

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**

Wednesday, December 16, 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
Wednesday, December 16, 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_mtg_121620

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Online meeting ID: edc_mtg_121620

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. President Statement

IV. Citizen Comments

Citizens allotted 3 minutes for comments

Board Comments

- a. President Jeff Pena: announcements and comments.
- b. VP Marinell Music: announcements and comments.
- c. Finance Mingo Marquez: announcements and comments.
- d. Secretary Lesa Girouard: announcements and comments.
- e. Ed Garcia: announcements and comments.
- f. Trey Sullivan: announcements and comments.
- g. Nicole Mireles: announcements and 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 Any item requiring additional discussion may be withdrawn from the Consent Agenda by Board Member or Executive Director and acted upon separately.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 November 10 Regular Board Meeting.
- b) Approve Corrections to Meeting Minutes from October 8 Special Board Meeting.
- c) Approve October Financial Statement.

VI. Discussion and Action

- a. Discussion and possible action requesting from City that the Visitor Center building on Hwy 288 for the use of the FEDC as its office. (Ed)
- b. Discussion and possible action regarding new EDC position (Holman)
 - i. Analyst – Admin
- c. Discussion and possible action on invoices and contracts. (Trey/Holman)
 - i. Invoice for Expansion Solutions- \$30,000
 - ii. Invoice for FDI Alliance - \$25,000
 - iii. Invoice for Conway Data for Texas Wide Open for Business Magazine and website side bar advertisement. - \$10,000
 - iv. Invoice for Retail Strategies \$45,000
- d. Update to City's 192 lots
- e. Update to FEDC Lights on 8.8 Acre Property (Trey/Jeff)
- f. Update to Bryan Beach Entry (Jeff)
- g. Update to Popbox (Jeff)
- h. Discussion and possible action regarding EDC Attorney contract (Trey)
- i. Discussion and possible action regarding EDC Networking Mixer

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 December 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. Discussion with Project Sky High
 - 2. Review of current Contracts and/or 380 agreements
 - a. Realty World contract
 - 3. Update on Project Wing Tips
 - 4. EDC Commercial Property occupied by Lucy Goose

5. Samer Letter to EDC
6. Cundieff Property

B. Section 551.074 (authorizes certain deliberations about officers and employees of the governmental body to be held in executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

1. Executive Director
2. Administrative Assistant

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. Directors Notes

IX. Adjourn

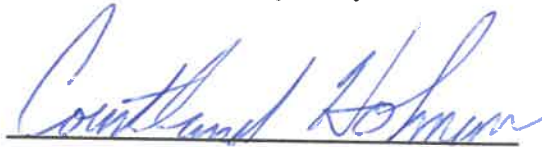
Motion to close board meeting made by _____ and seconded by _____.
Motion _____.

It is now ____ p.m. and I hereby close the board meeting.

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 11th day of December 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

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 10, 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
Lesa Girouard	Secretary
Ed Garcia	
Nicole Mireles	
Mingo Marquez	Absent
Trey Sullivan	Absent

Courtland Holman: Executive Director
Tim Kelty: City Manager
Christopher Duncan: Attorney
Stephanie Russell: Finance Director

Visitors in Attendance:

None

I. CALL TO ORDER:

Mr. Jeff Pena opened the meeting at 6:02P.M. A quorum was present. Jeff Pena, Nicole Mireles, Lesa Girouard, Marinell Music and Ed Garcia.

II. INVOCATION AND PLEDGE

Mr. Jeff Pena the Pledge.

III. SWEARING IN OF BOARD MEMBER

Nicole Mireles was sworn in by Chris Duncan.

IV. CITIZEN COMMENTS

Mr. Ed Garcia said he would like to propose for the next agenda the board has a letter requesting the use of the formal Visitor Center building for the use of the Economic Development Corporation. Mr. Garcia stated he believes it is in a very good spot for the EDC to get real good exposure. Mr. Garcia said if this could be added to the next agenda so City Council can consider it, get a quick approval and maybe be in the building by the first of the year. Mr. Garcia said for each board meeting the EDC has, he would like to get a full packet of the agenda delivered either to the board members office or residence.

Mrs. Nicole Mireles said she thinks it would be perfect to bring back the Visitor Center to its building and for the EDC to be in the same building as the Visitor Center. Mrs. Mireles said she was familiarizing herself with the EDC packet and she could not print at home and she agrees with Mr. Ed Garcia and would like to get a full packet ahead of time with all the documentation.

Mrs. Marinell Music said one thing she would like to see in the EDC agendas is a workshop section like City Council has where the board members can bring issues to the board.

V. CONSENT AGENDA

b) Approve Meeting Minutes for October 8 Special Board Meeting and October 11 Regular Board Meeting.

MOTION to Approve Meeting Minutes for October 8 Special Board Meeting and October 11 Regular Board Meeting was made by Mrs. Lesa Girouard, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously.

c) Approve September Financial Statement.

MOTION to approve September Financial Statement was made by Mrs. Lesa Girouard, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously.

VI. DISCUSSION AND ACTION

A. Discussion and possible action regarding new EDC positions

i. Analyst-Admin

Tabled for next meeting.

B. Update to City's 192 lots.

Mr. Courtland Holman said he talked to Mr. Doug Kirk has talked to Mayor Bass and himself and has a proposal that would like to bring to Mr. Holman.

Mr. Ed Garcia asked Mr. Courtland Holman if Mr. Doug Kirk is the only responding developer that is interested in the 192 lots.

Mr. Courtland Holman said Mr. Jeff Pena had brought another developer but they were looking at the market and at this time and they did not respond back.

Mr. Ed Garcia said they are a lot of local builders that are interested in building in this area.

Mr. Jeff Pena said Michael with Riverway was interested in developing and was waiting for the board to decide what was going to be done.

Mrs. Lesa Girouard asked if Mr. Doug Kirk is more interested in the 25 foot lots, 50 foot lots or either one.

Mr. Courtland Holman said at this point he is not sure what the thought process of Mr. Doug Kirk is but he called him about two weeks ago stating that he has had multiple conversations with citizens, City staff, City Council and he is going to come up with a proposal.

Mr. Jeff Pena asked what does Mr. Courtland Holman thinks can be accomplished between now and December.

Mr. Courtland Holman replied to Mr. Jeff Pena said he can follow up with Mr. Doug Kirk and see where he stands with this project and see if he can get him at the round table. Mr. Holman said the round table consist of a quorum of the board, council member, city staff, engineering, member from planning and zoning and himself.

Mr. Jeff Pena asked Mr. Courtland to reach out to Riverway and Mr. Renobato to get them included in the discussion and giving them also the opportunity to put in a proposal.

C. Update to Bryan Beach Entry

Mr. Courtland Holman said Mr. Jeff Pena, Mrs. Gina Adams and himself met with Freeport LNG and part of the discussion was who controlled Quintana beach. Mr. Holman said he was looking to partner with the Quintana people to create a better entrance way into Bryan beach. Mr. Holman stated one of the things he did not realize is Freeport LNG is not Quintana they have their own City Council and he would have to reach out to that Council to see if there is any interest in developing the beach access entrance together. Mr. Holman said he also had a conversation with Mrs. Adams regarding T- Mobile and wanting to see if they would like to help do the Bryan beach entry if the City of Quintana do not want to participate. Mr. Holman stated he would like to get T-Mobile grant funds to possibly help fund and implement the development at least for the entry design and the Wi-Fi. Mr. Holman

stated in one of the building that Freeport LNG uses will be a good location for possibly putting a Wi-Fi signal.

Mr. Jeff Pena said the conversation with Freeport LNG they learned that LNG does not control Quintana beach. Mr. Pena said Mr. Courtland Holman will reach out to the City of Quintana. Mr. Jeff Pena said he reached out to the City of Quintana and talked to the secretary and they are interested in having that space developed.

Ms. Stephanie Russell said the only available FEMA reimbursement from Harvey there was some damage to the entrance roads which the engineers are currently working on to design and receive reimbursement for that and it will only be to restore it to what it looked like before.

D. Update to Downtown Fountains

Mr. Courtland Holman said he was not able to get an estimated cost because the person he was talking to had to leave the area for a family emergency. Mr. Holman said in the packets given to the board there is pictures of what he has drawn up. Mr. Holman said the conversation with the gentleman on the fountain is to bring back as closest as the original as possible. Mr. Holman stated he contacted Building Official Mr. Billy Shoemaker and the Fire Marshal to find out what is necessary for the fountain. Mr. Holman said the current fountain right now is cracked and it is not up to code today. Mr. Holman stated the estimate he is doing it will be probably more than \$9,000 and has asked him for an alternate for both the big and smaller fountain. Mr. Holman said the second fountain that is smaller is also dysfunctional. Mr. Courtland Holman said when the board approved the agenda it was approved with his understanding that the Executive Director is supposed to take the lead in having the fountain repaired. Mr. Holman said with that being said he contacted the gentleman from Clute which met with him and Mr. Jeff Pena.

Mr. Jeff Pena said the scale of repair is going to be a small one and not a large renovation of the fountains. Mr. Pena stated the public would like to get it back to its original design but at this point fixing and getting it repaired is the main goal.

Mrs. Lesa Girouard said she thinks this is good information and she likes the thought of restoring it to its original look.

Mr. Jeff Pena said he has some estimates and one is at \$5,000 just to get it running again safely and clean without bulldozing it. Mr. Pena said he would like clear communication with the City tonight or if this is needed to be taken to City Council.

Mr. Tim Kelty said he asked Building Official Mr. Billy Shoemaker about this particular project and he said depending upon the scope of the work that is being done it will have to be instructed to code and no engineering drawings are

necessary. Mr. Kelty said the electrical and plumbing would be need to be up to code and the permit fees will be waved. Mr. Kelty said he would like this to be from a life safety stand point he wants to make sure this is safe. Mr. Kelty stated he said in previous meeting the City has spent thousands trying to fix the crack the fountain has and lasted less than a week for one case and the other case lasted for several weeks but ultimately the fountain did not function. Mr. Kelty said the last time the fountain was looked at the crack was in the inside area which was a more complicated situation. Mr. Kelty said if the board had already received quotes he would recommend giving them to Mr. Holman it is required to get 3 quotes.

Mrs. Marinell Music said if the contractors have not seen any applicable code then we need to get Mr. Billy Shoemaker to produce code to comply.

Mr. Jeff Pena said the contractors that are licensed and qualified should have enough sense to know what to ask for code and permitting. Mr. Pena said he will get the scope of work to Mr. Billy Shoemaker or Mr. Holman.

Mrs. Nicole Mireles asked Mr. Tim Kelty if Building Official Mr. Billy Shoemaker has been trained or has been sent to training. Mrs. Mireles said she knows for a fact when Mr. Shoemaker took that job he did not have the qualifications or the training to make those calls.

Mr. Tim Kelty said he knows for the last couple of years he has been going to training and has gotten a number of certifications.

Mrs. Nicole Mireles asked Mr. Tim Kelty if Mr. Shoemaker has gone physically to get the training or what kind of training is he talking about. Mrs. Mireles said we need to be careful with that and make sure Mr. Shoemaker knows what he is doing because she knows for a fact that he moved from the Fire Department and she has always been very vocal about that. Mrs. Mireles stated we should be very careful about this especially when putting something out there for the public and need to make sure no one is hurt.

E. Update to WIFI

Mr. Jeff Pena said this agenda item was also in a subcommittee and there is a couple of efforts being made and he knows Mr. Courtland Holman has some updates that he has been working on with T-Mobile.

Mr. Courtland Holman said he has been working with T-Mobile which he met with 3 weeks ago for various items one being have them come to the City and upgrade our infrastructure which is actually done. Mr. Holman stated they have put in a 3G system in the City of Freeport that is a lot sooner than we would have ever gotten and the 3G tower is now operational. Mr. Holman said also part of the conversation

was to have them open a couple of stores as well as bringing Wi-Fi into the Downtown which they are very interested in doing but that is going to be a longer conversation. Mr. Holman stated also Mrs. Gina Adams from the Hispanic Chamber of Commerce was able to do an out reach with a different community in the meeting and she contacted him saying they are interested in working with the City of Freeport.

F. Update to Popbox

Mr. Chris Duncan said he had a discussion with Mr. Billy Shoemaker because there was miscommunicated that there were some concerns regarding building standards for the Popbox and also it was conveyed to him the concerns from the City about moving from its current location and so he is still working with Mr. Shoemaker on his concerns to see if there needs to be any alterations done. Mr. Duncan said there will need to be another subcommittee meeting that week to talk about the location of where the PopBox will be relocated to and what is upcoming.

Mrs. Marinell Music said the sign has been attached to the Popbox.

Mr. Chris Duncan said Mr. Billy Shoemaker also had some concerns about the electrical cable that hooks up to the generator. Mr. Duncan said he is confident the electrical work was done properly but will schedule a time with the electrician to meet with Mr. Shoemaker to look at.

Mr. Courtland Holman said the generator is in his office he put it together all it needs is gasoline and oil. Mr. Holman said he thinks they need to make certain the connector of the generator is the same connector for the exterior of the building.

G. Discussion and possible action regarding EDC Attorney contract

Mr. Jeff Pena said he brought this particular item up because it came to his attention that they have a retainer for the attorney for the EDC and there was a motion in the past that made the agreement with the EDC attorney. Mr. Pena stated with the recent discussions was to get that under a formal contract and is not sure that any other attorney retentions services with the City or with EDC in the past have been under contract.

Mr. Tim Kelty said in regards to Mr. Shaw when he was the City Attorney he was hired in 1992 in the minutes in the agenda reflect a contract was approved. Mr. Kelty said at some point City Council did ask to review this. Mr. Kelty stated Mr. Duncan operates with the City under the terms of a contract.

Mr. Chris Duncan said there is two way to go about hiring an attorney, one being there is a written contract with the attorney and both parties sign the contract and the second option would be retention letter with the motion, terms, sign it and then send to the client. Mr. Duncan said he has no preference but if the board prefers a written contact because they would feel secure with this he is fine with that.

Mr. Jeff Pena said a big part of he is trying to make sure they do is have a good house keeping in place. Mr. Pena said it would be nice to be able to have an agreement in writing with the EDC attorney. Mr. Jeff Pena asked Mr. Chris Duncan if he could just draw up a retention letter or a contract for the next board meeting to be put on the agenda.

Mr. Chris Duncan said he will do a contract similar to the one he has with the City of Freeport.

Mr. Ed Garcia said he would like to see both methods and see which is more proper for the EDC.

Mr. Nicole Mireles said she agrees with Mr. Ed Garcia and have Mr. Chris Duncan draw up a retention letter and a contract for next board meeting.

Mr. Chris Duncan replied to Mrs. Nicole Mireles and said yes, he could draw up a sample of each.

H. Discussion and possible action regarding EDC Networking Mixer

Mrs. Marinell Music said they are hosting their first mixer at Lucy Goose Market this Thursday, November 12, 2020 from 6:00pm-8:00pm. Mrs. Music said the Hispanic Chamber of Commerce will be also doing a ribbon cutting for the tea room at the same time.

Mrs. Nicole Mireles asked Mrs. Marinell Music if she thinks it is a conflict of interest to have the mixer at her place.

Mrs. Marinell Music said the mixer is designed and the intent is to use it to showcase different businesses. Mrs. Music said originally, they wanted the first mixer to be at Bridge Harbor but they were not ready yet. Mrs. Music stated any business can be set up and be a host to showcase their business may do so. Mrs. Music replied to Mrs. Mireles and said no she is a business owner just like many other people and just because she is on EDC it does not penalize her being able to host a mixer.

Mr. Jeff Pena said the mixer has been advertised on social media for several weeks.

Mr. Chris Duncan said it is important for the subcommittee to come up with a plan to reach out to all the businesses in Freeport and make sure they are aware of the opportunity to do the business mixer.

Mr. Jeff Pena asked Mr. Chris Duncan regarding the public meeting, open meeting, rules and whether there is a quorum at the event.

Mr. Chris Duncan replied to Mr. Jeff Pena and said a notice of a potential quorum the board members should not be talking about specific economic development items.

Mrs. Marinell Music said the concept is to engage as many local businesses in Freeport it does not matter what kind they are. Mrs. Music said Mrs. Girouard can have a mixer at Girouard's there might be people that may not know the history and can give an opportunity to speak about it.

Mr. Courtland Holman said there are other ways local businesses can know about this and the local newspaper may be another option but multiple sources will have to be used to get the word out better for participation.

I. Discussion and Update Retail Strategies progress

Item discussed in executive session under Retail Attraction

VII. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION

It is now 7:20p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation November 10, 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 9:40 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

MOTION made by Marinell Music for "Chris Duncan to draft and file a Lawsuit to recover the property for which Realty World has a breach of contract with the FEDC." Ed Garcia second. **PASSED** unanimously.

VIII. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

IX. ADJOURN

MOTION to adjourn was made by Lesa Girouard, **seconded** by Nicole Mireles. Motion **PASSED** unanimously. Meeting adjourned at 9:51 p.m.

Lesla Girouard- Secretary

V-b

It was accidentally discovered and pointed out to me by a city staff member that there is an error in the meeting minutes. The recording of the meeting is 5 Hours, 18 Minutes and 14 seconds long. Executive session occurred about the 59 minute mark +/- and the sound was turned off for the recording that continued. The sound was turned back on after executive session at about 1 hour 59 minutes and 45 second +/- and the board meeting ended at 2 hour 2 minute and 4 seconds +/- thus from reopening the board meeting to ending the board meeting sound on for about 2 minutes 19 seconds +/- . Thus, this portion of the transcription was not heard or known for the correct transcription due

to the long silent period. From the 2 hour 3 minute to 5 hours 18 minutes 14 seconds there appears to have no sound recorded.

The corrected language has been written below.

Discussion and possible action on EDC Riverfront potential projects.

MOTION by Marinell Music to authorize Courtland Holman to determine if the 12 to 13 lights along the EDC property on the waterfront are owned by the City or by CenterPoint. If they are owned by CenterPoint the request Courtland to contact CenterPoint have the lights put back in working order and if determined to belong to the EDC or City then hire a contractor get them in good working order and authorize an amount up to \$9500 to have them taken care of properly, **seconded** by Mr. Mingo Marquez. Jeff stated "a motion was made by Marinell Music for allowing Courtland Holman a budget of \$9500 for the lighting and the marina boardwalk on the property owned by the EDC, **seconded** by Mingo Marquez." Motion **PASSED** unanimously.

**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 Kelty: City Manager
Chris Duncan: Attorney

Visitors in Attendance:

David McGinty
Nicole Mireles
Melanie Oldham
Keith Stambaugh
Sam Reyna

X. 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.

XI. INVOCATION AND PLEDGE

Mr. Jeff Pena the Pledge.

XII. CITIZEN COMMENTS:

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

XIII. Discussion and Action

d) 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.

e) 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.

f) Update to Beach Entry

Tabled for next meeting.

g) 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.

h) Discussion and Action regarding By-Laws

Tabled for next meeting.

i) Discussion regarding Board and City Council Liaison representation

Tabled for next meeting.

XIV. 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:

B. Section 551.087 (Economic and Community Development Matters)

4. Review of current Contracts and/ or 380 agreements

b. Realty World Contract
5. 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 authorize Courtland Holman to determine if the 12 to 13 lights along the EDC property on the waterfront are owned by the City or by CenterPoint. If they are owned by CenterPoint the request Courtland to contact CenterPoint have the lights put back in working order and if determined to belong to the EDC or City then hire a contractor get them in good working order and authorize an amount up to \$9500 to have them taken care of properly, **seconded** by Mr. Mingo Marquez. Jeff stated a motion was made by Marinell Music for allowing Courtland Holman a budget of \$9500 for the lighting and the marina boardwalk on the property

owned by the EDC, seconded by Mingo Marquez. Motion **PASSED** unanimously.

XV. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

XVI. 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.

Lesla Girouard - Secretary

Freeport Economic Development Corporation

Title: Monthly Financial Report

Date: December 8, 2020

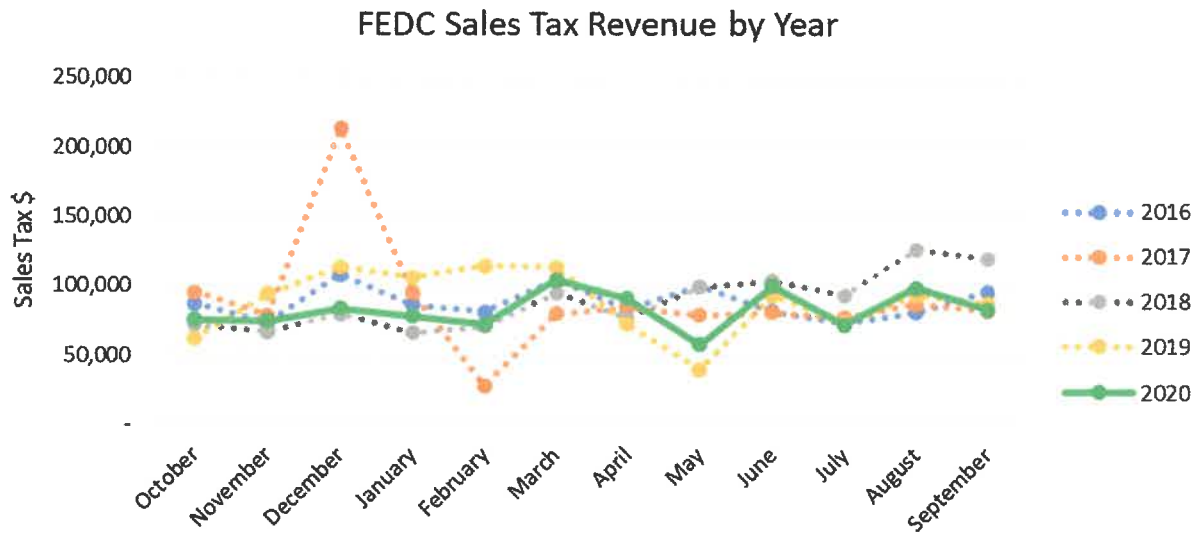
From: Stephanie Russell, Assistant City Manager/Finance Director

Staff Recommendation: N/A

Item Summary:

The attached financial report is through October 31, 2020.

- Sales Tax Revenue through September (received in November) was over \$994,360, which is down 6.8% from last fiscal year to-date. Overall, the corporation ended the fiscal year 17% under budget.



- All expenditure categories are under budget for the period.

Special Considerations:

N/A

Financial Impact:

Overall, net Revenue less Expenditures for the period is -\$7,207 since the Corporation has not received its sales tax revenue for October.

Revenue & Expenses	FY20 Actual*	Current Budget	Actual YTD
Beg. Fund Bal.*	729,841	892,212	892,212
Revenue	694,360	1,070,120	0
Expenses	831,989	1,180,189	7,207
Rev. Less Exp.	-137,629	-110,069	-7,207
Plus, Transfers In	300,000	0	0
End. Fund Bal.	892,212	782,143	885,006

**Unaudited*

Balance Sheet	Actual YTD
Assets	
Main Bank Acct.	796,350
2nd Bank Acct.	15,337
Sales Tax Receivable	83,248
Due from City	0
Total Assets	894,935
Liabilities	
Note Payable to City	0
Accounts Payable	-525
Cash Due to City	10,454
Beg. Fund Bal.	892,212
Rev. Less Exp/Trf	-7,207
Total Liab. & Fund Bal.	894,935

Board or 3rd Party recommendation:

N/A

Supporting Documentation:

Revenue & Expense Report

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

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	1,070,120	0.00	0.00	0.00	1,070,120.00	0.00
TOTAL REVENUES	1,070,120	0.00	0.00	0.00	1,070,120.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>ECONOMIC DEVELOPMENT FUND</u>						
SALARIES	150,330	5,020.26	5,020.26	0.00	153,309.74	3.17
BENEFITS	57,449	2,011.34	2,011.34	0.00	55,437.66	3.50
SUPPLIES	7,500	0.00	0.00	0.00	7,500.00	0.00
SERVICES	781,050	0.00	0.00	0.00	781,050.00	0.00
SUNDRY	25,860	175.00	175.00	0.00	25,685.00	0.68
DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	1,180,189	7,206.60	7,206.60	0.00	1,172,982.40	0.61
<u>TRANSFERRED TO</u>						
INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED TO	0	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERRED FROM</u>						
INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED FROM	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,180,189	7,206.60	7,206.60	0.00	1,172,982.40	0.61
REVENUE OVER/(UNDER) EXPENDITURES	(110,069)	(7,206.60)	(7,206.60)	0.00	(102,862.40)	6.55

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

30 -ECONOMIC DEVELOPMENT FUND

% OF YEAR COMPLETED: 98.83

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
30-318-3TAX - SALES EDC	1,070,000	0.00	0.00	0.00	1,070,000.00	0.00
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	1,070,120	0.00	0.00	0.00	1,070,120.00	0.00

CITY OF FREEPORT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2020

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
<u>SALARIES</u>						
30-407-100 SALARIES/WAGES	147,070	4,388.70	4,388.70	0.00	142,681.30	2.98
30-407-165 EDUCATIONAL PAY	3,000	115.40	115.40	0.00	2,884.60	3.85
30-407-175 LONGEVITY	60	4.62	4.62	0.00	55.38	7.70
30-407-180 AUTO ALLOWANCE	6,000	461.54	461.54	0.00	5,538.46	7.69
30-407-181 CELL PHONE ALLOWANCE	1,200	50.00	50.00	0.00	1,150.00	4.17
30-407-190 OVERTIME	1,000	0.00	0.00	0.00	1,000.00	0.00
30-407-199 SALARY/AUTO TRANSFER	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	158,330	5,020.26	5,020.26	0.00	153,309.74	3.17
<u>BENEFITS</u>						
30-407-201 F I C A & MEDICARE	12,112	338.36	338.36	0.00	11,773.64	2.79
30-407-210 GROUP INSURANCE	22,198	980.44	980.44	0.00	21,217.56	4.42
30-407-230 T M R S	22,839	692.54	692.54	0.00	22,146.46	3.03
30-407-240 WORKMEN'S COMPENSATION	125	0.00	0.00	0.00	125.00	0.00
30-407-291 UNEMPLOYMENT INSURANCE	175	0.00	0.00	0.00	175.00	0.00
TOTAL BENEFITS	57,449	2,011.34	2,011.34	0.00	55,437.66	3.50
<u>SUPPLIES</u>						
30-407-310 OFFICE/COMPUTER SUPPLIES	3,500	0.00	0.00	0.00	3,500.00	0.00
30-407-311 POSTAGE/SHIPPING	200	0.00	0.00	0.00	200.00	0.00
30-407-312 BOOKS/PUBL/SUBSCRIPTIONS	2,000	0.00	0.00	0.00	2,000.00	0.00
30-407-313 PRINTING	500	0.00	0.00	0.00	500.00	0.00
30-407-335 CLOTHING	0	0.00	0.00	0.00	0.00	0.00
30-407-351 FURNITURE & FIXTURES	500	0.00	0.00	0.00	500.00	0.00
30-407-399 OTHER SUPPLIES	800	0.00	0.00	0.00	800.00	0.00
TOTAL SUPPLIES	7,500	0.00	0.00	0.00	7,500.00	0.00
<u>SERVICES</u>						
30-407-411 WATER	300	0.00	0.00	0.00	300.00	0.00
30-407-413 PROFESSIONAL SERVICES	298,250	0.00	0.00	0.00	298,250.00	0.00
30-407-414 BANK CHARGES	100	0.00	0.00	0.00	100.00	0.00
30-407-415 TELEPHONE	0	0.00	0.00	0.00	0.00	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	87,900	0.00	0.00	0.00	87,900.00	0.00
30-407-434 MARKETING	20,000	0.00	0.00	0.00	20,000.00	0.00
30-407-435 SPECIAL PROJECTS	300,500	0.00	0.00	0.00	300,500.00	0.00
30-407-440 ELECTRICITY	2,000	0.00	0.00	0.00	2,000.00	0.00
30-407-499 OTHER SERVICES	38,000	0.00	0.00	0.00	38,000.00	0.00
TOTAL SERVICES	781,050	0.00	0.00	0.00	781,050.00	0.00
<u>SUNDRY</u>						
30-407-602 SEMINARS/DUES/TRAVEL	24,860	175.00	175.00	0.00	24,685.00	0.70
30-407-604 AUTO REIMBURSEMENT	0	0.00	0.00	0.00	0.00	0.00
30-407-628 PROPERTY/LIABILITY INSURANC	0	0.00	0.00	0.00	0.00	0.00
30-407-629 PROPERTY TAXES	0	0.00	0.00	0.00	0.00	0.00
30-407-699 OTHER - SUNDRY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL SUNDRY	25,860	175.00	175.00	0.00	25,685.00	0.68

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

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
<u>DEBT SERVICE</u>						
30-407-700 PRINCIPAL	0	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE	0	0.00	0.00	0.00	0.00	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	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL CAPITAL OUTLAY	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	1,180,189	7,206.60	7,206.60	0.00	1,172,982.40	0.61

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

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	0	0.00	0.00	0.00	0.00	0.00
30-700-034 TRANSFER TO E.D.C DEBT SERV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED TO	0	0.00	0.00	0.00	0.00	0.00

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

30 - ECONOMIC DEVELOPMENT FUND
 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>						
30-710-010 TRANSFER FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED FROM	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,180,189	7,206.60	7,206.60	0.00	1,172,982.40	0.61
REVENUE OVER/(UNDER) EXPENDITURES	(110,069)	7,206.60)	7,206.60)	0.00	102,862.40)	6.55

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

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>						
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	0	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERRED FROM</u>						
INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED FROM	0	0.00	0.00	0.00	0.00	0.00
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: OCTOBER 31ST, 2020

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
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: OCTOBER 31ST, 2020

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>						
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	0	0.00	0.00	0.00	0.00	0.00
34-407-710 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
34-407-730 DEBT SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
TOTAL ECONOMIC DEVELOPMENT FUND	0	0.00	0.00	0.00	0.00	0.00

CITY OF FREEPORT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2020

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	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERRED FROM	0	0.00	0.00	0.00	0.00	0.00
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

Freeport Economic Development Corporation

Agenda Item #VI-b



**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.

Freeport Economic Development Corporation

FY2020-2021 Proposed Budget

Salary and Benefit Details

Account	Director	Potential Increase Including COLA 10%	Subtotal ED Director	New Position	Discretionary including COLA 5%	Subtotal New Position	Grand Total
Current Salary	90,745		90,745	45,000		45,000	135,745
Potential Increase		9,075	9,075		2,250	2,250	11,325
Salaries/ Wages	90,745	9,075	99,820	45,000	2,250	47,250	147,070
Education Pay	1,500		1,500	1,500		1,500	3,000
Longevity	60		60	0		0	60
Auto Allowance	6,000		6,000	0		0	6,000
Cell Phone Allowance	600		600	600		600	1,200
Overtime			0		1,000	1,000	1,000
FICA & Medicare	7,566	694	8,260	3,603	249	3,852	12,112
Group Insurance	11,099		11,099	11,099		11,099	22,198
TMRS	14,267	1,309	15,576	6,794	469	7,263	22,839
Workmen's Comp	97		97	28		28	125
Unemployment	119		119	57		57	175
Total	132,053	11,078	143,131	68,681	3,967	72,648	215,779

**Freeport Economic Development Corporation
Agenda Item #VI-k**

Handout

Freeport Economic Development Corporation

Title: Discussion and possible action on Invoices and Contracts

Date: December 8, 2020

From: Courtland Holman, Executive Director

Staff Recommendation:

Courtland Holman recommends approval of annual contract for advertising with Expansion Solutions, FDI Alliance, and Conway Data.

Recommend approval of invoice with Retail Strategies. This is year two of a three-year agreement.

Item Summary:

Via a subcommittee meeting with board members and per various workshops with the board in order to develop the FEDC budget the board subcommittee desires to focus more of their advertising presence on Retail and Housing development in Print, Social Media, and Web presence. **Expansion Solutions, FDI Alliance, and Conway Data will focus most of their marketing efforts via social media and website.** Some print media will still occur to reach a broad market. FDI Alliance also included in their proposal to develop a marketing video for Freeport.

Expansion Solutions has a minimum of 3 printed publications and are delivered to targeted business decision makers for that specific publication theme. Over 1.25 Million digital and web media impressions that are read by decision makers averaging 10,000 clicks that are sent to others in their organization or others in their sphere of business.

FDI Alliance reaches 140,000 **targeted executives** on Facebook, Instagram, and LinkedIn with a 25% click through rate and is the most viewed foreign direct investment magazine in the digital and printing market globally. Their social media marketing reaches over **500,000 corporate executives and decision makers** from across the world and over 1,500,000 annually. The market includes all of the EU, areas in Middle East, South America, and China for retail, housing and industrial developments. FDI will be creating a video for the FEDC that will be on our site and will also be sent to the corporate executives.

Conway Data produces the Texas Wide Open for Business magazine where they distribute the annual publication to about 15,000 for 12 months to major corporations throughout the globe who are industrial, site selectors, and retail corporate real estate executives. It is digitally distributed to Site Selectors Watch, distributed at the Work Forum for Foreign Direct Investment, Distributed at IMAC Forum and other events. Also 7500 copies of the Texas Economic Development Guild are issued in May.

The FEDC is currently contracted with Retail Strategies for business attraction, marketing and demographic data. This is the second year of a three-year agreement. The Subcommittee met with representatives from Retail Strategies, reviewed the unredacted retail interest information and recommend approval of the 2nd year portion of the contract.

Special Considerations: N/A

Financial Impact:

The FEDC board and City Council have approved of the budget for these items.

Expansion Solutions - \$30,000

FDI Alliance - \$25,000

Conway Data - \$10,000

Retail Strategies - \$45,000

Board or 3rd Party recommendation:

N/A

Supporting Documentation:

Attached

Most Read Articles



Post Holdings Subsidiary, Michael Foods, Announces Plan to Build \$45 Million Manufacturing Facility in Norwalk

Post Holdings will create an initial 150 full-time jobs in Norwalk, IA. — Michael Foods, a \$2 billion manufacturer and distributor of food services, food ingredients and retail offerings, and the nation's largest processor of value...



Shovel Ready Sites in the New Decade

By Tom Moss, CCIM, SIOR Senior Director, and Grant Moss, SIOR Senior Director, Colliers International, Charlotte As the fundamentals of the corporate real estate market continue to change, almost in real time...



2020 Shipping Survival Guide: The Strategic Freight Management Trends to Balance Everything

By Adam Robinson, Director of Marketing & Digital Marketing Consultant at C-press The state of freight management is continuously changing and evolving to reflect the needs of an increasingly complex supply chain...



IEDA Board Approves Projects from One Established Company, Four Startups in Iowa

Des Moines, IA — The Iowa Economic Development Authority (IEDA) Board approved awards for one established company and four startups, which will assist in the creation of 91 jobs and result in nearly \$42 million in new capital...

Current Issue



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2nd Mid-Page Banner (728 x 90)

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Texas' Pro-Business Climate Continues to Promote Growth

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New Mexico's economy is soaring. The state added almost 15,000 jobs in 2019, placing...



Prime Time: Headquarters, Helicopters, Technology Wins Highlight Louisiana's Growth

CenturyLink is a telecommunications global business with over 500 billion in assets headquartered...



Indiana Set to Host Decision Makers and Trailblazers from Around the World

We live in a rapidly evolving economy and Indiana continues to position itself at the forefront...



Reach The World From Florida

Sponsored by Intergroup Florida In Greater Gainesville, we see the corner of the legal world...

eNewsletter

Join 25k subscribers in receiving the latest economic development news and trends.

Select Top Industry Targets (must select at least one)

- Advanced Manufacturing
- Aerospace
- Agriculture
- Automotive
- Aviation
- Bank Office
- Biotech
- Clean Technologies
- Data Centers
- Digital Media

I understand that subscribing to the email list means that I agree to receive emails from Expansion Solutions. I can update my preferences and unsubscribe at any time.

GOING ONLINE

Texas Location Page

Included in Sponsorship

- Ad Size: 300 X 600
- Exclusive to One Advertiser per Article
- Page/Articles are Google Compliant / Tagged / Searchable

Texas Location Page

Annual Texas Feature Here

Constant Texas Related Feed of Articles and Press Releases



Texas' Pro-Business Climate Continues to Promote Growth

April 8, 2020

By Robert Allen, TCEC President. CEO A Strong Pro-Business Climate Texas is one of the country's most dynamic state economies thanks to its carefully constructed business environment, opportunities for employment and overall sustained growth. Texas leaders in business and economic development maintain robust conditions for growth by increasing tax benefits for businesses, leading to infrastructure improvements and facilitating overall growth. Last year, the population of Texas grew by 367,000, more than any other state. Additionally, Texas ad...

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Related Reading



Texas Port Freepart Commission Approves Increase to Tax Exemption

September 23, 2020

Freepart, TX - The Freepart, TX Freepart Commission approved a resolution to increase the tax exemption...

[Read More](#)



Developer's Dream in Freepart, Texas

September 23, 2020

By Robert Allen, TCEC President. CEO A Strong Pro-Business Climate Texas is one of the country's most dynamic state economies thanks to its carefully constructed business environment, opportunities for employment and overall sustained growth. Texas leaders in business and economic development maintain robust conditions for growth by increasing tax benefits for businesses, leading to infrastructure improvements and facilitating overall growth. Last year, the population of Texas grew by 367,000, more than any other state. Additionally, Texas ad...

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Nearly Half a Million in HELP for Small Business Loans disbursed; More money Still Available

September 23, 2020

Houston, TX - The HELP for Small Business initiative has now disbursed a northward of four applications have been approved and...



TEDC Announces 2020 Annual (Virtual) Conference

September 23, 2020

At long last, we are excited to announce that TCEC is proud to announce October 27-28, 2020 Virtual Economic Development Conference...

Featured Sponsor
Rectangle

300 X 600

Economic Development News

TCEC Receives \$1.4 Million BHM Grant for Part of Ceres Leading Rail Expansion
September 11, 2020

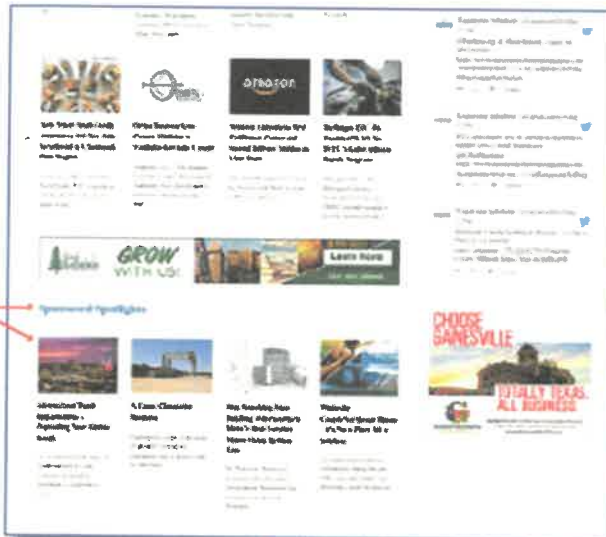
Sponsored Spotlight

Included in Sponsorship

- Sponsorship Featured on Home Page for Two Months / Archived on Site for 12 Months
- Limited to Four Clients on Home Page
- Ad Size: 300 X 600 / Above-the-fold
- Article: Client Provided Content - 1,500 to 3,000 words
2 to 3 Hi-Res Photos
Article Title / Byline

Featured on ESM's Home Page

Your Advertorial Content/Ad/Images



Featured Sponsor
Rectangle
300 X 600

The fabricated metal industry is, in a way, similar to other industries, perhaps like the printing industry. That's to say, the products each produces seem ubiquitous.

During the average person's stops during the day, you may well see printed items: books, publications, brochures, folders, bills, mail, business cards, labels, etc. That list could go on, as it can for metal fabrication. Think about desktop computers, tablets, smartphones, door latches and handles, screws and nails, faucets, railings, hangers, etc.

You Get It.

The point is in both industries, raw materials, software, equipment, deep thought and some elbow grease are required to create an infinite amount of finished products that many of us human beings use daily.

When querying professionals who cover metal fabrication from various angles, it's easy to see how it seems so all-encompassing. Yet each company in the business, be it a job shop, a supplier or an ancillary business, has similar concerns combined with unique needs concerning workforce access, training opportunities and growth that could lead to expansion and the search for a new place of business.

By the Numbers

To illustrate the expanse of the metal fabrication industry, IBIS World, an industry research firm based in New York and Los Angeles, stated in its Industry Report 33231: Structural Metal Product Manufacturing in the U.S. (May 2019) that products offered to the market by operators in the industry with the focus on construction products, such as reinforcing bars, bar joists, railway bridge sections, dam gates, transmission tower sections and railroad car racks accounted for almost \$50 billion in revenue.

You May Also Like



Atlanta's Legacy Ahead in Workforce Development and Much More



Alabama's Global Footprint is Doing Excellent Growth in Key Industries

Featured Article Sponsor

Included in Sponsorship

- Ad Size: 300 X 600
- Article Featured on Home Page for Two Months
- Article Pinned on Top of Either the Industry or Location Page for 12 Months
- Archived on Industry or Location Page
- Exclusive to One Advertiser per Article
- Articles will be Google Compliant / Tagged / Searchable

ESM's Featured Article Sponsor Layout

The screenshot shows the ESM Magazine website layout. At the top left is the 'EXPANSION SOLUTIONS ESM MAGAZINE' logo. At the top right is a large banner for 'MASON MEGARAIL'. Below the navigation bar, the main article is titled 'Day Trippin': Tourism Sector Driving to Comeback'. To the right of the article is a red oval containing the text 'Featured Sponsor Rectangle 300 X 600'. Below the article, there is a 'You May Also Like' section with three recommended articles: 'Market Leaps Ahead in Workforce Development and Much More', 'Amazon's Global Footprint is Driving Economic Growth in Key Industries', and another article partially visible. The bottom of the page shows a snippet of text: 'That will start with a report of record, possibly with some regional flights like a... to four... that...'. The page also features a 'twitter' widget and a 'Facebook Development News' section.

Featured on ESM's Home Page

This screenshot shows the ESM Magazine home page. It features a grid of various news articles and a featured article at the top. The featured article is titled 'Day Trippin': Tourism Sector Driving to Comeback'. Other articles include 'Market Leaps Ahead in Workforce Development and Much More' and 'Amazon's Global Footprint is Driving Economic Growth in Key Industries'. The page also includes a 'twitter' widget and a 'Facebook Development News' section.

See Editorial Calendar For Editorial Article Options

Retargeting Digital Campaigns

Our retargeting digital campaigns provide real-time reporting, utilizing the large, yet extremely targeted database of key decision makers and influencers developed by ES through numerous proprietary resources. Our unique database can direct your display or videos to our exclusive audience through social media channels and thousands of nationally recognized websites. This allows you to connect with ideal prospects on a tremendous scale while working together with print/digital advertising to create an unparalleled, cohesive marketing impact for your organization.

BANNER SPECS THAT ENSURE YOUR ADS ARE DELIVERED

Build your banners to these specifications to ensure maximum exposure to the Expansion Solutions audience. The following banner sizes are the most popular and receive the most engagement.

Display Banner Sizes

- 300x250 Medium Rectangle
- 728x90 Leaderboard
- 320x50 Mobile Leaderboard
- 160x600 Skyscraper
- 300x600 Banner
- 970x250 Banner

Other Banner Specs

- 150kb size limit
- .GIF, .JPG, .PNG* file types
- 30 second animation limit
- 1 pixel contrasting border (if white background)

Digital Campaign/Retargeting

312,500 Total Impressions **\$2,500 USD**

625,000 Total Impressions **\$5,000 USD**

1,250,000 Total Impressions **\$10,000 USD**

Time Frame Month Options: 3, 6, 9, 12

Cost due 15 days prior to live date.

Digital Reporting Included



Proposal: Print & Digital (ES Magazine)

➔ **May/June 2021:** Full Page Ad / Placement: Ports Feature

Full List of Features for this Issue:

- Biotech/Pharma
- Food Processing
- Ports
- Science / Tech Parks
- Rail
- Financial & Business Services

➔ **July/August 2021:** Full Page Ad / Priority Placement: *Facing Inside Front Cover*

Full List of Features for this Issue:

- High Tech
- Warehouse / Distribution
- Workforce Development
- Forestry & Lumber
- Agribusiness
- Solar

➔ **September/October 2021:** Full Page Ad / Priority Placement: *Facing Inside Front Cover*

Full List of Features for this Issue:

- Aviation
- Digital Media
- Metal Fabrication
- Ports / FTZs
- Outdoor Recreation
- Back Office

➔ **November /December 2021:** Full Page Ad / Priority Placement: *Facing Inside Front Cover*

Full List of Features for this Issue:

- Advanced Manufacturing
- Food Production & Processing
- Opportunity Zones
- Oil, Gas & Coal
- Healthcare
- Certified Site

EXPANSION[®]

Where Progressive Companies Meet Growing Communities

SOLUTIONS

2020/21 Recommended Package

Printed / Digital Edition Expansion Solutions Magazine

Three Issues: (Client's Choice of the three issues)

- 3x Full Page Ad [See Page 6](#)
- Priority Placement (Facing Inside Front Cover)

Digital Marketing @ ExpansionSolutionsMagazine.com

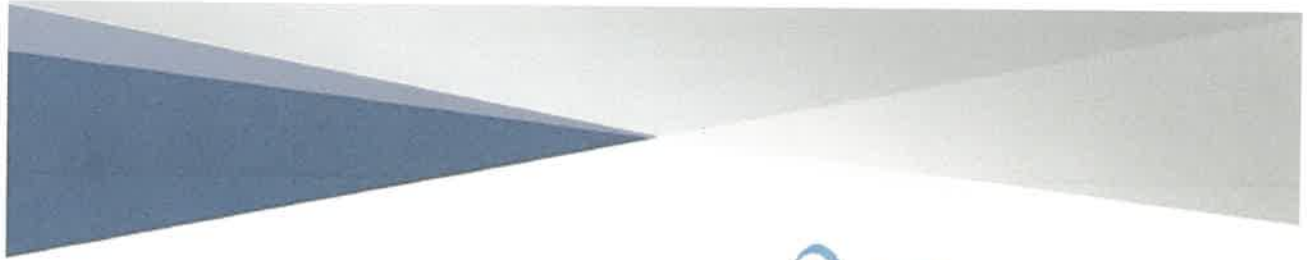
Homepage:

- Mid – Page Banner / 6 Months [See Page 1](#)
- Two Sponsored Contents [See Page 3](#)
- One Article Sponsorships (Recommended: Texas Or Retail Annual Article) [See Page 4](#)
- Texas Page Sponsor / 6 Months [See Page 2](#)

Digital Retargeting From Expansion Solutions Magazine's digital audience

- 10,000 Budget / 5 Months [See Page 6](#)
- Six Campaign Ads
- Live Reporting
- Impression Goal: 1,250,000

Total Cost: \$ 30,000 Net
(Package Rate) One-Time Invoice



CONTRACT BETWEEN FDI GLOBAL & THE CITY OF FREEPORT TEXAS 2021/2022

Courtland,

Thank you for being such a valued customer over the last 6 years.

We thank you for choosing to work with FDI Global in 2021.

Freeport Texas economic development corporation has been our most featured location in the state of Texas and will continue to benefit from our International marketing initiatives in the coming year. In 2020 as a result of the covid -19 pandemic we had to find new ways to connect with a large International audience which we have done very successfully. Our magazine now reaches over 140k corporate executives every month.

As a result, our online distribution numbers have significantly increased on all social media platforms which has given our clients much more International exposure. We now have over 32k followers on social media.

I'm am very excited that you have chosen our International platform to promote the city of Freeport Texas in online, print, digital and video interactive.

Courtland we now have the perfect social media solutions to ensure maximum outreach and visibility for our clients on the international stage. We have taken this unprecedented time to find our own unique formulas to ensure that we connect industry with people. We are very confident that we can effectively market any investment location to site selectors based on :

- » Industry
- » Location
- » Company
- » Job title + Many others factors

We will be using these methods to promote effectively raise awareness and visibility of Freeport in the state of Texas. Our magazine is currently reaching over 140k executives on Facebook, Instagram and LinkedIn with a 25% click through rate. In 2021 Fdi Alliance International magazine will be the most viewed foreign direct investment magazine in the digital and print market globally.

We have successfully increased our online distribution connecting you with industry sector professionals through the LinkedIn network. As a result of these improvements we can now connect you with specific industry sector professionals from companies in the European, and other international markets.

Our leading social media marketing reaching over 500k corporate executives and decision makers from across the world per issue. We reach over 1.5million annually.

Courtland as one of our most valued clients I have done my best to offer you an exclusive package with a special reduction below:

July 2021 Issue - Outside Back Cover

2-page editorial showcase in the Texas section. The topic of this showcase will be subject to the focus of the issue.

Company logo on the front cover of the magazine.

Interactive video in the digital Magazine Digital magazine presence and banner on website.

November 2021 Issue - Inside Front Cover

2-page community profile focusing on the growth of the Freeport region in 2021. What can we expect from the city in 2022.

Interactive video in the digital Magazine Digital magazine presence and banner on website.

February 2022 Issue - Front Cover

2-page interview with the city Manager

2-page showcase on focusing on the top 5 reasons to invest in Freeport Texas.

Interactive video in the digital Magazine Digital magazine presence and banner on website.

You will also receive:

Presence in our interactive digital magazine

Social media marketing / Facebook and LinkedIn targeted advertising as stated

Introducing the Freeport Texas region to companies in new markets. These markets include the Middle East, China & South American markets.

Freeport Promotional Video - Bring your community to life with a video to tell your story.

Viewers are 85% more likely to engage or purchase a product or service after watching a video, your video will include :

- » UAV drone and 360-degree cameras
- » High Definition
- » Narrative
- » Content
- » Map of Location
- » Cinematic backing music
- » Full edited production

SOCIAL MEDIA BENEFITS AND OUTREACH

FDI ALLIANCE INTERNATIONAL MAGAZINE IS THE LEADING ONLINE DIGITAL FOREIGN DIRECT INVESTMENT PUBLICATION.



Fdi Alliance International magazine is the premier online magazine on the LinkedIn platform reaching over 500k corporate executives every year.



Our platform reaches an additional 500k people on Facebook every year via paid social media Facebook advertising.



We reach over 20k corporate executives via Instagram and Twitter annually.

Due to the global pandemic we had to find new innovative ways of reaching the right people online via social media, this resulted in us partnering with the largest FDI influencers and organisations across social media ensuring that our magazine was seen by the most relevant people in the world.

I can confirm that this partnership with Fdi Global and the city of Freeport Texas will maximize your international exposure across all social media online platforms which as we know is paramount in business as we know it today.



LinkedIn 500k Annual Outreach



Facebook 500k Annual Outreach



Instagram 12k Annual Outreach



Twitter 8k Annual Outreach

The total reduced cost for this package is \$25000

Please note there has been significant reduction as the magazine placements have been sold as a multi - issue package. The cost would be much more if sold individually.

Fdi Alliance international will also be launching the first foreign direct investment tv broadcasting network in 2021.

Courtland please reply with your acceptance or sign the bottom of this agreement to secure your booking.

We are the leading platform in showcasing your location to the right investors form across the world allowing them to understand why your location should be the home for their business.

Kind Regards

Courtney Margetson
Executive Publisher

Sign: _____

Date: _____

Courtland Holman
Executive Director

Sign: _____

Date: _____



FDI ALLIANCE

INTERNATIONAL MAGAZINE

OUTREACH / STATISTICS & VIEWS

LinkedIn outreach from magazine contributors total

188,276

Facebook readers since July 2020

9,374

LinkedIn readers since July 2020

40,679

Instagram readers since July

1876

Digital magazine views via subscription

28,000

Advertisers shared outreach

42,148

Print circulation

4671

BRIDGING THE GAP BETWEEN ECONOMIC DEVELOPMENT AND SITE SELECTION

Outreach Total	228,955 per month
Total readers	79,929 since July 2020
Paid social media campaigns	35k impressions with a 25% readership conversions rate.

DocuSign Envelope ID: B9F3690C-C7DE-4536-A25F-3FB212189B85



CUSTOM CONTENT
6625 The Corners Parkway, Suite 200,
Peachtree Corners, GA 30092 USA
1-770-446-6996
1-770-263-8825

PRINT INSERTION ORDER

CLIENT INFORMATION

Ad System #63783
Freeport Economic Development Corporation
Courtland Holman, BSME, PCED-Executive Director
200 West Second Street, Suite 232
Freeport, TX 77541
P: 979.871.0117
cholman@freeport.tx.us
www.FreeportEDC.com

BILLING INFORMATION

same

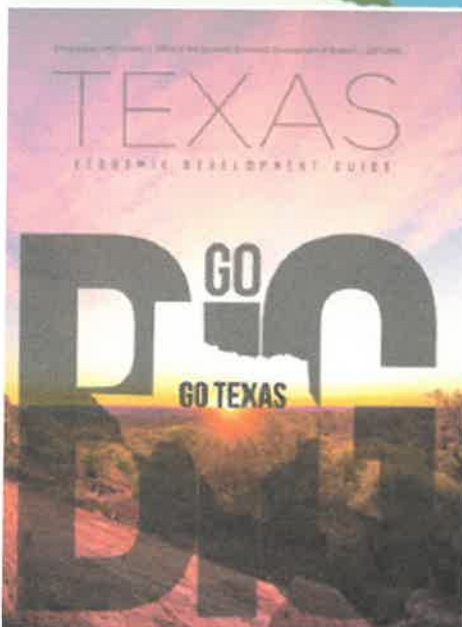
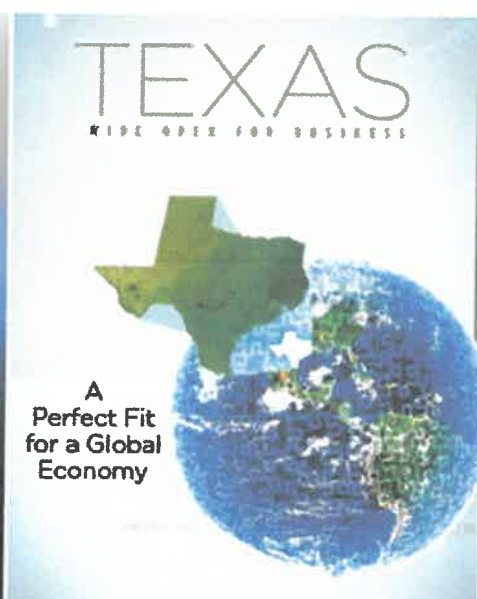
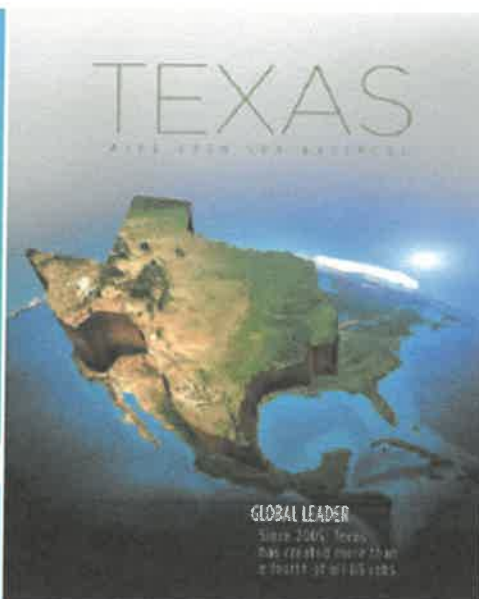
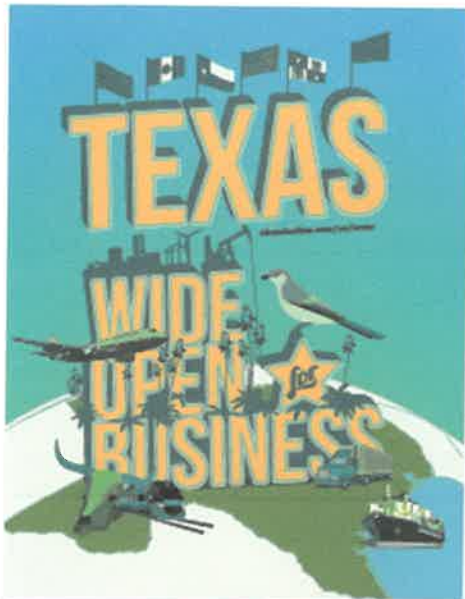
DATE	SALES CONTACT	EMAIL ADDRESS	PHONE
September 29, 2020	Catherine McFarland	catherine.mcfarland@siteselection.com	770.325.3444

2021 TEXAS ECONOMIC GUIDE

Print Ad		
Print Ad Size	2.00 Page Spread	
Bleed	TBD	
Color	4-Color	
Position/Placement	First Spread in the Guide	
Web Ad		
Web Ad Size	Leaderboard (728x90 Banner-Top of TX Homepage)	300x250 Homepage Banner
Ad Details		
Art	New	New
Art Deadline	4/2/2021	4/2/2021
Print Ad Rate	\$ 9,500	\$
Web Ad Rate	\$ 500	\$ N/C (Added Value)
Total Due	\$10,000	\$

***No cancellation after insertion order has been signed.**
***Terms are NET 30.**

_____	_____	<i>Catherine McFarland</i>	9/29/2020
Authorized By	Date	Sales Contact	Date



Texas: State of the Decade - 2020 Media Kit

EXPANDED REACH



Across all Conway social media channels

SITESELECTION.COM/CC/TEXAS



15,000
TOTAL PRINTED COPIES

15,000 printed copies of Texas Economic Development Guide will be distributed for 12 consecutive months.



7,500
PRINTED COPIES

7,500 copies to be distributed by Conway, Texas Economic Development partners, and Texas Workforce partners at trade shows, events, and mission trips



7,500
POLYBAGGED

7,500 copies of Texas Economic Development Guide will be polybagged with the May issue of Site Selection magazine.



**SITE SELECTION
INVESTOR WATCH**
Digital distribution to Site Selection Investor Watch subscribers



Print distribution at the World Forum for FDI, IAMC forums and other Conway Events

EXPANDED IMPACT



DATA ANALYSIS

Demographic, business climate and labor force analysis



CROSS BORDER INVESTMENT TRENDS

Detailed reporting and analysis of Texas specific cross border investment trends



INDUSTRY REPORTS

Developing Texas specific in depth industry reports



COMPETITIVE ADVANTAGES

Actionable analysis of Texas's competitive advantages

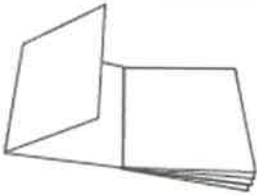


EXECUTIVE INTERVIEWS

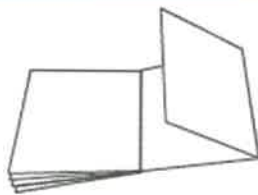
Interviews of C-Suite executives expanding in Texas

AD INSERTIONS, SIZE OPTIONS & RATES

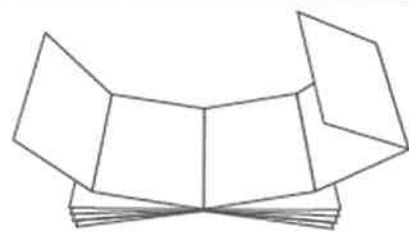
Includes multi-panel gatefolds, full-page ads, and fractional ads



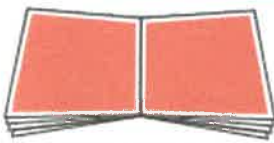
Front Cover Gatefold
 4 panel ... \$19,500
 3 panel ... \$14,500
 Page 1 ... \$7,500



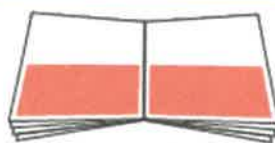
Back Cover Gatefold
 4 panel ... \$18,700
 3 panel ... \$13,900
 Facing IBC ... \$7,200



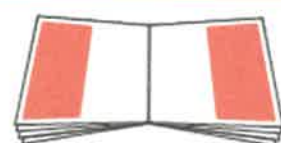
Interior Gatefold
 8 panel ... \$35,000 4 panel ... \$17,000
 6 panel ... \$27,000 3 panel ... \$13,000



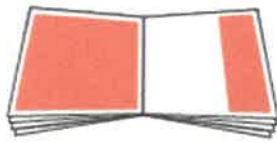
2 pg Spread
 Guaranteed ... \$10,450
 General ... \$9,500



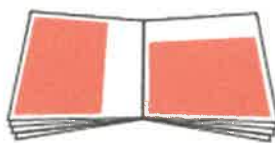
1/2 pg Horizontal
 Spread Single
 Guaranteed ... \$7,920 \$3,520
 General \$7,200 \$3,200



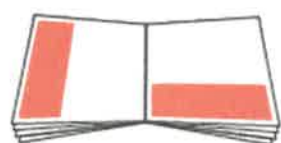
1/2 pg Vertical
 Spread Single
 Guaranteed ... \$7,920 \$3,520
 General \$7,200 \$3,200



Full Page + 1/3 pg Vertical
 Guaranteed ... \$8,250
 General ... \$7,500

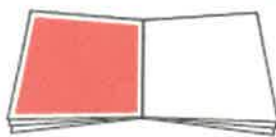


2/3 pg Vert. or Horiz.
 Guaranteed ... \$4,510
 General ... \$4,100



1/3 pg Vert. or Horiz.
 Guaranteed ... \$2,420
 General ... \$2,200

SPECIAL AD PLACEMENTS AVAILABLE UPON REQUEST



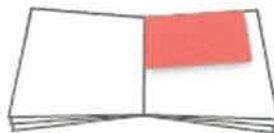
Full page
 Guaranteed ... \$6,600
 General ... \$6,000



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 4 Pages\$20,000
 8 Pages\$36,000

Web Options
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 Leaderboard*.....\$800
 Skyscraper*\$800
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retail strategies

Date	Invoice #
8/22/2020	506-2

Terms	Due Date
Due on receipt	10/8/2020

Bill To
Freeport Economic Development Corp. Attn: Courtland Holman 200 West Second Street, Suite 232 Freeport, TX 77541

Retail Strategies, LLC
P.O. Box 531247
Birmingham, AL 35253
205.313.3676 (p)
205.313.3677 (f)

Description	Amount
Professional Consulting and Related Services Client: Freeport Economic Development Corporation Consultant: Retail Strategies, LLC Year 2: August 22, 2020 - August 21, 2021	45,000.00
Total	\$45,000.00
Balance Due	\$45,000.00

Wiring Instructions
ABA Routing Number: 062006534
Beneficiary Bank: SouthPoint Bank
Beneficiary: Retail Strategies, LLC
Beneficiary Account: 30035356

Make Check Payable to:
Retail Strategies, LLC
P.O. Box 531247
Birmingham, AL 35253

**PROFESSIONAL SERVICES AGREEMENT TO PROVIDE
CONSULTING SERVICES**

This Professional Services Agreement to Provide Consulting Services (this "Agreement") sets forth the mutual understanding of (the "Client") Freeport, TX Economic Development Corporation and Retail Strategies, L.L.C., an Alabama limited liability company (the "Consultant") on this the 22 day of August, 2019 (the "Execution Date"), for the provision of professional consulting services as more fully set forth below.

RECITALS:

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

1. **CONSULTING SERVICES.** The Consultant agrees to provide the following professional consulting services to the Client (the "Services"):

- A. **Research.** The Consultant will identify the Client's retail trade area using a blend of demographics, political boundaries, drive times and/or custom boundaries. The Consultant will perform market and retail analysis based on current industry standards at the time such reports are run. The Consultant will map retail locations and analyze opportunities given local and macro retail trends.
- B. **In-Market Real Estate Analysis.** The Consultant will analyze existing shopping centers and retail corridors and actively reach out to local brokers and real estate owners. The Consultant will identify, evaluate and catalogue priority commercial properties for development or redevelopment based on their highest-and-best-use. The Consultant will identify priority business categories to expand locally and to recruit to the area.
- C. **Retail Recruitment.** The Consultant will proactively recruit businesses for targeted zones through the contact of a minimum of 30 retailers, restaurants, brokers or developers. The Consultant will regularly update the Client Representative on retail recruitment efforts via email, telephone and the Consultant's client web portal known as "Basecamp." One market visit per calendar year is included in this agreement, additional travel outside of this agreement and requested by the Client shall be approved and paid for by the Client. The Consultant will represent the Client at International Council of Shopping Center conferences and provide updates according to the yearly conference schedule.
- D. **Updates.** The Consultant will provide the Client Representative with updates within three business days of receipt of a request from the Client Representative (as defined in Section 4 below).

2. **TERM.** The Consultant's engagement and provision of Services will commence upon the Execution Date as set forth above. The Consultant's engagement and this Agreement will terminate automatically on the third anniversary of the Execution Date (the "Term") unless earlier terminated as provided in Section 6 below. At the end of the Term, the Client, acting by and through the Client Representative, may extend the Term at its option for successive one year periods on such terms and conditions as the Client Representative, acting for and on behalf of the Client, and the Consultant may agree upon in writing.

3. **CONSULTING FEE.**

A. **Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the "Consulting Fee") in an amount equal to \$45,000. The Consulting Fee will be paid in installments of immediately available funds as follows:

Contract Period	Payment Date	Payment Amount
Year One	Upon execution of this agreement	\$22,500
	Upon receipt of the retail recruitment plan	\$22,500
Year Two	On or before the 1st anniversary of the Effective Date	\$45,000
Year Three	On or before the 2 nd anniversary of the Effective Date	\$45,000

B. **Payment Default.** If the Client fails to pay any portion of the Consulting Fee on the requisite payment date, the Consultant will immediately cease all Services, including but not limited to: (1) negotiation of incentive agreements; (2) all recruiting and marketing efforts; (3) representation of the Client at trade shows; (4) booking meetings for the Client with prospective retailers; and (5) including the Client in marketing materials.

C. **Web Platform Service Fees.** Consultant will update demographic information annually during the Term of this Agreement. Modifications, corrections, and/or additions to the Client's Web Platform (As described in Section 4 Below) within the first thirty (30) days of delivery to Client are included within the Consulting Fee as set forth above. Should the Client request Web Platform changes, modifications, or corrections after the designated thirty (30) day Consultant will bill an hourly rate not to exceed One Hundred and no Dollars (\$100) per hour for time spent ("Web Platform Service Fee"). Request for Web Platform service must be made to the Consultant in writing. Consultant will use good faith effort to complete such requests within ten (10) days of receiving written request from client. Upon completion of performing Web Platform service, the Consultant shall submit invoices to the Client supported by information in such detail as may be required by the Client and shall be sufficient to substantiate that the Consultant has performed the services.

4. **CLIENT INFORMATION AND ACCESS.**

A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports and other information (including any

information specified in the Consultant's proposal to the Client) accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant's scheduled delivery of the Services is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.

- B. To facilitate such access and Consultant's delivery of the Services, the Client designates the Executive Director (the "Client Representative"), currently Courtland Holman. The Client Representative will serve as the primary liaison between the Consultant and the Client. The Client Representative will have responsibility for regular communications between the Client and the Consultant, including providing updates in a timely manner through Basecamp. The Client Representative's communications to the Consultant will include information regarding retail growth and development, such as actual and prospective business openings and closings, changes in economic drivers (e.g., significant increases or decreases in workforce of major employers, school enrollments, housing or healthcare services) and changes in the ownership of targeted real estate (e.g., transfers of real estate or changes in the finances of ownership). The Client Representative will also be responsible for disseminating updates relative to consultants' activities related to scope of work to members of local stakeholder groups of the Client (e.g. City Council, Economic Development Boards, and Chamber of Commerce etc.).
- C. The Client hereby authorizes the Client Representative (i) to act on behalf of the Client in the day-to-day administration and operation of this Agreement and the arrangements it contemplates and (ii) to execute and deliver, on behalf of the Client, such notices, approvals, consents, instruments, amendments or other documents as may be necessary or desirable to facilitate or assist the Consultant with the provision of the Services.

5. **INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports that will become the property of the Client upon delivery from the Consultant. Any other reports, memoranda, electronic mail, facsimile transmissions or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant, such as specifics related to retailers, developers, site information or other "confidential information" for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

6. **TERMINATION.**

- A. **By the Client At-Will.** The Client may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Consultant. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.
- B. **By the Client Upon the Consultant's Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such

termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.

- C. **By the Consultant At-Will.** The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Client. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the period during which such termination occurs based upon the number of days remaining in such period.
- D. **By the Consultant Upon the Client's Default.** The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

7. **NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or other electronic transmission, addressed as follows:

Client: Freeport Economic Development Corporation
200 West Second Street Suite 232
Freeport, TX 77541
Email: cholman@freeport.tx.us
Direct: 979-871-0117
Cell: 936-776-0195
Attention: Courtland Holman, BSME, PCED | Executive Director

Consultant: Retail Strategies, LLC
2200 Magnolia Ave. South, Suite 100
Birmingham, AL 35205
Email: sleara@retailstrategies.com
Fax: (205) 313-3677
Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

8. **INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does

not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

9. **STANDARD TERMS.**

- A. **Affiliated Services:** The Client acknowledges that certain affiliates of the Consultant provide real estate brokerage and management services for which they are paid brokerage, development, leasing, management and similar fees. In connection with the Services and with the prior written permission of the Client, such affiliates may be engaged to provide such services in consideration for the payment of such fees.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws.
- D. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- E. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- F. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- G. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- H. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- I. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee. The Client's sole remedy in the event of any alleged breach of this

Agreement by the Consultant will be the notice, cure and refund provisions of Section 6(B) of this Agreement.

- J. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.
- K. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- L. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- M. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- N. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- O. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- P. **Survival:** Section 5 and Section 9(H) will survive termination of this Agreement.
- Q. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Effective Date.

CLIENT:

Freeport Economic Development Corp

By: 

Name: Trey Sullivan

Title: President of Freeport EDC

Date: 8/22/2019

CONSULTANT:

RETAIL STRATEGIES, LLC

By: 

Name: Lacy Beasley

Title: President

Date: August 29, 2019

EXHIBIT A

I. CONSULTANT AGREEMENT

This section outlines what Retail Strategies (the "consultant") will provide to Freeport Economic Development Corporation (the "client").

A. Research

1. Identify market retail trade area using political boundaries, drive times and radii and custom boundary geographies
2. Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
3. Conduct retail peer market analysis
4. Competition analysis of identified target zones trade area(s)
5. Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
6. Customized retail market guide including aerial map with existing national retailer brands and traffic counts
7. Retail competitor mapping/analysis
8. Analysis of future retail space requirements in relation to the retail market analysis, the market's growth potential and trends in the retail industry
9. Identification of at minimum 30 retail prospects to be targeted for recruitment
10. Updates provided on retail industry trends
11. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

B. Boots on the Ground Analysis

1. Identify/Evaluate/Catalog priority commercial properties for development, re-development and higher and best use opportunities
2. Identification of priority business categories for recruitment and/or local expansion
3. Perform competitive analysis of existing shopping centers and retail corridors
4. Active outreach to local brokers and land owners

C. Retail Recruitment

1. Pro-active retail recruitment for targeted zones
2. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers
3. Updates on new activity will be provided to Client's designated primary point of contact (Sec. II-A) via Basecamp, telephone, or email on a monthly and/or as needed basis
4. One market visit per calendar year included in agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
5. ICSC conference representation- updates provided according to the yearly conference schedule



Executive Summary

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Year 1 Snapshot

- The discovery phase completed in the first 90 days of the engagement.
- Over 20 properties were identified and inventoried as current and/or long-term retail opportunities within the city limits. The property catalog is updated in real time as well as annually through an anniversary audit.
- Over 100 retail prospects were identified using peer analysis, gap analysis, retailer expansion plans, and general industry intuition. Of the retailers identified, over 30 percent have produced feedback thus far.
- We are having continued conversations with 11 retailers on the initial prospect list that have expressed interest in learning more about Freeport for potential new locations.
- Retail City Site Created to provide digital platform for prospective retailers and developers.
- Since the initial engagement Freeport has been represented at 3 retailer conferences with full reports being provided.
- There is currently one property under contract for development with interest from multiple end users.

Retail Strategies is the most trusted partner when recruiting businesses.



FREEPORT, TX

Christopher Bontrager, *Portfolio Director*
205-534-4916
cbontrager@retailstrategies.com



Discovery Phase

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I. DISCOVERY PHASE SUMMARY

Items listed in this section were completed during the initial 90 days of our partnership. All research and reports identified here were included in the Retail Recruitment Plan; published via the Basecamp online platform.

ANALYTICAL & QUANTITATIVE RESEARCH

Trade area identification:

- 5, 10, 15 Mile Radius Ring
- 10,20,30 Minute Drive Time
- Custom Boundary Geographies – Hand drawn trade area based on cellular tracking data, surrounding competitive areas, and real estate intuition

Demographic reports ran and analyzed for the geographic trade area

- Consumer attitude & behavior analysis
- Tapestry Segmentation

Distance tolerance / Void analysis Mapping & aerial imagery:

Competitive Market Aerial

- Thematic Demographic Mapping
- Market Retail Competitor Aerial

Retail gap analysis report

IN-MARKET REAL ESTATE ANALYSIS “BOOTS ON THE GROUND”: In-market real estate analysis completed by Retail Strategies real estate team

- Identified new development, re-development, and higher & better use opportunities
- Boots on the ground visit conducted with Courtland Holman
- Completed assessment of existing retail real estate landscape
- Completed analysis of tenant mixture of shopping centers & retail corridors

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Property Catalog

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PROPERTY CATALOG & PROSPECT LIST:

Property catalog created of retail real estate opportunities

- Over 20 properties were identified and inventoried as current and/or long-term retail opportunities within the city limits
 - Database of properties is continually updated and provided to the EDC.
- Retail Strategies began outreach efforts to local brokers and/or property owners associated with identified properties.

Retail recruitment prospect list created

- Over 100 retail prospects were identified using peer analysis, gap analysis, retailer expansion plans, and general industry intuition
 - Of the initial prospects, we have received feedback from 30 percent of the retailers that were identified on the initial prospect list.
 - As with the property database, the prospect list is refreshed regularly as retailers in the industry expand and contract.

CUSTOM MARKETING MATERIALS

- Custom marketing guide created and approved by primary point of contact.
- Custom aerials created for specific properties.

STRATEGIC RETAIL RECRUITMENT PLAN

Retail Recruitment Plan was completed and presented to Courtland Holman through a webinar platform

RETAIL CITY SITE

The City's retail website was created upon completion of the recruitment plan and was delivered to the EDC for review before being launched. The website will undergo an annual review for content and technical upgrades.

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Retail Recruitment Updates

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Fitness Concept: We spoke with [REDACTED], who said that they do not currently have a franchisee looking to open a location in this area. He did, however, say that they would like to look in this area. He said that the demographics and trade area look like it would be a perfect fit for an [REDACTED] location.

Quick Service Restaurant: We spoke with [REDACTED] who asked us to send sites for him to review. We sent the [REDACTED] site to him and he said that he was going to review it with his team. We have not been able to reach him for feedback yet. We also sent the site to [REDACTED], who represents a large franchise group out [REDACTED] said that he liked the site and asked for more information on it as it becomes available.

Coffee Concept: We had a conversation with [REDACTED] and discussed their expansion plans. She said that they are currently primarily focused on the San Antonio area. She said that they have an enormous amount of franchisee inquiries throughout Texas and that Houston markets were being eyed for around mid-2022 and to keep in touch because she believes they will be growing quickly by then.

Clothing Retailer: We spoke [REDACTED] prior to the pandemic, who said that [REDACTED] was looking at expansion across Texas markets. When we followed up with specific markets, they have been placed under a travel ban and have not been able to start back up yet. We followed up with her in early September and she told us that the travel ban had been extended to at least November of 2020.

Quick Service Restaurant: We spoke [REDACTED] about a few sites around Freeport and specifically discussed the [REDACTED] Site. He asked us to submit it formally to their real estate department and that he would review it. We sent it over and checked with him at the end of last week to see if he had any feedback. He said that their franchise group really liked it and were going to research it a bit more, but he expects to have an answer from them sometime in October

Clothing Retailer: We talked to [REDACTED] who said that due to the current market conditions, [REDACTED] is placing all expansion on hold, but to keep in touch down the road.

Quick Service Restaurant: [REDACTED] has said in previous discussions that they are always looking to grow their footprint, but that they don't typically reach out to find sites. He said that property owners or developers reach out to them to discuss in-store food service options for convenience stores or grocery stores.

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Retail Recruitment Updates

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Quick Service Restaurant: At RetailLive, we had a conversation with [REDACTED] and he said that [REDACTED] is currently looking to expand anywhere that makes sense to them in Texas. Due to the limited time we had, he would not get into specific markets, but did say that they absolutely must have drive thru capabilities. We followed up with him earlier in the month to see if Freeport would be of interest, but have not heard back from him.

Fast Casual Restaurant: We spoke to [REDACTED] a few of the sites in the area. He said that he would be interested in seeing more to present to his franchisee. We sent the [REDACTED] space to review. He said that they will review both, but he said that the franchisee may have other freestanding restaurant options that would be a better fit in the [REDACTED]. He asked us to follow back up to get more information from them.

Fueling Concept: In our conversations with [REDACTED] he has said that they will consider any areas in Texas for new locations. He asked us to forward any information we have to him and he will review it with his team.

Clothing Retailer: We spoke with [REDACTED] who said that he was unsure of interest in the market but would look further. He said at first glance, the demographics didn't look to meet their needs, but he asked for marketing information and demographics, which we sent over to him.

Cellular Phone Concept: [REDACTED] said that they may be interested in putting a location in Freeport. She asked us to send over any sites and information on the market. We sent her demographics as well as site in the [REDACTED] site. She asked us to follow back up after she had a chance to review.

Fast Casual Restaurant: We spoke to [REDACTED] who said that they are currently on hold for expansions due to the pandemic, but to keep in touch with any second-generation spaces just in case they begin to expand again soon.

Fast Casual Restaurant : We have had several conversations with [REDACTED] who has told us that he will send along any sites we have in the area. He said that they are still trying to grow and asked us to send him any sites we had. We forwarded the [REDACTED] site and when we followed up for feedback, he said that he had sent it to his team to take a second look at.

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Retail Recruitment Updates

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Home and Hardware: We have spoken to [REDACTED] in the past, who said that she was unsure of interest in Freeport, but that they typically will review any sites that are sent to them and, if it meets their criteria, they will then determine if the market is a fit for them. We sent her information on the market but have not had luck reaching her recently.

Coffee Concept: We spoke with [REDACTED] who has indicated in past conversations that [REDACTED] is looking to aggressively expand around the Houston area. We checked in with her on Freeport and she said that they were interested and would like to see what sites are in the area. We discussed the [REDACTED] site and she said that they were still interested and wanted to take another look at it and asked for more details on it as they came along. We are currently working to collect information to send to them.

Coffee Concept: We have spoken to [REDACTED] who, in the past, has said that he believes Freeport would not be a large enough market for them to look into and currently would be too far south from where they are looking to expand in the immediate future. We still forwarded the [REDACTED] site to him to keep on file in case that changed but have not heard any feedback from him.

Automotive Concept: [REDACTED] said that they are not looking to expand into Freeport at this point, but to stay in touch down the road.

Fast Casual Restaurant : We spoke to [REDACTED] who said that he was unsure of the Freeport area, but that he had multiple franchisees in the Houston and surrounding markets and that he would check in with his contacts to see if there were any who wanted to look further into it. We sent him the [REDACTED] Site as well as the [REDACTED] space to forward to any interested parties but have not heard any feedback yet.

Quick Service Restaurant: We reached out to Monty Whitehurst, who put us in touch [REDACTED]. [REDACTED] was interested in the area and would like to do a little more research on their end. [REDACTED] came back and asked what site was available that would match their needs. We forwarded the [REDACTED] site and he asked us to keep in touch as more details became available for the site, because they would like to look further into it.

Salon Concept: At RetailLive, we spoke with [REDACTED] who said that [REDACTED] was looking to grow around the Houston area. She asked us to send along any sites that would meet their needs. We have not had luck reaching her yet for feedback but have sent her inline sites in the [REDACTED] as well as the [REDACTED]

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Retail Recruitment Updates

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Sporting Goods: [REDACTED] talked with us and said that their current focus is on more densely populated and urban areas and that Freeport does not meet their current demographic needs for a new location.

Fast Casual Restaurant: [REDACTED] spoke to us and said that they are not focused on growing their corporate locations in Texas at this point and that the only thing that would be an option would be a franchised location. At this point, he said they don't have an active franchisee for the area.

Quick Service Restaurant: In past conversations with [REDACTED] he has indicated that [REDACTED] may be looking to grow around in the markets surrounding Houston. We've made multiple attempts to reach him since the pandemic began but have not had any luck yet.

Fast Casual Restaurant : In our previous conversations with [REDACTED] she has said that we can submit whatever sites are available and they will review them. If the site fits their needs, they will then determine interest in the market. We have forwarded a few sites, primarily [REDACTED] but have not been able to reach them for feedback.

Quick Service Restaurant: We were told by [REDACTED] that [REDACTED] is targeting the surrounding areas of Houston for new locations, but they are not out to Freeport just yet. He said that maybe in a few years, that they would be ready to revisit the area.

Automotive Concept: We spoke with [REDACTED] who said that he would review any sites we sent to them. We forwarded the site [REDACTED] and he said that he was going to take another look at it with his real estate team.

Quick Service Restaurant: [REDACTED] us that they currently do not have a franchisee for the area and don't have Freeport marked for a store soon.

Home and Apparel Concept: We reached out to [REDACTED] who told us that he was no longer the contact for this area, but he gave us the contact for [REDACTED] who we have attempted to reach, but have not yet had any luck.

Clothing Retailer: We spoke with [REDACTED] who told us that they are currently on hold for all new locations until they return to pre-Covid sales numbers. He said that they hope to return to opening new stores in the next 12 months.

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Retail Recruitment Updates

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Home and Hardware: ██████████ to us and said that they are not currently focused on Freeport for a location.

Clothing Retailer: ██████████ said that ██████████ is placing all expansions on hold until they see what the full effect of the pandemic is.

Travel Center: ██████████ said that Freeport was not a market that they had on their radar at this point.

Quick Service Restaurant : We sent the ██████████ site to ██████████ to see if they would have interest in looking at Freeport further. He liked the location and asked us to give more information on the site as it comes along.

Salon Concept: At RetailLive Austin earlier this year, we spoke with ██████████ who is the representative for the Houston area markets. Due to the short time allotted for each meeting, getting into specific markets was very difficult. We did ask about Houston area & South Texas markets and listed Freeport among them. She asked us to send any sites that would meet their criteria. We have sent her the ██████████ ██████████ in the ██████████. She forwarded the sites to her franchisees and they said that the ██████████ would probably not be a fit because they typically like to locate in grocery anchored centers. They said that they would look at the ██████████. He said that if they chose to look more into Freeport, it would probably be a little while to wait for the rest of their locations to return to normal.

Cellular Phone Concept: In our previous conversations with representatives ██████████ they have indicated that they are shifting their focus for expansion to smaller, less dense areas. We have made multiple attempts to reach ██████████ the broker for this area, but have not had any luck yet.

Fueling Concept: In speaking ██████████, the broker for ██████████ were told ██████████ is interested in expanding all over Texas and that they would help us in any way they could to find the right contact. We followed back up regarding the Freeport area contact and he said that he would find the right person for us. We have not gotten the contact information back yet.

Quick Service Restaurant : At RetailLive, we had a conversation with ██████████ asked about the concept as well as growth forecast ██████████ and he said that they are still working in only densely populated areas for new stores. He said that outlying markets of Houston & DFW would be their focus in a few years, but for now Freeport was too far for them.

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Retail Recruitment Updates

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Fast Casual Restaurant : Previously, ██████████ told us that ██████████ was on hold for new locations due to the pandemic. We checked back in to see if this was still the case and he confirmed that they are still not looking to open anything new.

Quick Service Restaurant : We have been speaking with ██████████ the possibility of ██████████ placing a location in Freeport. He told us to keep in touch on the area, but that currently they are facing some travel restrictions that are making new market tours difficult. He said that he hopes that they change those restrictions soon but wasn't sure of a time that they would be able to make it here. We still sent the ██████████ site to him to keep on file for once they are able to consider expansion again.

Quick Service Restaurant : We spoke with ██████████ who said that Freeport was not on their list for expansion at this time. They are currently focusing primarily on out of state locations.

Quick Service Restaurant: We spoke to ██████████ who in previous conversations has indicated that they would be interested in seeing sites around the Houston area. We sent him the ██████████ site and followed up for feedback. He said that he was not familiar with the Freeport area as much but wanted to research it a bit more and said that he would take a second look at the site.

Hotel Group: ██████████ is a hotel group out ██████████ that builds and operates Marriott, Hilton, and Wyndham Brand hotels throughout the US. We introduced them to the market after it was expressed that the community wants to pursue a new hotel development. Personnel from the group toured the market with Courtland Holman. After review, they submitted the ██████████ and was approved to build a ██████████. Due to the COVID-19 pandemic financing has tightened up on the hospitality industry. The group is currently looking for avenues of financing.

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Real Estate

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As this site has become available, we have been marketing it to multiple different types of tenants. The property is currently under contract to be purchased and redeveloped. The retailers that we have sent this to, but not heard any feedback from yet are: AT&T, Buffalo Wild Wings, Burger King, Checkers/Rally's, Chicken Express, Chipotle, Dairy Queen, Firehouse Subs, Great Clips, HTeaO, IHOP, Marco's Pizza, McAlister's Deli, Midas, Panda Express, Papa Murphy's, Pizza Hut, PJ's Coffee of New Orleans, Sally Beauty Supply, Shoe Dept, SportClips, Sprint, Starbucks, Taco Bell, Taco Cabana, The UPS Store, Verizon Wireless, Wingstop, & Zaxby's.

These 2 buildings are listed by . The first building is 1,634 SF and is a former restaurant space that was built in 2000 and the other is a that is 1,248 SF and was built in 1965. The current asking price on these is \$350,000.

This lot is listed at +/-4 acres. It has on it and has access to . It also has 800 ft of frontage on 2nd St and 900 ft on the . It is divisible and the current asking price on it is \$1,908,440.

has this lot listed at approx. 1.3 acres. It is zoned commercial, about 2 blocks in from the Brazos River. The current asking price on it is \$549,000.

We have had conversations with regarding the . He said that the that was previously vacant had just received an LOI, but could not say what the use was on it. The vacant . When we previously talked, he mentioned that the was possibly going to become vacant due to the Coronavirus pandemic. On our last call, he confirmed that it was set to become vacant. The space is 3,250 SF and the rent on it is \$2,100 per month plus the Triple Net Lease of \$1.40 per SF. The restrictions on the space are that there can be no . It has 2 ADA restrooms, a \$20,000 grease trap & a full walk in cool storage space.

This property is listed by at about 3.53 acres. It has 800 ft on both the . It is a corner lot and the current asking price on it is \$1,500,000.

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Research and Marketing

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RESEARCH & MARKETING MATERIALS

Custom marketing materials updated for conference representation

- Research, property catalog, and retail prospect list maintenance
- Retail industry trend reports posted to Basecamp
- City provided complimentary access to webinars focusing on the latest trends with regards to retail and real estate
- Over 15 demographic and research reports have been created
- Report updates are completed periodically as well as on demand



COVID-19 Support

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COVID-19 SUPPORT AND INDUSTRY UPDATE

Trends:

The pandemic has placed a damper on the industry as a whole but depending on the brand in question, some are contracting, and some are expanding despite the state of the economy. The trend is that retailers that have fared well during the pandemic are continuing to expand. These are brands in the general merchandise sector as well as the quick service restaurant sector. General merchandisers are of course faring well during the pandemic due to carrying the necessities for staying at home and working at home. The general merchandise sector has seen boosts as high as 20% in sales in some areas. Quick Service Restaurants are faring well due to having drive-thru capabilities, so much so that brands without traditional drive-thrus are starting to look at building new stores with drive-thrus.

Business Retention:

During the pandemic, we have added support for local businesses to our efforts to support our client communities. Retention of the existing businesses of course is the most important thing a community can focus on during a time of crisis. We have created a database of community and business resources in order to share best practices with the communities. Best practices including shop local campaigns, curbside pick up strategies, local business marketing, and online shopping optimization for local retailers. All of these materials have been provided via the Basecamp platform.

YEAR 2 SCOPE OF WORK

In year 2 of the contract, the Retail Strategies team will continue to work the initial prospect list that was identified for the City of Freeport as well as make adjustments to the list according to expansion and retraction of retailers in the industry. At the beginning of every year on the anniversary date, a review is conducted that includes the retail prospect list as well as the real estate opportunities database.

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Conferences

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CONFERENCES

The pandemic has disrupted the conference slate for the near future but the host organizations are starting to adjust in order to accommodate.

ICSC: has announced that all conferences in 2020 will now be virtual. The New York conference in December has now become the primary conference for the year due to the cancellation of the Las Vegas RECon conference that was supposed to take place in May of 2020

Retail Live Austin: has also been replaced by a virtual version of itself. The virtual version of the conference took place in September of 2020

The plan for both organizations is to return the 2021 conferences back to normal in person conferences and this will start with the ICSC Dallas conference in January(Exact dates have yet to be announced).

Virtual Conferences: The virtual conferences are set up through virtual chatrooms and waiting rooms for video conferencing. The individuals are required to request meetings from the desired individuals and then will be placed in private virtual meeting rooms with said individuals.

VII. Work Session

Directors Notes

November 9th through 13th

Work on reviewing City's compared to Wong Utility Agreement. Tim and Chris discussed first then Tim and I.

Tour Retail Strategies on city for phase 2 of contract and bring up to speed on any changes. Retail Strategies to update FEDC board at board meeting.

Veterans day holiday

Conference call with Jeff Tamkin and Alexander Zafarana of Tamkin and Public Facilities. This discussion is to see if there is an interest in the City of Freeport to do a public / private partnership to develop a mixed-use Senior Housing project that can be age and or income restricted. We also discussed mixed use commercial projects that they would fund, develop and own.

Public Facilities Investment Corporation (PFIC) specializes in the privatized development and tax-exempt financing of facilities and infrastructure for the public and non-profit sectors. Since 1969, PFIC has completed over 200 projects in 96 cities in 36 states. Tamkin Development Corporation is a nationwide developer and investor that specializes the development and acquisition of retail, office, industrial, and multi-family projects including student and senior housing. Since 1969, Tamkin has completed over 200 projects in 96 cities in 36 states.

Project Sky High in conversations with them this week is working on a Movie and Production Studio type development (pre development planning) on the EDC's 8.8 Acres plus a trade desk headquarters on addition properties in the downtown and on river front that totals about 250 jobs, many to be local. This is an expansion of the original discussion as they desire to be involved in the financing and redevelopment of downtown. In order to do this, they must close and obtain their requested State Enterprise Zone designation and funding in another county on their main project first before they can go hard in Freeport but expect that will be finalized by Mid-December. Donald is anticipating coming to Freeport in latest will be early January. I will be forwarding to the board the Production Studio's films as an example that Donald provided. They would like to talk to the board and council on the proposed projects in Freeport which was also requested by the board. Terry McMahon is one of the people I am talking to as shown in this interview: <https://youtu.be/vzWDbH2kHkY>

Week of November 16 through 20

Attended Virtual Houston-Rotterdam Energy 2.0 Trade and Investment Forum and have connected to one person that would like to speak to me after the holidays

Brooks Bass, Roy Yates, Tim Kelty and I met with Dude Payne and Matt Sebesta regarding TIRZ participation in Freeport. In January a workshop will be scheduled for us to present to the entire County Commission. I also brought them up to speed on Project Wing Tips and Sky High.

Attended City Staff meeting. At our next board meeting on December 8th the FEDC board will need to appoint one board member to be on the Steering Committee for Planning and Zoning of the city. There will be 4 meeting first being in January (TBD).

Tim and I met with Aldana Andres, Justin Burnett, Ilsa Vargas, and Paola Salamanca of T-Mobile. T-Mobile has been able to secure additional resources for Q4 2020 to help with some of the projects that we have in the city of Freeport such as WIFI in Downtown, assistance to first responders, mobile store to text test the market, school internet for school kids, funding events, etc. Tim and I have placed them in contact with various organizations and people.

Developer Doug Kirk and I met. Doug has met with many in the city and councilmembers to understand the dynamics for developing the 19 acres. Doug will be creating a proposal that I will be able to review in two weeks in order for me to schedule a round table discussion to build homes on the City's 19 acres.

Jeff Pena, Lesa Girouard, Mingo Marquez, Chris Duncan, Tim Kelty and I had a zoom meeting with others regarding Project Sky High. The conversation focused on the development portion of the FEDC 8.8 Acres and Downtown redevelopment. Mayor Bass has been informed as well.

I was interviewed by the FACTS with Gina Adams of the Hispanic Chamber Of Commerce regarding our attraction of T-Mobile and their participation and installation of 5G in Freeport. With Gina's help in bringing T-Mobile to me we were able to or surprised that they installed 5G within two weeks of our meeting which was the day of the Blue Christmas Golf Tournament.

Week of November 23rd through 27th

On Holiday

Week of November 29th through December 4th

Conference Call with T-Mobile representatives, a continuation of discussion for:

Meeting Agenda:

- Wi-Fi solution to the community in downtown area.
- Wi-Fi Solution to bus transportation system.
- Connectivity solution to other areas in Freeport.
- Government Account solution for City of Freeport.

The Wi-Fi representative will be placing me in contact with others that he works with to get a better understanding on how it can be done in downtown Freeport.

Conference call with Mr. Schaffer and his son James for his property on 2nd and Valasco Blvd next to Bridge and Cundieff properties. He is concerned that the development proposed will affect the intent of the waterfront development he hoped to do. He will be attending the Planning and Zoning meeting on

December 1 and City Council on December 7. I have placed them in contact with Billy Shoemaker regarding the P&Z discussion.

Conference call with Lynn from Aqua Pools regarding estimates for the Fountains.

TEXAS RFI—EDT—Project Brie Merry

The Office of the Governor has been contacted by a Ukrainian manufacturer of dairy based desserts. They are seeking a location for a new manufacturing and distribution facility in the United States. The project is not fully funded and the company is interested in opportunities that would provide sources of financing up to \$2million of low/noninterest loans and grants. The company anticipates a \$5million capital investment with \$1.5million being invested in the facility and \$3.5million being spent on equipment. They anticipate 35 employees within the first year and 51 employees when they reach peak employment in 1-2 years. Their average wage is anticipated at \$55,000 per year. An existing building of 37,400 square feet with 13 ft. ceiling height is preferred however a build to suit option will be considered. The company will consider both leasing and purchasing options. The company prefers a location within a free trade zone/ opportunity zone. Rail access is not required for this project, however interstate access is necessary- port access is preferred however is not a determining factor in the decision making process.

This project was submitted for the one vacant building with correct zoning on 12/4/2020.

Continued from last board meeting:

I will be on Vacation and Holiday the week of December 21 through 25, the Christmas week. I will be out of town.