



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF MEETING
MONDAY, MARCH 17, 2025 - 5:00 PM**

For city information visit www.seabrooktx.gov
For agendas visit www.seabrooktx.gov/agendas

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CIVIL SERVICE COMMISSION WILL HOLD A MEETING ON MONDAY, MARCH 17, 2025 AT 5:00 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. NEW BUSINESS

2.1 Consider and, if appropriate, take action to set the date for the Police Officer - Entry Level Exam. The proposed test date is April 5, 2025.

2.2 Consider, and if appropriate, take action to approve Resolution No. 01-2025, adopting and amending the rules and regulations of the Civil Service Commission by amending Section 143.024(1) - Entrance Examination Notice and Section 143.029 - Promotional Examination Notice, to authorize the Director of Civil Service to post the examination notice in plain view on a bulletin board in the Lobby of City Hall; a bulletin board at the Police Department, and the Director's office, in order to expedite the testing process.

2.3 Consider, and if appropriate, take action to appoint Crissy Naranjo as the Civil Service Director.

3. ROUTINE BUSINESS

3.1 Approve the January 27, 2025, Civil Service Commission Meeting minutes.

3.2 Approve the January 31, 2025, Civil Service Commission Meeting Minutes.

3.3 Approve the February 17, 2025, Civil Service Commission Meeting Minutes.

4. 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 HUMAN RESOURCE OFFICE AT (281) 291-5680 OR HR@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, March 14, 2025 no later than 4:00 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: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and, if appropriate, take action to set the date for the Police Officer - Entry Level Exam. The proposed test date is April 5, 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: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider, and if appropriate, take action to approve Resolution No. 01-2025, adopting and amending the rules and regulations of the Civil Service Commission by amending Section 143.024(1) - Entrance Examination Notice and Section 143.029 - Promotional Examination Notice, to authorize the Director of Civil Service to post the examination notice in plain view on a bulletin board in the Lobby of City Hall; a bulletin board at the Police Department, and the Director's office, in order to expedite the testing process.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. RESOLUTION NO. 01-2025

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

CITY OF SEABROOK CIVIL SERVICE COMMISSION

RESOLUTION NO. 01-2025

A RESOLUTION OF THE SEABROOK'S CIVIL SERVICE COMMISSION (THE COMMISSION), ADOPTING AND AMENDING THE LOCAL RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION BY AMENDING SECTION 143.024 (1) – ENTRANCE EXAMINATION NOTICE AND SECTION 143.029 – PROMOTIONAL EXAMINATION NOTICE TO AUTHORIZE THE DIRECTOR OF CIVIL SERVICE TO POST THE NOTICE IN PLAIN VIEW ON A BULLETIN BOARD IN THE LOBBY OF CITY HALL, IN A BULLETIN BOARD AT THE POLICE DEPARTMENT AND IN THE DIRECTOR'S OFFICE, IN ORDER TO EXPEDITE THE TESTING PROCESS FOR A BEGINNING POSITION AS A POLICE OFFICER.

WHEREAS, the City of Seabrook recognizes the importance of maintaining an efficient and effective testing process for beginning and promotional positions within the Seabrook Police Department; and

WHEREAS, Section 143.024 of the Texas Local Government Code establishes requirements for providing notice of entrance examinations for classified positions; and

WHEREAS, Section 143.029 of the Texas Local Government Code establishes requirements for providing notice of promotional examinations for classified positions; and

WHEREAS, the current requirement for posting notices may cause unnecessary delays in scheduling examinations for beginning and promotional positions in the Police Department; and

WHEREAS, in an effort to improve efficiency and expedite the testing process, the Commission finds it necessary to amend its local Civil Service Rules to allow the Director of Civil Service to post the entrance examination notice and the promotional examination notice in plain view on a bulletin board in the lobby of City Hall, bulletin board at the Police Department and in the Director's office; and

WHEREAS, this amendment will enhance accessibility to examination notices while ensuring transparency and compliance with civil service requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS:

SECTION 1. The City of Seabrook Civil Service Commission hereby amends its local Civil Service Rules regarding Section 143.024(1) – Entrance Examination Notice and Section 143.029 – Promotional Examination Notice, to authorize the Director of Civil Service to post the

examination notice in plain view on a bulletin board in the lobby of City Hall, a bulletin board at the Police Department and in the Director's office.

SECTION 2. The Civil Service Director is authorized and directed to implement this change immediately and ensure that entrance examination notices are posted in accordance with this resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED THIS 17TH DAY OF MARCH, 2025.

CITY OF SEABROOK CIVIL SERVICE COMMISSION:

Kylie Wilson, Commissioner

Steve Dean, Commissioner

Ashley Gadd, Commissioner

§ 143.024. ENTRANCE EXAMINATION NOTICE

- (1) More than ten (10) calendar days in advance of any entrance examination, the ~~Director Commission~~ shall ~~cause to be~~ posted in plain view on a bulletin board located ~~outside front entrance~~ in the lobby of the City Hall, ~~on a bulletin board at the Police Department and in the Director's office~~ a Notice of Exam for Beginning Position as Police Officer. The Notice shall show the number of position(s) to be filled for which the examination is to be held, with date, time, and place of the examination.
- (2) The Notice shall also state the period during which the eligibility list created as a result of the examination will remain in effect.
- (3) Applicants shall complete an Interest and other forms prescribed by the Director in order to qualify for eligibility to take the entrance examination in the manner specified in these Rules. An application that is rejected by the Director or an applicant who otherwise does not qualify for eligibility to take the entrance exam shall not be allowed to take the examination.
- (4) The Director may cancel, postpone or reschedule an examination at any time with or without advance notice.

§ 143.029. PROMOTIONAL EXAMINATION NOTICE

- (1) All promotional examination questions must be taken from sources that are listed in a Promotional Exam Notice that is posted by the ~~Director~~ ~~Commission~~ at least ninety (90) days before the date of the examination. Police Officers may suggest source materials for promotional examinations. Such request should be in writing through the Chief of Police to the Director.
- (2) At least 30 days in advance of any examination for promotion, the ~~Director~~ ~~Commission~~ shall ~~cause to be~~ posted on a bulletin board located in the ~~main~~ lobby of the City Hall, a ~~bulletin board in the Police Department, and the Director's office~~ and in plain view, a notice of such examination and said notice shall show the position(s) to be filled or for which the examination is to be held, with date, time and place thereof. ~~and copies of such notices shall be furnished in quantities sufficient for posting in the Department.~~



Agenda Briefing

Date of Meeting: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider, and if appropriate, take action to appoint Crissy Naranjo as the Civil Service Director.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the January 27, 2025, Civil Service Commission Meeting minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 01-27-2025 - MINUTES

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Friday, January 31, 2025, at
2 Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate, take action
3 on the items listed below.
4
5

6 **THOSE PRESENT WERE:**
7

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

11
12

13 Kylie Wilson, Chair, called the meeting to order at 5:02 p.m.
14
15

16 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
17

18 *Motion made by Steve Dean and seconded by Kylie Wilson to move Public Comments and*
19 *Announcements to after Executive Session.*
20

21 *MOTION CARRIED BY UNANIMOUS CONSENT.*
22
23
24

25 **2. EXECUTIVE SESSION**
26

27 **2.1 Section 551.071 Conduct a Closed Executive Session to Consult with the Civil Service**
28 **Attorney regarding Chapter 143 of the Texas Local Government Code specifically**
29 **promotional exam appeal and the grading/regrading.**
30

31 *Kylie Wilson, Chair adjourned the meeting at 5:03 p.m.*
32

33 **3. OPEN SESSION**
34

35 **3.1 The Civil Service Commission will reconvene into open session to allow for possible**
36 **action on the agenda items listed under “Executive Session.”**
37

38 *Kylie Wilson, Chair called the meeting to order at 5:32 p.m.*
39
40

41 **3.2 PUBLIC COMMENTS AND ANNOUNCEMENTS**
42

43 *Jason Emerson – Seabrook Police Officer*
44
45

46 **4. NEW BUSINESS**
47

48 **4.1 Consider and take appropriate action to ratify the recalculation of the examination**
49 **scores to reflect the Commission’s actions in the appeal of the Sergeant’s Promotional**
50 **examination.**
51
52

Motion made by Kylie Wilson and seconded by Steve Dean to ratify the recalculation of the examination scores to reflect the Commission's action in the appeal of the Sergeant's Promotional examination and approve the amended Preliminary Eligibility List as it was on December 19, 2024, with candidates Daniel Kirby and Jason Emerson.

MOTION CARRIED BY UNANIMOUS CONSENT.

5. Adjourn

Upon motion duly made, the meeting was over at 5:37 p.m.

APPROVED THIS _____ DAY OF _____, 2025.

Kylie Wilson, Civil Service - Chair

Yesenia Garza-Spires, Civil Service Director



Agenda Briefing

Date of Meeting: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the January 31, 2025, Civil Service Commission Meeting Minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 01-31-2025 - MINUTES

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, February 17, 2025, at
2 Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate, take action
3 on the items listed below.
4
5

6 **THOSE PRESENT WERE:**
7

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

11
12

13 Kylie Wilson, Chair, called the meeting to order at 6:01 p.m.
14
15

16 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
17

18 *No public comments or announcements.*
19
20
21

22 **2. PRESENTATIONS**
23

24 **2.1 Conduct the Oath of Office for newly appointed members and go over all training**
25 **requirements.**
26

27 *City Secretary Rachel Lewis conducted the Oath of Office for Ashley Gadd, the newly appointed*
28 *Civil Service Commissioner. City Secretary Rachel Lewis discussed the mandatory training for*
29 *newly appointed commissioners.*
30
31
32

33 **3. NEW BUSINESS**
34

35 **3.1 Consider and take appropriate action to approve the Promotional Eligibility List for**
36 **Rank of Sergeant from the written exam conducted on November 15, 2024 and the**
37 **Assessment Center conducted on February 5, 2025.**
38

39 *Motion made by Steven Dean and seconded by Kylie Wilson to approve the Promotional*
40 *Eligibility List for Rank of Sergeant.*
41

42 **MOTION CARRIED BY UNANIMOUS CONSENT.**
43
44
45

46 **4. Adjourn**
47

48 Upon motion duly made, the meeting was over at 6:05 p.m.
49
50
51
52

53
54
55
56
57
58
59
60
61
62
63
64

APPROVED THIS _____ DAY OF _____, 2025.

Yesenia Garza-Spires, Civil Service Director

Kylie Wilson, Civil Service - Chair



Agenda Briefing

Date of Meeting: March 17, 2025

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the February 17, 2025, Civil Service Commission Meeting Minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 02-17-2025 - MINUTES

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, February 17, 2025, at
2 Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate, take action
3 on the items listed below.
4
5

6 **THOSE PRESENT WERE:**
7

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

11
12

13 Kylie Wilson, Chair, called the meeting to order at 6:01 p.m.
14
15

16 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
17

18 *No public comments or announcements.*
19
20
21

22 **2. PRESENTATIONS**
23

24 **2.1 Conduct the Oath of Office for newly appointed members and go over all training**
25 **requirements.**
26

27 *City Secretary Rachel Lewis conducted the Oath of Office for Ashley Gadd, the newly appointed*
28 *Civil Service Commissioner. City Secretary Rachel Lewis discussed the mandatory training for*
29 *newly appointed commissioners.*
30
31
32

33 **3. NEW BUSINESS**
34

35 **3.1 Consider and take appropriate action to approve the Promotional Eligibility List for**
36 **Rank of Sergeant from the written exam conducted on November 15, 2024, and the**
37 **Assessment Center conducted on February 5, 2025.**
38

39 *Motion made by Steven Dean and seconded by Kylie Wilson to approve the Promotional*
40 *Eligibility List for Rank of Sergeant.*
41

42 **MOTION CARRIED BY UNANIMOUS CONSENT.**
43
44
45

46 **4. Adjourn**
47

48 Upon motion duly made, the meeting was over at 6:05 p.m.
49
50
51
52

53
54
55
56
57
58
59
60
61
62
63
64

APPROVED THIS _____ DAY OF _____, 2025.

Kylie Wilson, Civil Service - Chair

Yesenia Garza-Spires, Civil Service Director