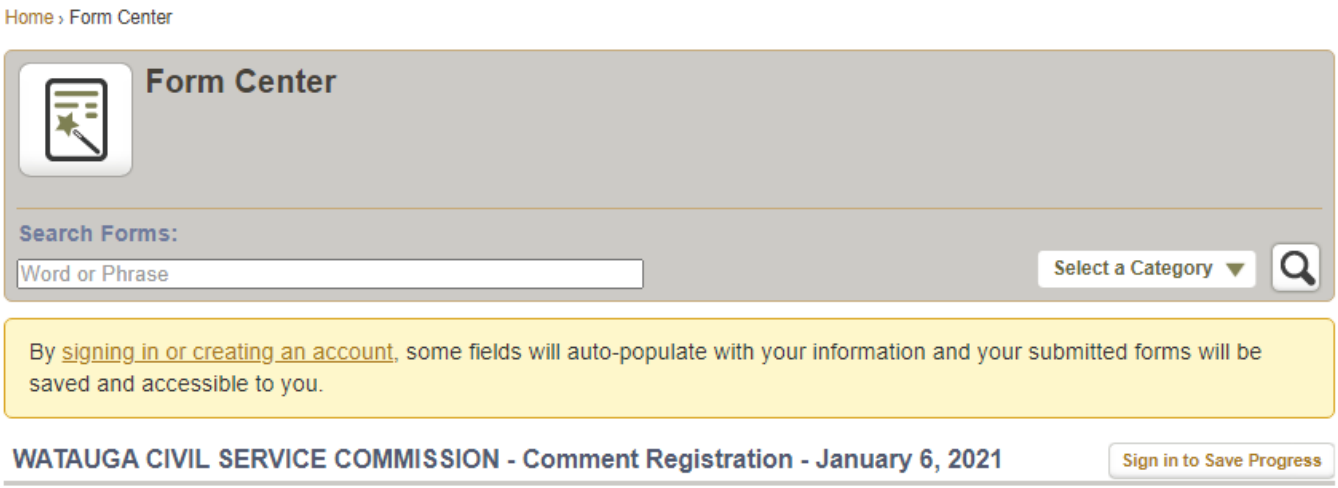
AGENDA
WATAUGA CIVIL SERVICE COMMISSION
VIDEOCONFERENCE MEETING
WEDNESDAY, JANUARY 6, 2021
6:00 PM

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 for ITEMS CONSIDERED FOR ACTION or ITEMS NOT ON THE AGENDA (PUBLIC COMMENTS) at the time of registration and they will be read into the record for you.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WATAUGA CIVIL SERVICE COMMISSION - Comment Registration - January 6, 2021

Sign in to Save Progress

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Watauga Civil Service Commission Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

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 and 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 City Council 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.

Live" meeting space is limited and will be provided on a first come, first served basis. If you select the "live" meeting option, the WEBEX meeting details will be emailed to you at the e mail address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: https://www.cowtx.org/1403/Agendas-and-Minutes. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the Civil Service Commission and Staff 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. If necessary, the Chair will task the staff liaison to respond to the citizen and report back to the Civil Service Commission as soon as practicable. Such report to the Civil Service Commission shall not constitute a meeting called by the Commission nor shall it constitute deliberation or formal action. Individual citizens addressing the Commission during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Commission and no formal Commission action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the Commission may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Commission Member and the citizen will not count toward the time limit and Commission Members are encouraged not to speak until the citizen has first utilized their allocated time.

APPROVAL OF MINUTES FOR MEETING ON

1. December 2, 2020
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

NEW BUSINESS

1. Discussion and action on electing a Civil Service Commission Chairman as required by Local Government Code Chapter 143, Section 143.006(e)
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

2. Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e)
   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 Tuesday, December 22, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

AGENDA MEMORANDUM

DATE: December 16, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: December 2, 2020

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting held on December 2, 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 approve the minutes from the December 2, 2020 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 12-02-2020

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director — Approved - 12/16/2020
Andrea Gardner, City Manager — Final Approval - 12/21/2020
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
WEDNESDAY, DECEMBER 2, 2020
HELD BY VIDEOCONFERENCE
6:00 PM

CALL TO ORDER

The Civil Service Commission Meeting of the City of Watauga, Texas was called to order at 6:04 p.m., by Vice Chairman Sullivan.

The Civil Service Commission of the City of Watauga, Texas convened the meeting by videoconference, with the following members present:

Barry Sullivan	Vice Chairman
Brian Downey	Member
and	
Andrea Gardner	City Manager/City Secretary
Robert Parker	Police Chief
Shawn Fannan	Fire Chief
Marcia Reyna	Civil Service Director
Arthur Miner	Mayor, Council Liaison
Lovie Downey	Council Member Place 3, Council Liaison
Joe Bailey	Chairman (Absent)

PUBLIC COMMENT

None

PUBLIC TESTIMONY FOR ACTION ITEMS

None

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for September 15, 2020

   Member Downey made a motion to approve the minutes from the September 15, 2020 Civil Service Commission Meeting. Vice Chairman Sullivan seconded the motion, which passed as follows:

AYES: Sullivan, Downey
NAYS: None
ABSENT: Bailey
ABSTAIN: None

NEW BUSINESS

1. Discuss and consider action to approve and certify the Watauga Police Department Exam Eligibility List created on November 13, 2020

Member Downey made a motion to approve and certify the Watauga Police Department Exam Eligibility List created on November 13, 2020. Vice Chairman Sullivan seconded the motion, which passed as follows:

AYES: Sullivan, Downey
NAYS: None
ABSENT: Bailey
ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Vice Chairman Sullivan adjourned the meeting at 6:08 p.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: December 16, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action on electing a Civil Service Commission Chairman as required by Local Government Code Chapter 143, Section 143.006(e)

BACKGROUND/INFORMATION:

Section 143.006(e) of the Texas Local Government Code requires that the Civil Service Commission elect a chairman and vice-chairman every January. A Civil Service Commission meeting is held annually in January to allow for a chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 12/16/2020
Andrea Gardner, City Manager	Final Approval - 12/21/2020

Approved as to form for inclusion on Agenda

AGENDA MEMORANDUM

DATE: December 16, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e)

BACKGROUND/INFORMATION:

Section 143.006(e) of the Texas Local Government Code requires that the Civil Service Commission elect a chairman and vice-chairman every January. A Civil Service Commission meeting is held annually in January to allow for a vice-chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 12/16/2020
Andrea Gardner, City Manager	Final Approval - 12/21/2020

Approved as to form for inclusion on Agenda