



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF MEETING
MONDAY, MARCH 18, 2024 - 6:00 PM**

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NOTICE IS HEREBY GIVEN THAT THE **CIVIL SERVICE COMMISSION** OF THE CITY OF SEABROOK WILL MEET ON **MONDAY, MARCH 18, 2024 AT 6:00 PM** AT **CITY HALL, 1700 1ST STREET, SEABROOK, TEXAS**, TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE ITEMS LISTED BELOW.

ALTHOUGH THIS IS NOT AN OFFICIAL COUNCIL MEETING, A QUORUM OF COUNCIL MEMBERS MAY BE PRESENT.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will listen to any member of the audience on any subject matter whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. NEW BUSINESS

2.1 Consider and take appropriate action to approve the eligibility list for the rank of Lieutenant from the written exam conducted on February 28, 2024.

3. ROUTINE BUSINESS

3.1 Approve the February 12, 2024 Civil Service Meeting Minutes

3.2 Establish future meeting dates and agenda items.

4. ADJOURN MEETING

THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV FOR FURTHER

INFORMATION.

I certify that this notice was posted on the City of Seabrook website, www.seabrooktx.gov/agendacenter pursuant to Texas Government Code, Section 551.043(b)(1)-(3) and on the bulletin board on or before Friday, March 15, 2024 no later than 5:00 p.m. and this notice will remain posted until the meeting has ended.

Yesenia Garza-Spires,
HR/Civil Service Director



Agenda Briefing

Date of Meeting: March 18, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take appropriate action to approve the eligibility list for the rank of Lieutenant from the written exam conducted on February 28, 2024.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, February 12, 2024, at
2 Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate take action
3 on the items listed below.
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5

6 **THOSE PRESENT WERE:**
7

8 BYRON HANSSEN	CHAIR
9 STEVEN DEAN	VICE CHAIR
10 KYLIE WILSON	CIVIL SERVICE COMMISSIONER
11 YESENIA GARZA	CIVIL SERVICE DIRECTOR
12 STEPHANIE GUERRERO	CIVIL SERVICE SECRETARY (ABSENT)

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14

15 Byron Hanssen, Chair, called the meeting to order at 6:02 p.m.
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17

18 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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20 Civil Service Director, Yesenia Garza, informed the Civil Service Commission that there were no
21 scheduled public comments.
22

23 **2. NEW BUSINESS**
24

25 **2.1 Consider and take all appropriate action to approve the Eligibility List for a Police**
26 **Officer – Entry Level from both the written and physical agility exam conducted on**
27 **February 10, 2024.**
28

29 *Motion made by Kylie Wilson and seconded by Steven Dean*
30

31 *To approve the eligibility list for a Police Officer – Entry Level from both the written and physical*
32 *agility exam conducted on February 10, 2024.*
33

34 *MOTION CARRIED BY UNANIMOUS CONSENT*
35

36 **2.2 Consider and take all appropriate action to elect a New Chair and Vice Chair of the**
37 **Civil Service Commission as per Section 143. 006.**
38

39 *Motion made by Steve Dean and seconded by Kylie Wilson*
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41 *To elect Byron Hanssen as Chair for the Civil Service Commission.*
42

43 *MOTION CARRIED BY UNANIMOUS CONSENT*
44

45 *Motion was made by Steve Dean and seconded by Byron Hanssen*
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47 *To elect Kylie Wilson as Chair for the Civil Service Commission.*
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49 *MOTION CARRIED BY UNANIMOUS CONSENT*
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3. ROUTINE BUSINESS

3.1 Approve the November 13, 2023, Civil Service Meeting Minutes.

Motion made by Kylie Wilson and seconded by Steven Dean

To approve the November 13, 2023, Civil Service meeting minutes.

MOTION CARRIED BY UNANIMOUS CONSENT

3.2 Approve the December 18, 2023, Civil Service Meeting Minutes.

Motion made by Seve Dean and seconded by Kylie Wilson

To approve the December 18m 2023, Civil Service meeting minutes.

MOTION CARRIED BY UNANIMOUS CONSENT

3.3 Establish future meeting dates and agenda items.

Yesenia Garza-Spires, Civil Service Director, informed the Civil Service Commissioners that a promotional exam for rank of Lieutenant will be taking place on February 28, 2024, therefore, a meeting will be held on Monday, March 4, 2024, to consider, and if appropriate take action to approve the eligibility list.

3.2 Adjourn

Upon motion duly made, the meeting was over at 6:10 p.m.

APPROVED THIS _____ DAY OF _____, 2024.

Byron Hanssen, Civil Service Chair

Yesenia Garza, Civil Service Director