



**AGENDA
REGULAR MEETING
FREEPORT CITY COUNCIL
MONDAY, MAY 17, 2021 at 6:00 P.M.**

Mayor:
Brooks Bass

Council Members:
Jeff Pena
Jerry Cain
Mario Muraira
Troy Brimage

City Manager:
Timothy Keltz

THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON MONDAY, THE 17TH DAY OF MAY, 2021, AT 6:00 P.M., AT THE FREEPORT, POLICE DEPARTMENT, MUNICIPAL COURT ROOM, 430 NORTH BRAZOSPORT BOULEVARD FREEPORT TEXAS

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_051721

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

https://join.freeconferencecall.com/council_mtg_051721

enter access code 5678901# and the online meeting code is: council_mtg_051721.

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 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.

PRESENTATIONS/ANNOUNCEMENTS: Announcements by Mayor, City Council and/or Staff.

1. Presentation by the Brazosport Area Chamber of Commerce regarding tourism promotion.
2. Presentation by Freese and Nichols regarding update on evaluation and recommendations on sanitary sewer infiltration and inflow. **(Kelty)**
3. Kendig Keast Collaborative Presentation on Subdivision Control Ordinance revisions. **(Shoemaker/Kelty)**
4. Presentation on Demolition Report. **(Shoemaker)**

COUNCIL BUSINESS – REGULAR SESSION:

5. Consideration and possible action on the approval of City Council meeting minutes from May 3, 2021 and May 10, 2021. **(Wells)**
6. Consideration and possible action awarding bid to C3 Constructors, LLC of \$131,000 for E2448 (GLO 20-065-050-C158) Freeport- Bar Screen Replacement. **(Ezell)**
7. Consideration and possible action approving Ordinance No. 2021-2630 for Budget Amendment #2 for FY2021. **(Ezell)**

8. Discussion regarding Social Media / Press Release Policy for all City Employees and Departments **(Pena)**
9. Discussion regarding Departments Communications/Public Relations Director. **(Pena)**
10. Discussion regarding establishing Compensation Plan Committee for Police Department. **(Pena)**

WORK SESSION:

11. **The City Council may deliberate and make inquiry into any item listed in the Work Session.**
 - A. Mayor Brooks Bass announcements and comments.
 - B. Councilman Pena Ward A announcements and comments.
 - C. Councilman Cain Ward B announcements and comments.
 - D. Councilman Muraira Ward C announcements and comments.
 - E. Councilman Brimage Ward D announcements and comments.
 - F. City Manager Tim Kelty announcements and comments.
 - G. Updates on current infrastructure.
 - Update on street rehab program
 - Update on grant funded beach and golf course road
 - H. Update on reports / concerns from Department heads.

CLOSED SESSION:

12. Executive Session regarding a.) (Potential Litigation) consultation with city attorney, b.) (Deliberations about Real Property) East End, c.) (Personnel Matters) City Manager Annual evaluation, in accordance with Vernon's Texas Government Code Annotated, Chapter 551, Sections 551.071, 551.072, 551.074.

COUNCIL BUSINESS – REGULAR SESSION:

ADJOURNMENT:

13. Adjourn.
-

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

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

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 2nd 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 # 2

Title: Presentation by Freese and Nichols regarding update on evaluation and recommendations on sanitary sewer infiltration and inflow.

Date: May 17, 2021

From: Tim Kelty, City Manager

Staff Recommendation: Presentation for discussion and Council consideration.

Item Summary: Last year Freese and Nichols began an SSOI assessment of the City of Freeport wastewater collection. The purpose of their effort was to identify system issues resulting in Infiltration and Inflow (I&I) and develop a plan to comply with Texas Commission on Environmental Quality (TCEQ) requirements.

This effort is intended to be an ongoing effort; however, it is important that Council is kept up to date on that efforts progress and Freese and Nichols will be making this presentation for that purpose.

Background Information

Five years ago, the City entered into a voluntary compliance agreement with TCEQ to reduce I&I, which causes frequent sanitary sewer overflows. At that time very little had been done in compliance with that agreement and no real plan had been developed.

Freese and Nichols has completed a new plan which has been submitted and approved by TCEQ. Currently we are awaiting a formal agreement from TCEQ for City Council action regarding its adoption.

Special Considerations: The GLO has announced that the City of Freeport is the recipient of nearly \$6 million in grant funding for initial implementation of this plan.

Financial Impact: None

Board or 3rd Party recommendation: None

Supporting Documentation: Freese and Nichols current monthly report and presentation.

PROJECT NAME: Sanitary Sewer Overflow Initiative (SSOI) Management - Phase 1
PROJECT NO.: FRE19680
TO: Tim Kelty
FROM: Jared Barber, P.E.
TIME PERIOD COVERED: April 2021
DATE: May 14, 2021

PROJECT UPDATES:

- TCEQ reached out on 3/19/2021 stating that they have been reviewing the documents and will be preparing the agreement to sent out. FNI has followed up with TCEQ and each time they have said they are still working on the agreement and are backed up with other priorities.
- TCEQ asked if they City had any plan to educate residence on fats, oils, and grease and how to prevent? Or any other public education efforts? FNI provided TCEQ with the City's sewer ordinance which includes the information asked by TCEQ.
- FNI is developing the database to log inspection data moving forward. Data provided by Veolia is being integrated into the database.
- FNI has developed a plan for integrating past and ongoing work into the SSOI. This will be discussed with the City at the update meeting on 5/21 in more detail. In general the SSOI will utilize the following info to reduce the inspection needs moving forward:
 - Previous CCTV data to be utilized to identify existing needs (if it was bad before, it's not better now)
 - Integrate recent rehab work performed by the City
 - Utilize CDBG funded sewer rehab to reduce required inspection and improvements
- FNI is preparing a SSOI update to present to City Council on 5/17. The presentation will go over the four main priorities in the SSOI: 1. Flow Monitoring, 2. CCTV inspection, 3. Manhole Inspection, and 4. Lift Station Rehab

PROJECT SCHEDULE, TASKS AND DELIVERABLES:

- SSOI officially starts when agreement is signed by TCEQ. FNI is working on integration of previous and ongoing work in the meantime.

UPCOMING ACTIVITIES:

- Agreement from TCEQ to be signed
- CCTV

ISSUES:

- None

ACTION ITEMS:

- None



City of Freeport

SANITARY SEWER OVERFLOW INITIATIVE (SSOI) UPDATE



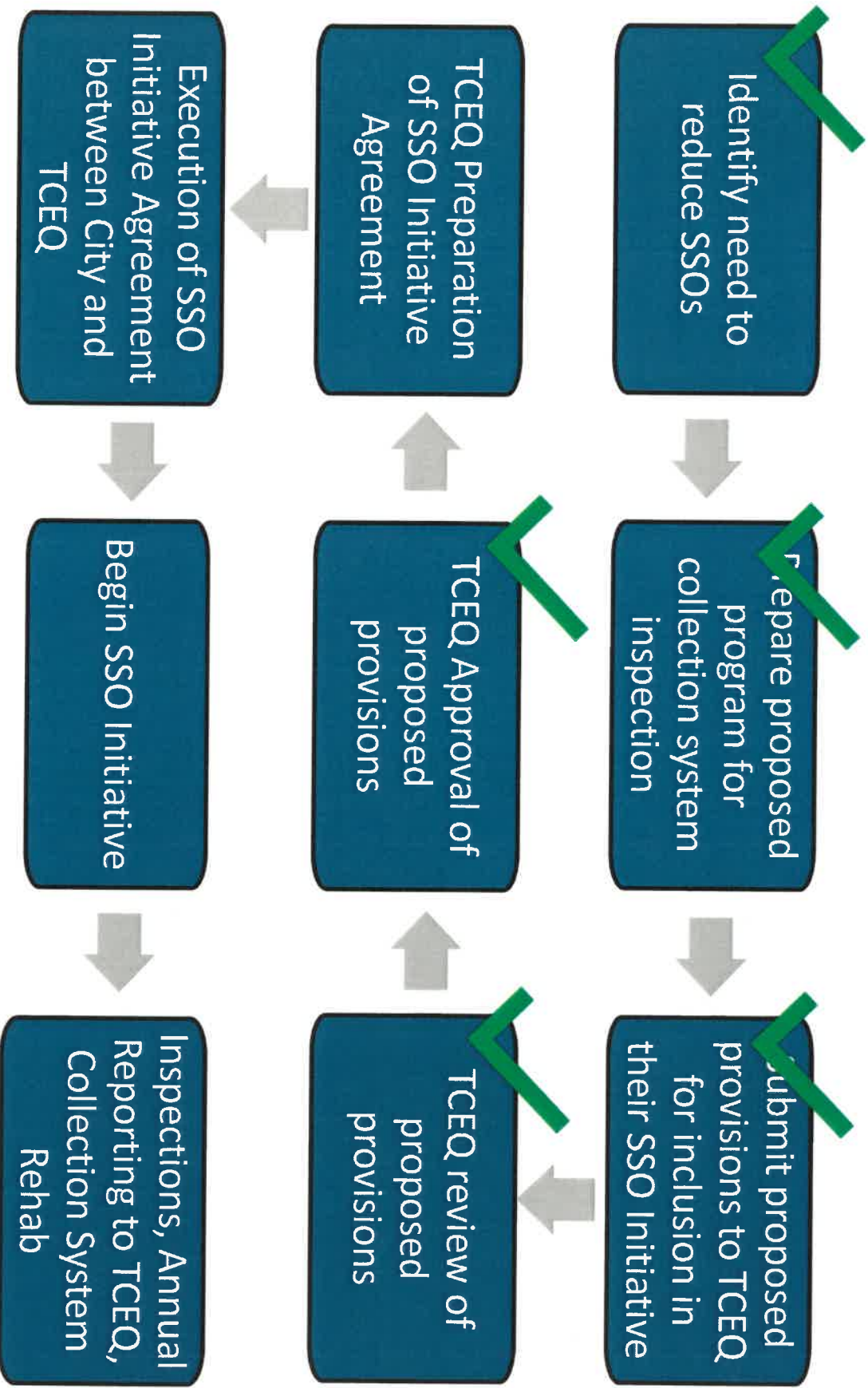
May 17, 2021



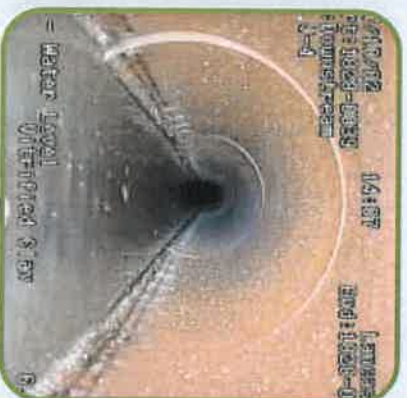
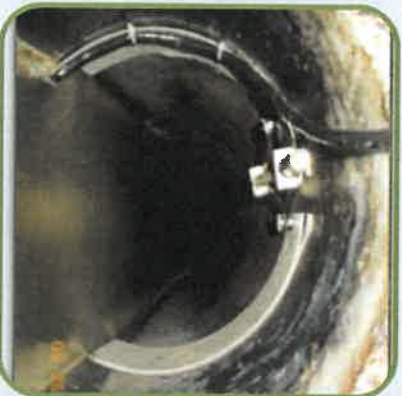
What is the Sanitary Sewer Overflow Initiative?

A voluntary program with TCEQ to address an increase in SSOs and encourage corrective action before there is harm to health and safety.

SSOI Update



Four Primary SSOI Provisions



1. Flow Monitoring

Prioritize basins, baseline data, and locate likely issues

2. CCTV

Inspect the sewer lines, identify issues, recommend fixes

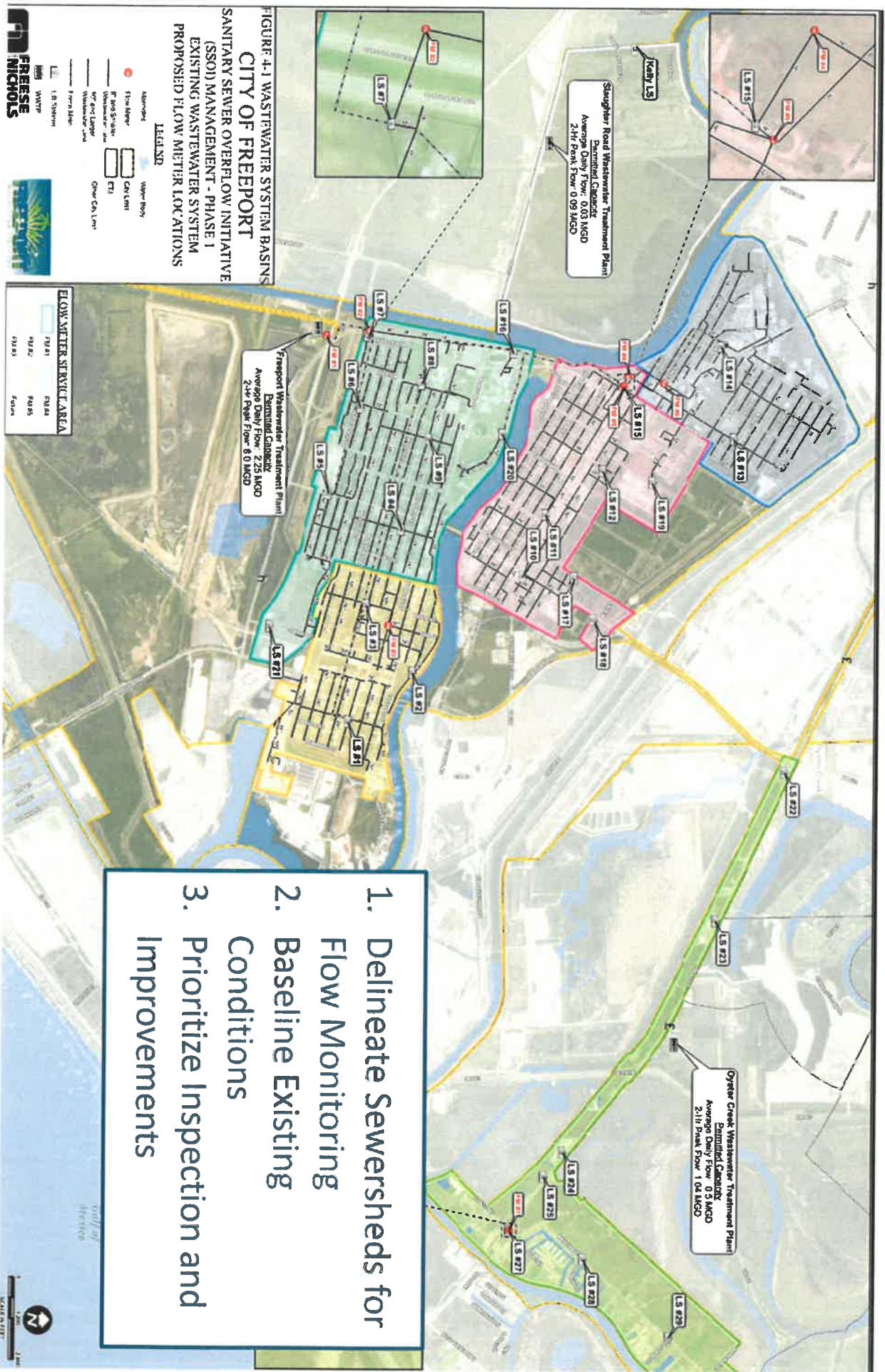
3. Manhole Inspection

Inspect manholes, identify issues, recommend fixes

4. Lift Station Rehab

Risk Based Assessment to prioritize and identify fixes, rehab lift stations

1. Flow Monitoring



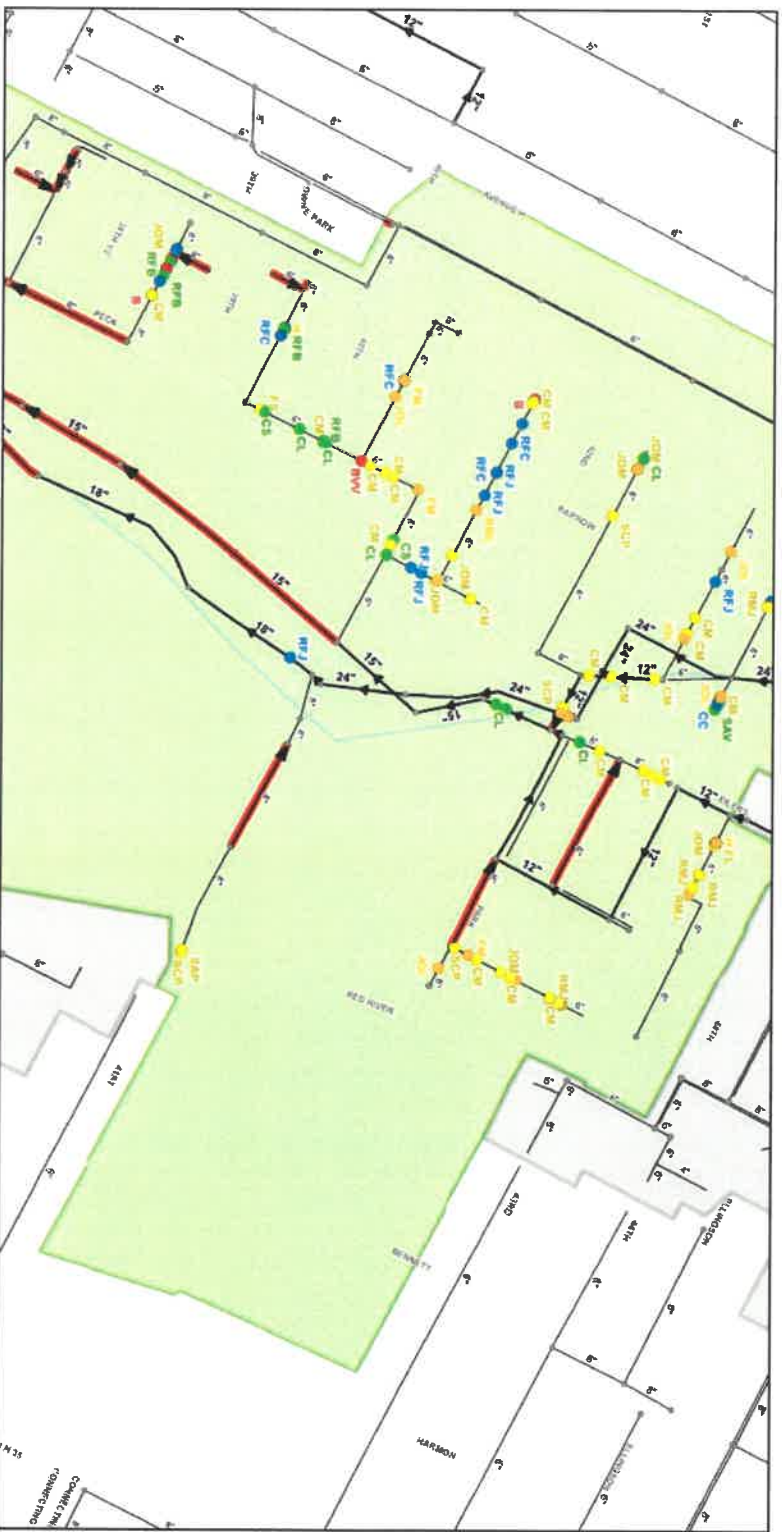
1. Delineate Sewersheds for Flow Monitoring
2. Baseline Existing Conditions
3. Prioritize Inspection and Improvements



2. CCTV



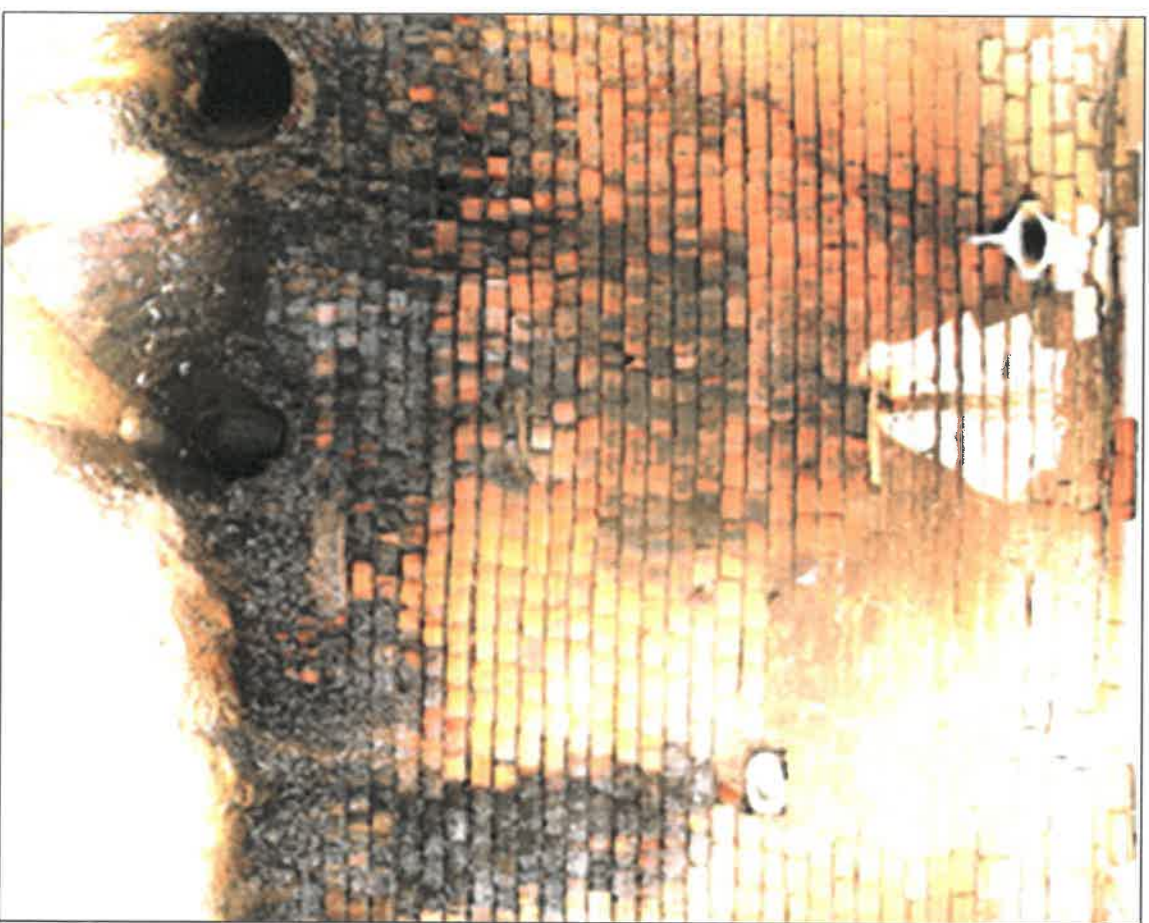
- PACP Inspection
- Inspect and catalog condition defects in sewer line
- Recommend Improvements



3. Manhole Inspection

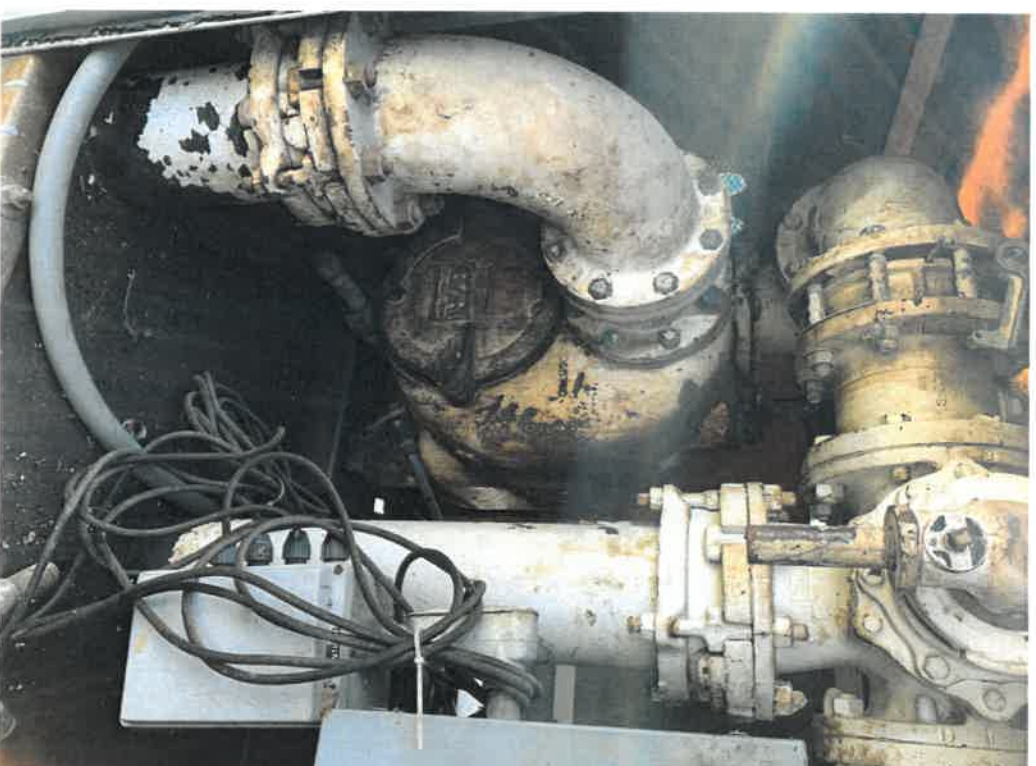


- **MACP Inspection**
- **Determine Condition**
- **Identify sources of I&I**



4. Lift Station Rehab

Lift Station #11



4. Lift Station Rehab



Risk Rating = Condition + Criticality	Condition Ranking				
	Very Good	Good	Fair	Poor	Very Poor
Very Low Impact		LS #29 Kelly LS		LS #17	LS #1 LS #10 LS #18
Low Impact	LS #21	LS #22 LS #23	LS #6 LS #24 LS #28		LS #2 LS #20 LS #25
Moderate Impact					LS #8 LS #13 LS #9 LS #16 LS #11 LS #19 LS #12
High Impact					LS #3 LS #4 LS #5 LS #14
Very High Impact		LS #7 LS #15 LS #27			



Incorporating Previous Work



- SSI requires inspection to identify defects and recommend improvements
- Incorporating previous and ongoing work
 - Previous CCTV data to be utilized to identify existing needs (if it was bad before, it's not better now)
 - Integrate recent rehab work performed by the City
 - Utilize CDBG funded sewer rehab to reduce required inspection and improvements

SSOI Schedule



SSOI Year	Provisions
Year 1	<ol style="list-style-type: none">1. City-wide flow monitoring to set baseline & priorities2. CCTV and MH inspection in highest I&I basin3. LS Rehab at LS 3, 4, and 14
Year 2	<ol style="list-style-type: none">1. CCTV and MH inspection in 2nd highest I&I basin2. LS Rehab at 8, 9, 11, 12, 16, and 19
Year 3	<ol style="list-style-type: none">1. CCTV and MH inspection in 3rd highest I&I basin
Year 4	<ol style="list-style-type: none">1. CCTV and MH inspection in 4th and 5th highest I&I basins

CDBG Sewer Rehab



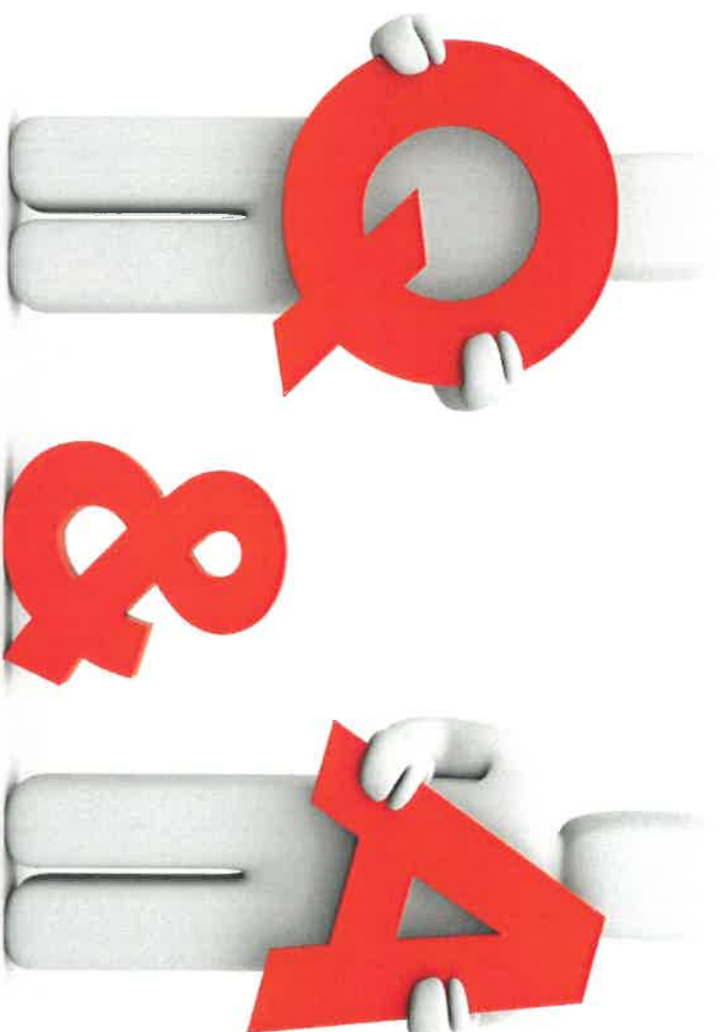
- \$5,931,626 awarded to the City to prevent stormwater inflow into the sanitary sewer system (I&I)
- Up to 47,800 LF of sewer rehab (roughly 20% of the City's system)
- Up to 100 manholes to be rehabbed

CDBG Sewer Rehab



CDBG Sewer Rehab







City Council Agenda Item # 3

Title: Kendig Keast Collaborative Presentation on Subdivision Control Ordinance revisions.

Date: May 17, 2021

From: Billywayne Shoemaker, Director of Building and Code
Tim Kelty, City Manager

Staff Recommendation: Consider presentation and provide individual feedback to staff and consultant as may be appropriate and in regard to the revamping of this ordinance. No official action will be taken at this time

Item Summary: Kendig Keast Collaborative will provide City Council an overview of the currently proposed subdivision Control Ordinance. We are seeking City Council feedback in regard to this ordinance.

Prior to its consideration for adoption, Kendig Keast will also go through a process to help draft the new zoning ordinance and zoning map. These documents would then come back for formal action by City Council This is the first part of their effort and will be followed by the overhaul of the Zoning ordinance which is also underway. Prior to adoption later this year

Background Information: At this point, this the Zoning and Subdivision review Steering Committee appointed by City Council has met several times with the consultant and provided input. They met earlier this month to specifically give feedback and direction on this Subdivision Control ordinance. Also, the Plan Commission held a special workshop to review and give feedback on the document in an open public meeting. This draft of the ordinance has been revised to reflect that feedback previous input and feedback.

Special Considerations: None

Financial Impact: None

Board or 3rd Party recommendation:

Supporting Documentation: Draft of Subdivision Control Ordinance



SUBDIVISION REGULATIONS

154.100 PURPOSES AND APPLICATION

§ 154.101 PURPOSES.

The general purpose of the subdivision platting process is to ensure compliance with the land development standards and requirements set forth in this Chapter, and other applicable requirements of the City to encourage quality development consistent with the goals of the Strategic Community Plan. Other purposes are to:

- (A) Provide for the harmonious development of the City and its extra-territorial jurisdiction (ETJ), for the coordination and alignment of streets within subdivisions with other existing or planned streets, or with other features of the City;
- (B) Provide for appropriate open space for recreation, public facilities, light, and air;
- (C) Ensure that development is compatible with and properly integrated into existing and future neighborhoods;
- (D) Provide for protection from fire, flooding, and other dangers;
- (E) Regulate the design, dedication, and acceptance of infrastructure for transportation, water, wastewater, drainage, recreation, resource protection, and other purposes;
- (F) Coordinate the development of tracts of land so that proposed infrastructure is adequate, safe, orderly, economical, and efficient and aligns with existing infrastructure;
- (G) Protect groundwater and surface water from erosion and contamination by storm water runoff and other sources of pollution;
- (H) Reduce potential impacts of new development on street congestion by providing alternative travel routes, provide a meaningful choice of alternative modes of transportation, shorten trips to work, shopping, or recreation, or lessen overall vehicle miles traveled; and
- (I) Assure that facilities to be accepted and maintained by the City are properly located and constructed.

§ 154.102 APPLICATION.

- (A) **Application of Chapter.**
 - (1) No building permit may be issued for any building, structure or improvement located within a subdivision or upon any parcel, tract or lot, and no plat for a subdivision of land may be recorded with Brazoria County, until a plat for the subdivision, parcel, tract, or lot has received final approval, all required dedications of land have been accepted by the City, and all required improvements have been provided for and installed in accordance with the procedures and requirements of this Chapter.
 - (2) This Chapter applies to all subdivisions or re-subdivisions in all areas of the City and its ETJ that result in the portioning, dividing, combining, or altering of any lot, parcel, or tract of land required for a building permit or any other activity or use of property which is not already platted.
- (B) **Jurisdiction.** This Chapter sets out standards to be applied in the review of subdivision plats in the City and the extraterritorial jurisdiction (ETJ), in addition to other applicable regulations of this Chapter.
- (C) **Types of Subdivision Plats.** This Chapter sets out the applicable subdivision requirements for the following types of plats:
 - (1) Amending Plat;
 - (2) Minor Plat;
 - (3) Preliminary Plat;





- (4) Final Plat_s
- (5) Plat Vacation; and
- (6) Replat_s

- (D) **Improvements.** Existing and proposed public improvements required in this Chapter shall conform and be properly related to the policies of the Strategic Community Plan and all related provisions of the City's Code of Ordinances. The Brazoria County Thoroughfare Plan is the basis for all decisions regarding classification, reservation, or dedication of rights-of-way that may be required by this Chapter.
- (E) **Exceptions to Platting Requirement.** No provision of this Chapter applies to any lot in a subdivision legally created and filed for record before the effective date of this Chapter, unless the lot is further subdivided, re-subdivided or where there is a building permit requested or required.
- (F) **Waiver of Platting Requirement.** The Administrator may waive the requirement for platting where he or she determines that the nature of the request for a building permit is such that there is no impact upon the purposes of this Chapter. Examples of activities that may be considered for a waiver include, but are not limited to:
 - (1) Single-issuance of electrical and/or gas permit;
 - (2) A foundation or building less than 150 square feet in size; and
 - (3) Other comparable activities as determined by the Administrator.
- (G) **Lot Splits.** Lot splits resulting from other than an approved plat shall not be considered by the City as a legitimate use or sale of land unless it is platted or replated in compliance with the minimum requirements of this Chapter or **CHAPTER 155: ZONING CODE**, and shall otherwise be prohibited.





154.200 GENERAL PROVISIONS

§ 154.201 DEFINITIONS.

100-YEAR FLOOD means a flood of such magnitude as may be reasonably expected to equal or exceed on an average of once every 100 years. The term also means that level of flooding having a one percent probability of occurrence each year. ~~(68 Code, § 33-40) (Ord. 1228, passed 12-20-71)~~

ADMINISTRATOR means the City Manager or his designee to administer the regulations and provisions of this Chapter.

ALLEY means a minor way used primarily for vehicular and/or utility service to the rear or side of properties otherwise abutting on a street.

AMENDING PLAT means a plat that provides an expeditious means of making minor revisions to a recorded plat, such as correcting errors or relocating lot lines consistent with provisions of Texas Local Government Code [212.016](#), *Amending Plat*.

APPLICANT means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision. The term shall be restricted to include only the owner or the authorized agent to such owner of land sought to be subdivided.

BLOCK means a parcel of land, intended to be used for urban purposes, which is entirely surrounded by public streets, highways, railroad rights-of-way, public walks, parks or green strips, rural land or drainage channels, boundaries of a municipality, or a combination thereof.

CERTIFICATE OF IMPROVEMENT means an instrument which the City Engineer shall furnish the Planning Commission, being a written certification stating that all improvements required by the general provisions of this Chapter concerning regulations which have been completed prior to the final approval have been satisfactorily completed in accordance with all City plans and specifications for such improvements, and shall further certify that sufficient cash has been deposited or security bond furnished with the City to secure the completion of all improvements.

CITY means the City of Freeport, TX.

CUL-DE-SAC means a short minor street having only one vehicular access to another street and terminated by a vehicular turn-around.

LOT, DOUBLE FRONTAGE. See [Lot, Through](#).

EASEMENT means a grant of one or more property rights by the property owner to and for the use of the public, a corporation or other persons, for a designated part of his property, and for a specified purpose.

EXTRATERRITORIAL JURISDICTION means the area adjacent to the City as determined under Tex. Local Gov't Code, Chapter 42.

FINAL PLAT means a map of a land subdivision prepared according to applicable laws of the State of Texas and ordinances of the City and County having the necessary affidavits for filing, dedications and acceptances, and with complete bearings and dimensions of all lines defining lots and blocks, streets and alleys, public areas and other dimensions of land.





LIMITED ACCESS HIGHWAY means roadways that are access-controlled, grade-separated intersections, and are characterized by multi-lane, median divided roadways. These roadways have four or more total travel lanes. They are devoted entirely to traffic movement, with little or no direct land service function. This class includes tollways that have limited access to on and off ramps. Limited access highways maximize mobility by serving large volumes of high-speed traffic and are intended to serve long trips, including vehicles entering, leaving, and passing through Brazoria County.

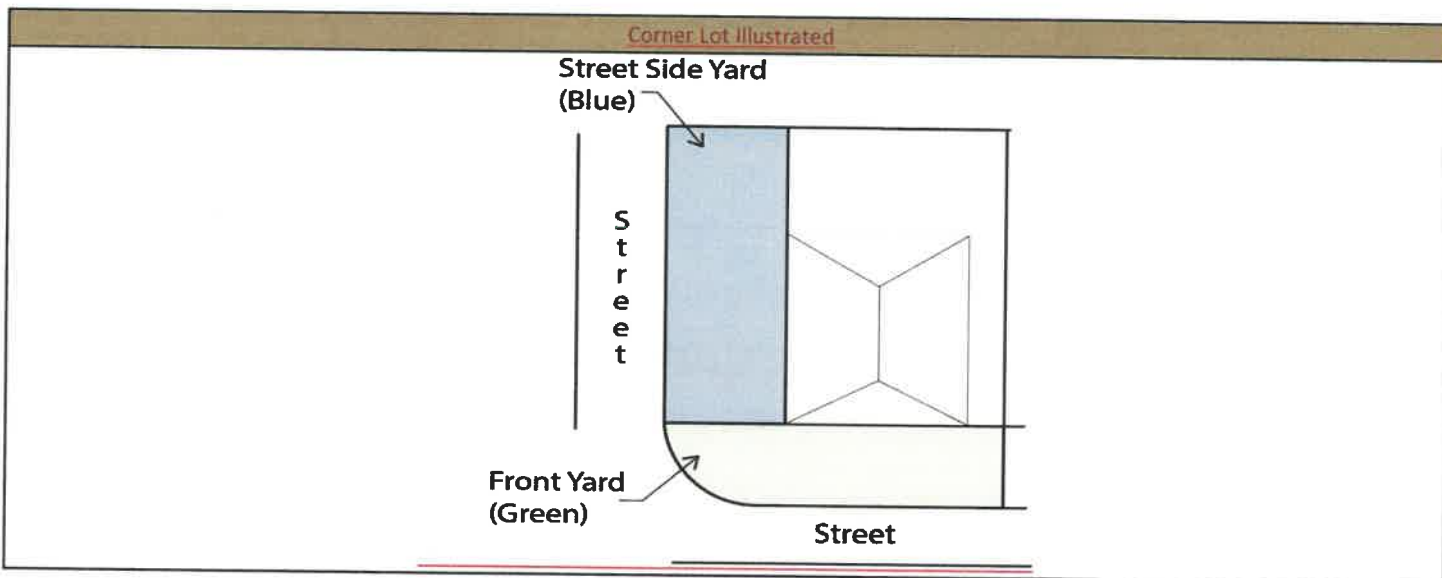
LOCAL STREET means roadways that are publicly maintained and are not classified as either a major collector, major thoroughfare, principal thoroughfare, or limited access highway by the 2020 Brazoria County Thoroughfare Plan

LOT means a platted parcel of land intended to be separately owned, developed, and otherwise used as a unit.

LOT LINES means the lines bounding a lot or parcel.

LOT WIDTH means the minimum distance between the side lot lines of a lot measured along a straight line at the rear of the required front yard and parallel to the street line.

LOT, CORNER means a lot located at the intersection of and abutting two or more streets. A lot located at the intersection of a street and an alley would not be considered a corner lot for the purposes of this Chapter.

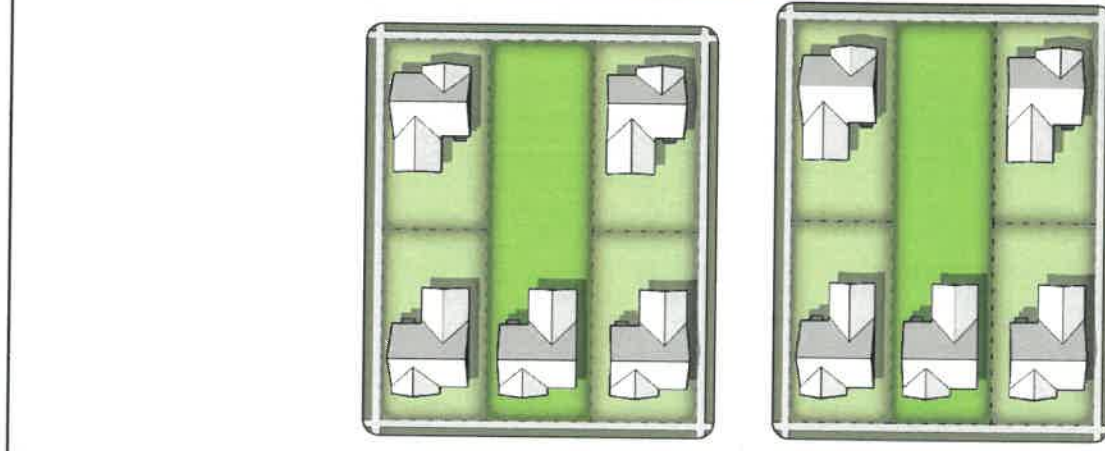


LOT, THROUGH means a lot having a pair of opposite property lines along two or more public streets, and that is not a corner lot. Also referred to a "double frontage lot".





Through Lot **Illustrated**



MAJOR COLLECTOR means roads with two to four total travel lanes and that collects traffic from local roads for distribution to the higher-class roadways. These roads provide shorter-distance mobility with more access to properties in residential, commercial, and industrial areas.

MAJOR THOROUGHFARE means roadways designed for fast, heavy traffic and are generally provided in a grid system. When access to adjoining properties is permitted, it is to serve several properties, rather than permitting each property owner to have his private driveway access point.

MINOR PLAT means a plat containing four or fewer lots fronting on an existing street and does not require the creation of any new streets or the extension of municipal facilities.

PARCEL means a contiguous area of land in the possession of or owned by, or recorded as the property of, the same person or persons.

PLANNING COMMISSION means the Planning Commission for the City of Freeport, TX as established by the City Council pursuant to Article II, Section 2, of the Home Rule Charter of the City.

PRELIMINARY PLAT means a plat of a proposed subdivision to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development, and the overall compliance of the land division with applicable requirements of this Chapter.

PRINCIPAL THOROUGHFARE means access-managed roadways, characterized by considerable length roadways that provide continuity throughout the area. A principal thoroughfare is typically devoted, in large part, to heavy, fast-moving traffic, with little direct land service function. Principal thoroughfares are predominantly made up of Farm-to-Market (FM) roads or state highways; as such, they are typically managed by TxDOT.

P.S.I. Pounds per square inch.

RESUBDIVISION means the division of an existing subdivision, together with any change of lot or area size therein, or the relocation of any street line or lines.

SPECIAL FLOOD PRONE AREA means the area designated as Zone A on the Federal Insurance Administration Maps Nos. H48 039 2490 03 and I 48 039 2490 03 filed in the Office of the City Secretary.





SUBDIVISION means the division of a tract or parcel of land into two or more lots or parts or other division of land, for the purpose, whether immediate or in the future, of transfer of ownership or building development, but expressly excluding development for agricultural purposes, and shall include resubdivisions. The term shall further include the division of land whether by lots and/or blocks, plats, and/or metes and bounds description.

~~(‘68 Code, § 33-1) (Ord. 472, passed 12-18-56; Am. Ord. 2008-2201, passed 5-19-08)~~

VACATING PLAT means a plat to provide an expeditious means of vacating a recorded plat in its entirety, consistent with provisions of Texas Local Government Code [212.013](#).

VISIBILITY TRIANGLE means the triangular area formed by a diagonal line connecting two points located on intersecting street right-of-way lines, or a right-of-way line and the curb or edge of a driveway. Refer to [§154.316, Visibility Triangle](#).

YARD means an open space at grade between a building and the adjoining lot lines and right-of-way, unoccupied, and unobstructed by any portion of a structure from the ground upward.

YARD, FRONT means the yard between the front setback and the front lot line. Corner lots have two front yards. See Lot, Corner.

YARD, REAR means the yard between the rear setback and the rear lot line.

YARD, SIDE means yard between the side building line and the side lot line.

§ 154.202 ENFORCEMENT OF CHAPTER.

The City shall not furnish City utilities or other services to any landowner, subdivider, or person who violates the provisions of this Chapter. The City shall have the right to prohibit violation of this Chapter or correct such violation by writ of injunction.

~~(‘68 Code, § 33-2) (Ord. 472, passed 12-18-56)~~

§ 154.203 SUBDIVISION UNDER DIRECTION OF CITY.

- (A) **Subdivision Required.** All land within the City not subdivided into lots, blocks and streets, or within the extraterritorial jurisdiction (ETJ) of the City, shall be laid out under the direction of the Planning Commission, subject to the approval of the City Council in the case of a final plat. No other subdivision will be recognized by the City. The City Engineer, or designee, shall check the plat and make recommendations prior to the consideration of a plat by the Planning Commission. The City may enter into and, from time to time, amend an agreement with Brazoria County regarding the regulation of plats within the City’s ETJ as permitted by Tex. Local Gov’t Code, [Chapter 242](#).
- (B) **Unlawful Development.** It shall be unlawful for any owner, or agent of any owner, to lay out, subdivide, or plat any land into lots, parcels, blocks, and streets within the City limits, or to sell property, which has not been laid out, subdivided, and platted according to the provisions of this Chapter and the rules and regulations of the Planning Commission.
- (C) **Compliance Required.** No officer or employee of the City shall perform, or cause to be performed, any work upon any street, or any addition or subdivision, unless all provisions of this Chapter have been complied with by the owner of an addition, subdivision, or resubdivision. No City employee shall appear on behalf of any applicant before the Planning Commission or City Council.
- (D) **Timing of Public Improvements.** No public improvements shall be initiated nor any contracts executed until subdivision approval has been granted. The City shall withhold all applicable public improvements of any nature, including the maintenance of streets and street lights, and furnishing of wastewater facilities and water service from all additions, unless and until:

- (1) The final subdivision plat has been approved by the Planning Commission and City Council;





- (2) The final plat is filed for record with Brazoria County; and
- (3) A copy of the recording documents are returned to the City. No public improvements shall be initiated nor any contracts executed until subdivision approval has been granted.
- (E) **Plat Recordation.** No final plat shall be released for filing with Brazoria County, and no building permit shall be issued prior to recordation of the plat with the County until requirements of this Chapter and **CHAPTER 155: ZONING CODE**, have been met.

~~(‘68 Code, § 33-4) (Ord. 472, passed 12-18-56; Am. Ord. 2008-2201, passed 5-19-08) Penalty, see § 10-99~~

§ 154.204 RELATIONSHIP TO OTHER APPROVALS

- (A) **Zoning Prerequisite.** If a plat approval requires a rezoning in order to comply with the requirements of this Chapter, then the plat application shall not be accepted for processing until the rezoning is approved. Plat applications that are submitted with rezoning applications will be considered filed as of the date of the rezoning approval, provided that the application is complete on that date.
- (B) **Coordinated Approval.** The City will not accept or maintain any street, will not allow the connection to any water service, or sanitary sewer service, and will not allow the connection of any utility to any subdivision of land, unless and until:
 - (1) A final plat for the subdivision, parcel or tract has been approved by the Planning Commission;
 - (2) Bufferyards, if required, are installed per the approval;
 - (3) Required landscaping is installed, as applicable; and
 - (4) Required irrigation is installed, inspected, and tested by the City.

§ 154.205 CONFORMITY TO CHAPTER PROVISIONS.

To be approved, a plat, replat of any subdivision, or resubdivision within the City or its ETJ, shall follow and conform to the provisions of this Chapter.

~~(‘68 Code, § 33-15) (Ord. 472, passed 12-18-56)~~

§ 154.206 FEES AND CHARGES.

- (A) **Master Fee Schedule.** The City Secretary, his deputies, and/or assistants shall calculate and collect the fees in accordance with the Master Fee Schedule. All of the applicable fees and charges shall be paid in advance and no action of the Planning Commission or any other commission, board or agency, shall be valid until the fee shall have been paid to the appropriate officer of the City.
- (B) **Fee Regardless of Action.** These fees shall be charged on all plats, regardless of the action taken by the Planning Commission or whether the plat is approved or denied.

~~(‘68 Code, § 33-22) (Ord. 472, passed 12-18-56)~~







154.300 SUBDIVISION SITE DESIGN REQUIREMENTS

§ 154.301 MINIMUM REQUIREMENTS.

The requirements in § 154.302, *Lot Sizes*, through § 154.313, *Minimum Height and Structural Elevations*, are the minimum requirements to be provided by the subdivider at their own cost and expense before consideration will be given to any final plat of any subdivision or resubdivision within the City or its ETJ.

~~(‘68 Code, § 33-16) (Ord. 472, passed 12-18-56; Am. Ord. 472 A, passed 4-15-74, Am. Ord. 472-B, passed 12-16-74)~~

§ 154.302 LOTS.

(A) Generally.

- (1) New lots shall be dimensioned according to the requirements zoning district-specific requirements within § 155.503, *Standards for Residential Development*, or § 155.504, *Standards for Non-Residential Development*. The size, shape, orientation, and buildable area of lots shall be appropriate to the applicable zoning district, the location of the proposed development, and to the type of development contemplated.
- (2) Lots are required to be platted unless specifically exempted by this Chapter. Lots shall be of appropriate size, width and depth to provide for adequate off-street parking, loading facilities, landscaping, and other required site improvements and open space or landscape surface areas.

(B) **Shape.** Side lot lines shall be approximately at right angles to the centerlines of abutting streets. Alternative configurations may be recommended by the Administrator and approved by the Planning Commission to accomplish a public purpose, such as the preservation of estuarine and marine, freshwater emergent, freshwater forested/shrub wetlands, water bodies, and other environmentally sensitive lands.

(C) Lot Frontage.

- (1) Generally, new single-family detached and attached, multiplex, and live-work residential lots shall front only on minor streets. Alternatively, such lots may front on common open spaces, provided that vehicular access may be taken from an alley that serves not more than 12 dwelling units.
- (2) Through lots for single-family detached and attached, multiplex, and live-work residential lots are not allowed. Where residential development is bound by one or more arterial streets, lots shall be separated from the arterial street rights-of-way by a minimum 20 foot bufferyard that is owned and maintained by a property owners' association or through an agreement accepted as to form by the City Attorney and approved by the City Council. Such agreement shall run with the land.

(D) Cul-de-Sacs.

- (1) Lots facing a cul-de-sac street are exempt from the width requirements set out above, but shall conform to the minimum lot area required by either § 155.503, *Standards for Residential Development*, or § 155.504, *Standards for Non-Residential Development*.
- (2) Lots facing a cul-de-sac street shall meet the minimum lot width requirement at a distance of 25 feet from the front property line.

~~(‘68 Code, § 33-16(A)) (Ord. 472, passed 12-18-56; Am. Ord. 472A, passed 4-15-74, Am. Ord. 472B, passed 12-16-74)~~
Penalty, see § 10.99

§ 154.303 BLOCKS.

(A) **Generally.** The length, width, and shape of blocks shall be determined with regard to the following:

- (1) The provision of adequate building sites suitable to the particular needs of the type of use contemplated;





- (2) The required lot widths and lot areas for the development;
 - (3) The need for convenient access, circulation, control, and safety of street traffic;
 - (4) The need to provide for mobility and accessibility for people who use alternative modes of transportation; and
 - (5) Limitations and opportunities of soils, natural resources, and uses or features that bound the parcel proposed for development.
- (B) **Dimensions.** Blocks shall be dimensioned according to the following standards:
- (1) **Residential Blocks.**
 - (a) Blocks that are used to provide access to single-family detached and attached dwellings shall be of sufficient width to allow two tiers of lots with appropriate lot depths (according to the lot widths and areas applied).
 - (b) Generally, blocks that are used to provide access to residential uses shall not be longer than 800 feet. Blocks may be up to 1,200 feet in length if there is a mid-block pedestrian easement, with a minimum width of 15 feet, providing access to abutting blocks.
 - (2) **Nonresidential Blocks.** Blocks for business or industrial use shall be of a width suitable for the intended use, with due allowance for off-street parking and loading facilities and other site improvements, landscape surface areas, and open space areas required by **CHAPTER 155: ZONING CODE.**
- (C) **Relationship to Existing Arterial and Collector Streets.** Residential blocks shall be designed so that lots are not oriented for access from arterial or collector streets. Marginal access streets may be approved if necessary for the efficient layout of lots on a parcel proposed for development, provided that:
- (1) Access to the marginal access street meets the requirements of § 154.311, *Access Management*; and
 - (2) A bufferyard (refer to § [redacted]) is provided between the marginal access street and the abutting arterial or collector street.

§ 154.304 COMMON OPEN SPACE.

- (A) **Generally.** Recreation areas, resource protection areas, and other accessible open spaces may be integrated into development design to bring open space to properties, as well as visibility from public rights-of-way within the proposed development. Visual or physical access to open spaces may be limited if such limitations would materially enhance natural resource management compared to a condition of more open access.
- (B) **Preservation of Existing Tree Stands.** Development should be designed so that ecologically important features are protected and located in designated open spaces whenever practicable.
- (C) **Greenways.** Open space may be designed to provide greenways along the river and its tributaries, waterways, and drainage corridors. Where not inconsistent with maintenance of drainage facilities, landscaping along waterbodies shall be designed to enhance stormwater quality, ecosystems and habitats.
- (D) **Continuity.** During the layout and design of a subdivision, the subdivider shall provide for interconnectivity within the development and with adjacent and future development.
- (E) **Designation.** All boundaries of open space shall be identified as tracts on a plat or site plan.
- (F) **Securely Held.** Open space shall not be developed or redeveloped once established, unless approved by the City Council.
- (G) **Ownership.** Open space may be privately held and maintained. Publicly dedicated open space may be owned in the following ways:
 - (1) Dedication to the City in cases where the City accepts the dedication;
 - (2) Through a special district formed in accord with state statute;





- (3) A duly recorded covenant of easement whereby the City is a party to the easement, as authorized by motion of the Council;
- (4) A duly recorded conservation easement that is:
 - (a) Platted and recorded as a portion of and along the rear lot line of fee simple lots to preserve significant resource features as native landscape, provided that portion of the lot outside of the easement meets the minimum lot area requirement of the respective district;
 - (b) Dedicated to a pre-approved private, non-profit organization that is capable of managing the open space in perpetuity; or
 - (c) Held in common by a property owners' association, with an easement dedicated to all property owners within the association.
- (H) **Maintenance.** Under any arrangement, the easement shall require maintenance as indicated on the approved plat or site plan. The Council has the right under such easement to maintain the area and place a lien on the property, or a property owners' association to recover its costs.

§ 154.305 MONUMENTS.

- (A) **Generally.** Monuments shall be placed to mark the following lot corners, points of curvature, points of tangency, reference points, street centerlines, and where street lines intersect the exterior boundaries of a subdivision.
- (B) **Monument Requirements.**
 - (1) *Materials.* Iron rods, five-eighths-inch in diameter and three feet long, shall be placed on all boundary corners, block corners, curve points, and angle points. A copper pin one-quarter-inch in diameter embedded three inches in the monument shall be placed at the exact intersection point on the monument. The monuments shall be set at such an elevation that they will not be disturbed during construction and the top of the monument shall not be less than 12 inches above the finished ground level.
 - (2) *Marks.* Marks on existing concrete, stone, or steel surface must consist of drill holes, chisel marks, or punch marks and must be of sufficient size, diameter, or depth to be definitive, stable, and readily identifiable as a survey monument. Marks on asphalt streets may consist of railroad spikes, large nails, "PK nails", or other permanent metal spikes or nail-like objects.
 - (3) *Stakes.* Wooden stakes shall not be set as permanent boundary monuments.
- (C) **Monument Installation.** Monuments must be set vertically whenever possible and the top must be reasonably flush with the finished grade when practical. Monuments subject to damage from earthwork, construction, or traffic should be buried at a sufficient depth to offer protection.
- (D) **Witness Monuments.** When physically impossible to set a monument at the corner, witness monuments shall be set when possible, preferably on each converging line at measured distances from the corner and identified as such in the description and on the plat of the property.
- (E) **Benchmarking.**
 - (1) *When Required.* For all subdivisions of five lots or more, a permanent benchmark shall be accessibly placed, the elevation of which shall be based on mean sea level as determined by the U.S. Geological Survey (USGS) and accurately noted on the subdivision plat. Permanent benchmarks shall be brass capped, set in concrete, with a minimum dimension of six inches in diameter, four feet long with a flat top. The top of the brass monument shall have an indented cross to identify properly the location and shall be set flush with the finished grade stamped with one-half inch number.
 - (2) *When Not Required.* Where no benchmark is established or can be found within 300 feet of the boundary of the subdivision, such benchmark shall be established to the latest edition of the U.S. Coast and Geodetic Survey datum. The benchmark shall be established upon a permanent structure, or may be set as a monument and shall be readily accessible and identifiable on the ground.





(F) **Lot Markers.** Lot markers shall be five-eighths-inch or greater reinforcing bar, 24 inches long, or approved equal, and shall be placed at all lot corners flush with the ground, or below ground if necessary, to avoid being disturbed.

§ 154.306 STREETS AND RIGHTS-OF-WAY.

(A) **Street Classifications.** Classifications of streets can be found in the Brazoria County 2020 Thoroughfare Plan, as amended from time to time.

(A)(B) **Minimum Requirements.** The subdivider shall dedicate a minimum street right-of-way as required in Table 154.306-1, *Right-of-Way and Street Pavements Widths by Street Classification Type* and illustrated in Figure 154.306-1, *Right-of-Way Street Pavement Illustrations*.

Table 154.306-1 Right-of-Way and Street Pavements Widths by Street Classification Type ¹			
Street Types	Right-of-Way Width Minimum ²	Total Pavement Street Width Minimum	Number of Lanes
Local Street	60 ft	36 ft	2
Major Collector	80 ft	2448 ft	4
Major Thoroughfare	120 ft	Option 1: 48 ft Option 2: 72 ft	Option 1: 4 Option 2: 6
Principal Thoroughfare	150 ft	2 lanes - 24 ft / 3 lanes - 36 ft 72 ft	6

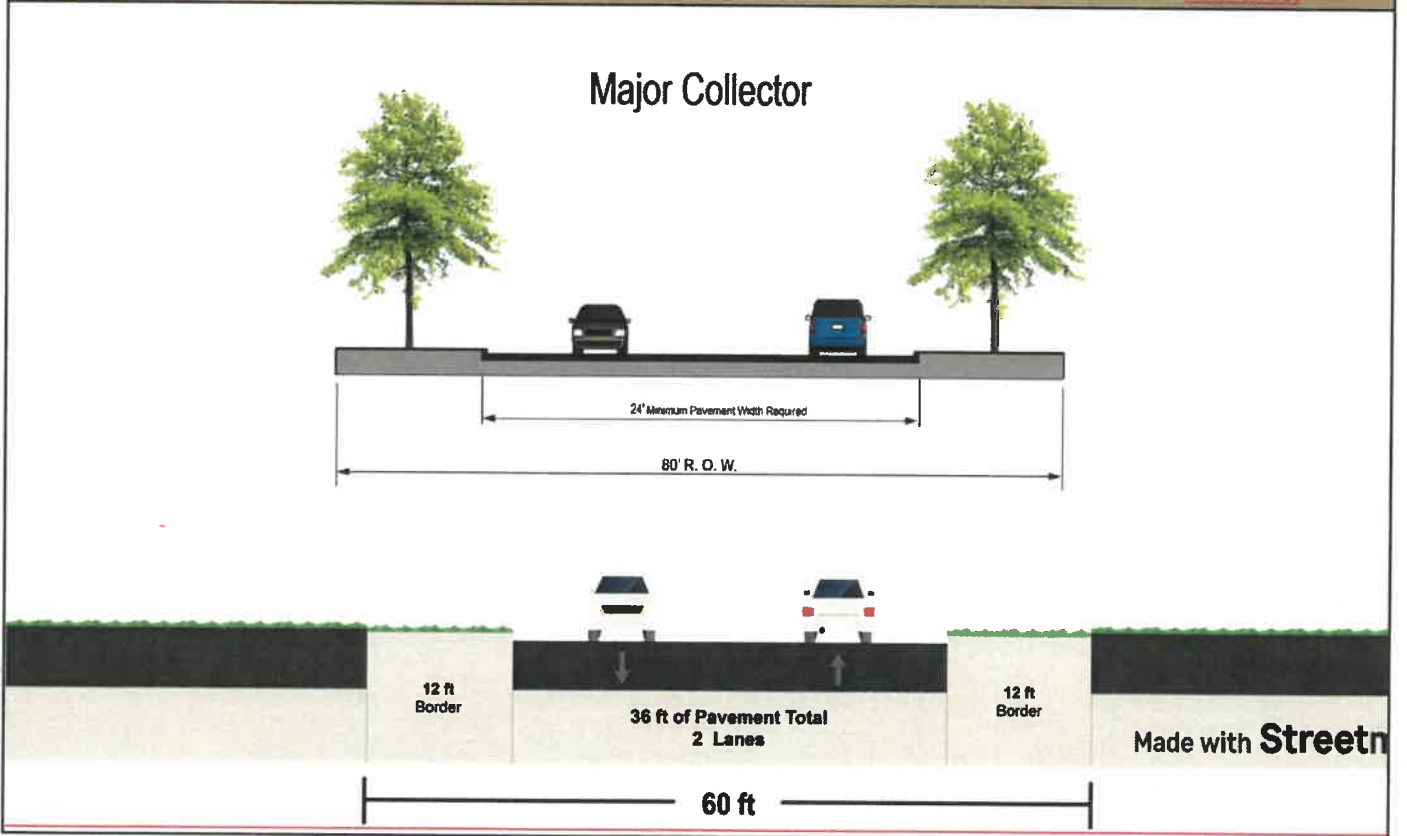
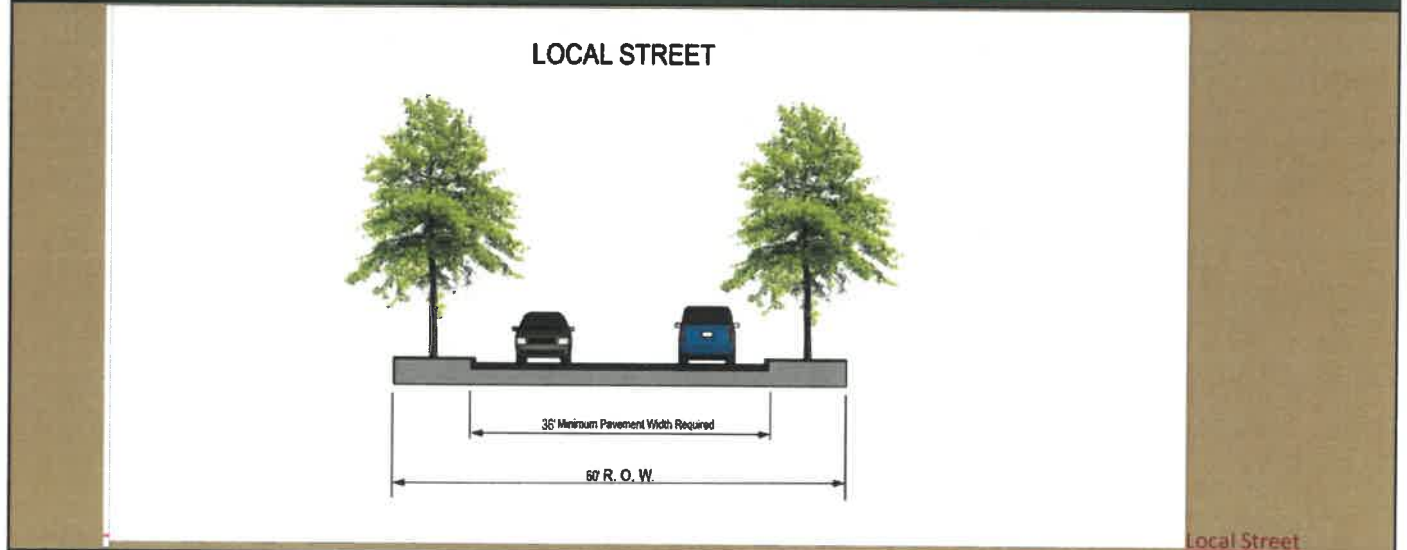
Table Notes:
¹Additional right-of-way width and/or street pavement width may be required to accommodate the existing rights-of-way and existing street pavement.
²“Right-of-Way Width Minimum” shall be measured from front lot line to front lot line of opposite lots.





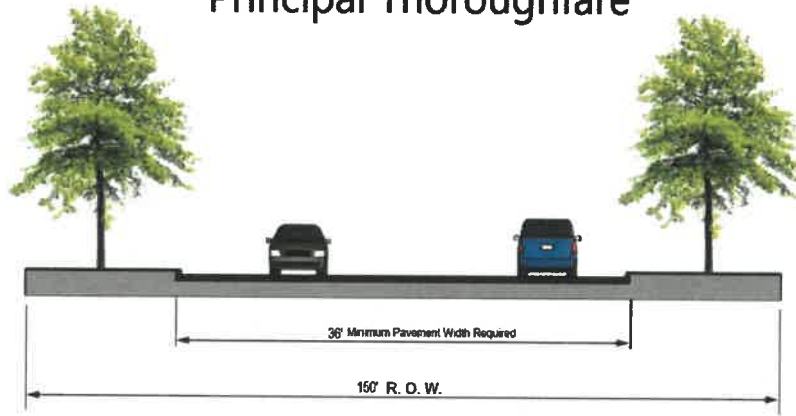
Figure 154.306-1

Right-of-Way and Street Pavement [Illustrations](#)

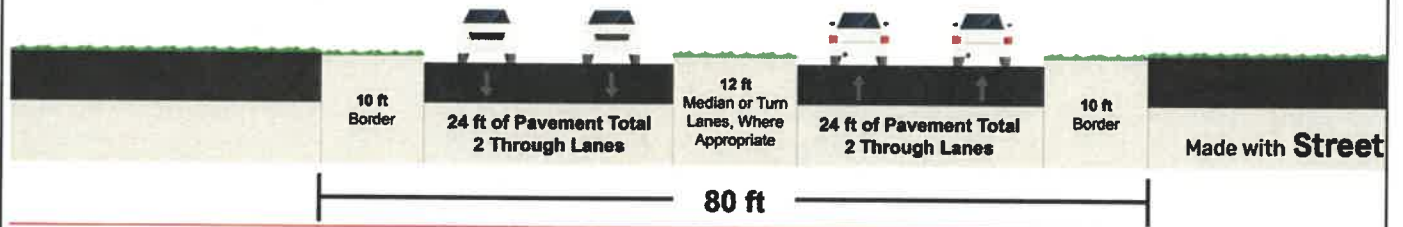




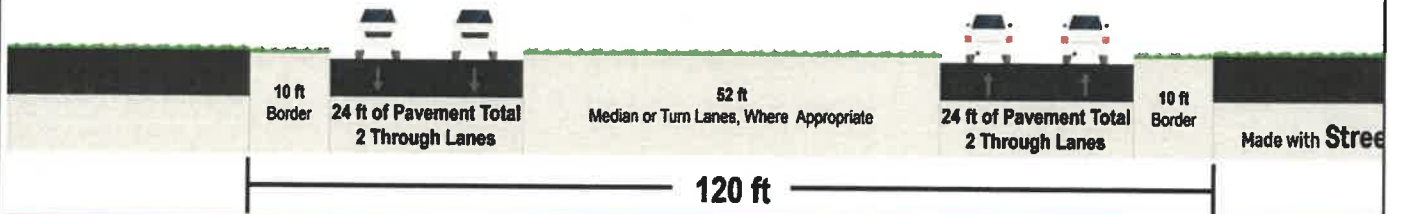
Principal Thoroughfare



Major Collector



Major Thoroughfare 4 Lane Option



6 Lane Option



Principal Thoroughfare

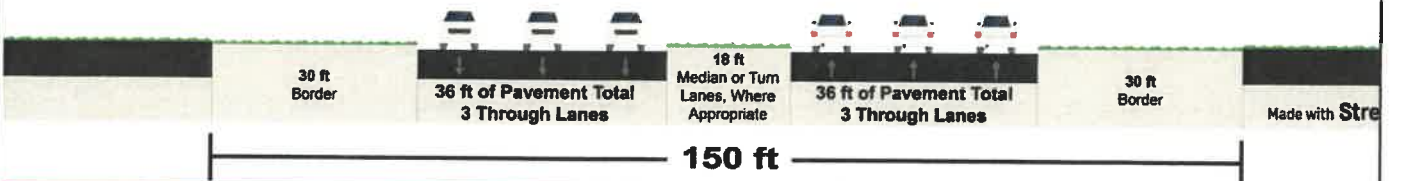


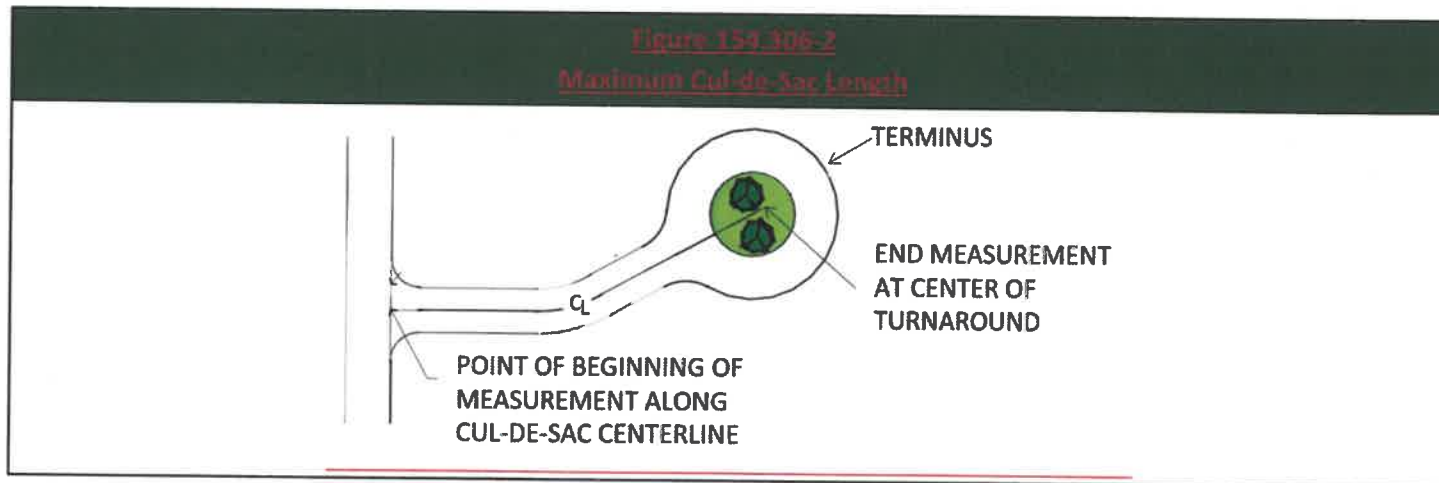
Table Notes:

¹Source for the illustrations is the Brazoria County 2020 Thoroughfare Plan.





(C) **Cul-de-Sacs.** A cul-de-sac shall not exceed a maximum length of 800 feet measured from the nearest right-of-way line of the intersecting street, along the centerline of the cul-de-sac, to the center of the turning radius of the turnaround, as depicted in Figure 154.306-2, *Maximum Cul-de-Sac Length*.



§ 154.307 PAVEMENT.

- (A) **Roadways.** All roadways shall be paved. Pavements shall be of suitable width for the traffic on the street, and shall meet the width requirements as provided in Table 154.306-1, *Right-of-Way and Street Pavements Widths by Street Classification Type*.
- (B) **Rights-of-Way.** The rights-of-way shall be graded for their full widths to provide suitable finish grades for pavements, sidewalks, and planting strips with adequate surface drainage and convenient access to the lots.
- (C) **Minimum Requirements.** Minimum acceptable pavements shall be:
 - (1) Five-inch reinforced concrete pavement (~~2500-3500~~ P.S.I.) with six-inch integral concrete curbs.
 - (2) Asphaltic concrete pavement, four inches of coarse graded binder course, and two inches of fine graded surface course, with a six-inch concrete curb and 18-inch gutter (24 inches overall).

~~('68 Code, § 33-16(E)) (Ord. 472, passed 12-18-56; Am. Ord. 472A, passed 4-15-74, Am. Ord. 472B, passed 12-16-74)~~
Penalty, see § 10.99

§ 154.308 SANITARY SEWER.

- (A) **Generally.** Sanitary sewers shall be installed to serve each lot in all subdivisions.
- (B) **Requirements.** All subdivisions shall be provided with an approved sewage disposal system to conform to the latest TCEQ (Texas Commission on Environmental Quality) regulations and the City's Standard Construction Specifications.

§ 154.309 WATER.

- (A) **Generally.** Water systems shall have a sufficient number of outlets and shall be of sufficient size to furnish adequate domestic water supply and fire protection to all lots and shall conform to the City's water system.
- (B) **Requirements.**
 - (1) *Location.* Where possible, water mains shall be located in the streets and shall be so located as to be accessible without disturbing the pavement.
 - (2) *Fire Hydrants.* Fire hydrants shall be placed on block corners or near the center of the block so all of every lot is within a radius of 500 feet, but preferably within 400 feet of a fire hydrant.





- (3) **Minimum Service.** The system shall be so valved as to provide a minimum number of blocks to be out of service at any one time.

~~(68 Code, § 33-16(G)) (Ord. 472, passed 12-18-56; Am. Ord. 472A, passed 4-15-74, Am. Ord. 472B, passed 12-16-74) Penalty, see § 10-99~~

§ 154.310 SIDEWALKS.

- (A) **Required for New Development.** Sidewalks meeting the requirements of this Section are required for the construction of all new subdivisions within the City.
- (B) **Required for Redevelopment.** Sidewalks meeting the requirements of this Section are required be installed on all properties being redeveloped when:
- (1) There is a portion of sidewalk that currently exists on the same block and side of the street as the property being redeveloped by the applicant; and
 - (2) There is sufficient right-of-way available between the edge of the curb or street pavement and the start of a property owner's private property to properly install the sidewalk.
- (C) **Width.** Sidewalks shall be at least four-foot wide.
- (D) **Technical Standards.** Sidewalks shall be:
- (1) Four inches thick; and
 - (2) Concrete of at least 2,500-3500 P.S.I.
- (C) Distance from Roadway. ~~Sidewalks shall be placed four feet~~
- ~~(1) For New Development. Distance from the backroadway shall be up to the discretion of the curb to provide for a four-foot grass strip between the curb and the sidewalk. This distance is measured Applicant.~~
 - ~~(1)(2) For Redevelopment. Distance from the back edgeroadway shall be consistent with the existing portions of sidewalk that exist on the curb to the front edge of the sidewalk. If the street does not have a curb, then the measurement will be from the back edge of the road to the front edge of the sidewalk same block.~~
- (D) **Curb Ramps.** Wheelchair ramps shall be provided at all necessary intersections and as required by the state Department of Licensing and Regulation and the Americans with Disabilities Act.

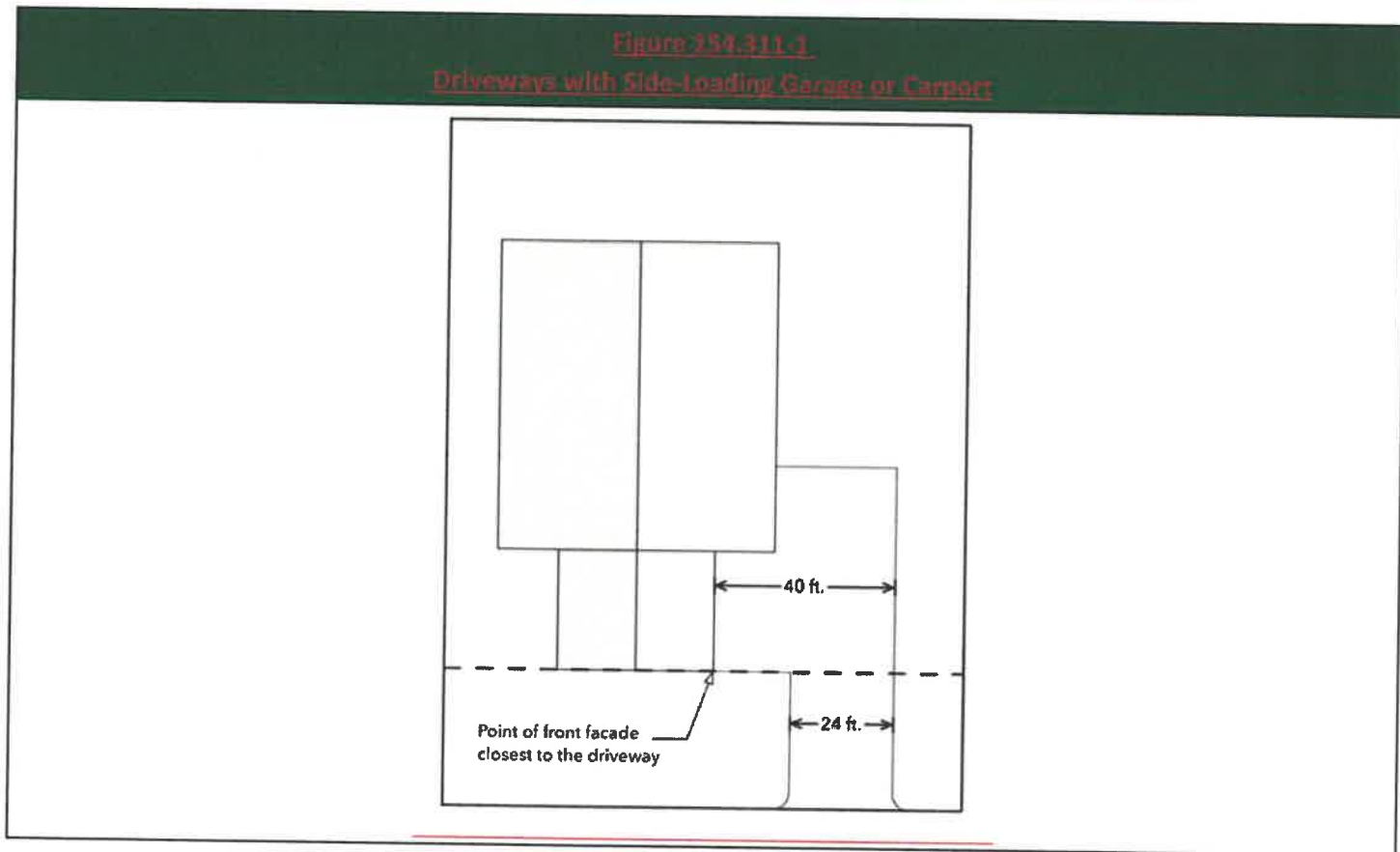
§ 154.311 ACCESS MANAGEMENT.

- (A) **Access.**
- (1) **Generally.** New streets within developments shall provide access to all building sites and parcels in the development.
 - (2) **Street Alignment.** Street alignments within the residential subdivisions shall utilize curves, islands, intersections, and/or other methods that allow adequate access but discourage speeding.
- (B) **Residential Driveways.**
- ~~a. Single-Family Detached, Duplex, and Single-Family Attached Dwelling Units. Driveway width shall be maintained between the property line and the garage or carport opening, except that it may be expanded where a turnaround is required by this Chapter. Driveways that provide access to individual single-family detached, duplex, or single-family attached dwelling units shall be a maximum of the following:~~
 - ~~i. A single-width driveway running from the street access to a garage or other parking area shall not utilize more than 15 percent of any front yard, except for front yards with a frontage of less than 70 feet in width, in which case the maximum width of a single driveway shall be 11 feet;~~





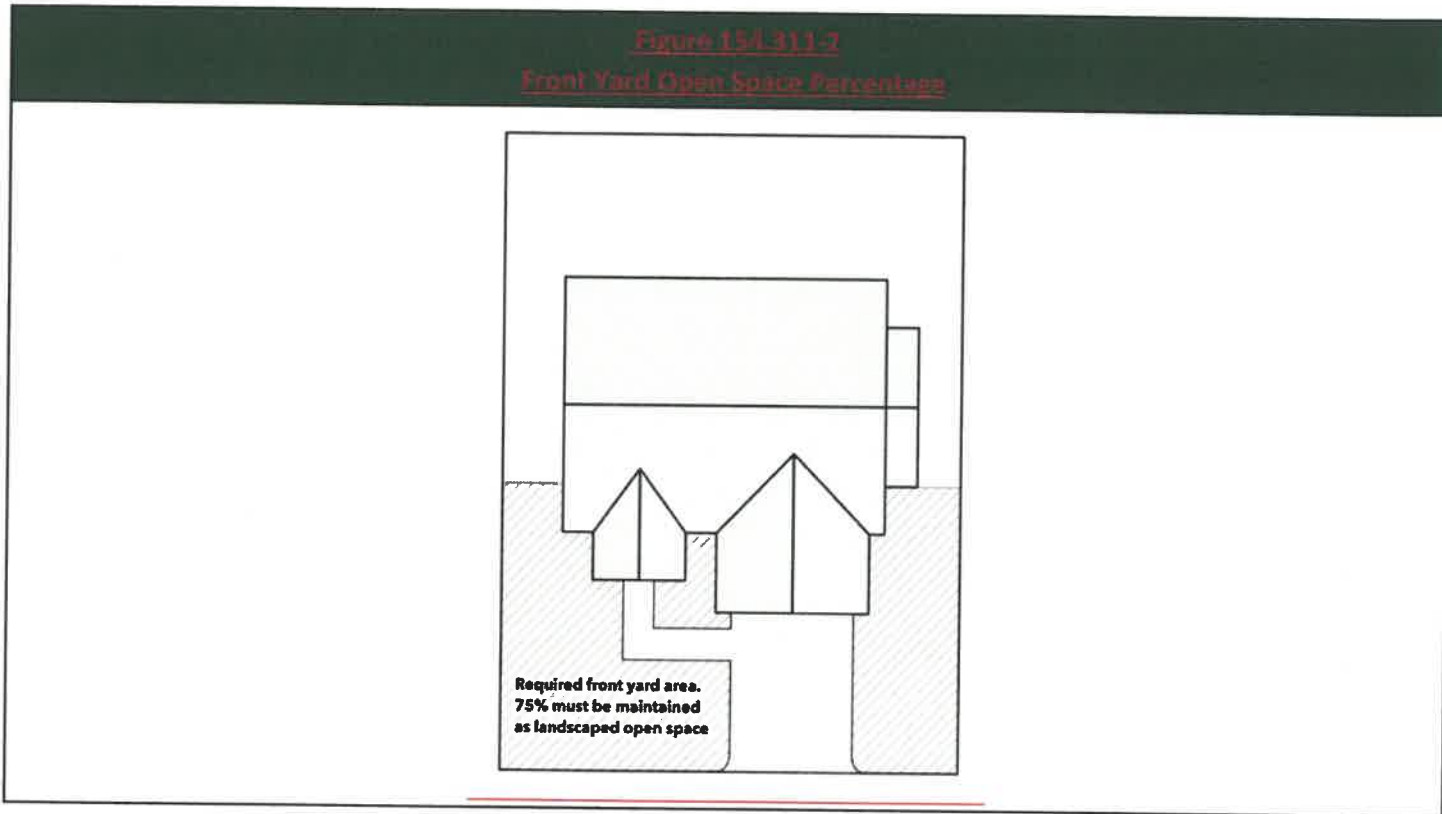
- ii. ~~A double width driveway running from the street access to a garage or other parking area shall not utilize more than 27 percent of any front yard, provided that the maximum width of a driveway shall not exceed 24 feet or 18 feet for lots with a frontage of less than 70 feet;~~
- iii. ~~A triple width driveway running from the street to a garage or other parking area shall not utilized more than 33 percent of any front yard, provided that the maximum width of a driveway shall not exceed 30 feet in any case, and shall not be permitted for front yards with a frontage width of less than 80 feet; or~~
- iv. ~~Circular driveways shall not utilize more than 30 percent of any front or street side yards with a front of less than 80 feet in width.~~
- b. ~~All Other Uses. Driveways that are not subject to Subsection B.2., above, shall be at least 25 feet wide, but not more than 45 feet wide (at the property line), and configured to direct traffic safely into and out of the parcel proposed for development. Such configuration may require median separation between ingress lanes and egress lanes.~~
- (1) Driveways with Front-Loading, Rear-Loading or No Garage or Carports. Residential driveways leading to a front- or rear-loading garage or carport or residential driveways without garages or carports shall have a maximum of a width of 24 feet.
- (2) Driveways with Side-Loading Garage or Carport. Residential driveways leading to a side-loading garage or carport shall have a maximum width of 24 feet for the portion of the driveway located within the front yard and a maximum width of 40 feet starting behind the front façade of the house at a point that is closest to the driveway, as shown in Figure 154.311-1, Driveways with Side-Loading Garage or Carport.



- (3) To Exceed Maximum Width. Driveways may only exceed the maximum width of 24 feet if at least 75 percent of the area located between the front lot line and a line parallel to the front lot line drawn through a point



that is on the side of the principal structure farthest from the front lot line, extending to the edge of the zoning lot, excluding the principal structure, is maintained as landscaped open space. Figure 154.311-2, Front Yard Open Space Percentage.



§ 154.312 UTILITY EASEMENTS.

- (A) **Generally.** During the development approval process, the City may require a variety of easements on private property or lots. These easements may include, but are not limited to the following purposes:
- (1) Pedestrian access;
 - (2) Solid waste removal;
 - (3) Fire protection or hazard mitigation;
 - (4) Access to public utilities or drainage areas;
 - (5) Utilities; and
 - (6) Drainage.
- (B) **Alleys.Easement Size.** Alleys will not be required, but utility easements shall be seven and one-half feet on each side of the rear or side lot lines.
- (C) **Easement Connections.** Easements shall connect with established easements and adjoining property.

§ 154.313 MINIMUM LOT AND STRUCTURAL ELEVATIONS.

- (A) **Issuing Building Permits.** The Building Inspector shall not issue a building permit in any new subdivision areas of the City which building and/or lot fails to comply with the minimum elevations of this Chapter.
- (B) **Lot Elevation.** All lots within any approved subdivision shall be at least three feet above mean sea level.



(C) **Finished Floor Elevation.** The subdivider shall provide in all restrictive covenants that the finished floor elevation of all buildings on any lot shall be at least 24 inches above the highest gutter elevation on streets abutting upon each lot.-

~~(‘68 Code, § 33-16(J)) (Ord. 472, passed 12-18-56; Am. Ord. 472A, passed 4-15-74, Am. Ord. 472B, passed 12-16-74)~~
 Penalty, see § 10.99

§ 154.314 FLOOD DAMAGE PREVENTION

All subdivision proposals shall be consistent with all applicable provisions of [Chapter 153: Flood Damage Prevention](#).

§ 154.315 MEASUREMENTS

Table 154.315-1, *Measurements*, below, provides the method of measurement for the standards in this Chapter and Chapter 155, *Zoning*.

Table 154.315-1 Measurements		
Measurement	Methodology	Illustration
Building Coverage	The area of a lot covered by any roofed structure, but not paved areas, such as patios.	
Gross Density	The number of dwelling units divided by gross acres.	<p>Gross Density 10.0 Acres of land - 1.5 Acres of open space 45 Units/8.5 Gross Acres = 5.29 Units per Acre</p>





Table 154.315-1
Measurements

Measurement	Methodology	Illustration
Gross Floor Area	<p>The total area of all the floors of a building, including intermediately floored tiers, mezzanines, etc., as measured from the exterior surfaces of the outside walls of the building.</p>	
Height	<p>Buildings: The vertical distance from the grade level of that portion of a parcel covered by the building to the highest point of the coping of a flat roof, or the deck line of a mansard roof, or to the average height between eaves and the ridge of a gable, hip or gambrel roof.</p>	
<p>Walls or Fences: The vertical distance from the grade level of that portion of a parcel immediately abutting a wall or fence to the highest point of the wall or fence.</p>		





Table 154.315-1
Measurements

Measurement	Methodology	Illustration
Lot Area	The total horizontal area included within property lines.	
Lot Width	<p>For an interior parcel, the horizontal distance between the side property lines, measured at the required front setback line.</p> <p>For a cul-de-sac parcel, the horizontal distance between the side property lines measured at the front setback line.</p>	





Table 154.315-1
Measurements

Measurement	Methodology	Illustration





Table 154.315-1
Measurements

Measurement	Methodology	Illustration
<p><u>Setback-Block Length and Depth</u></p>	<p>The horizontal distance of a required open space at grade between the outer wall of a building or structure and the adjoining property lines, unoccupied and unobstructed by any portion of a structure from the ground upward. The front and side setback lines span the entire width of the property. The interior side and exterior side setback lines extend from the required front setback line to the required rear setback line. Block length is measured from exterior lot line to exterior lot line as shown by Line A. Block depth is measured from front lot line to front lot line as shown by Line B.</p>	





Table 154.315-1
Measurements

Measurement	Methodology	Illustration
<p>Visibility Triangle</p>	<p>A triangular area that includes that portion of public right-of-way and any private property within a triangle formed by a diagonal line extending through points on the two property lines 25 feet from the street corner intersection of the property lines. The vertical dimensions of this triangle are two feet to six and one-half feet above finished grade.</p>	





Table 154.315-1
Measurements

Measurement	Methodology	Illustration
Block Perimeter	The sum of the lengths of the lot lines bordering the public right-of-way, not including the alley.	

§ 154.316 VISIBILITY TRIANGLE

- A. **Generally.** No buildings, structures, fences, walls, and other similar objects shall be erected or placed on a lot in a manner that obstructs or interferes with visibility at any intersection of any street, driveway, or other vehicle access point.
- B. **Exceptions.** Trees and shrubs may be planted in the visibility triangle area provided that the limbs and foliage are trimmed so they are not projecting into the vertical dimensions of the visibility triangle area as illustrated in Figure 154.316-3, *Vertical Dimensions of Visibility Triangle Areas*.
- C. **Visibility Triangle Areas.** The size of the visibility triangle areas are based on the vehicle access type and street classifications found in Brazoria County 2020 Thoroughfare Plan. The standards for each type of area are detailed in Subsection (D) and Subsection (E), below and illustrated in Figures 154.316-1, *Horizontal Dimensions for Road Intersections*, and 154.316-2, *Horizontal Dimensions for Driveway Intersections*.
- D. **Horizontal Dimensions for Road Intersections.**
 - (1) *Intersections with Principal Thoroughfares.* Where one or both of the intersecting roads are principal thoroughfares, the horizontal dimensions of this triangle are measured 25 feet along the property lines from the intersection.
 - (2) *Intersections with Major Collectors and Local Roads.* Where one or both of the intersecting roads are principal thoroughfares, the horizontal dimensions of this triangle are measured 15 feet along the property lines from the intersection.





Figure 154.316-1

Horizontal Dimensions for Road Intersections

Intersections with Principal Thoroughfares

Graphic to be Inserted and Created after City Comfortable with Standard

Intersections with Major Collectors and Local Roads

Graphic to be Inserted and Created after City Comfortable with Standard

- (E) **Horizontal Dimensions for Driveway Intersections.** Where the intersection consists of a right-of-way and a driveway, the horizontal dimensions of this triangle are measured 10 feet along the property lines from the intersection.

Figure 154.316-2

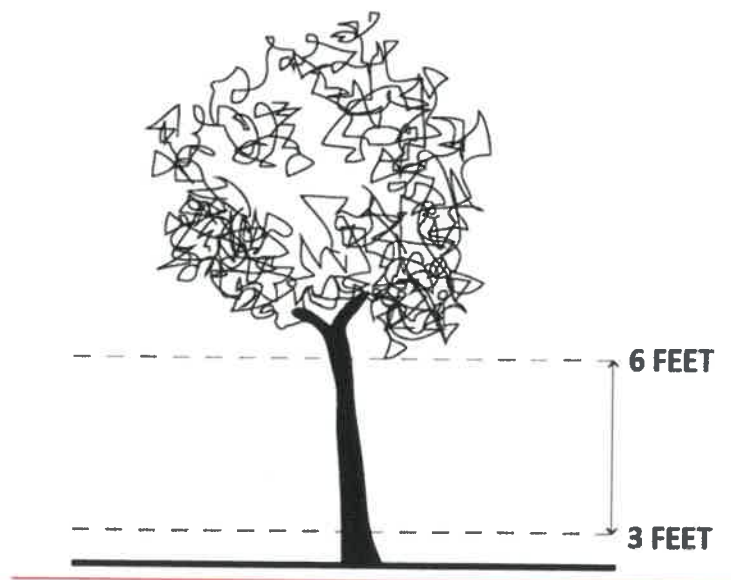
Horizontal Dimensions for Driveway Intersections

Graphic to be Inserted and Created after City Comfortable with Standard

- (F) **Vertical Dimensions.** The vertical dimensions of the visibility triangle are three feet to six feet above finished grade as illustrated in Figure 154.316-3, *Vertical Dimensions of Visibility Triangle Areas*.

Figure 154.316-3

Vertical Dimensions of Visibility Triangle Areas





154.400 APPLICATIONS, REVIEW, AND NOTICE

§ 154.401 PRE-APPLICATION CONFERENCE

- (A) **Purpose.** The purpose of a pre-application conference is to familiarize the applicant with the submittal requirements and review procedures, including all applicable standards and any known constraints, hazards, or special conditions associated with the subject property.
- (B) **Applications Requiring a Pre-Application Conference.** Table 154.106-1, *Summary of Procedures*, denotes the subdivision applications that require a pre-application conference.
- (C) **Submittals.** At or following the pre-application conference, the Administrator may request that the applicant provide additional materials at the time of application submittal as necessary per § 154.502, *Common Decision Criteria*.
- (D) **Disclaimer.** The pre-application conference shall not imply, in whole or in part, any final decision regarding any application as its purpose is informative in nature.

§ 154.402 FILING OF APPLICATION

- (A) **Generally.** Every application for development approval required by this Chapter shall be submitted on a form approved by the responsible official, along with the corresponding application fee.
- (B) **Authorization to Initiate an Application.** Table 154.402-1, *Application Authorization*, denotes those who are authorized to initiate each of the application types.

Application Type	City Council or Planning Commission	Property Owner ¹
Amending and Minor Plats	No	Yes
Preliminary Plats	No	Yes
Final Plats	No	Yes
Replats	No	Yes
Vacating Plat	Yes	Yes
Text Amendment	Yes	Yes
Subdivision-Variance	No	Yes
Appeals	No	Yes

TABLE NOTES:
 "Yes" = Entity may initiate application | "No" = entity may not initiate application
¹ Including his or her agent

- (C) **Forms and Fees.** Every application required by this Chapter shall be submitted in a format and in numbers established by the Administrator and shall include a fee as described in § 154.206, *Fees and Charges*.
- (D) **Form Updates.** The Administrator shall promulgate and periodically revise forms for each type of application required by this Chapter.
- (E) **Information Required.** Application forms shall include specific information that is required to process each type of application. The specific information requirements shall be established and periodically revised by the responsible official, and have the purpose of facilitating:
 - (1) The evaluation of applications for compliance with the standards of this Chapter; and
 - (2) The administration of this Chapter.
- (F) **Deadlines.** The Administrator may establish periodic application submittal deadlines.





(G) **Continuing Review Process.** Complete applications shall subsequently undergo the processes established in § 154.403 *Application Completeness*.

§ 154.403 APPLICATION COMPLETENESS

(A) **Completeness Review.**

- (1) *Administrator Responsibility.* The Administrator shall review all development review submittals for completeness.
- (2) *Meaning of Completeness.* The Administrator shall deem complete a submittal that contains:
 - (a) All of the submittal information required in the application form;
 - (b) Documents or drawings that are prepared and certified by qualified professionals (where such certifications are required);
 - (c) The application fee; and
 - (d) Any additional information that is necessary to demonstrate compliance with all of the applicable requirements of this Chapter.

(B) **Completeness Does Not Equate to Approval.** A determination of completeness does not mean that:

- (1) The contents of the submittal are accurate or that they comply with the standards of this Chapter;
- (2) The application will receive a positive recommendation or final decision from the applicable administrative body; or
- (3) During the review, additional clarification or information will not be needed.

(C) **Timeline for Review.** The completeness review required in subsection (A), shall be accomplished no later than five business days after an applicant submits a potential application.

(D) **Incomplete Applications.**

- (1) When the Administrator determines a submittal to not be complete, the Administrator shall:
 - (a) Notify the applicant in writing with a list of all missing or incomplete items; and
 - (b) Provide 10 business days for the applicant to resubmit the missing or incomplete items.
- (2) If the missing or incomplete items are not submitted within the 10-day period, then the Administrator shall deem the application rejected, shall not accept the application for filing, and shall make the submittal and application fee available to the applicant for retrieval. After the Administrator rejects an application, a new application and fee shall be required if the applicant wishes to apply again.
- (3) Incomplete or rejected applications are not considered "filed" or "submitted" for the purposes of Texas Local Government Code (TLGC) [Chapter 212](#), [TLGC Chapter 245](#), or for any other purpose.

§ 154.404 PUBLIC NOTICE

(A) **Generally.**

- (1) *Notice by Publication.* When required, shall be provided in accordance with the requirements of the Texas Local Government Code (TLGC).
- (2) *Notice by Mail.* When required, shall be provided to each owner, as indicated by the most recently approved municipal tax roll of real property.

(B) **Applicability.** Table 154.404-1, *Required Notice*, sets out the specific notice required for each type of application where notice is required.





Table 154.404-1
Required Notice

Type of Application	By Mail	By Publication
Preliminary Plats	Not Required	Required
Final Plats	Not Required	Required
Plat Vacation	Not Required	Required
Amending and Minor Plats	Not Required	Not Required
Replats	Required ¹	Required
Text Amendment	Not Required	Required
<u>Subdivision Variance</u>	Not Required	Required
Appeals	Not Required	Required

Table Notes:
¹Required per Texas Local Government Code (TLGC) Sec. 212.015

(C) **Procedural Requirements for Notice.** All notices shall describe the action proposed to be taken and the date, time, and place of the public hearing. In addition, the following requirements apply based on the type of required notice:

(1) Publication Notice.

(a) Notice shall be published in an official newspaper of general circulation in the City as provided by state law at least 10 days prior to the date of the public meeting.

(b) Notice shall appear on the City's website for at least 10 days prior to the date of the public meeting.

(2) *Mailed Notice.*

(a) Written notice shall be sent to all owners of real property which are located within 200 feet of the subject property or within 200 feet of any other abutting property under the same ownership as the subject property.

(b) Measurements shall be taken inclusive of public streets.

(c) Such notice may be served by using the last known address as listed on the City tax roll and depositing the notice, postage paid, with the United States Postal Service (USPS).

(D) **Contents of Notice.** Contents of Notice shall include:

(1) The date, time, and place of the hearing;

(2) Staff contact and phone number, a description, address, or location of the matter to be heard, and a statement that the public is invited to review and comment on the application.

§ 154.405 STAFF REVIEW

(A) **Final Decision or Distribution.** After completeness determination, the Administrator shall:

(1) *Review and Comment.* Review the application and provide comments to the applicant, which may include required revisions;

(2) *Review and Decide.* Review and make a final decision on the application; or

(3) *Distribute.* Distribute the application to the appropriate administrative body or outside agency, including, but not limited to, utilities and school districts, for recommendation or final decision.

(B) **Required Revisions.**

(1) *Comments.* During the application review, the Administrator may provide comments from administrative bodies, where applicable, to the applicant. The applicant shall revise and resubmit the application with requested changes.





- (2) *Resubmittal.* Upon receipt of the resubmittal, the Administrator may refer the application to any applicable outside agency again if the changes substantially affect the interests of the agency in ways not anticipated by the agency's original comments, or require the agency's technical expertise for appropriate review.
- (C) **Administrative Recommendation or Decision.** Promptly after submittal of a complete application that addresses the comments provided pursuant to Subsection B above (or, after finding that no revisions are required):
 - (1) *Administrative Applications.* If the application is denoted in Table 154.501-1, *Summary of Procedures*, as an application with a recommendation or final decision by the Administrator, then the Administrator shall approve, conditionally approve, or deny the application, as appropriate.
 - (2) *Other Applications.* If according to § 154.404, *Public Notice*, the application requires a public meeting or public hearing prior to a final decision, then the Administrator shall forward a recommendation to the next administrative body who will consider it for further recommendation or final decision.
- (D) **Common Decision Criteria.** In addition to all other applicable provisions of this Chapter, administrative bodies shall consider the provisions of Table 154.1065-1, *Commons Decision Criteria*, when making a recommendation or a final decision.
- (E) **Continuing Review Process.** Applications requiring a public meeting or hearing shall subsequently undergo the processes established in § 154.404, *Public Notice*.

§ 154.406 STAFF REPORT

- (A) **Generally.** If a request for subdivision is approved with conditions or disapproved, the Administrator shall provide the applicant a written statement of the reasons for the conditional approval or disapproval.
- (B) **Written Statement of Reasoning.**
 - (1) *Approval with Conditions.* For a request that is approved with conditions, each individual condition shall be clearly articulated in writing, and each condition must:
 - (a) Be directly related to the requirements of the Texas Local Government Code (TLGC) Chapter 212, *Municipal Regulation of Subdivisions and Property Development*;
 - (b) Include a citation to state statute or a municipal ordinance, as the basis for the conditional approval or disapproval, as applicable; and
 - (c) Not be arbitrary.
 - (2) *Disapproval.* For a request that is disapproved, the reason for disapproval shall be clearly articulated in writing and must be based on:
 - (a) Applicable criteria as denoted in Table 154.306-1, *Common Decision Criteria*.
 - (b) All other required criteria enumerated in the specific review procedures within this Chapter.
- (C) **Timing.**
 - (1) *Decision by Administrator.* If the request is approved with conditions or disapproved by the Administrator, the written statement shall be given to the applicant within thirty days from when the request was filed.
 - (2) *Decision by Governing Body.* If the request is approved with conditions or disapproved by a governing body such as the Planning Commission or Board of ~~Adjustment~~Adjustments, the written statement shall be given to the applicant within thirty days from when the decision was made.-

§ 154.407 INACTIVE APPLICATIONS

- (A) **Generally.** Applicants shall diligently pursue the completion of approved applications. This Section extinguishes applications that become inactive due to applicant inaction.-





~~(A)~~(B) Voiding of Inactive Applications.

- (1) *Process to Inactivity.* An unapproved application becomes inactive after 45 days from receiving review comments if the applicant fails to completely address the City's comments, unless the Administrator determines that the applicant is actively pursuing action to address such comments. If the Administrator makes such a determination, then the application will become inactive 90 days after the date of receipt of the comments if the applicant fails to completely address the comments.
- (2) *Void.* Inactive applications will automatically expire and become null and void without further notice 30 days after the date when they became inactive if the applicant fails to take action or to request an extension of time.

~~(B)~~(C) Extension of Time.

- (1) Prior to the expiration of an inactive plat, the application may be extended for up to six months upon written request of the applicant for cause only; and
- (2) If the City amends this Chapter or adopts other regulations during the period of time when the application was inactive, the application shall:
 - (a) Not be subject to compliance to the new regulations until the original application is considered to be voided; and
 - (b) The application shall be subject to the new regulations and ordinances if the period of time to request an extension lapses.
- (3) An inactive application shall expire after a six-month extension lapses and if an extension was not requested.

~~(C)~~(D) Effect of Expiration. Applications that expire pursuant to this Section are automatically null and void without further notice or action by the City.

§ 154.408 SUCCESSIVE APPLICATIONS

- (A) **Generally.** It is the policy of the City not to hear successive applications for the same approval after an application is denied. The limitations of this Section prevent the consideration of successive applications.
- (B) **Time Required Between Substantially Similar Applications.** The City shall not accept submittal of an application that is substantially similar to an application that was denied within ~~the past six months~~ a one-year period.
- (C) **Appeal.** The Administrator's determination that an application is substantially similar to a denied application is subject to appeal per § 154.510, *Appeals*.





154.500 PROCEDURES

§ 154.501 SUMMARY OF PROCEDURES

- (A) **Generally.** Procedures for obtaining approval pursuant to this Chapter are summarized in this Section.
- (B) **Applications and Procedures.** Each application or permit required by this Chapter is spelled out in the below table.

Table 154.501-1 Summary of Procedures						
PC=Planning Commission CC=City Council BOA=Board of Adjustment Administrators Admin=Administrator						
Permit/Plan	Required For	Timing	Exceptions	Review Responsibilities		Cross-Reference ¹
				Recommendation	Final Decision	
Amending and Minor Plats	Subdivision of property; land development where only minor changes are necessary	Prior to developing a minor subdivision or making a minor modification to a recorded plat	All other plats	Admin None	PC Admin	§ 154.503
Preliminary Plats ²	Subdivision of land and prior to submission of detailed construction drawings of all subdivision improvements	Prior to final plat submittal	Minor Plats	Admin	PC	§ 154.504
Final Plats ²	Subdivision of land and acceptance of public improvements	Prior to recordation and starting development	Minor Plats	PC	CC	§ 154.505
Plat Vacations Replats	The addition of lots or public rights-of-way to a Returning a previously subdivided and recorded plat without prior vacation of land to a single unit of property	N/A	None	PC Admin	CC PC	§ 154.506 § 154.507
Replats Vacating Plats	Returning a previously subdivided and The addition of lots or public rights-of-way to a recorded plat of land to a single unit of property without prior vacation	N/A	None	Admin PC	PC CC	§ 154.507 § 154.506
Text Amendment	Text additions or changes to this Chapter	Prior to amending Chapter	Non-substantive amendments	PC	CC	§ 154.508
Subdivision Variance	Deviation from the standards of this Chapter	Prior to or concurrent with submittal of a Preliminary Plat	None	PC Admin	PC BOA	§ 154.509
Appeals	Appeals from decisions of the Planning and Zoning Commission	Within 30 days of a decision	None	BOA --	CC BOA	§ 154.510

¹ Cross-references are provided for convenience only and do not exempt the application from complying with all applicable standards of this Chapter, any other provision within the City's Code of Ordinances, state law, or federal law.

² Only when the Administrator does not approve an amending plat, minor plat, or replat, then the Administrator shall submit the plat to the Planning ~~and Zoning~~ Commission and the procedures of § 154.504, Preliminary Plats, and § 154.505, Final Plats, shall apply.





§ 154.502 COMMON DECISION CRITERIA

- (A) **Generally.** In determining whether to approve, approve with conditions or modifications, or deny an application, the applicable review bodies shall consider the basic review criteria denoted in Table 154.502-1, *Common Decision Criteria*, below.
- (B) **Additional Criteria.** Additional decision criteria may apply and are enumerated in the specific review procedures within this Chapter.

Table 154.502-1 Common Decision Criteria				
Common Decision Criteria	Subdivision Plats	Text Amendment	Subdivision Variance	Appeals
The request complies with the applicable standards of this Chapter, the City Code, and any applicable county, state, or federal requirements.	Yes	No	No	No
The request provides for the proper arrangement of streets in relation to existing or proposed streets and conforms to the Brazoria County Thoroughfare Plan for the extension of roads, streets, and public highways within the City, taking into account access to and extension of public utilities.	Yes	No	Yes	No
Adequate facilities, including public or private utilities, solid waste service, roads, drainage, and other improvements are present or are planned to be provided.	Yes	No	Yes	No
The request is consistent with applicable policies of the Strategic Community Plan and applicable utility plans and capital improvements plans; or, if it addresses a topic that is not contained or not fully developed in the Strategic Community Plan, the request does not impair the implementation of Strategic Community Plan.	Yes	Yes	Yes	No
The request facilitates the orderly and efficient layout and use of the land.	Yes	No	Yes	No
The request substantially conforms to any associated prior approval for the development, including, but not limited to Preliminary Plats.	Yes	No	No	No
The decision body has considered the recommendation of Staff.	Yes	Yes	Yes	No
The request promotes the purposes of this Chapter as established in § 154.101, <i>Purposes</i> , and in other applicable purpose statements in this Chapter.	Yes	Yes	Yes	No
TABLE NOTES: "Yes" = Common decision criteria applies. "No" = Common decision criteria does not apply.				

§ 154.503 AMENDING AND MINOR PLATS

- (A) **Generally.**
 - (1) *Minor Plat.* The purpose of a minor plat is to allow for the ~~administrative~~ approval of:
 - (a) The subdivision of property into four or fewer lots if the subject property fronts on an existing public street with no need to dedicate new public right-of-way or extend public utilities; or
 - (b) The consolidation of four or fewer existing lots.
 - (2) *Amending Plat.* An amending plat is any plat meeting the definition in [Texas Local Government Code \(TLGC\) Section 212.016](#).
- (B) **Submittal Requirements.**
 - (1) *Current Configuration.*
 - (a) ~~Generally.~~ The amending or minor plat shall depict both the current recorded configuration and the proposed configuration of all altered lots and reserves.
 - (b) ~~Current Configuration.~~ The current configuration shall be located on the left side of the amending or minor plat as originally recorded.





- (2) **Proposed Configuration.** The proposed configuration shall be located on the right side of the amending or minor plat and shall depict all information as required for final plats.
 - (3) **Reference to Preliminary and Final Plats.** Amending plats and minor plats shall conform to the rules and regulations of § 154.504, *Preliminary Plat*, and § 154.505, *Final Plat*, as applicable.
- (C) **Decision Criteria.** In determining whether to approve, approve with conditions, or deny a minor or amending plat, the Administrator-Planning Commission shall consider applicable criteria in Table 154.502-1, *Common Decision Criteria*, and the following:
- (1) **Number of Lots.** The minor plat is proposed for the creation or merger of four or fewer lots.
 - (2) **Existing Street.** Each lot in the minor plat has frontage on an existing public street without the need for the creation or extension of a new public street.
 - (3) **Existing Utilities.** Existing public utilities of adequate capacity serve the entirety of the subject property in the minor plat without the need for extension.
 - (4) **TLGC Reference.** The purpose of the amending plat is solely one or more of those listed in TLGC Section 212.016.
- (D) **Public Meeting.** The Commission shall hold a public meeting on the preliminary plat within 30 days from when the application is determined to be complete in compliance with the standards of § 154.403, *Application Completeness*.
- (E) **Planning Commission Action.** The Commission may approve, approve with conditions, or deny a preliminary plat.

§ 154.504 PRELIMINARY PLATS

- (A) **Generally.** Preliminary Plats are for the subdivision of land that is not considered an Amending or Minor Plat per §154.503, *Amending and Minor Plats*, or a Replat per §154.507, *Replat*.
- (A)(B) **Plat Submission.** Preliminary ~~plats~~Plats shall be submitted to the Administrator for presentation to the Planning Commission at least 30 days prior to the meeting at which approval is sought. The following items must be received with the submittal:
- (1) Full filing fee;
 - (2) The name, address, and contact information of the owner or agent;
 - (3) Letter of transmittal, stating briefly the type of street surfacing, drainage, sanitary facilities, and water supply proposed;
 - (4) Three prints of the plat printed at a scale of 24 x 36 inches and stamped "Preliminary Plat" which meets or exceeds the requirements of Subsection (B), *Plat Contents*; and
 - (5) Supplemental materials as applicable in other sections of this Chapter.
- (B)(C) **Plat Contents.** Such preliminary plat shall be drawn to scale of 100 feet to the inch or larger, and shall show:
- (1) The proposed name of the subdivision;
 - (2) North point (true or magnetic), scale, and date;
 - (3) The names and contact information of the owner, subdivider, and of the registered professional civil engineer or licensed land surveyor responsible for the survey and design;
 - (4) An accurate location of the subdivision in reference to the real estate records of Brazoria County;
 - (5) A vicinity map showing the relationship of subdivision to major thoroughfares in all directions to a distance of at least one mile;
 - (6) The plat boundaries shall be drawn with heavy lines to indicate the subdivision with overall survey dimensions and bearings. Lines outside the subdivision shall be drawn as dashed lines;
 - (7) The names of adjacent subdivisions or the names of recorded owners of adjoining parcels of land which is unsubdivided land;





- (8) The legal description of the property proposed to be subdivided, including the name of the survey and abstract number, together with reference to at least one established corner of a nearby recorded subdivision or the nearest public street right-of-way intersection;
- (9) The location, widths, and names of all existing or platted streets, roads, alleys, half-streets, railroad rights-of-way, and easements within the subdivision and immediately adjacent thereto, the location of all existing permanent buildings within the subdivision, and all existing easements and other important features, such as section lines, political subdivision, municipal limit lines, on all sides for a distance of not less than 200 feet;
- (10) Location of pipelines, present physical features on the land including natural and artificial water courses, ditches, ravines, culverts, bridges, present structures and any other features directly pertinent to the land being subdivided, location of existing utilities, showing pipe sizes and capacities of sewer and water mains and drainage facilities;
- (11) True bearings and distances to the nearest established street lines or official monuments, which shall be accurately described on the plat;
- (12) Municipal, County, school district or section lines accurately tied to the lines of the subdivision by distances and bearings;
- (13) Topographic map of the property with contours intervals of 0.5 feet or less, referred to sea level (U.S. Coast and Geodetic Survey) datum;
- (14) The location and approximate width of existing and proposed watercourses, ravines, drainage easements, and topographical elevations; and the boundaries of designated flood zones, as provided in the latest edition of the Federal Insurance Rate Map as published by the Federal Emergency Management Agency. All such information shall be certified by a registered professional land surveyor or a registered professional engineer authorized to do business in the state;
- (15) The names of all proposed streets located within the subdivision and immediately adjacent to said subdivision. If all or part of a street or major thoroughfare runs through the subdivision, the plat shall depict such street, and the plat shall contain a note that such street will be dedicated to the City. Furthermore, the developer shall build such street in accordance with the City's standards established in § 155.406, *Streets and Rights-of-Way*.
- (16) Zoning district classification and land use designation of the land within the subdivision;
- (17) Setback building lines as determined by the applicable zoning district in either § 155.503, *Standards for Residential Development*, or § 155.504, *Standards for Non-Residential Development*; and
- (18) The draft of any protective covenants whereby the subdivider proposes to regulate the use of the land in the subdivision; provided however, that such restrictive covenants, conditions, or limitations shall never be less than the minimum requirements of the City under the provisions of this Chapter and/or under the provisions of **CHAPTER 155, Zoning Code**.

~~(E) Planning Commission Action.~~

~~(D) Decision Criteria. The Planning Commission shall consider criteria in Table 154.502-1, Common Decision Criteria, and other applicable provisions of this Chapter.~~

~~(C)(E) Public Meeting. The Planning Commission shall hold a public meeting on the preliminary plat within 30 days from when the application is determined to be complete in compliance with the standards of § 154.303, Application Completeness.~~

~~(1) Review and Decision. The Planning Commission shall provide public notice, review, and make a determination on the submitted plat per the standards of § 154.030, Applications, Review, and Notice, and Table 154.402-1, Common Decision Criteria.~~

~~(F) Planning Commission Action. The Planning Commission may approve, approve with conditions, or deny a preliminary plat.~~





(G) **Effect of Approval.** A preliminary plat approval authorizes an applicant to file an application for a final plat approval. The approval of the preliminary plat of a subdivision shall not constitute acceptance of the same, but is merely an authorization for the subdivider to proceed with the preparation of the final or recorded plat.

(H) **Expiration and Extension of Approval.**

- (1) *Approval Expiration.* The approval of the preliminary plat of a subdivision shall expire after 120 days, unless the final or record plat has been submitted and recorded as provided in this Chapter.
- (2) *Extension of Approval.* An extension of such period of time may be given at the discretion of the Planning Commission, provided the subdivider has shown that he is proceeding in good faith to complete the work necessary before filing the final or record plat.

~~(68 Code, § 33-25) (Ord. 472, passed 12-18-56)~~

(I) **Plans ~~And~~ Specifications ~~For~~ Improvements.**

- (1) *Plans for Construction.* After approval of the preliminary plat of a subdivision, the subdivider's engineer, who shall be a registered professional civil engineer, shall prepare the necessary plans for the construction of water mains, sanitary sewers, and street paving.
- (2) *City Engineer Approval Required.* No work shall be started or contract awarded until the plans for such work have been approved by the City Engineer and Planning Commission. The City will provide construction engineering and inspection.
- (3) *Copies of Approved Construction Plans.* Three prints and one reproducible print of the approved construction plan shall be furnished to the city.

~~(68 Code, § 33-26) (Ord. 472, passed 12-18-56) Penalty, see § 10.99~~

§ 154.505 FINAL PLATS

(A) Generally. Final Plats are to finalize the subdivision of land and acceptance of public improvements after the approval of the Preliminary Plat.

(A)(B) Plat Submission. Preliminary plats shall be submitted to the Administrator for presentation to the Planning Commission at least 30 days prior to the meeting at which approval is sought. The following items must be received with the submittal:

- (1) Full filing fee;
- (2) The name, address, and contact information of the owner or agent;
- (3) Plat that conforms to the preliminary plat as approved with any and all changes, directions, and additions imposed by the City through the preliminary platting process;
- (4) Three prints of the plat printed at a scale of 24 x 36 inches and stamped "Final Plat" which meets or exceeds the requirements of this Section and § 154.504, *Preliminary Plats*;
- (5) A set of detailed plans signed by a State of Texas Registered Professional Engineer showing streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details;
- (6) One original final plat with all required changes and proper signatures, prepared and signed by a State of Texas Registered Land Surveyor.
- (7) A certificate of ownership and dedication of all streets, alleys, parks, and playgrounds to the public use forever, shall be executed by all persons, firms, associations, or corporations owning an interest in the property subdivided, resubdivided and platted, and shall be acknowledged in the manner prescribed by state law for conveyances of real property. In the case of lien-holders, they shall execute a subordination agreement, subordinating their liens to all public streets, alleys, parks, school sites and other public areas shown on the plat of such subdivision or resubdivision as being set aside for public use and purpose. The certificate of dedication shall, in addition to the above requirement, contain the following:





- (a) An accurate description of the tract of land subdivided.
 - (b) A statement and express representation that the parties joining in such dedication deed or certificate of dedication are the sole owners of such tract of land.
 - (c) An express dedication to the public for public use forever of the streets, alley, rights-of-way, utility easements, parks, school sites, and other public places shown on the plat attached thereto.
 - (d) A positive reference and identification of the plat of such subdivision by the name of such subdivision, date of plat, and the name of the engineer.
- (8) A waiver of claim for damage occasioned by the establishment of grades or alterations of the surface of any portion of the streets.
 - (9) Certificate showing that all taxes have been paid on the tract to be subdivided, and that no delinquent taxes exist against the property.
 - (10) Certificate of approval to be signed by the City Council.
 - (11) Other data such other certificates, affidavits, endorsements, or dedications as may be required by the Planning Commission for the enforcement of these regulations.

~~{68 Code, § 33-35} (Ord. 472, passed 12-18-56)~~

~~{B}~~{C} **Special Flood Hazard Requirements.** If any part of the plat lies in a special flood hazard area, then one-foot contour lines shall be shown on the plat and the 100-year flood elevation contour shall be drawn with a very heavy line and designated. The plat shall also show the following statement in print equal in size to the certificates of approval: "Parts of this plat lower than the 100-year flood elevation have a one percent chance each year of being inundated by flooding."

~~{D}~~{D} **Decision Criteria.** In determining whether to approve, approve with conditions, or deny a final plat, the Planning Commission and City Council shall consider applicable criteria in Table 154.502-1, *Common Decision Criteria*, and provisions within § 154.400, *Applications, Review, and Notice*.

~~{F}~~ **Planning Commission Action.**

~~{D}~~{E} **Public Meeting.** The Planning Commission shall hold a public meeting on the ~~preliminary~~final plat within 30 days from when the application is determined to be complete in compliance with the standards of § 154.403, *Application Completeness*.

~~{E}~~{F} **Review and Recommendation-Planning Commission Action.** The Planning Commission shall review each final plat application. The Planning Commission shall ~~recommendation~~recommend approval of a final plat to the City Council if it is in compliance with this Chapter.

~~{G}~~ **City Council Action.**

~~{1}~~ **Residential Ad Valorem Tax Abatement and Reinvestment Zone.** ~~If the plat is for a residential subdivision, the City Council should make the necessary provisions to allow the purchasers of lots to apply for a residential ad valorem tax abatement and reinvestment zone policy and the guidelines and criteria in force and effect within the City.~~

~~{F}~~{G} **Review and Decision.** If the Planning Commission recommends final plat approval or if the Planning Commission does not recommend a final plat and the applicant decides to continue with the platting process, then the City Council shall review each plat submitted to it by the Planning Commission. City Council shall approve any plat if it is in compliance with this Chapter.

~~{G}~~{H} **Plat Finalization.** No final plat shall be approved by the Planning Commission until the City Engineer issues a certificate of improvement. ~~{68 Code, § 33-34} (Ord. 472, passed 12-18-56)~~

~~{H}~~{I} **Filing with County Clerk.** Prior to being filed with the County Clerk, the final plat shall be approved separately by the Planning Commission and the City Council.

~~{I}~~{J} **Security Bond (Post-Approval).**





- (1) *City Attorney Approval.* When a security bond has been furnished to the City by the applicant in lieu of any or all required improvements, it shall be delivered to the City Attorney for approval.
- (2) *Contract.* The security bonds shall have an attached copy of the contract for such improvements and such other information necessary to determine the validity and enforceability of such bonds.
- (3) *Written Certification.* When the bond has been examined and approved, the City Attorney shall furnish the Planning Commission with a written certification that the surety bond is valid and enforceable as regards all improvements required by these regulations still incomplete and for which cash deposit has not been made. (~~'68 Code, § 33-27~~) (~~Ord. 472, passed 12-18-56~~).

~~('68 Code, § 33-36) (Ord. 1227, passed 12-20-71; Am. Ord. 2002-1965, passed 1-7-02) Penalty, see § 10.99~~

§ 154.506 PLAT VACATION

- (A) ~~Purpose. The purpose of a~~ **Generally.** A plat vacation is to eliminate a subdivision of property reflected by a prior recorded plat, whereby the subdivided land would return to a single unit of property.
- (B) **Requirements to Vacate.** In accordance with [Texas Local Government Code Section 212.013](#), a recorded plat may be vacated pursuant to the following.
 - (1) *Common Ownership.* The owners of the tract covered by a plat may vacate the plat at any time before any lot in the subdivision is sold.
 - (2) *Separate Ownership.* If lots in the subdivision have been sold, the subdivision, or any part of the subdivision, may be vacated on the application of all the owners of lots in the subdivision with approval obtained in the manner prescribed for the original plat for the subdivision.
 - (3) *When Vacated.* The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.
 - (4) *Execution and Recording.* On the execution and recording of the vacating instrument, the vacated plat has no effect.
 - (5) *Utilities.* The relocation and/or abandonment of any utilities shall be the responsibility of the subdivider and shall be provided for concurrently with the vacation procedure. The cost of any such relocation and/or abandonment shall be borne by the subdivider.
- (C) **Government Initiated Plat Vacation.**
 - (1) *Generally.* The Planning Commission may vacate a plat of an approved subdivision when:
 - (a) No lots within the approved plat have been sold within five years from the date that the plat was approved;
 - (b) The City is unable to obtain funds from the subdivider's bonding company with which to complete construction of unfinished and abandoned public improvements, except that the vacation shall apply only to lots owned by the subdivider or its successor; or
 - (c) The plat has been of record for more than five years and the Planning Commission determines that the further resale of lots within the subdivision presents a threat to public health, safety, and general welfare, except that the vacation shall apply only to lots owned by the subdivider or its successors.
 - (2) *Utilities.* The relocation and/or abandonment of any utilities shall be the responsibility of the subdivider and shall be provided for concurrently with the plat vacation. The cost of any such relocation and/or abandonment shall be borne by the subdivider.
- (D) **Public Notice.** See [§154.404, Public Notice.](#)
- (E) **Review and Decision Criteria.** The Planning Commission shall consider criteria in [Table 154.502-1, Common Decision Criteria](#), and other applicable provisions of this Chapter.





- (F) **Public Meeting.** The Planning Commission shall hold a public meeting on the preliminary plat within 30 days from when the application is determined to be complete in compliance with the standards of § 154.303, *Application Completeness*.
- (G) **Planning Commission Action.** The Planning Commission may approve, approve with conditions, or deny a plat vacation.

§ 154.507 REPLAT

- ~~(D) **Application Required.** Any person who wishes to revise~~**Generally.** A replat revises a subdivision plat which has been that was previously approved by the City pursuant to § 154.507, *Final Plats*, and that has been filed for record must make an application of recordation with the proposed revised plat County to allow for the Administrator.
- (B) **Procedure.** ~~Replats may be allowed~~ additions of lots or public rights-of-way without prior vacation of the existing plat according to the applicable standards of Texas Local Government Code Section 212.014 ~~the applicant being required to vacate the original plat.~~
- (C) **Replating Without Vacating Preceding Plat.** In accordance with Texas Local Government Code ~~Section sections~~ 212.014, 212.0145, and 212.015, a replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
 - (1) Is signed and acknowledged by only the owners of the property being replated;
 - (2) Is approved, after a public hearing on the matter, if required; and
 - (3) Does not attempt to amend or remove any covenants or restrictions.
- (D) **Utilities.** The relocation and/or abandonment of any utilities shall be the responsibility of the subdivider and shall be provided for concurrently with the replat. The cost of any such relocation and/or abandonment shall be borne by the subdivider.

§ 154.508 TEXT AMENDMENT

- (A) **Generally.** Requests for amendments to the text of this Chapter may be initiated by the request of the Planning Commission, City Council, or City Manager to amend, supplement, change, modify, or repeal any portion of this Chapter that is not expressly required by Texas or Federal Law.
- (B) **Planning Commission Action.** The Planning Commission shall review the proposed text amendments and make a recommendation to the City Council on whether to approve or not approve the requirement.
- (C) **City Council Process.** The City Council shall:
 - (1) Receive the written recommendation of the Planning Commission and staff regarding the proposed amendment;
 - (2) Hold a public hearing prior to taking action on the proposed amendment.
 - (3) By majority vote, approve or deny the amendment, or continue the item to a future meeting.
- (D) **Common Decision Criteria.** In determining whether to approve a text amendment, the City Council shall consider applicable criteria in Table 154.502-1, *Common Decision Criteria*, and the consider the following additional factors (no one factor is controlling and thus requires the City Council to make a specific decision):
 - (1) **Consistency.** Whether and the extent to which the proposed amendment would conflict with any portion of this Chapter or any of Chapter of the City's Code of Ordinances.
 - (2) **Effect on Natural Environment.** Whether and the extent to which the proposed amendment would not result in significantly adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands and the natural functioning of the environment.
 - (3) **Community Need.** Whether and the extent to which the proposed amendment addresses a demonstrated community need.





- (4) *Adopted Planning Documents.* Whether and the extent to which the proposed amendment is compatible with the vision set forth in the City's adopted planning documents.
- (E) **Non-Substantive Amendments.** Notwithstanding the other provisions of this Section, if necessary the Administrator may without action by the Planning Commission and/or the City Council may, by resolution:
- (1) Correct spelling or punctuation errors:
 - (2) Cross-reference changes (because another area of City Code has been moved or changed); and
 - (3) Cross-reference errors; and
- ~~a. Correct other matters herein determined by the City Attorney to be non-substantive and not requiring a public notice requirement per either state law or § 154.404, Public Notice.~~

§ 154.509 SUBDIVISION VARIANCE

- ~~(A) Unnecessary Hardship Standard. The Planning and Zoning Commission may authorize a variance when an applicant can show that a provision of these regulations:~~
- ~~(1) Would cause unnecessary hardship if strictly adhered to; and~~
 - ~~(2) Is because of a physical condition peculiar to the land.~~
- ~~(A) Generally. A variance is to provide limited relief from the requirements of this Chapter as described below.~~
- ~~(A)(B) Procedural Requirements.~~
- (1) Any variance authorized is required to be entered in writing into the minutes of the ~~Planning and Zoning Commission~~Board of Adjustments (BOA) meeting specifically stating the reason(s) for which the variance was approved.
 - (2) Not less than two-thirds of the entire membership of the ~~Planning and Zoning Commission~~BOA must approve the request.
- ~~(C) Decision Criteria. In addition to Table 154.502-1, Common Decision Criteria, the BOA shall consider if the applicant can show the need for the variance because:~~
- ~~(1) Strict adherence to would cause unnecessary hardship; and~~
 - ~~(2) A physical condition that is peculiar to the land.~~

§ 154.510 APPEALS

- (A) **Generally.**
- (1) *Purpose.* The purpose of the appeals process is to provide an opportunity for affected parties to seek review of a decision of a responsible official or the Planning Commission in a timely and inexpensive way.
 - (2) *Administrator and City Manager Decisions.* All decisions of the Administrator or the City Manager, pertaining to this Chapter, may be appealed to the Board of Adjustments (BOA).
 - (3) *Planning ~~and Zoning~~ Commission Decisions.* All decisions of the Planning Commission, pertaining to this Chapter may be appealed to the Board of Adjustments (BOA).
- ~~(B)(A) Deadline to Appeal. All appeals must be fully completed and submitted to the City 30 days after an official decision by any City official, committee, or governing body.~~
- ~~(C)(A) Content. The request for appeal shall clearly state each alleged error or ground for protest which the appellant intends to assert. It cannot be amended, supplemented, or modified after the public notice of meeting is posted.~~
- ~~(D)(A) Scope of Review. The Board of Adjustments (BOA) shall review the application in the same manner, using the same approval criteria as the decision maker. However:~~
- ~~(1) No new evidence shall be presented to the BOA that was not considered by the decision maker; and~~





- ~~a. No issues shall be reviewed by the BOA that were not described or obviously implied by the notice or request for appeal.~~

~~(E)(B)~~ **Parties to Appeal.**

- (1) Only parties in the action shall have standing to bring an appeal. No appeal by a person who is not a party shall be heard.
- (2) A person or entity is a party if it demonstrates:
 - (a) That final action of the City caused it injury;
 - (b) The injury is different in kind or degree from injury to members of the general public; and
 - (c) The injury can be remedied if the appeal is granted.
- (3) The Applicant is always a party, and shall not be required to demonstrate injury if:
 - (a) The Applicant is appealing an adverse decision or an adverse condition of approval, in which case the Applicant is a Petitioner; or
 - (b) The Applicant's application is the subject of an appeal by another party, in which case the Applicant is a Respondent.
- (4) Any person or entity that owns property within 300 feet of any parcel line of the parcel that is the subject of the appeal shall not be required to demonstrate injury.

(C) **Deadline to Appeal.** All appeals must be fully completed and submitted to the City 30 days after an official decision by any City official, committee, or governing body.

(D) **Content.** The request for appeal shall clearly state each alleged error or ground for protest which the appellant intends to assert. It cannot be amended, supplemented, or modified after the public notice of meeting is posted.

(E) **Transmission of Records.** The decision-maker whose decision is being appealed shall transmit to the BOA all of the documents constituting the record of the appealed action.

(F) **Burden of Proof in Appeals.** The BOA shall presume the appealed final decision to be valid. The appellant shall present sufficient evidence and have the burden to justify a reversal of the decision being appealed.

(G) **Scope of Review.** The Board of Adjustments (BOA) shall review the application in the same manner, using the same approval criteria as the decision-maker. However:

~~(4)(1)~~ No new evidence shall be presented to the BOA that was not considered by the decision-maker; and

~~(5)(2)~~ No issues shall be reviewed by the BOA that were not described or obviously implied by the notice or request for appeal.





City Council Agenda Item # 4

Title: Demolition Report for 2020-2021

Date: May 17, 2021

From: Billywayne Shoemaker

Item Summary:

Presentation of Building and Code Report from cases over the past year. This report will show number of demolition permits issued; Billywayne will present the report to council.

Background Information:

This item appears before Council, to provide an update on progress since the ordinance adoption by Council last year. Staff has worked with a number of property owners to facilitate the demolition of structures that were in a state of disrepair.

Supporting Documentation:

State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, May 3, 2021 at 6:00 p.m. at the Freeport Police Department, Municipal Court Room, 430 North Brazosport Boulevard, Freeport Texas for the purpose of considering the following agenda items:

City Council: Mayor Brooks Bass: Not Present
Councilman Jeff Pena
Councilman Jerry Cain
Councilman Mario Muraira
Councilman Roy E. Yates

Staff: Tim Kelty, City Manager
Betty Wells, City Secretary
Chris Duncan, City Attorney
Cathy Ezell, Finance Director
Lance Petty, Public Works Director
Chris Motley, Freeport Fire Chief
Ray Garivey, Freeport Police Chief
Laura Tolar, Special Events Coordinator
LeAnn Strahan, Destinations Director
Jackie Retzloff, Code Officer

Visitors:

David McGinty	Sandra Barnett
James Barnett	Ken Green
Peggy Yates	Nicole Mireles
Manny Rollerson	Ruben Renobato
Melanie Oldham	Keith Stumbaugh
Joe Gonzalez	Troy Brimage
Sabrina Brimage	

Visitors, Via Teleconference:

Amanda Petty	Lila Diehl
Kimberly Hammonds	Paul Crow

Call to order.

Mayor Pro Tem Yates called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation was led by City Manager Tim Kelty, the Pledge was led by Mayor Pro Tem Roy Yates.

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.

Nicole Mireles spoke to council about all the large trash that has not been picked up in Ward C, she said that it is ridiculous.

Ruben Renobato spoke to council about the CCF who has hired an outside source to investigate the facts of the candidate's questioner leak. And to determine if the accusations are valid.

Manning Rollerson spoke to council about his concern of the city and the East End and where the City stands. He spoke of a commercial building operating in a residential area on 2nd Street. Mr. Rollerson said that Centerpoint put a telephone in his yard, and he cannot get in his driveway. He said that it needs to be removed, or he will remove it with his chainsaw.

PRESENTATIONS/ANNOUNCEMENTS: Announcements by Mayor, City Council and/or Staff.

Presentation on Demolition Report.

Kendig Keast Collaborative Presentation on Subdivision Control Ordinance revisions.

City Manager Tim Kelty, requested that these items be tabled until the next meeting.

Mayor Pro Tem Yates tabled these items until the next meeting.

CONSENT AGENDA:

Consideration and possible action on the approval of City Council meeting minutes from Special Meeting on March 22, 2021, Regular City Council Meeting on April 19, 2021, and Special Meeting on April 26, 2021.

Consideration and possible action approving of Engagement Letter to conduct audit for FY2020-2021.

On a motion by Councilman Cain, seconded by Councilman Muraira, with all present voting "Aye" 4-0 Council unanimously approved the Consent Agenda

COUNCIL REGULAR AGENDA:

Public Hearing: Public Hearing and possible action on Replat of property described as Lots 38, 39 and the East Half of Lot 37, Block 2 of Riverside Terrace Subdivision Recorded in Volume 5, Page 288 of the Brazoria County Plat Records in the J.F. Fields Survey Abstract 62 City of Freeport Brazoria County Texas November 2020, submitted by Peggy Yates known as PPY Properties.

Councilman Cain opened the Public Hearing at 6:11 PM.

City Manager Tim Kelty presented to council a Replat of property described as Lots 38, 39 and the East Half of Lot 37, Block 2 of Riverside Terrace Subdivision Recorded in Volume 5, Page 288 of the Brazoria County Plat Records in the J.F. Fields Survey Abstract 62 City of Freeport Brazoria County Texas November 2020, submitted by Peggy Yates known as PPY Properties. He said that Planning and Zoning did not approve this re-plat. He said that this was not approved because, at the time, it resulted in a nonconforming lot. Following the Plan Commission, the applicant amended the plat application increasing the smaller non-conforming lot to 50.5 feet, making it conforming.

City Attorney Chris Duncan said that Planning and Zoning could recommend approval of a replat to resulting in a nonconforming lot. He said that you cannot have an accessory building without a main building. Mr. Duncan said that he feels that with the change, this is now something that can be approved legally. He said that what was presented to Planning and Zoning originally could not be approved because of the way the lines were drawn. But with the lines that have been changed Council can approve if they should choose to do so. He said that the nonconforming use will have to be addressed.

Councilman Muraira asked if the property is 1903 North Ave H? He asked what is next to this property? Owner of the property Peggy Yates said that there is a nonconforming lot on Yellowstone that is owned by another individual. And opposite of that is another small half lot that is owned by another individual. Councilman Muraira asked if this will interfere with the Subdivision Zoning? City Manager Tim Kelty said that it does not.

Councilman Cain asked if proper notification was published. City Secretary, Betty Wells said yes.

Nicole Mireles asked if this should go before the Board of Adjustments? Chris Duncan said that the Board of Adjustments is to appeal a Building Permit if it is denied.

Councilman Pena asked why is there a request for this replat? Owner Peggy Yates said that she wants to sell the property, but she wants to retain the double car garage on the smaller lot, and make an efficiency apartment. Councilman Pena asked what the size of the lots are. City Manager Tim Kelty said that one lot is 50.5 feet is the smaller lot. He said that the larger lot is 74.5 feet.

Eric Hayes said that he believes this needs to go before Boards of Adjustments.

Thomas Zerlock said he has no complaints over this replat. He also asked if there is a minimum footage to build in the City? City Attorney Chris Duncan said yes.

Councilman Cain said in if the replat is approved, the building may have to be enlarged to be in compliance. Mrs. Yates stated that she understands this.

Councilman Cain closed the Public Hearing at 6:36 PM.

On a motion by Councilman Pena, and seconded by Councilman Cain, with 3-0 vote Council approved Replat of property described as Lots 38, 39 and the East Half of Lot 37, Block 2 of Riverside Terrace Subdivision Recorded in Volume 5, Page 288 of the Brazoria County Plat Records in the J.F. Fields Survey Abstract 62 City of Freeport Brazoria County Texas November 2020, submitted by Peggy Yates known as PPY Properties." Mayor Pro Tem Yates recused himself from all discussion on this item.

Consideration and possible action approving Ordinance No. 2021-2628 Prohibiting the Parking of Nuisance Vehicles.

City Manager Tim Kelty presented to council Ordinance No. 2021-2628 Prohibiting the Parking of Nuisance Vehicles. He said that this came up in the last council meeting, he said there is an issue of vehicles being parked in the grass. He said that this ordinance will allow Code to address vehicles being parked in the grass illegally.

Councilman Cain said that the ordinance states “on an unimproved surface (grass)”. He asked if the resident puts down crushed concrete, would this be considered an improved or an unimproved surface? Mr. Kelty said it would be an improved surface.

Councilman Muraira asked how will this ordinance be enforced? Mr. Kelty said that contact will be made by mail, a door hanger, or face to face contact when able. If the issue is not brought into compliance then there will be a citation written, and the Judge will set the fine. Councilman Muraira said that he would like added to the ordinance that “there needs to be an attempt to make contact before a citation is issued”.

City Attorney Chris Duncan said that there are specific steps by the Code Department, but we can add this requirement to the ordinance. Chief Motley that this is in our ordinance is says “that proper notice is to be given”.

Manning Rollerson spoke against this Ordinance.

Councilman Pena asked if this will affect commercial businesses as well as residential properties? Chris Duncan said yes.

On a motion by Councilman Cain, seconded by Councilman Muraira, with all present voting “Aye” 4-0 Council unanimously approved Ordinance No. 2021-2628 Prohibiting the Parking of Nuisance Vehicles.

Consideration of a Resolution No. 2021-2685 appointing Members to the Freeport Senior Citizens Board.

City Manager Tim Kelty presented to council Resolution No. 2021-2685 appointing Members to the Freeport Senior Citizens Board. Mr. Kelty said that there are two open positions on this board. We had two applications come in with interest to serve on this board. This will be for just one month, the term expires on May 31, 2021.

Councilman Pena asked to table this item, so that council can review the applications.

On a motion by Councilman Cain, for the appointment of Sandra Potts Childress and Pamela Douglas to finish the term that expires May 31, 2021 seconded by Councilman Muraira, requesting that there be more advertisement of vacancies on the boards, with all present voting “Aye” 4-0 Council unanimously approved Resolution No. 2021-2685 appointing Members to the Freeport Senior Citizens Board.

Councilman Pena said that he wants to make sure that we have advertisement for the vacancies of boards going forward.

Mr. Kelty said that boards and commissions come up for renewal next month, he said that he will put together a notice to get the word out notifying citizens.

Consideration and possible action for water billing adjustment for the New Jerusalem Baptist Church.

City Manager Tim Kelty presented to council the possible action for water billing adjustment for the New Jerusalem Baptist Church. He said that the church has a bill of \$15,000.00. Mr. Kelty said that the bill has gone unpaid due to the pandemic. The large bill came from a toilet issue, and went unnoticed because there have been no services during the pandemic.

Councilman Pena asked how long did this leak go unnoticed? City Manager Tim Kelty said that it was for about seven months. Councilman Pena asked if there was just no one going in and out of the church during this time? Mr. Kelty said that there was someone that went in, but the leak was not noticed. Councilman Pena spoke of trying to start a trigger for the City to know when the water is running so that it can be cutoff, and property owner reach out that the service is off.

City Manager said that he proposes that New Jerusalem Church pay \$534.38 up front and then \$100.00 additional on their monthly bill for nine months.

Mayor Pro Tem Yates asked if we can spread the \$100.00 in addition to their monthly bill over the next ten years.

Councilman Muraira said that he makes a motion to approve as recommended by staff as written. There was no second.

Councilman Pena made a motion to approve the proposal of \$534.38 up front and to pay an additional \$100.00 on their bill over the next ten years, seconded by Councilman Cain with a 3-1 vote council approved the water billing adjustment for New Jerusalem Baptist Church. Councilman Muraira voted "Ney"

WORK SESSION:

Mayor Pro-Tem Yates said that he heard that Mayor Bass's mother fell and broke her leg and is in the hospital.

Councilman Pena asked where we stand on life guards, he said that there was another tragedy at the beach. He said that there has been a memorial placed at the beach from the last tragedy. He said that we really need to look at putting life guards on our beaches. He said that there is a leak on the fountains, and there needs to be water added and it will run. He said he would like to see these fountains turned back on. He said that he would like engineering report and a mold test done on the Pixie House. Councilman Pena asked about the parking lot at Barcadia. He said that this is his third request for the lighting down 2nd Street from Oak to Park. He said that the landscaping downtown the bushes need to be trimmed down. The sidewalk on Cherry street, still needs to be cleared and the sidewalk by Sweet Tea's. He said that there are lights by the park that are still not working. He spoke of the tress trimming and how bad it looks. He asked if anyone has a horticultural background. He spoke about the ordinance lot sizes, he said that he would like this looked at for any planning that may be coming up for the lot sizes, he said that it may benefit the city to make the lot size smaller than 50 foot. He asked when the City Managers evaluation will be, if it will be next meeting. Councilman Pena said that he has had several code enforcement phone calls, and he will get with Mr. Kelty on this.

Councilman Cain asked for an update on the two houses that burned one on 10th Street and one on 2nd Street. He said that he is getting a lot of complaints on boarded up windows on vacant properties. He

said that he thinks that the city should come up with an ordinance for rental properties. He said that the City needs to start protecting itself.

Councilman Muraira asked Mr. Petty about the alleys of 1700 block by Freeport Intermediate. He asked if the alleys on 6th Street, 7th Street and Lynn Lane, will continue on to 5th and 6th and 7th and 8th Streets? Mr. Petty said yes, they are doing sewer line replacement right now. Councilman Muraira asked where we stand with the library and when will the books and computers be put back in? Mr. Petty said he is meeting with them on how they want the shelves put back in. He said that the library is waiting to see if they received a grant that will replace the furniture in the library. Councilman Muraira asked Mr. Kelty about the progress for the grant? Mr. Kelty said we have not heard anything on the grant. Councilman Muraira asked about the bulk trash service, he asked if the trash has been picked up. Mr. Kelty said yes and he thinks this bulk pickup was done better than he has seen since he has been here. He said that we will be going out for bids in June for solid waste services.

Mayor Pro Tem Yates said that since he was defeated, Mr. Brimage will be taking his place.

City Manager Tim Kelty announced the National Day of Prayer is May 6, 2021 at 10 AM at the Freeport Municipal Park. And the employee appreciation picnic will be on the same day at 3:00 PM.

Update on reports / concerns from Department heads

Open session was closed at 7:32 pm and Council entered into Executive Session.

CLOSED SESSION:

Executive Session regarding a.) (Potential Litigation) consultation with city attorney b.) (Deliberations about Real Property), open space program, in accordance with Government Code Annotated, Chapter 551, Sections 551.071, 551.072.

REGULAR SESSION

Mayor Pro Tem Yates reconvened regular session at 8:11 P.M.

There was no action taken from executive session.

Adjourn

On a motion by Councilman Cain, seconded by Councilman Pena, with all present voting "Aye", Mayor Pro Tem Yates adjourned the meeting at 8:12 P.M.

Mayor, Brooks Bass
City of Freeport, Texas

City Secretary, Betty Wells
City of Freeport, Texas

State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, May 10, 2021 at 6:00 p.m. at the Freeport Police Department, Municipal Court Room, 430 North Brazosport Boulevard, Freeport Texas for the purpose of considering the following agenda items:

City Council: Mayor Brooks Bass:
Councilman Jeff Pena
Councilman Jerry Cain
Councilman Mario Muraira
Councilman Troy Brimage

Staff: Tim Kelty, City Manager
Betty Wells, City Secretary
Chris Duncan, City Attorney
Cathy Ezell, Finance Director
Ray Garivey, Freeport Police Chief
Kristi Mercado, Freeport Detective
Laura Tolar, Special Events Coordinator, Teleconference
LeAnn Strahan, Destinations Director, Teleconference
Robert Cramer, Freeport Public Works
Giselle Hernandez, Financial Analyst

Visitors: Tommy Pearson Desiree Pearson
Sabrina Brimage Cindy Cain
Sandra Barbree Stephanie Bass
Brianna Brimage

Visitors, Via Teleconference:
Paul Crow

Call to order.

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation was led by City Manager Tim Kelty, the Pledge was led by Mayor Brooks Bass.

COUNCIL REGULAR AGENDA:

Consideration and possible action approving Ordinance No. 2021-2629 canvassing the returns and declaring the results of the May 1, 2021 election.

City Manager Tim Kelty presented to council Ordinance No. 2021-2629 canvassing the returns and declaring the results of the May 1, 2021 election. Mr. Kelty said that Mayor Bass was unopposed in the position for Mayor, and will continue on in this seat. Councilman Cain prevailed in the election for Ward B, and will continue in the seat for Ward B. Troy Brimage prevailed in election for Ward D, over Councilman Roy Yates, and will take the seat for Ward D Councilman.

On a motion by Councilman Pena, and seconded by Councilman Muraira, with all present voting "Aye" 5-0 Council unanimously approved Ordinance No. 2021-2629 canvassing the returns and declaring the results of the May 1, 2021 election.

Mayor Bass presented a plaque to Councilman Roy Yates for his time of service on the City Council.

Administer Oath of Office to Mayor, and elected Council Members to Wards B and D, and signing the required affidavits.

City Secretary Betty Wells, administered the Oath of Office to Troy Brimage, Elected Councilman Ward D, Jerry Cain, Re-elected Councilman Ward B, and Unopposed Brooks Bass, Mayor of the City of Freeport.

Councilman Brimage said that he would like to thank everyone for the support. He said that he admires Councilman Yates and all that he brought when serving the City. He said he looks forward to serving the City of Freeport.

Consideration and possible action of selecting a Mayor Pro Tem.

Mayor Bass said according to section 3.04 of the Freeport Charter, we appoint a Councilperson who has served two years on council, to serve as Mayor Pro Tem, he said at this time we do not have a Councilperson that has served at least two years, but it is his belief that Councilman Cain is the longest office holder of the council, and he is the appropriate person to serve as Mayor Pro Tem, for this year.

On a motion by Councilman Brimage, seconded by Councilman Pena, with a 4-1 vote Council approved appointing Councilman Cain, as Mayor Pro Tem. Councilman Muraira voted "Ney"

WORK SESSION:

Councilman Pena had no comment.

Councilman Cain said that he would like to thank his wife for all the support through the election. He also spoke of the house that burned on 1102 West 6th Street, he said that this burned about two years ago, he said that the windows are boarded up but the door is wide open. He said that the neighbor next to the property has been keeping the property mowed, and stated that there are people in the house that do not belong in the house. He said that he has been bitten by a snake, that came from this property. Councilman Cain said that 7th and Velasco heading East there are over grown shrubs to the right, he said to the left, there is overgrown tree limbs, he said that you cannot see either direction.

Councilman Muraira said that there is a house on North Ave C close to McNeil that has burned down. He said that there is a lot of trash in his Ward, and he would like this picked up. He asked "where are we at on the contract for the streets". He said that he knows that there is work on Lynn Lane to 7th Street alleys, but he would like to know where the rest of the Wards are at. He said he is wondering if we will be on tract to finish all of this.

Councilman Brimage said that he would like to see more results from the comments that are made each week, he said that he would like to see a reaction from the City. He also said that he would like to see some patrol out at Bridge Harbor on Dolphin Street, he said that resident Jason Gast asked for something to be done, people speed down this road. Councilman Brimage said that he is excited to be back.

City Manager Tim Kelty said that flyers were passed out to council for the board openings that will be coming up, he asked that these get passed out, it is very important. He said that National Day of Prayer and the Employee crawfish boil was a success. Mr. Kelty said that for city employees mask requirement has been lessened.

Councilman Muraira said that the Boards and Commission flyer needs to be put on social media as well. Mr. Kelty said that they will be sent out.

Open session was closed at 6:22 pm and Council entered into Executive Session.

CLOSED SESSION:

Executive Session regarding a.) (Potential Litigation) consultation with city attorney b.) (Deliberations about Real Property), open space program, in accordance with Government Code Annotated, Chapter 551, Sections 551.071, 551.072.

REGULAR SESSION

Mayor Bass reconvened regular session at 7:09 P.M.

There was no action taken from executive session.

Adjourn

On a motion by Councilman Cain, seconded by Councilman Pena, with all present voting "Aye", Mayor Bass adjourned the meeting at 7:09 P.M.

Mayor, Brooks Bass
City of Freeport, Texas

City Secretary, Betty Wells
City of Freeport, Texas



City Council Agenda Item # 6

Title: Consideration and possible action awarding bid to C3 Constructors, LLC of \$131,000 for E2448 (GLO 20-065-050-C158) Freeport- Bar Screen Replacement.

Date: May 17, 2021

From: Cathy Ezell, Finance Director

Staff Recommendation: Staff recommends approval of the bid from C3 Constructors, for the bar screen replacement at the Wastewater Treatment Plant in the amount of \$131,000, and authorize the City Manager to execute the resulting contract.

Item Summary: This project is being funded by the Harvey Flood Grant. The grant was in the amount of \$193,271. This project was engineered by John D. Mercer & Associates. Sealed bids were received and opened on March 1, 2021. Bids were received from C3 Constructors, LS Haren Company, and LEM Construction Co., Inc. C3 Contractors was the low bidder at \$131,000. The bid tabulation is attached.

Following the bid opening John D. Mercer & Associates reviewed all the detail in the bids along with references and project experience of the low bidder. Based on their review, John D. Mercer & Associates recommends the award of the contract to C3 Contractors. Their letter of recommendation is attached.

Background Information: This project has been on hold due to the General Land Office needing some clarification on environmental issues dealing with the flood plain. All of those issues have been addressed and the City is able to move forward on this project. The funding for this project is being provided from the Harvey Flood Grant through the General Land Office

Board or 3rd Party recommendation: John D. Mercer & Associates recommends the award of the contract to C3 Contractors.

Financial Impact: This project is being funded by grant funds, therefore, there is a net \$0 financial impact.

Supporting Documentation: Bid Tabulation and recommendation letter from John D. Mercer & Associates.

City of Freeport - Bar Screen Replacement Project
Bid Tabulation - March 1, 2021 at 2:00 PM
GLO No. 20-065-050-C158

Days	Description	Quantity	Units	C3 Constructors		JS Haren Company		LEM Construction Co., Inc.	
				240	210	30 - After Equip. On-Site	210	Unit Price	Total Price
1	Mobilization, Demobilization	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 2,575.00	\$ 2,575.00	\$ 8,000.00	\$ 8,000.00
2	Bonds & Insurance	1	LS	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
3	Replacement Helix sieve spiral screening unit	1	LS	\$ 84,000.00	\$ 84,000.00	\$ 85,000.00	\$ 85,000.00	\$ 77,922.00	\$ 77,922.00
4	Remove existing screen	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 30,000.00	\$ 30,000.00
5	Set new screen	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 30,200.00	\$ 30,200.00	\$ 42,000.00	\$ 42,000.00
6	Set control panel and reconnect electrical ar	1	LS	\$ 18,000.00	\$ 18,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00
7	Spare screen brush	2	EA	\$ 1,000.00	\$ 2,000.00 *	\$ 625.00	\$ 1,250.00	\$ 500.00	\$ 1,000.00
8	Spare lower spiral unit	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 5,100.00	\$ 5,100.00	\$ 4,500.00	\$ 4,500.00
9	Spare motor	1	EA	\$ 500.00	\$ 500.00	\$ 375.00	\$ 375.00	\$ 500.00	\$ 500.00
Total				\$ 131,000.00	\$ 131,000.00 *	\$ 138,000.00	\$ 138,000.00 *	\$ 186,922.00	\$ 186,922.00

*Differs from bid submitted

JOHN D. MERCER & ASSOCIATES

Consulting Engineers

John D. Mercer, PE

David W. Sheblak, PE

Brian M. Kramer, PE

May 7, 2021

City of Freeport
Attn: Brooks Bass, Mayor
200 W. 2nd St.
Freeport, TX 77541

Ref: RECOMMENDATION FOR AWARD
City of Freeport – Bar Screen Replacement Project (GLO 20-065-050-C158)

Dear Mayor Bass:

On March 1, 2021, bids were received for the above referenced project. A total of three (3) bids were received, with the low bid being submitted by C3 Constructors, in the amount of \$131,000. Based on their low bid and their qualifications to perform the work, I recommend award of the above referenced contract to C3 Constructors. For your reference, I have attached the Bid Tabulation.

If you have any questions, feel free to contact me. Thank you.

Sincerely,


John D. Mercer, PE



JDM/lm

cc: Kevin Pell, GrantWorks

S:\ENGINEER\E2400s\E2448 Freeport GLO CDBG DR Bid Phase Rec for Award.docx

118 E. Main Street
Edna, Texas 77957

Texas Registered Engineering Firm F-324
RPI Surveyor Firm 10116600

P. 361-782-7121
F. 361-782-6852



City Council Agenda Item # 7

Title: FY2020-2021 Proposed Budget Adjustment #2

Date: May 17, 2021

From: Cathy Ezell, Finance Director

Staff Recommendation: Staff recommends approval of the following budget amendment.

Item Summary: This proposed budget amendment is for Police Step Grant Revenue for overtime and insurance funds received for the library and service center for freeze damage. Overall, the net impact to the General Fund is a decrease of \$10,000, which is the deductible for the insurance claims.

Background Information: Below is a summary of each of the proposed changes.

1. General Fund Revenue Increased:

10-399-100 Insurance Recovery	(\$107,530)
10-360-430 Grant Revenue-Police Department	<u>(5,000)</u>
Total	(\$112,530)

2. General Fund Expenditures Increased:

10-650-899 Capital Outlay	\$114,325
10-525-191 Grant Overtime	5,000
10-420-545 Bld/Bldg Equip Maintenance	<u>3,205</u>
Total	\$122,530

3. Fund Balance Decrease:

10-272-010 FB-Undesignated	(\$10,000)
----------------------------	------------

Financial Impact: The net impact to the General Fund is a negative \$10,000, due to the deductible for the Library damages.

Supporting Documentation: Ordinance

ORDINANCE NO. 2021-2630

AN ORDINANCE OF THE CITY OF FREEPORT, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; PROVIDING A SEVERANCE CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Freeport, Texas, (hereinafter sometimes "the City") is a "Home Rule City" and a "Home Rule Municipality" lying and situated in Brazoria County, Texas, as described in and defined by Section 5, Article XI of the Constitution of Texas and Section 1.005 of the Local Government Code of Texas, respectively; and,

WHEREAS, under Section 102.001(b) of the Local Government Code, because the City has a City Manager form of government, the City Manager is the budget officer of the City municipality and under Section 102.002 of said Code and Chapter 9 of said Charter, the City Manager is required to prepare a proposed annual budget for the municipality and, under Section 102.03(a) of said Code and Chapter 9 of said Charter, is required to file the same with the City Secretary before the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year; and,

WHEREAS, on August 10, 2020, the City Manager presented to the City Council a proposed budget of the expenditures of the City of Freeport for the fiscal year 2021 and the proposed budget was filed with the City Secretary and posted on the City website as required by Local Government Code Section 102.005; and

WHEREAS, pursuant to notice as required by Section 102.006 of the Local Government Code, on September 8, 2019, a public hearing on such budget was held in the Council Chambers, at which hearing all citizens and taxpayers of the City had the right to be present and to be heard, and those who requested to be heard were heard; and

WHEREAS, the budget for the 2020-2021 fiscal year of the City was approved by the City Council by Ordinance No. 2020-2611, read, passed and adopted on the 8rd day of September, 2020.

WHEREAS, such Ordinance states that the budget for operations shall be administered as follows:

- a. The Council may transfer any unencumbered appropriation balance or portion thereof from one department, or fund to another, at any time;
- b. The City Manager shall have authority, without Council approval, to transfer appropriation balances from one expenditure account to another within a department;
- c. At any time in any fiscal year, the Council may, pursuant to Article XI, section 9.14 of the City Charter, make emergency appropriations to meet pressing need for public expenditure, for other than regular or recurring requirements, to protect the public health, safety or welfare. Such appropriation shall not be more than 5% of the total annual budget; however, the 5% may only be allocated under the condition the "undesigned" reserve/contingency funds may only be used with the specific consent of the City Council for unforeseen contingencies by the City Manager; and

WHEREAS, Subsection (c) of Section 102.009 of said Code provides that the governing body of a municipality may authorize an expenditure as an amendment to the original budget only in the case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention; and

WHEREAS, Section 9.16 of the City's Home Rule Charter provides that the budget may be amended and appropriations altered in accordance therewith in cases of public necessity, the actual fact of which shall have been declared by the City Council; and,

WHEREAS, the adoption of this ordinance and the amendments of the Budget is necessary for and in the best interest of the health, safety and general welfare of the inhabitants of the City

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

Section 1. The facts and opinions in the preamble of this ordinance are true and correct.

Section 2. The existing Budget of the City of Freeport, Texas, for the fiscal year 2020-2021 as amended by Ordinance No. 2021-2625, read, passed and adopted on February 1, 2021.; and is hereby amended and revised as reflected in said Exhibit "A".

Section 3. All ordinances and resolutions, and parts of ordinances and resolutions in conflict herewith, are hereby repealed.

Section 4. It is hereby found and determined that the meeting at which this ordinance was passed was open to the public and that advance public notice of the time, place and purpose of said meeting was given as required by law.

This ordinance shall take effect and be in force from and after its passage and adoption.

PASSED AND ADOPTED this 17th day of May 2021.

Brooks Bass, Mayor

ATTEST:

Betty Wells, City Secretary

APPROVED AS TO FORM AND CONTENT:

Chris Duncan, City Attorney

Exhibit "A"
City of Freeport, FY2020-2021 Budget Amendment #2

Fund	FY2020-2021 Original Budget	FY2020-2021 Current Budget	FY2020- 2021 2nd Budget Amendment	FY2020-2021 Amended Budget
General Fund				
Revenues				
Grants	\$(124,700)	\$(815,280)	\$(5,000)	\$(820,280)
Insurance Recovery	(20,000)	(20,000)	(107,530)	(127,530)
Total Revenues	<u>\$(144,700)</u>	<u>\$(835,280)</u>	<u>\$(112,530)</u>	<u>\$(947,810)</u>
Expenditures				
Administration	\$1,934,544	\$1,967,980	\$ -	\$1,967,980
Service Center	222,087	222,087	3,205	225,292
Municipal Court	179,246	179,246	-	179,246
Police	4,837,671	4,821,671	5,000	4,826,671
Fire	1,362,903	1,377,314	-	1,377,314
EMS	907,998	907,998	-	907,998
Emergency Mgt	-	348,078	-	348,078
Code Enforcement	378,836	481,836	-	481,836
Building	334,982	334,982	-	334,982
Garbage Collection	992,453	992,453	-	992,453
Street & Drainage	1,325,978	1,325,978	-	1,325,978
Beach Fund Expense	10,000	10,000	-	10,000
Historical Museum	378,302	378,302	-	378,302
Sr Citizens Commission	10,250	10,250	-	10,250
Library	55,700	55,700	114,325	170,025
Parks	1,359,186	1,360,426	-	1,360,426
Golf	1,128,041	1,128,041	-	1,128,041
Recreation	583,200	583,200	-	583,200
Interfund Transfer to	1,200,676	1,216,676	-	1,216,676
Interfund Transfer from	(150,000)	(150,000)	-	(150,000)
Total Expenditures	<u>\$17,052,053</u>	<u>\$17,552,218</u>	<u>\$122,530.00</u>	<u>\$17,674,748</u>
Fund Balance	\$ 4,747,118	\$4,747,118	\$ (10,000)	\$ 4,737,118



City Council Agenda Item # 8

Title: Discussion regarding Social Media/Press Release Policy for all City Employees and departments.

Date: May 17, 2021

From: Councilman Pena, Ward A

Staff Recommendation: None

Item Summary: None

Background Information: None

Special Considerations: None

Financial Impact: None

Board or 3rd Party recommendation: None

Supporting Documentation: Social Media Policy (Adopted 4-20-2020)

5.24 Social Media Usage: [Adopted 4-20-2020]

An employee's use of social media, both on-duty and off-duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging and internet social media and blogging sites. Employees have the right to speak out as private citizens on matters of public concern, so long as the speech does not unduly disrupt the operations or mission of the City. This policy is designed to protect the City's reputation and ensure that an employee's communications not only reflect positively on the employee as an individual, but also on the City. Online behavior, whether on- or off-duty, must not otherwise cause harm to or misrepresent the City or its interests. Harassing, bullying, or demeaning coworkers, or otherwise creating a hostile work environment for any employee through online posting, violates this policy.

The term "social media" encompasses all platforms, including but not limited to: Facebook, Twitter, LinkedIn, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging and all other social networking sites, instant messaging and the posting of video on YouTube and similar media.

Use of City's Internet:

Use of the City's Internet is a privilege and City employees must responsibly and ethically use it. The City may monitor an employee's access, use, and postings to the City's Internet to: ensure compliance with internal policies; support the performance of internal investigations; assist management of information systems; and for all other lawful purposes. The City expects all employees to follow the Internet Usage outlined in Section 5.23 and the Social Media Policy outlined below when posting information on the City's Social media sites.

Interpretation in Conjunction with Other City Policies:

This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action. The City provides avenues by which employee complaints can be heard and addressed, without resorting to social media.

EMPLOYEE GUIDELINES

Use of City's Social Media on Work Time:

Any blogging or posting of information on the Internet or other City social media sites must comply with the City's guidelines, regardless of where the blogging or posting is done.

- Blogging, or posting information of a personal nature on the Internet or other City social media sites is prohibited during work hours. Employees are not permitted to engage in social networking of a personal nature while using any of the City's electronic social media sites.
- Employees must obtain written authorization from the City Manager or the Department Director to update or post on social media sites on behalf of the City and all content must be approved prior to posting. All of the employee's time spent updating or posting on City social media sites as part of the employee's job duties is compensable time that must be reported and counted in the calculation of overtime.
- No use of social media on work time and on City equipment on City-operated networks is considered private or confidential, even if password protected or otherwise restricted. The City reserves the right to access, intercept, monitor and review all information accessed, posted, sent, stored, printed or received through its communications systems or equipment at any time.
- Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate state law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.
- Employees must abide by all federal and state law and policies of the City with regard to information sent through the City's Internet.
- Individual supervisors do not have the authority to make exceptions to these guidelines.

Use of Personal Social Media While Not on Work Time:

The City recognizes that many City employees utilize social media when not at work. The City requires that employees be aware of guidelines regarding posting of work-related information on personal social media sites, and they are listed below.

- If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.
- Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Employees are expected to recognize that postings on their social media site, even if done off premises and while off duty, could have an adverse effect on the City's legitimate business interests.
- Respect co-workers and the City. Do not put anything on your personal social media site that may defame, embarrass, insult, demean or damage the reputation of the City or any of its employees.

- Do not put anything on your personal social media site that may constitute violation of the City's Harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City. Be mindful that the City's harassment policy covers both work and non-work time, including postings on social media sites.
- Do not post inappropriate pictures of yourself or others on your personal social media site containing images of City uniforms or insignia, City logos, City equipment or City work sites.
- Do not post information on your personal social media site that could adversely impact the City and/or an employee of the City.
- Do not permit or fail to remove postings violating this policy, even when placed by others on your social media site.



City Council Agenda Item # 9

Title: Discussion regarding Departments Communications/Public Relations Director.

Date: May 17, 2021

From: Councilman Pena, Ward A

Staff Recommendation: None

Item Summary: None

Background Information: None

Special Considerations: None

Financial Impact: None

Board or 3rd Party recommendation: None

Supporting Documentation: None



City Council Agenda Item # 10

Title: Discussion regarding establishing Compensation Pay Committee for Police Department.

Date: May 17, 2021

From: Councilman Pena, Ward A

Staff Recommendation: None

Item Summary: None

Background Information: None

Special Considerations: None

Financial Impact: None

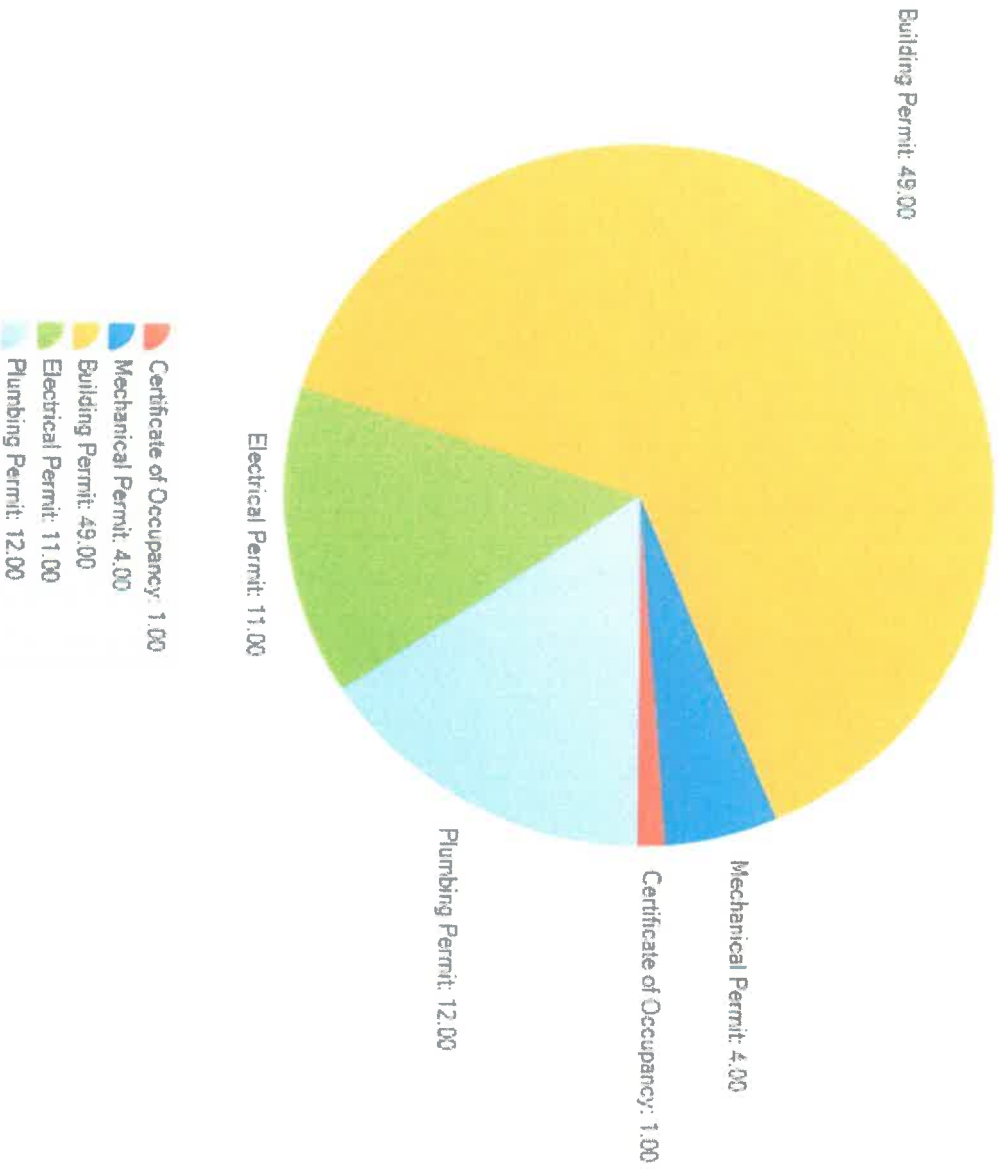
Board or 3rd Party recommendation: None

Supporting Documentation: None

Building Permits Issued - Prev Month

Run Date: 05/02/2021 10:15 AM

Type of Permit



Building Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Type of Permit Needed	P_Valuation
4/1/2021	42001658000	1506 W BROAD ST (FENCE)	JEANELLE D. GOINS	REPLACE FENCE	Building	\$0.00
4/1/2021		1206 N AVE L (SIDEWALK)	EMY GUEVARA	POUR SIDE WALK *3/8 REBAR, 12" CENTERS, AND 4" THICK	Building	\$500.00
4/1/2021		1204 N AVE L (SIDEWALK)	RICHARD CAMPBELL	POUR WIDE SIDEWALK IN BACK AND SMALL SIDEWALK IN FRONT *3/8 REBAR, 12" CENTERS, 4" THICK	Building	\$800.00
4/1/2021		322 W BROAD (FENCE)	SARAH FELDER	PUT UP FENCE 2 SIDES PRIVACY AND 2 SIDES 4' HOGWIRE	Building	\$1,500.00
4/8/2021		930 W 5th (FENCE)	ANGEL YOUNG/GARZA	PUTTING UP FENCE IN BACK YARD SEE DRAWING	Building	\$3,696.00
4/8/2021		1219 N AVE O (DRIVEWAY)	JUAN GUZMAN	POUR NEW DRIVEWAY	Building	\$1,900.00
4/8/2021	42011933111	1512 W 10TH ST (DRIVEWAY)	JOSE G. RODRIGUEZ	POUR 20 X 40 DRIEWAY WITH 3/8 REBAR, 12" CENTERS, AND 4" THICK	Building	\$2,500.00
4/8/2021	17800014120	1118 W 11TH ST (FENCE)	SUPERIOR FENCE	REPLACE EXISTING FENCE WITH WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND STAY WITHIN THE PROPERTY LINE	Building	\$6,598.00
4/8/2021	42000428000	119 W 7TH ST (GENERAL RENO)	RALPH SAMORA	REPAIR ROTTEN WOOD AND REPLACE ONE WINDOW	Building	\$1,000.00
4/9/2021	81101821000	505 N AVE A (GARAGE SALE)	STELLA RAE BRADFORD	GARAGE SALE	Building	
4/12/2021	42001101000	910 W 6TH ST (FENCE)	SINTYA DEL HIERRO	PUT UP FENCE AROUND POOL	Building	\$0.00
4/12/2021	81104146000	1804 N AVE M (FENCE) (VOID)	SUPERIOR FENCE	REPLACE EXISTING FENCE WITH A WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$7,515.00
4/13/2021	81100451000	516 S AVE G (NO PERMIT) (LAND WORK)	MANNING ROLLERSON	NO PERMIT PERMIT FOR LAND CLEARING	Building	
4/14/2021	81102624000	902 N AVE D (ROOF)	EMILIO LOPEZ	ENTIRE RE-ROOF 1200 SQ FT. X.04	Building	\$3,000.00

Building Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Type of Permit Needed	P_Valuation
4/14/2021	84000057000	513 W 9TH ST (FENCE)	ANTHONY ELLIZONDO	PUTTING UP WOOD PRIVACY FENCE, MUST BR 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$0.00
4/14/2021	81150059000	1822 ZAPATA (MINOR REPAIR)	JUAN LOPEZ	FINISH SIDING AND PAINT	Building	\$0.00
4/15/2021	81102208000	706 N AVE F (DRIVEWAY)	JOEL CALVILLO	REPLACE EXISTING DRIVEWAY AND SIDEWALK 1430 SQ.FT. X.04	Building	\$6,500.00
4/15/2021	77500162000	718 W 12TH ST (ROOF, WINDOWS)	VEGA'S ROOFING (ROOF, WINDOWS)	ENTIRE RE-ROOF AND REPLACE 8 WINDOWS	Building	
4/15/2021	42011969000	1702 W 11TH ST (DRIVEWAY)	CHARLES HUTCHINS	DEMO OLD DRIVE AND POUR NEW CONCRETE DRIVE	Building	\$4,500.00
4/16/2021	81100981000	12 N AVE B (FENCE)	JESUS CALVILLO	PUT UP WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$2,000.00
4/16/2021	21900120000	121 REDFISH LN (DRIVEWAY)	LEBLANC CONCRETE	POUR 16' X 39' SLAB CONCRETE	Building	\$3,200.00
4/16/2021	42001177000	910 W 5TH ST (DRIVEWAY)	JOEL HERNANDEZ	POUR 10' X 30' CONCRETE SLAB, NOTE: 4" THICK, 3/8 REBAR WITH 12" CENTERS	Building	
4/16/2021	42011817000	1727 LYNN LN (FENCE)	MARY SEIDLER	PUT UP WOOD FENCE BETWEEN HOUSE AND NEIGHBORS FENCE, TWO 10' SPANS ONE WITH A GATE	Building	\$350.00
4/16/2021	20900101000	1818 ACACIA CIR (CONCRETE PAD/PORCH)	THE 4 BROTHERS REMODELING	POUR CONCRETE PAD FOR PATIO COVER ADDITION	Building	\$8,000.00
4/20/2021	81101578000	316 N AVE C (FENCE)	PEDRO RIOS	INSTALL WALL PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND STAY WITHIN PROPERTY LINES	Building	\$2,200.00
4/20/2021		414 W 8TH (FENCE)	JESUS POSADA	REPLACING EXISTING WOOD PRIVACY FENCE 341 L.FT. X .10	Building	\$1,000.00

Building Permit

Create Date	Account Number	Address 1	P_Applicant Name	P_Description of Job	P_Type of Permit Needed	P_Valuation
4/20/2021	84000025000	410 W 9TH ST (FENCE)	KARYL REAMES	PUT UP WOOD PRIVACY MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$1,500.00
4/20/2021	77500162000	718 W 12TH ST (DRIVEWAY)	CESAR VEGA	POUR 18' X 45' DRIVEWAY 810 SQ FT. X .04	Building	\$3,800.00
4/21/2021	77500162000	718 W 12TH ST (SIDING)	VEGA,SROOFING	ADD HARDIE SIDING 1440 SQ FT. X .04	Building	
4/21/2021	81103939000	1714 N AVE T (NEW HOUSE)	ERWIN R. ARAICA	NEW HOME CONSTRUCTION CONSISTING OF 3 BEDROOMS, STUDY, 2 1/2 BATHS, LIVING ROOM, DINING, KITCHEN AND A 2 CAR GARAGE 3041 SQ FT.	Building	\$120,000.00
4/21/2021		1001 NBRAZOSPORT BLVD (UTILITY)	MARIA SANCHEZ	COMCAST PROPOSES TP PLACE AERIAL RISER DOWN AND UP 60 FT. NEW AERIAL STRAND 143 FT. DIRECTIONAL BORE 261 FT. TO INSTALL FIBER OPTIC CABLE TO PROVIDE SERVICE TO 1001 NBPORT INSIDE THE ROW OF THE CITY	Building	\$5,520.44
4/21/2021	81102626000	905 N GULF BLVD (UTILITY)	COMCAST	COMCAST PROPOSES TO AERIAL RISER DOWN 20 FT, DIRECTIONAL BORE 432 FT AND TRENCH 26 FT. TO INSTALL FIBER OPTIC CABLE TO PROVIDE SERVICE TO 902 N GULF INSIDE THE ROW FOR TH E CITY	Building	\$13,837.39
4/26/2021	84000027000	402 W 9TH ST (STORAGE SHED)	CARLOS MOYEDA	DERKSEN TO DROPP OFF AND THE DOWN A PORTABLE BUILDING (STORAGE SHED) 12' X 16'	Building	
4/27/2021		1815 W 4TH (BIRD RENO)	VLK ARCHITECTS	MISCELLANEOUS INTERIOR RENOVATIONS, A NEW RESTROOM BUILDING, BLEACHERS WITH PRESSBOX FOR ATHLETIC IMPROVEMENTS, AND A NEW SATELLITE BUS PARKING LOT	Building	\$6,202,323.00



Building Permit

Create Date	Account Number	Address 1	P_Applicant Name	P_Description of Job	P_Type of Permit Needed	P_Valuation
4/27/2021	81101034000	8 N AVE F (NEW BUILD)	GARCIA & WARE BUILDERS, LLC	COMPLETE NEW HOME BUILD CONSISTING OF 3 BEDROOMS, 2 BATHS, KITCHEN, LIVING ROOM, DINNING, AND A2 CAR GARAGE	Building	\$161,000.00
4/27/2021	81103676002	1518 N AVE N (FENCE)	SUPERIOR FENCE	INSTALL TREATED WOOD PRIVACY FENCE AT BACK, LEFT FRONT, RIGHT FRONT AND PART OF RIGHT SIDE. MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES.	Building	\$4,280.00
4/27/2021	42011921000	1731 W 9TH ST (FENCE)	REYNA VARGAS	INSTALL WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES.	Building	
4/27/2021	42001196110	1019 W 6TH STREET ST (GARAGE SALE)	ST MARY'S STAR OF THE SEA	GARAGE SALE	Building	
4/28/2021	81104160000	1804 N AVE M (FENCE)	RAUL G. ORTIZ	PUT UP WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES 321 L FT	Building	\$7,000.00
4/28/2021	81104160000	1804 N AVE M (STORAGE SHED)	RAUL G. ORTIZ	PUT UP STORAGE SHED 10' X 12' IN SIZE BACK OF YARD	Building	\$2,300.00
4/28/2021	42000792000	602 W 1ST ST (FENCE)	GARDNER CAMPBELL	PUT UP FENCE, 30 FOOT FENCE AND 6 FOOT TALL REPLACING CHAINLINK FENCE WITH WOOD	Building	\$1,200.00
4/28/2021	77500162000	718 W 12TH ST (FENCE)	VEGA'S ROOFING	REPLACING CHAINLINK FENCE WITH WOOD PRIVACY FENCE, MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$3,000.00
4/28/2021	81102903000	1121 N AVE N (ROOFS)	ANTONIO MUNOZ	ENTIRE RE-ROOF HOUSE AND GARAGE WPI-1 APP # 2231896-2231897	Building	
4/28/2021	81103104000	1209 N AVE O (FOUNDATION)	JUAREZ HOUSE LEVELING	FOUNDATION REPAIR PER BUILDING ENGINEER GREGA. BROOKS # 114197	Building	\$5,000.00

Building Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/28/2021	81102905000	1151 N AVEN N (UTILITY)		INSTALL EQUIPMENT CABINET ADJACENT TO CPE UTILITY POLE FOR AT&T SMALL CELL, CPE TO REPLACE POLE AND INSTALL ANTENNA ON POLE TOP	Building	\$5,000.00
4/29/2021		601 N AVE D (FOUNDATION)	SANDRA GUTIERREZ	FOUNDATION REPAIR PER ENGINEER GREG A BROOKS # 114197	Building	
4/30/2021	42001325000	1219 W 2ND ST (FOUNDATION)	MAX PRESS	foundation repair per engineer greg a. brooks # 114197	Building	\$4,200.00
4/30/2021	77500162000	718 W 12TH ST (FOUNDATION)	MAX PRESS	FOUNDATION REPAIR PER ENGINEER GREG A BROOKS	Building	\$3,500.00
4/30/2021	81104076000	1824 N AVE G (FENCE)	SUPERIOR FENCE	REPLACEMENT OF FENCE ON THE RIGHT SIDE WITH WOOD PRIVACY FENCE MUST BE 6" WITH 6" ROT BOARD AND MUST STAY WITHIN PROPERTY LINES	Building	\$3,766.00

Certificate of Occupancy

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/8/2021	42000382097	209 E PARK AVE	JAMES McDONALD	PIZZARIA, ARCADE, POOL HALL AND SPORTS BAR		

Electrical Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/1/2021	280003115	1201 E BRAZOS	INSTRUMENTATION	METER CAN CHANGE OUT		\$1,500.00
4/1/2021	42000522000	231 W 7TH ST	J&M ELECTRIC	METER LOOP		\$1,600.00
4/9/2021	81101262000	123 N AVE C	JC PHASE & CONSTRUCTION	INSTALL TEMP POLE		\$600.00
4/13/2021	81104170000	1822 N AVE O	AAK ELECTRIC LLC	NEW HOUSE CONSTRUCTION 1704 SQ FT. X.04		
4/14/2021		726 W BRAZOS # 1	TURNKEY ELE	INSTALL 200 AMP METER LOOP		

Electrical Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/14/2021		726 W BRAZOS # 2	TURNIKEYELE	INSTALL 200 AMP METER LOOP		\$1,500.00
4/14/2021		726 W BRAZOS # 3	TURNIKEYELE	INSTALL 100 AMP METER LOOP		\$1,500.00
4/19/2021	81100393111	620 S AVEF	FLO-TECHELE	INSTALL METER CAN AND MAIN BREAKER PANEL. 3 OUTDOOR SECURITY LIGHTS AND 4 OUTLETS		\$1,500.00
4/20/2021	81070002110	902 N AVE J # 1	TOTAL HOME ELECTRIC	INSTALL NEW 100A DISCONNECTS AND GROUNDING		\$0.00
4/21/2021		421 BRAZOSPORT BLVD (GAZEBO)	CITY OF FREEPORT	METER LOOP 200 AMP		
4/26/2021	42001222000	1119 W 8TH ST	MAD MAX ELECTRIC	200 AMP METER LOOP SERVICE		\$1,100.00

Mechanical Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/1/2021	81104206000	1805 N AVER	RAVEN A/C & HEAT	INSTALL HVAC UNIT 1559 SQ.FT. X .04		\$4,500.00
4/12/2021	81104170000	1822 N AVE O	PROHVAC	INSTALL SPLIT SYSTEM 2.5 TON		\$5,580.00
4/16/2021	42001097000	919 W 5TH ST	MAXX COMFORT A/C & HEAT	HVAC INSTALLATION OF 15 TON SPLIT SYSTEM		\$19,652.00
4/19/2021		900 S BRAZOSPORT BLVD	DAVIS A/C & HEATING	SYSTEM CHANGE OUT WITH DUCTWORK 3 TON		\$7,000.00

Plumbing Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/1/2021	73100047000	1937 N AVEH	TOP ONE PLUMBING	GAS TEST		\$350.00
4/1/2021	81103426000	1424 N AVE O	BRAZOS PLUMBING	NEW HOUSE BULD 1888 SQ.FT. X .10		\$0.00
4/6/2021	42011969000	1702 W 11TH ST	LAMONT PL	RUN A SEWER LINE		\$1,000.00
4/6/2021	42001275000	1126 W 6TH ST	BRAZOSPORT PLUMBING	REPLACE GAS LINE		
4/9/2021	42000908002	702 W 7TH ST	TROY RHELPS	GAS TEST		\$0.00
4/9/2021	81102883000	1112 N AVEN	BRAZOS PLUMBING	REMODEL 1001 SQ.FT. X .10		

Plumbing Permit

Create Date	Account Number	Address 1	P_ApplicantName	P_Description of Job	P_Types of Permit Needed	P_Valuation
4/9/2021	81104170000	1822 N AVE O	CHAMPION PLUMBERS	new construction 1704 sq ft. x .10		\$0.00
4/13/2021	81070006000	905 NAVE J # 2004	BRAZOSPORT PLUMBING	GAS TEST		\$5,323.88
4/13/2021		326 S BRAZOSPORT BLVD	ALL-TEX BOILER & PLUMBING SERVICES LLC	INSTALL ONE 1 1/2 " RPZ VALVE WITH AIR GAP AND DRAIN		
4/15/2021	81102231111	721 N AVE F	LUYCX PLUMBING	TUNNEL TO REPAIR UNDER SLAB PLUMBING FOR TWO COMMDES, LAVATORIES AND TUBS		\$4,000.00
4/19/2021	77500208000	1007 W 12TH ST	PEDRO HERNANDEZ	REPLACE SEWER LINE		
4/21/2021	42001178000	1026 W 5TH ST	CLEMENTS PLUMBING	REPLACE THE SEWER LINE FROM THE HOUSE TO CITY MAIN		\$2,500.00

Code Enforcement Cases -

Run Date: 05/12/2021 2:05 PM

Code Enforcement Cases

Create Date	Reference No	Status	Address 1	Summary
4/13/2021	V013681-041321	New	307 W 8TH ST	LEFT A DOOR KNOCKER ON HIGH GRASS
4/14/2021	V013733-041421	Compliant	1723 north ave o	refrigerator outside hung door knocker
4/1/2021	V013648-040121	Closed	1302 W 8TH ST	OVERGROWN BLUE HOUSE WITH WHITE TRIM. VACANT
4/7/2021	V013652-040721	New	311 W 8TH ST	THIS PROPERTY IS SO OVERGROWN IT LOOKS LIKE A JUNGLE
4/7/2021	V013653-040721	New	1316 N AVE O	PARK18NG TRAILER WITH DEBRIS IN CITY RIGHT-AWAY
4/12/2021	V013666-041221	Closed	1614 N AVE F	LEFT A DOOR KNOCKER ABOUT TIRES, AUTO AND OVERGROWN . DUPLICATE
4/12/2021	V013667-041221	Closed	1324 N AVER	BOAT PARKED ON THE STREET LEFT A DOOR KNOCKER
4/12/2021	V013670-041221	New	1724 N AVEL	
4/12/2021	V013671-041221	New	495608 NEX TO 1609 NAVE G	VAC LOT NEEDS CUT
4/12/2021	V013672-041221	Closed	1608 N AVE F	LEFT A DOOR KNOCKER ON OVERGROWN GRASS
4/12/2021	V013673-041221	New	1616 N AVE G	DOOR KNOCKER
4/12/2021	V013674-041221	Closed	1627 W 7TH ST	DOOR KNOCKER LEAD TO STARTING A FILE ON THE STRUCTURE WHEN I WENT BACK ON REINPECTION. THIS IS A DUPLICATE HAVE ANOTHER CASE OPEN ON THIS.
4/13/2021	V013675-041321	New	1201 N AVER	DEBRIS BY THE FENCE AND UNDER CARPORT
4/13/2021	V013676-041321	New	261801 V LOT NEXT TO 1609 N AVE G	OVERGROWN VACLOT
4/13/2021	V013678-041321	Closed	331 W 7TH ST	MATTRESS AND OTHER DEBRIS. LEFT A DOOR KNOCKER
4/13/2021	V013679-041321	New	1810 W 8TH ST	LEFT A DOOR KNOCKER PARKING IN FRONT YARD
4/13/2021	V013680-041321	Closed	1606 W 10TH ST	LEFT DOOR KNOCKER ON OVERGROWN YARD
4/13/2021	V013682-041321	Closed	621 W 7TH ST	REMOVE APPLIANCES AND OTHER TRASH AND DEBRIS. NEED TO SEND A LETTER LOOKS VACANT
4/13/2021	V013683-041321	Closed	1606 W 10TH ST	LEFT DOOR KNOCKER ON HIGH GRASS
4/13/2021	V013684-041321	New	1622 W 7TH ST	LEFT A DOOR KNOCKER
4/13/2021	V013685-041321	Closed	1614 N AVE O	LEFT A DOOR KNOCKER ON A SMALL RED CAR BEHIDN ACCESSORY STRUCTURE
4/13/2021	V013686-041321	Closed	1316 NAVE O	TRAILER W DEBRIS IN RIGHT-AWAY
4/13/2021	V013687-041321	New	1320 NAVE O	LEFT A DOOR KNOCKER TO REMOVE RED CAR IN BACK YARD
4/13/2021	V013688-041321	Compliant	1610 N AVE O	LEFTG A DOOR KNOCKER TO REMOVE BOAT THAT IS PARKED IN THE RIGHT-AWAY BEHIND THIS PROPERTY.
4/13/2021	V013689-041321	In Progress	1413 N AVER	LEFT A DOOR KNOCKER ON HIGH GRASS
4/13/2021	V013690-041321	New	1802 WHATTON	LEFT A DOOR KNOCKER OLN HIGH GRASS
4/13/2021	V013691-041321	New	1815 N AVE M	YELLOW CAR IN THE YARD INOPERABLE. LEFT A DOOR KNOCKER
4/13/2021	V013692-041321	Closed	1614 NAVE F	LEFT A DOOR KNOCKER TO REMOVE TIRES AND CHECK ON VEHICLE. DUPLICATE

Create Date	Reference No	Status	Address 1	Summary
4/13/2021	V013693-041321	Closed	1324 N AVE O	LEFT A DOOR KNOCKER FOR VEHICLES BEHIND SHED IN RIGHT-AWAY AND ALSO REPAIR SHED
4/13/2021	V013694-041321	New	2234 ZAPATA	VEHICLE WITH FLAT TIRE AND OVERGROWN. LEFT A DOOR KNOCKER.
4/13/2021	V013695-041321	New	927 W 8TH ST	CUT GRASS REMOVE APPLIANCE IN THE YARD. LEFT A DOOR KNOCKER
4/13/2021	V013696-041321	New	923 W 8TH ST	BROWN HOUSE TIRES IN YARED AND DEBRIS ON SIDE OF THE HOUSE
4/13/2021	V013698-041321	New	407 W 8TH ST	OVERGROWN GRASS AND REMOVED DEBRIS. LEFT A DOOR KNOCKER
4/13/2021	V013699-041321	New	1302 N AVE O	OVERGROWN SHRUBS AND DEBRIS ON CARPORT AND PORCH. LEFT A DOOR KNOCKER.
4/13/2021	V013700-041321	Closed	2014 N AVE H	LEFT A DOOR KNOCKER TO CUT BACK YARD AND REPAIR GRAGE DOOR
4/13/2021	V013701-041321	Closed	1608 N AVE F	LEFT DOOR KNOCKER TO UT INSIDE THE FENCE AREA
4/13/2021	V013702-041321	Closed	1936 N AVE G	REMOVE APPLIANCE AND WATERHEATER
4/13/2021	V013703-041321	Closed	1519 N AVE O	LEFT A DOOR KNOCKER ON SOME ROTTEN WOOD AND PREASSURE WASH
4/13/2021	V013704-041321	Closed	1913 N AVE H	LEFT A DOOR KNOCKER TO CUT BEHIND THE FENCE AND YARD
4/13/2021	V013705-041321	Closed	626 W 7TH ST	DOOR KNOCKER ON GRASS
4/13/2021	V013706-041321	Closed	1910 N AVE H	LEFT A DOOR KNOCKER TO REMOVE MATTRESS
4/13/2021	V013707-041321	Closed	602 W 7TH ST	DOOR KNOCKER ON GRASS
4/13/2021	V013708-041321	Closed	1724 N AVE H	DOOR KNOCKER ON GRASS
4/13/2021	V013710-041321	Closed	1416 N AVE O	DOOR KNOCKER ON GRASS STACKING DEBRIS BEHIND THE FENCE. IN RIGHT-AWAY. DROPPED OFF A DOOR KNOCKER AND SPOKE WITH SOMEONE ABOUT REMOVING DBRIS
4/13/2021	V013711-041321	Closed	1803 N AVE I	REMOVLVE TIRES DOOR KNOCKER
4/13/2021	V013712-041321	Closed	1111 N AVE O	DEEBRIS IN YARD DOOR KNOCKER
4/13/2021	V013713-041321	Closed	1406 N AVE R	OVERGROWN PROPERTY DOOR KNOCKER
4/14/2021	V013718-041421	In Progress	1929 N AVE H	LEFT A DOOR KNOCKER ON OVERGROWN PROPERTY
4/14/2021	V013719-041421	In Progress	1934 N AVE G	OVERGROWN AND DEBRIS. LEFT A DOOR KNOCKER. CANT GET ANYONE TO ANSWER THE PHONE. SENDING ALETTER
4/14/2021	V013720-041421	Closed	1901 N AVE Q	OVERGROWN LEFT A DOOR KNOCKER
4/14/2021	V013721-041421	Closed	1922 N AVE G	OVERGROWN LEFT A DOOR KNOCKER
4/14/2021	V013722-041421	Closed	1918 N AVE H	OVERGROWN P,ROPERTY LEFT A DOOR KNOCKER
4/14/2021	V013723-041421	Closed	1913 N AVE H	OVERGROWN
4/14/2021	V013724-041421	Closed	1617 N AVE O	DEBRIS IN YARD AND SOME ROTTEN WOOD. LEFT A DOOR KNOCKER.
4/14/2021	V013725-041421	Closed	1916 N AVE H	OVERGROWN PROPERTY LEFT A DOOR KNOCKER
4/14/2021	V013726-041421	Closed	1918 N AVE H	OVERGROWN GRASS LEFT A DOOR KNOCKER
4/14/2021	V013728-041421	Closed	1406 N AVE R	OVERGROWN GRASS LEFT A DOOR KNOCKER
4/14/2021	V013729-041421	Closed	2206 Zapata	debris and vehicle inside yard
4/14/2021	V013730-041421	Closed	1603 N AVE O	PARK TRAILER IN FRONT YARD. LEFT A DOOR KNOCKER
4/14/2021	V013732-041421	Closed	2302 YELLOWSTONE	PARKING IN FRONT YARD. DOOR KNOCKER. OWNER CALLED THEY HAVE TO PARK IN YARD THERE IS A FLOODING AREA IN THE YARD
4/14/2021	V013734-041421	Compliant	1909 NORTH AVE H	LIFE SAFETY VIOLATION LEFT DOOR HANGER

Create Date	Reference No	Status	Address 1	Summary
4/14/2021	V013735-041421	In Progress	1601 N AVE O	PARKING IN FRONT YARD VAN AND TRUCK. EXPLAINED THE ORDINANCE TO THE PERSON THAT CALLED ME ON THE PHONE.
4/14/2021	V013736-041421	Closed	1916 N AVE H	OVERGROWN GRASS. LEFT A DOOR KNOCKER
4/14/2021	V013737-041421	Closed	1723 N AVE O	REFRIGERATOR OUTSIDE LEFT DOOR KNOCKER
4/14/2021	V013738-041421	Closed	1914 N AVE H	I LEFT A DOOR KNOCKER TO REMOVE DEBRIS BY THE STREET AND CUT THE GRASS. I ALSO HAVE A SEPARATE CASE ON THE HOUSING VIOLATION. SPOKE WITH THE OCCUPANT ABOUT KEEPING THE YARD UP.
4/14/2021	V013739-041421	Closed	1901 NORTH AVE Q	HIGH GRASS LEFT DOOR KNOCKER
4/14/2021	V013740-041421	New	621 W 7TH ST	APPLIANCE AND OTHER DEBRIS IN THE YARD. HOUSE IS IN BAD SHAPE GOING TO START A FILE ON ALL OF THE VIOLATIONS
4/14/2021	V013742-041421	New	1231 W BROAD ST	High grass left a door hamger
4/14/2021	V013743-041421	New	1215 W BROAD ST	Needs numbers on the house high grass porch is falling down
4/15/2021	V013745-041521	New	1231 W BROAD ST	OVERGROWN PROPERTY DROPPED OFF A DOOR KNOCKER
4/16/2021	V013752-041621	New	1618 N AVE F	OVERGROWN AND DEBRIS LEFT A DOOR KNOCKER
4/16/2021	V013755-041621	New	1912 N AVE G	THIS WAS A COMPLAINT FROM THE HOME OWNER ABOUT WASTE MANAGEMENT NOT PICKING UP THE HEAVY DEBRIS FOR A FEW WEEKS. WANTED TO KNOW WHAT WAS GOING ON. I EXPLAINED THAT WE HAVE HAD A LITTLE BIT OF AN ISSUE ON THAT SIDE OF TOWN WITH PICKUP AND THAT WE WERE ON TOP OF IT. I ALSO LET HIM KNOW THAT CITY WIDE CLEAN UP LAUNCHES TODAY TO START DEPLOYING THEIR HEAVY TRASH TIRES AND PAINT AND PLEASE LET ANYONE KNOW THAT IS ON HIS STREET. HE SAID THANK YOU
4/16/2021	V013757-041621	In Progress	315 VELASCO	OVERGROWN GRASS LEFT DOOR KNOCKER
4/16/2021	V013758-041621	In Progress	802 W 6TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/16/2021	V013759-041621	In Progress	1026 W 6TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/16/2021	V013760-041621	In Progress	1114 W 6TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/16/2021	V013761-041621	In Progress	1103 W 5TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/22/2021	V013776-042221	Compliant	1602 W 7TH ST	OVERGROWN GRASS LEFT DOOR KNOCKER
4/22/2021	V013777-042221	New	1901 N AVE G	GOT A COMPLAINT ABOUT LIVING IN A STRUCTURE WITHOUT UTILITIES WITH CHILDREN LIVING IN THE STRUCTURE. I INSPECTED AND FOUND NO ELECTRIC METER AND 3 INOPERABLE VEHICLES IN THE YARD. I ALSO SEEN TRASH AND DEBRIS BY ALL THREE APARTMENTS.
4/22/2021	V013778-042221	Compliant	1606 W 7TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/22/2021	V013779-042221	New	1614 W 7TH ST	OVERGROWN GRASS LEFT DOOR HANGER
4/22/2021	V013780-042221	Closed	2221 YELLOWSTONE	OVER GROWN GRASS LEFT DOOR HANGER
4/22/2021	V013781-042221	Compliant	1941 N AVE H	OVER GROWN GRASS AND PARKING IN FRONT YARD LEFT A DOOR HANGER
4/22/2021	V013782-042221	Compliant	1943 N AVE H	OVER GROWN GRASS. LEFT A DOOR HANGER
4/22/2021	V013783-042221	Compliant	2017 N AVE G	INOPERABLE VEHICLE LEFT DOOR HANGER
4/22/2021	V013784-042221	New	1614 N AVE F	INOPERABLE VEHICLE LEFT DOOR HANGER

Total Items: 86

City of Freeport Culture, Recreation & Tourism Department Monthly Summary Report

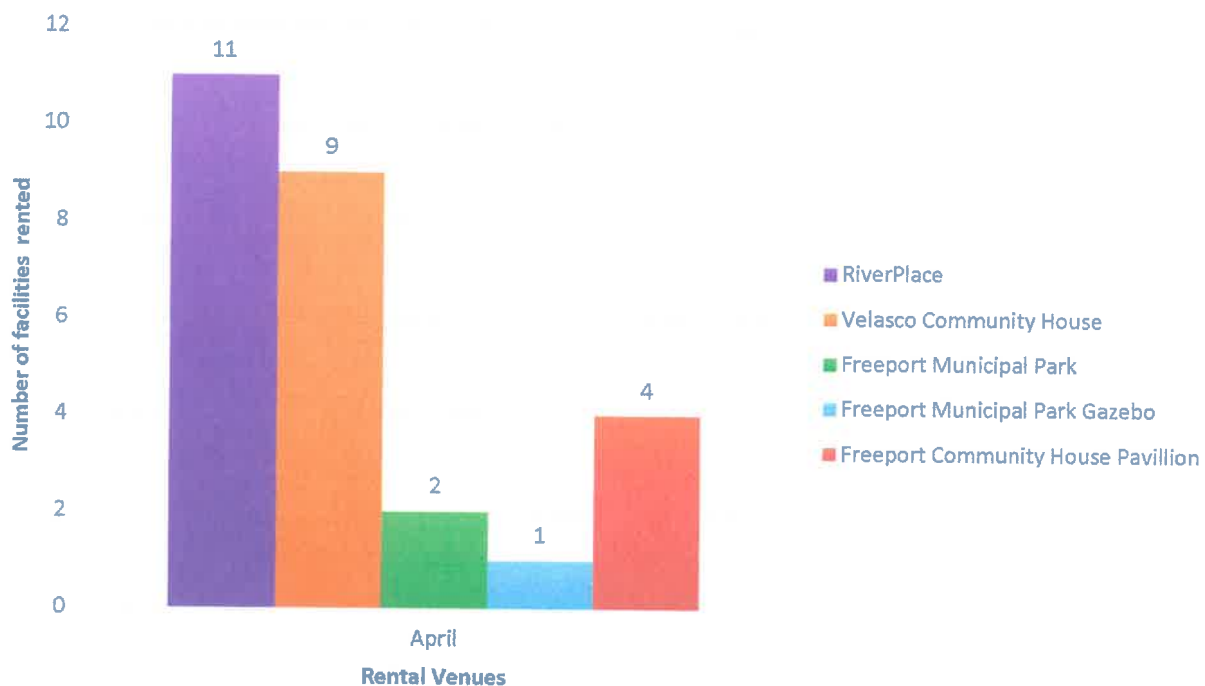
April 2021

FREEPORT HISTORICAL MUSEUM & VISITOR CENTER

Rental Venues

Facility rentals have boomed over the last month! Tammy is constantly receiving phone calls from potential customers wanting information on rental facilities or checking if a certain date is available. Rental reservations have definitely been a learning curve for Tammy, as her first day on the job the city closed for COVID.

Monthly Facility Rentals



Exhibits

Throughout the month of April, Wade visited with the Brazosport Archaeological Society, Brazoria County Hispanic Chamber of Commerce, and local citizens to acquire artifacts for temporary loan for the upcoming Mexico and Fort Velasco Exhibits. In addition, he submitted the graphics for the first five of twenty interpretive panels to Museum Arts, Inc. out of Dallas for print and production with museum quality materials. The panels were received by the end of the month and installed in time for the opening of our Mexico exhibit.

Towards the end of the month, the Mexico exhibit was received from Humanities Texas. Along with receiving contributions from the community, museum staff worked diligently to layout the exhibit, producing bilingual signage to accompany the artifacts and displays. Wade worked aggressively to finish researching, writing, and designing the graphics for the Fort Velasco exhibit scheduled to open in June.

Staff Updates

CRT staff continued work on cleaning and organizing our storage space in the old fire station. Rack cards were ordered for upcoming CRT events. Once received, staff distributed them throughout the community.

Staff worked together to prepare for and set-up the CRT booth at RiverFest. Unfortunately, the weather was not cooperative, and the RiverFest information booth was cancelled.

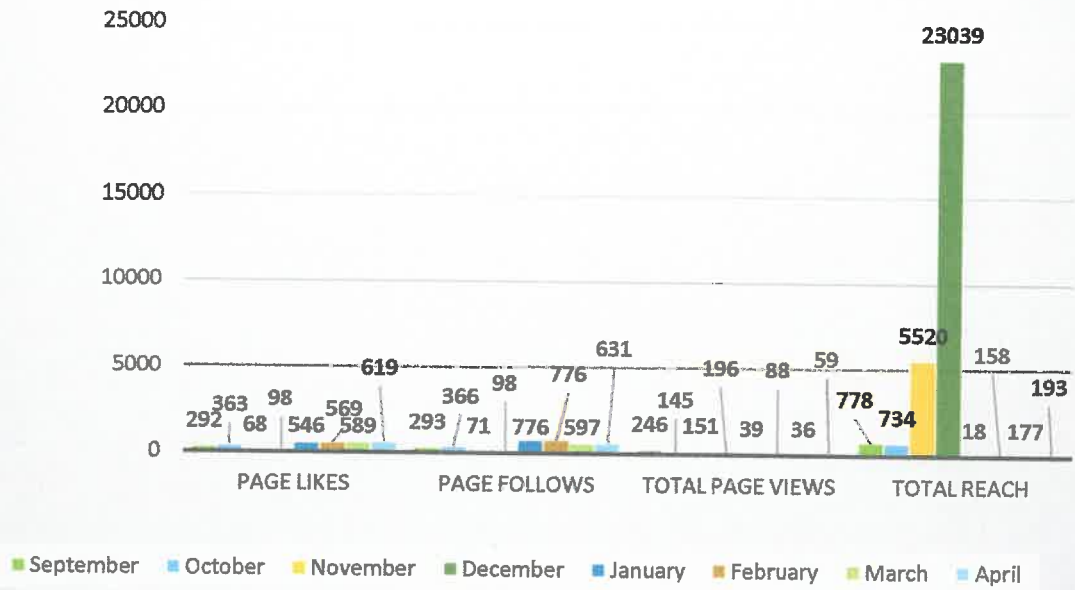
Museum staff was excited to have members of the Freeport Historical Museum and Main Street Advisory Board at the museum for our regular monthly meeting. Beginning with a tour of the exhibit space to discuss recent improvements and plans for the upcoming year, staff was able to answer questions and gather feedback from the Advisory Board. A sub-committee was formed to assist with the resubmission of the Texas Main Street application this summer.

Statistical Data

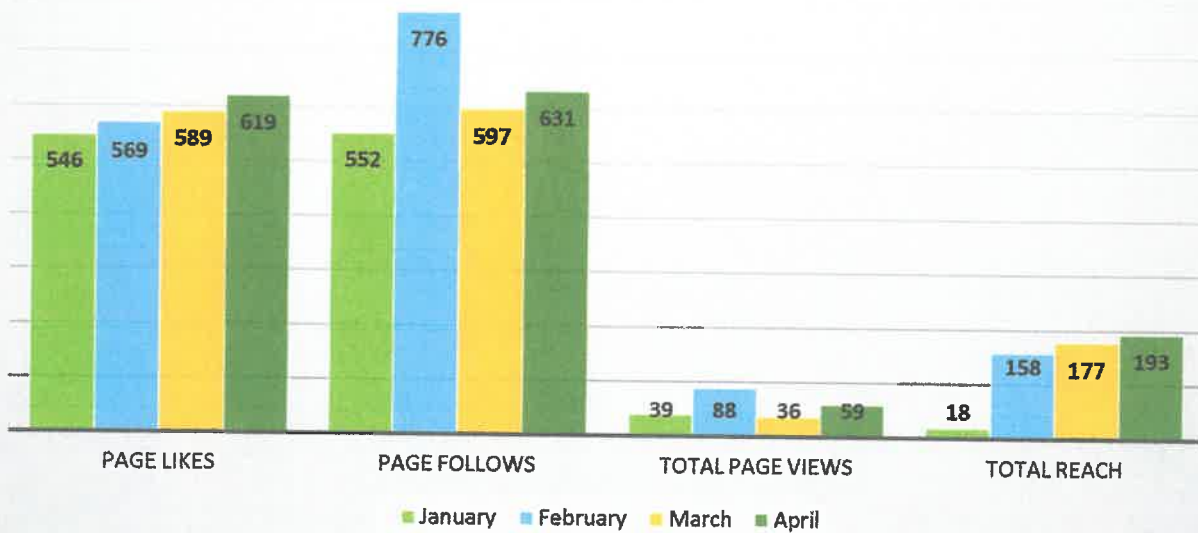
ADMISSIONS	April 2021	March 2021	YTD
Adult	\$30.00	\$85.00	\$115.00
Child	\$0.00	\$54.00	\$54.00
Senior Citizen	\$30.00	\$60.00	\$90.00
TOTAL ADMISSION	\$60.00	\$199.00	\$0.00

REVENUES	April 2021	March 2021	YTD
Facility Rentals	\$19,149.50	\$8,604.00	\$27,753.50
Admission fees	\$60.00	\$207.27	\$267.27
Gift Shop	\$0.00	\$45.84	\$45.84
Vendor/Booth	\$0.00	\$0	\$0
Donations	\$25.00	\$19.02	\$44.02
TOTAL REVENUE	\$19,234.50	\$8,876.13	\$28,110.63

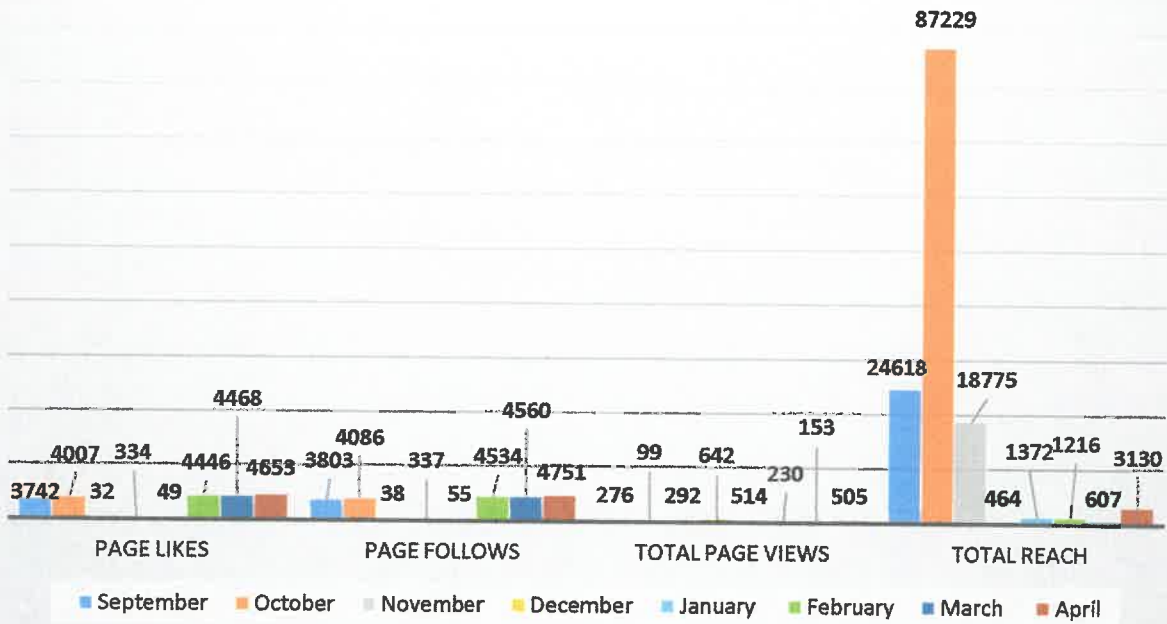
Visit Freeport Tx Facebook Analytics



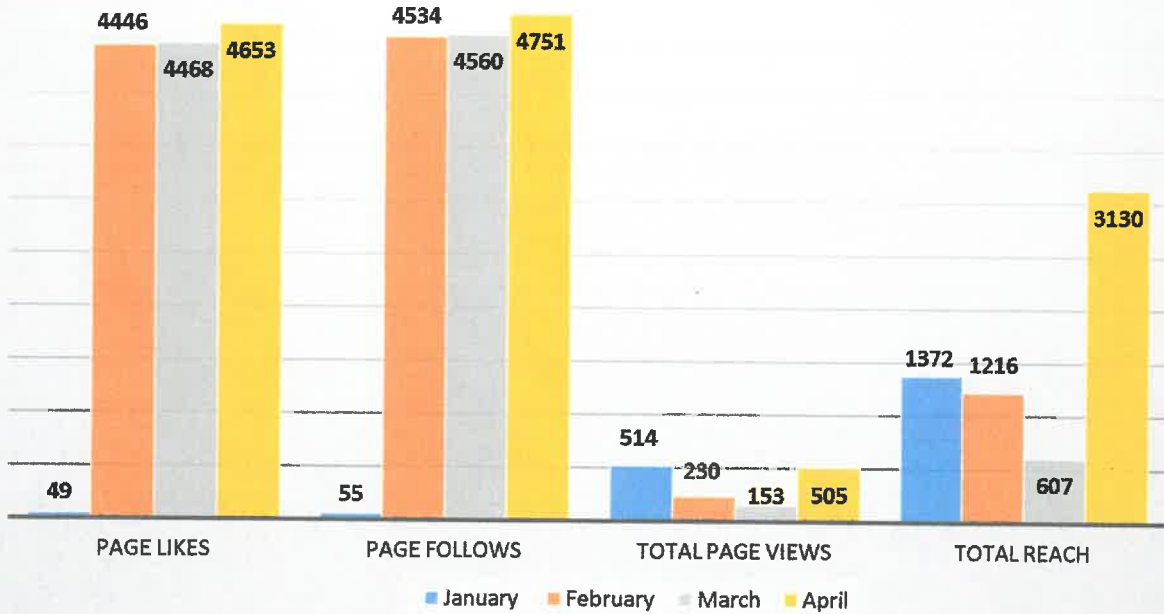
Visit Freeport Tx Facebook Analytics



Freeport Museum Facebook Analytics



Freeport Historical Museum Facebook Analytics



SPECIAL EVENTS

The Riverfest Caliente Crawfish Cookoff and the Freeport Fire Department BBQ Cookoff was not deterred by inclement weather. With a total of 14 BBQ and 7 crawfish teams, the event was met with positive feedback in its scaled back version of what we anticipate being Freeport's signature event moving forward. Staff is working on plans for next year to include activities on the water and variety entertainment.

Plans are coming together for a Bryan Beach Sandcastle & Sculpture Challenge the first Saturday in June. LeAnn has coordinated with Lance to determine an ideal spot to hold the contest that will be least affected by the tide. Categories will include recreational and competitive, and we are working on suitable prize ideas for the winners. We plan to have food and sno-cone or ice cream trucks on site to attract spectators. We will begin advertising and accepting registration in May.

SENIOR CITIZENS COMMISSION

The month of April the seniors did not meet due to an increased COVID risk.

FREEPORT BRANCH LIBRARY

Freeport Library is still being renovated. They are finishing the carpet. It should be done by May 3rd. Once the layout is planned for how we want the shelves, we will then bring temporary furniture in the facility until we have old furniture replaced. Lance Petty is waiting on the adjusters to see if we will get new furniture from the city. Chris and Rachel are continuing to write the Tocker Grant which will supply us with better furniture for staff and patrons if we are awarded the grant. Virtual programming is still being provided for the community while branch is closed.

Statistics

APRIL	2021
Door Count	Not Available Due to Renovation
Number of Children's Programs Number of attendees	5 / 5
Number of Teen Programs Number of attendees	1/4
Study Room Reservations During Covid-19	Not Available Due to Renovation
Number of Adult programs Number of attendees	2/5
Circulation Transactions	Not Available Due to Renovation
Wifi Usage	Not Available Due to Renovation

FREERPORT RECREATION CENTER

Capital/Maintenance Projects

We have been scheduled for May 24th for our basketball goal installation. Speakers for the weight room have come in and getting with Maintenance for installation. Electrical issues in the pool pump room were discovered during a routine building and code inspection, and a contractor has been notified to make the necessary repairs so that we are able to open the weekend of May 22nd. Pool landscaping has been completed to enhance the atmosphere around the deck, thanks to the Parks Department for creating a welcoming area for guests to enjoy.

New Programming

The *Summer by the Brazos* Youth Camp scheduled to begin June 14th will allow for four groups of twenty children ages 5-12 to participate two days a week over a six-week period. For \$20/week, our local youth will be able to participate in a variety of athletic activities, arts & crafts, STEM projects, pool/movie days and guest entertainers. Registration will begin on May 17th.

Aqua Zumba is scheduled during the pool season from 6pm-7pm.

Current Programming

Fitness classes have resumed with Zumba scheduled from 8:15am-9:15am M/W/F and 5:30pm-6:30pm Tu/Th. It started back slowly but has been picking back up with us averaging around 4 participants a class.

Events

Summer Kickoff Pool Party is scheduled for Friday, May 28th with plans to have an outdoor movie night.

Staff Updates

We will begin the interview process for counselors in May for our summer Youth Camp. Ten new lifeguards were hired from the lifeguard training course we hosted this month, and one Front Desk employee will transfer to a Lifeguard position as well. This will leave us looking for one new Front Desk attendant in May.

Meetings, Training, Networking

TRAPS meeting in Missouri City on April 15th. Next meeting will be on May 20th in Bay City. The Rec Center hosted a Lifeguard Certification course April 9th-10th securing ample staff for the Summer. We will get training scheduled for Summer Camp Counselors once hired to go over scenarios and protocols.

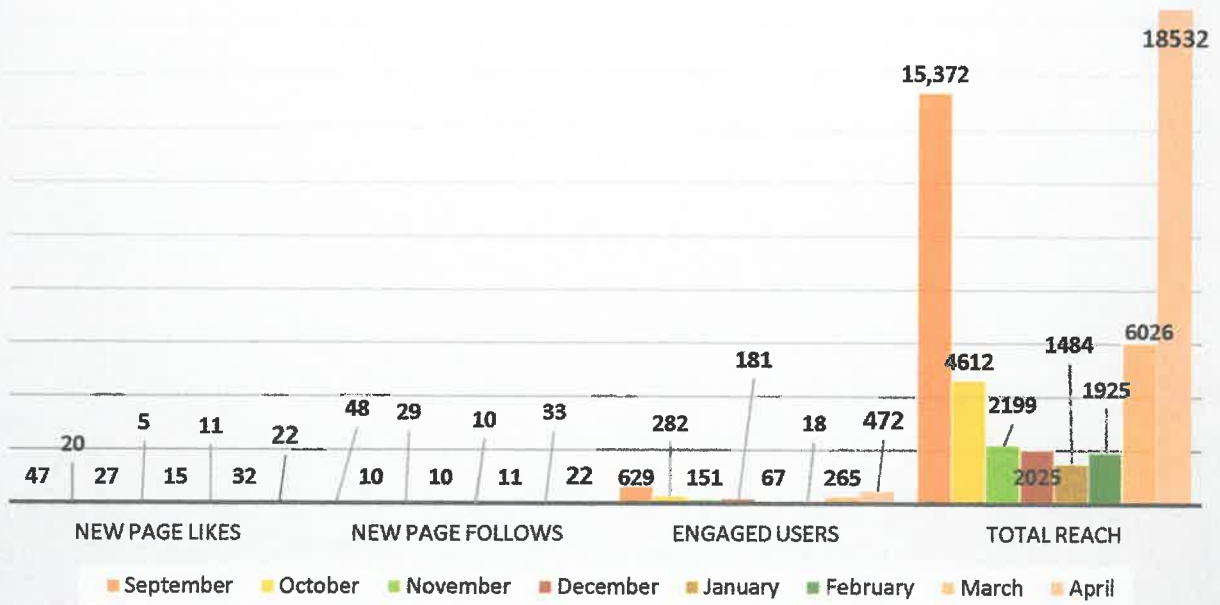


Statistical Data

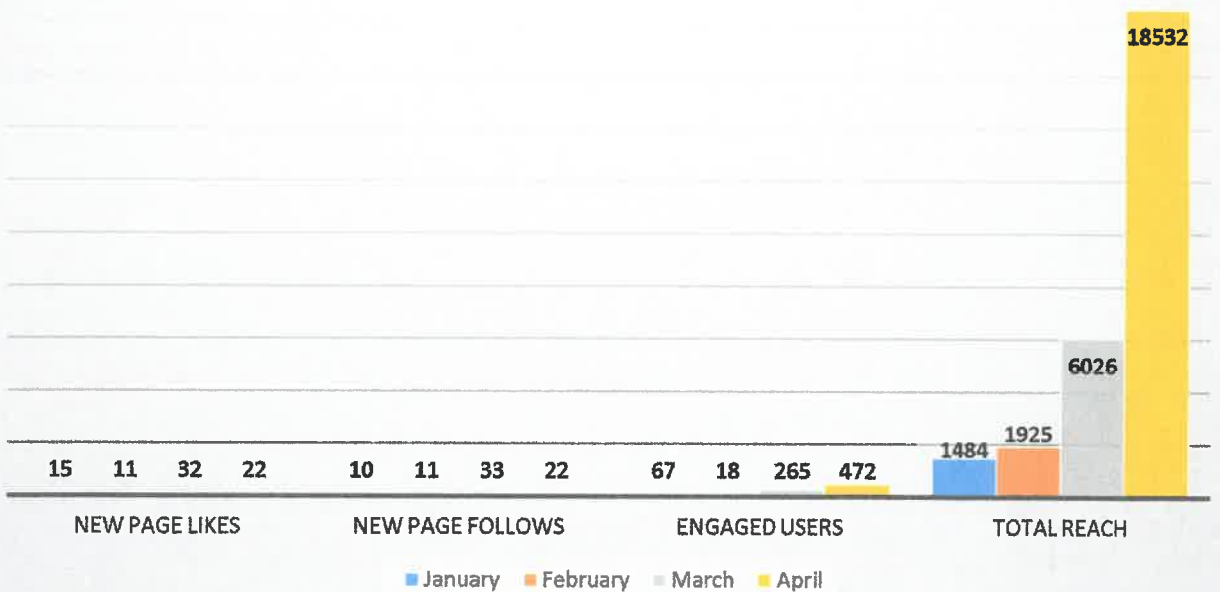
ADMISSIONS	April 2021	Last Month	YTD
Employee Member	20	19	84
Individual Member	171	123	464
Senior Member	136	79	323
Family Member	3	5	8
Active Military	7	7	24
Day Pass	39	45	163
TOTAL ADMISSION	376	278	1,066

REVENUE	April 2021	Last Month	YTD
Individual Member	\$720.00	\$610.00	\$2,155.00
Senior Member	200.00	210.00	650.00
Family Member	30.00	80.00	110.00
Active Military	80.00	240.00	400.00
Adult Day Pass	85.00	95.00	355.00
Child Day Pass	0.00	1.00	8.00
Student Day Pass	24.00	39.00	126.00
Senior Day Pass	42.00	36.00	126.00
Shower Day Pass	0.00	0.00	0.00
TOTAL REVENUE	\$1,181.00	\$1,311.00	\$3,930.00

Rec Facebook Analytics



Rec Facebook Analytics



Directors Notes

April 12th through May 7, 2021

Week of April 12

Tour housing developer Jim Maddox and others

SBA conference call

Zoom meeting with members of Project Sky High and CBRE on the FEDC 8.8 Acre Mixed Use office/retail/other development. Also, the conversation included the industrial aspects in the ETJ.

Have keys made for 308 and 310 W Park Street

Obtain key and do final walk through of 312 W. Park Street of FEDC owned building from Marinell Music. Building is clean and in good condition.

Week of April 19

Meeting with Jim Maddox and David Cockrell a housing and a retail/industrial developer-business owner. Again, toured Jim and David. Had both meet with Eric Hayes on Eric's properties.

Attended the re-opened live in-person "The Alliance Quarterly Luncheon". Presenter of demographics and state of the county was Brazosport College economist.

Conference call with Bali Kumar of Pace Loan Group and representatives of Project Sky High.

Week of April 26

Meeting Between ethosIQ and myself on their services to help economic development of cities.

Attended conference call with various participants of Project Sky High including funding group, a utility and Fred Welch of GHP.

SBA Conference call

Meeting and tour with David Cottrell and an industrial representative looking for industrial properties for his clients. We went to sites on Hwy 332, Marlin Ave, and FM 1495.

Zoom meeting with Chad Davis, Matt Smith & Jake Muai of AEON. They gave a brief overview and demo of their platform that site selectors ask for from cities. I have questions and will see if this is a fit for Freeport.

Zoom meeting with Travis James of TXP on the TIRZ with Project Sky High, Tim Kelty, Patrick Rollings of CBRE and Dub from Texas PACE authority in regards to the 8.8-acre portion of the Project Sky High development in downtown area.

Week of May 3

Breakfast meeting with Jeff to review various development such as Skymark, Sky High and Downtown.

Tim Kelty and I met with Lisa Templer the CFO and Anne Bartlett both from Brazosport Community College regarding having them join the TIRZ.

Zoom meeting with Terry Ingram of Newport LLC regarding his services to help small to medium industrial and retail business on financing and production services. I will be connecting him with Gina at the Brazoria County Hispanic Chamber of Commerce and the Alliance.

Second conference call with Matt Smith & Jake Muai of AEON and now included Brian Holman (no know relationship) for their product that may be useful for EDC in the determination on the use of properties and information site selectors need. This firm is based in Utah but I see some gaps in the product that may not be useful in Texas. I will have a conference call with them next week and dive into their product more deeply.

Got an update from a firm that I attracted from Japan. They have hired Terracon and Coldwell Banker on testing and locating sites. They will be sampling the possible development sites next week or the following week.

Project Sky High has sent Industrial Revenue Bond information to Jeff, Chris, Tim and myself along with Fred Welch of GHP and others. I have forward to Chris Ezell in Finance Department as at our next board meeting an expanded version will be presented to finally start the mix of industrial development in the ETJ and 8.8 Acre mixed use retail and headquarters in downtown area. This has been a two year process and still expanding.



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

*131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103*

Christopher Motley
Chief / EMC

Mike Praslicka
Deputy Chief
EMS Coordinator

To: Mr. Kelty, City Manager

From: Christopher D. Motley, Fire Chief

Date: May 17, 2021

Re: April 2021

Response alarms: February: Fire - 13
EMS - 166
Total - 179

Significant Events:

Air Ambulance transport: 0
Request mutual aid into the city to cover EMS response: 3 FIRE 3
Mutual aid given to other cities to cover EMS response: 3 FIRE 1
Two EMS units working calls at the same time: 22
Three working EMS alarms: 2
Four working EMS alarms: 0
Five working EMS alarms: 0
Transport rate: 56%

Audit: Texas Department of Insurance audit: In review process (4/5/2021).

Assignments/Projects:

FEMA Homeland Security Grant Port Security Grant program: Replacement of existing mobile breathing air compressor trailer and truck. Estimate: \$625,000.00.

Equipment/Infrastructure:

Received and implemented into service new gas detection equipment.

Hydrant Maintenance:

Viola Water maintains the water supply and hydrant maintenance. The department checks fire hydrants for operation/function as a part of preplanning operations and training.

Visit us online at www.freeport.tx.us
facebook.com/FreeportFire
fire@freeport.tx.us



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
Deputy Chief
EMS Coordinator

Emergency Management:

COVID-19 EM report provided at each city council meeting.
Review daily COVID-19 Brazoria County Health reports. Providing this data to Freeport Police Department for first responder notification under Freeport OEM Dispatch protocol.
Preparation of COVID-19 vaccine distribution to Brazoria County under BCOEM.
PPE: we are still receiving PPE from the state distribution program for COVID-19.
Winter Storm Declaration the City of Freeport is in recovery phase. We are working with the community in reporting damage assessments to support federal disaster declaration for public assistance. Federal declaration Category B: Protective Measures has been approved. Submitting application for reimbursement.
Participated in the finally closeout of Hurricane Ike.
Finance Director Cathy Ezell has met with Directors in addressing outstanding FEMA projects from Hurricane Harvey: Status: In progress and moving forward.

Declared Disaster: COVID-19
Texas Winter Storm FEMA-4586

Personnel: Fire Fighter Vacancy: None.
Internal Posting: Driver/Operator assignment. Closes May 1, 2021.

Injuries: April no new injuries report. Two employees have return to full duty.

Training: Six firefighters scheduled in May for Industrial Firefighting.
Sending five firefighters to swift water rescue training.
Approved, two firefighters for Driver/Operator training.
College Degree Fire Science program two firefighters

Public Relations:
COVID-19 vaccine POD: April 16, Community Health Network April 16
COVID-19 Vaccine POD UTMB Angleton/BISD/City of Freeport April 24
Limited on public relations due to COVID-19.

Visit us online at www.freeport.tx.us
facebook.com/FreeportFire
fire@freeport.tx.us



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

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator
Deputy Chief

Micheal Dumas
Deputy Chief
Fire Marshal

Office of the Fire Marshal

April 2021 Monthly Report.

Fire/Safety Inspections:

Address	Inspection Type	Pass/Fail
326 N. Brazosport Blvd	Cert. of Occupancy	Pass
431 W 4 th O.A. Fleming Elementary School	Walk through (Pre-Cert of Occupancy)	Gave list of corrections
411 Sailfish Ln 2 nd floor	Cert. of Occupancy	Pass
Total Inspections: 3		

Plans Review:

Name or Address	Type of Plan	COMMENTS Y/N
Puffer Freeport 3405 Hwy 332	Existing building adding a canopy	Still under review
Total Plans Reviewed: 1		

Fire Investigations:

Address	Type of Fire	Disposition
607 N Ave D	Structure	Undetermined/ (Electrical suspected)
4114 E. Floodgate Rd	Equipment	Accidental
Hwy 36 @ Velasco Blvd	Vehicle	Accidental
Total: Investigations: 3		



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

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Prasicka
EMS Coordinator
Deputy Chief

Micheal Dumas
Deputy Chief
Fire Marshal

Fire Safety Consultation/ Consultation:

Whom	In Reference to:
Jesus Gutierrez	Wanting to build a firepit in his back yard.
Elaina Olind	Had questions about her COO inspection
George with Freeport Dialysis	Had questions about Knox Box and FDC sign
Jackie with Codes	Food truck question
Pye-Barker Rep	Contact info update for notifications
Alex Ruthstrom	requirements for opening his business
Total: 6	

Incident Response:

Location	Type of Incident	Disposition
4014 Hwy 332 LaSerenta	Kitchen Fire	Provided mutual aid for O.C.
Total Calls: 1		

Public Education Events:

Location	Name of Event	Appx # people
Total: 0 COVID-19		

Stop Work Order's/ NOV's/ Fire Marshal's Orders:

Address	Description	Disposition
Total: 0		



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator
Deputy Chief

Micheal Dumas
Deputy Chief
Fire Marshal

Training:

Course Name	Hours
FEMA Forms Class @ station 1	1

Miscellaneous:

- Picked up the Air Trailer from the fire field of the 5th.
- Worked on Fire Reports
- Working on SOG's for Fire Marshal's Office.
- Researching new ordinance for fire marshal review of new business and fire marshal signing off on COO's.



Finance, Court & Water Departments

Title: Monthly Report for April 2021

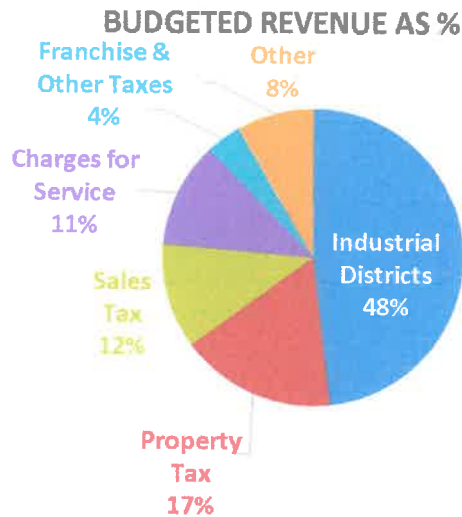
Date: May 10, 2021

From: Cathy Ezell, Finance Director

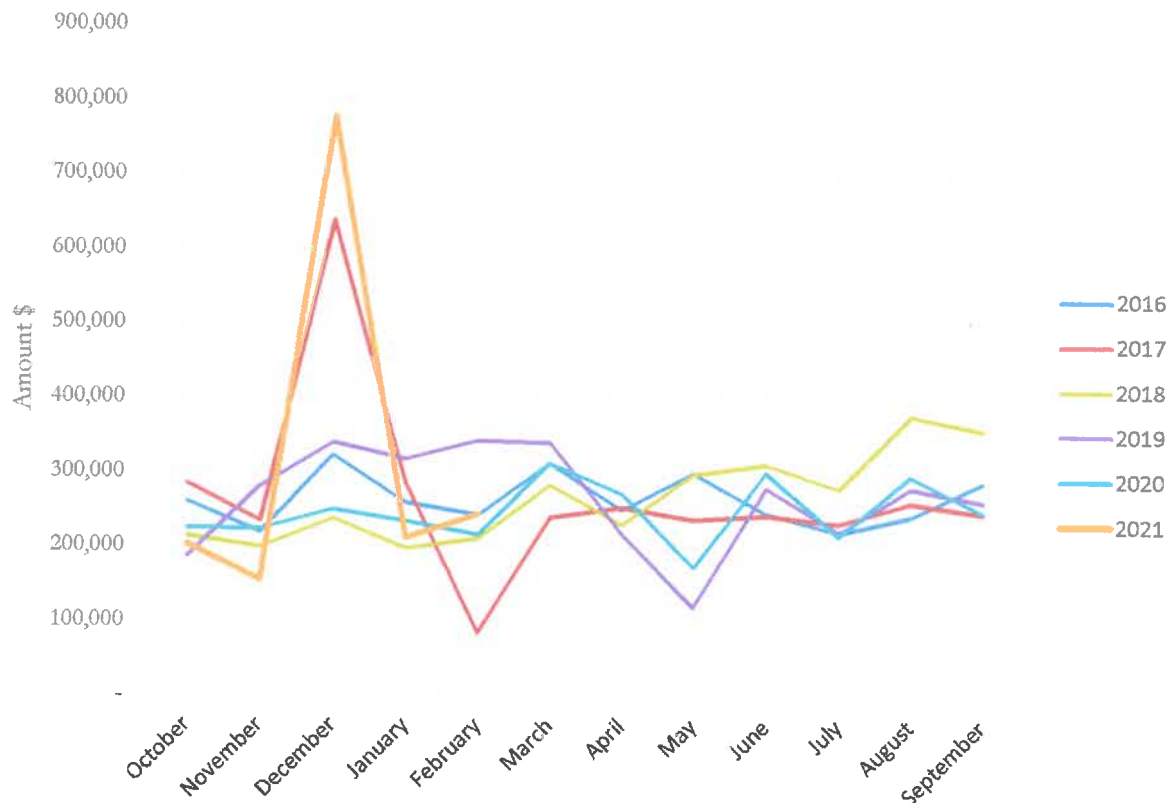
Budget vs. Actuals for April

The General Fund:

The revenues collected for the General fund as of April 30, 2021 are \$11,555,640 or 66.47 % of the total budgeted revenues. See the attached Monthly Financial Report for more details.



Comparison of Sales Tax Revenue by Year



The expenditures for the General Fund as of April 30, 2021 are \$9,625,844 or 54.86% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues exceed the expenditures by \$1,192,796. The fund balance or reserves of the General Fund as of April 30, 2021 is \$8,339,185. This is 47.51% of the expenditure budget.

Water & Sewer Fund

The revenues for the Water & Sewer Fund as of April 30, 2021 are \$3,138,140 or 46.00% of the budgeted revenues. See the attached Monthly Financial Report for more detail.

The expenditures for the Water & Sewer Fund as of April 30, 2021 are \$2,898,828 or 44.69% of the budgeted expenditures. See the attached Monthly Financial Report for more detail.

The revenues exceed the expenditures by \$239,311. The fund balance or reserves for the Water & Sewer Fund as of April 30, 2021 is \$221,708. This fund balance is only 3.73% of the operating expenditures.

Water Department

The Water Department began addressing the delinquent accounts in April. April 21, 2021, was the first-time services had been disconnected for non-payment since March 2020. We will finish the back-billing process with this month's billing for any account that had to be back billed base upon documentation provided by the customers.

Municipal Court

The Municipal Court Clerk was promoted the Accounting Specialist position. We completed the interview process for this position at the end of April and will have a new person start in May.

Other

We have begun the financial information migration from Incode 9 to Incode 10 at the end of April. This portion of the software upgrade should be completed in early July. Then we will move to the other applications (utility billing, cash receipting, court and payroll).

City of Freeport
 Monthly Financial Report
 As of April 30, 2021
 General Fund

	FY2020 Actuals	Adopted FY2021 Budget	Amended FY2021 Budget	Year to Date Actual	% YTD Budget
Beginning Fund Balance	\$ 9,875,699	\$ 5,407,167	\$ 6,412,389	\$ 6,412,389	
Revenues					
EMS	\$ 623,294	\$ 540,805	\$ 540,805	\$ 252,118	46.62%
Property Taxes	2,581,162	2,764,154	2,764,154	2,493,047	90.19%
Industrial Taxes	7,640,258	7,967,460	8,090,088	5,309,128	65.63%
Sales Tax	1,988,720	1,900,000	1,900,000	1,065,521	56.08%
Franchise & Other Taxes	630,750	635,826	664,739	396,270	59.61%
Permits	108,930	104,591	104,591	85,397	81.65%
Charges for Services	928,460	942,000	942,000	536,767	56.98%
Recreation/Rental	56,734	105,494	105,494	8,430	7.99%
Golf	520,156	528,900	528,900	417,352	78.91%
Municipal Court	115,437	301,800	301,800	105,008	34.79%
Grants	380,188	124,700	815,280	719,924	88.30%
Lease Income	252,566	282,574	282,574	84,328	29.84%
Miscellaneous	267,844	343,700	343,700	82,350	23.96%
Total Revenues	16,094,497	16,542,004	17,384,125	11,555,640	66.47%
Expenditures					
Administration	\$ 1,806,861	\$ 1,934,544	\$ 1,967,980	\$ 997,585	50.69%
Service Center	181,985	222,087	222,087	114,281	51.46%
Municipal Court	167,939	179,246	179,246	108,646	60.61%
Police	4,527,975	4,837,671	4,821,671	2,532,632	52.53%
Fire	1,204,723	1,362,903	1,377,314	820,263	59.56%
EMS	789,113	907,998	907,998	412,464	45.43%
Emergency Management	40,000	-	348,078	244,739	70.31%
Code Enforcement	311,613	378,836	481,836	203,375	42.21%
Building	310,170	334,982	334,982	153,480	45.82%
Garbage Collection	980,664	992,453	992,453	471,476	47.51%
Street & Drainage	1,327,279	1,325,978	1,325,978	709,158	53.48%
Beach Fund Expense	14,381	10,000	10,000	6,195	61.95%
Historical Museum	239,630	378,302	378,302	157,371	41.60%
Sr Citizens Commission	7,350	10,250	10,250	489	4.77%
Library	22,825	55,700	55,700	133,711	240.06%
Parks	1,235,545	1,359,186	1,360,426	578,951	42.56%
Golf	965,703	1,128,041	1,128,041	539,361	47.81%
Recreation	330,700	583,200	583,200	200,372	34.36%
Interfund Transfer to	5,143,351	1,200,676	1,216,676	1,394,293	114.60%
interfund Transfer from	(50,000)	(150,000)	(150,000)	(150,000)	100.00%
Total Expenditures	19,557,806	17,052,053	17,552,218	9,628,844	54.86%
Revenue Over/(Under)					
Expenditures	(3,463,309)	(510,049)	(168,093)	1,926,796	
Ending Fund Balance	\$ 6,412,389.16	\$ 4,897,118	\$ 6,244,296	\$ 8,339,185	

City of Freeport
Monthly Financial Report
As of April 30, 2021
Water Sewer Fund

	FY2020 Actuals	Adopted FY2021 Budget	Amended FY2021 Budget	Year to Date Actual	% YTD Budget
Beginning Fund Balance	\$ 141,747	\$ 564,401	\$ (17,603)	\$ (17,603)	
Revenues					
Interlocal Revenue	\$ 7,254	\$ 4,000	\$ 4,000	\$ -	0.00%
Interest	383	4,500	4,500	66	1.47%
Misc Income	-	-	-	28	N/A
Misc Income Return Checks	1,270	1,600	1,600	250	15.63%
Utility Reimbursements	75,828	46,802	46,802	72,496	154.90%
Community Dev Grant	12,324	-	165,604	-	0.00%
Grant Revenue-Emergency P	-	-	-	(58,143)	N/A
FEMA Reimbursement	3,186	-	-	-	N/A
Cash Over or Short	185	-	-	(0)	N/A
Water Revenue	2,786,937	4,007,820	4,007,820	1,765,464	44.05%
Water Revenue - Misc	200	-	-	65	N/A
Sewer Revenue	1,810,914	2,471,120	2,471,120	1,297,823	52.52%
Sewer Revenue - Misc	3,123	-	-	-	N/A
Sewer Surcharge	1,281	-	-	229	N/A
Water Tap Fee	14,050	35,000	35,000	7,900	22.57%
Sewer Tap Fee	-	-	-	-	N/A
Bad Debt Write-Off	1,905	-	-	2,395	N/A
Connect & Disconnect Fees	90,714	85,000	85,000	49,565	58.31%
Total Revenues	4,809,553	6,655,842	6,821,446	3,138,140	46.00%
Expenditures					
Salaries	\$ 86,802	\$ 95,703	\$ 95,703	\$ 53,445	55.84%
Benefits	40,001	38,361	38,361	21,834	56.92%
Supplies	37,623	27,546	27,546	25,531	92.68%
Services	5,381,980	5,344,470	5,749,114	2,632,772	45.79%
Maintenance	12,986	9,258	9,258	14,925	161.21%
Sundry	240	25,716	25,716	321	1.25%
Capital Outlay	409,271	210,000	391,302	-	0.00%
Transfer to General Fund	-	-	150,000	150,000	100.00%
Transfer from General Fund	(1,000,000)	-	-	-	N/A
Total Expenditures	4,968,903.44	5,751,054	6,487,000	2,898,828	44.69%
Revenue Over/(Under)					
Expenditures	\$ (159,350)	\$ 904,788	\$ 334,446	\$ 239,311	
Ending Fund Balance	\$ (17,603)	\$ 1,469,189	\$ 316,843	\$ 221,708	

Monthly Golf Course Report April 2021

For the month of April, we had another very strong month revenue wise. We finished at \$76,000 and is the third highest for the month of April on the books. Based on our fiscal year goals we are currently \$141,000 over our goal. Some of the driving factors are very little rain during this time, growing numbers of new golfers, and good course conditions at a fair price to play. We saw our membership grow significantly during Covid. Before Covid we were around 140 members and during the peak of Covid we grew the membership to 220, especially when the course was members only. Since opening back to the public, we have been able to maintain around 185 members. Our rounds of golf played during April were 2483 and we are forecasting to reach 27,000 by the end of the fiscal year.

As we look forward to May we are forecasting another strong revenue month giving Mother Nature is on our side. We have our annual Brazos Cup event in May as well as a few fundraisers scheduled. Typically, April-June are our busiest months and the trend we are on should produce some great numbers. Also, our new practice green has been completed and feedback has been great. I welcome each of you to come out and take a look as this is what will be proposed for the resurfacing of our existing 18 holes.

Thank you.

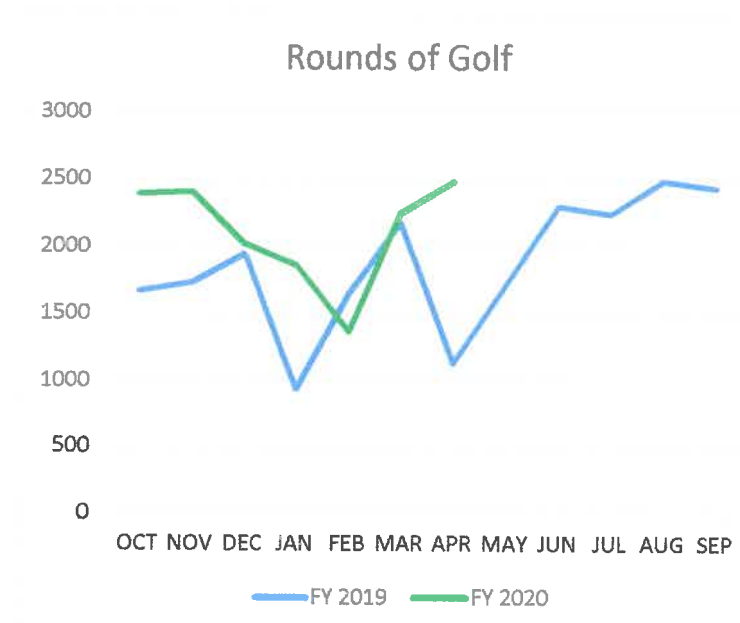
Brian

Category	Prior Year	Goal	Actual	Difference
Green Fee	0	16,000	18,349	2,349
Rec(taxable)	0	0	0	0
Golf Cart	0	7,000	10,454	3,454
Merchandise	594	10,000	21,064	11,064
Prep Food	0.00	1,000	1,083	83
Beer Sales	0	8,000	7,302	-698
Drinks/Chips	0	4,000	2,953	-1,047
Memberships	13,130	7,000	14,581	7,581
Total	13,724	53,000	75,786	22,786

Rounds of Golf

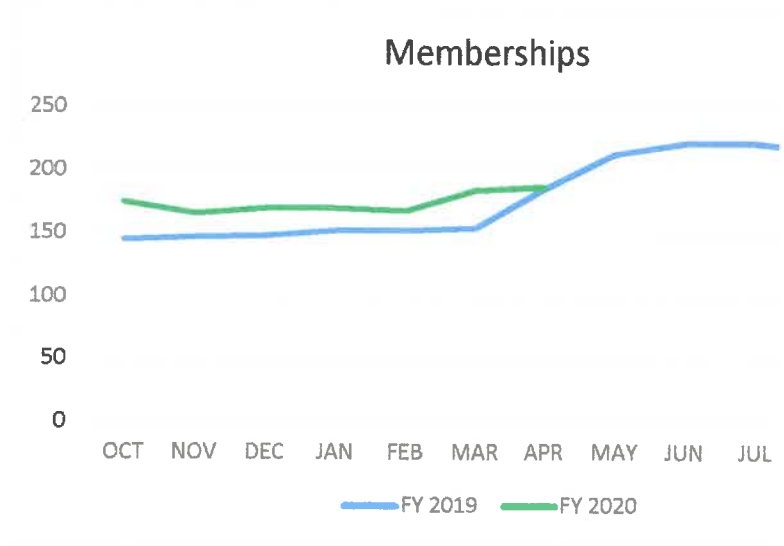
Month	FY 2019	FY 2020
OCT	1668	2396
NOV	1731	2407
DEC	1947	2022
JAN	931	1860
FEB	1649	1364
MAR	2179	2252
APR	1125	2483
MAY	1718	
JUN	2304	
JUL	2249	
AUG	2497	
SEP	2443	

22441 14784



Memberships

Month	FY 2019	FY 2020
OCT	145	175
NOV	147	166
DEC	148	170
JAN	152	170
FEB	152	168
MAR	154	184
APR	186	187
MAY	213	
JUN	222	
JUL	222	
AUG	216	
SEP	213	



Revenue for the fiscal years

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-12	2012-13
October	\$ 47,009.00	\$ 38,020.00	\$ 44,541.00	\$ 42,949.00	\$ 40,175.00	\$ 50,996.00	\$ 41,662.00	\$ 40,670.00
November	\$ 27,799.00	\$ 33,807.00	\$ 33,020.00	\$ 44,707.00	\$ 39,303.00	\$ 36,034.00	\$ 42,510.00	\$ 44,313.00
December	\$ 34,148.00	\$ 25,466.00	\$ 37,308.00	\$ 36,530.00	\$ 20,950.00	\$ 35,136.00	\$ 31,312.00	\$ 32,256.00
January	\$ 38,163.00	\$ 19,599.00	\$ 23,783.00	\$ 40,207.00	\$ 21,224.00	\$ 27,521.00	\$ 49,248.00	\$ 25,563.00
February	\$ 29,092.00	\$ 31,360.00	\$ 29,207.00	\$ 40,299.00	\$ 16,893.00	\$ 32,118.00	\$ 27,440.00	\$ 36,248.00
March	\$ 44,484.00	\$ 50,244.00	\$ 45,181.00	\$ 51,193.00	\$ 52,873.00	\$ 64,305.00	\$ 39,994.00	\$ 58,128.00
April	\$ 52,898.00	\$ 44,170.00	\$ 54,841.00	\$ 60,003.00	\$ 58,698.00	\$ 57,655.00	\$ 57,937.00	\$ 46,802.00
May	\$ 49,583.00	\$ 50,784.00	\$ 59,984.00	\$ 65,535.00	\$ 46,083.00	\$ 53,246.00	\$ 57,607.00	\$ 51,940.00
June	\$ 38,039.00	\$ 52,831.00	\$ 65,674.00	\$ 62,065.00	\$ 59,492.00	\$ 59,357.00	\$ 61,151.00	\$ 55,923.00
July	\$ 40,396.00	\$ 35,250.00	\$ 58,329.00	\$ 62,141.00	\$ 40,405.00	\$ 52,427.00	\$ 50,465.00	\$ 50,193.00
August	\$ 40,352.00	\$ 41,420.00	\$ 38,504.00	\$ 63,134.00	\$ 48,395.00	\$ 44,385.00	\$ 45,158.00	\$ 48,075.00
September	\$ 35,529.00	\$ 37,527.00	\$ 23,756.00	\$ 49,098.00	\$ 41,066.00	\$ 44,276.00	\$ 42,282.00	\$ 34,895.00
Total	\$ 477,492.00	\$ 460,478.00	\$ 514,128.00	\$ 617,861.00	\$ 485,557.00	\$ 557,456.00	\$ 546,766.00	\$ 525,006.00

2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-2021
\$ 34,325.00	\$ 35,953.00	\$ 33,172.00	\$ 40,639.00	\$ 27,027.00	\$ 34,039.00	\$ 42,407.50	\$ 62,202.91
\$ 28,636.00	\$ 26,980.00	\$ 19,944.00	\$ 31,995.00	\$ 30,448.00	\$ 23,229.00	\$ 43,338.77	\$ 64,634.00
\$ 29,786.00	\$ 29,645.00	\$ 26,178.00	\$ 24,651.00	\$ 20,856.00	\$ 40,933.00	\$ 48,990.47	\$ 56,927.48
\$ 37,898.00	\$ 20,982.00	\$ 36,242.00	\$ 57,636.00	\$ 30,342.00	\$ 30,229.00	\$ 23,365.55	\$ 56,651.51
\$ 32,762.00	\$ 31,605.00	\$ 30,448.00	\$ 30,449.00	\$ 21,772.00	\$ 26,749.00	\$ 37,454.31	\$ 41,451.22
\$ 44,011.00	\$ 29,929.00	\$ 34,261.00	\$ 39,413.00	\$ 52,056.00	\$ 52,147.00	\$ 56,303.83	\$ 67,691.37
\$ 51,866.00	\$ 33,553.00	\$ 28,234.00	\$ 58,911.00	\$ 60,713.00	\$ 82,079.00	\$ 13,723.75	\$ 75,786.66
\$ 56,256.00	\$ 48,499.00	\$ 30,164.00	\$ 50,065.00	\$ 57,692.00	\$ 62,730.00	\$ 28,942.99	
\$ 48,913.00	\$ 26,082.00	\$ 8,162.00	\$ 37,417.00	\$ 53,075.00	\$ 58,322.00	\$ 62,154.13	
\$ 44,700.00	\$ 43,387.00	\$ 36,186.00	\$ 37,656.00	\$ 52,448.00	\$ 69,071.00	\$ 50,746.13	
\$ 46,545.00	\$ 43,727.00	\$ 30,306.00	\$ 23,868.00	\$ 58,221.00	\$ 67,005.00	\$ 58,155.52	
\$ 25,984.00	\$ 21,813.00	\$ 26,082.00	\$ 2,160.00	\$ 15,674.00	\$ 38,567.00	\$ 57,786.23	
\$ 481,682.00	\$ 392,155.00	\$ 339,379.00	\$ 434,860.00	\$ 480,324.00	\$ 585,100.00	\$ 523,369.18	\$ 425,345.15



Human Resources Monthly Report

Date: April 27, 2021

HR TEAM: Cathy Ezell and Donna Fisher

HR Services Team Priorities and Results for April 2021:

- Welcomes and Well-wishes:
 - We are excited to welcome:
 - Allie Gibson, Code Compliance
 - Leobardo Ramirez, Maintenance Technician, Street Dept.
 - Henry Rivas, Building Inspector
 - Hope Bullman, Code Compliance
 - Kameron Stone, Police Officer
 - Hillary Ruiz, Part-Time Pro Shop Attendant
- COVID Response: This month COVID absences in our employee population trended downward. COVID activity this month included:
 - COVID-Related Absence Tracking: In April we had one (1) absences related to COVID quarantines. This is a decrease from a high of ten (10) absences with five (5) positive cases in February.
- Salary Survey: Salary survey results and analysis for the Police and Fire Departments were presented to Council in February. Approved increases were implemented effective March 1st and entered in payroll checks issued on March 12th. The Pay Scale Matrix was updated to reflect these increases to the minimum salary, and maximum salaries by position were updated accordingly. These changes were also entered into the old Police Step Plan for analysis purposes in the upcoming budget year. Additional increases related to salary survey results for other departments will be considered as part of the annual budget process for fiscal year 2021-2022.
- Policy Updates/Process Improvements:
 - COVID-Related Policies: City Management did not extend COVID-related policies that ended on March 31st.
- Training/Coaching/Performance Improvement:
 - Performance Issues Addressed: We had zero (0) employee terminations for performance this month.
 - Training: HR Specialist, Donna Fisher, continued to cross-train for several HR functions related to recruiting, unemployment claims processing, retirement contribution processes, workers compensation claims correspondence, and vehicle and property liability and damage claims filings.
- Performance Evaluations/Merit-based Pay Increases: The annual performance appraisal process was initiated, with performance reviews for all employees except Directors entered into the spreadsheet by April 9th. This process will be the basis for merit-based pay distributions, which will be included in the budget for October 2021.

- **Employee Turnover/Recruiting/Hiring Progress:**
 - **Employee Turnover:** We had two (2) employee separations in April. Neither of these were voluntary separations, including one (1) in Golf and one (1) in Public Works.
 - **Internal Transfers:** Municipal Court Clerk Camille Cameron voluntarily transferred to Accounting Specialist.
 - **Recruiting:** Active recruiting searches include:
 - Police Officers
 - Firefighter/EMT
 - Economic Development Assistant
 - Dispatcher
 - Pro Shop Attendant
 - Police Crossing Guards
 - Jailer
 - Seasonal Lifeguards
 - Court Clerk
 - **Recruiting Sources** include: City website, The Facts Online, Texas Municipal League, Strategic Government Resources, LinkedIn, Workforce Solutions, Industry-specific organizations, Between Jobs Ministries, Community College programs for maintenance and Police, and networking.

- **Risk Management and Insurance Updates:**
 - **Unemployment Claims:** We appealed and won one additional unemployment claim in April. One for an employee who was terminated for refusing to take a drug test in 2021. We have won six (6) unemployment appeal cases this calendar year (Jan.- April). The City's account will not be charged for these unemployment claims.
 - **Workers Compensation Claims:** We had two (2) active Workers Comp. claims in March, including one (1) in Police and one (1) in Fire. This is down from five (5) in February.
 - **Family & Medical Leave Cases (FMLA)-** We had three (3) active FMLA cases in March (1 Police, 1 Fire, 1 Public Works). Two (2) of these cases were active in February as well.
 - **Property/Liability/Accident Claims-** We had three (3) new vehicle damage claims in March, all in the Police Department. Three vehicles were involved in two different accidents which occurred in the Police Station parking lot. Claims are up from one (1) in February. We also continued to process claims for damage resulting from the ice storm, specifically at the Museum and Service Center.
 - **Record Retention:** Donna Fisher continued to purge old HR files in an effort to reduce exposure from storing sensitive data, and to save storage space.
 - **Asset Management Updates:** Cathy is working with Incode to move to the new asset management system.

- **Miscellaneous Updates:**
 - **Strategic Plan:** Was completed in March. It is in the process of the final review by management.

Priorities for April through June:

- **Human Resource Department Transition:** A Human Resources Specialist II position was created. Donna Fisher was promoted to this position as of May 3, 2021.
- **Salary Survey Project –** Review remaining proposed salary adjustments for the upcoming budget process.

- **Performance Evaluation Process** – Review 2021 performance appraisals after due date at the end of March. Evaluate ratings and determine percentages for merit increase.
- **Value of City Employment [“Hidden Paycheck”] Statements** – These were completed and mailed to employees in April.
- **Training/Development** – Create a New Supervisor Training Program and assign required trainings (ethics and cyber-security) to meet requirements due in June 2021. Infrastructure for this training is already in place using TML/Lexipol’s LocalGovU platform established by HR in 2020.



FREEPORT POLICE DEPARTMENT

430 N. Brazosport Blvd • Freeport, TX 77541 • 979.239.1211 • Fax 979.239.2075

*Lt. Corey Brinkman
CID Commander*

*Raymond Garivey
Chief of Police*

*Capt. Danny Gillchriest
Patrol Division Commander*

To: Mayor and Council

During the Month of April my officers responded to 1873 calls for service. Those calls include all crime related calls, calls for citizen assistance, Animal Control calls, citizen contact and traffic stops. Anytime an officer calls out on the radio, a call type is generated.

As confirmed COVID cases continue, we are still taking precautions by requiring mask when entering our building. We also have hand sanitizer at both entrance doors for visitors to sanitize their hands before entering the building as well.

Significant Incidents:

No major crime incidents to report in the Month of April. We did have a couple of natural causes deaths with no foul play suspected.

Community Events:

The police department took part in providing an escort for the Exporters girls softball team as they headed out to Tidehaven for playoffs.

We also gave the same escort to our Brazosport special needs students as they headed to San Antonio to compete in the Special Olympics games. Proud of our student athletes!

We also had a 2 year old cancer kiddo name Miles come visit the station with his family. He was given a tour of the station, a ride in one of our police vehicles, and even made an Honorary Police Chief for the day.



To Protect, Serve, Model Integrity and Demonstrate Professionalism

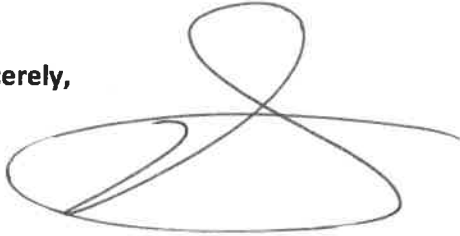
Employee of the Month:

Officer Leo Organista is the Employee of the Month for April. On April 13th, at approximately 2:55am, Officer Organista made contact with two subjects who were walking around Municipal Park. Just prior to making contact with the subjects, a call had dropped moments earlier of two suspects burglarizing vehicles and were captured on surveillance video. While speaking with the two subjects in the park, one of them fled on foot and was later detained after a short foot chase. Based on evidence recovered on the suspects, and the footage from the surveillance video, both subjects were charged with Burglary of a Motor Vehicle. Great proactive police work by Officer Organista protecting the property belonging to our citizens of Freeport.

Open Positions:

We currently have four Police Officer positions open and currently accepting applications and conducting background investigations. We did fill one of Police Officer position with new officer Kameron Stone. We also filled our jailer position with Jailer Micheal Rodriguez.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop at the top, followed by a horizontal line that curves down and loops back to the left, ending in a small flourish.

Chief Raymond Garivey

Freeport Police Department

(979) 415-4187

Property/Information Technology/Geographic Information Systems Monthly Report April 2021

Property:

- Lien Calculations/Payoff Preparations/Releases – Collected: \$3,854.56
- New Address Assignments: 10

Information Technology:

- Update website
- Setup of new users on network, email and Incode
- Update social media
- Attended 6 Boards/Commissions meetings for setup and broadcast

GIS:

- Update ownership data
- Departmental Map Requests
- 200' Replat maps with ownership
- 911 Address Range Verifications
- Departmental Data Information Requests

Projects:

- Annual Street illumination Lighting 75%
 - Need to meet with Centerpoint regarding light locations
- Incode Upgrade 85%
 - Should be complete per Incode in the next 3 months (Finance/Court)
- Water/Sewer Map Updates: 13%
 - Sending Weekly Maps to Veolia
- Zoning Map 97%
 - Wait for Code Overhaul
- Surplus Auction 90%
 - Waiting on building availability
- Veterans Day Parade and Activities 10%
 - Meeting with School District regarding logistics

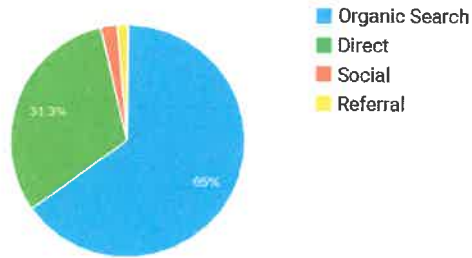
Acquisition Overview

All Users
100.00% Users

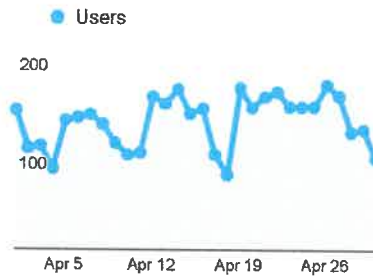
Apr 1, 2021 - Apr 30, 2021

Primary Dimension: Conversion:
 Top Channels ▾ All Goals ▾ [Edit Channel Grouping](#)

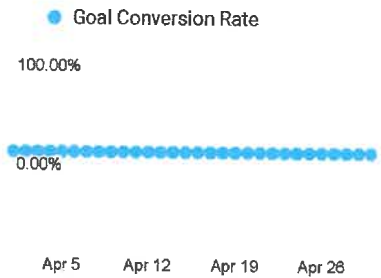
Top Channels



Users



Conversions



Acquisition

	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1 Organic Search	2,244	<div style="width: 80%;"></div>	4,229	81.17%	1.27	00:00:50
2 Direct	1,081	<div style="width: 40%;"></div>		85.13%		
3 Social	78	<div style="width: 2%;"></div>		86.08%		
4 Referral	51	<div style="width: 1%;"></div>		78.18%		

Behavior

Conversions



Set up a goal.

To see outcome metrics, define one or more goals.

[GET STARTED](#)

To see all 4 Channels click [here](#).

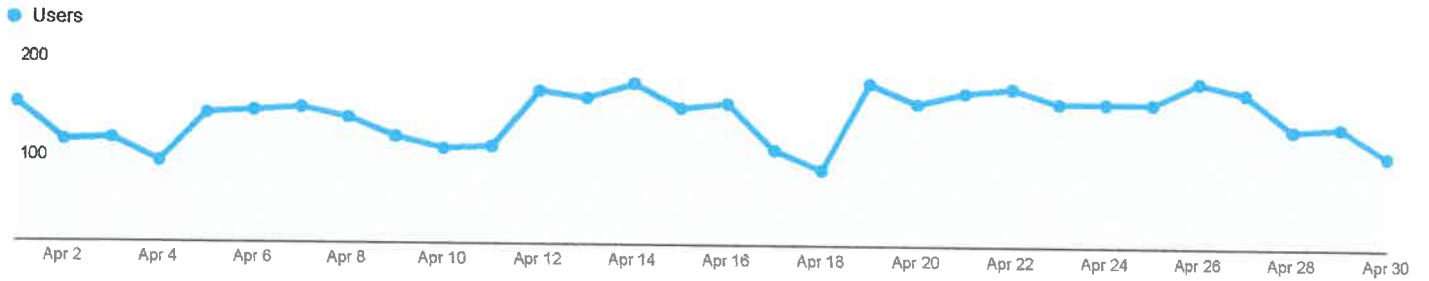
Browser & OS

All Users
100.00% Users

Apr 1, 2021 - Apr 30, 2021

Explorer

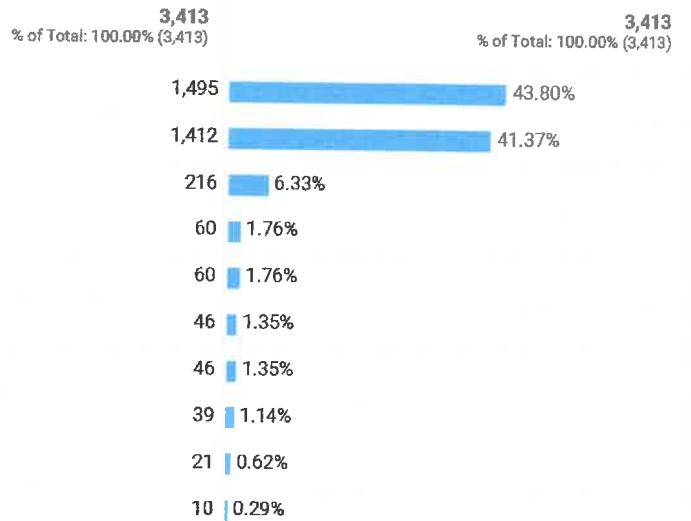
Summary



Browser

Users

Users



- Chrome
- Safari
- Edge
- Firefox
- Samsung Internet
- Android Browser
- Internet Explorer
- Safari (in-app)
- Android Webview
- Amazon Silk

Rows 1 - 10 of 13

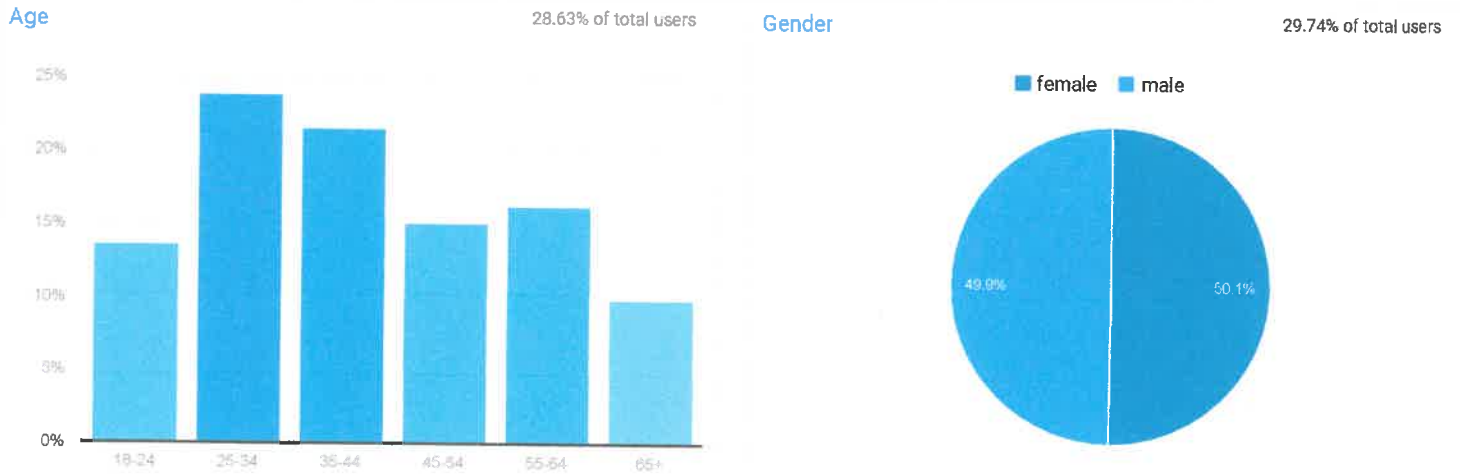


Demographics: Overview

All Users
100.00% Users

Apr 1, 2021 - Apr 30, 2021

Key Metric:



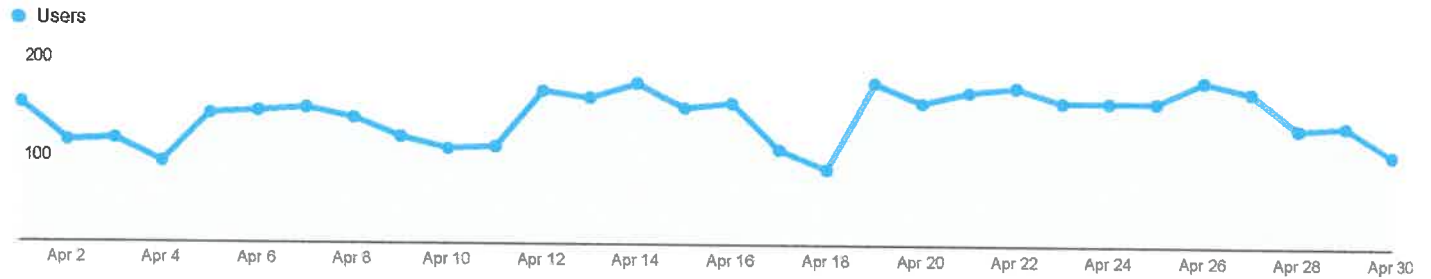
Device Overview

All Users
100.00% Users

Apr 1, 2021 - Apr 30, 2021

Explorer

Summary



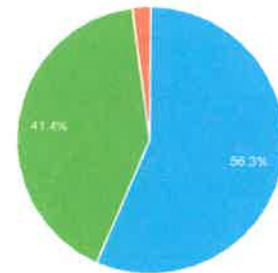
Device Category

Users

Users

Contribution to total: Users

Device Category	Users	% of Total: 100.00% (3,413)	Users	% of Total: 100.00% (3,413)
1. mobile	1,923		56.33%	
2. desktop	1,414		41.42%	
3. tablet	77		2.26%	



Rows 1 - 3 of 3

Location

All Users
100.00% Users

Apr 1, 2021 - Apr 30, 2021

Map Overlay

Summary



Country	Acquisition		Behavior				Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	3,413 % of Total: 100.00% (3,413)	3,129 % of Total: 100.00% (3,129)	4,229 % of Total: 100.00% (4,229)	82.45% Avg for View: 82.45% (0.00%)	1.27 Avg for View: 1.27 (0.00%)	00:00:50 Avg for View: 00:00:50 (0.00%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	\$0.00 % of Total: 0.00% (\$0.00)
1. United States	3,234 (94.73%)	2,953 (94.38%)	4,036 (95.44%)	81.91%	1.28	00:00:53	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. China	64 (1.87%)	64 (2.05%)	64 (1.51%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. Canada	21 (0.62%)	20 (0.64%)	26 (0.61%)	88.46%	1.15	00:00:24	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. India	15 (0.44%)	13 (0.42%)	18 (0.43%)	88.89%	1.11	00:00:01	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. United Kingdom	6 (0.18%)	6 (0.19%)	7 (0.17%)	71.43%	1.29	00:00:15	0.00%	0 (0.00%)	\$0.00 (0.00%)
6. Germany	4 (0.12%)	4 (0.13%)	4 (0.09%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
7. Mexico	4 (0.12%)	4 (0.13%)	4 (0.09%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
8. Nigeria	4 (0.12%)	4 (0.13%)	4 (0.09%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. Philippines	4 (0.12%)	4 (0.13%)	5 (0.12%)	80.00%	1.20	00:00:04	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. Brazil	3 (0.09%)	3 (0.10%)	3 (0.07%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 10 of 52



Sophos Central Report

Generated at Thu May 13 16:11:34 UTC 2021 by Administrator

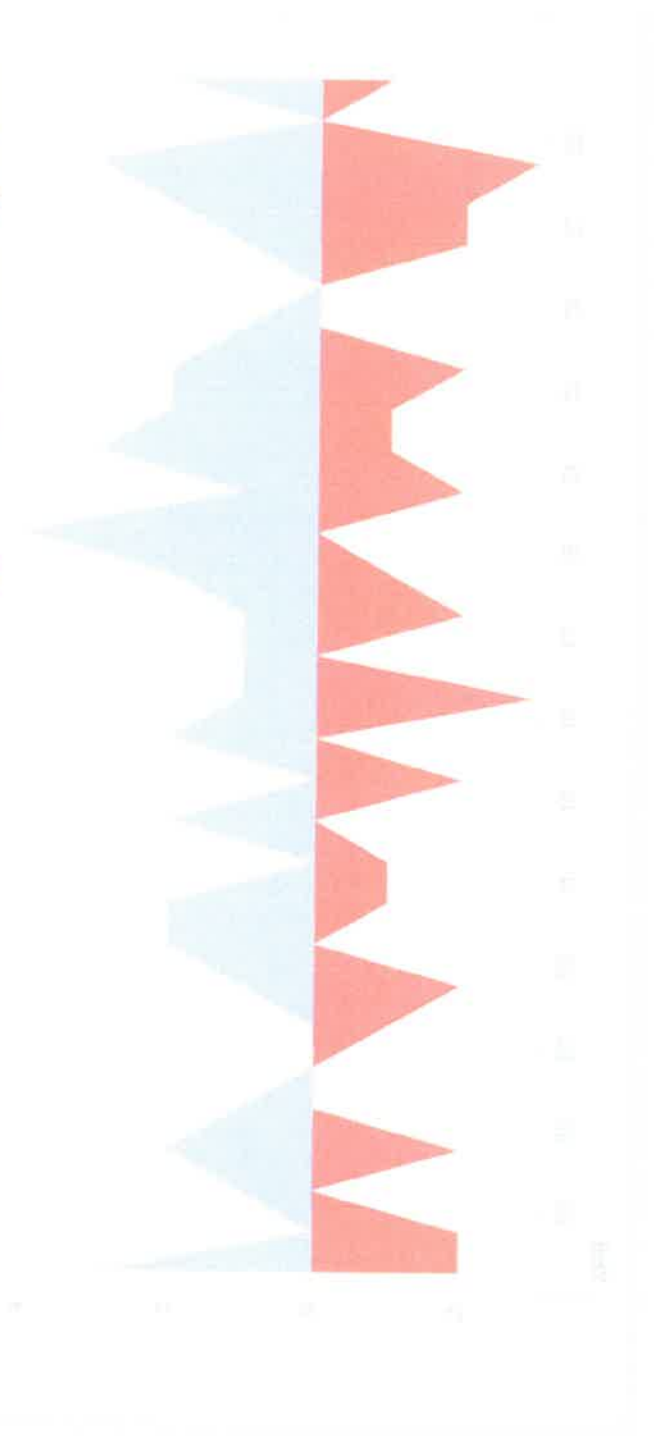
Events

Severity	Cleanup Status	Event	User	User Groups	Device	Device Groups	When	Alert	Root Cause	Business Files	Threat Name	Threat Path
Low	-	Access was blocked to "apidatacss.com" because of	Yvette Ruiz	Domain Users (FREEPORTTX)	RUIZ-PC		4/30/21 2:59 PM	No	-	-	Mal/HTMLGen-A	apidatacss.com
Low	-	Access was blocked to "citi-retail-list-file.firebaseio.com" because of "Mal/HTMLGen-A".	FREEPORTTX\ezell		Stephanie-LT		4/28/21 11:20 AM	No	-	-	Mal/HTMLGen-A	citi-retail-list-file.firebaseio.com
Medium	Cleaned Up	Blocked item detected: 'D:\Share\Public\Users\lphinney\server files\My Documents\Peachtree\fixhklm.exe'	n/a		CF-FS01		4/10/21 12:58 PM	No	-	-	Blocked by Administrator	D:\Share\Public\Users\lphinney\server files\My Documents\Peachtree\fixhklm.exe
Medium	Cleaned Up	Blocked item detected: 'D:\Share\Public\Users\lphinney\home\Peachtree\fixhklm.exe'	n/a		CF-FS01		4/10/21 12:43 PM	No	-	-	Blocked by Administrator	D:\Share\Public\Users\lphinney\home\Peachtree\fixhklm.exe
Low	-	Access was blocked to "citi-retail-list-file.firebaseio.com" because of "Mal/HTMLGen-A".	Darla Autrey	Domain Users (FREEPORTTX)	Station-1105		4/9/21 1:47 PM	No	-	-	Mal/HTMLGen-A	citi-retail-list-file.firebaseio.com

Page Likes

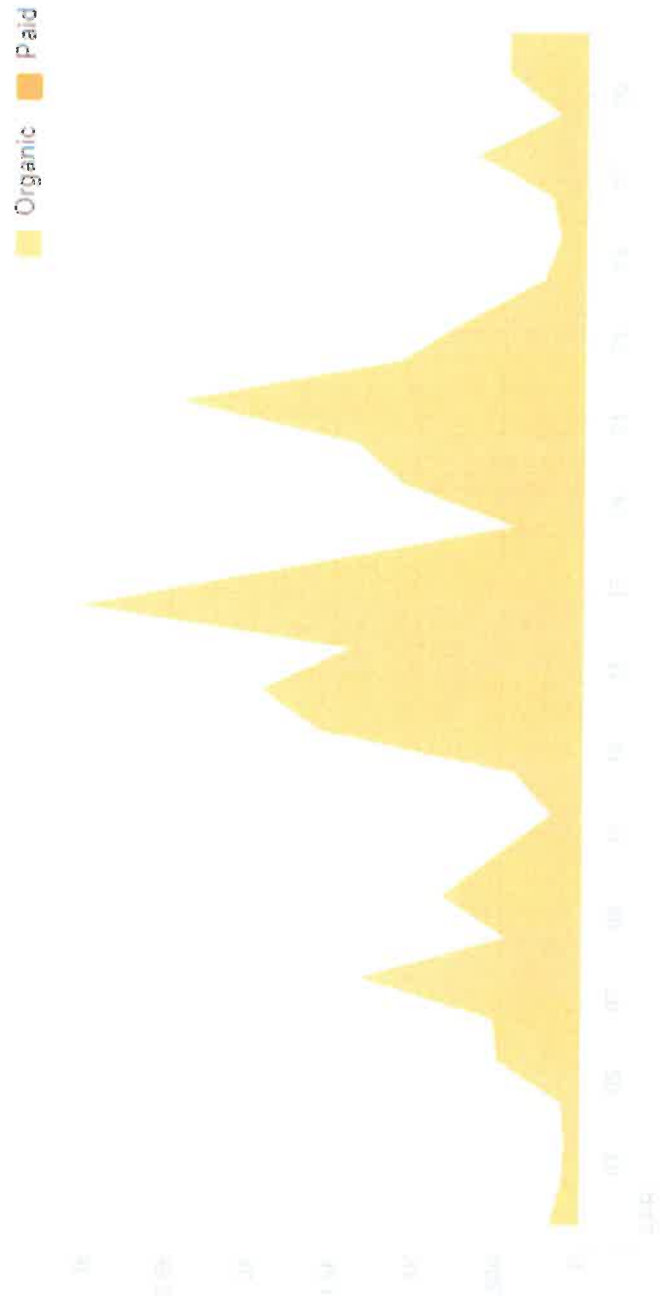
The number of organic Page likes, paid Page likes and unlikes.

Unlikes Organic Likes Paid Likes



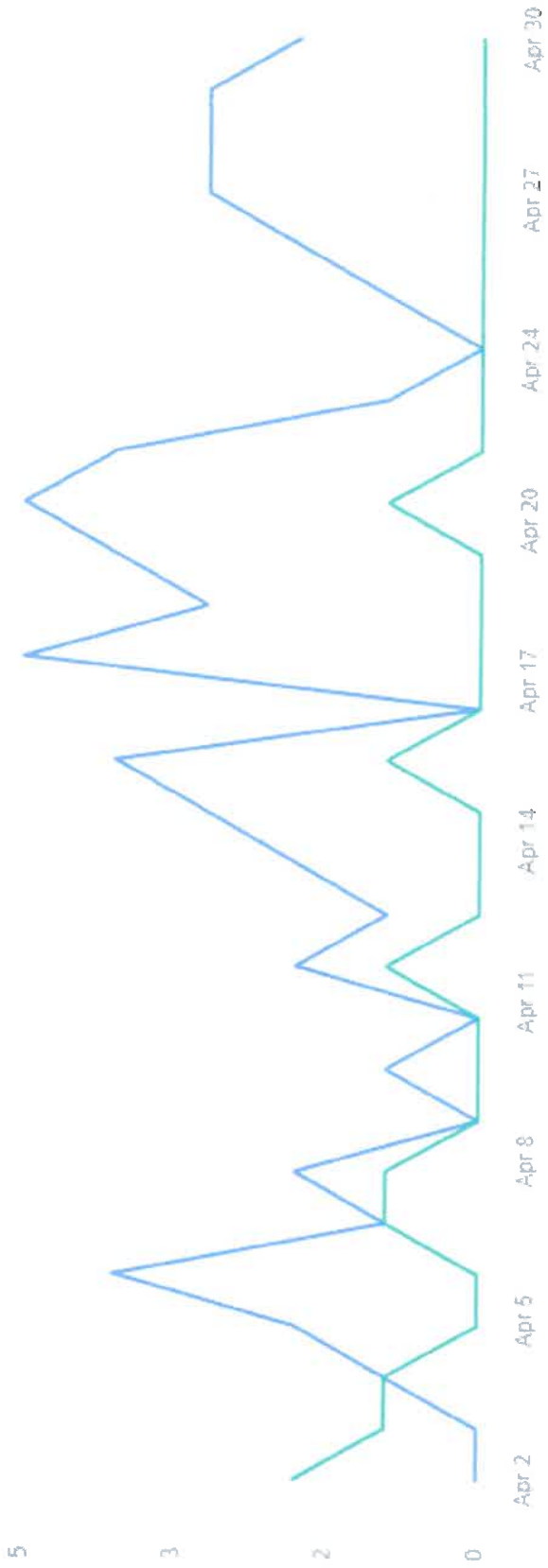
Post Reach

The number of people who saw any of your posts at least once. This metric is estimated.



Top Sources

Facebook google.com



Endpoint Protection Summary

Logs & Reports

Apr 15 - May 13

Overview

Highlights

2 Total threats blocked

22 Total assets protected

1,465 Websites blocked and warned

Users and Devices

23 Users protected

20 Computers protected

2 Servers protected

Trends

Threats blocked



Threats

Top EDR engines blocked



Licensing and Usage

License details

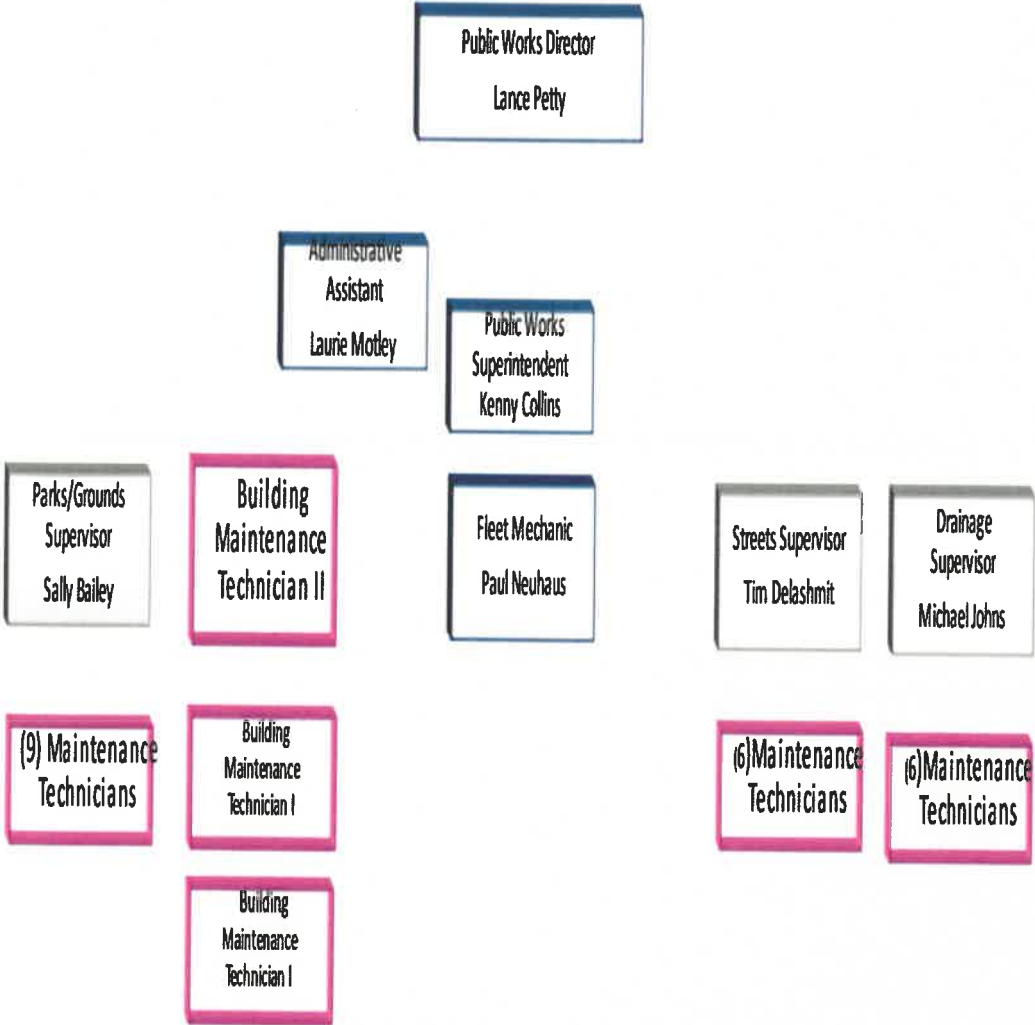
License Name	Count
Intercept X Advanced with EDR expires on Oct 23, 2021 7:00 PM	20/23
Intercept X Advanced for Server expires on Nov 11, 2021 5:00 PM	2/4

These usage numbers are provided as a best-effort estimate and may not correspond to your billing statement.

PUBLIC WORKS MONTHLY REPORT MAY 2021

City of Freeport

ORGANIZATION CHART



Key Activities

Parks / Grounds Division

Under the direction of the Parks/Grounds/Facilities Supervisor, this division provides services to the community by conducting preservation and beautification of the City's parks, ball fields, building grounds and open spaces.

Activities this month:

1. Mow and Landscape (9) City Parks weekly
2. Mow, and drag (5) youth baseball/softball fields daily
3. Mow football and soccer fields weekly
4. Mow big lots weekly
5. Mow landing weekly
6. Mow and landscape around (6) city buildings weekly
7. Litter control city right-of-way's weekly
8. Litter control (2) beaches daily
9. Clean and sanitize public restrooms at (2) parks daily
10. Weed and maintain flower beds city wide

Key highlights this month:

1. Trimming trees in memorial park
2. Trimming palm trees city wide
3. Trimming trees in Freeport Municipal Park
4. Painted basketball court lines at Freeport Municipal Park
5. Power wash FMP gazebo
6. Prepare and set up facilities for rentals

Key Activities

Building Maintenance Division

Under the direction of the Public Works Superintendent, this division provides services to the community by conducting preventative maintenance and repairs on all city property and buildings.

Activities this month:

1. Repair broken pipe at service center
2. Repair keyless entry at service center
3. Repair projector at River Place
4. Repair broken tile and sheetrock at River Place
5. Repair water fountain at Police Department
6. Repair doors at Riverside ball fields
7. Repair dugout roof at Riverside ball fields
8. Install new wall packs at Riverside ball fields
9. Rebuild dugout benches at riverside ball fields
10. Reinstall a/c vents at Library
11. Repair leak on A/C line at Library
12. Repair water leak at museum
13. Re set chiller at city hall
14. Replace lighting in conference room at Police department
15. Repair automatic gate at Police department
16. Repair transformer on splash pad in memorial park
17. Repair lights in women's restroom at Police department
18. Repair waterline in jail cell at Police department
19. Repair swings in FMP park

Key highlights this month:

1. Install new 200 - amp service and RV plugs in FMP
2. Install and re-wire electrical for new ice machine at River Place

Key Activities

Streets Division

Under the direction of the Streets Supervisor, this division provides street maintenance services to the community by pothole patching, curb, gutter and sidewalk repair and replacement of city streets and alleys. This division also provides sign maintenance which includes the installation and repair of roadway signs and the repair and maintenance of roadway markings within the city's right-of-way.

Activities this month:

1. Remove sidewalk, curb and gutter on Mesquite
2. Form sidewalk, curb and gutter for pour on Mesquite
3. Patch pot holes city wide
4. Clean gutters city wide – rainy day schedule
5. Haul dirt from sweeper for disposal
6. Repair sink hole next to storm water pump station
7. Pour concrete gutter on Mesquite
8. Pour new sidewalk at 6th and Mesquite
9. Trim tree limbs city wide from obstruction
10. Repair alleys from Yaupon to Dixie from sewer line replacements
11. Replace (6) stop signs and install (4) no swimming signs on fountain in memorial park

Key highlights this month:

1. Saw cut, remove and patch a large section of asphalt in bridge harbor
2. Saw cut, remove and pour back a failed section around pool at Recreation Center

Key Activities

Drainage Division

Under the direction of the Drainage Supervisor, this division is responsible for all repairs and maintenance of the city's stormwater collection system. This division also installs new culvert piping upon customer permitting.

Activities this month:

1. Mow and weed eat all quadrants
2. 1821 W Ave H dug out drainage ditch (85) feet
3. Dug out (115) feet of drainage ditch on Yellowstone
4. Jetted out 400 feet of culvert piping
5. Apply weed killer to drainage areas
6. 1312 W. Ave O dug out drainage ditch (185) feet
7. 1107 W. 7th dug out drainage ditch (50) feet
8. Clean citywide storm drain inlets
9. Install 44 feet of plastic culvert for development
10. Street sweep all quadrants
11. Repair barricades at Ave H and Archer, and N. Ave N and Terry
12. Repair alley between lively and McNeal (2) tons reclaim
13. Repair alley between Gulf and Ave G (2) tons reclaim

Key highlights this month:

1. Spray all quadrants for Mosquitos (3) times per week

Key Activities

Vehicle Maintenance Division

Activities this month:

1. Replace blower on Public Works unit
2. Service a/c on FD unit 906
3. Replace water pump, accessory drive and front crank shaft seal on parks unit 74
4. Replace tail light on Public Works unit 575-03
5. Replace turn signal on Public Works unit 575-74
6. Replace front accessory drive and repair lower radiator hose on Public Works unit 575-24
7. Replace mud flap and exhaust pipe on Public Works unit 575-77
8. Install fuel tanks on PD 525-26 and PD 525-36
9. Replace a/c condenser on PD unit 525-35
10. Replace (3) tires on PD unit 525-27
11. Repair rear brakes on unit 575-24
12. Repair brakes on 655-78
13. Replace battery and starter on 655-90
14. Replace (4) tires on PD unit 525-17
15. Repair chain saw
16. Replace broken tail light on 655-89
17. Replace ABS sensor on FD unit 902
18. Weld in place pin on trailer tail gate
19. Full service on PD unit 525-20
20. Replace alternator on PD unit 525-23
21. Full service on Public Works unit 575-50
22. Full service on PD unit 525-202
23. Rebuild brake caliper on Public Works unit 575-24
24. Replace tires on PD unit 525-202

Projects:

1. Library – contractor finished on 5/11 we will begin putting library back together on 5/17
2. Ball field lighting – lights are in, waiting on hanging brackets to schedule contractor for install
3. River place fishing pier – contractor beginning 5/13
4. Interlocal roads – concrete curb, gutters and sidewalks will be complete by 6/1
5. Sewer line replacements in alleys for interlocal roads will be complete by 6/1
6. Street painting – public works crews have begun re-paint and adding glass beads
7. Fountain in memorial park – continues to leak water schedule to make repairs the week of 5/17
8. Memorial park trees – public works crews are continuing to trim trees city wide
9. Memorial park lighting – all lights are working
10. 2nd street / velasco lighting – all lights are working
11. Ave A / Velasco lighting – waiting on center point to install
12. Sidewalk in front of sweet tea – will look at addressing when public works crews have completed necessary repairs for the interlocal agreement