AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, SEPTEMBER 14, 2026
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

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.

PRESENTATIONS

1. Presentation of proposed Personnel Policy Updates.
   Juliet Rodriguez, Human Resources and Civil Service Director

2. Municipal Court fines and fees presentation and discussion.
   Jennifer Dorsett

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.

Budget Impact Statement **TAXPAYER IMPACT STATEMENT**
Pursuant to Texas Government Code Section 551.043(c):

Fiscal Year (Tax Year)	**Median-Valued Homestead**	**Tax Rate Per $100 of Value**	**Estimatied Property Tax Bill**
FY 2025-2026 (TY 2025)	$255,391	Adopted 2025 Tax Rate: $0.570200	$1,456.24
FY 2026-2027 (TY 2026)	$250,504	2026 No New Revenue Tax Rate: $0.605860	$1,517.70
FY 2026-2027 (FY 2026)	$250,504	Proposed 2026 tax rate based on the proposed budget for 2026-2027: $0.605800	$1,517.55

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 September 8, 2026, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary

AGENDA MEMORANDUM

DATE: August 11, 2026

TO: Honorable City Council Members

FROM: Juliet Rodriguez, Human Resources and Civil Service Director

THROUGH: Sandra Gibson, City Manager

SUBJECT: Presentation of proposed Personnel Policy Updates.

BACKGROUND/INFORMATION:

This is a presentation to City Council of the proposed changes to the City of Watauga - Personnel, Administration, and Financial Policies and Procedures Manual.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

No action presentation only.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Workshop Presentation 9.8.26 Final

REVIEWED BY:

Juliet Rodriguez, Human Resources and Civil Service Director Approved - 9/2/2026
Sandra Gibson, City Manager Approved - 9/3/2026
Linda Proskey, City Secretary Final Approval - 9/3/2026
Approved as to form for inclusion on Agenda

PROPOSED POLICY REVISIONS

Effective Date

October 1, 2026

Reason for New Policies and 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.
- Refine language to ensure alignment with current practices and best practices.

2.02 (ADA) Americans with Disabilities Policy

Current Policy	Proposed October 1, 2026
✓ Definitions outdated. ✓ Guidelines not completely clear. ✓ No interactive processes addressed.	➢ Revision to disability and Essential Functions definitions to align better with federal law. ➢ Revisions to the Process for Citizens/Patrons and Employees. ➢ Added an Interactive Process. ➢ Revisions to the Verification of Disability Status. ➢ Revisions to the confidentiality and responsibilities for supervisors/managers. ➢ Update to the timeframe for complaints and policy verbiage regarding rights under the grievance procedure.

4.01 Performance Evaluations

Current Policy	Proposed October 1, 2026
✓ Needs clarification on guidelines. ✓ Aligning policy with Evaluation form. ✓ Performance Evaluations Appeal guidelines.	➢ The City highly encourages periodic discussions with staff. ➢ Department head approval and review before the evaluation is issued to the employee. ➢ Align verbiage with the evaluation form. ➢ Guidelines clarified on the appeal process and placing them in the personnel file.

6.06 Classification and Compensation

Current Policy	Proposed October 1, 2026
✓ COLA – at the start of FY	➢ COLA – allow for alternate dates ➢ Adding Field Training Officer monthly pay for Police Officers designated as a Field Training Officer. ➢ Adding Employee Cost Saving Incentive Program.

7.02 Workers' Compensation

Current Policy	Proposed October 1, 2026
✓ Salary Continuation Procedure is 5 days.	➢ Salary continuation program guidelines have been revised to remove the 5-day period.

8.02 Vacation Leave

Current Policy	Proposed October 1, 2026
✓ No carryovers ✓ Clarifying policy verbiage.	➢ Allowing carryovers above max up to 60-80 hours to be reset to the max on final pay date in September. **Does not increase liability.** ➢ Vacation requirements only for those employees who have worked a full year with the city. ➢ Adding hours accrued per pay period. ➢ No vacation leave payouts for employees appealing an indefinite suspension; the payout will only happen once the appeal concludes.

8.03 Sick Leave

Current Policy	Proposed October 1, 2026
✓ Clarifying policy guidelines. ✓ Align Well Pay Conversion with current practices.	➢ Revisions to sick leave misuse. ➢ Defined spouse, child, and parent. ➢ Require notice to supervisor when sick. ➢ Moved buy back option out of separation section. ➢ No sick leave payouts for employees appealing an indefinite suspension; the payout will only happen once the appeal concludes. ➢ Supervisors/Department heads must request sick leave donations with HR. ➢ Well pay conversion option for shift personnel.

14.05 Use of Artificial Intelligence

New	Proposed October 1, 2026
	➢ Establishes responsible AI use with clear guidelines for using AI in City business while maintaining accountability and public trust. ➢ Protects City and personal information by prohibiting entering confidential, protected, or sensitive information into unapproved AI tools and established data security requirements. ➢ Keeps human accountable allowing AI to assist with research and analysis, but employees remain responsible for verifying information and making final decisions. ➢ Requires approved tools and employee training by only allowing tools approved by IT to be used for City business, with annual training required. ➢ Address transparency and public records – requiring appropriate disclosure and review of AI assisted work and recognizes record retention and PIA requirements.

16.01 Employee Safety

Current Policy	Proposed October 1, 2026
✓ Improving and clarifying Policy Verbiage	➢ Objective and policy sections revised for improvements. ➢ Employee Responsibilities revised to add more safety measures and responsibilities. ➢ Manager Responsibilities revised to add more oversite responsibility. ➢ Updated accident reporting requirements to align with other policies. ➢ Update hazard identification and reporting, safety training, and Use of PPE guidelines. ➢ Added a Safety Recognition and Hazard Identification and Reporting

18.01 Inclement Weather

Current Policy	Proposed October 1, 2026
✓ Improving and clarifying Policy Verbiage	➢ Essential workers not reporting must notify before the start of their shift. ➢ Special Weather Compensatory Time may at City's option be earned and used at a later date for city closure delayed openings, or early closures. Use or lose, and not paid out at separation. ➢ Added Payroll Reporting and Accrual Process section with additional clarifying processes.

THANK YOU

Questions?

AGENDA MEMORANDUM

DATE: June 26, 2026

TO: Honorable City Council Members

FROM: Jennifer Dorsett

THROUGH: Sandra Gibson, City Manager

SUBJECT: Municipal Court fines and fees presentation and discussion.

BACKGROUND/INFORMATION:

The City is required to remit specific percentages of collected court fees to the state, while retaining some local funds for court security, technology, and general operations. The state authorizes the City to retain some of the state's portion as an administrative fee for managing the collection of the fees, provided the required reports are submitted timely. A report and payment are submitted to the state on a quarterly basis.

Defendants have a variety of options available when issued a citation or violation, which affects the amount of revenue owed to the City and to the State.

Staff will present a simplified breakdown between what is owed to the state and what the City is authorized to retain.

FINANCIAL IMPLICATIONS:

There is no financial implication as this is a presentation.

RECOMMENDATION/ACTION DESIRED:

No action is required as this is a presentation.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Court revenue presentation

REVIEWED BY:

Sandra Gibson, City Manager — Approved - 9/3/2026
Linda Proskey, City Secretary — Final Approval - 9/3/2026
Approved as to form for inclusion on Agenda

Revenue Distribution and Local Restricted Funds

August 10, 2026

Citations & Violations

Receive a citation or violation?

Know thy options!

Different options = Different amounts =

Different split between the State & the City

EXAMPLE OF A SPEEDING CITATION FOR 41 IN A 25 MPH

LOCAL BUILDING SECURITY FUND: 4.90

LOCAL COURT TECHNOLOGY FUND: $4.00

FINE

$80.00

LOCAL TRUANCY PREVENTION FUND (LTPDF) : $5.00

MUNICIPAL JURY FUND:

$.10

STATE TRAFFIC FUND: $50.00

CONSOLIDATED COURT COST: $62.00

ARREST FEE: $5.00

EXAMPLE OF A SPEEDING CITATION FOR EXPIRED REGISTRATION

LOCAL BUILDING SECURITY FUND: 4.90

LOCAL COURT TECHNOLOGY FUND: $4.00

FINE $125

LOCAL TRUANCY PREVENTION FUND (LTPDF) : $5.00

MUNICIPAL JURY FUND: $.10

CONSOLIDATED COURT COST: $62.00

ARREST FEE: $5.00

Quarterly State Court Costs and Annual Child and Safety Seat Fines

Collection	City collects legally authorized fines/fees
Remit	Required percentages of collected fees to the state,
Retain	Local funds for court security, technology & general operations.

Questions

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