



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

**Mayor:**

Brooks Bass

**Council Members:**

Jeff Pena  
Jerry Cain  
George Matamoros  
Winston Rossow

**City Manager:**

Timothy Kelty

**THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON MONDAY, THE 17TH DAY OF JULY, 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 June 2023. **(Kelty)**.
2. Presentation by U.S. Corps of Engineers of update on the Freeport Project.

**CONSENT AGENDA:**

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

3. Consideration and possible action on the approval of City Council Meeting Minutes, from July 3, 2023. **(Wells)**
4. Consideration and possible action approving Resolution No. 2023-2806, approving the recommendation of the Employee Benefits Trust in regard to the award of the Employee Health Insurance Contract. **(Fisher)**
5. Consideration and possible action approving Resolution No. 2023-2807, amendment to the City Personnel Policy Handbook for Pregnancy Workers Act. **(Fisher)**

**COUNCIL BUSINESS – REGULAR SESSION:**

6. Public Hearing/Workshop regarding Short Term Rental Regulation for the City of Freeport. **(Kelty)**
7. Consideration and possible action approving Ordinance No. 2023-2700, for closing and abandoning a portion of the Southerly ROW of North Gulf Blvd. **(Cramer/Motley)**
8. Discussion on Recodification of the Code of Ordinances for the City of Freeport. **(Kelty)**
9. Consideration and possible action approving the sale of City owned levee property located at, and adjacent to, 104 Mystery Harbor Lane, to Chris Duncan. **(Kelty)**

**WORK SESSION:**

10. 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 Matamoros 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.

**CLOSED SESSION:**

11. Executive Session regarding; (Consultation with Attorney) Pending or potential Litigation
  - a. Veolia
  - b. Marinell Music vs. City of Freeport
  - c. Chris Duncan Demand Letter

(Deliberation about Real Property) Discussion regarding the sell of City owned Levee Property.

In accordance with Texas Government Code Annotated, Chapter 551, Sections 551.071, 551.072.

**COUNCIL BUSINESS – REGULAR SESSION:**

12. Take any action resulting from Executive Session.

**ADJOURNMENT:**

13. 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).

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**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.

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**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 2<sup>nd</sup> 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, July 3, 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 George Matamoros  
Councilman Winston Rossow

Staff:

Tim Kelty, City Manager  
Lance Petty, Assistant City Manager/PWD  
Scott Bounds, Interim City Attorney  
Betty Wells, City Secretary  
Cathy Ezell, Finance Director  
Toby Cohen, IT Manager  
Donna Fisher, Human Resource Director  
Craig Graham, Freeport Police Department  
Mike Praslicka, Freeport Fire Department  
Ana Silbas, Main Street Coordinator

Visitors:	Jim Maddox	Brian Jarrard
	Stephanie Bass	Ruben Renobato
	Sam Reyna	Nicole Mireles
	Manning Rollerson	Kenny Hayes
	Karla Clark	Pam Dancy
	Ron Bachman	Chris Duncan
	Mrs. Rossow	Skip Derbonne
	Gayle Derbonne	

**Call to order.**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Invocation and Pledge was led by City Manager Tim Kelty.

**CITIZENS' COMMENTS:**

Nicole Mireles 2002 North Ave G, said she is frustrated that a Councilman is being allowed to go onto Social Media and talk about the Mayor, Councilmembers and staff in the negative way he is and telling lies. She said she has never seen Council conduct business as we are now.



Karla Clark 411 Sailfish, spoke of the livelihood of people and having to go to Planning and Zoning, or BOA and being turned down in the middle of their prep of their business or homes because of new ordinance. She spoke of a resident not being allowed to put fencing on Front Street. She spoke of text messaging between Councilmembers, she said this needs to stop. She feels council needs to turn their phones off during meetings.

Manning Rollerson 126 West 6, said he was charged with terroristic threat twice, from Freeport PD. He said if someone is in fear and we just turn a blind eye, we are lying. He said this City Government is built on disaster. He spoke of the MUD Project, and asked where are the homes? He said nothing is being done.

Chris Duncan spoke of demo of Theater in downtown Freeport. He said he comes with a plea for mercy and call to action. He said there is a condemnation hearing set for July 19, a meeting to demo this building. He said he has spoke with the owner of this building, she asked that he help her try and save the building. He said he is filing a Request for Determination of Eligibility to have the building registered with the National Register of Historic Buildings. He asked that the citizens that want to save this building to step up. He asked that Council and staff to cancel this meeting on July 19.

Sam Reyna 2002 North Ave G, spoke of the 380 Agreement by City of Freeport and Troy Brimage. He spoke of the taxes paid on this from day one. He spoke of the \$4 million taxable value that satisfied the 380 Agreement. He thanked Mr. Brimage for loving the City. Mr. Reyna thanked Kacey Roman for the help in getting wheelchair ramps, and help with remodels, he said he submitted four names to Ms. Roman, and one was approved. He thanked the Mayor for voting against the TIRZ District.

Pam Dancy 313 S. Front, spoke of her property and flooding that happens since 2014, when Mr. Brimage put drains behind the homes. She said Mr. Brimage has done good, but he has also done things that should not have been done. She said she is sick of this, she said this is not right.

Jeff Pena 224 West Park, spoke of July 4<sup>th</sup>. He spoke of the City and the sewer problems, street repairs and inspections going unanswered. He spoke of the witnesses on council, with reported denials and no comments. Mr. Pena spoke of more information that will come forward regarding the sheriff investigation against the Mayor. He asked the suspension of the City Hall renovation until the procurement process is vetted for fairness and legality was followed. He said he would like the procurement documents be placed with residents, joint committee of staff and citizens.

### **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.

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

Consideration and possible action approving the road closures from 12:00 PM-9 PM for Kidfest August 5, 2023.

Consideration and possible action approving Employee Holiday Calendar for FY2023/2024.

A motion was made by Councilman Cain seconded by Councilman Matamoros with all present voting "Aye" 5-0, Council unanimously approved the Consent Agenda.

## **COUNCIL REGULAR AGENDA**

Mayor Bass opened the Public Hearing at 6:25 PM.

**Public Hearing:** Public Hearing on Consideration and possible action regarding request for Plat of Lot 18a, block 746 of the Velasco Townsite, an addition to The City of Freeport a Replat of Lots 15,16,17,18,19,20,21, Block 746 According to the Map of Record in Volume 32, Page 14 of The Deed Records of Brazoria County, Texas.

Building Official Kacey Roman presented to council request for Plat of Lot 18a, block 746 of the Velasco Townsite, an addition to The City of Freeport a Replat of Lots 15,16,17,18,19,20,21, Block 746 According to the Map of Record in Volume 32, Page 14 of The Deed Records of Brazoria County, Texas. Planning and Zoning approved this.

Mayor Bass closed the Public Hearing at 6:27 PM.

A motion was made by Councilman Matamoros seconded by Councilman Cain with all present voting "Aye" 5-0, Council unanimously approved request for Plat of Lot 18a, block 746 of the Velasco Townsite, an addition to The City of Freeport a Replat of Lots 15,16,17,18,19,20,21, Block 746 According to the Map of Record in Volume 32, Page 14 of The Deed Records of Brazoria County, Texas.

Consideration and possible action approving Maddox Properties LLC sales contract and development agreement.

City Manager Tim Kelty presented to council possible action approving Maddox Properties LLC sales contract and purchase agreement.

Brian Jarrard spoke of the project location near the intersection of Skinner Street, and Ave K and L. He spoke of the proposed layout, and the development being 122 lots, he spoke of the land not owned by the City and the process to procure these. He explained the developer, and he feels they are the right team to work with the City on this project. He spoke of the current successful projects that are ongoing now in parts of this area. He discussed types of homes that will be built and the price point being \$200,000-\$300,000. He spoke of the builders, and the square footage of the homes. Mr. Jarrard said construction will be 122 homes and should begin in about a year from now.

There was a lengthy discussion by council on the length of the TIRZ. It was said usually it is the term of the series of Bonds, but once the obligations are met the TIRZ is no longer needed and it is dissolved. The term of the TIRZ is approved by Council. There was explanation on the PID, this is assessed to only the property owners in this district. The PID and the TIRZ are financing mechanisms that generate revenue as a result of a new development. The question was asked is this something that is common in building these types of subdivisions? Mr. Jarrard said yes.

Karla Clark asked if these will be built by local builders? Mr. Jarrard said as of now no builder has been selected yet, but Lannar Homes and Anglia are two of the builders that they have used. Ms. Clark said it is very important to make sure there is a disclosure of the PID.

Manning Rollerson said \$200,000-\$300,000 is not a good price range for the City of Freeport.

There was a lengthy discussion on the developer's finances, discussion on the appraised value of the land being \$150,000 for the 19 acres. Councilman Pena said we are giving away the equity on this property. It was said that selling this property for the certified appraised value is not giving it away, but it is meeting the needs of the people. It was asked if these homes will be rental properties. Mr. Maddox said no, these homes are for sale for owner occupation. It was asked if there could be a walkway to SFA Park. Mr. Jarred said that is something they have looked at and are considering.

A motion was made by Councilman Cain, seconded by Councilman Matamoros to approve the sales contract and purchase agreement with Maddox Properties LLC. The motion passed 4-1 with Councilman Pena voting "Nay"

Consideration and possible action approving the Engagement Letter to conduct the annual audit for FY2023/2024.

Finance Director Cathy Ezell presented to council the Engagement Letter to conduct the annual audit for FY2023/2024. She said staff recommends Brooks Watson to conduct the audit. Mr. Brooks explained the internal control and audit procedures, and what this means to his company. This will include the Audit for the EDC as well.

A motion was made by Mayor Bass seconded by Councilman Cain with all present voting "Aye" 5-0, Council unanimously approved the Engagement Letter to conduct the annual audit for FY2023/2024.

Consideration and possible action approving Ordinance No. 2023-2696, allowing with a Specific Use Permit the development of Mini-Storage units for C-2 Zoning District.

Building Official Kacey Roman presented to council Ordinance No. 2023-2696, allowing with a Specific Use Permit the development of Mini-Storage units for C-2 Zoning District. She said Planning and Zoning approved this on the June 27 meeting. She said anyone that would want to open a Mini Storage would have to come before Planning and Zoning with the detailed plans for approval.

Karla Clark supports this.

Councilman Pena asked if Councilman Matamoros should recuse himself from the vote, because he has a lawsuit with Mike Morgan, the owner of Bottom Dollar, who wants to build this Mini Storage Unit. Mr. Bounds gave his legal opinion of Councilman Matamoros recusing himself. Mr. Morgan the owner, said the there is no lawsuit.

A motion was made by Mayor Bass seconded by Councilman Matamoros with all present voting "Aye" 5-0, Council unanimously approved Ordinance No. 2023-2696, allowing with a Specific Use Permit the development of Mini-Storage units for C-2 Zoning District.

Consideration and possible action on Change order #1 for Phase 2 concrete street contract with Lucas Construction.

Assistant City Manager Lance Petty presented to council Change order #1 for Phase 2 concrete street contract with Lucas Construction. He said Lucas Construction located on Ave A, from DeZavala to Fisher during Phase II concrete streets reconstruction an 8" water pipe was exposed, the water line is in conflict with the storm water box, it consists of asbestos and has had previous repairs. Lucas is asking for an additional 21 calendar days to be added to the contract. This repair will not increase the contract price.

There was a comment made by Councilman Pena about the outstanding issues with Lucas Construction in terms of the work they are doing. He said they have done shoddy work and asked why we would give them more money to do additional work. Mr. Kelty said Lucas Construction has done excellent work for the City of Freeport. He said there have been issues, and they have been addressed. Lucas Construction has stood behind their work and made the corrections as needed.

A motion was made by Councilman Matamoros seconded by Councilman Rossow, to approve Change order #1 for Phase 2 concrete street contract with Lucas Construction. The motion passed 4-1, with Councilman Pena voted "Nay".

## **WORK SESSION:**

Councilman Pena asked for additional security in Executive Session. He asked what the plan is for the Front Street drainage? Mayor Bass said there will be a meeting with Ms. Dancy and the appropriate people and personnel. Councilman Pena said he would like this on the next agenda, Mayor Bass said to follow the procedure and he will second it. Councilman Pena asked what is the policy for texting in open and closed session? He said he would be interested in making this part of the agenda. He asked for the plan in holding the Street Department and Lucas Construction accountable for the hundreds of failures and poor installations. He asked about a plan for reserving our historic buildings? He said he thinks we need a no-demo list.

Councilman Cain thanked everyone that participated in the Fishing Fiesta, he said this has been a part of Freeport for 76 years. He said the fireworks were outstanding. He said he hopes all enjoys the 4<sup>th</sup> of July. He thanked Mr. Duncan for standing up to try and save the theatre. He said he hopes we can get with the owner so Mr. Duncan will know what he is up against. Councilman Cain said he thinks the historic buildings need to be saved, if possible. He said he does not agree with a no-demo list. We cannot have vacant and unsafe buildings in the City regardless of its status.

Councilman Matamoros thanked all the residents that came to the meeting, those that spoke, and those who watched online. Councilman Matamoros said there is a new house build on Ave O, and dirt from the build is falling into the drainage ditch, he asked if we can have this removed. He said there is a ditch on Skinner and Ave L, that has very high grass. He said please be careful with the celebration of the 4<sup>th</sup> of July. Councilman Matamoros said we definitely care about the historic buildings and need all building owners with such buildings, to replace damaged, broken, missing bricks on the buildings. He said this also is a part of it.

Councilman Rossow said Ward D is doing good. He said he wants to give kudos to the fireworks display. He said he and his wife attended the Fishing Fiesta, and everyone was nice and kind. He said on 2<sup>nd</sup> Street by the Port Café there are hedges that needs to be trimmed, you cannot see around it, he said this is on the City ROW so we should be able to trim.

Mr. Kelty said we are just about to release to Council the updated version of our Municipal Code from Municode. He said we have been working on the recodification of our code for over a year. Mr. Kelty said Betty has been leading this effort and we will be delivering you packages to review. He said part of recodification is they look at our code for conflicts, and inconsistencies with new state laws, he said it has been over a decade since the last recodification for the City. He said we are nearing the completion for the Strategic Planning so he will be getting this to council for review and scheduling a meeting.



Mayor Bass spoke about the Fishing Fiesta he said this is put on by the Lions Club, he said they need volunteers. He said this is a non-profit that helps with a number of things, including glasses for children. He said the fireworks were amazing, it was all a job well done. He said please stay hydrated to all the workers.

**Update on reports / concerns from Department heads.**

Councilman Pena asked about the alleys in downtown, he said there was a gas leak that turned into a watermain bust and the streets were not replaced correctly. He asked what is the plan to get these fixed and drivable again? He said he wants to make sure everyone is aware a dumpster was removed, so AmeriWaste would not have to drive the truck on this alley. He asked what happens here? Mayor Bass said this needs to be placed on an agenda. Mr. Petty said the alley has been addressed, stabilize has been placed. He said it is more stable now than it was. There was discussion by Mr. Petty on the street repair.

**CLOSED SESSION:**

Mayor Bass made a motion to invite Tim Kelty, Betty Wells, Lance Petty and Cathy Ezell in Executive Session seconded by Councilman Cain with all present and voting "Aye" 5-0 council unanimously approved the motion.

A motion was made by Councilman Pena to invite a police officer into Executive Session. With a lack of second, motion failed.

Regular session was adjourned at 8:08 PM and entered into Executive Session. Councilman Pena left and did not attend Executive Session.

Executive session was adjourned at 8:28 PM and entered into Regular Session.

**OPEN SESSION:**

No action was taken from Executive Session

**Adjourn**

On a motion by Councilman Cain, seconded by Councilman Matamoros, with 4-0 vote, Mayor Bass adjourned the meeting.

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Brooks Bass, Mayor

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Betty Wells, City Secretary



## City Council Agenda Item # 4

**Title:** Consideration and Possible Action regarding a Resolution Accepting the Actions of the City of Freeport Employee Benefits Trust.

**Date:** July 17, 2023

**From:** Donna Fisher, Human Resources Director, Cathy Ezell, Finance Director

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**Staff Recommendation:**

Staff recommends approving the resolution to accept the actions of the Employee Benefits Trust.

**Item Summary:**

The City of Freeport Employee Benefits Trust has approved Proposals for employee medical insurance and vision insurance. Actions taken by the Employee Benefits Trust must go before City Council for consideration of approval.

**Background Information:**

This Employee Benefits Trust was established to save the City from paying taxes imposed on insurance premiums per Chapter 222.002 of the Texas Insurances Code. The nonprofit trust assigns City Council as the Trustees to provide employees, and qualified retirees and their dependents with life disability, sickness, accident, and other health benefits either directly or through the purchase of insurance. The City then makes premium payments to the insurance providers through the Trust.

**Special Considerations:**

N/A

**Financial Impact:**

The costs associated with the benefits have been included in the FY2023-2024 proposed budget.

**Board or 3<sup>rd</sup> Party recommendation:**

The Employee Benefit Trust has approved these actions and recommends approval of the Resolution.

**Supporting Documentation:**

Resolution

**RESOLUTION NO. 2023-2806**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, ACCEPTING THE ACTION OF THE CITY OF FREEPORT EMPLOYEE BENEFITS TRUST TO ACCEPT PROPOSALS FOR EMPLOYEE MEDICAL INSURANCE, DENTAL INSURANCE, ANCILLARY INSURANCES, AND HRA, HSA, AND FSA ADMINISTRATION; AUTHORIZING EXECUTION OF THE PROPOSALS BY THE CITY MANAGER; AUTHORIZING FUNDING; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Freeport Employee Benefits Trust held its annual meeting regarding Proposals for employee medical insurance, dental insurance, life and disability insurance, vision insurance, ancillary insurances and HRA, HSA, and FSA Administration; and

**WHEREAS**, actions taken by the Employee Benefits Trust must go before City Council for consideration of approval; and

**WHEREAS**, the City Council has before it a proposal for employee medical insurance from Cigna, and a proposal for employee vision insurance from VSP, for the 2023/2024 plan year; and

**WHEREAS**, upon full review and consideration of the Proposals and all related matters, the City Council finds that Freeport's best interests are served, desires to approve the terms and conditions of the Proposals and to authorize the City Manager to execute the Proposals on behalf of the City of Freeport; and

**WHEREAS**, the City Council finds that Freeport's best interests are served, desires to re-authorize funding Employee Benefit Insurances and the transfer of funds from the City of Freeport's General Fund to the City of Freeport Employee Benefits Trust Fund as needed to pay premiums as presented by the insurance carriers.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, THAT:**

**Section 1.** The facts and statements contained in the preamble are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

**Section 2.** The actions taken by the Employee Benefits Trust regarding the recommended Proposals, having been reviewed by the City Council of the City of Freeport and found to be acceptable and in the best interests of the City of Freeport and its citizens, are hereby in all things approved effective October 1, 2023.

**Section 3.** The City Manager is hereby authorized to execute, verify, acknowledge, certify to, file and deliver all such instruments and documents required for the Proposals as shall in the judgment of the City Manager be appropriate in order to affect the purposes of the foregoing resolution.

**Section 4.** The Finance Director is hereby authorized to transfer funds from the City of Freeport's General Fund to the City of Freeport Employee Benefits Trust Fund as needed to pay premiums as presented by the insurance carriers.

**Section 5.** This Resolution shall become effective immediately upon its passage.

**DULY PASSED, APPROVED AND ADOPTED** on this the 17<sup>th</sup> day of July 2023.

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Brooks Bass, Mayor  
City of Freeport, Texas

ATTEST:

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Betty Wells, City Secretary  
City of Freeport, Texas





## City Council Agenda Item # 5

**Title:** Consider a Resolution Amending the City of Freeport Policy Handbook Chapter 8 – Attendance and Leave Policy adding Section 8.15 – Reasonable Accommodations for Pregnant Workers Policy.

**Date:** July 17, 2023

**From:** Donna Fisher, Human Resources Director

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**Staff Recommendation:**

Staff recommends approval of the Resolution.

**Item Summary:**

The City has added the Reasonable Accommodations for Pregnant Workers Policy section 8.15 to comply with the federal Pregnant Workers Fairness Act that went into effect on June 27, 2023.

**Background Information:**

The Pregnant Workers Fairness Act requires employers to offer “reasonable accommodations” to employees in the workplace for medical conditions related to the entire period from pregnancy to postpartum recovery.

**Financial Impact:**

None

**Supporting Documentation:**

Resolution with Exhibit “A”

**RESOLUTION 2023-2807**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, ADDING SECTION 8.15 REASONABLE ACCOMMODATIONS FOR PREGNANT WORKERS AND APPROVING THIS REVISION TO THE PERSONNEL POLICY HANDBOOK.**

**WHEREAS**, the City of Freeport values all employees working to provide services to the citizens; and

**WHEREAS**, the City of Freeport seeks to add the Reasonable Accommodations for Pregnant Workers policy for the benefit of our employees; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, BRAZORIA COUNTY, TEXAS;**

**SECTION 1. REASONABLE ACCOMMODATIONS FOR PREGNANT WORKERS POLICY.** The City Council of the City of Freeport hereby approves and adopts the Reasonable Accommodations for Pregnant Workers Policy attached hereto as Exhibit "A" and approves its addition to the Personnel Policy Handbook.

**SECTION 2. PROPER NOTICE AND MEETING.** It is hereby found and determined that the meeting at which this resolution was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

Read, passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Brooks Bass, Mayor  
City of Freeport, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Betty Wells, City Secretary  
City of Freeport

\_\_\_\_\_  
David Olson, City Attorney  
City of Freeport

### **8.15 Reasonable Accommodations for Pregnant Workers Policy**

As required by the federal Pregnant Workers Fairness Act (PWFA), the City of Freeport will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the City of Freeport's operations.

An employee or applicant may request accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working
- Drink water during the workday
- Receive closer-in parking
- Have flexible hours
- Receive appropriately sized uniforms and safety apparel
- Receive additional break time to use the bathroom, eat and rest
- Take time off to recover from childbirth
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City of Freeport will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City of Freeport prohibits any retaliation, harassment or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.



## City Council Agenda Item # 6

**Title:** Public Hearing/Workshop regarding amendments to regulations regarding Short-Term Rentals.

**Date:** July 17, 2023

**From:** Kacey Roman, Director of Building and Code  
Tim Kelty, City Manager

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### **Staff Recommendation:**

Recommendation that City Council receive input from affected parties and discuss proposed changes to the city's short-term rental ordinance.

### **Item Summary:**

At a recent City Council, amendments to the City's Short-term rental Ordinance was discussed. At that meeting, it was requested that staff schedule a workshop on this item with affected property owners prior to council taking any action. Since Mayor Bass and Councilman Rossow were originally approached by property owners of Bridge Harbor regarding changes, Councilman Cain was the councilmember who requested the workshop, and Councilman Pena, a Short-term rental owner, would be invited to the meeting, Mayor Bass asked that the workshop be conducted with all Councilmembers present.

In May, City staff, along with Mayor Bass and Councilman Rossow, met with members of the Bridge Harbor subdivision regarding Short-Term Rental concerns. The following changes to the Short-Term Rental Ordinance were proposed:

- Parking restrictions –
  - Only allow for number of cars that can fit in the driveway.
  - Prohibit parking in the street in Bridge Harbor Subdivision. The narrow width does not allow room for emergency vehicles to pass.
- License Placard AND Host Rules must be posted outside the front door.
  - Laminated and placed inside of a Weatherproof container/frame that does not block visibility.
  - Located within 2 feet of the front door entrance, and visible from front door.
- Responsible Party –
  - Change of employment – must notify City within 10 business days of new Local Responsible Person, or license will be suspended.



Bridge Harbor Residents would also like to limit the number of rentals in an area, and only allow 1 per every 200 feet. They also requested the possibility of changing Short Term Rentals to Specific Use Permits that must go before the Planning Commission.

**Background Information:**

In November of 2021, the City of Freeport adopted an ordinance requiring the registration and inspection of Short-Term Rentals; Ordinance 2021-2640.

Staff has met many challenges enforcing this ordinance. Refusal of owners to register, non-payment of HOT Taxes, violating occupancy limits (huge overnight parties), violations of noise and parking restrictions (loud music at 3am), etc. The police and Code Enforcement have been called on many occasions to assist the homeowners on the weekends.

**Special Considerations:** N/A

**Financial Impact:** N/A

**Board or 3<sup>rd</sup> Party recommendation:** N/A

**Supporting Documentation:** List of known short term rentals in Freeport, current Short-term regulations on the books.

ADDRESS	OWNER	DATES OF ISSUANCE	UPDATES
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#### Inspected and In Compliance

1	1804 N AVE L, FREEPORT TX, 77541	EDWARDS ANTHONY 1804 N AVE L FREEPORT TX, 77541	9/23/2022	INSPECTED AND IN COMPLIANCE
2	923 W 12TH, FREEPORT TX, 77541	WELLS JOSHUA M & ASHLEY A, 3565 RODEHAMPTON CT COLORADO SPRINGS, CO 80918	8/17/2022	INSPECTED AND IN COMPLIANCE
3	71 DOLPHIN, FREEPORT TX, 77541	BOUNDS KELLY & KATRINA 2689 FM 2705 MEXIA, TX 76667-2082	10/5/2022	INSPECTED AND IN COMPLIANCE
4	82 DOLPHIN, FREEPORT TX, 77541	BAYFRONT RENTAL LIMITED LIABILITY COMPANY 7915 RANIC DR HOUSTON, TX 77064-1720	8/4/2022	INSPECTED AND IN COMPLIANCE
5	87 DOLPHIN, FREEPORT, TX 77541	CHU DIEM T & QUOC D HOANG 6418 FERRIS DR # 3 HOUSTON, TX 77081-4690	10/17/2022	INSPECTED AND IN COMPLIANCE
6	91 DOLPHIN, FREEPORT TX 77541	WARREN BRUCE & DEBBIE 2307 WHITE TAIL LN LAKE JACKSON, TX 77566-3604	8/5/2022	INSPECTED AND IN COMPLIANCE
7	95 DOLPHIN, FREEPORT TX, 77541	PARKER MARK & CAROL N 76 DOLPHIN LN FREEPORT, TX 77541-8338	8/9/2022	INSPECTED AND IN COMPLIANCE
8	98 DOLPHIN, FREEPORT TX, 77541	COTTONWOOD TRAIL INVESTMENTS P O BOX 25458 HOUSTON, TX 77265-5458	10/20/2022	INSPECTED AND IN COMPLIANCE
9	307 W 1ST ST, FREEPORT TX, 77541	DOWNEY KAREN MARIE 315 W 1ST ST FREEPORT, TX 77541	9/19/2022	INSPECTED AND IN COMPLIANCE
10	223 S FRONT ST, FREEPORT TX, 77541	APHRODITE HOLDINGS 2510 E SUNSET RD STE 5-982 LAS VEGAS, NV 89120	8/9/2022	INSPECTED AND IN COMPLIANCE
11	62 MARLIN, FREEPORT TX, 77541	SHAHAN DONALD A & GINGER A & RYAN & ASHLEY 32603 WESTON CT FULSHEAR, TX 77441	8/29/2022	INSPECTED AND IN COMPLIANCE
12	125 MARLIN, FREEPORT TX, 77541	VIETTEX 20119 BALDWIN OAK ST KATY, TX 77449-7685	8/9/2022	INSPECTED AND IN COMPLIANCE
13	118 REDFISH, FREEPORT TX, 77541	CAI QUYNH NGUYEN & LAN THU THI HUYNH 17406 MEADOW LIGHT DR RICHMOND, TX 77407	8/26/2022	INSPECTED AND IN COMPLIANCE

#### Notified and Pending

1	403 W BROAD UNIT A	TRAN LOC BA 11507 PAGODA DR STAFFORD, TX 77477-1218		Has been inspected, waiting on them to finish some small repairs.
2	403 W BROAD UNIT B	TRAN LOC BA 11507 PAGODA DR STAFFORD, TX 77477-1218		Has a current long term resident - may change to AirBNB when tenant leaves.
3	104 MARLIN, FREEPORT TX, 77541	CRYSTAL CRUISE INVESTMENTS LLC DBA WATER WOES 2413 MARKET ST GALVESTON, TX 77550		LAST INSPECTED ON 4/27/2023 FOR SHORT TERM RENTAL, Pulled Permits for Repairs

#### Sent Notifications - Not In Compliance

1	511 W 6TH ST, FREEPORT TX, 77541	ADD RENTALS LLC 9609 HOCKER ST KANSAS CITY, MO 64139		NEW LISTING ON AIRBNB. Sent Notice.
2	224 W PARK, FREEPORT TX, 77541	Park Avenue Lofts Attn: Jeff Pena 224 W PARK, SUITE 100 FREEPORT, TX 77541		Refuses to Register and Comply. Appealed to BoA and was denied. Filed Lawsuit in District Court
3	220 W PARK, FREEPORT TX, 77541	SUN TERRA ENTERPRISES 945 MCKINNEY ST #10942 HOUSTON, TX 77002		NEW LISTING ON AIRBNB. Sent Notice.
4	59 MARLIN, FREEPORT TX, 77541	LONE CONE REAL ESTATE LLC 1572 COUNTY ROAD 351 MUNSTER, TX 76252		SPOKE WITH KIM VELDERHOFF ON 2/24/2023; IN REGARDS TO APPLYING FOR SHORT TERM RENTAL
5	102 DOLPHIN, FREEPORT TX, 77541	GARZA TRAVIS & IVY AUSTIN-GARZA 15818 CYPRESS HALL DR CYPRESS, TX 77429-6989		Investigating. Owner denies that it is a Short Term Rental.

#### Not a Short Term Rental

1	427 W 1ST ST, FREEPORT TX, 77541	RUSSELL GENE EDWARD III & STACI R 5222 NODAWAY LN SPRING, TX 77379		Listed as Rentals only over 30 days.
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## **Current City of Freeport Code of Ordinances – Short Term Rentals**

### **Section 124.05 Unpermitted short-term rentals prohibited**

A. It shall be unlawful for any owner or person to rent, lease, advertise, or otherwise permit or allow any residential premises to be operated or used as an unpermitted Short-term Rental.

### **Section 124.06 Requirements for hosting platforms**

A. All Hosting Platforms shall provide the following information in a notice to any owner listing a Short-term Rental located within the City of Freeport through the Hosting Platform's service. The notice shall be provided prior to the owner listing the premises and shall include the following information: THE SHORT-TERM RENTAL CHAPTER OF THE CITY OF FREEPORT CODE OF ORDINANCES PROHIBITS THE SHORT-TERM RENTAL OF RESIDENTIAL PREMISES WITHIN THE CITY OF FREEPORT WITHOUT AN ACTIVE SHORT-TERM RENTAL PERMIT.

B. Notwithstanding any other provision of this Chapter, nothing shall relieve any owner person, occupant or Hosting Platform of the obligations imposed by the applicable provisions of state law and the City of Freeport Code of Ordinances, including but not limited to, those obligations imposed by the Tax Code. Further, nothing in this Chapter shall be construed to limit any remedies available under the applicable provisions of state law and the City of Freeport Code of Ordinances

### **Section 124.07 Short-term rental permit required**

An owner who desires to use its premises as a short-term rental must have a valid, active short-term rental permit from the city prior to using, allowing the use of, or advertising the use of said premises as a short-term rental. Upon application to the City, a short-term rental permit shall be approved by the Administrator, if the application satisfies all the conditions of this Chapter. The Administrator may place reasonable conditions on a short-term rental permit to ensure compliance with the provisions of this Chapter.

### **Section 124.08 Expiration of permit; renewals**

A short-term rental permit shall expire on the last day of the month one year after the date of issuance. No short-term rental permit may be renewed without a completed renewal application submitted by the owner and payment of the renewal fee. If the renewal application satisfies all the conditions of this Chapter and all other applicable City Code provisions, including any adopted building and maintenance codes, an application for the renewal of a short-term rental permit shall be approved by the Administrator. The Administrator may place reasonable conditions on a short-term rental renewal permit to ensure compliance with the provisions of this Chapter.

### **Section 124.09 Requirements of application.**

Except as provided in this Section, every complete application for a short-term rental permit shall include the following information with such detail and in a form approved by the Administrator.

1. The name, address, contact information and authenticated signature for the owner of the premises;
2. The name, address and contact information of the operator, agent if any, and designated local responsible party as required in Section 124.10;
3. A plot plan of the premises identifying the location of parking spaces to be used in conjunction with the short-term rental;
4. A dimensioned floor plan of the proposed short-term rental identifying bedrooms, other living spaces and emergency evacuation routes;
5. Proof of insurance as required in Section 124.11;
6. The name and contact information for the property owner's association, if any, of which the premises is covered by the dedicatory instruments;
7. A copy of the proposed host rules for the short-term rental; and
8. Such certifications deemed necessary and proper to ensure compliance with this Chapter.
9. A permit application fee.

B. An application for a short-term renewal permit may be filed beginning thirty (30) days prior to expiration

of a current permit. Every complete application for a short-term rental renewal permit shall include updates, if any, to the information contained in the original permit application or any subsequent renewals. The permit holder shall sign a statement affirming that there is either no change to such information, or that any updated information is accurate and complete. The Administrator may require such certifications deemed necessary and proper to ensure continuing compliance with this Chapter.

C. An application for a short-term rental renewal permit submitted after the expiration of the most immediate permit for the premises shall be treated as an application for a new permit as described in subsection A of this Section.

D. If a complete application for a short-term renewal permit is submitted less than thirty (30) days prior to expiration of the current permit, the Administrator in his or her sole discretion may grant a one-time extension of the current permit not to exceed ten (10) days.

#### **Section 124.10 Designation of local responsible party required**

An owner must designate the name and contact information of a local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must reside in Brazoria County, Texas and be available to be reached in person or by phone on a 24 hour basis, 365 days of the year. If called, a local responsible party must be able to and shall be present at the premises within one (1) hour of call from Administrator, or his designee. A local responsible party must be authorized to make decisions regarding the premises and its occupants. A local responsible party may be required to, and shall not refuse to, accept service of citation for any violations on the premises. Acceptance of service shall not act to release owner of any liability under this chapter.

#### **Section 124.11 Proof of insurance required**

It shall be unlawful for the owner of premises operating as a short-term rental to operate without host protection or other liability insurance commensurate with the operations of the short-term rental that provides coverage of up to \$1 million per occurrence. A certificate of insurance must be on file with the Administrator. Proof of insurance shall be required at the time of application and notice of cancelation of insurance must be made to the Administrator within 30 days.

#### **Section 124.12 Inspection required**

No permit or renewal permit shall be approved for a short-term rental until the City has inspected the premises and found the premises to be in compliance with minimum health and safety requirements for use and occupancy. If a premises fails to pass an inspection, a reinspection fee may be charged for each subsequent inspection in accordance with the fee established by resolution.

#### **Section 124.13 Permit fees**

A fee established by resolution of the City Council will be charged to reimburse the City for all costs associated with the administration of this chapter.

#### **Section 124.14 Hotel occupancy taxes; Request for occupancy history**

It shall be unlawful for an owner of premises used for a short-term rental to fail to pay hotel occupancy taxes required under State law and the City of Freeport Code of Ordinances. Upon request of the Administrator, the owner of a premises used as a short-term rental shall remit, within 30 days, an accounting of all occupants who rented the premises and the hotel occupancy taxes paid therefor. It shall be unlawful for a person to fail to provide said information requested in a timely manner.

#### **Section 124.15 Short-term rental permit nontransferable**

A short-term rental permit is non-transferable and shall not be assigned nor transferred to another person or entity. Any attempt to transfer a permit or attempt to use another person's permit may be grounds for revocation of said permit.

#### **Section 124.16 Restrictions on number of occupants**

A It shall be unlawful for an owner or person to rent, allow, provide, or advertise for more than two (2)



persons per bedroom, plus two (2) additional persons, when using the premises as a short-term rental.

B. Regardless of the number of bedrooms at the premises, it shall be unlawful:

1. For more than twelve (12) persons (including children), to occupy a short-term rental at any one time; or
2. For the owner or operator to allow, suffer or permit the number of occupants living, sleeping within or possessing a short-term rental to exceed the maximum occupancy shown on the short-term rental permit or renewal permit.

C. A visual inspection of more than twelve (12) persons by a city employee at the premises is prima facie evidence of and shall be probable cause to issue a citation for a violation of this section.

**Section 124.17 Minimum stay required.**

It shall be unlawful for an owner to rent or lease a short-term rental for a period of less than 24 hours.

**Section 124.18 Physical conversion of premises prohibited**

A. It shall be unlawful for an owner or person to convert a garage to living space, remodel, renovate, enlarge or otherwise modify premises to add additional bedrooms for use as a Short-term Rental.

B. It shall be unlawful for an owner or person to pave or otherwise cover pervious soil to create additional on-premise parking without prior approval from the City of Freeport.

**Section 124.19 Sound equipment restrictions**

It shall be unlawful for an owner or occupant of a short-term rental to use or allow the use of amplified sound equipment that produces sound audible beyond the property line of the premises between the hours of 0:00 p.m. and 9:00 a.m.

**Section 124.20 Trash pickup requirements**

It shall be unlawful for an owner or occupant to place, or allow to be placed, trash on the premises before 7:00 PM the evening prior to scheduled pickup or on a day not scheduled for pickup by the City or its authorized solid waste transportation vendor.

**Section 124.21 Advertising, promoting or allowing of special events prohibited**

A. It shall be unlawful for an owner or occupant to advertise or promote a special event, or allow the advertising and promotion of a special event (e.g. banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or any similar activity that would assemble large numbers of invitees) to be held on the premises.

B. It shall be unlawful for an owner or occupant to allow, suffer or permit a banquet hall or special event as described to be held on the premises.

**Section 124.22 Notice to occupants of short-term rentals**

An owner or person operating a short-term rental shall provide a notice of instructions (also known as "host rules") to occupants staying at the premises in a form developed by the Administrator. The notice shall instruct the occupants as to all applicable city regulations pertaining to short-term rentals. These include, but are not limited to, occupancy restrictions, limits on parking, trash pickup, prohibitions on special events, limits on amplified sound, and curfew times.

**Section 124.23 Permit to be displayed.**

A copy of the approved short-term rental permit shall be posted at a conspicuous location inside the front entrance(s) to the short-term rental.

**Section 124.24 Use of assigned permit number required**

It shall be unlawful for an owner or person to advertise a short-term rental in any medium, including but not limited to newspaper, magazine, brochure, website, or mobile application without including the current permit number assigned by the Administrator.

**Section 124.25 Use of unauthorized permit number prohibited**

It shall be unlawful for an owner or person to use, advertise or promote or allow the use, advertisement or promotion of a short-term rental using a permit number not assigned to the owner or person, or to a different address, or to a different dwelling unit.

**ADMINISTRATIVE PROCEDURES****Section 124.26 Revocation of permit**

A Grounds. Any permit issued hereunder may be revoked by the Administrator if the permit holder has:

- (1) received more than two citations for violations of this chapter or any other provision of this Code of Ordinances within the preceding 12-month time period; or
- (2) failed or refused to comply with an express condition of the permit and remains in non-compliance ten (10) days after being notified in writing of such non-compliance; or
- (3) knowingly made a false statement in the application; or
- (4) otherwise become disqualified for the issuance of a permit under the terms of this Article.

B. Notice. Notice of the revocation shall be given to the permit holder in writing, with the reasons for the revocation specified in the notice, served either by personal service or by certified United States mail to their last known address. The revocation shall become effective the day following personal service or if mailed, three (3) days from the date of mailing.

C. Appeal; hearing. The permit holder shall have ten (10) days from the date of such revocation in which to file notice with the Administrator of their appeal from the order revoking said permit. The Administrator shall provide for a hearing on the appeal in accordance with the provisions of this Article.

D. One-Year Waiting Period. In the event an owner's short-term rental permit is revoked by the Administrator, no second or additional permit shall be issued for a short-term rental on the premises for one year of the date such permit was revoked.

**Section 124.27 Administrative appeals of denial or revocation of permit.**

A Upon denial or revocation of a permit, the Administrator, shall notify the applicant or permit holder, in writing, of the reason for which the permit is subject to denial or revocation. To contest the denial or revocation of a permit, the applicant or permit holder shall file a written request for a hearing with the Administrator within ten (10) days following service of such notice. If no written request for hearing is filed within ten (10) days, the denial or revocation is sustained.

B. The appeal shall be conducted within twenty (20) days of the date on which the notice of appeal was filed with the Administrator.

C. The hearings provided for in this Section shall be conducted by the Administrator or a designated hearing officer at a time and place designated by the Administrator or the hearing officer. Based upon the evidence of such hearing, the Administrator or the designated hearing officer shall sustain, modify or rescind any notice or order considered at the hearing. A written report of the hearing decision shall be furnished to the applicant or permit holder requesting the hearing.

D. After such hearing, an applicant or permit holder whose permit was denied or revoked by the Administrator may appeal to the City Council or board designated by the City Council to hear such appeals.

E. An appeal shall not stay the denial or suspension of the permit unless otherwise directed by the Administrator.

**Section 124.28 Appeals of Administrator decision**

A All appeals must be made in writing and received no less than ten (10) days after any final decision made by the Administrator or the designated hearing officer in accordance with above.

B. The City shall schedule the appeal hearing within twenty (20) days from receipt of the appellant or permit holder's appeal request

C. If the City Council or designated board finds by a preponderance of the evidence that the denial or revocation of the permit was necessary to protect the health, safety, or welfare of the general public, the City Appeal Officer shall affirm the denial or revocation of appellant's application or permit.

D. The City Appeal Officer may consider any or all of the following factors when reaching a decision on the merits of the appeal:

1. The number of violations, convictions, or liability findings;
2. The number of previous permit revocations;
3. The number of repeat violations at the same location;
4. The degree to which previous violations endangered the public health, safety or welfare; and
5. Any pending action or investigation by another agency.

E. After the hearing, the City Council or designated board shall issue a written order. The order shall be provided to the appellant by personal service or by certified mail, return receipt requested.

F. The City Council or designated board may affirm or reverse the denial or revocation of the permit. If affirmed, the order issued must state that the appellant is not eligible to receive a new permit for a short-term rental on the premises sooner than one year after the date of the order. If reversed, the permit shall be reinstated immediately, in the case of a revocation, or the permit shall be issued within three (3) business days, in the case of a denial.

G. The determination of the City Council or designated board shall be final on the date the order is signed.

H. An appeal to the City Council or designated board does not stay the effect of a denial or revocation or the use of any enforcement measure unless specifically ordered by the Administrator or the City Council or designated board.

## **ENFORCEMENT**

### **Section 124.29 Discontinuance**

A. The owner of a short-term rental use that is unable to obtain a permit for said use or fails or refuses to obtain a permit for the use following the effective date of this Chapter, shall discontinue the short-term rental use no later than 6 months.

B. If the permit for a short-term rental use is not renewed, the owner shall discontinue the use no later than the date on which the existing permit or any extension thereof expires.

### **Section 124.30 Penalties**

A. A person who violates any provision of this Chapter by performing an act prohibited or by failing to perform an act required is guilty of a misdemeanor. Each day on which a violation exists or continues to exist shall be a separate offense.

B. If the definition of an offense under this Chapter does not prescribe a culpable mental state, then a culpable mental state is not required. Such offense shall be punishable by a fine not to exceed Five Hundred Dollars and No Cents (\$500.00). Although not required, if a culpable mental state is in fact alleged in the charge of the offense and the offense governs fire safety, zoning, or public health and sanitation, including dumping of refuse, such offense shall be punishable by a fine not to exceed Two Thousand Dollars and No Cents (\$2,000.00).

C. If the definition of an offense under this Chapter prescribes a culpable mental state and the offense governs fire safety, zoning, or public health and sanitation, including dumping of refuse, then a culpable mental state is required and the offense shall be punishable by a fine not to exceed Two Thousand Dollars and No Cents (\$2,000.00).

Any person, firm, corporation, agent or employee thereof who violates any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined an amount not to exceed Two Thousand Dollars and No Cents (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.



## City Council Agenda Item # 7

**Title:** Consideration and possible action by City Council approving closing and abandoning a portion of the southern right of way of Gulf Boulevard from Skinner Street to Terry Street.

**Date:** July 17, 2023

**From:** Laura Cramer, Special Projects Coordinator

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### **Staff Recommendation:**

Staff recommends City council approve closing and abandoning a portion of the southernly right of way of Gulf Boulevard between Skinner Street to Terry Street.

### **Item Summary**

The right of way of Gulf Boulevard is 150 feet. The city is asking for a partial closure of the wide right of way. The requested closure the right of way adjacent to Riverside Park. We are requesting the city maintain a 15 foot right of way from the southerly edge of the road. Currently, there is a baseball storage structure, a portion of the most northerly ball field and a newly constructed parking lot in the right of way. Additionally, the Fire Department has plans to place a structure in the area between the parking lot and Fire Station #2. The right of way on the north side of Gulf Boulevard will not be adjusted. The area abandoned will become part of Riverside Park property.

### **Background Information:**

The right of way of Gulf Boulevard is 150 feet for the entire road.

### **Special Considerations:**

None.

### **Board or 3<sup>rd</sup> Party recommendation:**

None.

### **Financial Impact:**

None.

### **Supporting Documentation:**

Ordinance, Map, and Survey



ORDINANCE NO. 2023-2700

AN ORDINANCE OF THE FREEPORT, TEXAS, FINDING AND DETERMINING THAT PUBLIC CONVENIENCE AND NECESSITY NO LONGER REQUIRE THE CONTINUED EXISTENCE OF AN APPROXIMATELY FORTY-FIVE FOOT (45') WIDE STREET RIGHT-OF-WAY BEING A PORTION OF GULD BOULEVARD OUT OF THE VELASCO TOWNSITE, IN THE CITY OF FREEPORT, BRAZORIA COUNTY, TEXAS; VACATING, ABANDONING, AND CLOSING SAID ROADWAY EASEMENT; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO SUBJECT

\* \* \* \* \*

WHEREAS, the City of Freeport, Texas, owner of all property adjacent to or abutting the right-of-way herein described, would like to vacate, abandon, and close the hereinafter described right-of-way; and

WHEREAS, the City Council has determined that such roadway easement should be vacated, abandoned, and closed for the reason that the same is no longer needed by the City for purposes of a street and should be used to expand the adjacent park area; now, therefore;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS:

**Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

**Section 2.** The City Council of the City of Freeport, Texas, hereby finds and determines that public convenience and necessity no longer require the continued existence of that portion of the right-of-way described in Section 3 hereof.

**Section 3.** The right-of-way, being approximately forty-five foot (45') wide street being a portion of Gulf Boulevard out of the Velasco Townsite, in the City of Freeport, Brazoria County, Texas and said right-of-way being more particularly described by

survey in Exhibit "A" attached hereto and made a part of this Ordinance hereof for all purposes, is hereby vacated, abandoned, and closed.

**Section 4.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Freeport, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Brooks Bass  
Mayor

ATTEST:

\_\_\_\_\_  
Betty Wells  
City Secretary

APPROVED AS TO FORM ONLY:

\_\_\_\_\_  
David Olson, Interim City Attorney,  
City of Freeport, Texas

# Proposed Gulf Boulevard Right of Way Closure

Current Right of Way



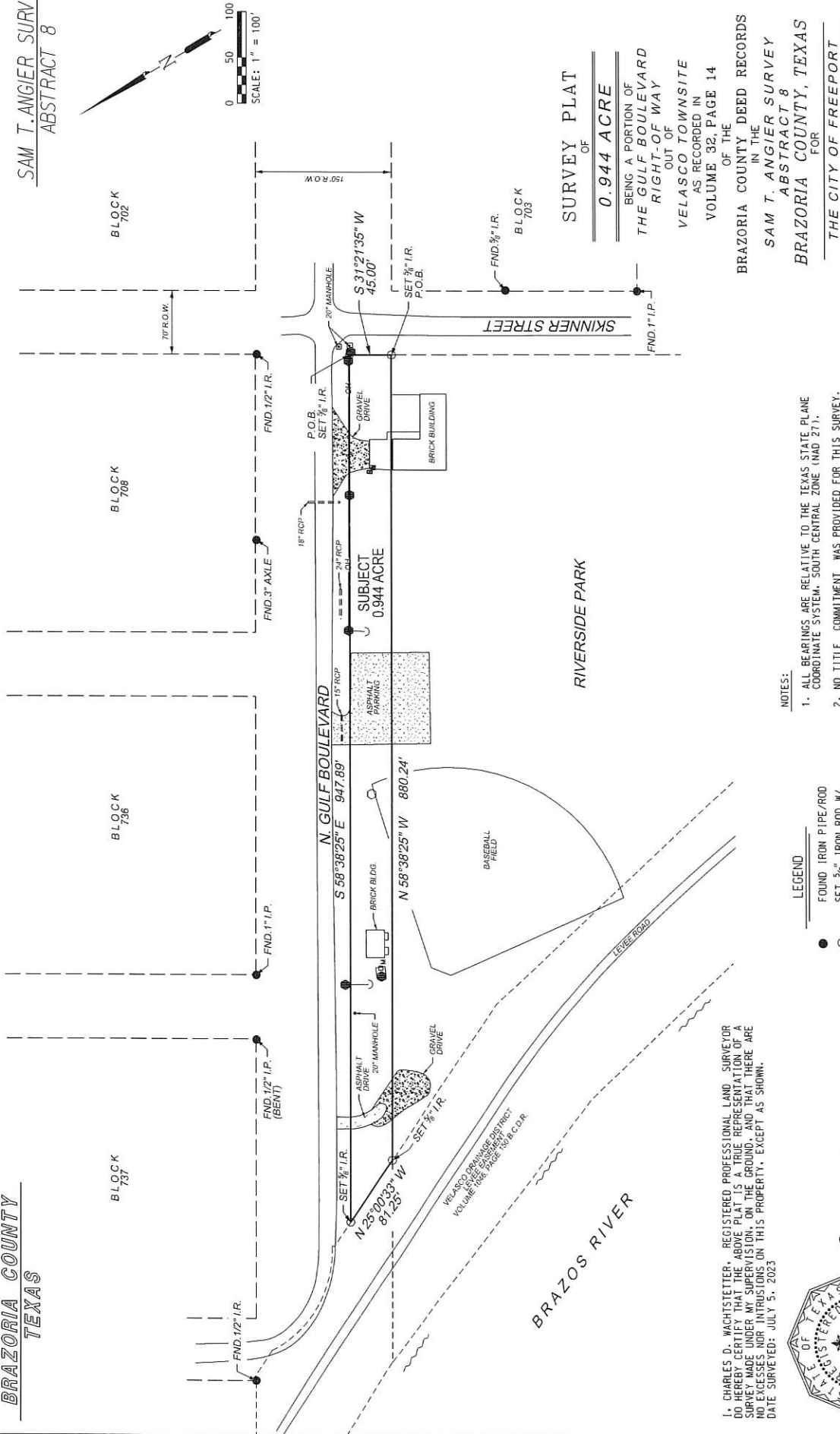
Proposed Area to Remove from Right of Way





**BRAZORIA COUNTY  
TEXAS**

**SAM T. ANGIER SURVEY  
ABSTRACT 8**



**SURVEY PLAT  
OF  
0.944 ACRE  
BEING A PORTION OF  
THE GULF BOULEVARD  
RIGHT-OF-WAY  
OUT OF  
VELASCO TOWNSITE  
AS RECORDED IN  
VOLUME 32, PAGE 14  
OF THE  
BRAZORIA COUNTY DEED RECORDS  
IN THE SURVEY  
SAM T. ANGIER SURVEY  
ABSTRACT 8  
FOR  
THE CITY OF FREEPORT**

- NOTES:**
- ALL BEARINGS ARE RELATIVE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 27).
  - NO TITLE COMMITMENT WAS PROVIDED FOR THIS SURVEY. THERE MAY BE ITEMS OF RECORD WHICH AFFECT THIS PROPERTY NOT SHOWN HEREON.
  - THIS PLAT IS ACCOMPANIED BY 4 METES AND BOUNDS SURVEY MONUMENTS LOCATED IN THE OFFICES OF DOYLE AND WACHTSTETTER, INC.

- LEGEND**
- FOUND IRON PIPE/ROD
  - SET 5/8" IRON ROD W/ SURVEY CAP "CDW 4547"
  - EASEMENT LINE
  - LOT LINE
  - POWER POLE
  - OVERHEAD WIRES
  - OH

I, CHARLES D. WACHTSTETTER, REGISTERED PROFESSIONAL LAND SURVEYOR DO HEREBY CERTIFY THAT THE ABOVE PLAT IS A TRUE REPRESENTATION OF A SURVEY MADE UNDER MY SUPERVISION, ON THE GROUND, AND THAT THERE ARE NO EXCESSES NOR INTRUSIONS ON THIS PROPERTY, EXCEPT AS SHOWN.  
DATE SURVEYED: JULY 5, 2023



*Charles D. Wachtstetter*  
**CHARLES D. WACHTSTETTER**  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NUMBER 4547

**Doyle & Wachtstetter, Inc.**  
**Surveying and Mapping GPS/GIS**  
131 COMMERCE STREET, SUITE 100, SAN ANTONIO, TEXAS 78201  
PHONE: 799.363.3622 FIRM NO.: 10034500 FAX: 799.265.9940  
SURVEYED: 07-05-23 BOOK NO.: 32 PAGE 14 PROJECT NO.: 15675-23-01  
DRAWN BY: MAC/OT-05-23 CHECKED: CWP/OT-05-23 REVISED: NONE



## City Council Agenda Item # 8

**Title:** Discussion on Recodification of the Code of Ordinances for the City of Freeport.

**Date:** July 17, 2023

**From:** Tim Kelty, City Manager  
Betty Wells, City Secretary

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### **Staff Recommendation:**

This Item is on the agenda for discussion only. An ordinance adopting the recodified Code of Ordinance will be presented to City council for action at the next regular meeting.

### **Item Summary:**

All ordinances adopted by council that establish rules and regulations for the city are codified into a general Code of Ordinances. This book is the official set of local rules and laws that govern the City. Approximately twice a year all relevant ordinances adopted by City Council are sent to the codifying Law Team to translate into regular updates to the code. This Code is available for viewing by the general public on the city's website and all updates are automatically included in the online version.

Every 5-10 years it is a Best Practice to have the entire code of Ordinances reviewed and recodified. This is done to:

- Correct any conflicts in the code with State Law due to changes to state law.
- Correct any conflicting regulations that may occur due to ordinance being adopted over time that overlap to a degree and don't match up exactly
- Update the code to reflect societal changes in technology or activities
- Reorganize the Code of Ordinances that overtime may become disorganized due to the semiannual updates.

It is important to understand that Recodification DOES NOT CREATE NEW REGULATIONS beyond what was discussed above

### **Background Information:**

It is unknown for certain how long it has been since the Code of Ordinances has been recodified. No one on City staff is aware that it has ever been done. A little over a year ago, the city hired Civicplus to assist the city in this recodification effort, and staff has been working with them to produce the Code book that was delivered to each Councilman to review

**Special Considerations:** None

**Financial Impact:** None

**Board or 3<sup>rd</sup> Party recommendation:** None

**Supporting Documentation:** None, Code of Ordinance delivered separately





## City Council Agenda Item # 9

**Title:** Consideration and possible action approving the sale of City owned levee property located at, and adjacent to, 104 Mystery Harbor Lane, to Chris Duncan

**Date:** July 17, 2023

**From:** Tim Kelty, City Manager

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### **Staff Recommendation:**

Staff recommends Council only consider the request by Chris Duncan to purchase property from the City along the levee between his property at 104 Mystery Harbor Lane and the water's edge.

### **Item Summary:**

Mr. Duncan has provided a survey of this property and an appraisal report. While the appraisal report is for the property he owns, it includes a paragraph additionally placing values on the requested properties. He has requested that the city consider selling him the Levee property both between his property 104 Mystery Harbor Lane and the river, and between his neighbor's property, to the west, and the river. While he has not made a formal offer to purchase either area, the documentation he provided suggests the value of the property is \$5,900 for the property immediately between his property, and \$24,000 for the entire parcel. Both values were based on approximately \$0.94 / sf.

### **Background Information:**

In the past, the city has considered and approved the sale of levee property to property owners along the river for the fair market value in exchange for the property owner's commitment to invest in development or redevelopment of the property within a certain time period. In this case Mr. Duncan has indicated his intention to demolish the old brick house located on his property and redevelop the property.

However, since he does not own the neighboring property, he would not be able to make the commitment to develop that side of the requested levee.

### **Special Considerations:**

Last year the city council approved the sale of nearby levee property to Lucy Ware. That approval was based upon an appraisal for that property of \$23,300 for 4,661 square feet, or about \$5/sf. According to the paperwork submitted by Mr. Duncan the entire requested area is 25178 sf and the area immediately between his property and the river is 6,229 sf. Using the sf cost from the prior approved deal the values for Mr. Duncan's requests are \$125,890 and \$31,145 respectively.

**Financial Impact:** The sale of this property would generate unbudgeted revenue

**Board or 3<sup>rd</sup> Party recommendation:** None

**Supporting Documentation:** Appraisal and Survey provided by Mr. Duncan

**APPRAISAL OF REAL PROPERTY**

**LOCATED AT:**

104 Mystery Harbor Ln  
A0211 C HENNIGER TRACT 2A2 ACRES 0.103 (FREEPORT)  
Freeport, TX 77541

**FOR:**

Quick Lending  
2050 West Sam Houston Pkwy  
Houston, TX 77042

**AS OF:**

06/12/2023

**BY:**

Allen R. Hendrix  
Scott Stephens & Associates, Inc.  
15021 Bohemian Hall Rd  
Crosby, TX 77532  
Office: (713) 451-3600 / Fax: (713) 451-3300  
[www.stephensappraisals.com](http://www.stephensappraisals.com)



## LAND APPRAISAL REPORT

File No. 235692

SUBJECT	Borrower <b>ZBA Freeport, LLC</b>		Census Tract <b>6643.00</b>		Map Reference <b>KM:911P</b>			
	Property Address <b>104 Mystery Harbor Ln</b>		County <b>Brazoria</b>		State <b>TX</b> Zip Code <b>77541</b>			
	City <b>Freeport</b>		Legal Description <b>A0211 C HENNIGER TRACT 2A2 ACRES 0.103 (FREEPORT)</b>					
	Sale Price \$ <b>None</b>		Date of Sale <b>N/A</b>	Loan Term <b>Unkn.</b> yrs.	Property Rights Appraised <input checked="" type="checkbox"/> Fee <input type="checkbox"/> Leasehold <input type="checkbox"/> De Minimis PUD			
NEIGHBORHOOD	Actual Real Estate Taxes \$ <b>1,319</b>		(yr) Loan charges to be paid by seller \$ <b>None</b>		Other sales concessions <b>None</b>			
	Lender/Client <b>Quick Lending</b>		Address <b>2050 West Sam Houston Pkwy, Suite 1710, Houston, TX 77042</b>					
	Occupant <b>Vacant</b>		Appraiser <b>Allen R. Hendrix</b>		Instructions to Appraiser <b>Market Value Appraisal of the subject property.</b>			
	Location	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Employment Stability	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Avg. <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
	Built Up	<input type="checkbox"/> Over 75%	<input checked="" type="checkbox"/> 25% to 75%	<input type="checkbox"/> Under 25%	Convenience to Employment	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Growth Rate	<input type="checkbox"/> Fully Dev.	<input checked="" type="checkbox"/> Rapid	<input type="checkbox"/> Slow	Convenience to Shopping	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	Convenience to Schools	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Demand/Supply	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Oversupply	Adequacy of Public Transportation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
	Marketing Time	<input checked="" type="checkbox"/> Under 3 Mos.	<input type="checkbox"/> 4-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Recreational Facilities	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Present	55 % One-Unit	0 % 2-4 Unit	0 % Apts.	0 % Condo	10 % Commercial	Adequacy of Utilities	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Land Use	10 % Industrial	25 % Vacant	0 %			Property Compatibility	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Change in Present Land Use	<input checked="" type="checkbox"/> Not Likely	<input type="checkbox"/> Likely (*)			<input type="checkbox"/> Taking Place (*)	Protection from Detrimental Conditions	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Predominant Occupancy	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	5 % Vacant			Police and Fire Protection	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
One-Unit Price Range	\$ 50,000 to \$ 900,000	Predominant Value \$ 250,000					General Appearance of Properties	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
One-Unit Age Range	0 yrs. to 92 yrs.	Predominant Age 42 yrs.					Appeal to Market	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise) <b>The subject is located in a residential neighborhood approximately 55 radial miles south of downtown Houston. Schools, shopping, and employment centers are conveniently located throughout the area. Access to and from the neighborhood is considered to be average.</b>								
SITE	Dimensions <b>90' x 50' per land survey.</b>		= <b>4,500 sf</b> sqft		<input type="checkbox"/> Corner Lot			
	Zoning Classification <b>R2 - Residential</b>		Present Improvements <input checked="" type="checkbox"/> Do <input type="checkbox"/> Do Not		Conform to Zoning Regulations			
	Highest and Best Use <input checked="" type="checkbox"/> Present Use <input type="checkbox"/> Other (specify)							
	Elec.	<input checked="" type="checkbox"/> Available	OFF SITE IMPROVEMENTS		Topo <b>Essentially Level</b>			
	Gas	<input checked="" type="checkbox"/> Available	Street Access <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private		Size <b>Typical for the Area</b>			
	Water	<input checked="" type="checkbox"/> Available	Surface <b>Asphalt Paved</b>		Shape <b>Rectangular</b>			
	San. Sewer	<input checked="" type="checkbox"/> Available	Maintenance <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private		View <b>Residential/Waterview</b>			
		<input type="checkbox"/> Underground Elect. & Tel.	<input type="checkbox"/> Storm Sewer <input type="checkbox"/> Curb/Gutter		Drainage <b>Appears Adequate</b>			
			<input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Lights		Is the property located in a FEMA Special Flood Hazard Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions) <b>The subject is an interior tract of land with no known detriments or adverse conditions, except for being located within the 100 flood zone, which is common for the neighborhood. Typical utility easements are present. Please see the Flood Map for Zone and Panel information. The subject's market area boundaries are: SH 288 to the west, SH 332 to the north and the Gulf of Mexico to the south and east. Site size per Land Survey/CAD records. Police and Fire Protection is provided by the City of Freeport and Brazoria County.</b>							
MARKET DATA ANALYSIS	The undersigned has recited the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.							
	ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3			
	Address	<b>104 Mystery Harbor Ln Freeport, TX 77541</b>	<b>221 S Front St Freeport, TX 77541</b>	<b>0 Pompano Surfside Beach, TX 77541</b>	<b>0 Coast Guard Surfside Beach, TX 77541</b>			
	Proximity to Subject		<b>0.30 miles SE</b>	<b>4.46 miles E</b>	<b>3.88 miles E</b>			
	Sales Price	\$ Per Acre SP:	\$ 115,000	\$ 155,000	\$ 155,000			
	Price	\$ Total SP:	\$	\$	\$			
	Data Source(s)	Inspection/CAD	HAR MLS# 25949348/CAD	HAR MLS# 83584039/CAD	HAR MLS# 36778174/CAD			
	ITEM	DESCRIPTION	DESCRIPTION +(-) \$ Adjust.	DESCRIPTION +(-) \$ Adjust.	DESCRIPTION +(-) \$ Adjust.			
	Date of Sale/Time Adj.	N/A	Cld. 03/23/2022	Cld. 02/14/2022	Cld. 06/02/2023			
	Location	Freeport/Good	Freeport/Good	Surfside Beach/Superior	Surfside Beach/Superior			
Site/View	Res/Waterview	Res/Waterfront	-25,000	Res/Waterfront	-25,000			
Site Size	4,500 sf	9,078 sf	-11,500	7,000 sf	-12,500			
Utilities	Public Water/Sewer	Public Water/Sewer		Public Water/Sewer	Public Water/Sewer			
Sales or Financing	None	Cash		Cash				
Concessions	None	No Concessions		No Concessions				
Net Adj. (Total)		+ - \$ -36,500	+ - \$ -52,500	+ - \$ -65,000				
Indicated Value of Subject		Net 31.7 %	Net 33.9 %	Net 41.9 %				
		Gross 31.7 % \$ 78,500	Gross 33.9 % \$ 102,500	Gross 41.9 % \$ 90,000				
Comments on Market Data <b>Since not every subject can be compared to "ideal" sales, we have chosen the best available sales from a market search which meets the investor guidelines. Every effort has been made to conform to FNMA/FHLMC guidelines and in most cases, an even stricter interpretation has been utilized. (SEE ATTACHED SALES COMPARISON COMMENTS)</b>								
Comments and Conditions of Appraisal <b>All comparable Sales were adjusted for differences in location, view and site size, where applicable. All adjustments derived from a paired sales analysis. No other adjustments were utilized in the market data analysis.</b>								
RECONCILIATION	Final Reconciliation <b>After the adjustment process these sales represent a range of \$78,500 to \$102,500. Based on this information, the market value opinion based on a 1 to 3 month exposure period for the subject tract of land is \$85,000. See addendum for comments regarding the subject's existing home and value comments for the adjacent tract of land located in the drainage district.</b>							
	<b>I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF 06/12/2023 TO BE \$ 85,000</b>							
	Appraiser <b>Allen R. Hendrix</b>		Supervisory Appraiser (if applicable)					
	Date of Signature and Report <b>06/29/2023</b>		Date of Signature					
Title <b>Residential Manager</b>		Title						
State Certification # <b>TX-1338177G</b>		State Certification #						
Or State License #		Or State License #						
Expiration Date of State Certification or License <b>10/31/2024</b>		Expiration Date of State Certification or License						
Date of Inspection (if applicable) <b>06/12/2023</b>		Did <input type="checkbox"/> Did Not <input type="checkbox"/> Inspect Property Date of Inspection						

Borrower	ZBA Freeport, LLC	File No.	235692
Property Address	104 Mystery Harbor Ln		
City	Freeport	County	Brazoria
		State	TX
Lender/Client	Quick Lending	Zip Code	77541

## APPRAISAL AND REPORT IDENTIFICATION

This Report is one of the following types:

- ☒ Appraisal Report (A written report prepared under Standards Rule 2-2(a), pursuant to the Scope of Work, as disclosed elsewhere in this report.)
- ☐ Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(b), pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use by the specified client or intended user.)

## Comments on Standards Rule 2-3

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

## Reasonable Exposure Time


(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: 1 to 3 Months.

## Comments on Appraisal and Report Identification

Note any USPAP-related issues requiring disclosure and any state mandated requirements:

### APPRAISER:

Signature:   
 Name: Allen R. Hendrix  
 Residential Manager  
 State Certification #: TX-1338177G  
 or State License #:  
 State: TX Expiration Date of Certification or License: 10/31/2024  
 Date of Signature and Report: 06/29/2023  
 Effective Date of Appraisal: 06/12/2023  
 Inspection of Subject: ☐ None ☐ Interior and Exterior ☒ Exterior-Only  
 Date of Inspection (if applicable): 06/12/2023

### SUPERVISORY or CO-APPRAISER (if applicable):

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
 Date of Signature: \_\_\_\_\_  
 Inspection of Subject: ☐ None ☐ Interior and Exterior ☐ Exterior-Only  
 Date of Inspection (if applicable): \_\_\_\_\_



**Comments**

File No. 235692

Borrower	ZBA Freeport, LLC				
Property Address	104 Mystery Harbor Ln				
City	Freeport	County	Brazoria	State	TX Zip Code 77541
Lender/Client	Quick Lending				

**APPRAISAL DEVELOPMENT AND REPORTING PROCESS:**

This is an Appraisal Report that is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Practice. As such, it presents discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation that is not provided with the report concerning the data, reasoning, and analyses is retained in my file. The depth of the discussion contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.

**PURPOSE OF THE APPRAISAL**

The purpose of the appraisal is to estimate the current market value of the subject property for cash or the equivalent.

**INTENDED USE AND INTENDED USER OF THE APPRAISAL**

The intended use of this appraisal is to provide an objective value opinion in a normal marketing time for the intended user: **Quick Lending.**

**COMPETENCY PROVISION**

This appraisal report has been completed by Mr. Allen R. Hendrix, who has appraised many properties similar to the subject. Mr. Hendrix is a state certified general real estate appraiser and is current with the educational requirements of the State of Texas.

**COVID-19 (CORONAVIRUS)**

The global outbreak of a "novel coronavirus" known as COVID-19 was officially declared a pandemic by the World Health Organization (WHO). The reader is cautioned, and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of any unforeseen event, subsequent to the effective date of the appraisal.

The COVID-19 or Coronavirus global pandemic arrived in United States in late January of 2020 unleashing unprecedented public gathering restrictions by March of 2020. It is far too early to measure or determine the exact impact this outbreak will cause in the long term in regard to both the commercial and residential markets, as well as the supply chain. Prior to the outbreak, the economic status was considerably strong with unemployment at a 50-year low, wages on the rise, and strong optimism among small businesses. Again, long- and short-term market impact from Covid-19 is not yet measurable from market data as of the effective date of this appraisal however this event is taken into consideration in determining the market value conclusion.

All indications are prices in the short term have not been negatively affected since public awareness in March, 2020.

**DEFINITION OF MARKET VALUE**

Market Value means: the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- (1) Buyer and seller are typically motivated;
- (2) both parties are well informed or well advised, and acting in what they consider their own best interests;
- (3) a reasonable time is allowed for exposure in the open market;
- (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- (5) the price represents the normal consideration of the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

**Comments**

File No. 235692

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**Sources: OCC Regulations, No. 12-CFR-Subpart C-34.42(g)  
Title XI of the FIRREA Act of 1989.**

**HIGHEST & BEST USE**

Highest and best use is defined as "the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value" (*The Dictionary of Real Estate Appraisal*, 6th Edition).

The definitions of highest and best use indicate that there are two types of highest and best use. The first type is highest and best use of land or a site as though vacant. The second is highest and best use of a property as improved. Each type requires a separate analysis. Moreover, in each case, the existing use may or may not be different from the site's highest and best use. Whether as vacant, or as improved, there are four basic tests for highest and best use - legally permissible, physically possible, financially feasible and maximally productive. Simply stated, the highest and best use of a site, or of an improved property must be physically possible relative to the size, shape, and location, the drainage, and the access/visibility. It must be permissible under the law, inclusive of zoning, deed restrictions, or other municipal ordinances, or surrounding property considerations. Finally, the cost of acquiring the site, and/or improvements must be supported by the resale value and/or the rental income.

The subject is located within the city limits of Freeport, Brazoria County, TX and is zoned for residential use. The topographical characteristics of the property are considered to be typical of most tracts in the immediate area. The cost of acquiring the site and/or improvements is supported by the resale value.

As a result of the foregoing analysis, it is our opinion that the highest and best use for the subject as vacant and as improved is for residential use and development as demand warrants.

**APPRAISERS NOTE**

This real estate appraisal makes no guarantee that the subject property is free from any defects. Owners or buyers need to secure their own home inspections through the services of a qualified inspector or engineer in order to satisfy themselves about the over-all condition of the subject property.

**ENVIRONMENTAL CONCERNS**

We are not qualified to detect the existence of hazardous materials, which may or may not be present on the subject property. Hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there is not such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

**SUBJECT HISTORY / EXISTING IMPROVEMENTS / ADJACENT TRACT CONTROLLED BY THE VELASCO DRAINAGE DISTRICT**

Per the land survey, the subject consists of a 4,500 square foot tract of land. Per the Brazoria CAD, the subject sold or transferred deed of title once within the previous 36 months on 01/08/2021. Texas is a non-disclosure State, no other details about this transaction including sales price and terms were available. Per the Brazoria CAD parcel identification number noted as R164255 and the owner of the subject property is noted as ZBA Freeport, LLC.

As of the effective date, the subject is improved with an older single-family home that is dilapidated and considered at the end of its economic life. No market value opinion for this structure has been developed.

The client has also requested a market value estimate of a 25,178 sqft tract of land, Brazoria CAD #164238, which is adjacent to the subject. This tract of land is part of a levee controlled by the Velasco Drainage District, which retains full surface and subsurface rights, meaning no vertical improvements or paving / stabilization could be developed. The market value of this tract of land as compared to the subject is considered minimal due to the lack of rights conveyed to a potential buyer. Based on the assumption of the aforementioned conditions and lack of rights conveyed the market value estimate of the 25,178 sqft tract of land has been discounted 95% as compared to the subject or \$0.94 per sqft or \$23,667, say \$24,000. The market value estimate for the 6,229 sqft section of the 25,178 sqft tract of land noted per the land survey with the same methodology is \$0.94 sqft \$5,855, say \$5,900.

**Comments**

File No. 235692

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**EXPLANATION OF ADJUSTMENTS**

All adjustments made in the Sales Comparison Approach are based on market abstraction via matched paired analysis whenever possible. When this method is utilized, a great degree of care is taken and reasonableness is used. Adjustments are never based on cost, but are based on a combination of market abstraction and discussions with local real estate agents active in the area and our professional experience. The adjustment represents the buyer's reaction to the different characteristics of the comparable sales, as compared to the subject property.

The appraiser researched all land sales in the subject's market area for the previous 12 month time-frame. From this research, the appraiser chose three comparable sales that required the least amount of adjustments. All comparable Sales were adjusted for differences in location, view and site size, where applicable. All adjustments derived from a paired sales analysis. No other adjustments were utilized in the market data analysis.

After the adjustment process these sales represent a range of \$78,500 to \$102,500. Based on this information, the market value opinion based on a 1 to 3 month exposure period for the subject tract of land is \$85,000.

The sales within this report are the most comparable reported sales, and are considered to be the best market data available and required the least amount of adjustments. There are no other recent comparable sales available that would have required less adjustment (gross, net, or line item), than the sales utilized.

The physical and financing information for the comparable sales utilized are confirmed through the respective real estate agents involved in each transaction and the Multiple Listing Service if possible. If this is not possible the information is confirmed through other public sources.

**RECONCILIATION/FINAL RECONCILIATION**

The income approach is not utilized due to the lack of rental data. Some ground leases exist in the subject's market, but are not common. As such, the income approach was not included.

The Cost Approach is utilized to estimate the value of the improvements located on the property minus any form of depreciation and summing this amount with the value of the land. Since, the property is vacant land no value for any improvements have been included. As such, the cost approach was not included.

The Sales Comparison Approach is the third essential approach to determining value. This approach entails 1) comparing the subject property to similar properties that have recently sold, 2) making appropriate adjustments for differences, and 3) applying these differences to the sales prices of the comparable sales. Since the Sales Comparison Approach directly reflects actions in the market place, primary emphasis is given to this approach.

### Subject Photos

Borrower	ZBA Freeport, LLC				
Property Address	104 Mystery Harbor Ln				
City	Freeport	County	Brazoria	State	TX Zip Code 77541
Lender/Client	Quick Lending				



**Front**



**Front**



**Street**



**Waterview**



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Aerial Map

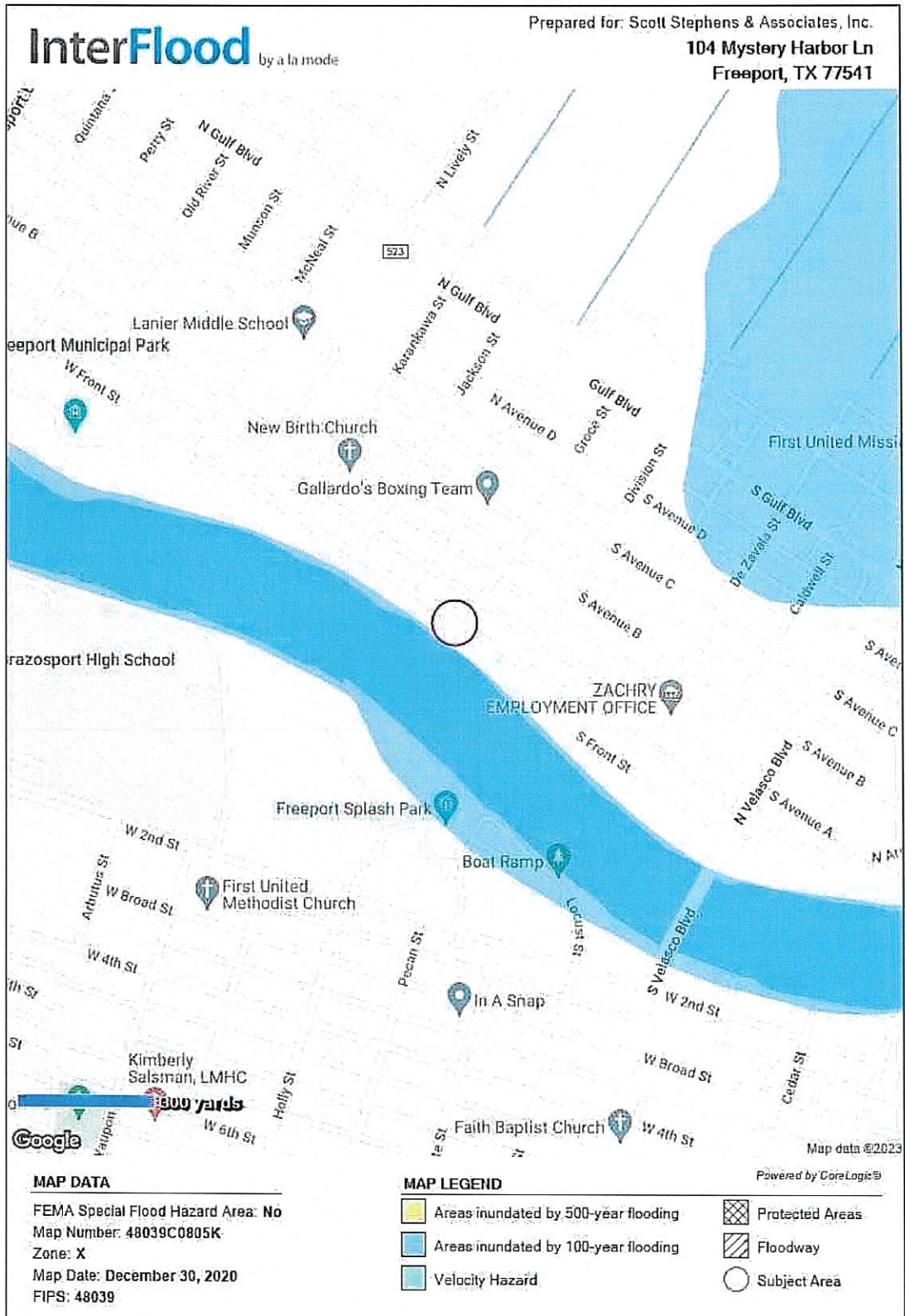
Borrower	ZBA Freeport, LLC				
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## Flood Map

Borrower	ZBA Freeport, LLC				
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City	Freeport	County	Brazoria	State	TX
Lender/Client	Quick Lending			Zip Code	77541



## Comparable Photos

Borrower	ZBA Freeport, LLC				
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Lender/Client	Quick Lending				



### Comparable 1

221 S Front St  
 Prox. to Subject 0.30 miles SE  
 Sales Price 115,000  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location Freeport/Good  
 View Res/Waterfront  
 Site  
 Quality  
 Age



### Comparable 2

0 Pompano  
 Prox. to Subject 4.46 miles E  
 Sales Price 155,000  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location Surfside Beach/Superior  
 View Res/Waterfront  
 Site  
 Quality  
 Age



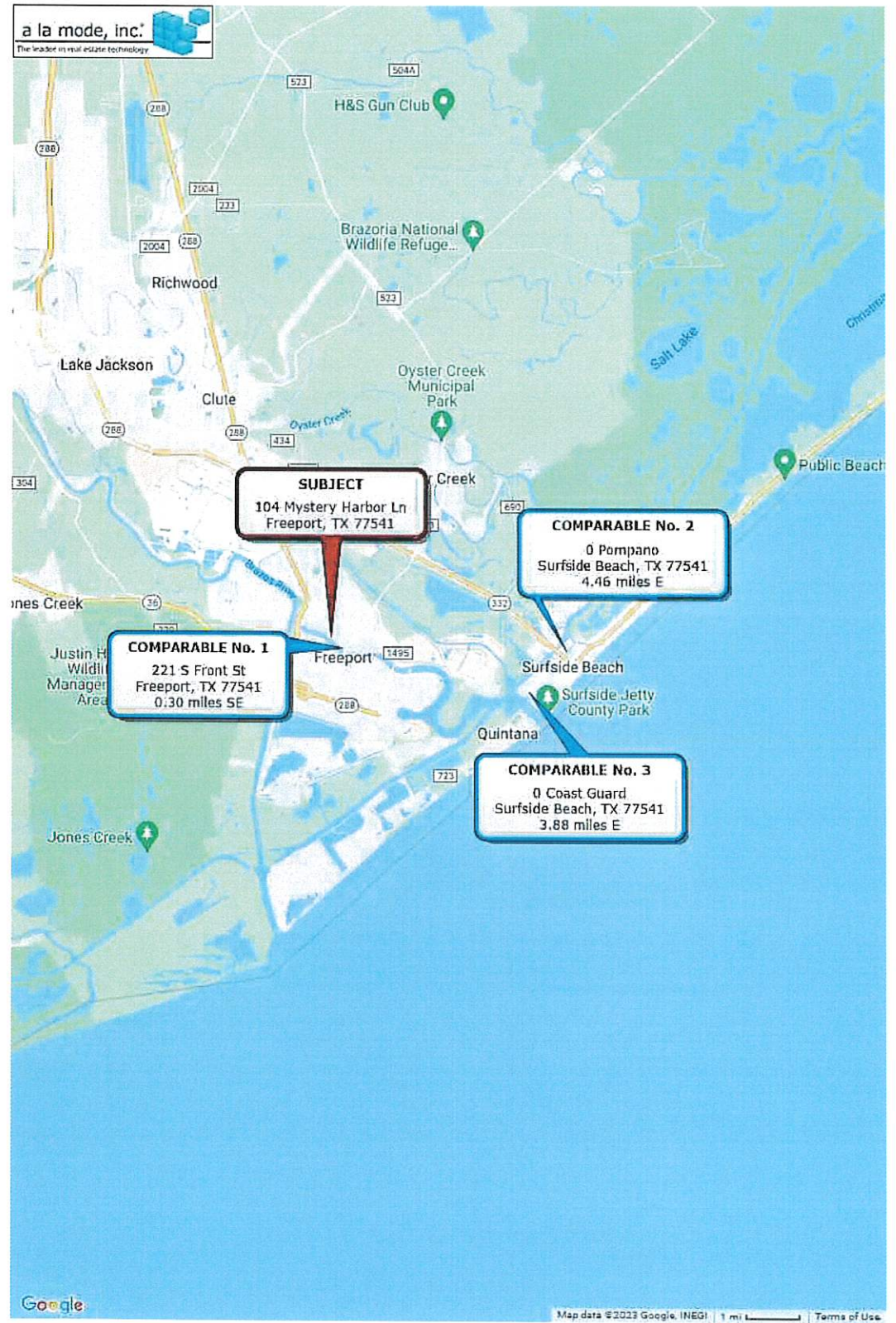
### Comparable 3

0 Coast Guard  
 Prox. to Subject 3.88 miles E  
 Sales Price 155,000  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location Surfside Beach/Superior  
 View Res/Waterfront  
 Site  
 Quality  
 Age



Location Map

Borrower	ZBA Freeport, LLC				
Property Address	104 Mystery Harbor Ln				
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Lender/Client	Quick Lending				





**DEFINITION OF MARKET VALUE:**

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgement.

**STATEMENT OF LIMITING CONDITIONS AND APPRAISER'S CERTIFICATION****CONTINGENT AND LIMITING CONDITIONS:**

The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.

**APPRAISER'S CERTIFICATION:**

The Appraiser certifies and agrees that:

1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form.
4. I have no present or prospective interest in the property that is the subject to this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value estimate, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal. I did not base the appraisal report on a requested minimum valuation, a specific valuation, or the need to approve a specific mortgage loan.
7. I performed this appraisal in conformity with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have personally inspected the interior and exterior areas of the subject property and the exterior of all properties listed as comparables in the appraisal report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.


**SUPERVISORY APPRAISER'S CERTIFICATION:**

If a supervisory appraiser signed the appraisal report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:**

104 Mystery Harbor Ln, Freeport, TX 77541

**APPRAISER:**

Signature:   
Name: Allen R. Hendrix  
Date Signed: 06/29/2023  
State Certification #: TX-1338177G  
or State License #:  
State: TX  
Expiration Date of Certification or License: 10/31/2024

**SUPERVISORY APPRAISER (only if required):**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
State Certification #: \_\_\_\_\_  
or State License #: \_\_\_\_\_  
State: \_\_\_\_\_  
Expiration Date of Certification or License: \_\_\_\_\_

☐ Did☐ Did Not Inspect Property

**License - ARH**

ALLEN RAY HENDRIX  
1110 CAROLYN ST  
DEER PARK, TX 77536



**Certified General  
Real Estate Appraiser**

**Appraiser: ALLEN RAY HENDRIX**

**License #: TX 1338177 G**

**License Expires: 10/31/2024**

Having provided satisfactory evidence of the qualifications required by the Texas Appraiser Licensing and Certification Act, Occupations Code, Chapter 1103, authorization is granted to use this title:  
Certified General Real Estate Appraiser

For additional information or to file a complaint please contact TALCB at [www.talcb.texas.gov](http://www.talcb.texas.gov).

  
**Chelsea Buchholtz  
Commissioner**

## Engagement Letter



### LETTER OF ENGAGEMENT – APPRAISAL ORDER

Date Ordered: 06-12-2023

Due Date : 06-19-2023

**CLIENT:**

Company: Quick Lending, LLC

Address: 2050 W. Sam Houston Pkwy South, Ste 1710, Houston, TX 77042

Contact: Loany Ham and Grecia Marin

Phone: (346) 200-1232 ext. 100/105

Emails: [loany@quicklending.com](mailto:loany@quicklending.com) and [closingteam@quicklending.com](mailto:closingteam@quicklending.com)

**PROPERTY TO BE APPRAISED:**

Address: 104 Mystery Hbr Ln, Freeport, TX 77541, USA

Borrower: ZBA FREEPORT LLC

Access: CHRIS - LOCKBOX

Phone: (281) 467-4777 (CHRIS)

Appraisal Type: Residential AS – COMPLETED Report

Appraisal Fee: \$525

Sales Price: \$35,000.00

Construction Budget: \$0.00

Comments: Parcel One: 164238

Please look at the first attachment to this email. The first parcel is 164238 on the Brazoria County Appraisal District website. The borrower owns parcel 164255 with an old house on it. Parcel 164238 is a platted lot that extends behind his lot and the neighboring lot.

Parcel Two: A portion of 164238

Please see attachment two. Only the south parcel in this survey (which is the East half of 164238) This is the portion of 164238 that is directly behind the borrower property. This parcel is called "Velasco Drainage District .143 Acres" on the survey.

This property lies on the river side of the levee. There should still be survey stakes on site.

Neither parcel contains any improvements. There is no access to this property except through the borrower's lot. Also, by ordinance, nothing can be built on the appraised parcels because it is on the levee, which cannot be excavated in any way.

Valuation Company:

Scott Stephens & Associates, INC.

15021 Bohemian Hall Rd. Crosby, TX 77532

Phone: (713) 451-3600

[www.scottstephensandassociates.com](http://www.scottstephensandassociates.com)

Please email the report and invoice to:

[loany@quicklending.com](mailto:loany@quicklending.com) and [closingteam@quicklending.com](mailto:closingteam@quicklending.com)

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Quick Lending, LLC • 2050 West Sam Houston Parkway South, Suite 1710 • Houston, Texas 77042 • (346) 200-1232



City of Freeport  
Capital Projects  
As of June 31, 2023

Project	Project Status	Budget/Estimated Cost	Spent To Date	Remaining Budget
<b>Fund 67 - 2021 CO Bond Fund</b>				
Lift Station 3, 4, and 14 Rehabilitation	Complete	\$ 1,735,713.00	\$ 1,642,077.04	\$ 93,635.96
FM 1495 Water Line Relocation	Construction has begun	407,368.37	407,368.37	-
Phase I SSOI Engineering	Underway	215,926.36	-	215,926.36
Sanitary Sewer Collection GLO Project	Contract has been awarded. Construction to begin 7/5/2023	59,316.26	-	59,316.26
Wastewater Treatment Plant Grant Match	Engineering is 100% 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	550,151.01	-	550,151.01
	<b>Total Fund 66 - 2021 CO Bond Fund</b>	<b>\$ 5,000,000.00</b>	<b>\$ 2,089,637.71</b>	<b>\$ 2,910,362.29</b>
<b>Fund 66 - 2020 CO Bond Fund</b>				
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	Complete	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	316,203.58	3,926.42
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	421,987.14	4,392.86
2022-2023 Phase 2 Concrete Streets - Construction	Under Construction	1,801,057.37	1,801,057.37	-
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	Awarded contract for construction. Asbestos removal to begin in July	998,000.00	120,155.18	877,844.82
	<b>Total Funding Fund 66 - 2020 CO Bond Fund</b>	<b>\$ 7,876,575.76</b>	<b>\$ 6,332,714.78</b>	<b>\$ 1,543,860.98</b>
<b>Fund 14 - Streets &amp; Drainage Funds</b>				
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	Complete	150,000.00	101,665.10	48,334.90
Streets & Drainage Project	Project to be determined	581,611.00	-	581,611.00
2022-2023 Phase 2 Concrete Streets - Construction	Under Construction	1,751,537.36	662,268.33	1,089,269.03
Road Failure - 1420 10th Street	Complete	17,000.00	17,000.00	-
Rebuild Stormwater Pump	Complete	24,269.00	24,268.29	0.71
Repair Ally East 5th at Cherry	Complete	72,120.00	72,119.38	0.62
2022-2023 Phase 2 Concrete Streets - Engineering	Construction Observation	15,000.00	12,643.22	2,356.78
	<b>Total Funding Fund 14 - Streets &amp; Drainage Fund</b>	<b>\$ 3,106,578.36</b>	<b>\$ 938,964.32</b>	<b>\$ 2,167,614.04</b>

**Fund 21 - Facilities & Grounds CIP**

City Hall Renovations	Awarded contract for construction. Asbestos removal to begin in July	\$	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	Construction has begun.		20,000.00		-		20,000.00
Police Department Parking Lot Improvements	To be quoted		20,000.00		-		20,000.00
Landing Repairs	Complete		65,000.00		57,502.23		7,497.77
Service Center Exterior	Complete		60,000.00		32,400.00		27,600.00
Riverplace Parking Lot Improvements	Complete		85,000.00		73,500.00		11,500.00
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
<b>Total Fund 21 - Facilities &amp; Grounds CIP</b>		<b>\$</b>	<b>2,072,760.00</b>	<b>\$</b>	<b>293,007.86</b>	<b>\$</b>	<b>1,779,752.14</b>

**Fund 22 - Vehicle & Equipment Replacement Fund**

Replace 2 Ambulances	Ordered & Received Some Outfitting	\$	600,000.00	\$	173,756.81	\$	426,243.19
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	Received one truck and second is on order		80,000.00		44,013.25		35,986.75
Recreation Center Equipment	Completed		10,000.00		9,640.00		360.00
Vehicle Replacement - Police	Ordered		292,748.00		177,071.13		115,676.87
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		22,117.20		(6,117.20)
One Ton Dump Truck	Completed		90,000.00		78,705.00		11,295.00
SCADA for Stormwater Pumps	Completed		60,000.00		49,500.00		10,500.00
Zero Turn Mower	Completed		18,000.00		17,975.13		24.87
Generators	The City awarded generators for Lift Stations 3 & 4. Still have 3 under review		60,000.00		-		60,000.00
<b>Total Fund 22 - Vehicle &amp; Equipment Replacement</b>		<b>\$</b>	<b>1,986,010.05</b>	<b>\$</b>	<b>842,706.57</b>	<b>\$</b>	<b>1,143,303.48</b>

**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
		<b>\$</b>	<b>108,645.47</b>	<b>\$</b>	<b>92,640.42</b>	<b>\$</b>	<b>16,005.05</b>

**Grant Funded Projects**

CDBG MIT 2016 HUD - Sanitary Sewer Collection System SSOI	Contract has been awarded. Construction to begin 7/5/2023						
CDBG MIT Harvey - Wastewater Treatment Plant Improvements	Engineering is 100% Complete						
CDBG - Bar Screen Replacement	Complete						
CDBG - Avenue H Sewer Line Replacement	Complete						
		\$	5,931,626.00	\$	438,461.52	\$	5,493,164.48
			5,991,468.00		216,131.61		5,775,336.39
			193,271.00		22,942.55		170,328.45
			260,000.00		-		260,000.00
		\$	12,376,365.00	\$	824,921.58	\$	11,551,443.42

**Other Projects**

Unicode Migration Project	Financial System, Utility Billing, and Court Complete. HR in progress.					
			208,000.00		77,213.25	
		\$	208,000.00	\$	77,213.25	
					\$	130,786.75

**City of Freeport  
Grant Listing**

Applying for	Status	Type of Project	Actions	Deadline	Grant Amount	City Match	Total Project
Homeland Security-Port Security							
BrushTruck 2022	In Progress			12/31/2022	\$ 125,000	\$ -	\$ 125,000
BrushTruck 2021	Denied			12/31/2021	145,000	-	145,000
Radios				12/31/2022	212,000	-	212,000
S.A.F.E.R.				12/31/2022			-
Training Grant					103,000	-	103,000
FEMA AFG (American Firefighters Grant)							-
Texas Forestry Service-Arson Conference							-
Mobile Video Equipment Upgrade	Pending	Upgrade Patrol Unit Camera	Pending OOG Review	02/09/2023	102,650	-	102,650
Body Camera Upgrade Project	Pending	Body Camera Upgrade Project	Pending OOG Review	02/09/2023	43,902	-	43,902
Rifle-Resistant Body Armor	Pending	Rifle-Resistant Body Armor	Pending Applicant Response (Fund Hold)	02/09/2023	50,908	-	50,908
Beach Maintenance (BMR)	In Progress	Beach Maintenance		8/31/2023	12,000	-	12,000
Lift Station #3 Generator	In Progress	Generator	Approved	1/15/2022	36,000	4,000	40,000
Lift Station #4 Generator	In Progress	Generator	Approved	1/15/2022	36,000	4,000	40,000
Lift Station #14 Generator	In Progress	Generator	Not Funded	1/15/2022	36,000	4,000	40,000
City Hall Generator	In Progress	Generator	Not Funded	1/15/2022	300,000	100,000	400,000
Riverplace Generator	In Progress	Generator	Not Funded	1/15/2022	150,000	50,000	200,000
Service Center Generator	Denied	Generator		1/15/2022	150,000	50,000	200,000
Recreation Center Generator	Denied	Generator		1/15/2022	150,000	50,000	200,000
Mitigation Grant Sewer Line Rep.	Granted	Sewer Line Replacements	Waiting to award construction contract	11/16/2021	5,931,626	59,915	5,991,541
Mitigation Grant WWTP Improvements	Granted	WWTP Improvements	Completing Engineering & Environ.	12/7/2021	5,991,468	60,520	6,051,988
HGAC MIT Water Pump Station Ren.	In Progress	Pump Station Renovations	Pending Review	1/9/2022	1,837,967	-	1,837,967
TXDOT Sidewalks	In Progress	Sidewalk Renovations	Completing Application		5,000,000	-	5,000,000

Total Applied For	\$ 20,413,521	\$ 382,435	\$ 20,795,956
Total Denied	445,000	100,000	545,000
Total in Review/Waiting Approval	1,092,460	162,000	1,254,460
Total to be Received	18,876,061	120,435	18,996,496



## **Office of City Secretary Monthly Report June 2023**

### **Public Information Request:**

7 requests were received, 7 closed in the month of June.

### **Agenda's and Minutes Prepared:**

3 City Council Agenda's. 3 sets of City Council Meeting Minutes

### **Recodification with Municode:**

Emails with Sandra Fox on the Code of Ordinances

### **Oaths of Office given to new Board Members:**

### **Texas Municipal Clerks Certification Program:**

Prep for the second exam.



## Finance, Court & Water Departments

**Title:** Monthly Report for June 30, 2023

**Date:** July 17, 2023

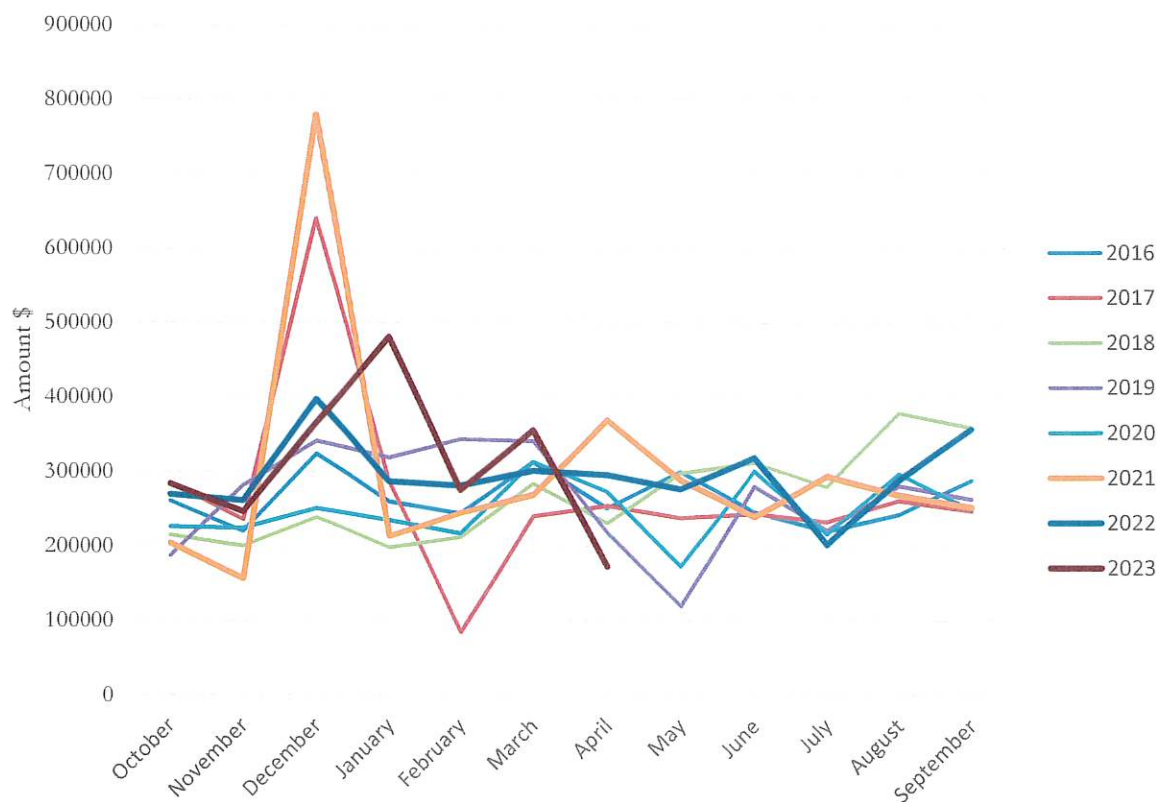
**From:** Cathy Ezell, Finance Director

### Financial Information

#### The General Fund:

The revenues collected for the General fund as of June 30, 2023 are \$17,966,358 or 90.45% 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 June 30, 2023 are \$14,329,582 or 70.72% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues are over the expenditures by \$3,636,776. The fund balance or reserves of the General Fund as of June 30, 2023 is \$9,551,597. This is 47.14% of the expenditure budget.

## Monthly Report Finance, Court & Water Departments

### **Water & Sewer Fund**

The revenues for the Water & Sewer Fund as of June 30, 2023 are \$5,569,254 or 30.68% of the budgeted revenues. See the attached Monthly Financial Report for more detail.

The expenditures for the Water & Sewer Fund as of June 30, 2023 are \$4,862,363 or 73.71% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues are under the expenditures by \$706,892. The fund balance or reserves for the Water & Sewer Fund as of June 30, 2023 is \$806,598. This fund balance is only 12.23% 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 July. 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 June.

City of Freeport  
Monthly Financial Report  
As of June 30, 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	
<b>Revenues</b>					
EMS	\$ 571,697	\$ 589,000	\$ 589,000	\$ 526,611	89.41%
Property Taxes	3,092,192	3,355,000	3,355,000	3,062,520	91.28%
Industrial Taxes	8,171,633	8,679,299	8,679,299	8,337,451	96.06%
Sales Tax	2,361,795	2,250,000	2,250,000	1,456,195	64.72%
Franchise & Other Taxes	664,892	644,000	644,000	466,505	72.44%
Permits	276,188	196,625	196,625	495,756	252.13%
Charges for Services	858,762	793,700	793,700	600,422	75.65%
Recreation/Rental	121,819	100,500	100,500	73,584	73.22%
Golf	814,284	652,000	652,000	654,225	100.34%
Municipal Court	234,733	208,500	208,500	119,892	57.50%
Grants	1,788,558	2,092,765	2,092,765	1,495,759	71.47%
Lease Income	151,087	125,000	125,000	22,291	17.83%
Miscellaneous	649,261	176,820	176,820	655,148	370.52%
<b>Total Revenues</b>	<b>19,756,901</b>	<b>19,863,209</b>	<b>19,863,209</b>	<b>17,966,358</b>	<b>90.45%</b>
<b>Expenditures</b>					
Administration	\$ 2,113,246	\$ 1,792,676	\$ 1,792,676	\$ 1,677,659	93.58%
Information Technology	-	229,628	229,628	224,111	97.60%
Service Center	231,715	201,887	201,887	147,410	73.02%
Municipal Court	239,515	231,301	231,301	210,710	91.10%
Police	4,855,088	5,254,992	5,254,992	3,742,052	71.21%
Fire	1,200,390	1,425,610	1,425,610	1,076,994	75.55%
EMS	1,020,517	969,552	969,552	612,443	63.17%
Emergency Management	150,986	-	-	-	
Code Enforcement	393,520	479,991	479,991	313,060	65.22%
Building	306,662	308,662	308,662	203,258	65.85%
Garbage Collection	887,107	720,000	720,000	495,862	68.87%
Street & Drainage	1,403,967	1,500,782	1,500,782	1,071,597	71.40%
Beach Fund Expense	57,529	42,850	42,850	16,301	38.04%
Historical Museum	345,069	374,526	374,526	183,152	48.90%
Sr Citizens Commission	7,731	7,500	7,500	4,942	65.89%
Library	33,549	41,535	41,535	24,195	58.25%
Parks	1,284,982	1,294,028	1,294,028	850,619	65.73%
Golf	1,190,704	1,235,668	1,235,668	915,303	74.07%
Recreation	492,678	572,840	572,840	262,259	45.78%
Interfund Transfer to	4,502,980	3,729,095	3,729,095	2,410,155	64.63%
Interfund Transfer from	(150,000)	(150,000)	(150,000)	(112,500)	75.00%
<b>Total Expenditures</b>	<b>20,567,934</b>	<b>20,263,123</b>	<b>20,263,123</b>	<b>14,329,582</b>	<b>70.72%</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>\$ (811,034)</b>	<b>\$ (399,914)</b>	<b>\$ (399,914)</b>	<b>\$ 3,636,776</b>	
Ending Fund Balance	\$ 5,914,821	\$ 5,165,055	\$ 5,514,907	\$ 9,551,597	



City of Freeport  
Monthly Financial Report  
As of June 30, 2023  
Water Sewer Fund

	FY2022 Actuals	Adopted FY2023 Budget	Amended FY2023 Budget	Year to Date Actual	% YTD Budget
Beginning Fund Balance	\$ 50,936	\$ 174,759	\$ 99,707	\$ 99,707	
<b>Revenues</b>					
Interlocal Revenue	\$ 16,086	\$ 4,000	\$ 4,000	\$ 3,691	92.28%
Interest	2,408	1,000	1,000	10,709	1070.95%
Misc Income	1,749	-	-	15	N/A
Misc Income Return Checks	1,242	1,000	1,000	725	72.50%
Utility Reimbursements	165,400	100,000	100,000	104,267	104.27%
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)	-	-	(11)	N/A
Water Revenue	3,500,777	4,178,200	4,178,200	3,056,429	73.15%
Water Revenue - Misc	(1,722)	-	-	-	N/A
Sewer Revenue	2,563,543	2,400,000	2,400,000	1,995,254	83.14%
Sewer Revenue - Misc	20	-	-	-	N/A
Sewer Surcharge	321	-	-	-	N/A
Water Tap Fee	23,752	15,000	15,000	28,876	192.51%
Sewer Tap Fee	3,040	3,000	3,000	4,429	147.63%
Bad Debt Write-Off	728	1,000	1,000	1,401	140.11%
Connect & Disconnect Fees	132,499	110,000	110,000	109,019	99.11%
Transfer from General Fund	323,000	-	-	-	N/A
<b>Total Revenues</b>	<b>7,491,862</b>	<b>6,813,200</b>	<b>18,150,188</b>	<b>5,569,254</b>	<b>30.68%</b>
<b>Expenditures</b>					
Salaries	\$ 98,019	\$ 102,267	\$ 102,267	\$ 69,317	67.78%
Benefits	97,149	40,692	40,692	39,799	97.81%
Supplies	76,241	70,950	70,950	23,426	33.02%
Services	5,553,016	5,848,140	5,848,140	4,230,007	72.33%
Maintenance	89,129	65,000	65,000	49,370	75.95%
Sundry	16,548	17,800	17,800	20,094	112.89%
Capital Outlay	1,083,229	-	-	91,762	N/A
Debt Service Fees	9,833	-	-	-	N/A
Transfer to Debt Service	269,928	301,450	301,450	226,087	75.00%
Transfer to CO2021 Bond Fund	-	-	-	-	N/A
Transfer to General Fund	150,000	150,000	150,000	112,500	75.00%
<b>Total Expenditures</b>	<b>7,443,091</b>	<b>6,596,299</b>	<b>6,596,299</b>	<b>4,862,363</b>	<b>73.71%</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>\$ 48,771</b>	<b>\$ 216,901</b>	<b>\$ 11,553,889</b>	<b>\$ 706,892</b>	
Ending Fund Balance	\$ 99,707	\$ 391,660	\$ 11,653,596	\$ 806,598	



***City of Freeport Utility Billing***  
**June 2023 Statistics**

Total Active Accounts	3,575	
Total Services Disconnected	62	
Total New Services	42	
Billed Consumption - Water	31,568,500	\$ 427,775.21
Billed Consumption - Sewer	19,978,500	235,173.48
Billed Garbage		72,519.67
Billed Ambulance		6,961.24
Total Billed		<u>\$ 742,429.60</u>



***City of Freeport Municipal Court***  
**June 2023 Statistics**

	<b>June</b>	<b>Year-to-Date</b>
Citations Issued	167	1178
Number of Violations Issued	192	1380
Court Payments Received	\$ 25,950.87	\$ 206,856.07

	<b>June</b>	<b>June</b>
Warrants Issued	-	\$ -
Total Active Warrants	2,303	\$ 919,165.93

	<b>Number of Persons on Docket</b>
Court Attendance	85



**CITY OF FREEPORT**  
**FREEPORT FIRE & EMS DEPARTMENT**

*131 East 4<sup>th</sup> 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: July 17, 2023

Re: June 2023

Response alarms:            Fire -        20  
                                     EMS -       218  
                                     Total -     238

Significant Events:        Air Ambulance transport: 7  
                                     Request mutual aid into the city EMS response: 4 FIRE 1  
                                     Mutual aid given to other cities to cover EMS response: 4 FIRE 0  
                                     Two EMS units working calls at the same time: 30  
                                     Three working EMS alarms: 4  
                                     Four working EMS alarms: 1  
                                     Five working EMS alarms: 0  
                                     Transport rate: 66%

Equipment/Infrastructure:    Fire Station #1 driveway repair: No update.  
   Station #2: Addressing site plan and utilities.

Emergency Management:    Preparing emergency management response to natural disasters.

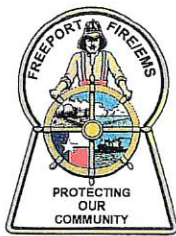
Mitigation Grants:        Reviewing mitigation projects for the City of Freeport.

Personnel:                Staffing:  
                                     Fire Fighter Vacancy: Three (Full-time)  
                                     Fire Fighter Vacancy: Two (Part-time)  
                                     EMS Vacancy:        Six (Part-time).  
                                     Employee testing: OPEN  
                                     Interviews and backgrounds complete: 0  
                                     New Employees: Jacob Botello

Training Employees:    Texas Department of Emergency Management: Chief Chris Motley.  
                                     ACLS/PALS EMS: Praslicka, on, Davison, Vierra,

EMS Proctor:            Brazosport College EMS Students Field Proctor: 5 students





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Christopher Motley  
Chief / EMC

Mike Praslicka  
Deputy Chief  
EMS Coordinator

Micheal Dumas  
Deputy Chief  
Fire Marshal

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Injuries: None.

Events: Brazoria County Firefighter Association, Fire Chief Meeting  
Brazoria County Firefighter Association, Fire Field Meeting  
Brazoria County Firefighter Association, Fire Chief Meeting  
Brazoria County OEM, Judge Sebesta Hurricane Presentation  
Freeport LNG Drill (Fire)  
Freeport Police Department Cops & Kids Camp

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

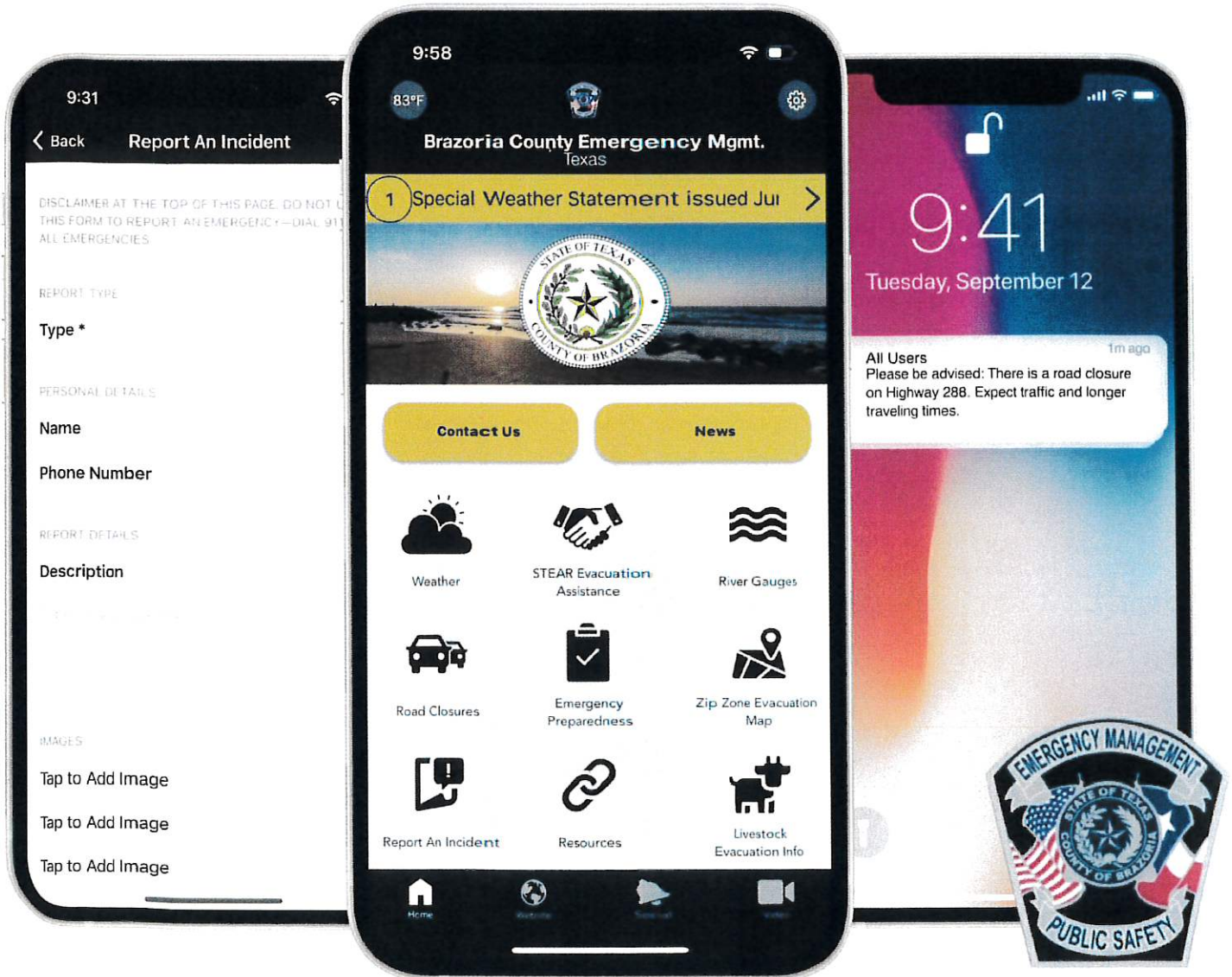
Announcements: N/A

## **Emergency Preparedness Meeting with Mayors, City Managers, and City Emergency Managers**

- 1) Emergency Management “101”**
  - a) TDEM Form 147**
  - b) Texas Local Government Code “418”**
  - c) Brazoria County Emergency Management Plan**
    - i) Resolute vs non-Resolute Cities**
    - ii) ICS / NIMS requirements**
- 2) County Partner Calls during any event**
- 3) Evacuation Timing Strategy**
- 4) Process for issuing a Disaster Declaration**
  - a) Governors Letter**
  - b) Disaster Summary Outline**
  - c) pSTAT**
  - d) iSTAT**
- 5) WebEOC User Account**
  - a) State of Texas Assistance Request (STAR)**
- 6) STEAR Data Base**
  - a) Evacuations**
  - b) Long term outages**
- 7) Debris Removal Contract vs Interlocal**
- 8) Brazoria County OEM APP**

# Brazoria County OEM Mobile App

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BRAZORIA COUNTY SHORELINE RESTORATION TASK FORCE

AGENDA

June 26, 2023

12:00 pm – 1:00 pm

Port Freeport Admin Bldg.  
1100 Cherry Street, Freeport, TX 77541

Lunch provided by:



- Item 1 Welcome and Introduction of Committee and Luncheon Host
- Item 2 Approval of March 17, 2022 minutes
- Item 3 Tony Williams, GLO
  - Coastal Spine Project
- Item 4 Kevin Frenzel, GLO – written report
- Item 5 Thomas Durnin, GLO – written report
- Item 6 Commissioner Payne, Pct 1
  - Update on the RESORE projects
  - GLO Grant
- Item 7 Funding Bryan Frazier, Brazoria County Parks Director
  - Fish kill along Brazoria County beaches
  - San Luis Pass Park HQ remodel
  - Quintana Park update
- Item 8 Beach Community Report
- Item 9 Joe Ripple, ASBPA, October 10-13, 2023
- Item 10 Discuss next meeting date



## **Minutes – March 17, 2022**

### **Brazoria County Shoreline Restoration Task Force**

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The meeting was held at Brazoria County Pct 1 and lunch provided by HDR

#### **Members Present:**

Joe Ripple, Floodplain Administrator Brazoria County  
Dude Payne, Commissioner, Brazoria County Pct. 1  
Nancy Wollam, State Rep. Cody Vasut  
Gloria Millsap, Senator Joan Huffman  
Steve Jones, Treasure Island  
Chris Motley, City of Freeport  
Gregg Bisso, Mayor, Village of Surfside  
Bryan Frazier, Director Brazoria County Parks Department

#### **Guests:**

Sonja Draper, Pct. 1  
Sandra Shaw, Brazosport Area Chamber of Commerce  
David Thacker, Constable, Brazoria County Pct 1  
Harry deButts, Treasure Island  
Nick Malambri, Port Freeport  
Patricia Newson, Treasure Island MUD  
Dodie Armstrong, Rep. Randy Weber  
Charles Davenport  
Keith Neshyba, HDR  
Jason Foltyn, HDR  
David Weston, HDR  
Philip Blackman, HDR  
Kristin Halley, *via conference call*  
Michele Culver, GLO *via conference call*  
Kevin Frenzel, GLO *via conference call*

Chairman Joe Ripple opened the meeting, welcomed members and guests and thanked HDR for providing lunch for the meeting.

HDR gave a presentation on beach nourishment on McFaddin beach and dune ridge restoration of about 20 miles. Shoreline protection on four miles of the Gulf shoreline. Stabilization on Rockefeller Refuge Gulf in Louisiana. Marsh restoration and protection of wetlands at Dickinson Bayou. Protection on expansion of critical Rookery Islands habitat.

Introductions by all members and guests.

Approval of November 15, 2021 minutes – motion made by Mayor Gregg Bisso, second made by Nancy Wollam.

Commissioner Dude Payne

- San Bernard River Dredging Project  
90% complete, has not gone as well as expected
- Quintana Pier  
Is closed for repair due to damage from Hurricane Nicholas. Final design will take four to six months, then going out for bids for construction.
- Requested 5 million dollars of ARPA funds from the GLO thru the Governor's office for protection of Blue Water Highway. Nancy Wollam has been a tremendous help with this.

Kevin Frenzel with the GLO

Updates on the following projects from Thomas Durnin (not able to attend meeting)

- Village of Surfside Beach Groin System/Beach Nourishment  
Engineering work is being drafted and the work order tasks will cover everything to execute the project. Once this work order is executed and a Notice to Proceed is issued to the project engineer in the next month or so, work will be underway.
- Treasure Island MUD Beach Nourishment Regulatory Permitting  
Review on a revised scope of work and cost-estimate has been completed. This permitting effort is to obtain a new USACE permit for Brazoria County to authorize placement of material dredged from San Luis Pass Park Boat ramp on the shoreline adjacent to Treasure Island.
- Treasure Island MUD-San Luis Pass Revetment  
A new CEPRA Cycle 12 project. Objective to complete the final engineering design, technical specifications and construction of 1,200-foot-long shoreline protection structure. The GLO is developing a new Project cooperation to be executed with the MUD for this project. Drafting and execution of the agreement is anticipated to occur within the next several months.
- Various Treasure Island Structure Relocation Expense Reimbursement Projects  
The GLO has received 5 proposals, four having been approved for structures located off Gulf Beach Drive. The owners of three are committed to move forward and the GLO is in the process of developing Project Cooperation Agreements. The fifth application was only recently submitted and will be evaluated for approval in the next week or so.

Kevin Frenzel with the GLO

- Brazoria County Cycle 12 Applications  
BC Sediment plan proposed by the Army Corp of Engineers. Last week there was a meeting discussing scope of the project and what are the needs.  
  
Another project proposed by Ducks Unlimited. They received a US Fish and Wildlife Award to protect the Brazoria National Wildlife Refuge Shoreline. They have request 6.5 million of GOMESA funds and matching 3.5 million Fish and Wildlife funds. This is to construct near shore break waters along 7 miles of shoreline.

Tony Williams is working with the Army Corp on Eco System Restoration projects up and down the coast including a beach nourishment for the entire length of Follet's Island. The GLO is working to move this project into preliminary design.

Bryan Frazier, Parks Department

San Luis Pass Park Head Quarters remodel is nearing the end of renovation.

Quintana Park is open after almost being closed for six months after hurricane Nicholas. All but one cabin is open.

Quintana Fishing Pier extension will probably be pushed back a few months. In the process of getting the contract for the repairs from the damage of hurricane Nicholas.

Beach Community Reports

Comments from members

Chairman Joe Ripple adjourned the meeting

## Joe Ripple

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**From:** Kevin Frenzel <Kevin.Frenzel@GLO.TEXAS.GOV>  
**Sent:** Monday, June 26, 2023 7:43 AM  
**To:** Joe Ripple  
**Subject:** RE: Dune Restoration committee meeting for Brazoria County

Good Morning Joe,  
Hope your weekend was nice. Here are a couple of updates for you and I believe that Thomas will also be providing some updates on his projects, too.

**San Bernard NWR Shoreline Protection Project-** Breakwater segments in the Cedar Lakes area along the GIWW are in the 60% design phase, awaiting USACE permits. (The Sargent unit breakwater segment is part of the project and is currently being constructed but is outside of Brazoria Co.)

**Brazoria NWR Shoreline Protection Project-** Breakwater segments in the Chocolate Bay, Long Pond, Oyster Lake, and Salt Lake Marsh areas along the GIWW are at the 60% design phase, awaiting USACE permits.

The GLO is working on a contract for the **Brazoria County Regional Sediment Management Initiative Project** which facilitates the implementation of sediment management policies, initiatives, priorities, and projects that can provide a more effective use of sediments and dredged materials for shoreline protection, habitat conservation and restoration. The field component of this project is a sediment bedload collector study to supplement the USACE's modeling efforts as part of their Planning Assistance to the States Agreement with Brazoria County.

Thanks,  
Kevin

**From:** Joe Ripple <joer@brazoriacountytx.gov>  
**Sent:** Tuesday, June 20, 2023 2:34 PM  
**To:** Kevin Frenzel <Kevin.Frenzel@GLO.TEXAS.GOV>  
**Subject:** [EXTERNAL] Dune Restoration committee meeting for Brazoria County

Kevin, sorry to hear you will not be available for our Dune Restoration committee meeting. If possible could you send a brief summary about projects slated for Brazoria County.

You will be missed!! Fresh Gulf shrimp for lunch.

As always, know that YOU are appreciated

Joe Ripple  
Brazoria County Floodplain Director  
979864-1272

Sent from [Mail](#) for Windows

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## Monthly Golf Course Report June 2023

The month of May was a nice test for us and to see how our rounds would stack up when we got more than average rainfall. We ended the month with 10.25" of rain for the month and still surpassed our revenue goal. The goal we had set for the month was \$70,000 and we ended May at \$86,000. This now puts us at \$140,594 over our fiscal year goal, and if Mother Nature is kind to us we should surpass our 30,000 rounds goal for the year.

Tournaments continue to be a strong support to our revenue goals as well as some very positive advertising, as the feedback has been very good and we filled all of our spring dates. We also have our annual ladies' clinic we offer to the community free of charge (also great advertising) in June that is completely filled.

Areas of concern is our irrigation pump house. We had a motor go out and had to quickly replace as the other motor was already out and left us with zero water for the course. We still have one pump down and working on quotes for this. Another area of concern is some of the leaks in the proshop from all the rain we received. This will only add to the mold we already have in the proshop that has been previously addressed.

I have included more detailed reports that go over our course numbers in depth.

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
<b>Total</b>	<b>\$50,050</b>	<b>\$48,650</b>	<b>\$47,900</b>	<b>\$41,000</b>	<b>\$36,900</b>	<b>\$55,800</b>	<b>\$69,600</b>	<b>\$69,700</b>	<b>\$66,200</b>	<b>\$60,750</b>	<b>\$52,750</b>	<b>\$52,700</b>	<b>\$652,000</b>

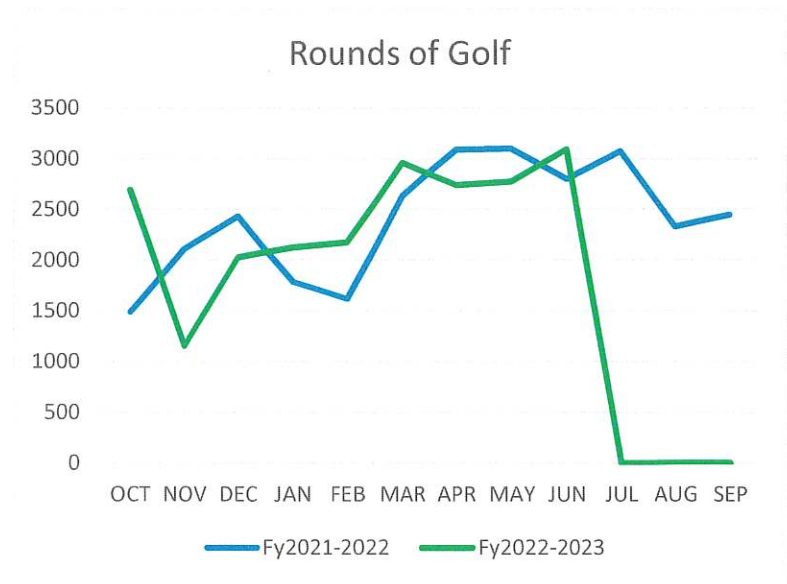
Actual

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	33,171	29,641	31,959				213,927
Rec(taxable)	0	0	0	0	0	0	0	0	0				
Golf Cart	11,864	5,066	8,021	8,567	9,249	12,140	10,565	10,618	13,531				89,620
Merchandise	15,283	6,623	9,337	10,781	13,225	22,171	18,872	18,916	21,578				136,787
Prep Food	952	390	839	885	883	1,267	3,650	1,577	1,243				11,686
Beer Sales	9,311	3,189	5,716	5,874	6,204	9,174	9,571	8,617	10,871				68,527
Drinks/Chips	3,499	1,390	2,431	2,293	2,990	4,476	4,014	4,852	6,234				32,178
Memberships	10,450	7,890	13,733	9,927	10,278	14,601	14,066	11,939	13,572				106,457
<b>Total</b>	<b>\$76,592</b>	<b>\$33,384</b>	<b>\$53,931</b>	<b>\$61,757</b>	<b>\$62,570</b>	<b>\$91,891</b>	<b>\$93,909</b>	<b>\$86,160</b>	<b>\$98,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$659,180</b>

<b>Over/Under</b>	<b>\$26,542</b>	<b>-\$15,266</b>	<b>\$6,031</b>	<b>\$20,757</b>	<b>\$25,670</b>	<b>\$36,091</b>	<b>\$24,309</b>	<b>\$16,460</b>	<b>\$32,788</b>				<b>\$173,382</b>
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## Rounds of Golf

Month	Fy2021-2022	Fy2022-2023
OCT	1489	2692
NOV	2109	1153
DEC	2430	2028
JAN	1785	2125
FEB	1619	2176
MAR	2633	2961
APR	3089	2740
MAY	3100	2776
JUN	2801	3094
JUL	3076	0
AUG	2328	0
SEP	2443	0
	28902	21745



## 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	192
MAY	191	196
JUN	201	186
JUL	200	0
AUG	199	0
SEP	198	0





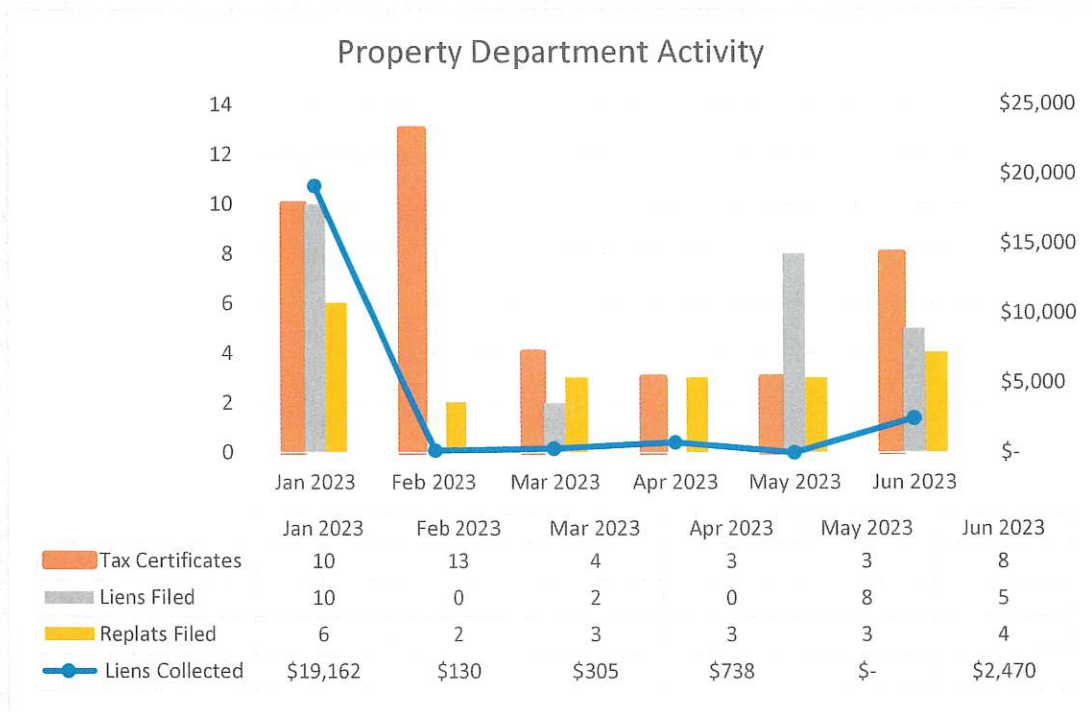
Revenue for the fiscal years

	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	\$ 30,448.00	\$ 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	\$ 40,299.00	\$ 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	\$ 93,909.09
May	\$ 49,583.00	\$ 50,784.00	\$ 59,984.00	\$ 65,535.00	\$ 46,083.00	\$ 53,746.00	\$ 57,607.00	\$ 51,940.00	\$ 56,256.00	\$ 48,499.00	\$ 30,164.00	\$ 50,065.00	\$ 57,692.00	\$ 62,730.00	\$ 28,942.99	\$ 58,401.78	\$ 92,185.04	\$ 86,160.24
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	\$ 98,988.23
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	659,181.71

## Property & GIS Monthly Report May 2023

### Property:

- Lien Calculations/Payoff Preparations/Releases
  - Liens Collected: \$ 2,469.60
  - Lien Payoff Preparations: 1
  - Liens Released: 7
- Brazoria County Tax Office – Tax Certificates (8)
- Brazoria County Clerk – File Liens (5) & Replats (4)



### GIS:

- Update ownership data
  - New Data Uploads Paused per BCAD
- 200' Replat maps with ownership
- 911 Address Range Verifications
- New Address Assignments
- Departmental Data Information Requests
- Apartment Complexes
- Buildable Lots (City Owned)

### Projects:

- Illumination Street Lights - Submission of Approval Letter (2/7/23) 100%
  - Centerpoint – Engineering
- GIS Mapping Data 30%



# Human Resources Monthly Report

Date: July 7, 2023

HR TEAM: Donna Fisher

## HR Services Team Priorities and Results for June 2023:

- **Welcomes and Well-wishes:**
  - **We are excited to welcome:**
    - **Jacob Botello – Firefighter/EMT – Fire Department**
    - **Emmanuel Pena-Velasquez – Maintenance Technician – Parks Department**
- **Training/Coaching/Performance Improvement:**
  - **Performance Issues Addressed:** We had three (3) employee termination for performance this month.
- **Employee Turnover/Recruiting/Hiring Progress:**
  - **Employee Turnover:** We had four (4) employee separations in June. One employee from the Police Department, one from the Finance Department, one from the Recreation Center and one from Public Works - Parks
  - **Internal Transfers/Promotions:** Joy Jacob transferred from Animal Control Officer to Court Clerk and Alex Johnson transferred from Jailer to Police Officer during the month of June.
  - **Recruiting:** Active recruiting searches include:
    - Part-time EMT
    - Firefighter/EMT – Full and Part Time
    - Part-time Crossing Guard
    - Police Officer
    - Financial Analyst – Finance Department
    - Telecommunications Officer (Dispatch) – Police Department
    - Jailer – Police Department
    - Animal Control Officer – 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 June. We have won one (1) unemployment appeal case this calendar year (Jan.- December). The City's account will not be charged for this unemployment claim.
  - **Workers Compensation Claims:** We had four (4) active Workers Comp. claims in June.
  - **Family & Medical Leave Cases (FMLA)-** We had two (2) active FMLA cases in June.

- **Employee Benefits:** We had a Mobile Mammogram unit from Kelsey-Seybold in June. We accepted bids for health and ancillary services
- **Training/Development:** We are completing the annual Cybersecurity Training Requirements. We are planning to reinstate group trainings on Sexual Harassment, Ethics for Local Government, Diversity in the Workplace, and Sexual Harassment for Supervisors in August. Attended TML Employment Law for Local Governments Training in Austin.

### **Priorities for July:**

- **Employee Benefits** – Work with Holmes Murphy on process of finalizing rates for health and ancillary services. Schedule Open Enrollment date for August
- **Payroll Conversion** – Executime, the new timekeeping system, is scheduled to “go live” in July
- **Training/Development** – Attend TCOLE training in Alvin



# Information Technology Monthly Report

- Cloud VOIP Phone fully deployed in city, migration 90% complete.
- New Timeclock system initiated and functional for all departments.
- Completed Freeport Library building network install for City managed lines in cooperation with county.
- New Digital Fax solution for multiple departments.
- Emergency Pool Phone installed at Rec Center
- Configured City Click-scan Server for digital conversion of all new city documentation. 266,000 documents scanned have been uploaded from vendor so far.

## Upcoming Events:

- Wide-Format Printer with OCR Scanning.
- Incident Response Policy/Plan
- Court Doc digital scanning system
- New Agenda and Council Meeting Digital System upgrade.
- Website re-designs
- Secure Wireless Traffic with RADIUS and expand wireless encryption and authentication to all city facilities.
- Renegotiate Microsoft licensing for better rates and reduced over-all cost.

JUNE 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

## **JUNE POLICE REPORT**

### **I. CALLS FOR SERVICE**

2292 calls for service were reported for the month.  
Zuercher Records Management System (RMS) reports to follow.

### **II. INCIDENTS**

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

### **III. TRAFFIC STOPS**

406 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 June to include for a total of 511 hours across the department.  
A sergeant completed the sergeant academy, Chief completed chiefs training, in addition to other staff completed FEMA training and field training.

### **V. COMMUNITY EVENTS**

The police department participated in the following events in the month of June:  
- Cops and Kids Camp June 5-7<sup>th</sup>  
- Juneteenth Festival June 17<sup>th</sup>

The following upcoming events for July and August:

- July 27<sup>th</sup> Tip a Cop
- August 5<sup>th</sup> Kids Fest

### **VI. COMPLAINTS and COMPLIMENTS**

There was a complaint regarding officers blocking Brazosport Blvd. Upon investigating the call, it was regarding a medical call for person to be possibly life flighted.

There was a complaint regarding officers transporting juveniles without parent's approval. Upon investigating the call, the juveniles were without adult supervision and caused a disturbance. Juveniles were transported back to one of the parent's and released to them. Spoke to the parents, it was a misunderstanding and no complaint



*Professionalism – Respect – Integrity – Compassion – Accountability – Transparency*



## **COMPLAINTS and COMPLIMENTS (continued)**

There was a compliment given by Surfside Police Department on how great our dispatch did regarding an incident.

Our Administrative Assistant/Office Manager compiled necessary records and documents for our state CJIS audit. The PD passed and was in compliance with all standards. New information was obtained to update our process.

### **VII. STAFFING**

#### **DISPATCHERS:**

Dispatch is currently short 2 positions.

#### **JAILER:**

A jailer completed the police academy and transferred to patrol. We are currently short 1 jailer position.

#### **ACO:**

An ACO transferred to city hall for better schedule and more opportunities.

#### **POLICE OFFICERS:**

We have a new officer, former jailer Alex Johnson. One officer was terminated. We currently are short 2 position.

#### **PROMOTIONS:**

None.

# Freeport Police Department

Monthly Call For Service CC

Printed on July 7, 2023

Description	Totals	
911 CALL	288	288
911 HANG UP	85	85
ABANDONED VEHICLE	8	8
ACCIDENT - HIT & RUN	8	8
ACCIDENT - MAJOR	8	8
ACCIDENT - MINOR	19	19
ALARM - BUSINESS	17	17
ALARM - MEDICAL	3	3
ALARM - RESIDENTIAL	8	8
AMBULANCE CALL - FREEPORT	148	148
AMBULANCE CALL - OYSTER CREEK	20	20
AMBULANCE CALL - SURFSIDE	56	56
ANIMAL BITE	1	1
ANIMAL CONTROL - GENERAL	183	183
ASSAULT	5	5
ATTEMPT TO SERVE - WARRANT	6	6
BAR CHECK	17	17
BEACH PATROL	15	15
BOMB THREAT	1	1
BROADCAST	9	9
BURGLARY - BUILDING	5	5
BURGLARY - MOTOR VEHICLE	1	1
CITY ORDINANCE VIOLATION	10	10
CIVIL MATTER	8	8
CIVIL STANDBY	8	8
CLERK CHECK	55	55
CLOSE PATROLLING AREA	232	232
CLOSE PATROL REQUEST	5	5
CPS RELATED INVESTIGATION	19	19
CRIMINAL MISCHIEF	7	7
CRIMINAL TRESPASSING	10	10
DEATH INVESTIGATION	1	1
DEBRIS IN ROADWAY	5	5
DISCHARGE FIREARM	3	3
DISORDERLY CONDUCT	1	1
DISTURBANCE PHYSICAL	29	29
DISTURBANCE VERBAL	18	18
DISTURBANCE WEAPONS	1	1
DUMPING ILLEGALLY	1	1
Duplicate Call	1	1
FIRE - ALARM	3	3
FIRE CALL	12	12



Description	Totals	
FLAGGED DOWN	4	4
FOLLOW UP	35	35
FOUND PROPERTY	5	5
FRAUD	4	4
GAS/CHEMICAL RELEASE	2	2
HARASSMENT	3	3
INCIDENT REPORT	9	9
INSPECTION	6	6
JAIL CHECK	2	2
JAIL DUTY	1	1
JUVENILE COMPLAINTS	16	16
KIDNAPPING	1	1
LOST ARTICLE/PROPERTY	1	1
MENTAL HEALTH CALL/REFERAL	11	11
MISCELLANEOUS	64	64
MISSING JUVENILE	4	4
MISSING PERSON	3	3
MOTORIST ASSIST	11	11
NARCOTICS COMPLAINT	2	2
NOISE COMPLAINT	20	20
OPEN DOOR/WINDOW	2	2
OTHER AGENCY ASSIST	17	17
PARKING VIOLATION	6	6
POLICE ESCORT	1	1
PRISONER TRANSPORT	14	14
PUBLIC INTOXICATION	4	4
PUBLIC RELATIONS	1	1
RECKLESS CONDUCT	1	1
RECKLESS DRIVER	21	21
RECOVER RUNAWAY	2	2
REPORT DROPPED IN ERROR	5	5
REPOSESSION VEHICLE	10	10
RUNAWAY	7	7
SEXUAL OFFENSE	2	2
SPEAK WITH OFFICER	60	60
SPECIAL ASSIGNMENT	5	5
SPECIAL WATCH	11	11
SUBJECT CONTACT	17	17
SUSPICIOUS CIRCUMSTANCE	27	27
SUSPICIOUS SUBJECT	36	36
SUSPICIOUS VEHICLE	12	12
TERRORISTIC THREATS	3	3
THEFT	20	20
TOWED VEHICLE	1	1
TRAFFIC COMPLAINT	10	10
TRAFFIC CONTROL	2	2

Description	Totals	
TRAFFIC STOP	363	363
UNAUTH USE OF A VEHICLE	1	1
UNWANTED SUBJECT	38	38
WARRANT CLASS B OR ABOVE	5	5
WARRANT MUNICIPAL	3	3
WATER / STREET DEPT CALLOUT	12	12
WELFARE CONCERN	22	22
	7	7
<b>Totals</b>	2292	2292

# Freeport Police Department

Monthly Incidents CC

Printed on July 7, 2023

Reported	Case Number	Offenses	Description
06/01/23	FPD23-0740	INCIDENT REPORT	SPEAK WITH OFFICER
06/01/23	FPD23-0741	THEFT CLASS C	THEFT
06/01/23	FPD23-0742	PUBLIC INTOXICATION	CRIMINAL TRESPASSING
06/01/23	FPD23-0743	INCIDENT REPORT	RUNAWAY
06/01/23	FPD23-0744	VIOL BOND/PROTECTIVE ORDER	UNWANTED SUBJECT
06/02/23	FPD23-0745	DEATH INVESTIGATION	DEATH INVESTIGATION
06/02/23	FPD23-0746	THEFT PROP >=\$100<\$750	THEFT
06/02/23	FPD23-0747	THEFT PROP >=\$100<\$750	THEFT
06/02/23	FPD23-0748	ASSAULT BY PHYSICAL CONTACT	UNWANTED SUBJECT
06/02/23	FPD23-0749	CRIMINAL TRESPASS	UNWANTED SUBJECT
06/02/23	FPD23-0750	ASSAULT BY PHYSICAL CONTACT	ASSAULT
06/02/23	FPD23-0751	OTHER JURISDICTION WARRANT;	DISTURBANCE PHYSICAL
06/03/23	FPD23-0752	DRIVING WHILE INTOXICATED	DRIVING WHILE INTOXICATED
06/03/23	FPD23-0753	POSSESSION OF DRUG	TRAFFIC STOP
06/03/23	FPD23-0754	POSSESSION OF DRUG	TRAFFIC STOP
06/03/23	FPD23-0755	POSSESSION OF DRUG	TRAFFIC STOP
06/03/23	FPD23-0756	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
06/03/23	FPD23-0757	DRIVING WHILE INTOXICATED;	ACCIDENT - MAJOR
06/03/23	FPD23-0759	OTHER JURISDICTION WARRANT	DISTURBANCE VERBAL
06/03/23	FPD23-0758	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
06/04/23	FPD23-0760	PUBLIC INTOXICATION W/3 PRIOR	SUSPICIOUS SUBJECT
06/04/23	FPD23-0761	BURGLARY OF HABITATION	911 CALL
06/04/23	FPD23-0762	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
06/04/23	FPD23-0763	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
06/04/23	FPD23-0764	THEFT PROP >=\$100<\$750	THEFT
06/04/23	FPD23-0765	AGG ASSAULT W/DEADLY	ASSAULT
06/04/23	FPD23-0766	ASSAULT CAUSES BODILY INJURY	WELFARE CONCERN
06/04/23	FPD23-0767	INCIDENT REPORT	FOUND PROPERTY
06/04/23	FPD23-0768	DRIVING WHILE INTOXICATED 2ND	DRIVING WHILE INTOXICATED
06/05/23	FPD23-0769	ASSAULT CAUSES BODILY INJURY	DISTURBANCE PHYSICAL
06/05/23	FPD23-0770	INCIDENT REPORT	BURGLARY - BUILDING
06/05/23	FPD23-0771	INCIDENT REPORT	JUVENILE COMPLAINTS
06/06/23	FPD23-0772	CAPIAS WARRANT	WARRANT MUNICIPAL
06/07/23	FPD23-0773	SEXUAL ASSAULT - non-forcible	SEXUAL OFFENSE
06/07/23	FPD23-0774	THEFT PROP >=\$100<\$750	REPORT DROPPED IN ERROR
06/07/23	FPD23-0776	RESIST ARREST SEARCH OR	SUSPICIOUS SUBJECT
06/07/23	FPD23-0775	BURGLARY OF BUILDING	THEFT
06/07/23	FPD23-0782		REPORT DROPPED IN ERROR
06/07/23	FPD23-0777	ASSAULT BY THREATS	SPEAK WITH OFFICER
06/07/23	FPD23-0778	CRIMINAL TRESPASS	CRIMINAL MISCHIEF
06/07/23	FPD23-0779	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
06/08/23	FPD23-0780	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/08/23	FPD23-0781	FRAUD - GENERAL	FRAUD

Reported	Case Number	Offenses	Description
06/08/23	FPD23-0783	INCIDENT REPORT	BURGLARY - BUILDING
06/08/23	FPD23-0784	INCIDENT REPORT	DISTURBANCE PHYSICAL
06/08/23	FPD23-0785	INCIDENT REPORT	RUNAWAY
06/08/23	FPD23-0786	CRIMINAL MISCHIEF/CLASS C;	OPEN DOOR/WINDOW
06/08/23	FPD23-0787	INCIDENT REPORT	FOUND PROPERTY
06/09/23	FPD23-0788	CITY WARRANT	WARRANT MUNICIPAL
06/09/23	FPD23-0789	INCIDENT REPORT	RUNAWAY
06/10/23	FPD23-0790	THEFT PROP >=\$750<\$2,500	THEFT
06/10/23	FPD23-0791	THEFT CLASS C	THEFT
06/10/23	FPD23-0792	CRIMINAL TRESPASS	CRIMINAL TRESPASSING
06/10/23	FPD23-0793	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
06/10/23	FPD23-0794	PUBLIC INTOXICATION	PUBLIC INTOXICATION
06/11/23	FPD23-0795	DRIVING WHILE INTOXICATED 2ND	TRAFFIC STOP
06/11/23	FPD23-0796	INCIDENT REPORT	RUNAWAY
06/11/23	FPD23-0797	FAIL TO REMAIN AND REPORT	ACCIDENT - HIT & RUN
06/11/23	FPD23-0798	CAPIAS WARRANT	CLOSE PATROLLING AREA
06/11/23	FPD23-0799	RESIST ARREST SEARCH OR	SPEAK WITH OFFICER
06/11/23	FPD23-0800	ASSAULT CAUSES BODILY INJURY	ASSAULT
06/11/23	FPD23-0801	INCIDENT REPORT	MISSING PERSON
06/12/23	FPD23-0802	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
06/12/23	FPD23-0803	INCIDENT REPORT	RUNAWAY
06/12/23	FPD23-0804	ACCIDENT INVOLVING DAMAGE TO	ACCIDENT - HIT & RUN
06/12/23	FPD23-0805	THEFT CLASS C	THEFT
06/13/23	FPD23-0806	INCIDENT REPORT	INCIDENT REPORT
06/13/23	FPD23-0807	THEFT PROP >=\$100<\$750	THEFT
06/13/23	FPD23-0808	OTHER JURISDICTION WARRANT	TRAFFIC STOP
06/13/23	FPD23-0809	INCIDENT REPORT	INCIDENT REPORT
06/14/23	FPD23-0810	OTHER JURISDICTION WARRANT	TRAFFIC STOP
06/14/23	FPD23-0811	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/15/23	FPD23-0812	CRIMINAL MISCHIEF >=\$750<\$2,500	CRIMINAL MISCHIEF
06/15/23	FPD23-0813		FIRE CALL
06/15/23	FPD23-0814	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/15/23	FPD23-0821	ASSAULT BY PHYSICAL CONTACT	911 CALL
06/15/23	FPD23-0815		911 CALL
06/15/23	FPD23-0816	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/15/23	FPD23-0817	DRIVING WHILE INTOXICATED	ACCIDENT - MINOR
06/15/23	FPD23-0819	PUBLIC INTOXICATION	UNWANTED SUBJECT
06/15/23	FPD23-0818	INCIDENT REPORT	MISCELLANEOUS
06/15/23	FPD23-0820	DRIVING WHILE INTOXICATED	ACCIDENT - MAJOR
06/16/23	FPD23-0822	POSSESSION OF DRUG	THEFT
06/16/23	FPD23-0823	THEFT CLASS C; THEFT PROP	THEFT
06/17/23	FPD23-0824	ASSAULT FAM/HOUSE MEM	DISTURBANCE PHYSICAL
06/17/23	FPD23-0825	INCIDENT REPORT	INCIDENT REPORT
06/17/23	FPD23-0826	D.O.C. UNREASONABLE NOISE	NOISE COMPLAINT
06/17/23	FPD23-0827	INCIDENT REPORT	OTHER AGENCY ASSIST
06/18/23	FPD23-0828	SPEEDING; POSS DEL DRUG	TRAFFIC STOP
06/18/23	FPD23-0829	THEFT PROP >=\$100<\$750	THEFT



Reported	Case Number	Offenses	Description
06/18/23	FPD23-0830	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/18/23	FPD23-0831	FAIL TO IDENTIFY FUGITIVE	DISTURBANCE VERBAL
06/18/23	FPD23-0832	CITY WARRANT	WARRANT MUNICIPAL
06/19/23	FPD23-0833	POSS CS PG 2 >= 4G<400G;	ATTEMPT TO SERVE - WARRANT
06/19/23	FPD23-0834	CRIMINAL MISCHIEF >=\$100<\$750	BURGLARY - BUILDING
06/20/23	FPD23-0835	BURGLARY OF BUILDING	BURGLARY - BUILDING
06/20/23	FPD23-0836	ASSAULT CAUSES BODILY INJURY	ASSAULT
06/20/23	FPD23-0837	PUBLIC INTOXICATION	UNWANTED SUBJECT
06/20/23	FPD23-0838	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/20/23	FPD23-0839	INCIDENT REPORT	ACCIDENT - MINOR
06/20/23	FPD23-0840	INCIDENT REPORT	DISTURBANCE PHYSICAL
06/21/23	FPD23-0841	INCIDENT REPORT	LOST ARTICLE/PROPERTY
06/21/23	FPD23-0842	ROBBERY	ROBBERY
06/21/23	FPD23-0843	OTHER JURISDICTION WARRANT	BEACH PATROL
06/21/23	FPD23-0844	INCIDENT REPORT	INCIDENT REPORT
06/21/23	FPD23-0845	INVASIVE VISUAL RECORDING	SUSPICIOUS CIRCUMSTANCE
06/21/23	FPD23-0846	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
06/21/23	FPD23-0847	THEFT CLASS C	THEFT
06/22/23	FPD23-0848	BURGLARY OF VEHICLE - theft from	BURGLARY - MOTOR VEHICLE
06/22/23	FPD23-0849	PUBLIC INTOXICATION	911 CALL
06/22/23	FPD23-0850	THEFT CLASS C	THEFT
06/23/23	FPD23-0851	DRIVING WHILE INTOXICATED	DRIVING WHILE INTOXICATED
06/23/23	FPD23-0852	OTHER JURISDICTION WARRANT	WARRANT OTHER AGENCY
06/23/23	FPD23-0853	FRAUD - GENERAL	FRAUD
06/23/23	FPD23-0854	INCIDENT REPORT	FOUND PROPERTY
06/23/23	FPD23-0855	ALLOWING DOG TO RUN AT LARGE	ANIMAL BITE
06/24/23	FPD23-0856	ASSAULT CAUSES BODILY INJURY	ASSAULT
06/24/23	FPD23-0857	DUTY ON STRIKING FIXTURE/HWY	CRIMINAL MISCHIEF
06/24/23	FPD23-0858	ASSAULT CAUSES BODILY INJ	ASSAULT
06/24/23	FPD23-0859	EVADING ARREST DETENTION	TRAFFIC STOP
06/24/23	FPD23-0865	INCIDENT REPORT	ABANDONED VEHICLE
06/24/23	FPD23-0860	ASSAULT BY PHYSICAL CONTACT	DISTURBANCE VERBAL
06/24/23	FPD23-0861	ASSAULT CAUSES BODILY INJURY	DISTURBANCE PHYSICAL
06/25/23	FPD23-0862	PUBLIC INTOXICATION	UNWANTED SUBJECT
06/25/23	FPD23-0863	PUBLIC INTOXICATION	BAR CHECK
06/25/23	FPD23-0864	INCIDENT REPORT	MISCELLANEOUS
06/25/23	FPD23-0866	TERRORISTIC THREAT	SPEAK WITH OFFICER
06/25/23	FPD23-0867	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
06/25/23	FPD23-0868	PAROLE VIOLATION	SUSPICIOUS SUBJECT
06/25/23	FPD23-0869	FAIL TO IDENTIFY GIVING	TRAFFIC STOP
06/26/23	FPD23-0870	PUBLIC INTOXICATION	DISTURBANCE PHYSICAL
06/26/23	FPD23-0871	CRIMINAL TRESPASS; THEFT	CRIMINAL TRESPASSING
06/27/23	FPD23-0872	INCIDENT REPORT	FIRE CALL
06/27/23	FPD23-0873	DEATH INVESTIGATION	DEATH INVESTIGATION
06/27/23	FPD23-0874	D.O.C. FIGHTING WITH ANOTHER;	DISTURBANCE PHYSICAL
06/27/23	FPD23-0875	PUBLIC INTOXICATION	SUSPICIOUS CIRCUMSTANCE
06/27/23	FPD23-0876		DISTURBANCE PHYSICAL

Reported	Case Number	Offenses	Description
06/27/23	FPD23-0877	INCIDENT REPORT	DISTURBANCE PHYSICAL
06/27/23	FPD23-0878	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
06/27/23	FPD23-0879	INCIDENT REPORT	FOUND PROPERTY
06/27/23	FPD23-0881	ASSAULT CAUSES BODILY INJURY	DISTURBANCE VERBAL
06/27/23	FPD23-0880	INCIDENT REPORT	ACCIDENT - MINOR
06/27/23	FPD23-0882	ASSAULT CAUSES BODILY INJ	DISTURBANCE PHYSICAL
06/28/23	FPD23-0883		REPORT DROPPED IN ERROR
06/28/23	FPD23-0884	INCIDENT REPORT	ACCIDENT - MINOR
06/28/23	FPD23-0885	INCIDENT REPORT	FRAUD
06/28/23	FPD23-0886	FALSE ALARM OR REPORT	FALSE REPORT
06/28/23	FPD23-0887	PUBLIC INTOXICATION	PUBLIC INTOXICATION
06/28/23	FPD23-0888	FAIL TO REMAIN AND REPORT	ACCIDENT - MINOR
06/28/23	FPD23-0889	ASSAULT BY PHYSICAL CONTACT	DISTURBANCE PHYSICAL
06/28/23	FPD23-0890	RESIST ARREST SEARCH OR	ACCIDENT - MAJOR
06/28/23	FPD23-0891	SEXUAL ASSAULT - rape	SEXUAL OFFENSE
06/29/23	FPD23-0892	FRAUD - GENERAL	FRAUD
06/29/23	FPD23-0893	D.O.C. INDECENT EXPOSURE	FOLLOW UP
06/29/23	FPD23-0894	PUBLIC INTOXICATION W/3 PRIOR	SUSPICIOUS SUBJECT
06/29/23	FPD23-0895	THEFT CLASS C	UNWANTED SUBJECT
06/29/23	FPD23-0896	INCIDENT REPORT	INCIDENT REPORT
06/29/23	FPD23-0897	INCIDENT REPORT	MENTAL HEALTH CALL/REFERAL
06/29/23	FPD23-0898	ASSAULT CAUSES BODILY INJ	DISTURBANCE PHYSICAL
06/30/23	FPD23-0899	INCIDENT REPORT	CITY ORDINANCE VIOLATION
06/30/23	FPD23-0900	THEFT OF SERV >=\$750<\$2,500	THEFT
06/30/23	FPD23-0901	POSSESSION OF DRUG	TRAFFIC STOP
06/30/23	FPD23-0902	DEATH INVESTIGATION	AMBULANCE CALL - FREEPORT

**Total Records: 163**

# Freeport Police Department

Monthly Traffic Stops CC

Printed on July 7, 2023

Descriptions	Totals	
Advice Given	3	3
Arrest	16	16
Citation Issued	115	115
Citation Issued ; Advice Given	4	4
Citation Issued ; Report Taken	2	2
Citation Issued ; Report Taken; Written Warning Issued	2	2
Citation Issued ; Written Warning Issued	4	4
CTW Issued	1	1
CVE - No Violation	2	2
Disregard / Event Cancelled	1	1
Handled By Officer / Deputy	3	3
Information Recieved	1	1
No Police Action Taken	1	1
Report Taken	2	2
Report Taken; Arrest	2	2
Verbal Warning Issued	2	2
Written Warning Issued	245	245
<b>Totals</b>	<b>406</b>	<b>406</b>

DPW  
Monthly Report  
July 2023



WHERE FUN HAPPENS



# DPW Monthly Report July 2023

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Building Maintenance.....	10
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# DPW Monthly Report July 2023

## Description

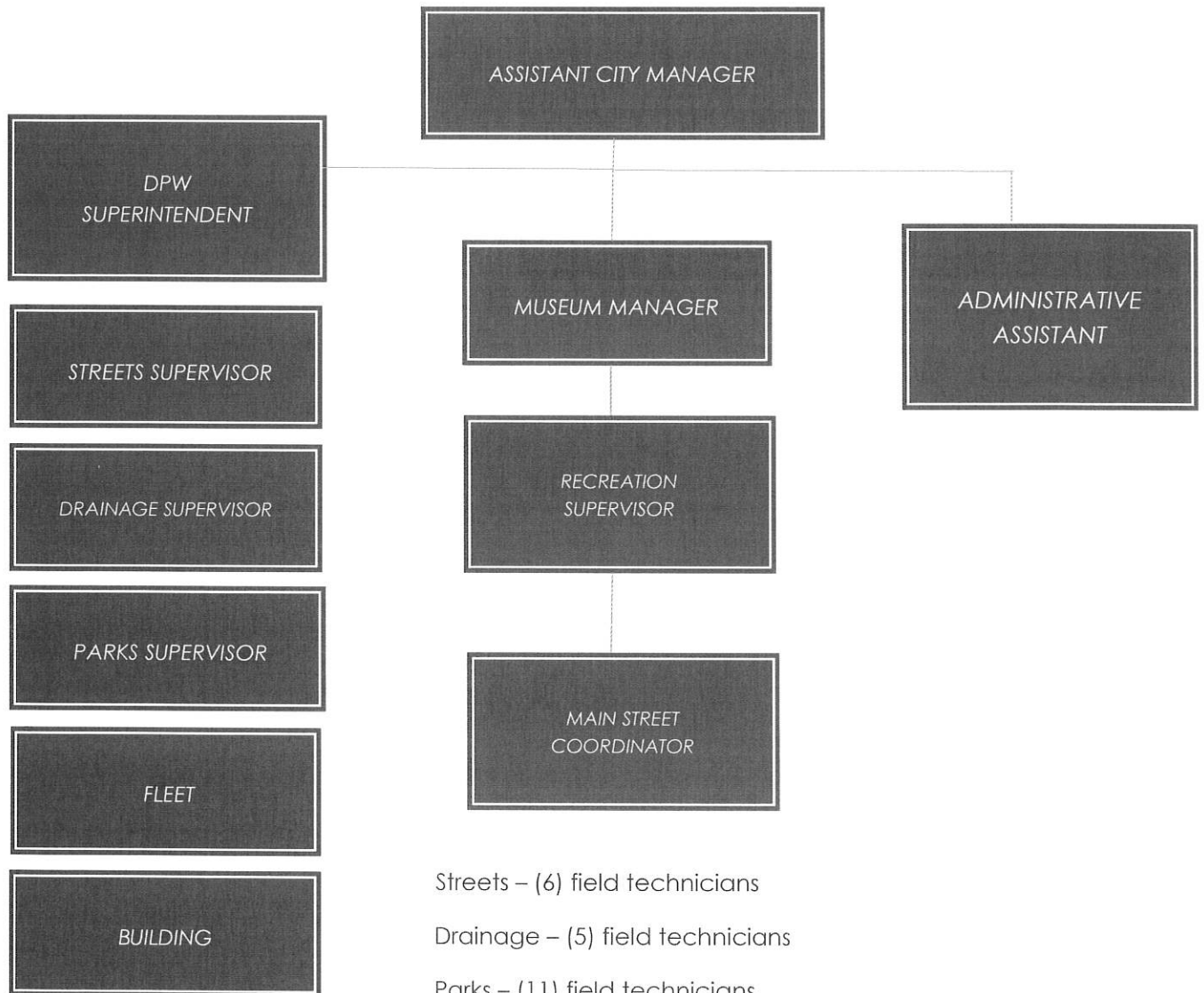
The DPW is administered by the Assistant City Manager. It is the responsibility of the department to successfully manage the City of Freeport infrastructure systems, City owned facilities, equipment, fleet, recreation and museum.

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 July 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

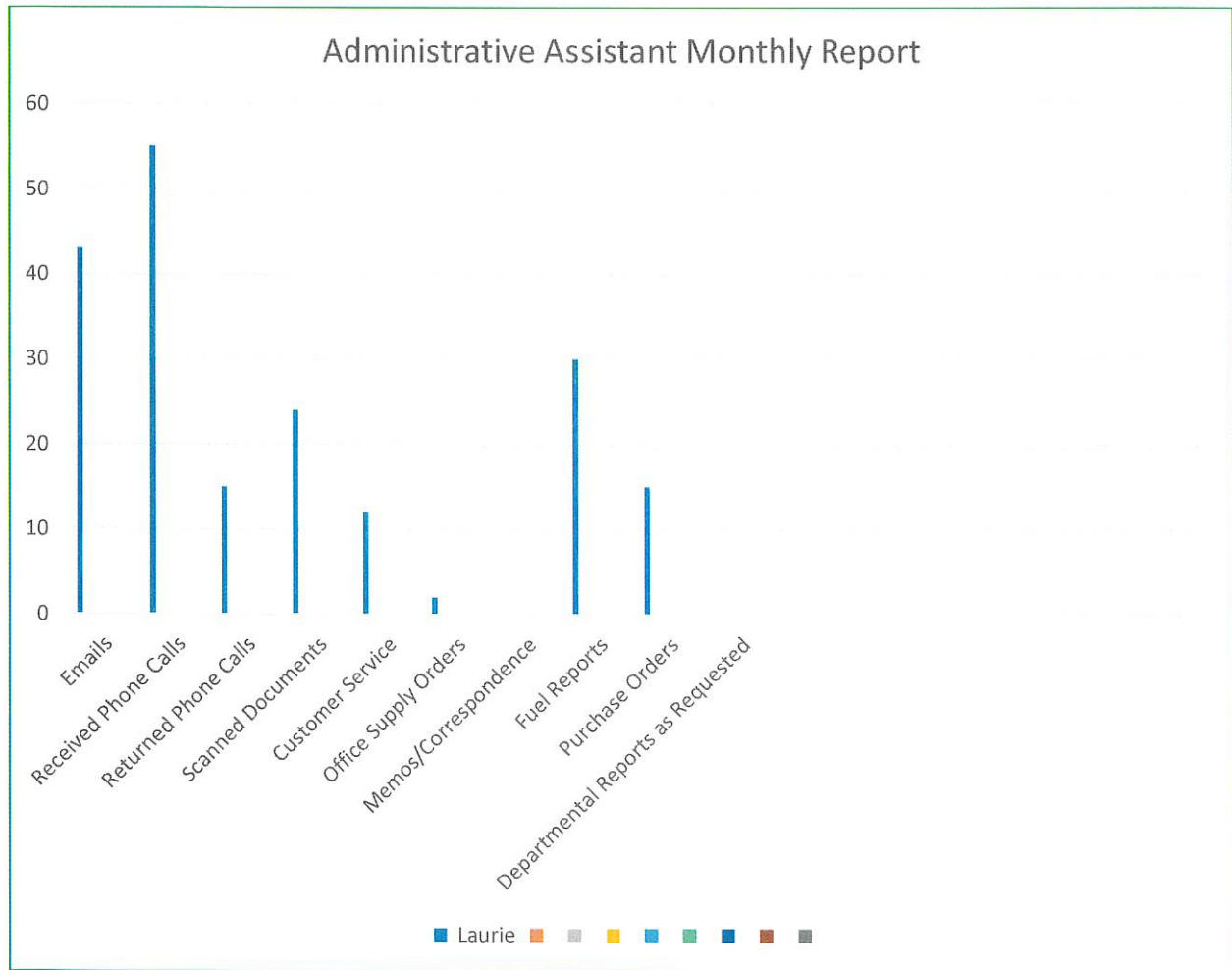
# DPW Monthly Report July 2023

## 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
- Expenditures
- Working on new fuel tanks/monitoring system at PW





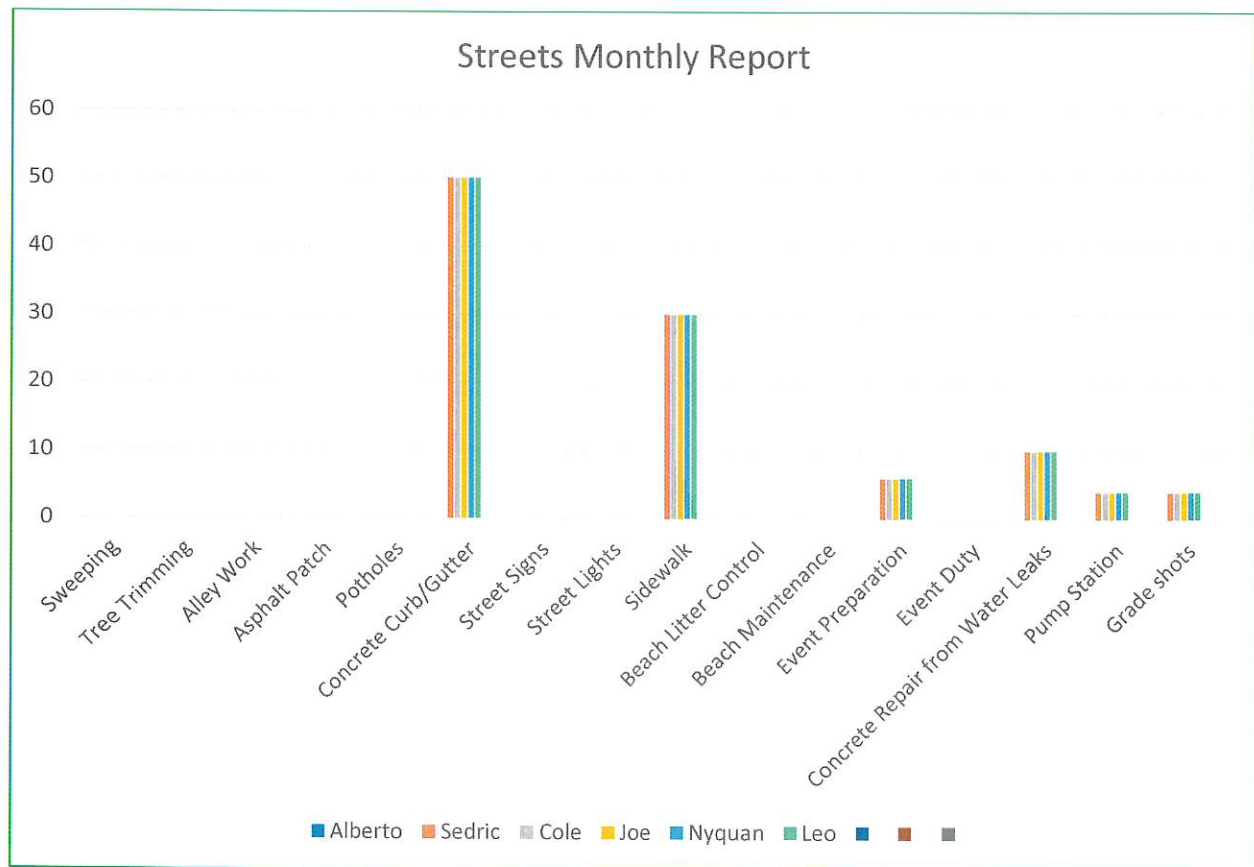
# DPW Monthly Report July 2023

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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:

- Concrete Repair from Veolia Leaks
- Concrete Sidewalk Replacement Program
- Curb and Gutter replacement - Locust



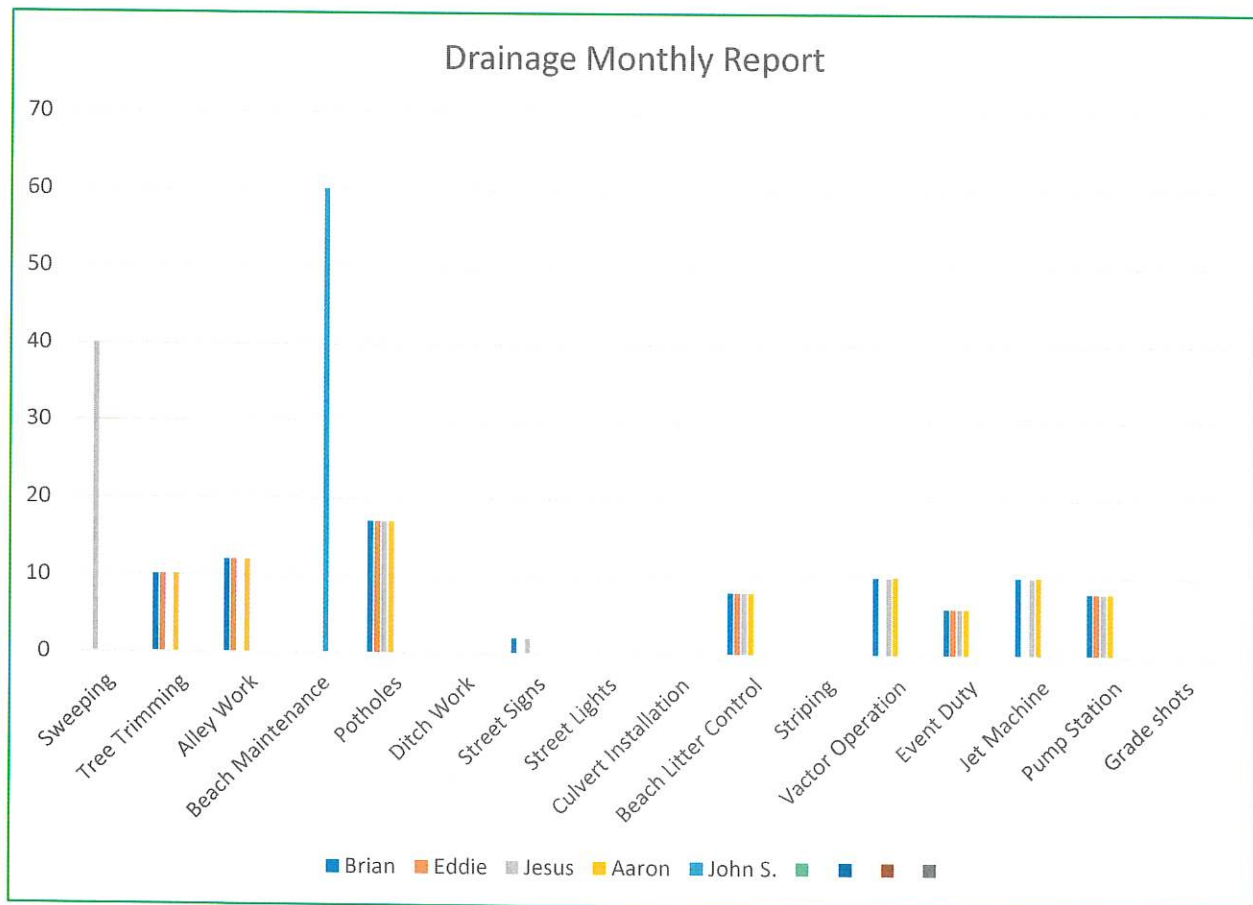
# DPW Monthly Report July 2023

## 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:

- Mosquito Control
- Mow/Weed Control all Wards
- Clean Inlets in all Wards

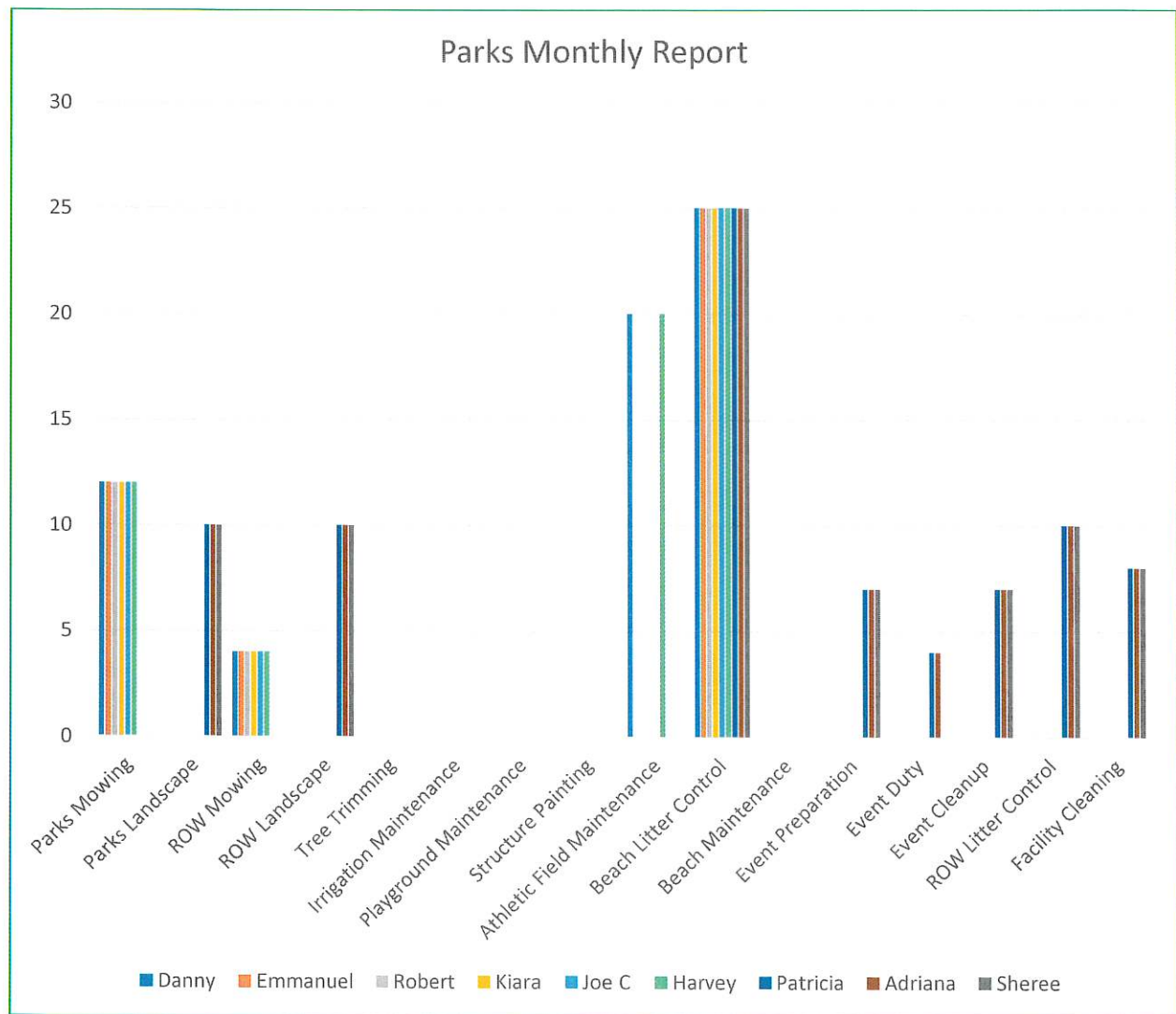


# DPW Monthly Report July 2023

## 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



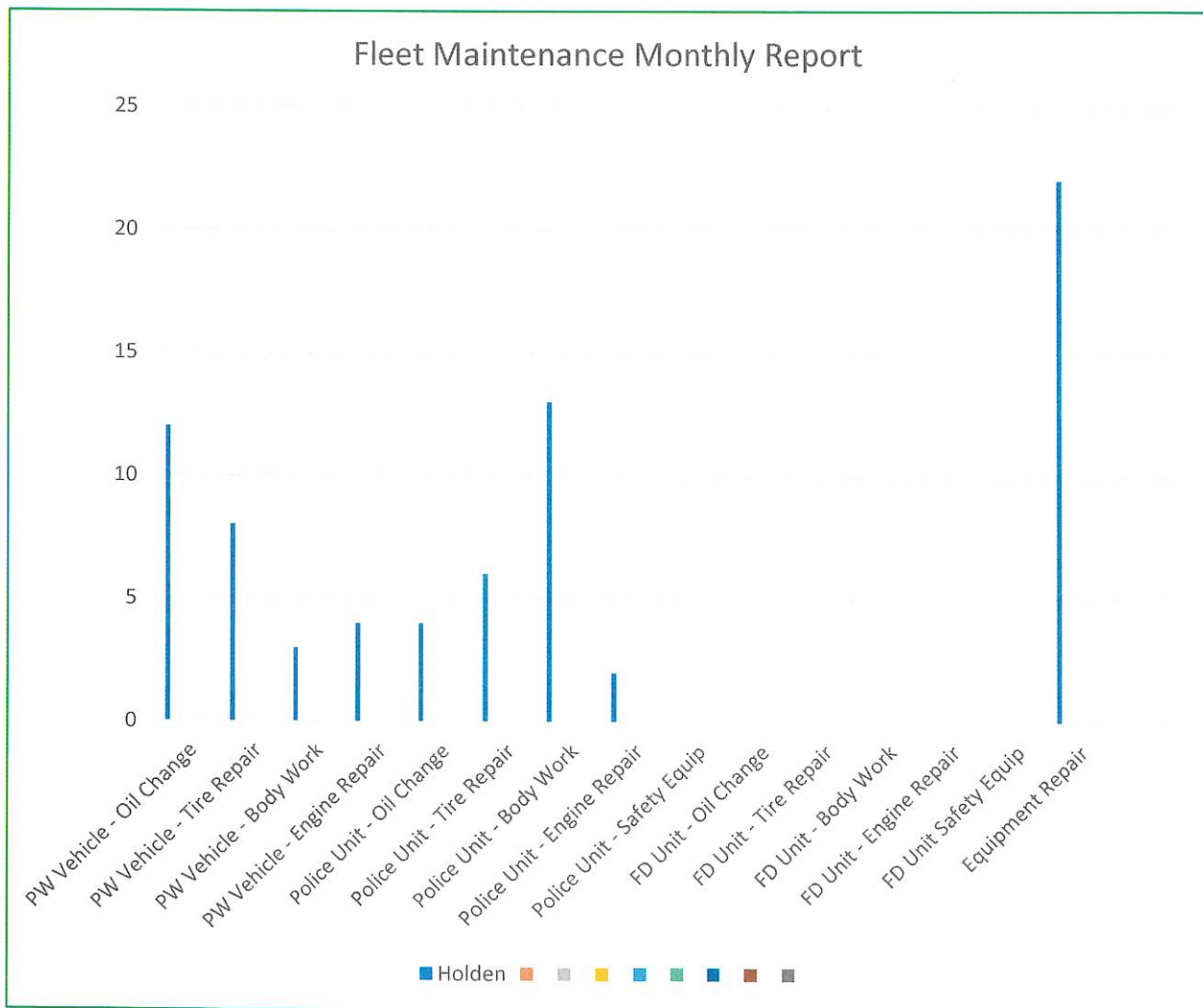
# DPW Monthly Report July 2023

## 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:

- Replace O2 Sensor on PW Unit 27
- c/o Radiator on Unit 29
- Remove lights etc., on PD units for auction





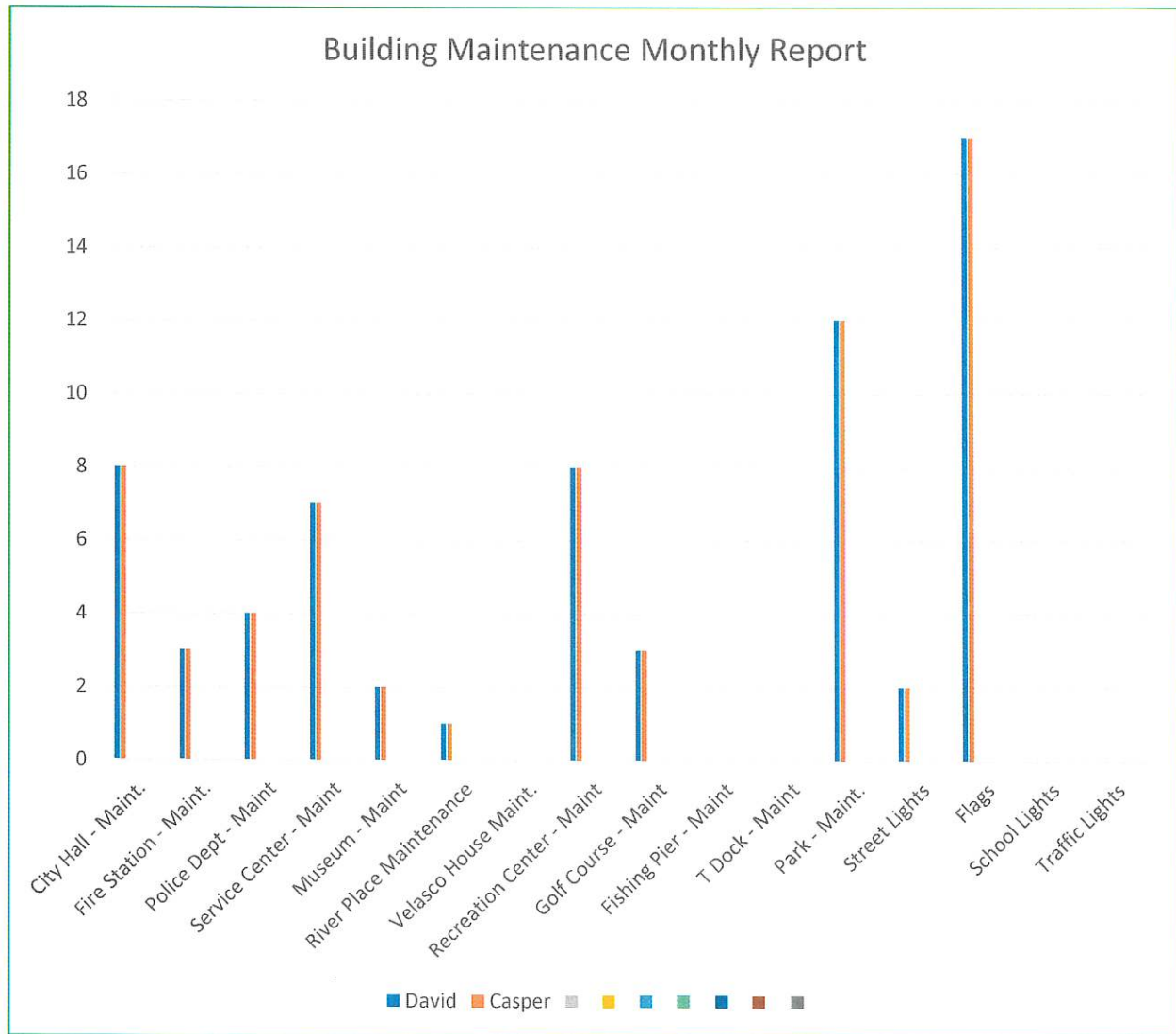
# DPW Monthly Report July 2023

## 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 Lights at Library
- Repair leak at FMP
- Repair a/c at FS1



# DPW Monthly Report July 2023

## 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- June 19<sup>th</sup> (Every 3<sup>rd</sup> Monday of the month)

- Staff Updates- We are hiring one part Time Recreation Attendant.
- 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 are in our Pool Season and a soccer camp with BISD high school begins July 10th.



The poster features a cartoon illustration of a boy in a red jersey and blue shorts kicking a soccer ball. The background is a vibrant mix of orange, red, and blue with abstract brushstrokes. In the top right corner, the Freeport Recreation Center logo is visible, featuring a palm tree and the text 'The City of FREEPORT RECREATION CENTER'. The main title 'FREE Summer SOCCER CAMP' is prominently displayed in the center, with 'FREE' in white on a blue background, 'Summer' in orange script, and 'SOCCER CAMP' in large blue and red block letters. To the left of the title, a red circular badge says 'SPACE IS LIMITED'. Below the title, a yellow banner reads 'DISCOVER YOUR POTENTIAL TALENT'. Further down, a red banner states 'FOR BOYS & GIRLS AGE 7 - 11' and '10 a.m. / 2 p.m.'. Below this, it says 'Starting JULY 2023' and '10' in large white numbers, with 'FIS SOCCER FIELDS' underneath. On the right side, there are two circular inset photos showing children playing soccer. At the bottom right, a white banner says 'REGISTER NOW AT THE FREEPORT RECREATION CENTER' followed by the email 'recreationcenter@freeport.tx.us' and the phone number '(979) 233- 6061'.

**FREE** Summer **SOCCER CAMP**

SPACE IS LIMITED

DISCOVER YOUR POTENTIAL TALENT

FOR BOYS & GIRLS **AGE 7 - 11**  
10 a.m. / 2 p.m.

Starting **JULY 2023**  
**10**  
FIS SOCCER FIELDS

REGISTER NOW AT  
THE FREEPORT  
RECREATION CENTER  
[recreationcenter@freeport.tx.us](mailto:recreationcenter@freeport.tx.us)  
(979) 233- 6061



# DPW Monthly Report July 2023

## Facebook Data:

- June 2023 – 3492 people like the Freeport Recreation Page
- June 2023 – 3807 people follow the Freeport Recreation Page

## Revenue:

- Adult Daily Pass \$190.00
- Child Daily Pass \$27.00
- Senior Daily Pass \$42.00
- Student Daily Pass \$267.00

## Attendance:

- Monthly Membership Family 42
- Monthly Membership Individual 162
- Monthly Membership Senior 35
- Monthly Memberships Youth 37
- City Employees 26

## Recreation:

- No. hrs. sports field used 2
- Facility rental revenue \$5,690.00
- Total No. hrs. of use for non-revenue rentals 8 hrs.
- Facility rentals 21
- Sports field rentals 1
- Total No. of contract classes 23
- No. of events co-sponsored by department 23
- No. of non-profit services at park facilities at no cost for rental 1

# DPW Monthly Report July 2023

## Museum Division:

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

## May Notes:

June 2023 saw the opening of our Shark Exhibit with a visitation of 20 to 50 people a day for a total of 1,082 visitors during the month. Fountain of Praise Senior Group visited on June 8th, spreading the word of the museum to other Houston Senior Groups. Museum visitation continues to increase. Work continued on research and design for the remaining interpretive panels. The next five were ordered from Museum Arts for a July installation. Five remain to be completed and then the project is done. Equipment in the Children's Learning Room is being fixed by Maintenance after misuse by children. Fort Velasco Day was on Saturday, June 24, entering its' third annual year. 55 volunteers from across the state joined us. Living history staff from The Alamo, San Jacinto, San Felipe de Austin, and the Stephen F. Austin statue provided demonstrations for the public. A silhouette artist provided period, hand-cut silhouettes for visitors for free. Heritage organizations shared their history with the public within the museum. Patricia from Parks helped Museum Staff and Ronnie Martin with the Main Street Board volunteered his time assisting with feeding our volunteers.

• Total No. of volunteers	56
• No. of visitors	1,082
• Museum projects improved	1
• No. of hrs. theatre used	200
• No. of programs offered	2
• No. of events co-sponsored	2
• No. of non-profit organizations	1

## Museum programs for 2023:

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



# DPW Monthly Report July 2023

## **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.



### **1 Continue to Build Partnerships through Community Outreach**

With Freeport Main Street in the Catalyst Phase (First Three Years), it is vital to continue the process of building relationships with residents, local corporations, civic organizations, community leaders and local and regional economic development partners.

### **2 The Four Point Main Street Approach**

The work of Freeport Main Street is driven by the Four Point Main Street Approach, which focuses on design, organization, promotion and economic vitality.

### **3 The Main Street American Evaluation Framework**

In order to continue the growth of Freeport Main Street, there are six standards to guide the historic preservation and economic revitalization of Downtown Freeport, which include:

- I. Broad-Based Community Commitment to Revitalization
- II. Inclusive Leadership and Organizational Capacity
- III. Diversified Funding and Sustainable Program Operations
- IV. Strategy-Driven Programming
- V. Preservation-Based Economic Development
- VI. Demonstrated Impact and Results

# DPW Monthly Report July 2023

## **Brazosport College Foundation's - Women's Lecture Series- April 6<sup>th</sup>**

The Brazosport College Foundation's Women's Lecture Series was created to promote cultural and educational enrichment for women. Additionally, the mission of the Brazosport College Foundation is to raise and administer funds for educational opportunities at Brazosport College. Main Street staff was invited by Main Street Advisory Board member Irene Ocañas to sit at the Texas Gulf Bank, N.A. table and represent Freeport Main Street.

## **Día de Los Muertos Planning Meeting -April 5<sup>th</sup> & 19<sup>th</sup>**

The Día de Los Muertos Event is a joint partnership between several community organizations which include the Brazoria County Library System, Brazoria County Hispanic Chamber of Commerce, Freeport Historical Museum, Freeport Main Street, Lake Jackson Museum and the Center for the Arts & Sciences to host a countywide Día de Los Muertos Community Event. Freeport Main Street will be hosting a procession on All Souls Day in November 2023.

## **Bringing Back Main Street Roundtable-April 25<sup>th</sup>**

Main Street Staff attended the "Bringing Back Main Street Roundtable" hosted by the Houston-Galveston Area Council in Rosenberg, TX. The roundtable focused on the discussion of the accomplishments, strategies and plans for Historic Downtown Rosenberg, overview of fair housing and the historic districts and preservation programs in Galveston, TX.

## **Planning, Preservation & Change: How Planning and Preservation Can Work Together to Create Great Places-April 26<sup>th</sup>**

Main Street Staff participated in a virtual conversation hosted by The National Trust for Historic Preservation. The conversation explored the intersectionality of preservation and community planning, with an emphasis on preserving community character.

## **Meetings**

### **Freeport Main Street Design Subcommittee Meeting- April 18<sup>th</sup>**

The Freeport design subcommittee met to review and discuss design guideline examples from other Texas cities for the future development of design guidelines for Historic Downtown Freeport.

### **Freeport Historical Commission & Main Street Advisory Board General Meeting -April 20<sup>th</sup>**

The Freeport Historical Commission & Main Street Advisory Board met to discuss 2023 Cinco de Mayo Celebration plans, board vacancies & term renewals, establishment of a Historic District and upcoming Main Street Programs and Initiatives.

# DPW Monthly Report July 2023

## **Projects**

### **Cinco de Mayo Celebration**

The Second Annual Cinco de Mayo Celebration will take place on May 5, 2023 from 5pm to 8pm in Historic Downtown Freeport. Currently, Freeport Main Street is in the planning phase and is set to have live entertainment, food truck vendors and family friendly activities for Freeport residents. The proud partners/sponsors include: Freeport Economic Development Corporations, Texas Gulf Bank, N.A., Community Health Network, 3D Marquee and Freeport Historical Museum.

### **Building Inventory**

Main Street Staff is currently working on the creation of a Downtown Building Inventory through a compilation of data from the Brazoria County Appraisal District and documentation collected by N.C. "Nat Hickey".

### **Friends of Freeport Main Street**

Main Street Staff is currently working on the creation of Friends of Freeport Main Street. The purpose of this program is to serve as a community outreach initiative to engage community stakeholders in the revitalization efforts of Historic Downtown Freeport.



# Community Development

Building Permits & Inspections

Health Permits & Inspections

Short Term Rental Inspections

Planning & Zoning

Board of Adjustments

Code Enforcement

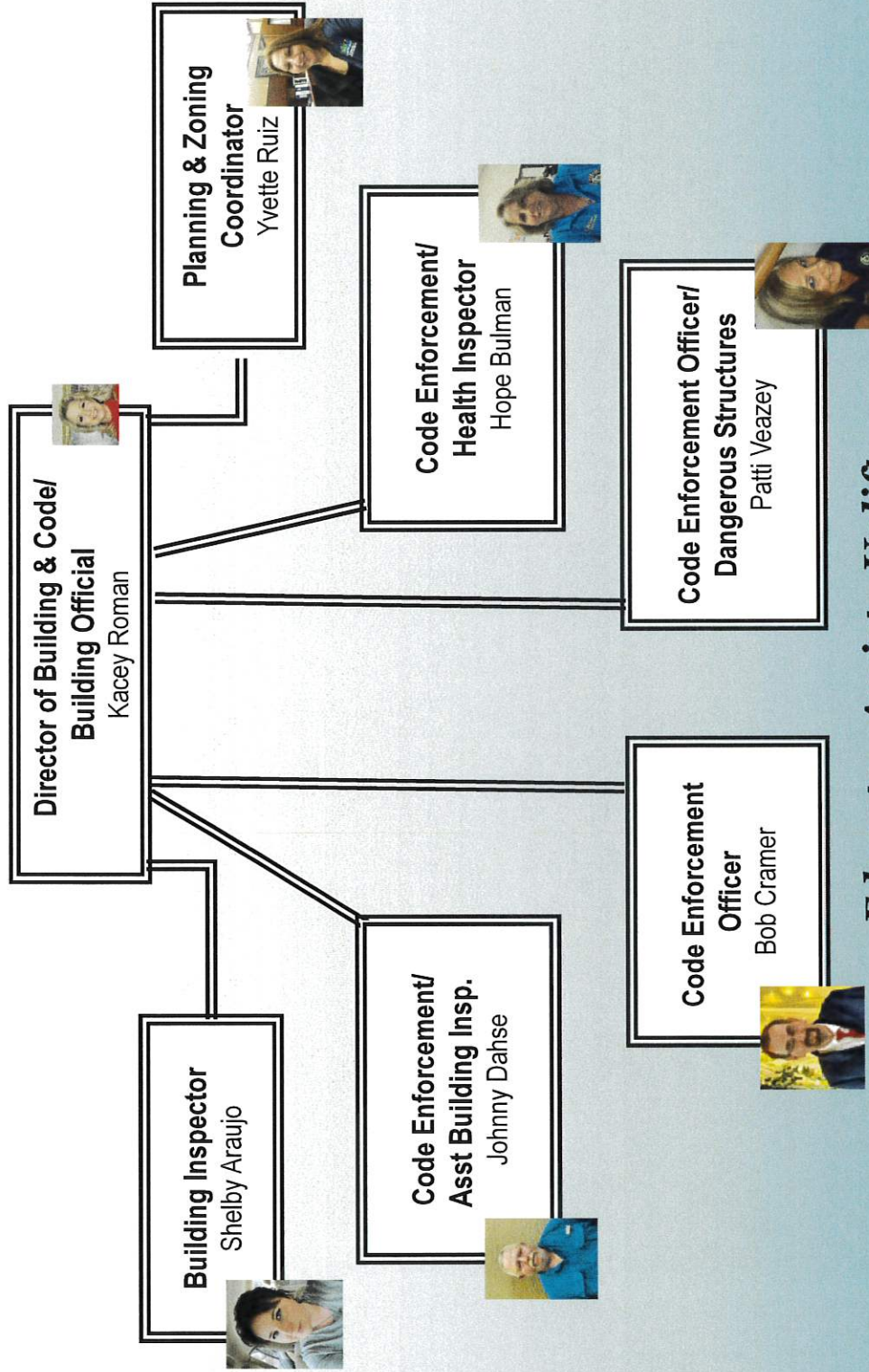
Permit Desk Operations

***Educate - Assist - Uplift***





# Community Development



*Educate - Assist - Uplift*



# *Working with Windstorm!*

The City of Freeport Building Department met with the TDI Texas Windstorm Inspections Program to discuss educational opportunities for our community.

Joint efforts such as this exemplify the value of practical partnerships between local and state governments.

Pictured are Philip Brod of TDI, Building & Code Inspector Johnny Dahse Sr, Building Inspector Shelby Araujo, and Director of Building & Code/Building Official Kacey Roman.

This week, the City of Freeport Building Department met with the TDI Texas Windstorm Inspections Program to discuss educational opportunities for our community. Joint efforts such as this exemplify the value of practical partnerships between local and state governments. Pictured below are Philip Brod of TDI, Building & Code Inspector Johnny Dahse Sr, Building Inspector Shelby Araujo, and Director of Building & Code/Building Official Kacey Roman.

[#partnerships](#) [#building](#) [#tdi](#) [#windstorm](#) [#freeporrttx](#)



[#partnerships](#) [#building](#) [#tdi](#) [#windstorm](#) [#freeporrttx](#)



# Brazoria County Minute

Brazoria County has a new Podcast that is featuring local Cities and Businesses around our area!

Tune in to "The Brazoria County Minute" with Christen English to find out about the great things going on in Freeport, the surrounding communities, and the people who make it happen!

<https://www.youtube.com/watch?v=XwOLR6QMkBI&t=1s>





# Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments

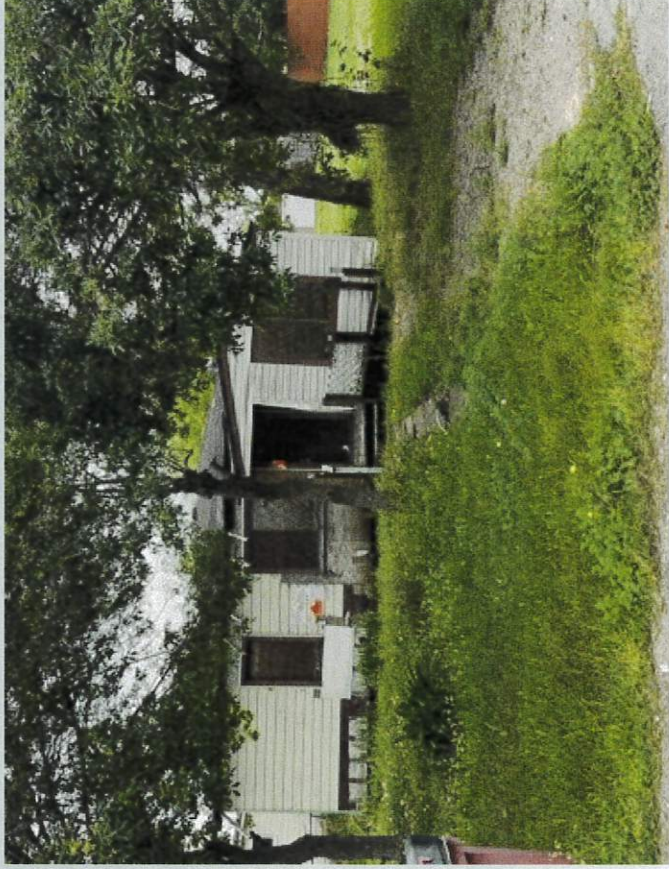


**Before and After: 602 S. Ave G**



# Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments



**Before and After – 407 W. 7th**



# Dangerous Structures

Demolition and Abatement with the assistance of the Board of Adjustments



**Before and After: 1711 N. Ave I**



# Code Enforcement

Working with Citizens to improve our Community!

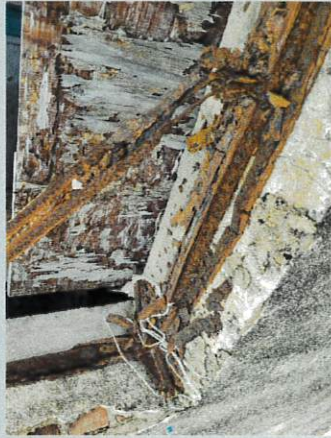


Before and After – 1231 W. Broad



# 215 E. Park – Old Theater

Structure has been wide open and left unmaintained for years. Owner has ignored multiple requests to board or secure and has become an attractive nuisance. Inspection with Search Warrant 6/16/2023. Scheduled Structural Engineer inspection and will be taken before the Board of Adjustments.



Deteriorated Walls & Window Frames



Standing Water in Foundation



Sections of roof are completely missing.



Exterior Doors are wide open and unsecured.



# Cities helping Cities

---

Jurisdictions helping Each Other

The City of Freeport Building Official has teamed up with Building Officials in the surrounding Houston-Galveston-Brazoria Counties.

These Building Officials have started participating in a Monthly Teams Meeting to share information, build partnerships, and help each other develop our communities.





# Planning & Zoning

Proposed Ordinance Changes that are scheduled to be discussed at P&Z.

- Allowance of Shipping Containers or other portable storage units for permanent storage as a permitted use in Commercial Zoning districts, with Limited Use Restrictions.
  - Require a Building Permit and Inspection.
  - Must be Anchored for Windstorm Standards.
  - Containers may not be stacked.
  - Must be painted to match principal structure
  - May not have any logos, numbering, or writing visible.
  - Must be maintained with no rust.
  - Screening - If a commercial property is adjacent to a Residential Zone, then it must have an 8-foot opaque fence, or a type C buffer zone.
  - Setback – 10 feet from fence
- Residential Zones-
  - Temporary Use only for up to 30 days after project completion or must obtain a Specific Use Permit.



# Planning & Zoning

Proposed Ordinance Changes that are scheduled to be discussed at P&Z.

- Allowance for fences to be constructed past the front building line in W-R Zoning district
  - Allow Fences past the front building line (from the front building line to the water's edge)
    - Must be transparent to allow for visibility.
    - Parallel to the water in the front yard
      - 6 feet maximum
      - Must have a pedestrian gate on the water side of the fence.
    - Perpendicular to the water –
      - 8 feet maximum
  - Fences from the front building line to the rear property line (in the back yard)
    - May be an opaque privacy fence (does not have to be transparent)