



**AGENDA
WATAUGA CITY COUNCIL
SPECIAL MEETING
MONDAY, JUNE 17, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:00 PM**

CALL TO ORDER

DISCUSSION AND APPROVAL OF MEETING AGENDA

1. Consideration and action on approval of meeting agenda

NEW BUSINESS

1. Discuss and consider a Resolution of the City Council of the City of Watauga, Texas consolidating and integrating the position of City Secretary with the position of City Manager, amending the General Government Employees Fiscal Year 2018-2019 Classification Plain For Full-Time Employee Positions and creating a new full-time, Deputy City Secretary Position {CAPTION}

EXECUTIVE SESSION

The City Council will convene in executive session pursuant to (Texas Open Meetings Act), Chapter 551 of Texas Government Code, Section 551.074 Personnel Matters, which allows the following:

1. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Secretary position (Texas Government Code, Sec. 551.074)

RECONVENE

The City Council will return to open session in the City Council Chamber for possible discussion and action as a result of the Executive Session as follows:

ITEMS OF EXECUTIVE SESSION DELIBERATION:

1. Consideration and possible action regarding the appointment or employment and compensation of a City Secretary as discussed in Executive Session

ADJOURNMENT

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, Terri Johnson, Interim 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 Friday, June 14, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Terri Johnson
Terri Johnson, Interim City Secretary





AGENDA MEMORANDUM

DATE: June 14, 2019

TO: Honorable City Council Members

FROM: Andrea Gardner, City Manager

SUBJECT: Discuss and consider a Resolution of the City Council of the City of Watauga, Texas consolidating and integrating the position of City Secretary with the position of City Manager, amending the General Government Employees Fiscal Year 2018-2019 Classification Plain For Full-Time Employee Positions and creating a new full-time, Deputy City Secretary Position {CAPTION}

BACKGROUND/INFORMATION:

The Interim City Secretary has notified the City that she will no longer be able to continue the interim duties after July 12, 2019. Administration requests that City Council appoint Andrea Gardner as City Secretary. This appointment will allow the City to save on personnel costs for the remainder of this fiscal year and next two fiscal years. A Deputy City Secretary position will be created to assist with the daily tasks of this position.

FINANCIAL IMPLICATIONS:

The fiscal impact of this action will create salary savings for the City since the Deputy position earns a lower salary than that of the City Secretary and allows the City to plan for both positions to be funded within the next two fiscal years.

With the financial impact of SB2/HB2 on the City, such personnel adjustments are necessary to offset the anticipated decrease in property tax revenues. With personnel expenditures comprising the majority of the City's General Fund budget, such adjustments must be made to personnel.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that Council approve a Resolution consolidating and integrating the position of City Secretary with the position of City Manager, amending the General Government Employees Fiscal Year 2018-2019 Classification Plan for full-time employee positions and creating a new full-time Deputy City Secretary position..



AGENDA MEMORANDUM

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2019.06.17 Resolution Consolidating City Sec. w.City Mgr and Creating ADM 00-110 Deputy City Sec_
2. Contract for Interim City Secretary

REVIEWED BY:

Andrea Gardner, City Manager

Terri Johnson, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/14/2019

Final Approval - 6/14/2019

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 19-06-17-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS CONSOLIDATING AND INTEGRATING THE POSITION OF CITY SECRETARY WITH THE POSITION OF CITY MANAGER; AMENDING THE GENERAL GOVERNMENT EMPLOYEES CLASSIFICATION PLAN FOR FULL-TIME EMPLOYEE POSITIONS; CREATING A NEW FULL-TIME, ADM 00-110 DEPUTY CITY SECRETARY POSITION; PROVIDING THAT ALL RESOLUTIONS IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Section 7.02 of the City Charter establishes the position of City Secretary; and,

WHEREAS, the position of City Secretary is currently vacant; and,

WHEREAS, the Texas Legislature has limited the previously long-standing discretion of the City Council to adjust its tax rate to meet the fiscal needs of their community by passing Senate Bill 2 and House Bill 2, which have been signed into law by the Texas Governor; and,

WHEREAS, the duties of the City Secretary regularly overlap and complement the existing duties of the City Manager; and,

WHEREAS, the duties of City Secretary already place obligations upon the position which exceed the capabilities of one person, necessitating more than one full-time position to carry out the duties of the position; and,

WHEREAS, the Human Resources and Civil Service Director recommends the consolidation and integration of the position with the position of City Manager, along with the creation of a new full-time position of Deputy City Secretary with job code ADM 00-110 to assist and ensure the duties of the City Secretary are fulfilled; and,

WHEREAS, the City Staff recommends the City Council consolidate and integrate the position of City Secretary with the position of City Manager and create and approve a new full-time position of Deputy City Secretary; and,

WHEREAS, no budgetary increase is anticipated necessary as a result of this action; and if such is later determined necessary, the City Council will be presented with any appropriate amendment and support therefor, for consideration at that time; and,

WHEREAS, passage of this resolution supports good governance and promotes the effective and efficient operation of the municipality; and,

WHEREAS, the Deputy City Secretary may serve in the City Secretary's absence and provide better coverage to serve the public;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS THAT:

- 1) The recitals presented above are hereby declared true and correct.
- 2) The position of City Secretary is hereby consolidated and integrated with the position of City Manager. The City Manager is hereby appointed as the City Secretary.
- 3) The City of Watauga Classification Plan as amended for the 2019 fiscal year as set forth in Exhibit "A" attached hereto and incorporated herein as if recited verbatim and is hereby adopted. The adoption of the Classification Plan provides for the creation of position of ADM 00-110 Deputy City Secretary.
- 4) This Resolution shall be and is hereby cumulative of all other Resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any such other Resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event, such conflicting provisions, if any, in such other Resolutions are hereby repealed.
- 5) If any section, sub-section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of the Resolution.

- 6) This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor and the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas this 17th day of June 2019.

APPROVED

Arthur L. Miner, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

City Attorney's Approval to Form
And City Charter Section 8.04 Review:

Concur Dissent

George E. Hyde
Interim City Attorney

From: [Terri Johnson](#)
To: [Mayor Arthur Miner](#); [Andrea Gardner](#)
Subject: Contract for Interim City Secretary
Date: Friday, June 14, 2019 5:26:00 PM

Honorable Mayor Miner and City Manager Gardner:

This email is to inform you that July 12, 2019 will be my last day to serve as the Interim City Secretary for the City of Watauga.

I've truly enjoyed working with everyone at the City and hope that I have fulfilled the duties of the City Secretary competently and to your expectations.

Sincerely,

Terri Johnson
Interim City Secretary
City of Watauga
817.514.5825 | www.cowtx.org | 7105 Whitley Road

[LEAVE IT BETTER THAN YOU FOUND IT!](#)

ATTENTION: Please note all correspondence may be considered a public record and made available upon a Public Information Request.

PUBLIC OFFICIALS: A "Reply to All" of this e-mail may lead to violations of the Texas Open Meetings Act.