



AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, AUGUST 26, 2024
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council 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.

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)

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" Shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

PRESENTATIONS

1. Presentation of Watauga Revitalization Incentive Program (WRAP) funded by the WEDC
2. Presentation of Personnel Policy Changes
Juliet Rodriguez, Human Resources and Civil Service Director

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 [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

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

NOTICE

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

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on August 23, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: August 13, 2024
TO: Honorable City Council Members
FROM:
THROUGH:
SUBJECT: Presentation of Watauga Revitalization Incentive Program (WRAP)
funded by the WEDC

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WRAP Presentation
2. Watauga EDC WRAP Grant Incentive Policy Reviewed (1)

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/22/2024

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/22/2024

Linda Proskey, City Secretary

Final Approval - 8/22/2024

Approved as to form for inclusion on Agenda

CITY OF WATAUGA

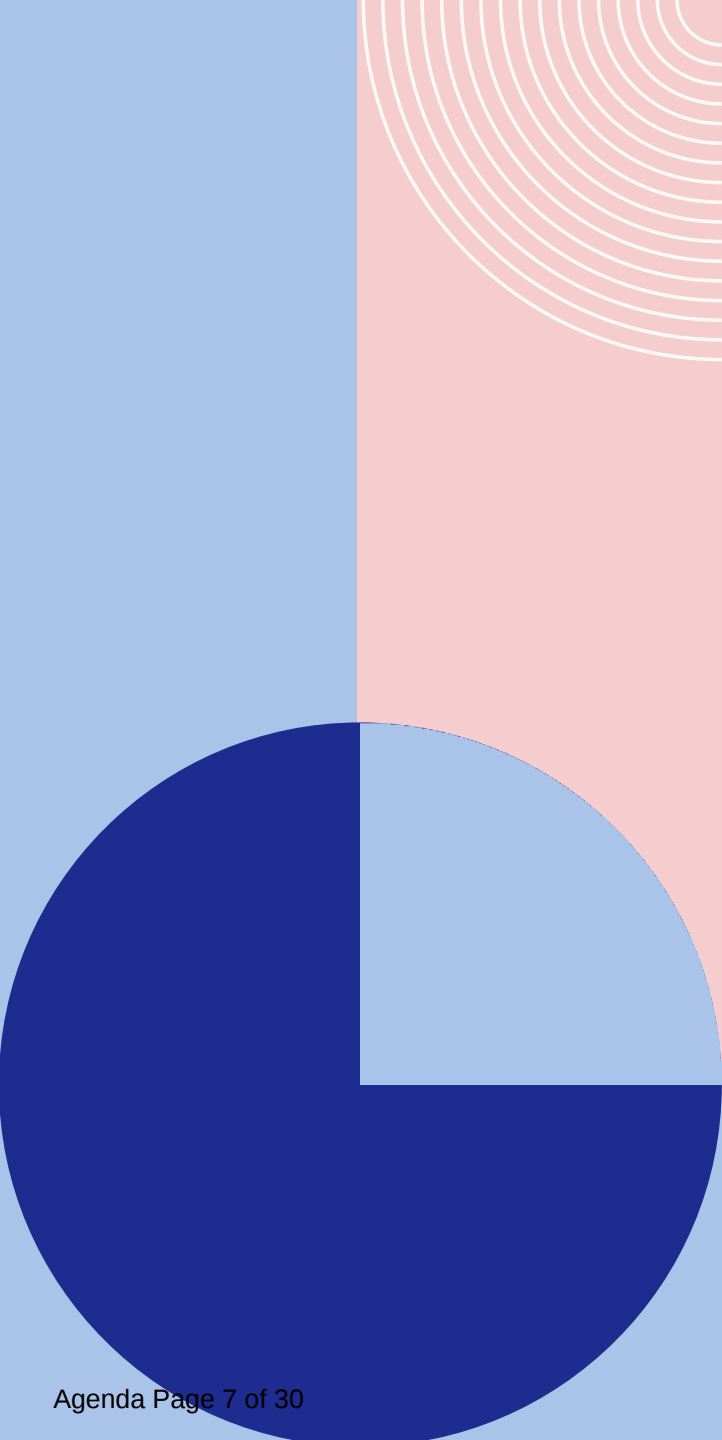
WRAP

Watauga Revitalization Action Program Incentive



WHAT ARE THE GOALS OF THE WEDC?

- Increase taxable value of commercial properties in the City.
- Retention of current businesses.
- Boost appeal and occupancy levels of commercial properties.
- Assist small businesses with the expenses of updating and beautifying their space.



STAYING RELEVANT AND COMPETITIVE!

- What are other neighboring cities doing?
- How can we continue to attract and retain businesses?
- Is there a way we can help businesses?

CITY OF KELLER

Façade Improvement Grant Program

CITY OF SAGINAW



ECONOMIC DEVELOPMENT
INCENTIVE POLICY

CITY OF NORTH RICHLAND HILLS

EZ Streets Program



City of North Richland Hills Business Improvement and Growth (BIG) Program Guidelines and Application

WHAT IS WRAP?

- **WRAP is a matching grant for small business proprietors.**
- It will provide a matching grant of up to \$10,000 for five qualifying businesses a year for the next five years.
- The availability of the WRAP funds will be reassessed and adjusted every five years.
- Budgeting \$50,000 annually to assist businesses.
- That's 25 businesses we can help in a 5 year time period!
- Must start within 45 days of approval then complete the project within 6 months.

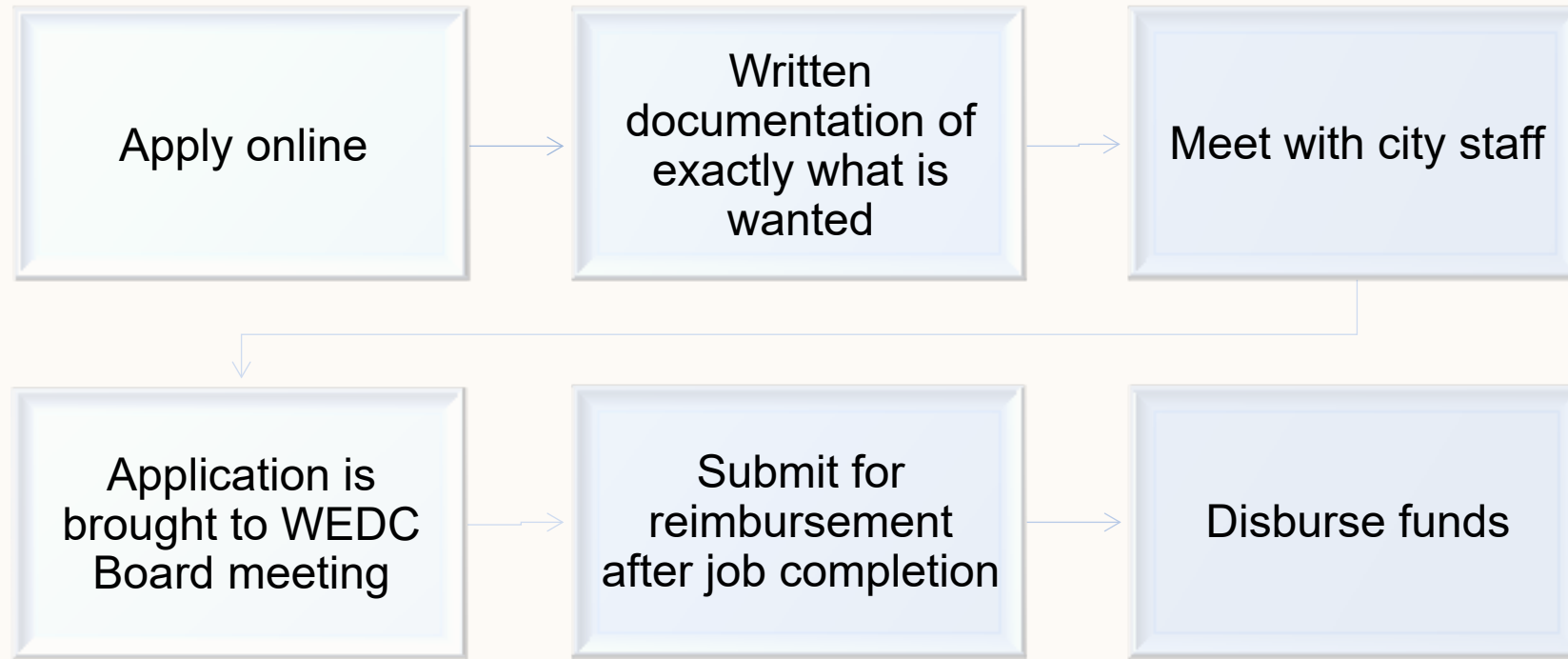
WHO IS ELIGIBLE

- Properties located within Watauga city limits.
- No outstanding issues related to liens, utilities, code violations, and taxes.
- No residential zoning designation.
- Applicant must show proof of ownership.
- Property must not have been awarded a grant for the same type of upgrade in the preceding 24 months.

WHAT ARE THE TYPES OF ENHANCEMENTS?

- Better accessibility to enter the establishment.
- Awnings or covered entrances.
- Appropriate or additional store signage.
- Removal of obstructions.
- Permit fee assistance.
- Replacement of windows, frames, or doors visible from the street.
- Assistance for paving or parking lot improvements.
- Cleaning, repainting, or residing.
- Landscaping improvements.
- Other requests upon approval.

HOW TO APPLY



**CLOSEOUT
APPLICATION**

WRAP Incentive Application

WATAUGA REVITALIZATION ACTION PROGRAM

Date: _____

PROJECT INFORMATION

Full Name of Owner: _____

Phone Number: _____ Email Address: _____

Contact Mailing Address: _____

Business Name: _____

Property Address: _____

Reason for Requesting Grant: _____

* Please provide proof of ownership

All must apply to qualify:

☐ Within Watauga City Limits ☐ Tax Paying Entity ☐ Commercially Zoned

☐ Taxes, Liens, Utilities in Good Standing ☐ No Code Violations

☐ Business Taxes in Good Standing

ENHANCEMENTS

Amount Requested: _____ Total Project Cost: _____

Detailed Enhancement Notes: _____

☐ Drawings, renderings, plans of the proposed enhancements

Upload Document

Choose File

No file chosen

☐ Current photos

Upload Document

Choose File

No file chosen

☐ Written description of the enhancements including materials and color schemes

Upload Document

Choose File

No file chosen

☐ Construction cost estimate

Upload Document

Choose File

No file chosen

☐ Contractor estimate

Upload Document

Choose File

No file chosen

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of Watauga Economic Development Department of any changes in the proposed project which may occur.

Signature of Building Owner

Printed Name

Date

Amount Approved: _____

Required Signature of WEDC

Printed Name



QUESTIONS?





City of Watauga

WRAP-Watauga Revitalization Action Program Incentive

Objective:

The Watauga Economic Development Corporation is committed to keeping Watauga a dynamic economic community by supporting local businesses through our business retention programs. Our Watauga Revitalization Action Program (WRAP) is an incentive designed to provide existing local businesses as well as potential new businesses an avenue to apply for grants to aid in building improvement/beautification, landscape, parking improvements, and other areas that will help Watauga to be a more vibrant and safer community.

The mission is to be a driving force to attract, support, and sustain the economic progress of the Watauga Community by offering a matching grant for small business proprietors. WRAP will provide a matching grant of up to \$10,000 for five qualifying businesses a year for the next five years. The businesses should demonstrate an adequate return on investment for the city's beautification. The availability of WRAP funds will be reassessed and adjusted every five years.

1. Assist small businesses with the expenses of updating and beautifying their space.
2. Initiate improvements to the shopping centers located on Watauga Road.
3. Improve the physical appearance of businesses by adding value.
4. Assist businesses with costs associated with complying with code enforcement.

Goals:

1. Provide incentives to local small businesses.
2. Retention of current businesses.
3. Increase the taxable value of commercial properties in the City.
4. Boost appeal and occupancy levels of commercial properties that are negatively affected by dilapidated appearance.

Eligibility:

1. Properties located within the Watauga city limits.
2. Properties with no outstanding issues relating to liens, utilities, code violations, and taxes.
3. Properties should not have a residential zoning designation.
4. Applicant must show proof of business ownership.
5. The property must not have been awarded a grant for the same kind of upgrade in the preceding 24 months.

Types of Enhancements:

1. Better accessibility for the public to enter the establishment.
2. Assistance for repaving and/or remarking parking lots that are visible to the road, to improve customer parking access.
3. Restoration of outside architectural details including functional and visually appealing awnings or covered entrances.
4. Appropriate or additional store signage.
5. Assistance with the removal of obstructions to visible signage.
6. Replacement of dilapidated windows, window frames, or doors visible from the street.
7. Upgrading the building with either cleaning, repainting, or residing.
8. Landscaping improvements that include approved trees and shrubbery, landscaping beds, irrigation, removal of vegetation debris.
9. Permit fee assistance.

Items or projects not mentioned must be specified and receive approval from the WEDC Board if they can be shown to fall within the WRAP Program's objectives.

Procedure to acquire the grant:

1. Applying online for desired assistance.
2. Provide written documentation of desired assistance.
3. Meet with city staff showing renderings, contractor's estimates, or professional quotes on the items needing replacement.
4. Application is brought to the WEDC Board meeting, held on the third Tuesday of the month, to be considered and approved.
5. Submit documentation for reimbursement after the job has been completed.
6. Must start project within 45 days of approval then complete project within 6 months.
7. Disburse funds and close out application.

General Provisions:

1. Termination: The City of Watauga reserves the right to cancel any WRAP agreement at its discretion.
2. Adjustments: The City of Watauga holds the authority to modify the conditions and criteria specified in these guidelines as needed.
3. Changes during construction after approval: The applicant shall meet with the city staff to discuss the desired change.
4. There is no entitlement to any grant under this policy; the EDC reserves the sole and exclusive right and authority to reject any application or limit any grant if, in the EDC's sole discretion, 1) the application or proposed project does not fulfill grant award criteria, 2) if any information contained in an application is false, or 3) the public interest is best served by limiting or rejecting a grant. A grant award may be revoked, or the EDC may demand a refund of any previously awarded grants, if the recipient fails to commence and diligently pursue to completion the proposed project or if any one or more of the criteria on which the grant was based (including but not limited to facts stated in the grant application) materially changes. If the EDC demands a refund, the EDC will provide the recipient with written notice, and the amount shall be refunded within 30 days of the date that the notice was deposited in the mail. All decisions made by the EDC regarding any grant are final and binding.





AGENDA MEMORANDUM

DATE: August 13, 2024
TO: Honorable City Council Members
FROM: Juliet Rodriguez, Human Resources and Civil Service Director
THROUGH: Sandra Gibson, Interim City Manager and Director of Finance
SUBJECT: Presentation of Personnel Policy Changes

BACKGROUND/INFORMATION:

The City Administration is proposing a new policy, removal of a policy and revision to other policies.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Discussion during workshop for future approval during September Council Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Proposed Policy Updates 10.01.2024 - Final

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/22/2024

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/22/2024

Linda Proskey, City Secretary

Final Approval - 8/22/2024

Approved as to form for inclusion on Agenda



PROPOSED POLICY UPDATES

Effective Date

October 1, 2024

Reason for updates

- 2024 Compensation Study Recommendations.
- Meet and Confer deliberations with Watauga Police Officers Association.
- Continue to attract and make Watauga a great place to work.
- Focus on Employee Retention.

3.01 Recruitment Policy



Current Policy	Proposed October 1, 2024
✓ Bridging of service is not currently offered. Employees who return to City after leaving to work elsewhere accrue benefits as a new employee from their rehire date and do not get previous credit for years of service with the City. (exception for civil service employees)	➤ Bridging of Service to allow rehired employees to request to bridge service. ➤ This can be requested after employee completes two years from rehire date. ➤ This will adjust their accrual level for sick leave, vacation and longevity pay.

3.01 Recruitment Policy (Continued)



Current Policy on Nepotism	Proposed October 1, 2024
✓ No person within the first and second degree of affinity excluding spouses grandparents and grandchildren or within the first second degree or third degree of consanguinity, excluding great grandchildren and great grandparents shall hold employment with the city. ✓ Relatives not allowed in the chain of supervision or management.	➤ Relatives allowed for city employment, however, not in the SAME department or chain of command of supervision or in position of influence over a relative. ➤ Exceptions for relatives in the same department are seasonal/temporary employees for seasonal time periods and not in chain of command or supervision. ➤ New Nepotism chart provided.

4.05 Certification Pay

Current Policy	Proposed October 1, 2024
✓ Recently acquired certifications turned in a timely manner.	➤ Certification pay not applied until it is received by Human Resources. ➤ Update to certification pay amounts. ➤ Intermediate Certification from \$300 to \$600 ➤ Advanced Certification from \$600 to \$1,200 ➤ Master Certification from \$900 to \$1,800 ➤ Paramedic pay from \$300 to \$600



4.06 Language Pay



New Policy Proposed October 1, 2024

- ✓ Language Pay for bilingual employees where there is business need and to better serve the community of Watauga.
- ✓ Spanish is the official language but other languages can be approved on a case-by-case basis as the city deems necessary.
- ✓ Employees must be approved by Department Head for operational need.
- ✓ Approved employees must pass a vendor test to certify verbal bilingual skills.
- ✓ Bilingual employees may be called upon to assist for translation.
- ✓ \$50 monthly to bilingual employees.

6.04 Classification and Compensation Plan

Current Policy	Proposed October 1, 2024
✓ Merit ✓ COLA practice added to policy ✓ Sign-On Bonuses only for PD at the moment.	➤ Employees must have worked 9-months in the evaluated calendar year to be eligible for a merit increase. ➤ Probationary employees do not receive COLA until they complete probation. This is practiced but is now being added to policy. ➤ Sign-On bonus open to general government employees as deemed necessary for difficult to fill positions only.

6.04 Classification and Compensation Plan

Proposed October 1, 2024

- Adding New PD Shift Differential Pay for all Officers assigned regularly to the night shift.
- Night shift is considered example (5:30pm to 5:30am).
- Must be approved monthly by Police Administration.
- Shift differential pay will start at the end of the first month completed on night shift.
- This is not for employees that cover a temporary night shift while someone is out for small periods of time.



18.03 Declared Emergency Plan (COVID-19)

Current Policy	Proposed October 1, 2024
✓ Declared Emergency Plan for COVID-19	➤ Remove Policy – Covid Protocol was ended for all employees on 10/01/2023.





THANK YOU

Questions?