



**MINUTES
WATAUGA CITY COUNCIL
WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY, AUGUST 25, 2025
5:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem/Council Member Place 2
Council Member Place 1 (Absent w/notice)
Council Member Place 3
Council Member Place 4
Council Member Place 5 (Absent W/notice)
Council Member Place 6
Council Member Place 7

and

Staff

Sandra Gibson
Linda Proskey
David Berman
Julie Rodriguez
Jennifer Calvert
Jim Lewis
Randy Barkley
Timothy Hamilton

City Manager
City Secretary
City Attorney
Director of Human Resources
Director of Finance
Police Chief
Fire Chief
Director of Parks and Community Services

ANNOUNCEMENTS

There were no announcements made. However, Mayor Miner asked the attending council members if they would like to proceed with the CivicPlus training that evening or move it to the next meeting, since Council Members Shelbourne and Minucci were not present. A unanimous consensus was reached to move it to the next workshop

Public Comments/Public Testimony

There were no requests to speak

PRESENTATIONS

1. City of Watauga Proposed Personnel Policy Revisions Presentation

Julie Rodriguez, Director of Human Resources, presented proposed policy updates. She reviewed current policies and recommended changes. For Policy 2.02, Americans with Disabilities Act, revisions include aligning the policy statement with TXDOT ADA recommendations, requiring department heads to notify the ADA Coordinator or HR of requests for tracking purposes, and revising the grievance process for clarity, confidentiality, and medical-related responsibilities. Policy 2.09, Pregnant Workers Fairness Act, was updated to align with federal requirements regarding accommodations for employees and applicants. For Policy 4.05, Certification, the recommendation is to increase certification pay for Public Safety to remain competitive with surrounding cities and aid retention. When asked if this could be expanded to other departments, Ms. Rodriguez noted that it is under consideration but not feasible at this time.

For Policy 6.02, Overtime and Compensatory Time, the proposal adds the option of straight comp time, which has been practiced but not formally stated in policy. Policy 6.04, Classification and Compensation, revisions include adding HR to the justification process for hiring above minimum salary, removing the COLA during initial probation, lowering probation completion increases from 5% to 3% to align with merit raises, eliminating promotional probation, and establishing a 5% temporary assignment pay for duties lasting 15 to 29 days.

Policy 7.02, Workers' Compensation, revisions allow either a supervisor or alternate designee to accompany an injured employee to treatment, incorporate legislation providing continued full pay for first responders injured in the line of duty, and add modified/light duty guidelines. Policy 7.04, Retirement, increases the city's contribution for a reception from \$200 to \$300, provides retirement gifts based on years of service, and requires that Public Safety retirement gifts involving city property comply with departmental policy approved by the City Manager.

Policy 8.05, Military Leave, clarifies the definition of one workday for fire personnel when calculating paid leave of absence. The policy also adds clarification regarding shift schedules for military duty or training leave. Councilmember Taylor inquired whether a pay differential is provided for employees called to military service who may earn less

while on duty. Mayor Miner requested that this issue be reviewed, and Councilmember Downey asked that staff examine how similar cases were handled in the past. Policy 8.06, Other Leave, proposes five days of bereavement leave without a calendar restriction and adds guidelines for requests.

Finally, Policy 10.08, Harassment-Free Workplace, clarifies that all forms of harassment are prohibited, even if the conduct is not unlawful, removes the informal complaint process, and requires all complaints to be formal. Councilmember Hill suggested including language to define harassment to avoid unwarranted complaints. Ms. Rodriguez noted that staff already participate in mandatory harassment training annually.

2. CivicPlus Training

The consensus of the council was to move this item to the next workshop due to the absence of some members.

CLOSING COMMENT

Mayor Miner asked that residents review the state legislation being proposed and contact their representatives to share their concerns. He noted that much of the legislation will be detrimental to cities and could result in significant long-term costs.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:17 p.m.

Approved: this 13 day of October, 2025

Signed: this 15 day of October, 2025

ATTEST:

/s/ Linda Proskey

Linda Proskey, City Secretary

APPROVED:

/s/ Arthur L. Miner

Arthur L. Miner, Mayor



