
Final Approval - 7/13/2026

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, 2024⁵⁷ 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	\$22,300
Asst. to the City Secretary 10%	Records Retention/PIA	208	\$7,300
City Secretary 10%	Agenda Prep/Minutes/Resolutions/Posting	208	\$15,000
Finance - TOTAL	Financial Reporting, Budget, Annual Report, Audit, Purchasing, Accounts Payable	65	\$4,600
Finance Director & Asst. FD- Total 55	Monthly Report/Accounting and Finance	20	\$4,200
	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	\$81,800
Communications Specialist/PIO	85% of Media Specialist Position	1768	
Public Works/Parks - TOTAL	Project Coordination/Oversight	530	\$22,700
City Manager's Office	EDC Director, Business Retention, Economic Development Duties		\$205,200
EDC Coordinator	100% Economic Development Coordinator position salary & benefits	2080	\$84,900
EDC Director (City Manager)	50% City Manager salary & benefits	1040	\$120,300
Sub-total			\$336,600
Other Items			
Annual Audit Allocation	4% of Total		\$2,920
Codification Fees	15% of Total		\$1,200
Mowing of EDC project sites	9 times per year		\$15,200
Sub-total			\$19,320
GRAND TOTAL			\$355,920