



**AGENDA**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**REGULAR MEETING**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**THURSDAY, OCTOBER 3, 2019**  
**9:00 AM**

**CALL TO ORDER**

**INVOCATION**

**PUBLIC TESTIMONY** Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Body. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

**REPORTS FROM STAFF**

**APPROVAL OF MINUTES FOR MEETING ON**

1. Discuss and consider action on the meeting minutes for September 13, 2019

**NEW BUSINESS**

1. Discuss and consider action to certify the eligibility list resulting from the Police Sergeant Promotional Written Examination on September 10, 2019 and Assessment Center on September 24, 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 Tuesday, September 24, 2019 before 3:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

*Andrea Gardner*

Andrea Gardner, City Secretary





## AGENDA MEMORANDUM

**DATE:** September 24, 2019

**TO:** Civil Service Commission Members

**FROM:** Marcia Reyna, Human Resources and Civil Service Director

**SUBJECT:** Discuss and consider action on the meeting minutes for September 13, 2019

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**BACKGROUND/INFORMATION:**

The minutes from the Civil Service Commission Meeting on September 13, 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 September 13, 2019 Civil Service Commission Meeting.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. CSC Minutes 09-13-2019

**REVIEWED BY:**

Andrea Gardner, City Manager

Final Approval - 9/24/2019

*Approved as to form for inclusion on Agenda*

**MINUTES**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**FRIDAY, SEPTEMBER 13, 2019**  
**CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**11:00 AM**

**CALL TO ORDER**

The Civil Service Commission of the City of Watauga, Texas was called to order at 11:00 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           |
| Shawn Fannan   | Fire Chief             |
| Randy Barkley  | Assistant Fire Chief   |
| Robert Parker  | Chief of Police        |

**INVOCATION**

Chairman Bailey provided the invocation.

**CITIZEN'S OPEN FORUM**

None

**REPORTS FROM STAFF**

None

**APPROVAL OF MINUTES FOR MEETING ON**

1. Approval of Civil Service Commission Regular Meeting Minutes of August 2, 2019.

Commissioner Sullivan made a motion to approve the Civil Service Commission Regular Meeting Minutes of August 2, 2019. Vice Chairman Bowman seconded

the motion, which passed as follows:

**AYES:** Bailey, Bowman, Sullivan

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

## **NEW BUSINESS**

1. Discuss and consider action to amend the classifications of the Watauga Fire Department by adding six (6) firefighter positions and creating three (3) Driver/Engineer positions

Vice Chairman Bowman made a motion to amend the classifications of the Watauga Fire Department by adding six (6) firefighter positions. 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 11:12 a.m.

**APPROVED:** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**SIGNED:** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**APPROVED:**

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Joe Bailey, Chairman

**ATTEST:**

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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:** September 24, 2019

**TO:** Civil Service Commission Members

**FROM:** Marcia Reyna, Human Resources and Civil Service Director

**SUBJECT:** Discuss and consider action to certify the eligibility list resulting from the Police Sergeant Promotional Written Examination on September 10, 2019 and Assessment Center on September 24, 2019

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### **BACKGROUND/INFORMATION:**

On April 10, 2019 a notice for a Civil Service Promotional Examination for the position Police Sergeant was posted. The written examination was held on September 10, 2019 and the Assessment Center was conducted on September 24, 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 approved 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 Sergeant 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. Sergeant Eligibility List Raw 9-24-19

### **REVIEWED BY:**

Andrea Gardner, City Manager

Final Approval - 9/24/2019



## **AGENDA MEMORANDUM**

*Approved as to form for inclusion on Agenda*



## POLICE SERGEANT PROMOTIONAL RAW SCORES

### Written Examination

**Date:** Tuesday, September 10, 2019

### Assessment Center

**Date:** Tuesday, September 24, 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 September 10, 2019 and assessment center administered on September 24, 2019 for the position of Police Sergeant.

| 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 |
|----------------------|--------------------|-------------------------------------|-------------------------|------------------------------------------|------------------|--------------|-------|
| 5670                 | 93                 | 46.50                               | 78.38                   | 39.19                                    | 10               | 4            | 99.69 |
| 3292                 | 85                 | 42.50                               | 88.50                   | 44.25                                    | 7                | 4            | 97.75 |

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 the Police Sergeant Promotional Written Examination conducted on September 10, 2019 and Assessment Center conducted on September 24, 2019.

Marcia Reyna  
Human Resources & Civil Service Director  
City of Watauga  
Posted September 24, 2019