

HEWITT TEXAS

CIVIL SERVICE COMMISSION MEETING AGENDA

**December 11, 2020
10:00 AM
PUBLIC SAFETY FACILITY, 100 PATRIOT COURT
HEWITT, TX 76643**

CIVIL SERVICE COMMISSION

Sammy Thomas– Chairman

Tom Mattern – Vice-Chairman

Sam MacKinnon – Member

CITY STAFF

Jessica Higgins, Acting Civil Service Director

Jim Devlin, Police Chief

Bo Thomas, City Manager

Tuck Saunders, Assistant Police Chief

Lydia Lopez, City Secretary

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 **11th day of December 2020 at 10:00 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. Appointment of new Civil Service Director.
3. Consideration and action on establishing Lieutenant positions.
4. Update on Promotional and Entry Level testing.
5. Briefing and discussion concerning rotation of Commission positions.
6. Update on Police Department.
7. 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 or before **Wednesday, December 9, 2020 by 10:00 A.M.**

CITY OF HEWITT



Jessica Higgins
Acting 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.



MEETING AGENDA ITEM FORM

MEETING DATE: December 11, 2020

AGENDA ITEM #: 2

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Appointment of new Civil Service Director.

STAFF RECOMMENDATION/ITEM SUMMARY:

Confirm appointment of new Civil Service Director as recommended by the City Manager in accordance with Chapter 143 of the Texas Local Government Code.

Jessica Higgins has been appointed to fill the position of Civil Service Director.



MEETING AGENDA ITEM FORM

MEETING DATE: December 11, 2020

AGENDA ITEM #: 3

SUBMITTED BY: Jessica Higgins, Acting Civil Service Director

ITEM DESCRIPTION:

Consideration and action on establishing Lieutenant positions.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 143 of the Texas Local Government Code requires the Civil Service Commission to act on the elimination or creating positions within the agency. Approving this item (in conjunction with City Council approval) will establish Lieutenant positions.

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

SUGGESTED MOTION:

I move to approve establishing Lieutenant positions.

ATTACHMENTS:

Strength of Force Ordinance

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, AMENDING ORD. 2017-12-04-2, ESTABLISHING LIEUTENANT 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. 2017-12-04-2; and

WHEREAS, the City Council has determined that to further its lawful purposes of providing efficient and effective law enforcement staffing, that it should establish Lieutenant 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
Police Officer—15

Total Authorized Force: 25

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
Lieutenant-4
Sergeant--6
Police Officer—15

Total Authorized Force: 27

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 _____, ____.

CITY OF HEWITT, TEXAS

Charles D. Turner, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM:

Mike Dixon, City Attorney

ORDINANCE NO. 2017-12-04-2

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, AMENDING ORD. 2012-02-06-1, 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.

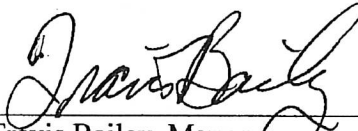
ARTICLE V.

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.

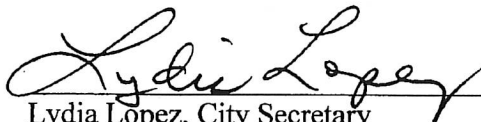
²See footnote 1.

PASSED AND APPROVED on this 4 day of December, 2017.

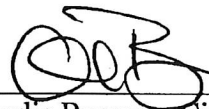
CITY OF HEWITT, TEXAS


Travis Bailey, Mayor

ATTEST:


Lydia Lopez, City Secretary

APPROVED AS TO FORM:


Charlie Buenger, City Attorney





MEETING AGENDA ITEM FORM

MEETING DATE: December 11, 2020

AGENDA ITEM #: 5

SUBMITTED BY: Jessica Higgins, Acting Civil Service Director

ITEM DESCRIPTION:

Briefing and discussion concerning Civil Service Terms and position rotation.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a chart showing Civil Service term expirations and reappointment dates.

ATTACHMENTS:

Civil Service Term Chart

CIVIL SERVICE COMMISSION TERMS

	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13	Jan-14	Jan-15	Jan-16	Jan-17	Jan-18 (current)	Jan-19	Jan-20	Jan-21	Jan-22
David Buckles	1st-Term	1st-Term	2nd-Term	2nd-Term	2nd-Term	3rd-Term	3rd-Term	3rd-Term	4th-Term (Reappointment approved by Council)					
Greg Davis	1st-Term	2nd-Term	2nd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term
Adam Feind	1st-Term	2nd-Term	2nd-Term	2nd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term	3rd-Term
Tom Mattern*														
Steve Fortenberry														
Sam MacKinnon*														
Sammy Thomas*														

*Denotes current commissioners

Place 1 (Thomas) Term Expiration: 12/31/2020	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR
Place 2 (MacKinnon) Term Expiration: 12/31/2022	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR
Place 3 (Mattern) Term Expiration: 12/31/2021	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER