



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Civil Service Commission

Wednesday, January 7, 2026

10:30 AM

City Hall East
Human Resources Training Room

After determining that a quorum is present, the Civil Service Commission of the City of Denton, Texas will convene in a Special Called Meeting on Wednesday, January 7, 2026 at 10:30 a.m. in the Human Resources Training Room at City Hall East, 601 E. Hickory Street, Denton, Texas, at which the following items will be considered:

1. ITEMS FOR CONSIDERATION

- A. [CSC26-001](#) Introduction of guests.
- B. [CSC26-002](#) Receive public comments.
- C. [CSC26-003](#) Consider approval of the minutes from the November 19, 2025, meeting.
Attachments: [November 19, 2025 Minutes Final.pdf](#)
- D. [CSC26-004](#) Hold discussion and take action on the election of the Chair Commissioner and Vice-Chair Commissioner.
- E. [CSC26-005](#) Pursuant to Texas Local Government Code Section 143.054 and Local Rule Chapter D.054, consider and take action to determine if probable cause exists for ordering the Chief of Police's involuntary demotion of Sergeant Fermin (J.R.) Velasquez to the Civil Service Classification of Police Officer, and if probable cause exists for ordering the demotion, schedule a public hearing.
Attachments: [Agenda Information Sheet - Police Sergeant Fermin \(J.R.\) Velasquez Demotion](#)
- F. [CSC26-006](#) Hold discussion and take action on the Civil Service Commission meeting schedule for 2026.

2. CONCLUDING ITEMS

- A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Civil Service Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the Commission or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Civil Service Commission reserves the right to adjourn into a Closed Meeting on any item on its open meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on December 31, 2025, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



**CITY OF DENTON
CIVIL SERVICE COMMISSION
MINUTES**

Date/Time: Wednesday, November 19, 2025, at 1:00 p.m.
Location: Public Safety Training Center, Classroom C
719 E. Hickory Street, Denton, TX 76205

After determining that a quorum was present, the Civil Service Commission of the City of Denton, Texas convened in a Special Called Meeting on Wednesday, November 19, 2025, at 1:00 p.m. in the Public Safety Training Center, Classroom C at City Hall East, 719 E. Hickory Street, Denton, Texas.

PRESENT: Commissioners Dianne Baker, Darhyl Ramsey, and John Baines

ABSENT WITH NOTICE: Human Resources Director/Civil Service Director Megan Gilbreath

Also present were Deputy City Attorney Michael Cronig, Police Lieutenant Preston Pohler, Fire Battalion Chief, David Boozer, Human Resources Business Partner/Civil Service Secretary Carri Byrd, Assistant Director of Human Resources Lisa Collins, and Talent Acquisition Specialist Jessika Miller.

1. ITEMS FOR CONSIDERATION

A. CSC25-055 Introduction of guests.

None

B. CSC25-056 Receive public comments.

None

C. CSC25-057 Consider approval of the minutes from the October 22, 2025, meeting.

The Commissioners considered approval of minutes from the October 22, 2025, Civil Service Commission meeting. Commissioner Baines motioned to approve the minutes as presented, Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

D. CSC25-058 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Examination (Source Material List was approved at the September 24, 2025, Civil Service Commission meeting, and subsequently posted).

A brief discussion was held about the salary listed on the POA of the City of Denton Fire Battalion Chief compared to other cities. Commissioner Baines made a motion to approve the POA as presented, Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

E. CSC25-059 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Examination (Source Material List was approved at the September 24, 2025, Civil Service Commission meeting, and subsequently posted).

A brief discussion was held about the salary listed on the POA of the City of Denton Fire Captain compared to other cities. Commissioner Baker made a motion to approve the POA as presented, Commissioner Baines seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

F. CSC25-060 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Lieutenant Promotional Examination (Source Material List was approved at the September 24, 2025, Civil Service Commission meeting, and subsequently posted).

Commissioner Baines made a motion to approve the POA as presented, Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

G. CSC25-061 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Examination (Source Material List was approved at the September 24, 2025, Civil Service Commission meeting, and subsequently posted).

Commissioner Baines made a motion to approve the POA as presented, Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

H. CSC25-062 Hold discussion and take action on the proposed 2026 Source Material List for the Police Department promotional examinations.

After a brief discussion over the proposed changes to the Source Material Lists for Police Sergeant and Police Lieutenant, the Commissioners considered approval of the proposed 2026 Source Material Lists for the Police Department promotional examinations. Commissioner Baker made a motion to approve the Source Material Lists as presented, Commissioner Baines seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines

NAYS (0): None

ABSENT (0): None

I. CSC25-063 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant Promotional Examination (Source Material List presented for approval at the November 19, 2025, Civil Service Commission meeting, and if approved, will be subsequently posted).

The Commissioners considered approval of the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Sergeant promotional examination. Commissioner Baker made a motion to approve the POA as presented, Commissioner Baines seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines
NAYS (0): None
ABSENT (0): None

J. CSC25-064 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant Promotional Examination (Source Material List presented for approval at the November 19, 2025, Civil Service Commission meeting, and if approved, will be subsequently posted).

The Commissioners considered approval of the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Police Lieutenant promotional examination. Commissioner Baines made a motion to approve the POA as presented, Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines
NAYS (0): None
ABSENT (0): None

K. CSC25-065 Discuss agenda and date of the next Civil Service Commission meeting.

The Civil Service Commission will meet on December 9, 2025, at 3:30 p.m. Commissioner Baines made a motion to adjourn at 1:32 p.m., Commissioner Baker seconded the motion. The motion carried, 3 – 0 – 0.

AYES (3): Commissioners Baker, Ramsey, and Baines
NAYS (0): None
ABSENT (0): None

DARHYL RAMSEY, CHAIR

DATE

CARRI BYRD, CIVIL SERVICE SECRETARY

DATE



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Cassandra Ogden

DATE: January 7, 2026

SUBJECT

In accordance with Texas Local Government Code Chapter 143.054 and Local Rule Chapter D.054, consider and take action to determine if probable cause exists for ordering the Chief of Police's involuntary demotion of Sergeant Fermin (J.R.) Velasquez to the Civil Service Classification of Police Officer, and if probable cause exists for ordering the demotion, schedule a public hearing.

BACKGROUND

Pursuant to Texas Local Government Code Chapter 143.054, on November 4, 2025, Police Chief Jessica Robledo issued a memorandum recommending the demotion of Police Sergeant Fermin (J.R.) Velasquez to the civil service classification (rank) of Police Officer for performance related issues, not for disciplinary purposes.

In accordance with the provisions of Texas Local Government Code Chapter 143.054, (c) The commission may refuse to grant the request for demotion. If the commission believes that probable cause exists for ordering the demotion, the commission shall give the police officer written notice to appear before the commission for a public hearing at a time and place specified in the notice. The commission shall give the notice before the 10th day before the date the hearing will be held.

Based on Local Rule Chapter D.054, if the Commission determines that probable cause exists for a recommended demotion, the Director's letter to the police officer will include the hearing examiner option under Chapter 143. After the Commission has determined that probable cause exists for a requested demotion and has provided the employee with written notice as per Chapter 143, thereafter the action for appeal of the demotion may be conducted according to the same hearing procedures as set forth in the Local Rules for all other disciplinary actions or as expressly provided otherwise in Chapter 143.

RECOMMENDATION

Consider and take action to determine if probable cause exists for the recommended involuntary demotion of Police Sergeant Fermin (J.R.) Velasquez.

EXHIBITS

Exhibit 1 – Agenda Information Sheet – Police Sergeant Fermin (J.R.) Velasquez Demotion Recommendation

Respectfully submitted:
Carri Byrd
Civil Service Secretary
Human Resources Business Partner