



AGENDA
WATAUGA CITY COUNCIL
VIDEOCONFERENCE MEETING
MONDAY, JANUARY 11, 2021
5:30 PM

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

The meeting will be streamed "live" on our web-site at the normal location:

<https://www.cowtx.org/1403/Agendas-and-Minutes>

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

CALL TO ORDER

ROLL CALL

PRESENTATIONS

1. Presentation of the 2021 Succession Plan
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation

of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Andrea Gardner, 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 Thursday, January 7, 2021, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: January 6, 2021
TO: Honorable City Council Members
FROM: Marcia Reyna, Human Resources and Civil Service Director
THROUGH: Andrea Gardner, City Manager
SUBJECT: Presentation of the 2021 Succession Plan

BACKGROUND/INFORMATION:

The creation of a Succession Plan was one of the goals set by City Council for City Manager Andrea Gardner on May 11, 2020. At the direction of Ms. Gardner and with the assistance of all of the Department Directors, an overview of the Succession Plan is being presented. The finalized document will be presented in February for City Council's consideration and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the City Council provide feedback on the 2021 Succession Plan.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Succession Planning Council Workshop 01-11-2021

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 1/6/2021
Andrea Gardner, City Manager	Final Approval - 1/6/2021
<i>Approved as to form for inclusion on Agenda</i>	

L.E.A.D

Leadership, Education And Development



Succession Planning Program

January 11, 2021
Council Workshop

Purpose

Succession Planning Committee

Overview of Procedure

Succession Plan Layout

Position Vulnerability

Agenda

- Succession planning is the process of identifying high-potential employees, evaluating and honing their skills and abilities, and preparing them for advancement into positions that are key to the success of business operations and objectives.
- When succession planning is carefully conducted and the plan periodically reviewed, organizations can avoid extended and costly vacancies.
- Succession planning has to be a priority and should be part of the City's strategic plan.

What is Succession Planning?

- Designed to identify and prepare candidates for management or next level positions that become vacant due to retirement, resignation, or new business opportunities/needs.
- Provides an overview of all of the positions within the City, promotional pathways and position requirements such as years of experience and education.
 - *Employee Survey Feedback*
- The Succession Planning program is a preparation, not pre-selection. Promotions are not guaranteed.
- It is a plan for individual development of employees and serves as a retention tool for key employees.

Purpose

- The Committee is comprised of the City Manager and Department Directors.
- The Committee establishes a succession plan that identifies critical management and non-management positions, forecasts future vacancies in those positions and identifies potential employees who could fill vacancies.

Succession Planning Committee

1. Identify At-Risk Positions

- Identify individuals who show the potential needed to progress.
- Plan for positions that cannot be filled internally.
- Plan for what the organization will look like in the future.

2. Create a Succession and Training Plan

- Complete Readiness Evaluation

Overview of Procedure

Readiness Evaluation

LEADERSHIP, EDUCATION AND DEVELOPMENT (LEAD)

City of Watauga's Succession Planning Program

Readiness Evaluation

Date: _____ Name: _____

Position Title: _____

Overall Performance Summary

(Indicate recent performance including major accomplishments or performance issues.)

Key Strengths

(List two or three. Indicate key technical or professional competencies, skills or knowledge the person has.)

- 1.
- 2.
- 3.

Development Needs

(List two or three. Indicate key experiences, skills or knowledge the person lacks to move to the next level.)

- 1.
- 2.
- 3.

Development Actions

1. *On the job: (What new responsibilities do you plan to assign to help this person develop this year?)*

2. *Special Assignment: (What task force, projects or special assignments will the individual receive this year to aid development?)*

3. *Training: (What specific training or seminars are recommended this year for his or her development?)*

Potential for Promotion

(Indicate this person's readiness to be promoted to the next organizational level.)

3. Inform and educate Employees on the Purpose of Succession Planning

- Mentorship

4. Training & Documentation

- Departments will coordinate

5. Evaluate the Program

Overview of Procedure (cont.)

Position Title	Retirement Eligibility	Position Vulnerability			Succession Candidates				Requirements		Mentor
DEPT: CITY SECRETARY		Open in <1 Year	Open in 1-3 Years	Open in 3+ Years	Ready in <1 Year	Ready in 1-3 Yrs	Ready in 3+ Years	External	Experience	Degree/Certifications	
City Secretary (Currently provided by City Manager)	January 31, 2022		X			Deputy City Secretary		No	5 Years	Associate's Degree preferred. TRMC, TRMC Required Recertification, CMC through IIMC, NTMCA Monthly Luncheons, TRMC Seminars, LGARA Certification	City Secretary
Deputy City Secretary	December 31, 2038		X			Records Clerk		No	2 Years	Associate's Degree preferred. TMRC, TRMC Required Recertification, LGARA Certification, Records Management Training	Deputy City Secretary
Records Clerk	January 31, 2034		X			Police Records Clerk		No	2 Years	Associate's Degree preferred	Records Clerk

Succession Plan Layout

Position Title	Retirement Eligibility	Position Vulnerability			Succession Candidates				Requirements		Mentor
DEPT: INFORMATION TECHNOLOGY		Open in <1 Year	Open in 1-3 Years	Open in 3+ Years	Ready in <1 Year	Ready in 1-3 Yrs	Ready in 3+ Years	External	Experience	Degree/Certifications	
Chief Information Officer	Currently Eligible			X			Information Technology Manager (Unfunded) or Systems Administrator	Possibly	10 Years	Bachelor's Degree, MCP, MCSE, CCNA or A+ preferred.	City Manager
Information Technology Manager	Unfunded (Reclassification)		X			Systems Administrator		No	6 Years	Bachelor's Degree, MCP, MCSE, CCNA or A+ preferred.	Chief Information Officer
Systems Administrator	November 30, 2031			X			IT Support Specialist (Unfunded) or Media Specialist (Unfunded)	No	6 Years	Bachelor's Degree, MCP, MCSE, CCNA or A+ preferred.	Systems Administrator
Media Specialist	Unfunded			X			IT Support Specialist (Unfunded)	Possibly	4 Years	Bachelor's Degree, MCP, MCSE, CCNA or A+ preferred.	Systems Administrator
IT Support Specialist	Unfunded		X					Yes	4 Years	Bachelor's Degree, MCP, MCSE, CCNA or A+ preferred.	Entry Level

Succession Plan will compliment Personnel Improvement Plan



Position Vulnerability

- Does not include entry-level positions

Funded

1. Economic Development Coordinator
2. Storm Drain Supervisor

Frozen

3. Utilities Maintenance Worker II
4. Public Works Superintendent
5. Landscape Gardener

Unfunded

6. Combination Building Inspector

Position Vulnerability

(Most Vulnerable) - <1 Year

- Does not include entry-level positions

Funded

1. City Manager
2. Deputy City Manager
3. Deputy City Secretary
4. Building Maintenance Technician II
5. Police Sergeant

Unfunded

6. City Secretary
7. Director of Parks & Community Services
8. Senior Recreation Programmer (reclassification)
9. Business Development Manager (partially funded)
10. Economic Innovation and Strategy Specialist
11. Business Retention Specialist
12. Information Technology Manager (reclassification)
13. IT Support Specialist
14. Internal Auditor
15. Grants Coordinator
16. Financial Services Analyst II (reclassification)
17. Senior Deputy Court Clerk (reclassification)
18. Librarian – Reference
19. Engineering Technician

Position Vulnerability

(Vulnerable) – 1 to 3 Years

- Does not include entry-level positions



A well-developed and current succession plan in place:

- Avoids vacancies in key positions
- Ensures the stability of city operations
- Provides developmental opportunities
- Helps develop a highly trained workforce

The Succession Plan Document will be presented for consideration and approval during the Council Meeting in February.

Summary



Questions
