



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
FRIDAY, AUGUST 2, 2019
10:00 AM

CALL TO ORDER

ROLL CALL

INVOCATION

CITIZEN'S OPEN FORUM (The Citizens Open Forum section of the agenda is an opportunity for citizens to speak regarding matters that are not posted on that particular meeting's agenda. Individual citizens speaking during the Citizens Open Forum shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time. At the beginning of the Citizens Open Forum section of the meeting, citizens desiring to speak shall stand* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand* during this time of recognition will be allowed to speak. The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. Because this section of the meeting is for matters not posted on that particular meeting's agenda, members of the Board, Committee, Commission, or Corporation may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.)

REPORTS FROM STAFF

APPROVAL OF MINUTES FOR MEETING ON

1. Consideration and action to approve the Civil Service Commission Meeting Minutes for March 1, 2019

NEW BUSINESS

1. Consideration and action to certify the eligibility list resulting from the Police Lieutenant Promotional Written Examination on July 9, 2019 and Assessment Center on July 25, 2019

ADJOURNMENT

Meeting Notices and Reservation of Rights

The Civil Service Commission 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, (817) 514-5812 OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Andrea Gardner, 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, July 26, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner

Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: July 23, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Consideration and action to approve the Civil Service Commission Meeting Minutes for March 1, 2019

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on March 1, 2019 are being presented for your consideration and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider the approval of the minutes from the March 1, 2019 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 03-01-2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/26/2019

Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
FRIDAY, MARCH 1, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM

CALL TO ORDER

The Civil Service Commission of the City of Watauga, Texas was called to order at 10:01 a.m., by Chairman Bailey, with the following members present:

Joe Bailey	Chairman
Bernard Bowman	Vice Chairman
Barry Sullivan	Member

and

Marcia Reyna	Civil Service Director
Andrea Gardner	City Manager
Robert Parker	Chief of Police
Danielle Bannick	Officer
Tyler Johnson	Officer
James Cates	Sergeant
Keith Hartman	Assistant Chief of Police
Jason Babcock	Lieutenant

INVOCATION

Chairman Bailey provided the invocation.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Update on City Council Rules of Procedures Manual

Zolaina Parker, City Secretary, provided a report to the Civil Service Commission on the updated City Council Rules of Procedure Manual.

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of January 3, 2019.

Commissioner Sullivan made a motion to approve the Civil Service Commission Regular Meeting Minutes of January 3, 2019, as amended. Vice Chairman Bowman seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

1. Certify eligibility list resulting from the Police Corporal Promotional Written Examination on February 8, 2019 and Assessment Center on February 21, 2019

Chief Parker advised that he was proud of all of the Officers to tested. Vice Chairman Bowman made a motion to certify the eligibility list resulting from the Police Corporal Promotional Written Examination on February 8, 2019 and Assessment Center on February 21, 2019. Commissioner Sullivan seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 10:07 a.m.

APPROVED: this _____ day of _____, _____

SIGNED: this _____ day of _____, _____

APPROVED:

Joe Bailey, Chairman

ATTEST:

Marcia Reyna,
Civil Service Director

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: July 23, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Consideration and action to certify the eligibility list resulting from the Police Lieutenant Promotional Written Examination on July 9, 2019 and Assessment Center on July 25, 2019

BACKGROUND/INFORMATION:

On April 10, 2019 a notice for a Civil Service Promotional Examination for the position Police Lieutenant was posted. The written examination was held on July 9, 2019 and the Assessment Center was conducted on July 25, 2019. The promotional process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers and the Alternate Promotional System adopted by the Watauga Police Department on November 8, 2018. The attached raw eligibility list is presented for the Civil Service Commission's consideration and certification.

FINANCIAL IMPLICATIONS:

As included in the FY 2019-20 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and certify the Promotional Eligibility List for Police Lieutenant as required by Section 143.036 of the Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Lieutenant Promotional Eligibility List 07-25-2019 RAW

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/26/2019

Approved as to form for inclusion on Agenda



POLICE LIEUTENANT PROMOTIONAL RAW SCORES

Written Examination

Date: Tuesday, July 9, 2019

Assessment Center

Date: Thursday, July 25, 2019

Location: Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

In accordance with the Watauga Police Department's Alternate Promotion System adopted on November 8, 2018, below are the results of a promotional written examination administered on July 9, 2019 and Assessment Center administered on July 25, 2019 for the position of Police Lieutenant.

Rank	Candidate Identifier	Written Exam Score	Total Points for Written Exam (50%)	Assessment Center Score	Total Points for Assessment Center (50%)	Seniority Points	TCOLE Points	Total
1	8346	90	45.00	80.63	40.31	10	6	101.31
2	4548	95	47.50	68.13	34.06	10	6	97.56
3	5403	81	40.50	72.88	36.44	10	6	92.94

I, Marcia Reyna, Human Resources & Civil Service Director for the City of Watauga, do hereby certify the above to be the true and correct results of a promotional written examination administered on July 9, 2019 and Assessment Center administered on July 25, 2019 for the position of Police Lieutenant.



Marcia Reyna
Human Resources & Civil Service Director
City of Watauga

Posted July 25, 2019, Revised Title on July 26, 2019