



**AGENDA
REGULAR MEETING
FREEPORT CITY COUNCIL
MONDAY, APRIL 17, 2023 at 6:00 P.M.**

Mayor:

Brooks Bass

Council Members:

Jeff Pena
Jerry Cain
Mario Muraira
Winston Rossow

City Manager:

Timothy Keltz

THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON MONDAY, THE 17TH DAY OF APRIL, 2023, AT 6:00 P.M., AT THE FREEPORT, POLICE DEPARTMENT, MUNICIPAL COURT ROOM, 430 NORTH BRAZOSPORT BOULEVARD FREEPORT TEXAS

This meeting will be live streamed via Facebook Live and may be accessed on the City of Freeport Facebook page: <https://www.facebook.com/freeporttexas>

THE MEETING IS BEING HELD FOR THE FOLLOWING PURPOSES:

CALL TO ORDER: *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

INVOCATION AND PLEDGE OF ALLEGIANCE: (Council Member)

CITIZENS' COMMENTS:

Members of the public are allowed to address the City Council at this time, and must include name and address. *Note*, specific factual information or a recitation of existing policy may be furnished in response to an inquiry made, but any deliberation, discussion, or decision with respect to any subject about which the inquiry was made shall be limited to a proposal to place such subject on the agenda for a subsequent meeting for which notice is provided in compliance with the Texas Open meetings Act unless said notice appears herein. The public is reminded that there is a (4) minute time limit as approved by City Council on June 21, 2010.

PRESENTATIONS/ANNOUNCEMENTS: Announcements by Mayor, City Council and/or Staff.

1. Presentation of Employee of the month, for the month of March. **(Kelty)**.

CONSENT AGENDA:

Consent Agenda items are considered to be routine in nature and may be acted upon in one motion. Any item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, Councilmember or City Manager, and acted upon separately.

2. Consideration and possible action on the approval of City Council Meeting Minutes, from April 4, 2023, and Special Meeting Minutes from April 10, 2023. **(Wells)**
3. Consideration and possible action for road closures on May 5, 2023 from 3pm-9pm for the Cinco de Mayo event. **(Petty)**
4. Consideration and possible action approving proposal for 1-year agreement with Holmes Murphy and Associates for Employee Benefit Broker Services. **(Fisher)**

COUNCIL BUSINESS – REGULAR SESSION:

5. Consideration and possible action approving a contract for the phone system upgrade for all City Departments of the City of Freeport. **(Cohen)**
6. Consideration and Possible action on approval of Residential Street Lighting plan for 2023 street light additions. **(Cramer)**
7. Consideration and possible action of approving a salary increase for the Freeport Fire/EMS. **(Fisher)**

WORK SESSION:

8. **The City Council may deliberate and make inquiry into any item listed in the Work Session.**
 - A. Mayor Brooks Bass announcements and comments.
 - B. Councilman Pena Ward A announcements and comments.
 - C. Councilman Cain Ward B announcements and comments.
 - D. Councilman Muraira Ward C announcements and comments.
 - E. Councilman Rossow Ward D announcements and comments.
 - F. City Manager Tim Kelty announcements and comments.
 - G. Updates on current infrastructure.
 - H. Update on reports / concerns from Department heads.
 - Regulations prohibiting shipping containers

CLOSED SESSION:

9. Executive Session regarding a.) (Consultation with Attorney) Port of Freeport potential condemnation of the East End, Interlocal Agreement with Port Freeport and Eminent Domain, Veolia, Court Audit, and Pending Litigation in accordance with Texas Government Code Annotated, Chapter 551, Section 551.071.

COUNCIL BUSINESS – REGULAR SESSION:

10. Consideration and possible action to approve the Interlocal Agreement between the City of Freeport and Port Freeport.
11. Take any action resulting from Executive Session.

ADJOURNMENT:

12. Adjourn.

Items not necessarily discussed in the order they appear on the agenda. The Council 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 City Council 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), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

ACCESSIBILITY STATEMENT This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 233-3526.

CERTIFICATE I certify the foregoing notice was posted in the official glass case at the rear door of the City Hall, with 24 hours a day public access, 200 West 2nd Street, Freeport Texas, before 6:00 p.m. in accordance with Open Meetings Act.


Betty Wells, City Secretary,
City of Freeport, Texas



State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, April 4, 2023 at 6:00 p.m. at the Freeport Police Department, Municipal Court Room, 430 North Brazosport Boulevard, Freeport Texas for the purpose of considering the following agenda items:

City Council:

- Mayor Brooks Bass
- Councilman Jeff Pena
- Councilman Jerry Cain
- Councilman Mario Muraira
- Councilman Winston Rossow

Staff:

- Tim Kelty, City Manager
- Lance Petty, Assistant City Manager/PWD
- Betty Wells, City Secretary
- David Olson, Interim City Attorney
- Clarisa Molina, Assistant City Secretary/Administrative Assistant
- Cathy Ezell, Finance Director
- Toby Cohen, IT Manager
- Donna Fisher, Human Resource Director
- Kacey Roman, Building Official
- Chris Motley, Fire Chief
- Laura Cramer, GIS/Special Events Co
- Jason Schafer, Fire Marshall
- Mike Praslicka, Freeport Deputy Fire Chief
- Justin Davidson, Freeport Fire Department
- Evelyn Betancourt, Freeport Fire Department

Visitors:	Bob Casale	David McGinty
	Manning Rollerson	Margaret Bachman
	Ron Bachman	Nicole Mireles
	Sam Reyna	Melanie Oldham
	Con McCleester	Diane McCleester
	Jessie Parker	Debra Rossow
	Pam Dancy	Karla Clark
	Karen Tait	Janice Garcia
	Betty Jo Ramirez	Jarvis Davis
	Kent Holle	Mark Parker
	Carol Parker	

Call to order.

Mayor Bass, called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation was led by City Manager Tim Kelty, and Pledge was led by Mayor Brooks Bass.

Consideration and possible action approving Ordinance 2023-2692, Canvassing the returns and declaring the results of the April 1, 2023 run-off Election for City Council Ward D Special Election, signing the required affidavit, and administering the oath for the successful candidate.

A motion was made by Council Pena, to approve Ordinance 2023-2692, Canvassing the returns and declaring the results of the April 1, 2023 run-off Election for City Council Ward D Special Election, signing the required affidavit, and administering the oath for the successful candidate, seconded by Councilman Cain with all present voting "Aye" 4-0, Council unanimously approved Ordinance No. 2023-2692.

City Secretary, Betty Wells administered to Oath of Office to Winston Rossow, and Councilman Rossow took his seat.

CITIZENS' COMMENTS:

Karla Clark, 411 Sailfish spoke of her concern of the General Election on May 6, and the issues that she feels are in violation of the Charter, and the candidates that are running.

Melanie Oldham 922 West 5, spoke of her concerns of the condemnation with the Port Freeport. She spoke of a Bill that has been filed. Ms. Oldham said this land needs to be fought for, and this Bill needs to be revised.

Manning Rollerson spoke of the East End, he said this land is worth more than the \$8 million. He said the park must be voted on by the public.

Sam Reyna 2002 North Ave G, spoke of the City Manager and City Building Official picking up political signs. He said that it is illegal for anyone to pick up the signs. He said a complaint should be filed before any sign can be removed.

Melanie Oldham spoke of US Homeland Security Civil Rights investigating Port Freeport and the former leadership of the City of Freeport, for devaluating the East End and civil rights abuses and violations.

Manning Rollerson announced he is running for Precinct 1 Place 1 Port Commissioner. He spoke of the Homeland Security Investigation.

Karla Clark spoke of the wrong that goes with an election, and the wrong that is kept from the public. She said she hopes your allegiances Mr. Rossow to city, county officials as well as financial influencers, do not stand in your way of the people.

Pam Dancy South Front, thanked the City for the egg hunt at the park. Ms. Dancy said she agrees that citizens need to know what is happening with the Port. She asked that item #5 be tabled until after the May Election.

Jeff Pena 224 West Park, spoke of social media, our rights of voting, and having our voices heard. He spoke of Ed Garcia, and asked for a moment of silence. Mr. Pena asked that item #5 be tabled until after the May election.

PRESENTATIONS/ANNOUNCEMENTS: Announcements by Mayor, City Council and/or Staff.

Presentation for Employee of the Month, for the Month of February 2023.

City Manager Tim Kelty, presented a certificate for Employee of the Month, for the Month of February 2023 to Mike Praslicka.

COUNCIL REGULAR AGENDA

Consideration and possible action on the approval of City Council Meeting Minutes, the Special Meeting from March 20, 2023, and the Special Meeting from March 27, 2023.

A motion was made by Council Cain, seconded by Councilman Muraira with all present voting "Aye" 5-0, Council unanimously approved City Council Meeting Minutes, and the Special Meeting from March 20, 2023, and the Special Meeting from March 27, 2023.

Consideration and possible action approving Joint Resolution, for adoption of Brazoria County Emergency Management Plan.

Freeport Fire Chief Chris Motley presented to council a Joint Resolution, for adoption of Brazoria County Emergency Management Plan. There was discussion of mutual aid.

A motion was made by Council Cain, seconded by Councilman Muraira with all present voting "Aye" 5-0, Council unanimously approved Joint Resolution, for adoption of Brazoria County Emergency Management Plan.

Consideration and possible action approving Ordinance No. 2023-2693, amending Rules and Procedures for Council Agenda.

A motion was made by Councilman Pena, to table this item, seconded by Councilman Muraira. With discussion that followed.

City Manager Tim Kelty presented to council Ordinance No. 2023-2693, amending Rules and Procedures for Council Agenda. He said this item was requested by Councilman Cain at the last city council meeting. Mr. Kelty said if this is passed tonight, it will amend Ordinance No. 2022-2657.

There was discussion by council of when a Special Meeting should be called. Special Meetings are for emergencies, or time sensitive items. Councilman Pena said this item should wait until after the May Election. He also said that the Ordinance is Politically driven, and it is just being used to silence Councilmen and the public.

Mayor Bass called the motion to table this item, with a 3-2 vote motion failed. Councilmen Cain and Rossow, and Mayor Bass voted "Nay", Councilmen Pena and Muraira voted "Aye".

A motion was made by Councilman Cain, seconded by Mayor Bass to approve Ordinance No. 2023-2693, amending Rules and Procedures for Council Agenda. With discussion that followed.

Manning Rollerson said Councilman Rossow should not be allowed to vote.

Pam Dancy feels this should be tabled for Councilman Rossow's benefit, she said show respect.

Mayor Bass called the motion to a vote, with a 1-4 vote, motion fails. Mayor Bass, Councilmen Pena, Muraira, and Rossow voted "Nay". Councilman Cain voted "Aye"

Discussion and guidance from Council on the 2023 Street Lighting Plan.

Karla Clark said Bridge Harbor is part of Freeport. She said the map does not include the Gulf View Subdivision. She said she hopes that the representative for Ward D will take a look at this.

Laura Cramer GIS/Special Events Coordinator, presented to council the recommended Street Light Plan for 2023.

Councilman Muraira asked that lights be added to 4th Street between 288 and Dixie. Ms. Cramer said this is not a residential area. She said the free lights are for residential neighborhoods. She said she will get the cost to install in nonresidential.

Councilman Pena asked who is responsible for the antique lights on 2nd Street? He asked that a Centerpoint light be installed in this area if the antique lights cannot be repaired.

Council was asked to review the map closely and bring back any recommended changes at the next meeting.

No action was taken on this item.

Consideration and possible action approving a contract for the phone system upgrade for all City Departments of the City of Freeport.

A motion was made by Councilman Cain, seconded by Councilman Muraira to approve a contract for the phone system upgrade for all City Departments of the City of Freeport. With discussion that followed.

Toby Cohen IT Manager, presented to council a contract for the phone system upgrade for all City Departments of the City of Freeport. He said this will replace the aging phones, to new phones and this will be a cost reduction of \$25,000 the first year and \$15,000 in subsequent years. This upgrade will help prevent phone outages, and will allow transfers to any city department.

There was discussion by Councilman Pena to do a partial switch to ensure it actually works, and the possible downtime of the phone lines.

City Attorney David Olson requested time to review the terms and conditions included by a link in the agreement

Councilman Cain withdrew his motion to approve, Councilman Muraira withdrew his second. Item will be placed on the next agenda.

Consideration and possible action on the purchase of new vehicles for the Building Department.

Finance Director Cathy Ezell, presented to council the purchase of new vehicles for the Building Department. She said this is a budgeted item, but it is over \$50,000 and is required to come before Council for approval.

A motion was made by Councilman Cain to approve the purchase of new vehicles for the Building Department, seconded by Councilman Pena with discussion that followed.

Councilman Pena asked what the MSRP is on the vehicles? Ms. Ezell said the 2023 Ford-F150 is \$35,995, and the 2023 Chevy Silverado is \$44,263. Ms. Ezell said she does not know the retail price of these.

Mayor Bass called the motion to a vote, with all present voting "Aye" 5-0 council unanimously approved the purchase of new vehicles for the Building Department.

Consideration and possible action awarding contract to B3 Resources, LLC for T-Dock Road and Levee Improvements.

Councilman Pena said he is not sure why we are revisiting this, that it is in violation of the Ordinance. Mr. Kelty said this proposal was presented in October or November and failed on a 2-2 vote. In February there was a proposal for a single-entry road project. This proposal is for the full project as presented in November.

Assistant City Manager, Lance Petty presented to council a contract to B3 Resources, LLC for T-Dock Road and Levee Improvements. He said this is the entire project, and the bidder still honors the project for the amount that was previously bid. Mr. Petty said this project will widen the streets at four feet on each side. He said the levee crossing incline will be reduced for safety reasons, and it will extend out a lot further. It will also address all the potholes and damaged asphalt.

A motion was made by Councilman Cain to approve the contract to B3 Resources, LLC for T-Dock Road and Levee Improvements, seconded by Councilman Muraira, with discussion that followed.

Councilman Pena asked if the flood district was contacted and if they will cut or lower the levee to facilitate this project? It was asked if there are required permits for this project? Mr. Kelty said we do secure permits for projects. He said the height of the levee will not change, and the asphalt will be milled. There was discussion of the road being eaten up by the boat traffic, but the safety issue is not because of just the boats, it is because of every vehicle that crosses over that levee. There was discussion of potentially putting the rec center in this area, this will cause more traffic, which means we need safety.

Mayor Bass called the motion for a vote, with a 4-1 vote, the contract to B3 Resources, LLC for T-Dock Road and Levee Improvements passed. Councilman Pena voted "Nay".

Consideration and possible action approving a lease agreement with Feeding Hearts Ministry for use of Antonelli's.

Karla Clark spoke in favor of the approval of this item.

City Manager Tim Kelty presented to council the possible action approving a lease agreement with Feeding Hearts Ministry for use of Antonelli's. He said with the approval of this agreement the City would lease Antonelli's to Feeding Hearts Ministries Inc., for them to prepare food, drinks and snacks to sell to the general public throughout the week. The revenue made from this will be used to support the Ministry. Mr. Kelty said they will be responsible for making all improvements to the building and this cost will offset the rent during the 18-month lease. This is a 501-C3 organization.

There was a lengthy discussion by council of what the facility will be used for and if there is knowledge of what will be needed to bring the facility up to code. There were questions asked about the lease agreement. It was suggested that the date of the "commencement date" should be when the COO is issued. There was discussion on the lease contract needing some modifications.

A motion was made by Councilman Pena, to approve the lease agreement with the discussed changes and the provisions that were articulated to the City Attorney, to change the commencement date to be the issuance of the COO, seconded by Councilman Muraira, with all present voting "Aye" 5-0 council unanimously approved a lease agreement with Feeding Hearts Ministry for use of Antonelli's.

WORK SESSION:

Councilman Pena thanked all the citizens who spoke in citizens comments. He thanked Deputy Chief Praslicka for his service. He spoke of the repairs on 10th, 11th, and 12th Streets being done by Lucas Construction. He spoke of pooled water on these streets. He said the grass needs to be replaced. He asked what the turnover time is for reimbursement for his trip he made to Austin. He spoke of the egg hunt, he said there was large turnout he said it was great. He suggested the City check into having more food trucks and vendors at these events. He asked if there are any violations for code enforcement and water billing for the Port. Councilman Pena asked if there are any lawsuits pending against the City or the Freeport EDC? He said the Port fast tracked, and he is hoping we can come to an agreement with the Port. Mr. Kelty said there are three points of inspection for the street repair, he said City Staff, Freese and Nichols, and Terracon. He said there are no code violations, nor water billing issues with the Port. Mr. Kelty said Councilmen Muraira and Pena's reimbursement checks will be ready this week.

Councilman Cain congratulated staff on the egg hunt, he said it was a huge success. He said let's do what we can to make the events as big as we can. He congratulated Councilman Rossow.

Councilman Muraira mentioned a citizen comment of council being in discussion with the Port. He asked if council can make a notification to the citizens, of ongoing business between the City and the Port. Councilman Muraira said there is a pothole at the very end of the curve on North Ave Q and Zapata. He said he wants to meet with Mr. Kelty about getting reflectors on Zapata, Skinner and Jones Road.

Councilman Rossow had no comment.

City Manager Tim Kelty announced that the city is accepting bids for City Hall renovations for the 1st and 2nd Floor, these bids will be open on the 26th of April. He also said we have had an asbestos study, and there are some issues. He said bids will be going out for this as well.

CLOSED SESSION:

Open Session was recessed and Executive session was opened at 8:20 P.M.

Executive Session was recessed at 9:35 P.M.

OPEN SESSION:

Adjourn

On a motion by Councilman Muraira, seconded by Councilman Cain, with 5-0 vote, Mayor Bass adjourned the meeting at 9:35 P.M.

Brooks Bass, Mayor

Betty Wells, City Secretary

State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, April 10, 2023 at 6:00 p.m. at the Freeport Police Department, Municipal Court Room, 430 North Brazosport Boulevard, Freeport Texas for the purpose of considering the following agenda items:

City Council: Mayor Brooks Bass
Councilman Jeff Pena
Councilman Jerry Cain
Councilman Mario Muraira
Councilman Winston Rossow

Staff: Tim Kelty, City Manager
David Olson, Interim City Attorney

Visitors: David McGinty Pat Sebesta
Karla Clark

Call to order.

Mayor Bass called the meeting to order at 6PM

INVOCATION AND PLEDGE OF ALLEGIANCE: (Council Member)

Mayor Bass lead the Invocation and the Pledge.

CITIZENS' COMMENTS:

Members of the public are allowed to address the City Council at this time, and must include name and address. Note, specific factual information or a recitation of existing policy may be furnished in response to an inquiry made, but any deliberation, discussion, or decision with respect to any subject about which the inquiry was made shall be limited to a proposal to place such subject on the agenda for a subsequent meeting for which notice is provided in compliance with the Texas Open meetings Act unless said notice appears herein. The public is reminded that there is a (4) minute time limit as approved by City Council on June 21, 2010.

CLOSED SESSION:

Open Session was recessed and Executive Session was opened at 6:03 P.M.

Mayor Bass requested Judge Pat Sebesta to be included in Executive Session.

Executive Session regarding a.) (Consultation with Attorney), Port of Freeport potential condemnation of the East End, Interlocal Agreement with Port Freeport and Eminent Domain in accordance with Texas Government Code Annotated, Chapter 551, Section 551.071.

COUNCIL BUSINESS – REGULAR SESSION:

Executive Session was closed at 7:40 P.M.

No action was taken.

Councilman Pena read the following statement: Council wants to make sure we have a unified statement here tonight and I was asked to present it. At this time, council is in possession of the preliminary terms of an east end resolution. It is our expectation that we should have the additional final information by next week to consider to allow us to take formal action. No further action will be taken tonight. Thank you.

Adjourn

On a motion by Councilman Cain, seconded by Councilman Pena, with 4-0 vote, Mayor Bass adjourned the meeting at 7:40 PM.

Mayor, Brooks Bass
City of Freeport, Texas

City Secretary, Betty Wells
City of Freeport, Texas



City Council Agenda Item # 3

Title: Consideration and possible action approving the road closures for the 2023 Cinco de Mayo Celebration.

Date: April 17, 2023

From: Ana Silbas, Main Street Coordinator

Staff Recommendation:

Main Street Staff recommends the approval of road closures for the 2023 Cinco de Mayo Celebration in Historic Downtown Freeport. This cultural event was created to highlight our designated Main Street Area in accordance to the Main Street Four Point Approach.

Item Summary:

The Freeport Historical Commission & Main Street Advisory Board will host the Cinco de Mayo Celebration on Friday, May 5, 2023 from 5pm-8pm in Downtown Freeport. The planned activities for this event include live entertainment, ballet folkloric and vendors. As part of community outreach efforts, we would like to have businesses and organizations represented.

The requested road closures on Friday, May 5, 2023 include the following:

3:00 PM- 9:00 PM	E. Park from 2 nd Street to 4 th Street
	Road Barrels at Broad and E. Park alley
	Road Barrels at Broad and East Side of W. Park

Background Information:

The inaugural Freeport Main Street Cinco de Mayo event was held on May 5, 2022

Special Considerations:

N/A

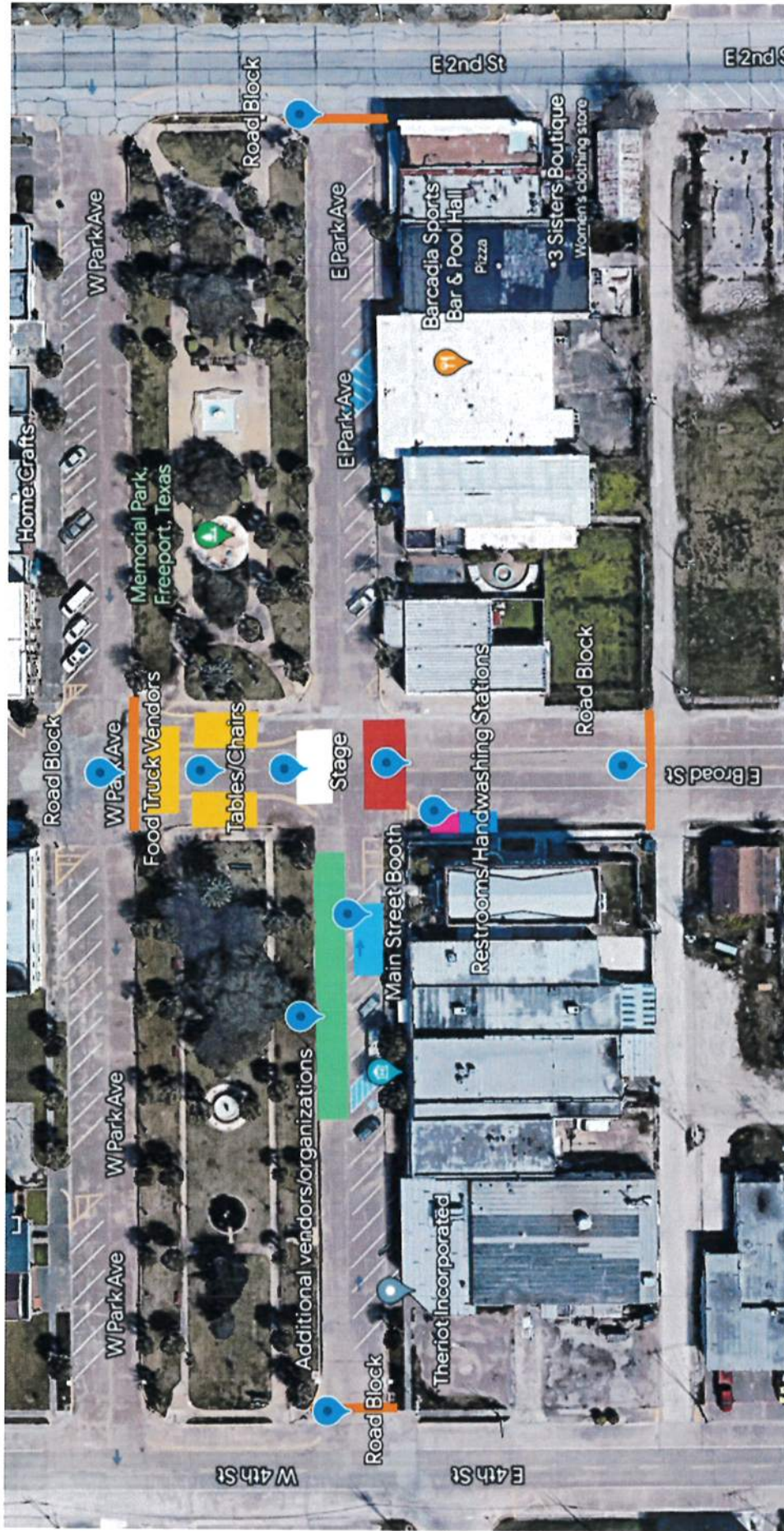
Financial Impact:

The sale of event t-shirts and sponsorships will help to recuperate a portion of expenses.

Board or 3rd Party recommendation:

The Freeport Historical Commission & Main Street Advisory Board supports the Cinco de Mayo Celebration as one of its annual community events

Supporting Documentation:





**FREEPORT MAIN STREET
PRESENTS**

CINCO DE MAYO CELEBRATION

MAY 5TH, 2023

Historic Downtown- Memorial Park

5PM-8PM

LIVE MUSIC & VENDORS!



@ MAIN STREET FREEPORT TX

IN PROUD PARTNERSHIP WITH



FREEPORT
ECONOMIC DEVELOPMENT CORPORATION



**Community
Health Network**

WWW.MYCHN.ORG



**TEXAS GULF
BANK** N.A.



ANA SILBAS, MAIN STREET COORDINATOR
asilbas@freeport.tx.us | 979-871-0114



City Council Agenda Item # 4

Title: Consider authorizing entering into an agreement with Holmes Murphy for Employee Benefits Broker services for one year.

Date: April 17, 2023

From: Donna Fisher, Huma Resources Director

Staff Recommendation:

Staff recommends entering into an agreement with Holmes Murphy for Employee Benefits Broker services for one year.

Item Summary:

The City entered into a one-year agreement with Holmes Murphy on May 2, 2022. This agreement will allow Holmes Murphy to be able to bid out health and ancillary insurance services for Fiscal Year 2024.

Background Information:

The City has to go out for bids for health and ancillary insurance services in the middle of May to ensure that we are able to complete open enrollment before September 30, 2023. This allows more time for negotiations with the carriers that submit bids. In order to meet the deadlines for open enrollment, the City must contact with an Employee Benefits Broker before the middle of May 2023.

We plan to go out for formal Request for Proposals for Employee Benefits Broker services in January 2024.

Special Considerations: N/A

Financial Impact:

These costs will be included in the insurance premiums

Board or 3rd Party recommendation: N/A

Supporting Documentation:

Services Agreement
Scope of Services

SERVICES AGREEMENT

This Agreement for Services ("Agreement") is made the ____ day of _____, 2023 ("Effective Date") between the City of Freeport ("Client"), and Holmes Murphy & Associates, LLC ("Holmes Murphy"), either or both of which entities may be referred to individually or collectively as "Party" or "Parties", respectively.

WHEREAS, Holmes Murphy provides consulting and brokerage services to clients in the field of health and welfare benefits; therefore, Client hereby engages in the services of Holmes Murphy, and in consideration of the promises herein contained.

NOW, THEREFORE, the Parties hereby agree as follows:

I. SCOPE OF SERVICES

Holmes Murphy will provide professional services in the area of health and welfare benefits as outlined in the Exhibit A attached hereto and hereby incorporated into this Agreement. Holmes Murphy is not responsible for services offered by a third party regardless of whether the third party was recommended by Holmes Murphy in their capacity as Broker of Record.

II. SERVICES FEES

Compensation for medical, dental, and ancillary consulting will be from standard carrier commissions included in standard the premium rates charged to the client. National Carrier bonus payments may be paid to Holmes Murphy based on national volume not specific to Client and those funds are directed to corporate initiatives.

Client will authorize the fees Client pays for these products. Holmes Murphy must disclose in writing the amount of any such commissions received which are generally standard commissions already built into the fully insured rates.

Client will not incur any additional monthly fees after the Agreement is terminated as provided in Section III, however Holmes Murphy may still receive commissions from insurance companies following termination of this Agreement. Notwithstanding the foregoing, regardless of termination, in addition to payment of commissions, fees and other amounts due under this Agreement, Client is responsible for payment of any sales and use tax due on or with respect to commissions, fees and other amounts payable this Agreement. Client will pay applicable sales or use tax to Holmes Murphy or the proper tax authority as required by law.

III. TERM

This Agreement will begin on the _____, 2023 and will continue for a period of one year thereafter (Renewal Term). This Agreement will automatically renew for additional one year terms (each, a Renewal Term). The Initial Term and Renewal Term are collectively referred to herein as the Term. This Agreement may be terminated at any time and for any reason by either Party by providing ninety (90) days prior written notice to the other Party. In the event Client is transitioning health and welfare benefit services to another provider upon termination, Holmes Murphy shall use all reasonable efforts to share

information and coordinate such transition with the new provider in a professional and workmanlike manner.

IV. INDEMNIFICATION

To the extent permitted by law, each Party ("Indemnitor") hereby agrees to indemnify, defend and hold harmless the other Party ("Indemnatee"), including the Indemnatee's subsidiaries and affiliates and their respective officers, directors, employees, agents, successors and assigns, from and against any and all losses, claims, demands, actions, costs, liabilities, damages, and expenses (including but not limited to reasonable attorney fees) arising out of or related to (i) the Indemnitor's performance or failure to perform any of its obligations under this Agreement, or (ii) any other negligent act or failure to act on the part of Indemnitor. In no event will either Party be liable for any special, incidental, punitive, indirect or consequential damages whatsoever arising out of the services, even if the party has been advised of that possibility. Notwithstanding the foregoing, Holmes Murphy's total liability under this section shall not exceed the sum of fees paid by Client or commissions received (excluding any insurance premiums) over the previous twelve (12) months.

V. REPRESENTATIONS AND WARRANTIES

Each Party represents and warrants to the other Party that: (i) it is duly authorized and licensed to do business and carry out its obligations under this Agreement; (ii) the making of this Agreement does not violate any law, regulation or agreement to which it is a party; (iii) in fulfilling its obligations pursuant to this Agreement, it will comply with all applicable federal, state and local laws or regulations; (iv) it has full power and authority to enter into this Agreement and the execution, delivery and performance of this Agreement has been authorized by all necessary corporate action; (v) it has obtained all third party consents required to enter into this Agreement and neither the execution, delivery or performance of this Agreement will conflict with or constitute a breach of its certificate of incorporation, charter or by-laws; (vi) it has had the opportunity to read this Agreement, has voluntarily entered into this Agreement, and is fully aware of its terms and conditions. The representations and warranties of this Section shall survive the termination of this Agreement.

VI. CONFIDENTIALITY

Holmes Murphy acknowledges that during the term of this Agreement, it will have access to or may come in to possession of various confidential materials of Client, including without limitation: employee information including name, address, social security number or any other personally identifiable information; contact information; account information; financial information; and security and operational procedures and information. Holmes Murphy agrees that it will not divulge any confidential material to any third party without Client's prior written consent, provided, however, Holmes Murphy shall be permitted to divulge confidential material to third parties that are utilized to provide the services to Client. Holmes Murphy further agrees that all confidential material shall be and remain the property of Client. All such information in tangible form, including all tools and equipment, shall be returned to Client promptly upon written request or the termination of the Agreement, and shall not thereafter be retained or used in any form or manner by Holmes Murphy. Notwithstanding the foregoing, subject to its obligations of confidentiality, Holmes Murphy may retain one copy of documents containing confidential information

necessary for archival purposes and to defend its work product. This undertaking shall survive any termination of this Agreement.

VII. ASSIGNMENT

This Agreement shall be binding upon, and shall inure to the benefit of the Parties, their administrators, executors, personal representatives, and successors.

VIII. NOTICES

Notices will be effective under this Agreement when in writing and delivered by next-day delivery service (with proof of delivery) or mailed by certified or registered mail, return receipt requested, to the appropriate Party below, with a copy to each Party's respective General Counsel,

Attn: General Counsel

Holmes Murphy & Associates, LLC

2727 Grand Prairie Parkway

Waukegan, IA 50263

or to the person and at the address designated in the future. Notices shall be deemed given on the date delivered or date of attempted delivery, if service is refused.

IX. SEVERABILITY

In the event any one or more of the provisions of this Agreement is held to be unenforceable or invalid under applicable law: (i) such unenforceability or invalidity shall not affect any other provision of this Agreement; (ii) this Agreement shall be construed as if said unenforceable or invalid provision had not been contained herein; and (iii) the Parties shall negotiate in good faith to replace the unenforceable or invalid provision by such as has the effect nearest to that of the provision being replaced.

X. CAPTIONS

The captions used in this Agreement are for convenience of reference only and are not to be used in interpreting the obligations of the Parties under this Agreement.

XI. INDEPENDENT CONTRACTORS

Nothing contained in this Agreement shall create any association, partnership, joint venture or principal/agent relationship between Client and Holmes Murphy, it being understood that the Parties are, with respect to each other, independent contractors, and neither Party shall have an authority to bind the other in any way.

XII. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the substantive laws of the State of Texas, without regard to its conflict of law rules.

XIII. WAIVER

The failure to exercise any right under this Agreement shall not be deemed to be a waiver of such right, and shall not affect the right to enforce each and every right hereof. The waiver of any breach of any

term, provision, covenant or condition herein contained shall not be deemed to be a waiver of any subsequent, actionable breach.

XIV. ENTIRE AGREEMENT

This Agreement and the Exhibits attached hereto constitute the entire understanding between the Parties concerning the subject matter hereof and supersede all prior discussions, agreements and representations, whether oral or written. This Agreement or any part or provision hereof shall not be deemed waived, amended, or modified by either Party unless such waiver, amendment or modification is in writing and executed by authorized representatives of both Parties.

XV. COUNTERPART EXECUTION

This Agreement may be executed in multiple counterparts, including emailed or telecopied facsimile, each of which when so executed shall be an original, and all of which shall constitute one and the same instrument.

In Witness Whereof, the Parties have caused their duly authorized representatives to execute this Agreement as of the day and year first above written.

AGREED:

Client

Holmes Murphy & Associates, LLC

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

Exhibit A – Scope of Services

THINKING AHEAD...

BECAUSE

INSURANCE

SHOULD
HAVE A



scoreboard

City of Freeport Exhibit A

CONSULTING SCOPE OF SERVICES &
COMPENSATION DISCLOSURE

April 10, 2023

II. MARKETING SERVICES (RENEWALS)

- A. Holmes Murphy underwriting/budget analysis.
- B. Evaluate and consult on market trends.
- C. Conduct pre-renewal strategy meeting.
- D. Evaluate and market benefit portfolio through RFP process.
- E. Analyze, present, and recommend marketing results.
- F. Negotiate pricing, performance guarantees, and contract terms with carriers.
- G. New carrier installation/implementation support.
- H. Carrier review (A.M. Best).
- I. Review SPD and SBC for accuracy and consistency with terms of coverage sold/renewal terms.
- J. Contract/agreement/policy/certificate review/delivery.
- K. Benefit Portfolio Financial and Utilization Analysis.
- L. Financial/strategic/budget planning.
- M. Consult on bargaining/negotiations.
- N. Track benefit design and rate history (fully insured).

III. COMMUNICATIONS

- A. Access to Human Resource team support portal (HR360).
- B. Access to Holmes Murphy-sponsored seminars/webinars.
- C. Advise employees on benefits through Open Enrollment meetings and education.
- D. Assist in providing health and wellness related content for employee newsletter.
- E. Update template communications for annual benefits Open Enrollment.
- F. Develop strategic communication calendar and timeline.
- G. Employee wellness education campaigns (templates).
- H. Evaluate and provide feedback on communication tools and materials included in carrier contracts, such as plan selection tools, wellness newsletters, etc.

IV. COMPLIANCE

- A. Access to HR Hotline through HR360 Partnership (available to clients with 25-500 eligible employees)
- B. Respond to inquiries as requested.
- C. Holmes Murphy-sponsored seminars and webinars.
- D. Conduct Compliance Scorecard review.
- E. Provide Compliance Alert emails and updates.
- F. Inform client on legislative and regulatory changes with potential impact on benefit plans.
- G. Template benefit compliance required notices.

Holmes Murphy provides general guidance to its clients on employee benefits and related personnel matters but does not provide legal advice.

V. WELLNESS/CLINICAL SERVICES

- A. Employee wellness education campaigns (templates).
- B. Evaluation and implementation of wellness/clinical and carrier provided programs.

VI. FINANCIALS/REPORTING/DATA ANALYSIS

- A. Annual health plan financial analysis.
- B. Vendor monthly or quarterly claims reporting.
- C. Large claimant analysis.
- D. Calculate COBRA rates for all benefits.
- E. Contribution modeling analytics.
- F. Reforecast current year budget with revised enrollment.
- G. Develop reserve and quarterly IBNR projections and consult with accounting firm, as requested (self-funded only).
- H. OPEB Valuation
- I. Texas Public Entity Benchmarking analysis (annually).
- J. Analysis of risk levels and stop-loss modeling (self-funded only).
- K. PBM/network/carrier/cost containment marketing/review (self-funded only).
- L. Carrier network analysis.
- M. Monthly Financial Statistical Report (MFSR) reporting (self-funded only).

VII. ADDITIONAL SERVICES

Additional Services are available either through Holmes Murphy or a third party at an additional cost. These services are not included in the Holmes Murphy core scope of services. For an estimated cost of each additional service, please speak to your Holmes Murphy Consultant.

Holmes Murphy is not responsible for services offered by a third party regardless of whether the third party was recommended by Holmes Murphy in their capacity as Broker of Record.



- A. GuideSpark videos and online benefit booklets, etc.
- B. Plan document and SPD creation.
- C. Non-discrimination testing.
- D. ACAP Health products and services.
- E. AVANT Specialty Benefits.
- F. Third-party audit costs.
- G. Benefit Administration Vendor and Benefit Technology evaluation and implementations.
- H. Benefit eligibility management.
- I. OPEB Valuation.
- J. Vendor file feed fees.
- K. Custom data analysis, scorecard development, and data warehousing.
- L. Leave of Absence Management.

VIII. HOLMES MURPHY COMPENSATION AND DISCLOSURES

Holmes Murphy would be honored to provide benefit advisory services to the City of Freeport. We are comfortable with any compensation methodology other than billable hours. Our practice is built around improving the results for our clients no matter what or how long it takes. We believe that billable hours can discourage customers from accessing our consulting services.

Our typical compensation arrangement for a group the size of the City of Freeport is though standard carrier commissions which are already built into the existing rates. However, we are completely open to any ideas you have regarding compensation.

While we strive to create a balance between revenue and resources, Holmes Murphy, in no way, wants cost to become a barrier to earning the right to work with City of Freeport.

Sales and Use Taxes:

In addition to payment of commissions, fees, and other amounts due under this Agreement, the City of Freeport is responsible for payment of any sales and use tax due on or with respect to commissions, fees, and other amounts payable under this Agreement. The City of Freeport will pay applicable sales or use tax to HMA or the proper tax authority if required by law.

Disclosures:

As mentioned, compensation transparency is important to Holmes Murphy, and we strive to provide all clients with a clear picture as it relates to our compensation beyond the traditional reports you may receive, such as the 5500 schedules, or other carrier provided disclosures. We provide this compensation disclosure to you in good faith as we value your full understanding of the relationship which you have with Holmes Murphy. If you have any questions on Holmes Murphy's compensation as it relates to our partnership, please reach out to your account team for additional discussion.



Holmes Murphy receives compensation on accounts either through a consulting fee paid by the client and/or through commissions paid by the insurance company. Such compensation is dictated by state law, which Holmes Murphy works to comply with in all jurisdictions. In addition to consulting fees, Holmes Murphy may be eligible to receive commissions from insurance companies and vendors whose products are utilized by a client. The client will authorize the fees the client pays for these products. Holmes Murphy must disclose in writing the amount of any such commissions received.

Additionally, Holmes Murphy may receive compensation for non-medical/dental benefit coverages or other ancillary products that are paid by the vendor to Holmes Murphy. National carrier contingency payments or bonus payments may also be paid to Holmes Murphy based on national volume not specific to any client as well as several "contingent" factors related to overall premium volume, premium growth year-over-year, profitability and/or retention targets set by the insurer and those funds are directed to corporate initiatives. Holmes Murphy may also receive compensation for placing your insurance from other intermediaries, such as wholesalers and premium finance companies, which may or may not be affiliated with Holmes Murphy. That compensation may be in the form of commissions, administrative fees, placement fees, interest, or other compensation none of which are tracked or budgeted for since they are not guaranteed. Override compensation, when available, is used to offset expenses relative to our expertise areas (clinical, data analytics, communications, and actuarial).

Contingency earnings for HMA in the last three years have been between 6-8% of Employee Benefit earnings. Additional compensation may be earned but may be unable to be calculated at the time of this disclosure. Clients may choose to opt out of contingency arrangement calculations by notifying their HMA consultant in writing.

Finally, Holmes Murphy works closely with numerous carriers and vendors who may provide gifts or other non-monetary based compensation as part of our ongoing and established relationship. While this is not the case with every carrier or vendor, Holmes Murphy does accept such gifts or other non-monetary based compensation as a normal course of business.

Below is a description of the compensation arrangement between Holmes Murphy and the City of Freeport.

COMMISSION COMPENSATION STRUCTURE:

Holmes Murphy will accept the current commission structure that is part of the City's current pricing with your existing carrier partners. Where possible we will explore converting this structure to a flat fee compensation per line of coverage vs. the commissions tied to a percentage of premium. This may lower the City's operational expenses associated with these premiums.



City Council Agenda Item # 5

Title: Consider authorizing the city entering a contract with SpectrumVOIP for the replacement of all City of Freeport Phone lines and voice systems

Date: April 17, 2023

From: Toby Cohen, IT Manager

Staff Recommendation:

Staff recommends authorizing City Manager to sign an approved by City Attorney contract for a 60-month lease of Cloud based VOIP Phone systems offered by Spectrum VOIP after an initial trial period to verify its use,

Item Summary:

The City Currently utilizes a mix between Comcast and AT&T for all phone lines, these phones are primarily programmed at the Police Department and then sent over to City Hall for additional lines, this results in loss of phone systems whenever PD experiences any outages as well as additionally if City Hall experiences any outages. This system if adopted, would transfer all existing lines to a new cloud-based provider in Texas and have each building operate independently on their own connection source, as well as allowing redundancy to prevent any outages by allowing cellular backup services to continue communication in the event of a network outage. No city phone numbers or extensions will change as a result of this, only the carrier providing services.

This includes 101 new phones to replace every currently used phone at every city department as well as 4 fax lines to work with existing equipment and 2 new conference phones.

Background Information:

Several vendors were sourced for potential solutions to remediate continuing issues and lack of back-up services to ensure City phone lines were always made available during operation, Spectrum VoIP's current contract would replace all phone equipment at a net savings of \$20,000 yearly and an additional \$5000 saved on the first year with their introductory free service period.

Special Considerations:

This system would immediately provide triple redundancy of all City phone lines and prevent possible outages short of a city-wide cellular and network infrastructure failure.

System will offer a full 14-day trial prior to any full commitment as well as additional testing areas prior to any consideration.

Financial Impact:

\$25,000 Saved annually first year and \$20,000 annual savings for each following year for remaining term of contract

Board or 3rd Party recommendation: N/A

Supporting Documentation:

Phone Cost Analysis

Service Level Agreement.

Existing Phone Bills	Monthly	Yearly
PD PRI	\$ 2,361.00	\$ 28,332.00
Golf	\$ 243.87	\$ 2,926.44
Public Works	\$ 242.95	\$ 2,915.40
Fire Department	\$ 212.20	\$ 2,546.40
Rec Center	\$ 152.30	\$ 1,827.60
Museum	\$ 108.85	\$ 1,306.20
	\$ -	\$ -
Total	\$ 3,321.17	\$ 39,854.04
Spectrum Voip Comparison	\$ 1,595.84	\$ 19,150.08
3 Months free service		\$ 14,362.56
Difference	\$ (1,725.33)	\$ (20,703.96)
First Year Savings		\$ (25,491.48)



Service Level Agreement

Commitment: Under this SLA, SpectrumVoIP commits to a yearly average Service Availability of 99.999%. The following table contains examples of the percentage of Service Availability translated into minutes of up time and downtime for the 99.999% service commitment:

Percentage by Days Per Month	Total Minutes / Month	Minutes Up	Minutes Down
99.999% for 31 Days	44,640	44,639	23
99.999% for 30 Days	43,200	43,178	22
99.999% for 29 Days	41,760	41,739	21
99.999% for 28 Days	40,320	40,299	21

Mean Time To Restore ("MTTR") The Mean Time To Restore ("MTTR") measurement for a Service is the cumulative length of time it takes to restore service to a Priority 1 Hard Outages for a specific connection in a calendar month divided by the corresponding number of trouble tickets for Priority 1 Hard Outages opened during the calendar month for that connection. MTTR per calendar month is calculated for as follows: $\text{Mean Time To Restore (Hours)} = \frac{\text{Cumulative length of response time to Priority 1 Hard Outage(s) per connection}}{\text{Total number of Priority 1 Hard Outage trouble tickets per connection}}$
Credit: In the event that MTTR for Priority 1 Hard Outage

Credit:

When service is provisioned at a customer location over a SpectrumVoIP provided broadband connection of T1 speed or greater, a credit allowance will be given for interruptions in the voice service application preventing inbound or outbound calling on any or all phone extensions or complete outage of any or all voicemail boxes at that customer location in excess of 30 minutes for each seat affected. The time attributed toward voice service unavailability begins when the trouble ticket reporting the outage is opened by Customer with SpectrumVoIP and ends when the affected service is again operational. Two or more interruptions of 15 minutes or more during any 24-hour period will be combined into one cumulative interruption.

LENGTH OF INTERRUPTION AFFECTED	CREDIT PER SEAT
30 Minutes to 1 Hour	1 day
1 Hour, 1 Minute to 24 Hours	3 days
24 Hours, 1 Minute or More	10 days

The Voice Service Availability Guarantee is subject to the following limitations:

Voice services used at locations other than locations using SpectrumVoIP provided T1's are excluded from the terms and conditions of this "AGREEMENT". No credit allowance will be made for any interruption in service.

1. Due to negligence of or noncompliance with the provisions of the SpectrumVoIP Hosted Service Contract (including its payment terms).
2. Due to the failure of power at the customer premise.
3. Due to the failure of customer service equipment (CPE) or other hardware.
4. Due to the failure of equipment, systems, connections or services not provided by SpectrumVoIP.
5. Due to circumstances or causes beyond the reasonable control of SpectrumVoIP.
6. During any period in which SpectrumVoIP is not given full and free access to its facilities and equipment for the purposes of investigating and correcting interruptions.
7. Inability to access the Web-based voice portal will not give rise to service credits outlined in this "AGREEMENT".

CREDIT AND PAYMENT PROCEDURE

To receive credit for the Voice Service Guarantee, Customer must contact SpectrumVoIP and open a trouble ticket at the time of service outage. SpectrumVoIP applies service credits to the customers invoice within (2) billing cycles. Credits are based on the customer's basic monthly recurring charges for hosted PBX services and may arise from multiple service guarantees outlined in this "AGREEMENT". The total combined credits applied to the customer's SpectrumVoIP Hosted service will not exceed the basic monthly recurring charges for any one calendar month.

For purposes of calculating service credit, one (1) day credit of the SpectrumVoIP service fee is equal to 1/30.33 of the monthly recurring SpectrumVoIP Hosted service charge at the time of the outage for the SpectrumVoIP service seats adversely affected. The customer will pay its entire service bill, and shall not set off any service credits it would anticipate receiving from SpectrumVoIP. Customer shall cooperate with SpectrumVoIP in any service claim investigations.

To receive service credit, customer must be in good financial standing with SpectrumVoIP and must be compliant with the terms and conditions of its SpectrumVoIP Hosted Service Agreement. A customer's failure to comply, including without limitation a failure to pay charges and amounts due on a timely basis, will invalidate the guarantees. Service credits delivered as remedies in conjunction with this "AGREEMENT" represent SpectrumVoIP's sole responsibility and the customer's sole remedy related to SpectrumVoIP Hosted Service.



City Council Agenda Item # 6

Title: Consideration and possible action approving of the 2023 Annual Street Lighting Plan.

Date: April 17, 2023

From: Laura Cramer

Staff Recommendation:

Staff recommends City council approving the proposed street illumination light locations.

Item Summary:

Annually, the City of Freeport is allowed to add up to fifty illumination street lights in residential areas without cost for installation. Staff carefully examines neighborhoods that need additional street lighting.

Background Information:

The city has historically submitted light locations annually.

YEAR	WARD A	WARD B	WARD C	WARD D	TOTAL
2021	41	0	10	0	51
2022	19	12	12	4	47
2023	8	7	15	20	50
TOTAL	68	19	37	24	148

Special Considerations:

None.

Board or 3rd Party recommendation:

None.

Financial Impact:

Although the installation is free, the city has to pay the monthly bill for the added lights.

Supporting Documentation:

Proposed Illumination Light Location Maps – Velasco, Freeport, Slaughter Road & Bridge Harbor

Proposed 2023 Street Lighting Plan

Legend

- Roads
- Water
- City Limit
- Illumination Lights
- Installed
- Pending Installation
- Proposed Lights for 2023
- Council Wards
- Ward A
- Ward B
- Ward C
- Ward D

Ward A

Ward B

Ward C

Ward D

Inset Map

The inset map shows the City of Austin with the four wards highlighted. Ward A is in the north, Ward B is in the east, Ward C is in the south, and Ward D is in the west.

Author: ALI RA CRAMER



City Council Agenda Item # 7

Title: Consideration and Possible Action to approve salary increase for all firefighters based on market values, recruitment and retention.

Date: April 17, 2023

From: Christopher D. Motley, Fire Chief

Staff Recommendation:

Staff recommends approving increasing starting salary for firefighters from \$48,600.00 to \$55,000.00 and commensurate increases to existing firefighters and lieutenants. Staff recommendation is based on salary postings on the Texas Commission on Fire Protection website for the greater Houston area.

Item Summary:

The City of Freeport conducted a salary and benefits survey utilizing the Texas Commission on Fire Protection website data. The recommended increases are based on TCFP data of comparable positions in other cities, and data collected from seven different area departments in the greater Houston area was done in the Public Safety Compensation Study in February 2021.

The recommendations are based upon comparison of existing salaries to the average and median salaries in the data collected. These changes would move those salaries that were considered below market to a point just below the average/median data point identified. The recommendation is based on a comparison of existing salaries to the average and median salaries in the data collected indicating the base firefighter salary to be \$57,500.00 with the market average of \$59,073.00.

The urgency of the need to make this salary change is highlighted by the significant turn over in the department of employees leaving for higher pay at other departments. Last fiscal year the department struggled to keep fully staffed. With one vacancy to start this FY, in the last 6 months, 8 more full-time personnel have left to take higher paying jobs at other departments. During that same time, we have hired 3 individuals to fill those vacancies leaving 6 positions still vacant. During that time frame the number of applications received was very low, with only 12 candidates applying during the on-going campaign to hire firefighters. Of those only handful met the minimum qualifications. While we have dramatically improved our recruitment efforts as outlined in the next section, the remaining piece hampering our recruitment and retention effort us is our starting pay.

In reviewing the budget with the analysis provided by Cathy Ezell, Finance Director, Donna Fisher, Human Resource Director, and Tim Kelty, City Manager, it has been determined that because of the large number of vacancies in the current year, the proposed salary increases will remain within the current year budget projections. This increases the base firefighter salary by \$6,400.00. This salary increase will address firefighters, and Lieutenant positions only.

FFED Improvements:

Prior to requesting an approval of a salary increase in the middle of a fiscal year, departments members and I have set goals to improve personal and the skills/service that we provide to the community. The

goal for improvement was creating a cultural change with our department on the work environment, hiring process, operations of services, and investing in the personnel in training, response vehicles and personnel protective equipment. The department has made great strides to have open communication within fire administration and fire/EMS responders to create a positive work environment and support the mission of the department.

This reflects in our success in the strategic plan by updating protocols and EMS skill set for patient care through added training, purchase of ambulances/fire engines, updating antiquated equipment, and increase in Personal Protective Equipment and cancer and biohazard exposure reducing measures with the DECON clean room, latest SCBA breathing air technology, and thermal imaging cameras for search and rescue. Including fire station distribution in the City of Freeport for updating existing infrastructure for emergency response.

Fire/EMS Department implemented a change in shift schedule to become competitive with the fire service schedules from 24/48 shift to a 48/96 schedule. This was implemented based on the competitive market of fire service schedules. Traditional 24/48 schedule has become a past tradition, this migration of change in the work schedule started progressing across America since the mid-1990s.

FFED has made significant changes to step up our efforts regarding employee recruitment to replace existing vacancies with updated recruitment fliers, broadcasting through several social media platforms and websites, streamline the application process and employee testing. FFED has delivered a recruitment presentation to fire/EMS academy's in the greater Houston area and distribution through the Brazoria County Firefighter Association and EMS Trauma RAC system.

At this point, we believe we have done everything possible to recruit and retain personnel without recommending a salary increase.

Staffing Shortage:

January 19, 2021, staffing Shortage was first being addressed during the COVID-19 Pandemic with approval of six part-time firefighter/medic positions. There were sufficient open shifts to keep part-time employees active in a part-time roll supporting existing staffing needs.

Results: Very low participation in the fire service. Part-time vacancy maintained two of six positions but the participation was low after marketing the program. Current firefighter/EMT staffing is 4 out of six positions with two active personnel.

August 18, 2021, second round of COVID-19 compromised the department, so action was taken to address 911 EMS response by adding part-time EMTB to Paramedic part time as a staffing resource.

Results: Participation in the EMS service created an interest to apply but very few applied. Part-time vacancy maintained an average three part-time EMS personnel out of six positions but the participation is very low. Current EMT staffing is one out of six positions.

October 2021, Reviewing past staffing records the department firefighter/medic vacancies has been continuous, one or more vacancies since 2021.

April 2, 2023, Fire/EMS Department implemented a change in shift schedule to become competitive with the fire service schedules from 24/48 shift to a 48/96 schedule. To address this work schedule change, a review of existing research on the subject matter, discussion with fire/EMS service who made the change, networking with Fire Chief's about financial impacts on and FLSA requirements. After the research was completed the proposal was presented to Tim Kelty, City Manager, Donna Fisher, Human Resource, and Cathy Ezell, Finance Director. April 2, 2023, the shift schedule was implemented with no impact to the existing budget.

Review of Resignations:

Two-year Review of Fire/EMS Employee Resignations (Chart B) is located in Supporting Documentation section of this memorandum to review the chart on departmental resignations. FY2021-22 four resignations, FY2022-23 ten resignations.

Today's current staffing levels are provided in the departments organizational chart located in the Supporting Documentation section of this memorandum.

Fire/EMS Department was operating at the level of its highest EMS capabilities with a Paramedic and Advance EMT on each shift. Today, current skill level with our remaining firefighters Advance Life Support Skills are very limited.

- A-Shift has a Paramedic (1), Advance EMT (1)*
- B-Shift has a Paramedic (1), EMT-Basic (2)*
- C-Shift has one Paramedic (1), EMT-Basic (1)*

* 2 new hires will be in FTO training for two weeks and then placed on shift.

This does not take into consideration staffing levels in day to day operations to address workplace injury, sick, vacation, Holiday or training.

Existing Staffing Structure:

FFED currently operates under a 48/96-hour shift structure (48 hours on duty followed by 96 hours off duty). This allows for 3 separate shifts consisting of 5 personnel per shift with minimum staffing of 4 at all times. Each shift consists of one Lieutenant, Driver/Operator, and three firefighters. Shift personnel work a FLSA 53-hour work week on a 14-day pay cycle. These five individuals are responsible for daily station duties, vehicle maintenance, and covering both fire and EMS 911 calls. There are often two or three calls working simultaneously leaving the community without coverage for any additional 911 fire/EMS calls.

Administration is operated Monday through Friday during the hours of 0800 HR-1700 HR. Administration consist of the Fire Chief who operates as the department's Director, one Deputy Fire Chief/EMS Coordinator, one Deputy Fire Chief/Fire Marshal, and one Administrative Assistant whom reports directly to the Fire Chief. The Fire Chief and Deputy Chiefs respond to 911 calls when either a higher level of command is required or to fill in when staffing is unavailable both during normal working hours and while off duty.

Staffing Need/Description

The COVID pandemic has played a significant part in this staffing challenges. This has seriously affected our incident responses and has placed a stress upon both our budget and our firefighters. It is very rare when we can get four firefighters out on the initial attack for a structure fire within 4 minutes.

Since we lack the staffing and because we run many EMS calls, there have been many times when a structure fire call has occurred while 2 of our staff were on an ambulance call. The firefighters who arrived on scene must delay interior attack or search and rescue until the ambulance crew clears its call and arrives on scene, or until mutual aid arrives, which often happens first. In either of these cases, the time it takes to have the fourth and fifth firefighters on scene can be anywhere from 20 to 30 minutes or more after receiving the second call. Our mutual aid departments are struggling themselves, and their arriving engine usually contains 2 or maybe 3 firefighters. With the current employee vacancies this would mean sending one firefighter if B-shift was on duty.

Call Volume Fire/EMS

The department is facing a new risk, expanding services to the area, or experiencing an increased call volume (incident type). Since 2018 our number of fire incidents has increased 24%. In 2022 we had 6 firefighter injuries that can be directly attributable to shortage of staffing. That was as many as we experienced from 2018-2021 making a total of 12 in 5 years directly related to being understaffed. We can't continue with the associated costs financially and certainly not with the mental health challenges that injured firefighters brings to the department.

To address future staffing needs, FFED has applied for a FEMA S.A.F.E.R grant to increase staffing to one firefighter per shift to bring the total to six firefighters per shift. This would change the dynamics of FFED response model and fire/EMS prevention.

Initial staffing of a minimum of 4 firefighters for the 1st engine company for its primary response area. Beyond structure fires, with the new risks seen with commercial/industrial growth this will enable FFED to expand its operational services into rescue, Hazmat, fire prevention, preplanning, and fire company inspections.

The department is looking at maintaining a stable firefighting force that improves community protection from fire and fire related hazards, medical emergencies, and consistently meeting the requirements of NFPA 1710. Firefighter injuries are more prevalent in smaller work groups and increase in staffing will help address this problem the department experiences regularly. The addition of personnel will help immensely in preventing firefighter injury, efficiencies in work performance, division of labor on-scene, and reduce the current turnover rate. This will provide the department staffing to prepare for the future reopening fire station #2 in order to address distribution and staffing needs.

Current Goals of FFED:

Having existing vacant positions filled would allow the initial engine company to staff with four personnel and engage a structure fire immediately upon arrival, and implement 2 in/2 out. This initial engagement in fire suppression and rescue can be addressed while following responders are assembling on scene to meet NFPA 1710 minimum criteria. The department's track record with firefighter injury will be reduced with the increase of staffing. With the reduction of firefighter injury, the overtime and medical cost will be reduced. The division of labor can be addressed on scene.

Delayed response with inadequate staffing can be prevented with filling existing vacancies, which would provide immediate response at the time of alarm. Fire prevention can be addressed in identifying and mitigating potential fire safety and community risk reduction programs. This can greatly impact the department to be proactive instead of reactive. Increased staffing will allow the department to immediately respond to each fire with an engine company staffed with a minimum of 4 firefighters, supported by firefighters in later arriving apparatus. Filling existing vacancies will allow FFED to address priority incidents and reduce response times. With these filled firefighter positions, FFED will be able to meet the NFPA 1710 assembly standard.

Cost-Benefit

Benefits (e.g., quantifying the anticipated savings and/or efficiencies) to the department and community.

There would be several benefits gained from the funding of this request. The community would receive proper emergency response services in a timely manner as FFED addresses compliance with the NFPA 1710 standard for staffing and deployment without delay. There will be dedicated fire protection response as compared to the current no fire service response waiting until an ambulance has cleared an alarm or hospital. With filling existing vacancies, FFED will be able to immediately respond with an

engine company of four personnel. This analysis will be reflected in a better ISO rating for the City. This rating increase will be reflected to the community by reducing the cost of their insurance premiums. Also, the community will benefit with a better trained and staffed fire department to be prepared to address all hazards in the community.

With proper staffing on the fireground, FFED will be able to address the proper on-scene division of labor to reduce firefighter injury or death. This reduction will reduce the overtime and firefighter downtime created by a firefighter injury. Increased staffing will help immensely in establishing and maintaining RIT teams early into the incident so crews can make entry into those IDLH incidents for rescue, or to suppress a fire. Early assembly of RIT team members provides a better survival chance for a trapped firefighter.

Even with 5 personnel on duty and the Chief officers responding for callbacks, the level of EMS calls continually finds an ambulance handling a call and out of the area resulting in an initial response of 3 personnel on the first-out engine. This requires the Chief to be bunked up to provide 2in/2out compliance until additional FFED personnel or mutual aid arrive, creating a significant challenge to maintaining command and control of the scene.

The inability for the Chief to just perform IC duties instead of being involved in firefighting operations is a result of being short of personnel on shift, and the direct cause maintaining command and control of the scene.

Automatic aid and mutual aid are being utilized in all working fires with current staffing and structure of the department. Requests are sent to area agencies such as Oyster Creek VFD, Lake Jackson VFD, Clute VFD, Richwood VFD, Lake Jackson EMS, Clute EMS and Angleton EMS.

Currently, in order to maintain the comprehensive programs of public education, fire inspection, emergency response, facility maintenance, training, and apparatus maintenance that we have established, all career personnel have multiple responsibilities assigned to them outside of their primary job duties. This is a less than adequate situation with the existing employee vacancies that reduces our ability to complete tasks in a timely manner as well as limits overall productivity of our personnel which in turn promotes ineffective operations.

The funding of these current positions would allow us to address our existing number of prevention programs that could be addressed for the community from an all hazards approach. Having existing vacancies filled will help increase the efficiency of firefighters in performing their critically important routines of truck/equipment check ins, vehicle maintenance, company inspections program, preplanning and training. At this time, the department is addressing vehicle maintenance on its own because the City of Freeport does not have a service center mechanic.

Background Information:

June 9, 2021; City Council Meeting Agenda #6:

The City of Freeport completed a Public safety Personnel portion of the Compensation Study 2020-2021 in February 2021. The City completed the balance of the compensation Study 2020-2021 for Non-Public Safety in April 2021. The proposed increases will fully fund all increases recommend by the study for the positions identified in need of adjustment. All recommended increases are based on market survey of comparable positions in other cities, and data collected from 16 different area cities approved by City Council at the start of the effort. The recommendations are based upon comparison of existing salaries to the average and median salaries in the data collected. These changes would move those salaries that were considered below market to just above that average/median data point identified.

Based on the Public safety portion of the Compensation Study completed in February 2021, City Council approved a 5.3% for Fire/EMS Personnel and a 6.0% increase in salaries for Police Personnel. These

increases began in March 1, 2021. For some positions, the increase approved did not meet recommended salary adjustment identified as part of the salary survey.

The salary increase for those presented will fully fund all positions to adjusted salaries as presented in the salary survey for those remaining Public safety personnel as well as all non-public safety city employees that are below market currently. (Cathy Ezell, Finance Director 6/9/2021).

February 6, 2021; City Council Meeting Agenda Item #6:

In 2019, the City implemented a Merit-based pay program tied to a standardized performance management system. In 2020 pay increases became a combination of cost of living percentages and percentage tied to performance ratings. Since the City has not updated its salary structure in several years, it was recommended that a salary survey be conducted to assess the competitiveness of the City's pay plan (Stephanie Russell, ACM/Finance Director 2/16/2021).

Special Considerations:

Further review of Public Safety salary and benefits needs to be reviewed and be based on market trends. In reading and reviewing Public Safety employment posting, agencies are being very creative and attracting the skill and mindset of qualified employees. These are common trends noted in the employment posting: Step Raises (10 step pay top out), certification pay, assignment pay, step up pay on positions, lead medic stipend, sign on bonus, and residence pay. This also includes standard benefits for all employees such as sick leave policy, vacation and/or City holidays.

At this time, this recommendation is to address the base annual salary which is 12% below market value.

Financial Impact:

City of Freeport Fiscal Year Budget: The proposed financial impact at this time is \$70,172.66 for this fiscal year. FY2023-2024 will see an annual increase of \$140,000.00 to salaries and benefits. While this can be absorbed within the current salaries and benefits budgeted for FY2022-2023.,

Board or 3rd Party recommendation:

The request for hiring firefighters is based on a risk analysis, staffing needs analysis, or an Insurance Services Office (ISO) rating. A risk analysis that was produced by a contracted outside agency as well as a recently delivered ISO report (Feb 2023). That rating resulted in a 5/5X score for our department, with the greatest deficiency being deployment of apparatus (2.63 out of 10) and staffing levels (4.79 out of 15)

John Cook and Associates written analysis of the department's operations and risks, based on applicable NFPA standards and ISO requirements versus operations, hazards, call volume, responses, etc. was produced by an outside ratings evaluation agency. The report provided fifty-eight recommendations to be addressed. One of these was an increase in minimum staffing to have 6 fulltime personnel per shift, with a minimum of 2 ambulance personnel and a minimum of 4 personnel for one engine company. These positions should be staffed 24/7.

Supporting Documentation:

Freeport Fire & EMS Organization Chart, Freeport Fire & EMS 28-day shift forecast.

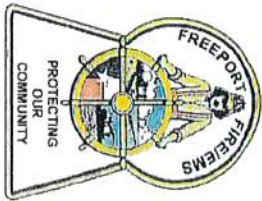
Shows schedule of existing employees and vacant positions.

Fire Fighter Salaries currently being offered by competing cities.

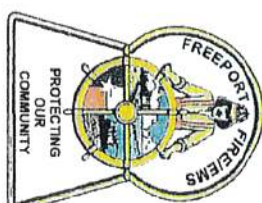
Memorandums from Chief Motley to Mr. Kelty briefing on current staffing update during the COVID pandemic.

Two-year Review of Fire/EMS Employee Resignations (Chart B)

Name	Category	Start	End	Current Dept	Salary
<u>2021- 2022</u>					
Stamey	Full-time		10/12/2021	No data	
	<i>January 2022: Two resignations</i>				
Dumas	Full-time		01/24/2022	Denton Co	
Phillips	Full-time		1/27/2022	Dickenson	
Redwine	Full-time		4/18/2022	Houston	\$61,000
<u>2022-2023</u>					
Jones	Full-time		11/8/2022	Longview	\$62,146.
Shoemaker	Full-time		10/7/2022	Galveston	\$57,876
	<i>January 2023: Two resignations</i>				
Edwards	Part-time		1/7/2023	EMS Service	
Osby	Part-time		1/12/2023	Stafford	
	<i>February 2023: Two resignation</i>				
Valderrama	Full-time		2/18/2023	Fort Bend Co ESD	\$60,632
Velasquez	Full-time		2/15/2023	No Data	
	<i>March 2023: Four resignations</i>				
Botello	Full-time		03/21/2023	Harris Co. ESD	
Faught	Full-time		3/22/2023	Rose Hill FD	\$57,500
Windom	Full-time		3/6/2023	Texas City	\$55,032.
Olazaba	Full-time		3/27/2023	EMS Service	



FREEPORT FIRE & EMS DEPARTMENT



CHRIS MOTLEY
FIRE CHIEF

BETTE DAHSE
ADMINISTRATIVE
ASSISTANT

MIKE PRASLICKA
DEPUTY CHIEF
EMS COORDINATOR

JASON SHAFER
DEPUTY CHIEF
FIRE MARSHAL

A SHIFT

Lieutenant: Jessica Dyson (I)
D/O: Thomas Thornton (P)
Firefighter: **Vacant**
Firefighter: **Vacant**
Firefighter: **Vacant**

RESERVE COMPANY
Tommy Mageors (I)

B SHIFT

Lieutenant: Justin Davison (P)
D/O: Robert Phillips (B)
Firefighter: Evelyn Betancourt (B,SP)
Firefighter: **Vacant**
Firefighter: **Vacant**

AUXILIARY COMPANY
Jamie Praslicka (LP)
Jesse Rivet

C SHIFT

Lieutenant: Kristopher Vierra (LP)
D/O: **Vacant**
Firefighter: Abdel Martinez (B,SP)
Firefighter: **Vacant**
Firefighter: **Vacant**

PART TIME FIRE/EMS
S. Bilbrey S. Lyons
G. Velasquez D. Shoemaker
C. Valderrama

Date	30-Apr	1-May	2-May	3-May	4-May	5-May	6-May
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment							
Lieutenant	Vierra	Dyson	Dyson	Davison	Davison	Vierra	Vierra
Driver/Operator	Vacant	Thornton	Thornton	Phillips, R	Phillips, R	Vacant	Vacant
Firefighter	Martinez	Orientation	Orientation	Betancourt	Betancourt	Martinez	Martinez
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter							
Vacation/Holiday				No Vac	No Vac		No Vac
Sick							
School							
Trades/Notes/PR	Riverfest						
				Rope Rescue School	Rope Rescue School		OT Event: OT Event:
				Beaumont	Beaumont		Take A Child
							Fishing 08-13HR
All Vacation Blocked Out On Holidays and Holiday Weekends, Special Events, and Scheduled School Dates							
Date	7-May	8-May	9-May	10-May	11-May	12-May	13-May
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment							
Lieutenant	Dyson	Dyson	Davison	Davison	Vierra	Vierra	Dyson
Driver/Operator	Thornton	Thornton	Phillips, R	Phillips, R	Vacant	Vacant	Thornton
Firefighter	Orientation	Orientation	Betancourt	Betancourt	Martinez	Martinez	Orientation
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter							
Vacation/Holiday							
Sick							
School							
Trades/Notes/PR							

Date	14-May	15-May	16-May	17-May	18-May	19-May	20-May
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment							
Lieutenant	Dyson	Davidson	Davidson	Vierra	Vierra	Dyson	Dyson
Driver/Operator	Thornton	Phillips, R	Phillips, R	Vacant	Vacant	Thornton	Thornton
Firefighter	Orientation	Betancourt	Betancourt	Martinez	Martinez	Orientation	Orientation
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter							
Vacation/Holiday							
Sick							
School							
Trades/Notes/PR							
All Vacation Blocked Out On Holidays and Holiday Weekends, Special Events, and Scheduled School Dates							
			OT - (Overtime)	PT - (Part Time)	Holiday	Orientation	
Date	21-May	22-May	23-May	24-May	25-May	26-May	27-May
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment							Holiday Weekend
Lieutenant	Davidson	Davidson	Vierra	Vierra	Dyson	Dyson	Davidson
Driver/Operator	Phillips, R	Phillips, R	Vacant	Vacant	Thornton	Thornton	Phillips, R
Firefighter	Betancourt	Betancourt	Martinez	Martinez	Orientation	Orientation	Betancourt
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter							
OT/AM-							
OT/PM-							
Vacation/Holiday							No Vac
Sick							
School							
Trades/Notes/PR							

Date	28-May	29-May	30-May	31-May	1-Jun	2-Jun	3-Jun
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment	Holiday Weekend	Holiday					
Lieutenant	Davison	Vierra	Vierra	Dyson	Dyson	Davison	Davison
Driver/Operator	Phillips, R	Vacant	Vacant	Thornton	Thornton	Phillips, R	Phillips, R
Firefighter	Betancourt	Martinez	Martinez	Orientation	Orientation	Betancourt	Betancourt
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	OT/AM-	OT/AM-					
Firefighter	OT/PM-	OT/PM-					
Vacation/Holiday	No Vac	No Vac					
Sick							
School							
Trades/Notes/PR							
All Vacation Blocked Out On Holidays and Holiday Weekends, Special Events, and Scheduled School Dates							
Date	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift Assignment							
Lieutenant	Vierra	Vierra	Dyson	Dyson	Davison	Davison	Vierra
Driver/Operator	Vacant	Vacant	Thornton	Thornton	Phillips	Phillips, R	
Firefighter	Martinez	Martinez	Orientation	Orientation	Betancourt	Betancourt	Martinez
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
Firefighter							
Vacation/Holiday							
Sick							
School							
Trades/Notes/PR							

Salaries listed by agencies currently recruiting firefighters

<u>NAME</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
City of Allen	\$83,380	
Travis County Fire & Rescue	\$48,070	
Travis County ESD #6	\$54,777	
City of Balch Springs	\$59,740	
Bastrop County ESD #2	\$47,755	
Beaumont Fire & Rescue	\$63,172	
Bexar County ESD #11	\$46,085	\$50,772
Bexar County ESD #10	\$48,288	\$52,815
Carrollton Fire Department	\$71,909	\$85,050
Cleburne Fire Department	\$62,492	
South Montgomery County Fire Department	\$55,225	\$62,262
Conroe Fire Department	\$64,920	
Copperas Cove Fire Department	\$48,032	
Crowley Fire Department	\$67,579	
Eules Fire Department	\$71,306	\$91,765
Forney Fire Department	\$57,942	\$76,247
Gainesville Fire & Rescue	\$51,900	
LaMarque Fire Department	\$51,640	\$65,140
Klein Fire Department	\$58,240	\$79,498
Texas City Fire Department	\$55,032	\$72,612
City of Tomball Fire & Rescue	\$56,664	
West University Fire Department	\$61,789	

Agencies in region



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator

To: Tim Kelty, City Manager

From: Christopher D. Motley, Fire Chief

Re: Part-time Employees

Date: January 9, 2023

Please accept this letter as acknowledgement from the memorandum on part-time employees dated January 19, 2021. This memorandum is to address staffing shortfalls in the department due to COVID-19 and the lack of employee pool of recruits. This first approval was for six part-time firefighter/medics. On August 18, 2021, memorandum referencing part-time EMS employees were requested due to staffing for EMS. At this point, the department had approval to hire six part-time firefighter/Medic positions and six part-time EMS personnel. Attached to this memorandum is the supporting documentation.

Donna Fisher, Human Resources, recently stated that Freeport Fire & EMS department only has six part-time EMS personnel. The first memorandum was approved by you and then submitted to Human Resource Director, Brenda Ferguson. I have searched for a signed copy and unable to locate one. In our weekly meeting, this matter was discussed with a recommendation. I have gathered the documentation for your review.

I am requesting your approval and signature below to update the files with Human Resource. This will serve as clarification that the department currently has twelve part-time positions with six being EMS only and six Firefighter/Medics.

Tim Kelty

Approved: _____

Attached 3 pages

Visit us online at www.freeport.tx.us
facebook.com/FreeportFire
fire@freeport.tx.us



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator

To: Tim Kelly, City Manager

From: Christopher D. Motley

Re: Part-Time Employees

Date: January 19, 2021

Recently, we met and discussed part-time employees to supplement the department to maintain continuity of operations. Deputy Chief Michael Praslicka and I have reviewed the operational needs of staff and the utilization of part-time employees.

The recommendation to implement this program would be to utilize six part-time employees. This would keep six part time employees active. The starting employee rate would be \$ 16.75 plus certification pay (i.e. Firefighter/EMT-B: \$16.75, Master Firefighter/EMT-P: \$19.03).

If you're in agreement the department is ready to proceed forward with hiring part-time employees to supplement department operations.



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator

Micheal Dumas
Fire Marshal

To: Tim Kelty, City Manager

From: Christopher D. Motley, Fire Chief

Re: Part-Time EMS Employees

Date: August 18, 2021

Today, the department is in a critical situation for providing EMS service with four personnel out for COVID-19 and the department is operating at minimum staffing. The part-time firefighter accepted full time employment with the department. It has left the department with personnel working over forty-eight hours with no rest. Yesterday's shift received fifteen EMS calls in twenty-four hours with a staff of four personnel. Our firefighter medics face close to two hours waiting for the emergency room to accept patients or the EMS crews were instructed to transport to an Alvin facility.

This morning, we met and discussed part-time employees with EMS certification to supplement the department for EMS response.

Deputy Chief Michael Praslicka and I reviewed the operational needs of staff and the utilization of part-time employees.

The recommendation is to implement a part-time EMS employee program. The department will recruit six part-time employees for this event. The starting employee rate: EMT-B \$16.75, EMT-Advance \$17.62, and Paramedic \$22.00.

If you're in agreement the department is ready to proceed forward with hiring part-time EMS employees to supplement the department operations.

OK

OK

Basic Firefighter Medic

FF/EMT-B \$16.75

Ff/EMT-I \$16.75+\$0.87= \$17.62

FF/EMT-P \$16.75 \$1.74 = \$18.49

Intermediate Firefighter Medic

Ff/EMT-B \$16.75 + \$ 0.22 = \$16.97

FF/EMT-I \$16.75 + \$0.87 + \$0.22 = \$17.84

FF/EMT-P \$16.75 + \$1.74 + \$0.22 = \$18.71

Advance Firefighter Medic

FF/EMT-B \$16.75 + \$0.33 = \$17.08

FF/ EMT-I \$16.75 + \$0.87 + \$0.33 = \$17.95

FF/EMT-P \$16.75 + \$1.74 + \$0.33 = \$18.82

Master

FF/EMT-B \$16.75 + \$.54 = \$17.29

FF/EMT-I \$16.75 + \$0.54 + \$0.87 = \$18.16

FF/EMT-P\$16.75 + \$0.54 + \$1.74 = \$19.03

City of Freeport
Capital Projects
As of March 31, 2023

Project	Project Status	Budget/Estimated Cost	Spent To Date	Remaining Budget
Fund 67 - 2021 CO Bond Fund				
Lift Station 3, 4, and 14 Rehabilitation	Construction has begun	\$ 1,735,713.00	\$ 986,140.19	\$ 749,572.81
FM 1495 Water Line Relocation	AFA agreement signed. Contract awarded by TXDOT, local share remitted	395,476.84	396,709.84	(1,233.00)
Phase I SSOI Engineering	Underway	215,926.36	-	215,926.36
Sanitary Sewer Collection GLO Project	Engineering is complete and request for bids will be sent out in March	59,316.26	-	59,316.26
Wastewater Treatment Plant Grant Match	Engineering is 90% Complete	60,520.00	-	60,520.00
Avenue H Sewer Line Replacement Grant Match	Complete	42,375.00	40,192.30	2,182.70
WWTP Improvements	Council Approved Task Authorization for Freese & Nichols engineering	1,928,630.00	-	1,928,630.00
Sewer Line Replacement SSOI	CCTV & Manhole inspections underway	562,042.54	-	562,042.54
	Total Fund 66 - 2021 CO Bond Fund	\$ 5,000,000.00	\$ 1,423,042.33	\$ 3,576,957.67

Fund 66 - 2020 CO Bond Fund				
Streets & Drainage Projects	Total Budget for Street Projects	\$ 6,375,000.00		
2019-2020 Asphalt Streets - County Interlocal carried over to 2021	Complete	\$ 206,053.24	\$ 206,053.24	\$ -
2020-2021 Asphalt Streets - County Interlocal	Complete	321,260.88	321,260.88	-
2020-2021 Water/Sewer Relocation - Asphalt Streets	Complete	230,704.84	230,704.84	-
2021-2022 Asphalt Streets - County Interlocal	Avenue F alley needs asphalt	382,973.00	333,531.08	49,441.92
2021-2022 alley Sewer Relocation - Asphalt Streets	Complete	117,000.00	66,676.49	50,323.51
2022 Phase 1 Concrete Streets - Engineering	Complete	320,130.00	304,303.50	15,826.50
2022 Phase 1 Concrete Streets - Construction	Complete	2,381,309.43	2,198,378.37	182,931.06
2022-2023 Phase 2 Concrete Streets - Engineering	Construction Observation	426,380.00	401,006.97	25,373.03
2022-2023 Phase 2 Concrete Streets - Construction	Under Construction	1,801,057.37	1,255,389.30	545,668.07
Velasco Pump Station Improvements	Complete	316,707.00	316,706.61	0.39
Heritage House Renovations	On Hold	375,000.00	-	375,000.00
City Hall Renovations	Bids Due April 26, 2023	998,000.00	116,662.09	881,337.91
	Total Funding Fund 66 - 2020 CO Bond Fund	\$ 7,876,575.76	\$ 5,750,673.37	\$ 2,125,902.39

Fund 14 -Streets & Drainage Funds				
Road Failure - Avenue D	Complete	\$ 49,000.00	\$ 49,000.00	\$ -
Asphalt Streets 2022-2023	Waiting for County to begin construction	446,041.00	-	446,041.00
Entry Road for Park	Construction to begin in April	150,000.00	-	150,000.00
Streets & Drainage Project	Project to be determined	759,000.00	-	759,000.00
2022-2023 Phase 2 Concrete Streets - Construction	Under Construction	1,751,537.36	-	1,751,537.36
Road Failure - 1420 10th Street	Complete	-	17,000.00	(17,000.00)
	Total Funding Fund 14 - Streets & Drainage Fund	\$ 3,155,578.36	\$ 66,000.00	\$ 3,089,578.36

Fund 21 - Facilities & Grounds CIP				
City Hall Renovations	Request for proposals have been let and are due in March	\$ 750,000.00	\$ -	\$ 750,000.00

Museum Façade	On Hold	100,000.00	-	100,000.00
Temp. Modular Building	To be bid	426,095.00	-	426,095.00
Fire Station 1 Driveway	To be quoted	10,000.00	-	10,000.00
Prelim Architectural Study Station 1	Preliminary Architectural work has been authorized.	20,000.00	-	20,000.00
Radio Antenna Repairs - Fire	Repair has begun	11,665.00	5,057.17	6,607.83
Greens Resurfacing	To be bid	150,000.00	-	150,000.00
Cart Path Repair	Will begin soon	10,000.00	-	10,000.00
Prelim Architectural Study Club House - Golf	Preliminary Architectural has been presented	30,000.00	13,258.72	16,741.28
Jail Facility Renovation	To be bid	115,000.00	-	115,000.00
Replacement of Main Electric Dist. Panel	To be quoted	20,000.00	-	20,000.00
Police Department Parking Lot Improvements	To be quoted	20,000.00	-	20,000.00
Landing Repairs	Construction has begun	65,000.00	-	65,000.00
Service Center Exterior	Complete	60,000.00	32,400.00	27,600.00
Riverplace Parking Lot Improvements	Complete	85,000.00	66,000.00	19,000.00
Velasco House Renovations	Complete	70,000.00	57,770.00	12,230.00
Recreation Center Parking Lot Improvements	On hold	70,000.00	-	70,000.00
Library Window Replacement	Complete	43,000.00	49,019.74	(6,019.74)
Museum Remodel	Complete	17,000.00	4,500.00	12,500.00
Total Fund 21 - Facilities & Grounds CIP		\$ 2,072,760.00	\$ 228,005.63	\$ 1,844,754.37

Fund 22 - Vehicle & Equipment Replacement Fund

Replace 2 Ambulances	Ordered & Received Some Outfitting	\$ 600,000.00	\$ 158,886.41	\$ 441,113.59
Replace Fire Equipment - Grant Funds	Ordered	131,013.00	121,145.37	9,867.63
Equipping new reserve firefighters	To be quoted	12,000.00	-	12,000.00
SORT Unit Replacement	Grant funding be sought	400,000.00	-	400,000.00
Knox boxes and mounts	Completed	15,000.00	11,975.00	3,025.00
Furnishings/Appliances Fire Station 2	To be quoted	30,000.00	-	30,000.00
Tee Mower - Golf	Completed	35,893.00	41,780.43	(5,887.43)
Fairway Mower - Golf	Completed	75,356.05	75,356.05	-
Replace two trucks - Building/Code	Ordered	80,000.00	-	80,000.00
Recreation Center Equipment	To be quoted	10,000.00	-	10,000.00
Vehicle Replacement - Police	Ordered	292,748.00	159,123.13	133,624.87
Generator - Police	Grant Has Been Awarded and Generator on Order	60,000.00	19,671.20	40,328.80
Body Camera Video Storage	Completed	16,000.00	12,304.54	3,695.46
One Ton Dump Truck	Completed	90,000.00	78,705.00	11,295.00
SCADA for Stormwater Pumps	Completed	60,000.00	-	60,000.00
Zero Turn Mower	Completed	18,000.00	17,975.13	24.87
Generators	Have Applied for \$1,020,000 in Grants for 4 City Buildings & 3 Lift Stations	60,000.00	-	60,000.00
Total Fund 22 - Vehicle & Equipment Replacement		1,986,010.05	696,922.26	1,289,087.79

Fund 23 - Technology Fund

Server Replacement/Network Upgrade - Police	Completed	\$ 85,000.00	\$ 92,640.42	\$ (7,640.42)
Access Control Panel	Ordered	23,645.47	-	23,645.47
Grant Funded Projects		\$ 108,645.47	\$ 92,640.42	\$ 16,005.05

Office of City Secretary Monthly Report

April 2023

Public Information Request:

- 6 requests were received, and 6 closed in the month of March.

Agenda's and Minutes Prepared:

- 4 City Council Agenda's. 4 sets of City Council Meeting Minutes

Election for Special Election and General Election.

Texas Municipal Clerks Certification Program:

Took and passed exam 1.

Began Chapter 2 "Texas Municipal Law & Procedures".

Community Development



Building Permits & Inspections

Health Permits & Inspections

Short Term Rental Inspections

Planning & Zoning

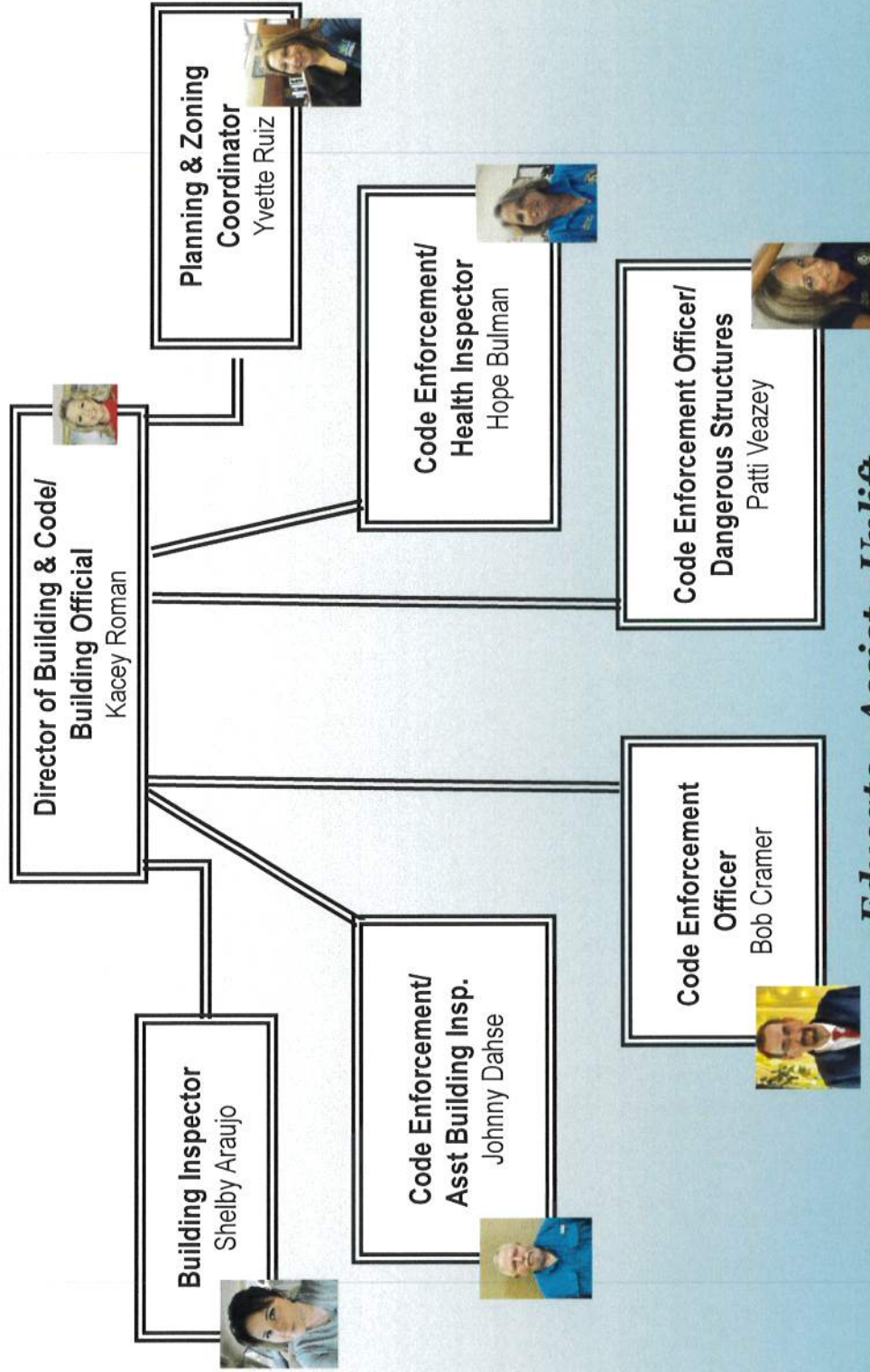
Board of Adjustments

Code Enforcement

Permit Desk Operations

Educate - Assist - Uplift

Community Development



Educate - Assist - Uplift

Customer Service Training

March 24, 2023 - "Customer Service for Front Line Staff."

All team members of the Building and Code Department attended training for "Customer Service for Front Line Staff." This training was specific to challenges faced at a Permit Desk dealing with Customer Service Issues.



Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition - Pending

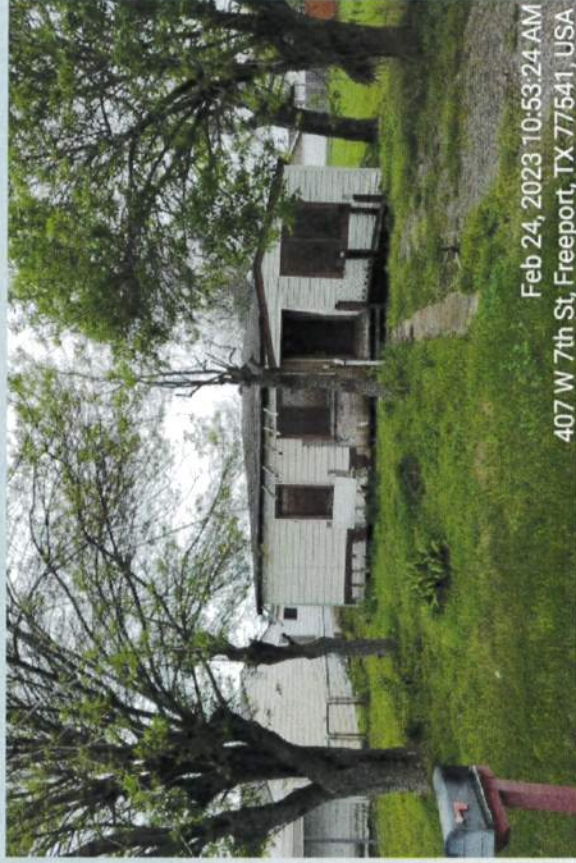


1711 N. Ave I

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition - Pending



407 W 7th

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition of 2 Accessory Buildings, and Repair or Demo of Primary Structure - Pending



23 N Ave F

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition or Repair - Pending



1712 W. 5th

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition - Pending



802 Dixie

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition - Pending



605 S Ave H

Jan 30, 2023 10:32:01 AM
605 S Avenue H, Freeport, TX 77541, USA

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Repair or Demo - Pending



104 Mystery Harbor

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

March 23, 2023 – Board of Adjustment Ordered Demolition - Completed



2001 N Brazosport Blvd #209- Before and After

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments



1002 W 6th - before and after

Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

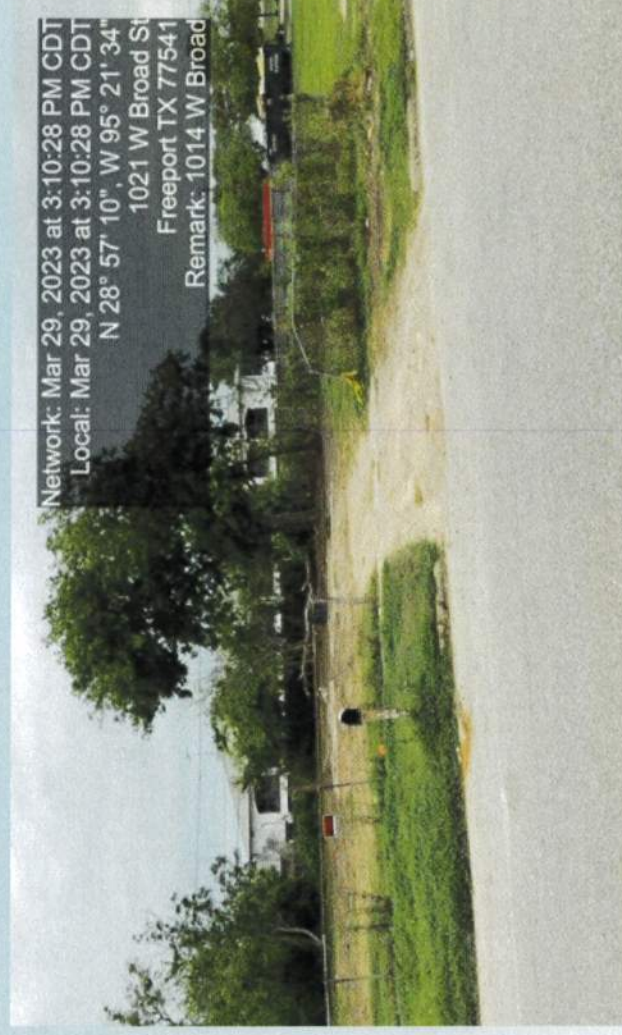
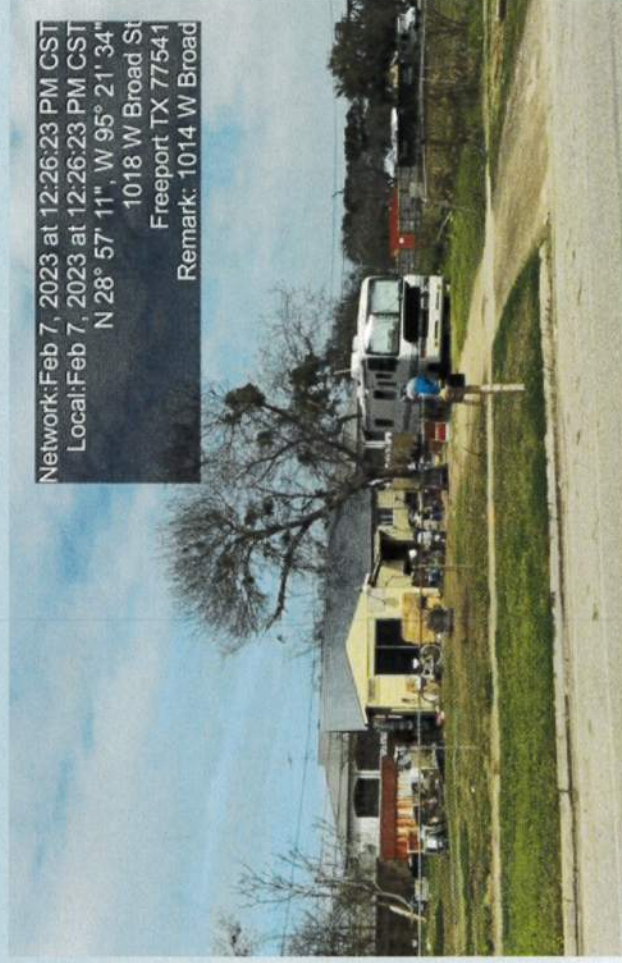
Network: Dec 3, 2021 at 2:11:16 PM CST
Local: Dec 3, 2021 at 2:11:16 PM CST
N 28° 57' 49.760" W 95° 21' 10.809"
423 S Avenue H
Pasport TX 77541
United States
Remark: 423 S Ave H dangerous structure



Before and After – 423 S Ave H

Code Enforcement

Working with Citizens to improve our Community!



Before and After – 1014 W. Broad

Code Enforcement

Working with Citizens to improve our Community!



Before and After – 1119 W. Broad



Finance, Court & Water Departments

Title: Monthly Report for March 31, 2023

Date: April 17, 2023

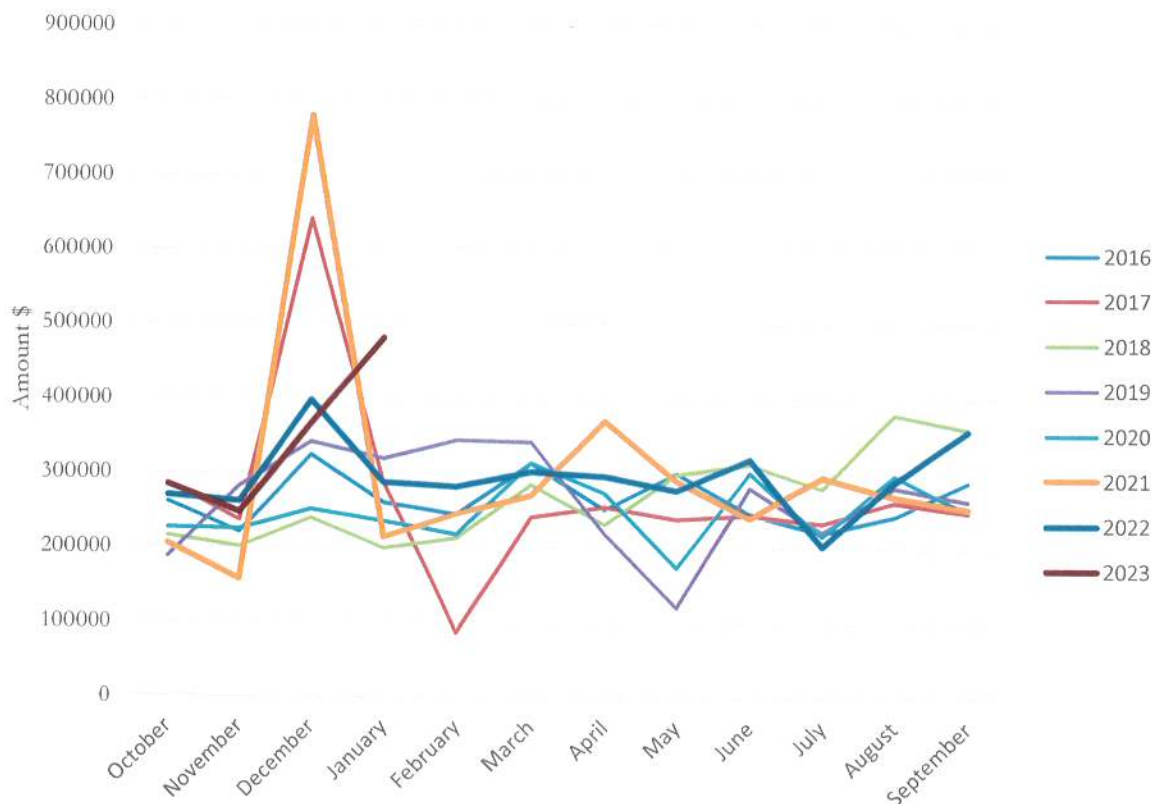
From: Cathy Ezell, Finance Director

Financial Information

The General Fund:

The revenues collected for the General fund as of March 31, 2023 are \$13,286,873 or 66.89% of the total budgeted revenues. Sales tax revenue is collected two months in arrears. The sales tax collections received are more than last year at this time.

Comparison of Sales Tax Revenue by Year



The expenditures for the General Fund as of March 31, 2023 are \$9,556,958 or 47.16% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues are over the expenditures by \$3,729,915. The fund balance or reserves of the General Fund as of March 31, 2023 is \$9,644,736. This is 47.60% of the expenditure budget.

Monthly Report Finance, Court & Water Departments

Water & Sewer Fund

The revenues for the Water & Sewer Fund as of March 31, 2023 are \$3,701,108 or 20.39% of the budgeted revenues. See the attached Monthly Financial Report for more detail.

The expenditures for the Water & Sewer Fund as of March 31, 2023 are \$3,068,928 or 46.53% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues are under the expenditures by \$632,180. The fund balance or reserves for the Water & Sewer Fund as of March 31, 2023 is \$699,116. This fund balance is only 10.60% of the operating expenditures.

Customer Service Department – Water & Court

We are continuing with the cross-training of employees. Also, we are working with Veolia to identify dead meters and idle accounts.

The review of all court records continues. Municipal Court has fully migrated to Incode 10 as of October 31, 2022.

We will begin the process of scanning Municipal Court records into Incode software in June. Then move to the Water/Sewer records, Human Resources records, invoice and purchase orders

Other

We created a departmental calendar for informational flyers to be included in the water bills each month.

We are in the process of converting to the new time and attendance application. This should be complete in May.

City of Freeport
Monthly Financial Report
As of March 31, 2023
General Fund

	FY2022 Actuals	Adopted FY2023 Budget	Amended FY2023 Budget	Year to Date Actual	% YTD Budget
Beginning Fund Balance	\$ 6,725,855	\$ 5,564,969	\$ 5,914,821	\$ 5,914,821	
Revenues					
EMS	\$ 571,697	\$ 589,000	\$ 589,000	\$ 323,434	54.91%
Property Taxes	3,092,192	3,355,000	3,355,000	2,912,950	86.82%
Industrial Taxes	8,171,633	8,679,299	8,679,299	5,638,450	64.96%
Sales Tax	2,361,795	2,250,000	2,250,000	920,476	40.91%
Franchise & Other Taxes	664,892	644,000	644,000	382,523	59.40%
Permits	276,188	196,625	196,625	302,213	153.70%
Charges for Services	858,762	793,700	793,700	400,356	50.44%
Recreation/Rental	121,819	100,500	100,500	48,888	48.64%
Golf	814,284	652,000	652,000	376,517	57.75%
Municipal Court	234,733	208,500	208,500	82,049	39.35%
Grants	1,788,558	2,092,765	2,092,765	1,495,759	71.47%
Lease Income	151,087	125,000	125,000	11,593	9.27%
Miscellaneous	649,261	176,820	176,820	391,664	221.50%
Total Revenues	19,756,901	19,863,209	19,863,209	13,286,873	66.89%
Expenditures					
Administration	\$ 2,113,246	\$ 1,792,676	\$ 1,792,676	\$ 1,116,471	62.28%
Information Technology	-	229,628	229,628	139,017	60.54%
Service Center	231,715	201,887	201,887	92,434	45.79%
Municipal Court	239,515	231,301	231,301	132,598	57.33%
Police	4,855,088	5,254,992	5,254,992	2,469,391	46.99%
Fire	1,200,390	1,425,610	1,425,610	698,029	48.96%
EMS	1,020,517	969,552	969,552	404,641	41.73%
Emergency Management	150,986	-	-	-	
Code Enforcement	393,520	479,991	479,991	195,351	40.70%
Building	306,662	308,662	308,662	138,750	44.95%
Garbage Collection	887,107	720,000	720,000	308,408	42.83%
Street & Drainage	1,403,967	1,500,782	1,500,782	695,678	46.35%
Beach Fund Expense	57,529	42,850	42,850	1,825	4.26%
Historical Museum	345,069	374,526	374,526	115,745	30.90%
Sr Citizens Commission	7,731	7,500	7,500	3,956	52.75%
Library	33,549	41,535	41,535	9,780	23.55%
Parks	1,284,982	1,294,028	1,294,028	495,845	38.32%
Golf	1,190,704	1,235,668	1,235,668	592,471	47.95%
Recreation	492,678	572,840	572,840	157,021	27.41%
Interfund Transfer to	4,502,980	3,729,095	3,729,095	1,864,547	50.00%
Interfund Transfer from	(150,000)	(150,000)	(150,000)	(75,000)	50.00%
Total Expenditures	20,567,934	20,263,123	20,263,123	9,556,958	47.16%
Revenue Over/(Under) Expenditures	\$ (811,034)	\$ (399,914)	\$ (399,914)	\$ 3,729,915	
Ending Fund Balance	\$ 5,914,821	\$ 5,165,055	\$ 5,514,907	\$ 9,644,736	

City of Freeport
Monthly Financial Report
As of March 31, 2023
Water Sewer Fund

	FY2022	Adopted	Amended	Year to Date	% YTD
	Actuals	FY2023 Budget	FY2023 Budget	Actual	Budget
Beginning Fund Balance	\$ 50,936	\$ 174,759	\$ 66,937	\$ 66,937	
Revenues					
Interlocal Revenue	\$ 16,086	\$ 4,000	\$ 4,000	\$ 3,691	92.28%
Interest	2,408	1,000	1,000	2,743	274.27%
Misc Income	1,749	-	-	(37)	N/A
Misc Income Return Checks	1,242	1,000	1,000	525	52.50%
Utility Reimbursements	165,400	100,000	100,000	76,173	76.17%
Community Dev Grant	136,229	-	-	-	N/A
Grant - CDBG GLO	622,829	-	11,336,988	254,449	N/A
FEMA Reimbursement	-	-	-	-	N/A
Cash Over or Short	(40)	-	-	(10)	N/A
Water Revenue	3,500,777	4,178,200	4,178,200	1,974,653	47.26%
Water Revenue - Misc	(1,722)	-	-	-	N/A
Sewer Revenue	2,563,543	2,400,000	2,400,000	1,307,523	54.48%
Sewer Revenue - Misc	20	-	-	-	N/A
Sewer Surcharge	321	-	-	-	N/A
Water Tap Fee	23,752	15,000	15,000	4,450	29.67%
Sewer Tap Fee	3,040	3,000	3,000	2,929	97.63%
Bad Debt Write-Off	728	1,000	1,000	1,138	113.78%
Connect & Disconnect Fees	132,499	110,000	110,000	72,880	66.25%
Transfer from General Fund	323,000	-	-	-	N/A
Total Revenues	7,491,862	\$ 6,813,200	\$ 18,150,188	\$ 3,701,108	20.39%
Expenditures					
Salaries	\$ 98,019	\$ 102,267	\$ 102,267	\$ 39,828	38.95%
Benefits	97,149	40,692	40,692	24,603	60.46%
Supplies	76,241	70,950	70,950	21,147	29.81%
Services	5,553,016	5,848,140	5,848,140	2,620,391	44.81%
Maintenance	89,129	65,000	65,000	33,474	51.50%
Sundry	16,548	17,800	17,800	19,198	107.85%
Capital Outlay	1,083,229	-	-	84,562	N/A
Debt Service Fees	9,833	-	-	-	N/A
Transfer to Debt Service	302,698	301,450	301,450	150,725	N/A
Transfer to CO2021 Bond Fund	-	-	-	-	N/A
Transfer to General Fund	150,000	150,000	150,000	75,000	N/A
Total Expenditures	\$ 7,475,861	\$ 6,596,299	\$ 6,596,299	\$ 3,068,928	46.53%
Revenue Over/(Under)					
Expenditures	\$ 16,001	\$ 216,901	\$ 11,553,889	\$ 632,180	
Ending Fund Balance	\$ 66,937	\$ 391,660	\$ 11,620,826	\$ 699,116	



City of Freeport Municipal Court
March 2023 Statistics

Citations Issued	172	
Number of Violations Issued	211	
Court Payments Received	\$ 32,047.83	
Warrants Issued	32	\$ 12,749.59
Total Active Warrants	2,368	\$ 942,716.04



City of Freeport Utility Billing
March 2023 Statistics

Total Active Accounts	3,555	
Total Services Disconnected	81	
Total New Services	52	
Billed Consumption - Water	24,953,400	\$ 312,065.01
Billed Consumption - Sewer	16,175,400	206,622.24
Billed Garbage		72,380.41
Billed Ambulance		6,910.40
Total Billed		<u>\$ 597,978.06</u>



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
Deputy Chief
EMS Coordinator

Micheal Dumas
Deputy Chief
Fire Marshal

To: Mr. Kelty, City Manager

From: Christopher D. Motley, Fire Chief

Date: April 17, 2023

Re: March 2023

Response alarms: Fire - 13
 EMS - 177
 Total - 190

Significant Events:

Air Ambulance transport: 5
Request mutual aid into the city EMS response: 14 FIRE 1
Mutual aid given to other cities to cover EMS response: 0 FIRE 0
Two EMS units working calls at the same time: 27
Three working EMS alarms: 3
Four working EMS alarms: 0
Five working EMS alarms: 0
Transport rate: 53%

Equipment/Infrastructure:

Fire Station #1 driveway repair: No update from Public Works.
Ambulance 907: Out of Service. Diesel engine being rebuilt
Ambulance 909: Out of Service. Engine being rebuilt at Yaklin.
Ambulance 908: In service, but has passenger door damage;
hinge sprung from heavy winds.
March 14, 2023, 1700 Hrs., Ambulance 906 Out of Service.
Ambulance request from Clute to provide service.
Until Ambulance 906 could return to service.
OOS power steering pump and brake booster

Audit:

Texas Department of Insurance audit was received and under
internal review for accuracy:



CITY OF FREEPORT
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Christopher Motley
Chief / EMC

Mike Praslicka
Deputy Chief
EMS Coordinator

Micheal Dumas
Deputy Chief
Fire Marshal

Emergency Management: Monitoring and reviewing daily COVID-19 BC Health reports.
Preparing emergency management response to natural disasters.
Brazosport ISD Mass Casualty plan updating response plans.

Mitigation Grants: Reviewing mitigation projects for the City of Freeport.

Personnel: Staffing:
Fire Fighter Vacancy: Six (Full-time)
Fire Fighter Vacancy: Three (Part-time)
EMS Vacancy: Five (Part-time).
Employee testing: OPEN
See resignation chart.

Training Employees: Lt. Vierra and Lt. Dyson. Dr. Red Duke Trauma Class.
Arson Investigator Conference: Chief Chris Motley,
Deputy Chief Jason Shafer, Bette Dahse

Injuries: None.

Events: Sheintec Public Safety Meeting
Freeport Fire & EMS Banquet
Brazoria County City Association Meeting Lake Jackson Civic Center
Brazoria County Firefighter Association

Prevention: Council Chambers are sanitized by staff prior to each council meeting.

Announcements: N/A

Two-year Review of Fire/EMS Employee Resignations

Name	Category	Start	End	Current Dept	Salary
<u>2021- 2022</u>					
Stamey	Full-time		10/12/2021	No data	No data
<i>January 2022: Two resignations</i>					
Dumas	Full-time		01/24/2022	Denton Co	No Data
Phillips	Full-time		1/27/2022	Dickenson	No Data
Redwine	Full-time		4/18/2022	Houston	\$61,000
<u>2022-2023</u>					
Jones	Full-time		11/8/2022	Longview	\$62,146.
Shoemaker	Full-time		10/7/2022	Galveston	\$57,876
<i>January 2023: Two resignations</i>					
Edwards	Part-time		1/7/2023	EMS Service	No Data
Osby	Part-time		1/12/2023	Stafford	
<i>February 2023: Two resignation</i>					
Valderrama	Full-time		2/18/2023	Fort Bend Co ESD	\$60,632
Velasquez	Full-time		2/15/2023	No Data	No Data
<i>March 2023: Four resignations</i>					
Botello	Full-time		03/21/2023	Harris Co. ESD	No Data
Faught	Full-time		3/22/2023	Rose Hill FD	\$57,500
Windom	Full-time		3/6/2023	Texas City	\$55,032.
Olazaba	Full-time		3/27/2023	EMS Service	No Data

Monthly Golf Course Report March 2023

For the month of March we continued with our uptrend and beat all of our goals for the month. We saw our largest revenue for any given month of March at \$91,891 after taxes. Other highlighted areas was our largest driving range revenue for any March and a strong month for our merchandise, which has been nice to see with merchandise costs still rising. Rounds of golf came in at 2800 rounds and on track to surpass our fiscal year goal of 30,000 rounds

One area that is making a nice rebound is our membership. When the course was members only during Covid we spiked to about 225 members. As we opened back up to the public the numbers dipped some, but we are now climbing back up 200 members. When I started here 15 years ago it was at 33 members so it has been a nice climb up.

Areas of concern are the driving range, shortage of carts on busy days, and ofcourse the appearance and function of the proshop. The driving range is taking in more play than the turf can handle, and the turf can not recover in time. I am working on quotes to get an idea of the costs to expand and hope this can get approved in the future. On busy days we do run short on carts as the business continues to grow, but as of today to get any additional fleet we are looking at a 12 month turnaround.

I have attached more detailed numbers, and with cooperation from Mother Nature we should see a very strong spring.

Thank you

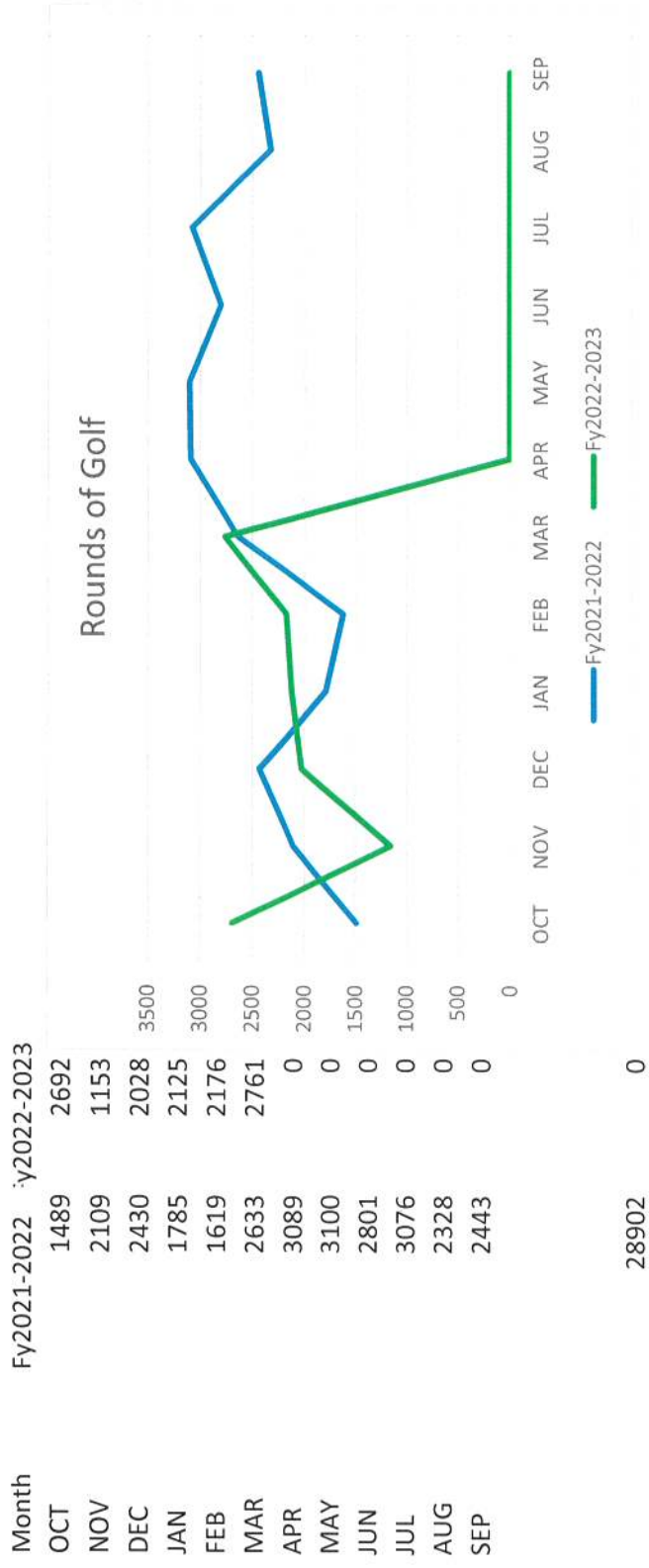
Brian

Golf Course Goals vs Actuals 2022-2023

Goal													
Category	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Totals
Green Fee	14,000	12,000	13,000	10,000	10,000	16,000	18,000	18,000	17,000	16,000	13,000	13,000	170,000
Rec(taxable)	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Cart	8,000	8,000	6,000	6,000	5,000	7,000	10,000	11,000	11,000	10,000	9,000	9,000	100,000
Merchandise	11,000	11,000	12,000	10,000	10,000	15,000	20,000	19,000	18,000	16,000	13,000	13,000	168,000
Prep Food	550	650	400	500	400	800	1,100	1,200	1,200	750	750	700	9,000
Beer Sales	6,000	7,000	7,000	5,000	3,000	7,000	9,000	9,000	8,000	7,000	6,000	6,000	80,000
Drinks/Chips	2,500	2,000	1,500	1,500	1,500	2,000	3,500	3,500	3,000	3,000	3,000	3,000	30,000
Memberships	8,000	8,000	8,000	8,000	7,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	95,000
Total	\$50,050	\$48,650	\$47,900	\$41,000	\$36,900	\$55,800	\$69,600	\$69,700	\$66,200	\$60,750	\$52,750	\$52,700	\$652,000

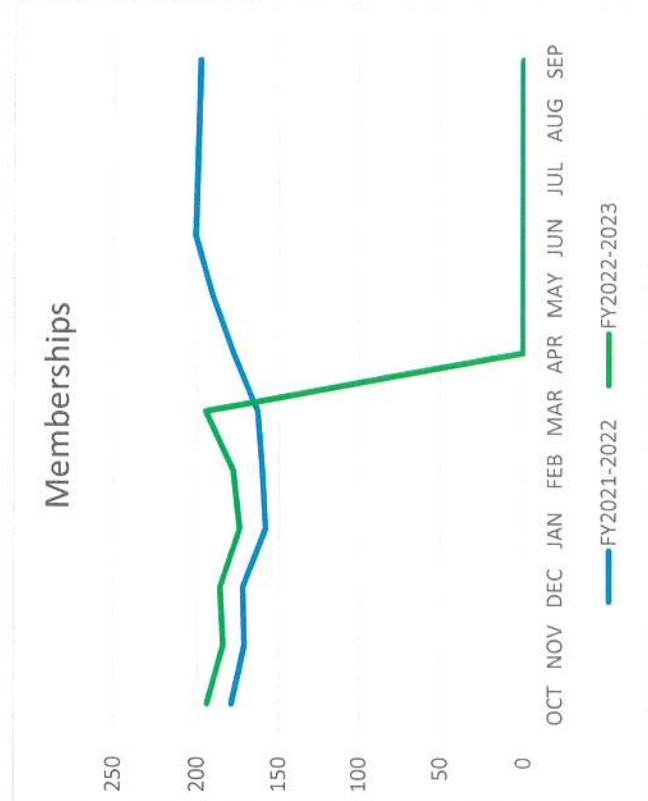
Actual													
Category	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Totals
Green Fee	25,233	8,835	13,854	23,431	19,742	28,061							119,156
Rec(taxable)	0	0	0	0	0	0							
Golf Cart	11,864	5,066	8,021	8,567	9,249	12,140							54,906
Merchandise	15,283	6,623	9,337	10,781	13,225	22,171							77,420
Prep Food	952	390	839	885	883	1,267							5,216
Beer Sales	9,311	3,189	5,716	5,874	6,204	9,174							39,468
Drinks/Chips	3,499	1,390	2,431	2,293	2,990	4,476							17,078
Memberships	10,450	7,890	13,733	9,927	10,278	14,601							66,880
Total	\$76,592	\$33,384	\$53,931	\$61,757	\$62,570	\$91,891	\$0	\$0	\$0	\$0	\$0	\$0	\$380,124
Over/Under	\$26,542	-\$15,266	\$6,031	\$20,757	\$25,670	\$36,091							\$99,825

Rounds of Golf



Memberships

Month	FY2021-2022	FY2022-2023
OCT	179	194
NOV	171	184
DEC	172	186
JAN	158	174
FEB	160	178
MAR	163	195
APR	178	0
MAY	191	0
JUN	201	0
JUL	200	0
AUG	199	0
SEP	198	0



Revenue for the fiscal years

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-2021	2021-2022	2022-2023
October	\$ 47,009.00	\$ 38,020.00	\$ 44,541.00	\$ 42,949.00	\$ 40,175.00	\$ 50,996.00	\$ 41,662.00	\$ 40,670.00	\$ 34,325.00	\$ 35,953.00	\$ 33,172.00	\$ 40,639.00	\$ 27,027.00	\$ 34,039.00	\$ 42,407.50	\$ 62,202.91	\$ 51,147.84	\$ 76,592.04
November	\$ 27,799.00	\$ 33,807.00	\$ 33,020.00	\$ 44,707.00	\$ 39,303.00	\$ 36,034.00	\$ 42,510.00	\$ 44,313.00	\$ 28,636.00	\$ 26,980.00	\$ 19,944.00	\$ 31,995.00	\$ 30,448.00	\$ 23,229.00	\$ 43,338.77	\$ 64,634.00	\$ 56,586.76	\$ 33,383.62
December	\$ 34,148.00	\$ 25,466.00	\$ 37,308.00	\$ 36,530.00	\$ 20,950.00	\$ 35,136.00	\$ 31,312.00	\$ 32,256.00	\$ 29,786.00	\$ 29,645.00	\$ 26,178.00	\$ 24,651.00	\$ 20,856.00	\$ 40,933.00	\$ 48,990.47	\$ 56,927.48	\$ 62,544.32	\$ 53,930.64
January	\$ 38,163.00	\$ 19,599.00	\$ 23,783.00	\$ 40,207.00	\$ 21,224.00	\$ 27,521.00	\$ 49,748.00	\$ 25,563.00	\$ 37,898.00	\$ 20,982.00	\$ 36,242.00	\$ 57,636.00	\$ 30,342.00	\$ 30,229.00	\$ 23,365.55	\$ 56,651.51	\$ 47,116.31	\$ 61,756.57
February	\$ 29,092.00	\$ 31,360.00	\$ 29,207.00	\$ 40,295.00	\$ 16,893.00	\$ 32,118.00	\$ 27,440.00	\$ 36,248.00	\$ 32,762.00	\$ 31,605.00	\$ 30,448.00	\$ 30,449.00	\$ 21,772.00	\$ 26,749.00	\$ 37,454.31	\$ 41,451.22	\$ 49,126.05	\$ 62,570.03
March	\$ 44,484.00	\$ 50,244.00	\$ 45,181.00	\$ 51,193.00	\$ 52,873.00	\$ 64,305.00	\$ 39,994.00	\$ 58,128.00	\$ 44,011.00	\$ 29,929.00	\$ 34,261.00	\$ 39,413.00	\$ 52,056.00	\$ 52,147.00	\$ 56,303.83	\$ 67,691.37	\$ 69,982.06	\$ 91,891.25
April	\$ 52,898.00	\$ 44,170.00	\$ 54,841.00	\$ 60,003.00	\$ 58,698.00	\$ 57,655.00	\$ 57,937.00	\$ 46,802.00	\$ 51,866.00	\$ 33,553.00	\$ 28,234.00	\$ 58,911.00	\$ 60,713.00	\$ 82,079.00	\$ 13,723.75	\$ 75,786.66	\$ 93,650.43	
May	\$ 49,583.00	\$ 50,784.00	\$ 59,984.00	\$ 65,535.00	\$ 46,083.00	\$ 53,246.00	\$ 57,607.00	\$ 51,940.00	\$ 56,256.00	\$ 48,499.00	\$ 30,154.00	\$ 50,065.00	\$ 57,692.00	\$ 62,730.00	\$ 28,942.99	\$ 58,401.78	\$ 82,185.04	
June	\$ 38,039.00	\$ 52,831.00	\$ 65,674.00	\$ 62,065.00	\$ 59,492.00	\$ 59,357.00	\$ 61,151.00	\$ 55,923.00	\$ 48,913.00	\$ 26,082.00	\$ 8,162.00	\$ 37,417.00	\$ 53,075.00	\$ 58,322.00	\$ 62,154.13	\$ 63,469.78	\$ 80,131.95	
July	\$ 40,396.00	\$ 35,250.00	\$ 58,329.00	\$ 62,141.00	\$ 40,405.00	\$ 52,427.00	\$ 50,465.00	\$ 50,193.00	\$ 44,700.00	\$ 43,387.00	\$ 36,186.00	\$ 37,656.00	\$ 52,448.00	\$ 69,071.00	\$ 50,746.13	\$ 57,641.43	\$ 81,808.90	
August	\$ 40,352.00	\$ 41,420.00	\$ 38,504.00	\$ 63,134.00	\$ 48,395.00	\$ 44,385.00	\$ 45,158.00	\$ 48,075.00	\$ 46,545.00	\$ 43,727.00	\$ 30,306.00	\$ 23,868.00	\$ 58,221.00	\$ 67,005.00	\$ 58,155.52	\$ 57,091.00	\$ 59,695.18	
September	\$ 35,529.00	\$ 37,527.00	\$ 23,756.00	\$ 49,098.00	\$ 41,066.00	\$ 44,276.00	\$ 42,282.00	\$ 34,895.00	\$ 25,984.00	\$ 21,813.00	\$ 26,082.00	\$ 2,160.00	\$ 15,674.00	\$ 38,567.00	\$ 57,786.23	\$ 45,708.61	\$ 68,991.57	
Total	\$ 477,492.00	\$ 460,478.00	\$ 514,128.00	\$ 617,861.00	\$ 485,557.00	\$ 557,456.00	\$ 546,766.00	\$ 525,006.00	\$ 481,682.00	\$ 392,155.00	\$ 339,379.00	\$ 434,860.00	\$ 480,324.00	\$ 585,100.00	\$ 523,369.18	\$ 707,657.75	\$ 812,966.41	\$ 812,966.41



Human Resources Monthly Report

Date: April 10, 2023

HR TEAM: Donna Fisher

HR Services Team Priorities and Results for March 2023:

- **Welcomes and Well-wishes:**
 - We are excited to welcome:
 - Sedrick Bradsher – Maintenance Technician – Street Department
- **Training/Coaching/Performance Improvement:**
 - **Performance Issues Addressed:** We had zero (0) employee terminations for performance this month.
- **Employee Turnover/Recruiting/Hiring Progress:**
 - **Employee Turnover:** We had six (6) employee separations in March. Two employees from the Police Department and four from Fire/EMS
 - **Internal Transfers/Promotions:** Kevin Harris was promoted from Officer to Sergeant during the month of March.
 - **Recruiting:** Active recruiting searches include:
 - Part-time EMT
 - Firefighter/EMT – Full and Part Time
 - Part-time Crossing Guard
 - Police Officer
 - Lifeguards (Seasonal Part Time) – Recreation Center
 - Telecommunications Officer (Dispatch) – Police Department
 - **Recruiting Sources** include: City website, The Facts Online, Texas Municipal League, Strategic Government Resources, Workforce Solutions, Industry-specific organizations, Community College programs for maintenance and Police, social media, and networking.
- **Risk Management and Insurance Updates:**
 - **Unemployment Claims:** We had zero (0) unemployment appeals during the month of March.
 - **Workers Compensation Claims:** We had three (3) active Workers Comp. claims in March.
 - **Family & Medical Leave Cases (FMLA)-** We had two (2) active FMLA case in March.
 - **Employee Benefits:** We are planning to have a Mobile Health Unit to perform wellness screenings and a Mobile Mammogram unit from Kelsey-Seybold in June.
 - **Training/Development:** We are working with InfoSec to supply video trainings that will keep us in compliance with Cybersecurity Training Requirements.

Priorities for April:

- **Employee Benefits** – Renew agreement with Holmes Murphy and begin process of preparing to solicit bids for health and ancillary services.
- **Payroll Conversion** – A pilot of the new timekeeping system, Executime, had resumed and is scheduled to “go live” in May



Information Technology Monthly Report

- New Agenda and Meeting management development.
 - Online Job Application Submission Form
 - City Firewall Upgrade and remote capabilities improvement
 - New Card readers to decrease wait time and improve performance for resident facing service payments.
-
- New Citywide Phone System
 - Court Doc digital scanning system
 - New Agenda and Council Meeting Digital System upgrade.
 - Secure Wireless Traffic with RADIUS and expand wireless encryption and authentication to all city facilities.
 - New City ID badge system for in-house management.
 - Upgrade Rec Center and PD Access for HID Card entry

APRIL 2023





FREEPORT POLICE DEPARTMENT

430 N. Brazosport Blvd • Freeport, TX 77541 • 979.239.1211 • Fax 979.239.2075

Danny Gillchriest
Captain

Jennifer Howell
Chief of Police

Corey Brinkman
Lieutenant

MARCH POLICE REPORT

I. CALLS FOR SERVICE BY WARD

2507 calls for service were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

II. INCIDENTS

125 cases were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

III. TRAFFIC STOPS

520 traffic stops were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

IV. TRAINING

Training performed in accordance with the Texas Commission on Law Enforcement (TCOLE).
- Various training during the month of March to include completion of our field training program, FEMA training and others for a total of 769 hours across the department.

V. COMMUNITY EVENTS

The police department participated in the following events in the month of March:

- Softball Back the Blue March 7th
- Gulf Coast Blood Drive March 17th
- Senior Serve with Fraud Training March 20th

The following upcoming events for April and May:

- Easter Eggstravaganza April 1st
- Special Needs Prom April 1st
- River Fest April 28th and 29th
- National Day of Prayer May 4th
- Cinco de Mayo May 5th
- Take a child fishing May 6th
- Barcadia Bike Fest May 13th

VI. COMPLAINTS and COMPLIMENTS

There was a complaint regarding an officer making an unprofessional statement to someone. Upon investigation, the officer admitted to their actions. Appropriate personnel were addressed.



To Protect, Serve, Model Integrity and Demonstrate Professionalism

An outside agency complimented blue night shift regarding their assistance to catch a fleeing felon.

VII. STAFFING

DISPATCHERS:

No new hires. Dispatch is currently short 4 positions.

POLICE OFFICERS:

No new hires. We currently are short 1 position. We have another veteran officer who is in the process with another agency that pays more.

PROMOTIONS:

A process was held for the vacant Sergeant position. 6 internal candidates applied and completed an assessment center. The board recommended Kevin Harris as the new patrol Sergeant.

Freeport Police Department

Monthly Call For Service CC

Printed on April 10, 2023

Description	Totals	
911 CALL	144	144
911 HANG UP	71	71
ABANDONED VEHICLE	9	9
ACCIDENT - HIT & RUN	7	7
ACCIDENT - MAJOR	8	8
ACCIDENT - MINOR	16	16
ALARM - BUSINESS	14	14
ALARM - MEDICAL	1	1
ALARM - RESIDENTIAL	8	8
AMBULANCE CALL - FREEPORT	126	126
AMBULANCE CALL - OYSTER CREEK	19	19
AMBULANCE CALL - SURFSIDE	30	30
ANIMAL BITE	3	3
ANIMAL CONTROL - GENERAL	171	171
ASSAULT	5	5
ATTEMPT TO SERVE - WARRANT	4	4
AUTO THEFT	2	2
BAR CHECK	46	46
BEACH PATROL	27	27
BROADCAST	16	16
BURGLARY - BUILDING	1	1
BURGLARY - HABITATION	1	1
BURGLARY - MOTOR VEHICLE	1	1
CHECKED OUT	8	8
CITY ORDINANCE VIOLATION	6	6
CIVIL MATTER	7	7
CIVIL STANDBY	9	9
CLERK CHECK	55	55
CLOSE PATROLLING AREA	603	603
CLOSE PATROL REQUEST	4	4
COURTESY TRANSPORT	1	1
CPS RELATED INVESTIGATION	16	16
CRIMINAL MISCHIEF	8	8
CRIMINAL TRESPASSING	3	3
DEATH INVESTIGATION	2	2
DEBRIS IN ROADWAY	10	10
DISCHARGE FIREARM	7	7
DISTURBANCE PHYSICAL	18	18
DISTURBANCE VERBAL	20	20
DUMPING ILLEGALLY	2	2
Duplicate Call	1	1
FIRE - ALARM	3	3

Description	Totals	
FIRE CALL	12	12
FIREWORKS	1	1
FLAGGED DOWN	6	6
FOLLOW UP	58	58
FRAUD	7	7
GAS/CHEMICAL RELEASE	3	3
HARASSMENT	2	2
HOSPICE DEATH	1	1
INSPECTION	13	13
JAIL CHECK	1	1
JAIL DUTY	3	3
JUVENILE COMPLAINTS	8	8
MENTAL HEALTH CALL/REFERAL	4	4
MISCELLANEOUS	52	52
MISSING PERSON	1	1
MOTORIST ASSIST	13	13
NARCOTICS COMPLAINT	2	2
NOISE COMPLAINT	36	36
OPEN DOOR/WINDOW	2	2
OTHER AGENCY ASSIST	25	25
PARKING VIOLATION	4	4
POLICE ESCORT	2	2
PRISONER TRANSPORT	5	5
PUBLIC INTOXICATION	2	2
RECKLESS DRIVER	31	31
RECOVER RUNAWAY	1	1
REPORT DROPPED IN ERROR	7	7
REPOSESSION VEHICLE	11	11
RUNAWAY	3	3
SPEAK WITH OFFICER	71	71
SPECIAL ASSIGNMENT	4	4
SPECIAL WATCH	6	6
SUBJECT CONTACT	13	13
SUSPICIOUS CIRCUMSTANCE	40	40
SUSPICIOUS NOISE	3	3
SUSPICIOUS SUBJECT	26	26
SUSPICIOUS VEHICLE	18	18
SWAT	1	1
TERRORISTIC THREATS	1	1
THEFT	33	33
TOWED VEHICLE	2	2
TRAFFIC COMPLAINT	11	11
TRAFFIC CONTROL	7	7
TRAFFIC STOP	355	355
UNAUTH USE OF A VEHICLE	1	1
UNWANTED SUBJECT	27	27

Description	Totals	
WARRANT CLASS B OR ABOVE	1	1
WATER / STREET DEPT CALLOUT	12	12
WELFARE CONCERN	26	26
	20	20
Totals	2507	2507

Freeport Police Department

Monthly Incidents CC

Printed on April 10, 2023

Reported	Case Number	Offenses	Description
03/01/23	FPD23-0297	INCIDENT REPORT	CRIMINAL MISCHIEF
03/01/23	FPD23-0298	ASSAULT AGAINST ELDERLY OR	DISTURBANCE PHYSICAL
03/02/23	FPD23-0299	INCIDENT REPORT	CIVIL MATTER
03/03/23	FPD23-0301	POSS DANGEROUS DRUG	THEFT
03/03/23	FPD23-0302	POSSESSION OF DRUG	TRAFFIC STOP
03/03/23	FPD23-0303	POSS CS PG 4 <28G; PUBLIC	PUBLIC INTOXICATION
03/03/23	FPD23-0304	PUBLIC INTOXICATION	DISTURBANCE PHYSICAL
03/04/23	FPD23-0305	OTHER JURISDICTION WARRANT	SUSPICIOUS SUBJECT
03/04/23	FPD23-0306	DISPLAY EXPIRED REGISTRATION;	TRAFFIC STOP
03/04/23	FPD23-0307	INCIDENT REPORT	CRIMINAL MISCHIEF
03/05/23	FPD23-0308	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
03/05/23	FPD23-0309	PUBLIC INTOXICATION	SUBJECT CONTACT
03/05/23	FPD23-0310	PUBLIC INTOXICATION	ACCIDENT - MINOR
03/05/23	FPD23-0311	CRIMINAL MISCHIEF/CLASS C	CRIMINAL MISCHIEF
03/06/23	FPD23-0313	INCIDENT REPORT	THEFT
03/06/23	FPD23-0312	FRAUD - GENERAL	FRAUD
03/06/23	FPD23-0314	THEFT PROP >=\$100<\$750	THEFT
03/06/23	FPD23-0315	ASSAULT BY PHYSICAL CONTACT	DISTURBANCE VERBAL
03/06/23	FPD23-0316	THEFT PROP >=\$750<\$2,500	THEFT
03/06/23	FPD23-0317	CREDIT CARD OR DEBIT CARD	FRAUD
03/06/23	FPD23-0318	ALLOWING DOG TO RUN AT	ANIMAL BITE
03/06/23	FPD23-0319	POSSESSION OF DRUG	TRAFFIC STOP
03/06/23	FPD23-0320	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/06/23	FPD23-0321	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/07/23	FPD23-0322	FRAUD - GENERAL	FRAUD
03/07/23	FPD23-0323	THEFT CLASS C	THEFT
03/07/23	FPD23-0324	FRAUD USE POSS OF IDENTIFYING	FRAUD
03/07/23	FPD23-0325	ASSAULT CAUSES BODILY INJURY	DISTURBANCE PHYSICAL
03/07/23	FPD23-0326		REPORT DROPPED IN ERROR
03/07/23	FPD23-0327	DUTY ON STRIKING UNATTENDED	ACCIDENT - HIT & RUN
03/08/23	FPD23-0328	DEATH INVESTIGATION	AMBULANCE CALL - FREEPORT
03/08/23	FPD23-0329	PUBLIC INTOXICATION	SUSPICIOUS SUBJECT
03/08/23	FPD23-0332	ASSAULT CAUSES BODILY INJURY	RUNAWAY
03/08/23	FPD23-0330	INCIDENT REPORT	RUNAWAY
03/08/23	FPD23-0331	CREDIT CARD OR DEBIT CARD	FRAUD
03/08/23	FPD23-0333	CREDIT CARD OR DEBIT CARD	THEFT
03/09/23	FPD23-0334	DRIVING WHILE INTOXICATED	RECKLESS DRIVER
03/09/23	FPD23-0335	DEATH INVESTIGATION	DEATH INVESTIGATION
03/09/23	FPD23-0336	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
03/10/23	FPD23-0337	INCIDENT REPORT	WELFARE CONCERN
03/10/23	FPD23-0348		ANIMAL BITE
03/10/23	FPD23-0338	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/10/23	FPD23-0339		MISCELLANEOUS

Reported	Case Number	Offenses	Description
03/10/23	FPD23-0340	OTHER JURISDICTION WARRANT	DISTURBANCE VERBAL
03/11/23	FPD23-0341	POSS CS PG 1/1-B >=1G<4G; POSS	AMBULANCE CALL - FREEPORT
03/11/23	FPD23-0342	PUBLIC INTOXICATION	DISTURBANCE PHYSICAL
03/11/23	FPD23-0343	DEATH INVESTIGATION	DEATH INVESTIGATION
03/11/23	FPD23-0344	THEFT CLASS C	THEFT
03/12/23	FPD23-0345	PUBLIC INTOXICATION	PUBLIC INTOXICATION
03/12/23	FPD23-0346	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
03/12/23	FPD23-0347	CRIMINAL MISCHIEF/CLASS C	SUSPICIOUS CIRCUMSTANCE
03/12/23	FPD23-0349	THEFT CLASS C	THEFT
03/13/23	FPD23-0350	ALLOWING DOG TO RUN AT LARGE	ANIMAL CONTROL - GENERAL
03/13/23	FPD23-0351	ALLOWING DOG TO RUN AT LARGE	ANIMAL CONTROL - GENERAL
03/13/23	FPD23-0352	THEFT CLASS C	THEFT
03/14/23	FPD23-0353	PUBLIC INTOXICATION; PUBLIC	FLAGGED DOWN
03/14/23	FPD23-0354	OTHER JURISDICTION WARRANT	REPORT DROPPED IN ERROR
03/14/23	FPD23-0355	INCIDENT REPORT; GLASS	CITY ORDINANCE VIOLATION
03/14/23	FPD23-0356	ASSAULT CAUSES BODILY INJURY	DISCHARGE FIREARM
03/14/23	FPD23-0357	POSSESSION OF DRUG	TRAFFIC STOP
03/14/23	FPD23-0358	AGG ASSAULT W/DEADLY	TRAFFIC STOP
03/15/23	FPD23-0359	INCIDENT REPORT	ASSAULT
03/15/23	FPD23-0360	CREDIT CARD OR DEBIT CARD	CREDIT/DEBIT CARD ABUSE
03/15/23	FPD23-0361	DRIVING WHILE INTOXICATED	SUBJECT CONTACT
03/16/23	FPD23-0364	D.O.C. INDECENT EXPOSURE	SUSPICIOUS SUBJECT
03/16/23	FPD23-0362	CRIMINAL TRESPASS	UNWANTED SUBJECT
03/16/23	FPD23-0363	THEFT PROP >=\$100<\$750	THEFT
03/16/23	FPD23-0365	THEFT PROP >=\$750<\$2,500	THEFT
03/16/23	FPD23-0366	ASSAULT FAMILY/HOUSEHOLD	DISTURBANCE VERBAL
03/16/23	FPD23-0367	CRIMINAL MISCHIEF >=\$100<\$750	CRIMINAL MISCHIEF
03/17/23	FPD23-0368	POSSESSION OF DRUG	TRAFFIC STOP
03/17/23	FPD23-0369	INCIDENT REPORT	SPEAK WITH OFFICER
03/17/23	FPD23-0370	INCIDENT REPORT	CIVIL MATTER
03/17/23	FPD23-0371	DEADLY CONDUCT	DISCHARGE FIREARM
03/18/23	FPD23-0372	PUBLIC INTOXICATION	SUSPICIOUS SUBJECT
03/18/23	FPD23-0373	UNAUTH USE OF VEHICLE;	AUTO THEFT
03/18/23	FPD23-0375	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
03/18/23	FPD23-0374	THEFT PROP >=\$100<\$750	BURGLARY - MOTOR VEHICLE
03/18/23	FPD23-0376	NO DRIVER'S LICENSE	TRAFFIC STOP
03/18/23	FPD23-0377	FAILURE TO MAINTAIN FINANCIAL	TRAFFIC STOP
03/18/23	FPD23-0378	INCIDENT REPORT	TRAFFIC STOP
03/19/23	FPD23-0379	THEFT CLASS C	THEFT
03/19/23	FPD23-0380	PUBLIC INTOXICATION	SUSPICIOUS VEHICLE
03/19/23	FPD23-0381	SALE TO MINORS - ALCOHOL	SPEAK WITH OFFICER
03/20/23	FPD23-0382	INCIDENT REPORT	THEFT
03/20/23	FPD23-0383	FRAUD - GENERAL	FRAUD
03/20/23	FPD23-0384	INCIDENT REPORT	CRIMINAL MISCHIEF
03/20/23	FPD23-0385	FRAUD - GENERAL	FRAUD
03/21/23	FPD23-0386	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/21/23	FPD23-0387	THEFT PROP >=\$100<\$750	THEFT

Reported	Case Number	Offenses	Description
03/21/23	FPD23-0388	INCIDENT REPORT	HOSPICE DEATH
03/22/23	FPD23-0389	CRIMINAL MISCHIEF >=\$100<\$750	CRIMINAL MISCHIEF
03/22/23	FPD23-0390		ANIMAL CONTROL - GENERAL
03/22/23	FPD23-0391	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/23/23	FPD23-0392	BURGLARY OF HABITATION	BURGLARY - HABITATION
03/23/23	FPD23-0393	THEFT OF FIREARM	THEFT
03/23/23	FPD23-0394	INCIDENT REPORT	LOST ARTICLE/PROPERTY
03/23/23	FPD23-0395	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
03/24/23	FPD23-0396	INCIDENT REPORT	CITY ORDINANCE VIOLATION
03/24/23	FPD23-0397	CAPIAS WARRANT	SUSPICIOUS CIRCUMSTANCE
03/24/23	FPD23-0398	THEFT CLASS C	THEFT
03/24/23	FPD23-0400	DEATH INVESTIGATION	DEATH INVESTIGATION
03/24/23	FPD23-0399	ACCIDENT INVOLVING DAMAGE TO	ACCIDENT - HIT & RUN
03/24/23	FPD23-0401		ANIMAL BITE
03/24/23	FPD23-0402	INCIDENT REPORT	OTHER AGENCY ASSIST
03/25/23	FPD23-0403	INCIDENT REPORT	RUNAWAY
03/25/23	FPD23-0404	THEFT CLASS C	THEFT
03/25/23	FPD23-0405	POSS MARIJ >4OZ<=5LBS; UNL	TRAFFIC STOP
03/26/23	FPD23-0406	DRIVING WHILE INTOXICATED	TRAFFIC STOP
03/26/23	FPD23-0407	CITY WARRANT; PUBLIC	PUBLIC INTOXICATION
03/26/23	FPD23-0408	CRIMINAL MISCHIEF >=\$100<\$750	911 HANG UP
03/27/23	FPD23-0409	OTHER JURISDICTION WARRANT	TRAFFIC STOP
03/27/23	FPD23-0410		REPORT DROPPED IN ERROR
03/27/23	FPD23-0411	PUBLIC INTOXICATION	AMBULANCE CALL - FREEPORT
03/28/23	FPD23-0412	CRIMINAL TRESPASS	UNWANTED SUBJECT
03/28/23	FPD23-0413	CRIMINAL MISCHIEF >=\$100<\$750	SUSPICIOUS CIRCUMSTANCE
03/28/23	FPD23-0414	POSSESSION OF DRUG	SUSPICIOUS SUBJECT
03/28/23	FPD23-0415	CRIMINAL TRESPASS	SUBJECT CONTACT
03/29/23	FPD23-0416	INCIDENT REPORT	JUVENILE COMPLAINTS
03/29/23	FPD23-0417	CITY WARRANT	PRISONER TRANSPORT
03/29/23	FPD23-0418	INCIDENT REPORT	OTHER AGENCY ASSIST
03/30/23	FPD23-0419	INCIDENT REPORT	ASSAULT
03/30/23	FPD23-0420	PUBLIC INTOXICATION	SUSPICIOUS SUBJECT
03/30/23	FPD23-0421	AGG ASSAULT W/DEADLY	SPEAK WITH OFFICER
03/31/23	FPD23-0422	ASSAULT BY PHYSICAL CONTACT	ASSAULT

Total Records: 125

Freeport Police Department

Monthly Traffic Stops CC

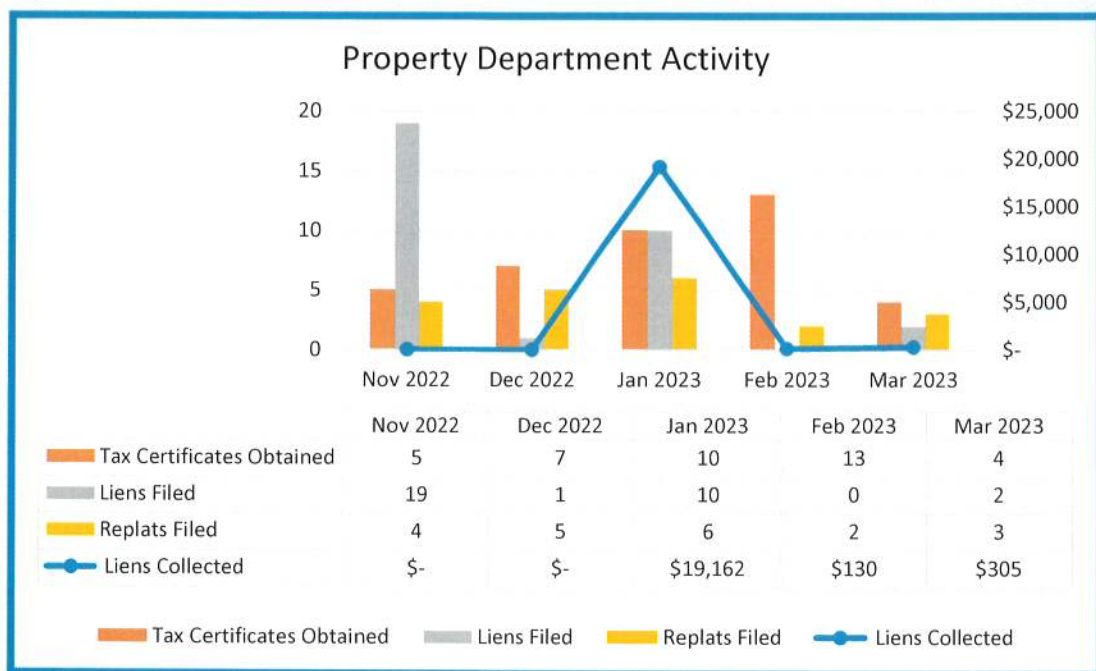
Printed on April 10, 2023

Descriptions	Totals	
Advice Given; Written Warning Issued	1	1
Arrest	16	16
Arrest; EMS - No Transport	5	5
Arrest; Report Taken	6	6
Arrest; Report Taken; Transport Made/Escort Given	3	3
Arrest; Report Taken; Written Warning Issued	3	3
Citation Issued	143	143
Citation Issued ; Advice Given	1	1
Citation Issued ; Written Warning Issued	5	5
CVE - No Violation	7	7
EMS - Transport Made	5	5
Handled By Officer / Deputy	5	5
No Police Action Taken	5	5
Report Taken; Arrest	4	4
Report Taken; Citation Issued	1	1
Report Taken; Written Warning Issued	4	4
Written Warning Issued	302	302
Written Warning Issued; Report Taken	4	4
Totals	520	520

Property & GIS Monthly Report March 2023

Property:

- Lien Calculations/Payoff Preparations/Releases
 - Collected: \$ 304.63
 - Payoff Preparations: 2
 - Liens Released: 1
- Brazoria County Tax Office – Tax Certificates (4)
- Brazoria County Clerk – File Liens (2) & Replats (3)



GIS:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Update ownership data • Water/Sewer Mapping <ul style="list-style-type: none"> ○ Water Valves ○ Water Lines ○ Drainage Lines/Ditches ○ Drainage Inlets/Grates ○ Sidewalks | <ul style="list-style-type: none"> • 200' Replat maps with ownership • 911 Address Range Verifications • New Address Assignments • Departmental Data Information Requests |
|--|---|

Projects:

- | | |
|---|------------------------|
| <ul style="list-style-type: none"> • Illumination Street Lights - Submission of Approval Letter (2/7/23) <ul style="list-style-type: none"> ○ New Areas to be Identified for the 2023 Year • GIS Mapping Data | <p>100%</p> <p>30%</p> |
|---|------------------------|

DPW
Monthly Report
April 2023



DPW Monthly Report April 2023

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DPW Monthly Report April 2023

Description

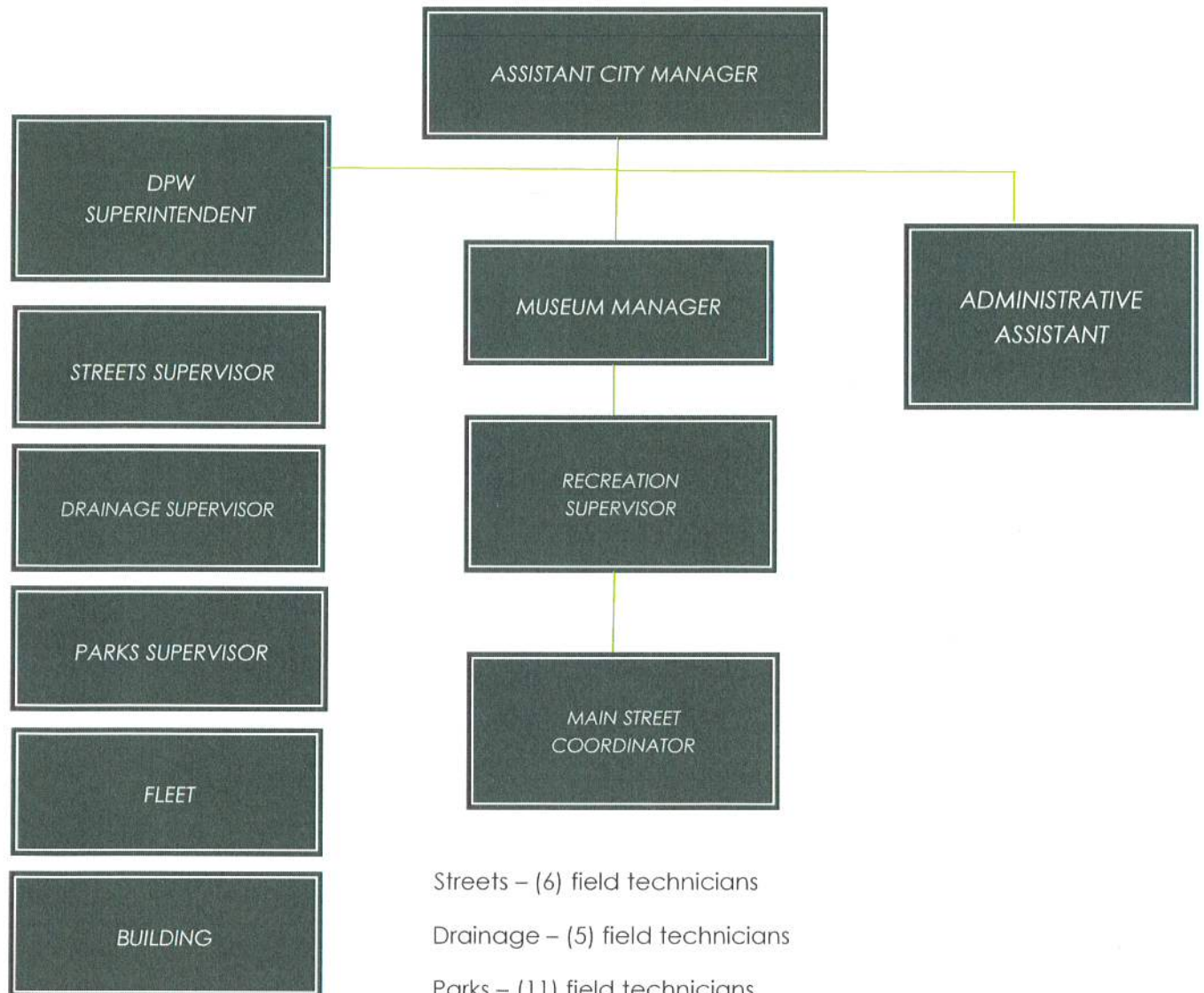
The DPW is administered by the Assistant City Manager. It is the responsibility of the department to successfully manage the City of Freeport infrastructure systems, City owned facilities, equipment, fleet, recreation and museum.

The department's mission and primary function is to provide a superior public service. In order to meet this goal, the operating function responsibilities of the department are assigned to eight groups. Each group is under the direction of a supervisor whose responsibilities include quality inspection, workload scheduling, contract management, and customer service. Each supervisor is responsible for coordinating the personnel and equipment resources of their respective divisions.

- Administration Division: under the Direction of the Assistant City Manager, this division manages the public works office, customer service, scheduling, reporting and public communication.
- Streets Division: Under the direction of the Streets Supervisor, this division provides street maintenance services to the community by pothole patching, curb, gutter and sidewalk repair and replacement of city streets and alleys. This division also provides sign maintenance which includes the installation and repair of roadway signs and the repair and maintenance of roadway markings within the city's right-of-way.
- Drainage Division: Under the direction of the Drainage Supervisor, this division is responsible for all repairs and maintenance of the city's stormwater collection system. This division also installs new culvert piping upon customer permitting.
- Parks Division: Under the direction of the Parks/Grounds/Facilities Supervisor, this division provides services to the community by conducting preservation and beautification of the City's parks, ball fields, building grounds and open spaces.
- Fleet Division: Under the direction of the Assistant City Manager, this division is responsible for all repairs and maintenance of the city's Fleet
- Building Maintenance Division: Under the direction of the Public Works Superintendent, this division provides services to the community by conducting preventative maintenance and repairs on all city property and buildings.
- Recreation Division: Under the direction of the Recreation Supervisor, this division provides services to the community through recreation, events and programs
- Museum Division: Under the Museum Manager, this division provides services to the community through museum, events and programs.

DPW Monthly Report April 2023

DPW Organizational Chart



Streets – (6) field technicians

Drainage – (5) field technicians

Parks – (11) field technicians

Fleet – (1) mechanic technician

Building – (1) lead technician

Museum – (1) assistant

Recreation – (1) event coordinator, (3) PT, (16) lifeguards

D P W

Monthly Report

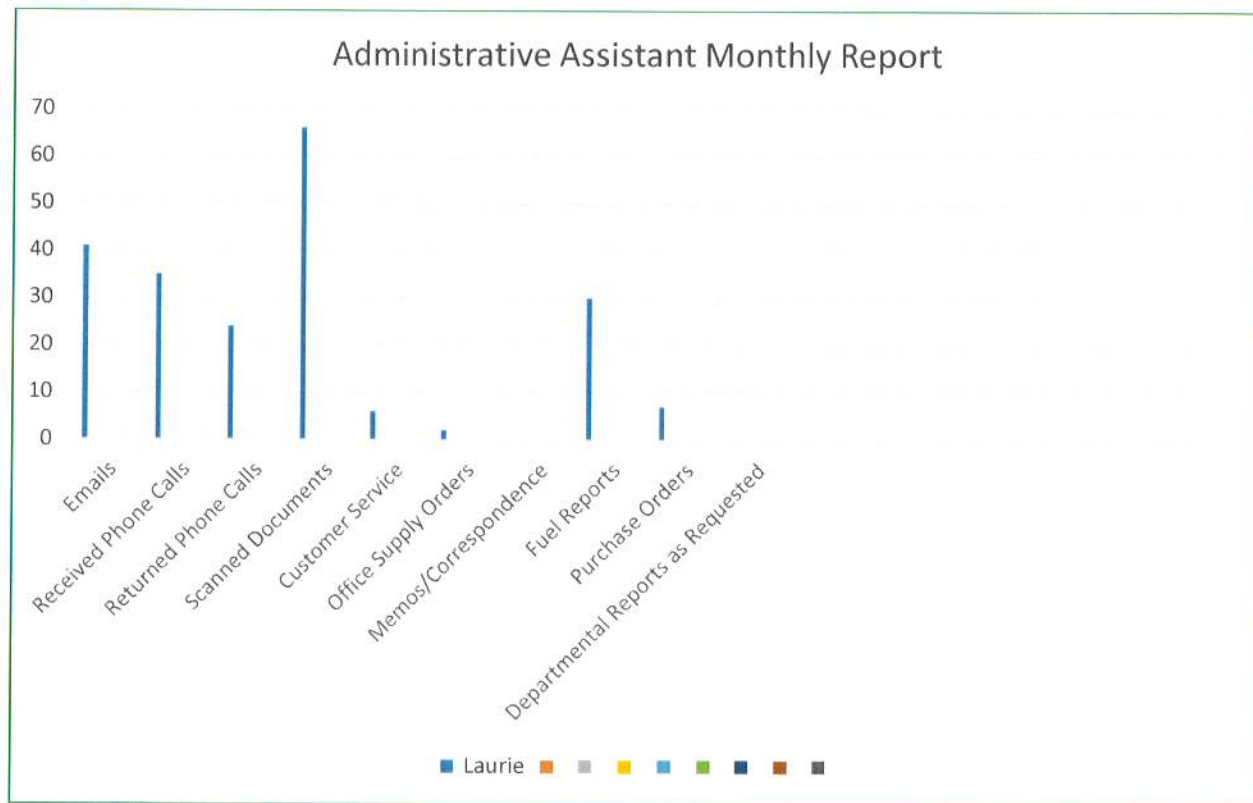
April 2023

Administration Division:

under the Direction of the Assistant City Manager, this division manages the public works office, customer service, scheduling, reporting and public communication

Key Highlights This Month:

- Work Orders
- Working on new fuel tanks/monitoring system at PW



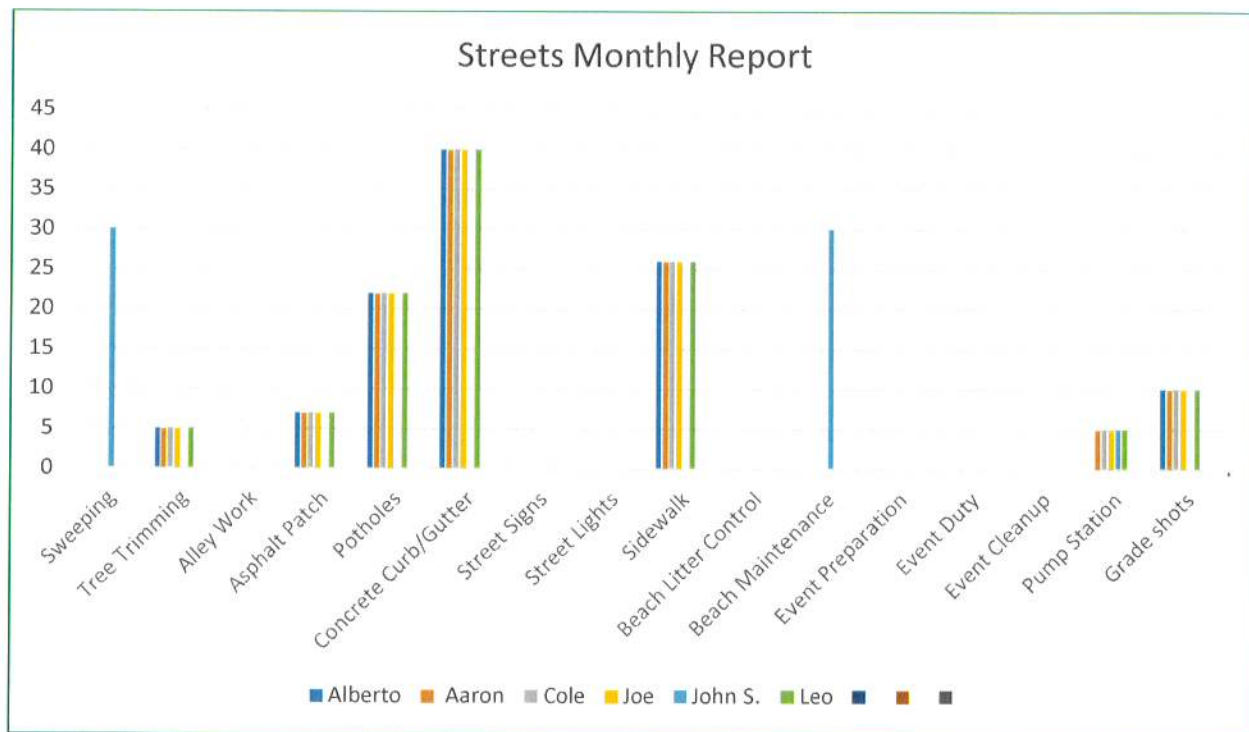
DPW Monthly Report April 2023

Streets Division:

Under the direction of the Streets Supervisor, this division provides street maintenance services to the community by pothole patching, curb, gutter and sidewalk repair and replacement of city streets and alleys. This division also provides sign maintenance which includes the installation and repair of roadway signs and the repair and maintenance of roadway markings within the city's right-of-way.

Key Highlights This Month:

- Sidewalk Replacement Program – N. Ave. B (288 to Quintana)
- Concrete Road Repair – N. Ave. B
- Curb and Gutter replacement - Locust



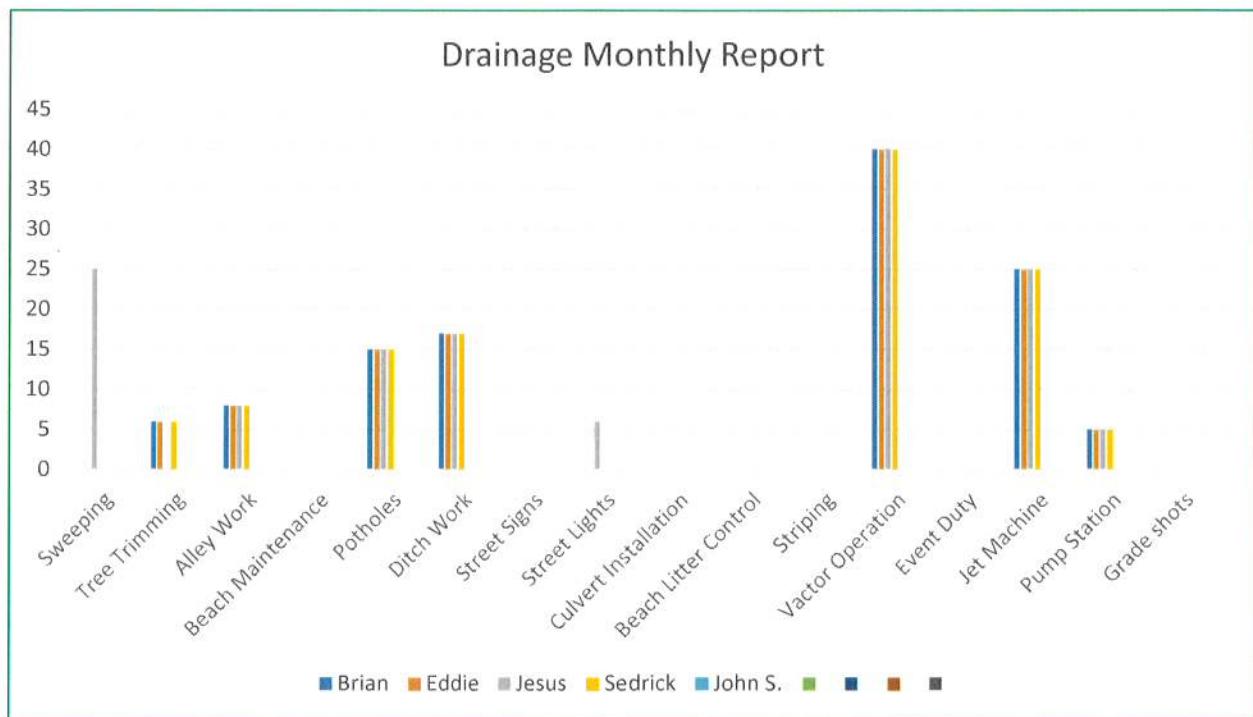
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Drainage Division:

Under the direction of the Drainage Supervisor, this division is responsible for all repairs and maintenance of the city's stormwater collection system. This division also installs new culvert piping upon customer permitting.

Key Highlights This Month:

- Demo Landing
- Mow all Wards
- Storm water preventative maintenance on inlets in all Wards



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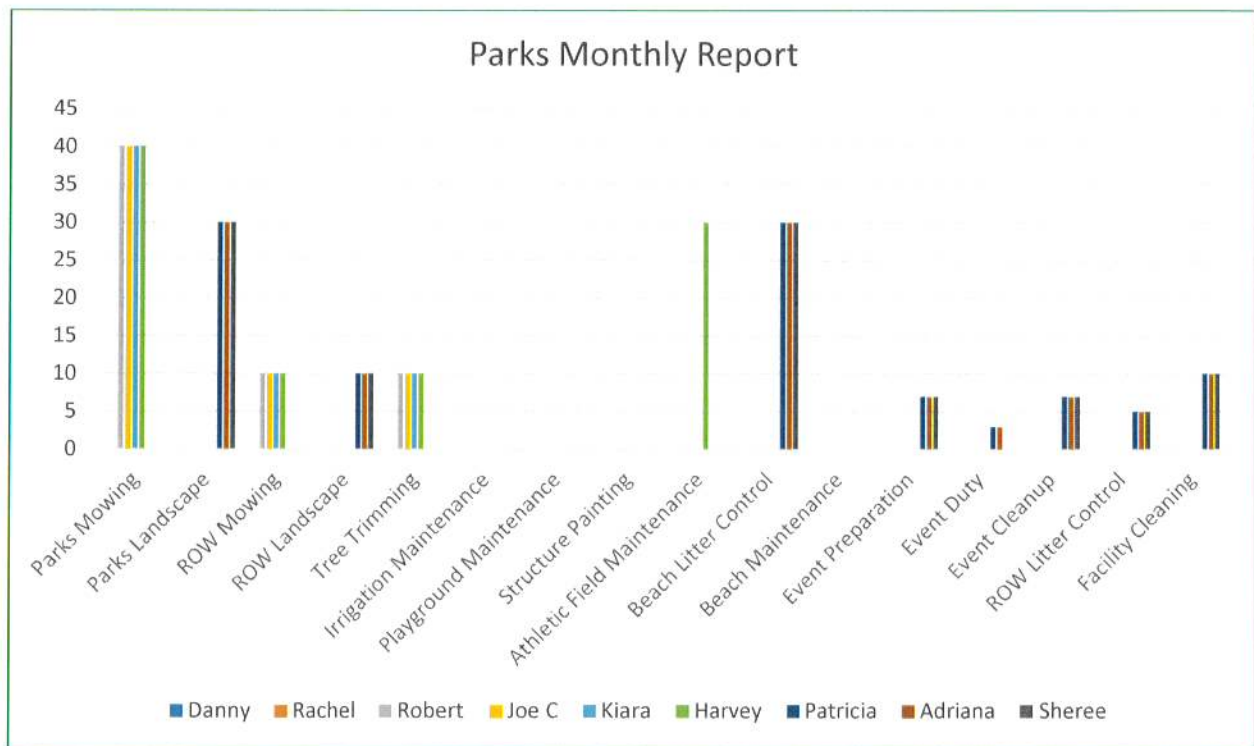
Monthly Report

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Parks Division:

Under the direction of the Parks/Grounds/Facilities Supervisor, this division provides services to the community by conducting preservation and beautification of the City's parks, ball fields, building grounds and open spaces.

- Park Maintenance (9)
- Athletic Field Maintenance (5)
- Beach Litter Control



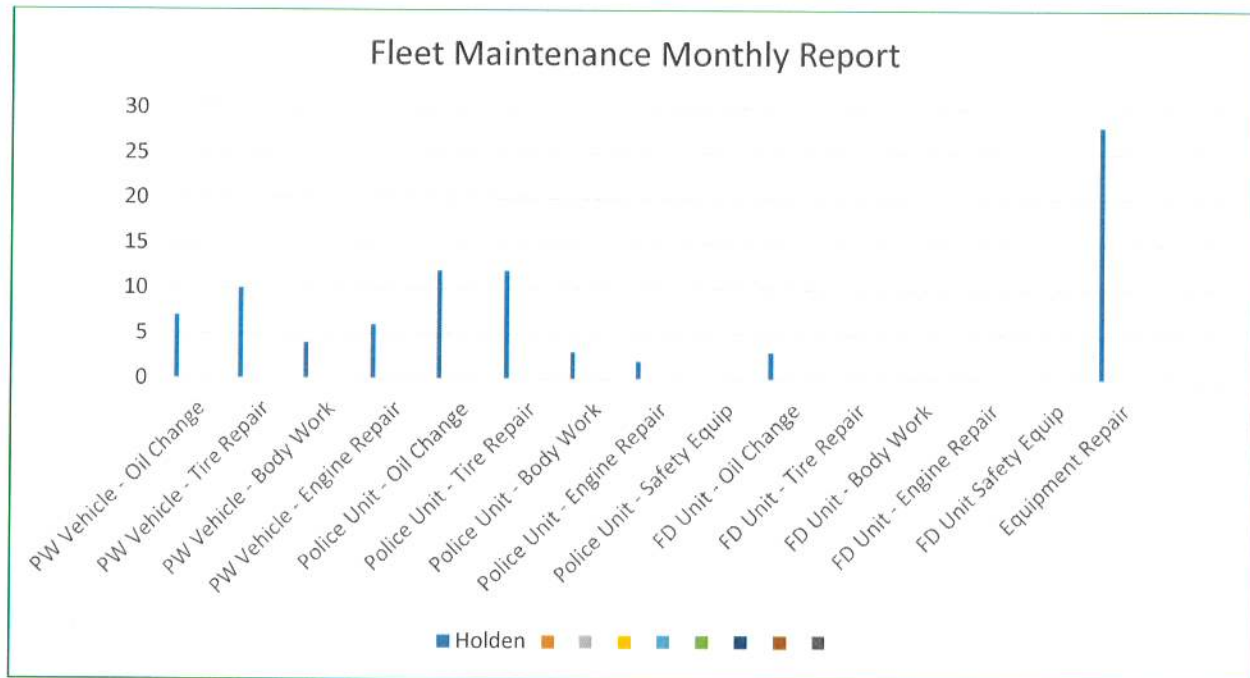
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Fleet Division:

Under the direction of the Assistant City Manager, this division is responsible for all repairs and maintenance of the city's Fleet

Key Highlights This Month:

- Attended Road Safety Class
- Replace Skid Plate on 15ft. Mower
- Repair P.D. Utility Vehicle



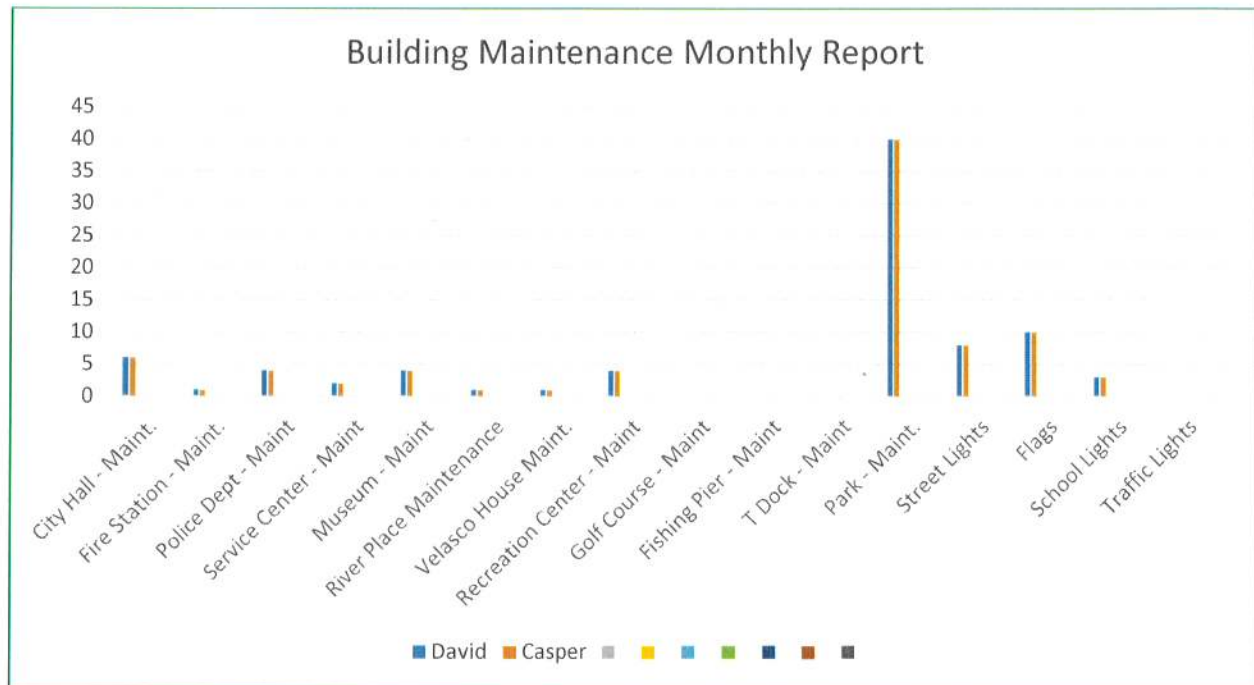
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Building Maintenance Division:

Under the direction of the Public Works Superintendent, this division provides services to the community by conducting preventative maintenance and repairs on all city property and buildings.

Key Highlights This Month:

- Repair Leak at City Hall 3rd floor
- Install New Electrical at FMP
- c/o Breakers at Service Center



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Recreation Division:

Under the direction of the Recreation Supervisor, this division provides services to the community through recreation, events and programs

Seniors Day & Commissions Meeting- February 20th (Every 3rd Monday of the month)

- Staff Updates- We are fully staffed for recreation attendants. We are hiring part Time Lifeguards.
- Current Programming- We have one Zumba instructor that has class 8:30- 9:30 a.m. on Mondays, Wednesdays and Saturdays and 6- 7 p.m. on Mondays, Wednesdays and Fridays.
- Programs & Events-We had Easter Eggstravaganza this month. We are working on River Fest and our Pool Season as well.

Facebook Data:

- February 2023 – 3,358 people like the Freeport Recreation Page
- February 2023 – 3,620 people follow the Freeport Recreation Page

Revenue:

- Adult Daily Pass \$230.00
- Child Daily Pass \$5.00
- Senior Daily Pass \$48.00
- Student Daily Pass \$57.00

Attendance:

- Monthly Membership Family 18
- Monthly Membership Individual 166
- Monthly Membership Senior 117
- Monthly Memberships Youth 11
- City Employees

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Recreation:

• No. hrs. sports field used	60
• Facility rental revenue	\$17,385.00
• Total No. hrs. of use for non-revenue rentals	66hrs.
• Facility rentals	10
• Sports field rentals	1
• Total No. of contract classes	25
• No. of events co-sponsored by department	25
• No. of non-profit services at park facilities at no cost for rental	0



DPW Monthly Report April 2023

Museum Division:

Under the Museum Manager, this division provides services to the community through museum, events and programs.

• Total No. of volunteers	2
• No. of visitors	607
• Museum projects improved	1
• No. of hrs. theatre used	36
• No. of programs offered	1
• No. of events co-sponsored	1
• No. of non-profit organizations	0
•	

March 2023 saw the renovation of the three corridors leading into the Museum's storage space. Covarrubias Remodeling sealed the three corridors with brick, alleviating some of the environmental issues we have with the storage room space. Wade and Rene worked to organize and clean the back of the exhibit hall space in preparation for the Dinosaur George Traveling Exhibit during Spring Break. Dinosaur George, displaying 150 prehistoric fossils, set-up on March 16th and was open on the 17th and 18th to a tremendous reception. During those two days, the museum saw 500 visitors walk through the doors. Wade and Rene prepared the second half of the museum to be painted by Maintenance staff. At the end of the month, Casper with Maintenance did a fine job painting the walls. Casper and a volunteer with Community Service assisted Wade when moving displays back into position. Work ensues to create the new 15 interpretive panels for the museum, as well as securing new display cases for the second half of the museum.

Museum programs for 2023:

- Freeport History Day
- Slavery in Brazoria County
- Dinosaur George
- Shark Exhibit
- Fort Velasco Day

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Freeport Main Street:

Under Direction of the Main Street Coordinator, this division is responsible for revitalizing and historically preserving the downtown area to foster an environment to celebrate our rich history and diversity which offers economic, social and cultural opportunities.

Events Attended:

Dinosaur George

HGAC roundtable

Meetings Attended:

Freeport Historical Commission and Main Street Advisory Board

Freeport EDC meeting

Upcoming Event:

Cinco De Mayo

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Capital Improvement Project Updates:

Project	Status	Estimated Cost	% Spent
Fund 67 – 2021 CO Bond Fund			
Lift Station 3,4 and 14 Rehabilitation	Pumps ordered completion 4/23	\$1,735,713.00	20%
FM 1495 Water Line Relocation	AFA agreement signed, TXDOT awarded	\$395,476.84	100%
Ph I SSOI Engineering	Underway	\$317,463.62	100%
Sanitary Sewer Collection GLO	Enviro complete, Eng. 100%, Bid Apr. 23	\$59,316.26	0%
WW Treatment Plant Grant Match	Eng./Environmental underway, Bid Apr. 23	\$60,520.00	0%
Ave H sewer line replacement Grant Match	Pipe installed/cleanup underway - Complete	\$42,375.00	100%
WWTP Improvements	CC approved task auth. For F&N Eng.	\$1,928,630.00	20%
Sewer line replacement SSOI	CCTV & Manhole Inspections Underway	\$460,505.28	0%
Total Fund 67 – 2021 CO Bond Fund		\$5,000,000.00	
Fund 66 – 2020 CO Bond Fund			
Streets & Drainage Projects	Status	Estimated Cost	% Spent
2019-2020 Asphalt Interlocal	Complete	\$135,358.40	100%
2020-2021 Asphalt Interlocal	Complete	\$382,973.00	100%
2020-2021 W/WW Relocation	Complete	\$230,704.84	100%
2021-2022 Asphalt Interlocal	Complete	\$382,973.00	100%
2021-2022 Alley WW line replacement	Complete	\$117,000.00	100%
2022 Phase I Concrete Roads	Complete	\$2,381,309.43	80%
2022 Phase I Engineering	Complete	\$320,130.00	100%
2022-2023 Phase II Concrete Roads	Construction Phase	\$1,933,463.73	30%
2022-2023 Phase II Engineering	Complete	\$426,380.00	100%
Velasco Pump Station Improvements	Complete	\$316,707.00	100%
Heritage House Renovations	On Hold	\$375,000.00	0%
City Hall Renovations	On Hold	\$998,000.00	10%
Total Fund 66 – 2020 CO Bond Fund		\$8,000,000.00	

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Fund 14 – Streets & Drainage Funds

Project	Status	Estimated Cost	% Spent
Road Failure (RR Crossing)	Complete	\$49,000.00	100%
2022-2023 Asphalt Interlocal	Approved by CC	\$446,041.00	0%
T Dock Entry Road Imp.	Waiting approval by CC	\$150,000.00	0%
Streets & Drainage Project	To Be Determined	\$759,000.00	0%
2022-2023 Phase II Concrete Roads	Under Construction	\$1,619,131.00	0%
Total Fund 14 – Streets & Drainage Fund		\$3,023,172.00	

Fund 21 – Facilities & Grounds CIP

Project	Status	Estimated Cost	% Spent
City Hall Renovations	proposal w/reduced scope	\$750,000.00	0%
Museum Façade	on hold	\$100,000.00	0%
Temp Modular building	To be bid	\$426,095.00	0%
FS1 Driveway	To be quoted	\$10,000.00	0%
Prelim. Architectural study FS1	has been authorized	\$20,000.00	0%
Radio Antenna repairs Fire	Repair started	\$11,665.00	50%
Greens resurfacing	To be bid	\$150,000.00	0%
Cart Path Repair	2023 completion	\$10,000.00	0%
Prelim Architectural study Golf club house	waiting approval	\$30,000.00	0%
Jail facility renovation	To be bid	\$115,000.00	0%
Replacement of electric main PD	To be quoted	\$20,000.00	0%
PD Police dept Parking lot imp.	To be quoted	\$20,000.00	0%
Landing repairs	under construction	\$65,000.00	0%
Service Center exterior	Completed	\$60,000.00	80%
Riverside Parking Lot	Completed	\$85,000.00	75%
Velasco House renovations	Completed	\$70,000.00	75%
Recreation Center Parking Lot	CC waiting	\$70,000.00	0%
Library Window Replacement	Complete	\$43,000.00	50%
Total Fund 21 – Facilities & Grounds		\$2,170,760.00	

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Fund 22 – Vehicle & Replacement Fund

Unit	Status	Estimated Cost	% Spent
2) Ambulances	Ordered	\$600,000.00	20%
Replace fire equipment – grant funds	Ordered	\$131,013.00	90%
Equipment new reserve firefighters	To be quoted	\$12,000.00	0%
SORT Unit Replacement	Grant Funding (find)	\$400,000.00	0%
Knox boxes and mounts	To be quoted	\$15,000.00	0%
Furnishings/appliances FS2	To be quoted	\$30,000.00	0%
Tee box mower – Golf	Ordered	\$35,893.00	0%
Fairway mower – Golf	Ordered	\$75,356.05	0%
(2) Trucks – Codes	Complete	\$80,000.00	0%
Recreation Center Equipment	To be quoted	\$10,000.00	0%
Vehicle replacement – Police	To be bid	\$292,748.00	0%
Generator – Police	grant awarded on order	\$60,000.00	20%
Body Camera Video Storage	To be quoted	\$16,000.00	0%
One Ton Dump Truck	Completed	\$90,000.00	85%
SCADA for stormwater stations	Under Construction	\$60,000.00	0%
Zero Turn Mower	Completed	\$18,000.00	100%
Generators	Applied for grants for 1,020,000	\$60,000.00	0%
Total Fund 22 – Vehicle & Equipment Replacement		\$1,986,010.05	

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Fund 23 – Technology Fund

Project	Status	Estimated Cost	% Spent
Server Replacement/Network Upgrade – PD	ordered	\$85,000.00	0%
Access Control Panel	ordered	\$23,645.87	0%
Total Fund 23 – Technology Fund		\$108,645.47	

Grant Funded Projects

Project	Status	Est. Cost	% Spent
CDBG MIT HUD – WW Collection System SSOI	Env. Complete, Eng. 90%, Bid Dec 22	\$5,931,626.00	5%
CDGB MIT Harvey – WWTP Improvements	Bid Mar 2023	\$5,991,468.00	0%
CDBG Bar Screen Replacement	Complete	\$193,271.00	10%
CDBG Avenue H WW line Replacement	Complete	\$260,000.00	0%
FEMA River Bank Erosion Project	asked for extension	\$285,793.00	0%
Total Grant Funded Projects		\$12,662,158.00	

Other Projects

In code migration Project	Financial/Utility billing complete	\$208,000.00	90%
Citizen Serve	Contract awarded implementation started	\$59,896.91	0%
Total Other Projects		\$267,896.91	