



Commissioner Ozell L. Birks
Commissioner Deanna Mendez
Commissioner Edward Perkins

Venus Wehle, City Manager
Amy L. Anderson, City Secretary
Angela Locuste, Civil Svc. Director

Agenda
Regular Civil Service Commission Meeting
August 6, 2025 - 10:00 AM

Notice is hereby given that on August 6, 2025, the Civil Service Commission of the City of Forest Hill will hold a Regular Meeting at 10:00 AM, in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, for the purpose of considering the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

1. Call to Order

2. Consent Agenda

All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. There will not be separate discussion of these items unless a Member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of the meeting minutes for the April 15, 2025 meeting.

3. Deliberation Agenda

- a) Discuss and consider action on a request for a variance in the promotional examination eligibility for the Forest Hill Police Department's Sergeant promotional examination.

4. Adjournment

Certificate

I, Amy L. Anderson, City Secretary, do hereby certify that a copy of the August 6, 2025 Civil Service Commission agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the [City's website](#), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: August 1, 2025

TIME OF POSTING: 1:30 p.m.

Amy L. Anderson, TRMC, CMC
City Secretary

NOTICE OF POSSIBLE QUORUM

Notice is hereby given that a possible quorum of the Forest Hill City Council may attend this meeting. While there may be an incidental discussion of City business, the City Council will not be deliberating as a governing body of the City of Forest Hill. Any discussion of public business is purely incidental. No action will be taken by the governing body.

NOTICE OF ACCOMMODATION

The Forest Hill City Hall is wheelchair accessible. Access to the building and special parking is available at the Main Entrance at the north end of the building. Spanish language interpreters, deaf interpreters, Braille copies, or any other special needs will be provided to any person requesting a special service with at least 48 hours notice. Please call the City Secretary's office at 817-568-3040 or aanderson@foresthilltx.org.



Civil Service Commission Communication Consent Agenda 2a

DATE: August 6, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: Consider approval of the meeting minutes for the April 15, 2025 meeting.

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. April 15, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Commissioner Ozell L. Birks
Commissioner Deanna Mendez
Commissioner Edward Perkins

Venus Wehle, City Manager
Angela Locuste, Civil Service Director
Amy Anderson, City Secretary

MINUTES
CIVIL SERVICE COMMISSION
April 15, 2025

The Civil Service Commission of the City of Forest Hill met on the above date at 10:00 a.m. with City Secretary Amy Anderson presiding. The following Commissioners and Officials were present Ozell L. Birks, Edward Perkins, Venus Wehle, City Manager, and Angela Locuste, HR/Civil Service Director.

Commissioner Deanna Mendez had an excused absence.

Guests in attendance:

Chief David Hernandez, Cpt. Sumpter, Detective Dancer, Deborah Krane, Esq., and Kristi Anderson, HR Generalist.

1. Call to Order

With a quorum present, City Secretary Amy Anderson called the meeting to order at 10:00 a.m.

2. Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the Civil Service Commission and will be enacted by one motion. There will not be a separate discussion of these items unless a member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of meeting minutes for the January 21, 2025 meeting.

Commissioner Birks made a motion to approve the Consent Agenda Item 3a. Commissioner Perkins. seconded the motion.

The motion passed unanimously.

3. Deliberation Agenda

- a) Discuss and action on an appeal regarding the study materials for the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.

Deborah Krane with the Krane Law Firm representing Detective Dancer addressed the Commission on the appeal. She provided exhibits regarding the appeal. The source material advertised, and the source material used in the examination were from two (2) different books. One was published in 1993, and the other was published in 2005. Thirty questions were created from the 1993 version rather than the posted 2005 version and Detective Dancer missed twelve (12) of the questions. Detective Dancer is asking for her twelve (12) questions to be removed and base the test on the remaining eighteen (18) questions.

Commissioner Birks asked for further clarification so that he understood Detective Dancer's request.

Angela Locuste, HR/Civil Service Director addressed the Commission and provided documentation regarding the test.

There was a mishap on the source material that was submitted to the test created URE.

Other officers who took the test also missed questions within the 1-30 section on leadership.

Ms. Locuste's recommendation to the Commission is to remove the 30 questions and rescore based on a 70-question test. URE, creator of the test, recommended the same thing. This will be the fairest way for all officers who tested.

Commissioner Birks inquired on the three (3) options that was provided in their packet material. Ms. Locuste's recommendation is to grade on a 70-question test. Detective Dancer only wants her twelve (12) questions removed.

Commissioner Birks inquired if the questions were removed, would Detective Dancer pass the test. Ms. Locuste stated that although Detective Dancer did not pass the original test, she would pass the test if the twelve (12) questions were removed or if the thirty (30) questions were removed.

Ms. Krane stated that her client Detective Dancer wants the test scored on the remaining eighteen (18) questions of the thirty (30) question section.

Ms. Locuste once again stated her recommendation is to remove the thirty (30) questions since the other officers also missed questions in the section. She is trying to be fair to all the officers who took the test.

Detective Dancer wants a better score on the test and that is why she only wants her twelve (12) questions to be removed from the test.

The Commission was still not understanding the options provided to them, so Presiding Officer Amy Anderson clarified that Ms. Locuste's recommendation to be fair to all is to remove the thirty (30) questions and score the test on the remaining 70 questions.

Commissioner Birks reiterated the options to understand the motion.

Commissioner Birks made a motion to remove the questions 1-30 and rescore the remaining questions resulting in the updating of all participant's scores.

Commissioner Perkins seconded the motion. The motion passed unanimously.

b) Discuss and certify the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.

With no further discussion, Commissioner Birks made a motion to certify the Forest Hill Police Entrance Examination held on March 20, 2025.

Commissioner Perkins seconded the motion. The motion passed unanimously.

c) Discuss and consider action to amend the Local Civil Service Rules Section 4.08 Posting Examination Results and Section 4.11 (a) Promotional Eligibility List.

Angela Locuste, HR/Civil Service Director, presented the changes to the Commission as follows:

Current wording

4.08 Posting Examination Results

The results of each Promotional Examination shall be posted at City Hall within twenty-four (24) hours after the last examination paper for such examination is submitted for grading.

Additional wording to be added

This list shall then be considered the official certified list for the position for which the examination was given.

Current wording

4.11 Promotional Eligibility List

a) The Eligibility list shall be posted within twenty-four (24) hours after the conclusion of the examination. The Eligibility List shall remain in effect for one (1) full year from the day the List is posted.

Additional wording to be added

This list shall then be considered the official certified list for the position for which the examination was given.

Commissioner Birks made a motion to approve the amendments to the Local Civil Service Rules Section 4.08 Posting Examination Results and Section 4.11 (a) Promotional Eligibility List.

Commissioner Perkins seconded the motion. The motion passed unanimously.

- d) Discuss and consider action to amend the Local Civil Service Rules Section 4.11 (b, c, d) Promotional Eligibility List referencing seniority points.

Angela Locuste, HR/Civil Service Director, presented the changes to the Commission as follows:

Current wording

4.11 Promotional Eligibility List

b) Fire Personnel: The total final grade of each eligible fire department promotional candidate shall be computed, for all persons making at least a minimum passing score, by adding the examination raw score to any seniority credits for years and fractions of a years' service based on a 365-day year. Seniority credit shall be figured to three (3) decimal places.

c) Police Personnel: The total final grade of each eligible police department promotional candidate shall be computed by adding the examination raw score to any seniority credits for years and fractions of a year's service based on a 365-day year. Seniority points shall be figured to three (3) decimal points.

d) For the purpose of this section "seniority" is defined as the total time of employment of an employee beginning the first day of employment as a classified Police Officer or Firefighter. An employee's probationary status time is included in the total seniority. A promotional candidate shall receive one (1) point for each year of service plus fractions of a years' service to a maximum of ten (10) points.

Additional wording to be added

4.11 Promotional Eligibility List

b) Fire Personnel - the total final grade of each eligible fire department promotional candidate shall be computed for all persons making at least a minimum passing score by adding the examination raw score to any seniority credits for **full years** of service **completed by the day of the exam** based on a 365-day year.

c) Police Personnel - the total final grade of each eligible police department promotional candidate shall be computed by adding the examination raw score to any seniority credits for **full years** of service **completed by the day of the exam** based on a 365-day year.

d) For the purpose of this section "seniority" is defined as the total time of employment of an employee beginning the first day of employment as a classified Police Officer or Firefighter **with the City of Forest Hill**. An employee's probationary status time is included in the total seniority. A promotional candidate shall receive one (1) point for each **full year** of service **completed by the day of the exam** to a maximum of ten (10) points.

Commissioner Birks made a motion to the amendments to the Local Civil Service Rules Section 4.11 (b, c, d) Promotional Eligibility List referencing seniority points.

Commissioner Perkins seconded the motion. The motion passed unanimously.

4. Adjournment

With no further business to discuss, the Civil Service Commission adjourned at 10:39 a.m.

ATTEST:

APPROVED:

Amy L. Anderson, TRMC, CMC
City Secretary

Civil Service Commissioner



Civil Service Commission Communication Deliberation Item 3a

DATE: April 15, 2025

FROM: Police Chief David Hernandez

ITEM: Discuss and consider action on a request for a variance in the promotional examination eligibility for the Forest Hill Police Department's Sergeant promotional examination.

BACKGROUND:

In accordance with the provisions outlined in Chapter 143 of the Texas Local Government Code, I respectfully request a variance to the two-year minimum rank requirement for Corporals to be eligible to take the promotional exam for Sergeant.

Currently, one Corporal within the department is eligible, and three Corporals have less than the required two years in rank. Despite this, all individuals have demonstrated exceptional performance, leadership capabilities, and a commitment to their professional development. Due to the limited pool of eligible candidates, strict adherence to the two-year requirement would significantly reduce competition and hinder the department's ability to maintain continuity in leadership.

The requested variance will allow these individuals to participate in the promotional process, fostering a fair and competitive selection that prioritizes the department's operational effectiveness and aligns with Chapter 143's intent to promote qualified personnel within civil service ranks.

I kindly ask the Civil Service Commission to consider this request and approve a temporary variance for the upcoming promotional exam to ensure the department's leadership needs are met without compromising the integrity of the promotional process.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny a variance in the promotional examination eligibility requirements for the Forest Hill Police Department's Sergeant promotional examination to allow individuals with less than the two-year requirement to test.