



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, OCTOBER 7, 2025
6:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

REPORTS FROM STAFF

ACTION ITEMS

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on June 10, 2025.

2. Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on September 19, 2025.
3. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on September 24, 2025.

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 [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

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, Linda Proskey, 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 September 30, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
TUESDAY, JUNE 10, 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	Place 1
Kimberly Martinez	Place 2
Renni Burt	Place 3

and

Julie Rodriguez	Civil Service Director/Human Resources
Lovie Downey	Councilmember, Place 3
Authur Miner	Mayor
James Parham	Lieutenant

ANNOUNCEMENTS

Julie Rodriguez:

1. Chief James Lewis started 02/11/2025
2. Kevin Mead – Promoted to Asst Chief – 03/08/2025
3. James Varelans - Promoted to Lieutenant – 03/08/2025
4. Kacee Honardar – Promoted to Sergeant – 03/28/2025
5. Daniel Arend – Promoted to Corporal – 03/08/2025

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 January 28, 2025.

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

Motion carried 3-0-0-0.

Ayes, Downey, Burt, Martinez

Nays: None

Abstain: None

Absent: None

2. Discuss and Consider action to approve and certify the Watauga Police Department Entrance Exam List created on May 30, 2025.

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

Motion carried 3-0-0-0.

Ayes, Downey, Burt, Martinez

Nays: None

Abstain: None

Absent: None

ADJOURNMENT

Chairperson Downey adjourned the meeting at 6:03 pm.

Approved: this _____ day of _____, 2025

Signed: this _____ day of _____, 2025

APPROVED:

Brian Downey, Chairperson

ATTEST:

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.



POLICE DEPARTMENT CERTIFIED ELIGIBILITY LIST

Exam Date:
Exam Location:

Friday, September 19, 2025
Hector F. Garcia Community Center
7901 Indian Springs Road, Watauga, TX 76148

Rank	Card #	VO2%	Military Points	Exam Score	Total Score
1	123	30.80%		84	84
2	135	76.64%	5	73	78
3	136	51.02%		78	78
4	130	38.49%	5	73	78
5	132	72.32%		76	76
6	128	56.37%		76	76
7	133	74.59%		75	75
8	134	66.53%		75	75
9	122	54.12%		75	75
10	129	67.82%		74	74
11	121	74.43%		73	73
12	138	70.66%		72	72
13	125	41.88%		70	70

An examination for the position of Police Officer was administered on Friday, September 19, 2025. 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.

Juliet Rodriguez
City of Watauga- HR / Civil Service Director
Certified and Approved 10/07/2025
Posted on 09/19/2025 / Expires on 09/19/2026




WATAUGA FIRE DEPARTMENT CERTIFIED ELIGIBILITY LIST

Written Examination

Test Date: September 24, 2025
Location: Central Fire Station
5909 Hightower Dr.
Watauga, TX 76148

Rank	Applicant Identifier	Military	Written Exam	Total Score
1	102	5	85	90
2	108		89	89
3	106		87	87
4	105		85	85
5	101		84	84
6	109		84	84
7	107		83	83
8	103		79	79
9	104		79	79
10	100		78	78

An examination for the position of Firefighter was administered on September 24, 2025. 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.



Juliet Rodriguez
HR/Civil Service Director
City of Watauga
Certified and posted on October 10, 2025
Expires on September 24, 2026