



CITY OF LAREDO MUNICIPAL CIVIL SERVICE COMMISSION

July 15, 2024

The Honorable Dr. Victor Trevino, Mayor
and Members of the Laredo City Council
1110 Houston Street
Laredo, Texas 78040

Dear Mayor Dr. Trevino and Council Members:

Thank you for the opportunity to submit to you our biannual report from the Municipal Civil Service Commission. We hope that our work projects our pride and pleasure in serving as City appointed officials and in advising you, our elected officials, as together we meet new standards of excellence in accountability, accessibility and excellence in customer service.

Our future successes will be measured by our progress in realizing our vision and mission and our related goals and responsibilities. Your charge to us is challenging and promising, for it articulates expectations and establishes requirements while strengthening our relationship with you and with our designated City staff liaisons. For this we are grateful.

Feel free to call upon us if we can provide additional information or whenever you deem it necessary to expand our charge. We are delighted to join you in serving our mutual constituents, just as we look forward to a productive year of partnership and cooperation.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Linda C. Teniente". The signature is fluid and cursive.

On behalf of the Municipal Civil Service Commission,
Linda C. Teniente
Human Resources Director

CITY OF LAREDO COMMISSIONS, BOARDS, COMMITTEES

**Membership Status, December 2024
Municipal Civil Service Commission**

Membership Status

Municipal Civil Service Commission

Date: July 15, 2024

Member	Appointment Official for term beginning/ending (if applicable)	Number years on Commission	Term Status: current/ expired or N/A	Comments
MAYOR APPOINTEE Guadalupe De Leon	Mayor Dr. Victor Trevino 2/21/2023 to 2/21/2025	1 yr. 5 mos.	Current	Commissioner's 1 st Term
Dist. 1 Linda Ramirez	CM Gilbert Gonzalez 10-16-2023 to 2/21/2025	7 mos.	Current	Commissioner's 1 st Term
Dist. 2 VACANT	CM Ricardo Rangel			
Dist. 3 Roberto Quiroga	CM Melissa Cigarroa 2/21/2023 to 2/21/2025	1 yr. 5 mos.	Current	Commissioner's 1 st term
Dist. 4 Ana I. Saenz	CM Alberto Torres Jr. 1/17/2017 to 6/20/2025	7 Yrs. 7mos.	Current	Commissioner's 4 th term
Dist. 5 Jesus Martinez	CM Ruben Gutierrez Jr. 2/18/2020 to 2/18/2025	4 yrs. 5 mos.	Current	Commissioner's 2 nd term
Dist. 6 Rick Benavidez, III	CM Dr. Tyler King 2/21/2023 to 2/21/2025	1 yr. 5 mos	Current	Commissioner's 1 st term
Dist. 7 VACANT	CM Vanessa Perez			
Dist. 8 Mark Ceballos	CM Alyssa Cigarroa 5/3/2021 to 4/26/24*	2 yrs. 11 mos.	Resigned due to relocating for work.	Commissioner's 2 nd term
City Employee Nominated Commissioner Albert Hernandez	City Employee Appointed 1/22/2024 - 1/22/2026	6 mos.	Current	Commissioner's 1 st Term
City Employee Nominated Commissioner Vacant	City Employee Appointed		N/A	Commissioner's Term Expired on 11/4/2021 No nominations received during 2023 election process.

Report of Meetings and Hearings Attendance

January 1, 2024 – June 30, 2024

Municipal Civil Service Commission

Date: July 15, 2024

Member	Number of times present/of number of meetings	Excused Absences	Unexcused Absences	Comments
MAYOR APPOINTEE Guadalupe De Leon	1 of 2	0	1	
Dist. 1 Linda Ramirez	2 of 2	0	0	
Dist. 2 VACANT	N/A	N/A	N/A	
Dist. 3 Roberto Quiroga	1 of 2	0	1	
Dist. 4 Ana I. Saenz	1 of 2	0	1	
Dist. 5 Jesus Martinez	1 of 2	0	1	
Dist. 6 Rick Benavidez, III	1 of 2	0	1	
Dist. 7 VACANT	N/A	N/A	N/A	
Dist. 8 Mark Ceballos	2 of 2	0	0	
City Employee Nominated Commissioner Albert Hernandez	2/2	0	0	
City Employee Nominated Commissioner Vacant	N/A	0	0	No nominations received during 2023 election process.

Comments: None

**Municipal Civil Service Commission
1110 Houston Street
Laredo, Texas 78040
Wednesday, January 17, 2024
5:30 PM**

I. CALL TO ORDER

With a quorum present, meeting was called to order at 5:43 p.m.

II. ROLL CALL/DECLARATION OF QUORUM

In attendance

Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Not in attendance

Guadalupe De Leon
Jesus Martinez

III. APPROVAL OF ABSENCES

Motion to approve the absence of Commissioner Guadalupe De Leon and Jesus Martinez

Motion: Ana I. Saenz
Second: Roberto Quiroga

For: 5

Against: 0

Abstain:0

Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

IV. APPROVAL OF MINUTES (October 25, 2023)

Motion to approve the meeting minutes from the October 25, 2023 hearing

Motion: Ricardo Benavides III
Second: Ana I. Saenz

For: 5

Against: 0

Abstain:0

Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

V. MOTION TO CLOSE PUBLIC COMMENTS

No public comments submitted. Motion to close public comments.

Motion: Roberto Quiroga
Second: Ricardo Benavides III

VI. PLEDGE OF ALEGIANCE

VII. THE PURPOSE OF THE HEARING WILL BE TO CONSIDER THE FOLLOWING ITEM WITH POSSIBLE ACTION:

To hear the appeal submitted by Sara Flores, Tax Department (Sr. Administrative Assistant) on October 24, 2023 in regards to employment suspension.

ENTER INTO EXECUTIVE SESSION TO DISCUSS APPEAL AT 11:02 P.M.

COMMISSION RETURNED FROM EXECUTIVE SESSION AT 11:31 P.M.

Motion to modify the disciplinary action by removing the one-day suspension and to uphold the written warning.

Motion: Ricardo Benavides III
Second: Roberto Quiroga

For: 5

Against: 0

Abstain:0

Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Motion for grievance issues #5 and #6 to be denied and issues #6 and #7 to be dismissed for lack of jurisdiction

Motion: Ricardo Benavides III
Second: Roberto Quiroga

For: 5 **Against: 0** **Abstain:0**
Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Motion for grievance issue #8 to be dismissed for lack of jurisdiction

Motion: Ricardo Benavides III
Second: Roberto Quiroga

For: 5 **Against: 0** **Abstain:0**
Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Motion for grievance issue #9 the MCS committee expects that the City of Laredo not retaliate and stays in compliance with policies and state law against Sara Flores

Motion: Ricardo Benavides III
Second: Linda Ramirez

For: 5 **Against: 0** **Abstain:0**
Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Motion for grievance issue #10 to be denied for lack of jurisdiction

Motion: Ricardo Benavides III
Second: Roberto Quiroga

For: 5 **Against: 0** **Abstain:0**
Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz

Linda Ramirez

Motion for grievance issue #11 the MCS commission expects the tax department to treat all employees equally and fairly as they are required to by local rules and policies

Motion: Ricardo Benavides III

Second: Ana I. Saenz

For: 5

Against: 0

Abstain:0

Ricardo Benavides III

Marcos A. Ceballos

Roberto Quiroga

Ana I. Saenz

Linda Ramirez

Motion for grievance issue #1 and #2 to be dismissed

Motion: Roberto Quiroga

Second: Ana I. Saenz

For: 4

Against: 1

Abstain:0

Marcos A. Ceballos

Ricardo Benavides III

Roberto Quiroga

Ana I. Saenz

Linda Ramirez

Motion for grievance issue #3 and #4 to be addressed to clarify use of notary services and clarify responsibilities for cashing petty cash checks on personal time and the use of personal vehicle. Requesting that the department put together necessary procedures in writing to clarify issues.

Motion: Ricardo Benavides III

Second: Ana I. Saenz

For: 4

Against: 1

Abstain:0

Ricardo Benavides III

Marcos A. Ceballos

Roberto Quiroga

Ana I. Saenz

Linda Ramirez

VIII. ADJOURNMENT:

Motion to adjourn at 11:58 p.m.

Motion: Ana I. Saenz
Second: Ricardo Benavides III

For: 5

Ricardo Benavides III
Marcos A. Ceballos
Roberto Quiroga
Ana I. Saenz
Linda Ramirez

Against: 0

Abstain:0

**Municipal Civil Service Commission
1110 Houston Street
Laredo, Texas 78040
Wednesday, March 20, 2024
5:30 PM**

I. CALL TO ORDER

With a quorum present, meeting was called to order at 5:41 p.m.

II. ROLL CALL/DECLARATION OF QUORUM

In attendance

Linda Ramirez
Marcos Ceballos
Guadalupe De Leon
Jesus Martinez
Albert Hernandez

Not in attendance

Ricardo Benavides
Roberto Quiroga
Ana I. Saenz

III. PLEDGE OF ALEGIANCE

IV. APPROVAL OF MINUTES (January 17, 2024)

Motion to approve the meeting minutes from the January 17, 2024 hearing

Motion: Linda Ramirez
Second: Jesus Martinez

For: 5

Against: 0

Abstain:0

Linda Ramirez
Marcos Ceballos
Guadalupe De Leon
Jesus Martinez
Albert Hernandez

V. PUBLIC COMMENTS

No public comments submitted.

VI. DISCUSSION WITH POSSIBLE ACTION TO NOMINATE AND ELECT A MUNICIPAL CIVIL SERVICE SECRETARY.

Motion to elect Linda Ramirez as the secretary for the Municipal Civil Service Commission.

Motion: Jesus Martinez
Second: Albert Hernandez

For: 5	Against: 0	Abstain:0
Linda Ramirez		
Marcos Ceballos		
Guadalupe De Leon		
Jesus Martinez		
Albert Hernandez		

VII. DISCUSSION WITH POSSIBLE ACTION ON RULES AND POLICIES THAT APPLY TO MUNICIPAL CIVIL SERVICE COMMISSIONERS.

No action taken.

VIII. DISCUSSION WITH POSSIBLE ACTION ON MUNICIPAL CIVIL SERVICE SCRIPT AND MCS HEARING PROCESS AND PROCEDURES AS NEEDED

Motion to remove the vote for approving absence of a commissioner.

Motion: Linda Ramirez
Second: Jesus Martinez

For: 5	Against: 0	Abstain:0
Linda Ramirez		
Marcos Ceballos		
Guadalupe De Leon		
Jesus Martinez		
Albert Hernandez		

Motion to add a time limit of 15 minutes to the opening, closing, and all rebuttals during the hearing.

Motion: Linda Ramirez
Second: Jesus Martinez

For: 5	Against: 0	Abstain:0
Linda Ramirez		
Marcos Ceballos		

Guadalupe De Leon
Jesus Martinez
Albert Hernandez

IX. ADJOURNMENT:

Motion to adjourn at 6:13 p.m.

Motion: Linda Ramirez
Second: Jesus Martinez

For: 5

Linda Ramirez
Marcos Ceballos
Guadalupe De Leon
Jesus Martinez
Albert Hernandez

Against: 0

Abstain:0