



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
THURSDAY, JANUARY 3, 2019
10:00 AM

CALL TO ORDER

INVOCATION

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the Secretary of the Civil Service Commission prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Civil Service Commission on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No deliberation or comments will be made with regard to citizen comments and no formal action can be taken by the Civil Service Commission on items that are not posted on the agenda.

REPORTS FROM STAFF

APPROVAL OF MINUTES FOR MEETING ON

1. November 8, 2018

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)
2. Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e)
3. Discussion and action to amend the classifications of the Watauga Police Department by amending the number of Police Officers from 29 to 24 and creating 5 Police Corporal positions

ADJOURNMENT

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, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on December 28, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: December 19, 2018
TO: Civil Service Commission Members
FROM: Marcia Reyna, Human Resources and Civil Service Director
SUBJECT: November 8, 2018

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting held on November 8, 2018 are being presented for review and approval.

FINANCIAL IMPLICATIONS:

n/a

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 11082018

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 12/28/2018

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
THURSDAY, NOVEMBER 8, 2018
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM

CALL TO ORDER

The Civil Service Commission of the City of Watauga, Texas was called to order at 10:05 a.m., by Chairman Bailey, with the following members present:

Joe Bailey	Chairman
Barry Sullivan	Member

and

Marcia Reyna	Civil Service Director
Andrea Gardner	City Manager
Robert Parker	Chief of Police
Shawn Fannan	Fire Chief

with

Bernard Bowman, absent without notice.

INVOCATION

Chairman Bailey gave the invocation.

CITIZEN'S OPEN FORUM

None

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of September 20, 2018

Commissioner Sullivan made a motion to approve the Civil Service Commission Regular Meeting Minutes of September 20, 2018. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: Bowman

ABSTAIN: None

NEW BUSINESS

1. Discussion and action on canvass of the votes of the Police Department Alternate Promotional System election held October 25, 2018 through October 29, 2018

Commissioner Sullivan made a motion to approve the canvass of the votes of the Police Department Alternate Promotional System election held October 25, 2018 through October 25, 2018. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: Bowman

ABSTAIN: None

2. Discussion and action on amending Chapter 9 and Chapter 10 of the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations to reflect the revised Alternate Promotional System in the Police Department

Commissioner Sullivan made a motion to amend Chapter 9 and Chapter 10 of the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations to reflect the revised Alternate Promotional System in the Police Department. Chairman Bailey seconded the motion, which passed as follows:

AYES: Bailey, Sullivan

NAYS: None

ABSENT: Bowman

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 10:11 a.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 19, 2018

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 be elected every January. A Civil Service Commission meeting is held annually in January to allow for a chairman and vice-chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 12/28/2018



AGENDA MEMORANDUM

DATE: December 19, 2018

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 be elected every January. A Civil Service Commission meeting is held annually in January to allow for a chairman and vice-chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 12/28/2018



AGENDA MEMORANDUM

DATE: December 19, 2018

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action to amend the classifications of the Watauga Police Department by amending the number of Police Officers from 29 to 24 and creating 5 Police Corporal positions

BACKGROUND/INFORMATION:

The Civil Service Commission ordered an Alternate Promotional System election for the Police Department on September 20, 2018. The election was held from October 25, 2018 to October 29, 2018. One of the major reasons for amending the Alternate Promotional System was to include the position of Police Corporal. The votes from the election were canvassed by the Civil Service Commission on November 8, 2018. The amended Alternate Promotional System passed.

As an additional step in incorporating the position of Police Corporal in the Police Department's rank structure, the Watauga Police Department is requesting an amendment to the existing classifications to decrease the number of Police Officer position by five (5) from 29 to 24 and to add five (5) Police Corporal positions. This amendment will not increase the total number of positions found in the classification plan. Five (5) Police Officers will be promoted to the position of Police Corporal. Salary adjustments will be made to the Police Corporal, Police Sergeant and Police Lieutenant positions as the Step Plan is adjusted to incorporate the new structure. These salary adjustments have been approved in the Fiscal Year 2018-19 budget. The creation of five (5) Police Corporal positions will allow for better management and operations of the Police Department.

Attached is a draft of the proposed ordinance that will be presented for City Council approval on January 14, 2019 if the Civil Service Commission approves the requested amendment. Note that the effective date for the ordinance is March 16, 2019 to allow for promotional testing.

The Current Police Department Classifications were approved by the Civil Service Commission on June 1, 2018 and by the City Council through Ordinance 1670 on June 25, 2018.



AGENDA MEMORANDUM

Current Police Department Classifications

CLASSIFICATION	NUMBER OF POSITIONS
POLICE OFFICER	29
POLICE SERGEANT	8
POLICE LIEUTENANT	2
ASSISTANT POLICE CHIEF	1
POLICE CHIEF	1
TOTAL	41

Proposed Police Department Classifications

CLASSIFICATION	NUMBER OF POSITIONS
POLICE OFFICER	24
POLICE CORPORAL	5
POLICE SERGEANT	8
POLICE LIEUTENANT	2
ASSISTANT POLICE CHIEF	1
POLICE CHIEF	1
TOTAL	41

FINANCIAL IMPLICATIONS:

As included in the FY 2018-19 budget.

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CA Letter Approving Police Corporal 12-17-2018

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 12/28/2018

LAW OFFICES
EVANS, DANIEL, MOORE, EVANS, BIGGS & DECKER
(NOT A PARTNERSHIP)

MARK G. DANIEL

BOARD CERTIFIED - CRIMINAL LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

CRIMINAL TRIAL SPECIALIST-BOARD CERTIFIED
NATIONAL BOARD OF TRIAL ADVOCACY

SUNDANCE SQUARE
115 WEST SECOND STREET, SUITE 202
FORT WORTH, TEXAS 76102

(817) 332-3822
FACSIMILE (817) 332-2763

OF COUNSEL:
TIM EVANS
TIM MOORE
LANCE T. EVANS
WILLIAM R. BIGGS
ANDREW J. DECKER

December 14, 2018

Via Email

Ms. Marcia Reyna
Director of Human Resources
City of Watauga
7105 Whitley Road
Watauga, Texas 76148

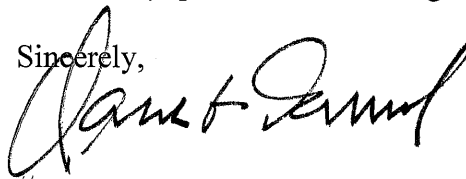
Re: Ordinance Repealing Ordinance No. 1670

Dear Ms. Reyna:

Pursuant to your request, I have reviewed the draft of the Ordinance by the City Council of the City of Watauga seeking to repeal Ordinance Number 1670 and amending the classifications and numbers of positions in the classifications of the City of Watauga Police Department to add five (5) police corporal positions. I approve of this draft Ordinance and would recommend that the same be presented to the next City Council for consideration and approval.

Thank you for your attention to the above and the opportunity to be of assistance. Please do not hesitate to contact my office should you have any questions concerning this matter.

Sincerely,



MARK G. DANIEL

MGD/tp

cc: Mayor Pro tem David Griffin
Ms. Andrea Gardner, City Attorney
Ms. Zolaina R. Parker, City Secretary

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE 1670; AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS AMENDING THE CLASSIFICATIONS AND NUMBERS OF POSITIONS IN THE CLASSIFICATIONS OF THE CITY OF WATAUGA POLICE DEPARTMENT TO AMEND THE NUMBER OF POLICE OFFICERS FROM 29 TO 24 AND TO ADD 5 POLICE CORPORAL POSITIONS; PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Watauga, Texas has adopted Local Government Code Chapter 143, Municipal Civil Service for the City of Watauga Police Department and Fire Department; and

WHEREAS, Local Government Code Chapter 143, Municipal Civil Service, §143.021 provides that the municipal governing body shall establish police officer and firefighter classifications, as well as the number of positions in each classification; and

WHEREAS, The classifications for police officer and firefighter are subject to funding in the City's annual budget; and

WHEREAS, The City of Watauga has created a new level of supervision in the Police Department and added the position of Police Corporal to its command structure; and

WHEREAS, The City of Watauga has allocated funds for the position Police Corporal in the Fiscal Year 2018-19 Budget; and

WHEREAS, on January 3, 2019 the Watauga Civil Service Commission approved the addition of the Police Corporal position; and

WHEREAS, the City Council wishes to authorize five (5) positions of Police Corporal which will promote from the position of Police Officer; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS, THAT:

I.

Prior to the effective date of this ordinance, the following classifications and number of

positions in each classification in the Police Department existed:

CLASSIFICATION	NUMBER OF POSITIONS
POLICE OFFICER	29
POLICE SERGEANT	8
POLICE LIEUTENANT	2
ASSISTANT POLICE CHIEF	1
POLICE CHIEF	1
TOTAL	41

II.

As of the effective date of March 16, 2019 the following classifications and number of positions in each classification in the Police Department shall exist, and no others:

CLASSIFICATION	NUMBER OF POSITIONS
POLICE OFFICER	24
POLICE CORPORAL	5
POLICE SERGEANT	8
POLICE LIEUTENANT	2
ASSISTANT POLICE CHIEF	1
POLICE CHIEF	1
TOTAL	41

III.

This Ordinance shall operate to repeal all ordinances which are inconsistent or in conflict with the provisions of this Ordinance.

IV.

If any section, subsection, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

V.

This Ordinance does not demonstrate, nor is it any evidence of any intent to form a contract, unilateral or otherwise, with any civil service employee. This ordinance is enacted to comply with Chapter 143, Texas Local Government Code, specifically §143.021, and for no other purpose. The City Council expressly disavows any intent to form any sort of contract by adoption of this Ordinance.

VI.

This Ordinance shall become effective and shall be in full force and effect on March 16, 2019 after passage and adoption by the City Council of the City of Watauga, Texas, and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law and the City Charter.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this the 14th day of January, 2019.

APPROVED:

DAVID GRIFFIN, Mayor Pro Tem

ATTEST:

ZOLAINA R. PARKER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

MARK G. DANIEL, City Attorney