



**MINUTES**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**TUESDAY, JANUARY 28, 2025**  
**CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**6:00 PM**

**CALL TO ORDER**

Chairperson called the meeting to order at 6:00 p.m.

**ROLL CALL**

The meeting convened with the following members present:

Brian Downey  
Kimberly Martinez  
Renni Burt

Place 1  
Place 2  
Place 3 – absent without notice

and

Julie Rodriguez  
Lovie Downey  
Arthur Minor  
Robert Parker

Civil Service Director/Human Resources  
Councilmember, Place 3  
Mayor  
Chief of Police

**ANNOUNCEMENTS**

Julie Rodriguez:

1. Chief Parker's retirement party is Wednesday, January 28, 2025. His last day of employment is Friday, January 31, 2025.
2. There is a Chief of Police prospect in the background process, hoping to have an announcement soon.

**PUBLIC COMMENT**

No requests for public testimony were received.

**PUBLIC TESTIMONY FOR ACTION ITEMS**

No requests for public testimony were received.

**REPORTS FROM STAFF**

There were no reports from staff.

## **ACTION ITEMS**

**1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on December 10, 2024.**

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Chairperson Downey seconded the motion. Chairperson Downey called for a vote.

Motion carried 2-0-0-0.

Ayes, Downey, Martinez

Nays: None

Abstain: None

Absent: None

**2. Discuss and consider action on electing a Civil Service Commission Chairman and Vice Chairman as required by Local Government Code Chapter 143, Section 143.006 €.**

Member Kimberly Martinez nominated Member Downey for Chairperson, and the motion was seconded by Member Downey.

Motion carried 2-0-0-0.

Ayes, Downey, Martinez

Nays: None

Abstain: None

Absent: None

Member Downey nominated Member Martinez for Vice Chairperson, and the motion was seconded by Member Martinez.

Motion carried 2-0-0-0.

Ayes, Downey, Martinez

Nays: None

Abstain: None

Absent: None

**3. Discuss and Consider action to approve and certify the Watauga Police Department Police Lieutenant Promotional Eligibility List created on January 20, 2025.**

**Julie Rodriguez – HR/Civil Service Director** - The written examination for the Police Department's Police Lieutenant position was held on Monday, January 6, 2025 and the assessment center was held on Monday, January 20, 2025. Three candidates tested for the position and three candidates pass and make it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Chairperson Downey seconded the motion. Chairperson Downey called for a vote.

Motion carried 2-0-0-0.

Ayes, Downey, Martinez

Nays: None

Abstain: None

Absent: None

**4. Discuss and Consider action to approve and certify the Watauga Police Department Police Sergeant Promotional Eligibility List created on January 20, 2025.**

**Julie Rodriguez – HR/Civil Service Director** - The written examination for the Police Department's Police Sergeant position was held on Monday, January 6, 2025 and the assessment center was held on Monday, January 20, 2025. Two candidates tested for the position and one candidate passed and made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Chairperson Downey seconded the motion. Chairperson Downey called for a vote.

Motion carried 2-0-0-0.

Ayes, Downey, Martinez

Nays: None

Abstain: None

Absent: None

## ADJOURNMENT

Chairperson Downey adjourned the meeting at 6:06 pm.

Approved: this 10<sup>th</sup> day of June, 2025

Signed: this 10<sup>th</sup> day of June, 2025

APPROVED:

/S/ Brian Downey

Brian Downey, Chairperson

ATTEST:

/s/ Julie Rodriguez

Juliet Rodriguez,  
HR/Civil Service Director

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