

HEWITT TEXAS

NOTICE OF MEETING OF THE CIVIL SERVICE COMMISSION OF HEWITT, TEXAS

Notice is hereby given that a **Called** meeting of the Civil Service Commission of the City of Hewitt will be held on the **4th day of December 2017 at 11:30 A.M. in the training room at the Hewitt Public Safety Facility located at 100 Patriot Court, Hewitt, Texas**, at which time the following subjects will be discussed:

1. Call meeting to order.
2. Approval of August 18, 2017 meeting minutes.
3. Briefing and discussion concerning upcoming Civil Service Conference
(*February 8th-9th; Sugar Land, Texas*).
4. Consideration and Action on an item eliminating the position of Corporal.
5. Report on Police Department.
6. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Civil Service Commission of the City of Hewitt, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the Public Notice Board located in front of the City Hall of said City of Hewitt, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **Monday November 27, 2017 by 3:00 P.M.**

CITY OF HEWITT


Katie Allgood
Civil Service Director

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the City Secretary at (254) 666-6171, two working days prior to the meeting, so that appropriate arrangements can be made.

HEWITT TEXAS II

MEETING AGENDA ITEM FORM

MEETING DATE: December 4, 2017

AGENDA ITEM #: 2

SUBMITTED BY: Katie Allgood, Civil Service Director

ITEM DESCRIPTION:

Consider approval of minutes of the August 18, 2017 meeting of the Civil Service Commission.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

ATTACHMENTS:

Draft minutes

HEWITT TEXAS

MINUTES OF HEWITT CIVIL SERVICE COMMISSION MEETING

Hewitt Public Safety Facility – 100 Patriot Court
August 18, 2017 – 11:30 a.m.

Members Present: Chairman David Buckles; Vice-Chairman Tom Mattern; Member Sam MacKinnon

Members Absent: None

Staff Present: Chief of Police Jim Devlin; Managing Director of Administration/Civil Service Director Katie Allgood; City Manager Adam Miles; Administrative Assistant to the Chief Lindsey Miller; Human Resources Generalist Stephanie Thompson

1. **Call meeting to order at 11:51 a.m.**
2. **Introduction to Lindsey Miller – Administrative Assistant to the Chief –** *Chief Devlin Introduced Lindsey to the Commission members.*
3. **Approval of February 6, 2017 meeting minutes –** *Tom Mattern moved, second by Sam MacKinnon to approve the February 6, 2017 minutes; all in favor, motion passed.*
4. **Briefing and Discussion Concerning Upcoming Civil Service Training –** *Chief Devlin and Katie Allgood provided an overview of upcoming training opportunities for the Commission.*
5. **Report on the Police Department –** *Chief Devlin provided updates on the Police Department.*
6. **Introduction to K9 Officer Shaka –** *Chief Devlin and Officer Josh Hilliard presented K9 Officer Shaka to the Commission.*
7. **Adjournment –** *Tom Mattern moved, second by Sam MacKinnon to adjourn; all in favor, motion passed. Meeting adjourned at 12:49 p.m.*

Date Approved

Katie Allgood
Civil Service Director

David Buckles
Chairman

HEWITT TEXAS II

MEETING AGENDA ITEM FORM

MEETING DATE: December 4, 2017

AGENDA ITEM #: 4

SUBMITTED BY: Katie Allgood, Civil Service Director

ITEM DESCRIPTION:

Consider and Action on an item eliminating the position of Corporal.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 143 of the Texas Local Government Code requires the Civil Service Commission to act on the elimination of positions within the agency. Approving this item (in conjunction with City Council approval) will eliminate the two remaining Corporal positions that have been vacated due to promotion.

Attached is a copy of the Strength of Force Ordinance that will be considered for approval at the December 4th meeting of the Hewitt City Council.

ATTACHMENTS:

Strength of Force Ordinance.

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, AMENDING ORD. 2012-02-06-1, CREATING TWO ADDITIONAL SERGEANT POSITIONS AND ABOLISHING TWO CORPORAL POSITIONS, AUTHORIZING THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Hewitt has adopted Civil Service, Chapter 143 of the Texas Local Government Code for its Police Department employees; and

WHEREAS, pursuant to Chapter 143, the City Council shall establish the classifications of employees and prescribe the number of positions in each classification pursuant to Section 143.021(a) of the Texas Local Government Code; and

WHEREAS, the City Council is amending and superseding Ordinance No. 2012-02-06-1; and

WHEREAS, the City Council has determined that to further its lawful purposes of providing efficient and effective law enforcement staffing, that it should abolish two (2) corporal positions; and

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

ARTICLE I.

The classifications and number of positions in each classification in the Police Department were previously as follows:

Police Chief—1
Assistant Police Chief-1¹
Sergeant--8
Corporal--2
Police Officer—15

Total Authorized Force: 27

¹The occupant of this rank/classification is appointed by the Department Head, and will continue to serve in an "at will" capacity according to §143.014 of the Texas Local Government Code. The occupant possesses no civil service protection in that rank.

The classifications and number of positions in each classification in the Police Department shall now be, as of the effective date of this Ordinance, as follows:

Police Chief—1
Assistant Police Chief-1²
Sergeant--8
Police Officer—15

Total Authorized Force: 25

ARTICLE II.

Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or un-enforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision, or regulation.

ARTICLE III.

Repealer: All other ordinances, section, or parts of ordinances heretofore adopted by the City of Hewitt in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.

ARTICLE IV.

This ordinance shall become effective immediately upon passage.

ARTICLE V.

It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law.

²See footnote 1.

PASSED AND APPROVED on this ____ day of _____, 2017.

CITY OF HEWITT, TEXAS

Travis Bailey, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM:

Charlie Buenger, City Attorney