

MINUTES

**FOR THE REGULAR MEETING OF THE CIVIL SERVICE COMMISSION TO BE HELD AT
6:00 P.M., THURSDAY EVENING JANUARY 8, 2026
MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL – 2ND FLOOR**

Members of the public are encouraged to participate virtually by calling:

Teleconference phone number: 1-915-213-4096

Toll-free number: 1-646-647-1558

Conference ID: 346 158 183#

The following members of the Civil Service Commission will be present via video conference:

[NONE]

A quorum of five Commissioners must be present and participate in the meeting.

All matters listed under the Consent Agenda below will be considered routine by the Commission and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent Agenda to the Regular Agenda for discussion before the time the Commission votes on the motion to adopt the Consent Agenda.

Members Present: District 1: Michael Bester
 District 2- Chairman Victor Vazquez
 District 4- Woodrow Bare
 District 6- Carlos Gonzalez
 District 7- Vice Chairman Homero Lucero
 District 8- Larry John Porras

Members Absent: Mayor's Office- Not Present

The meeting convened at 6:00 PM with six commissioners present and Chairman Victor Vazquez presiding. Chairman Vazquez asked if there were any changes made to the Agenda, and CSC Admin Support Specialist, Symone Menchaca stated "No Changes".

CONSENT AGENDA

1. Approval of Minutes:
November 13, 2025, Civil Service Commission Meeting
2. Notation:
Second term expiration of Chairman Victor Vazquez and first term expiration of Commissioner Carlos Gonzalez on January 31, 2026.

MOTION TO APPROVE THE CONSENT AGENDA MADE BY COMMISSIONER WOODROW BARE AND SECONDED BY COMMISSIONER LARRT TO APPROVE THE CONSENT AGENDA; MOTION PASSED UNANIMOUSLY.

REGULAR AGENDA

3. Discussion and Action on Hearing Officer's Report and Recommendation:

Michael Beltran- Fire Department- Demotion

In accordance with the Civil Service Commission, Ordinance 8065 Rules and Regulations – Rule 8, Suspension, Reduction, Discharge. Section 1, Subsection (I) Fails to meet or maintain qualifications, including but not limited to, failing to obtain or maintain required certificates, licenses or other credentials established for the employee's position or classification; and (P) For just cause.

The discussion opened with Hearing Officer Patricia Palafox, who attended the meeting virtually. Ms. Palafox stated that the appellant, Mr. Beltran, had been consistently praised by supervisors and peers as an excellent employee. She noted that he was one of three employees promoted to Lead Fleet Maintenance Technician, a position that requires specific certifications. The promotion also allowed the department to reduce outsourcing, as the Fire Department utilizes complex vehicles, including fire trucks and ambulances.

Ms. Palafox further stated that although Mr. Beltran was highly regarded, he was unable to pass the required certification examination. She explained that the standard probationary period for promoted employees is six months, during which required examinations must be completed. Despite being granted additional time due to his value to the department, Mr. Beltran remained unable to pass the certification exam.

As a result, the department demoted Mr. Beltran with a five percent (5%) reduction in pay. Ms. Palafox stated that although the prior position no longer exists, Mr. Beltran continues to perform lead-level duties with the corresponding pay decrease. She concluded by affirming her recommendation that the demotion be sustained.

Mr. Beltran then addressed the Commission. He stated that he understands the demotion and confirmed that he requested additional time to complete the certification exam. He expressed that he is satisfied with his current position, as it allows him to continue working while preparing for the examination.

MOTION MADE BY COMMISSIONER WOODROW BARE AND SECONDED BY COMMISSIONER CARLOS GONZALEZ TO ACCEPT THE HEARING OFFICERS RECOMMENDATION TO SUSATIN THE DEMOTION OF THE APPELLANT, MICHAEL BELTRAN; MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION

The Civil Service Commission may retire into Executive Session according to Civil Service Commission Rule 1, Section 11(a) and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission

may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.). The Commission will return to an open session to take any final action.

Section 551.071 CONSULTATION WITH ATTORNEY
Section 551.074 PERSONNEL MATTERS

MEETING ADJOURNED AT 6:25 P.M.

Civil Service Commission Chair

Mary Wiggins, Secretary to the Civil Service Commission

Date Approved