



**CIVIL SERVICE COMMISSION  
QUARTERLY MEETING  
WEDNESDAY, APRIL 23, 2025  
9:00 AM**

City Hall  
255 W. Alameda Street, 1<sup>st</sup> Floor Conference Room East  
Tucson, Arizona 85701

**LEGAL ACTION REPORT**

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Call to Order / Roll Call 9:15 AM

A Quorum was established. Present: Chairperson Paul Fimbres, Commissioner Eddie Rios, Commissioner Carol West, and Commissioner Michael Mathieu. Commissioner Rebecca Montano was absent excused.

1. Call to Audience

No one addressed the Commission.

2. Approval of the January Quarterly Meeting Minutes – A motion was made by Commissioner West, duly seconded, and passed by a voice vote of 4-0, to approve the minutes of the first quarterly meeting held on January 23, 2025.
3. New HR Deputy Director Introduction– Director Teri Traaen introduced HR's newest Deputy Director, Helen Smart. Ms. Smart gave a brief introduction of herself and her background.
4. Election of Civil Service Commission Chair and Vice Chair – After nominations, the Commission voted Paul Fimbres to serve as Chair and Rebecca Montano to serve as Vice Chair by a voice vote of 4-0.

Brief discussion followed regarding the current open position on the Commission and the efforts being made to recruit a new member.

5. Overview of updates to the Compensation Plan, introduction to Base Pay Calculator and City recruitment updates. Director Traaen gave a presentation to the Commissioners regarding the FY26 compensation plan, along with an overview of the Base Pay Calculator being implemented by the City.
6. Proposed updates to Administrative Directives regarding discipline - Jennifer Stash, City Attorney's Office, discussed the ongoing updates regarding 10 days equals 80 hours with regards to discipline and the possible changes to the civil service rules.
7. Other Business – .

Commissioners for the upcoming civil service hearing set for May 13 – May 14, 2025, were announced as well as location and start time.

Having no further items to discuss, the quarterly meeting adjourned at 10:25 AM.