



**FREEPORT ECONOMIC DEVELOPMENT CORPORATION**

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# **REGULAR BOARD MEETING**

**FREEPORT POLICE DEPARTMENT**

**MUNICIPAL COURT ROOM, 430 NORTH  
BRAZOSPORT BOULEVARD, FREEPORT TEXAS**

**Tuesday, December 10, 2019, 6:00 p.m.**

**DIRECTORS:**

<b>Trey Sullivan:</b>	<b>President</b>
<b>Marinell Music:</b>	<b>Vice President</b>
<b>Jeff Pena:</b>	<b>Finance</b>
<b>Mingo Marquez:</b>	<b>Secretary</b>
<b>Ed Garcia</b>	
<b>Lesa Girouard</b>	
<b>Kenny Hayes</b>	

**Courtland Holman: Executive Director**  
**Tim Kelty: City Manager (Ex-Officio)**  
**Christopher Duncan: Attorney**  
**Kenneth Green: Council Liaison**

**FREEPORT ECONOMIC DEVELOPMENT CORPORATION**  
**MEETING AT FREEPORT POLICE DEPARTMENT MUNICIPAL COURT ROOM**  
**430 NORTH BRAZOSPORT BOULEVARD, FREEPORT TEXAS**  
**REGULAR BOARD MEETING AGENDA**  
Tuesday, December 10, 2019, 6:00 p.m.

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**I. Call to Order**

**II. Invocation and Pledge**

**III. Citizen Comments**

Citizens allotted 3 minutes for comments

**IV. 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 Any item requiring additional discussion may be withdrawn from the Consent Agenda by Board Member or Executive Director and acted upon separately.

- a. Approve Meeting Minutes for November 12, 2019 Regular Board Meeting.
- b. Approve October Financial Statements.

**V. Executive Session – Adjourn into Executive Session**

It is now \_\_\_\_\_ p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation November 12, 2019 meeting and do hereby convene an executive session, said executive session authorized under the following sections of the Texas Government Code: (1) Government Code, Section 551.087 (Economic and Community Development Matters), 551.072 (Deliberations about Real Property).

**In Accordance with the Texas Government Code:**

- A. Section 551.087 (Economic and Community Development Matters)
  1. Proposal for a housing development on City property
- B. Section 551.072 (Deliberations about Real Property).
  2. Discussion and possible action regarding purchase and disposition of real property

**Reconvene into Open Session**

**Board President's statement:**

It is now \_\_\_\_\_ p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session.

**VI. Discussion and Action**

- a. Discussion and possible action regarding Proposal for a housing development on City Property. (Holman)
- b. Discussion and possible action regarding purchase of property. (Holman)
- c. Discussion and possible action to prepare for Red River ICSC Conference. (Holman)
- d. Discussion and possible action regarding: (Pena / Holman)
  - (1) City Wi-Fi in downtown, parks and other areas
  - (2) aesthetic /art lighting of bridges and new signage for the city " areas of interest"

**VII. Executive Director's Report**

**VIII. Adjourn**

**Executive Session Disclosure Statement: The FEDC Board of Directors 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 the Texas Government Code, Section 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).**

**If any accommodations for a disability are required please notify the FEDC office at 979-871-0121 at least two (2) working days prior to the date of the meeting.**

**Posted at 200 W. 2ND STREET, Freeport, TX, in accordance with the Texas Government Code, Chapter 551, on Friday the 6th day of December 2019 by 5:00p.m.**



**COURTLAND HOLMAN, Executive Director**



**Betty Wells, City Secretary  
City of Freeport Texas**

## IV Consent Agenda

- a. Meeting Minutes for November 12, 2019 Regular Board Meeting.

**CITY OF FREEPORT  
ECONOMIC DEVELOPMENT CORPORATION  
200 West 2<sup>nd</sup> Street, Freeport, Texas 77541**

### MINUTES

STATE OF TEXAS                    )  
  )  
COUNTY OF BRAZORIA            )  
  )  
CITY OF FREEPORT                 )

BE IT REMEMBERED that the Economic Development Corporation of the City of Freeport met on Tuesday, November 12, 2019 at 6:00 p.m. in the Freeport Police Department Municipal Court Room, located at 430 North Brazosport, Freeport, TX, for the purpose of considering the agenda items.

**MEMBERS OF THE BOARD PRESENT:**

Quorum Present

Trey Sullivan- President  
Lesa Girouard  
Kenny Hayes  
Marinell Music  
Jeff Pena  
Mingo Marquez

Tim Kelty: City Manager  
Chris Duncan: Attorney  
Stephanie Russell: Finance Director

**Visitors in Attendance:**

Gary Jennings  
Melanie Oldham  
Troy Brimage

**I.       OPEN SESSION:**

Mr. Sullivan opened the meeting at 6:04 P.M. A quorum was present. Trey Sullivan, Marinell Music, Lesa Girouard, Kenny Hayes, Jeff Pena, and Mingo Marquez.

**II.       INVOCATION AND PLEDGE**

**III. CITIZEN COMMENTS:**

Melanie Oldham said she just wanted to mention the passed Bill 2480 allows the public to speak not only in citizen comments, but also before any agenda items.

**IV. CONSENT AGENDA**

- A) APPROVE MEETING MINUTES FOR OCTOBER 15, 2019 REGULAR BOARD MEETING**
- B) APPROVE WORKSHOP MEETING MINUTES FOR NOVEMBER 5, 2019**

**MOTION** made by Ms. Girouard to approve the consent agenda, **seconded** by Ms. Music. Motion **PASSED** unanimously.

**V. PRESENTATION**

- A) TRAVIS JAMES OF TXP WILL PRESENT THE CURRENT DEVELOPMENT OF THE CITY'S FIRST TAX INCREMENT REINVESTMENT ZONE (TIRZ)**

Mr. James presented a presentation to the EDC board members regarding how the Tax Increment Reinvestment Zone works and its formation. Mr. James said he will go to the next council meeting and give them the same version of the presentation and if they like it, they will provide some additional feedback. Mr. James stated that by the end of the year there will be a public notice posted seven days in advanced and council will have to have a public hearing and close the public hearing and hopefully council approves the first Tax Increment Reinvestment Zone in Freeport.

**VI. DISCUSSION & ACTION ITEMS**

**A. DISCUSSION AND POSSIBLE ACTION TO AMEND FEDC BY-LAWS**

Mr. Duncan said the additional change made to the FEDC By-Laws from that included in the board packet was the board members will be appointed for two years. Mr. Duncan also stated as they do now, he said three director positions will expire in even years and four director positions will expire in odd years which follows the same practice as before. Mr. Duncan said this is the only change that has been made after the Workshop meeting on November 5, 2019.

**MOTION** made by Ms. Music to accept the FEDC By-Laws, **seconded** by Mr. Hayes. Motion **PASSED** unanimously.

**B. DISCUSSION AND POSSIBLE ACTION APPROVING A 380 AGREEMENT BETWEEN CITY AND FEDC**

Ms. Russell said the City has approved \$300,000 to be paid back in two years based on products which will be infrastructure projects that will benefit both the City and EDC. Mr. Kelty stated the individual projects that might be identified collaboratively when the time comes for those projects to be considered it will go to the EDC board prior to Council for approval.

**MOTION** made by Mr. Hayes to accept the 380 Agreement between City and FEDC, **seconded** by Ms. Girouard. Motion **PASSED** unanimously.

**VII. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION**

It is now 6:45 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation November 12, 2019 meeting and do hereby convene and executive session, said executive session authorized under the following sections of the Texas Government Code: (1) Government Code, Section 551.071 (Consultation with Attorney), Section 551.087 (Economic and Community Development Matters).

**In Accordance with the Texas Government Code:**

- A. Section 551.071-Consultation with Attorney
  - 1. Real Property
  - 2. Consider RFP process for Economic Development

**Reconvene into Open Session**

It is now 7:47 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session.

**VIII. EXECUTIVE DIRECTOR'S REPORT**

Mr. Holman highlighted a couple of items for the board to read in the directors' report as presented in their packets.

**IX. ADJOURN**

Motion to adjourn was made by Mr. Pena, seconded by Ms. Girouard. Motion **PASSED** unanimously. Meeting adjourned at 7:48.

# Freeport Economic Development Corporation

## Agenda Item #IV -b

**Title:** Monthly Financial Report

**Date:** December 10, 2019

**From:** Stephanie Russell, Assistant City Manager/Finance Director

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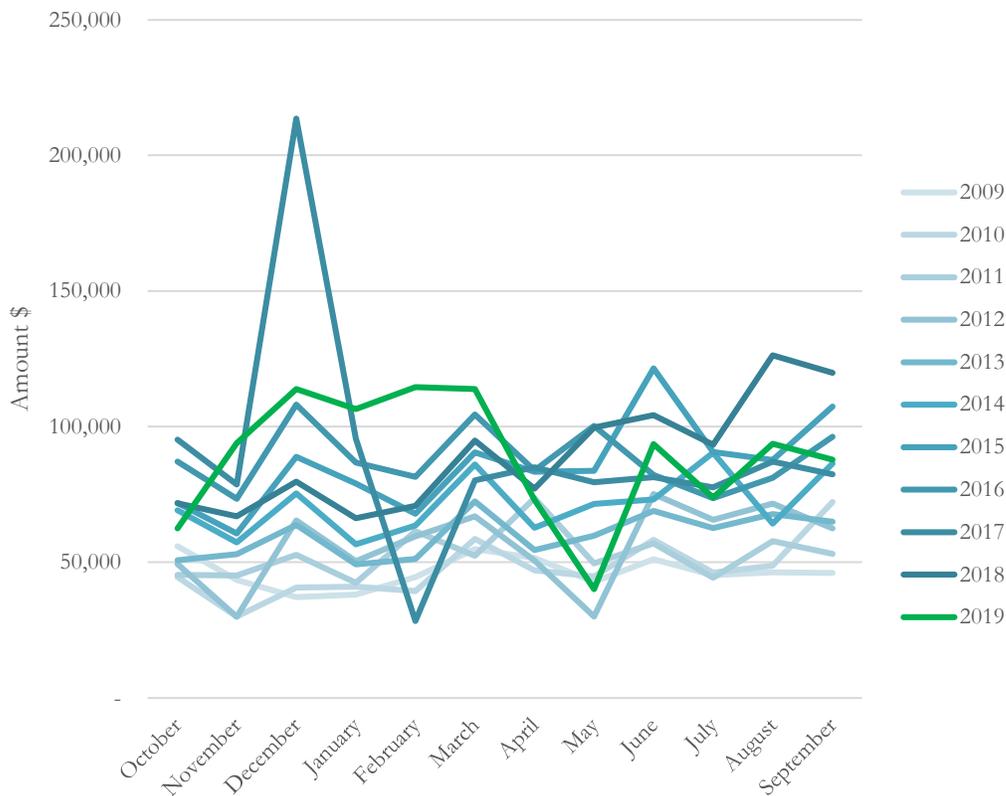
**Staff Recommendation:** N/A

**Item Summary:**

The attached financial report is through October 31, 2019.

- Sales Tax Revenue through September (received in November) was over \$1.06 million, which is 6.5% above budget and nearly equal to last fiscal year’s revenue for this period to date.

**Comparison of Sales Tax Revenue by Year**



- All expenditures are trending as projected for the period. There are two account showing credits due to voided checks issued the prior year.

**Special Considerations:** In October, the EDC made its monthly payment of \$13,234 to the First State Bank of Clute leaving a principal balance of \$763,301. The final payment to FSBC was made in November.

**Financial Impact:** Overall, net Revenue less Expenditures for the period is -\$21,288, this will become positive once the EDC receives its first sales tax distribution in December.

<b>FEDC</b>	<b>FY19 Unaud</b>	<b>Current Budget</b>	<b>Actual YTD</b>
Beginning Fund Balance*	223,022	682,270	706,155
Revenue	1,078,325	1,200,120	0
Expenditures	595,192	1,170,083	21,288
Revenue Less Expenditures	483,133	30,037	-21,288
<b>Ending Fund Balance</b>	<b>706,155</b>	<b>712,307</b>	<b>684,868</b>

*\*Unaudited*

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

**Supporting Documentation:** Revenue & Expense Report

CITY OF FREEPORT  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2019

30 -ECONOMIC DEVELOPMENT FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	1,200,120	0.00	0.00	0.00	1,200,120.00	0.00
TOTAL REVENUES	1,200,120	0.00	0.00	0.00	1,200,120.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>ECONOMIC DEVELOPMENT FUND</u>						
SALARIES	98,918	5,513.19	5,513.19	0.00	93,404.81	5.57
BENEFITS	31,690	2,025.88	2,025.88	0.00	29,664.12	6.39
SUPPLIES	7,500 (	115.42) (	115.42)	0.00	7,615.42	1.54-
SERVICES	728,975	600.00	600.00	45,000.00	683,375.00	6.26
SUNDRY	28,000	30.00	30.00	0.00	27,970.00	0.11
TOTAL ECONOMIC DEVELOPMENT FUND	895,083	8,053.65	8,053.65	45,000.00	842,029.35	5.93
<u>TRANSFERRED TO</u>						
INTERFUND TRANSFERS	275,000	13,234.00	13,234.00	0.00	261,766.00	4.81
TOTAL TRANSFERRED TO	275,000	13,234.00	13,234.00	0.00	261,766.00	4.81
TOTAL EXPENDITURES	1,170,083	21,287.65	21,287.65	45,000.00	1,103,795.35	5.67
REVENUE OVER/(UNDER) EXPENDITURES	30,037 (	21,287.65) (	21,287.65) (	45,000.00)	96,324.65	220.69-

CITY OF FREEPORT  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2019

30 -ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
30-318-3TAX - SALES EDC	1,200,000	0.00	0.00	0.00	1,200,000.00	0.00
30-360-1INTEREST INCOME	120	0.00	0.00	0.00	120.00	0.00
TOTAL REVENUE	1,200,120	0.00	0.00	0.00	1,200,120.00	0.00

CITY OF FREEPORT  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

30 -ECONOMIC DEVELOPMENT FUND  
DEPARTMENT - ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES</b>						
30-407-100 SALARIES/WAGES	93,150	4,886.25	4,886.25	0.00	88,263.75	5.25
30-407-165 EDUCATIONAL PAY	1,500	115.40	115.40	0.00	1,384.60	7.69
30-407-175 LONGEVITY	68	0.00	0.00	0.00	68.00	0.00
30-407-180 AUTO ALLOWANCE	3,600	461.54	461.54	0.00	3,138.46	12.82
30-407-181 CELL PHONE ALLOWANCE	600	50.00	50.00	0.00	550.00	8.33
TOTAL SALARIES	98,918	5,513.19	5,513.19	0.00	93,404.81	5.57
<b>BENEFITS</b>						
30-407-201 F I C A & MEDICARE	7,500	372.05	372.05	0.00	7,127.95	4.96
30-407-210 GROUP INSURANCE	9,800	905.48	905.48	0.00	8,894.52	9.24
30-407-230 T M R S	14,000	748.35	748.35	0.00	13,251.65	5.35
30-407-240 WORKMEN'S COMPENSATION	270	0.00	0.00	0.00	270.00	0.00
30-407-291 UNEMPLOYMENT INSURANCE	120	0.00	0.00	0.00	120.00	0.00
TOTAL BENEFITS	31,690	2,025.88	2,025.88	0.00	29,664.12	6.39
<b>SUPPLIES</b>						
30-407-310 OFFICE/COMPUTER SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	0.00
30-407-311 POSTAGE/SHIPPING	200	0.00	0.00	0.00	200.00	0.00
30-407-312 BOOKS/PUBL/SUBSCRIPTIONS	3,000 (	101.36) (	101.36)	0.00	3,101.36	3.38-
30-407-313 PRINTING	500	0.00	0.00	0.00	500.00	0.00
30-407-351 FURNITURE & FIXTURES	1,000	0.00	0.00	0.00	1,000.00	0.00
30-407-399 OTHER SUPPLIES	800 (	14.06) (	14.06)	0.00	814.06	1.76-
TOTAL SUPPLIES	7,500 (	115.42) (	115.42)	0.00	7,615.42	1.54-
<b>SERVICES</b>						
30-407-411 WATER	300	0.00	0.00	0.00	300.00	0.00
30-407-413 PROFESSIONAL SERVICES	297,000	600.00	600.00	45,000.00	251,400.00	15.35
30-407-414 BANK CHARGES	100	0.00	0.00	0.00	100.00	0.00
30-407-416 PROFESSIONAL FEES-AUDITOR	4,000	0.00	0.00	0.00	4,000.00	0.00
30-407-417 PROFESSIONAL FEES-LEGAL	30,000	0.00	0.00	0.00	30,000.00	0.00
30-407-430 ADVERTISING	65,000	0.00	0.00	0.00	65,000.00	0.00
30-407-434 MARKETING	20,000	0.00	0.00	0.00	20,000.00	0.00
30-407-435 SPECIAL PROJECTS	267,500	0.00	0.00	0.00	267,500.00	0.00
30-407-440 ELECTRICITY	2,000	0.00	0.00	0.00	2,000.00	0.00
30-407-499 OTHER SERVICES	43,075	0.00	0.00	0.00	43,075.00	0.00
TOTAL SERVICES	728,975	600.00	600.00	45,000.00	683,375.00	6.26
<b>SUNDRY</b>						
30-407-602 SEMINARS/DUES/TRAVEL	27,000	30.00	30.00	0.00	26,970.00	0.11
30-407-699 OTHER - SUNDRY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL SUNDRY	28,000	30.00	30.00	0.00	27,970.00	0.11
<b>DEBT SERVICE</b>						
<b>CAPITAL OUTLAY</b>						
TOTAL ECONOMIC DEVELOPMENT FUND	895,083	8,053.65	8,053.65	45,000.00	842,029.35	5.93

CITY OF FREEPORT  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

30 -ECONOMIC DEVELOPMENT FUND  
DEPARTMENT - TRANSFERRED TO

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERFUND TRANSFERS</u>						
30-700-010 TRANSFER TO GENERAL FUND 01	50,000	0.00	0.00	0.00	50,000.00	0.00
30-700-034 TRANSFER TO E.D.C DEBT SERV	225,000	13,234.00	13,234.00	0.00	211,766.00	5.88
TOTAL INTERFUND TRANSFERS	275,000	13,234.00	13,234.00	0.00	261,766.00	4.81
TOTAL TRANSFERRED TO	275,000	13,234.00	13,234.00	0.00	261,766.00	4.81
TOTAL EXPENDITURES	1,170,083	21,287.65	21,287.65	45,000.00	1,103,795.35	5.67
REVENUE OVER/(UNDER) EXPENDITURES	30,037 (	21,287.65) (	21,287.65) (	45,000.00)	96,324.65	220.69-

CITY OF FREEPORT  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

34 -SERIES 2001 - DEBT SVC  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>EXPENDITURE SUMMARY</u>						
<u>ECONOMIC DEVELOPMENT FUND</u>						
DEBT SERVICE	225,000	13,234.00	13,234.00	0.00	211,766.00	5.88
TOTAL ECONOMIC DEVELOPMENT FUND	225,000	13,234.00	13,234.00	0.00	211,766.00	5.88
<u>TRANSFERRED FROM</u>						
INTERFUND TRANSFERS	( 225,000)	( 13,234.00)	( 13,234.00)	0.00	( 211,766.00)	5.88
TOTAL TRANSFERRED FROM	( 225,000)	( 13,234.00)	( 13,234.00)	0.00	( 211,766.00)	5.88

CITY OF FREEPORT  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2019

34 -SERIES 2001 - DEBT SVC

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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CITY OF FREEPORT  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2019

34 -SERIES 2001 - DEBT SVC  
 DEPARTMENT - ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>SERVICES</u>						
<u>DEBT SERVICE</u>						
34-407-700 PRINCIPAL	160,000	10,975.69	10,975.69	0.00	149,024.31	6.86
34-407-710 INTEREST EXPENSE	<u>65,000</u>	<u>2,258.31</u>	<u>2,258.31</u>	<u>0.00</u>	<u>62,741.69</u>	<u>3.47</u>
TOTAL DEBT SERVICE	225,000	13,234.00	13,234.00	0.00	211,766.00	5.88
TOTAL ECONOMIC DEVELOPMENT FUND	225,000	13,234.00	13,234.00	0.00	211,766.00	5.88

CITY OF FREEPORT  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2019

34 -SERIES 2001 - DEBT SVC  
 DEPARTMENT - TRANSFERRED FROM

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERFUND TRANSFERS</u>						
34-710-030 TRANSFER FROM EDC	( 225,000)	( 13,234.00)	( 13,234.00)	0.00	( 211,766.00)	5.88
TOTAL INTERFUND TRANSFERS	( 225,000)	( 13,234.00)	( 13,234.00)	0.00	( 211,766.00)	5.88
TOTAL TRANSFERRED FROM	( 225,000)	( 13,234.00)	( 13,234.00)	0.00	( 211,766.00)	5.88

## VIII Directors Report

### Directors Notes

November 11<sup>th</sup> through December 6<sup>th</sup>, 2019

November 11th

Holiday – Veterans day

Discussed with Travis James of TXP items needed for Tuesday board meeting.

November 12th

City Office closed until 1PM

Prepare for Board Meeting. Create packets.

Pre-meeting with Travis, Jon, Trey, Troy, and Tim on TIRZ and Incentive for Samer Project.

November 13<sup>th</sup>

All day training for Web Site with Civic Plus

At lunch created memos for city council on By-Laws and TIRZ presentation

November 14<sup>th</sup>

Tim, Chris and I attended seminar in Houston on development of Public Improvement Districts vs MUD's. There is a greater advantage to using a PID over a MUD for the city and success of many types of developments. Many times a PID is used in conjunction with a TIRZ.

Was going to HREDA meeting but had an issue.

Contacted Ken Schott of Waterstone Development – Wade Journy on housing development to have them supply the proposal of housing development.

November 15<sup>th</sup>

Meeting with Tim on developments I believe need to be explored to increase housing.

## Staff meeting

Discussion with Ken Schott on proposal of housing. I will be meeting with Ken and Charles next Monday.

## November 18<sup>th</sup>

Meeting with Charles Von Schmidt and Ken Schott from Waterstone development. I asked Tim to attend where we discussed housing development in Freeport. I have already asked Charles and Ken to develop a proposal of which I received. During this meeting I asked them to refine the proposal. I am hoping to bring them to the next EDC board meeting. They and I are discussing incentives (380 Program) in order to allow them to recapture their infrastructure cost over a period of years but with clawback on performance.

I have been working with the city to supply them with information of current infrastructure and maps of the community in order for them to create a better proposal.

Attended City Council meeting where I obtained approval of the By-Laws and had Travis James of TXP present the TIRZ and our steps to meet the end of year deadline for approving the formation of the TIRZ as presented to the EDC the previous week.

## November 19<sup>th</sup>

As we have been short listed, first round for Project Wing Tips, I am working with their consultant firm to create a round table meeting. I will have the draft itinerary completed by Friday as I will need to contact many including property ownership, county representative, city, state, utilities, etc. The meeting usually lasts all day including a site tour. The Port of Freeport has dropped out as the property submitted is now encumbered with Trammel Crow therefore the Wong Property is our final site. This firm is looking at other areas of Houston MSA, the State of Texas and other States that meet their criteria. This is an industrial development that could have an investment around \$750 Million and employ many high wage jobs.

Staff Meeting discussing city council meeting and next council meeting. Contacted Chris Duncan to obtain Public Notice language for Betty as it needs to be published in the paper today.

Contacted Danny Massey the Superintendent of the School district as HAR.com has misinformation regarding our schools that can hinder attraction of housing developers and people wanting to live in Freeport. This information was sent to me and I confirmed it from Charles and Ken.

## November 20<sup>th</sup>

I had an all-day website training. This is the final one as we go live with the FEDC web site tomorrow afternoon.

I had previously asked Kendig Keast to send me a proposal to develop the downtown revitalization plan, zoning/ordinance update, annexation plan, and master parks plan. He sent me a link to download the plan. I will start reading the 60-page proposal. I have reached out to my EDC peers for other consultants and have met with one or two others.

November 21<sup>st</sup>

Today is the launch of the EDC web site that propagated late in the afternoon.

Most of the day was the development of the itinerary for project Wing Tips, contacting the County Judge, Commissioner, drainage district, staff, CenterPoint, Workforce Development and others

Again, I have informed Gary Jennings that the City nor EDC will be continuing our discussion on potentially hiring him as a consultant on Ideas that he presented. Gary is insistent we sign an NDA to protect his Ideas but as I have explained many times this type of NDA is not valid as these are ideas, will not protect you as it is discoverable. Again, I encouraged him to work on his ideas as an independent businessman.

Worked and completed the Memo for the City Council Meeting regarding the TIRZ formation. Betty, city secretary, has all the attachments that TXP has provided me. Chris Duncan will be creating the Ordinance as the missing element of the attachments for approval.

November 22<sup>nd</sup>

Tim, Stephanie and I met regarding potential development of a PID and some of the resource we need in our discussion with Mr. Wong that will take place on December 3<sup>rd</sup>.

The Draft Itinerary for Project Wing Tips has been submitted to the consulting firm. I only need Comcast to confirm their attendance.

Verified with Danny Massey that they do 313 incentives with the school district.

Please let me know whom will want to attend ICSC conference in Fort Worth in January. See Email that I sent earlier today. I need to start reserving hotel rooms and paying the conference fees.

I will be on Holiday all next week returning to the office on December 2<sup>nd</sup>. I will have limited email availability but as I have found out in the past, we sometimes get a quick turnaround on a development during the holidays to eliminate cities so I intend to have the laptop with me.

November 26<sup>th</sup>

Discussed with Michael Obeiter of Holland & Knight non-disclosure agreements for potential project.

Contacted Travis James of TXP on TIRZ process for City Council and items to discuss at city council.

December 1<sup>st</sup>

Finalized what TXP portion of TIRZ discussion at City Council

December 2<sup>nd</sup>

Three hour review of Recruitment Plan with Chris Bontrager of Retail Strategies. There are added changes that I requested before I approve it. This included the brochure for Red River ICSC.

City Council meeting on TIRZ.

Continue contacting people for this Friday's project discussion.

December 3<sup>rd</sup>

Staff meeting with Tim

Tim, John and Justin from Olsen and Olsen and I met with Mr. Wong and his attorneys. This was all day returning at 7PM.

December 4<sup>th</sup>

Meeting with Tim, Billy and myself with Mr. Dunlap regarding the property that the city transferred to us on B street in order to negotiate the sale of the EDC property and combine it with their two lots to develop housing. An issue was found that the site size are not sufficient therefore a variance will be needed to build two homes. We asked Mr. Dunlap to allow us to some time to create a better discussion on development of the property. We will be having another meeting with Mr. Dunlap.

Start work on Board Agenda

Met with Mr. Hickey regarding file on previous offer of property purchase by the EDC that appears was never acted upon when reviewing agenda and meeting minutes. Chris verified he developed documents to purchase in 2017 that appears never to have been acted upon. I will take this to the board to obtain directions.

December 5<sup>th</sup>

Finalize board agenda and post today as I will be in a meeting all day Friday with no ability to work on agenda.

December 6<sup>th</sup>

In all day meeting on potential project.