



**AGENDA**  
**WATAUGA CITY COUNCIL**  
**WORKSHOP MEETING**  
**MONDAY, AUGUST 25, 2025**  
**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. City of Watauga Proposed Personnel Policy Revisions Presentation
2. CivicPlus Training

## **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 22, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey  
City Secretary





## AGENDA MEMORANDUM

**DATE:** August 5, 2025  
**TO:** Honorable City Council Members  
**FROM:**  
**THROUGH:**  
**SUBJECT:** City of Watauga Proposed Personnel Policy Revisions Presentation

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**BACKGROUND/INFORMATION:**

**FINANCIAL IMPLICATIONS:**

**RECOMMENDATION/ACTION DESIRED:**

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. Workshop Presentation 8.25.25 sg

**REVIEWED BY:**

Juliet Rodriguez, Human Resources and Civil Service  
Director  
Sandra Gibson, City Manager  
Linda Proskey, City Secretary

Approved - 8/14/2025

Approved - 8/20/2025  
Final Approval -  
8/20/2025

*Approved as to form for inclusion on Agenda*



# PROPOSED POLICY REVISIONS

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**Effective Date**

**09/15/2025**

# Reason for Policy Revisions

- Establish new and updated guidelines.
- Address and eliminate uncertainties within the policy.
- Respond to specific needs identified by our Watauga new hires and retain our new hires and current employees.
- Refine language to ensure alignment with current practices.
- Compliance with legislation changes.



## 2.02 Americans with Disabilities Act

### Current Policy

- ✓ Multiple Policy revisions to ensure staff is aware of guidelines and responsibilities in dealing with ADA requests, grievances and confidentiality.
- ✓ Ensure guidelines are clear as they apply to the public or our employees.



### Proposed September 15, 2025

- Revised policy statement as per TxDOT ADA recommendation.
- Added Coordinator to the policy as per TxDOT ADA recommendation
- Requirement of Department Heads to notify ADA Coordinator or HR for tracking any requests from the public or employees.
- Revised the grievance process for clarity.
- Added confidentiality and responsibilities as it deals with medical conditions.

## 2.09 Pregnant Workers Fairness Act

### New Policy

- ✓ New policy to address the Pregnant Workers Fairness Act to be in compliance with federal law.

### Proposed September 15, 2025

- As required by federal law, Pregnant Workers Fairness Act (PWFA), the city of Watauga will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodations will cause undue hardship to the City of Watauga's operation.



# 4.05 Certification Policy

| Current Policy                                                                                                                                                                              | Proposed October 1, 2025 – New FY                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✓ Education Pay Changes for Public Safety</li><li>✓ Associates \$300 Annual</li><li>✓ Bachelors \$600 Annual</li><li>✓ Masters \$900 Annual</li></ul> | <ul style="list-style-type: none"><li>➤ Increase Education Certification Pay</li><li>➤ Associates \$600 Annual</li><li>➤ Bachelors \$1,200 Annual</li><li>➤ Masters \$1,800 Annual</li></ul> |



# 6.02 Overtime and Compensatory Time

| Current Policy                                                                                                                       | Proposed for September 15, 2025                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✓ Not in current policy but has been practiced at the city for non-exempt employees.</li></ul> | <ul style="list-style-type: none"><li>➤ Adding straight compensation time to the policy.</li><li>➤ If the total actual hours worked for the week does not exceed 40 (such as in weeks with a holiday or when leave is used), straight compensation can be applied with supervisor approval.</li></ul> |



# 6.04 Classification and Compensation

| Current Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed September 15, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"><li>✓ Starting salaries above the minimum require the approval of the City Manager.</li><li>✓ COLA – Across the board (removed)</li><li>✓ Employees on their initial 6-month probation will not receive the COLA until the conclusion of their probation.</li><li>✓ Newly hired or promoted employees who successfully complete their 6-month probation are eligible of up to 5% increase.</li><li>✓ Temporary Assignment pay has to be for minimum 30 days in higher classification.</li></ul> | <ul style="list-style-type: none"><li>➤ Revised starting pay above the minimum salary to require justification to go through HR before approval by CM.</li><li>➤ COLA – going away for general government employees on initial probation.</li><li>➤ Completion of probation increase range going from up to 5% to up to 3% to align with merits and only be requested for those exceeding expectations.</li><li>➤ No longer allowed for promotional probations.</li><li>➤ 5% Temp assignment pay for 15-29 days.</li></ul> |



# 7.02 Workers Compensation

| Current Policy                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed for September 15, 2025                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ul style="list-style-type: none"><li>✓ Supervisor must take employee to the City's assigned medical treatment facility.</li><li>✓ Revisions to policy to align with House Bill 2468 and HB 471 regarding workers compensation for first responders.</li><li>✓ Stricter guidelines for WC modified duty violation of terms.</li></ul>  | <ul style="list-style-type: none"><li>➤ Supervisor or designee may take the employee to the assigned medical treatment facility.</li><li>➤ Added a full section regarding first responders wage continuation full pay for in the line of duty illness or injury and the length of time indicated by the HB along with guidelines.</li><li>➤ Additional detail for WC modified duty.</li><li>➤ Personal injury light duty guidelines added.</li></ul> |

# 7.04 Retirement

| Current Policy                                                                                                                                                                  | Proposed for September 15, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✓ Retirement recognition reception \$200 max value.</li><li>✓ Retirement gift based on years of service ordered from catalogue.</li></ul> | <ul style="list-style-type: none"><li>➤ Reception extended to \$300 max but can include a small gathering/lunch.</li><li>➤ Retirement Gift amount added Years of service chart and addressing street sign and a reasonably priced plaque.</li><li>➤ Public Safety retirement gifts involving city property/gifts must align with the department policy as approved by City Manager.</li><li>➤ Exceptions to policy must be approved by City Manager.</li></ul> |



# 8.05 Military Leave

| Current Policy               | Proposed for September 15, 2025                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>✓ Day is not defined.</p> | <p>➤ Per HB 2513 - <i>For purposes of calculating the payment amount for a paid leave of absence from duties in a fiscal year for a person described by Subsection (a) who is classified as fire protection personnel, as defined by Section 419.021, a 24-hour or 48-hour work shift constitutes one workday.</i></p> <p>➤ Shift clarification has been added to policy for military duty or training leave.</p> |



## 8.06 Other Types of Leave

| Current Policy                                                                                                                                                   | Proposed for September 15, 2025                                                                                                                                                                                                                                                                                      |
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| <p>✓ Bereavement – After ascertaining the exact circumstances, the Department Director may approve between 1-3 working days of paid leave per calendar year.</p> | <ul style="list-style-type: none"><li>➤ Bereavement – changing it from 3 days to 5 days and removing the calendar year timeframe.</li><li>➤ Removing the extenuating circumstances case by case verbiage.</li><li>➤ Adding guidelines for supervisors to submit requests for bereavement leave through HR.</li></ul> |



# 10.08 Harassment Free Workplace

| Current Policy                                                                                                                                                                                                                                                                                                                     | Proposed for September 15, 2025                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <ul style="list-style-type: none"><li>✓ Per legal advice our current policy is too aligned with the federal law and should be defined stricter than the law.</li><li>✓ Currently has informal complaint and formal complaint process.</li><li>✓ Complaint form didn't include option for non-protected class complaints.</li></ul> | <ul style="list-style-type: none"><li>➤ Revision clarifies that the city prohibits all forms of harassment even if the conduct would not qualify as unlawful.</li><li>➤ Clarified discriminatory harassment, sexual harassment, and workplace abuse.</li><li>➤ Removed informal complaint process and made all complaints formal as they should all be taken seriously and documented.</li><li>➤ Amended the complaint form.</li></ul> |





# THANK YOU

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## Questions?



## AGENDA MEMORANDUM

**DATE:** August 15, 2025  
**TO:** Honorable City Council Members  
**FROM:**  
**THROUGH:**  
**SUBJECT:** CivicPlus Training

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**BACKGROUND/INFORMATION:**

**FINANCIAL IMPLICATIONS:**

**RECOMMENDATION/ACTION DESIRED:**

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

None

**REVIEWED BY:**

Sandra Gibson, City Manager

Linda Proskey, City Secretary

*Approved as to form for inclusion on Agenda*

Approved - 8/15/2025

Final Approval - 8/15/2025