

**MINUTES**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**TUESDAY, AUGUST 13, 2024**  
**CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**6:00 PM**

**CALL TO ORDER**

The Civil Service Commission Meeting of the City of Watauga of the City of Watauga, Texas was called to order at 6:00 pm by Brian Downey.

**ROLL CALL**

Brian Downey – Member Place 1  
Kimberly Martinez – Member Place 2  
Renni Burt – Member Place 3  
And  
Juliet Rodriguez – HR/Civil Service Director  
Alan Thomas – Assistant Fire Chief  
Keith Hartman – Assistant Police Chief  
Sandra Gibson – Interim City Manager  
Arthur Miner – Mayor  
Lovie Downey – Council Member  
Kimberly Martinez - Citizen  
Summer Wilkinson – HR Coordinator

**ANNOUNCEMENT**

- **Julie Rodriguez – HR/Civil Service Director** announced:
  - Welcomed Kimberly Martinez (Place 2) to the Civil Service Commission and thanked her for her willingness to serve her community.

**PUBLIC COMMENT**

None

**PUBLIC TESTIMONY FOR ACTION ITEMS**

None

**REPORTS FROM STAFF**

None

## **ACTION ITEMS**

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

Place 1 Downey nominated Place 3 Burt from Civil Service Vice Chairman. Place 1 Downey made a motion to approve Place 3 Burt as Civil Service Chairman and the motion was seconded by Place 2 Martinez.

AYES: Downey, Burt, Martnez  
NAY: None  
ABSTAIN: None

2. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on June 11, 2024.

Place 3 Burt made a motion to approve and certify the Civil Service Commission Meeting minutes and the motion was seconded by Place 2 Martinez.

AYES: Downey, Burt, Martnez  
NAY: None  
ABSTAIN: None

3. Discuss and Consider action to approve and certify the Watauga Police Department Corporal Promotional Eligibility list created on July 16, 2024.

Julie Rodriguez - The written examination for the Police Department's Police Corporal position was held on Tuesday, June 25, 2024, and the assessment center was held on Tuesday, July 16, 2024. Five candidates tested for the position and five candidates passed and made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 1 Downey made a motion to approve the Eligibility List and the motion was seconded by Place 3 Burt.

AYES: Downey, Burt, Martnez  
NAY: None  
ABSTAIN: None

4. Discuss and Consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility list created on August 9, 2024.

Julie Rodriguez - On Friday, August 9, 2024, we held a Police Officer entrance examination. We had 22 candidates show up for the exam and 15 made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 3 Burt made a motion to approve the Eligibility List and the motion was seconded by Place 2 Martinez.

AYES: Downey, Burt, Martnez  
NAY: None  
ABSTAIN: None

5. Discuss and Consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility list created on July 9, 2024.

Julie Rodriguez - On Tuesday, July 9, 2024, we held a Fire Department entrance examination. We had 11 candidates show up for the exam and all 11 candidates made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 3 Burt made a motion to approve the Eligibility List and the motion was seconded by Place 2 Martinez.

AYES: Downey, Burt, Martnez  
NAY: None  
ABSTAIN: None

## ITEMS FOR FUTURE AGENDAS

None

## ADJOURNMENT

With no further business to discuss, Chairman Downey adjourned the meeting at 6:07 pm

**APPROVED:** this 27 day of August, 2024

**SIGNED:** this 27 day of August, 2024

**ATTEST:**

Julie Rodriguez /s/

Juliet Rodriguez,  
HR/Civil Service Director

**APPROVED:**

/S/ Brian Downey

Chairman Brian Downey

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