
THE CITY OF



FREEPORT

200 West Second St • Freeport, TX 77541

979.233.3526 • Fax 979.233.8867



FREEPORT ECONOMIC DEVELOPMENT CORPORATION

REGULAR BOARD MEETING

FREEPORT POLICE DEPARTMENT

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

Tuesday, November 10, 2020, 6:00 p.m.

DIRECTORS:

Jeff Pena:	President
Marinell Music:	Vice President
Mingo Marquez:	Finance
Lesa Girouard:	Secretary
Ed Garcia	
Trey Sullivan	
Nicole Mireles	

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, November 10, 2020, 6:00 p.m.

THE MEETING WILL BE OPEN TO ATTENDANCE IN PERSON BY THE GENERAL PUBLIC. THE GENERAL PUBLIC MAY JOIN THE PUBLIC MEETING REMOTELY BY TELECONFERENCE BY DIALING:

Dial-in number (US): (701) 802-5187 and using Access code: 4440124

OR

AUDIO VISUAL CONFERENCE CALL USING:

PCs, Macs®, Chromebooks™, iOS and Android™ phones and tablets.

For users wanting to view and listen to the council meeting via a web browser go to

https://join.freeconferencecall.com/edc_mtg11020

International dial-in numbers: https://fccdl.in/i/edc_mtg_111020

Online meeting ID: edc_mtg_111020

For additional assistance connecting to the meeting text "Help" to the Dial-In number above. Message and data rates may apply.

Remote participants will not be able to address the Board directly but may sent comments via email to publiccomments@freeport.tx.us any time prior to or during the meeting. All comments received will be read aloud into the record.

I. Call to Order

II. Invocation and Pledge

III. Swearing in of Board Member

Swearing in of Nicole Mireles

IV. Citizen Comments

Citizens allotted 3 minutes for comments

V. 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 Any item requiring additional discussion may be withdrawn from the Consent Agenda by Board Member or Executive Director and acted upon separately.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 October 8 Special Board Meeting and October 11 Regular Board Meeting.
- b) Approve August Financial Statement.

VI. Discussion and Action

- a. Discussion and possible action regarding new EDC positions
 - i. Analyst – Admin
- b. Update to City’s 192 lots.
- c. Update to Bryan Beach Entry
- d. Update to Downtown Fountains
- e. Update to WIFI
- f. Update to Popbox
- g. Discussion and possible action regarding EDC Attorney contract
- h. Discussion and possible action regarding EDC Networking Mixer
- i. Discussion and Update Retail Strategies progress

VII. 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 11, 2020 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), 551.074 (Personnel Matters).

In Accordance with the Texas Government Code:

- A. Section 551.087 (Economic and Community Development Matters)
 1. Review of current Contracts and/or 380 agreements
 - a. Realty World contract
 2. Update on Project Wing Tips and Sky High
 3. Update on Retail Attraction.

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.

Discussion and Action

1. Discussion and potential Actions on Realty World

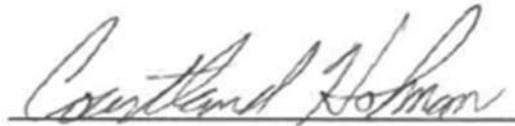
VIII. Director’s Notes

IX. 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 November 2020 by 5:00p.m.



COURTLAND HOLMAN, Executive Director



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

V -a

**CITY OF FREEPORT
ECONOMIC DEVELOPMENT CORPORATION**

200 West 2nd Street, Freeport, Texas 77541

SPECIAL MEETING 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 Thursday, October 8, 2020 at 6:00 p.m. in the Freeport Police Department Municipal Court Room, located at 430 North Brazosport Boulevard, Freeport, TX, for the purpose of considering the agenda items.

MEMBERS OF THE BOARD PRESENT:

Quorum Present

Jeff Pena President
Marinell Music
Mingo Marquez
Ed Garcia

Tim Kely: City Manager
Chris Duncan: Attorney

Visitors in Attendance:

David McGinty
Nicole Mireles
Melanie Oldham
Keith Stambaugh
Sam Reyna

I. CALL TO ORDER:

Mr. Jeff Pena opened the meeting at 6:12P.M. A quorum was present. Mingo Marquez, Jeff Pena, Marinell Music and Ed Garcia.

II. INVOCATION AND PLEDGE

Mr. Jeff Pena the Pledge.

III. CITIZEN COMMENTS:

Mr. Jeff Pena announced the opportunity for any visitors present to address the board. No citizens commented.

IV. Discussion and Action

a) Update to Pop Box Plan

Mr. Chris Duncan said the pop box sign is in Houston and has been prepared to go on the outside. Mr. Duncan said the sign will be mounted this weekend and electrical completed hooked up to the generator. Mr. Duncan stated Mr. Holman ordered the generator and should arrive from seven to ten days. Mr. Duncan said by the next week lease applications will be able to be submitted from the public.

b) Update to Fountain

Mr. Jeff Pena said the subcommittee has met and wants the fountain to be fixed and functioning trying to work through that with some volunteers in the downtown community, and at this point there is a requirement by the City to get engineering plans.

Mr. Courtland Holman said Mr. Campbell is dropping his participation in the fountain because he feels the engineering drawings are unnecessary. Mr. Holman said the City is requiring engineering drawings and are necessary for the safety of the public.

Mrs. Nicole Mireles said she is confused because Mr. Keith Stambaugh had volunteered had drawings also and everything put together for the board to review. Mrs. Mireles said if the board is not letting citizens help out and why have to spend money if Mr. Stambaugh is willing to do it.

Mr. Keith Stambaugh said he is also confused because he thought he was under the impression that the board members stated there would be a subcommittee board and they were going to call a meeting and he would be invited to it but he was never invited to any discussion regarding the fountain. Mr. Stambaugh said he is willing to participate and he does have an extensive engineering background.

Mr. Jeff Pena said the whole intent and motivation behind the EDC becoming involved was really a function of the EDC trying to improve the downtown area. Mr. Pena said the case was brought to the EDC and the board was told it had been two years the fountains have not been working and that's when the board decided to get the fountains fixed.

Mr. Tim Kelty said in regard to the fountain itself it has been down for a couple of years and the City has spent between \$7,000-\$10,000 trying to get the fountain fixed.

Mr. Kelty said Mrs. Kim Townsend was the parks director and the last quote she got to fix the fountain was about \$30,000. Mr. Kelty said Mr. Campbell went to him and told him he had people to donate money and bring in the equipment and do what needs to be done and will get it fixed and it would not cost the city anything. Mr. Kelty asked Mr. Campbell to get him some plans of what he proposed to and have the engineer review it and it would not cost much at all. Mr. Kelty said he wants the fountain to be maintained and safe for the public to be able to enjoy.

Mr. Courtland Holman suggested the board to allocate funds to go to the City for them to hire a contractor to repair both fountains in the Downtown.

Mr. Jeff Pena asked Mr. Courtland Holman if the EDC board would be able to choose the contractor because he would like to keep it all on the EDC side instead of going back and forth.

Mr. Courtland asked Mr. Jeff Pena if he would like the license contractor to be through the EDC or through the City.

Mr. Jeff Pena replied to Mr. Courtland Holman and said he would like for the licensed contractor to be through the EDC just to get it done.

MOTION to allocate up to \$10,000 to hire a licensed contractor to go towards both of the fountains in Downtown Freeport was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously.

c) Update to Beach Entry

Tabled for next meeting.

d) Discussion and Take Action regarding development of FEDC personnel policy

Mr. Jeff Pena said over the course of a few board meetings in the last summer in those meetings the board created a job performance of Mr. Courtland Holman in various categories. Mr. Pena said the EDC provided feedback with Mr. Courtland Holman discussing the items he succeeded and where he needed to show improvement. Mr. Pena stated Mr. Courtland Holman said he needed more direction from the board set goals and expectations for his position. Mr. Pena said during Mr. Courtland Holman's job evaluation during that EDC meeting the board presented to Mr. Holman a list of goals and expectations such expectations address specific concerns for the EDC board. Mr. Pena said the board placed this item on the agenda for consideration during open session and a motion to adopt the written document that contains specific goals and expectations for the Executive Director as written personnel policy of the EDC and require Mr. Holman to immediately sign such document during open session at this meeting.

Mr. Chris Duncan said he took the document from last time which there was already a motion and a second vote in open session to approve the goals, rules and expectations for Mr. Courtland Holman. Mr. Duncan said as discussed previously whenever standard Human Resource practice guidelines, job expectations and personnel policy it is important for it to be in writing so there is no confusion about what the rules and expectations were and also for those items to be signed by the employee. Mr. Duncan said he talked to Human Resource Director and she said the same procedure is used for employees of the City of Freeport so when they receive employee handbook they sign a document showing they received the handbook and are aware of what the rules are and also if there is any change in the personnel policy the employees are required to sign the document to acknowledge they have received it and are aware of what the rules are.

MOTION to approve the performance evaluation with goals and expectations for the Executive Director was made by Mr. Mingo Marquez, **Motion died from lack of second.**

Mr. Courtland Holman said he has issues with items 1-4 and is not prepared to discuss that in open session and would like for it to be talked about in Executive Session for next Tuesday regular board meeting.

Mr. Chris Duncan said adoption of the personnel policy should be discussed in open session and would only be able to talk in executive session if taking a specific action against an employee and is up to the choice of the board to have discussion in open or executive session.

Mr. Courtland said he has a set of written statements that would like to present to the board for review before acting.

Mr. Jeff Pena said for the public to know the performance review has the goals and expectations for the upcoming year for Mr. Courtland Holman. Mr. Pena said the documents are required to be signed by two of the officers on the board, president, vice president and Mr. Holman.

Mr. Mingo Marquez said he would like to give the opportunity for Mr. Courtland Holman to share the issues with items 1-4 next board meeting.

e) Discussion and Action regarding By-Laws
Tabled for next meeting.

- f) Discussion regarding Board and City Council Liaison representation
Tabled for next meeting.

V. **EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION**

It is now 7:03 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 8, 2020 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), 551.074 (Personnel Matters).

In Accordance with the Texas Government Code:

- A. Section 551.087 (Economic and Community Development Matters)
1. Review of current Contracts and/ or 380 agreements
 - a. Realty World Contract
 2. EDC Riverfront Property

Reconvene into Open Session

Board President's statement:

It is now 7:33 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session

MOTION by Ed Garcia to have the City Liaison Ken Green excused from Executive session due to possible conflict of interest in regards to the EDC Riverfront Property. Marinell Music seconded and the Motion Passed unanimously.

It is now 7:35 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 8, 2020 meeting and do hereby reconvene executive session.

Reconvene into Open Session

Board President's statement:

It is now 8:00 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session

Discussion and Action

1. Discussion and potential Actions on Realty World

No discussion

2. Discussion and possible action on EDC Riverfront potential projects.

MOTION by Marinell Music to determine the riverfront area lights on EDC property are maintained by CenterPoint and if not hire a contractor to an amount up to \$9500 to have them working again, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

VI. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

VII. ADJOURN

MOTION to adjourn was made by Mr. Mingo Marquez, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously. Meeting adjourned at 8:03 p.m.

Lesia Girouard - Secretary

CITY OF FREEPORT
ECONOMIC DEVELOPMENT CORPORATION
200 West 2nd 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, October 13, 2020 at 6:00 p.m. in the Freeport Police Department Municipal Court Room, located at 430 North Brazosport Boulevard, Freeport, TX, for the purpose of considering the agenda items.

MEMBERS OF THE BOARD PRESENT: Quorum Present

Jeff Pena President
Marinell Music Vice President
Mingo Marquez Finance
Lesa Girouard Secretary
Trey Sullivan
Ed Garcia

Courtland Holman: Executive Director
Christopher Duncan: Attorney
Stephanie Russell: Finance Director

Visitors in Attendance:

David McGinty
Nicole Mireles
Melanie Oldham
Keith Stambaugh
Eric Hayes

VIII. CALL TO ORDER:

Mr. Jeff Pena opened the meeting at 6:07P.M. A quorum was present. Mingo Marquez, Jeff Pena, Marinell Music and Ed Garcia.

IX. INVOCATION AND PLEDGE

Mr. Courtland Holman led the invocation and Mr. Jeff Pena the Pledge.

X. CITIZEN COMMENTS:

Mr. Jeff Pena announced the opportunity for any visitors present to address the board. No citizens commented.

XI. CONSENT AGENDA

g) Approve Meeting Minutes for September 15 Regular Board Meeting.

MOTION to Approve Meeting Minutes for September 15 Regular Board Meeting as they are with the inclusion on the Motion made by Mr. Mingo Marquez to add goals for next year's Executive Director's Review to include the rules also was made by Mrs. Marinell Music, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously.

h) Approve July Financial Statement..

MOTION to approve July Financial Statement was made by Mrs. Marinell Music, **seconded** by Mrs. Lesa Girouard. Motion **PASSED** unanimously.

XII. DISCUSSION AND ACTION

A. Discussion and potential Action to City's 192 lots. Request that two members from Planning and Zoning attend for their input.

Mr. Courtland Holman said within the 19 acres the City owns, 11 single 25X125 foot lots not owned by the city with all but two lots not adjacent with another which make the development of 50-foot-wide lot difficult as that also eliminates an addition nine 25X125 foot lots un-buildable. Mr. Holman recommends the property to be rezoned and re-platted into a Planned Development to accommodate a minimum 25 foot wide lot development that a developer will design, build the infrastructure and either sell the lots to home builders or build the lots themselves within 2 years from a signed agreement with the city. Mr. Holman stated he is not if this plan will work but is making the recommendation to at least explore it at this point and get the input from planning and zoning.

Mr. Erik Hayes said the Planning Commission tried to pass something similar like this before, they tried to do something with 25 foot lots and it was taken to council and it was not approved. Mr. Hayes said when the board took this to council a lot of residents went to complain that they did not want the 25-foot lot to be build on because they did not want their neighbors living that close. Mr. Hayes said he believes this is a really good idea.

Mr. Jeff Pena asked what would be the process to take this to Council by the EDC or by the EDC and Planning Commission.

Mr. Erik Hayes said probably a motion by the EDC board, a few members from the board present before the planning commission and then make a recommendation to council.

Mr. Courtland Holman said he thinks the EDC and planning commission should joined together and present to the City Council.

Mr. Chris Duncan said legally they are two separate steps one being zoning which EDC can take the lead on going to the planning commission to try to get the area rezoned and the other step would be getting a plat.

Mr. Courtland said a step is missing which is bringing a couple of developers to get their critique in a workshop setting between the EDC and Planning Commission. Mr. Holman said he would prefer the developer replats it because the developer can design the redevelopment to maximize his cost not maximize our cost. Mr. Holman stated that he thinks the goal here is to bring in homes, maximize the lots, bring in as many people as possible so retail can be attracted.

Mrs. Nicole Mireles suggested or recommends for the board to try to find local builders.

Mr. Jeff Pena said he thinks this is a great opportunity. Mr. Pena said what he thinks needs to be done is get with a design group to come up with a site plan.

Mr. Courtland Holman said a workshop should be scheduled and invite a couple of developers. Mr. Holman said a couple of round meetings will have to be made also which include planning and zoning, city staff, a couple of developers, EDC board and maybe a council member.

MOTION to allot \$8,000 from the budget to get an architectural concept in place for the potential housing development was made by Mrs. Marinell Music, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

B. Discussion and possible action on Budget

Mr. Jeff Pena said the subcommittee put a list together of various projects the board has. Mr. Jeff Pena stated he wanted to make sure the projects are identified, what the budgets are and get them off the ground and moving.

Mr. Chris Duncan stated the sign and generator are ready for the pop box. Mr. Duncan said the subcommittee will meet and then a press release will be made following with an announcement to start taking applications.

Mr. Courtland said to Mr. Jeff Pena the pop box will probably have to be moved off the levee to a different location

Mr. Chris Duncan said all those details will be covered in the subcommittee.

Mr. Jeff Pena said utilizing the EDC space for fish market there has been discussion to promote and having a fish market event also reach out to a couple of local fish markets.

Mr. Jeff Pena said social media using Facebook for marketing and branding for the EDC.

Mr. Jeff Pena stated another project that he wanted to make sure was on the budget was window signage.

Mr. Mingo Marquez said for the window signage budget he does not think \$5,000 is not enough to cover all the windows with signage in the downtown. Mr. Marquez said he would like to bump it up to maybe \$9,000 so if the owner agrees to let the EDC do signage on their window this amount will cover it.

Mr. Chris Duncan said the amount to cover every window in downtown can be budgeted but certainly don't print out for all the windows without the permission of the owner first.

MOTION to approve \$62,500 for the total near term items was made by Mrs. Marinell Music, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

Mr. Courtland said on the motion the board just made it identified some of the items on the handout given out. Mr. Holman stated he thinks the board would want to approve misc. training, TEDC board, training for the sales tax workshop, ICSC Dallas, ICSC Vegas and additional training TBD (retreat) the total for this bucket is \$24,860. Mr. Holman said the board should meet for a workshop to work on the professional services category, publication and advertising.

Mr. Jeff Pena said he would like to make a recommendation to clean this up to only have the items the motion will be made on.

C. Discussion and Take Action regarding development of FEDC personnel policy.

Mr. Jeff Pena said the discussion on this was the function of the policy being signed and greed to by Mr. Courtland Holman which he had signed the day before of this meeting. Mr. Pena said the discussion of this matter in terms of presenting to the board the reasons why this needed to be signed.

Mrs. Lesa Girouard said she wanted to discuss this item and had a lot of questions. Mrs. Girouard asked when the effective date of this personnel policy.

Mr. Chris Duncan replied to Mrs. Girouard it is effective the date it was passed by the board on September 15th, 2020.

Mrs. Lesa Girouard said one thing that concerns her is Mr. Courtland Holman is a staff member and she feels like she should be able to talk to him about a project to get some clarity and information on it but according to the personnel policy Mr. Holman would be terminated and she does not like that.

Mr. Jeff Pena said part of the discussion for this particular item was to get to Mr. Courtland Holman to sign and then have a workshop to go over the policy. Mr. Pena said the purpose of this item was for the board to be prepared and get their questions ready for the Workshop that will be made. Mr. Jeff Pena said Mr. Holman agreed on signing the policy and having a workshop to discuss this.

Mrs. Lesa Girouard said she had some issues with the goals because some of them do not make any sense to her or they are too general and a little vague.

D. Update to Bryan Beach Entry

Mr. Jeff Pena said the update on this is getting some preliminary work on site plan for the beach entry and addition to that Mr. Holman has initiated meaningful meetings that will be coming up that are very important.

Mr. Courtland Holman said he is initiation with Mr. Jeff Pena, people from Quintana and LNG since the property lines are shared and how can they work together in making a best use for all of the properties.

Mr. Chris Duncan said Mr. Pena when they talk to the Freeport LNG to let them know it would be helpful if they would allow to have an antenna there for private LTE WIFI.

E. Discussion regarding Vacant Board member position.

Mr. Jeff Pena said Mr. Kenny Hayes has resigned from the EDC board and City Council will have to consider a new candidate for the board. Mr. Pena said he wanted to make sure this was on the agenda to think about maybe providing a letter of recommendation for who the board would want to include on the EDC board. Mr. Pena said for him to recommend someone they must attend the EDC board meetings have interest in the EDC and that they are active and wanting to participate and commit their time to attend the meetings and the work that is needed on the outside.

Mrs. Marinell Music said since she has been a part of the board there has been one person that she knows has put in his application for this year to be on the EDC board and had has many meetings with this individual and he has a genuine desire to see Freeport move forward and support what the board is trying to do and this individual is Mr. David McGinty. Mrs. Music said he would be one of the ones she would like to recommend to council.

Mr. Ed Garcia said he would like for the board to consider a person who has served elected position in the City Council for the City of Freeport and has served in various boards and commissions and is currently chairman of the planning commission and thinks she has a lot of experience not only in industry with their job but with city government and that is Mrs. Nicole Mireles.

Mrs. Lesa Girouard said she would like to make a recommendation of Keith Stambaugh he has been to multiple meetings and is also an engineer and she believes he would add value to the EDC board.

Mr. Mingo Marquez asked if the City is still taking applications for this position.

Mr. Courtland Holman said the applications are always open to be submitted throughout the year. Mr. Holman said the board can recommend to the City Council all three individuals and let them know they would like them to be on the board.

MOTION for the EDC board to recommend Mr. David McGinty, Mrs. Nicole Mireles and Mr. Keith Stambaugh to City Council was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously.

F. Discussion and possible action regarding subcommittee and special projects as related to the FEDC Workshop of which the budget was based upon.

G. Discussion and possible action regarding City Council Liaison representation.

MOTION to table till after the elections was made by Mr. Ed Garcia, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

H. Discussion and possible action on invoices and contracts.

- i. Approve Invoice for Expansion Solutions**
- ii. Approve Invoice for FDI Alliance**
- iii. Approve Invoice for Conway Data for Texas Wide Open for Business Magazine and website side bar advertisement.**
- iv. Approve Invoice for ZoomProspector**
- v. Approve Invoice for Retail Strategies**

Items i, ii, iii, and v were pulled from agenda discussion

Mr. Courtland Holman said ZoomProspector is the property locator it is also located on the website and have about 19 to 20 sites on there both retail as well as industrial. Mr. Holman said as retail comes up he will be putting more of those on once a new staff member is hired.

Mr. Jeff Pena asked Mr. Courtland Holman what percentage of ZoomProspector listings are residential, industrial or retail.

Mr. Courtland Holman replied to Mr. Jeff Pena and said right now he has quite a little of the industrial on there. Mr. Holman said he started to propagate more retail.

Mrs. Lesa Girouard said she will go with Mr. Courtland Holman's recommendation of using ZoomProspector.

MOTION to approve the \$9,000 for ZoomProspector was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. With all present voting, "Aye" 5-0. Mr. Jeff Pena voted "Nay".

XIII. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION

It is now 7:58 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 13, 2020 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), 551.074 (Personnel Matters).

In Accordance with the Texas Government Code:

B. Section 551.087 (Economic and Community Development Matters)

- 3. Review of current Contracts and/ or 380 agreements**
 - b. Realty World Contract**
- 4. Review of Samer Tawakkol potential projects**
- 5. Discussion regarding 380 Agreement with Mr. Elliot Cundieff for a 9-lot housing development on 2nd Street.**

Reconvene into Open Session

Board President's statement:

It is now 9:01 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session

Discussion and Action

3. Discussion and potential Actions on Realty World

No Action

4. Discussion and possible action on Samer Tawakkol potential projects.

MOTION made by Marinell Music to have Attorney Chris Duncan write a letter that states we are severing relations with Samer and potential investors until he demonstrates financial capacity. Motion was seconded by Lesa Girouard. Motion **Passed** unanimously.

5. Discussion and possible action to recommend approval to city council on 380 Agreement with Mr. Elliot Cundieff regarding a 9-lot housing development on 2nd Street.

No Action assigned to Contract Workshop

XIV. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

XV. ADJOURN

MOTION to adjourn was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously. Meeting adjourned at 9:04 p.m.

Lesla Girouard- Secretary

Freeport Economic Development Corporation

Title: Monthly Financial Report

Date: November 10, 2020

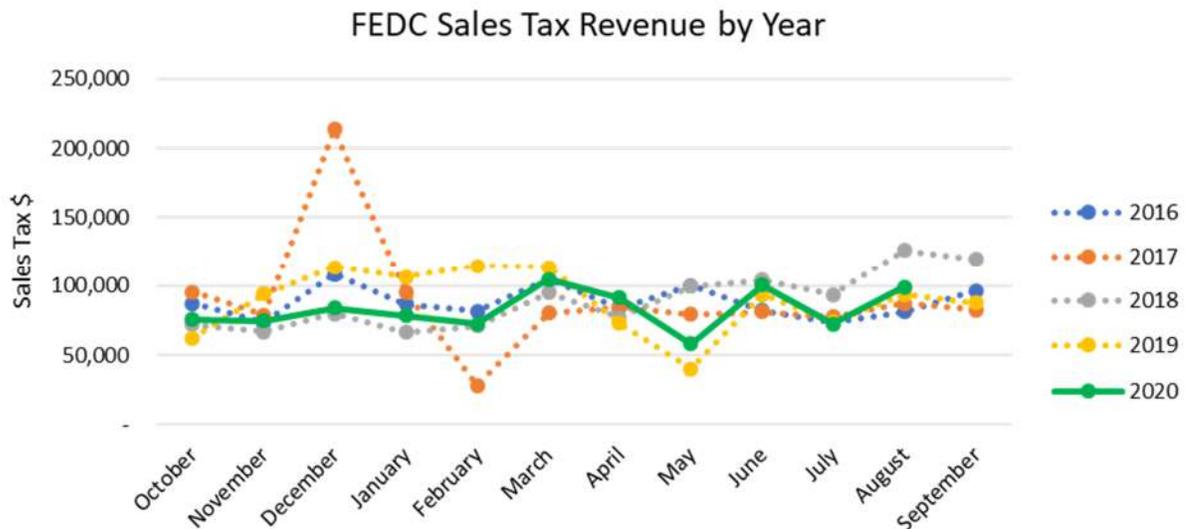
From: Stephanie Russell, Assistant City Manager/Finance Director

Staff Recommendation: N/A

Item Summary:

The attached financial report is through September 30, 2020 (preliminary).

- Sales Tax Revenue through August (received in October) was over \$911,000, which is down (\$68,400) from last fiscal year to-date. However; the revenue for August was up from July by over \$26k. Overall, we are under budget 15% for the year.



- With the exception of Legal Services (over \$7,521.00), all other expenditure categories are trending as expected.
- There is one account showing credits due to voided checks issued the prior year.
- Once all expenses for the prior year are accounted for, staff recommends a final budget amendment to reflect the major expense changes, such as the payment made to the First State Bank of Clute.

Special Considerations:

Per the City’s End of Year Closing Procedures, invoices and revenue for the prior fiscal year received by the end of November will be accounted for in the prior fiscal year. Thus, the information presented at this time is preliminary.

Financial Impact:

Overall, net Revenue less Expenditures for the period is -\$217,454, before the \$300,000 transfer from the City for the 380 Agreement. This is up again from last month but still negative due to the final payment made to the First State Bank of Clute (\$765,160.98).

Revenue & Expenses	FY19 Actual*	Current Budget	Actual YTD
Beg. Fund Bal. *	238,360	729,841	729,841
Revenue	1,078,325	1,200,120	911,112
Expenses	586,844	1,170,083	1,128,566
Rev. Less Exp.	491,481	30,037	-217,454
Plus, Transfers In	0	0	300,000
End. Fund Bal.	729,841	759,878	812,387

*Audited

Balance Sheet	Actual YTD
Assets	
Main Bank Acct.	714,557
2nd Bank Acct.	15,337
Sales Tax Receivable	99,237
Due from City	0
Total Assets	829,131
Liabilities	
Note Payable to City	0
Accounts Payable	16,744
Cash Due to City	0
Beg. Fund Bal.	729,841
Rev. Less Exp/Trf	82,546
Total Liab. & Fund Bal.	829,131

Board or 3rd Party recommendation:

N/A

Supporting Documentation:

Revenue & Expense Report

CITY OF FREEPORT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

30 -ECONOMIC DEVELOPMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	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	911,111.98	0.00	289,008.02	75.92
TOTAL REVENUES	1,200,120	0.00	911,111.98	0.00	289,008.02	75.92
<u>EXPENDITURE SUMMARY</u>						
<u>ECONOMIC DEVELOPMENT FUND</u>						
SALARIES	96,918	7,607.30	96,750.79	0.00	2,167.21	97.81
BENEFITS	31,690	2,573.64	32,387.87	0.00 (697.87)	102.20
SUPPLIES	7,500	275.36	1,066.87	0.00	6,433.13	14.22
SERVICES	751,475	20,305.90	160,100.40	22,500.00	568,874.60	24.30
SUNDRY	28,000	707.45	9,865.06	0.00	18,134.94	35.23
DEBT SERVICE	0	0.00	765,160.98	0.00 (765,160.98)	0.00
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	917,583	31,469.65	1,065,331.97	22,500.00 (170,248.97)	118.55
<u>TRANSFERRED TO</u>						
INTERFUND TRANSFERS	275,000	50,000.00	63,234.00	0.00	211,766.00	22.99
TOTAL TRANSFERRED TO	275,000	50,000.00	63,234.00	0.00	211,766.00	22.99
<u>TRANSFERRED FROM</u>						
INTERFUND TRANSFERS	0	0.00 (300,000.00)	0.00	300,000.00	0.00
TOTAL TRANSFERRED FROM	0	0.00 (300,000.00)	0.00	300,000.00	0.00
TOTAL EXPENDITURES	1,192,583	81,469.65	828,565.97	22,500.00	341,517.03	71.36
REVENUE OVER/(UNDER) EXPENDITURES	7,537 (81,469.65)	82,546.01 (22,500.00) (52,509.01)	796.68

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

30 -ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 100.00

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	911,111.98	0.00	288,888.02	75.93
30-360-1INTEREST INCOME	120	0.00	0.00	0.00	120.00	0.00
30-360-1MISC INCOME	0	0.00	0.00	0.00	0.00	0.00
30-360-2SALE OF PROPERTY	0	0.00	0.00	0.00	0.00	0.00
30-360-4GRANT REVENUE	0	0.00	0.00	0.00	0.00	0.00
30-360-6LEASE INCOME	0	0.00	0.00	0.00	0.00	0.00
30-360-9DONATIONS - MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
30-399-0PROCEEDS FROM SALE OF BOND	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	1,200,120	0.00	911,111.98	0.00	289,008.02	75.92

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

30 -ECONOMIC DEVELOPMENT FUND

DEPARTMENT - ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>DEBT SERVICE</u>						
30-407-700 PRINCIPAL	0	0.00	763,301.42	0.00 (763,301.42)	0.00
30-407-705 COST OF BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
30-407-710 INTEREST EXPENSE	0	0.00	1,859.56	0.00 (1,859.56)	0.00
TOTAL DEBT SERVICE	0	0.00	765,160.98	0.00 (765,160.98)	0.00
<u>CAPITAL OUTLAY</u>						
30-407-880 LAND ACQUISITION	0	0.00	0.00	0.00	0.00	0.00
30-407-899 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	917,583	31,469.65	1,065,331.97	22,500.00 (170,248.97)	118.55

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

30 -ECONOMIC DEVELOPMENT FUND
 DEPARTMENT - TRANSFERRED TO

% OF YEAR COMPLETED: 100.00

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	50,000.00	50,000.00	0.00	0.00	100.00
30-700-034 TRANSFER TO E.D.C DEBT SERV	<u>225,000</u>	<u>0.00</u>	<u>13,234.00</u>	<u>0.00</u>	<u>211,766.00</u>	<u>5.88</u>
TOTAL INTERFUND TRANSFERS	275,000	50,000.00	63,234.00	0.00	211,766.00	22.99
TOTAL TRANSFERRED TO	275,000	50,000.00	63,234.00	0.00	211,766.00	22.99

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

30 -ECONOMIC DEVELOPMENT FUND
 DEPARTMENT - TRANSFERRED FROM

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERFUND TRANSFERS</u>						
30-710-010 TRANSFER FROM GENERAL FUND	<u>0</u>	<u>0.00</u>	<u>(300,000.00)</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	0	0.00	(300,000.00)	0.00	300,000.00	0.00
TOTAL TRANSFERRED FROM	0	0.00	(300,000.00)	0.00	300,000.00	0.00
TOTAL EXPENDITURES	1,192,583	81,469.65	828,565.97	22,500.00	341,517.03	71.36
REVENUE OVER/(UNDER) EXPENDITURES	7,537	(81,469.65)	82,546.01	(22,500.00)	(52,509.01)	796.68

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

34 -SERIES 2001 - DEBT SVC
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>ECONOMIC DEVELOPMENT FUND</u>						
SERVICES	0	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	225,000	0.00	13,234.00	0.00	211,766.00	5.88
TOTAL ECONOMIC DEVELOPMENT FUND	225,000	0.00	13,234.00	0.00	211,766.00	5.88
<u>TRANSFERRED FROM</u>						
INTERFUND TRANSFERS	(225,000)	0.00	(13,234.00)	0.00	(211,766.00)	5.88
TOTAL TRANSFERRED FROM	(225,000)	0.00	(13,234.00)	0.00	(211,766.00)	5.88
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

34 -SERIES 2001 - DEBT SVC

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
34-360-1INTEREST INCOME	0	0.00	0.00	0.00	0.00	0.00
34-360-9CONTRIBUTIONS FROM EDC DEBT	0	0.00	0.00	0.00	0.00	0.00
34-399-0PROCEEDS FROM SALE OF BOND	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

34 -SERIES 2001 - DEBT SVC

DEPARTMENT - ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>SERVICES</u>						
34-407-414 BANK CHARGES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>DEBT SERVICE</u>						
34-407-700 PRINCIPAL	160,000	0.00	10,975.69	0.00	149,024.31	6.86
34-407-710 INTEREST EXPENSE	65,000	0.00	2,258.31	0.00	62,741.69	3.47
34-407-730 DEBT SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE	225,000	0.00	13,234.00	0.00	211,766.00	5.88
TOTAL ECONOMIC DEVELOPMENT FUND	225,000	0.00	13,234.00	0.00	211,766.00	5.88

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

34 -SERIES 2001 - DEBT SVC

DEPARTMENT - TRANSFERRED FROM

% OF YEAR COMPLETED: 100.00

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)	0.00	(13,234.00)	0.00	(211,766.00)	5.88
TOTAL INTERFUND TRANSFERS	(225,000)	0.00	(13,234.00)	0.00	(211,766.00)	5.88
TOTAL TRANSFERRED FROM	(225,000)	0.00	(13,234.00)	0.00	(211,766.00)	5.88
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

Agenda Item #VI-a



**City of Freeport
JOB DESCRIPTION**

POSITION TITLE: Economic Development Assistant / Analyst

DEPARTMENT: Economic Development
REPORTS TO: EDC Director

FLSA Status: NON-EXEMPT
Approved by HR: 10-07-2020

Standard Work Hours: Monday – Friday, 8:00 am – 5:00 pm. Non-standard hours may be required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

GENERAL JOB SUMMARY: Under general supervision the Economic Development Assistant / Analyst provides a full range of administrative support functions; independently completes assigned responsibilities and projects; administers ED systems; performs statistical analysis and research; supports activities related to the FEDC and/or City-wide activities; assists Director in activity to attract housing and businesses to Freeport; makes recommendations for action and assists with administering policy and procedures; assists with developing and monitoring budgets; may act as a project leader or departmental administrative officer.

ESSENTIAL FUNCTIONS: *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

ESSENTIAL DUTIES	% of TIME
<p>1. Performs full range of professional administrative duties in support of the Freeport Economic Development Corporation's services, projects, and programs. Administrative tasks include but are not limited to:</p> <ul style="list-style-type: none"> • Assists in preparation for board meetings, creating board packets and recording minutes. • Assists in the preparation of staff reports for various groups, committees, commissions, and boards. • Prepares meeting agendas, summaries, and information packets. • Attends FEDC board meetings currently scheduled at 6:00PM second Monday of the month. • Provide Notary Public services for the FEDC. • Ensure legal documents are properly signed and filed. • Attend City related meetings and functions as needed. • Coordinate with City staff to facilitate project processing and permitting. 	20
<p>2. Provides general administrative support to the Economic Development Director. Administrative tasks include but are not limited to:</p>	20



**City of Freeport
JOB DESCRIPTION**

	<ul style="list-style-type: none"> • Ensure the office is staffed during regular business hours (8am-5pm). • Provide excellent customer service to citizens and business persons. • Provide phone reception for office and Executive Director. • Prepares and coordinate mail, faxes, and express packages. • Collect and process EDC bills and payments in coordination with City's finance department, and supports the ED Director with monitoring budget. • Ensure time sheets are completed and filed. • Maintain efficient and organized filing system. • Prepares and maintains telephone directory and other company information. • Operate and maintain all office equipment and order office supplies and cleaning supplies. • Set up for meetings and events with food, refreshments, etc. • Maintain work area and office environment in a neat and orderly fashion. 	
3.	<p>Performs Analyst Functions including but not limited to:</p> <ul style="list-style-type: none"> • Develop, update, and maintain the property locator database. • Consistently review city facts and figures for accuracy. • Performs research studies including economic or financial studies; analyzes and identifies trends. • Conducts site location assistance for business locators. • Researches, gathers, and provides data on available properties. • Collects data from brokerage companies on available property; prepares and sends information packages to clients. • Assists in solving problems and coordinating solutions to business issues. 	20
4.	<p>Executes EDC Marketing and Social Media Strategy by:</p> <ul style="list-style-type: none"> • Developing, updating, and maintaining the EDC web site. • Consistently monitoring, updating, and maintaining social media outlets [i.e. Facebook, LinkedIn, etc.]. • Developing and strategically distributing creative and effective EDC communication collateral. 	20
5.	<p>Facilitates positive relationships between the EDC, City and Community leaders and residents by:</p> <ul style="list-style-type: none"> • Responding promptly and professionally to Board members, Chambers of Commerce, City of 	15



**City of Freeport
JOB DESCRIPTION**

	Freeport staff, City Council members, County Commissioners, and vendors. <ul style="list-style-type: none"> • Openly communicating with EDC Director regarding inquires and interactions with the parties listed above. 	
6.	Performs other duties as assigned.	5

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge:

- Advanced knowledge of various computer software packages relevant to this position's responsibilities such as PowerPoint, Publisher, Graphics, Excel and Microsoft Word.
- Demonstrated knowledge of standard office procedures and equipment, bookkeeping and general ledger procedures.
- Understanding of economic development principals and terminology.
- Knowledge of parliamentary procedure as it relates to administrative support for Board meetings.
- Experience with research techniques including ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, technical journals, financial reports and legal documents.
- Above average knowledge of basic accounting procedures for finance and budget functions.

Skills In / Ability To:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to solve problems and deal with a variety of complex variables in situations where only limited standardization exists.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, citizens or members of the business community.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to maintain accurate records and prepare clear and concise reports and correspondence. Includes creating and updating policies and procedures manuals.

MINIMUM QUALIFICATIONS: Education, Licenses/Certifications, & Experience

Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.

REQUIRED:

- **Education:** Associate's Degree from accredited college, university, or technical school. Bachelor's degree preferred but not required. Course work in Economic Development, Business Management, or a closely related field is strongly preferred.
- **Licenses / Certifications:** Valid Texas Driver's License required for transportation to meetings, job sites, etc. Must be able to obtain a Texas Notary Public within 90 days from start of employment. Fees to become a Notary Public paid by employer.



City of Freeport JOB DESCRIPTION

- **Experience:** Requires three (3) to five (5) years of progressively responsible administrative or analyst experience in a professional office environment. Proficiency in MS Office software (Word, Excel, Power Point, Publisher), e-mail, and internet are required.

PREFERRED:

- Economic Development related certification at start of employment is helpful, but not required. Will required employee to obtain Economic Development related certification within 4 years of employment.
- Knowledge of real estate, finance, and/or city government operations are helpful, but not required.

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

Tasks involve routine physical effort involved in executing office functions. This includes but is not limited to, exerting at least 20 lbs. of pressure; lifting, pushing, pulling, and carrying objects and supplies, also at least 20 lbs. This position requires frequent walking, sitting, carrying, crouching, balancing, reaching, and fine dexterity. Requires operation computer and office equipment. Requires visual and audible awareness of surroundings, including the ability to answer phones and greet customers. Working conditions include touring facilities, both indoor and outside.

Mental Requirements:

Work is often deadline driven, requiring the ability to work under stress and prioritize. Requires rational reasoning skills and the ability remain calm in situations where parties do not agree.

The Freeport Economic Development Corporation is an Equal Opportunity Employer.

Directors Notes

October 12 through November 6

Week of October 12 through October 16

Site meeting with Aqua Pools (Lynn) and Jeff Pena to go over construction or rehabilitation of the Fountain. I gave Lynn directions on both fountains for two separate costs hopefully to rehab the existing back to original but if not rebuild to original. Also need to ensure that the fountain is easily maintained and will last many years. I was able to obtain from the 1960 and 70's. Lynn has put together a couple of elevations that I have shared.

The instructions I gave Lynn when we all met were:

Repair (desired) or Replace to as much as possible to meet original design which per the elevations show.

Add jets and lighting as I could not tell at the time what was installed and per the original pictures it was lights but he can do both through the jets.

Bring up to code for safety as we do not want to be in the paper like Lake Jackson

Make the fountain easily maintained by City Staff. (make it stupidly simple)

Must last 30 years

Be the single point of contact and sub out all work not done by his company.

Create plans for city submittal

Give me a cost estimate with alternate cost to remove acorn and install third tier bowl as shown in original picture from 1964.

Possible present to the subcommittee

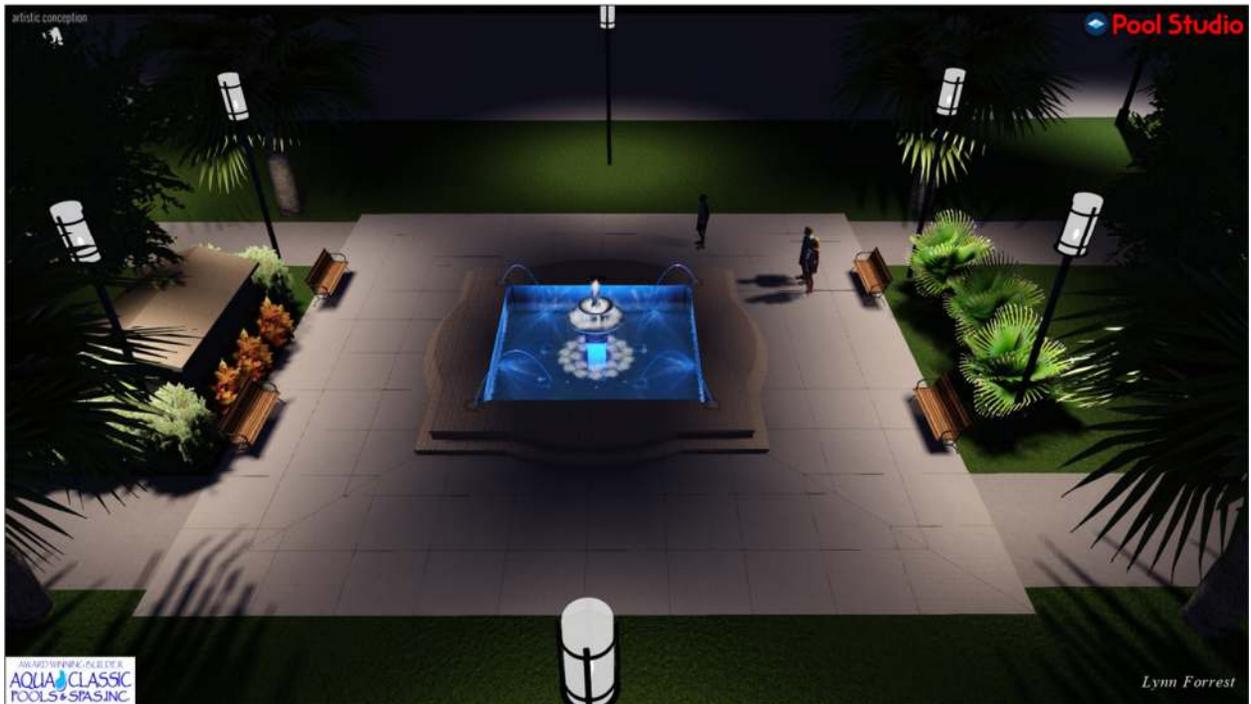
Present at the board meeting.

If awarded the Job pull all permits and submit all plans for review to Building Department, Fire Inspector and City Engineer.

The EDC will need to obtain approvals from City Council to repair the Fountain using 380 Funds.

The fountains have not been operational for many years and are in code violation. The Fire Inspector has done research on codes for fountains that have been sent to Lynn.

The shed that houses the equipment is also in dire need of repair but really replacement is needed as you can put your finger through sections of the structure. The shed will need to be enlarged to handle the equipment on Lynn's design for safety issues.





Project Barn Door is a new project that Tim and I have met with regarding a large barge and truck transportation service that will invest Millions of dollars in development in an Opportunity Zone. The funding that they will obtain from the Opportunity Zone they will need and want to invest in the redevelopment of downtown using a 70/30 rule that required 70 percent of funding for the industry has

a 30 percent component to invest in rural improvements. I discussed that if he build his industrial transportation business the he would be investing 30% into building an mixed used retail housing development in downtown so that potential employees could live in the mixed use development which the answer is yes and how that type of funding is intended to be used. I will be scheduling a meeting with Tim and their staff to explain how an opportunity zone really works.

Attended an SBA partners video meeting regarding PPP funding and SBA loans.

Attended the Police Charitable Golf Tournament with Doug Kirk and Patrick Bourgeois. Jeff Pena had to cancel at last moment. Doug and I discussed the 19 acres housing development and my presentation earlier to the board on creating a Planned Development. Doug will work on a thought process and talk to others like Mayor Bass. I have been in discussion with Patrick on expansion of their Executive Suites housing on Hwy 36 and will be meeting with his boss next week.

Week of October 19 through 23

Conference call with Mr. Chris William for retail in the downtown. I have provided him with information as he is looking to acquire property for an expansion of his business from a different city. Marinell Music sent him to me.

Meeting with Executive Studios with Patrick, his boss and I regarding development on their property on Hwy 36. Whom to talk to and the procedures. I let them know if that I would like them to self annex the property into the city as they are already receiving city services. By expanding will impact those services such as sewer and water. This will be a mixed expansion of retail and housing.

Meeting with the principals of Project Barn Door and their attorney with Tim regarding the Development and Opportunity Zone. Average age of the group was over 70 except the attorney. We will need to get more information separately on how opportunity zones work and are funded but looks promising to fund the redevelopment projects we desire for the city.

Via the Alliance I was in a video conference with Skylark Wireless that is seeking public private interest with cities to provide wireless internet services. We discussed their operation and capacity in providing wireless to the city. Need a lot more information.

I attended a conference call with Gina Adams Hispanic Chamber of Commerce with the White House regarding Opportunity Zone funding and how it is used. It was a waste of time as it was a sales pitch for the President. They took our questions and will respond at a later time.

Attended our HREDA video conference call

Week of October 26 through 30

Conference call with Paul Tarrant of Texas Economic Development Connection as EDC service but they mostly help cities with industry. At this point I stated that we will pass as we need to concentrate on Retail and Housing. With the services I already use and the State with GHP I am getting sufficient lead on industry.

Meeting with Jeff Pena, Gina Adams, Wendy Mazurkiewicz of Freeport LNG, and Erin Piper regarding Bryan Beach expansion. Though a fruit full discussion on information regarding properties and future expansion of Freeport LNG will not be participating and referred us to City of Quintana.

Meeting with Tim Kelty, Chief Motley and Fire Marshal, Billy Shoemaker and myself regarding James McDonalds new businesses expansion in downtown as he has some issues with permitting and need for Fire Sprinklers in the building do to size and occupancy. James is making a major investment in the city and hope he is successful in attracting more with others doing the same.

Week of November 2 through 6

Video conference with T-Mobile regarding having retail stores opening in Freeport and WIFI services using the existing towers. This will be a continued conversation but we can create a SMART City via partnership with them.

Staff meeting with City

Tim and I were on a video conference call with Project Sky High regarding the development on the 8 acre EDC property. Project Sky High needs to build its headquarters of 100 staff on the site but has also attracted a Movie Production Studio of 150 employees that need about 3 acres for their offices. This all would incorporate retail in the development and fill the property. There are additional investors in the project that desire to expand into downtown.

I was on a video conference call with Project Sky High and the additional investors and a firm they are working with to develop a SMART CITY wireless infrastructure that they would like to have added conversations on a Public Private partnership with the city. The SMART CITY firm would also work with property owners and especially new construction to integrate SMART services into the structures such as LED lighting that you can turn on remotely or change the temperature of your house remotely, etc.

Meeting with Subcommittee on Retail Strategies contract.

Rescheduling TIRZ Meeting with Judge Sebesta, Dude Payne, Brooks Bass, Tim Kelty and others to next week.

Send out Agenda and Post by 11/6/2020

From November 16th through the 19th I will be attending the Houston-Rotterdam Energy 2.0 Trade and Investment Forum a virtual conference. These are all day sessions.

I will be on Vacation and Holiday the week of November 23 through 27 the Thanksgiving week but will be in town much of it.

I will be on Vacation and Holiday the week of December 21 through 25 the Christmas week but will be in town much of it at this point.