

PUBLIC NOTICE

Civil Service Commission Meeting

The Civil Service Commission has scheduled a meeting on **Tuesday, November 30, 2021 at 6:30 pm**, at City Hall, 308 W. San Antonio Street, Lockhart, Texas:

Agenda

1. Discussion and/or action regarding approval of Commission minutes of October 11, 2021. 2-4
2. Discussion and/or action regarding canvassing votes of the Alternate Promotional System in the Police Department Election held November 16 – November 17, 2021. 5-11
3. Discussion and/or action regarding approval of opening the current Fire Engineer Exam (date to be determined) to all Fire Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only. 12-13
4. Discuss and elect a Commission Chairperson and Vice-Chairperson to serve from January 1, 2022 to December 31, 2022.
5. Director's Report.
 - TML/TMHRA Annual Civil Service Workshop January 27 – 28, 2022 in College Station.
 - Police Officer Entrance Exam will be held Saturday, December 11, 2021.
6. Adjournment.

If, during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Lockhart Firefighters' and Police Officers' Civil Service Commission will convene in such executive or closed session, in accordance with the provisions of the Government Code, Title 5, Subchapter D to consider one or more matters pursuant to the following:

Section 551.071. Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; (2) and/or a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with this chapter.

Section 551.072. To deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073. To deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Section 551.076. To deliberate the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.086. To deliberate vote or take final action on any competitive matters relating to public power utilities.

Section 551.087. To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

Section 551.088. To deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.

After discussion of any matters in executive session, any final action or vote taken will be in public by the Lockhart Firefighters' and Police Officers' Civil Service Commission.

Posted on the City Hall Public Notice Board located at the rear of 308 W. San Antonio Street, Lockhart, Texas on this the 24th day of **November 2021**, at 9:43am.

(Signature)

**CITY OF LOCKHART-
FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

Civil Service Commission Meeting Monday, October 11, 2021 6:30 P.M.

Commissioners present:
Chairman Worlanda Neal
Commissioner Yolanda Strey
Commissioner Ray Sanders

Staff present:
Ernest Pedraza, Police Chief
Julie Bowermon, Civil Service Director

Chairman Neal called the meeting of the Civil Service Commission to order on this date at **6:30 p.m.**

Agenda

1. Discussion and/or action regarding approval Commission minutes of September 20, 2021.

Ms. Bowermon stated that the draft minutes listed Chairman Neal as calling the meeting to order, however Commissioner Sanders had brought it to her attention that Commissioner Strey actually called the meeting to order. The correction has been made on the minutes document.

Chairman Neal requested any other corrections to the Civil Service Commission minutes of October 11, 2021. There were none.

Commissioner Sanders made a motion to approve Civil Service Minutes of October 11, 2021, as corrected. Commissioner Strey seconded. The motion carried by a vote of 3-0.

2. Discussion and/or action regarding ordering the Civil Service Director to conduct an election of the proposed alternate promotional system in the Lockhart Police Department; open to all sworn police officers in the Lockhart Police Department.

Ms. Bowermon stated that civil service allows for police officers to elect an alternate promotional system (APS), this does not apply to entry level positions. The APS can have different requirements, qualifications, and grading processes than what is in the local Rules and Chapter 143. Police Chief Pedraza has submitted a proposed APS and requested that she hold an election. Once the Commission orders the election, arrangements can be made to hold the election. After the election, the Commission must meet within 30 days to canvass the votes.

Chief Pedraza explained that a few years ago he decided to go back to the standard written test. After a recent sergeant promotional exam some officers voiced complaints about just using a single written exam. He then polled the officers and determined there was a strong desire within the department to return to an APS. He considered the previous alternate promotional system, and decided to make minor changes to it such as hiring a consultant to assist in

developing the assessment center and selection/training of the assessors. He presented his proposed APS to the Lockhart Police Association and the majority of the members were in favor of the system. He then polled the police officers and over 90% were in favor of having an assessment center as part of the promotional selection process.

Commissioner Sanders asked for an explanation of the term "by lot" on section (g) regarding tie breakers. Ms. Bowermon stated that mirrors one of the tie breaking rules for enter level "by lot." It is determined by the Director, and she has only used that breaker once. At that time, she placed the names in a box and had another staff member draw a name.

Commissioner Sanders also asked about using the terms "Chief of Police" and "Department Head" throughout the proposed APS. Chief Pedraza stated this is the exact format used in the previous APS. There was further discussion. Ms. Bowermon stated that Chapter 143 defines "Department Head."

Commissioner Sanders discussed on the last page the "Final Alternate Promotional Process Score" does not have "or more" listed on the Total Score of 100 points. Since the written exam could be 30 points or more, the final score should be 100 points or more. Ms. Bowermon explained that it is implied to be 100 points or more. Chief Pedraza stated he wants to add the words "or more" to the total score 100 points.

There was further discussion.

Commissioner Sanders made a motion to order the Civil Service Director to conduct an election of the proposed alternate promotional system in the Lockhart Police Department, open to all sworn police officers in the Lockhart Police Department. Commissioner Strey seconded. The motion carried by a vote of 3-0.

3. Director's Report.

- Fire Engineer Exam will be held November 2, 2021.

4. Adjournment.

Commissioner Sanders made a motion to adjourn the meeting. Commissioner Strey seconded. The motion carried by a vote of 3-0. The meeting was adjourned at 6:57pm.

PASSED and APPROVED this 30th day of November, 2021.

Signed:

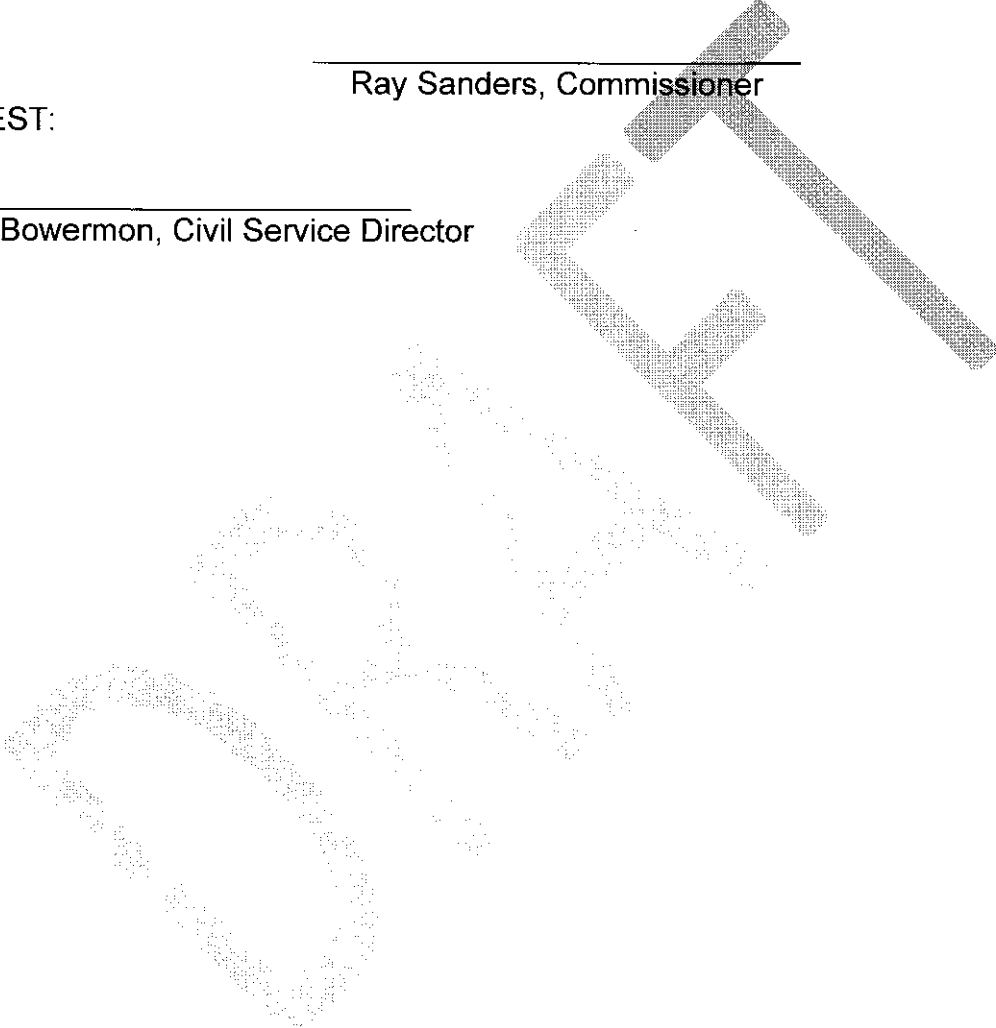
Worlanda Neal, Chairman

Yolanda Strey, Commissioner

Ray Sanders, Commissioner

ATTEST:

Julie Bowermon, Civil Service Director



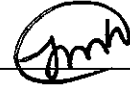
**CITY OF LOCKHART
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
AGENDA ITEM**

Commission Meeting Date: November 30, 2021

Department: Civil Service

Department Head: Julie Bowermon

Signature:



CAPTION

Discussion and/or action regarding canvassing votes of the Alternate Promotional System in the Police Department Election held November 16 – November 17, 2021.

SUMMARY OF ITEM

October 11, 2021 the Civil Service Commission ordered the Civil Service Director to conduct an election of the proposed alternate promotional system in the Lockhart Police Department; open to all sworn police officers in the Lockhart Police Department.

October 14, 2021 Notice of Election was posted at Lockhart Police Department and each sworn officer was given a copy of the notice.

Sample ballots were made available.

November 16, 2021 10am – November 17, 2021 10am the election was conducted at the Lockhart Police Department.

The ballots were counted immediately after the election closed:

For – 12

Against – 2

STAFF RECOMMENDATIONS

Staff recommends a motion be made "to canvass votes of the Alternate Promotional System in the Police Department Election."

**CITY OF LOCKHART
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
AGENDA ITEM**

Commission Meeting Date: October 11, 2021

Department: Civil Service

Department Head: Julie Bowermon

Signature: 

CAPTION

Discussion and/or action regarding ordering the Civil Service Director to conduct an election of the proposed alternate promotional system in the Lockhart Police Department; open to all sworn police officers in the Lockhart Police Department.

SUMMARY OF ITEM

Civil Service allows for police officers to elect an alternate promotional system for the promotional positions inside the police department (the alternate system will NOT apply to entry level positions). The alternate promotional system can have different requirements, qualifications, and grading processes than what is in the Local Rules and Chapter 143.

Police Chief Pedraza has submitted a proposed alternate promotional system to Civil Service Director Bowermon and requested that an election be held. Once the Commission orders the election, arrangements can be made to hold the election. After the election is held, the Commission must meet within 30 days of the election to canvass the votes. Then the proposed alternate promotional system would be implemented.

STAFF RECOMMENDATIONS

Staff recommends Commission order the election.

Texas Local Government Code, Chapter 143.035

Sec. 143.035. ALTERNATE PROMOTIONAL SYSTEM IN POLICE

DEPARTMENT. (a) This section does not apply to a municipality that has adopted The Fire and Police Employee Relations Act (Article 5154c-1, Vernon's Texas Civil Statutes).

(b) On the recommendation of the head of the police department and a majority vote of the sworn police officers in the department, the commission may adopt an alternate promotional system to select persons to occupy nonentry level positions other than positions that are filled by appointment by the department head. The promotional system must comply with the requirements prescribed by this section.

(c) The commission shall order the director to conduct an election and to submit the revised promotional system either to all sworn police officers within the rank immediately below the classification for which the promotional examination is to be administered or to all sworn police officers in the department.

(d) The director shall hold the election on or after the 30th day after the date notice of the election is posted at the department. The election shall be conducted throughout each regular work shift at an accessible location within the department during a 24-hour period.

(e) The ballot shall contain the specific amendment to the promotional procedure. Each sworn police officer shall be given the opportunity to vote by secret ballot "for" or "against" the amendment.

(f) The revised promotional system must be approved by a majority vote of the sworn police officers voting. A defeated promotional system amendment may not be placed on a ballot for a vote by the sworn police officers for at least 12 months after the date the prior election was held, but this provision does not apply if the head of the department recommends a different proposal to the commission.

(g) The commission shall canvass the votes within 30 days after the date the election is held. An appeal alleging election irregularity must be filed with the commission within five working days after the date the election closes. If approved by the sworn police officers, the promotional system amendment becomes effective after all election disputes have been ruled on and the election votes have been canvassed by the commission.

(h) At any time after an alternate promotional system has been adopted under this section and has been in effect for at least 180 days, the department head may petition the commission to terminate the alternate system, and the commission shall terminate the alternate system.

(i) At any time after an alternate promotional system has been adopted under this section and has been in effect for at least 180 days, a petition signed by at least 35 percent of the sworn police officers may be submitted to the commission asking that the alternate promotional system be reconsidered. If a petition is submitted, the commission shall, within 60 days after the date the petition is filed, hold an election as prescribed by this section. If a majority of those voting vote to terminate, the commission shall terminate the alternate promotional system.

(j) If the alternate system is terminated, an additional list may not be created under the alternate system.

(k) A promotional list may not be created if an election under this section is pending. An existing eligibility list, whether created under the system prescribed by this chapter or created under an alternate system adopted under this section, may not be terminated before or extended beyond its expiration date. A person promoted under an alternate system has the same rights and the same status as a person promoted under this chapter even if the alternate system is later terminated.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 1018, Sec. 1, eff. Aug. 30, 1993.

CITY OF
Lockhart
TEXAS

**NOTICE OF ELECTION:
ALTERNATE PROMOTIONAL SYSTEM (POLICE)**

DATE: October 14, 2021
TO: All Sworn City of Lockhart Police Officers
FROM: Julie Bowermon, Civil Service Director *(JMB)*
SUBJECT: Election Notice for an Alternative Promotional System in the Police Department

A Civil Service Commission Meeting was held on Monday, October 11, 2021. At the recommendation of Chief Ernest Pedraza, an Alternate Promotional System for the Police Department was proposed. The Commission has ordered an election for the Alternate Promotional System.

Pursuant to Section 143.035 of Local Government Code Chapter 143, with a majority vote of the sworn police officers voting, the City of Lockhart Police Department may establish an alternate promotional system. Each sworn police officer shall be given the opportunity to vote by secret ballot "for" or "against" the system. The commission shall canvass the votes within 30 days after the date the election is held. If approved, the promotional system becomes effective after all election disputes have been ruled on and the commission has canvassed the election votes.

ELECTION PERIOD: Tuesday, November 16, 2021 at 10am
through
Wednesday, November 17, 2021 at 10am

LOCATION: City of Lockhart Police Department Dispatch Room, 214 Bufkin Lane, Lockhart, Texas 78644. A secured ballot box will be placed inside Dispatch Room.

BALLOTS: Ballots will be available in the Dispatch Room from 10am November 16, 2021 – 10am November 17, 2021. City of Lockhart sworn police officers may pick up a ballot during this time and cast their vote. *Ballots shall not be photocopied or duplicated.

To request a sample ballot prior to the election, please contact Julie Bowermon at City Hall, 308 W San Antonio Street, Lockhart, Texas or via phone at (512) 398-3461.

APPEALS: Appeals alleging election irregularities must be filed with the Commission (through the Civil Service Director) within five (5) days after the election closes.

*Proposed Alternate Promotional System (Police) attached.

POSTED @ LOCKHART POLICE STATION
214 BUFKIN LN. LOCKHART, TX 78644
ON OCTOBER 14, 2021 @ 11:51 am
(JMB) 9

VOTING BOX PULLED OUT OF DISPATCH @ 10:01am (pmw)

* UNOFFICIAL ELECTION RESULTS *

Alternate Promotional System in the Police Department Election

Election Period: Tuesday, November 16, 2021 at 10am

through

Wednesday, November 17, 2021 at 10am

FOR approving the proposed Alternate Promotional System in the Police Department posted on October 14, 2021	12
AGAINST approving the proposed Alternate Promotional System in the Police Department posted on October 14, 2021	2
TOTAL VOTES	14

Ballots counted by:	Started count: Time / Date	Completed count: Time / Date	Location
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<u>Julie Bowerman</u>	<u>10:08 11.17.21</u>	<u>10:09 11.17.21</u>	<u>PD</u>
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<u>DAVID MARTINEZ</u>	<u>10:09 11.17.21</u>	<u>10:09 11.17.21</u>	<u>P.D.</u>
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<u>Jesse Bell</u>	<u>10:10 11.17.21</u>	<u>10:10 11.17.21</u>	<u>PD</u>
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POSTED @ LOCKHART POLICE DEPARTMENT, 214 BUFKIN, LOCKHART, TX 78644 ON NOVEMBER 17, 2021 @ 10:20am.
 Julie Bowerman

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Civil Service Commission Meeting

Lockhart, Texas

November 30, 2021

ACTION ITEM RECORD

We, the below named members of the Civil Service Commission, Lockhart, Texas, have met on **Tuesday, November 30, 2021**, at 6:30 p.m. at City Hall, 308 W. San-Antonio Street, for the purpose of conducting a public meeting to consider among other things **canvassing votes of the Alternate Promotional System in the Police Department Election held November 16 – November 17, 2021**. We have been assured by the Civil Service Director that this meeting was posted in full compliance with the State of Texas Open Meetings Act.

After participating in a discussion regarding the need to **canvass votes of the Alternate Promotional System in the Police Department Election held November 16 – November 17, 2021**:

FOR approving the proposed Alternate Promotional System in the Police Department posted on October 14, 2021	12
AGAINST approving the proposed Alternate Promotional System in the Police Department posted on October 14, 2021	2
TOTAL VOTES	14

We, the current members of the Civil Service Commission, Lockhart, Texas, voted as follows on the above action item:

Approve () Disapprove ()

Worlanda Neal, Chair-person

Date

Approve () Disapprove ()

Yolanda Strey, Commissioner

Date

Approve () Disapprove ()

Ray Sanders, Commissioner

Date

ATTEST:

Julie Bowermon, Civil Service Director

This document shall become part of the official Civil Service Commission file to be maintained by the Civil Service Director, or his/her successors.

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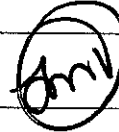
**CITY OF LOCKHART
FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION
AGENDA ITEM**

Commission Meeting Date: November 30, 2021

Department: Civil Service

Department Head: Julie Bowermon

Signature:



CAPTION

Discuss and consider approval of opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.

SUMMARY OF ITEM

The Fire Department currently has a Fire Engineer vacancy.

Chapter 143.030(b) requires that the exam be opened to employees in the next lower class with 2 years of experience. There are currently no Firefighters within the department that meet this 2-year requirement.

Chapter 143.030(d) requires that if there is not an adequate number of Firefighters in the next lower level with 2 years of experience, the Commission may open the exam to Firefighters with less than 2 years (in other words, all Firefighters within the department). This would open the exam to approximately 6 firefighters.

Our Commission Local Rules require that 3 employees sit for a promotional exam. With having 6 firefighters eligible for the exam, a request to waive the local rule that at least 3 sit for an exam will not be made.

STAFF RECOMMENDATIONS

Staff recommends approval of opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.

Civil Service Commission Meeting

Lockhart, Texas

November 30, 2021

ACTION ITEM RECORD

We, the below named members of the Civil Service Commission, Lockhart, Texas, have met on **Tuesday, November 30, 2021** at 6:30 p.m. at City Hall, 308 W. San Antonio Street, for the purpose of conducting a public meeting to consider among other things the **approval of, opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.** We have been assured by the Civil Service Director that this meeting was posted in full compliance with the State of Texas Open Meetings Act.

After participating in a discussion regarding the item it was our determination to vote on the approval of, **opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.**

We, the current members of the Civil Service Commission, Lockhart, Texas, voted as follows on the above action item:

Approve () Disapprove ()

Worlanda Neal, Chair-person

Date

Approve () Disapprove ()

Yolanda Strey, Commissioner

Date

Approve () Disapprove ()

Ray Sanders, Commissioner

Date

ATTEST:

Julie Bowermon, Civil Service Director

This document shall become part of the official Civil Service Commission file to be maintained by the Civil Service Director, or his/her successors.

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