



**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 8:30 AM ON
MONDAY, JULY 3, 2023**

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 June 6, 2023 Special Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.**

B) Consideration and action, if any, on approving and accepting the raw and final scores from the promotional exam for Battalion Chief for the Fire Department on Friday, June 30, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

C) Consideration and action, if any, on approving and accepting the eligibility list created from the promotional exam for Battalion Chief for the Fire Department on Friday, June 30, 2023. **This item supports SSC - Safe and Secure Community.** (HR)

D) Discussion and action to appoint a Civil Service Director for the Civil Service Commission for the City of Pharr pursuant to Section 143.012 of the Texas Local Government Code. **This item supports SG - Sound Governance and Fiscal Sustainability.** (HR)

E) Discussion and possible action to accept and adopt the findings from the panel of three doctors appointed by the Commission regarding the fitness for duty of Fire Fighter Rudy Hernandez, pursuant to Section 143.081(d) of the Texas Local Government Code. **This item supports SSC - Safe and Secure Community.** (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

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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. 1016/1007 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 29th day of June 2023 at 4:30 p.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 29th day of June 2023




HILDA PEDRAZA, TRMC, CMC
CITY CLERK



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.A.

DATE SUBMITTED: June 28, 2023

MEETING DATE: July 3, 2023

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Approval of Minutes for June 6, 2023 Special Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: No issue.

Fiscal Consideration:

Staff Recommendation: Approval of minutes.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Ricardo Rodriguez

Created/Initiated - 6/28/2023

Approved - 6/29/2023

Final Approval - 6/29/2023

**MINUTES
CIVIL SERVICE COMMISSION**

The Civil Service Commission met in a Special Called Meeting on Tuesday, June 6, 2023, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas. The following is the record of attendance.

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

MEMBERS ABSENT: None

STAFF PRESENT: Anali Alanis, Interim City Manager/CS Director
Bea Fuentes, HR Coordinator/Civil Service Asst.
Albert Gonzalez, Asst. Fire Chief

ITEM 1 CALL TO ORDER

(A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER

Chairperson Rodriguez called the meeting to order at 9:00 a.m. Roll call established a quorum.

ITEM 2 PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3 REGULAR AGENDA – OPEN SESSION:

(A) APPROVAL OF MINUTES FOR FRIDAY, MAY 5, 2023. THIS ITEM SUPPORTS SG- SOUND GOVERNANCE AND FISCAL SUSTAINABILITY

Chairperson Rodriguez introduced the item.

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

(B) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMO EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON WEDNESDAY, MAY 31, 2023. THIS ITEM SUPPORTS SSC – SAFE AND SECURE COMMUNITY

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano moved to proceed with the approval of scores as recommended. Board Member Puente seconded the motion and when put to a vote, it carried unanimously.

(C) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE PROMO EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON WEDNESDAY, MAY 31, 2023. THIS ITEM SUPPORTS SSC – SAFE AND SECURE COMMUNITY

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano moved to proceed with the recommendation. Board Member Puente seconded the motion and when put to a vote, it carried unanimously.

ITEM 4. ADMINISTRATIVE REPORTS

Chairperson Rodriguez introduced the item.

Albert Gonzalez, Asst. Fire Chief, reported there were three (3) vacancies for entry level firefighter and stated they were in the process of background checks. He further stated currently there were no open vacancies for the position of Engineer.

ITEM 5. CIVIL SERVICE DIRECTOR'S REPORTS

Chairperson Rodriguez introduced the item.

Anali Alanis, Civil Service Director, announced the appointment of Juan Gonzalez as Police Chief. She stated the upcoming pinning ceremony would follow as well as scheduled the promotional testing for Battalion Chief.

ITEM 6. CIVIL SERVICE COMMENTS

Chairperson Rodriguez introduced the item and there were no comments from the Commission.

ITEM 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 EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEMS 3 IN ACCORDANCE WITH THE FOLLOWING BELOW:

None

CIVIL SERVICE COMMISSION
TUESDAY, JUNE 6, 2023

ITEM 8. RECONVENE

None

ITEM 9. 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 9:04 am.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente

APPROVED:



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: June 29, 2023

MEETING DATE: July 3, 2023

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 for Battalion Chief for the Fire Department on Friday, June 30, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: A promotional exam for Battalion Chief in the Fire Department was held on Friday, June 30, 2023. Pending raw and final scores, if any, will be presented at the meeting.

Fiscal Consideration:

Staff Recommendation: Approval of raw and final scores as presented from the promotional exam for Battalion Chief for the Fire Department.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Ricardo Rodriguez

Created/Initiated - 6/29/2023

Approved - 6/29/2023

Final Approval - 6/29/2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: June 29, 2023

MEETING DATE: July 3, 2023

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, on approving and accepting the eligibility list created from the promotional exam for Battalion Chief for the Fire Department on Friday, June 30, 2023. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: Requesting approval of the eligibility list created and presented from the promotional exam for Battalion Chief for the Fire Department.

Fiscal Consideration:

Staff Recommendation: Approval of eligibility list.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Created/Initiated - 6/29/2023

Anali Alanis

Approved - 6/29/2023

Ricardo Rodriguez

Final Approval - 6/29/2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.D.

DATE SUBMITTED: June 29, 2023

MEETING DATE: July 3, 2023

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Discussion and action to appoint a Civil Service Director for the Civil Service Commission for the City of Pharr pursuant to Section 143.012 of the Texas Local Government Code. **This item supports SG - Sound Governance and Fiscal Sustainability.**

Classification: Regular

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

Issue: Appointment of new Civil Service Director pursuant to Section 143.012 of the Texas Local Government Code.

Fiscal Consideration:

Staff Recommendation: Staff recommends appointment of Hilda Pedraza.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Created/Initiated - 6/29/2023

Anali Alanis

Approved - 6/29/2023

Ricardo Rodriguez

Final Approval - 6/29/2023



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.E.

DATE SUBMITTED: June 29, 2023

MEETING DATE: July 3, 2023

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Discussion and possible action to accept and adopt the findings from the panel of three doctors appointed by the Commission regarding the fitness for duty of Fire Fighter Rudy Hernandez, pursuant to Section 143.081(d) of the Texas Local Government Code. **This item supports SSC - Safe and Secure Community.**

Classification: Regular

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

Issue: Fitness for duty findings for Fire Fighter Rudy Hernandez

Fiscal Consideration:

Staff Recommendation: Review, acceptance and adoption of fitness for duty findings for firefighter Rudy Hernandez.

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Created/Initiated - 6/29/2023

Anali Alanis

Approved - 6/29/2023

Ricardo Rodriguez

Final Approval - 6/29/2023