

**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, JUNE 29, 2021**

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.

2. PUBLIC TESTIMONY: *(Ordinance No. O-2019-45). A person intending on addressing the governing body may speak at a scheduled meeting of the governing body following registration with the presiding clerk and prior to the scheduled meeting. A registered speaker may speak only on items on the agenda and may not exceed 1.5 minutes when addressing the board regarding an agenda item. A registered speaker may not donate time to another speaker. A sign-in form for public testimony shall be promulgated by the presiding clerk and be made available at the city clerk's office. A person may sign up for public testimony beginning at the time the agenda is posted for the meeting. A person may not sign up later than one hour before the posted meeting is scheduled to begin. No registered speaker may be allowed to speak regarding an item once the public testimony portion of the agenda has ended.*

3. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Monday, May 3, 2021.

B) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Engineer/Fire Inspector for the Fire Department on Tuesday, June 22, 2021. (HR)

AGENDA REGULAR MEETING

June 29, 2021

C) Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Engineer/Fire Inspector for the Fire Department on Tuesday, June 22, 2021. (HR)

D) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Sergeant for the Police Department on Wednesday, June 23, 2021. (HR)

E) Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Sergeant for the Police Department on Wednesday, June 23, 2021. (HR)

4. ADMINISTRATIVE REPORTS.

5. CIVIL SERVICE DIRECTORS REPORTS.

6. CIVIL SERVICE COMMENTS.

7. 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.

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

9. 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. 1007 or FAX 956-702-5313 or E-mail 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 24th day of June 2021 at 3:00pm 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 24th day of June 2021.




IMELDA BARRERA, TRMC
ASSISTANT CITY CLERK



Pharr

Human Resources



CIVIL SERVICE COMMISSION MINUTES

A meeting of the Civil Service Commission was held Monday, May 3, 2021. Chairperson Dolores Rodriguez called the meeting to order at 3:00 pm, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Vice-Chairperson, Mario Lizcano
Board Member, Vittorio Puente

STAFF PRESENT: Anali Alanis, Civil Service / Asst. City Manager
Bea Fuentes, Civil Service / HR Specialist
Andy Harvey, Chief of Police
Juan Gonzalez, Deputy Chief
Lenny Perez, Fire Chief

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

ITEM 1(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Roll call established a quorum.

ITEM 2(a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL OF MINUTES FOR TUESDAY, FEBRUARY 23, 2021.

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

ITEM 2(b) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT FOR THE POLICE DEPARTMENT ON WEDNESDAY, APRIL 28, 2021.

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

ITEM 2(c) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT FOR THE POLICE DEPARTMENT ON WEDNESDAY, APRIL 28, 2021.

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

ITEM 2(d) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON THURSDAY, APRIL 29, 2021.

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

ITEM 2(e) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON THURSDAY, APRIL 29, 2021.

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

ITEM 2(f) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR LIEUTENANT FOR THE POLICE DEPARTMENT ON FRIDAY, APRIL 30, 2021.

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

ITEM 2(g) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR LIEUTENANT FOR THE POLICE DEPARTMENT ON FRIDAY, APRIL 30, 2021.

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

ITEM 3 ADMINISTRATIVE REPORTS (PD and FD)

Police Chief – Andy Harvey reported that the 2 candidates that passed the promotional exams (Juan Alvarez and Mike Rodriguez) are great candidates and assets to the Pharr Police department.

Chief Harvey invited the members to the Police Memorial Ceremony scheduled for May 17th at 6pm at the Public Safety Excellent Center.

Board Member Puente questioned if the promotional exams have become more difficult or if those taking the exams are just not prepared.

**CIVIL SERVICE COMMISSION
MONDAY, MAY 3, 2021**

Chief Harvey answered that the exams are difficult, no joke and time must be put into them in order to pass; however, this is found to be the situation all around not just at Pharr. The reading material has been updated since Chief Harvey's arrival to Pharr in order to change up what had been in place for a while now.

Fire Chief – Lenny Perez thanked the Commission for approving the eligibility list for Engineers and announced that David Yanez is a great candidate. The Fire department continues to work with administering the Covid-19 vaccines. The department has also started a lock box program for residents, where a key is securely locked in a box and in the event of an emergency the Fire department would not be knocking down doors, they would have access for entry. Should any citizens be interested, they are to contact the Fire department for more details. 9 employees were recently hired for the Fire department through the Safer Grant, and the Chief is receiving excellent reports on those that were hired. The Fire department has started checking fire hydrants to ensure they are working properly and fully operational. Lastly, Chief Perez announced the retirement of Israel Garza after being with the department 30 years, wishing him well in his endeavor.

ITEM 4 CIVIL SERVICE DIRECTORS REPORT

Asst. City Manager / Civil Service Director announced that the city has started the collective bargaining process with both unions for the Police and Fire department and the Commission will be advised when they come to agreement.

ITEM 5 CIVIL SERVICE COMMISSION COMMENTS

Vice-Chairperson Lizcano would like to applaud the efforts of the Police department, they continue to be innovative, not only with the mental health unit but with the new unit that will be patrolling by horse. Those concepts are important in serving the different demographics of the City of Pharr.

Vice-Chairperson Lizcano congratulated the Fire Department for International Fire Fighters Day, a day of recognition for all their efforts and all they do.

Member Puente announced that May is Mental health awareness month and asks that all are aware.

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 items 3 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.

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

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

The time being _____am/pm, Chairperson stated the commission would be resuming the open meeting.

ITEM 8 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano moved to adjourn. It was seconded by Board Member Puente and when put to a vote the motion carried unanimously. Meeting adjourned at 3:18 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: June 22, 2021

MEETING DATE: June 29, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Engineer/Fire Inspector for the Fire Department on Tuesday, June 22, 2021.

Classification: Regular

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

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

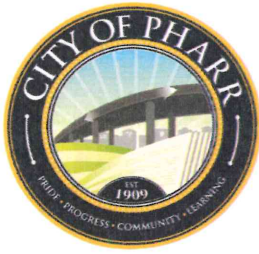
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 6/22/2021

Final Approval - 6/24/2021



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.	6234	71	76
2.	7351	72	75
3.	9830	65	65
4.	6478	62	62
5.	8341	62	62
6.	4177	60	60
7.	9488	59	59
8.	3771	58	58
9.	9681	56	56
10.	1765	50	50

This is a result of the promotional exam administered Tuesday, June 22, 2021, for the rank of Engineer/Fire Inspector in the fire department.

Analí Alanís, Asst. City Manager/CS Director

POSTED: June 22, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: June 22, 2021

MEETING DATE: June 29, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Engineer/Fire Inspector for the Fire Department on Tuesday, June 22, 2021.

Classification: Regular

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

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Created/Initiated - 6/22/2021

Anali Alanis

Final Approval - 6/24/2021



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
JUNE 22, 2021**

1. Hector Garcia
2. Janel Doria

The eligibility list created for the rank of Engineer from the promotional exam held Tuesday, June 22, 2021 will remain in effect for a period of one year from test date or until exhausted, whichever comes first.

Anali Alanis, Asst. City Manager/CS Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION ON JUNE 29, 2021.
POSTED: TUESDAY JUNE 29, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.D.

DATE SUBMITTED: June 24, 2021

MEETING DATE: June 29, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam administered for Sergeant for the Police Department on Wednesday, June 23, 2021.

Classification: Regular

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

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

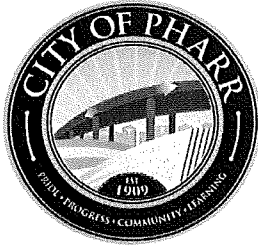
ROUTING:

Beatriz Fuentes

Created/Initiated - 6/24/2021

Anali Alanis

Final Approval - 6/24/2021



Pharr

Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS PROMOTIONAL EXAM
POLICE DEPARTMENT
SERGEANT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 8958	71	81
2. 5679	72	77
3. 1441	70	77
4. 3593	61	61
5. 6061	60	60
6. 1086	58	58
7. 7453	55	55
8. 0318	54	54
9. 6098	54	54
10. 5964	54	54
11. 4791	53	53
12. 7960	52	52
13. 6656	52	52
14. 2324	52	52
15. 0705	51	51
16. 7245	46	46
17. 4459	46	46

This is a result of the promotional exam administered Wednesday, June 23, 2021 for the rank of Sergeant in the Police Department.


Anali Alanis, Civil Service Director

POSTED: June 23, 2021



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.E.

DATE SUBMITTED: June 24, 2021

MEETING DATE: June 29, 2021

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list from the promotional exam administered for Sergeant for the Police Department on Wednesday, June 23, 2021.

Classification: Regular

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

Issue:

Fiscal Consideration:

Staff Recommendation:

Alternatives:

Exclude Material from Public Packet? No

Reason:

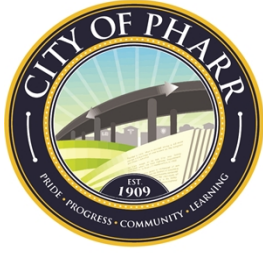
ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 6/24/2021

Final Approval - 6/24/2021



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
POLICE DEPARTMENT
SERGEANT
JUNE 23, 2021**

1. Jorge Guerra
2. David Aranda
3. Ricardo Garcia

The eligibility list created for the rank of Sergeant from the promotional exam held June 23, 2021 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION ON TUESDAY, JUNE 29, 2021.
POSTED: TUESDAY, JUNE 29, 2021