



**CITY OF NEW BRAUNFELS, TEXAS
CIVIL SERVICE COMMISSION MEETING**



**CITY HALL - COUNCIL CHAMBERS
550 LANDA STREET**

WEDNESDAY, JULY 2, 2025 at 1:30 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PRESENTATIONS**

None

4. **APPROVAL OF MINUTES**

A) Approval of minutes from May 27, 2025 meeting.
Chairperson Paul Ericksen

[25-832](#)

5. **COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. **DISCUSSION AND ACTION**

A) Discuss and consider calling for a Police Sergeant [25-833](#)
promotional examination to fill a vacancy and/or create
an eligibility list.

7. **EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



Civil Service Commission Agenda Item Report

550 Landa Street
New Braunfels, TX

7/2/2025

Agenda Item No. A)

PRESENTER:

Chairperson Paul Ericksen

SUBJECT:

Approval of minutes from May 27, 2025 meeting.

**DRAFT - MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
REGULAR MEETING OF TUESDAY, MAY 27, 2025**

AGENDA

1. CALL TO ORDER

The meeting commenced at 8:30 am.

2. ROLL CALL

The following Commissioners were present:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

3. PRESENTATIONS

None

4. APPROVAL OF MINUTES

Vice-Chairperson Aleman made a motion to approve the item.

Chairperson Ericksen seconded the motion, which passed.

A) Approval of minutes from the May 7, 2025 meeting.

5. COMMUNICATIONS

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. DISCUSSION AND ACTION

A) Discuss and consider calling for a Police Officer entrance examination to fill a vacancy and/or create an eligibility list.

Human Resources Generalist Lori Stidham presented and briefly discussed the item.

Vice-Chairperson Aleman made a motion to approve the item.

Chairperson Ericksen seconded the motion, which passed.

B) Discuss and consider calling for a Fire Engineer promotional examination to fill a vacancy and/or create an eligibility list.

Human Resources Generalist Lori Stidham presented and briefly discussed the item.

**Vice-Chairperson Aleman made a motion to approve the item.
Chairperson Ericksen seconded the motion, which passed.**

7. EXECUTIVE SESSION

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. ADJOURNMENT

The meeting adjourned at 8:33 am.

Date Approved: _____

Commission Member

Commission Member

Attest:

Lori Stidham

HR Generalist

7/2/2025

Agenda Item No. A)

PRESENTER

Human Resources Generalist Lori Stidham

SUBJECT:

Discuss and consider calling for a Police Sergeant promotional examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

**NEW BRAUNFELS
CIVIL SERVICE COMMISSION**

**BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE
COMMISSION:**

Notice and appropriate action regarding the approval of the **POLICE SERGEANT** online written promotional examination. The 2-hour examination will be administered on the following date and time:

Date: Monday, August 25, 2025
Time: 9:00 a.m.
Place: Police Department Training Room
3030 West San Antonio Street
New Braunfels, Texas 78130

The Police Sergeant Examination will begin promptly at 9:00 a.m., Monday, August 25, 2025. The participants must be present and seated prior to 9:00 a.m. . **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Check-in will start at 8:00 a.m.**

Check In - An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.

- **Valid Texas Driver's License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

The Police Sergeant Examination is open to each Police Corporal who have at least two (2) years continuous service in the position of Police Corporal immediately prior to the examination date to meet the required minimum of three (3) candidates. If unable to reach the required three (3) candidates after the tenth (10th) day registration period for Police Corporal, the Police Sergeant Examination is open to each Police Corporal with less than two (2) years continuous service in the position of Police Corporal. If unable to reach the required three (3) candidates after the tenth (10th) day registration period for Police Corporal with less than two (2) years continuous service in the position of Police Corporal, the Police Sergeant Examination is open to each Police Officer who have at least two (2) years continuous service in the position of Police Officer immediately prior to the examination date in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations and Local Government Code Chapter 143.

PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.

All eligible Police Corporal employees with two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., **Friday, July 18, 2025.**

IF NEEDED, eligible Police Corporal employees with less than two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., **Friday, August 1, 2025.**

IF NEEDED, eligible Police Officer employees with two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., **Friday, August 15, 2025.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:30 p.m. on Tuesday, August 26, 2025, in accordance with Section 143.033 of the Local Government Code.

PASSED AND APPROVED this **2nd** day of **July 2025**.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

DR. HORACIO LUCERO

ATTEST:

Posted: _____
Date/Time: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR