



**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., 2<sup>ND</sup> FLOOR, PHARR, TEXAS  
COMMENCING AT 9:00 AM ON  
TUESDAY, JANUARY 30, 2024**

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 December 19, 2023 Regular Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.**

B) 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.**

**4. ADMINISTRATIVE REPORTS:**

A) Police Department and Fire Department Report

B) Civil Service Director's Report

C) Civil Service Board Comments

**5. 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.

AGENDA REGULAR MEETING  
January 30, 2024

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.

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

**7. 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](mailto:hilda.pedraza@pharr-tx.gov) or [imelda.barrera@pharr-tx.gov](mailto: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](http://www.pharr-tx.gov). This Notice was posted on the 24th day of January 2024 at 9:00 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 24<sup>th</sup> day of January 2024**



  
HILDA PEDRAZA, TRMC, CMC  
CITY CLERK

**MINUTES  
CIVIL SERVICE COMMISSION**

The Civil Service Commission met in a Regular Called Meeting on Tuesday, December 19, 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:** Hilda Pedraza, Asst. City Manager/CS Director  
Bea Fuentes, HR Coordinator/CS assistant  
Pilar Rodriguez, Fire Chief  
Juan Gonzalez, Police 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 SEPTEMBER 6, 2023. THIS ITEM SUPPORTS SG- SOUND GOVERNANCE AND FISCAL SUSTAINABILITY**

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano 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, TO APPROVE AND UPDATE THE PHARR POLICE AND FIRE CIVIL SERVICE RULES AND REGULATIONS. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY (HR)**

Chairperson Rodriguez introduced the item.

Hilda Pedraza, Civil Service Director, stated as per US HB3782, the age maximum for Police Officers had been removed from and Firefighters age limit remains unchanged.

Board Member Puente asked if there was a particular reason for removing the age set maximum for Police Officers.

Vice-Chairperson Lizcano briefly stated there was a need for more Police Officers in the state of Texas and the age limit had been removed during the last legislative session. He further stated there was a lack of police officers that met that criterion in places with low population.

There being no further discussion, Vice-Chairperson Lizcano **moved** to approve. Board Member Puente seconded the motion and when put to a vote, it was carried unanimously.

#### **ITEM 4. ADMINISTRATIVE REPORTS**

Chairperson Rodriguez introduced the item.

Pilar Rodriguez, Fire Chief, briefly reported the department had a series of promotions during the month of December. He stated the fire department had seven (7) firefighters that completed their probationary period and were sworn in as Civil Service Firefighters. He added five (5) Firefighters were promoted to the rank of Engineer and four (4) from Engineer to Lieutenant. He further stated the fire department had two (2) vacancies, in which one applicant will be hired from the existing eligibility list, exhausting the current list; therefore, entry level exam test date to follow.

Juan Gonzalez, Police Chief, reported the Pharr Police Department recently promoted officers to the positions of Deputy Chief, Lieutenant, and Sergeant. He stated the current eligibility for entry level officers had been exhausted and they would be requesting to schedule a test soon. Chief Gonzalez extended his appreciation to the sponsors and donors for the Tips for Toys campaign that was held to raise money to purchase toys for the community kids. He stated Tips for Toys event was scheduled for Wednesday, December 20<sup>th</sup>, 2023 from 5:00 pm to 9:00 pm at the Pharr Events Center. Lastly, he reported Police Department partnered with an entity for a second event called 1000 smiles which was scheduled for Tuesday, December 19<sup>th</sup>, 2023 from 5:00 pm to 9:00 pm.

#### **ITEM 5. CIVIL SERVICE DIRECTOR'S REPORTS**

Chairperson Rodriguez introduced the item.

Hilda Pedraza, Civil Service Director, stated she had no reports at this time.

**ITEM 6. CIVIL SERVICE COMMENTS**

Chairperson Rodriguez introduced the item.

Ms. Rodriguez wished everyone a Merry Christmas and a Happy New Year.

Member Vittorio Puente also wished everyone a Happy Holiday and safe New Year and extended caution towards the use of alcohol during the holidays.

**ITEM 7. CLOSED SESSION**

None

**ITEM 8. RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN THE EXECUTIVE SESSION.**

None

**ITEM 9. ADJOURNMENT**

There being no further business to come before, Vice-Chairperson Lizcano **moved** to adjourn. Board Member Puente seconded the motion and when put to a vote, it was carried unanimously. Meeting adjourned at 9:09 a.m.

\_\_\_\_\_  
Chairperson Dolores Rodriguez

\_\_\_\_\_  
Vice-Chairperson Mario Lizcano

\_\_\_\_\_  
Board Member Vittorio Puente

APPROVED: \_\_\_\_\_



## AGENDA MEMORANDUM

**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 3.B.

**DATE SUBMITTED:** January 16, 2024

**MEETING DATE:** January 30, 2024

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** Administration

**DIRECTOR:** Hilda Pedraza

**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 Veronica Ramirez.

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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### **ROUTING:**

Beatriz Fuentes

Created/Initiated - 1/16/2024

Hilda Pedraza

Final Approval - 1/23/2024



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 4.A.

**DATE SUBMITTED:**

**MEETING DATE:** January 30, 2024

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:**

**DIRECTOR:**

**Agenda Item:** Police Department and Fire Department Report

**Classification:** Regular

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

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Beatriz Fuentes

Created -

Ricardo Rodriguez

Karla Saavedra

City Management Office



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 4.B.

**DATE SUBMITTED:**

**MEETING DATE:** January 30, 2024

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:**

**DIRECTOR:**

**Agenda Item:** Civil Service Director's Report

**Classification:** Regular

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

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Beatriz Fuentes

Created -

Ricardo Rodriguez

Karla Saavedra

City Management Office



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 4.C.

**DATE SUBMITTED:**

**MEETING DATE:** January 30, 2024

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:**

**DIRECTOR:**

**Agenda Item:** Civil Service Board Comments

**Classification:** Regular

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

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Beatriz Fuentes

Created -

Ricardo Rodriguez

Karla Saavedra

City Management Office