



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF MEETING
MONDAY, APRIL 7, 2025 - 5:00 PM**

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NOTICE IS HEREBY GIVEN THAT THE SEABROOK Civil Service Commission WILL HOLD A MEETING ON **Monday, April 7, 2025 AT 5:00 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 Police Officer- Entry Level from both the written and physical agility exam conducted on April 5, 2025. *Crissy Naranjo, Director of Human Resources*

3. ROUTINE BUSINESS

3.1 Approve the March 17, 2025 Civil Service Commission meeting minutes.

4. ADJOURN

THE CHARTER REVIEW 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 Thursday, April 3, 2025 no later than 6:00 p.m. and that this notice will remain posted until the meeting has ended.

Crissy Naranjo, PSHRA-SCP, SHRM-CP,
HR/Civil Service Director



Agenda Briefing

Date of Meeting: April 7, 2025

Responsible Department: Human Resources

Presenter: Crissy Naranjo, Director of Human Resources

Briefing Prepared By: Crissy Naranjo

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 April 5, 2025.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



MEETING MINUTES
MARCH 17, 2025

SEABROOK CIVIL SERVICE COMMISSION
MEETING

Commission Member Steve Dean called the Seabrook Civil Service Commission to order at 5:00 p.m. in the Council Chambers in Seabrook City Hall. Present were Steven Dean, Ashley Gadd.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments.

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.

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

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.

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

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

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

3. ROUTINE BUSINESS

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

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

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

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

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

Motion:	To Approve
Made By:	Member of Civil Service Commission Dean
Seconded By:	Chair of Civil Service Gadd
Vote:	Passed unanimously by all present

4. ADJOURN

There being no further business, the meeting was adjourned at 5:07pm.

APPROVED: _____
Chair

DATE: _____

ATTEST: _____
Crissy Naranjo
HR/Civil Service Director