



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, NOVEMBER 9, 2021
6:30 PM

CALL TO ORDER

ROLL CALL

INVOCATION

ANNOUNCEMENTS

REPORTS FROM STAFF

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 City Council 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 City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council 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 Council and no formal Council 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 City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council

member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

ACTION ITEMS

1. Discuss and consider action to approve the minutes from the Civil Service Commission Meeting on August 24, 2021

Marcia Reyna, Human Resources and Civil Service Director
Robert Parker, Interim City Manager

2. Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on November 3, 2021

Marcia Reyna, Human Resources and Civil Service Director
Robert Parker, Interim City Manager

3. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on November 5, 2021

Marcia Reyna, Human Resources and Civil Service Director
Robert Parker, Interim City Manager

4. Discuss and consider action to appoint an interim Civil Service Director

Marcia Reyna, Human Resources and Civil Service Director
Robert Parker, Interim 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, 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 November 5, 2021 before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Linda Proskey, City Secretary





AGENDA MEMORANDUM

DATE: November 1, 2021

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve the minutes from the Civil Service Commission Meeting on August 24, 2021

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on August 24, 2021 are being presented for the Civil Service Commission's review and approval.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Staff respectfully requests that the Civil Service Commission consider the approval of the minutes from the Civil Service Commission Meeting on August 24, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 08-24-2021 - Pending Approval

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 11/1/2021
Robert Parker, Interim City Manager	Approved - 11/2/2021
Terri Johnson, Interim City Secretary	Approved - 11/5/2021
Linda Proskey, City Secretary	Final Approval - 11/5/2021

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
TUESDAY, AUGUST 24, 2021
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 6:00 p.m., by Chairman Bailey.

ROLL CALL

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

Joe Bailey	Chairman
Barry Sullivan	Vice Chairman
Brian Downey	Member
and	
Andrea Gardner	City Manager/Chief Executive
Shawn Fannan	Fire Chief
Marcia Reyna	Civil Service Director

INVOCATION

Chairman Bailey provided the invocation.

ANNOUNCEMENTS

Civil Service Director Marcia Reyna announced City Manager Andrea Gardner is leaving the City of Watauga on September 10, 2021 making this her last Civil Service Commission meeting.

PUBLIC COMMENT

None

PUBLIC TESTIMONY FOR ACTION ITEMS

None

ACTION ITEMS

1. Discuss and consider approval of the minutes from the Civil Service Commission Meeting on March 25, 2021

Vice Chairman Sullivan made a motion to approve the minutes from the Civil Service Commission Meeting on March 25, 2021. Member Downey seconded the motion, which passed as follows:

AYES: Sullivan, Downey, Bailey

NAYS: None

ABSENT: None

ABSTAIN: None

2. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on August 2, 2021

Vice Chairman Sullivan made a motion to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on August 2, 2021. Member Downey seconded the motion, which passed as follows:

AYES: Sullivan, Downey, Bailey

NAYS: None

ABSENT: None

ABSTAIN: None

3. Discuss and consider action to approve the proposed revision to section 4.08 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations

Member Downey made a motion to approve the proposed revision to section 4.08 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations. Vice Chairman Sullivan seconded the motion, which passed as follows:

AYES: Sullivan, Downey, Bailey

NAYS: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 6:09 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: November 1, 2021

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 Police Department Entrance Exam Eligibility List created on November 3, 2021

BACKGROUND/INFORMATION:

On October 8, 2021 a notice for a Watauga Police Department Entrance Exam for the position of Police Officer was posted. The written examination and physical ability examination were held on November 3, 2021. The testing process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations. The attached eligibility list is being presented for the Civil Service Commission's consideration and certification.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Staff respectfully requests that the Civil Service Commission approve and certify the Watauga Police Department Entrance Exam Eligibility List created on November 3, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. POLICE OFFICER ELIGIBILITY LIST 11-03-2021

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 11/3/2021
Robert Parker, Interim City Manager	Approved - 11/3/2021
Terri Johnson, Interim City Secretary	Approved - 11/5/2021
Linda Proskey, City Secretary	Final Approval - 11/5/2021

Approved as to form for inclusion on Agenda



POLICE DEPARTMENT ELIGIBILITY LIST

Test Date:

November 03, 2021

Exam Location:

Hector F. Garcia Community Center
7901 Indian Springs Road, Watauga, TX 76148

Rank	Applicant Identifier	Military Points	VO2%	Exam Score	Total Score
1	62	5	71.47%	85	90
2	72	5	49.13%	84	89
3	82		73.35%	83	83
4	81	5	52.07%	83	88
5	84		41.91%	83	83
6	60		56.80%	81	81
7	75		58.90%	80	80
8	70	5	70.24%	79	84
9	59		73.07%	77	77
10	80		67.14%	76	76
11	73	5	60.95%	76	81
12	65	5	68.07%	75	80
13	63		75.83%	74	74
14	87		50.35%	74	74
15	67		46.77%	74	74
16	58		58.16%	72	72
17	88		53.10%	70	70
18	64		45.98%	70	70

An examination for the position of Police Officer was administered on November 03, 2021. 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.

Marcia Reyna
Director of Human Resources & Civil Service
City of Watauga
Posted on November 3, 2021



AGENDA MEMORANDUM

DATE: November 1, 2021

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 November 5, 2021

BACKGROUND/INFORMATION:

On September 10, 2021 a notice for a Watauga Fire Department Entrance Exam for the position of Firefighter was posted. The written examination and physical ability examination were held on November 5, 2021. The testing process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service and the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations. The attached eligibility list is being presented for the Civil Service Commission's consideration and certification.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Staff respectfully requests that the Civil Service Commission approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on November 5, 2021.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FIRE DEPARTMENT ELIGIBILITY LIST 11-05-2021

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director	Approved - 11/5/2021
Robert Parker, Interim City Manager	Approved - 11/5/2021
Linda Proskey, City Secretary	Final Approval - 11/5/2021
<i>Approved as to form for inclusion on Agenda</i>	



FIRE DEPARTMENT ELIGIBILITY LIST

Written and Physical Examination

Test Date: November 5, 2021

Location: Watauga Central Fire Station
5909 Hightower Drive, Watauga, TX 76148

Rank	Applicant Identifier	Military Points	Physical Ability	Exam Score	Total Score
1	141	5	3:26	88	93
2	137		4:25	84	84
3	136		3:18	82	82
4	135		4:56	76	76

An examination for the position of Firefighter was administered on November 5, 2021. 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.



Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted on November 5, 2021