



**AGENDA
WATAUGA CITY COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 24, 2016
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 P.M.**

COUNCIL MEETING

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

INVOCATION

PLEDGE TO THE FLAG

PLEDGE TO THE TEXAS FLAG - *“Honor the Texas Flag: I pledge allegiance to Thee, Texas, one state under God, one and indivisible”*

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Discussion and action on approval of meeting agenda

CITIZEN’S OPEN FORUM

Individuals requesting to speak during Citizen’s Open Forum will be required to fill out a “REQUEST TO SPEAK FORM” and present it to the City Secretary prior to commencement of the meeting. Speakers are limited to three minutes.

The purpose of this item is to allow citizens an opportunity to address the City Council on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the City Council on items that are not posted on the agenda.

PRESENTATION

1. Presentation of a Proclamation to the City of Watauga Police Department in honor of Domestic Violence Awareness Month
Hector F. Garcia, Mayor

2. Presentation of a Proclamation to the City of Watauga Municipal Court in honor of Municipal Court Week
Hector F. Garcia, Mayor
3. Presentation of a proclamation to the City of Watauga in honor of National Community Planning Month
Hector F. Garcia, Mayor

REPORTS

1. Finance – Pre-Audit Financial Report for the Quarter ending September 30, 2016
Sandra Gibson, Director of Finance, CGFO
2. Public Works- Capital Improvement Projects Quarterly Report
Paul Hackleman

CONSENT AGENDA

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

1. Approval of Quarterly Investment Report as of September 30, 2016
Greg Vick, City Manager
Sandra Gibson, Director of Finance, CGFO
2. Approval of resolution setting the Regular City Council Meeting dates for the 2017 Calendar Year [CAPTION]
Zolaina R. Parker, City Secretary
3. Approval of resolution setting the City Observed Holiday Dates for the 2017 Calendar Year [CAPTION]
Zolaina R. Parker, City Secretary
4. Approval of proposed Resolution establishing the Fort Worth Star Telegram as the Official Newspaper for the City of Watauga Fiscal Year 2016-2017, pursuant to Local Government Code 52.004 [CAPTION]
Zolaina R. Parker, City Secretary
5. Approval of 1st Renewal Option for Bid # 15-002 Topsoil, Sand & Rock
Greg Vick, City Manager
Deby Woodard, Assistant Finance Director/Purchasing Manager
6. Approval to enter into an Interlocal Agreement with the City of Bedford and the City Colleyville for cooperative purchasing of insurance consultant and brokerage services
Greg Vick, City Manager
Marcia Reyna, Human Resources/Civil Service Director

7. Approval of a proposed resolution eliminating Section 18.7 and 18.17 and replacing with policy 6.02, eliminating Section 18.15, 20.14 and 20.15 and replacing with policy 6.03, eliminating Section 17.1, 18.1, 18.2, 18.3, 18.4, 18.5, 18.10, 18.11, 18.12 and 26.1 and replacing with policy 6.04, and eliminating Section 18.8 and 18.9 replacing with policy 6.05, of the City of Watauga Personnel, Administration and Financial Policies and Procedures Manual [CAPTION]
Greg Vick, City Manager
Marcia Reyna, Human Resources/Civil Service Director
8. Approval to enter into an Inter-Jurisdictional Emergency Management Program with Tarrant County for all aspects of disaster management [CAPTION]
Greg Vick, City Manager
William Crawford, Chief of Fire
9. Approve appointment of Randy Barkley, Battalion Chief, as Emergency Management Coordinator for the Inter-Jurisdictional Emergency Management Program
Hector F. Garcia, Mayor
10. Approve resignation of Andra Dunn from the Library Board, Place 5
Hector F. Garcia, Mayor
11. Approve appointment of Sharon Subjeck to the Library Board, Place 5
Hector F. Garcia, Mayor
12. Approve reappointment of Leah Chauvin to the Watauga Parks Development Corporation, Place 2
Hector F. Garcia, Mayor
13. Approve reappointment of Jan Hill to the Watauga Parks Development Corporation, Place 3
Hector F. Garcia, Mayor
14. Approve reappointment of Roma Bowman to the Watauga Parks Development Corporation, Place 4
Hector F. Garcia, Mayor

PUBLIC HEARING

1. Planning and Zoning Case 16-06: Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane. The property is zoned C-Commercial. Michael Brown and Donna L. Wagner, owners and Thomas Hoover Engineering, is the applicant.
 - a. Open Public Hearing-allow for staff comments
 - b. Public Comments
 - c. Close Public Hearing

NEW BUSINESS

1. Discussion and action on approval of an ordinance approving Planning and Zoning Case 16-06, Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane [CAPTION]
Greg Vick, City Manager
Jacquelyn Reyff, AICP, Planning and Economic Development Director
2. Discussion and action on approval of ordinance amending the Fiscal Year 2016-2017 Budget to include \$230,000 in additional appropriations that had not been expended in Fiscal Year 2015-2016 and lapsed due to fiscal year-end [CAPTION]
Greg Vick, City Manager
Sandra Gibson, Finance Director, CGFO
3. Discussion and action on renewal of Property, Liability, and Workers' Compensation Coverage Continuation with Texas Municipal League Intergovernmental Risk Pool in amount of \$306,058.90
Greg Vick, City Manager
Sandra Gibson, Finance Director, CGFO
4. Discussion and action on approval of CDGB 42nd Year- Lalagray Lane- Wastewater System Improvements Project - Construction Bid Acceptance from Burgess and Niple in the amount of \$224,054.04 [CAPTION]
Greg Vick, City Manager
Paul Hackleman, Public Works Director
5. Discussion and possible action on selection of location for proposed splash park
Greg Vick, City Manager
Sal Torres, Parks and Community Services Director

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on this agenda and/or as permitted by Chapter 551 of the Texas Government Code.

1. The City Council will convene in Executive Session pursuant to Chapter 551 of the Texas Government Code (Texas Open Meetings Act), Section 551.074 Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.

ITEM OF EXECUTIVE SESSION DELIBERATION:

1. To deliberate the annual employee evaluation of Zolaina R. Parker, City Secretary
2. To deliberate the annual employee evaluation of Greg Vick, City Manager

RECONVENE

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

1. To deliberate the annual employee evaluation of Zolaina R. Parker, City Secretary
2. To deliberate the annual employee evaluation of Greg Vick, City Manager

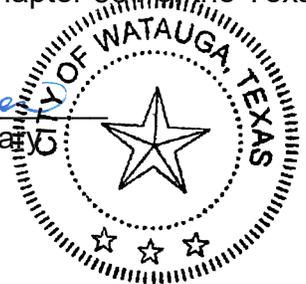
ADJOURNMENT

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, Zolaina R. Parker, 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 Wednesday, October 19, 2016, before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary





QUARTERLY INVESTMENT REPORT

For the Quarter Ended

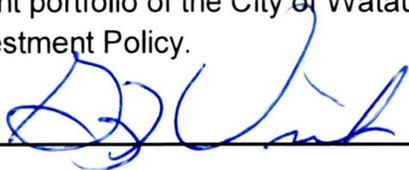
September 30, 2016

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Watauga is in compliance with the Public Funds Investment Act and the City of Watauga Investment Policy.

City Manager


Sandra Gibson

Director of Finance



Assistant Director of Finance

Disclaimer: These reports were compiled using information provided by the City of Watauga. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

City of Watauga, Texas Annual Comparison of Portfolio Performance

FYE Results by Investment Category:

	September 30, 2016			September 30, 2015		
<u>Asset Type</u>	<u>Ave. Yield</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Ave. Yield</u>	<u>Book Value</u>	<u>Market Value</u>
DDA/MMA/NOW	0.63%	\$ 16,154,540	\$ 16,154,540	0.28%	\$ 9,239,189	\$ 9,239,189
Pools	0.48%	1,520,168	1,520,168	0.12%	2,423,361	2,423,361
CD/Security	0.74%	6,532,907	6,532,907	0.49%	12,512,920	12,512,920
Totals		<u>\$ 24,207,614</u>	<u>\$ 24,207,614</u>		<u>\$ 24,175,471</u>	<u>\$ 24,175,471</u>

	<u>2016</u>	<u>2015</u>	<u>Change</u>
Total Portfolio (1)	0.65%	0.38%	0.28%
Rolling Three Mo Treas. Yield	0.30%	0.03%	0.27%
Rolling Six Mo Treas. Yield	0.42%	0.10%	0.33%
Quarterly TexPool Yield	0.38%	0.06%	0.32%

(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees

Summary

Quarter End Results by Investment Category:

<u>Asset Type</u>	<u>Ave. Yield</u>	<u>September 30, 2016</u>		<u>June 30, 2016</u>	
		<u>Book Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Market Value</u>
DDA/MMA/NOW	0.63%	\$ 16,154,540	\$ 16,154,540	\$ 11,504,004	\$ 11,504,004
Pools	0.48%	1,520,168	1,520,168	1,708,341	1,708,341
CD/Security	0.74%	6,532,907	6,532,907	6,519,346	6,519,346
Totals		\$ 24,207,614	\$ 24,207,614	\$ 19,731,691	\$ 19,731,691

Current Quarter Portfolio Performance:

Average Quarterly Yield	0.65%
Rolling Three Mo Treas Yield	0.30%
Rolling Six Mo Treas. Yield	0.42%
Quarterly Interest Earnings	\$ 30,652 (Unaudited)
Fiscal YTD Interest Earnings	\$ 111,257 (Unaudited)

Fiscal Year-to-Date Portfolio Performance:

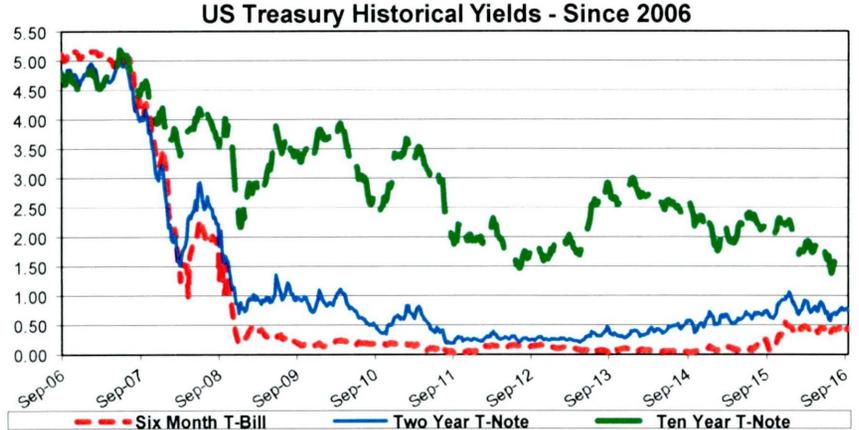
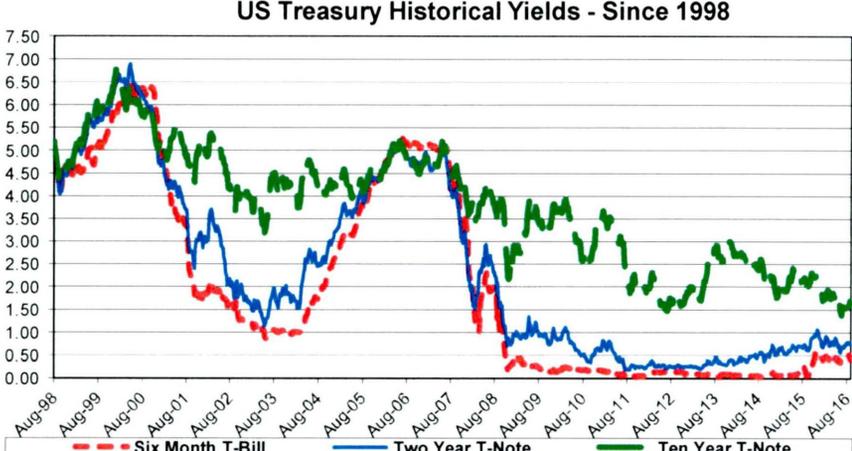
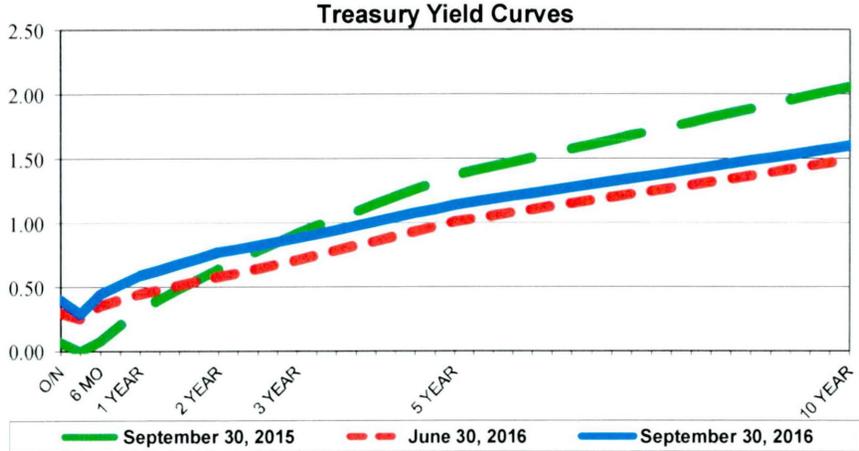
Average Quarter End Yield	0.54%
Rolling Three Mo. Treas. Yield	0.25%
Rolling Six Mo Treas Yield	0.37%
Quarterly TexPool Yield	0.31%

Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses

Economic Overview

9/30/2016

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds traded +/-40 bps). The September FOMC meeting recorded dissenting votes for maintaining rates. More hawkish members wanted to raise the range by 0.25%. The current probability of a December FOMC meeting vote to raise the Fed Funds target is +/-60%. Second Quarter US GDP revised to 1.4% (from 1.1%, no more revision is expected). Other economic data reflected modest, yet inconsistent, growth. The US Stock markets have maintained higher levels. Treasury yields drifted slightly higher on tightening rumors. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.



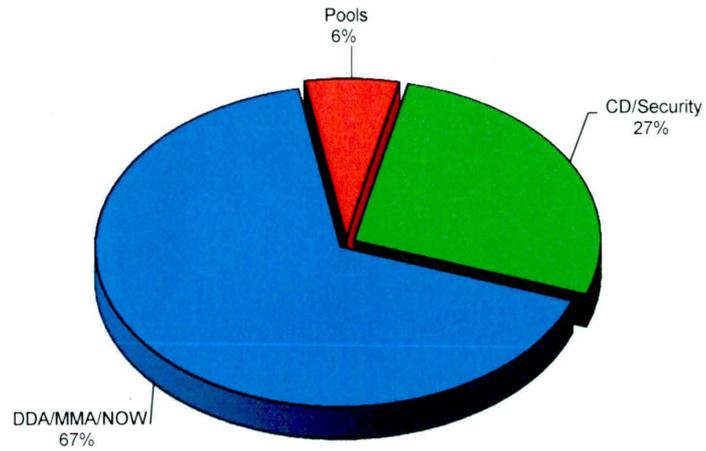
**Detail of Investment Holdings
September 30, 2016**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Texas Term Daily	AAAm	0.50%	10/01/16	09/30/16	\$ 445,890	\$ 445,890	1.00	\$ 445,890	1	0.50%
LOGIC	AAAm	0.73%	10/01/16	09/30/16	289,425	289,425	1.00	289,425	1	0.73%
TexPool	AAAm	0.38%	10/01/16	09/30/16	782,549	782,549	1.00	782,549	1	0.38%
TexPool Prime	AAAm	0.71%	10/01/16	09/30/16	2,304	2,304	1.00	2,304	1	0.71%
Southside Bank MMA		0.63%	10/01/16	09/30/16	16,154,540	16,154,540	1.00	16,154,540	1	0.63%
Comerica Bank CD		0.44%	10/07/16	04/07/15	2,012,550	2,012,550	100.00	2,012,550	7	0.44%
Texas Security Bank CD		0.85%	03/06/17	03/06/15	2,000,000	2,000,000	100.00	2,000,000	157	0.85%
Southside Bank CD		0.68%	03/22/17	09/22/15	503,418	503,418	100.00	503,418	173	0.68%
Texas Security Bank CD		1.05%	09/06/17	09/06/16	1,008,288	1,008,288	100.00	1,008,288	341	1.05%
Southside Bank CD		0.86%	09/22/17	09/22/15	1,008,652	1,008,652	100.00	1,008,652	357	0.86%
					\$ 24,207,614	\$ 24,207,614			47	0.65%
									(1)	(2)

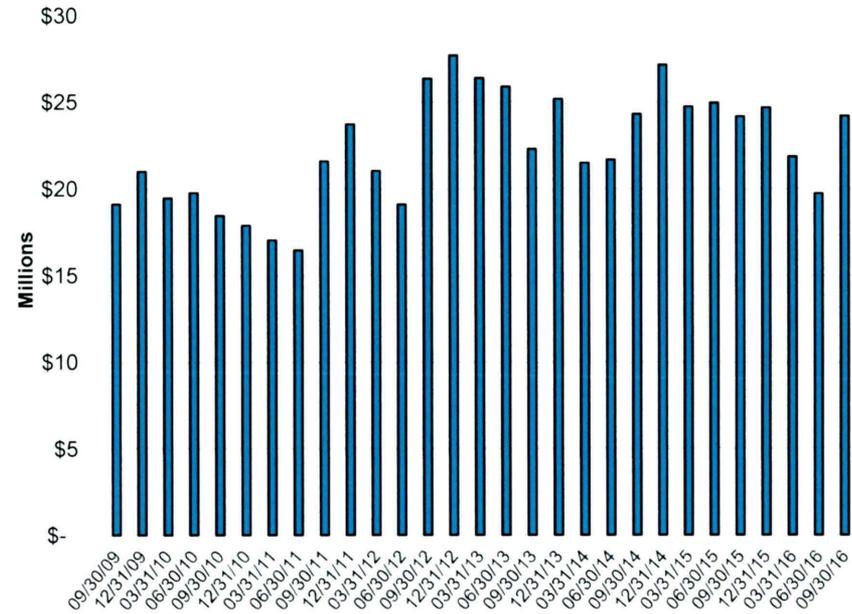
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

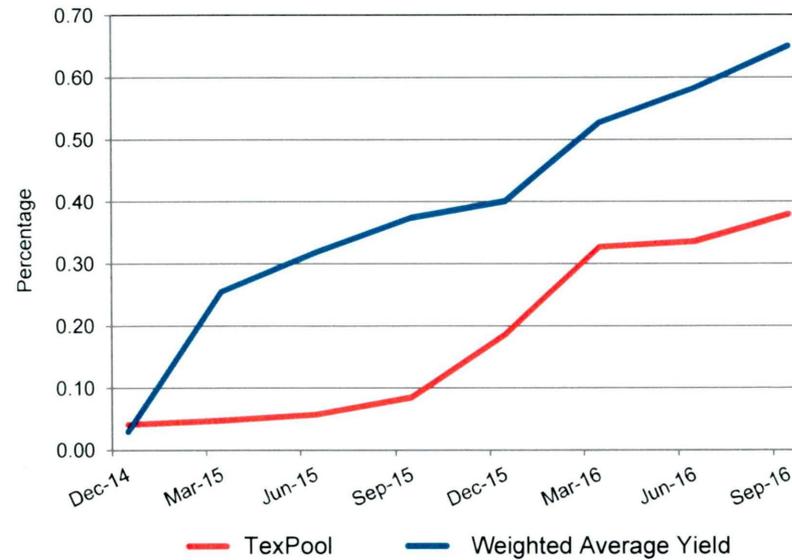
**Portfolio Composition
September 30, 2016**



**Quarter End Book Value
September 30, 2016**



Total Portfolio Performance



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	June 30, 2016				September 30, 2016	
			Original Face\		Purchases/ Adjustments	Sales/Adjust/ Maturities	Original Face\	
			Par Value	Book Value			Par Value	Book Value
Texas Term Daily	0.50%	10/01/16	\$ 445,361	\$ 445,361	\$ 529	\$ -	\$ 445,890	\$ 445,890
LOGIC	0.73%	10/01/16	288,959	288,959	466		289,425	289,425
TexPool	0.38%	10/01/16	971,721	971,721		(189,172)	782,549	782,549
TexPool Prime	0.71%	10/01/16	2,300	2,300	4		2,304	2,304
Southside Bank MMA	0.63%	10/01/16	11,504,004	11,504,004	4,650,535		16,154,540	16,154,540
Texas Security Bank CD	0.55%	09/06/16	1,000,000	1,000,000		(1,000,000)	-	-
Comerica Bank CD	0.44%	10/07/16	2,010,319	2,010,319	2,230		2,012,550	2,012,550
Texas Security Bank CD	0.85%	03/06/17	2,000,000	2,000,000			2,000,000	2,000,000
Southside Bank CD	0.68%	03/22/17	502,557	502,557	861		503,418	503,418
Texas Security Bank CD	1.05%	09/06/17	-	-	1,008,288		1,008,288	1,008,288
Southside Bank CD	0.86%	09/22/17	1,006,470	1,006,470	2,182		1,008,652	1,008,652
TOTAL			\$ 19,731,691	\$ 19,731,691	\$ 5,665,095	\$ (1,189,172)	\$ 24,207,614	\$ 24,207,614

**Allocation
September 30, 2016
Book & Market Value**

	Total	Consolidated		Crime Control District
		Cash	Construction	
Texas Term Daily	\$ 445,890	\$ 445,890	\$ -	\$ -
LOGIC	289,425	289,425		
TexPool	782,549	101,244	821	680,484
TexPool Prime	2,304	2,304		
Southside Bank MMA	16,154,540	2,600,115	13,554,425	
10/07/16-Comerica Bank CD	2,012,550	2,012,550		
03/06/17-Texas Security Bank CD	2,000,000	2,000,000		
03/22/17-Southside Bank CD	503,418	503,418		
09/06/17-Texas Security Bank CD	1,008,288	1,008,288		
09/22/17-Southside Bank CD	1,008,652	1,008,652		
Totals	\$ 24,207,614	\$ 9,971,885	\$ 13,555,246	\$ 680,484

**Allocation
June 30, 2016
Book & Market Value**

	Total	Consolidated		Crime Control District
		Cash	Construction	
Texas Term Daily	\$ 445,361	\$ 445,361	\$ -	\$ -
LOGIC	288,959	288,959		
TexPool	971,721	291,058	820	679,843
TexPool Prime	2,300	2,300		
Southside Bank MMA	11,504,004	2,596,257	8,907,747	
09/06/16-Texas Security Bank CD	1,000,000	1,000,000		
10/07/16-Comerica Bank CD	2,010,319	2,010,319		
03/06/17-Texas Security Bank CD	2,000,000	2,000,000		
03/22/17-Southside Bank CD	502,557	502,557		
09/22/17-Southside Bank CD	1,006,470	1,006,470		
Totals	\$ 19,731,691	\$ 10,143,281	\$ 8,908,567	\$ 679,843



AGENDA MEMORANDUM

DATE: October 12, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Zolaina R. Parker, City Secretary *ZRP*

SUBJECT: Setting the Regular City Council Meeting Dates for Calendar Year 2017

BACKGROUND/INFORMATION:

Prior to the end of each calendar year, the City Council has adopted specific dates for the next calendar year for Regular scheduled Council Meetings.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval of the proposed Resolution which outlines the specific dates for Regular scheduled Council Meetings during the 2017 Calendar Year.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Letter from City Attorney
- 2) Proposed Resolution

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T EVANS
WILLIAM R. BIGGS

October 11, 2016

Ms. Zolaina Parker, City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

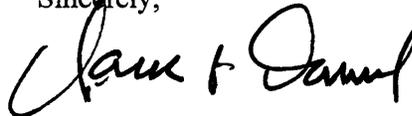
Re: Resolution for the City of Watauga, Texas re 2017 City Council Meeting Dates

Dear Ms. Parker:

Per your request, I have reviewed the Resolution by the City of Watauga setting the 2017 City Council regular meeting dates. I approve of the same and would recommend that this Resolution be included on the next City Council meeting agenda for consideration and approval.

Thank you for the opportunity to be of assistance. Please do not hesitate to contact me should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Hector Garcia
Mr. Greg Vick

Attachment 2

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS FOR THE PURPOSE OF SETTING THE 2017 CITY COUNCIL REGULAR MEETING DATES; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the City of Watauga Home Rule Charter, Section 3.09, the Council shall meet regularly not less than one (1) time each month and at such other times as the Council may prescribe; and

WHEREAS, the City Council of the City of Watauga feels that it is in the best interest of the City of Watauga to establish a meeting schedule for the regular City Council meetings to be held January 1, 2017 through December 31, 2017 as far in advance as possible.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

City Council Regular Meetings for January 1, 2017 through December 31, 2017, will generally be held on the following date:

January 23, 2017	July 24, 2017
February 27, 2017	August 21, 2017
March 27, 2017	September 6, 2017
April 24, 2017	October 16, 2017
May 15, 2017	November 13, 2017
June 19, 2017	December 18, 2017

II.

The Mayor of the City of Watauga, Texas, shall have the discretion to modify the above meeting dates if necessary, after providing notification to the City Council.

III.

This resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas, and this resolution shall not operate to repeal or affect any of 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.

III.

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.

IV.

This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas and upon approval thereof by the Mayor of the City of Watauga, Texas to become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this the 24th day of October, 2016.

APPROVED:

Hector F. Garcia, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Mark G. Daniel, City Attorney
Mark G. Daniel, City Attorney



AGENDA MEMORANDUM

DATE: October 12, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Zolaina R. Parker, City Secretary *ZRP*

SUBJECT: Setting the City Observed Holiday Dates for Calendar Year 2016

BACKGROUND/INFORMATION:

The City of Watauga has specific holidays which are observed throughout the calendar year. Prior to the end of each calendar year, City Council will approve the City Observed Holiday Dates for the next calendar year.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval of the proposed Resolution which sets the City Observed Holiday Dates for the 2017 Calendar Year.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Letter from City Attorney
- 2) Proposed Resolution

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

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OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS

October 11, 2016

Via Email

Ms. Zolaina Parker, City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Re: Resolution regarding City Observed Holidays

Dear Ms. Parker:

I am in receipt of the Resolution by the City Council of the City of Watauga setting the 2017 City observed holidays. I have reviewed this Resolution and I approve of the same. I would recommend that this be included on the next City Council meeting agenda for consideration and approval.

Thank you for your attention to the above and the opportunity to be of assistance. If you have any questions regarding this matter, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Hector Garcia
Mr. Greg Vick

Attachment 2

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS FOR THE PURPOSE OF SETTING THE 2017 CITY OBSERVED HOLIDAYS; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HEREWITH ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Watauga feels that it is in the best interest of the City of Watauga to establish a City Observed Holiday schedule, for the period of January 1, 2017 through December 31, 2017 as far in advance as possible.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

City Observed Holidays for the period of January 1, 2017 through December 31, 2017, shall be observed on the following dates:

HOLIDAY	DAY AND DATE OBSERVED
New Year's Day	Monday, January 2, 2017
President's Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veteran's Day	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving	Friday, November 24, 2017
Christmas Eve	Friday, December 22, 2017
Christmas Day	Monday, December 25, 2017
New Year's Eve	Friday, December 29, 2017
Personal Day	Must be used between January 1, 2017 – December 15, 2017

II

This resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas, and this resolution shall not operate to repeal or affect any of 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.

III.

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.

IV.

This resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas and upon approval thereof by the Mayor of the City of Watauga, Texas to become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on this the 24th day of October, 2016.

APPROVED:

Hector F. Garcia, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Mark G. Daniel
Mark G. Daniel, City Attorney



AGENDA MEMORANDUM

DATE: October 5, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Zolaina R. Parker, City Secretary *ZRP*

SUBJECT: Approval of a Resolution establishing the Fort Worth Star Telegram as the Official Newspaper of the City of Watauga for Fiscal Year 2016-2017

BACKGROUND/INFORMATION:

Local Government Code, Chapter 52, Section 52.004, requires municipalities to designate an official newspaper each year in which to post each Ordinance, notice, bid or other matters as required by law.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Approval of the proposed Resolution which establishes the Fort Worth Star Telegram as the Official Newspaper of the City of Watauga for Fiscal Year 2016-2017.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Letter from City Attorney
- 2) Proposed Resolution

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T EVANS
WILLIAM R. BIGGS

October 11, 2016

Via Email

Ms. Zolaina Parker, City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Re: Resolution Designating an Official Newspaper for Fiscal Year 2016-2017

Dear Ms. Parker:

I have received and reviewed the Resolution designating the *Fort Worth Star Telegram* as the official newspaper for the City of Watauga for fiscal year 2016-2017. I approve of the Resolution and would recommend that the same be submitted to the Council for consideration at its next City Council meeting.

Thank you for your attention to the above and the opportunity to be of assistance. If you have any questions regarding this matter, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL
City Attorney for the City of Watauga

MGD/tp

cc: Mayor Hector Garcia
Mr. Greg Vick, City Manager

Attachment 2

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS PURSUANT TO LOCAL GOVERNMENT CODE 52.004 REQUIRING THAT THE CITY OF WATAUGA, TEXAS DESIGNATE AN OFFICIAL NEWSPAPER FOR FISCAL YEAR 2016-2017; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Watauga, Texas finds it is in the best interest of the City of Watauga and its citizens that a newspaper of general circulation within the City be designated as the official newspaper of the City of Watauga, Texas; and

WHEREAS, the City Council of the City of Watauga, Texas finds that the Fort Worth Star Telegram:

1. Devotes not less than 25% of its total column lineage to general interest items; and
2. Is published at least once each week; and
3. Is entered as 2nd class postal matter in the county where published; and
4. Has been published regularly and continuously for at least twelve (12) months before the governmental entity or representative publishes notices; and

WHEREAS, the City Council finds that the Fort Worth Star Telegram is a publication that meets all of the criteria legally required of an officially designated newspaper for the City of Watauga.

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

1. The Fort Worth Star Telegram shall hereinafter be the official newspaper of the City of Watauga, Texas for Fiscal Year 2016-2017 commencing October 1, 2016.
2. All official publications, notices, advertisements, and solicitations for bids shall henceforth be published in such manner as may be prescribed by law, in the Fort Worth Star Telegram.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas
this the 24th day of October, 2016.

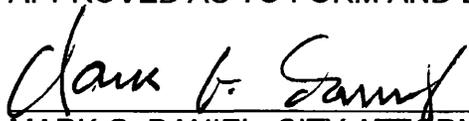
APPROVED:

HECTOR F. GARCIA, MAYOR

ATTEST:

ZOLAINA R. PARKER, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:


MARK G. DANIEL, CITY ATTORNEY



AGENDA MEMORANDUM

DATE: October 18, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Deby Woodard, Assistant Finance Director/Purchasing Manager *DWoodard*

THROUGH: Greg Vick, City Manager

SUBJECT: Approval of the first renewal option for Bid # 15-002 Topsoil, Sand and Rock

BACKGROUND/INFORMATION:

Bid # 15-002 for Topsoil, Sand & Rock was awarded by Council October 9, 2014 to establish vendors for topsoil, sand and rock to be purchased on an as-needed basis.

The original term of the award was November 1, 2014 through October 31, 2016. The terms of the bid allows for two additional one-year renewal options. The City is satisfied with the service and products provided by the awarded vendors.

CJA Enterprises has agreed to renew the awarded items Flexible Base – Crushed Stone, Crushed Rock, Manufactured Sand and Rock Rubble at the same prices.

Crouch Sand & Gravel has agreed to renew the awarded item Topsoil at the same price.

The supplier Crouch Sand & Gravel utilizes for Bedding/Cushion Sand has adjusted their billing from yards to tons which adjusts the pricing from \$13.75 per yard to \$13.64 per ton. CJA Enterprises for Bedding/Cushion Sand conversion from yard to ton is \$13.50 per ton. With the conversion, CJA Enterprises has the low pricing for Bedding/Cushion Sand per ton.

Staff recommends renewing Bid # 15-002 for the first renewal term which is November 1, 2016 through October 31, 2017 as follows:

- | | |
|----------------------------------|----------------------|
| Flexible base # 4 Crushed Stone: | CJA Enterprises |
| Crushed Rock – ¾”: | CJA Enterprises |
| Topsoil: | Crouch Sand & Gravel |
| Manufactured Sand: | CJA Enterprises |
| Bedding/Cushion Sand: | CJA Enterprises |
| Rock Rubble: | CJA Enterprises |

FINANCIAL IMPLICATIONS:

Funds are available and budgeted in the 2016-17 Fiscal Year.

RECOMMENDATION/ACTION DESIRED:

Approval of the first renewal option for Bid # 15-002 Topsoil, Sand & Rock with CJA Enterprises and Crouch Sand & Gravel as indicated.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) First Renewal Option – CJA Enterprises
- 2) First Renewal Cushion/Bedding Sand conversion – CJA Enterprises
- 3) First Renewal Option – Crouch Sand & Gravel
- 4) First Renewal Bedding/Cushion Sand conversion – Crouch Sand & Gravel
- 5) First Renewal Option Project Bid Backup – Crouch Sand & Gravel
- 6) First Renewal Option Tabulation



September 29, 2016

CJA Enterprises LLP
362 Crossroads Road
Collinsville, Texas 76233

Carla Peacock
Re First renewal option
15-002 Topsoil, Sand & Rock

Ms Peacock.

The City of Watauga awarded your company approved vendor status on October 27, 2014 for bid # 15-002 Topsoil, Sand & Rock for the following items

Flex Base # 4 Crushed Stone
Crushed Rock – ¾"
Manufactured Sand
Rock Rubble

15-002 for Topsoil, Sand & Rock was originally awarded for a twenty-four (24) month period beginning November 1, 2014 and ending October 31, 2016. The terms on the bid allowed for the option of two (2) twelve (12) month renewal terms upon the agreement of both the City and awarded vendor(s)

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the first renewal option.

According to the specifications, the City of Watauga may consider a price re-determination only at the renewal anniversary date of the contract. Please contact me as soon as possible if you would like for the City to consider a price adjustment for this contract or with any questions.

If you agree to this renewal the following will apply:

Renewal contract period: November 1, 2016 through October 31, 2017
Price(s) from original award will remain firm fixed price(s) during the entire renewal contract period.

Please indicate by signing below and returning by fax to 817-514-5765 no later than 5:00 P.M., Wednesday, October 5, 2016.

yes, we will renew bid # 15-002 for 12 months at the same price(s)

no, we will not renew bid # 15-002 for 12 months at the same price(s)

Name: Carla Peacock Signature: [Handwritten Signature] Date: 10/1/16

If you should have any questions, please do not hesitate to contact me at 817-514-5833.

Thank You,

[Handwritten Signature]
Deby Woodard
Assistant Finance Director/Purchasing Manager



City of Watauga
Deby Woodard

The current price for cushion/bedding sand is \$13.50 per ton, delivered.

Carla Peacock
CJA Enterprises LLP
540-840-1960



September 29, 2016

Crouch Sand & Gravel
4365 Dick Price Road
Fort Worth, Texas 76140

Evon Stewart
Re. First renewal option
15-002 Topsoil, Sand & Rock

Mr. Stewart.

The City of Watauga awarded your company approved vendor status on October 27, 2014 for bid # 15-002 Topsoil, Sand & Rock for the following items:

Topsoil
Bedding or Cushion Sand

15-002 for Topsoil, Sand & Rock was originally awarded for a twenty-four (24) month period beginning November 1, 2014 and ending October 31, 2016. The terms on the bid allowed for the option of two (2) twelve (12) month renewal terms upon the agreement of both the City and awarded vendor(s).

The City of Watauga has been extremely pleased with the relationship that has been established with this contract and wishes to exercise our option to renew for the first renewal option.

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If you agree to this renewal the following will apply:

Renewal contract period: November 1, 2016 through October 31, 2017.
Price(s) from original award will remain firm fixed price(s) during the entire renewal contract period.

Please indicate by signing below and returning by fax to 817-514-5765 no later than 5:00 P.M., Wednesday, October 5, 2016.

yes, we will renew bid # 15-002 for 12 months at the same price(s) ● On the Screened Topsoil ●

no, we will not renew bid # 15-002 for 12 months at the same price(s) ● On the sand

our supplier has went from yards to tons, the price was \$13 75 per yard. It will be \$13 64 per ton The trucks carry 21-23 tons ●

Name: Evon Stewart Signature: Evon Stewart Date 10/07/2016

If you should have any questions, please do not hesitate to contact me at 817-514-5833

Thank You,

Deby Woodard

Deby Woodard
Assistant Finance Director/Purchasing Manager

Deby Woodard

From: Evon Stewart <evoncs@gmail.com>
Sent: Friday, September 30, 2016 2:00 PM
To: Deby Woodard
Subject: Renewal # 15-002
Attachments: City of Watauga-09302016.docx

Good afternoon Deby,

Crouch Sand & Gravel will be able to hold the price on the Screened Topsoil at the price \$16.75 per yard.

The supplier we use for the screened white sand has changed their billing to tons.
Please find attached the new pricing.
If you have any questions please call or email me.

Regards

Evon Stewart

Estimator/Dispatch / 972 986-7951/Cell: 214 886-8430

Crouch Sand & Gravel, Inc.

IMPORTANT: Orders placed by email MUST be confirmed by a phone call to our office at 972 986-7951

Crouch Sand & Gravel, Inc.

Mail: PO Box 977 • Kennedale, TX 76060 • Office: 4365 Dick Price Road • FT Worth, TX 76140
 Telephone 972-986-7951 • Fax 817-672-3028 • email: crouchsg@gmail.com
 email: evoncs@gmail.com

Project Bid

Date: 09/30/2016	Submitted By: Evon Stewart	
Company: City Of Watauga	Attention: Deby	
Address:	City:	State: Zip:
Phone: 817-514-5833	Fax:	Email: dwoodard@cowtx.org
Job/Project Name:		

Job Location/Notes
 7800 Virgil Anthony blvd, Fort Worth Texas

Load Size	T/Y/L	Delivered Price	Price	Per	Quan Needed	Total
21-23	Tons	Screened White Sand	\$13.64	Ton		

****Prices do not include fuel surcharge if applicable. Current fuel surcharge is \$0.*****

Picked up Price & Dump Fees			
Pit	Description	Price	Per

Other Services			
Description of Service	Load Size	Price	Per

Comments

This quotation is valid for 30 days unless otherwise noted.
 For approved open accounts in good standing, our terms are net 30 for delivered materials & Net 10 for Pit Materials.
 Thank you for giving us the opportunity to bid on this project!



Bid: Topsoil, Sand & Rock
Bid # 15-002
Date: October 8, 2014
Contract term: 11-1-14 thru 10-31-16 (2 one-year renewal options)
First Renewal Term: November 1, 2016 to October 31, 2017

Item Description	Estimated Quantity	CJA Enterprises		Crouch Sand & Gravel		Lowery Sand & Gravel		Select Sand & Gravel		Texas Sand & Gravel	
		unit price	extended price	unit price	extended price	unit price	extended price	unit price	extended price	unit price	extended price
Flexible Base (crushed limestone) 3/4" # 4 crushed stone	2,000 tons	\$14.65	\$29,300.00	\$19.48	\$38,960.00		No Bid	\$17.95	\$35,900.00	\$19.95	\$39,900.00
Crushed Rock - 3/4"	1,000 tons	\$17.10	\$17,100.00	\$22.45	\$22,450.00		No Bid	\$22.95	\$22,950.00	\$23.50	\$23,500.00
Topsoil	1,000 yards	\$18.81	\$18,810.00	\$16.75	\$16,750.00	\$22.50	\$22,500.00	\$22.45	\$22,450.00	\$22.00	\$22,000.00
Manufactured Sand	1,000 tons	\$14.65	\$14,650.00	\$19.70	\$19,700.00		No Bid	\$19.80	\$19,800.00	\$19.95	\$19,950.00
Bedding/Cushion Sand (natural sand) pricing was converted to "ton" - 1st renewal option	2,000 tons	\$13.50 converted to ton	\$27,000.00 converted to ton	\$13.75 converted to ton	\$27,500.00 converted to ton	\$17.50	\$35,000.00	\$16.95	\$33,900.00	\$15.25	\$30,500.00
Rock Rubble	500 tons	\$24.30	\$12,150.00	\$30.90	\$15,450.00		No bid	\$31.85	\$15,925.00	\$30.00	\$15,000.00
Agree to secondary award status			Yes		Yes		Yes		Yes		Yes
Cooperative Purchasing			Yes		No		Yes		Yes		Yes

Additional Information:

1st RENEWAL OPTION NOTE

Bedding/Cushion Sand was converted to "ton" due to supplier

CJA ENTERPRISES: minimum order 25 tons or 20 yards
24 hours ARO

CROUCH SAND & GRAVEL: 24 hours notice
no deliveries before 6:00AM or after 6:00PM
minimum load 21 tons or 20 yards

LOWERY SAND & GRAVEL: no deliveries after 5:00PM
no weekend deliveries
1/2 day advance notice
minimum order 10 yards

SELECT SAND & GRAVEL: 24 hours advance notice
no deliveries before 7:00AM or after 5:00PM
no weekend deliveries without 48 hour advance notice on certain products
no holiday deliveries
pricing subject to fuel or material product price increase
price per ton is based on delivery via trailer load - if material is to be delivered via tandem load price per ton or per yard would increase accordingly

TEXAS SAND & GRAVEL: deliveries between 7:00Am and 5:00PM in most cases
minimum order 20 yards or 25 tons
24 hours notice



AGENDA MEMORANDUM

DATE: September 19, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Marcia Reyna, Director of Human Resources & Civil Service
Deby Woodard, Assistant Director of Finance

THROUGH: Greg Vick, City Manager

SUBJECT: Interlocal Agreement with the cities of Bedford and Colleyville for cooperative purchasing of insurance consultant and brokerage services

BACKGROUND/INFORMATION:

As a matter of due diligence and in an effort to ensure that the City of Watauga receives the best value and service for its insurance and consultant services, Administration is recommending that the City bid this service in December.

The Role of Insurance Brokers

Insurance brokers assist the City in the solicitation, selection, implementation, communication and oversight of the City's group benefits program. In Watauga, this includes medical, dental, vision, basic and voluntary life and accidental death and dismemberment (AD&D), long term disability (LTD), Health Savings Account (HSA) administration and employee assistance program (EAP) for employees and their dependents. Some specific activities related to brokerage services include:

- Analyzing existing coverage and identify or develop cost-saving alternative benefit strategies and plans
- Acting as a liaison between the City and insurance providers
- Providing day-to-day consultation on plan interpretation and problem resolution
- Providing timely customer service and assistance to staff and employees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes and general troubleshooting
- Assisting the City in proactive mitigation of negative impacts or disruption of services to employees from benefit and/or provider network changes

Prior to the adoption of the Patient Protection and Affordable Care Act (ACA) in March 2010, also known as the health care reform act, health insurance brokerage firms

typically focused on bidding insurance and general oversight of the contracts for their clients throughout the year. Since 2010, these firms have taken on a more advisory (consultant) role for their clients because of the complexities of the new law and the numerous compliance requirements contained within it. In addition, since the enactment of this law, the entire health insurance environment has changed rapidly and continues to change each year. Health insurance consultants assist employers with strategies for remaining compliant with ever-changing laws and remaining current with the constantly changing market.

Insurance consulting activities include legal, compliance and advisory services such as:

- 1) Providing assistance with plan administration to ensure that programs are in compliance with State and Federal legislation,
- 2) Providing impact analysis, plan options, and strategic recommendations with regard to the ACA and other regulations and mandates, and
- 3) Conducting compliance audits of the City's policies and procedures. Some other specific activities related to consulting services include:

- Assisting in the development of long-range goals and strategies, including making projections of potential savings
- Providing on-site training to City staff regarding regulatory updates, and/or Best Practice seminars for the effective administration of benefit plans as needed
- Providing access to attorneys and compliance department as needed for health and welfare benefit related questions
- Assisting in the development and oversight of the employee wellness program to improve employee health and reduce employee health-care costs, both in the short-term and in the long-term

Benefits Seminar Plus (BSP) has been the City's insurance broker/consultant and Agent of Record since 2003. Since 2003, the City has not competitively bid this service. Best practices recommend this type of service be competitively bid every few years to ensure the City is keeping costs low and to ensure the most qualified companies are selected to do the work. Staff contacted BSP in September to inform them of the City's intent to bid this service in the fall - after the new plan year, that began October 1.

Flat Fee Payment Structure

The City of Watauga has historically paid health insurance brokers using a commission-based payment structure. In this type of payment structure, the broker is paid directly by the insurance company. The brokers' fee is built into the premiums as a percentage of the total commission.

Staff is recommending to move to a flat fee payment arrangement instead of a commission-based payment arrangement. This will provide for improved transparency in fees and complies with provisions specified in Section 252.024 of the Local Government Code, "Selection of Insurance Broker: The broker may be retained only on a fee basis and may not receive any other remuneration from any other source."

Interlocal Agreement

Staff continues to try and find innovative ways to control costs while maintaining competitive benefits for our employees. Partnering with other cities, such as Bedford and Colleyville will allow us to take advantage of economies of scale in order to gain more competitive pricing.

To solicit bids as a group requires an interlocal agreement between the cities of Colleyville, Bedford and Watauga. The interlocal agreement is a collaborative contract between public bodies focused on providing more efficient, less costly public services. In the State of Texas, an interlocal agreement establishes a cooperative purchasing program, allowing for multiple cities to purchase goods and services under a competitively bid contract pursuant to the Texas Local Government Code, Subchapter F, Chapter 271 and Texas Government Code Chapter 791.

The legal firm of Boyle & Lowry, the City Attorney for both Colleyville and Bedford, drafted the proposed interlocal agreement which has been approved by Watauga's City Attorney, Mark G. Daniel. Both the Cities of Bedford and Watauga have placed this item on their October City Council agenda with staff recommending approval.

If the interlocal agreement is executed by the three cities, staff will draft the request for proposals (RFP) seeking a health insurance broker/consultant that is well versed in the benefits market, experienced in advising comparable public agencies, and works well with various levels of staff and management. The goal is to appoint a broker/consultant before insurance renewals begin in the spring of 2017.

The cities of Bedford, Colleyville and Watauga anticipate competitive pricing will result from collective purchasing power and economies of scale. In addition, these cities are interested in further collaborating to purchase insurance products for the FY2017-2018 renewal. This Interlocal Agreement lays the foundation for this collaboration to occur. During the Broker interviews this subject will be addressed and it is our desire that the chosen Broker will bring additional cities into this collaboration.

FINANCIAL IMPLICATIONS:

Budgeted under health insurance in the FY 2016-17 budget. Staff anticipates a cost savings that will result from collective purchasing power and economies of scale.

RECOMMENDATION/ACTION DESIRED:

City Administration respectfully requests that the City Council approve the Interlocal Agreement with the cities of Bedford and Colleyville for cooperative purchasing of insurance consultant and brokerage services.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Approval Letter from Mark Daniel, City Attorney
- 2) Interlocal Agreement

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
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SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL
TIM EVANS
TIM MOORE
LANCE T EVANS
WILLIAM R. BIGGS

September 19, 2016

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

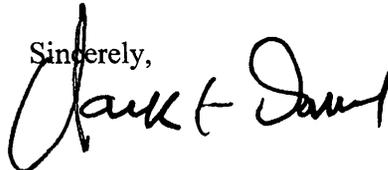
Re: Interlocal Agreement re Insurance Broker Services

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the revised Interlocal Agreement between the City of Watauga, the City of Bedford and the City of Colleyville ("Cities") regarding working collectively to Request for a Proposal for an insurance broker and consultant to assist the Cities in the obtaining insurance benefits for their employees, spouses, dependents and other insureds. I approve of the Agreement and would recommend that this be presented to the City Council for consideration and approval.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Hector Garcia
Mr. Greg Vick

Ms. Deby Woodard
Ms. Zolaina Parker

Attachment 2

STATE OF TEXAS
COUNTY OF TARRANT

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF BEDFORD,
THE CITY OF WATAUGA
AND THE CITY OF COLLEYVILLE
FOR
INSURANCE BROKER SERVICES

This Agreement is entered into the 24th day of October 2016, by and between the CITY OF BEDFORD (hereafter "Bedford") and the CITY OF COLLEYVILLE (hereafter "Colleyville") and the CITY OF WATAUGA (hereafter "Watauga") each of which is a home rule municipal corporation located within Tarrant County, Texas. Colleyville and Bedford and Watauga will be jointly referred to as "Cities" or "Parties" or individually as "Party."

WHEREAS, Bedford, Colleyville and Watauga desire to work together on a Request for Proposal for an Insurance broker and consultant (hereafter "Insurance broker") to assist Cities in obtaining insurance for their employees, spouses, dependents and other insureds;

WHEREAS, Bedford, Colleyville and Watauga are seeking to lower their insurance costs;

WHEREAS, Bedford, Colleyville, and Watauga execute this Interlocal Agreement pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, as amended, and in accordance with purchasing statutes regulating the Parties and subject to availability of current revenues;

WHEREAS, the Parties agree that any party paying for the performance of governmental functions or services under this Agreement shall make those payments from current revenues available to the paying party;

WHEREAS, it is beneficial for the Parties to enter into this Agreement;

WHEREAS, the Interlocal Cooperation Act authorizes governmental entities to enter into interlocal cooperation agreements for administrative and governmental functions and services;

WHEREAS, the Bedford City Council, the Colleyville City Council and the Watauga City Council approved this Agreement at a City Council meeting that had been posted and met the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, in consideration of the premises and agreements, covenants and promises set forth herein, it is agreed as follows:

I.
DEFINITIONS

Insurance broker shall mean a person who (1) solicits insurance on behalf of the Parties; (2) receives or transmits (other than on the person's own behalf) an application for insurance or an insurance policy to or from the Parties; (3) advertises or otherwise gives notice that the person will receive or transmit an application for insurance or an insurance policy on behalf of the Parties; (4) receives or transmits an insurance policy of the Parties; (5) examines or inspects a risk on behalf of the Parties; (6) receives, collects, or transmits an insurance premium on behalf of the Parties; (7) takes any other action in the making or consummation of an insurance contract for or with the Parties.

Parties shall mean City of Bedford, City of Colleyville and City of Watauga.

Person shall mean any legal entity, including but not limited to natural persons, corporations, and partnerships.

RFP shall mean Request for Proposal.

II.
PURPOSE

The purpose of this Agreement is to provide for the Parties to plan, and prepare a request for proposal for the joint use of the Parties in hiring an insurance broker, and to allow for the Parties, should they elect to do so, to jointly contract with and share information and work product from the insurance broker.

The person selected by the Parties shall be considered to function on behalf of the Parties and not on behalf of any insurance company and shall not have an employment relationship with an insurance company.

III.
TERMS, RIGHTS, OBJECTIVES AND DUTIES OF THE PARTIES

1. The Parties agree that they wish to collaborate and preparation of a request for proposal for an insurance broker. In order to achieve that end, the Parties agree to each name a representative or representatives to work together in the preparation of the RFP. The initial designation shall be the Director of Human Resources for each Party, but that designation may be changed at any time by the City Manager. More than one representative may be named. The representative(s) may bring additional persons with them to any meetings between the representatives and may assign work to any additional people.

2. The final work product shall belong to all parties.

3. Upon completion of the RFP, the parties may elect, at the decision of the City Manager, to proceed to issue a joint RFP. The parties are not obligated to issue a joint RFP.
4. Upon issuance of a joint RFP, the representatives of the Parties will work together to make a final recommendation. The recommendation shall be approved by all City Managers. If the Parties agree to jointly hire an insurance broker, the recommendation will be taken to their respective City Councils for final approval. No Council shall be considered to be obligated to hire the recommended insurance broker.
5. Upon approval of the respective City Councils of the Parties to hire an insurance broker, the Parties may elect, based upon the decision of the respective City Councils at the time of selection of an insurance broker, to consider the preparation of a future RFP for an insurance company to be jointly selected by the Parties.
6. If the Parties elect to join in a common risk pool for the purpose of jointly selecting an insurance company, each Party shall sign separate contracts with said insurance company. In no event will one Party be responsible for the payment of insurance coverage for the other Party's employees, spouses, dependents or other insureds.
7. Each party may elect to cease joint preparation or cooperation as set out in Section XIV "Term and Termination" below.
8. The Parties agree to abide by all State and Federal laws governing the use and payment of an insurance broker by a municipality, including but not limited to Texas Local Government Code section 252.024, any privacy laws or protection of medical records, any required retention regulations and all other applicable State, Federal or local laws.
9. The Insurance broker will have all required education, accreditations, and licenses.

IV.

NO ORAL AGREEMENT; AGREEMENT TO GOVERN OVER EXHIBIT & ENTIRE AGREEMENT

This Agreement contains all the terms, commitments and covenants of the Parties pursuant to this Agreement. Any oral or written commitment not contained in this Agreement or expressly referred to in this Agreement and incorporated by reference shall have no force or effect.

In the case of any conflict between this Agreement and any Exhibits, this Agreement shall govern.

This Agreement contains the entire agreement of the parties with respect to the matters contained herein and may not be modified or terminated except upon the provisions hereof or by the mutual written agreement of the parties hereto.

V.
CAPTIONS

The captions to the various clauses of this Agreement are for informational purposes only and in no way alter the substance of the terms and conditions of this Agreement.

VI.
ASSIGNMENT

This Agreement or any part thereof shall not be assigned or transferred by any party without the prior written consent of the other party.

VII.
NOTICE

Any notice required to be sent under this Agreement must be in writing and may be served by depositing same in the United States Mail, addressed to the party to be notified, postage pre-paid and registered or certified with return receipt requested, or by delivering the same in person to such party via a hand-delivery service, Federal Express or any courier service that provides a return receipt showing the date of actual delivery of same to the addressee thereof. Notice given in accordance herewith shall be effective upon receipt at the address of the addressee. For purposes of notice, the addresses of the parties shall be as follows:

If to Bedford, to:	City Manager City of Bedford 200 Forest Ridge Drive Bedford, Texas 76021
If to Colleyville, to:	City Manager City of Colleyville 100 Main Street Colleyville, Texas 76034
If to Watauga	City Manager City of Watauga 7105 Whitley Road Watauga, Texas 76148

VIII.
AGREEMENT INTERPRETATION AND VENUE

The Parties covenant and agree that in any litigation relating to this Agreement, the terms and conditions of the Agreement will be interpreted according to the laws of the State of Texas. Venue shall be exclusively in Tarrant County, Texas.

The Parties further agree that the parties will attempt to resolve disputes in the following manner: (i) first the designated representatives of the parties will meet; (ii) if no resolution is achieved by the designated representatives, the dispute will be heard by the City Managers or designee jointly; (iii) if no resolution is achieved after the dispute is heard by the City Managers or designee(s), then the dispute will be heard by a mediator; (iv) if no resolution is achieved after meeting with a mediator, then the dispute will be resolved in the appropriate Court. Provided, however, that if needed, due to the statute of limitations or some other requirement, a Party may proceed directly to Court, if this process would unduly delay. The parties shall agree on the mediator to be used and each party agrees to share the cost for the mediator's services. Each party is responsible for their expenses related to their own representation.

IX.
CONSIDERATION

This Agreement is executed by the parties hereto without coercion or duress and for substantial consideration, the sufficiency of which is forever confessed.

X.
COUNTERPARTS

This Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

XI.
AUTHORITY TO EXECUTE

The individuals executing this Agreement on behalf of the respective parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Agreement to do so for and on behalf of the party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the party for whom the individual is signing this Agreement and that each individual affixing his or her signature hereto is authorized to do so, and such authorization is valid and effective on the date hereof.

XII.
SAVINGS/SEVERABILITY

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

XIII.
REPRESENTATIONS

Each signatory represents this Agreement has been read by the party for which this Agreement is executed and that such party has had an opportunity to confer with its counsel.

XIV.
TERM & TERMINATION

The Term of the Agreement shall be for One (1) year from the execution date of this Agreement. The parties may agree to annual renewals of this Agreement.

Either Party to this Agreement may withdraw at any time after the completed request for proposal but only after providing the other party not less than ninety (90) days' notice in writing of withdrawal. This Agreement may be terminated at any time by mutual consent of the Parties. Upon termination of this Agreement, Each City shall retain ownership in the completed request for proposal.

XV.
GOVERNMENTAL ENTITIES

The Parties hereby acknowledge and agree that they are each governmental entities, subject to annual budgetary processes and restrictions on spending in conformity with those processes, approved budgets, and applicable law. They further agree that, notwithstanding any other language in this Agreement, if for any reason funds are not expressly and specifically allocated to cover each Party's prospective obligation in this Agreement in each Party's formally and finally approved budget in any fiscal year subsequent to that in which each Party's funds for this Agreement were first allocated, any such Party may immediately and without penalty terminate this Agreement; provided, however, that in no event shall such a termination be effective earlier than the last date for which the terminating Party's funds have already been so allocated under an existing formally and finally approved budget. Should this Agreement terminate under the provisions of this Section, the terminating Party will provide the other Party with written notice as soon as is reasonably possible of the pending termination under this provision, the effective date of which shall be at the end of the terminating Party's fiscal year in which funds had previously been allocated. Notwithstanding the foregoing, the Parties hereto warrant and

represent that any expenditures of funds for services to be provided hereunder will be made from current revenues available to the Party making the expenditures.

**XVI.
EACH PARTY RESPONSIBLE FOR ITS OWN INSURANCE**

If the Parties continue to collaborate in the contracting for employee health insurance, nothing in this Agreement shall be construed to make either Party responsible for the other Party's insurance costs.

**XVII.
SOVEREIGN IMMUNITY**

The parties agree that no party has waived its sovereign immunity by entering into and performing their respective obligations under this Agreement.

**XIII.
MISCELLANEOUS DRAFTING PROVISIONS**

This Agreement shall be deemed drafted equally by all parties hereto. The language of all parts of this Agreement shall be construed as a whole according to its fair meaning, and any presumption or principle that the language herein is to be construed against any party shall not apply. Headings in this Agreement are for the convenience of the parties and are not intended to be used in construing this document.

EXECUTED hereto on the day and year shown above.

City of Bedford, Texas

City of Colleyville, Texas

By: _____
Roger Gibson, City Manager

By: _____
Jennifer Fadden, City Manager

Attest:

Attest:

Michael Wells, City Secretary

Amy Shelley City Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

L. Stanton Lowry, City Attorney.

Matthew Boyle, City Attorney

City of Watauga, Texas

Hector F. Garcia, Mayor

Attest:

Zolaina Parker, City Secretary

APPROVED AS TO FORM:

Mark G. Daniel, City Attorney



AGENDA MEMORANDUM

DATE: October 19, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Marcia Reyna, Director of Human Resources & Civil Service 

THROUGH: Greg Vick, City Manager 

SUBJECT: Personnel, Administration and Financial, Policies and Procedures Manual Revision #15

BACKGROUND/INFORMATION:

On March 23, 2015, the City Council was presented with a proposal outlining the Human Resources Department's plan to revise the Personnel, Administration and Financial, Policies and Procedures Manual (herein after "2014 Manual"). The new manual (herein after "new manual") includes an online platform and updated format.

This is the fifteenth revision to the new Manual. It is proposed that the following four (4) policies be added to the new manual:

- 6.02 Overtime and Compensatory Time
- 6.03 Payroll Deductions and Garnishments
- 6.04 Classification and Compensation Plan
- 6.05 On Call and Call Back

These revised policies clarify, organize and simplify the existing policies. Significant changes are listed below.

6.02 Overtime and Compensatory Time: Definitions were added to provide clarity to the policy. In addition, it was stressed throughout the policy that overtime must be approved by a supervisor.

6.03 Payroll Deductions and Garnishments: It was noted that payroll deductions can only be made for City approved programs.

6.04 Classification and Compensation Plan: Definitions were added to provide clarity to the policy. The new policy describes the compensation plan and its administration in better details. Changes in compensation such as merit increases, market increases, equity adjustments and across the board adjustments are also defined. A new policy

was also added which describes compensation for employees who are at or exceed the top of their pay range.

6.05 On Call and Call Back: The policy changed the term “Emergency Call Back” to “Call Back” and “Stand By” to “On Call” which is it is commonly referred to by employees. The policy provides greater detail about the requirements of being on call such as being mentally and physical fit and being reachable by cell phone or other means.

FINANCIAL IMPLICATIONS:

As included in each department’s FY 2016-17 budget.

RECOMMENDATION/ACTION DESIRED:

It is requested that City Council approve the new and revised policies as presented.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) City Attorney Letter, Resolution and Proposed Policies

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T EVANS
WILLIAM R. BIGGS

October 17, 2016

Ms. Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Via Email

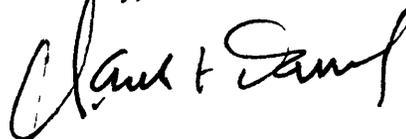
*Re: Resolution amending the City of Watauga's Personnel, Administration and
Financial Policies and Procedures Manual*

Dear Ms. Reyna:

I have received and reviewed the proposed amendments to the City's Personnel, Administration and Financial Policies and Procedures Manual. Please find enclosed a Resolution prepared by my office approving amendments to Section 6.02 ("Overtime and Compensatory Time"); Section 6.03 ("Payroll Deductions and Garnishments"); Section 6.04 ("Classification and Compensation Plan"); and Section 6.05 ("On Call and Call Back"). The Resolution may be submitted for consideration at the next City Council meeting.

Thank you for your attention to the above and the opportunity to be of assistance. Should you have any questions or need anything further, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL
City Attorney
City of Watauga

Encl.

cc: Mayor Hector Garcia
Mr. Greg Vick, City Manager
Ms. Zolaina Reyes, City Secretary

CITY OF WATAUGA, TEXAS
RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING SECTION 6.02 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING OVERTIME AND COMPENSATORY TIME; AMENDING SECTION 6.03 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING PAYROLL DEDUCTIONS AND GARNISHMENTS; AMENDING SECTION 6.04 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING THE CLASSIFICATION AND COMPENSATION PLAN; AMENDING SECTION 6.05 OF THE PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL REGARDING ON-CALL AND CALL BACK; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, Article III, Section 3.07(m) of the Home Rule Charter of the City of Watauga, Texas provides that the City Council shall fix the salaries and compensation of City officers and employees; and

WHEREAS, Section 17.2 of the City of Watauga Personnel, Administration, and Financial Policies and Procedures Manual provides that the Classification Plan shall be approved by the City Council and amended as necessary; and

WHEREAS, the amendments to Section 6.02 ("Overtime and Compensatory Time") ~~include definitions added to provide clarity to the policy and also stress that overtime must be~~ approved by a supervisor; and

WHEREAS, the amendments to Section 6.03 ("Payroll Deductions and Garnishments") now require that payroll deductions only be made for City approved programs; and

WHEREAS, the amendments to Section 6.04 ("Classification and Compensation Plan") include definitions and descriptions added to provide clarity to the policy, and also includes compensation details for employees who are at or exceed the top of their pay range; and

WHEREAS, the amendments to Section 6.05 ("On Call and Call Back") provide for the inclusion of terms commonly referred to by City employees and also provide details regarding the requirements for being on-call eligible; and

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

I.

The amendments to the Policy Manual for the City of Watauga as set forth in Exhibit "A" attached hereto and incorporated by reference are hereby adopted. The adoption of the revised policies clarify, organize and simplify the existing policies.

II.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.

III.

If any section, sub-section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

IV.

This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor and the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this _____ day of _____, 2016

APPROVED:

Hector F. Garcia, Mayor

ATTEST:

ZOLAINA R. PARKER, City Secretary

APPROVED AS TO FORM AND LEGALITY:



MARK G. DANIEL, City Attorney



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Overtime and Compensatory Time
INITIAL EFFECTIVE DATE	August 29, 2016
LAST REVISION DATE	Replaces <i>Section 18.7 and 18.17</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.02

OBJECTIVE It is the policy of the City to comply with the Fair Labor Standards Act (FLSA).

SCOPE This policy applies to all employees.

POLICY

A. Definitions

All employees are covered by the FLSA but certain employee categories are exempted from the overtime pay requirements of the FLSA, such as those designated as "exempt". Under the FLSA, the City is required to pay at least minimum wage for all hours worked for which an employee is required or authorized to work for the City. The City will provide rates of pay for employees, and those rates will be determined by the City's adopted Classification Plan administered by the Director of Human Resources.

1. **Exempt:** Positions paid on a salaried basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). An exempt employee is one who is not covered by the overtime provisions under the FLSA therefore not eligible for compensation for hours worked in excess of 40 in the work week.
2. **Non-Exempt:** Positions paid on an hourly basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). Compensation of all hours worked including hours in excess of 40 in a work week either through overtime (time and ½) or compensatory time.
3. **Work Schedules:** An employee's work schedule is determined by the department's operating requirements and is subject to change at any time by the Department Director or designee. An employee's work schedule may be adjusted within the work period to avoid the payment of overtime or accrual of compensatory time (comp time).

4. **Unauthorized Work Time:** Unless approved in advance by the employee's supervisor, non-exempt employees performing work outside of the time authorized by the supervisor is prohibited. Such time would include, but not be limited to, work performed before or after regular work hours or work taken home.

B. Overtime

Overtime, when ordered for maintenance of essential City functions, shall be allocated as evenly as possible among all non-exempt employees. Complete records of overtime of employees shall be maintained by each Department or Division. Overtime, when ordered, shall be considered mandatory. **Prior authorization from a supervisor is required before working overtime.**

The Fair Labor Standards Act (FLSA) established minimum wage, overtime, record keeping and child labor standards. FLSA provides the option for compensating time in lieu of overtime compensation for non-exempt employees. Non-exempt employees, under FLSA, shall be paid at one and one-half times their regular hourly rate or receive compensatory time at one and one-half times their regular hourly rate for hours worked in excess of the maximum allowed under FLSA.

Supervisor Responsibilities: The supervisor must approve in advance all overtime or compensatory time worked.

Employee Responsibilities: An employee is only allowed to work overtime or accrue compensatory time with the express permission of the supervisor. The employee must accurately record all time worked within the pay period in which it was worked.

Overtime Payment: Overtime compensation will be paid to all employees in nonexempt positions who work overtime as defined in this policy, unless accruing compensatory time is approved in advance by the supervisor and the employee.

All non-exempt employees are eligible for overtime according to the following three (3) work schedules:

1. Standard Work Period (Category A): 40 hour employees are eligible for overtime compensation for actual time worked over 40 hours per week.

Work cycles for 40-hour employees include working for 40-hours during a period of seven (7) consecutive days beginning on Saturday at 12:00 a.m. and working through Friday at 11:59 p.m. Hours actually worked over 40-hours in a work period for 40-hour employees shall be considered overtime.

2. Fire Suppression Work Period (Category B): Firefighter/EMS employees that are covered under Section 207(k) of the FLSA and are eligible for overtime compensation for actual time worked greater than 106-hours within a 14-day work period.

Employees covered under the 207(k) plan 14-day work period shall have a maximum work hour standard of 106-hours in 14 consecutive days with the cycle beginning on Saturday at 12:00 a.m. and working through Friday at 11:59 p.m. Hours worked in excess of the 106-hours in each 14-day work period are considered overtime.

3. Sworn Police Work Period (Category C): Sworn Police Officers, in the Patrol division, that are covered under Section 207(k) of the FLSA and are eligible for overtime compensation for actual time worked greater than 171 hours within a 28-day work period. A majority of employees within this category must agree in writing to a greater work period.

Employees covered under the 207(k) plan 28-day work period shall have a maximum work hour standard of 171-hours in 28 consecutive days with the cycle beginning on Saturday at 12:00 a.m. and working through Friday at 11:59 p.m. Hours worked in excess of the 171-hours in each 28-day work period are considered overtime. A majority of employees within this category must agree in writing to a greater work period.

Overtime compensation is paid to all non-exempt employees in accordance with State Law, Federal Law and in compliance with City Policy. In general, "hours worked" include all time that an employee is required to be on duty and all time during which the employee is authorized to work (under the definition provided by the Fair Labor Standards Act) for the City. Vacation leave, Holiday leave, Bereavement leave, Personal Day leave, Jury Duty leave, Sick leave, Family Medical leave, Compensatory time taken, Military leave, Injury leave, Suspension and all other leaves with/without pay are considered "hours not worked" and are not considered for overtime eligibility.

C. Compensatory Time

1. An employee may either be paid overtime compensation or the employee may accrue compensatory time for any overtime worked. The employee may not elect to receive both overtime compensation and to accrue compensatory time for overtime worked in the same day. Both the employee and the supervisor must agree in advance of the time worked to the election of compensatory time in lieu of overtime pay.
2. Non-exempt employees and Civil Service employees are eligible to accrue compensatory time. Non-exempt employees can have a maximum accrual of 240 hours of compensatory time. Civil Service employees can have a maximum accrual of 480 hours of compensatory time.
3. Exempt employees are frequently required to work more than 40 hours a week. The City Manager or designee may authorize exempt employees to take compensatory time rather than vacation or sick leave for absences.

4. An employee may request the use of their accrued compensatory time in the same manner as vacation leave or personal leave. A supervisor must allow an employee to use their accrued compensatory time within a reasonable period of time from the date of the request, provided the use is not unduly disruptive to the department's operation.
5. Generally, there is no additional compensation for compensatory time other than that outlined in this section unless specified in an employment agreement. The City Manager or designee may authorize payment for compensatory hours. Generally this will only be authorized for emergencies such as medical expenses.
- 6 Upon termination of employment with the City, or upon an employee's change of status to an exempt, part-time, or seasonal position, the employee will be paid for all accrued compensatory time in their account up to the maximum accrual allowed. The payment will be based on the employee's regular rate of pay at the time of termination or change of status to exempt, part-time, or seasonal

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CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Payroll Deductions and Garnishments
INITIAL EFFECTIVE DATE	October 24, 2016
LAST REVISION DATE	Replaces <i>Section 18.15, 20.14 and 20.15</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.03

OBJECTIVE

It is the policy of the City of Watauga to provide a systematic and organized approach for the administration of pay policies. Voluntary deductions must be authorized by the employee. Required deductions or garnishments will be automatically processed by the City.

SCOPE

This policy applies to all employees regardless of probationary status.

POLICY

A. Voluntary Deductions

The City of Watauga offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to participate in approved programs designed to benefit all employees equally.

Payroll deductions are only allowed for programs that are approved by the City. Programs can be eliminated at any time for reasons such as low participation levels. With signed authorization, eligible employees may participate in the following programs. This list is subject to change as new programs are made available or are removed.

1. Approved group plans for dependent health, dental, vision and life insurance
2. Health Savings Account (HSA)
3. Deferred compensation
4. Aflac
5. United Way
6. Police or Fire Association
7. Community Center Membership

Employee membership at the City’s Community Center is provided at no cost to the employee, but is a taxable benefit. Discounts are available for dependents.

B. Required Deductions

The law requires that certain deductions be made from an employee's paycheck. These include Federal Income Tax, Medicare and contribution to Texas Municipal Retirement System (TMRS) or Public Agency Retirement System (PARS)

C. Garnishments

Under certain circumstances the City may be required to involuntarily withhold or garnish an employee's wages. This includes court ordered child support payments under the provisions of Section 14.43 of the Texas Family Code and Internal Revenue Service tax levies. Such withholdings are mandatory under existing law.



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Classification and Compensation Plan
INITIAL EFFECTIVE DATE	October 24, 2016
LAST REVISION DATE	Replaces Section 17.1, 18.1, 18.2, 18.3, 18.4, 18.5, 18.10, 18.11, 18.12 and 26.1 of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.04

OBJECTIVE

It is the policy of the City of Watauga to provide a systematic and organized approach for the administration of salaries for classified employees in a uniform, city-wide basis and to provide equitable and competitive compensation based on position classification, performance, and market analysis. It is the philosophy of the City to compensate employees in direct relation to the value of the position and their contributions to the success of the City and their department goals and objectives.

SCOPE

This policy applies to all employees. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy.

POLICY

A. Definitions

1. **Regular Full-Time Employee:** Employees who are scheduled to work a full work week (40 hours/week) or a full work period on a regular basis and have successfully completed probation with the city. These employees are eligible for full benefits.
2. **Regular Part-Time Employee:** Employees who are scheduled to work less than a full work week schedule or less than a full work period and have successfully completed probation with the city. These employees whose positions are scheduled to work at least 1,000 hours per year (20 hours/week but less than 40 hours/week) must participate in TMRS retirement plan.
3. **Probationary Employee:** Full-time or part-time employees who have not yet completed their initial probationary period, which is generally six (6) months but may be extended

up to one (1) year from hire date. Probationary employees can be either full-time or part-time. See **Policy 3.03 Probation Period.**

4. **Temporary Employee:** Full-time or part-time employees who are hired for a specific period of time, determined at the onset of employment and is usually twelve (12) months or less. Part-time employees whose function is to supplement the regular work force on a sporadic as-needed basis. Employees must work less than 1,000 hours per calendar year (19 hours/week or less). Temporary employees do not accrue benefits however; they must participate in the Part-time, Temporary, or Seasonal (PTS) retirement plan through the city's PARS (Public Agency Retirement Service) provider.
5. **Dual Employment:** No employee may hold more than one position within the City of Watauga at any given time.
6. **Range:** A designation within the structure; linked through the midpoint (control point) to the external prevailing wage; all positions within an assigned grade have similar relative internal and external value.
7. **Minimum:** Typically the rate at which an employee is paid who has acquired the minimum qualifications.
8. **Midpoint:** Statistical average of the surveyed data for positions assigned to that grade.
Calculation = (Minimum + Maximum)/2
9. **Maximum:** Typically the maximum value of a position and above which an incumbent's pay should not exceed; long-tenured staff with little position movement typically will have a pay rate toward the top end of the assigned grade.
10. **Exempt Position:** Positions paid on a salaried basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). Exempt from coverage of the overtime rule; therefore not eligible for compensation for hours worked in excess of 40 in the work week.
11. **Non-Exempt Position:** Positions paid on an hourly basis as determined by Human Resources based on job analysis to ensure compliance with Fair Labor Standards Act (FLSA). Compensation of all hours worked including hours in excess of 40 in a work week either through overtime (time and ½) or compensatory time.

B. City of Watauga Classification and Compensation Plan

1. The Human Resources Department maintains the City's Classification and Compensation Plan. The plan includes the positions and salary ranges for all employees of the City of Watauga. When extensive changes occur, Department Directors may submit written requests to the City Manager through the Director of Human Resources to reclassify current position(s). **Policy 6.06 Position Classification and Evaluation** provides direction regarding the reclassification process.
2. The administration of the pay system is under the direction of the Director of Human Resources, who is responsible for the following:
 - a. Communication of pay issues with the workforce, including training, orientation and other processes.
 - b. Conducting salary surveys annually to adjust the salary structure as established through budgetary guidelines and eligibility criteria.
 - c. Utilizing comparator cities adopted by the City Council to evaluate compensation for its Non-Civil Service (Exempt/ Non-Exempt) and Civil Services positions.
3. The classification plan comprises a list of job titles supported by written job descriptions setting forth the duties and responsibilities of each job and the qualifications necessary for appointment to a position of that job. The classification plan shall:
 - a. Provide equal pay for equal work under the provisions of the Equal Pay Act.
 - b. Establish qualification requirements for recruiting applicants.
 - c. Provide supervisors with a means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions.
 - d. Assist departments in determining budget requirements.
 - e. Provide a basis for developing standards of work performance.
 - f. Provide uniform titles for positions.

C. Employee Compensation

1. Compensation Plan
 - a. The Human Resources Department maintains the compensation plan. The plan includes a schedule listing pay at the minimum, midpoint and maximum for each salary range. The minimum represents the minimum salary level for a new employee meeting the minimum qualifications of the job.

- b. Salaries are listed on an annual, monthly and hourly basis for both exempt and non-exempt positions. Part-time employees are classified as non-exempt.

2. Starting Salary

New employees meeting the minimum job requirements are hired at the “minimum” salary. There may be circumstances where a new employee offers an unusual skill level, the number of qualified applicants is lacking, or there may be market conditions or specific job duties requiring higher compensation levels, in which the employee may be offered compensation above the “minimum,” contingent upon available funding. Starting salaries above the minimum require the approval of the City Manager.

3. Changes in Compensation

The City Manager must authorize all salary adjustments, except for adjustments to zero during a separation of employment. The City Council must authorize compensation adjustments for the City Manager.

The City Manager is prohibited from authorizing any change in any employee's salary or wages that exceeds the pay ranges approved in the Classification Plan that has been approved by the City Council. Any change in salary or wages outside of the Classification Plan requires the prior consent and approval of the City Council in an open meeting.

The following types of increases may be given as approved through the budgetary process.

a. Merit Increase

The compensation plan is designed to allow pay increases to employees rewarding ability, education and efficiency with consideration given to market factors for each job. Dependent upon budgetary appropriations individual increases may be granted upon recommendation of Department Directors, who shall give careful consideration to the performance record of each employee. Merit increases are given to an employee based on an assessment of their work performance based on their annual written performance evaluation.

The amount of merit increase is determined annually through the budgeting process. The schedule for the ratings is determined by the City Manager using this format:

Rating:

Exceeds Expectations

Meets Expectations

Needs Improvement

b. Market Increase

Market increases are based on results of an annual compensation market study. It occurs when an assigned grade of the job is adjusted to a grade higher and the affected position's current salary falls below the minimum of the new grade

c. Across-the-Board Pay Rate Increases

Across-the-board pay rate increases occur at the beginning of the fiscal year if approved by City Council. Typically, these types of increases are given as Cost of Living Adjustment (COLA). A COLA adjusts salaries based on changes in the Consumer Price Index or some other measurement

d Equity Adjustment

Equity adjustments are intended to correct a pay disparity within a job classification. Equity adjustments will be made on a case-by-case basis and must be approved by the City Manager subject to fund availability

Employees under active disciplinary action may have their increases withheld until performance returns to acceptable standards. These will be reviewed by the Department Director and City Manager on case-by-case. This section does not apply to Civil Service employees

D. Promotions

If an employee is promoted to another classification in a higher salary range, the employee's rate of pay may be increased in accordance with the same criteria outlined for new hires in **Section C. 2. Starting Salary** of this policy. In no case shall the employee's rate of pay be less than the minimum of the higher pay range. **See Section 3.02 Selection Process, D. Promotions** for more information

E. Demotions

1. An employee who is either voluntarily or involuntarily demoted to a classification with a lower pay range or lower maximum salary shall have their salary reduced by a minimum of 5% unless otherwise authorized by the City Manager.
2. The salary for employees receiving voluntary or involuntary demotions must be placed below the maximum pay level of the assigned salary range

3. **See Policy 3.02 Selection Process, F. Demotions and Policy 11.01 Discipline Section B.5. Demotions** for more information.

F. Lateral Transfers

1. When an employee applies and is selected for a position in the same salary range this is considered a lateral transfer. In most cases of lateral transfers, the employee's rate of pay will remain unchanged unless otherwise authorized by the City Manager.
2. **See Section 3.02 Selection Process, E. Lateral Transfers** for more information.

G. Compensation At or Exceeding Top of Pay Range

Employees whose base salary is at, or exceeds, the maximum of their pay range, shall receive an annual one time lump sum in lieu of any across-the-board or merit increases. Lump sum payments shall be approved by the City Manager. The lump sum payment shall not be included in the employee's annual salary. As such, it will not be considered in calculating any rate-based pay increases, determining the amount of life insurance or disability insurance provided to the employee by the City or any other salary-based considerations unless required by law or City policy.

H. Completion of Probationary Period Increase

A newly hired or promoted employee who successfully completes the six (6) month probationary period may be authorized an increase up to five percent (5%) of their salary by their respective Department Director as approved by the City Manager.

I. Compensation for Supervisors

All supervisors shall be paid at a higher rate than their subordinates. In the event that a supervisor is paid a rate of pay equal to or less than one or more of their assigned subordinates, the supervisor shall be advanced to a rate of pay five percent (5%) higher than any subordinate.

J. Temporary Assignment Pay

An employee who is required to serve in a position of a higher classification shall receive either the minimum salary of the position or up to ten percent (10%) above the present salary of the employee as determined by the Department Director and approved by the City Manager.

The following must occur to qualify for the higher pay:

1. The employee must be able to perform the duties of the position of higher classification.

2. The employee is asked to serve in a position of a higher classification
- 3 The employee accepts the responsibility for work in a higher position.
4. The assignment to a higher class position is regular and continuous in character for at least thirty (30) days.
5. The assignment is approved by the Department Director. If it is a Department Director position, the City Manager or their designee will make the determination.

Duty Assignments for Civil Service employees are governed by Chapter 143 of the Local Government Code and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations, Chapter 7.

An employee may be temporarily assigned to the work of any position of the same or lower class grade without change in pay



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	On-Call and Call Back
INITIAL EFFECTIVE DATE	October 24, 2016
LAST REVISION DATE	Replaces <i>Section 18.8 and 18.9</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.05

OBJECTIVE It is the policy of the City of Watauga to provide for after-hour services in the event of emergencies or as needed to maintain the operations of the City. This policy outlines the on-call and call back provisions.

SCOPE This policy applies to all employees.

POLICY

The City provides for after-hour service needs when required by allowing some departmental operations to designate non-exempt employees to be on-call. Certain exempt personnel may also be designated as on-call or may be called back. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by each Department where on-call personnel are utilized.

A. Call Back

Call back occurs when the City requires a non-exempt employee to return to work on an unscheduled or emergency basis to work outside of the employee's regularly scheduled work hours. The employee called to work on an unscheduled or emergency basis will receive the greater of either three (3) hours pay or the actual hours worked. If the employee receives a subsequent call-out, after the expiration of the initial three (3) hour period, such subsequent call-out shall commence an additional three (3) hour guarantee.

Call back pay does not apply in the case of pre-scheduled overtime.

All employees responding to call back must meet the provisions of Policy 10.09 Drug and Alcohol Free Workplace. All employees responding to call back are expected to be fit (mentally and physically) to accomplish services needed within the time frame required. The employee must communicate any concerns with their supervisor at the time of the initial call.

Call back time will be paid at the applicable overtime rate only if the employee has exceeded the overtime requirement for the work week. **See Policy 6.02 Overtime and Compensatory Time.**

B. On-Call

1. Each Department shall establish internal procedures for handling emergency services which could require call back of all employees necessary to provide the needed service, regardless of on-call status.
2. An employee who has been designated to be available for on-call and subject to call back is free to pursue personal activities, but may be requested to respond to call back within designated guidelines set by the Department. This on-call status is not considered time worked and is not compensable unless the employee responds to a call back.
3. An employee will be considered officially scheduled and designated as on-call only when approved by their supervisor.
4. All employees designated to be on-call are expected to be fit (mentally and physically) to accomplish services needed within the time frame required. All employees responding to call back must meet the provisions of **Policy 10.09 Drug and Alcohol Free Workplace**.
5. An employee is expected to respond to call-backs within a reasonable time period in accordance with the rules established by the department in which the employee works. Failure to respond to callback requests may subject the employee to disciplinary action.
6. All employees designated to be on-call are expected to always be reachable by cell phone or other designated means.
7. Employees on leave pursuant to the Family and Medical Leave Act (FMLA) are not subject to standby status.
8. Employees will be paid seventy-five dollars (\$75.00) for each week they are on-call. In addition, non-exempt employees who are called back during their on-call status to the workplace will be paid at their regular rate of pay for actual hours worked until overtime requirements are met.
9. Time worked immediately after regularly scheduled working hours at the request or approval of the supervisor will not be considered call back and will be paid at the regular rate of pay until overtime requirements are met.



**OFFICE OF THE FIRE CHIEF
INTEROFFICE CORRESPONDENCE**

DATE: October 5, 2016

TO: Honorable Mayor and Members of the City Council

THROUGH: Greg Vick, City Manager

FROM: Bill Crawford, Fire Chief

Handwritten signatures in blue ink. One signature is "GV" and the other is "BC".

SUBJECT: Inter-Jurisdictional Emergency Management Program.

Background/Information:

The City of Watauga recognizes that a variety of disasters threaten the safety and well-being of its citizens. The city has established a plan for the preparedness, mitigation, response, and recovery should a disaster strike. The city recognizes the probability that a disaster will also adversely affect other areas and identifies the value in a regional program.

The Tarrant County Emergency Management Office has created a comprehensive plan that addresses all aspects of disaster management. The Tarrant County plan offers a regional approach. The City of Watauga has the opportunity to join with over forty (40) other municipalities in a regional Emergency Management Plan that will facilitate the comprehensive and coordinated response should a disaster strike.

Financial Implications:

None

Funding Source:

N/A

Recommendation/Action Desired:

Staff recommends the approval of the Inter-Jurisdictional Emergency Management Program.

Attachments

- 1) Proposed Resoultion

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS

October 10, 2016

Ms. Zolaina Parker
City Secretary
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Via Email

*Re: Joint Resolution re Inter-Jurisdictional Emergency
Management Program*

Dear Ms. Parker:

Pursuant to the request of Chief Bill Crawford, I have reviewed the Resolution regarding the City of Watauga's participation in an inter-jurisdictional emergency management program with Tarrant County. I approve of the Resolution and would recommend that this be placed on the next City Council meeting agenda for consideration and approval. Once the Resolution has been approved by the City Council, the Mayor may sign the Joint Resolution on behalf of the City of Watauga and forward the same to Mr. B. Glen Whitley, Tarrant County Judge, for his signature and implementation.

It will be necessary for the City of Watauga to designate an Emergency Management Coordinator consistent with the provision of the Resolution

Thank you for the opportunity to be of assistance in this matter. Please do not hesitate to contact me should you have any questions or need anything further.

Sincerely,


MARK G. DANIEL

MGD/tp
Enclosure

cc: Mayor Hector Garcia
Mr. Greg Vick, City Manager
Chief Bill Crawford

RESOLUTION NO. _____

JOINT RESOLUTION ESTABLISHING AN INTER-JURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Watauga, Texas and Tarrant County have established similar programs of comprehensive emergency management which includes the mitigation, preparedness, response and recovery phases of emergency management; and

WHEREAS, the City of Watauga, Texas and Tarrant County find that vulnerability to many potential hazards is shared by residents of the City of Watauga, Texas and the unincorporated portions of Tarrant County; and

WHEREAS, the City of Watauga, Texas and Tarrant County further find that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County; and

WHEREAS, the City of Watauga acknowledges that it is a “governmental entity” and not a “business entity” as those terms are defined in Tex. Gov’t Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov’t Code Section 2252.908 is required.

WHEREAS, the contemplated action is specifically authorized by the aforementioned Ordinance and Court Order;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that;

I.

The Mayor of Watauga shall appoint an Emergency Management Coordinator to coordinate all aspects of the city comprehensive emergency management program and the Tarrant County Judge shall appoint an Emergency Management Coordinator to coordinate all aspects of the County comprehensive emergency management program.

II.

The program includes the preparation and maintenance of an inter-jurisdictional emergency management plan for the City of Watauga and Tarrant County in accordance with this resolution.

III.

Any party to this agreement may withdraw from the combined organization created by this resolution and its related inter-jurisdictional emergency management plan by giving 60 days advance notice in writing to each of the signatories of this resolution and by submitting the appropriate documentation to the State of Texas, Texas Division of Emergency Management.

IV.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolution or Resolutions are hereby repealed.

V.

If any section, sub-section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid such decisions shall not affect the validity of the remaining portions of the Resolution.

VI.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas and upon approval thereof by the Mayor of the City of Watauga, Texas, and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this ____
day of _____, 2016.

APPROVED:

Hector F. Garcia, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:



Mark G. Daniel, City Attorney

RESOLUTION NO. _____
JOINT RESOLUTION ESTABLISHING AN
INTER-JURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM

WHEREAS, the City of Watauga, Texas and Tarrant County have established similar programs of comprehensive emergency management which includes the mitigation, preparedness, response and recovery phases of emergency management; and

WHEREAS, the City of Watauga, Texas and Tarrant County find that vulnerability to many potential hazards is shared by residents of the City of Watauga, Texas and the unincorporated portions of Tarrant County; and

WHEREAS, the City of Watauga, Texas and Tarrant County further find that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County; and

WHEREAS, the City of Watauga acknowledges that it is a "governmental entity" and not a "business entity" as those terms are defined in Tex. Gov't Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov't Code Section 2252.908 is required.

WHEREAS, the contemplated action is specifically authorized by the aforementioned Ordinance and Court Order;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that;

SECTION 1. The Mayor of Watauga shall appoint an Emergency Management Coordinator to coordinate all aspects of the city comprehensive emergency management program and the Tarrant County Judge shall appoint an Emergency Management Coordinator to coordinate all aspects of the County comprehensive emergency management program.

SECTION 2. The program includes the preparation and maintenance of an inter-jurisdictional emergency management plan for the City of Watauga and Tarrant County in accordance with this resolution.

SECTION 3. Any party to this agreement may withdraw from the combined organization created by this resolution and its related inter-jurisdictional emergency management plan by giving 60 days advance notice in writing to each of the signatories of this resolution and by submitting the appropriate documentation to the State of Texas, Texas Division of Emergency Management.

PASSED, APPROVED AND ADOPTED on _____ day of _____, 2016.

CITY OF WATAUGA

TARRANT COUNTY

Mayor

B. Glen Whitley, County Judge

Date: _____

Date: _____



AGENDA MEMORANDUM

DATE: October 19, 2016

TO: Honorable Members of the City Council

FROM: Hector F. Garcia, Mayor 

SUBJECT: Appointment of Emergency Management Coordinator for Inter-Jurisdictional Program with Tarrant County

BACKGROUND/INFORMATION:

The Resolution for approval of the City of Watauga's participation in the Inter-Jurisdictional Emergency Management Program with Tarrant County requires the appointment of an Emergency Management Coordinator.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

I request your approval of my appointment of Battalion Chief Randy Barkley as Emergency Management Coordinator with the Inter-Jurisdictional Emergency Management Program.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

1) None



AGENDA MEMORANDUM

DATE: October 13, 2016

TO: Honorable Members of the City Council

FROM: Hector F. Garcia, Mayor 

SUBJECT: Appointments/Reappointments and Resignations for Boards, Committees, and Commissions

Background/Information

The City of Watauga Home Rule Charter, Section 7.07 provides that Council shall appoint all boards, commissions, and committees.

Resignations

Approval of resignation from:

1. Ms. Andra Dunn- Library Board, Place 5

Reappointments

Recommendation for reappointment:

1. Mrs. Leah Chauvin –Watauga Parks Development Corporation, Place 2
 - (serve 2 year term to expire October 2018)
2. Mrs. Jan Hill –Watauga Parks Development Corporation, Place 3
 - (serve 2 year term to expire October 2018)
3. Mrs. Roma Bowman –Watauga Parks Development Corporation, Place 4
 - (serve 2 year term to expire October 2018)

Appointments

Recommendations for new appointments:

1. Ms. Sharon Subject- Library Board, Place 5
 - (serve unexpired term until August 2017)

Financial Implications:

N/A

Recommendation/Action Desired

I recommend approval of the above listed resignations, reappointments and appointments.

Attachment

1. Letter of Resignation from Ms. Andra Dunn
2. Letter of Intent from Mrs. Leah Chauvin, Mrs. Jan Hill and Mrs. Roma Bowman
3. Interview Committee Recommendations to Mayor Hector F. Garcia

Attachment 1

Zolaina Parker

From: Andra Dunn <andra@convertible-communications.com>
Sent: Thursday, September 29, 2016 11:40 AM
To: Zolaina Parker
Subject: Library Board

  **APPROVED**

It is with deep regret that I submit my resignation from the Watauga Library Board effective immediately. Due to scheduling conflicts I am no longer able to attend the board meetings and fulfill my duties on the board.

Thank you,
Andra

Andra Dunn
Digital Marketing Consultant
Social Media Coach
817.449.9636 call | txt
andra@convertible-communications.com
www.convertible-communications.com



Attachment 2



October 4, 2016

[Handwritten signature]  

Leah Chauvin
6621 Starnes Road
Watauga, Texas 76148

Dear Ms. Chauvin:

On December 15, 2014, you were appointed by Council to serve on the Watauga Parks Development Corporation and attend meetings on a monthly basis. Your current term is scheduled to expire on October 31, 2016.

Please indicate below if you **are** or **are not** willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me in the self-addressed stamped envelope provided for your convenience.

Please note, in order to process your reappointment in an efficient manner this form must be returned within seven (7) days from the date it was initially sent. If it is not received within that time frame, it will be noted that you are not willing to serve an additional term.

If you choose to serve an additional two-year term, your reappointment will be considered by the City Council at the Regular Meeting scheduled on October 24, 2016. It is not necessary for you to be at the meeting in order to be reappointed, however, you are encouraged to attend.

Should you have any questions or concerns, I can be reached at (817) 514-5825 or by e-mail at zparker@cowtx.org.

- I **am** willing to serve an additional two-year term
- I **am not** willing to serve an additional two-year term

Leah Chauvin
Leah Chauvin, Place 2

Sincerely,

Zolaina R. Parker
City Secretary

Enclosure



October 4, 2016

Jan Hill
6444 Westridge
Watauga, Texas 76148

Handwritten signature
 APPROVED

Dear Mrs. Hill:

On October 27, 2014, you were appointed by Council to serve on the Watauga Parks Development Corporation and attend meetings on a monthly basis. Your current term is scheduled to expire on October 31, 2016.

Please indicate below if you **are** or **are not** willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me in the self-addressed stamped envelope provided for your convenience.

Please note, in order to process your reappointment in an efficient manner this form must be returned within seven (7) days from the date it was initially sent. If it is not received within that time frame, it will be noted that you are not willing to serve an additional term.

If you choose to serve an additional two-year term, your reappointment will be considered by the City Council at the Regular Meeting scheduled on October 24, 2016. It is not necessary for you to be at the meeting in order to be reappointed, however, you are encouraged to attend.

Should you have any questions or concerns, I can be reached at (817) 514-5825 or by e-mail at zparker@cowtx.org.

- I **am** willing to serve an additional two-year term
- I **am not** willing to serve an additional two-year term

Handwritten signature: Jan Hill

Jan Hill, Place 3

Sincerely,

Zolaina R. Parker
City Secretary

Enclosure



October 4, 2016

Roma Bowman
6601 Summit Ridge
Watauga, Texas 76148

Roma Bowman
 APPROVED

Dear Mrs. Bowman:

On October 27, 2014, you were appointed by Council to serve on the Watauga Parks Development Corporation and attend meetings on a monthly basis. Your current term is scheduled to expire on October 31, 2016.

Please indicate below if you **are** or **are not** willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me in the self-addressed stamped envelope provided for your convenience.

Please note, in order to process your reappointment in an efficient manner this form must be returned within seven (7) days from the date it was initially sent. If it is not received within that time frame, it will be noted that you are not willing to serve an additional term.

If you choose to serve an additional two-year term, your reappointment will be considered by the City Council at the Regular Meeting scheduled on October 24, 2016. It is not necessary for you to be at the meeting in order to be reappointed, however, you are encouraged to attend.

Should you have any questions or concerns, I can be reached at (817) 514-5825 or by e-mail at zparker@cowtx.org.

- I **am** willing to serve an additional two-year term
- I **am not** willing to serve an additional two-year term

Roma Bowman
Roman Bowman, Place 4

Sincerely,

Zolaina R. Parker
City Secretary

Enclosure

Attachment 3

CITY OF WATAUGA INTER-OFFICE CORRESPONDENCE

TO: Mayor Hector F. Garcia
 FROM: Patrick Shelbourne, Chairperson
 SUBJECT: Results of Applicant Interviews
 DATE: August 29, 2016

Patrick Shelbourne APPROVED

A committee consisting of:

Chairperson Patrick Shelbourne, City Council Place 6; Member Robert Davis, City Council Place 7, and Member Hal Gerhardt, Mayor Pro Tem, City Council Place 1, met on the 25th day of August, 2016 at WATAUGA CITY HALL AND POLICE DEPT., to interview applicants to serve on a City Board/Committee/Commission.

The following applicants were interviewed:

<u>ROBERT MARTINEZ-MERLO</u>	@	10:00	(AM/PM)
<u>PHILLIP JENNINGS</u>	@	5:30	(AM/PM)
<u>SHARON SUBJECK</u>	@	6:00	(AM/PM)
<u>MARK TAYLOR</u>	@	6:15	(AM/PM)
<u>MICHAEL KESSLER</u>	@	6:45	(AM/PM)

The following names are submitted and recommended for appointment.

Applicant Name	Recommended Appointment to Board/Committee Commission	Place Number
<u>PHILLIP JENNINGS</u>	<u>ZONING BOARD OF ADJUSTMENT</u>	<u>ALTERNATE 1</u>
<u>MARK TAYLOR</u>	<u>LIBRARY BOARD</u>	<u>6</u>
<u>MICHAEL KESSLER</u>	<u>PARKS DEVELOPMENT CORP.</u>	<u>6</u>
<u>SHARON SUBJECK</u>	<u>LIBRARY BOARD</u>	<u>5</u>

Patrick Shelbourne
 Chairperson

9-13-16
 Date



**CITY OF WATAUGA FINANCE DEPARTMENT
INTEROFFICE CORRESPONDENCE**

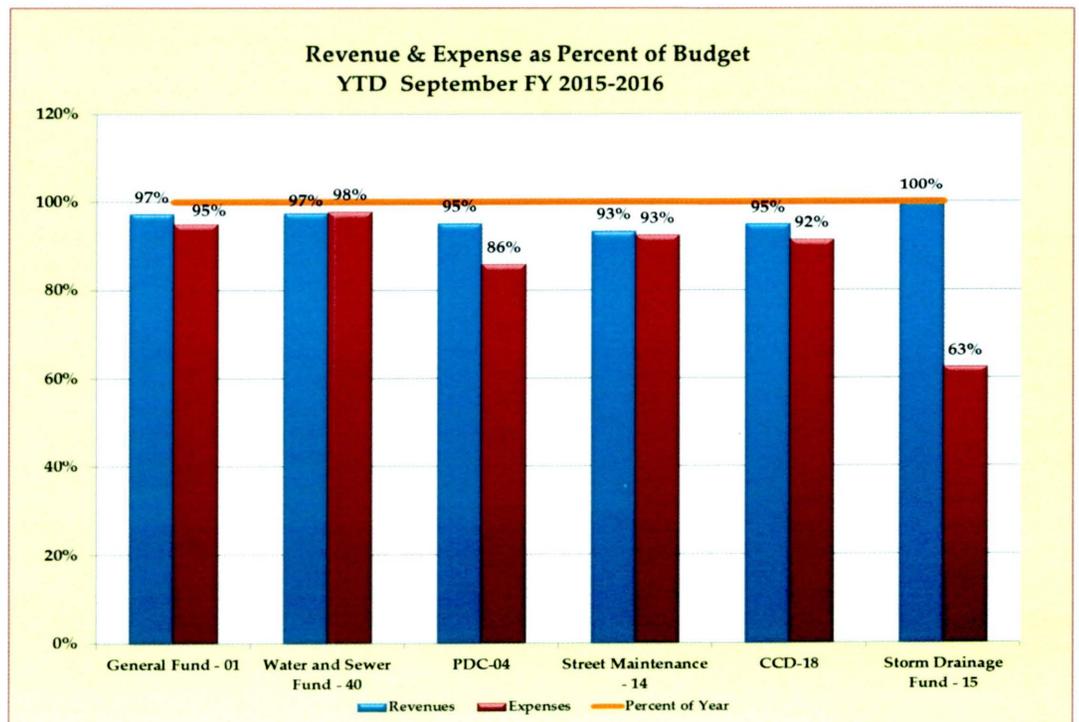
DATE: October 17, 2016
TO: Honorable Mayor and City Council
THROUGH: Greg Vick, City Manager *GV*
FROM: Sandra Gibson, Director of Finance and Administration *S Gibson*
SUBJECT: Monthly Report – Pre-Audit September, 2016

The City's sales tax receipts from the State Comptroller received in the month of October, 2016 (reflecting August sales receipts) increased by 2.1%, or \$5,681 from the same time last year. Year-to-date sales tax receipts for the City are down 5.3% in comparison to last year at this time budget for the year. Sales tax receipts were down for the year in the retail and service categories. Staff is continuing to monitor this important revenue stream by utilizing our detail reports that show how our local businesses are trending. Watauga sales tax is predominately retail, restaurant, and service driven so the decline in these categories has been hard felt. In addition, the top 25 sales tax producing businesses in Watauga encompass 52% of all sales and we have seen sales tax trending down in many of these businesses.

The City will receive one more month of sales tax distributions from the State Comptroller in November (reflecting September sales) before we have the final numbers for FY2015-2016 sales tax receipts. It is important to keep in mind that fund balance reserves are above the required minimum in all the sales tax funds.

Financial Highlights

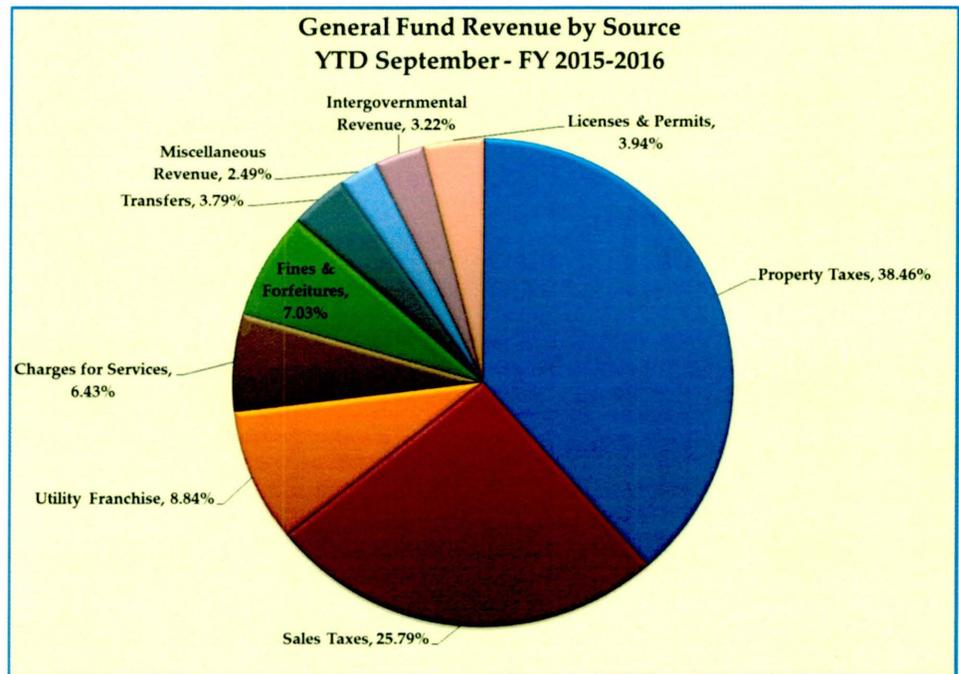
Through September, 2016, the City is 100% through the fiscal year. This report is pre-audit adjustments because there are revenues and expenditures that have yet to be recorded. Pre-audit year-to-date revenues and



expenditures are shown on the chart to the right. Details of each fund's revenues and expenditures are attached.

General Fund

Year-to-date revenues are 1.9% higher in comparison to last year at this time, representing 97.4% of budget collected. Although sales tax receipts are down, the decline has been offset by increases in other general fund revenue categories including permit revenue and fines and forfeitures. In addition, general fund expenses in total are below budget expectations at 95% due in large part to salary savings from vacant positions throughout the year.



Property Tax. The City has received 100.2% of budgeted property taxes.

Sales Tax. Year-to-date, sales tax receipts in the General Fund are at 92% of budget and are down 5.3%, or \$165,604 in comparison with last year's receipts at this time.

Utility Franchise Revenue: The majority of franchise receipts are received on a quarterly or annual basis. Year-to-date franchise receipts are 96% of budgeted revenues. Additional franchise revenues for the 4th quarter will be received in October or November.

Licenses and Permits - License and permit fees are at 155.7% of budget collected. This category of revenue has increased \$167,932 since this time last year due to permit receipts being higher than expected.

Charges for Services - Charges for Services receipts are at 99.1% of budget and are approximately 1.4%, or \$10,173 higher than last year's revenues.

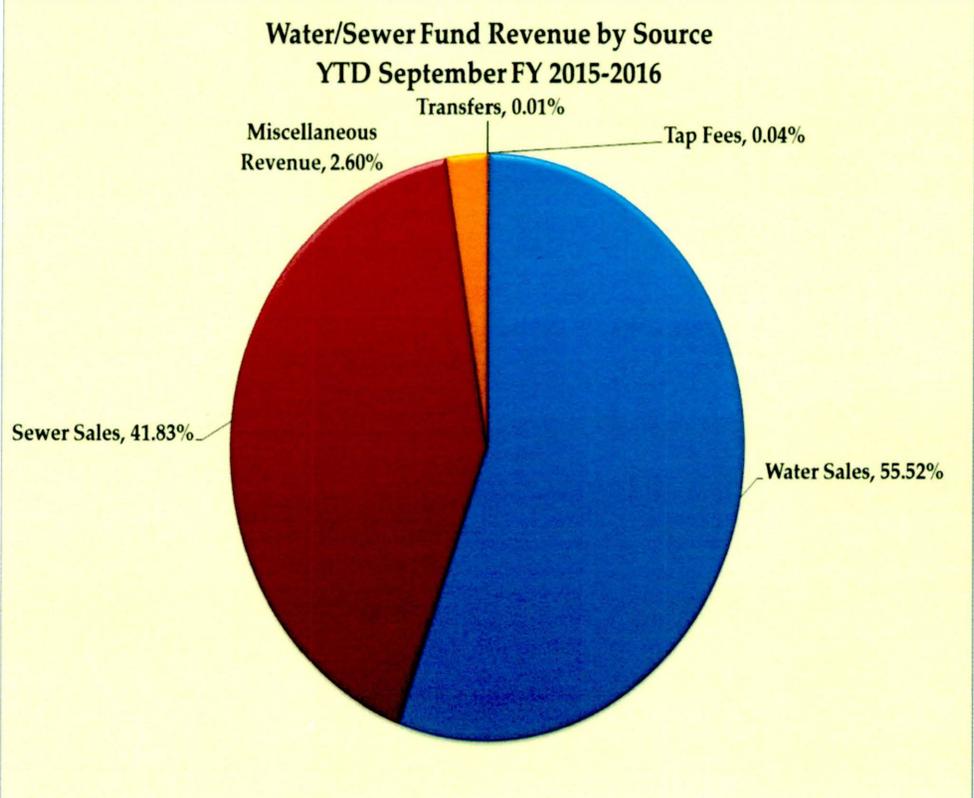
Fines and Forfeitures - Fines and Forfeitures collections as of September 2016 are up \$49,313, or 6.5% in comparison with September 2015. Year-to-date collections are at 109.7% of budget collected.

Miscellaneous Revenue. Miscellaneous revenue received total \$285,867 which is 108% of budgeted revenues.

Intergovernmental Revenue and Transfers. Intergovernmental Revenue is 74.7% of budget and Transfers are 77.2% of budget. This revenue category is coming in under budgeted revenues due to the transfer from the Utility fund being on hold. The transfer was put on hold due to high wastewater treatment expenses this fiscal year.

Water and Sewer Fund

Water and sewer revenues are currently at 97.5% of budgeted revenues and are up approximately 6.3%, or \$489,648 in comparison to last year. Water usage consumption for the month of August (billed in September) was slightly down in comparison with prior year consumption for the same period. Year-to-date expenses are currently at 97.9%.



Miscellaneous Sales - Miscellaneous sales include penalty revenue, EPA revenue, service charges, returned check fees, and damaged/tampering fees. This category of revenue is on target at 92.8% of budget collected.

Storm Drain Fund – Revenues are on target at 100.2% of budget collected. Expenses are at 62.7% of budget in this fund through September 2016.

Special Revenue Funds - In the Street Maintenance Fund, revenues are 93.4% of budget collected and expenses are 92.7% of budget at this time. The Crime Control and Prevention District has collected 95% of budgeted sales tax revenues and is at 91.6% of budget expended. The Parks Development Fund has collected 95.2% of sales tax revenues and is at 86% of budget expended through September, 2016.

QUARTERLY REPORTS

4th Quarter Report on Bond Proceed Expenditures

Attached is a listing of 2011, 2012, and 2014 Certificates of Obligation bond proceed expenditures to date. Also included is the project status for any remaining projects for

the 2011 issuance. The majority of the 2011 bond proceeds have been spent and only \$4,491.59 remains of these funds. This amount will be applied to the water and sewer projects in FY2016-2017.

The 2012 Certificates of Obligation water and sewer projects are currently in progress and are expected to carry forward through FY2016-2017. 98% of the 2012 bond proceeds have been encumbered at this time.

The 2014 Certificates of Obligation Bursey Road Project was completed at the end of September, 2016. This project came in at \$51,179 under budget. These funds have been applied to the senior center project currently underway. The estimated completion date for the Senior Center project is Spring, 2017.

4TH QUARTER FY2016

QUARTERLY REPORT

CERTIFICATE OF OBLIGATION FUNDS 2011**\$7,365,000****As of September 2016 (pre-audit)**

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Information Technology:			
Server Software Upgrade	\$49,640.13	Completed	\$49,640.13
Voicemail Server Replacement	\$34,950.00	Completed	\$34,950.00
Public Works Software	\$31,799.24	Completed	\$31,799.24
Recreation Software	\$29,250.00	Completed	\$29,250.00
Printer Replacements (Library/City Hall)	\$4,856.40	Completed	\$4,856.40
Incode Interface	\$3,000.00	Completed	\$3,000.00
Server Replacement (Bring in-house)	\$16,913.06	Completed	\$16,913.06
Animal Shelter Software	\$17,660.00	Completed	\$17,660.00
Fire Department:			
Fire Truck	\$799,855.00	Completed	\$799,855.00
Vehicle - Ford F150 Crew Cab XLT (Chief)	\$27,988.00	Completed	\$27,988.00
Ambulance	\$138,525.00	Completed	\$138,525.00
Radio Lease	\$133,200.00	Completed	\$133,200.00
Cardiac Monitors	\$66,789.50	Completed	\$66,789.50
Public Works:			
Tandem Dump Truck (3)	\$309,849.00	Completed	\$309,849.00
Asphalt Paver/Laydown Machine	\$65,620.00	Completed	\$265,620.00
Auction proceeds for existing paver			-\$200,000.00
Street Sweeper (1/4 of cost)	\$51,636.75	Completed	\$51,636.75
Trailer	\$30,423.00	Completed	\$30,423.00
Vehicle - Ford F350 Crew Cab 4x2 with Yard Dump	\$31,987.00	Completed	\$31,987.00
Vehicle - Ford F150 4x4 Regular Cab (5)	\$107,685.00	Completed	\$107,685.00
Vehicle - Ford F150 4x4 Regular Cab (2)	\$43,074.00	Completed	\$43,074.00
Vehicle - Ford F150 Crew Cab XLT (Director)	\$27,988.00	Completed	\$27,988.00
Radios for Public Works	\$36,804.90	Completed	\$36,804.90
Tailgate Spreader (2)	\$11,746.90	Completed	\$11,746.90
Front End Loader (1/2 of cost)	\$63,384.00	Completed	\$63,384.00
Overlays (FY2011-12)	\$254,797.15	Completed	\$254,797.15
Sidewalks (FY2011-12)	\$90,654.00	Completed	\$90,654.00
Asphalt/Street Maintenance (FY2011-12)	\$181,374.08	Completed	\$181,374.08
Vehicle - Ford F350 4x2 Crew Cab with Service Body (2)	\$63,574.00	Completed	\$63,574.00
Smoke Test	\$235,659.96	Completed	\$235,659.96
Geographic Information Study	\$49,788.48	Completed	\$49,788.48
Manholes	\$12,164.20	Completed	\$12,164.20
Water System Repairs - Engineering Services	\$185,900.00	Completed	\$185,900.00
CDBG 38th Year - Engineering Services	\$88,335.00	Completed	\$88,335.00
Waterline Improvements	\$1,427,487.32	Completed	\$1,427,487.32
Sewer Jet Vac Truck	\$292,642.00	Completed	\$292,642.00
Camera Truck	\$159,017.45	Completed	\$159,017.45
Asphalt Crack Sealer	\$38,504.16	Completed	\$38,504.16
Backhoe Loader	\$97,978.00	Completed	\$97,978.00
Asphalt Paver (new replacement)	\$162,503.00	Completed	\$162,503.00

Sidewalks (FY2013-2014)	\$97,600.00	Completed	\$97,600.00
Street Overlays - Watauga Road	\$572,639.23	Completed	\$572,639.23
Sidewalks (FY2014-15)	\$16,971.40	Completed	\$16,971.40
Sidewalks (FY2015-16)	\$183,000.00	In Progress	\$109,963.89
Fleet:			
Vehicle Lift	\$9,329.61	Completed	\$9,329.61
Fleet Shop Air Compressor/Drain Valve	\$4,362.22	Completed	\$4,362.22
Building:			
Carpet Replacement	\$168,137.89	Completed	\$168,137.89
Vehicle - Maintenance Van	\$22,382.00	Completed	\$22,382.00
Roof Replacement (library)	\$175,234.31	Completed	\$175,234.31
Video Surveillance System Upgrade - Water Tower	\$23,129.18	Completed	\$23,129.18
Traffic Safety:			
Stop Light - (Whitley & New Bursey)	\$200,167.93	Completed	\$200,167.93
Opticom System	\$181,956.00	Completed	\$181,956.00
Construction:			
Senior Center	\$126,294.96	In Progress	\$0.00
Water Tower	\$104,300.00	In Progress	\$7,616.39
PROJECTS TOTAL	\$7,360,508.41		\$7,064,493.73
TOTAL CO FUNDING	\$7,365,000.00		
FUNDS REMAINING	\$4,491.59		

CERTIFICATE OF OBLIGATION FUNDS 2012

\$8,000,000

As of September 2016 (pre-audit)

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
Emergency Sewer Repair - Plum Street	\$39,754.00	Completed	\$39,754.00
Design of Wastewater Improvements	\$602,255.00	In Progress	\$590,895.00
Waterline Replacements	\$780,858.93	Completed	\$780,858.93
Design - CDBG 40th Year (Saramac Dr. Phase I)	\$16,000.00	Completed	\$16,000.00
Smoke Test (SSES) Wastewater Phase 2 - North	\$197,909.28	Completed	\$197,909.28
Sewer Manhole Lids	\$40,571.55	Completed	\$40,571.55
Easements Paid	\$10,000.00	Completed	\$10,000.00
Wastewater Improvements (South)	\$6,178,380.00	In Progress	\$3,619,775.85
PROJECTS TOTAL	\$7,865,728.76		\$5,295,764.61
FUNDS REMAINING	\$134,271.24		

CERTIFICATE OF OBLIGATION FUNDS 2014

\$3,500,000

Bursesey Road - \$1,690,000

Senior Center - \$1,810,000

As of September 2016 (pre-audit)

PROJECT	FINAL COST OR ESTIMATE	STATUS	PAID TO DATE
BURSEY ROAD:			
Engineer Design Services - Construction Phase 1	\$252,000.00	In Progress	\$251,580.00
Engineer Design Services - Additional Services	\$4,060.00	Completed	\$4,060.00
Construction Improvements	\$1,377,470.28	Completed	\$1,377,470.28
TOTAL BURSEY ROAD:	\$1,633,530.28		\$1,633,110.28
SENIOR CENTER:			
Architect Services - Phase One	\$23,482.41	Completed	\$23,482.41
Architect Services - Phase Two	\$178,693.00	In Progress	\$136,123.13
Geotechnical Construction Testing	\$4,380.00	Completed	\$4,380.00
TDL&R Registration & Review	\$1,111.00	Completed	\$1,111.00
Construction Testing	\$14,000.00	In Progress	\$1,125.20
Construction/Construction Manager @ Risk	\$1,644,803.31	In Progress	\$142,976.72
TOTAL SENIOR CENTER:	\$1,866,469.72		\$309,198.46
ALL PROJECTS TOTAL	\$3,500,000.00		\$1,942,308.74
TOTAL FUNDS REMAINING	\$0.00		

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Qtr.)**

GENERAL FUND - 01

REVENUE:	CURRENT BUDGET	9/30/2016 YTD ACTUAL	% USED	% REMAINING	9/30/2015 YTD ACTUAL	\$ CHG 16 vs 15	% CHG 16 vs 15
TAXES							
AD VALOREM	4,414,183	4,423,087	100 20%	-0 20%	4,122,487	300,600	7 29%
Delinquent	30,000	19,133	63 78%	36 22%	37,399	(18,266)	-48 84%
Penalty & Interest	27,000	24,415	90 42%	9 58%	31,642	(7,227)	-22 84%
SALES TAX	3,225,551	2,965,803	91 95%	8 05%	3,131,407	(165,604)	-5 29%
UTILITY FRANCHISE	1,060,000	1,017,205	95 96%	4 04%	1,056,697	(39,492)	0 00%
LICENSES & PERMITS	291,000	453,190	155 74%	-55 74%	285,258	167,932	58 87%
INTERGOVERNMENTAL REVENUE	496,500	370,897	74 70%	25 30%	496,500	(125,603)	-25 30%
OIL & GAS LEASE REVENUE	-	-	-	-	-	0	-
CHARGES FOR SERVICES	747,000	739,955	99 06%	0 94%	729,782	10,173	1 39%
FINES & FORFEITURES	736,700	808,525	109 75%	-9 75%	759,211	49,313	6 50%
MISCELLANEOUS INCOME	264,600	285,867	108 04%	-8 04%	240,238	45,629	18 99%
OPERATING TRANSFERS IN	565,113	436,381	77 22%	22 78%	434,271	2,110	0 49%
TOTAL REVENUE	\$11,857,647	\$11,544,458	97.36%	2 64%	\$11,324,893	\$219,565	1 94%
TOTAL EXPENDITURES	\$12,722,360	\$12,082,171	94.97%	5 03%	\$11,461,294	\$620,877	5 42%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$864,714)	(\$537,713)			(\$136,401)	(\$401,311.58)	

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

DEBT SERVICE FUND - 03

REVENUE:	CURRENT BUDGET	9/30/2016 YTD ACTUAL	% USED	% REMAINING	9/30/2015 YTD ACTUAL	\$ CHG 16 vs 15	% CHG 16 vs 15
TAXES							
AD VALOREM	1,750,000	1,794,141	102.52%	-2.52%	1,780,533	\$13,608	0.76%
Delinquent	15,000	7,807	52.05%	47.95%	16,462	(\$8,655)	-52.58%
Penalty & Interest	12,000	9,589	79.91%	20.09%	12,745	(\$3,156)	-24.76%
INTEREST EARNINGS	800	1,497	187.10%	-87.10%	342	\$1,155	-
OTHER FINANCING SOURCES	-	0	-	-	0	\$0	-
OPERATING TRANSFERS IN	-	0	-	-	0	\$0	-
TOTAL REVENUE	\$1,777,800	\$1,813,034	101.98%	-1.98%	\$1,810,083	\$2,951	0.16%
TOTAL EXPENDITURES	\$1,760,410	1,757,576	99.84%	0.16%	1,782,670	(\$25,094)	-
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$17,390.00	\$55,458			\$27,413	\$28,045	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

PARKS DEVELOPMENT FUND - 04

REVENUE:	CURRENT BUDGET	9/30/2016 YTD ACTUAL	% USED	% REMAINING	9/30/2015 YTD ACTUAL	\$ CHG 16 vs 15	% CHG 16 vs 15
SALES TAX	772,262	734,267	95.08%	4.92%	777,551	(43,284)	-5.57%
INTEREST EARNINGS	500	1,206	241.19%	-141.19%	413	793	-
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$772,762	\$735,473	95.17%	4.83%	\$777,964	(42,491)	-5.57%
TOTAL EXPENDITURES	795,463	684,403	86.04%	13.96%	\$ 837,485	(153,082)	-18.28%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$22,701)	\$51,070			(\$59,521)	\$110,591	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

STREET MAINTENANCE FUND - 14

REVENUE:	CURRENT BUDGET	9/30/2016 YTD ACTUAL	% USED	% REMAINING	9/30/2015 YTD ACTUAL	\$ CHG 16 vs 15	% CHG 16 vs 15
SALES TAX	779,834	726,493	93.16%	6.84%	769,083	(42,590)	(0.06)
INTEREST EARNINGS	-	2,050	-	-	523	1,527	-
INTEREST/ESCROW	-	-	-	-	-	0	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	0	-
TOTAL REVENUE	\$ 779,834	\$ 728,543	93.16%	6.84%	769,606	(\$41,063)	-5.34%
TOTAL EXPENDITURES	\$610,000	\$565,224	92.66%	7.34%	536,177	\$29,047	
EXCESS REVENUE OVER (UNDER) EXPENDITURES	\$169,834	\$163,319			\$233,429	(\$70,110)	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

STORM DRAIN FUND - 15

REVENUE:	<u>CURRENT BUDGET</u>	<u>9/30/2016 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>9/30/2015 YTD ACTUAL</u>	<u>\$ CHG 16 vs 15</u>	<u>% CHG 16 vs 15</u>
USERS FEE	1,415,000	1,410,214	99.66%	0.34%	1,419,324	(9,110)	-0.64%
OTHER REVENUE	-	1,800	-	-	-	1,800	-
INTEREST INCOME	1,500	6,903	460.21%	-360.21%	2,144	4,759	-
	-	-	-	-	-	-	-
TOTAL REVENUE	<u>\$1,416,500</u>	<u>\$1,418,917</u>	<u>100.17%</u>	<u>-0.17%</u>	<u>\$1,421,469</u>	<u>(\$2,552)</u>	<u>-0.18%</u>
TOTAL EXPENDITURES	<u>\$2,198,032</u>	<u>\$1,377,185</u>	<u>62.66%</u>	<u>37.34%</u>	<u>\$725,863</u>	<u>\$651,322</u>	<u>89.73%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	<u>(\$781,532)</u>	<u>\$41,732</u>			<u>\$695,605</u>	<u>(\$653,874)</u>	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

CRIME CONTROL - 18

REVENUE:	<u>CURRENT BUDGET</u>	<u>9/30/2016 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>9/30/2015 YTD ACTUAL</u>	<u>\$ CHG 16 vs 15</u>	<u>% CHG 16 vs 15</u>
SALES TAX	1,544,525	1,453,831	94.13%	5.87%	1,539,775	(85,944)	-5.58%
INTEREST EARNINGS/OTHER	38,500	49,626	-	-	47,704	1,923	4.03%
MISC GRANT PROCEEDS	-	-	-	-	-	-	-
	-----	-----	-----	-----	-----	-----	-----
TOTAL REVENUE	<u>\$1,583,025</u>	<u>1,503,457</u>	<u>94.97%</u>	<u>5.87%</u>	<u>\$1,587,479</u>	<u>(84,022)</u>	<u>-5.29%</u>
TOTAL EXPENDITURES	<u>\$1,729,200</u>	<u>1,583,507</u>	<u>91.57%</u>	<u>8.43%</u>	<u>\$1,465,927</u>	<u>117,580</u>	<u>8.02%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$146,175)	(\$80,050)			\$121,551	(\$201,601)	

100.00%

**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

WATER & SEWER - 40

REVENUE:	CURRENT BUDGET	9/30/2016 YTD ACTUAL	% USED	% REMAINING	9/30/2015 YTD ACTUAL	\$ CHG 16 vs 15	% CHG 16 vs 15
WATER SALES	4,528,000	4,474,689	98.82%	1.18%	4,174,657	300,032	7.19%
SEWER SALES	3,525,000	3,371,537	95.65%	4.35%	3,180,568	190,969	6.00%
MISCELLANEOUS	206,000	209,947	101.92%	-1.92%	214,953	(5,006)	-2.33%
PENALTY	200,000	192,010	96.00%	4.00%	189,258	2,752	1.45%
INTEREST	5,000	53	1.05%	98.95%	37	15	-
TRANSFERS	-	514	-	-	328	186	56.77%
TAP FEES	-	3,400	-	-	2,700	700	25.93%
SALE OF ASSETS	-	-	-	-	-	-	-
 TOTAL REVENUE	 \$8,464,000	 \$8,252,149	 97.50%	 2.50%	 \$7,762,502	 \$489,648	 6.31%
 TOTAL EXPENDITURES	 \$9,164,967	 \$8,971,789	 97.89%	 2.11%	 \$8,704,164	 \$267,624	 3.07%
 EXCESS REVENUE OVER (UNDER) EXPENDITURES	 (\$700,967)	 (\$719,640)			 (\$941,663)	 \$222,023	

100.00%



NOTICE OF PUBLIC HEARING

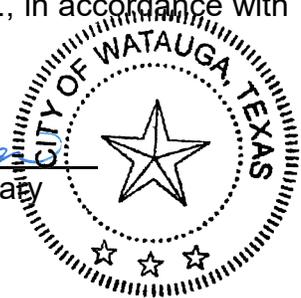
Notice is hereby given of Public Hearings of the Planning and Zoning Commission of the City of Watauga to be held in the City of Watauga Council Chamber located at 7105 Whitley Road, on Tuesday, September 6, 2016 at 6:00 p.m. and on Monday, October 24, 2016 at 6:30 p.m. during the Regular City Council meeting, for the purpose of hearing the following zoning case.

Planning and Zoning Case 16-06: Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane. The property is zoned C-Commercial. Michael Brown and Donna L. Wagner, owners and Thomas Hoover Engineering, is the applicant.

Published on Friday, August 19, 2016, in the Star Telegram, Legal Notices Section.

I, Zolaina R. Parker, City Secretary for the City of Watauga, Texas, hereby certify that this notice was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas, on Wednesday, August 17, 2016 before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary





AGENDA MEMORANDUM

DATE: October 24, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Jacquelyn Reyff, AICP *JR*

THROUGH: Greg Vick, City Manager *G*

SUBJECT: Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane. The property is zoned C-Commercial. Michael Brown and Donna L. Wagner, owners and Thomas Hoover Engineering, is the applicant. Planning and Zoning Case 16-06.

BACKGROUND/INFORMATION: The property located at 5757 Watauga Road, which is currently improved with an existing 2,013 SF building, and operating as an automotive repair garage for Watauga Automotive. The property has been operating as an automotive repair garage since 1995. The 2,400 SF expansion to the existing building requires a Specific Use Permit or SUP.

On August 17, 2015, the City Council amended the Zoning Ordinance for auto uses such as this requiring an SUP and this request reflects this new requirement. If approved it will bring the site into conformance with zoning.

The overall size of the property is approximately one-half acre, is zoned C (Commercial), and is located on Watauga Road just to the west of the intersection of Watauga Road and Patsy Lane. The properties adjacent to the subject property are zoned: to the north is CF, Community Facilities; to the west is C, Commercial; to the east is CF, Community Facilities, and to the south Watauga Road.

All required setbacks for the proposed building expansion meet zoning ordinance requirements.

The new expansion depicts building elevations to be constructed with stucco, which will be consistent with the existing building. This meets the zoning ordinance requirement.

The proposed landscaping meets zoning ordinance requirements and provides plantings in the front and rear yards where there currently are none. New fencing is

also proposed along the side and rear property lines. The dumpster will be relocated and screened.

The required parking for an Auto, repair garage is 1 space per 500 SF of gross floor area. The proposed parking for the site is 18 spaces including 1 handicap space. Therefore, parking meets the zoning ordinance requirements. The Ingress/egress is located at one existing curb cut along Watauga Road

Conformance with One Watauga/Master Plan

Will the proposed change enhance the site and the surrounding area?

The new building and site improvements meet the development standards.

Is the necessary infrastructure already in place? Yes.

Is the proposed change a better use than that is recommended by Future Land Use Plan/Map? The land use of the property is not changing.

Will the proposed use impact adjacent residential areas in a negative manner or may it enhance it? The new landscaping and fencing will buffer the property better to mitigate impact on adjacent properties.

Are uses adjacent to proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility? Yes.

Does the proposed use present a significant benefit to public health, safety and welfare of community? The benefit gained is an expansion of an existing business that meets landscaping standards. Additional landscaping, screening and updating of this business, is a direct benefit and improvement to one of Watauga's major corridors.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

Approval of P&Z Case 16-06 for property located at 5757 Watauga Road for an expansion of Watauga Automotive. Planning and Zoning Commission recommended approval during their September 6 meeting by a vote of (5) five to (0) zero.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Notice of Public Hearings
- 2) Planning and Zoning Application
- 3) Statement Owner Verification
- 4) Property Owner Notification List and Returned Letters
- 5) Plan Exhibits
- 6) City Attorney Letter of Approval and Ordinance
- 7) Planning and Zoning Commission Recommendation to Council

Attachment 1



NOTICE OF PUBLIC HEARING

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Planning and Zoning Case 16-06: Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane. The property is zoned C-Commercial. Michael Brown and Donna L. Wagner, owners and Thomas Hoover Engineering, is the applicant.

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Zolaina R. Parker, City Secretary



Attachment 2



Planning & Zoning Application

CASE NO. 16-06

P&Z Fee: 150.00

Date Paid: 7-29-16

Receipt #: 01883344

SELECT ZONING APPLICATION TYPE:

Zoning Change

Special Use Permit

Planned Development

PROPOSED USE OF PROPERTY: AUTOMOTWE REPAIR

EXISTING USE OF PROPERTY: AUTOMOTIVE REPAIR

ZONING INFORMATION: From Existing C District to Proposed C District

PROPERTY ADDRESS: 5757 Watauga Road

Legal Description: (Abstract) _____ (Tract) _____ (Block) C (Lot) 8

(Survey) _____ (Addition) U.J. Schellinger Subdivision

IF PROPERTY IS NOT PLATTED, PLEASE PROVIDE METES AND BOUNDS DESCRIPTION.

COMPLIANCE OF PROPOSED PROJECT TO ONE WATAUGA/COMPREHENSIVE MASTER PLAN:

- Will the proposed change enhance the site and the surrounding area? Yes No
- Is the necessary infrastructure already in place? Yes No (if not, explain in narrative)
- Is the proposed change a better use than that is recommended by Future Land Use Plan/Map? Yes No
- Will the proposed use impact adjacent residential areas in a negative manner or may it enhance it? Yes No
- Are uses adjacent to proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility? Yes No
- Does the proposed use present a significant benefit to public health, safety and welfare of community? Yes No

OWNER INFORMATION: NAME: MIKE BROWN

(Please Print)

ADDRESS: 6208 SARAMAC, WATAUGA, TX 76148

PHONE: 817.994.2118 EMAIL: mikedonna1224@yahoo.com

For additional owners, please include additional copies of this page. The property owner may sign the application or submit a notarized letter of authorization.



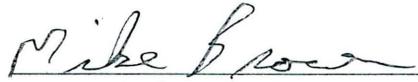
Planning & Zoning Application

REPRESENTATIVE/AGENT INFORMATION: NAME: THOMAS HOOVER ENGINEERING
(Please Print)
 BUSINESS NAME (If applicable): Watauga Automotive
(Title)
 BUSINESS ADDRESS: 5757 Watauga Road
 PHONE: 817.913.1350 EMAIL: tom.theng@yahoo.com

*I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.

*Submittal of false information or omission as required by this application may result in any permit, license, or approval being revoked.

*Signatures certify that all information provided is true and correct

<u>MIKE BROWN</u> Owner Name (Print)	<u>7.22.16</u> Date	 Owner Signature
<u>THOMAS HOOVER</u> Agent Name (Print)	<u>7.22.16</u> Date	 Agent Signature

APPLICATION SUBMITTAL REQUIREMENTS

- Ten (10) folded copies of 24"x36" of a Site Plan (Technical requirements provided on separate sheet), Landscaping Plan, Elevations in color and one digital (PDF) copy of zoning exhibit.
- The following items are required with all types of applications:
 - Zoning Application form.
 - Application filing fee of \$150. This is non-refundable.
 - One 11"x17" copy of subdivision plat (if the property is platted).
 - One digital (PDF) copy of subdivision plat (if property is platted).
 - If request is for (i) a portion of a platted lot, or (ii) an un-platted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by licensed surveyor must be provided electronically in Microsoft Word format and in paper copy.
 - Additional information may be requested by the Development review Team if deemed essential for review and consideration by Planning and Zoning Commission and City Council.
 - Written narrative explaining in detail the proposal.

OFFICE USE ONLY: CASE APPROVED BY:

PLANNING & ZONING COMMISSION: _____	Yes _____ No _____	DATE: _____
CITY COUNCIL: _____	Yes _____ No _____	DATE: _____
ADDITIONAL P&Z FEE: _____	RECEIPT #: _____	DATE: _____

Attachment 3



Statement of Agent Authorization

I, Michael D. Brown, owner of 5757 Watauga Road also
(PLEASE PRINT NAME HERE) ADDRESS
 known as Block 6, Lot 8 of the Schellinger, I-J Subdivision in the City
 of Watauga hereby certify that I have given my permission to Thomas Hoover
AGENT
 _____ to act as my agent for zoning, specific use permit, preliminary plat or final plat for said property.
 As the owner of the aforementioned property, I accept and agree to be bound by and comply with any
 written requirements a zoning, specific use permit, preliminary plat or final plat of the property.

Michael D. Brown Michael D. Brown 7-29-16
 Signature of Owner Name (Typed or Printed) Date

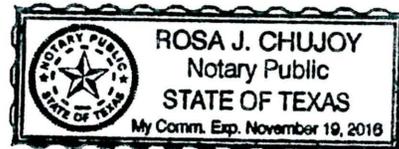
Notary Acknowledgement No. 2: Before me, the undersigned authority, on this day personally
 appeared MICHAEL D BROWN, known to me to be the person whose name is
 subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same
 for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the 29th day of JULY, 2016

Rosa J. Chujoy
 Notary Public

Notary Public in and For the State of TEXAS

My commission expires the 19th day of NOVEMBER, 2016.





Statement of Owner Verification

I, Michael D. Brown hereby certify that the statements furnished on my
(PLEASE PRINT NAME HERE)

Planning & Zoning Application for Planning & Zoning Case _____ and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

By signing this application, I certify that I am the legal title holder for the property concerned in the application for the above mentioned Planning & Zoning Case.

Compliance with written requirements. No specific use permit shall be granted unless the applicant, owner, and grantee of the specific use permit shall be willing to accept and agree to be bound by and comply with the written requirements of the specific use permit as attached to the site plan drawing (or drawings) and recommendation by the planning and zoning commission and approved by the city council.

I understand that it is necessary for me or my agent to be present at the Planning and Zoning Commission and City Council public meetings to represent this request.

Michael D. Brown
Applicant Signature

7-29-16
Date

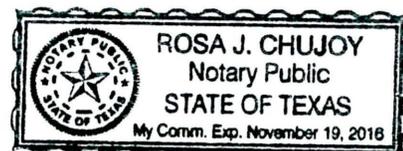
State of Texas
County of TARRANT

Before me, the undersigned authority, on this day personally appeared MICHAEL D. BROWN known to me, or proved to me on the oath of Driver License Verification, or through description to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 29th day of JULY, 20 16

Rosa J. Chujoy
Signature of Notary Public

My commission expires the 19th day of NOVEMBER, 20 16.



Attachment 4

ZONING CASE 16-06

Planning and Zoning Case 16-06: Request for a Specific Use Permit (SUP) for Watauga Automotive, an existing Auto, repair garage business for an expansion of 2,400 SF at 5757 Watauga Road, legally described as Block 6, Lot 8 of the I. J. Schellinger Subdivision; located near the northwest corner of Watauga Road and Patsy Lane. The property is zoned C-Commercial. Michael Brown and Donna L. Wagner, owners and Thomas Hoover Engineering, is the applicant.

City records indicated that the names listed below are the owners of property within 200' (two hundred) feet of the above request. As prescribed by Chapter 115, Article II, Section 115-34 (c), (5), property owners have been notified and invited to appear or write and give their input regarding the above zoning case. **Date requested for response is no later than August 29, 2016**

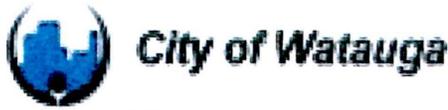
<u>NAME</u>	<u>ADDRESS</u>	<u>RESPONSE</u>
Victory Tabernacle Church Property:	P O Box 48063 Fort Worth, TX 76148-0063 5761 Watauga Road Block 22, TR D Greenfield Village Addition	_____
Watauga Road LTD Property:	P O Box 742346 Dallas, TX 75374-2346 5800 Watauga Road Block 24, Lot 18 Browning Heights North	_____
5741Watauga Properties LP Property:	5741 Watauga Road Watauga, TX 76148-3068 5741 Watauga Road Block 6, Lot 6 I J Schellinger Subdivision	_____
Johnston, Jerry Property:	8100 Long Trail Drive N. Richland Hills, TX 76182-8769 5740 Bonnie Drive Block 6, Lot 11 I J Schellinger Subdivision	_____

P&Z Case 16-06
Page 2

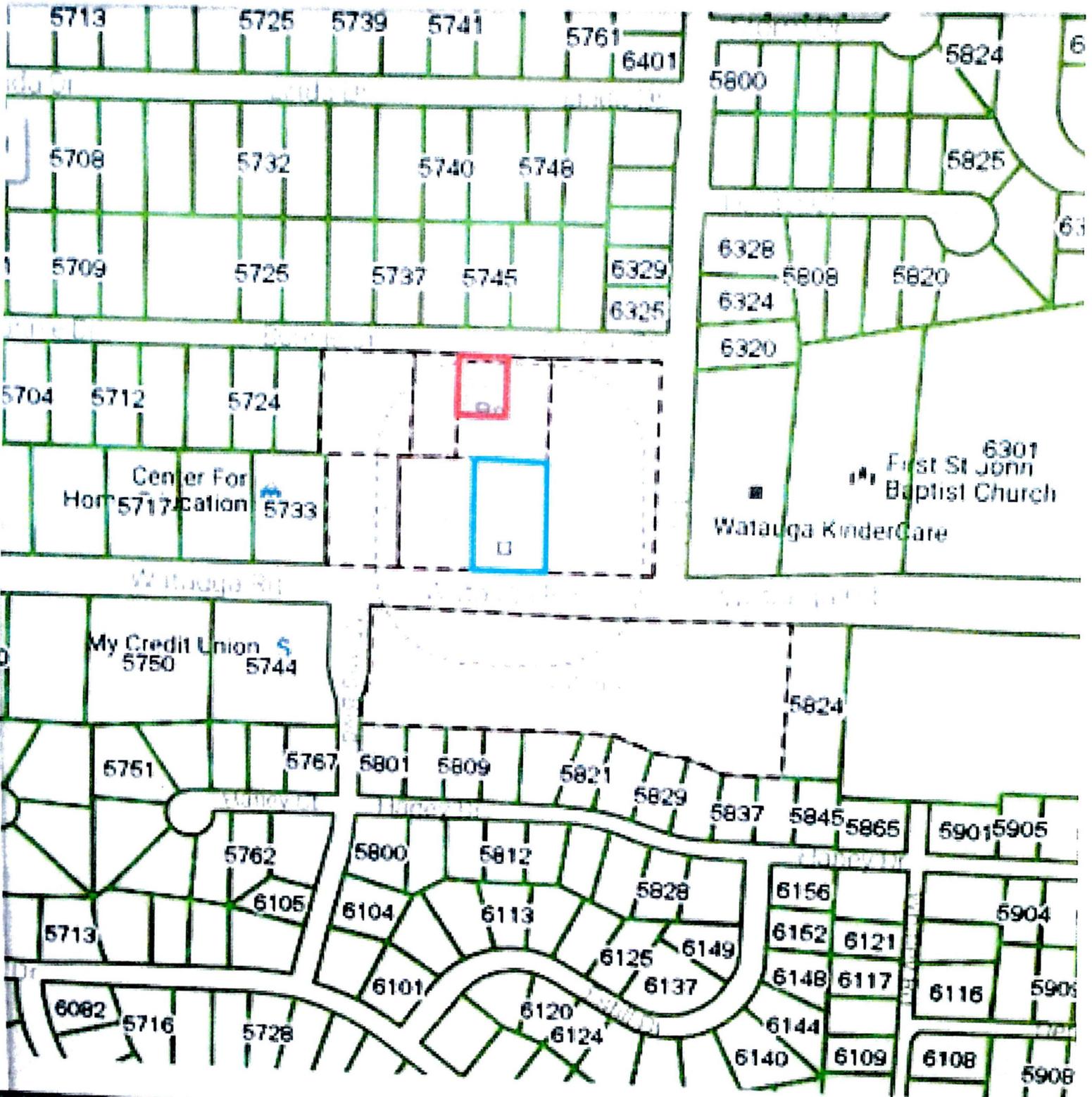
<u>NAME</u>	<u>ADDRESS</u>	<u>RESPONSE</u>
Victory Tabernacle Holiness Church Property:	5761 Watauga Road Watauga, TX 76148-3068 5748 Watauga Road Block 6, Lot 9R I J Schellinger Subdivision	_____
5741 Watauga Properties LP Property:	5733 Watauga Road Watauga, TX 76148-3068 5749 Watauga Road Block 6, Lot 7 I J Schellinger Subdivision	_____
Bolton, Mary Property:	5736 Bonnie Drive Watauga, TX 76148-2601 5736 Bonnie Drive Block 6, Lots 12 & 13 I J Schellinger Subdivision	_____
Victory Tabernacle Holiness Church Property:	5761 Watauga Road Watauga, TX 76148-3068 5744 Bonnie Drive Block 6, Lot 10R I J Schellinger Subdivision	_____

8 Notices were mailed out:

0 Do Not Object 0 Object 8 Did Not Reply.



[Home](#) » [Permits and Inspections](#) » [GIS Tool](#)

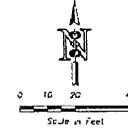


Attachment 5

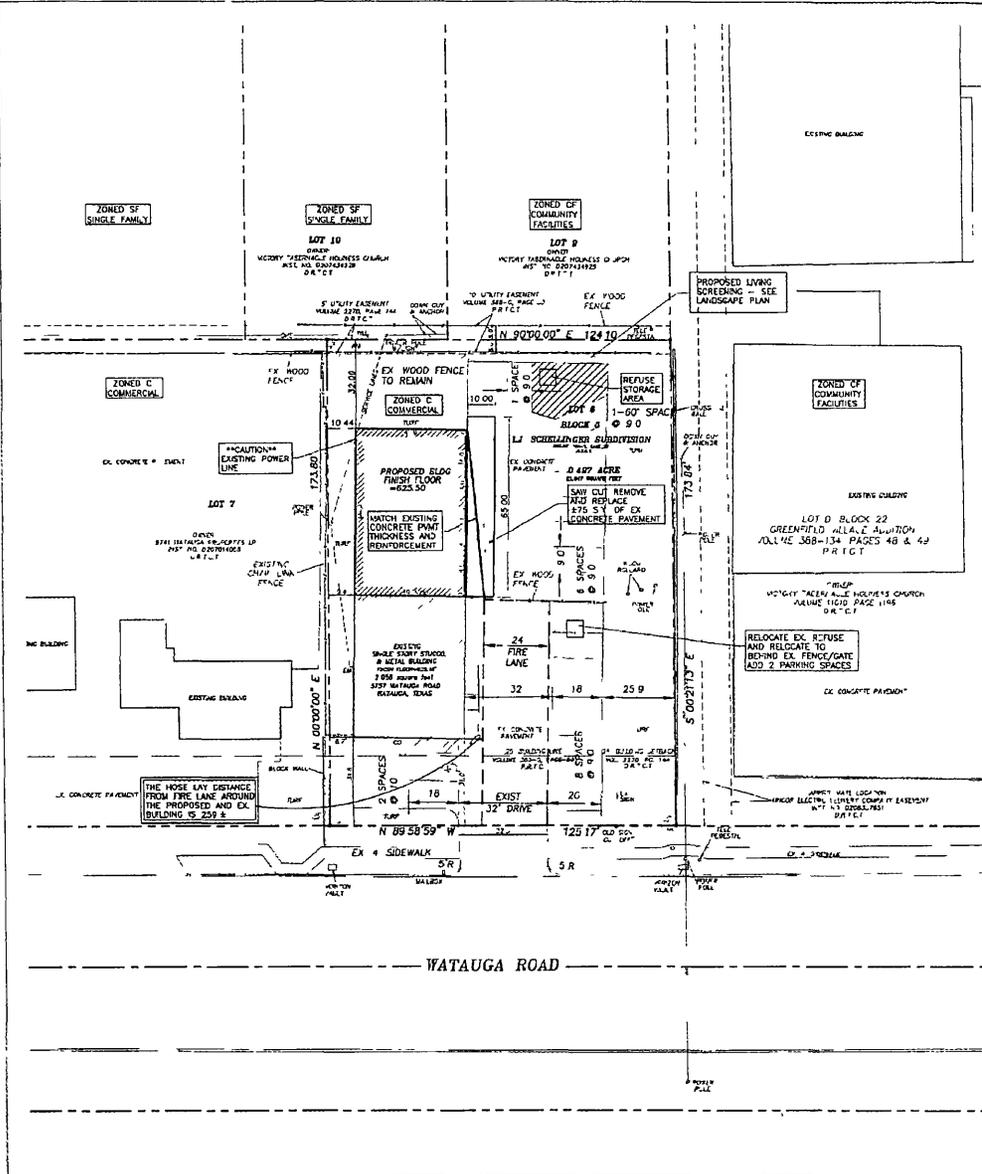
No	REVISIONS/ SUBMISSIONS	Date

SITE DATA SUMMARY TABLE

Item	Lot 8
General Site Data	
Zoning (from zoning map)	C COMMERCIAL
Lot Area (square feet & acres)	21,647/0.497
Building Height (# stories)	1
Building Height (feet-distance to tallest building element)	18'-0"
Building Footprint Existing/Proposed (square feet)	2,056/2,400
Total Building Footprint (square feet)	4,456
Lot Coverage (percent-max)	20.6%
Parking	
Parking Ratio (from zoning ordinance)	1 / 500 SF
Required Parking (# spaces)	9
Provided Parking (# spaces)	18
Accessible Parking Required (# spaces)	1
Accessible Parking Provided (# spaces)	1
Impervious Area	
Building Footprint Area (square feet)	4,456
Area of Sidewalk, Pavement & other Impervious Flatwork (square feet)	9,252
Other Impervious Area	0
Total Impervious Area	13,718
Landscape Area (including turf areas)	
Street Yard area (square feet)	3983
Required Interior Landscape Area (square feet)	584 (15%)
Provided Interior Landscape Area (square feet)	1426 (36%)
Trees Required/Provided	2/2
Ornamental Trees Required/Provided	0/4
Shrubs Required/Provided	78/78
Ground Cover Required/Provided (square feet)	143/170



WATAUGA ROAD POSTED SPEED LIMIT = 35 MPH

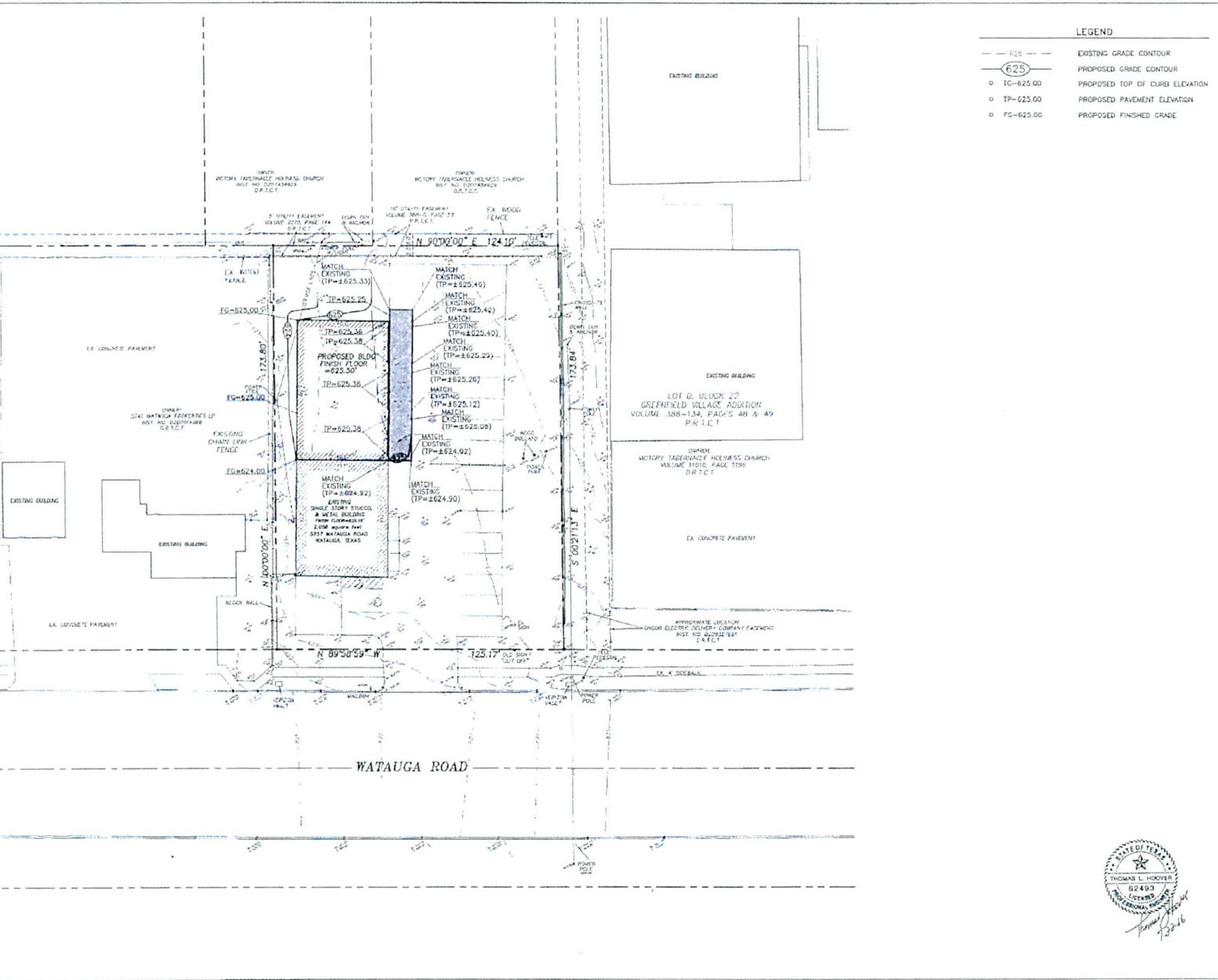
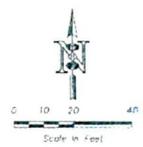


	THOMAS HOOVER ENGINEERING, LLC P.O. BOX 1806 KELLER, TEXAS 76244 (817) 913-1350 PH 18 P.E. FIRM REGISTRATION NO. 006009		
	WATAUGA AUTOMOTIVE EXPANSION 5757 WATAUGA ROAD WATAUGA, TEXAS		
SITE PLAN			
DESIGNED TLH	SCALE 1"=20'	PROJECT NO	SHEET C-3
DRAWN TLH	DATE		
CHECKED TLH	08-03-16		

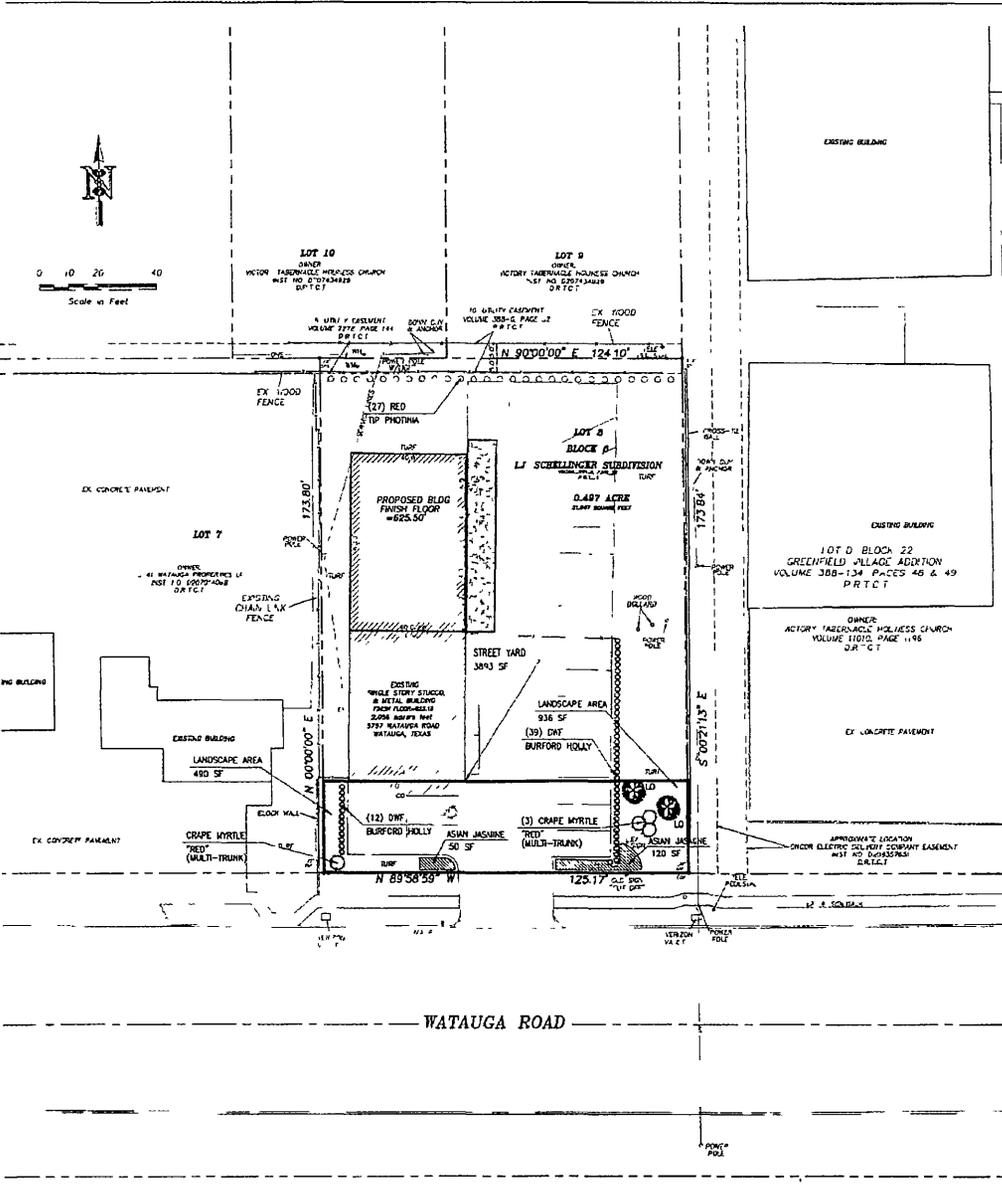
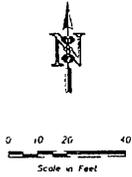
LEGEND

---	EXISTING GRADE CONTOUR
---	PROPOSED GRADE CONTOUR
○	IC-625.00 PROPOSED TOP OF CURB ELEVATION
○	TP-625.00 PROPOSED PAVEMENT ELEVATION
○	FG-625.00 PROPOSED FINISHED GRADE

No.	REVISIONS/ SUBMISSIONS	Date



	THOMAS HOOVER ENGINEERING, LLC P.O. BOX 1808 KELLER, TEXAS 76244 (817) 513-1350 PH. T.B.P.E. FIRM REGISTRATION NO. 006009	
	WATAUGA AUTOMOTIVE EXPANSION 5757 WATAUGA ROAD WATAUGA, TEXAS	
GRADING PLAN		
DESIGNED: TLH DRAWN: TLH CHECKED: TLH	SCALE: 1"=20' DATE: 07-22-16	PROJECT NO. SHEET: C-4



SITE DATA SUMMARY TABLE

Item	
Landscape Area (including turf areas)	
Street Yard area (square feet)	3893
Required Interior landscape area (square feet)	554 (15%)
Provided Interior landscape area (square feet)	1426 (36%)
Trees Required/Provided	4/2
Ornamental Trees Required/Provided	0/4
Shrubs Required/Provided	75/78
Ground Cover Required/Provided (square feet)	143/170



PLANT LIST - WATAUGA AUTOMOTIVE COMPLEX

WATAUGA TEXAS

LARGE TREES

QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	DESCRIPTION
2	QUERCUS VIRGINIANA	LIVE OAK	3" CAL.	12-14 HGT /6-7 SPD S T FULL RND HEAD

ORNAMENTAL TREES

QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	DESCRIPTION
4	LAGERSTROEMIA INDICA	CRAPE MYRTLE "WATERMELON RED"	B & D	6-8 HGT /5-6 SPD M T FULL RND HEAD "MULTI-TRUNK"

SHRUBS

QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	DESCRIPTION
51	ILEX CORNUTA ROTUNDA BURFORDII	DWF BURFORD HOLLY	5 GAL	18-24" HGT 12" SPD FULL RND HEAD
27	PHOTINIA FRASERI	RED TIP PHOTINIA	5 GAL	24-36" HGT 18" SPD FULL RND HEAD

GROUNDCOVERS

QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	DESCRIPTION
	TRACHELOSPERMUM ASIATICUM	ASIAN JASMINE	4" POT	IGN. 3 RUNNERS 8" LONG, FULL PLANT 12" ON CENTER

LANDSCAPE NOTES

GENERAL:

- 1 ALL PLANT MATERIALS TO MEET AMERICAN STANDARDS FOR NURSERY STOCK
- 2 PLANT HEIGHT AND SPREAD SPECIFICATIONS ARE MINIMUMS
- 3 SEE PLANT LIST FOR PLANT NAMES AND DESCRIPTIONS
- 4 CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES. NOTIFY LANDSCAPE ARCHITECT OF ANY CONFLICTS
- 5 CONTRACTOR SHALL PROVIDE ALL REQUIRED PERMITS FOR LANDSCAPE AND IRRIGATION
- 6 CONTRACTOR TO PROVIDE MINIMUM 2% SLOPE AWAY FROM ALL STRUCTURES.
- 7 PLANTING BEDS SHALL BE SEPARATED FROM LAWN AREAS WITH STEEL EDGING
- 8 ALL TREES SHALL BE A MINIMUM OF 3" CALIPER INCHES IN DIAMETER MEASURED 48" ABOVE GRADE.
- 9 ALL TURF AREAS SHOWN SHALL BE BERMOUDA GRASS SOLID SOOD OR HYDROMULCH SEED

NOTE

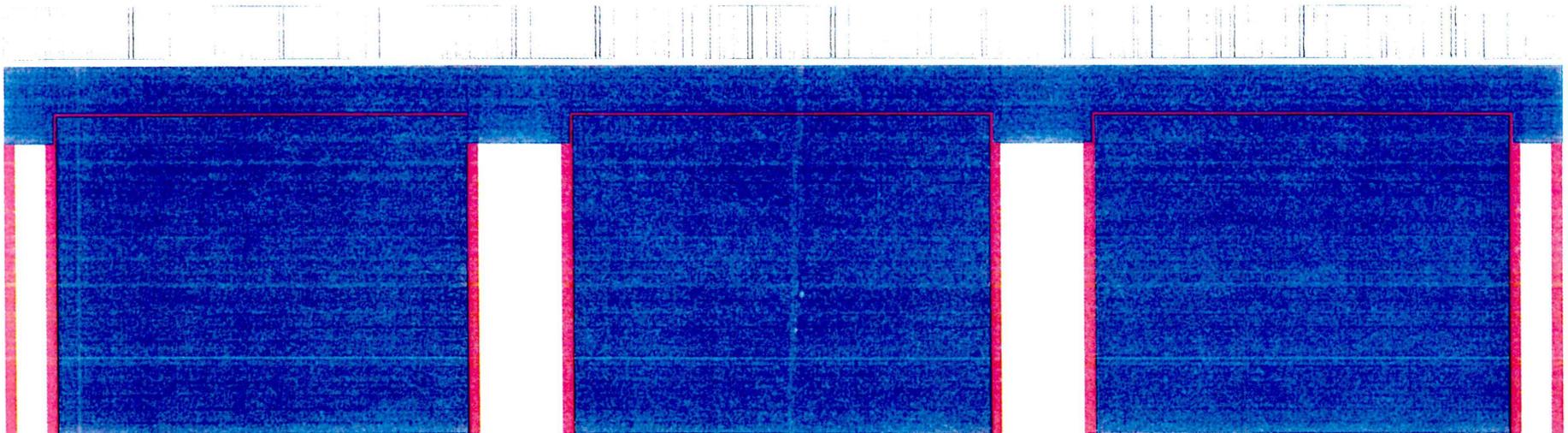
- 1 DETAILED IRRIGATION AND LANDSCAPE PLANS FOR THIS PROJECT WILL BE SUBMITTED AT THE TIME OF BUILDING PERMIT APPLICATION
- 2 THERE ARE NO EXISTING TREES LOCATED IN THE STREET YARD WHICH REQUIRE PRESERVATION MEASURES
- 3 ALL LANDSCAPE AREAS SHALL BE IRRIGATED
- 4 ALL PLANT MATERIALS SHALL COMPLY WITH THE REQUIREMENTS SET FORTH IN THE CITY OF WATAUGA DEVELOPMENT CODE 115-117



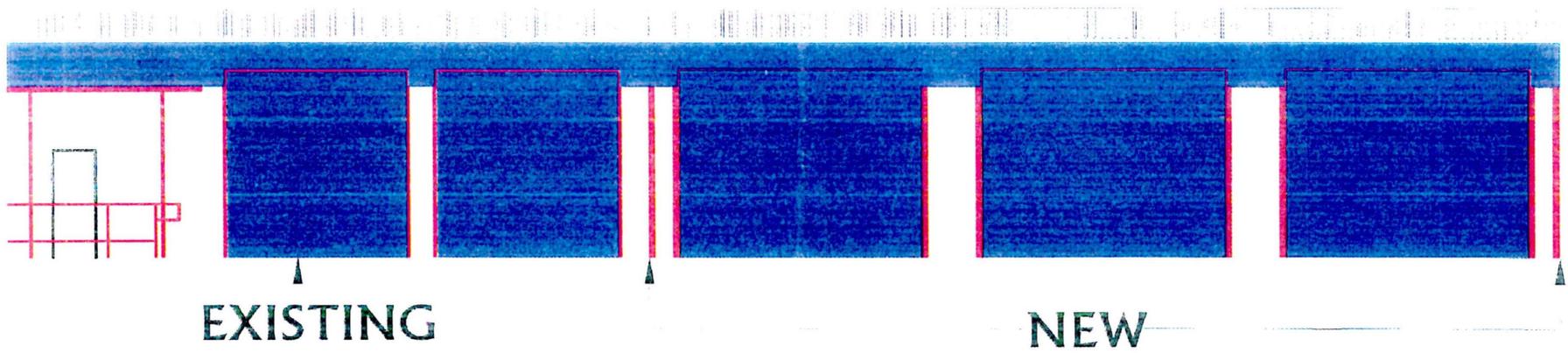
THOMAS HOOVER ENGINEERING, LLC
 P O BOX 1808
 KELLER TEXAS 76244
 (817) 813-1350 PH
 T B P E FIRM REGISTRATION NO 006009

WATAUGA AUTOMOTIVE EXPANSION
 5757 WATAUGA ROAD
 WATAUGA, TEXAS

LANDSCAPE PLAN			
DESIGNED T.L.H.	SCALE 1"=20'	PROJECT NO	SHEET C-8
DRAWN T.L.H.	DATE		
CHECKED T.L.H.	07-22-16		



NEW



Attachment 6

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS

October 5, 2016

Ms. Jacquelyn Reyff
Planning and Development Manager
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Via Email

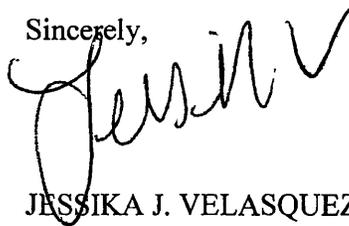
*Re: Ordinance authorizing approval of a SUP for Case 16-06, property at
5757 Watauga Road*

Dear Ms. Reyff:

Our office has received and reviewed the Planning and Zoning Commission Staff Report requesting a Specific Use Permit (SUP) for property located at 5757 Watauga Road (Case 16-06). Please find enclosed an Ordinance prepared by our office authorizing approval of a SUP for Case 16-06. The Ordinance may be submitted for consideration at the next City Council meeting.

Thank you for your attention to the above and the opportunity to be of assistance. Should you have any questions or need anything further, please do not hesitate to contact my office.

Sincerely,



JESSIKA J. VELASQUEZ

MGD/jjv
Encl.

cc: Mayor Hector Garcia
Mr. Greg Vick, City Manager
Ms. Zolaina Reyes, City Secretary

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS FOR THE PURPOSE OF AUTHORIZING A SPECIFIC USE PERMIT FOR THE PROPERTY LOCATED AT 5757 WATAUGA ROAD (CASE 16-06); PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga, Texas, understands the property located at 5757 Watauga Road has been operating as an auto, repair garage ("Watauga Automotive") since 1995 and expansion to the existing building requires a Specific Use Permit (SUP);

WHEREAS, the City Council of the City of Watauga, Texas, recognizes that additional landscaping, screening, and updating of this structure and surrounding area will result in a direct benefit to the City of Watauga;

WHEREAS, the City Council of the City of Watauga, Texas, recognizes that the Planning and Zoning Commission at its September 6, 2016, meeting voted to recommend approval of Case 16-06;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas as follows:

I.

The City of Watauga, Texas hereby authorizes approval for a Specific Use Permit (SUP) for Case 16-06, regarding property and structure located at 5757 Watauga Road, allowing for a 2,400 (two-thousand four hundred) square foot expansion for the existing business known as "Watauga Automotive."

II.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed.

III.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

IV.

This Ordinance shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas, on
the _____ day of _____, 2016.

APPROVED:

Hector F. Garcia, Mayor

ATTEST:

Zolaina R. Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Mark G. Daniel, City Attorney

Attachment 7



**PLANNING AND ZONING COMMISSION
RECOMMENDATION TO COUNCIL**

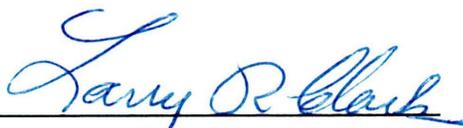
PLANNING AND ZONING MEETING: September 6, 2016

PLANNING AND ZONING CASE NO: 16-06

APPROVE: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

COMMENTS:

(REQUIRED FOR DISAPPROVALS)


Larry Clark, Chairperson



AGENDA MEMORANDUM

DATE: October 10, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Gibson, Director of Finance, CGFO *S. Gibson*

THROUGH: Greg Vick, City Manager *G. Vick*

SUBJECT: Consideration and Approval of Proposed Ordinance amending the FY2016-2017 Budget to include \$230,000 in additional appropriations that had not been expended in FY2015-2016 and lapsed due to fiscal year-end.

BACKGROUND/INFORMATION:

Section 102.010 of the Local Government Code allows the City Council to make changes in the Fiscal Year 2016-17 Budget for municipal purposes.

The attached ordinance reappropriates funds for certain items that were not received by the 2015-2016 fiscal year-end. The majority of these items are the security enhancements that had not been completed by 2015-2016 year-end. Also included is a generator for City Hall that had not yet been purchased by fiscal year-end.

FINANCIAL IMPLICATIONS:

This ordinance will provide for a total increase of \$230,000 in the FY2016-17 Budget in for the following funds:

General Fund	\$188,000	Security enhancements & City Hall Replacement
		Doors
Equipment Replacement	\$ 42,000	Security cameras, security upgrades, and backup generator
TOTAL	<u>\$230,000</u>	

RECOMMENDATION/ACTION DESIRED:

Consideration and Approval of Proposed Ordinance amending the FY2016-2017 Budget to include additional appropriations of \$230,000.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Letter from Mark Daniel, City Attorney
- 2) Ordinance Amending FY2016-17 Budget

Attachment 1

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS & BIGGS
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL

TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS

October 11, 2016

Via Email

Ms. Sandra Gibson
Director of Finance and Administration
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

Re: Ordinance regarding 2016-2017 Fiscal Year Budget

Dear Ms. Gibson:

Pursuant to your request, I have reviewed the above referenced Ordinance by the City Council for the City of Watauga approving additional appropriations in the 2016-2017 Fiscal Year budget pursuant to Section 102.010 of the Local Government Code. I approve of this Ordinance and would recommend that the same be submitted to the Council for consideration at its next City Council meeting.

Thank you for your attention to the above and the opportunity to be of assistance. If you have any questions regarding this matter, please do not hesitate to contact my office.

Sincerely,



MARK G. DANIEL
City Attorney for the City of Watauga

MGD/tp

cc: Mayor Hector Garcia
Mr. Greg Vick, City Manager
Ms. Zolaina Parker, City Secretary

Attachment 2

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS THAT APPROVES ADDITIONAL APPROPRIATIONS IN THE 2016-2017 FISCAL YEAR'S BUDGET PER SECTION 102.010 OF THE LOCAL GOVERNMENT CODE, PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 102.010 of the Local Government Code allows the City Council of the City of Watauga to make changes in the Fiscal Year 2016-17 budget for municipal purposes; and

WHEREAS, after a full and final consideration, the City Council is of the opinion that the budget should be amended;

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

SECTION 1.

Additional budget appropriations be made to the following funds, in the following amounts:

\$180,000 to General Fund (01) account #01-020-85170 to provide funds necessary for security enhancements.

\$8,000 to General Fund (01) account #01-098-85170 to provide funds necessary for replacement doors at City Hall.

\$15,000 to Internal Service Fund (22) account #22-040-85170 for security cameras at City Hall.

\$27,000 to Internal Service Fund (22) account #22-098-85170 for security system upgrades and backup generator for City Hall

SECTION 2.

The 2016-2017 City of Watauga Budget is hereby amended to reflect the appropriations listed above.

SECTION 3.

This ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas and this Ordinance shall not operate to repeal or affect any such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which such event conflicting provisions of this Ordinance, in which such event

conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.

SECTION 4.

If any section, subsection, sentence, clause, or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5.

This ordinance shall become effective in full force and effect from and after the date of passage and adoption by the City Council, and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED By the City Council of the City of Watauga, Texas this 24th day of October, 2016.

Hector F. Garcia, Mayor

ATTEST:

Zolaina Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:



Mark G. Daniel, City Attorney



CITY OF WATAUGA FINANCE DEPARTMENT
INTER-OFFICE CORRESPONDENCE

DATE: October 10, 2016
TO: Honorable Mayor and City Council
FROM: Sandra Gibson, Director of Finance and Administration *S Gibson*
THROUGH: Greg Vick, City Manager *G Vick*
SUBJECT: Renewal of Property, Liability, and Workers' Compensation Coverage
Continuation with TML Intergovernmental Risk Pool

Background/Information:

The attached statement reflects the cost for continued coverage of the City of Watauga's Insurance for Property, Liability, and Workers' Compensation through the TML Intergovernmental Risk Pool.

The 2016-17 TML insurance renewal is \$22,680.83, or 8.1% higher in comparison to the 2015-16 TML insurance renewal. The increase is primarily in the liability insurance category due to on-going claims.

Financial Implications:

See attached listing for accounts to be charged to cover the FY16-17 TML insurance renewal cost. Funds are available as approved in the FY2016-17 Budget.

Recommendation/Action Desired:

Approval of the Property, Liability, and Worker's Compensation Insurance renewal with TML Intergovernmental Risk Pool in the amount of \$306,058.90 for the period of October 1, 2016 – September 30, 2017.

Attachments:

1. Billing Statement from TML Intergovernmental Risk Pool
2. TML Renewal Statement Analysis

Attachment 1

Attachment 2

FY2016-2017 TML RENEWAL STATEMENT ANALYSIS

ACCOUNT NAME	ACCOUNT #	ORIGINAL	DISC	AMOUNT
Auto Liability	01-020-74630	\$48,825.00	\$0.00	\$48,825.00
Errors & Omission	01-020-74670	\$18,805.00	\$0.00	\$18,805.00
General Liability	01-020-74620	\$10,246.00	\$1,957.66	\$8,288.34
Law Enforcement	01-020-74680	\$21,778.00	\$0.00	\$21,778.00
Total		\$99,654.00	\$1,957.66	\$97,696.34
Auto Phys Damage	01-020-74630	\$21,476.00	\$0.00	\$21,476.00
Mobile Equipment	01-020-74650	\$4,949.00	\$0.00	\$4,949.00
Real & Pers	01-020-74650	\$44,592.00	\$1,455.76	\$43,136.24
Total		\$71,017.00	\$1,455.76	\$69,561.24
W/S Workers Comp	40-020-74560	\$28,000.00	\$0.00	\$28,000.00
CCD Workers Comp	18-080-74560	\$19,000.00	\$0.00	\$19,000.00
PDC Workers Comp	04-075-74560	\$20,000.00	\$0.00	\$20,000.00
GF Workers Comp	01-020-74560	\$74,634.00	\$2,832.68	\$71,801.32
Total		\$141,634.00	\$2,832.68	\$138,801.32
Total Liability				\$97,696.34
Total Property				\$69,561.24
Total Worker's Compensation				\$138,801.32
TOTAL DUE				\$306,058.90



AGENDA MEMORANDUM

DATE: October 24, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Paul Hackleman, P.E., Public Works Director 

THROUGH: Greg Vick, City Manager 

SUBJECT: Discussion and Approval on CDBG 42nd Year Lalagray Lane Wastewater System Project – Construction Bid Acceptance in the amount of \$224,054.04.

BACKGROUND/INFORMATION:

In June of 2014, the Department of Housing and Urban Development (HUD) released new eligible areas for area wide benefit using CDBG Funds. The City of Watauga currently has one Census Tract eligible for area wide benefits. The remaining area is shown on the attached map of the engineer's recommendation letter, but is generally south of Watauga Rd from Denton Highway to Maurie Drive.

For the 42nd Year of the Program, the following project was selected: Lalagray Lane Wastewater System Project along the streets of:

1. Travis St
2. Travis Ct
3. Lalagray Ln
4. Saramac Dr

The project consists of new wastewater main on Saramac Drive, Lalagray Lane, Travis Court, and Travis Street. It will replace in total approximately 1,250 linear feet of existing 6-inch and 8-inch diameter wastewater mains with new 6-inch and 8-inch diameter PVC wastewater mains, 9 each wastewater manholes and 19 each of 4-inch diameter wastewater services and cleanouts. It will also include approximately 1,551 linear feet of asphalt pavement replacement over the new sewer lines and two low spots in the curb and gutter holding stormwater.

In early June, 2016 Mayor Garcia signed the Tarrant County Engineer Firm Selection form. Burgess Niple, Inc. was selected for the engineering design. On September 21, 2016, Tarrant County opened the seven (7) proposals for construction and Reytech Services, LLC was the lowest qualified bidder.

Grant Funding for the 42nd Year CDBG Program is \$174,222.49 which is \$15,716.45 less than previously anticipated. The construction project has a cost of \$224,054.04 leaving a City obligation of \$49,831.55 including any project overruns.

If the City Council accepts the bid from Reytech Services, LLC, Tarrant County shall hold a Commissioner’s Court Meeting to award the project. It may take six (6) weeks or more before work would proceed on the project. The Construction contract allows ninety (90) days to complete the work.

Tarrant County specifically requested the following motion: “I move to accept the bid from Reytech Services, LLC for construction of the Lalagray Lane Wastewater System Improvements project in the amount of \$224,054.04. Watauga’s pledge above and beyond Tarrant County’s grant is \$49,831.55.”

FINANCIAL IMPLICATIONS:

Project Construction Cost: \$224,054.04
 CDBG 42nd Grant Funding: \$174,222.49
 City of Watauga Funds required: \$ 49,831.55 (Funding from 2016-17 Budget)

RECOMMENDATION/ACTION DESIRED:

I move to accept the bid from Reytech Services, LLC for construction of the Lalagray Lane Wastewater System Improvements project in the amount of \$224,054.04. Watauga’s pledge above and beyond Tarrant County’s grant is \$49,831.55.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) Engineer’s Recommendation Letter
- 2) Bid Tabulations
- 3) Resolution 16-02-22-02 – Selection of Project
- 4) CDBG Census Tract Map

Attachment 1

BURGESS & NIPLE

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

October 4, 2016

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

Re: **PR55012, TARRANT COUNTY
42nd YEAR CDBG PROJECT (WATAUGA)
LALAGRAY LANE WASTEWATER SYSTEM IMPROVEMENTS
RECOMMENDATION OF CONTRACT AWARD**

Dear Mr. Hackleman:

In accordance with the contract documents, we received seven (7) proposals for the construction of the referenced project at 10:30 A.M., Wednesday, September 21, 2016, at the Tarrant County CDBG offices. For your reference, I have enclosed a tabulation of the bids received at that time.

Utilizing Tarrant County CDBG grant funding, this project, administered by Tarrant County, replaces defective sanitary sewer lines within Lalagray Lane, Travis Street, Travis Court and Saramac Drive. Approximately 1,100 L.F. of existing 8" and 6" SS line are replaced with new 8" and 6" diameter PVC sanitary sewer line, nine (9) sanitary sewer manholes are replaced and all of the associated 4" diameter sewer services are replaced.



I set the number of construction days to be 90 calendar days in the bid proposal. The three lowest bids received are as follows:

Contractor	Amount Bid
Reytech Services, LLC	\$224,054.04
R & D Burns Brothers, Inc	\$260,964.00
Whitewater Construction, Inc	\$285,131.00

Reytech Services, LLC of Grand Prairie, Texas, submitted the lowest responsive proposal for construction of the project. We have spoken to the President of Reytech and to several of their references. In my opinion, Reytech Services, LLC is qualified to perform this contract and I recommend that the Tarrant County Commissioners Court award a construction contract to **Reytech Services, LLC** in the amount of **\$224,054.04**.

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

Construction costs.....	\$224,054.04
CDBG Funds Available	\$174,222.49
City of Watauga Funds Required.....	<u>\$49,831.55</u>

I request that the Watauga City Council take the necessary action to concur with my recommendation to have Tarrant County award the construction contract to **Reytech Services, LLC**. The recommended wording for the motion for this resolution is as follows: "I move to accept the bid from Reytech Services, LLC for construction of the Lalagray Lane Wastewater System Improvements project in the amount of \$224,054.04. Watauga's pledge above and beyond Tarrant County's grant is \$49,831.55."

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

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

BURGESS & NIPLE, INC.



William D. Wendland, P.E.
Associate
Director, Fort Worth Public Sector

Enclosure

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

Attachment 2



**Tarrant County Community Development Project B-16-UC-48-0001-62-50
Lalagray Lane - Wastewater System Improvements - CDBG 42nd Year**

Bid Opening: September 21, 2016
10:30am

Project Item Information				Engineer's Estimate		Low Bidder - Reytech Services, LLC			Bidder #2 - R & D Burns Brothers, Inc			Bidder #3 - Whitewater Construction, Inc			Bidder #4 - Bristow Contracting, LLC		
Item No.	Description	Unit of Measure	Bid Quantity	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value
1	Prepare and Restore ROW	LS	1	\$ 20,000.00	\$ 20,000.00	1.31	\$ 26,100.46	\$ 26,100.46	0.75	\$ 15,000.00	\$ 15,000.00	0.25	\$ 5,000.00	\$ 5,000.00	0.23	\$ 4,500.00	\$ 4,500.00
2	Remove Existing 8" SS	LF	736	\$ 4.00	\$ 2,944.00	0.74	\$ 2.95	\$ 2,171.20	0.50	\$ 2.00	\$ 1,472.00	0.25	\$ 1.00	\$ 736.00	2.00	\$ 8.00	\$ 5,888.00
3	Remove Existing 6" SS	LF	71	\$ 4.00	\$ 284.00	0.66	\$ 2.63	\$ 186.73	0.50	\$ 2.00	\$ 142.00	0.25	\$ 1.00	\$ 71.00	2.00	\$ 8.00	\$ 568.00
4	Remove Existing SSMH	EA	4	\$ 600.00	\$ 2,400.00	1.12	\$ 672.49	\$ 2,689.96	0.50	\$ 300.00	\$ 1,200.00	0.50	\$ 300.00	\$ 1,200.00	1.50	\$ 900.00	\$ 3,600.00
5	8" Dia. Sanitary Sewer Line, Incl. Exc., Embd., Bkfl.	LF	1194	\$ 30.00	\$ 35,820.00	1.00	\$ 30.02	\$ 35,843.88	1.40	\$ 42.00	\$ 50,148.00	1.40	\$ 42.00	\$ 50,148.00	1.07	\$ 32.00	\$ 38,208.00
6	6" Dia. Sanitary Sewer Line, Incl. Exc., Embd., Bkfl.	LF	56	\$ 27.00	\$ 1,512.00	0.86	\$ 23.25	\$ 1,302.00	1.48	\$ 40.00	\$ 2,240.00	1.56	\$ 42.00	\$ 2,352.00	1.11	\$ 30.00	\$ 1,680.00
7	SS Service Transfer incl. Tee, Transfer and Double Cleanout	EA	19	\$ 500.00	\$ 9,500.00	1.09	\$ 545.70	\$ 10,368.30	0.90	\$ 450.00	\$ 8,550.00	1.00	\$ 500.00	\$ 9,500.00	1.60	\$ 800.00	\$ 15,200.00
8	4" Dia. PVC Sanitary Sewer Service Line	LF	531	\$ 18.00	\$ 9,558.00	1.02	\$ 18.37	\$ 9,754.47	0.83	\$ 15.00	\$ 7,965.00	3.50	\$ 63.00	\$ 33,453.00	2.00	\$ 36.00	\$ 19,116.00
9	4" Dia. SSMH	EA	9	\$ 3,800.00	\$ 34,200.00	0.85	\$ 3,236.09	\$ 29,124.81	1.00	\$ 3,800.00	\$ 34,200.00	1.13	\$ 4,300.00	\$ 38,700.00	1.17	\$ 4,450.00	\$ 40,050.00
10	Extra Depth for SSMH	VLF	13.5	\$ 150.00	\$ 2,025.00	1.88	\$ 281.60	\$ 3,801.60	1.33	\$ 200.00	\$ 2,700.00	0.84	\$ 126.00	\$ 1,701.00	2.67	\$ 400.00	\$ 5,400.00
11	Connect to Existing SS Line (all sizes)	EA	3	\$ 400.00	\$ 1,200.00	2.91	\$ 1,163.38	\$ 3,490.14	1.25	\$ 500.00	\$ 1,500.00	2.50	\$ 1,000.00	\$ 3,000.00	1.88	\$ 750.00	\$ 2,250.00
12	Cut and Plug Existing SS Line	EA	7	\$ 300.00	\$ 2,100.00	2.32	\$ 695.35	\$ 4,867.45	1.17	\$ 350.00	\$ 2,450.00	3.33	\$ 1,000.00	\$ 7,000.00	2.67	\$ 800.00	\$ 5,600.00
13	SS Trench Safety System	LF	1250	\$ 2.00	\$ 2,500.00	1.13	\$ 2.26	\$ 2,825.00	1.00	\$ 2.00	\$ 2,500.00	0.50	\$ 1.00	\$ 1,250.00	0.50	\$ 1.00	\$ 1,250.00
14	Concrete Valley Pavement Replacement	LF	8	\$ 45.00	\$ 360.00	1.82	\$ 81.87	\$ 654.96	5.00	\$ 225.00	\$ 1,800.00	2.22	\$ 100.00	\$ 800.00	1.44	\$ 65.00	\$ 520.00
15	Asphalt Pavement Replacement	LF	1551	\$ 24.00	\$ 37,224.00	1.32	\$ 31.65	\$ 49,089.15	1.83	\$ 44.00	\$ 68,244.00	2.08	\$ 50.00	\$ 77,550.00	2.29	\$ 55.00	\$ 85,305.00
16	Type "D" HMA 6" Thk. For Transitions	Tons	37	\$ 150.00	\$ 5,550.00	1.07	\$ 160.99	\$ 5,956.63	0.60	\$ 90.00	\$ 3,330.00	1.00	\$ 150.00	\$ 5,550.00	1.17	\$ 175.00	\$ 6,475.00
17	Remove and Replace Ex. Curb & Gutter	LF	210	\$ 17.00	\$ 3,570.00	0.99	\$ 16.89	\$ 3,546.90	3.29	\$ 56.00	\$ 11,760.00	2.94	\$ 50.00	\$ 10,500.00	3.82	\$ 65.00	\$ 13,650.00
18	Remove and Replace Ex. Concrete Driveway	SF	628	\$ 10.00	\$ 6,280.00	0.73	\$ 7.34	\$ 4,609.52	2.50	\$ 25.00	\$ 15,700.00	1.00	\$ 10.00	\$ 6,280.00	1.80	\$ 18.00	\$ 11,304.00
19	Solid Sodding	SY	266	\$ 10.00	\$ 2,660.00	0.72	\$ 7.21	\$ 1,917.86	0.80	\$ 8.00	\$ 2,128.00	1.00	\$ 10.00	\$ 2,660.00	1.00	\$ 10.00	\$ 2,660.00
20	Remove & Replace Brick Mailbox	EA	1	\$ 1,000.00	\$ 1,000.00	0.81	\$ 807.64	\$ 807.64	0.75	\$ 750.00	\$ 750.00	0.50	\$ 500.00	\$ 500.00	0.50	\$ 500.00	\$ 500.00
21	Pre CCTV Inspection	LF	372	\$ 2.00	\$ 744.00	0.88	\$ 1.75	\$ 651.00	2.50	\$ 5.00	\$ 1,860.00	1.25	\$ 2.50	\$ 930.00	0.88	\$ 1.75	\$ 651.00
22	Post CCTV Inspection	LF	1250	\$ 2.00	\$ 2,500.00	0.98	\$ 1.95	\$ 2,437.50	1.25	\$ 2.50	\$ 3,125.00	1.25	\$ 2.50	\$ 3,125.00	0.63	\$ 1.25	\$ 1,562.50
23	Manhole Vacuum Inspection	EA	9	\$ 150.00	\$ 1,350.00	0.87	\$ 129.95	\$ 1,169.55	2.00	\$ 300.00	\$ 2,700.00	0.83	\$ 125.00	\$ 1,125.00	3.00	\$ 450.00	\$ 1,350.00
24	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.74	\$ 3,687.33	\$ 3,687.33	0.50	\$ 2,500.00	\$ 2,500.00	1.00	\$ 5,000.00	\$ 5,000.00	0.64	\$ 3,200.00	\$ 3,200.00
25	Miscellaneous Allowance	LS	1	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00
Bid Total					\$ 207,281.00	1.08		\$ 224,054.04	1.26		\$ 260,964.00	1.38		\$ 285,131.00	1.40		\$ 290,187.50

Project Item Information				Engineer's Estimate		Bidder #5 - SYB Construction Co., Inc			Bidder #6 - Wilson Contractor Services, LLC			Bidder #7 - Atkins Brothers Equipment Co., Inc		
Item No.	Description	Unit of Measure	Bid Quantity	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value	Ratio to Engineer	Unit Price	Bid Value
1	Prepare and Restore ROW	LS	1	\$ 20,000.00	\$ 20,000.00	0.40	\$ 7,968.00	\$ 7,968.00	0.82	\$ 16,450.00	\$ 16,450.00	0.05	\$ 1,000.00	\$ 1,000.00
2	Remove Existing 8" SS	LF	736	\$ 4.00	\$ 2,944.00	0.25	\$ 1.00	\$ 736.00	2.63	\$ 10.50	\$ 7,728.00	0.25	\$ 1.00	\$ 736.00
3	Remove Existing 6" SS	LF	71	\$ 4.00	\$ 284.00	0.25	\$ 1.00	\$ 71.00	2.63	\$ 10.50	\$ 745.50	0.25	\$ 1.00	\$ 71.00
4	Remove Existing SSMH	EA	4	\$ 600.00	\$ 2,400.00	1.08	\$ 650.00	\$ 2,600.00	5.00	\$ 3,000.00	\$ 12,000.00	1.67	\$ 1,000.00	\$ 4,000.00
5	8" Dia. Sanitary Sewer Line, Incl. Exc., Embd., Bkfl.	LF	1194	\$ 30.00	\$ 35,820.00	2.53	\$ 76.00	\$ 90,744.00	1.33	\$ 40.00	\$ 47,760.00	4.37	\$ 131.00	\$ 156,414.00
6	6" Dia. Sanitary Sewer Line, Incl. Exc., Embd., Bkfl.	LF	56	\$ 27.00	\$ 1,512.00	2.72	\$ 73.50	\$ 4,116.00	3.89	\$ 105.00	\$ 5,880.00	4.85	\$ 131.00	\$ 7,336.00
7	SS Service Transfer incl. Tee, Transfer and Double Cleanout	EA	19	\$ 500.00	\$ 9,500.00	0.60	\$ 300.00	\$ 5,700.00	1.00	\$ 500.00	\$ 9,500.00	4.00	\$ 2,000.00	\$ 38,000.00
8	4" Dia. PVC Sanitary Sewer Service Line	LF	531	\$ 18.00	\$ 9,558.00	1.67	\$ 30.00	\$ 15,930.00	1.67	\$ 30.00	\$ 15,930.00	2.22	\$ 40.00	\$ 21,240.00
9	4" Dia. SSMH	EA	9	\$ 3,800.00	\$ 34,200.00	0.82	\$ 3,100.00	\$ 27,900.00	1.33	\$ 5,055.00	\$ 45,495.00	1.84	\$ 7,000.00	\$ 63,000.00
10	Extra Depth for SSMH	VLF	13.5	\$ 150.00	\$ 2,025.00	0.77	\$ 115.00	\$ 1,552.50	1.37	\$ 205.00	\$ 2,767.50	1.40	\$ 210.00	\$ 2,835.00
11	Connect to Existing SS Line (all sizes)	EA	3	\$ 400.00	\$ 1,200.00	0.63	\$ 250.00	\$ 750.00	2.74	\$ 1,095.00	\$ 3,285.00	0.50	\$ 200.00	\$ 600.00
12	Cut and Plug Existing SS Line	EA	7	\$ 300.00	\$ 2,100.00	0.50	\$ 150.00	\$ 1,050.00	2.09	\$ 627.00	\$ 4,389.00	1.00	\$ 300.00	\$ 2,100.00
13	SS Trench Safety System	LF	1250	\$ 2.00	\$ 2,500.00	0.50	\$ 1.00	\$ 1,250.00	3.00	\$ 6.00	\$ 7,500.00	0.50	\$ 1.00	\$ 1,250.00
14	Concrete Valley Pavement Replacement	LF	8	\$ 45.00	\$ 360.00	1.44	\$ 65.00	\$ 520.00	1.40	\$ 63.00	\$ 504.00	4.44	\$ 200.00	\$ 1,600.00
15	Asphalt Pavement Replacement	LF	1551	\$ 24.00	\$ 37,224.00	2.25	\$ 54.00	\$ 83,754.00	2.29	\$ 55.00	\$ 85,305.00	0.63	\$ 15.00	\$ 23,265.00
16	Type "D" HMA 6" Thk. For Transitions	Tons	37	\$ 150.00	\$ 5,550.00	2.33	\$ 350.00	\$ 12,950.00	1.50	\$ 225.00	\$ 8,325.00	1.00	\$ 150.00	\$ 5,550.00
17	Remove and Replace Ex. Curb & Gutter	LF	210	\$ 17.00	\$ 3,570.00	3.53	\$ 60.00	\$ 12,600.00	0.59	\$ 10.00	\$ 2,100.00	3.53	\$ 60.00	\$ 12,600.00
18	Remove and Replace Ex. Concrete Driveway	SF	628	\$ 10.00	\$ 6,280.00	0.87	\$ 8.70	\$ 5,463.60	1.00	\$ 10.00	\$ 6,280.00	1.00	\$ 10.00	\$ 6,280.00
19	Solid Sodding	SY	266	\$ 10.00	\$ 2,660.00	0.78	\$ 7.75	\$ 2,061.50	0.70	\$ 7.00	\$ 1,862.00	1.00	\$ 10.00	\$ 2,660.00
20	Remove & Replace Brick Mailbox	EA	1	\$ 1,000.00	\$ 1,000.00	1.14	\$ 1,140.00	\$ 1,140.00	0.75	\$ 750.00	\$ 750.00	1.70	\$ 1,700.00	\$ 1,700.00
21	Pre CCTV Inspection	LF	372	\$ 2.00	\$ 744.00	1.13	\$ 2.25	\$ 837.00	1.50	\$ 3.00	\$ 1,116.00	1.00	\$ 2.00	\$ 744.00
22	Post CCTV Inspection	LF	1250	\$ 2.00	\$ 2,500.00	0.75	\$ 1.50	\$ 1,875.00	1.50	\$ 3.00	\$ 3,750.00	1.00	\$ 2.00	\$ 2,500.00
23	Manhole Vacuum Inspection	EA	9	\$ 150.00	\$ 1,350.00	1.00	\$ 150.00	\$ 1,350.00	1.33	\$ 200.00	\$ 1,800.00	4.00	\$ 600.00	\$ 5,400.00
24	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.60	\$ 3,000.00	\$ 3,000.00	0.40	\$ 2,000.00	\$ 2,000.00	1.20	\$ 6,000.00	\$ 6,000.00
25	Miscellaneous Allowance	LS	1	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00	1.00	\$ 17,000.00	\$ 17,000.00
Bid Total					\$ 207,281.00	1.46		\$ 302,918.60	1.50		\$ 310,222.00	1.85		\$ 383,881.00

Attachment 3

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 16-02-22-02

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS APPROVING AND ENDORSING THE 2016 42ND YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR THE CITY OF WATAUGA, TEXAS; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Watauga shares in a cooperative agreement with Tarrant County, Texas for essential community development assistance activities under U.S. Public Law 93-383, The Housing and Community Development Act of 1974, as amended; and

WHEREAS, at least one (1) public hearing for the purpose of identifying and discussing community development needs, and receiving and adopting Community Development Projects has been duly held by the City of Watauga; and

WHEREAS, after said public hearing and due consideration, the City Council of the City of Watauga determined that the wastewater improvements on Travis Street, Travis Court, Lalagary Lane, and Saramac Drive would be the Community Development Block Grant project and approved the filing of an application for said funding; and

WHEREAS, it is understood that any funds not expended on the specifically approved project will revert to the Community Development Contingency Fund. Should the Department of Housing and Urban Development (HUD) require any repayment of

funds, due to ineligible or non-refundable projects, the City would be responsible for repayment.

NOW, THEREFORE, BE IT RESOLVED as follows:

I.

The City Council of the City of Watauga approves and endorses the wastewater improvements on Travis Street, Travis Court, Lalagary Lane, and Saramac Drive as the 2016, 42nd Year Community Development Block Grant Project for the City of Watauga, Texas should funds be available for said Project.

II.

This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolution or Resolutions are hereby repealed.

III.

If any section, sub-section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid, such decisions shall not affect the validity of the remaining portions of the Resolution.

IV.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga,

Texas and upon approval thereof by the Mayor of the City of Watauga, Texas, and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this the 22nd day of February 2016.

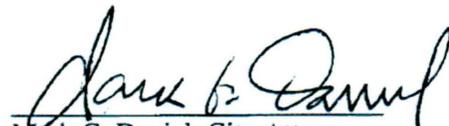
APPROVED:


Hector Garcia, Mayor

ATTEST:


Zolaina Parker, City Secretary

APPROVED AS TO FORM AND LEGALITY:


Mark G. Daniel, City Attorney



Attachment 4



**OFFICE OF THE CITY MANAGER
INTEROFFICE CORRESPONDENCE**

DATE: October 10, 2016
TO: The Mayor and City Council Members of Watauga
THROUGH: Greg Vick/City Manager 
FROM: Sal Torres/ Parks and Community Services 
SUBJECT: Splash Park Presentation

Background/Information: Staff is considering two possible locations for the installment of a splash park attraction in the City of Watauga. The sites are Capp Smith Park and Indian Springs Park. The reasons for considering these specific sites are based on high visibility, traffic flow, access to utilities and the convenience of having facilities and parking. The presentation will allow the City Council to provide feedback as to which site would be best suited for use, aesthetics and quality of life for our citizens.

Financial Implications: There are no financial implications at this time.

Funding Source: The funding source will come from the 2016 Certificate of Obligation.

Recommendation/Action Desired: Staff requests guidance from the City Council as to which location would fit best for the splash park attraction.

Attachments:

1. Power Point presentation