



CITY COUNCIL WORK SESSION AND COUNCIL COMMITTEE MEETINGS

City Hall @ City Limits, 1907 E Washington, Stephenville, TX
Tuesday, June 28, 2022 at 10:00 AM

AGENDA

CITY COUNCIL WORK SESSION

CALL TO ORDER

REGULAR AGENDA

1. Discuss Budget
2. Discuss Economic Development/TIRZ
3. Discuss the Establishment of Review Board and a Historic Downtown District

ADJOURN

COUNCIL COMMITTEE MEETINGS

CALL TO ORDER

PERSONNEL COMMITTEE

Ricky Thurman, chair; Justin Haschke, Gerald Cook, Mark McClinton

- [4.](#) Discussion of the City Planner Position
- [5.](#) Fire Department Reorganization

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, chair; Justin Haschke, David Baskett, Mark McClinton

6. Consideration of requiring all customers to place trash and garbage in bags prior to placement in service receptacles
7. Discuss Brick Street Projects

ADJOURN

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.



STAFF REPORT

SUBJECT: Discussion of the City Planner Position

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

BACKGROUND:

During the 2020-21 budget process, City Council funded a City Planner position effective October 1, 2020. Recruiting efforts were initiated and funding was subsequently authorized to secure third party recruitment services. The labor market proved challenging and recruitment efforts provided very few candidates. The position was filled in December, 2021; however, the incumbent resigned in March, 2022.

The explosive interest by developers to do business in the City of Stephenville has placed time sensitive demands on many departments, including Development Services. Most projects require immediate and ongoing attention until completion. Although a City Planner position is of utmost importance in regards to the long-term development of our city, current workloads have made the need for administrative assistance the immediate priority. Staff is requesting consideration of redirecting recruitment efforts for the City Planner.

Options to consider include, but, are not limited to:

1. Continue recruitment efforts for the City Planner position as originally intended.
2. Reclassify the position with less restrictive, minimum qualifications.

Staff respectfully recommends Option 2.



STAFF REPORT

SUBJECT: Fire Department Reorganization

DEPARTMENT: Fire Department

STAFF CONTACT: Robert Isbell

RECOMMENDATION:

Consider a reorganization of the fire department executive and command staff.

BACKGROUND:

Currently the department operates with an assistant chief (vacant), fire marshal, and a training captain.

This proposal would allow a consistent focused management of department operations. Maintaining regulated training, equipment testing, and policy updating, inspection and compliance demands full time attention in many areas. I recommend the assistant chief position, fire marshal, and training captain be reclassified as division chiefs. The three divisions would have focused duties while allowing some crossover for consistent management. The three divisions would be Administration, Operations, and Prevention. These positions would report directly to the fire chief

Two battalion chiefs manage the current structure of the three operational shifts. The third battalion chief is a vacant position, previously held by the former assistant chief. I recommend the elimination of the battalion chief positions through attrition. This would cause the shift management to move to the current captains and overseen by the newly created operations division.

At the time the battalion chiefs are eliminated through attrition, I recommend the backfill of firefighters.

FISCAL IMPACT SUMMARY:

With the elimination of high-ranking positions, this reorganization will result in a salary savings.

ALTERNATIVES

Continue with existing structure of assistant chief/battalion chief.