



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
VIDEOCONFERENCE MEETING
WEDNESDAY, MAY 27, 2020
6:00 PM

The meeting will be held via videoconference using WEBEX.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/comments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

Comprehensive Plan Update

Conducting Elections

Welcome Info

Transparency

Forms

Mobile Apps

On-line Payment Center

Public Works Construction Updates

Rufe Snow Improvement Project

Strategic Planning

Street Sweeper Schedule

West Nile Virus

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Civil Service Commission May 27, 2020 Comment Registration

Sign in to Save Progress

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor; the City is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the Civil Service Commission to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name*

Last Name*

Address1*

Agenda Page 1 of 11

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CALL TO ORDER

ROLL CALL

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Civil Service Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Commission that citizens actively participate in the City's governance system and processes. Public input to the Commission 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.

INVOCATION

REPORTS FROM STAFF

1. Update on new Civil Service Commission Member
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for February 18, 2020
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager

NEW BUSINESS

1. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on May 15, 2020
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager

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, May 22, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: May 21, 2020
TO: Civil Service Commission Members
FROM: Marcia Reyna, Human Resources and Civil Service Director
SUBJECT: Update on new Civil Service Commission Member

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 5/22/2020

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: May 21, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action on the meeting minutes for February 18, 2020

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on February 18, 2020 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 February 18, 2020 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 02-18-2020

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 5/22/2020

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
TUESDAY, FEBRUARY 18, 2020
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM**

CALL TO ORDER

The Civil Service Commission Meeting of the City of Watauga, Texas was called to order at 10:00 a.m., by Chairman Bailey, with the following members present:

Joe Bailey	Chairman
Barry Sullivan	Vice Chairman

and	
Andrea Gardner	City Manager
Robert Parker	Chief of Police
Shawn Fannan	Fire Chief
Keith Hartman	Assistant Chief of Police
Marcia Reyna	Civil Service Director

INVOCATION

Vice Chairman Sullivan provided the invocation.

ANNOUNCEMENTS

None

PUBLIC TESTIMONY

None

REPORTS FROM STAFF

1. Update on status of Civil Service Commission vacancy

Mrs. Reyna advised the Commission that applications for the Civil Service Commission had been accepted through February 10, 2020. She also advised that Ms. Gardner would be evaluating the applications and the goal was to make a recommendation during the March 2020 Council Meeting. Ms. Gardner advised that one of the applicants was only able to attend meetings on evenings and weekends. She wanted to check with the Commission if they would be willing to meet during this time. All of the Commission Members stated they were.

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of January 24, 2020

Vice Chairman Sullivan made a motion to approve the minutes from the January 24, 2020 Civil Service Commission Meeting. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

1. Discuss and consider action to approve and certify the eligibility list resulting from the Driver/Engineer Promotional Written Examination on January 15, 2020 and Assessment Center on January 28 and 29, 2020

Vice Chairman Sullivan made a motion to approve and certify the eligibility list resulting from the Driver/Engineer Promotional Written Examination on January 15, 2020 and Assessment Center on January 28 and 29, 2020. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

2. Discuss and consider action to amend the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations to reflect the new Meet and Confer Agreement between the City of Watauga and the Watauga Police Officers' Association

Chief Parker commended City Manager Andrea Gardner, Civil Service Director Marcia Reyna, Association President Officer Steve Gochal and Association Treasurer Sergeant Dwayne Letart on their role in renewing the Meet and

Confer Agreement. He stated that the changes were an improvement and both parties were very cooperative. Vice Chairman Sullivan made a motion to amend the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations to reflect the new Meet and Confer Agreement between the City of Watauga and the Watauga Police Officers' Association. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 10:09 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: May 21, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on May 15, 2020

BACKGROUND/INFORMATION:

On April 9, 2020 a notice for a Watauga Fire Department Entrance Examination for the position Firefighter was posted. The written examination and physical ability examination were held on May 15, 2020. The testing process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers and the City of Watauga Firefighter's and Police Officers' Civil Service Rules and Regulations. The attached eligibility list is presented for the Civil Service Commission's consideration, approval and certification.

FINANCIAL IMPLICATIONS:

As included in the FY 2019-2020 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider, approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on May 15, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Raw Fire Department Eligibility List 05-15-2020

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 5/22/2020

Approved as to form for inclusion on Agenda



FIRE DEPARTMENT ELIGIBILITY LIST

Written Examination

Test Date: May 15, 2020
Location: Hector F. Garcia Community Center
7901 Indian Springs Road, Watauga, TX 76148

Physical Examination

Test Date: May 15, 2020
Location: Watauga Central Fire Station
5909 Hightower Drive, Watauga, TX 76148

An examination for the position of Firefighter was administered on May 15, 2020. The following eligibility list was created as a result of the examination. This list shall be in effect for 12 months from this date unless exhausted earlier.

Rank	Applicant Identifier	Military Points	Physical Ability	Exam Score	Total Score
1	109	5	4:03	89	94
2	96		3:54	93	93
3	95		3:33	89	89
4	106		4:06	86	86
5	103		3:59	85	85
6	107		4:19	85	85
7	99		4:36	84	84
8	97		3:02	83	83
9	94		3:04	82	82
10	111		5:48	82	82
11	100		3:45	81	81
12	110		4:36	81	81
13	101	5	4:24	75	80
14	108		2:42	78	78
15	105		3:33	77	77
16	98		4:22	77	77
17	102		3:15	70	70

Marcia Reyna

Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted on May 15, 2020