

MINUTES
HALTOM CITY CHARTER REVIEW COMMITTEE
City Hall – Pre Council Room
5024 Broadway Avenue
May 19, 2015 – 5:30 P.M.

A Regular Meeting was held by the Haltom City Charter Review Committee on Tuesday, May 19, 2015 at the City Hall Pre-Council Room with the following members present: Chairman Jimbo White, Vice Chair Bill Lanford; Committee Members: Don Lemaster, Steve Chapman, Layla Caraway, Birdi Blocker, Linda Thompson and Jack Lewis. Because of his election win as City Council Member 3, Scott Garrett is no longer eligible as a Committee Member and was not present. City Staff included City Manager Tom Muir, City Secretary Art Camacho, Human Resources and Risk Management Director Toni Beckett, Police Chief Keith Lane, Fire Chief Steve Ross, police officers Heather Hudson, Daniel Pearson; firefighters John Summers and Mike Lewis.

CALL TO ORDER

Chair White called the meeting to order at 5:33 p.m.

1. **Committee Member Absence** – Consideration and/or action regarding excused absences of committee members. Chair White announced the absence of Scott Garrett because of the election results. There were no other absences.
2. **Approval of Minutes** – Consideration and/or action to approve the Minutes of the May 4, 2015 Charter Review Committee Meeting. Committee Member Linda Thompson moved, seconded by Committee Member Layla Caraway, to approve the Minutes of May 4, 2015. ***The vote was unanimous. Motion carried.***
3. **Charter Revisions** – Consideration and/or action regarding revisions to the City Charter. Chair White led the Committee in review of the Article XI Civil Service, while receiving input from the City Staff that was present.

Article XI CIVIL SERVICE

No changes were made to the following sections:

- Section 11.01 – System Established*
- Section 11.02 – Definitions*
- Section 11.03 – Civil service commission – Establishment, members*
- Section 11.04 – Same – Organization*
- Section 11.05 – Same – Powers*
- Section 11.06 – Same – Policies*
- Section 11.07 – Same – Appointment, etc., of director of civil service*
- Section 11.08 – Commission Appeal Procedure*
- Section 11.09 – Decisions and Records*
- Section 11.10 – Appointment of Dept. Head for Departments with Sworn Employees*
- Section 11.12 – Reappointment after Resignation*
- Section 11.13 – Probationary Period*
- Section 11.14 – Temporary Duties in a Higher Classification*
- Section 11.15 – Compensation*

Section 11.16 – Entrance Examination Notice
Section 11.17 – Entrance Examinations/Eligibility Lists
Section 11.18 – Procedures for Filling Beginning Positions
Section 11.19 – Eligibility for Promotional Examination and Promotion
Section 11.20 – Promotional Examination Notice
Section 11.21 – Promotional Examination Procedure
Section 11.23 – Review and Appeal of Promotional Examination
Section 11.24 – Alternate Promotional System
Section 11.26 – Disciplinary Suspensions
Section 11.27 – Demotions
Section 11.28 – Indefinite Suspensions
Section 11.29 – Appeal Hearings
Section 11.30 – Reduction of force; reinstatement
Section 11.31 – Reinstatement to Lower Position for Rank Immediately Below Chief
Section 11.32 – Status of Present Employees
Section 11.33 – Appeal to the District Court

The following sections were changed:

Section 11.11 – Classification Examination Requirement – Changed TCLOSE to TCOLE.

Section 11.22 – Promotional Examination Grades – A discussion was held regarding having evaluations eliminated from the promotional process and removing paragraph (c) in its entirety. Vice Chair Bill Lanford moved, seconded by Committee Member Linda Thompson, to remove paragraph (c) from the Section 11.22. **The vote was unanimous. Motion carried.** The wording in paragraph (d) “and evaluation points” and paragraph (e) “and the average performance evaluation points” was also omitted because of the removal of the promotional process in Section 11.22.

Section 11.25 – Promotional Eligibility Lists/Appointments – A discussion was held regarding the timeline of the written exam test and the wording “on which the written exam is given” was replaced with “when the promotional process is completed in its entirety.”

A discussion regarding Sharia Law and our current court appeal system was held. No action was taken. The City Secretary will also present a survey of area cities that have the Civil Service in their charters.

Chair White stated the next scheduled Charter Review meeting will be held on Monday, June 1, 2015.

ADJOURNMENT

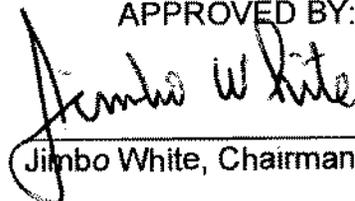
Chair White adjourned the meeting at 6:58 p.m. on May 19, 2015.

RESPECTFULLY SUBMITTED BY:



Art Camacho, City Secretary

APPROVED BY:



Jimbo White, Chairman