

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, July 22, 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
Clifton Beck, Human Resources Director
Toby Cohen, IT Director
Christopher Motley, Fire Chief

Visitors:

1. Call to Order:

Chairman Morrow called the meeting of the Freeport Civil Service Commission to order at 6:00P.M. on July 22, 2026.

2. Invocation:

Vice Chairman Hernandez led the Invocation.

3. Pledge:

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

4. Citizen Comments

There were no Citizen Comments.

5. Discussion with any attending Public Service Employees (Fire Department, Police Department, Emergency Medical Services regarding:

- Entry-level hiring and eligibility expectations
- Promotional eligibility requirements expectations
- Seniority calculations expectations
- Disciplinary actions and appeals procedures expectations
- Hearing process and timelines expectations

There were no Public Service Employee comments.

6. Executive Session

6.1 Hold an executive session in accordance with Texas Government Code, Section 551.071, with legal counsel for advice about legal matters in which the duty of the attorney the Texas Disciplinary Rules of Professional Conduct conflicts with Chapter 551.

Human Resources Director Clifton Beck advised the Commission that there was no reason to convene an executive session.

7. Approval of Minutes

7.1 Consider and take action on the Regular Civil Service Commission Meeting Minutes dated July 1, 2026.

A motion was made by Commissioner Moore to approve the Regular Civil Service Commission Meeting Minutes date July 1, 2026, seconded by Vice Chairman Hernandez with all present and voting “Aye” 3-0. The Commission unanimously approved the motion.

8. Action Items

8.1. Consider and take action on proposed City of Freeport – FIRE & EMS DEPARTMENT – pay plan (matrix).

Human Resources Director Clifton Beck presented the proposed Fire and EMS Department step plan, which outlines salary steps for all sworn positions to be governed under Chapter 143 Civil Service. He confirmed that all sworn positions are identified on the plan and that it aligns with the city's current compensation philosophy. The transition from the city's existing pay structure to the commission-approved step plan is anticipated to take effect on either October 1 or October 31.

City Manager Dr. Danielle Kelly confirmed that the proposed matrix for both the Fire and Police Department has been incorporated into the FY 2026–27 budget and that the city remains in a positive fiscal position after placing all personnel on the new plan.

Fire Chief Christopher Motley acknowledged that, based on a 2023 market study, fire department compensation remains approximately 12% below market. He noted that dialogue with city leadership is ongoing, with the intent to narrow the gap particularly between fire and police pay in future budget cycles. The Commission emphasized the importance of remaining competitive to retain talent.

A motion was made by Commissioner Moore to approve the proposed City of Freeport— FIRE & EMS DEPARTMENT – pay plan (matrix), seconded by Vice Chairman Hernandez with all present and voting “Aye” 3-0. The Commission unanimously approved the motion.

8.2. Consider and take action on proposed City of Freeport – POLICE DEPARTMENT – pay plan (matrix).

Human Resources Director Clifton Beck presented the proposed Police Department step plan, confirming all sworn positions are accounted for and that the plan aligns with the city's compensation philosophy.

A motion was made by Commissioner Moore to approve the proposed City of Freeport – POLICE DEPARTMENT – pay plan (matrix), seconded by Vice Chairman Hernandez with all present and voting “Aye” 3-0. The Commission unanimously approved the motion.

8.3. Consider and take action on the revisions made to the proposed Local Civil Service Rules by the Freeport Fire & EMS Department.

8.4. Consider and take action on the revisions made to the proposed Local Civil Service Rules by the Freeport Police Department.

Human Resources Director Clifton Beck requested that action items 8.3 and 8.4 be tabled to the next meeting, as staff needed additional time to thoroughly review the rule revisions submitted by both departments earlier that week. Chairman Morrow noted that the draft documents required formatting cleanup, as the Commission had been working across two platforms Google Docs and WordPerfect and asked that city staff produce a clean, professionally formatted copy for the next meeting packet. Director Beck confirmed staff would do so.

A motion was made by Vice Chairman Hernandez to table action items 8.3 and 8.4 to the next meeting to be determined either August 5th or August 19th, seconded by Commissioner Hernandez with all present and voting “Aye” 3-0. The Commission unanimously approved the motion.

8.5. Consider and take action regarding future Civil Service Commission meetings.

Human Resources Director Clifton Beck presented two scheduling options for the next meeting: August 5 or August 19, 2026, with staff preferring August 19. The Commission agreed that the additional time would allow for more thorough review of the tabled rule revisions.

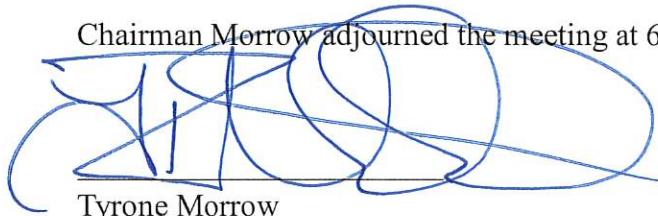
A motion was made by Commissioner Moore to set the next Civil Service Commission meeting for August 19, 2026, seconded by Vice Chairman Hernandez with all present and voting “Aye” 3-0. The Commission unanimously approved the motion.

8.6. Adjourn

Chairman Morrow offered closing remarks, thanking Commissioners Hernandez and Moore, as well as City Manager Dr. Danielle Kelly, Chief Jennifer Howell, Chief Christopher Motley, and all city staff for their contributions toward implementing Chapter 143. He noted the Commission is near completion of the rule-adoption process.

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

Chairman Morrow adjourned the meeting at 6:20P.M.

A handwritten signature in blue ink, appearing to read 'Tyrone Morrow', is written over the text of the previous line.

Tyrone Morrow

Chairman, Freeport Civil Service Commission