



**AGENDA
REGULAR MEETING
FREEPORT CITY COUNCIL
TUESDAY, JANUARY 19, 2021 at 6:00 P.M.**

Mayor:
Brooks Bass

Council Members:
Jeff Pena
Jerry Cain
Mario Muraira
Roy Yates

City Manager:
Timothy Kelty

THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON TUESDAY, THE 19TH DAY OF JANUARY 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_011921

For users wanting to view and listen to the council meeting via a web browser go to https://join.freeconferencecall.com/council_mtg_011921

enter access code 5678901# and the online meeting code is: council_mtg_011921.

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 of Employee of the Month for the month of December 2020.
2. Presentation of City Hall Renovations by IAD Architects.
3. Emergency management briefing COVID-19. **(Motley/Garivey)**

CONSENT AGENDA:

Consent Agenda items are considered to be routine in nature and may be acted upon in one motion. Any item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, Councilmember or City Manager, and acted upon separately

4. Consideration and possible action on the approval of City Council meeting minutes from January 11, 2021. **(Wells)**
5. Consider changing the date of the second meeting in February 2021 due to the President's Day Holiday, to Tuesday February 16, 2021. **(Wells)**

6. Consideration of approving Resolution No. 2021-2670 for the Joint Election Agreement and Contract for Election Services with Brazoria County and the City of Freeport. **(Wells)**

COUNCIL BUSINESS – REGULAR SESSION:

7. Consideration of approving Ordinance No. 2021-2623 calling the Annual General Election for the City of Freeport for the first Saturday in May, being May 1, 2021 at which the voters of said City residing in Wards B and D shall be permitted to vote for or against the candidates for positions B and D on the City Council of the City of Freeport and at which the voters of said City shall elect at large a Mayor for said City. **(Wells)**
8. Consideration and possible action of a proposal from Motorola through HGCA Buy Cooperative Contract No. RA05-18 for the Radio Console Upgrade Grant Project. **(Russell)**
9. Consideration and possible action of appointing Council Liaison for all City of Freeport Boards and Commissions. **(Kelty)**
10. Discussion regarding stormwater planning and maintenance throughout the city of Freeport. **(Kelty)**
11. Consideration and possible action on authorization to proceed with improvements to sanitary sewer lift station #7. **(Kelty)**

WORK SESSION:

12. **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 Yates Ward D announcements and comments.
 - F. City Manager Tim Kelty announcements and comments.
 - G. Updates on current infrastructure.
 - H. Update on reports / concerns from Department heads.

CLOSED SESSION:

13. Executive Session regarding a.) (Potential Litigation) consultation with city attorney, b.) (Deliberations about Real Property), in accordance with Vernon's Texas Government Code Annotated, Chapter 551, Sections 551.071, 551.072.

COUNCIL BUSINESS – REGULAR SESSION:

ADJOURNMENT:

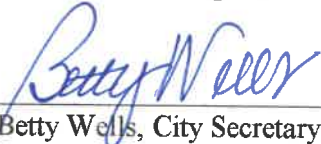
14. Adjourn.

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 regarding City Hall Facility Program

Date: January 19, 2021

From: Stephanie Russell, Assistant City Manager

Staff Recommendation:

N/A

Item Summary:

Integrated Architecture & Design, LLC will present their report regarding the City Hall Facility Program.

Background Information:

In July 2020, Council approved a proposal from Integrated Architecture & Design for Architectural Programming of City Hall. The scope of these services included development of conceptual site layouts and workflow patterns to best illustrate the facility goals for the current City Hall facility and preliminary construction costs for each option.

The currently building is approximately 38,000 square feet consisting of three floors. The HVAC system and main elevator were replaced in 2019. The building currently serves as City Hall and leased space to Olin Corporation (third floor), Gulf LNG, Amistad, Brazosport Hispanic Chamber, and Creative Design Marketing. Additionally, there has been recent interest in leasing additional space at City Hall.

Based on the discussion and direction from Council in February, staff has developed the following scope of work for renovations to City Hall:

1. Design of a new Council Chambers and Court room;
2. Addition of bathrooms on the first floor;
3. Provide adequate breakroom facilities for staff on the first floor;
4. Renovation of bathrooms on the second floor;
5. Evaluation of space needs to determine the most efficient floor plan;
6. Increasing security;
7. Bringing the building up to code;
8. Adding and removing walls to maximize space; and
9. Interim Continuity of Operations plan during construction.

Special Considerations:

The Police Department is desperately short of space in its currently facility and could utilize the space made available once Council Chambers moves to City Hall.

Based on the architect's evaluation when the renovation is undertaken bringing the building up to code for fire, windstorm, handicapped accessibility etc., becomes necessary and does carry a financial burden.

Financial Impact:

Below are the preliminary cost estimates included in the report:

Description	Cost
Estimated Construction Costs for Limited Renovation Option:	683,075
Priority Structural repairs	60,500
Priority M/E/P repairs	70,000
Priority Windstorm repairs	254,000
Installation of Fire Sprinkler System at all 3 Floors	193,995
Preliminary Construction Cost Subtotal for Limited Renovation Option:	1,261,570
Soft Cost Estimate Subtotal	17,500
Estimated Professional Fees for Design:	126,157
Total Estimated Project Cost for Limited Renovation Option	1,405,227

Funding for Renovations of City Hall were included in the 2020 CO Bond. The original estimate was \$675,000, however; base on the final proceeds amount, \$703,400 could be allocated and still be in within the original percentage estimated. The remaining funds could come from unassigned fund balance in the General Fund.

The City currently leases space at City Hall. Over the past four years, the City has received over \$336,000 in lease income at City Hall. Additionally, the General Fund is estimated to end FY2019-2020 with nearly \$400,000 more in unassigned fund balance than anticipated.

Board or 3rd Party recommendation:

N/A

Supporting Documentation:

City Hall Facility Program by Integrated Architecture & Design, LLC

State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, January 11, 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: Absent
Councilman Jeff Pena
Councilman Jerry Cain
Councilman Mario Muraira
Councilman Roy E. Yates

Staff: Tim Kelty, City Manager
Stephanie Russell, Assistant City Manager Via Teleconference
Betty Wells, City Secretary
Chris Duncan, City Attorney
Laura Tolar, Assistant City Secretary/ Special Projects Coordinator
Brenda Ferguson, Human Resource Director
Lance Petty, Public Works Director, Via Teleconference
Danny Gillchrist, Freeport Police Captain

Visitors: David McGinty Nicole Mireles
Ted Dahl Margaret McMahan
Nick Irene (Facts)

Visitors, Via Teleconference: Amanda Petty Lila Diehl
Jessi Parker

Call to order.

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation was led by Tim Kelty and 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.

Ted Dahl spoke to council about the agreement that the City had with Dow to repair Casco Road. He said he has property on this road and would like to see Council reach out to Dow and get this done.

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

CONSENT AGENDA:

Consent Agenda items are considered to be routine in nature and may be acted upon in one motion. Any item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, Councilmember or City Manager, and acted upon separately.

Consideration and possible action on the approval of City Council meeting minutes from December 21, 2020.

Councilman Cain said that there was a mistake in the minutes. He said that the minutes state that Councilman Green made the motion to adjourn the meeting, but it was Councilman Cain.

On a motion by Councilman Cain, with the correction to the minutes, seconded by Councilman Muraira, with all present voting "Aye" 4-0 Council unanimously approved the City Council meeting minutes from December 21, 2020.

Consideration of Ratifying the Windstorm Insurance Policy Renewal.

Human Resource Director, Brenda Ferguson presented to council the consideration of ratifying the Windstorm Insurance Policy renewal.

On a motion by Councilman Muraira, seconded by Councilman Cain, with all present voting "Aye" 4-0 Council unanimously approved ratifying the windstorm insurance policy renewal.

COUNCIL BUSINESS:

Consideration and possible action of approving Resolution No. 2021-2668 appointing a Board Member for Freeport Historical Commission and Main Street Board.

City Manager Tim Kelty presented to council Resolution No. 2021-2668 appointing a Board Member to the Freeport Historical Commission and Main Street Board. He said that a board member stepped down and this made a vacancy. Mr. Kelty said there are two applicants, Amanda Petty and Margaret McMahan.

Margaret McMahan spoke to council of why she would like to serve on this board.

Nicole Mireles told council that she would like Ms. McMahan to serve on this board.

On a motion by Councilman Cain, seconded by Councilman Muraira, with all present voting "Aye" 4-0 Council unanimously approved Resolution No. 2021-2668 appointing Margaret McMahan to serve as a Board Member for Freeport Historical Commission and Main Street Board.

Consideration and possible action of appointing Council Liaison for all City of Freeport Boards and Commissions.

City Manager Tim Kelty presented to council the possible action on appointing Council Liaison for all City of Freeport Boards and Commissions. He said that after an election council appoints a liaison to all the active boards per our Ordinance. The active boards are Planning Commission, Board of Adjustments, EDC, Sr. Citizen's and the Historical Commission and Main Street Advisory Board.

Councilman Muraira volunteered to be a liaison for the Planning Commission.

On a motion by Councilman Muraira, seconded by Councilman Cain, with all present voting "Aye" 4-0 Council unanimously approved Councilman Muraira as liaison for the Planning Commission.

Mayor Pro Tem Yates tabled the remaining liaison appointments until Mayor Bass is present.

Consideration of approval of repair to the Trestle Bridge Storm Water Pump Station.

City Manager Tim Kelty presented to council the approval of repair to the Trestle Bridge Storm Water Pump Station behind the hardware store. He said that staff recommends the rebuild of this pump by Coastal Machine & Mechanical, LLC. The price for the rebuild is \$24,800.00.

Councilman Muraira asked what the overhaul will include in this repair? Mr. Lock with Coastal Machine & Mechanical, LLC said that the pump needs major repair, he said that the insulation is gone, the impeller is blocked, the tubing is broken off.

Mayor Pro Tem Yates asked if we can switch the pump to natural gas? Mr. Lock said that this would be very pricey, estimating the cost of converting the system at over half a million dollars.

Councilman Cain asked what the price would be to replace the pump, instead of just rebuilding the pump. Mr. Lock said approximately \$73,000.00.

Mr. Lock said that he does recommend a maintenance program on the pumps.

Mayor Pro Tem Yates said that he feels we are throwing good money after bad, he feels that the pump needs to be replaced instead of rebuilt.

Online question how many gallons per minute discharge from the pump? Mr. Lock said he cannot answer this because of the condition the pump is in.

Councilman Cain asked what the other pump condition is? Mr. Lock said its new. It was installed last year.

Councilman Pena asked if there is a maintenance agreement on the pump that was installed last year? Mr. Lock said no.

Mayor Pro Tem Yates tabled the item and asked staff to bring back additional options for consideration.

Discussion regarding stormwater planning and maintenance throughout the city of Freeport

City Manager Tim Kelty presented to council the discussion regarding stormwater planning and maintenance throughout the City of Freeport. He said that issues we are facing include streets that do not drain properly, streets that have been built up, ditches that need cleaning, plugged culverts, design of inlets and culverts. He said that there are a number of things we can do.

Mayor Pro Tem Yates tabled this item until Mayor Bass is back.

Consideration and possible action on Resolution No. 2021-2669, a resolution amending the Freeport Personnel Policy Handbook to extend the temporary emergency sick leave policy to March 31, 2021.

Human Resource Director, Brenda Ferguson presented to council action on Resolution No. 2021-2669, a resolution amending the Freeport Personnel Policy Handbook to extend the temporary emergency sick leave policy to March 31, 2021. She said that this Resolution will extend the temporary emergency sick leave policy that was set in April 2020. She said that we do not have to extend this but staff is requesting that this be extended. She said that we have a high employee count of COVID illness.

Councilman Cain asked if the employee received the 80 hours from being sick with COVID, will they be eligible for another 80 hours? Ms. Ferguson said no, employees are only eligible for a total of 80 hours through the program.

Nicole Mireles asked what if an employee has to quarantine? Ms. Ferguson there are provisions for this to be covered.

Mayor Pro Tem Yates said this is just to extend the temporary policy? Ms. Ferguson said yes.

Councilman Pena asked if an employee uses only use a portion of the hours, will the remainder be there, it will not reset the 80 hours? Ms. Ferguson said it is a onetime pay of 80 hours.

On a motion by Councilman Cain, seconded by Councilman Muraira, with all present voting "Aye" 4-0 Council unanimously approved Resolution No. 2021-2669, a resolution amending the Freeport Personnel Policy Handbook to extend the temporary emergency sick leave policy to March 31, 2021.

WORK SESSION:

Councilman Pena spoke about the lighting on 2nd Street and Velasco, he said that if the Motel turned their lights off there would be no lights at this intersection. He asked about Marketing Dollars he wanted to know if the money is not spent on events where will the money go? He said that he would like to discuss more public relations and the social media policy. Councilman Pena spoke about the Texas Open Space Program, and maximizing the use of property. Mr. Kelty said that the events are scaled back, so there may be funds left over from that, he said these funds can be used on other things. He said in regard to marketing, he would meet with Councilman Pena to develop Mr. Pena's ideas regarding this goal.

Councilman Cain said that he drove around the City this weekend and he noticed storm drains that were covered with leaves and debris, he said that this is stopping the drains from draining. He said that 10th Street and Yaupon the water was over the sidewalk, the drain was covered with leaves restricting the flow. 5th Street and Locust he said the drain cover is damaged he said almost to the point one could put their foot in it, he said it could cause some issues. Mulberry and Broad he said that the leaves and debris were blocking and there was a cover missing on this drain. Mr. Kelty said that they will do a better job at watching this drainage issue.

Councilman Muraira had no comment.

Mayor Pro Tem Roy Yates said that he was out for a little over a month, and on oxygen for 35 days. He said that the virus is really bad, but he is doing a lot better and he is glad to be back.

Update on reports / concerns from Department heads

No comment from department heads.

Open session was closed at 6:56 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 7:57 P.M.

There was no action taken from executive session.

Adjourn

On a motion by Councilman Muraira, seconded by Councilman Pena, with all present voting "Aye", Mayor Pro Tem Yates adjourned the meeting at 7:58 PM.

Mayor, Brooks Bass
City of Freeport, Texas

City Secretary, Betty Wells
City of Freeport, Texas



City Council Agenda Item # 5

Title: Consideration and possible action on rescheduling the second regular City Council Meeting in the month of February 2021.

Date: January 19, 2020

From: Betty Wells

Staff Recommendation: Staff recommends rescheduling the second regular City Council Meeting in February, to Tuesday February 16, 2021.

Item Summary: The second regular meeting falls on Presidents Day Holiday and City Offices are closed and regular meetings suspended.

It is recommended that the meeting be rescheduled to Tuesday February 16, 2021 at 6 p.m.

Background Information: None

Special Considerations None

Financial Impact: None

Board or 3rd Party recommendation: None

Supporting Documentation: None



City Council Agenda Item #6

Title: Resolution 2021-2670 Consideration and possible action approving the Joint Election Agreement and Contract for Election Services with Brazoria County and the City of Freeport.

Date: January 19, 2021

From: Betty Wells, City Secretary

Staff Recommendation:

Staff recommends approving the Resolution for a Joint Election Agreement and Contract for Election Services with Brazoria County.

Item Summary:

This agreement allows Brazoria County to manage our election for the races in the upcoming election, including generating electronic ballots and absentee ballots, operating polling places. The Freeport Library will continue as the location for Early and election-day voting.

Background Information:

The City of Freeport annually partners with Brazoria County for elections, and this is a re-adoption of previous agreements, changing the dates and races.

Special Considerations

None

Financial Impact:

The rate sheet for the election is attached.

Board or 3rd Party recommendation:

None

Supporting Documentation:

Resolution

Contract

Rate sheet, & Notice of Early Voting at Branch Polling Places, Vote Center Polling Place.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, CONTAINING A PREAMBLE; PROVIDING THAT THE ANNUAL ELECTION CALLED BY THE CITY COUNCIL OF SAID CITY FOR THE ELECTION OF COUNCIL MEMBERS FOR COUNCIL POSITIONS B and D, AND AN ELECTION FOR MAYOR, CALLED FOR THE FIRST SATURDAY IN MAY, 2021, BEING THE 1st DAY OF MAY, 2021, BE HELD JOINTLY WITH ALL ELECTIONS CALLED FOR THE SAME DAY BY OTHER POLITICAL SUBDIVISION LOCATED IN BRAZORIA COUNTY, TEXAS; AUTHORIZING THE MAYOR AND THE CITY CLERK OF SAID CITY TO EXECUTE AND ATTEST, RESPECTIVELY, A JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES WITH THE COUNTY CLERK OF BRAZORIA COUNTY, TEXAS, WHICH SPECIFIES IN AN ATTACHMENT THERETO THE LOCATION OF THE COMMON POLLING PLACES AND WHICH MAKES PROVISION FOR THE OFFICERS OF SAID JOINT ELECTION AND THEIR COMPENSATION, ALLOCATES THE EXPENSES OF SUCH JOINT ELECTION AND MAKES PROVISIONS FOR EARLY VOTING, THE BALLOT, BALLOT BOXES, ELECTION FORMS AND RECORDS AND THE CUSTODIAN THEREOF; PROVIDING THAT THIS RESOLUTION SHALL TAKE EFFECT AND BE IN FORCE FROM AND AFTER ITS PASSAGE AND ADOPTION; AND PROVIDING THAT THE ORIGINAL OF THIS RESOLUTION SHALL BE MAINTAINED BY THE CITY CLERK IN THE PERMANENT RECORDS OF SAID CITY AND A CERTIFIED COPY THEREOF AND OF THE EXECUTED AND ATTESTED AGREEMENT HEREBY AUTHORIZED BE SENT TO THE COUNTY CLERK OF BRAZORIA COUNTY, TEXAS.

WHEREAS, Chapter 271 of the Texas Election Code, authorizes two or more political subdivision of this state located in the same county to hold jointly elections which are held on the same day; and,

WHEREAS, the City Council of the City of Freeport ("the City") has called an election on May 1, 2021, to elect a Mayor and for Positions B and D on the City Council of the City and,

WHEREAS, the County Clerk of Brazoria County, Texas, the county in which the City is located, has requested that the City hold such elections jointly with other political subdivisions in said county being held on the same day under the terms and conditions included in a written agreement and contract to be signed by the County Clerk and the appropriate officials of such other political subdivisions to which shall be affixed an attachment specifying the location of the common polling places and which agreement makes provision for the officers of said joint election and their compensation, allocates the expenses of such joint election and makes provisions for early voting, the ballot, ballot boxes, election forms and records and the custodian thereof for such joint election; and,

WHEREAS, the City Council of the City has determined and does here now declare that the adoption of this resolution and the execution of such agreement and contract is necessary to the health, safety and general welfare of the inhabitants of the City and will facilitate the holding of such elections.

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

First, that the election called by the City Council of the City for May 1, 2021, be held jointly with the elections called by other political subdivisions in Brazoria County, Texas, for the same day, and the Mayor and City Clerk of the City are hereby authorized to execute and attest, respectively, a Joint Election Agreement and Contract for Election Services described above in the preamble of this resolution.

Second, that the locations of the common polling places and the officers of said election and their compensation be designated and fixed, the expenses of such joint election be allocated and the provisions for early voting, ballots, ballot boxes, election forms and records and the custodian thereof be made all as provided in said agreement and contract.

Third, that early voting in such joint election as well as voting on the day of such joint election shall be conducted jointly by the County Clerk of said county and the City Clerk of the City and the comparable election officer of all of the other political subdivisions participating in such joint election as provided in said agreement and contract.

Fourth, this resolution shall take effect and be in force from and after its passage and adoption.

Fifth, the original of this resolution, after execution and attestation, shall be maintained by the City Clerk in the permanent records of the City and a certified copy hereof, and the executed and attested agreement and contract hereby authorized, be sent to the County Clerk of Brazoria County, Texas.

READ, PASSED AND ADOPTED this ____ day of January, 2021.

Brooks Bass, Mayor,
City of Freeport, Texas

ATTEST:

Betty Wells, City Clerk,
City of Freeport, Texas

APPROVED AS TO FORM ONLY:

Christopher Duncan, City Attorney,
City of Freeport, Texas

JOINT CONTRACT FOR ELECTION SERVICES

THIS CONTRACT (this "Agreement") is made effective as of the Effective Date (as defined below), by and between the CITY OF FREEPORT, TEXAS, acting by and through its governing body, hereinafter referred to as "Political Subdivision," and County Clerk of Brazoria County, Texas, hereinafter referred to as "County," and by authority of Section 31.092(a), Texas Election Code, and Chapter 791, Texas Local Government Code, for the conduct and supervision of the Political Subdivision's election to be held on MAY 1, 2021. Political Subdivision and County may be referred to individually as a "Party" and collectively as "the Parties."

This contract is made by and between the CITY OF FREEPORT, TEXAS, acting by and through its governing body, hereinafter referred to as "Political Subdivision," and the County Election Officer of Brazoria County, defined by statute as the County Clerk through the authority set forth in Texas Election Code §§31.091 and 31.092. The purpose of this contract is for the performance of election services as authorized by statute. This contract shall serve as the general contract for each election for which the Political Subdivision requests the assistance of the County Clerk. Provisions specific to each particular election will be included as an attachment to the original contract. Political Subdivision and County Clerk may be referred to individually as "Party" or collectively as "Parties."

RECITALS

The County Clerk has care, custody, and control over the electronic voting system, the Hart InterCivic Verity Voting System (Version 2.4), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122, as amended, and is compliant with the accessibility requirements set forth by Texas Election Code Section 61.012. Political Subdivision desires to use the electronic voting system and to compensate the County Clerk for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

I. ADMINISTRATION

The Parties agree to hold a "Joint Election" in accordance with Chapter 271 of the Texas Election Code and this Agreement. The County Clerk shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement. Political Subdivision agrees to pay County Clerk for equipment, supplies, services, and administrative costs as provided in this Agreement. The County Clerk shall serve as the administrator for the Joint Election; however, the Political Subdivision shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The County Clerk shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of the Political Subdivision.

It is understood that other political subdivisions may wish to participate in the use of the electronic voting system and polling places, and it is agreed that the County Clerk may enter into

other joint election agreements and contracts for election services for those purposes on terms and conditions set forth in the Election Code. Political Subdivision agrees that County Clerk may enter into joint election agreements with other political subdivisions that may have territory located partially or wholly within the boundaries of Political Subdivision, and, in such case, all parties sharing common territory shall share a joint ballot on the electronic voting system at the applicable polling places. In such cases, total costs shall be divided among the participants.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.

II. LEGAL DOCUMENTS

Political Subdivision shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code or Political Subdivision's governing body, charter, or ordinances. With reference to publications, the County Clerk will publish the "Notice of Test of Automatic Tabulating Equipment" and the "Notice of Election." If a Political Subdivision is holding any type of Special Election, the Political Subdivision may have to publish their own "Notice of Election" in order to meet additional requirements. Please advise the County Clerk's Elections Office if the Political Subdivision must publish a separate notice so the Political Subdivision's notice is not included in the Notice published by the County Clerk.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the County Clerk's Election Department.

III. STATUTORY COMPLIANCE

Political subdivisions shall follow all applicable State and Federal laws related to elections, including, but not limited to, Section 52.072 of the Election Code, which states in part, "A proposition shall be printed on the ballot in the form of a single statement..." **Failure to do so may prohibit the political subdivision's participation in a Joint Election.**

IV. VOTING LOCATIONS

The County Clerk's Election Office shall select and arrange for the use of and payment for all election day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by the county. The proposed voting locations are listed in Attachment "A" of this agreement. In the event a voting location is not available, the Elections Department will arrange for use of an alternate location with the approval of the Political Subdivision. The Elections Department shall notify the Political Subdivision of any changes from the locations listed in Attachment "A".

If polling places for the joint election in Attachment "A" are different from the polling place(s) used by Political Subdivision in its most recent election, Political Subdivision agrees to post a notice no later than the date of the election described in Attachment "A", at the entrance to any previous polling places in the jurisdiction, stating that the polling location has changed, and stating the political subdivision's polling place name(s) and address(s) in effect for the election described in Attachment "A". Any changes in voting location from those that were used in the most recent COUNTYWIDE JOINT election will be posted by the County Clerk's Election Office.

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Brazoria County Commissioners Court shall be responsible for the appointment of the presiding judge and alternate judge for each polling location in accordance with Chapter 32 of the Texas Election Code. In the event an emergency appointment is necessary, appointment shall be made in accordance with Election Code §32.007, which authorizes the presiding officer of the Brazoria County Commissioners Court to make an emergency appointment. Should that officer not be available, the County Clerk's office shall make emergency appointments of election officials. Upon request by the County Clerk, Political Subdivision agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish).

The County's Elections Department shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all election judges appointed for the Joint Election are eligible to serve.

The County Clerk shall arrange for the training and compensation of all election judges and clerks. The Elections Department shall arrange for the date, time, and place for the presiding election judge to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Department notifying him of his appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge will receive compensation at an hourly rate of \$14.00. Each election clerk will receive compensation at an hourly rate of \$12.00. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close. All judges and clerks who attend training will be compensated at an hourly rate of \$8.00 as compensation for same.

It is agreed by all Parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this election are temporary part-time employees subject only to those benefits available to such employees.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The County Clerk Elections Department shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs and other materials used by the election judges at the voting locations. At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The County Clerk Elections Department shall provide the necessary voter registration information, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election. If special maps are needed for a particular Political Subdivision, the County Clerk Election Department will order the maps and pass that charge on to that particular Political Subdivision.

Political Subdivision shall furnish the County Clerk a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). THE POLITICAL SUBDIVISION SHALL ALSO PROVIDE A COPY OF EACH CANDIDATE'S APPLICATION TO THE COUNTY CLERK ELECTIONS OFFICE. This list shall be delivered to the County Clerk Elections Department as soon as possible after ballot positions have been determined by each of the participating authorities. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

VII. EARLY VOTING

The Parties agree to conduct joint early voting and to appoint the County Clerk as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Political Subdivision agrees to appoint the County Clerk's permanent county employees as deputy early voting clerks. The Parties further agree that each Early Voting Location will have an "Officer in Charge" who will receive compensation at an hourly rate of \$14.00. The clerks at each location will receive compensation at an hourly rate of \$12.00. Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment "B" of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations.

As Early Voting Clerk, the County Clerk shall receive applications for early voting ballots to be voted by mail in accordance with Chapter 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the Political Subdivision shall be forwarded immediately by fax or courier to the Elections Department for processing.

The County Clerk Elections Department shall, upon request, provide the Political Subdivision a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

VIII. EARLY VOTING BALLOT BOARD

The County Clerk shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the County Clerk Elections Department, shall appoint two or more additional members to constitute the EVBB. The County Clerk Elections Department shall determine the number of EVBB members required to efficiently process the early voting ballots.

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The County shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager:	Lisa Mujica
Alternate Counting Station Manager:	Brandy Pena
Tabulation Supervisor:	Susan Cunningham
Alternate Tabulation Supervisor:	Johnathan Escamilla
Presiding Judge:	Tamara Reynolds
Alternate Presiding Judge:	Dottie Cornett

The County Clerk Elections Department will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to the Political Subdivision as soon as possible after all returns have been tabulated. All participating authorities shall be responsible for the official canvass of their respective elections.

The County Clerk Elections Department shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

The County Clerk Elections Department shall submit all Cities' precinct by precinct returns to the Texas Secretary of State's Office electronically.

The County Clerk Elections Department shall post all election night results to County website on election night. <http://www.Brazoriacountyvotes.com>.

X. ELECTION EXPENSES AND ALLOCATION OF COSTS

The Parties agree to share the costs of administering the Joint Election. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared. The County participates in "Vote Centers," therefor all political subdivisions can vote at any location.

It is agreed that the normal rental rate charged for the County's voting equipment used on election day shall be calculated per polling locations and among the participants utilizing each polling location. (See "Exhibit 1" for rental rates.) Total cost will be calculated, and then multiplied by the Political Subdivisions percentage number of registered voters or with the minimum of \$1500.00, for those with lesser amount, additional cost associated will be itemized and billed.

Costs for Early Voting by Personal Appearance will also be charge with the same formula as Election Day. Those political subdivisions with the percentage of registered voters less than amount equal to \$1500.00 charged will be a minimum amount of \$1500.00.

Political Subdivision contracting for a runoff shall be responsible for all associated costs.

XI. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Political Subdivision may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code, or should it be later ruled that the election is not needed. Political Subdivision is fully liable for any expenses incurred by County Clerk on behalf of the Political Subdivision. Any monies deposited with the county by the withdrawing authority shall be refunded, minus the aforementioned expenses.

XII. RECORDS OF THE ELECTION

The County Clerk is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority, as well as to the public, in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the County Clerk or at an alternate facility used for storage of county records. The County Clerk Elections Department shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the County Clerk shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the County Clerk any notice of pending election contest, investigation, litigation or open records request which may be filed with the participating authority.

XIII. RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. Political Subdivision agrees that any recount shall take place at the offices of the County Clerk and that the County Clerk shall serve as Recount Supervisor and the Political Subdivision's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The County Clerk Elections Department agrees to provide advisory services to the Political Subdivision as necessary to conduct a proper recount and cost of the recount depends on the size of the election and number of precincts to be recounted.

XIV. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, that other districts and political subdivisions may wish to participate in the use of the election equipment and voting places; it is agreed that the County Clerk may contract with such other districts or political subdivisions for such purposes, and that in such event, there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The County Clerk shall file copies of this document with the County Treasurer and the County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. In the event that legal action is filed contesting the Political Subdivision's election under Title 14 of the Texas Election Code, Political Subdivision shall choose and provide, at its own expense, legal counsel for the County, the County Clerk, and additional election personnel as necessary.
4. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code; however, any action taken is subject to any immunity provided by statute or common law to governmental entities. For purposes of this contract, the County Clerk's office is acting as a governmental entity covered by any immunity available to Brazoria County.
5. The parties agree that under the Constitution and laws of the State of Texas, neither Brazoria County nor Political Subdivision can enter into an agreement whereby either party agrees to indemnify or hold harmless another party; therefore, all references of any kind, if any, to indemnifying or holding or saving harmless for any reason are hereby deleted.
6. This agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazoria County, Texas.
7. In the event of one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
8. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
9. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.

10. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.
11. **Authorization of Agreement.** This Agreement has been approved and authorized by the governing body of the Political Subdivision.
12. **Purpose, Terms, Rights, and Duties of the Parties.** The purpose, terms, rights, and duties of the Parties shall be as set forth in this Agreement.
13. **Payments from Current Revenues.** Each Party paying for the performance of governmental functions or services must make those payments from current revenues available to that paying Party.
14. **Fair Compensation.** The Parties acknowledge and agree that each of the payments contemplated by this Agreement fairly compensate the performing Party.
15. **Termination.** At any time and for any reason, either Party may terminate this Agreement by providing thirty (30) days' written notice of termination to the other Party.
16. **Funding.** The Parties understand and acknowledge that the funding of this Agreement is contained in each Party's annual budget and is subject to the approval of each Party in each fiscal year. The Parties further agree that should the governing body of any Party fail to approve a budget that includes sufficient funds for the continuation of this Agreement, or should the governing body of any Party fail to certify funds for any reason, then and upon the occurrence of such event, this Agreement shall automatically terminate as to that Party and that Party shall then have no further obligation to the other Party. When the funds budgeted or certified during any fiscal year by a Party to discharge its obligations under this Agreement are expended, the other Party's ***sole and exclusive remedy*** shall be to terminate this Agreement.
17. **No Joint Enterprise.** The Agreement is not intended to, and shall not be construed to, create any joint enterprise between or among the Parties.
18. **Public Information.** This Agreement is public information. To the extent, if any, that any provision of this Agreement is in conflict with Texas Government Code Chapter 552, et seq., as amended (the "Texas Public Information Act"), such provision shall be void and have no force or effect.
19. **No Third-Party Beneficiaries.** This Agreement is entered solely by and between, and may be enforced only by and among the Parties. Except as set forth herein, this Agreement shall not be deemed to create any rights in, or obligations to, any third parties.
20. **No Personal Liability.** Nothing in this Agreement shall be construed as creating any personal liability on the part of any employee, officer, or agent of any Party to this Agreement.

21. Nothing in this Agreement requires that either the Political Subdivision or County incur debt, assess or collect funds, or create a sinking fund.

22. **Sovereign Immunity Acknowledged and Retained. THE PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT NO PROVISION OF THIS AGREEMENT IS IN ANY WAY INTENDED TO CONSTITUTE A WAIVER BY ANY PARTY OF ANY IMMUNITY FROM SUIT OR LIABILITY THAT A PARTY MAY HAVE BY OPERATION OF LAW. THE CITY AND THE COUNTY RETAIN ALL GOVERNMENTAL IMMUNITIES.**

XV. COST ESTIMATES AND DEPOSIT OF FUNDS

It is estimated that the Political Subdivision's obligation under the terms of this agreement shall be DETERMINED AFTER THE ELECTION. Political Subdivision agrees to pay to County a deposit of \$1,500.00. This deposit shall be paid to County within 10 business days after the final candidate filing deadline. The final candidate filing deadline is February 16, 2021. Therefore, deposit is due by **MARCH 3, 2021**. The exact amount of the Political Subdivision's obligation under the terms of this Agreement shall be calculated after the MAY 1, 2021, election; and if the amount of the Political Subdivision's obligation exceeds the amount deposited, the Political Subdivision shall pay to County the balance **due within thirty (30) days after receipt of the final invoice from the County's Election Department**. However, if the amount of the Political Subdivision's obligation is less than the amount deposited, County shall refund to the Political Subdivision the excess amount paid within thirty (30) days after final costs are calculated.

IN TESTIMONY HEREOF, this agreement, its multiple originals all of equal force, has been executed on behalf of the parties.

(1) On the _____ day of _____, 2021 been executed on behalf of the County Clerk by the County Clerk pursuant to the Texas Election Code;

(2) On the _____ day of _____, 2021 been executed on behalf of the Political Subdivision by its Mayor or authorized representative, pursuant to an action of the Political Subdivision.

BRAZORIA COUNTY, COUNTY CLERK by

Joyce Hudman, County Clerk

ATTEST:

CITY OF FREEPORT, TEXAS

By _____

Presiding Officer or Authorized Representative
CITY OF FREEPORT

RATE SHEETS FOR BRAZORIA COUNTY ELECTIONS:

MAY (COUNTYWIDE JOINT)

EQUIPMENT RENTAL

CONTROLLER	\$365.00 each
ACCESS WITH TOUCH UNIT (DAU).....	\$350.00 each
TOUCH UNITS	\$325.00 each
POLLPADS	\$50.00 each
MI-FI/ HOTSPOT	\$50.00 each

This is not a daily charge. This price is for the entire election even if it is for 12 days of voting.

OTHER CHARGES

Programming	\$300.00
Tabulating.....	\$150.00
Equipment Delivery and Pickup	
Truck Rental (per delivery location)	\$25.00
Labor (Per delivery location)	\$75.00
Supply tubs EV-ED (see attached list for contents)	\$75.00
Mail Ballots will be billed per entity kits including postageDomestic...\$1.74...Overseas...\$2.36	
Publications charged based on % of registered voters.....	

Workers-Judges	\$14.00 per hour-Overtime rate \$21.00 per hour
Clerks	\$12.00 per hour-Overtime rate \$18.00 per hour

ELECTION DAY

For Election Day, we will calculate the cost for each location (see Exhibit 'A2') the total cost for Election Day will then be calculated per percentage of registered voters of each political subdivision. All political subdivisions in Brazoria County less than 1000 registered voters, charges will be the minimum of \$1500.00 for Election Day.

EARLY VOTING

For Early Voting we also calculate worksheets for each of the 10-11 early voting locations. Once we have the total cost for all locations, we do a spreadsheet that divides the cost between all political subdivisions based on the percentage of registered voters in each. Since we have large and small cities in our county, the minimum charge for early voting was set at \$325.00. Due to the increase of voting equipment, the new minimum charge as of 2020 will be \$1500.00, which includes the new rental rate.

OVERTIME

We keep a record of our overtime for the May Elections and the staff gets paid overtime. Since we charge for programming and tabulations that money goes towards the employee's overtime. If we have more overtime than covered by a calculated programming and tabulation fees, we will add in the additional overtime when sending the final bills.



City Council Agenda Item # 7

Title: Consideration and possible action to adopt Ordinance 2021-2623 calling the General Election for May 1, 2021 for the election of council positions for Mayor, and Wards B and D.

Date: January 19, 2021

From: Betty Wells, City Secretary

Staff Recommendation:

Staff recommends adoption of this ordinance to hold the Election on May 1, 2021.

Item Summary:

This ordinance calls the election for Mayor and Council Person for Wards B and D, to be held on May 1, 2021, and establishes polling places and times for voting.

Background Information:

This is a required action in accordance with state election law.

Special Considerations

None

Financial Impact:

The cost of the election will be approximately \$3,000.00 based on previous elections.

Board or 3rd Party recommendation:

None

Supporting Documentation:

Ordinance

ORDINANCE NO. 2021-2623

AN ORDINANCE OF THE CITY OF FREEPORT, TEXAS, CONTAINING A PREAMBLE; CALLING A GENERAL ELECTION FOR THE FIRST SATURDAY IN MAY, 2021, BEING MAY 1, 2021, FOR THE ELECTION AT LARGE OF A MAYOR FOR SAID CITY AND AN ELECTION BY WARDS FOR POSITIONS B AND D ON THE CITY COUNCIL AND FOR THE POSITION OF MAYOR OF SAID CITY; PROVIDING FOR ONE (1) POLLING PLACE AND DESIGNATING THE LOCATION THEREOF; ESTABLISHING THE QUALIFICATIONS FOR CANDIDATES FOR THE OFFICES TO BE VOTED UPON; PROVIDING FOR APPLICATIONS FOR CANDIDATES AND SPECIFYING A FILING DEADLINE AND THE DATE WHEN FILING MAY BEGIN; PROVIDING FOR THE QUALIFICATION OF ELECTORS; APPOINTING THE OFFICERS OF SAID ELECTION AND DESIGNATING THE NUMBER OF CLERKS TO ASSIST IN CONDUCTING SAID ELECTION AND THE COMPENSATION TO BE PAID THE ELECTION JUDGE AND CLERKS; PROVIDING FOR EARLY VOTING; PROVIDING FOR RATIFICATION AND CONFIRMATION BY THE MAYOR OF SAID CITY OF THE ACTION TAKEN BY THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, Section 3.01 of the City Charter provides that members of the City Council shall be elected by wards, that Positions B and D on City Council, which represent Wards B and D, respectively, shall be filled by an election to be held on the first Saturday in May every three years at which only persons residing in Wards B and D are eligible to become candidates for election to Council Positions B and D, respectively, and at which only voters residing in Wards B and D are eligible to vote for or against the candidates seeking election to City Council Positions B and D, respectively.

WHEREAS, Section 3.01 of the Home Rule Charter of the City provides that the Mayor of the City shall be elected for a three-year term of office at an election to be held on the first Saturday in May of every three years; and,

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

SECTION ONE--Election for Mayor and Wards B and D Called.

Pursuant to said Section 3.01, the Mayor and City Council hereby order and ordain, respectively, that an election required to be held in Wards B and D for Council Position B and D, now held by JERRY CAIN and

ROY YATES, respectively, be held on the first Saturday in May of 2021, being May 1, 2021, between the hours of 7:00 o'clock a.m. and 7:00 o'clock p.m., each such election being for a term of three (3) years.

SECTION TWO-Municipal Polling Places

As provided in the Joint Election Agreement and Contract for Election Services between the City and the County Clerk of Brazoria County, Texas, which is incorporated herein by reference, for the purpose of the election called by this ordinance, there shall be one (1) municipal polling place, within the City of Freeport located at the Freeport Library, 410 Brazosport Blvd., Freeport, Brazoria County, Texas. On that day, voting will also be permitted at the following Polling Places:

East Annex (Old Walmart)	1524 E Mulberry, Angleton
Pct 4 Building	121 N. 10 th St., West Columbia
Brazoria Library	620 S Brooks, Brazoria
Freeport Library	410 Brazosport Blvd., Freeport
Oyster Creek City Hall	3210 FM 523, Oyster Creek
Drainage District #4 Building	4805 W Broadway, Pearland
Sweeny Community Center	205 W Ashley Wilson Rd, Sweeny
Danbury Community Center	6115 5 th St, Danbury
Clute Event Center	100 Parkview Dr. Clute
Jones Creek Comm House	7207 Stephen F. Austin Rd. Jones Creek
Lake Jackson Civic Center	333 Hwy 332 East, Lake Jackson
Richwood City Hall	1800 N Brazosport Blvd, Richwood
Westside Event Center	2150 Countryplace Pkwy, Pearland
Pearland Recreation Center	4141 Bailey Rd., Pearland
Surfside Beach City Hall	1304 Monument Dr., Surfside Beach
Alvin Library	105 S Gordon, Alvin
North Annex,	7313 Corporate Dr., Manvel
Silverlake Recreation Center	2715 Southwyck Pkwy, Pearland
Tom Reid Library	3522 Liberty Dr, Pearland

SECTION THREE--Candidates, Applications and Filing Fees.

(a) Everyone who has attained the age of eighteen (18) years, who has resided within the incorporated limits of the City for a period of six (6) months immediately preceding the last day on which a candidate's application for a place on the ballot could be delivered to the City Secretary, as hereinafter provided, shall be eligible to become a candidate for the office of Mayor of the City by filing a sworn application, as hereinafter provided.

(b) Everyone who has attained the age of eighteen (18) years, who has resided within the incorporated limits of the City for a period of six (6) months immediately preceding the last day on which a candidate's application for a place on the ballot could be delivered to the City Secretary, as hereinafter provided, and who:

(1) resides in Ward B, as defined in said Ordinance No. 2002-2001, on the day such application is filed, shall be eligible to become a candidate for the office of Council Position B by filing a sworn application, as hereinafter provided; and,

(2) resides in Ward D, as defined in said Ordinance No. 2002-2001, on the day such application is filed, shall be eligible to become a candidate for the office of Council Position D by filing a sworn application, as hereinafter provided.

(c) Each candidate's application shall be in writing, contain the matters set out in Section 141.031, Texas Election Code and be filed with the City Secretary of the City.

(d) An application may not be filed earlier than the ninety-first (91st) day before the day hereinabove specified for said election and must be filed not later than 5:00 o'clock p.m. of the sixty-first (61)

day preceding the day hereinabove specified for said election, being January 13, 2021, and February 12, 2021, respectively.

SECTION FOUR--Electors.

Every person eligible to vote under the provisions of Chapter 11 of Title 2 of the Texas Election Code who is a resident of the City and who is duly registered to vote in the county election precinct where and on the day on which he or she votes, shall be entitled to vote for or against the candidates for Council Position B, if such voter resides in Ward B as defined in Ordinance No. 2002-2001, and for or against the candidates for Council Position D, if such voter resides in Ward D, as defined in Ordinance No. 2002-2001.

SECTION FIVE--Officers of Election and Compensation Thereof.

The Presiding Judge, Alternate Presiding Judge and clerks needed on the day of election for the election called by this ordinance, for the early ballot board and the central counting station shall be appointed, have the duties and be compensated as provided in the Joint Election Agreement and Contract for Election Services between the City and the County Clerk of Brazoria County, Texas, which is incorporated herein by reference.

SECTION SIX--Early Voting.

Early voting shall begin on April 19, 2021, and end on April 27, 2021, such early voting to be conducted by the County Clerk of Brazoria County, Texas, between the hours of 8:00 a.m. and 5:00 p.m. at the following locations, from Monday, April 19, 2021, through Friday, April 23, 2021, and between the hours of 7:00 a.m. through 7:00 p.m. on Saturday, April 24, Monday, April 26, and Tuesday, April 27, 2021, at such locations, to-wit:

<u>Angleton Main Location:</u>	East Annex (Old Walmart Building) 1524 E. Mulberry, Angleton
<u>Alvin Branch Location:</u>	Alvin Library 105 S. Gordon, Alvin
<u>Brazoria Branch Location:</u>	Brazoria Library 620 S. Brooks, Brazoria
<u>Freeport Branch Location:</u>	Freeport Library 410 Brazosport Blvd., Freeport
<u>Lake Jackson Branch Location:</u>	Lake Jackson Library 250 Circle Way, Lake Jackson
<u>Manvel Branch Location:</u>	Courthouse North Annex 7313 Corporate Dr., Manvel
<u>Pearland East Branch Location:</u>	Tom Reid Library 3522 Liberty Dr., Pearland
<u>Pearland West Branch Location:</u>	Westside Event Center 2150 Countryplace Pkwy., Pearland
<u>Shadow Creek Branch Location:</u>	Pearland Westside Library 2803 Business Dr. #101, Pearland
<u>Sweeny Branch Location:</u>	Sweeny Community Center 205 W. Ashley Wilson Rd., Sweeny
<u>West Columbia Branch Location:</u>	Precinct 4 Building 2 121 N. 10 th St., West Columbia

SECTION SEVEN--Method of Voting and Conducting Election.

Both early voting and all voting on the day named above for the holding of said election shall be in the manner specified in the Joint Election Agreement and Contract for Election Services between the City and the County Clerk of Brazoria County, Texas, mentioned above.

SECTION EIGHT--Notice of Election.

(a) The Mayor of the City is hereby authorized and directed to issue a notice of said election, including a substantial copy of above and foregoing proposition, and to cause the same to be posted in accordance with Section 4.003(a)(2) of the Election Code for at least twenty-one (21) days prior to the date named above for the holding of said election on the bulletin board used for posting notices of meetings of the City Council.

(b) The City Secretary of the City is hereby authorized and directed to cause a copy of such notice, including a substantial copy of above and foregoing proposition, to be published in a newspaper in accordance with Section 4.003(a)(1) of the Election Code, such publication to be at least ten (10) days before but not more than thirty (30) days before the date named above for the holding of said special election.

SECTION NINE--Ratification and Confirmation by Mayor.

By signing this ordinance, the undersigned Mayor of the City hereby ratifies and confirms as his action all matters hereinabove recited which by law come within his jurisdiction.

SECTION TEN--Effective Date.

This ordinance shall be effective immediately upon its passage and approval.

READ, PASSED AND APPROVED this ____ day of _____, 2021.

Brooks Bass, Mayor,
City of Freeport, Texas

ATTEST:

Betty Wells, City Secretary,
City of Freeport, Texas

APPROVED AS TO FORM ONLY:

Christopher Duncan, City Attorney,
City of Freeport, Texas

NOTICE OF ANNUAL GENERAL ELECTION OF OFFICERS

TO: ALL PERSONS ENTITLED TO VOTE UNDER THE PROVISIONS OF CHAPTER 11 OF TITLE 2 OF THE TEXAS ELECTION CODE WHO ARE RESIDENTS OF THE CITY OF FREEPORT, TEXAS, AND ARE DULY REGISTERED TO VOTE IN THE PRECINCT WHERE AND ON THE DAY ON WHICH THEY VOTE,
GREETINGS:

I.

You will take notice that an annual general election will be held in and throughout the City of FREEPORT, Texas, ("the City") on the first Saturday in May, 2021, being the May 1, 2021, between the hours of 7:00 o'clock a.m. and 7:00 o'clock p.m., for the purpose of electing in single member districts B and D, and Mayor for the purpose of electing for a three (3) year term each, persons to fill Council Position B now held by JERRY CAIN, and Council Position D, now held by ROY YATES, and Mayor now held by BROOKS BASS.

II.

To be eligible to vote in such election, a person must, on the date such person votes, be (1) eligible to vote under the provisions of Chapter 2 of Title 2 of the Texas Election Code, (2) a resident of the City, (3) duly registered to vote in the Brazoria County, Texas, election precinct which includes that portion of the corporate limits of the City where such voter resides and (4), in the case of persons voting in the election for Positions B or D on the City Council of the City, be a resident of Ward B or D of the City, respectively.

III.

For the purpose of this election, the Mayor and City Council of the City have established one (1) municipal polling place, within the City of Freeport located at the Freeport Library, 410 Brazosport Blvd., Freeport, Brazoria County, Texas. On that day, voting will also be permitted at the following Polling Places:

East Annex (Old Walmart)

1524 E Mulberry, Angleton

Pct 4 Building

121 N. 10th St., West Columbia

Brazoria Library	620 S Brooks, Brazoria
Freeport Library	410 Brazosport Blvd., Freeport
Oyster Creek City Hall	3210 FM 523, Oyster Creek
Drainage District #4 Building	4805 W Broadway, Pearland
Sweeny Community Center	205 W Ashley Wilson Rd, Sweeny
Danbury Community Center	6115 5 th St, Danbury
Clute Event Center	100 Parkview Dr. Clute
Jones Creek Comm House	7207 Stephen F. Austin Rd. Jones Creek
Lake Jackson Civic Center	333 Hwy 332 East, Lake Jackson
Richwood City Hall	1800 N Brazosport Blvd, Richwood
Westside Event Center	2150 Countryplace Pkwy, Pearland
Pearland Recreation Center	4141 Bailey Rd., Pearland
Surfside Beach City Hall	1304 Monument Dr., Surfside Beach
Alvin Library	105 S Gordon, Alvin
North Annex,	7313 Corporate Dr., Manvel
Silverlake Recreation Center	2715 Southwyck Pkwy, Pearland
Tom Reid Library	3522 Liberty Dr, Pearland
Pearland Westside Library	2803 Business Center Dr #101, Pearland

ONLY OPEN FOR LOCAL ELECTIONS IF THE CITY HAS AN ELECTION

Liverpool City Hall	8901 CR 171, Liverpool
Bonney Annex Building	19025 FM 521, Bonney
Hillcrest Village Municipal Building	200 W. Timberlane, Alvin

Closed for 2021

Nolan Ryan Center,

2925 South Bypass 35, Alvin

Mims Community Center

4283 FM 521, Brazoria

First Church of Pearland

1850 Broadway, Pearland

CLOSED FOR LOCAL ELECTION

West Annex

451 N. Velasco, Angleton

IV.

Early voting shall begin on April 19, 2021, and end on April 27, 2021, such early voting to be conducted by the County Clerk of Brazoria County, Texas, between the hours of 8:00 a.m. and 5:00 p.m. at the following locations, from Monday, April 19, 2021, through Friday, April 23, 2021, and between the hours of 7:00 a.m. through 7:00 p.m. on Saturday, April 24, Monday, April 26, and Tuesday, April 27, 2021, at such locations, to-wit:

Angleton Main Location:

East Annex (Old Walmart Building)
1524 E. Mulberry, Angleton

Alvin Branch Location:

Alvin Library
105 S. Gordon, Alvin

Brazoria Branch Location:

Brazoria Library
620 S. Brooks, Brazoria

Freeport Branch Location:

Freeport Library
410 Brazosport Blvd., Freeport

Lake Jackson Branch Location:

Lake Jackson Library
250 Circle Way, Lake Jackson

Manvel Branch Location:

Courthouse North Annex
7313 Corporate Dr., Manvel

Pearland East Branch Location:

Tom Reid Library
3522 Liberty Dr., Pearland

Pearland West Branch Location: Westside Event Center
2150 Countryplace Pkwy., Pearland

Shadow Creek Branch Location: Pearland Westside Library
2803 Business Dr. #101, Pearland

Sweeny Branch Location: Sweeny Community Center
205 W. Ashley Wilson Rd., Sweeny

West Columbia Branch Location: Precinct 4 Building 2
121 N. 10th St., West Columbia

WITNESS MY OFFICIAL SIGNATURE HEREUNTO AFFIXED this ____ day of
January, 2021.

Brooks Bass, Mayor,
City of Freeport, Texas

ATTEST:

Betty Wells, City Clerk,
City of Freeport, Texas

MAYOR'S RETURN

I certify that on the ____ day of January, 2021, I posted a true and correct copy of the foregoing "Notice of Election", on the bulletin board located at the FREEPORT City Hall used for posting notices of meetings of the City Council, such day being more than twenty-one (21) days prior to said election.

Brooks Bass, Mayor,
City of Freeport, Texas

CITY CLERK'S RETURN

I hereby certify that I caused a copy of the above and foregoing "Notice

of Annual General Election of Officers" to be published in the Brazosport Facts, heretofore designated as the official newspaper of the City of FREEPORT, Texas, it being a newspaper published in the City of FREEPORT, in Brazoria County, Texas, having a general circulation therein, and that I requested that such publication be one (1) time, not less than ten (10) days nor more than thirty (30) days before the date hereinabove fixed for the holding of said election.

WITNESS my official signature and the seal of said City hereunto affixed this ____ day of _____, 2021.

Betty Wells, City Clerk
City of FREEPORT, Texas

AVISO DE ELECCION GENERAL DE OFICIALES

PARA: TODAS LAS PERSONAS CON DERECHO AL VOTO BAJO LAS PROVISIONES DEL CAPITULO 11 DE EL TITULO 2 D EL CODIGO DE ELECCIONES DE TEXAS QUE SON RESIDENTES DE LA CIUDAD DE FREEPORT, TEXAS, Y QUE SE ENCUENTRAN DEBIDAMENT REGISTRADOS PARA VOTAR EN EL RECINTO DONDE Y EN EL DIA EN QUE SE VOTE, SALUDOS:

I.

Este es un aviso que una eleccion general annual se llevara acabo en la Ciudad de Freeport, Texas, en el primer Sabado en Mayo, 2021, que es Mayo 1, 2021, entre las horas de 7:00 a.m. y 7:00 p.m. con el proposito de elegir, en los distritos electorales B y D, y Alcalde para un termino de tres (3) años cada uno, a personas para Posicion Consejal B, ahora ocupada por JERRY CAIN, Posicion Consejal D, ahora ocupada por, ROY YATES y la posicion de Alcalde ahora ocupada por BROOKS BASS.

II.

Para ser elegible para votar en dicha eleccion, una persona debe, el dia en que Dicha persona vote, ser (1) elegible para votar bajo las provisiones de el Capito 2 de el Titulo 2 de elCodigo de Eleccion de Texas, (2) ser residente de la Ciudad, (3) estar debidamente registrado para votar en el Condado de Brazoria, Texas, en el recinto que incluye la porcion de los limites corporativos de la Ciudad donde dicho votante vive y (4) en caso de que la persona que vote en dicha eleccion para la Posicion Consejal B y D de el consejo municipal de la Ciudad, ser residente de el Recinto B o D de la Ciudad, respectivamente.

III.

Con el proposito de esta eleccion, el Alcalde y el Consejo Municipal de la Ciudad han establecido un (1) sitio Municipal para votar, dentro de la Ciudad de Freeport localizado en el Freeport Library, 410 Brazosport Blvd, Freeport, Texas. En ese dia votaciones tambien se permitiran en cualquiera de los siguientes Sitios de votacion:

East Annex (Old Walmart)	1524 E Mulberry, Angleton
Precinct 4 Building	121 N 10 th St, West Columbia
Brazoria Library	620 S Brooks, Brazoria
Freeport Library	410 Brazosport Blvd., Freeport
Oyster Creek City Hall	3210 FM 523, Oyster Creek
Drainage District #4 Building	4805 W Broadway, Pearland
Jones Creek Comm House	7207 Stephen F. Austin, Rd., Jones Creek
Lake Jackson Civic Center	333 Hwy 332 East, Lake Jackson
Richwood City Hall	1800 N Brazosport Blvd, Richwood
Westside Event Center	2150 Countryplace Pkwy, Pearland

Pearland Recreation Center	4141 Bailey Rd, Pearland
Alvin Library	105 S Gordon, Alvin
North Annex	7313 Corporate Dr, Manvel
Silverlake Recreation Center	2715 Southwyck Pkwy, Pearland
Tom Reid Library	3522 Liberty Dr, Pearland
Pearland Westside Library	2803 Business Center Dr #101, Pearland

SOLO ABIERTOS PARA ELECCIONES LOCALES SI DICHA CIUDAD TIENE UNA ELECCION

Liverpool City Hall	8901 CR 171, Liverpool
Bonney Annex Building	19025 FM 521, Booney
Hillcrest Village Municipal Building	200 W. Timberlane, Alvin

CERRADOS PARA EL 2021

Nolan Ryan Center	2925 South Bypass 35, Alvin
Mims Community Center	4283 FM 521, Brazoria
First Church of Pearland	1850 Broadway, Pearland

CERRADOS PARA ELECCION LOCAL

West Annex	451 N. Velasco, Angleton
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IV.

Votaciones anticipadas deben comensar Abril 19, 2021, y terminan Abril 27, 2021, dichas votaciones anticipadas deberan ser llevadas acabo por el Secretario de el Condado de Brazoria, Texas entre las horas de 8:00 a.m. y 5:00 p.m. en los siguientes lugares, desde el Lunes, Abril 19, 2021 hasta el Viernes, Abril 23, 2021 y entre las horas de 7:00 a.m y 7:00 p.m. el Sabado, Abril 24, 2021, el Lunes, Abril 26, y el Martes, Abril 27, 2021, en dichas locacciones, a saber:

<u>Angleton Main Location:</u>	East Annex (Old Walmart Building) 1524 E. Mulberry, Angleton
<u>Alvin Branch Location:</u>	Alvin Library 105 S. Gordon, Alvin
<u>Brazoria Branch Location:</u>	Brazoria Library 620 S. Brooks, Brazoria
<u>Freeport Branch Location:</u>	Freeport Library 410 Brazosport Blvd., Freeport
<u>Lake Jackson Branch Location:</u>	Lake Jackson Library 250 Circle Way, Lake Jackson
<u>Manvel Branch Location:</u>	Courthouse North Annex 7313 Corporate Dr., Manvel
<u>Pearland East Branch Location:</u>	Tom Reid Library 3522 Liberty Dr., Pearland
<u>Pearland West Branch Location:</u>	Westside Event Center 2150 Countryplace Pkwy., Pearland

Shadow Creek Branch Location:

Pearland Westside Library
2803 Business Dr. #101, Pearland

Sweeny Branch Location:

Sweeny Community Center
205 W. Ashley Wilson Rd., Sweeny

West Columbia Branch Location:

Precinct 4 Building 2
121 N. 10th St., West Columbia

Testigo a mi firma official a esto puesto el dia _____ de _____ de
el 2021.

Brooks Bass, Alcalde,
Ciudad de Freeport, Texas

ATTEST:

Betty Wells, Secretaria de la Ciudad
Ciudad de Freeport, Texas

Certificado de el Alcalde

Certifico que el ___ día de _____, 2021, publiqué una copia fiel y correcta del "Aviso de elección general de Oficiales" anterior, en el tablero de anuncios ubicado en el Ayuntamiento de la Ciudad de Freeport utilizado para publicar avisos de reuniones del Ayuntamiento de la Ciudad de Freeport, tales día siendo más de veintiún (21) días antes de dicha elección.

Brooks Bass, Alcalde,
Ciudad de Freeport, Texas

Certificado de la Secretaria de la Ciudad

Por la presente certifico que hice que se publicara una copia del "Aviso de elección general de Oficiales" anterior en el Brazosport Facts, designado hasta ahora como el periódico oficial de la Ciudad de Freeport, Texas, siendo un periódico publicado dentro de la Ciudad de Freeport, en el condado de Brazoria, Texas, que tiene circulación general en la ciudad de Freeport y que solicité que dicha publicación sea una (1) vez, no menos de diez (10) días ni mas de treinta (30) días antes de la fecha fijada para la celebración de dicha elección.

TESTIGO, a mi firma official y el sello de la Ciudad a esto apuesto el dia _____ de _____ de el 2021.

Betty Wells, Secretaria de la Ciudad
Ciudad de Freeport, Texas



City Council Agenda Item # 8

Title: Consideration of a proposal from Motorola through HGAC Buy Cooperative Contract No. RA05-18 for the Radio Console Upgrade grant project.

Date: January 19, 2021

From: Stephanie Russell, Assistant City Manager

Staff Recommendation:

Staff recommends authorization to upgrade the dispatch Radio Console Motorola for an amount not to exceed \$165,002.

Item Summary:

The Police Department has submitted a request to upgrade the dispatch Radio Console from Motorola through HGAC Buy Cooperative Contract No. RA05-18. The total cost of the proposed project is \$165,002, however; \$115,500 of the cost is grant funded. The purchase is over \$50,000, therefore; per the City's Purchasing Policy, it must be approved by Council.

Background Information:

The Police Department was awarded a \$115,500 grant from the Edward Byrne Memorial Justice Assistance Grant Program to upgrade the dispatch Radio Console.

Currently, our dispatch center utilizes two Motorola MCC5500 Radio dispatching systems. These consoles serve as the primary means of communication between dispatch and emergency personnel (Police, Fire, EMS and Mutual Aid radio channels). From these consoles, our dispatch center is able to dispatch Fire/EMS through a tone system that alerts personnel through pagers, VHF, 800mhz radio channels all with the push of a button. Without access to this functionality our dispatch center would be unable to efficiently contact emergency personnel in an expedited manner.

During equipment failures dispatch must communicate through hand held radios (requiring 1 radio per channel totaling 5 radios), cell phones or other means. Dispatchers are unable to monitor or respond over all of the various radio channels from a single station. This lack of communication interoperability lowers emergency response times in situations where seconds matter. Our current dispatch consoles have been in service since July 2007 making these systems over 13 years old.

In October of 2019, Motorola announced that the MCC5500 model of dispatch equipment has been marked as end of life and announced Service Support is ending in December 2021. End of life means the manufacturer has stopped production and sales on this item including parts, software updates and will only offer support for a limited time as the obsolete equipment is

phased out. As time goes on, replacement parts for repairs and service will be harder to find and eventually this equipment will reach a state where it is not able to be repaired or serviced.

Special Considerations:

N/A

Financial Impact:

The total cost for the project is \$165,002 which was included in the FY2020-2021 Budget under the IT Fund (account number 23-525-899). Additionally, \$115,000 of this amount will be funded by the grant.

Board or 3rd Party recommendation:

N/A

Supporting Documentation:

Motorola Proposal with Pricing

AVTEC SCOUT CONSOLE

PRICES BASED ON HGAC CONTRACT RA05-18



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SECTION 1

SYSTEM OVERVIEW

In response to Freeport PD's request, Motorola is proposing them our mission-critical AVTEC Scout Consoles. The proposal includes 2 positions AVTEC Scout E8 consoles along with 4 APX 6500 control stations in 7/800 MHz band. The proposed control stations will replace the existing 4 consolettes. Existing antenna assembly will be used for the control stations.

1.1 AVTEC SCOUT CONSOLE

Avtec's Scout™ dispatching system meets the needs of a wide range of mission-critical and business-critical environments. It maximizes efficiency, ensures safety, increases delivery reliability, and reduces costs, all of which are vital to the success of any organization.

Scout consoles handle all voice communication – both radio and telephony – and seamlessly integrate these technologies. Additionally, Scout's IT-friendly features provide unified views of system diagnostics, alarms, and reports.

Scout is a pure Internet Protocol (IP) communication tool based on open standards which prevents customers from being locked-in to a proprietary system. It can be integrated with third-party technologies and works with commercial off-the-shelf communications equipment, which simplifies upgrade and migration strategies and thus helps to future-proof dispatch centres.

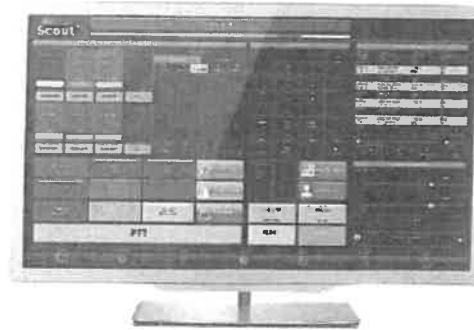
As a system built on IP technology, Scout offers no single point of failure, is designed around an inherently scalable and redundant architecture, and has components that are easily distributed across an enterprise network, mitigating the risk of loss. Scout allows access to multiple communication channels and has an extremely customizable and easily maintained graphical user interface (GUI).



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1.1.1 OVERVIEW



Avtec offers Scout EX, Scout E8, and Scout E4 consoles to support the right number of endpoints for any Scout position. Scout EX, a software-based communication console which is known for its flexibility and reliability, is easy-to-use and provides interoperability for a dispatching position. Avtec's flagship console, Scout EX is a pure IP solution that provides access to thousands of radio, telephony, intercom, and auxiliary input/output endpoints and features a host of on-screen controls to enable the dispatcher to communicate quickly and effectively.

Scout E8 and Scout E4, two variations of the Scout EX console, function to the full extent of Scout EX but support fewer radio or telephony endpoints that are allowed to operate at one time. The Scout E8 console provides full functionality for eight active endpoints, Scout E4 for four. These consoles provide the same quality, durability, and operational flexibility as the Scout EX console but offer a scaled Scout console for those who need access to fewer active endpoints. However, when using the ResourePro screen control with a Scout E4 or Scout E8 console, the dispatcher gains the flexibility to activate the number of endpoints allowed from the wide range of endpoints in the Scout system.

FEATURE SPECIFICATIONS			
FEATURE	SCOUT EX	SCOUT E8	SCOUT E4
Number of Endpoints	2000	8	4
Telephony	Yes	Yes	Yes
Wide Range of Radio Interfaces	Yes	Yes	Yes
Auxiliary Input/Output Endpoints*	Yes	Yes	Yes
Intercoms*	Yes	Yes	Yes
Scout Instant Recall Recorder (IRR)	Yes	Yes	Yes
Standard VPGate (Level 0, 1, 2, or 3)	Yes	Yes	Yes
Number of Patches	5	5	5
Number of Unselect Channels	10	10	10
Total Number of Speakers	11	11	11
Free Seating	Yes	Yes	Yes

* Auxiliary Input/Output and Intercom endpoints do not count toward the endpoint total for Scout E4 or Scout E8.



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1.1.2 CHARACTERISTICS

Consider these Scout characteristics that set it apart from other consoles.

- **The Scout User Interface:** Scout is unparalleled in its configurability. Configure different window sizes, web browser objects, map backgrounds, custom buttons, colors, fonts, button icons, and more with one, simple-to-use application. The Scout System Administrator can develop unlimited screen configurations and assign them to any or all dispatch positions as required by business needs, and the administrator can develop a look that mirrors a legacy system to help reduce dispatcher training time.
- **Standard Components:** Scout supports commercial-off-the-shelf (COTS) computers and networking equipment, while only requiring proprietary hardware for components unique to a console system. Customers can use standard computers, network switches, and routers, simplifying procurement and configuration, sparing maintenance, and reducing life-cycle costs.
- **Ease-of-Configuration:** The Scout System Administrator uses a single, simple software system, Scout Manager, to maintain all system components remotely, via network access. An SQL database and standard XML files store the configuration data.
- **Dispatching Environment Options:** Scout's suite of console options addresses the needs of 24x7 dispatch operations, whether the dispatchers require a fixed location, the flexibility of a system that operates on a laptop, or the portability of an accessory that runs on a tablet or laptop over Wi-Fi or LTE network. Mobile Scout™ is a field-tested mobile dispatch solution that runs on a Windows 10 tablet. As an alternative to legacy deskset devices, Mobile Scout is Bluetooth® compatible.
- **Scout Audio Options:** Scout's fixed location dispatching environment offers two options for audio: the Hardware Audio Package and the Software Audio Package. The Scout Hardware Audio Package Plus provides dedicated hardware for audio processing to ensure the highest level of reliability. It includes dual network connections, is backward compatible with legacy Scout accessories, and meets global safety standards including RoHS (Restriction of Hazardous Substances). Scout's Software Audio Package offers the highest level of flexibility which allows organizations to break free of traditional limitations in dispatch technology. The Software Audio Package runs on a Windows desktop, or on a laptop computer for mobility, and provides dispatch centers the ability to relocate or expand quickly for disaster management or during special events. The system uses Avtec USB peripherals or standard USB peripherals.
- **Redundancy:** VPGate™, Scout's voice gateway, uses redundancy as a basis of its design to prevent losing operations if a failure occurs. VPGate's failover capability provides a highly resilient system design that can continue to operate in a number of disaster scenarios, ensuring that the endpoints assigned to VPGate continue to be available for uninterrupted operation from all console positions. Scout also provides redundancy in other major system components.



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- **Diagnostics:** Every system element reports to the Scout Central Distributor (SCD), which permits the capability to observe detailed system behavior including audio diagnostics, console states, and component health. Log files created for each major subsystem allow deeper diagnostic analysis if necessary. Scout also sends SNMP messages for its alarms and events to as many as four SNMP managers to allow administrators the ability to view messages through an integrated management console.
- **IT Friendly:** Scout is a pure VoIP solution because all of its components can be distributed over a LAN/WAN infrastructure using standard Ethernet technology, without the need for a centralized TDM (Time Division Multiplex) switch. If dispatch center size and locations change, then Scout easily adjusts to the required scaling needs. For companies with Scout systems in different geographical sites, Avtec offers Frontier™ which allows autonomous Scout IP systems to link with one another over a wide area network to form a very large-scale enterprise communication solution.
- **Scalability:** A Scout system is capable of supporting hundreds of consoles and thousands of endpoints.
- **Enterprise-Wide Management:** Scout offers a unique suite of enterprise management tools that allow for system visibility and management of voice communications over large distributed enterprises that are typical in airline, railroad, utility, and public safety installations. Key benefits include: reduced enterprise-wide LAN/WAN VoIP traffic bandwidth; centralized console configuration management; and unified views of system diagnostics, alarms, and reports.
- **Future-Proof Flexibility:** Scout uses software interfaces to third-party endpoint devices to provide a dynamic, scalable, and extensible platform that easily accommodates new and legacy technologies. Concurrent support of open standard and proprietary radio and telephony protocols makes Scout the perfect solution for supporting communication technology migration plans.

1.1.3 ARCHITECTURE

In the broadest view, four elements compose a Scout system:

- Management Structure
- Scout Dispatch Console Positions
- Scout System Gateways
- Endpoint Devices

1.1.3.1 MANAGEMENT STRUCTURE

Scout Manager is an Avtec software application that runs on Windows 10, Windows Server 2012 R2 Update 1, or Windows Server 2016. In Scout each collection of configuration settings for a particular



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Scout system, including settings for the consoles, screens, and endpoints is known as a project. Scout saves project configuration data in standard database and file formats.

One of the key functions of Scout Manager is allowing the Scout System Administrator to build and manage console screens. Scout Manager's user interface includes three configuration windows that facilitate building screens, testing screens, and setting properties for various user interface tools. The administrator drags graphical components such as Endpoint Pads, Function Pads, Call Queues, Dialer interfaces, Web Browsers, and more onto the screen workspace from Scout Manager's Toolbox. The administrator then sets individual pad properties such as pad color, icon, or pad name using Scout Manager's Properties window.

The Toolbox function includes a section for customized user tools. The Scout System Administrator can configure a custom look for a tool, save it to Scout Manager's Toolbox and use it repeatedly when building additional screens.

For security purposes, Scout uses layers of password protection that apply to Scout Manager login, Scout user access, and Outpost™ webpage configuration. Scout offers two types of user name/password authentication for Scout Manager users and Scout Central Distributor users: Internal Security or Windows Active Directory (AD) Security.

- **Scout Manager Login** – To prevent Scout Manager from unauthorized updates, Scout Manager requires login with a user name and password when the software starts.
- **Scout User Access** – The Scout System Administrator can create users who have rights to access Scout Manager. Each user can have varying levels of access, as needed: No Access, Read-only Access, or Full Access, and each user's rights can be assigned differently for each portion of Scout Manager that can be modified. User rights enable administrators to deploy Scout Manager configuration changes to select locations without impacting other locations or administrators.
- **Scout Central Distributor (SCD)** – SCD users, created by an SCD user with User Administration rights, can have access rights in any or all of the web application's user categories: User Administration, Project Deployment, Alarm Acknowledgment, and System Administration.
- **Outpost™ Webpage Configuration** – The webpage password protection feature provides a method of ensuring that only authorized personnel access Outpost's internal webpages to make changes to the configuration. The usernames and passwords assigned apply only to the Outpost where the name and password is created.

Other components of Scout that support management operations include the following:

- **Avtec Audio Bridge** – Software component that enables administrators to create a permanent patch between two simplex endpoints



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- **Avtec Routing Controller** – Software component used to enhance Scout's connection into the MOTOTRBO™ Multi-Site Capacity Plus and Capacity Max systems and the GenWatch 3 system to allow up to 100 endpoints to connect
- **Avtec Trunking Gateway System** – Software component used to maintain registration and routing information for group and unit-to-unit endpoints in a P25 Trunking system
- **Avtec Encryption Key Manager** – Software component used to create and store encryption keypad data for a Scout system that is communicating with radios that use encrypted communication
- **Avtec SIP Proxy** – Software component used to facilitate console-to-console communication for intercom functionality across multiple sites without regard to local networks used to support communication between external SIP devices and VPGate endpoints via ScoutLink, and used to support communication between SIP endpoints in Scout and SIP extensions hosted by external PBX systems
- **Call Voter** – Call arbitrating software used to determine which call goes to the console when multiple receivers get the call
- **ScoutLink** – Software component that provides a SIP gateway between licensed SIP devices that are external to the Scout system and endpoint devices that are configured in Scout's VPGate.

1.1.3.2 SCOUT DISPATCH CONSOLE POSITIONS & HARDWARE COMPONENTS

Each Scout position consists of Avtec software on a standard computer, a separate media workstation, and dispatching peripherals. Scout console software runs on a Windows 10 computer with any compatible pointing device or an LCD touchscreen. The computer and the media workstation connect to a local VPGate system via Ethernet to access endpoints.

The Scout User Interface software provides a user-friendly dispatching environment. The console screen displays virtual buttons called pads which the dispatcher operates via touch or by mouse click. The dispatcher touches the pads to answer calls, select functions, and move from screen to screen. And for dispatchers who work various territories according to need, Scout offers dispatching by Communication Landscapes called CommScapes. A dispatcher who is responsible for multiple CommScapes selects the appropriate one at login. The Scout System Administrator configures and maintains all console screens and all CommScapes from the Scout Manager software application.

Scout positions have the option of being configured for dispatcher login. Dispatcher login can either be configured for Project Authentication, which requires the entry of a username and password, or Windows Authentication, which enables authentication via the Windows OS platform. With dispatcher login, a dispatch center can use free seating with customized configuration. A dispatcher occupies any console position and logs in to a console that displays the dispatcher's unique screens. To support touchscreen console setups, the login dialog box accesses a software keyboard.



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Scout also features Console Intercoms to provide dispatchers the ability to have two-way conversations with one another from the consoles. The dispatchers can place an intercom call as either a regular call or an emergency call, forward intercom calls, send one-way intercom group pages to multiple dispatchers, make All-Call announcements, and place a regular or emergency group ring call that converts to a one-to-one conversation when another dispatcher answers. The intercom endpoint pad can be configured with visual and audible signals that notify the dispatcher of a missed intercom call and a request to return the call. In addition, intercoms can be configured in PTT mode or in full duplex mode.

The Scout software provides the most feature-rich and configurable interface in the console industry. Every screen element, from graphical backgrounds to pad sizes, colors, and fonts, can be configured to meet a company's unique needs. Despite the wide array of features, the Scout Manager configuration application simplifies designing, maintaining, and deploying console screens.

Scout Position Hardware Components

The Scout dispatch console position includes the hardware components listed below.

- **Scout Media Workstation**



Hardware Audio Package Option – The limitations of both computer audio processing and peripheral interfaces drive the need for the Scout Media Workstation Plus. Instead of a computer sound card, Avtec provides a robust embedded controller based upon a real-time operating system, with six dedicated DSPs to manage audio manipulation. It interfaces all of the dispatchers' peripherals such as speakers, headsets, handsets, and push-to-talk switches. The Media Workstation Plus converts the analog audio from these peripherals to VoIP audio for connection to the various IP endpoints (via VPGate). In addition, it provides transcoding between different audio codecs (G.711, G.729a, and G.726) and audio mixing for the console patch function. Up to five patches per Scout console can operate simultaneously.

Connectors located on the rear of the unit provide for headset jack boxes, footswitch, Select speakers, and Unselect speakers. The hardware media workstation supports a maximum of 11 audio peripherals at each console position. The unit features a front-panel reset switch and an LED to provide the power status indication. The Media Workstation Plus can be placed on the desktop or mounted out of the way to conserve valuable desktop space.

Software Audio Package Option – For customers who need a flexible, mobile software-based dispatching option, Avtec offers the Scout Software Audio Package. The Software Audio Package provides portability for a dispatch center or expands dispatch capability quickly for disaster management or during special events. To minimize dependencies on computer hardware and sound cards, the console software, when integrated with Scout's Software Audio Workstation, handles all of the audio processing, such as patching, transcoding, gain control, and mixing. The Software Audio Package uses Avtec USB peripherals, standard USB peripherals, or built-in audio devices.



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- **Desktop Speakers**



The desktop speakers provide Select and Unselect audio for the Scout console. The speakers are compact and easily stackable, ideal for confined spaces. Each has a volume control, a Power/Audio Activity LED indicator, and an adjustment that permits setting a minimum volume level. For the Media Workstation Plus, Scout supports up to 10 speakers per console position assuming the position uses a single Jack Box or desk microphone.

The Avtec USB Speakers provide similar functions for Scout's Software Audio Package.

- **Jack Box**



The Scout Jack Box provides a standard PJ327 jack for 4W/6W handsets and headsets. A minimum and maximum volume level is set under software control from the Media Workstation Plus. The unit features a manual volume control as well as a mute-indication LED.

The Avtec USB Jack Box provides similar functions for Scout's Software Audio Package.

Desk Microphone



The Desk Microphone features a sturdy weighted base, a flexible neck, and connects to the Media Workstation Plus. The microphone features a large button for Push-to-Talk (PTT) which is labeled TRANSMIT and a smaller button for Continuous Tone-Coded Sub-audible Squelch (CTCSS) which is labeled MONITOR. In addition, a top-surface Avtec logo illuminates when the microphone is active. The profile of the microphone prevents dispatchers from engaging PTT accidentally.

The Avtec USB Desktop Microphone provides similar functions for Scout's Software Audio Package.

- **Dispatcher Computer and Monitor**



Each Scout console position requires a computer running the Windows operating system. Scout supports Windows 10 for its recent versions. Unlike competitors' systems, the computer is not proprietary and can be customer supplied. Each console also requires a display monitor that is compatible with the position's computer. Scout supports screen resolutions up to 2560 x 1600. For most users, Avtec recommends using 1280 x 1024 resolution and a 17" or 19" LCD touchscreen.



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1.1.3.3 SCOUT SYSTEM GATEWAYS

- **Voice Over IP Protocol Gateway (VPGate)**

VPGate software translates VoIP traffic as well as a variety of open and proprietary communication protocols to a common language used to communicate to Scout consoles and other VPGate systems over a LAN/WAN. VPGate interfaces to third-party protocols to connect Scout with the third-party endpoint devices.

VPGate separates the Scout console software from the software interfaces for third-party endpoint devices. Avtec creates the third-party interfaces as separate entities, which allows the interfaces to be added or removed from a Scout console system as business needs dictate without affecting the Scout console software. VPGate is unlimited in the variety of interfaces that it can support in a Scout system, which allows VPGate to provide the utmost flexibility for connectivity to various communication technologies and protocols.

Endpoints in a Scout console system include radio, telephone circuits, and other devices. Every endpoint is assigned to an instance of VPGate, and one VPGate instance can license a maximum of 160 endpoints. To ensure reliability, VPGate is licensed in a redundant pair configuration; two copies of the system ensure that every endpoint is available at all times, even if one VPGate computer fails. Additional redundant pairs of VPGate can be added to a Scout system that needs to support more than 160 endpoints. Generally, VPGate systems reside within the same LAN with the Scout consoles and use multicast over the LAN to send audio to the consoles.

For smaller systems (up to 40 endpoints), VPGate can reside on the same computer as a Scout console. For larger installations with many endpoints, Avtec recommends a dedicated computer for each VPGate instance. VPGate communicates via Ethernet to VoIP endpoints using unicast transmissions; this simplifies its use in WAN environments. For non-IP devices such as control stations or Cimarron ANI decoders, VPGate uses a serial protocol. In these cases, two interfaces can be chained together for an endpoint. One converts the serial protocol to IP and another converts the proprietary protocol to the Avtec System Protocol.

VPGate is configured and managed through Scout Manager via a built-in web server. All updates take effect immediately after editing, eliminating a need to restart the gateway. Using an embedded server for configuration and status pages allows access to any VPGate system over the network from any installed Scout Manager location or from any standard web browser. For security purposes, users must have permissions established in DMS before updating the VPGate webpages.

In the event of a lost VPGate license key due to a computer failure, customers have the ability to activate a VPGate Emergency License. This license key allows the customer to continue using the VPGate service with a software key on a new server when recovering from a hardware failure. Upon installation, a 14-day emergency license key activates allowing dispatchers to continue dispatch operations while the administrator acquires proper Scout Suite Software licensing.

Although Avtec offers a robust VPGate computer, it can be customer supplied. VPGate operates on a Windows Server 2012 R2 Update 1, or Windows Server 2016 platform.

- **Frontier**



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Scout with Frontier makes efficient access to geographically diverse endpoints a reality. A Frontier-enabled Scout system reduces WAN use and provides seamless access to endpoints located anywhere Frontier software exists. At start up, Frontier-enabled Scout locations advertise their local endpoints to other Frontier peers as well as to the remote endpoints in which they have interest. This discovery process allows the Frontier peers to learn how to access shared endpoints. However, for network efficiency, Frontier peers do not pass audio or most status updates across the WAN until a console position wants to use a shared endpoint. Once a shared endpoint is in an active state on a console, it displays and reacts the same as local endpoints. To the dispatcher, the difference is unnoticeable.

A Frontier-enabled Scout location can be composed of a fully deployed Scout system or as little as a Frontier computer and one or more remote Scout consoles. In addition, Frontier can be installed to communicate with its local Scout console using either a multicast configuration or a direct, localhost connection. In any configuration, a Scout system with Frontier provides seamless interaction with all endpoints, both those homed to a local instance of VPGate and those homed to an instance of VPGate located across the WAN.

Frontier software is licensed and controlled via a Frontier-enabled VPGate license. Licenses allow for redundant implementation to prevent a single point of failure. Frontier software operates on a Windows 10, Windows Server 2012 R2 Update 1, or Windows Server 2016, platform. It requires at least Scout Version 2.4 and Frontier-enabled VPGate Version 2.4.

1.1.3.4 ENDPOINT DEVICES

- **Outpost**

The Avtec Outpost endpoint is a solid-state embedded IP controller that interfaces analog radio equipment to an IP network. It performs analog-to-digital conversion of the audio as well as remote monitoring and control. Outpost works in conjunction with VPGate to provide interoperability with endpoint devices from various manufacturers.

Outpost features two radio ports. Each port's interface can control a directly connected local radio or a tone remote controlled radio (locally or over a telephony circuit). In addition, each radio connection includes a serial data port which can tunnel serial protocols via IP to VPGate for translation. For security purposes, Outpost can be configured to require user ID and password before allowing verified users to view or modify its webpage configuration data.

Outpost supports a feature called In Cabinet Repeat. Also known as Console Repeat, Self Repeat, or Talk Through, this feature allows Outpost to create the appearance of a repeater from an ordinary base station. When enabled, any audio received on the 4-wire input side is retransmitted on the 4-wire output side. This feature can be configured to operate at all times, or it can be configured to operate when the dispatcher enables it.

Outposts can be rack mounted if necessary: four units in a 3U rack space.

When interfacing a radio, the multifunction ports perform the following functions under software control:



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- ✓ Interface analog audio to and from the radio
- ✓ Decode DTMF digits for calls
- ✓ Generate tones for a radio to transmit, either as an answerback event or upon a command from the dispatcher
- ✓ Detect a carrier operated relay (COR) signal from the radio
- ✓ Detect a radio signal strength indicator (RSSI) from the radio for call voting
- ✓ Provide a push-to-talk (PTT) control to the transmitter
- ✓ Select a frequency of the transmitter, if the station supports this function
- ✓ Indicate connectivity and control status via LED

- **Digital Radio**

For digital radios that do not need the Outpost radio controller, Scout connects using interfaces designed specifically for the radio or the protocol.

Telephony with Session Initiation Protocol (SIP)

Scout and VPGate support Session Initiation Protocol (SIP) for connection to VoIP telephony devices. A Scout endpoint pad on the user interface can map to telephony circuits. These can be actual phone lines tied to a gateway or a VoIP extension off an IP PBX. Scout supports Cisco® Unified Communications Manager V6.1 and higher, Avaya IP Office™, generic SIP PBXs, and SIP gateways. Scout also provides its own SIP Trunking capability via the Avtec SIP Proxy.

Scout consoles treat telephone circuits similarly to radios. A console can have multiple telephone lines on its screen and allow multiple phone calls to be active simultaneously. Calls can be active, put on hold, and patched to other phone lines and radio endpoints. Avtec consoles are not restricted to one phone patch like traditional consoles from the public safety world. Scout also has a configuration option that can require PTT for full duplex endpoints and another configuration option to use */# keying to communicate with radios. In addition, Scout provides a High Availability configuration option for Scout's SIP endpoints to allow critical telephony conversations to continue without interruption.

VPGate contains the SIP stack and manages SIP connections. In simple applications, small 4- or 8-port SIP telephony gateways can be used to connect to POTS (Plain Old Telephone System) lines. In a VoIP PBX-equipped installation, VPGate registers with the IP PBX and functions with the existing gateways and desk telephones.

Scout includes an extensive contact database organized into groups. Telephony functions include recall dial tone, call, display caller ID (name and number) in the Call Queue, transmit caller ID, patch, call transfer, automatic answer, call forwarding, voicemail, and more.



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1.2 DESIGN ASSUMPTIONS

Motorola has made several assumptions in preparing this proposal which are noted below. In the event that an assumption is found to be invalid, Motorola will review the impact of the assumption on the schedule and pricing and may need to issue a contract change order.

- Customer will be responsible to provide furniture and rack space required for the installation of the AVTEC console positions and equipment as outlined in this proposal.
- Customer will be responsible to provide required power for the proposed equipment. There is no UPS and Type1/Type 2/Type 3 SPDs included in the design.
- No logging recorder is included as part of this proposal. The existing logging recorder will be used to log the analog audio off the AVTEC outpost.
- Existing antenna assembly and rack will be used for the proposed control stations.
- All existing sites or equipment locations will have sufficient space available for the system described.
- All existing sites or equipment locations will have adequate electrical power (UPS and generator) and site grounding to support the requirements of the system described.
- Freeport PD is responsible for structural analysis (if required). Any structural upgrades and/or modifications to any existing equipment locations are not included.
- There is no coverage guarantee provided as part of this proposal. No coverage test is included as part of the proposal.
- The customer will provide frequencies necessary to support the system design. Approved FCC licensing including FCC application, coordination, contour analysis and licensing costs will be provided by the Customer.
- Motorola is not responsible for interference caused or received by the Motorola provided equipment except for interference that is directly caused by the Motorola provided transmitter(s) to the Motorola receiver(s). Should the customer's system experience interference, Motorola can be contracted to investigate the source and recommend solutions to mitigate the issue.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of the Customer.
- Any required system interconnections not specifically outlined here will be provided by the Customer.
- Where necessary, the Customer will provide a dedicated delivery point, such as a warehouse, for receipt, inventory, and storage of equipment prior to delivery to the sites. Freeport PD is responsible for equipment transport to the sites.



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SECTION 2

EQUIPMENT LIST

QTY	NOMENCLATURE	DESCRIPTION
		Scout Software Media Package Console Position and Accessories
2	DSSFWSCOUTE8T1SK	SCOUT E8 CONSOLE - TIER 1 LICENSE/SOFTWARE AUDIO PKG, 8 CHANNELS, HASP
2	DSACC-HEDTOPSINGNC	AVTEC ONLY:HEADSET TOP,PLANTRONICS SUPRA HW251N NC. REQUIRES BASE.
2	DSACC-HEDBASEWLS6W	AVTEC ONLY: PLNTRNICS CA12CD WIRELESS PTT HEADSET BASE.
2	DSACCUSBMIC	AVTEC USB DESK MIC FOR SOFTWARE CONSOLE
2	DSACCCPUDTWIN10	DT PC W/DUAL NIC, WIN 10 PRO 64 BIT OS FOR SCOUT CONSOLE
2	DSACCUSBSPK2	AVTEC USB DUAL SPEAKER KIT FOR SOFTWARE CONSOLE
2	DSACCUSBFWSWSING	AVTEC ONLY: USB PTT FOOTSWITCH ACCESSORY
2	DSACCTSC215WSPC	AVTEC ONLY: 21.5" LED TOUCH SCREEN FOR PC CONSOLE - 16X9 FORMAT - FULL
2	DSACCUSBHJBEAI	AVTEC USB HEADSET-HANDSET JACK BOX, INTEGRATES NENA OR DESK PHONE
		Networking Equipment, Gateways, and Endpoints Hardware/Software
1	DSSFWVPGLOSK	RED.BASE VPGATE LICENSE,LEVEL0, SOFTWARE LICENSE VERSION



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2	DSACCCPURMWIN10	RACKMT 1U PC W/SS HDD, WINDOWS 10 OS
2	DSACC-MTG-1U-RR	KIT TO MOUNT VPGATE COMPUTER IN 19" RACK 1 RU
1	DSDISP-KVM-FF-RR	AVTEC ONLY:1U LCD FOLDING DISPLAY/KVM FOR RACK. KBRD/TRACKPAD/8-PORT
3	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT
5	DSOUTPOSTAPX	KIT FOR (1) APX ENDPOINT. CABLE INCLUDED. OUTPOST NOT INCLUDED
1	DSOUTPOST-RACK-PKG	3U RACK MOUNT SHELF (HOLDS 4 OUTPOST) & 3U POWER SUPPLY
1	DSRR-72-38U	AVTEC ONLY:TWO-POST RELAY RACK, CLEAR ALUMINUM FINISH, 72 IN TALL, 38U
1	DSPKG-IO-VPGATE	I/O PACKAGE FOR SCOUT -24 INPUT/24 OUTPUT, POWER SUPPLY
1	DSPKG-INST-AUX-50	AUXILIARY I/O CABLING PACKAGE, 50 FT CBL
1	DSACCNETWK24PSFP	AVTEC ONLY: 24 PORT MANAGED ETHERNET SWITCH
		Spares
1	DSACCUSBMIC	AVTEC USB DESK MIC FOR SOFTWARE CONSOLE
1	DSACCUSBSPK1	AVTEC USB SINGLE SPEAKER KIT FOR SOFTWARE CONSOLE
1	DSUSBHUB10	AVTEC ONLY:10 PORT USB HUB, USB 3.0
1	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT
1	DSACCNETWK24PSFP	AVTEC ONLY: 24 PORT MANAGED ETHERNET SWITCH
		Services
430	DSAVTECSHIP	SHIPPING FOR AVTEC CONSOLES
3651	DSSCOUTCARE	YEARS 2 TO 5 INCLUDES NO CHARGE SOFTWARE MAINTENANCE 247 365 TECHNICAL
2	DSSVC-CSLT-PE	AVTEC PROFESSIONAL CONSULTATION SERVICES, ONE DAY
		Control Stations
4	M25URS9PW1 N	APX6500 7/800 MHZ MID POWER MOBILE
4	G66	ADD: DASH MOUNT
4	W665	ADD: CONTROL STATION OPERATION
4	G91	ADD: CONTROL STATION POWER SUPPLY
4	G444	ADD: APX CONTROL HEAD SOFTWARE
4	G442	ADD: O5 CONTROL HEAD
4	G89	ADD: NO RF ANTENNA NEEDED
4	G806	ADD: ASTRO DIGITAL CAI OPERATION
4	G51	ENH: SMARTZONE OPERATION APX6500



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4	G361	ENH: P25 TRUNKING SOFTWARE APX
4	GA00580	ADD: TDMA OPERATION APX
4	GA00235	ADD: NO GPS ANTENNA NEEDED
4	G843	ADD: AES ENCRYPTION APX AND ADP
4	W969	ADD: MULTIPLE KEY ENCRYPTION OPERATION
4	W382	ADD: CONTROL STATION DESK GCAI MIC
4	G142	ADD: NO SPEAKER NEEDED
4	G78	ADD: 3Y ESSENTIAL SERVICE
4	HKN6184C	CABLE CH, PROGRAMMING,USB



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SECTION 3

STATEMENT OF WORK

Motorola is proposing to Freeport Police Department the installation and configuration of the following equipment at the specified locations.

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents.		X
Conduct all project work Monday thru Friday, 7:30 a.m. to 5:00 p.m.).	X	
Deliverable: Completed and approved project milestones throughout the project.		
Project Kickoff		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Schedule Design Review.	X	X
Deliverable: Completed project kickoff and scheduled Design Review.		

Tasks	Motorola Solutions	Customer
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present equipment layout plans and system design drawings.	X	
Present installation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Provide backhaul performance specifications and demarcation points. Motorola will reuse Freeport PD's existing microwave backhaul.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Assume liability and responsibility for proving all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Ensure that frequency availability and licensing meet project requirements, and pay any licensing and frequency coordination fees that may occur. Motorola assumes the reuse of the existing Freeport PD frequencies for this project and will not be adding any additional frequencies.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review (if any).	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Deliverable: Access, permitting, and licensing necessary to install system equipment at each site.		
General Facility Improvements		

Tasks	Motorola Solutions	Customer
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and installation effort, and on an ongoing basis.		X
Provide one-time mobilization of installation crews.	X	
Transport removed site equipment to a location designated by Customer and within Customer's jurisdiction.		X
Deliverable: Sites meet physical requirements for equipment installation.		
SYSTEM INSTALLATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.		X
Pack and ship solution equipment to field	X	
Receive solution equipment.		X
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		
General Installation		
Deliver solution equipment to installation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	

Tasks	Motorola Solutions	Customer
Install all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Installation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Install and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Ensure that Type 1 and Type 2 AC suppression is installed to protect installed equipment.		X
Connect installed equipment to the provided ground system.	X	
Label equipment, racks, and cables.	X	
Perform preliminary audit of installed equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to the installation for inclusion in the "as-built" system documentation.	X	
Remove, transport, and dispose of old equipment.		X
Deliverable: Equipment installed.		
AVTEC Console Installation and Configuration		
Identify circuits for connection to console and a demarcation point located within 25 feet of the console interface.		X
Connect console to circuit demarcation points.	X	
Install Qty. two (2) Avtec Scout E8 dispatch consoles. Each position will include: <ul style="list-style-type: none"> • (1) PC workstation • (1) 21.5" LCD Monitor • (1) USB Desk Mic • (1) USB PTT Footswitch • (1) USB Headset-Handset Jack Box 	X	
Install AVTEC networking equipment in a customer provided cabinet and/or rack: <ul style="list-style-type: none"> • One (1) VPGate PC • One (1) 8-Port KVM • One (1) Radio Controller to interface with the proposed APX 6500 Mobiles • Four (4) APX 6500 Mobiles to interface into the AVTEC consoles • 4-port Control Station Combiner • AC Edge Power Distribution Unit 	X	
Perform console programming and configuration.	X	
Deliverable: AVTEC Console equipment installation completed.		

Tasks	Motorola Solutions	Customer
Logging Equipment Installation and Configuration		
No logging/recording solution is included in this offering		
Deliverable: No deliverable.		
Develop Console Fleetmap		
Review and determine modifications to existing fleetmap.		X
Review fleetmapping requirements with Customer, including user ID and talkgroup structures.	X	
Designate user group representatives for the user groups, to make timely decisions on their behalf.		X
Provide advisory input during fleetmap development.	X	
Participate in a meeting to finalize any changes among user groups.	X	X
Review and approve fleetmap templates.		X
Program the approved templates into a radio-programming template tool.	X	
Program sample radios with approved templates and deliver for evaluation by Customer.	X	
Program approved templates into console.		X
Deliverable: Fleetmap plan completed and approved by Customer.		
Mobile Radio Installation and Programming		
No new radio templates or programming are part of this project offering.		
Control Station Installation and Configuration		
Provide the locations of control stations.		X
Survey mounting locations and develop control station installation plan.	X	
Provide adequate space, grounding, and power for the control station installation.		X
Properly connectorize and ground the cabling, which will be run to the outdoor antenna location using the least obtrusive method.	X	
Provide an elevated antenna mounting location, and adequate feed-line routing and support.		X
Install line (not greater than 100 feet in length) and antenna system (connectors, coax grounding kit, antenna, and surge protection).	X	
Install RF local control stations identified in the equipment list.	X	
Perform control station programming.	X	
R56 Site Audit		

Tasks	Motorola Solutions	Customer
Perform a R56 site-installation quality-review, verifying proper physical installation and operational configurations. Motorola may make recommendations if site is out of compliance with the Motorola Solutions' R56 Standards and Guidelines for Communication Sites. No site upgrades or R56 compliance fix is included with this offering.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites review completed successfully.		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Deliverable: Completion of System Optimization.		
Functional Acceptance Testing		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
Resolve any minor task failures before Final System Acceptance.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
Resolve any minor task failures before Final System Acceptance.	X	
Deliverable: Completion of functional testing and approval by Customer.		
PROJECT TRANSITION		
Training		
Provide informal onsite training as AVTEC consoles are installed.	X	
Deliverable: Training coursework completed.		
Cutover		
Finalize Cutover Plan.	X	X

Tasks	Motorola Solutions	Customer
Calibrate and tune existing mobile and portable radios to ensure good working order.	X	
Provide Motorola Solutions with user radio information for input into the system database and activation, as required.		X
Provide programming of user radios and related services (i.e. template building, re-tuning, testing and installations), as needed, during cutover period.	X	
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Cut over users and ensure that user radios are operating on system.		X
Resolve punchlist items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punchlist items by providing support, such as access to the sites, equipment and system, and approval of the resolved punchlist items.		X
Deliverable: Migration to new system completed, and punchlist items resolved.		
Transition to Warranty		
Review the items necessary for transitioning the project to warranty support and service.	X	
Motorola Solutions to provide services during year 1 warranty which align with the proposed services.	X	
Provide a Customer Support Plan detailing the warranty support associated with the contract equipment.	X	
Participate in the Transition Service/Project Transition Certificate (PTC) process.		X
Deliverable: Service information delivered and approved by Customer		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system manual on CD or other Customer preferred electronic media. The documentation will include the following: <ul style="list-style-type: none"> - Site Equipment Rack Configurations. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). 	X	
Receive and approve documentation.		X

Tasks	Motorola Solutions	Customer
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

SECTION 4

PRICING SUMMARY

Equipment Subtotal: \$115,500.00

Services Subtotal: \$49,502.00

Total Investment: \$165,002.00

FREEMPORT AVTEC CONSOLE PRICING
 HGAC CONTRACT:RA#05-18

12/14/2020 V.1

		APC	QTY	NOMENCLATURE	DESCRIPTION	UNIT LIST (HGAC)	EXT LIST (HGAC)
					Scout Software Media Package Console Position and Accessories	\$ -	\$ -
1	-	735	2	DSSFWSMOUTE8T1SK	SCOUT E8 CONSOLE - TIER 1 LICENSE/SOFTWARE AUDIO PKG, 8 CHANNELS, HASP	\$7,645.50	\$15,291.00
2	-	735	2	DSACC-HEDTOPSINGNC	AVTEC ONLY:HEADSET TOP,PLANTRONICS SUPRA HW251N NC. REQUIRES BASE.	\$98.10	\$196.20
3	-	735	2	DSACC-HEDBASEWLS6W	AVTEC ONLY: PLNTRNICS CA12CD WIRELESS PTT HEADSET BASE.	\$713.70	\$1,427.40
4	-	735	2	DSACCUSBMIC	AVTEC USB DESK MIC FOR SOFTWARE CONSOLE	\$555.30	\$1,110.60
5	-	735	2	DSACCPUDTWIN10	DT PC W/DUAL NIC, WIN 10 PRO 64 BIT OS FOR SCOUT CONSOLE	\$1,642.50	\$3,285.00
6	-	735	2	DSACCUSBSPK2	AVTEC USB DUAL SPEAKER KIT FOR SOFTWARE CONSOLE	\$727.20	\$1,454.40
7	-	735	2	DSACCUSBFSWSING	AVTEC ONLY: USB PTT FOOTSWITCH ACCESSORY	\$270.90	\$541.80
8	-	735	2	DSACCTSC215WSPC	AVTEC ONLY: 21.5" LED TOUCH SCREEN FOR PC CONSOLE - 16X9 FORMAT - FULL	\$1,301.40	\$2,602.80
9	-	735	2	DSACCUSBHJBEAI	AVTEC USB HEADSET-HANDSET JACK BOX, INTEGRATES NENA OR DESK PHONE	\$778.50	\$1,557.00
0		0	0		Networking Equipment, Gateways, and Endpoints Hardware/Software	\$ -	\$ -
10	-	735	1	DSSFWVPGLOSK	RED.BASE VPGATE LICENSE,LEVEL0, SOFTWARE LICENSE VERSION	\$8,287.00	\$7,458.30
11	-	735	2	DSACCPURMWIN10	RACKMT 1U PC W/SS HDD, WINDOWS 10 OS	\$4,538.70	\$9,077.40
12	-	735	2	DSACC-MTG-1U-RR	KIT TO MOUNT VPGATE COMPUTER IN 19" RACK 1 RU	\$209.70	\$419.40
13	-	735	1	DSDISP-KVM-FF-RR	AVTEC ONLY:1U LCD FOLDING DISPLAY/KVM FOR RACK. KBRD/TRACKPAD/8-PORT	\$2,765.70	\$2,765.70
14	-	735	3	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT	\$2,047.50	\$6,142.50
15	-	735	5	DSOUTPOSTAPX	KIT FOR (1) APX ENDPOINT. CABLE INCLUDED. OUTPOST NOT INCLUDED	\$927.90	\$4,639.50

		APC	QTY	NOMENCLATURE	DESCRIPTION	UNIT LIST (HGAC)	EXT LIST (HGAC)
16	-	735	1	DSOUTPOST-RACK-PKG	3U RACK MOUNT SHELF (HOLDS 4 OUTPOST) & 3U POWER SUPPLY	\$559.80	\$559.80
17	-	735	1	DSRR-72-38U	AVTEC ONLY:TWO-POST RELAY RACK, CLEAR ALUMINUM FINISH, 72 IN TALL, 38U	\$611.10	\$611.10
18	-	735	1	DSPKG-IO-VPGATE	I/O PACKAGE FOR SCOUT -24 INPUT/24 OUTPUT, POWER SUPPLY	\$3,730.50	\$3,730.50
19	-	735	1	DSPKG-INST-AUX-50	AUXILIARY I/O CABLING PACKAGE, 50 FT CBL	\$973.80	\$973.80
20	-	735	1	DSACCNETWK24PSFP	AVTEC ONLY: 24 PORT MANAGED ETHERNET SWITCH	\$2,233.80	\$2,233.80
0		0	0		Spares	\$ -	\$ -
21	-	735	1	DSACCUSBMIC	AVTEC USB DESK MIC FOR SOFTWARE CONSOLE	\$555.30	\$555.30
22	-	735	1	DSACCUSBSPK1	AVTEC USB SINGLE SPEAKER KIT FOR SOFTWARE CONSOLE	\$391.50	\$391.50
23	-	735	1	DSUSBHUB10	AVTEC ONLY:10 PORT USB HUB, USB 3.0	\$67.15	\$67.15
24	-	735	1	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT	\$2,047.50	\$2,047.50
25	-	735	1	DSACCNETWK24PSFP	AVTEC ONLY: 24 PORT MANAGED ETHERNET SWITCH	\$2,233.80	\$2,233.80
0		0	0		Services	\$ -	\$ -
26	-	735	430	DSAVTECSHIP	SHIPPING FOR AVTEC CONSOLES	\$1.00	\$387.00
27	-	738	3651	DSSCOUTCARE	YEARS 2 TO 5 INCLUDES NO CHARGE SOFTWARE MAINTENANCE 247 365 TECHNICAL	\$1.25	\$4,563.75
28	-	735	2	DSSVC-CSLT-PE	AVTEC PROFESSIONAL CONSULTATION SERVICES, ONE DAY	\$1,453.50	\$2,907.00
0		0	0		Control Stations	\$ -	\$ -
29	-	527	4	M25URS9PW1 N	APX6500 7/800 MHZ MID POWER MOBILE	\$1,828.50	\$7,314.00
29	a	656	4	G66	ADD: DASH MOUNT	\$93.75	\$375.00
29	b	656	4	W665	ADD: CONTROL STATION OPERATION	\$52.50	\$210.00
29	c	656	4	G91	ADD: CONTROL STATION POWER SUPPLY	\$201.75	\$807.00
29	d	656	4	G444	ADD: APX CONTROL HEAD SOFTWARE	\$ -	\$ -
29	e	656	4	G442	ADD: O5 CONTROL HEAD	\$324.00	\$1,296.00
29	f	656	4	G89	ADD: NO RF ANTENNA NEEDED	\$ -	\$ -
29	g	656	4	G806	ADD: ASTRO DIGITAL CAI OPERATION	\$386.25	\$1,545.00
29	h	527	4	G51	ENH: SMARTZONE OPERATION APX6500	\$900.00	\$3,600.00

		APC	QTY	NOMENCLATURE	DESCRIPTION	UNIT LIST (HGAC)	EXT LIST (HGAC)
29	i	656	4	G361	ENH: P25 TRUNKING SOFTWARE APX	\$225.00	\$900.00
29	j	656	4	GA00580	ADD: TDMA OPERATION APX	\$337.50	\$1,350.00
29	k	656	4	GA00235	ADD: NO GPS ANTENNA NEEDED	\$ -	\$ -
29	l	656	4	G843	ADD: AES ENCRYPTION APX AND ADP	\$475.00	\$1,900.00
29	m	656	4	W969	ADD: MULTIPLE KEY ENCRYPTION OPERATION	\$330.00	\$1,320.00
29	n	656	4	W382	ADD: CONTROL STATION DESK GCAI MIC	\$126.75	\$507.00
29	o	656	4	G142	ADD: NO SPEAKER NEEDED	\$ -	\$ -
29	p	185	4	G78	ADD: 3Y ESSENTIAL SERVICE	\$168.00	\$672.00

HGAC EQUIPMENT SUBTOTAL	\$	101,027.00
WARRANTY YEARS 2-5	\$	22,291.00
PROJECT MANAGEMENT	\$	12,188.00
SYSTEM ENGINEERING	\$	13,438.00
INSTALLATION	\$	16,058.00
HGAC SERVICES SUBTOTAL	\$	41,684.00
TOTAL INVESTMENT	\$	165,002.00



City Council Agenda Item # 9

Title: Consideration and possible action on appointing of City Council Liaison for City of Freeport Boards and Commissions.

Date: 01/19/2021

From: Tim Kelty, City Manager

Staff Recommendation:

Staff recommends Council members volunteer and formally be appointed to serve as Liaisons to the various boards.

Item Summary:

According to Title 3, chapter 32 of the City of Freeport Code of Ordinances, the City Council shall appoint a representative from its members to serve as liaisons between the City Council and the various boards. This has not been done in quite some time. With the change in councilmembers both recently and with Mayor Bass' appointment just over a year ago, some boards are unrepresented.

Background Information:

Currently there are 5 active boards and 2 other boards that are not active that require additional appointments to be able to meet with a quorum.

Active boards include:

- Board of Adjustments
- Economic Development Corporation
- Senior Citizens Commission
- Historical Commission and Mainstreet Advisory Board

Two Boards that are inactive because of a lack of members include:

- Beautification, Parks,
- Library Board

Special Consideration:

None

Board or 3rd Party recommendation:

None

Financial Impact:

No financial impact.

Supporting Documentation:

None



City Council Agenda Item # 10

Title: Initiation of consideration and discussion regarding stormwater planning and maintenance throughout the city of Freeport.

Date: January 19, 2021

From: Lance Petty, Public Works Director
Tim Kelty, City Manger
Brooks Bass, Mayor

Staff Recommendation:

Staff recommends opening discussion regarding ongoing and long-term planning and maintenance for stormwater and drainage issues throughout the city of Freeport.

Item Summary:

The City of Freeport has significant stormwater and drainage issues throughout the city. Historically the city has responded from a reactionary stance to specific problems as they come up, or our identified by irate citizens. As far as current staff is aware no long-term plan has been developed or implemented to deal with the issue in a more systematic, impactful, and cost-effective manner.

Background Information:

With the levy surrounding the majority of the City of Freeport, it is mostly developed inside a bowl, and in some cases lying below sea level. It relies on both roads, open ditches, and closed stormwater drainage systems to convey stormwater to pump stations which remove water into the Brazos River, Old River and Dow Canal.

Issues include:

- Streets that do not drain properly.
- Streets that have been built up over the years reducing their capacity to move water.
- Ditches that have not been cleaned regularly and have become silted-in.
- Driveway culverts that have become plugged.
- Inlets and culverts that have settled and no longer function as designed.
- Pump stations that may be under designed or not maintained properly

Special Considerations

The city issued revenue-neutral bonds last year that can be used to address some of these issues. However most of the discussion up to this point has been focused primarily

on Street improvements (these street improvements will address the first 2 bullet points)

At past strategic planning retreats there has also been the discussion of creating a separate storm water utility which would create a dedicated source of funding specifically for correct these issues.

Financial Impact: Until a course of action is determined there is no impact

Board or 3rd Party recommendation: None

Supporting Documentation: None

City of Freeport

Drainage System Maintenance (SOP)



Drainage Maintenance Goals

- Keep channels and basins clear of debris
- Maintain flood carrying capacity
- Protect water quality

Introduction and Purpose

The City of Freeport's storm water collection system is comprised of a variety of structural controls (catch basins, manholes, storm drains and outfalls) that convey storm water from impervious surfaces to receiving waters. The City of Freeport maintains and operates 73 miles of storm sewer lines, road side ditches and two (2) pump stations. The standard operating procedures (SOP) is intended to maintain the conveyance of storm water runoff; protect property from flooding during high-flow storm events; protect water quality by filtering pollutants from runoff; and sustaining wildlife.

Scope

This SOP specifies responsibilities and procedures necessary to keep channels and storage basins clear of debris in order to maintain their flood carrying and storage capacity during flood events and to protect water quality in the City of Freeport.

Inlet/Catch Basin Maintenance

Catch Basins are subsurface concrete basins that receive water through a metal or slotted grate. These basins can also be round concrete chambers, manholes, which contain flow control and/or water quality devices. The catch basin's primary function is the convey flow while filtering debris and sediment to prevent these items from transferring and clogging the piped collection system downstream.

Inspections

- Routine inspection is completed on a quarterly basis for each catch basin
- Additional inspections are required upon receiving any complaints
- The depth of sediment accumulation is noted in the field notes. If sediment depths are greater than ½ the capacity then maintenance is required.
- The structure is checked for structural integrity and/or damage for the following items:
 - Inlet condition is flowing and free from any blockage
 - Evidence of infiltration including drips or water flowing into structure at joints and/or grouting and evidence of discoloration above the sump indicating former water intrusion
 - Cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout
 - Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement
 - Signs of abrasion and/or corrosion and deterioration of pipes

Maintenance Procedures

- Remove sediment using vactor. If repairs and/or maintenance are required, record the condition and transfer to the Public Works Department work log for prioritization and scheduling
- If repairs and/or maintenance are required, record the condition and transfer to the Public Works Department work log for prioritization and scheduling:
 - Remove inlet blockage
 - Record and/or photograph infiltration condition for PWD work log
 - Record and/or photograph cracks and deterioration for PWD work log
 - Record and/or photograph structural integrity for PWD work log
 - Record and/or photograph corrosion or abrasion for PWD work log

- Maintenance is performed as determined by the amount of sediment accumulation. Maintenance requirements are logged after inspection, noted, and prioritized on the Public Works Department work log, and maintenance activities are completed as warranted by the priority assigned.
-

Manhole/Pipe Maintenance

Manholes allow surface access to underground utilities and piping conveyances for inspection and maintenance operations. Pipes within the storm water system convey storm water flow to receiving bodies of water.

Inspections

- Routine inspection of manholes and associated pipes are completed on an annual basis
- Additional inspections are required upon receiving any complaints
- The depth of sediment accumulation is noted in the field notes. If sediment depths are greater than $\frac{1}{2}$ the capacity then maintenance is required.
- The structure is checked for structural integrity and/or damage for the following items:
 - Inlet condition is flowing and free from any blockage
 - Evidence of infiltration including drips or water flowing into structure at joints and/or grouting and evidence of discoloration above the sump indicating former water intrusion
 - Cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout
 - Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement
 - Signs of abrasion and/or corrosion and deterioration of pipes

Maintenance Procedures

- Remove sediment in manhole or pipes using vector. If repairs and/or maintenance are required, record the condition and transfer to the Public Works Department work log for prioritization and scheduling
- If repairs and/or maintenance are required, record the condition and transfer to the Public Works Department work log for prioritization and scheduling:
 - Remove inlet blockage
 - Record and/or photograph infiltration condition for PWD work log
 - Record and/or photograph cracks and deterioration for PWD work log
 - Record and/or photograph structural integrity for PWD work log
 - Record and/or photograph corrosion or abrasion for PWD work log
- If sediment level in pipes is more than $\frac{1}{2}$ full, schedule the pipes to be jetted and cleaned. Please see pipe Jetting/Cleaning below for detail.

- Maintenance is performed as identified during inspections
-

Pipe Jetting & Cleaning

Pipe jetting and cleaning is the process of bending a high-pressure water nozzle through a pipe, beating debris and sediment from the pipe. Sediment and debris collected and removed through an access point via vactor truck. Material is disposed consistent with local and federal laws.

Inspections

- Pipes are inspected during routine manhole inspections.
- Additional inspections are required upon receiving any complaints
- The depth of sediment accumulation is noted in the field notes. If sediment depths are greater than ½ the capacity then maintenance is required.
- The structure is checked for structural integrity and/or damage for the following items:
 - Inlet condition is flowing and free from any blockage
 - Evidence of infiltration including drips or water flowing into structure at joints and/or grouting and evidence of discoloration above the sump indicating former water intrusion
 - Cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout
 - Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement
 - Signs of abrasion and/or corrosion and deterioration of pipes

Maintenance Procedures

- Remove sediment using a vactor truck. Place a downstream bladder to collect water and sediment to ensure sediment plumes are not released into receiving waters. Dispose of sediment from the vactor truck at the designated location at the PWD yard.
- If repairs and/or maintenance are required, record the condition and transfer to the Public Works Department work log for prioritization and scheduling:
 - Remove inlet blockage
 - Record and/or photograph infiltration condition for PWD work log
 - Record and/or photograph cracks and deterioration for PWD work log
 - Record and/or photograph structural integrity for PWD work log
 - Record and/or photograph corrosion or abrasion for PWD work log

- Maintenance is performed as identified during inspections
-

Drainage Ditch Maintenance

Cleaning and shaping ditches to restore proper cross-section and flow line to prevent damage to buildings, roads, and other infrastructure from small frequent storms. In Freeport it is vital to maintain the functionality of open channels and culverts to minimize flooding during moderate and/or severe storms. *Ditch standing water (ponding) is to be expected in some cases and should not have a negative impact on operability as long as the ditch provides positive drainage during normal rain events. Standing water is typically caused by driveway culverts of various sizes and offsets either not installed at the optimum ditch flow line or due to soil movement.*

Inspections

- Drainage ditches are inspected as part of the drainage departments daily activity. Inspection will be conducted bi-weekly and after any major storm event.
- Drainage ditches are inspected for proper cross-section, flow line, and debris accumulations. Ditches that need cleaning but are not creating any immediate problems are noted and are scheduled for cleaning when resources become available.
- Action is taken immediately if drainage ditches are found to be noticeably clogged where flooding to either the roadway or private property is probable. This emergency type work is prioritized in advance of any routine drainage work.
- The Public Works Supervisor, Drainage Field Supervisor and general public monitor drainage ditches year-round for problems. Inspections and works occurs throughout the year due to the warm wet climate.

Maintenance Procedures

- Drainage crews are sent to known problem areas first. Once these problematic areas have been addressed, an attempt is made to clean an entire route at once and to systematically work through the entire system, as equipment and resources are available.
- Drainage ditches are considered operational if they are not creating a significant drainage problem. Drainage ditches are considered clean when approximately 95% of the brush and sediment is removed.
- Drainage structures causing significant damage to either the road or private property are taken care of ASAP.
- Structures that have been problematic during the year are scheduled for cleaning and repair on an as needed basis throughout the year.

Work Plan

- Locate underground utilities before starting work
 - Place signs, traffic warning devices as necessary
 - Provide appropriate traffic control where necessary and all other required safety equipment. Ensure personnel are properly trained on the use of equipment and safety procedures.
 - Remove trash or debris from ditch. Dispose of at the Public Works Department yard.
 - Remove sediment and debris in and around the ditch.
 - If signs of channeling, erosion, or flooding are present indicating sediment transfer through the swale, record and transfer to the PWD Supervisor for prioritization and scheduling for repairs.
 - Record and/or photograph condition.
 - PWD Supervisor will consider adding dissipation rock, check dams, or stabilizing vegetation to minimize erosion.
 - Excavate the ditch to the correct grade and cross-section; load waste material into dump trucks.
 - Haul waste to disposal area
 - Clean up work area. Sweep roadway and shoulder as necessary.
 - Seed banks for erosion control
-

Outfall Maintenance

Outfalls are the discharge points where storm water enters the receiving body of water at the end of a storm water conveyance system.

Inspections

- Each outfall is inspected bi-annually.
- Check for litter, rubbish, and debris around the outfall area.
- The outfall is inspected to ensure flow conveyance and functionality. The outfall site is inspected for signs of:
 - Sediment accumulation and localized erosion,
 - Exposed soil material with no vegetative cover,
- Evidence of illicit discharges should be checked and may include the following items:
 - Odor
 - Color
 - Clarity
 - Floatables
 - Deposits/stains

- Vegetation condition
- Structural condition

Maintenance Procedures

- Sediment and debris in and around the outfall are removed
 - If repairs are required, the condition is reported and prioritized for completion with other maintenance activities.
 - The Public Works Director should be contacted immediately if any illicit discharges are suspected as noted during inspection.
 - Maintenance needs are performed on an as needed basis.
-

Pump Station

Stormwater Pump Stations are necessary for the removal of stormwater from areas where gravity drainage is impossible or impractical. Stormwater pump stations help protect areas by pumping away large volumes of water, thereby preventing the occurrence of flooding.

Inspection

- Inspect pumps 2x per week for proper operation
- Inspect and test emergency generators weekly for proper operation
- Inspect inlets, bar screens (if used) and other associated components for debris or litter to assure that pumps operate properly
- Record and/or photograph conditions for PWD work log
- The Public Works Director should be contacted immediately if any operational issues are suspected during inspection.

Maintenance

- Maintain or repair pump as needed to assure proper operation
- Pull pumps bi-annually for inspection of internal components to assure proper operation
- Grease pumps monthly or as needed to assure proper operation



City Council Agenda Item #11

Title: Consideration and possible action on authorization of repairs and improvements associated with Sanitary Sewer Lift Station #7.

Date: January 19, 2021

From: Tim Kelty City Manager

Staff Recommendation:

Staff recommends approval of Veolia to proceed with these improvements and repairs to Lift Station #7 for a total cost of \$126,523.

Item Summary:

Improvements in connection to lift station #7 include the following:

- Re-seat/ reinstall 3 pumps to improve pumps performance.
- Install 6th pump in lift station.
- Purchase and install a permanent bypass pump.

Background Information:

Lift station #7 is the city's largest and most important lift station. All flow going to the Waste Water Treatment plant flows through this lift station. The station has always had 5 pumps although it was originally designed for a 6th. Because of the significant I&I issues facing the city, this lift station in the past has struggled to keep up during heavy rain events, especially when one or more of the pumps go down or operate and less than designed capacity.

Last year 2 pumps were replaced by a contractor hired by Veolia, however the contractor installing the pumps did not seat the pumps property and as a result they are only operating at about 70% capacity.

Freese and Nichols was asked to evaluate the station and make recommendations regarding how to most cost effectively improve the stations performance and allow it to keep up with the flow coming in, and they have recommended these improvements.

Special Considerations

Because of the ongoing issues with this station and its critical importance to the overall system, the City is currently renting a bypass pump at a cost of \$7,400 per month.

While the work will go forward, the cost of re-seating the 3 pumps in the lift station is not included in this, because Veolia will be working directly with Precision pumps the installer to fix the issue.

Financial Impact:

The quoted costs for the work is as follows:

• Install 6 th pump in lift station.	\$ <u>58,693</u>
• Permanent bypass pump.	\$ <u>67,830</u>
TOTAL	\$ <u>126,523</u>

Board or 3rd Party recommendation:

Recommended by City Engineer following evaluation.

Supporting Documentation:

Recommendation email from Freese and Nichols
Summary of work from Veolia
Quotes for work

Tim Kelty

From: Jared Barber <Jared.Barber@freese.com>
Sent: Monday, December 21, 2020 8:00 AM
To: Lance Petty; Tim Kelty; Stephanie Russell; jerry.meeks@veolia.com
Cc: Ron Bavarian; Kendall Ryan
Subject: Freeport Riverview Neighborhood & Lift Station 7 Follow Up
Attachments: 24 70HFV-A-R.pdf; Lift Station No. 7 System Curve.pdf; godwin_dbs_brochure_0912.pdf

All,

We've reviewed the available data for Lift Station 7 and the options we discussed previously for addressing the backups impacting the Riverview Dr neighborhood. Below I've summarized our assessment of each item we discussed as well as one other item for your consideration.

Additional of a 6th pump to Lift Station No. 7

We recommend proceeding with the purchase of a sixth pump at Lift Station No. 7 including the necessary electrical integration. This will provide an increase in redundancy at the lift station when a pump is out for service (as is the case currently) as well as providing 400-600 gpm of additional pumping capacity in an emergency situation. Lift stations are designed to always have one pump that is intended as a backup and does not count towards the firm capacity of the lift station. This sixth pump will increase the firm capacity of the station, but can be turned on in an emergency situation to increase the output of the lift station and reduce the backups. Because of the volume of water that is sent to Lift Station 7 we do not believe this will solve the situation in the Riverview neighborhood by itself, but it should improve the situation.

Recommendation: Install the 6th pump at Lift Station No. 7 to increase redundancy and emergency capacity. Install a Flygt pump matching the model of the two existing Flygt pumps.

Installation of a Flap Valve

As discussed, a flap gate valve can prevent backups down a specific sewer line. For reference, I've attached a product manual from one of the manufacturers we contacted about this. They provided this and a quote for \$1,442 to provide the flap valve. In a situation where Lift Station 7 has backed up the sewer, this valve would shut and prevent backups into Riverview. However, as long as the line from Lift Station 7 is surcharged to a level that would cause overflows in the Riverview neighborhood, no wastewater from Riverview will be able to drain out of their sewer lines to Lift Station 7 as this flap valve will be closed. Accounting for the storage available in those lines this would mean that once this backup happens it would need to subside in less than 20 hours before the Riverview neighborhood would have backups from their own wastewater not making it out of the system. Jerry let us know that in significant rain events this backup can last for several days.

Recommendation: We recommend not proceeding with this alternative. The flap valve would help prevent backups for up to 20 hours, but no longer than that. Since the backups may last longer than that, we've concluded that a flap valve would not fully solve the problem of backups in Riverview.

Sulzer Pump Adapters

This is still on going, Precision Pumps told us that they provided an adapter with the pumps that should prevent the sealing issue between a Flygt pump base and a Sulzer pump, but we've requested the info on that adapter so we can confirm it's an appropriate solution to the compatibility issue.

Recommendation: Continue coordination with Precision Pumps to determine if appropriate adapters were provided.

Diesel Backup Pump (New Item)

Xylem has a product that they provide for lift station redundancy during power failures but can also be used to increase capacity at a lift station in emergency situations. It functions very similarly to the temporary bypass pumping set ups that have been recently utilized but could be installed in a permanent capacity to operate automatically when levels in Lift Station 7 rise to a point that backs up the collection system. It's diesel powered, but they have options for natural gas or electric powered we could consider. They've provided some budgetary estimates for a few of these that I've included below. These are the cost to purchase these, there would still be some piping, installation, and other miscellaneous costs to get it set up.

- 6 INCH = NC150 / up to 1,500 GPM / 15 FT to 110 FT TDH / \$60,000
- 8 INCH = NC225 / up to 2,500 GPM to 3,000 GPM / 20 FT to 110 FT TDH / \$70,000
- 10 INCH = CD250 / up to 3,000 to 3,500 GPM / 20FT to 110 FT TDH / \$90,000

These backup pumps serve to provide both a long term benefit of redundancy and backup pumping in power outtages as well as help to address the backups seen at Lift Station 7 currently. I've attached a product brochure on this for reference.

Recommendation: Discuss with Veolia and City Staff and consider diesel backup pump as an alternative to provide increased pumping capacity and redundancy at Lift Station 7.

Construction of Lift Station 7A

We've discussed this option to prevent backups into the Riverview area and do believe it would prevent these backups. However, as discussed, it would not address the root cause of the backups, which is the infiltration and inflow in the collection system. Addressing I&I is the goal of the SSO Initiative that is about to be renewed with TCEQ and we're confident it will yield positive results, but it is a four-year program and will not be able to alleviate backups into the Riverview neighborhood for at least a few years. To best serve the residents in Riverview we do think installing a small lift station to serve that community is the solution to proceed with. This lift station should be designed to be able to convert into a manhole ultimately and connect back into Lift Station 7 via gravity when possible to minimize pumping and maximize use of installed infrastructure.

Recommendation: Determine if other alternatives sufficiently address the issue before proceeding with installation of Lift Station 7A.

Let me know if you have any questions about this, would be happy to talk again to discuss any of this.

Thanks,

Jared Barber, P.E.

Transmission & Utilities - Southeast

Freese and Nichols, Inc.
11200 Broadway Street
Offices West, Suite 2320
Pearland, Tx 77584
832-456-4745 office
832-456-4701 fax
281-770-2305 mobile

www.freese.com

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January 14, 2021

Tim Kelty
City Manager, City of Freeport
200 West Second Street
Freeport, Texas 77541

Re: Lift Station # 7 Upgrade

Mr. Kelty:

The following are the upgrades to Lift Station #7, the main lift station which supplies the Wastewater Treatment Facility.

The addition of the number 6 pump:

Flyght NP3202 HT Pump supplied by HAHN Equipment \$33,159.00, they have one in stock. We will set pump in place.

Instrumentation work: Will be done by Mercer Controls, this is the company that did the original work at this station. Quote \$21,145.00 includes all parts associated with the Variable Speed Drive, Wiring to the pump junction box, and programing of the Program Logistic Panel.

There is an addition cost of up to \$2,500.00 for work at the SCADA System at the Wastewater Facility.

There will be a need to add discharge piping for this pump which we will install. The cost of the material is \$1,889.23

Total Cost Estimate for the 6th Pump Installation is \$58,693.23

The addition of the Backup Emergency Pump:

GODWIN 8" Backup System with sound attenuated locking enclosure \$65,830.00. This unit is a natural gas drive. We are looking to make sure gas is in the area for the pump if not the diesel drive unit is about \$700.00 less

The piping for the unit will be installed by us. The material estimate for this is about \$2,000.00. Includes Suction and discharge piping and having two holes bored into the lift station wet well for the suction and float controls



The concrete pad required for the pump I would believe the city street department would be able to form up and pour.

Natural Gas Connection for the pump if it area, getting in touch with CenterPoint for cost.

Total Cost Estimate for the Backup Emergency Pump is \$67,830.00 excluding cost for concrete and Natural cost connect.

I have included copies of the Quotes and photos of the Backup Pump System.

If you have any questions please call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Meeks", written over a horizontal line.

Jerry Meeks
Project Manager, Veolia

Cc: Lance Petty, Public Works Director City of Freeport

Encl:



MERCER CONTROLS, INC.

P. O. Box 777 / 804 APOLLO DRIVE

EDNA, TEXAS 77957

PH: (361) 782-7168 FAX: (361) 782-7706

S.A. Mercer, P.E.

(361) 782-5678

www.MERCERCONTROLS.com

December 28, 2020

To: City of Freeport
Attn: Jerry Meeks

Project: City of Freeport – Central L.S. Sixth VFD Unit Addition

Item 1. Mercer Controls to furnish and install one 50 Horsepower ATV630 Variable Frequency Drive (VFD). Details are as follows:

VFD Installation:

- Qty (1) – 50 Horsepower ATV630 VFD
- Qty (1) – VFD Isolation Contactor
- Qty (1) – 50 Horsepower Reactor
- Qty (1) – 125A Circuit Breaker
- Qty (1) – Potentiometer
- Qty (1) – Pilot Lights
- 1 Lot – Relays, Wire, Wire Way, Connectors, Etc.

Price Complete for Control Panel modifications: \$12,470.00*

*If the 125A VFD circuit breaker, conduit, and cable are installed, total price can be reduced by up to \$1,307.00.

Item 2. Price to install wire from Control Panel to pump junction box, \$910.00. Price only valid if Item 1 is approved.

Item 3. Price to reprogram DL-06 PLC for sixth pump, including modifying alternation scheme, and to correct operation mode problems. Price, \$7,765.00.

Item 4. Price to add sixth pump to remote display screen. This price cannot be produced without further investigation. Typical cost \$1,500 to \$2,500.

We include all labor and material to install the items listed.

We exclude any items not listed in this detailed quote.

We include O&M Manuals for the VFD unit.

We include one-year parts only warranty and labor for 30 days.

Respectfully Submitted,

Mercer Controls

Adrian Garza, E.I.T. Estimator

HAHN EQUIPMENT Co., Inc.

5636 KANSAS • HOUSTON, TX 77007 • PHONE # 713-868-3255 • FAX # 868-9725

ATTN: Jerry Meeks

COMPANY: Veolia

FROM: Jason Van Alstine

QUOTE #: 18141

RE: Godwin DBS Back-Up System: Central Lift Station

DATE: January 11, 2021

HAHN EQUIPMENT CO., INC. is pleased to submit to Veolia, the following proposal for Back-Up pumping equipment:

A - GODWIN 8 INCH DBS BACK-UP SYSTEM DIESEL OPTION

- ONE (1) Godwin Model NC225M Dri-Prime Back-up Pumping System, 8 INCH x 8 INCH flanges, suction/discharge, solids handling, vacuum assisted venturi, self-priming pump driven by John Deere 4045HF280 T3 diesel engine, includes Prime-Guard Controller and sound attenuated locking enclosure
- ONE (1) Set Godwin on/off float switches for level control
- ONE (1) 115V Trickle Charger

TOTAL PRICE FOR ALL EQUIPMENT LISTED IN OPTION A: **\$ 65,138.00** (includes freight)
Above pricing does not include any piping, or valves.

B - GODWIN 8 INCH DBS BACK-UP SYSTEM NATURAL GAS OPTION

- ONE (1) Godwin Model NC225M Dri-Prime Back-Up Pumping System, 8 INCH x 8 INCH flanges, suction/discharge, solids handling, vacuum assisted venturi, self-priming pump driven by Ford WSG1068 Natural Gas Engine, includes Prime-Guard Controller and sound attenuated locking enclosure
- ONE (1) Set Godwin on/off float switches for level control
- ONE (1) 115V Trickle Charge

TOTAL PRICE FOR ALL EQUIPMENT LISTED IN OPTION B: **\$ 65,830.00** (includes freight)
Above pricing does not include any piping, or valves.

C - GODWIN 8 INCH DBS BACK-UP SYSTEM NATURAL GAS OPTION

- ONE (1) Godwin Model NC200M Dri-Prime Back-Up Pumping System, 8 INCH x 8 INCH flanges, suction/discharge, solids handling, vacuum assisted venturi, self-priming pump driven by GM Vortec 5.7L Natural Gas Engine, includes Prime-Guard Controller and sound attenuated locking enclosure
- ONE (1) Set Godwin on/off float switches for level control
- ONE (1) 115V Trickle Charge

TOTAL PRICE FOR ALL EQUIPMENT LISTED IN OPTION C: **\$ 54,750.00** (includes freight)
Above pricing does not include any piping, or valves.

F.O.B.: Houston, Texas. Prices quoted good for thirty (30) days and are exclusive of any applicable taxes or duties.
SHIPMENT: Estimated delivery is 4 to 6 weeks after receipt of order, however lead times may vary pending inventory at time of order
TERMS OF PAYMENT: Net 30 from the date of the invoice
CONTRACT CONDITIONS: Conditions outlined on the Company's standard general condition form, which is enclosed with this proposal, shall apply to and constitute a part of this proposal.

Sincerely,
HAHN EQUIPMENT CO., INC.

Jason Van Alstine
Jason Van Alstine
Sales Representative

NOTE: Invoices will be issued upon delivery, or notification equipment is available for delivery based on delivery date below.

This proposal including terms and conditions contained within are acceptable and understood.

PLEASE SIGN AND RETURN.

AUTHORIZED SIGNATURE: _____

DATE: _____

We request this equipment available for delivery: _____

General Standard Conditions

- I. **ACCEPTANCE** – This proposal is subject to acceptance by the Purchaser within 30 days. Prices are subject to change without notice; all quotations whether published or special prices automatically expire 30 days from date of quotation, if not canceled prior to that time by another quotation or by a notice of cancellation, and are automatically canceled without notice simultaneously with the date of a price change. Acceptance of this quotation is limited to the terms hereof and Seller hereby objects to different or additional terms unless accepted by Seller in writing. No acceptance of this proposal by the Purchaser and no purchase order for any of the machinery offered in this proposal shall create any contract between Seller and Purchaser or be binding in any way upon Seller until such acceptance or purchase order is approved in writing by an executive officer of the Seller.
- II. **WARRANTY** – As the distributor for various manufacturers, the Seller is dependent upon representation and promises made by these manufacturers as to quality of material, performance data, and delivery schedules. The Seller will pass on to the Purchaser warranties, which may be available from the manufacturer of the products, involved. In addition to any applicable warranties that may be passed on to the Purchaser, the Seller will warrant items of original manufacture of the seller for six (6) months after date of shipment against defects in material and workmanship. All warranty claims must be made in a timely fashion by written notice to the Seller and the Seller or manufacturer involved shall have the option of requiring the return of the defective part, transportation prepaid to establish the claim. The Seller shall not be held liable for damages or delay caused by defects. The Seller's liability to the Purchaser except as to title, arising out of the supplying of the said equipment, or its use, whether based upon warranty, contract or negligence, shall not in any case exceed the cost of correcting defects in the equipment as herein provided and upon the expiration of the warranty period, all such liability shall terminate. The Seller shall not in any event be held liable for any special, indirect or consequential damages.
- III. **TITLE** – The Seller will deliver the equipment F.O.B. cars or trucks at point of shipment and such delivery will constitute delivery to the Purchaser. Title and risk of loss of the equipment shall pass to the Purchaser at this point.
- IV. **INSURANCE** – The Purchaser shall bear all risk of loss or damage to the machinery after delivery and shall provide and maintain adequate insurance against loss or damage by fire or other causes to the machinery during the time between delivery and final payment in an amount fully protecting the Seller. Loss or damage by fire or other causes within such period shall not relieve the Purchaser from his obligation to pay the purchase price in full.
- V. **TERMS** – Terms are net cash upon shipment or notification that we are ready to ship. Prorata payments shall become due and payable as partial shipments are made hereunder. Payment within thirty (30) days will be considered the same as cash pending approval of credit. These terms apply to partial as well as complete shipments. On orders over \$50,000.00 or as specifically stated on our proposal, special payment terms may be required. These terms are normally included with our proposal and are as stated in the Terms & Conditions form of the manufacturer involved. There is no cash discount given for cash or prompt payment unless specifically agreed upon in writing.
- VI. **TAXES** – The Purchaser shall pay to the Seller, in addition to the purchase price, the amount of all sales, use, privilege occupation, excise or other taxes, federal, state, local, or foreign which the Seller is required to pay in connection with furnishing goods or services to the Purchaser.
- VII. **FREIGHT** – Unless otherwise agreed upon in writing, all equipment is quoted F.O.B. shipping point. The Purchaser shall pay to the Seller in addition to the purchase price, freight charges, which may be required in shipping the equipment from the point of manufacture or storage to the Purchaser's plant. If freight charges are included in the quotation, then the Purchaser shall pay to the Seller, in addition to the purchase price, any amount by which transportation charges may be increased, either by reason of increased transportation rates or because of a change in the method of transportation.
- VIII. **PRICE AND ADJUSTMENT** – The following clauses are applicable to the extent they are referred to elsewhere in this proposal. Selection of price adjustment clause is based upon the proposed shipping date for the equipment offered.
 - Clause 1: The prices named herein are not subject to any change from the prices in effect on the date the order is accepted.
 - Clause 2: The prices named herein will be adjusted to the prices in effect at time of shipment.
 - Clause 3: The prices named herein are subject to escalation in accordance with manufacturer's standard escalation policy or as otherwise stated in the proposal.
- IX. **SHIPPING DATES** – The time for shipment given herein is approximate and is estimated from the date of receipt of order with complete manufacturing information and approval of drawings as may be necessary. The Seller relies upon the information supplied by various manufacturers and will endeavor to maintain quoted shipment times but the Seller will not be liable for any for any special, indirect or consequential damages arising from delay in shipment, irrespective of the reason therefore.
- X. **CANCELLATION** – The Purchaser may cancel his order only upon written notice and payment to the Seller of reasonable and proper cancellation charges including administrative and engineering expense and loss of profits.
- XI. **RESTOCKING** – No merchandise may be returned to the Seller without its written consent and shipping instructions being first obtained. Restocking charges will be provided upon request for the particular item involved and will be as determined by the equipment manufacturer.



FERGUSON ENTERPRISES, LLC
 FERGUSON WATERWORKS #1105
 6825 WALLISVILLE ROAD
 HOUSTON, TX 77020-3258
 Phone: 713-675-2211
 Fax: 713-676-0803

Deliver To: From: Joshua Stout Comments:

17:22:40 JAN 04 2021

Page 1 of 1

FERGUSON WATERWORKS #1105

Price Quotation
 Phone: 713-675-2211
 Fax: 713-676-0803

Bid No: B457008
Bid Date: 01/04/21
Quoted By: JKS

Cust Phone: 414-747-3710
Terms: NET 10TH PROX

Customer: VEOLIA NORTH AMERICA
 PO BOX 3201
 FREEPORT, TX 77542

Ship To: VEOLIA NORTH AMERICA
 PO BOX 3201
 FREEPORT, TX 77542

Cust PO#:

Job Name:

Item	Description	Quantity	Net Price	UM	Total
MJTLA12X	12X8 MJ C153 TEE L/A	1	188.030	EA	188.03
MJ4LAX	8 MJ C153 45 BEND L/A	1	66.240	EA	66.24
MA2361239000XOL	8 MJ RW OL EVERDUR GATE VLV L/A	1	805.000	EA	805.00
SSLCE12	12 PVC WDG REST GLND *ONELOK	3	66.030	EA	198.09
IMJBGP12	12 MJ C153 BLT GSKT PK L/ GLAND	3	23.160	EA	69.48
SSLCE8	8 PVC WDG REST GLND *ONELOK	6	33.180	EA	199.08
IMJBGPX	8 MJ C153 BLT GSKT PK L/ GLAND	6	16.340	EA	98.04
PSVB461SW	2PC SCRW 10T/15B COMP CI VLV BX WTR	1	35.000	EA	35.00
SZF2C8	8 DI STD DUTY REST ZIP FLG	1	60.450	EA	60.45
BFX	8 DI C110 125# BLND FLG	1	74.180	EA	74.18
P580PLX	8 PLN 2 BLT AWWA SOC CLMP	3	31.880	EA	95.64

Net Total: \$1889.23
Tax: \$0.00
Freight: \$0.00
Total: \$1889.23

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



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<https://survey.medallia.com/?bidsorder&fc=2939&on=38848>



Dri-Prime Backup System

PUMP STATION STANDBY PUMPING AND POWER IN ONE PACKAGE

godwin 
a xylem brand

The Godwin Dri-Prime Backup System (DBS™) provides peace-of-mind as the ideal contingency plan for pump stations.

The DBS provides independently-powered backup pumping in one dependable package for a variety of emergency situations. It is ideal for areas prone to hurricanes, heavy rain or snowmelt.

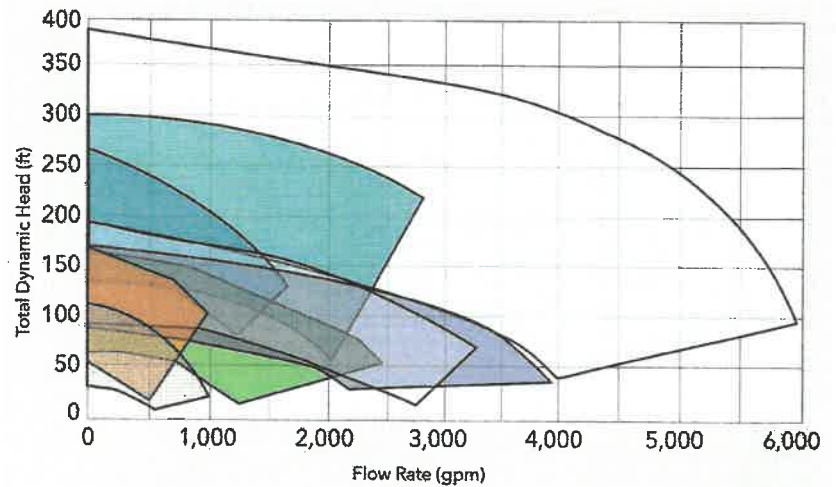
The Dri-Prime Backup System is engaged during loss of primary power (whether from a scheduled outage or natural disaster) or switch gear failure. It is also used during routine pump maintenance or unexpected pump failure.

DBS: Backup pumping instead of backup power

- 100% pump station redundancy (Capacity and head)
- Automatic pump priming without operator assistance
- Optional Flygt N-technology, for sustained efficiency while handling stringy material
- Automated control system assures cost efficient running
- Sound attenuation enclosure for quiet operation
- Flexible fuel options to meet your needs: diesel, natural gas (including propane) or LP vapor
- Cold weather package for use in freezing conditions
- Allows for routine pump maintenance on existing equipment, ensuring continuous pumping operation.

DBS Basic Pump Performance Field

Sample of pump line: 3" to 8"



DBS Dri-Prime Backup System Automatic priming without operator assistance

Venturi air evacuation:
automatic priming

- 28' of static lift
- Continuous operation
- Automatic re-prime

Oil bath mechanical seal:

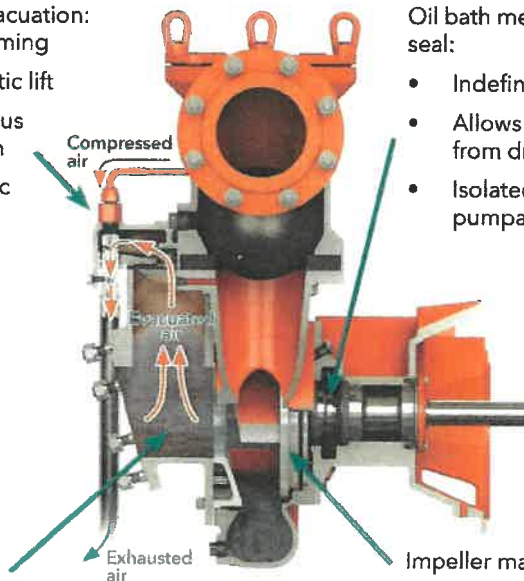
- Indefinite dry-running
- Allows pump to prime from dry
- Isolated from pumpage

Straight line:

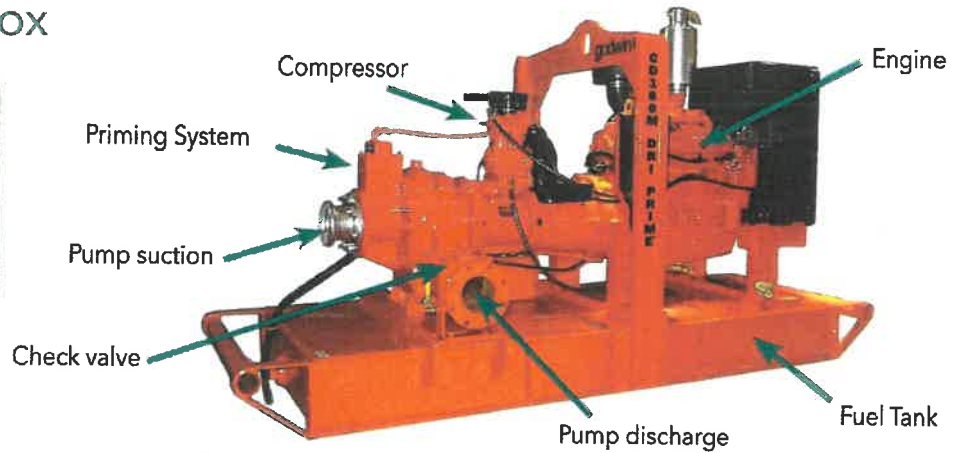
- Improved flow pattern
- Better solids handling – with CD-impeller
- Sustained pump efficiency – with N-impeller

Impeller materials:

- Cast chromium steel
- Stainless Steel CD4MCu
- Stainless Steel #316
- Hard Iron™



What's Inside the Box



Comparing a DBS pump station to a standby generator

DBS Features

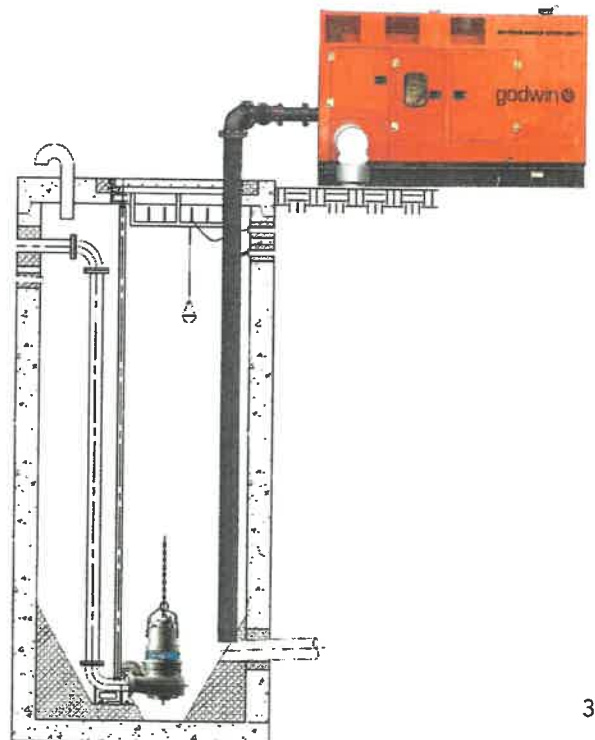
- Continuous pumping despite loss of power, switch gear or failure of lift station submersible pumps
- Ability to function as primary pump during lift station pump maintenance
- Available in sizes 3" to 24" with flows to 15,000 gpm and discharge heads to 600 feet
- PrimeGuard digital control panel allowing seamless interface to existing control systems for remote monitoring and control
- Optional sound-attenuating enclosure reducing sound levels as low as 64 to 69 dBA at 30 feet
- Hinged locking doors providing access to operating controls and service locations

Backup Generator vs. DBS

Possible Malfunction	Pump Station w/ Generator	Pump Station w/ DBS
Loss of Utility Power	✓	✓
Transfer Switch	---	✓
Control Panel Failure	---	✓
Automatic Control	---	✓
Existing Pumps	---	✓

Flygt Submersible + DBS = Xylem Total Pump Station Solution

- 100% Redundancy
- Flygt N-technology
- Redundant level controls
- SCADA interface capability





Human Resources Monthly Report

Date: January 12, 2021

HR TEAM: Brenda Miller-Ferguson and Donna Fisher

HR Services Team Priorities and Results for December 2020:

- **Gratitude and Congratulations:**
 - On behalf of City employees, we want to thank the Mayor, Council, and City Management for the additional pay given to staff in lieu of a holiday gathering and for hazard pay. City staff are sincerely grateful.
 - The HR team wants to thank Stephanie Russell for her leadership and support. We are saddened by her departure announcement in Dec, however we wish Stephanie and Drew blessings and happiness as they begin the next exciting chapter of their lives together in California.
 - We congratulate Fire Chief Chris Motley for being named Director of the Year for 2020 and Donna Fisher for being named Employee of the Year for 2020.
- **COVID Response:** This month the COVID absence trend in our employee population increased steadily, presumably related to the holiday surge in social interactions. COVID activity this month included:
 - **COVID-Related Absence Tracking:** In December we had a high of seven (7) absences related to COVID quarantines, with six (6) positive employee cases. This is an increase from a high of three (3) in November. The seven (7) COVID-related absences in Dec. were in the Police, Fire, Building/Code, and Administration departments.
 - **COVID-Related Policy:** COVID related policies remain in effect. The sunset date on most of our internal policies is currently Dec. 31, 2020, which syncs with official emergency declarations and federal FFCRA rulings. Federal requirements for paid sick leave were not extended beyond Dec. 31st, however tax credits are extended for employers who voluntarily extend sick leave through March 31, 2021. We have an extension proposal on the Council Meeting agenda for Jan. 11, 2021.
- **Salary Survey:** Strategic Government Resources (SGR) continues work on our City-wide salary and benefits survey. City Management is engaged in weekly progress meetings. In December City Mgmt. reviewed the preliminary data gathered by SGR and submitted a list of clarifying questions regarding several apparent anomalies in the initial data for some positions. SGR is scheduled to have responses and updates completed for a meeting on Jan. 19th. We hope to have data to share with Council in February. Based on survey results, staff will develop recommended action plans for Council consideration.
- **Year-End Deadlines:**
 - **Texas Municipal Retirement System (TMRS):** Payroll has been updated to reflect the new City matching contribution rate effective in January 2021 at 14.41% , as stated in the annual rate letter. This is a decrease from the funding rate required in 2020 at 14.47%.
 - **2020 Data for Employee Tax Forms:** We began previewing annual tax data for employees in December, with a goal of approving and distributing tax forms ahead of the Federal deadline of Jan. 31st. Our target is to distribute W-2's and Form 1095's to employees on Jan.15th.

- **Policy Updates/Process Improvements:**
 - **Extension of COVID-Related Temporary Sick Leave:** We are closely monitoring State and Federal guidelines regarding the current sunset date of Dec. 31st for most temporary COVID-related policies. In Jan. we will propose extensions commensurate with legislative developments.
 - **Process Improvement-User-Friendly HR Forms and a Centralized Forms Portal:** In December we completed updates to several forms include: Vacancy Verification, Personnel Status Change/New Hire, Reference Check, and Personnel Action/Discipline. In January we are creating a centralized portal on our website for HR forms. Our goal is to improve access and resolve versioning issues.

- **Training/Coaching/Performance Improvement:**
 - **Performance Issues Addressed:** We had zero (0) employee separations for performance this month. We issued one (1) written performance warning and conducted four (4) verbal performance coaching sessions.
 - **Training:** We began assigning online Ethics training using Local Government University (LocalGovU) via TML.

- **Performance Evaluations/Merit-based Pay Increases:** We continued working with managers to review the performance goals established for employees during the evaluation and merit-based pay process completed in March-Sept. 2020. We want to ensure that goals remain realistic given the impacts that COVID has had on employee schedules. We want employees to know where they stand on performance metrics before the next assessment process, which will begin in Feb.-Mar. 2021.

- **Employee Turnover/Recruiting/Hiring Progress:**
 - **Employee Turnover:** We had zero (0) employee separations in December.
 - **Recruiting:** We began recruiting for Finance Director, and continued active searches for Economic Development Assistant, Financial Analyst, and Crossing Guards. Recruiting sources include: City website, The Facts Online, Texas Municipal League, Strategic Government Resources, LinkedIn, Workforce Solutions, Industry-specific organizations, Between Jobs Ministries, and networking.
 - **Firefighter/EMS:** We recruited for the third of three Fire positions that were vacant. An offer was extended and accepted, and the candidate starts after the holidays, on Jan. 11th.
 - **Police Officers:** All vacancies remained filled in Dec.
 - **Police Dept. Crossing Guard:** Two (2) vacancies remain. With school schedules so unpredictable due to COVID, recruiting has been challenging. We are hopeful that discussions will continue for this responsibility to transfer to the school district.
 - **Public Works-Maintenance Technician:** We filled this position on December 17th. The vacancy was created by an internal promotion in Nov.
 - **Building/Code Dept.:** Our new Code Enforcement Officer started on Dec. 7th. This vacancy was created by an internal transfer.

- **Risk Management and Insurance Updates:**
 - **Unemployment Claims:** We disputed and won two (2) unemployment claims for employees who quit without notice to pursue other opportunities in 2020, and subsequently filed for unemployment benefits against the City. The City's account will not be charged for these two claims.
 - **Workers Compensation Claims:** We had two (2) employees on Workers Comp. leave in Dec. [in Police and Public Works]. This is up from one (1) in Nov.
 - **Family & Medical Leave Cases (FMLA)-** We had three (3) active cases in Dec. (1-Fire, 1 Police, 1 Bldg/Code). This is up from two (2) in Nov.

- **Property/Liability/Accident Claims-** We had three (3) new vehicle claims in Dec. (1-Police vehicle and 2 Fire vehicles). This is an increase from one (1) in Nov.
 - **Insurance Policies:** We reviewed and renewed the City's Windstorm Insurance and Cyber-Security Insurance policies.
 - **Record Retention:** We researched record retention regulations and began purging old files that have been stored in HR for many years. We continued to purge old HR files in an effort to reduce exposure from storing sensitive data, and to save storage space.
 - **Asset Management Updates:** Asset titles were copied to supplement the Finance Team's data for the Hurricane Harvey reimbursement application via the Texas Dept. of Emergency Mgmt. (TDEM).
- **Miscellaneous Updates:** None for Dec.

Priorities for January and February:

- **Salary Survey Project** –Complete comparative analysis and present SGR survey data to Council with action plan based on salary survey results.
- **Value of City Employment [“Hidden Paycheck”] Statements** – Complete summary documents for each employee to demonstrate the value of their City employment beyond salary (value of benefits, taxes, time off, etc.). We hope to have these completed and distributed after year-end data is available in Feb.
- **Strategic Plan Progress**– Review progress, continue implementation, and update the HR Strategic Plan for 2021.
- **Training/Development** – Create a New Supervisor Training Program and assign required trainings (ethics and cyber-security) for 2021.



PUBLIC WORKS MONTHLY REPORT

Date: December 2020

From: Lance Petty, Director of Public Works

Street / Drainage Division

- Trim trees in alleys in Quadrants A,B,C,D
- Remove tree at golf course
- Spray weed barrier on drainage ditches in all quadrants
- Saw cut concrete on Ave G for road repair
- Pour concrete road repair on Ave G
- Maintain message boards
- Repair road leading to Hooks
- Finish school zone lights
- Repair drainage ditch and replace culvert piping on Ave Q
- Saw cut for removal of damaged street at 1515 W. 9th
- Pour concrete road repair at 1515 W. 9th
- Saw cut for removal of damaged street at 1005 W. 9th
- Pour concrete road repair at 1005 W. 9th
- Mow all quadrants
- Cleaned inlets city wide all quadrants
- Rake Bryan Beach x 4
- City wide street sweeping all quadrants
- Mow city owned lots
- Grade entrance at Bryan beach
- Patch pot holes city wide
- Paint safety yellow parking stripes at Library
- Cut infield at Riverside senior baseball field for repair



Parks Division

- Stephen F. Austin mow and weed eat grounds x 4
- Lincoln park mow and weed eat grounds x 3
- Mow levees @ Velasco bridge x 2
- Riverside Park mow and weed eat grounds x 4
- Arrington park mow and weed eat grounds x 4
- High school levee mow x 2
- FCH mow and weed eat grounds x 4
- W. Broad, League and Scotties mow and weed eat x2
- Library mow and weed eat grounds x 4
- FMP mow and weed eat grounds x 4
- Fire station 2 mow and weed eat grounds x 3
- Police Department mow and weed eat grounds x 4
- City Hall mow and weed eat grounds x 4
- Clean inlets
- Complete citywide Christmas lights
- Mow Levee at Schuster House
- Flower beds – Yellowstone/Baywood/FMP/FCHP/ RIVER PLACE/ PD
- Field maintenance SFA and Riverside Daily
- Memorial Park grounds maintenance
- Tilled all playground boxes / weed control
- Installed kiddie mulch at FCHP
- Removed dead tree from Arrington park
- Assisted Museum with displays
- Painted trash can pole's at FCHP



Building Division

- Repair heaters at Recreation center
- Replace electrical outlets at SFA press box
- Replace rotten wood at SFA press box
- Flag maintenance
- Repair lights at Bridge entrance
- Install plexiglass on play structure at Peppermint park
- Repair toilet at Museum
- Install new photocells at FMP
- Install TV mount at FS1
- Run cat 6 to TV at FS1
- Install electrical outlet for TV at FS1
- Repair water leak in pool room at recreation center
- Repair back gate at Museum
- Repair outlets at memorial park
- Grease pump bearings in boiler room at city hall
- Adjust door closures at PD
- Change out sink faucets at Library
- Change air filters at PD
- Install new globe on antique light on 2nd street
- Repair lights on decorative poles at Arlan's
- Repair lights on decorative poles at Buccee's
- Build wall and install door for new office at Museum



Beach / Facilities Division

- Litter control Bryan Beach daily
- Litter control Surfside beach daily
- Litter control flood gate
- Litter control 2nd street
- Litter control Velasco/36
- Litter control city parks daily
- Sanitize / cleaning all city park restrooms daily
- Sanitize service center daily
- Sanitize Police Department daily
- Sanitize City Hall daily
- Sanitize museum daily
- Pressure wash city hall x 2 month

Projects

- Ball Field lights – on going
- Soccer Goals, Dirt, Sod – planning
- Ball Field infield soil senior field Riverside Park – on going
- County Interlocal Road Projects – began removal and replacement of curbs and gutters
- PD Roof - complete
- River Place roof – in process
- Children at play signage for parks – complete
- City wide light outage – city has repaired city owned lights, all other lights have been reported to centerpoint and TXDOT for repair

Monthly Golf Course Report December 2020

As we wrap up our first quarter for the fiscal year, we saw our best revenue numbers as far as I can trace back which is over 20 years. Our first quarter revenue goal was \$115,100 and our actual numbers were \$183,764 which is a positive increase of 68,664. While one of our strongest factors determining a favorable revenue month is mother nature, we did see other positive trends. We saw a growing number of members from this time last year as well as a statewide increase of rounds of golf being played. We also through our marketing to family golf have seen more family outings at the course. Also, with our aggressive tournament pricing we have seen our tournament play up as well. Word of mouth will always be a strong marketing tool and we have seen more new tournaments as well as members and rounds of golf from people sharing their positive experience after playing the course.

As far as weather conditions during the first quarter we did see very favorable conditions during the first two months but even with the rain and wet course conditions for December we were still able to meet our goals due to membership revenue and tournaments.

Our membership is still stronger than previous years, but our numbers have dipped since opening back up to the public from being a member only facility during the start of the pandemic. Currently we are at 170 members. We usually see that number climb as we go into spring.

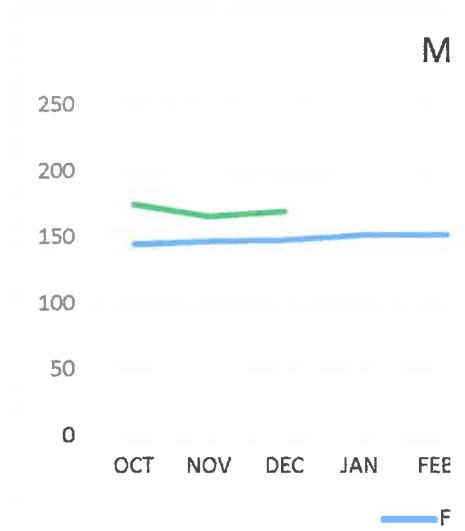
January and February are typically our slowest months and gives us a chance to focus on course projects although we do have a few new winter tournaments to prepare for. But March kicks off our start to our busiest stretch of the year. And our goal is to have our new practice green fully grown in and playable by that time. I would welcome everyone to come take a look at it as hopefully this will be our new turf on the greens in the next couple of years.

I have attached our numbers for key areas for you to look at and track for the fiscal year.

Thank you as always

Memberships

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



Memberships

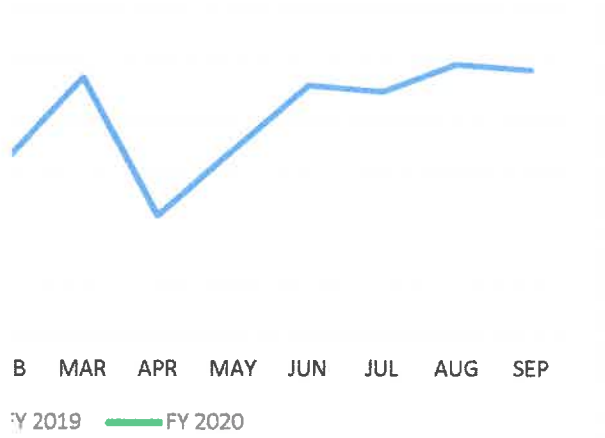


Rounds of Golf

Month	FY 2019	FY 2020
OCT	1668	2396
NOV	1731	2407
DEC	1947	2022
JAN	931	
FEB	1649	
MAR	2379	
APR	1125	
MAY	1718	
JUN	2304	
JUL	2249	
AUG	2497	
SEP	2443	



Funds of Golf



Category	Prior Year	Goal	Actual	Difference
Green Fee	15,515	11,000	16,428	5,428
Rec(taxable)	0		0	0
Golf Cart	5,636	4,000	8,991	4,991
Merchandise	12,027	7,000	10,543	3,543
Prep Food	740	700	371	-329
Beer Sales	5,699	4,500	6,845	2,345
Drinks/Chips	2,080	1,500	1,758	258
Memberships	7,294	9,000	11,994	2,994
Total	48,991	37,700	56,930	19,230

Property/Information Technology/Geographic Information Systems Monthly Report December 2020

Property:

- Lien Calculations/Payoff Preparations/Releases
- Input Illumination Light Outages to Centerpoint for Repair (3 Light Locations Submitted – 10 Repaired)

Information Technology:

- Update website
- Update social media
- Attended 4 Boards/Commissions meetings for setup and broadcast

GIS:

- Water/Sewer Mapping
- Update Ownership Data

Projects:

- Annual Street illumination Lighting 75%
 - Need to meet with Centerpoint regarding light locations
- Incode Upgrade 85%
 - In the process of upgrading the Incode Server to Windows 2019
- Water/Sewer Map Updates: 13%
 - Sending Weekly Maps to Veolia
- Zoning Map 94%
 - Finalize changes
- Surplus Auction 10%
 - Needing to Build Website Data

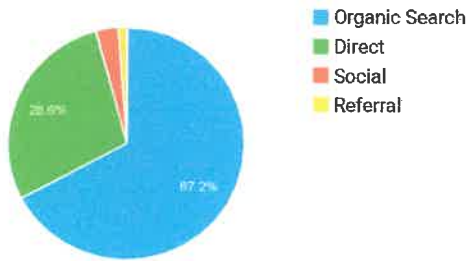
Acquisition Overview

Dec 1, 2020 - Dec 31, 2020

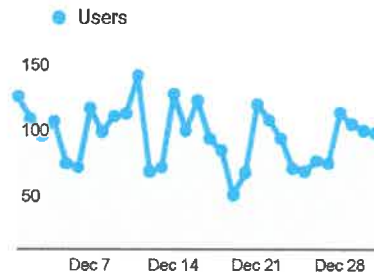
All Users
100.00% Users

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

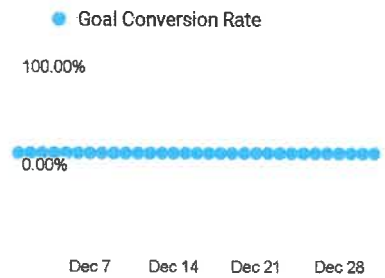
Top Channels



Users



Conversions



Acquisition

Behavior

	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1 Organic Search	1,560			82.28%		
2 Direct	664			83.15%		
3 Social	70			84.51%		
4 Referral	28			60.00%		

Conversions



Set up a goal.

To see outcome metrics, define one or more goals.

[GET STARTED](#)

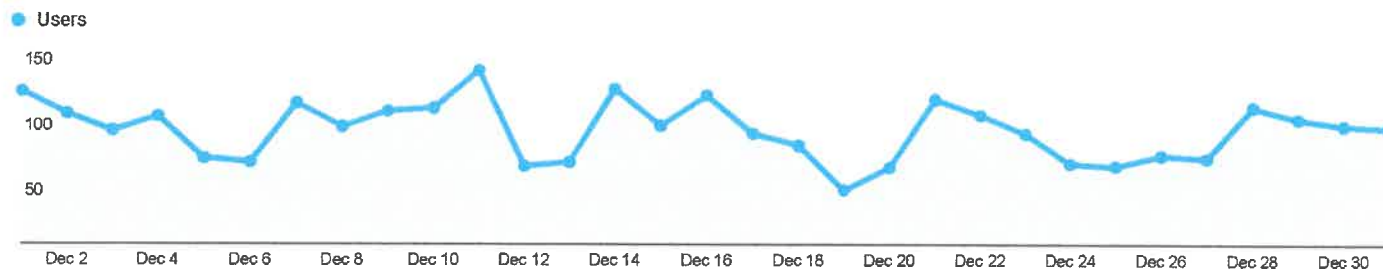
To see all 4 Channels click [here](#).

Audience Overview

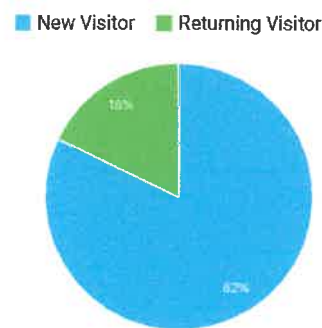
Dec 1, 2020 - Dec 31, 2020

All Users
100.00% Users

Overview



<p>Users</p> <p>2,303</p>	<p>New Users</p> <p>2,050</p>	<p>Sessions</p> <p>2,896</p>
<p>Number of Sessions per User</p> <p>1.26</p>	<p>Pageviews</p> <p>3,628</p>	<p>Pages / Session</p> <p>1.25</p>
<p>Avg. Session Duration</p> <p>00:00:44</p>	<p>Bounce Rate</p> <p>82.35%</p>	



Language	Users	% Users
1. en-us	2,088	90.55%
2. en	89	3.86%
3. es-us	24	1.04%
4. en-gb	18	0.78%
5. es-419	16	0.69%
6. zh-cn	13	0.56%
7. c	10	0.43%
8. en-au	7	0.30%
9. en-ca	4	0.17%
10. ru-ru	4	0.17%

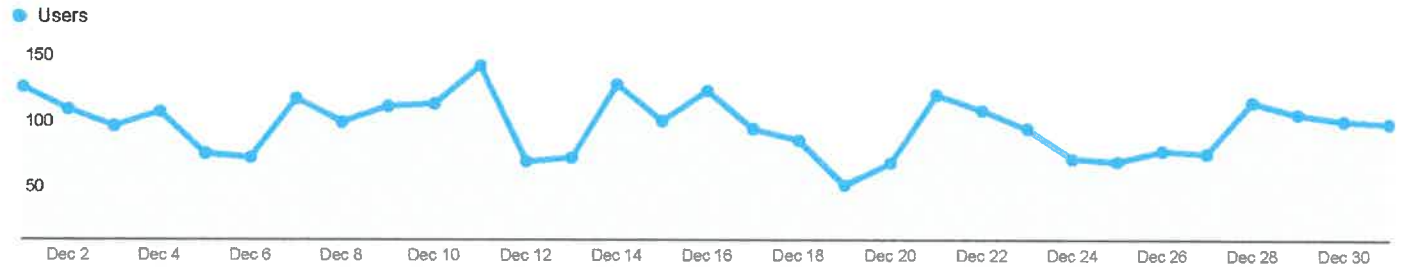
Browser & OS

Dec 1, 2020 - Dec 31, 2020

 All Users
100.00% Users

Explorer

Summary



Browser

Users

Users

2,303
% of Total: 100.00% (2,303)

2,303
% of Total: 100.00% (2,303)

Rank	Browser	Users	% of Total
1.	Chrome	1,139	49.46%
2.	Safari	821	35.65%
3.	Edge	138	5.99%
4.	Samsung Internet	51	2.21%
5.	Firefox	44	1.91%
6.	Safari (in-app)	33	1.43%
7.	Internet Explorer	32	1.39%
8.	Android Webview	21	0.91%
9.	Android Browser	10	0.43%
10.	Amazon Silk	7	0.30%

Rows 1 - 10 of 14

Demographics: Overview

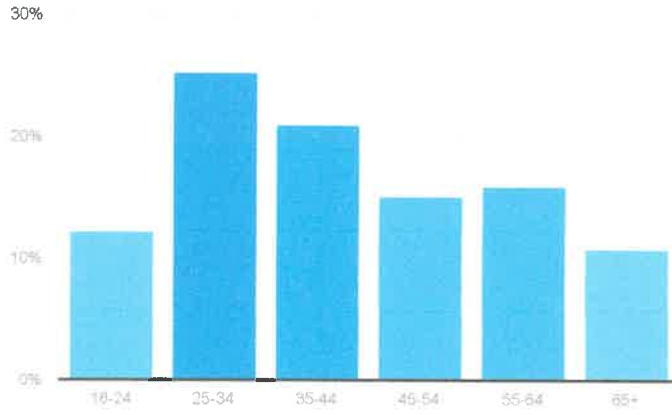
Dec 1, 2020 - Dec 31, 2020

All Users
100.00% Users

Key Metric:

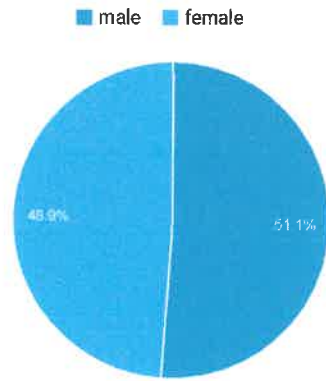
Age

31.74% of total users



Gender

32.91% of total users



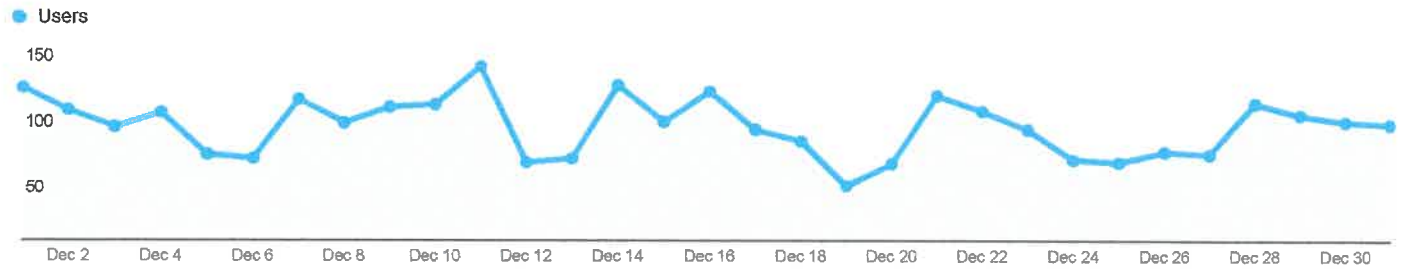
Device Overview

Dec 1, 2020 - Dec 31, 2020

All Users
 100.00% Users

Explorer

Summary



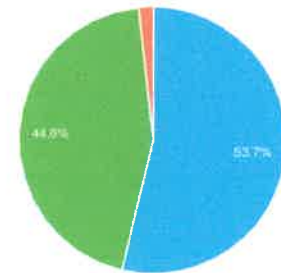
Device Category

Users

Users

Contribution to total: Users

Device Category	Users	% of Total: 100.00% (2,303)	Users	% of Total: 100.00% (2,303)
1. mobile	1,236		1,236	53.67%
2. desktop	1,026		1,026	44.55%
3. tablet	41		41	1.78%



Rows 1 - 3 of 3

Location

Dec 1, 2020 - Dec 31, 2020

All Users
100.00% Users

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
	2,303 % of Total: 100.00% (2,303)	2,050 % of Total: 100.00% (2,050)	2,896 % of Total: 100.00% (2,896)	82.35% Avg for View: 82.35% (0.00%)	1.25 Avg for View: 1.25 (0.00%)	00:00:44 Avg for View: 00:00:44 (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	2,152 (93.40%)	1,900 (92.68%)	2,739 (94.58%)	81.93%	1.26	00:00:46	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. China	31 (1.35%)	31 (1.51%)	32 (1.10%)	96.88%	1.03	00:00:04	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. India	19 (0.82%)	19 (0.93%)	21 (0.73%)	90.48%	1.14	00:00:06	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. Netherlands	19 (0.82%)	18 (0.88%)	19 (0.66%)	84.21%	1.26	00:00:04	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. Canada	10 (0.43%)	10 (0.49%)	10 (0.35%)	80.00%	1.40	00:00:04	0.00%	0 (0.00%)	\$0.00 (0.00%)
6. Mexico	10 (0.43%)	10 (0.49%)	10 (0.35%)	80.00%	1.30	00:00:35	0.00%	0 (0.00%)	\$0.00 (0.00%)
7. Philippines	10 (0.43%)	10 (0.49%)	10 (0.35%)	90.00%	1.10	00:00:09	0.00%	0 (0.00%)	\$0.00 (0.00%)
8. (not set)	6 (0.26%)	6 (0.29%)	7 (0.24%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. United Kingdom	5 (0.22%)	5 (0.24%)	5 (0.17%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. Australia	3 (0.13%)	3 (0.15%)	3 (0.10%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 10 of 40

Passwords get stolen. Turn on multi-factor authentication to keep your account safe.

Turn on

More info

Endpoint Protection doesn't support macOS 11 (Big Sur) yet. Please don't upgrade until we announce that we support it. An EAP is available now.

Early Access Programs

More details

Endpoint Protection Summary

Laura Tolar
City of Freeport · Super Admin

Dec 14 - Jan 13

Overview

Highlights

0

Total threats blocked

22

Total assets protected

0

Websites blocked and warned

Users and Devices

25

Users protected

20

Computers protected

2

Servers protected

Threats

Top 3 threat types blocked

1 _____

0 _____
Malware protection Ransomware and exp... PUAs



Finance, Court & Water Departments

Title: Monthly Report for December 2020

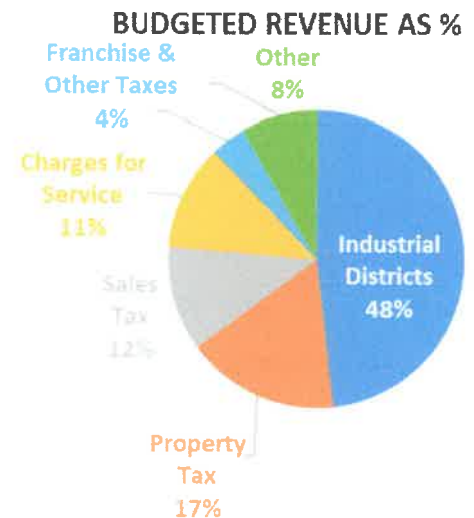
Date: January 18, 2020

From: Stephanie Russell, Assistant City Manager/Finance Director

Budget vs. Actuals for December

Major Revenue

	Current Budget	Actual FYTD	% Budget Received
Industrial Districts	(7,967,460)	(2,404,051)	30%
Property Tax	(2,764,154)	(737,873)	27%
Sales Tax	(1,900,000)	(240,118)	13%
Charges for Service	(1,886,394)	(491,118)	26%
Franchise & Other Taxes	(635,826)	(173,561)	27%
Miscellaneous Income	(328,700)	(49,081)	15%
Fines & Forfeits	(301,800)	(33,820)	11%
Lease Income	(282,574)	(35,144)	12%
Intergovernmental	(280,505)	(10,625)	4%
License and Permits	(104,591)	(28,908)	28%
Investment Earnings	(90,000)	(5,736)	6%
Grand Total	(16,542,004)	(4,210,034)	25%



Industrial District payments are due in December 2020 and July 2021.

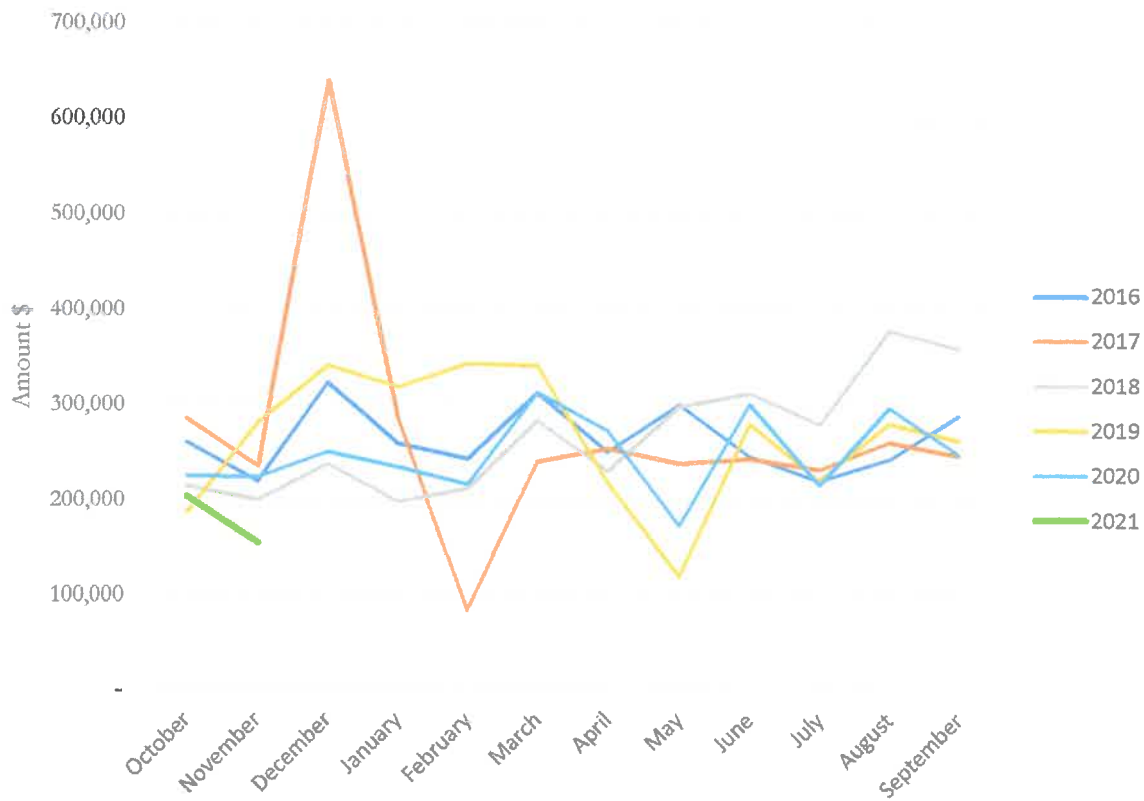
Industrial Districts	Current Budget	YTD Received	% Budget Received
Brazosport IDA	(4,442,037)	(2,222,988)	50%
Freeport IDA	(1,525,423)	(181,063)	12%
Freeport LNG IDA	(2,000,000)	0	0%
Grand Total	(7,967,460)	(2,404,051)	30%

Property Tax	Current Budget	YTD Received	% Budget Received
TAX - PR - CURRENT YEAR	(2,764,154)	(735,373)	27%
TAX - PR - P & I CURRENT YEAR	0	0	0
TAX - PR - P & I PRIOR YEARS	0	(814)	100%
TAX - PR - PRIOR YEARS	0	(1,686)	100%
Grand Total	(2,764,154)	(737,873)	27%

Sales Tax

Month	City Budget	City Actual	City % Over/(Under)	City FYTD
October	145,924	135,892	-6.9%	135,892
November	164,652	104,226	-36.7%	104,226
December	155,911	0		
January	132,518	0		
February	191,659	0		
March	148,076	0		
April	141,464	0		
May	183,550	0		
June	156,170	0		
July	142,322	0		
August	181,191	0		
September	156,561	0		
Total	1,900,000	240,118		

Comparison of Sales Tax Revenue by Year



Budget vs. Actuals by Fund

Fund	Current Budget	Actuals FYTD	Budget-Actual
General Fund			
Revenue	-16,542,004	-4,210,034	-12,331,970
Administration	1,934,544	427,091	1,507,453
Beach Maintenance	10,000	618	9,382
Building	334,982	74,901	260,081
Code Enforcement	378,836	60,183	318,652
EMS	907,998	169,770	738,227
Fire/Emergency Management	1,362,903	400,076	962,828
Garbage	992,453	237,835	754,618
Golf Course	1,128,041	244,898	883,143
Historical Museum	378,302	63,535	314,768
Library	55,700	5,418	50,282
Municipal Court	179,246	41,053	138,194
Parks	1,359,186	271,272	1,087,915
Police/Animal Control	4,837,671	1,221,262	3,616,409
Recreation	583,200	87,017	496,183
Service Center	222,087	62,915	159,172
Sr. Citizen's Commission	10,250	489	9,761
Street	1,325,978	341,047	984,931
Emergency Management	0	247,102	-247,102
Transfer	1,050,676	0	1,050,676
General Fund Total	510,049	-253,555	763,604
Water & Sewer			
Revenue	-6,655,842	-1,422,289	-5,233,553
Water/Sewer	5,751,054	964,060	4,786,994
Transfer	150,000	0	150,000
Water & Sewer Total	-754,787	-458,229	-296,558
Capital Debt Service			
Revenue	-568,300	-140,338	-427,962
Debt Service	551,924	43	551,881
Capital Debt Service Total	-16,376	-140,296	123,920
COO 2008 Construction			
Revenue	0	0	0
Administration	0	23,520	-23,520
COO 2008 Construction Total	0	23,520	-23,520
2020 CO Bond			
Revenue	-38,500	0	-38,500
Administration	675,000	0	675,000
Historical Museum	375,000	0	375,000
Street	2,752,000	0	2,752,000
2020 CO Bond Total	3,763,500	0	3,763,500

Special Revenue			
Revenue	-55,600	-3,178	-52,422
Beach Maintenance	0	0	0
Hotel/Motel	30,250	5,000	25,250
Municipal Court	34,800	7,956	26,844
Police/Animal Control	15,000	0	15,000
Transfer	0	0	0
Special Revenue Total	24,450	9,778	14,672
Street & Drainage			
Street	250,000	203,764	46,236
Transfer	-250,000	0	-250,000
Street & Drainage Total	0	203,764	-203,764
Facilities & Grounds CIP			
Fire/Emergency Management	25,000	0	25,000
Golf Course	55,000	33,200	21,800
Historical Museum	17,000	0	17,000
Parks	38,000	0	38,000
Police/Animal Control	45,300	64,962	-19,662
Recreation	3,475	0	3,475
Service Center	22,000	2,702	19,298
Transfer	-205,775	0	-205,775
Facilities & Grounds CIP Total	0	100,864	-100,864
Vehicle & Equipment			
Fire/Emergency Management	93,142	0	93,142
Golf Course	47,000	0	47,000
Police/Animal Control	122,000	0	122,000
Street	7,500	0	7,500
Transfer	-269,642	0	-269,642
Vehicle & Equipment Total	0	0	0

General Fund Balance Sheet

Assets		Liabilities	
Cash	5,960,701	Deferred Revenue	(862,626)
Due from Other Funds	49,201	Due to Other Funds	(121,126)
Receivables	1,483,654	Payables	(524,644)
Total Assets	7,493,556	Total Liabilities	(1,508,396)
		Revenue Less Expenditures	(253,555)
		Beginning Fund Balance	(5,731,605)
		Total Liabilities & Fund Balance/Equity	(7,493,556)

Utilities

As of the end of December, 58% of the active water accounts were current and 42% had outstanding balances. Additionally, 826 residents had signed up for the Senior Discount.

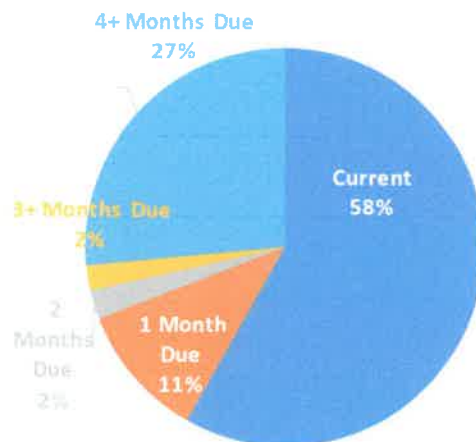
This data does not include 125 (up from 122 last month) inactive water accounts that are still using water. Normally, staff would have cutoff water to these accounts but has not done due to COVID-19. These accounts are tagged urging the residents to setup or reactive their account.

Dec-20

Billed	Water	Sewer	Total FYTD
Residential	\$220,818	\$184,833	\$405,650
Commercial	393,697	377,365	771,061
Outside CL	111,612	1,988	113,599
Irrigation	1,847		1,847
Water Only	58,241		58,241
Sr. Discount	(2,165)	(1,966)	(4,131)
Total Billed	\$784,049	\$562,219	\$1,346,268
Last FYTD	\$730,897	\$510,912	\$1,241,810
% Change	7.3%	10.0%	8.4%

Consumption	Water	Sewer	Total FYD
Billed	85,184,000	68,462,802	153,646,802
Unbilled	2,060,000	0	2,060,000
Total Gallons	87,244,000	68,462,802	155,706,802
Last FYTD	90,506,000	69,466,986	159,972,986
% Change	-3.6%	-1.4%	-2.7%

AGING REPORT FOR WATER ACCOUNTS



Municipal Court

In December, Court held two dockets. Additionally, the jury trial that was scheduled in for January 26th will be rescheduled to February due to the Supreme Court of Texas and Court of Criminal Appeals Emergency Order 29. This order prohibits Justice and Municipal Courts from holding an in-person jury proceeding prior to February 1st.

Fiscal Year Total Through	Dec-18	Dec-19	Dec-20	% Change
Violations				
Filed	4,954	4,447	2,576	-42.1%
Completed	3,796	3,292	1,698	-48.4%
Net Difference Filed/Complete	1,158	1,155	878	-24.0%
Warrants				
Issued	1,282	810	465	-42.6%
Warrants Cleared	1,532	1,036	636	-38.6%
Change in Total Warrants	-250	-226	-171	-24.3%
Total Fees/Fines Paid*	\$770,944	\$642,125	\$371,545	-42.1%

* Includes Regulatory, State & Other Agency Fees

Ongoing Initiatives

Audit

In December, staff continued to work on closing out FY2019-2020. Per the City's closing procedures, final invoices and receipts for the prior fiscal year will be accounted for through the end of November. Staff has been reconciling accounts to ensure everything is accounted for properly. The interim audit for FY2019-2020 was conducted in July and the final onsite audit for will be conducted in February.

Budget, CIP and Long-Range Financial Plan

No new updates for November. The Fiscal Year 2020-2021 Budget was adopted by Council on September 8th and is now posted on the City's website. The next budget related initiatives will be to develop a five-year Capital Improvement Plan and Long-Range Financial Plan.

2020 Bond Program

Council approved issuance of certificate of obligation bonds August 3, 2020. Since then, the City has received the \$8 million in bond proceeds and closed out the issuance in September. Below is the status if each project included in the bond program:

1. Street & Drainage projects: There are no new updates for November. A Council workshop was held in October to review the streets and drainage projects proposed to be included in the bond program.
2. Velasco Pump Station Improvements: Engineering is complete and the project was bid in November. Council awarded the construction contract on December 21st.
3. Heritage House Renovation: This project is on hold until a workshop with Council is held to determine if and how the project will move forward.
4. City Hall Renovation: In December, staff reviewed the City Hall programming report. The formal report is finalized and will presented to Council in January.

Financial Software

In December, staff met with Tyler regarding preparations to migrate the City's financial and court data. The Upgrade is currently on track to the begin the January 2021. Council approved the upgrade to Incode 10 with Tyler Technologies June 1st. Since, then staff has begun working with Tyler on implementation.

Grant Administration

- Texas Coronavirus Relief Fund (CRF): In December, staff submitted all documentation for reimbursement by the December 16th deadline. Staff submitted the proposed spending plan to the Texas Division of Emergency Management on November 9th. Additionally, **121 grants were distributed for the Utility Grant Program.**
- CDBG-MIT Applications: No new updates for December. Due to the number of applications received, the GLO does not anticipate awarding these grants until after the new year. The applications for the Harvey and 2016 Floods were resubmitted by the October deadline.
- CDBG-DR, (Contract No. 20-065-050-C158) WWTP Bar Screen: This grant project is currently under final design and bid documents are anticipated to be complete before the end of the

- month. This project is anticipated to go out for bid early this year. The City was awarded a \$193,271.00 grant from the Community Development Block Grant program in February 2020.
- JAG – Radio Console Grant: Staff received a proposal for to upgrade the dispatch radio console. This proposal will be for Council consideration in January. The City received notification it was formally awarded this Public Safety (PD) grant in October.
 - GLO Beach Maintenance Program: No new updates for December. The last quarterly report was submitted in November for the months of June through August.
 - FEMA-Harvey Reimbursement: Staff continued to work with TDEM and consultants to close out the FEMA projects. Reimbursement for Category B (Emergency Measure Expenses) is currently being audited. Additionally, staff has been working with Freese and Nichols to devise a plan to repair the bank at the Golf Course. An update on this project was presented in October. Additionally, staff has engaged Freese and Nichols to engineer repairs for the damaged roads eligible for reimbursement.

Purchasing

Staff issued Competitive Sealed Bid #2008 for the Stormwater Pump Station Electrical Overhaul in November and two bids were received in December. Council awarded this bid December 21st.

Texas Comptroller of Public Accounts' Transparency Stars Program

There are not any new updates for December. Staff continues to add information to the website to increase transparency. The Texas Comptroller of Public Accounts' Transparency Stars program recognizes local governments for going above and beyond in their transparency efforts. Over the next year or so, the Finance Department will continue working towards expanding its online presence in an attempt to increase transparency and possibly submit for recognition.

**City of Freeport
Culture, Recreation & Tourism Department
Monthly Summary Report
December 2020**

FREEPORT HISTORICAL MUSEUM & VISITOR CENTER

Exhibits

The start of December was spent by Museum staff in finalizing plans for restructuring the museum's new floor plan. On December 10th, with the help of members of the Parks department, the train model and original track pieces were lifted and moved to their new location in the back half of the museum. Inventory and photographs were taken of fourteen, old retail cases used for display for the purpose of retiring them and putting them up for auction. LeAnn and Wade worked with Theriot to fabricate 25 metal hooks to display 20 framed photographs in preparation for the Lonesome Dove Exhibit.

Towards the end of the month, the Lonesome Dove exhibit was received from Humanities Texas and work began on exhibit inventory and installation for a January 4th start date. Our new mannequin form was received to eventually, and safely, display an 1830s silk taffeta dress to illustrate the history of the Texas Revolution and Republic of Texas time periods. The Facts stopped by and interviewed both Wade and LeAnn about the upcoming exhibit.

Rental Venues

VIC staff has cancelled or rescheduled all rentals through the end of January. We are taking tentative reservations until further notice and once we resume reserving facilities, the customer will have three business days to secure with the deposit and rental agreement.

Staff Updates

In addition to working on exhibits and restructuring, Wade created graphics for the upcoming Lonesome Dove and Martin Luther King exhibits for social media and print.

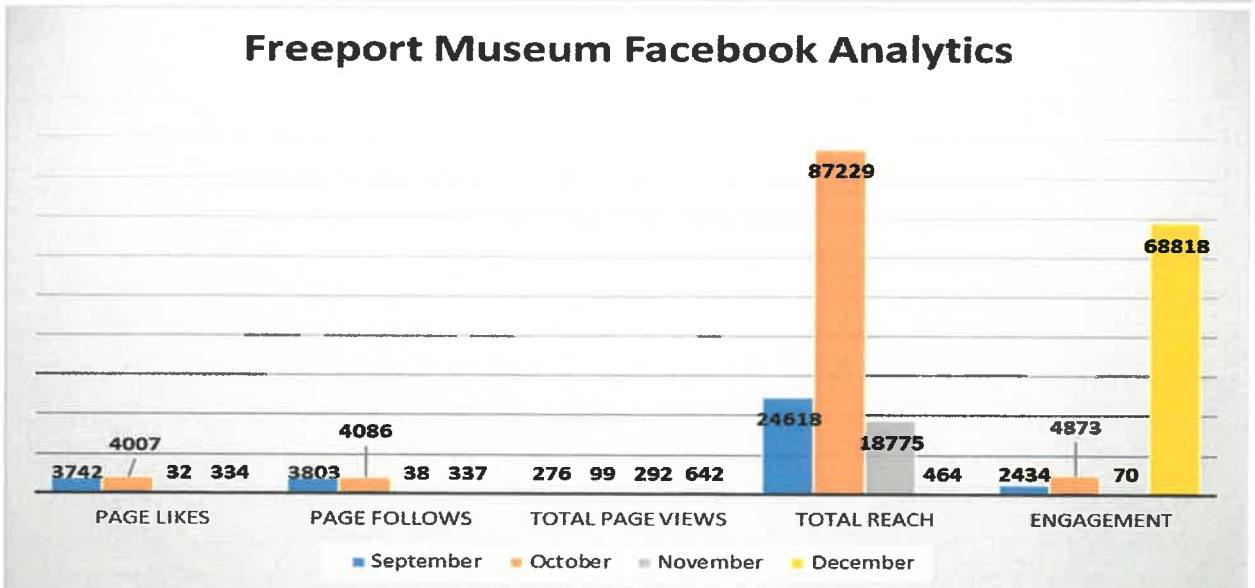
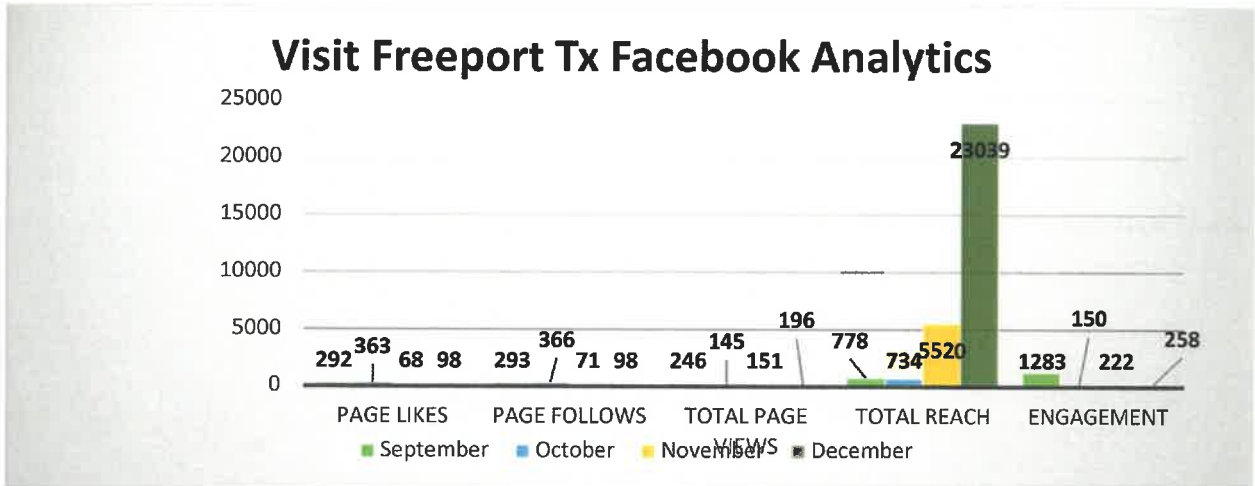
Along with her regular duties at the Museum/VIC, our Administrative Secretary, Tammy Bell worked with Recreation Supervisor Jonathan Phillips to integrate our facilities software to CivicPlus, an all-inclusive web-based system that will make it easier for employees and community members alike to schedule facility rentals, classes and memberships at the gym and process museum admissions. She also coordinated a holiday drive in movie night and made promotional

graphics for social media to spread some Christmas cheer in place of Holiday on the Brazos.

Statistical Data

ADMISSIONS	November 2020	Last Month	YTD
Adult	6	68	331
Child	0	0	156
Senior Citizen	4	4	73
TOTAL ADMISSION	10	72	560

REVENUES	November 2020	Last Month	YTD
Facility Rentals	0	-500.00	6,500.00
Admission fees	0	250.00	393.50
Gift Shop	1.85	22.65	304.63
Vendor/Booth	0	-375.00	0
Donations	0	n/a	74.34
TOTAL REVENUE	\$1.85	-\$852.35	\$7,272.47



SPECIAL EVENTS

Museum/VIC staff was excited to welcome the Blue Santa store to the temporary exhibit hall for the second year. Angela Cantrell led PD and volunteer staff in shopping for and setting up the store which provided gifts for more than 600 children in the community. This year was a bit different as we followed COVID protocols. PD staff scheduled appointments and allowed guests an allotted amount of time to purchase their discounted items. We appreciate the opportunity to have this community outreach event held at the Museum/VIC.

With the cancellation of Holiday on the Brazos, CRT staff hosted a holiday Drive-in Movie Night with the showing of the family favorite *Elf*. Additionally, we hosted a virtual Gingerbread Decorating Contest on social media and awarded a holiday gift basket for first place.



Rec Center staff is working on getting Easter Eggstravaganza together with a potential backup plan to be a drive thru.

The Steering Committee continues to discuss preparation of future events within social distance protocols including the upcoming RiverFest event this spring. We are collaborating with other community organizations to keep the festivities entertaining yet safe, cautiously optimistic yet prepared to meet cancellation deadlines if required to scale back the event.

SENIOR CITIZENS COMMISSION

The month of December the seniors were not allowed to meet due to an increasing COVID risk.

FREEPORT BRANCH LIBRARY

The Freeport Branch Library continues to operate during normal business hours and provides virtual activities such as Storytime and craft ideas via Facebook Live.

RECREATION CENTER

Programming

Rec Center staff has prepared a promotion/challenge ready for the new year to help boost memberships, but with the cancellation of all fitness classes to discourage gatherings the promotion is on hold pending resumption. Staff continues to research virtual fitness options for members.

Staff Updates

Meetings, Training, Networking – There was no monthly TRAPS meeting held in December due to the holidays. Jonathan has enrolled to participate in the TRAPS East Region workshop that will be held virtually in January.

Capital/Maintenance Projects

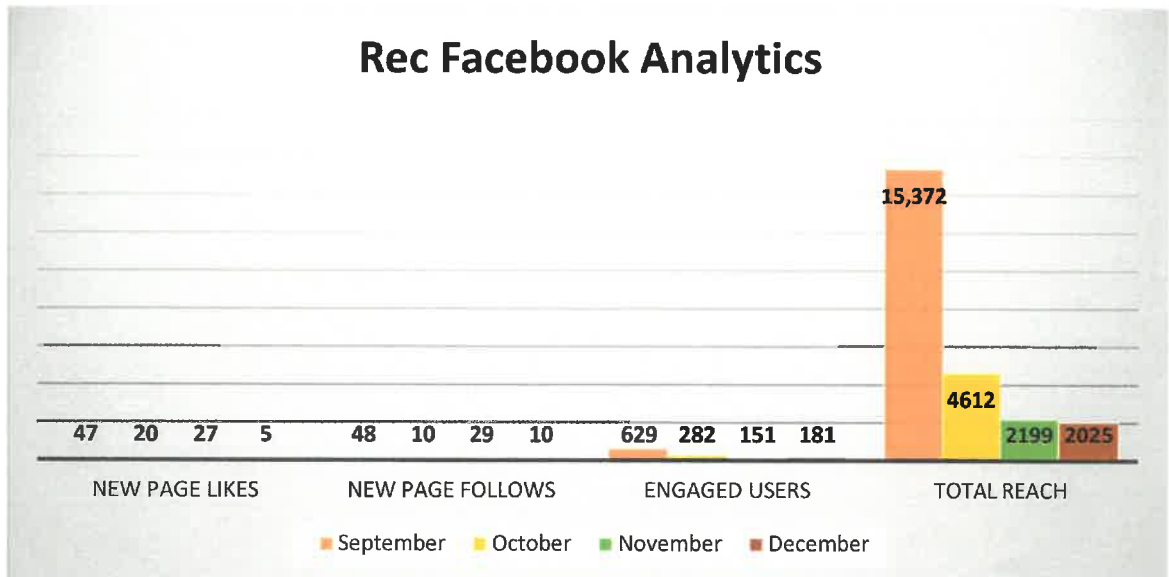
Currently we do not have any capital projects to update. We are scheduled to have the gym floor surface redone at the first of the year as the work was flawed when it was initially completed. Additionally, we have been researching with Maintenance on a more efficient way to hang up our basketball goals, as one goal continues to come loose from the wall and has been taken down for safety.

Statistical Data

ADMISSIONS	DEC 2020	LAST MONTH	YTD
City Employee	12	6	66
Ind. Member	65	62	1188
Senior Member	36	33	656
Family Member	0	0	33
Day pass	48	59	386
Active Military	7	0	-
TOTAL	168	160	2135

REVENUES	DEC 2020	LAST MONTH	YTD	Last YTD
Ind. Member	425.00	N/A	3,325.00	
Senior Member	105.00	N/A	735.00	
Family Member	0	N/A	5,885.00	
Active Military	80.00	N/A	360.00	
Adult Day Pass	85.00	N/A	380.00	
Child Day Pass	4.00	N/A	10.00	
Senior Day Pass	45.00	N/A	78.00	
Student Day Pass	36.00	N/A	135.00	
Shower Day Pass	4.00	N/A	-	
TOTAL	\$780.00	864.00	\$12,332	\$25,665.00

*No records available to distinguish revenue categories





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

Equipment/Infrastructure:

- Engine 903: Motor vehicle accident. Engine 903 turned into the service center the first compartment struck the vehicle bollard. DOI: 11/19/2020. Engine 903 sent to the authorized repair center in Houston. 01/13/2021, Engine 903 body work is complete pending receiving and installing the engineers roll up door.

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.

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.

Declared Disaster: COVID-19

Personnel: Firefighter Shawn Andel and Firefighter Jason Schneider out for medical leave.
Fire Fighter Vacancy: One.
Offered employment to one applicant from the November 21, 2020 testing.
Interviewing on December 8-9, 2020. Accepted offer: December 10, 2020.
Firefighter/EMT-B Thomas Thornton started on January 11/ 2021.

The hiring process for the department has been impacted significantly with covid-19 hinder students to attend fire and EMS training and administrating their exams for state licensing. Job positions for first responders has as well. The Texas Commission on Fire Protection, TML, and SGR job website are full of employment opportunities.

Application process has been open and testing since May 2020.
This set of applicants gathered since October 15, 2020
Application on file: 7
No show testing: 3
Cognitive testing 6
Retest physical agility: 1
No call / No show: 3
Physical agility: 11/21/2020

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fire@freeport.tx.us



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Results four candidates for interview.
Interviews scheduled for December 8-9, 2020

Department operations application process remains open regardless of department staffing level. An applicant can schedule a cognitive test at any time. Then be eligible for the physical agility.
Pending updates from City Administration on the salary survey in progress by SGR.

Chapter Nine personnel policy adoption. Requested City Manager and FD Staff to meet together cover topics: Firefighter Payroll calculation, Education Pay, Certification Pay, Assignment Pay, Appendix A: Hour Fire/EMS Employees (vacation/holiday). Pending scheduling

Present to Administration the department is ready to proceed forward with promoting assignment pay offer engineer/driver operator.

Engine 903: Motor vehicle accident. Engine 903 turned into the service center the first compartment struck the vehicle bollard. DOI: 11/19/2020 Internal review is completed and the employee was briefed on the review.

Training: Wildland Firefighting training: twelve employees complete the portion the certification program. Pending course completion.

Public Relations:

Limited on public relations due to COVID-19.
Preparation for Riverfest 2021

Finance:

Closing out budget 2019-20, FEMA projects, and purchase orders.



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Chief / EMC

Mike Praslicka
Deputy Chief

Micheal Dumas
Fire Marshal

Office of the Fire Marshal
December 2020 Monthly Report.

Fire/Safety Inspections:

Address	Inspection Type	Pass/Fail
411 Sailfish Ln	Initial prior to opening	Fail
325 S Brazosport Blvd.	Re- Inspection	Pass
75 Oak St.	Walk-through Possible restaurant	N/A
1521 Laffitte St.	Fire Alarm Test	Pass
209 Park St	Fire water flow test w/Firetron.	N/A
Total Inspections: 5		

Plans Review:

Name or Address	Type of Plan	COMMENTS Y/N
1740 West 4 th St	Build-out Addition of Lab	Yes
Total Plans Reviewed: 1		

Fire Investigations:

Address	Type of Fire	Disposition
4115 E Floodgate Rd	Grass/Brush	Accidental
Total: Investigations: 1		



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Fire Safety Consultation/ Consultation:

Whom	In Reference to:
Amber W/ Freeport Oaks	Moving in a Portable Building and a Fire Hydrant being near it.
Chris Hogan	Setting up training in the Port.
Nationwide Ins. Agent	A Fire back on 8 th St. in 2018
Insurance Adjuster from TML	E-903 damage
Owner of Barcadia	The fire sprinkler system he is installing and the other buildings he says he is buying.
Total: 5	

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		

Training:

Course Name	Hours
CAFS Unit at Port Freeport. and RO/RO Ship training (two days)	5
Week 271 TPB3.06 Less Lethal Force Options	1
COVID-19 Vaccine Safety	1
District familiarization Hospital Routes	2
Ambulance Safety inside & Out	2
Depression & Fatigue in EMS	1
	12 Hrs.

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Accident/Incident Investigations:

Unit/Personnel	Description	Disposition
E-903	E-903 was damaged while turning into the Service Center.	Employee was counseled, and training recommendations were made.
M-908	M-908 Struck the bay door while backing into the bay	Employee was counseled, and training recommendations were made.

Miscellaneous:

- Met with the Insurance Adjuster from TML for him to assess the damage to E-903 12/8/2020
- City Staff meeting 12/10/2020 & 12/22/2020
- Worked on new forms for FM office
- On State wide COVID Vaccine call 12/10/2020
- Set up/signed up for "Fire is Everyone's Fight" through US Fire Administration.
- Checked out new Ambulance Company demo units.
- Worked on fulfilling an open records request for 710 W 8th St.
- Researched NFPA 13 & 914



ECONOMIC DEVELOPMENT CORPORATION

January 12, 2021

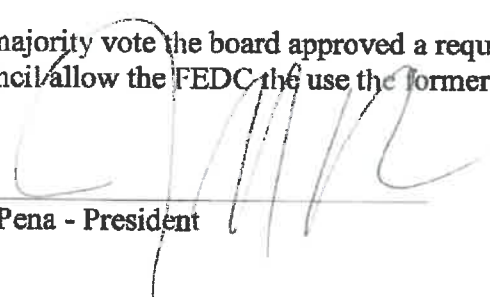
City Council
200 W. Second Street
Freeport TX 77541

RE: Former Freeport Visitor Center

At the December 16, 2020 Freeport Economic Development Corporation (FEDC) regular board meeting the board discussed the use and disposition of the closed Visitors Center Building located at the South East Corner of Brazosport Blvd and North Avenue A.

The board believes that the FEDC would be more accessible to the Public due to its visibility and possibly move the visitors center back to this location.

By majority vote the board approved a request to be sent to City Council asking that City Council allow the FEDC the use the former visitors center as the new FEDC office.



Jeff Pena - President