

State of Texas

County of Brazoria

City of Freeport-Civil Service Commission

BE IT REMEMBERED, that the Freeport Civil Service Commission of the City of Freeport, Texas met on Wednesday, March 4, 2026, at 6:00P.M. at the Freeport Council Chamber located at 430 North Brazosport Blvd., Freeport Texas for the purpose of considering the following agenda items:

**Civil Service Commissioners:** Tyrone Morrow, Chairman  
Jose Hernandez, Vice Chairman  
Kerry Moore

**Staff:** Danielle Kelly, DPA, City Manager,  
Christopher Duncan, City Attorney  
Toby Cohen, IT Director

**Visitors:**

**Call to Order:**

Chairman Morrow called the meeting of the Freeport Civil Service Commission to order at 6:02P.M. on March 4, 2026.

**Invocation:**

Chairman Morrow led the Invocation.

**Pledge:**

Chairman Morrow led the Pledge of Allegiance to the United States and the Pledge of Allegiance to the State of Texas.

**Citizen Comments**

There were no Citizen Comments.

**Approval of Meeting Minutes for February 3, 2026.**

A motion was made by Commissioner Moore to approve meeting minutes for February 3, 2026 as written, seconded by Vice Chairman Hernandez with all present and voting "Aye" 3-0. The commission unanimously approved the motion.

### **Update on possible budget questions raised during the last meeting**

City Manager Dr. Danielle Kelly presented the adopted budget for the Civil Service Commission totaling \$50,500, which includes \$30,000 for legal fees, \$15,000 for conference costs, \$1,500 for office supplies, and \$4,000 for technology. The technology budget was broken down to include one-time fees and recurring annual costs of approximately \$400 for licensing and usage.

Dr. Kelly reported that temporary administrative assistance through a staffing agency would cost between \$24-30 per hour if needed. The Commission determined that no additional clerical support was needed at this time, with current administrative support from city staff being sufficient. Dr. Kelly provided an update on HR director's recruitment, noting that the position had attracted qualified candidates and would close at month-end, with an estimated 3-4 weeks needed to bring someone on board.

### **Update on use of City Office Space**

City Manager Dr. Danielle Kelly confirmed that office space on the second floor of City Hall is ready for Commission use during regular business hours. Commission members have badges that provide access during regular hours, with after-hours access available upon request to city staff.

### **Update on Tablet/Computer and phone**

IT Director Toby Cohen reported that the technology equipment was nearly complete, with final setup expected within minutes. All accounts, licensing, and accessories were ready for distribution to Commission members. Chairman Morrow expressed appreciation for staff assistance in providing separate work devices to avoid mixing personal and Commission business.

### **Update on the meeting process for Fire Chief and Police Chief: we will narrowly focus on the questions we discussed**

- a) **Entry-level hiring and eligibility**
- b) **Promotional eligibility**
- c) **Seniority calculations**
- d) **Disciplinary actions and appeal procedures**
- e) **Hearing processes and timelines**

City Manager Dr. Danielle Kelly confirmed that both Fire Chief Motley and Police Chief Howell are scheduled to meet with the Commission on March 18th. Chief Motley will be present first, as Chief Howell will be arriving from off-site training. The meetings will focus narrowly on

specific topics including entry-level hiring and eligibility, promotional eligibility, seniority calculations, disciplinary actions and appeal procedures, and hearing processes and timelines.

#### **Update on process for meeting with employee groups**

City Manager Dr. Danielle Kelly reported that two separate meetings are planned for staff due to shift work schedules. Fire department operates on A, B, and possibly C shifts, requiring multiple meetings to accommodate all personnel who wish to participate in the limited and narrowly focused discussions.

#### **Discussion and Review of the first 10 pages of the Alvin Civil Service Commission**

The Commission began reviewing the Alvin Civil Service Commission rules as a baseline document. Chairman Morrow noted that after reviewing multiple documents, Alvin provided the most detailed framework compared to other cities. Pasadena's document appeared to be cut-and-paste from code sections, while Missouri City provided only basic summaries. San Marcos fell between the two extremes.

Vice Chairman Hernandez agreed with using Alvin as a baseline, stating there are benefits to having detailed rules that eliminate room for interpretation while avoiding overly general provisions. Commissioner Moore concurred, emphasizing the need to avoid gray areas that could lead to conflicting interpretations.

The Commission discussed whether to create one unified document for both police and fire departments or separate documents. City Attorney Chris Duncan recommended a single document with variations for specific issues where police and fire operations differ, such as age requirements for firefighters due to the physical demands of their work.

During the page-by-page review, several specific issues were identified:

Page 6 - Definitions Section: The Commission flagged the definition of "current illegal use of drugs" which creates a rebuttable presumption of current use if illegal drug use occurred within the previous five years. Commissioner Moore suggested broadening the definition to include "illegal and illicit" drug use to address prescription drug abuse. The Commission agreed to revisit this definition when reviewing regulations later in the process.

Page 7 - Director Communications: The Commission modified language requiring only the chairperson to communicate with the director, agreeing that any Commission member should be able to contact the director and place items on the agenda, given the small three-member Commission structure.

Page 8 - Meeting Attendance: The Commission confirmed their previous decision regarding member attendance requirements, maintaining that missing three consecutive meetings or four meetings in a calendar year would result in forfeiture of position.

Page 8 - Municipal Personnel Regulations: The Commission discussed adopting existing city personnel regulations for fire and EMS personnel, with City Attorney Chris Duncan explaining that the Commission can generally accept city rules but must vote to accept new rules or opt out of existing rules they disagree with. He provided an example of interim pay policies where Chapter 143 requirements might differ from city policy.

Vice Chairman Hernandez noted the need to add "firemen" to sections that currently only reference "policeman" throughout the document.

Page 9 - Classification Structure: The Commission discussed whether they must accept the city's existing rank structure or have authority to modify it. City Attorney Chris Duncan indicated this was a legal question requiring further research, as Chapter 143 has different requirements depending on the number of supervisory levels in each department. The Commission agreed to maintain existing structures initially while seeking clarification on their authority.

Page 10 - Director Duties: The Commission reviewed and modified the extensive list of director duties, determining that several responsibilities were too broad for a small commission. They agreed to eliminate the director's authority to set agendas, make initial determinations, and schedule meetings, while retaining duties such as records custodian and recruitment advertising.

#### **Discussion and Review of the first 10 pages of the Sam Marcus Civil Service Commission**

The Commission reviewed the San Marcos document, noting it included more detailed definitions upfront compared to Alvin. They identified beneficial provisions including requirements for commissioners to attend all meetings and maintain rosters of all personnel. The Commission discussed a significant difference in San Marcos rules requiring email delivery of new rules to all employees before the rules become valid, contrasting with Alvin's approach where rules are valid upon passage.

IT Director Toby confirmed that the city's Microsoft-based email system can track when emails are opened, unlike Google systems where messages can be previewed without opening.

#### **Discussion and Review of the first 10 pages of the Pasadena Civil Service Commission**

The Commission determined that Pasadena's document was primarily cut-and-paste from code sections and did not warrant detailed reviews.

#### **Discussion and Review of the first 10 pages of the Missouri City Civil Service Commission**

The Commission agreed to continue using Alvin as their primary baseline document while incorporating beneficial elements from San Marcos. For future meetings, they will focus on specific topical sections rather than page-by-page review to improve efficiency.

City Manager Dr. Danielle Kelly asked whether the Commission preferred copies of all city documents or just Alvin and San Marcos. The Commission requested focus on Alvin and San Marcos with Chairman Morrow volunteering to review other documents and highlight any unique provisions worth considering.

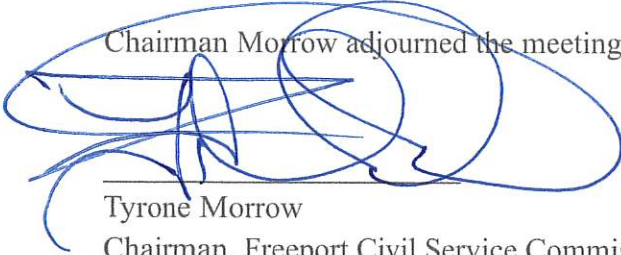
The Commission established their next review focus: Article III (Procedural Rules of the Commission, sections 3.01-3.05) and Article IV (Classification and Qualifications and Appointments, sections 4.01-4.15) from the Alvin document, with corresponding sections from San Marcos.

City Attorney Chris Duncan reminded Commission members to ensure their microphones are activated during meetings, as online viewers had reported audio issues during previous meetings.

**Adjourn:**

A motion was made by Commissioner Moore to adjourn, seconded by Vice Chairman Hernandez.

Chairman Morrow adjourned the meeting at 7:10P.M.



Tyrone Morrow  
Chairman, Freeport Civil Service Commission

