



**TAKE NOTICE THAT A REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 4:00 PM ON
TUESDAY, APRIL 30, 2019**

If during the course of the meeting, the Civil Service Commission should determine that a closed or executive session of the commission is required, then such closed or executive session or meeting is authorized by Section 551.071 to 551.084 of the Texas Government Code. Notice of closed or executive session will be given after the commencement of the meeting covered by this notice.

Should any final action, decision or vote be required in the opinion of the Civil Service Commission with regard to any item discussed during the closed meeting, then such final action, decision or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.102 Government Code V.T.C.S.

In compliance with Section 551.041 et seq. of the Texas Government Code V.T.C.S. (Open Meetings Act), notice is hereby given that the Civil Service Commission will meet at the time and place indicated to consider and act upon the following:

1. CALL TO ORDER:

A) Roll call and possible action on the excusing of any absent member of the governing body.

2. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, March 26, 2019.

B) Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019. (HR)

C) Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019. (HR)

D) Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019. (HR)

E) Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019. (HR)

3. ADMINISTRATIVE REPORTS.

4. CIVIL SERVICE COMMENTS.

5. CIVIL SERVICE DIRECTORS REPORTS.

6. CLOSED SESSION: *In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in closed session to discuss the items listed on the public portion of the meeting agenda, in accordance with the following below:*

Pursuant to Section 551.071, the Commission may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Commission may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Commission may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Commission may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

7. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session.

8. ADJOURNMENT.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Civil Service Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 25th day of April 2019 at 10:00 a.m and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 25th day of April 2019




HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, MARCH 26, 2019.

A meeting of the Civil Service Commission was held Tuesday, March 26, 2019. Chairperson Dolores Rodriguez called the meeting to order at 4:00 pm, at the Commissioner's Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Board Member, Vittorio Puente

STAFF PRESENT: Deputy City Manager, Ed Wylie
Civil Service / HR Director, Anali Alanis
Civil Service / HR Coordinator, Bea Fuentes
Interim Police Chief, Jose Luengo
Fire Chief, Lenny Perez

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Vice-Chairperson Mario Lizcano absent, roll call established a quorum.

ITEM 2 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR TUESDAY, FEBRUARY 26, 2019.

Board Member Puente moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT FOR THE POLICE DEPARTMENT ON THURSDAY, MARCH 21, 2019.

Civil Service Director Anali Alanis reported that 11 individuals tested and 1 passed.

Board Member Puente moved to approve scores as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT FOR THE POLICE DEPARTMENT ON THURSDAY, MARCH 21, 2019.

Board Member Puente moved to approve list as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (d) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR LIEUTENANT FOR THE POLICE DEPARTMENT ON FRIDAY, MARCH 22, 2019.

Civil Service Director Anali Alanis reported that 4 individuals tested and 2 passed.

Board Member Puente moved to approve scores as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 (e) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR LIEUTENANT FOR THE POLICE DEPARTMENT ON FRIDAY, MARCH 22, 2019.

Board Member Puente moved to approve list as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 ADMINISTRATIVE REPORTS (PD AND FD)

Fire Chief Lenny Perez announced that this past month they were able to close out the 2018 State Grant for \$11K by purchasing hazmat equipment and applied for 2 more grants, a State Grant for \$160K for more equipment and a Federal Grant for more Firefighters. Station 4 is about 87% completed. PD and FD had a friendly challenge blood drive 66 units collected, able to help about 198 citizens. FD sent 2 Fire Investigators to a Fire and Arson Conference. Fire Chief Perez invites the Commission to the McAllen South TX All Hazard Conference to see the day to day operations of Fire and PD.

Chairperson Rodriguez questioned if FD had a grant writer, Chief Perez advised her that the City did have Grant Writers and that FD assists them in preparing grants and providing information for the grant requests.

Police Chief Jose Luengo offers to help the community in anything the community needs. Happy to report that a few individuals tested for the positions of Sergeant and Lieutenant and happy that they will be promoted. Leobardo Munoz will be promoted to Sergeant and Erik Rodriguez to Lieutenant. The Commission congratulates these 2 individuals and expects good things from them. Chief Luengo announced that with these promotions, there is 1 remaining vacancy for Sergeant and hopes to schedule the re-test in the next couple of weeks. All 6 Lieutenant vacancies have been filled, 15 out of 16 Sergeant positions have been filled. 6 individuals recently attended schooling for the Emergency Response Team, Pharr now has Claudia Rodriguez as the 1st female on the Emergency Response Team. Pharr PD's Criminal Investigations Division has recently attended formal schooling; therefore, all investigators have formal schooling except for 1 Investigator. PD is in the process of redoing their bike patrol fleet, just ordered 10 brand new, heavy duty bikes equipped with everything that the officer needs to provide better service, Chief invites the board

CIVIL SERVICE COMMISSION
Tuesday, March 26, 2019 @ 4:00pm

to swing by to see the bikes to get a better idea. PD continues to build on their technology plan by replacing the equipment that they currently have, that includes the mobile data terminals, in-car recording systems and body cams. Chief continues to run backgrounds on those individuals that tested earlier in the year for position of Peace Officer.

ITEM 4 CIVIL SERVICE COMMENTS
No comments

ITEM 5 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis reported the upcoming promotional exam for the Fire department for Engineer on April 18th and Re-test for PD Sergeant on April 30th.

ITEM 6 CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE CIVIL SERVICE BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEM(S) 3-8 IN ACCORDANCE WITH THE FOLLOWING PURSUANT TO SECTION 551.071, 551.074, 551.075, 551.076 AND 551.084

The time being, Chairperson Rodriguez stated the commission would be entering a closed session.

ITEM 7 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.

The time being_____, Chairperson stated the commission would be resuming the open meeting.

ITEM 8 ADJOURNMENT

There being no further business to come before, Board Member Puente **moved** to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 4:15 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.B.

DATE SUBMITTED: April 22, 2019

MEETING DATE: April 30, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019.

Financial Consideration: N/A

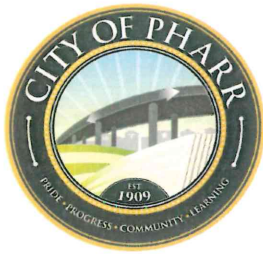
Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes
Anali Alanis

Created/Initiated - 4/22/2019
Final Approval - 4/23/2019



Pharr

Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS
PROMOTIONAL EXAM
ENGINEER/FIRE INSPECTOR
FIRE DEPARTMENT

	<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1.	8454	77	83
2.	2946	64	64
3.	1435	63	63
4.	4593	62	62
5.	4177	61	61
6.	6478	57	57
7.	6542	56	56
8.	1552	54	54
9.	0747	51	51
10.	6234	51	51
11.	6943	50	50
12.	6041	46	46
13.	7346	45	45

This is a result of the promotional exam administered Thursday, April 18, 2019 for the rank of Engineer/Fire Inspector in the fire department.

Anali Alanis, Civil Service Director:

POSTED: APRIL 18, 2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.C.

DATE SUBMITTED: April 18, 2019

MEETING DATE: April 30, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Engineer/Fire Inspector for the Fire Department on Thursday, April 18, 2019.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/18/2019

Final Approval - 4/23/2019



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
APRIL 18, 2019**

1. Rudy Hernandez

The eligibility list created for the rank of Engineer from the promotional exam held Thursday, April 18, 2019 will remain in effect for a period of one year from test date or until exhausted, whichever comes first.

Anali Alanis, Civil Service Director



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.D.

DATE SUBMITTED: April 22, 2019

MEETING DATE: April 30, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2019

Final Approval - 4/23/2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.E.

DATE SUBMITTED: April 22, 2019

MEETING DATE: April 30, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, Approving and Accepting the Eligibility list from the Promotional Exam Administered for Sergeant for the Police Department on Tuesday, April 30, 2019.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 4/22/2019

Final Approval - 4/23/2019