

**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 8:30 AM ON  
FRIDAY, MARCH 6, 2026**

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) Consideration and Action, if any, on approval of minutes for December 29, 2025. **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.**

**3. 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.

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

**5. 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 956-402-4200 Ext 1201 or FAX 956-475-3442 or Email [cityclerksoffice@pharr-tx.gov](mailto:cityclerksoffice@pharr-tx.gov) for further information. Braille is not available.

AGENDA REGULAR MEETING  
March 6, 2026

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 24<sup>th</sup> day of February 2026 at 5:00 p.m. and will remain posted continuously for at least three (3) business days 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 February 2026**



  
\_\_\_\_\_  
ALESSANDRA GARCIA, CPM  
ASSISTANT CITY CLERK

I certify that the attached notice and agenda of items to be considered by the Civil Service Commission was removed from the bulletin board of City Hall on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by,

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## AGENDA MEMORANDUM

**BOARD:** CIVIL SERVICE COMMISSION

**AGENDA ITEM #:** A.

**DATE SUBMITTED:** February 24, 2026

**MEETING DATE:** March 6, 2026

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** HR

**DIRECTOR:** Veronica Ramirez

**Agenda Item:** Consideration and Action, if any, on approval of minutes for December 29, 2025. This item supports SG - Sound Governance and Fiscal Sustainability.

**Classification:** Regular

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

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:** Approval of minutes as submitted.

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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### **ROUTING:**

Beatriz Fuentes  
Ashley Melendez  
Veronica Ramirez

Created/Initiated - 02/24/2026  
Approved - 02/24/2026  
Final Approval - 02/25/2026

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR CALLED MEETING  
MONDAY, DECEMBER 29, 2025  
118 SOUTH CAGE 2<sup>nd</sup> FLOOR**

The Civil Service Commission met in a Regular Called Meeting on Monday, December 29, 2025, at the Commissioners' Room located at 118 South Cage Blvd, 2<sup>nd</sup> Floor, Pharr, Texas. The following is the record of attendance.

**MEMBERS' PRESENT:** Chairperson, Dolores Rodriguez  
Vice-Chairperson, Mario Lizcano  
Board Member, Vittorio Punte

**STAFF PRESENT:** HR Coordinator/Civil Service, Bea Fuentes  
Fire Chief, Pilar Rodriguez  
Asst. Fire Chief, Alberto Gonzalez

**ITEM 1. CALL TO ORDER**

**A) ROLL CALL AND POSSIBLE ACTOIN ON THE EXCUSING OF ANY ABSENT MEMBER.**

Chairperson Rodriguez called the meeting to order at 8:58 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 OCTOBER 28, 2025.THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY.**

Chairperson Rodriguez introduced the item.

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

**B) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES AND APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE PROMOTIONAL EXAM FOR DEPUTY CHIEF / FIRE MARSHAL FOR THE FIRE DEPARTMENT ON THURSDAY, NOVEMBER 20, 2025.THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY.**

Chairperson Rodriguez introduced the item.

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

**C) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES AND APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM FOR FIRE FIGHTER FOR THE FIRE DEPARTMENT ON FRIDAY, DECEMBER 19, 2025. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY.**

Chairperson Rodriguez introduced the item.

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

**ITEM 3. ADMINISTRATIVE REPORTS**

**A) POLICE DEPARTMENT AND FIRE DEPARTMENT REPORT**

Chairperson Rodriguez introduced the item.

Fire Chief, Pilar Rodriguez, reported there were 4 vacancies to fill this coming year. Chief Rodriguez further announced and invited the commission and the public to the “New Years Eve Ball Drop” event scheduled from 8pm – Midnight.

**B) CIVIL SERVICE DIRECTOR'S REPORT**

Chairperson Rodriguez introduced the item.

HR Coordinator, Beatriz Fuentes, announced there was nothing to report for this meeting.

**C) CIVIL SERVICE BOARD COMMENTS**

Chairperson Rodriguez introduced the item.

Vice-Chairperson, Mario Lizcano thanked all of Pharr Public Servants for their hard work and all they do.

Chairperson, Dolores Rodriguez, wished everyone a Happy New Year.

Board Member, Vittorio Puente, shared that 2025 was a challenging year; however, it is great to see that the City of Pharr is improving every year.

**ITEM 5. CLOSED SESSION**

None

**ITEM 6. RECONVENE**

None

**ITEM 7. ADJOURNMENT**

There being no further business to come before the Board, Vice-Chairperson Mario Lizcano **moved** to adjourn. Board Member Vittorio Puente seconded the motion and when put to a vote, it was carried unanimously. The meeting adjourned at 9:04 a.m.

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Chairperson Dolores Rodriguez

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Vice-Chairperson Mario Lizcano

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Board Member Vittorio Puente

**STATE OF TEXAS  
COUNTY OF HIDALGO  
CITY OF PHARR**

**ON THIS 29th DAY OF DECEMBER 2025** the Board of Civil Service Directors of the City of Pharr, Texas convened in a **REGULAR CALLED MEETING** at the Commissioner’s Room located at 118 S. Cage, 2<sup>nd</sup> Floor, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act) and there being present a quorum, I, **BEATRIZ FUENTES, HUMAN RESOURCE COORDINATOR**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:

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BEATRIZ FUENTES  
HUMAN RESOURCES COORDINATOR

APPROVED:



## AGENDA MEMORANDUM



**BOARD:** CIVIL SERVICE COMMISSION

**AGENDA ITEM #:** B.

**DATE SUBMITTED:** March 3, 2026

**MEETING DATE:** March 6, 2026

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** HR

**DIRECTOR:** Veronica Ramirez

**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:** With the Retirement of the current Human Resources / Civil Service Director, need to appoint a new Director.

**Fiscal Consideration:**

**Staff Recommendation:** Staff recommends approval of New Human Resources Director Laura Parra as the New Civil Service Director.

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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### **ROUTING:**

Beatriz Fuentes  
Ashley Melendez  
Veronica Ramirez

Created/Initiated - 03/03/2026  
Approved - 03/03/2026  
Final Approval - 03/04/2026