



# Freeport Civil Service Commission

Tyrone Morrow | Jose Hernandez | Kerry Moore



## Meeting and/or Executive Session Agenda

Wednesday, January 21, 2026, 6:00 PM | Council Chamber | 430 North Brazosport Blvd, Freeport, Texas 77541

This meeting will be live streamed via YouTube Live and may be accessed on the City of Freeport Facebook page: <https://www.facebook.com/freeporttexas> or by visiting <https://www.youtube.com/@cityoffreeporttx8375/streams>

In accordance with Section 551.043 of the Texas Government Code, this agenda has been posted at Freeport City Hall and distributed to the appropriate news media within the required time frame. All meetings of the Freeport Civil Service Commission are open to the public. Public participation and written comments are invited on all open session business items.

The Commission request that cell phones be turned off or set to vibrate. Members of the audience are requested to step outside to conduct a phone conversation. The Council Chamber is wheelchair accessible and special parking is available outside the building. If special accommodation is required, please contact the Human Resources Director a minimum of 72 hours in advance at 979-233-3526.

1. Call to Order
2. Invocation
3. Pledge
4. Citizen Comments
5. Discussion Items:
  - a. **Initial discussion regarding administrative support for the Civil Service Commission**, including:
    - o Consideration of appointing the City's Human Resources Director to provide administrative support to the Commission;
    - o Evaluation of projected costs associated with contracted clerical assistance versus utilization of existing Human Resources staff; and
    - o Assessment of current City staffing capacity to assume Civil Service-related administrative responsibilities.
  - b. **Initial discussion regarding designation of the official records custodian for the Civil Service Commission**, including statutory responsibilities related to record retention, public information requests, and compliance with applicable state law.
  - c. **Initial discussion regarding potential engagement of outside legal counsel** with demonstrated expertise in Texas Civil Service law to advise the Commission on establishment, compliance, and ongoing operations.
  - d. **Initial discussion regarding the use of personal or employer-issued electronic devices** (including cellular phones, computers, and electronic communication platforms) by Commission members for Commission-related business, including legal considerations related to public records, subpoenas, and discoverability under court order.
  - e. **Initial discussion regarding stakeholder engagement necessary for effective implementation of the Civil Service Commission**, including potential interviews and coordination with:
    - o Dr. Kelley;
    - o Chief Howell;
    - o Chief Motley;

- o Freeport Police Department sworn personnel;
  - o Freeport Fire Department officers and paramedics; and
  - o External municipalities or agencies currently operating under a civil service system.
- f. **Initial discussion regarding prior presentations made to City Council** by Chief Howell, Chief Motley, and Attorney Duncan, and the Commission's request to obtain copies of those presentations for review and reference.
- g. **Initial discussion regarding preliminary work completed to date** by Chief Howell and Chief Motley related to:
- o Collection and review of civil service bylaws, rules, regulations, and policies from comparable civil service jurisdictions; and
  - o Identification of best practices relevant to the City of Freeport.
- h. **Discussion regarding identification of external civil service agency points of contact**, including request for the following information for agencies with whom coordination has occurred:
- o Name;
  - o Title;
  - o Agency name;
  - o Phone number;
  - o Email address; and
  - o Business address.
6. Discussion and Possible Action:
- a. **Discussion and possible action regarding development of a Civil Service Commission project timeline**, including key milestones, deliverables, and target dates necessary to achieve statutory compliance within the required implementation period.
  - b. **Discussion and possible action regarding scheduling of future Civil Service Commission meetings**, including dates, times, and locations.
  - c. **Discussion and possible action regarding establishing a process to place items on the civil service commission agenda** until we establish what/who will be the HR Director.
7. Adjourn

Items not necessarily discussed in the order they appear on the agenda. The Commission at its discretion may take action on any or all of the items as listed. This notice is posted pursuant to the Texas Open Meeting Act. (Chapter 551, Government Code).

The Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), and 551.076 (Deliberations about Security Devices).

*Notice of Potential Quorum*

*One or more members of the Freeport City Council may be present at this meeting.*

*No action will be taken by the Freeport City Council at this meeting.*

CERTIFICATE I certify the foregoing notice was posted in the official glass case at the front door of the City Hall, with 24 hours a day public access, 1201 North Avenue H., Freeport Texas, 3 business days prior to meeting in accordance with Open Meetings Act.

*[Handwritten Signature]*

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 Marina Fernandez  
 City Secretary, City of Freeport, Texas

