



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF MEETING
MONDAY, JANUARY 27, 2025 - 6:00 PM**

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NOTICE IS HEREBY GIVEN THAT THE SEABROOK CIVIL SERVICE COMMISSION WILL HOLD A MEETING ON **MONDAY, JANUARY 27, 2025 AT 6:00 P.M. 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. PRESENTATIONS

2.1 Presentation by Officer Derrick Christensen and Officer Matthew Sterling on their appeal of the Sergeant's examination grading/regarding pursuant to Texas Local Government Code 143.034(a).

3. NEW BUSINESS

3.1 Receive update from Director of Civil Service regarding the recalculation of the examination scores to reflect the Commission's actions in the promotional appeal examination. Consider and, if appropriate, take action to ratify the Director's action.

3.2 Consider and take appropriate action to approve the Eligibility List for Police Officer - Entry Level from both the written and physical agility exam conducted on January 18, 2025.

3.3 Consider and take appropriate action to elect a New Chair and Vice Chair of the Civil Service Commission as per Section 143.006.

4. ROUTINE BUSINESS

4.1 Approve the September 23, 2024, Civil Service Commission Meeting minutes.

4.2 Approve the November 18, 2024, Civil Service Commission Meeting minutes.

4.3 Approve the December 16, 2024, Civil Service Commission Meeting minutes.

5. ADJOURN

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 bulletin board on or before Friday, January 24, 2025 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Yesenia Garza-Spires,
HR/Civil Service Director



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Receive update from Director of Civil Service regarding the recalculation of the examination scores to reflect the Commission's actions in the promotional appeal examination. Consider and, if appropriate, take action to ratify the Director's action.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take appropriate action to approve the Eligibility List for Police Officer - Entry Level from both the written and physical agility exam conducted on January 18, 2025.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and take appropriate action to elect a New Chair and Vice Chair of the Civil Service Commission as per Section 143.006.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the September 23, 2024, Civil Service Commission Meeting minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 9-23-2024 Minutes

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, September 23, 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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6 **THOSE PRESENT WERE:**

8 STEVEN DEAN	CIVIL SERVICE COMMISSIONER
9 KYLIE WILSON	VICE-CHAIR
10 YESENIA GARZA-SPIRES	CIVIL SERVICE DIRECTOR

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14 Kylie Wilson, Vice-Chair, called the meeting to order at 6:14 p.m.
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17 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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19 Civil Service Director, Yesenia Garza-Spires, informed the Civil Service Commission that there
20 were no scheduled public comments.
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24 **2. NEW BUSINESS**
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26 **2.1 Consider and, if appropriate take action to approve the Eligibility List for Police Officer**
27 **– Entry Level from both the written and physical agility exam conducted on September 21,**
28 **2024.**
29

30 *Motion made by Steve Dean and seconded by Kylie Wilson.*
31

32 *To approve Eligibility List for Police Officer – Entry Level from both the written and physical*
33 *agility exam conducted on September 21, 2024.*
34

35 **MOTION CARRIED BY UNANIMOUS CONSENT**
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38 **2.2 Consider and, if appropriate take action to set the date for a Promotional Exam to the**
39 **Rank of Sergeant. The proposed test date to be November 15, 2024.**
40

41 *Motion made by Steve Dean and seconded by Kylie Wilson.*
42

43 *To set the date for a Promotional Exam to the Rank of Sergeant for November 15, 2024.*
44

45 **MOTION CARRIED BY UNANIMOUS CONSENT**
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53 **3. ROUTINE BUSINESS**
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4.1 Approve the August 5, 2024, Civil Service Commission Meeting Minutes.

Motion made by Steve Dean and seconded by Kylie Wilson.

To approve the August 5, 2024, Civil Service Commission meeting minutes.

MOTION CARRIED BY UNANIMOUS CONSENT.

5. Adjourn

Upon motion duly made, the meeting was over at 6:36 p.m.

APPROVED THIS _____ DAY OF _____, 2024.

Kylie Wilson, Civil Service Vice-Chair

Yesenia Garza-Spires, Civil Service Director



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the November 18, 2024, Civil Service Commission Meeting minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 11-18-2024 Minutes

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, November 18, 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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6 **THOSE PRESENT WERE:**

8 STEVEN DEAN	CIVIL SERVICE COMMISSIONER
9 KYLIE WILSON	VICE-CHAIR
10 YESENIA GARZA-SPIRES	CIVIL SERVICE DIRECTOR

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14 Kylie Wilson, Vice-Chair, called the meeting to order at 6:04 p.m.
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17 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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19 Civil Service Director, Yesenia Garza-Spires, informed the Civil Service Commission that there
20 were no scheduled public comments.
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23 **2. NEW BUSINESS**
24

25 **2.1 Consider and, if appropriate take action to set the date for Police Officer – Entry Level**
26 **Exam. The proposed test date to be January 18, 2025**
27

28 *Motion made by Steve Dean and seconded by Kylie Wilson.*
29

30 *To set the date for Police Officer – Entry Level Exam for January 18, 2025.*
31

32 **MOTION CARRIED BY UNANIMOUS CONSENT**
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34 **2.2 Consider and, if appropriate take action to approve Resolution No, 01-2024**
35 **adopting an amendment to the rules and regulations of the Civil Service Commission**
36 **by amending Section 143.023 Eligibility for a Beginning Position by adding Section**
37 **143.023(a) Minimum Eligibility Requirements for Police Officers and by adding**
38 **Section 143.023 (b) establishing the eligibility requirements and applicable rules for**
39 **hiring beginning Police Officers who have prior experience with other agencies;**
40 **establishing the seniority compensation for new lateral hires in the Police Department;**
41 **authorizing the Department Head to manage and modify the lateral hiring criteria,**
42 **rules and eligibility in the best interest of the department; and authorizing the Director**
43 **of Civil Service to take all actions necessary to implement this resolution.**
44

45 *Motion made by Steve Dean and seconded by Kylie Wilson to go into discussion.*
46

47 *Motion made by Steve Dean and seconded by Kylie Wilson to remove section “2(b)” from Section*
48 *143.023(b), Eligibility Requirements for Lateral Police Officer Entry, which states “Must NOT*
49 *have been a previous Seabrook Police Officer that was reappointed.”*
50

51 **MOTION CARRIED BY UNANIMOUS CONSENT**
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Motion was made by Steve Dean and seconded by Kylie Wilson to change the wording on “2(e)” from Section 143.023(b) to state “Must satisfy all other requirements and conditions of the program which may, from time to time, be established by the Commission.”

MOTION CARRIED BY UNANIMOUS CONSENT

Motion was made by Steven Dean and seconded by Kylie Wilson to remove section “4” from Section 143.023(b).

MOTION CARRIED BY UNANIMOUS CONSENT

Motion was made by Steven Dean and seconded by Kylie Wilson to remove section “5” from Section 143.023(b).

Motion was made by Steven Dean and seconded by Kylie Wilson to remove section “4” from Section 143.023(b).

3. ROUTINE BUSINESS

4.1 Approve the August 5, 2024, Civil Service Commission Meeting Minutes.

Motion made by Steve Dean and seconded by Kylie Wilson.

To approve the August 5, 2024, Civil Service Commission meeting minutes.

MOTION CARRIED BY UNANIMOUS CONSENT.

Motion was made by Steven Dean and seconded by Kylie Wilson to approve Resolution No. 01-2024 with modifications as discussed by the Commission.

5. Adjourn

Upon motion duly made, the meeting was over at 6:38 p.m.

APPROVED THIS _____ DAY OF _____, 2024.

Kylie Wilson, Civil Service Vice-Chair

Yesenia Garza-Spires, Civil Service Director



Agenda Briefing

Date of Meeting: January 27, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the December 16, 2024, Civil Service Commission Meeting minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 12-16-2024 Minutes

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, December 16, 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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6 **THOSE PRESENT WERE:**

8 STEVEN DEAN	CIVIL SERVICE COMMISSIONER
9 KYLIE WILSON	VICE-CHAIR
10 YESENIA GARZA-SPIRES	CIVIL SERVICE DIRECTOR

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14 Kylie Wilson, Vice-Chair, called the meeting to order at 6:01 p.m.
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17 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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19 *Derrick Christensen – Seabrook Police Officer*
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22 **2. NEW BUSINESS**
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24 **2.1 Consider and, if appropriate take action on an appeal by Kimberly Boniface, Derrick**
25 **Christensen, Jason Emerson, Daniel Kirby and Matthew Sterling to challenge certain**
26 **question(s) on the promotional examination for the rank of Sergeant administered on**
27 **November 15, 2024.**
28

29 *Motion was made by Kylie Wilson and seconded by Steve Dean to discuss the questions that were*
30 *appealed by Kimberly Boniface, Derrick Christensen, Jason Emerson, Daniel Kirby and Matthew*
31 *Sterling.*
32

33 *Motion made by Steve Dean and seconded by Kylie Wilson to sustain the answer key for Question*
34 *#6.*
35

36 **MOTION CARRIED BY UNANIMOUS CONSENT**
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39 *Motion made by Steve Dean and seconded by Kylie Wilson to eliminate the test question #17.*
40

41 **MOTION CARRIED BY UNANIMOUS CONSENT**
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44 *Motion made by Steve Dean and seconded by Kylie Wilson to sustain the answer key question #29.*
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46 **MOTION CARRIED BY UNANIMOUS CONSENT**
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53 *Motion made by Steve Dean and seconded by Kylie Wilson to eliminate the test question #41.*
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MOTION CARRIED BY UNANIMOUS CONSENT

Motion made by Kylie Wilson and seconded by Steve Dean to eliminate the test question #52.

MOTION CARRIED BY UNANIMOUS CONSENT

Motion made by Steve Dean and seconded by Kylie Wilson to eliminate the test question #96, #97 and #99.

MOTION CARRIED BY UNANIMOUS CONSENT

2.2 Consider and, if appropriate take action to approve the Eligibility List for Rank of Sergeant from the written exam conducted on November 15, 2024.

Motion made by Steve Dean and seconded by Kylie Wilson to table the approval of the Eligibility List for Rank of Sergeant from the written exam conducted on November 15, 2024, until an Assessment Center is conducted.

3. Routine Business

4. Adjourn

Upon motion duly made, the meeting was over at 6:41 p.m.

APPROVED THIS _____ DAY OF _____, 2024.

Kylie Wilson, Civil Service Vice-Chair

Yesenia Garza-Spires, Civil Service Director