



**AGENDA  
SPECIAL MEETING  
FREEPORT CITY COUNCIL  
MONDAY, AUGUST 31, 2020 at 6:00 P.M.**

**Mayor:**  
Brooks Bass

**Council Members:**  
Ken Green  
Jerry Cain  
Sandra Loeza  
Roy Yates

**City Manager:**  
Timothy Kelty

**THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON MONDAY, THE 31st DAY OF AUGUST 2020, AT 6:00 P.M., AT THE FREEPORT POLICE DEPARTMENT, MUNICIPAL COURT ROOM, 430 NORTH BRAZOSPORT BOULEVARD, FREEPORT TEXAS FOR THE FOLLOWING PURPOSES:**

**BECAUSE OF THE PUBLIC HEALTH THREAT, SEATING WILL BE POSITIONED TO MEET THE REQUIREMENTS OF THE CDC, AND ATTENDEES WILL BE REQUIRED TO WEAR A FACE MASK.**

**OR YOU MAY JOIN THE PUBLIC MEETING REMOTELY BY TELECONFERENCE BY DIALING:**

**(425) 436-6312 AND USING ACCESS CODE 5678901#**

**OR**

**AUDIO VISUAL CONFERENCE CALL USING:  
PCs, Macs®, Chromebooks™, iOS and Android™ phones and tablets.**

**International dial-in numbers: [https://fccdl.in/i/council\\_mtg\\_083120](https://fccdl.in/i/council_mtg_083120)**

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

**[https://join.freeconferencecall.com/council\\_mtg\\_083120](https://join.freeconferencecall.com/council_mtg_083120)**

**enter access code 5678901# and the online meeting code is: council mtg 083120.**

**OR**

**Visit the App Store or Google Play to download FreeConferenceCall. Enter the phone number, access code and online code listed above to view the meeting.**

REMOTE PARTICIPANTS WILL NOT BE ABLE TO ADDRESS COUNCIL DIRECTLY. **COMMENTS FROM REMOTE PARTICIPANTS MUST BE SENT VIA EMAIL TO [publiccomments@freeport.tx.us](mailto:publiccomments@freeport.tx.us) ANY TIME PRIOR TO, OR DURING THE MEETING ALL COMMENTS RECEIVED WILL BE READ ALOUD INTO THE RECORD.**

**THE MEETING IS BEING HELD FOR THE FOLLOWING PURPOSES:**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:** (Council Member)

**CITIZENS' COMMENTS:**

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

**COUNCIL BUSINESS – REGULAR SESSION:**

1. Discussion and Possible Action Regarding a Resolution No. 2020-2645 to hire an engineering firm to complete application and project implementation for CDBG-Mitigation (MIT) funding through the General Land Office. **(Russell)**
2. Discussion and direction regarding updates to the FY2020-2021 Budget. **(Russell)**

**ADJOURNMENT:**

3. Adjourn.
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Items not necessarily discussed in the order they appear on the agenda. The Council at its discretion may take action on any or all of the items as listed. This notice is posted pursuant to the Texas Open Meeting Act. (Chapter 551, Government Code).

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

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

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



Betty Wells, City Secretary  
City of Freeport, Texas



## City Council Agenda Item # 1

**Title:** Discussion and Possible Action Regarding a Resolution to hire an engineering firm to complete application and project implementation for CDBG-Mitigation (MIT) funding through the General Land Office.

**Date:** August 31, 2020

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

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**Staff Recommendation:**

Due to the expediated review of the submittals, staff will have a recommendation to Council at the meeting.

**Item Summary:**

Staff advertised a Request for Statement of Qualifications for professional engineering services in The Facts newspaper on Tuesday, August 11, 2020 and Tuesday, August 18, 2020. Ten responses were received and opened by the City Secretary on Wednesday, August 26, 2020, at 10:05 a.m. The evaluation committee consists of the Assistant City Manager/Finance Director, Fire Chief/Emergency Management Coordinator, Director of Public Works and Director of Human Resources.

**Background Information:**

The City of Freeport intends to apply for the upcoming Community Development Block Grant – Mitigation (CDBG-MIT) funding from the Texas General Land Office (GLO). Accordingly, the City must procure a contract with a qualified Engineering firm or individual to prepare all preliminary and final design plans and specifications, and to conduct all necessary interim and final inspections. These services are being solicited to assist the City in its application preparation and project implementation of a CDBG contract(s), if awarded, to support eligible activities in the City of Freeport. The application is due October 28, 2020.

**Financial Impact:**

Each proposed project under the 2015 Floods and 2016 Floods State Mitigation Competitions must have a total proposed cost between \$3 million to \$10 million. Each proposed project under the Hurricane Harvey State Mitigation Competition Round 1 must have a total proposed cost between \$3 million to \$100 million. Engineering and design activities are capped at 15 percent of the total construction cost.

**Supporting Documentation:**

A Summary of the Ratings will be provided during the meeting.

**RESOLUTION NO. 2020-2645**

**A RESOLUTION OF THE CITY OF FREEPORT, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT -MITIGATION (CDBG-MIT) PROGRAM FUNDED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).**

**WHEREAS**, the CDBG-MIT program requires implementation by professionals experienced in federally-funded projects;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering services has been completed in accordance with GLO requirements;

**WHEREAS**, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

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

- Section 1. That \_\_\_\_\_ be selected to provide application and project-related **professional engineering services** for the CDBG-MIT program.
- Section 2. That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the award of CDBG-MIT funds and successful negotiation of a contract with the service provider.

**PASSED AND APPROVED ON this \_\_\_\_ day of August, 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CONTENT:**

\_\_\_\_\_  
Christopher Duncan, City Attorney



## City Council Agenda Item # 2

**Title:** Discussion and Direction Regarding Updates to FY2020-2021 Proposed Budget

**Date:** August 31, 2020

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

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**Staff Recommendation:**

Staff requests direction from Council regarding the FY2020-2021 Proposed Budget. The Proposed Budget will be on the September 8<sup>th</sup> Council Meeting for final consideration.

**Item Summary:**

The adjustments identified below have been made from the originally proposed budget under the General Fund.

Revenue:

- Property Tax Revenue was updated to reflect the Certified Estimate and calculations for the No New Revenue Tax Rate.
- Updated Water and Sewer Revenue based on new rate increase.

Expenditures:

- Legal Services was added as a separate account under Administration and \$150,000 was included as a placeholder.
- Under Community Development, \$100,000 was removed from the Proposed Budget as it anticipated to be encumbered this Fiscal Year for the Zoning Overhaul.
- Funding (\$20,000) for a Visitor Center Kiosk was added as placeholder under the Hotel/Motel Tax Fund.
- Staff will be proposing to grandfather additional employees affected by the recent change to longevity pay. This impact has been included across the departments.

**Background Information:**

On August 10, 2020, the City Manager presented a proposed budget for the Fiscal Year 2020-2021 which was filed with the City Secretary and posted on the City website as required by Local Government Code Section 102.005.

**Financial Impact:**

The overall net impact of these changes to the General Fund is a decrease in revenue less expenditures of \$9,154.

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

Staff met with the Concerned Citizens of Freeport (CCF) regarding the Proposed Budget on August 20<sup>th</sup>. During that meeting, a request was made to have an investigative audit done on the past ten years or the duration of the previous City Manager. While the CCF understands there would be a cost associated with this and that it is unlikely the City would get any misused funds returned– they asking that City Council acknowledge their request.

**Supporting Documentation:**

Summary of Changes to FY2020-2021 Proposed Budget

**City of Freeport**  
**FY2020-2021 Proposed Budget**  
**City Wide Summary by Fund**

	Original Proposed Budget	Revision	Increase/ (Decrease)
<b>Revenue</b>			
General Fund	16,496,250	16,542,004	45,754
Water/Sewer	6,742,802	6,655,842	(86,960)
Beach Maintenance	-	-	-
Capital Debt Service	568,300	568,300	-
Capital Projects Fund	-	-	-
COO 2008 Debt Service Fund	-	-	-
Court Security	7,600	7,600	-
Court Technology	10,000	10,000	-
Federal Narcotics	-	-	-
Hotel/Motel	12,000	12,000	-
Marina	7,420	7,420	-
State Narcotics	26,000	26,000	-
<b>Revenue Total</b>	<b>23,870,372</b>	<b>23,829,166</b>	<b>(41,206)</b>
<b>Expenditures</b>			
General Fund	15,931,969	15,986,878	54,908
Water/Sewer	5,750,982	5,751,054	72
Beach Maintenance	-	-	-
Capital Debt Service	551,924	551,924	-
Capital Projects Fund	-	-	-
COO 2008 Debt Service Fund	-	-	-
Court Security	23,400	23,400	-
Court Technology	11,400	11,400	-
Federal Narcotics	-	-	-
Hotel/Motel	10,250	30,250	20,000
Marina	5,000	5,000	-
State Narcotics	15,000	15,000	-
<b>Expenditures Total</b>	<b>22,299,926</b>	<b>22,374,906</b>	<b>74,980</b>



**City of Freeport**  
**FY2020-2021 Proposed Budget**  
**General Fund Summary By Department**

	Original Proposed Budget	Revision	Increase/ (Decrease)
<b>Revenue</b>			
Revenue	16,496,250	16,542,004	45,754
<b>Revenue Total</b>	<b>16,496,250</b>	<b>16,542,004</b>	<b>45,754</b>
<b>Expenditures</b>			
Administration	1,784,520	1,934,544	150,024
Municipal Court	179,029	179,246	218
Police/Animal Control	4,835,269	4,837,671	2,401
Fire/Emergency Management	1,361,666	1,362,903	1,238
EMS	907,809	907,998	189
Streets/Drainage	1,301,734	1,301,478	(256)
Service Center	221,933	222,087	155
Beach Maintenance	10,000	10,000	-
Garbage	992,453	992,453	-
Building	334,930	334,982	52
Code Enforcement	478,545	378,836	(99,709)
Library	55,700	55,700	-
Parks	1,358,666	1,359,186	520
Recreation	583,484	583,200	(284)
Sr. Citizen's Commission	10,250	10,250	-
Golf Course	1,127,762	1,128,041	278
Historical Museum	378,221	378,302	82
Emergency Management	10,000	10,000	-
<b>Expenditures Total</b>	<b>15,931,969</b>	<b>15,986,878</b>	<b>54,908</b>
<b>Revenue Less Expenditures</b>	<b>564,281</b>	<b>555,127</b>	<b>(9,154)</b>