



City of Freeport
Meeting and/or Executive Session Agenda

This meeting will be live streamed via YouTube Live and may be accessed on the City of Freeport Facebook page: <https://www.facebook.com/freeporttexas> or by visiting <https://www.youtube.com/@cityoffreeporttx8375/streams>

Tuesday, February 17, 2026, 6:00 PM | Council Chamber | 430 North Brazosport Blvd., Freeport, Texas 77541

In accordance with Section 551.043 of the Texas Government Code, this agenda has been posted at Freeport City Hall, and distributed to the appropriate news media within the required time frame. All meetings of the Freeport City Council are open to the public. Public participation and written comments are invited on all open session business items.

The Mayor and City Council request that cell phones be turned off or set to vibrate. Members of the audience are requested to step outside to conduct a phone conversation. The Council Chamber is wheelchair accessible and special parking is available outside the building. If special accommodation is required, please contact the City Secretary a minimum of 72 hours in advance at 979-233-3526.

1: Call to Order:

- 1A. Call to Order - Jerry Cain, Mayor
- 1B. Invocation - Councilman
- 1C. Pledges - Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas.
- 1D. Matters Subsequent to Posting.
- 1E. Audience Participation – Anyone who has registered to speak prior to the meeting being called to order and desires to address the City Council will be heard at this time, or during the discussion of an item listed on the agenda. These forms are located by the City Secretary. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is presented, once a motion has been made by Council then public participation will not be allowed. You will have four (4) minutes to make your comments regardless of the number of agenda items to be addressed.

2: Proclamations - Presentations and Updates

- 2A. Presentation: Overview of the Freeport Main Street Program and its Role in Freeport - Maria Lopez, Main Street Coordinator
- 2B. Upcoming Events -
 - Dinosaur George, Freeport Historical Museum, March 6 and 7, 10:00A.M.-4:00P.M.
 - Senior Citizens Egg-Stravaganza Prep Party, Freeport RiverPlace, March 16, 10:00A.M.-12:00P.M.
 - Move & Groove Downtown, Freeport Downtown, March 21, 7:30A.M.

3: Consent Agenda:

All items listed are part of the Consent Agenda. Public Hearing and review are held collectively unless opposition is presented, in which case the contested item will be heard separately.

- 3A. Action regarding Minutes, February 2, 2026 - Clarisa Fernandez, City Secretary
- 3B. Action approving the Monthly Financial Report through January 31, 2026 - Ashlee Hurst, Finance Director

4: Business

- 4A. Consideration and possible action approving Resolution No. 2026-3033 adding Section 9.21 to the Personnel Policy Manual.(Dr. Danielle Kelly)
- 4B. Consideration and possible action approving Resolution No. 2026-3034 adding Section 9.22 to the Personnel Policy Manual.(Dr. Danielle Kelly)
- 4C. Consideration and possible action to authorize the establishment and recruitment of an Assistant City Manager position.(Dr. Danielle Kelly)
- 4D. Consideration and possible action approving Resolution No. 2026-3035 to approve Veolia temporary contract extension.(Dr. Danielle Kelly)
- 4E. Consideration and possible action to approve necessary generator utility upgrades at City Hall and the Service Center.(Ashlee Hurst)
- 4F. Consideration and possible action to approve a retainer agreement with Chase Consulting Solutions for grant writing services.(Ashlee Hurst)
- 4G. Consideration and possible action approving Ordinance No. 2026-2761 to authorize Budget Amendment #2 for FY2025-2026.(Ashlee Hurst)
- 4H. Consideration and possible action regarding Freeport Police Department Jail Renovation Proposals.(Chief Jennifer Howell)
- 4I. Consideration and possible action approving Resolution No. 2026-3036 for an EDC Settlement Agreement.(Robert Johnson)
- 4J. Consider invoices from Olson & Olson.(Christopher Duncan)
- 4K. Consider approving payment for civil service attorney specialist.(Christopher Duncan)
- 4L. Discuss and take possible action to recommend a change of legal counsel to the Freeport Economic Development Corporation.(Councilman Pena)

5: Work Session

The City Council may deliberate and make inquiry into any item specifically listed as a Subsection under the itemized Sections A-F below, an item appearing on the City Council agenda for this meeting, on matters related to community events, or on matters that are not within the jurisdiction of the City for consideration by City Council. The City Council may not deliberate on any City matters not specifically disclosed under this Work Session or on this

posted City Council Meeting agenda. City Council members and the Mayor always reserve the right to request that a matter be placed on a future agenda for consideration.

- A. Councilman Pena Ward A announcements and comments.
- B. Councilman Davis Ward B announcements and comments.
- C. Councilman Matamoros Ward C announcements and comments.
- D. Councilman Rossow Ward D announcements and comments.
- E. Mayor Jerry Cain announcements and comments.
- F. City Manager announcements and comments.

6: Executive Session

The City Council may take action on any Executive Session item posted. 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legal posted agenda item, when the City Council seeks advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

7: Reconvene into Open Session:

- 7A. Take any action resulting from Executive Session.

8: Adjournment

8A. Adjournment – Jerry Cain, Mayor

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 consult with the city attorney or discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), but cannot vote or take action on any item unless it is set forth above in this agenda. 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).

CERTIFICATE I certify the foregoing notice was posted in the official glass case at the front door of the City Hall, with 24 hours a day public access, 1201 North Avenue H., Freeport Texas, 3 business days prior to meeting. in accordance with Open Meetings Act.



Lisa Fernandez,
City Secretary, City of Freeport, Texas





City Council Agenda Item #[2.A]

Title: Presentation: Overview of the Freeport Main Street Program and its Role in Freeport - Maria Lopez, Main Street Coordinator

Date: February 17, 2026

From: Maria Lopez, Mainstreet Coordinator

Staff Recommendation: Staff recommends that the City Council receive the presentation providing an overview of the Freeport Main Street Program and its role in supporting downtown revitalization efforts in the City of Freeport.

Item Summary: This item provides the City Council with an informational presentation outlining the purpose, structure, and benefits of the Freeport Main Street Program. The presentation is intended to establish a shared understanding of the Main Street 4-point approach and how it supports economic development, historic preservation, tourism, and long-term downtown vitality.

Background Information: The City of Freeport Main Street Program participates in the Texas Main Street Program, administered by the Texas Historical Commission, which is a nationally recognized downtown revitalization framework. The Main Street Program is designed to support reinvestment in historic downtown districts through a comprehensive approach that balances economic vitality, design, promotion, and organization. In addition, the presentation will outline how the Freeport Main Street Program operates within the larger Main Street framework.

Special Considerations: This presentation is informational only and does not require formal action by the City Council. The presentation serves as a foundational overview and may support future discussions related to downtown initiatives and program development.

Financial Impact: There is no financial impact associated with this presentation.

Board or 3rd Party Recommendation: No board or third-party recommendation is required for this item.

Supporting Documentation:

1. Overview of MS Program Slides

MAIN STREET FREEPORT



**OVERVIEW OF THE MAIN STREET
PROGRAM AND ITS ROLE IN
FREEPORT**

**PRESENTED BY:
MAIN STREET FREEPORT**





- A NATIONALLY RECOGNIZED **ECONOMIC DEVELOPMENT** MODEL
- FOCUSED ON **HISTORIC DOWNTOWNS**
- **DATA-DRIVEN** AND **LONG-TERM**
- BUILDS ON EXISTING **COMMUNITY ASSETS**

WHAT IS MAIN STREET?

HISTORIC PRESERVATION DOWNTOWN REVITALIZATION



THE MAIN STREET UMBRELLA



**NATIONAL
MAIN STREET
AMERICA**



**STATE COORDINATING
PROGRAM**



LOCAL PROGRAM

WHAT IS **NOT** MAIN STREET

- NOT JUST EVENTS
- NOT JUST MARKETING
- NOT A SHORT-TERM PROJECT
- NOT A ONE-PERSON EFFORT



Events are one tool but not the purpose of the program...

Here's why...

THE 4-POINT

MAIN STREET AMERICA FRAMEWORK

1

ECONOMIC VITALITY-
BUSINESSES, BUILDINGS,
INVESTMENT

2

DESIGN-HISTORIC
PRESERVATION,
WALKABILITY, APPEARANCE

3

PROMOTION-TOURISM,
BRANDING, COMMUNITY
PRIDE

4

ORGANIZATION-
PARTNERSHIPS,
VOLUNTEERS,
COORDINATION



APPROACH

WHY MAIN STREET MATTERS

A stylized illustration of a person wearing an orange cap, a grey jacket, blue jeans, and brown shoes. They are carrying an orange bag and holding a camera up to their eye, appearing to take a photo of the large text 'WHY MAIN STREET MATTERS'.

- ENCOURAGES **REINVESTMENT** IN EXISTING BUILDINGS
- SUPPORTS **SMALL** AND LOCAL **BUSINESSES**
- INCREASES **DOWNTOWN OCCUPANCY**
- PRESERVES COMMUNITY **IDENTITY**
- ENHANCES **TOURISM** AND **QUALITY** OF LIFE

***DOWNTOWNS OFFER ONE OF THE HIGHEST
RETURNS ON PUBLIC INVESTMENT***

REINVESTMENT 2025 FREEPORT

- PUBLIC/PRIVATE: \$357,785
- PUBLIC: \$16,912

FREEPORT MAIN STREET ANNUAL REPORT

A NEW RESTAURANT COMING SOON...



2025

REINVESTMENT
\$377,197
PRIVATE: \$2500
PUBLIC/PRIVATE: \$357,785
PUBLIC: \$16,912

**330+
VOLUNTEER
HOURS**

EVENTS
15TH ANNUAL KIDFEST
CHRISTMAS ON MAIN:
TREE LIGHTING & HOLIDAY MARKET

**SOCIAL
MEDIA**
VIEWS: 194,930K
3 SEC VIEWS: ↑ 2,069%

NEW BUSINESS:

207 East Park
Freeport, TX 77541

Christmas on Main 2025


Inaugural Event: New Tradition


PARTNERS:



1201 N Ave H. Freeport, TX

  @MainStreetFreeportTX

EXAMPLES OF SUCCESSFUL MAIN STREET CITIES



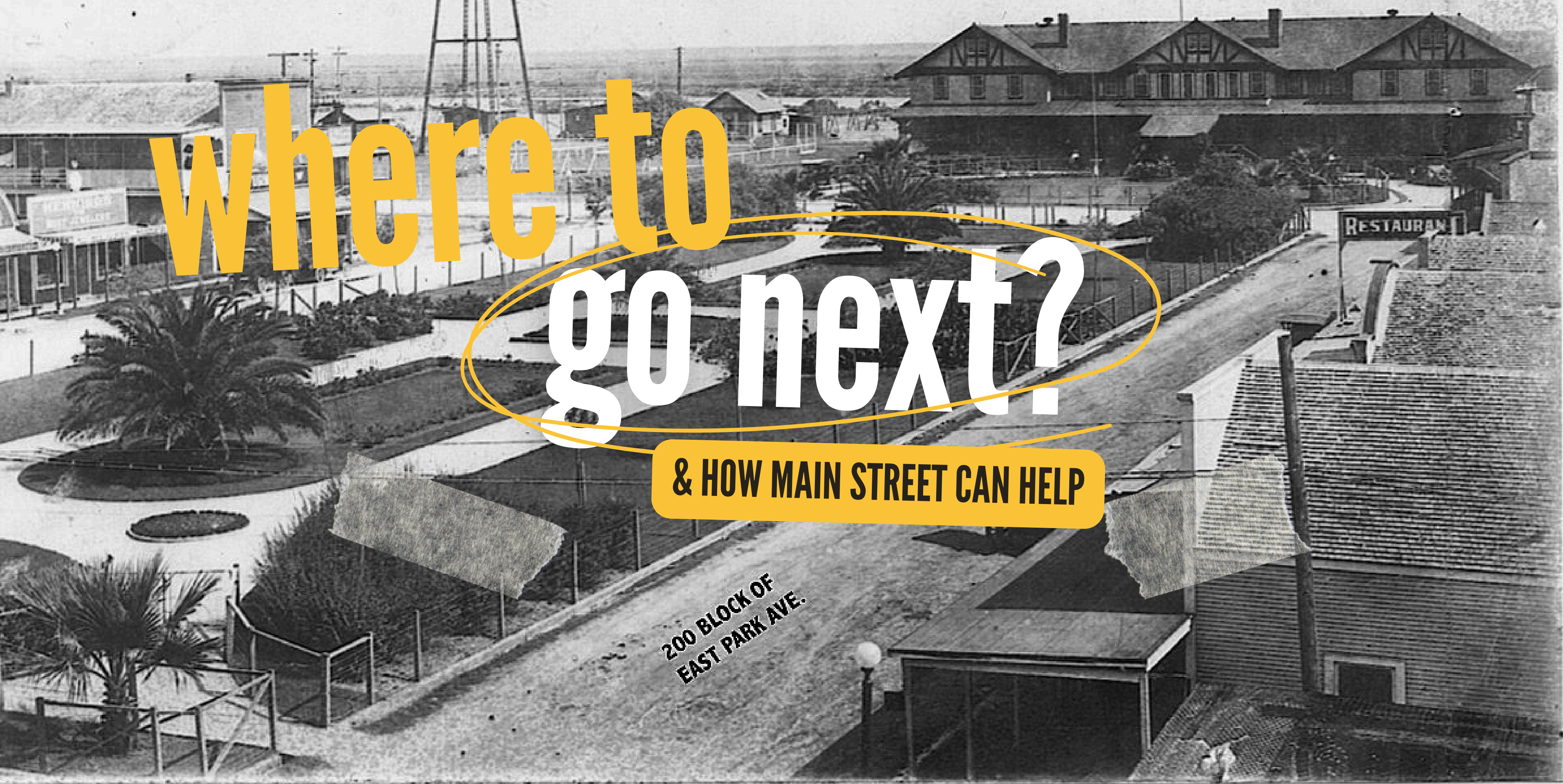
NACOGDOCHES, TX



GEORGETOWN, TX



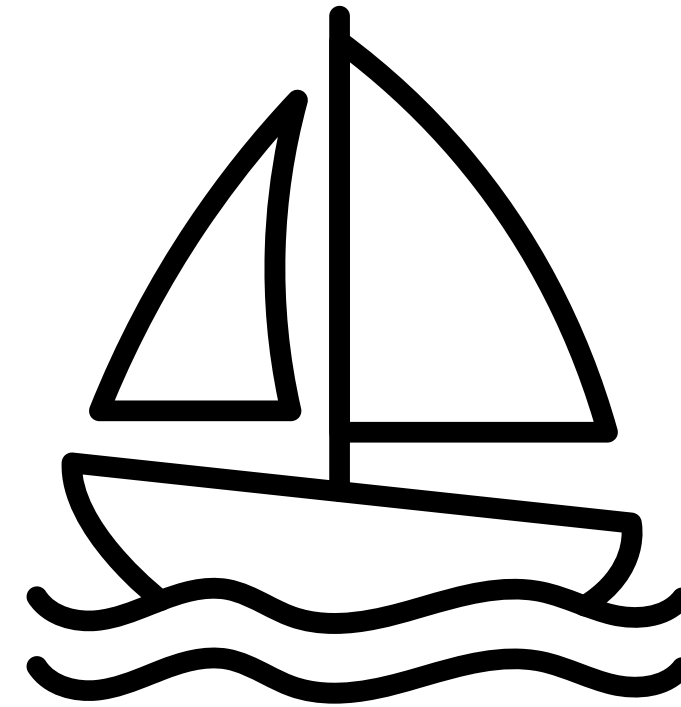
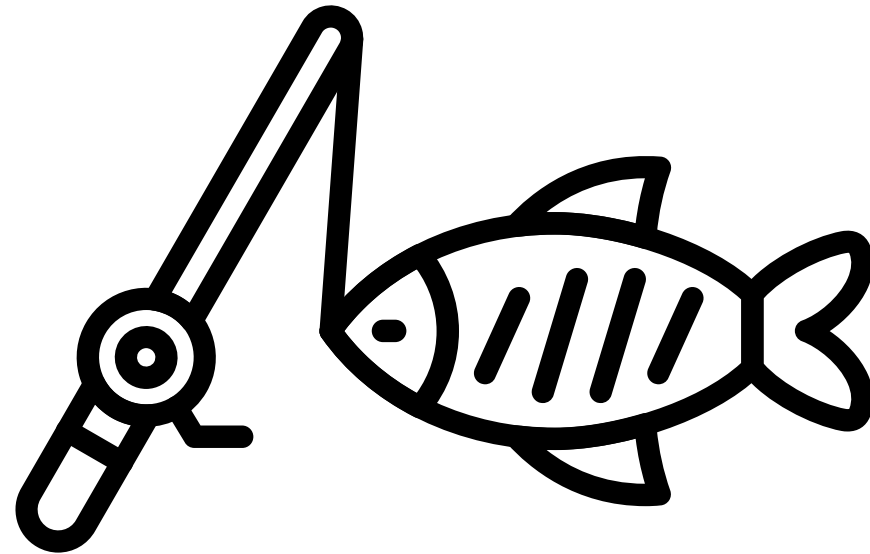
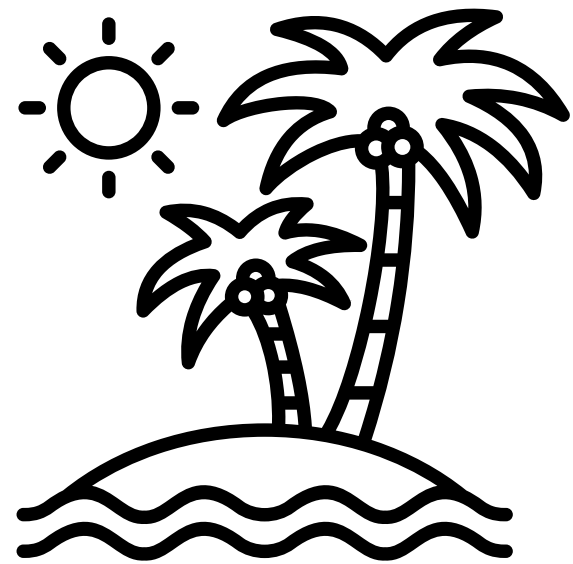
DENISON, TX



CITY PARK IN FREEPORT, TEXAS ca1918. FIRST SMALL BUILDING ON THE LEFT WITH SIGN IS HENNING'S JEWELRY. THE SIGN SAYS HENNING'S THE BEST JEWELERS. THE BRAZOS RIVER RUNS BEHIND THE WATER TOWER & THE TARPON INN



CITY ASSETS



HISTORIC DOWNTOWN
A COASTAL CITY
WATER-BASED RECREATION



FREEPORT MAIN STREET



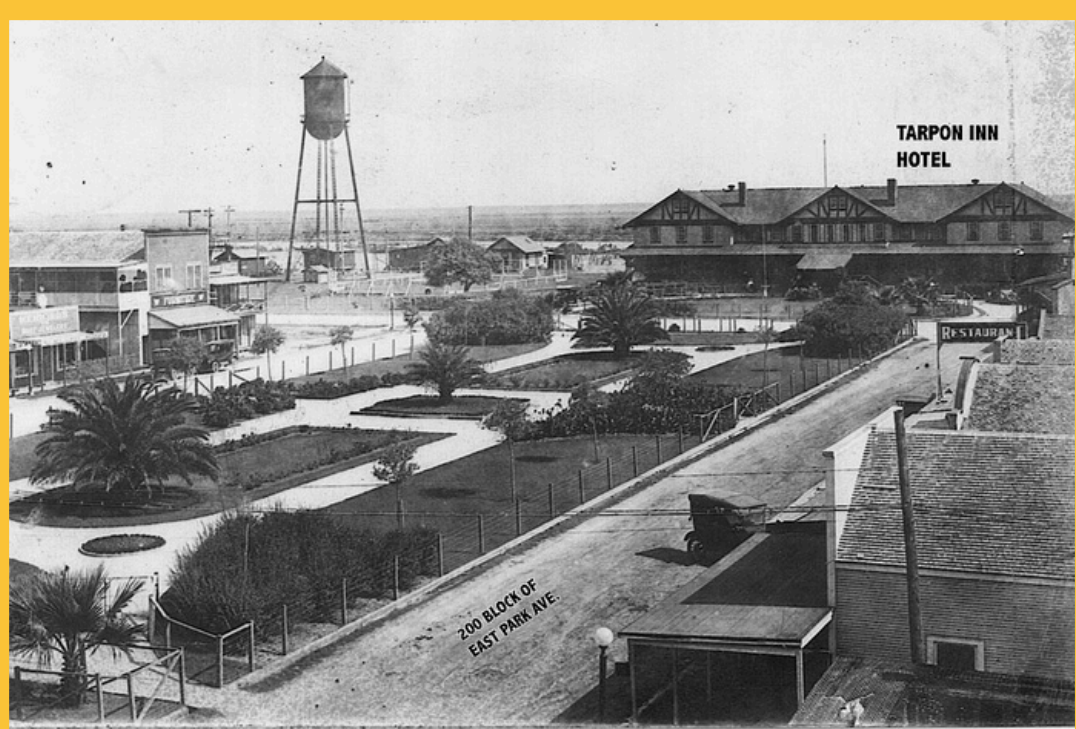


FREEPORT, 1912: The bank building on Park Avenue was also home to offices of the Freeport Sulphur Company, which were on the second floor.

HISTORIC PRESERVATION



THE 100 BLOCK OF WEST BROAD STREET IN FREEPORT TEXAS. 1920s



CITY PARK IN FREEPORT, TEXAS ca1918. FIRST SMALL BUILDING ON THE LEFT WITH SIGN IS HENNING'S JEWELRY. THE SIGN SAYS HENNING'S THE BEST JEWELERS. THE BRAZOS RIVER RIMS BEHIND THE WATER TOWER & THE TARPON INN

“A SENSE OF PLACE”



PHOTOGRAPHER ANCHOR PRODUCTIONS

Historic Preservation

THANK YOU



Freeport Main Street

Downtown Revitalization

State of Texas

County of Brazoria

City of Freeport

BE IT REMEMBERED, that the City Council of Freeport, Texas met on Monday, February 2, 2026 at 6:00 PM at the Freeport Council Chamber located at 430 North Brazosport Blvd. , Freeport Texas for the purpose of considering the following agenda items:

City Council:

- Mayor Jerry Cain
- Councilman Jeff Pena
- Councilman Jarvis Davis
- Councilman George Matamoros
- Councilman Winston Rossow

Staff:

- Danielle M. Kelly, DPA, City Manager
- Jennifer Howell, Police Chief/Assistant City Manager
- Chris Duncan, City Attorney
- Clarisa Fernandez, City Secretary
- Toby Cohen, IT Director
- Maria Lopez, Main Street Coordinator
- John Perez, Interim Public Works Director
- Craig Graham, Police LT

Visitors:

Jill Friedman	Thomas Koole
Carol Parker	Melanie Oldham
Mark Parker	Nicole Mireles
Diana Parker	Manning Rollerson
Jane Scott	Sam Reyna
Lesla Girouard	Pamela Dancy
Linda Marshall	Con McCleester
Julian Arevalo	Diane McCleester
Ron Bachman	Margaret Bachman

Call to Order:

Call to Order - Jerry Cain, Mayor

Mayor Cain called the regularly scheduled meeting of the Freeport City Council to order at 6:00P.M. on February 2, 2026, declaring a quorum was present.

Invocation - Councilman

Councilman Rossow led the Invocation.

Pledges - Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas.

Councilman Rossow led the Pledge of Allegiance to the United States and the Pledge of Allegiance to the State of Texas.

Matters Subsequent to Posting.

City Manager Dr. Danielle Kelly stated that there were no matters subsequent to posting.

Audience Participation – Anyone who has registered to speak prior to the meeting being called to order and desires to address the City Council will be heard at this time, or during the discussion of an item listed on the

agenda. These forms are located by the City Secretary. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is presented, once a motion has been made by Council then public participation will not be allowed. You will have four (4) minutes to make your comments regardless of the number of agenda items to be addressed.

Julian Arevalo resides at 711 West 7th Street. He discussed ongoing issues with shoreline water overflow in his area, specifically regarding lift station number 5, which serves approximately 300 houses plus apartments. He explained that the pumps frequently break down, sometimes leaving the area without functioning pumps for extended periods. He expressed concern about the health hazards of wastewater overflow into the streets, referencing a child's death in Lake Jackson from water-borne bacteria. Mr. Arevalo urged the city to focus on fixing existing infrastructure before investing in new projects.

Manning Rollerson addressed the council regarding permit WQ00442900, which relates to the proposal to increase dumping in the Brazos River. He expressed significant concern that the permit does not meet necessary criteria, citing existing health problems in Freeport as evidence of the issues that increased dumping could exacerbate. Mr. Rollerson elaborated by mentioning a 14-year investigation into heavy materials and particles dumped in the river, suggesting that past exceedances have already had negative health impacts. He emphasized Freeport's struggle with high disease rates and climate challenges, using these points to argue against the permit approval. Additionally, Mr. Rollerson took the opportunity to critique the city's fiscal policies, especially tax abatements provided to large companies, which he termed as corporate welfare. He highlighted the financial support, like tax abatements, these industries receive as contradictory to the lack of aid provided to the city's low-income residents a sentiment he expressed with strong disapproval. Mr. Rollerson also raised social concerns by pointing out an instance where city resources were spent on industrial welfare rather than addressing urgent issues within the community, such as a 94-year-old man living in poor conditions, including with bedbugs. He attacked the city's spending priorities, arguing that funds are misallocated, leaving public housing and facilities in desperate need of attention while continuing to support wealthy corporations with tax breaks.

Melanie Oldham resides at 531 West Brazos. She discussed industrial district agreements and referenced a recent Brazoria County tax abatement study showing Freeport had given substantial IDAs over the last ten years. She suggested the city should focus on negotiating better agreements with industries and recommended assembling a skilled team for these negotiations, including the city manager and specialized attorneys. Ms. Oldham also mentioned that her son watches council meetings remotely and had asked if anyone in city leadership tries to do positive things for the city. She encouraged focusing on positive developments in Freeport.

Jill Friedman resides at 229 Laurel Street in Lake Jackson but owns property in the city. She expressed her concerns regarding the International Property Management Code. She noted that she received notice of compliance requirements well after the implementation date and objected to several provisions, including requirements for dumpsters and electronic locks that she felt were unnecessary for small apartment complexes. Ms. Friedman particularly objected to monthly reporting requirements about tenants, questioning how this related to public health and safety.

Sam Reyna addressed the council expressing his concerns regarding the Board of Adjustment appointments. He addressed the council with concerns about recent proposals to remove members from the Board of Adjustment, specifically highlighting the cases of Tom Pearson and Landis Adams. He expressed support for Councilman Matamoros' insistence that compliance with city procedures is crucial. Mr. Reyna emphasized the importance of adhering to city ordinances in appointing board members, voicing his disapproval of appointing individuals who are not residents of Freeport to city boards when qualified residents are available and interested in serving. He cited the particular case of Mr. Landis Adams, whom he

alleged lacks the necessary qualifications primarily because he is not a Freeport citizen. In contrast, he pointed out that Ms. Margaret Bachman, a Freeport resident and an experienced alternate member of the board, was passed over for the position. Mr. Reyna further alleged that Councilman Pena had attempted to remove him and another member, Nicolasa Mireles, from commissions using false allegations. He asserted that these actions contradict the council's purported difficulties in filling board positions. Mr. Reyna questioned why there would be efforts to limit the pool of volunteers when residents are willing to serve. He claimed that many citizens are eager to volunteer but are being denied opportunities due to the council not approving appointments of Freeport residents. Additionally, Mr. Reyna expressed optimism that more residents will volunteer to serve on boards once Councilman Pena leaves office in May, as his departure would potentially eliminate a barrier to citizen participation. Mr. Reyna concluded by encouraging citizens to support the upcoming ordinance requirement in the May ballot, which he stated would mandate that board volunteers be Freeport citizens. He assured attendees he would notify them once the ballot language is officially posted.

Thomas Koole expressed his gratitude to the council for contemplating the installation of a four-way stop at the intersection of Pecan Street and Fourth Street, underscoring the hazards associated with this location. He emphasized the intersection's reputation for accidents, intensified by its proximity to three local schools, making it a significant safety concern for residents and commuters alike. Mr. Koole elaborated on the dangers by detailing that the speeding vehicles in the area make navigating this juncture particularly perilous for children, families, and the community. He reported on his efforts to collect FOIA reports, and testimonies from public workers, a sergeant, a corporal, a public works employee, and statements from residents. All indicating the intersection's notorious status and necessity for enhanced traffic control measures. Mr. Koole also noted that some residents intentionally avoid driving near the intersection due to these dangers, reinforcing the need for immediate action. He expressed optimism that the council's decision would bring peace of mind to residents and improve safety conditions, urging them to vote for this crucial measure.

Proclamations - Presentations and Updates

Presentation of the annual TCOLE Racial Profiling Report 2025 - Jennifer Howell, Police Chief/Assistant City Manager

Police Chief Jennifer Howell presented the Texas Commission on Law Enforcement Annual Racial Profiling Report. She explained that the report is required by law and must be presented to the governing body and submitted to TCOLE by March 1st each year. Chief Howell provided historical data from the previous three years for comparison purposes.

Councilman Pena inquired about the major takeaways from the report regarding public safety. Chief Howell clarified that the report specifically addresses traffic data rather than crime statistics. She explained that the data tracks traffic stops, including warnings, citations, the race of individuals stopped, searches conducted, and any resulting arrests or use of force incidents. Chief Howell noted that statistical trends have remained consistent over the years, with no dramatic changes in racial demographics of those stopped. She highlighted that physical force resulting in bodily injury was used in only three instances out of approximately 3,500 stops, which she attributed to good training and de-escalation techniques.

Upcoming Events -

Just FOIA Live Date-February 2026

Daddy Daughter Dance, February 6th, Freeport RiverPlace, 6:00P.M.-8:30P.M.

Celebrating Black History Month, February 7th, Freeport Museum, 11:00A.M.-3:00P.M.

80 Years of the Wednesday Review Club in Freeport, February 12th, Freeport Museum, 11:00A.M.

City Manager Dr. Danielle Kelly gave an update on upcoming events.

Consent Agenda:

Action regarding Minutes, January 16, 2026, and January 20, 2026 - Clarisa Fernandez, City Secretary

A motion was made by Councilman Matamoros to approve Consent Agenda 3A and 3F as presented, seconded by Councilman Rossow with all present and voting "Aye" 4-1. The Council approved the motion. Councilman Pena voted "Nay".

This item (3A) was approved together with Item 3(F).

Action approving date change for the second City Council Meeting in February 2026 to Tuesday, February 17, 2026 due to President's Day Holiday - Clarisa Fernandez, City Secretary

A motion was made by Councilman Pena to approve date change for the second City Council Meeting in February 2026 to Tuesday, February 17, 2026 due to President's Day Holiday, seconded by Councilman Davis with discussion that followed.

Councilman Pena asked about the agenda submission deadline for the rescheduled meeting, which City Secretary Clarisa Fernandez confirmed would be Wednesday, February 4 at noon. Councilman Pena also raised concerns about trash collection during the President's Day holiday, noting that Ward B residents who have Monday collection are frequently affected by holiday schedules. He requested that the city communicate with the waste collection company to ensure prompt makeup collection after the holiday.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Action approving Ordinance No. 2026-2759 amending Ordinance No. 2026-2757 related to the May 2, 2026, General Election - Clarisa Fernandez, City Secretary

Mayor Cain announced that item 3C was being removed from the consent agenda as legal counsel had determined the ordinances were already in compliance and did not need to be voted on.

Action approving Ordinance No. 2026-2760 amending Ordinance No. 2026-2758 related to the May 2, 2026, Special Election - Clarisa Fernandez, City Secretary

Mayor Cain announced that item 3D was being removed from the consent agenda as legal counsel had determined the ordinances were already in compliance and did not need to be voted on.

Action approving a Four Way Stop Sign Installation at the Intersection of 4th Street and Pecan Street - Dr. Danielle Kelly, City Manager

City Manager Dr. Danielle Kelly explained that Kimley Horn and Associates had conducted a traffic engineering study evaluating whether the intersection met criteria for all-way stop control under the Texas Manual on Uniform Traffic Control Devices. Based on analysis of traffic volumes, crash history, sight distance, and roadway configuration, they recommended upgrading from the current two-way stop to an all-way stop to improve safety and reduce right-angle crashes.

A motion was made by Councilman Pena to approve a Four Way Stop Sign Installation at the Intersection of 4th Street and Pecan Street, seconded by Councilman Davis with discussion that followed.

Councilman Pena expressed support for the measure but noted it had taken several months to address Mr. Koole's concerns. He mentioned other dangerous intersections that should be examined, including Seventh and Walnut, Eighth and Walnut, and Velasco and Avenue A. He also suggested improving street striping and adding reflectors to increase visibility.

Councilman Davis explained that proper engineering studies are required before installing traffic control devices, noting that this process, while sometimes lengthy, is necessary. He emphasized that the city was not dragging its feet, but following required procedures. He also recommended that when the four-way stop is installed, the flashing lights should be positioned on Fourth Street where drivers are not accustomed to stopping.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Action approving the Quarterly Investment Report for the FY26 First Quarter, Ending December 31, 2025 - Ashlee Hurst, Finance Director

A motion was made by Councilman Matamoros to approve Consent Agenda 3A and 3F as presented, seconded by Councilman Rossow with all present and voting "Aye" 4-1. The Council approved the motion. Councilman Pena voted "Nay".

This item (3F) was approved together with Item 3(A).

Business

Consideration and possible action approving Resolution No. 2026-3024 appointing members to the Senior Citizens Commission.

City Manager Dr. Danielle Kelly presented the item, explaining that two members of the Senior Citizens Commission, Linda Harrison and Lorraine Mitchell, had resigned, and two qualified individuals were being considered to fill the unexpired terms: Carol Parker and Diana Parker.

Carol Parker resides at 76 Dolphin Lane. She described her 55-year career as an occupational therapist, during which she operated businesses and planned numerous professional meetings and social events. Ms. Parker also shared her volunteer experience, including 10 years with a professional organization and working with a food bank. She expressed her desire to help seniors feel a sense of belonging in the community and to assist with planning activities.

Diane Parker resides at 95 Dolphin Lane. She stated she had been a resident of Lubbock for about 65 years before retiring to Freeport approximately 18 months ago. She currently volunteers at the Freeport Cares Food Bank. Ms. Parker expressed confusion about why she needed council approval to volunteer but stated she would like to help seniors, being a senior herself.

A motion was made by Councilman Rossow to accept Carol Parker, seconded by Councilman Matamoros with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

A motion was made by Councilman Matamoros to appoint Ms. Diane Parker to fulfill the remaining term, seconded by Councilman Pena with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Councilman Rossow announced that the Senior Citizens Commission would be meeting the following Monday and invited all interested senior citizens to attend.

Consideration and possible action approving Resolution No. 2026-3025 appointing a member to the Beautification/ Parks and Recreation Board.

Interim Public Works Director John Perez presented the item, explaining that the staff recommended appointing a qualified individual to fill a vacancy on the Beautification committee due to Robert Dohle's resignation. He noted that Robert Dohle's term was set to expire on October 31, 2027. The committee met on January 23, 2026, and unanimously voted to present Lisa Gerard to the city council for recommendation.

Lesa Girouard resides at 121 Brazos Landing Court. She stated her love for Freeport and her interest in serving on the Parks and Recreation Board. Her focus was on beautification, mentioning that she frequently drove down Second Street and Brazosport Boulevard, often thinking of ways to enhance their beauty. Ms. Girouard shared her previous experience serving on several boards, including the Economic Development Corporation (EDC) and the Planning and Zoning Committee. She also mentioned her educational background as a graduate of Stephen F. Austin State University and her professional experience in procurement, having worked at Dow Chemical and as the purchasing director for Brazoria County. She expressed her desire to use her skills and experience to benefit Freeport through her service on the board.

A motion was made by Councilman Rossow to appoint Lesa Girouard to the Beautification/Parks and Recreation Board, seconded by Councilman Matamoros with discussion that followed.

Councilman Davis commented that he lived in the same neighborhood as Ms. Girouard and often noticed her working in her yard, which further supported her suitability for the beautification committee. He praised her for being frequently seen raking, planting, picking, and watering her flowers, demonstrating her commitment to beautification.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3026 to amend section 9.07A Alternative to Overtime: Flextime to the Personnel Policy Manual.

City Manager Dr. Danielle Kelly explained that this item would update the city's personnel policy manual to clarify and standardize the use of flex time as an alternative to overtime. The amendment would ensure that all city employees, including hourly and salaried employees, would be eligible to utilize flex time when operationally feasible and approved. She noted that flex time must be used within a single pay period instead of the week it's earned, and may not be carried forward or banked.

A motion was made by Councilman Matamoros to approve Resolution No. 2026-3026 as presented, seconded by Councilman Rossow with discussion that followed.

Councilman Pena asked about the financial impact of the proposed change to the Flex Time policy. City Manager Dr. Danielle Kelly explained that implementing this change would result in a net savings for the city by reducing overtime costs. To illustrate, she shared an example from her own experience, mentioning that in her seven weeks with the city, she had accumulated 54.5 hours categorized as flex time but had only used 3.5 hours. This adjustment spared the city from incurring additional overtime expenses. Councilman Pena sought clarification on the practical application of the flex time policy. Dr. Kelly elaborated that

employees would only be able to utilize flex time within the pay period it was earned. Such usage required operational feasibility and necessitated approval from a supervisor. She further noted that one key amendment to the current policy included extending eligibility to the assistant city manager position, which had previously been excluded. Additionally, the policy adjusted the timeframe for using flex time from a 7-day work week to a more flexible pay period. Dr. Kelly assured him that it would indeed be a net savings since the city would not be compensating employees with overtime pay; instead, providing them flexibility to adjust their hours as required. She also highlighted that this change would maintain fairness and uniformity across all employees, both hourly and salaried, making them eligible for flex time where possible. She emphasized the need for trustworthy employees who would judiciously use this benefit and noted that while the term operational feasibility is subjective, it is crucial for maintaining service levels. Dr. Kelly reassured the council that the policy's main goal was to benefit employees while upholding labor law compliance and supporting the city's operational needs.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3027 adding Section 9.23 to the Personnel Policy Manual.

Police Chief Jennifer Howell explained that the resolution would formalize existing practices regarding professional development reimbursement. In recent conversations with City Attorney Chris Duncan, the need for an explicit policy on professional development practices was highlighted. This resulted in the creation of a policy to codify existing rules that ensure employees can only be reimbursed for professional services with supervisor approval. Chief Howell affirmed that this codification aligns with current practices at the Police Department, where reimbursements for professional development already require supervisory endorsement. She stated the policy is aimed at providing clarity and consistency across departments, reinforcing that any form of professional development reimbursement must be prefaced by approval. This includes covering costs such as certifications, training, and other job-related educational activities that contribute to an employee's professional growth and effective service delivery.

A motion was made by Councilman Pena to approve Resolution No. 2026-3027 adding Section 9.23 to the Personnel Policy Manual, seconded by Councilman Davis with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3028 determining the methods of making Public Information Requests (PIR).

Police Chief Jennifer Howell explained that with the launch of "Just FOIA," a web-based system for processing public information requests, the city needed to formally establish acceptable methods for submitting requests. She noted that the city would continue to accept requests in person, by mail, and by email, in addition to the new web-based system. Once approved, informational posters would be displayed in public buildings to inform citizens of the various submission methods.

A motion was made by Councilman Pena to approve Resolution No. 2026-3028 determining the methods of making Public Information Requests (PIR), seconded by Mayor Cain with discussion that followed.

IT Director Toby Cohen demonstrated the Just FOIA interface, showing how the system allows for submission and tracking of requests. Police Chief Jennifer Howell elaborated on how the system streamlines processing by automatically calculating deadlines, thus improving efficiency and transparency in handling public information requests. The system not only enabled requesters to track the progress of their requests

but also reinforced administrative efficiency by eliminating manual deadline counting. She confirmed that individuals involved in processing requests for police department records must meet CJIS (Criminal Justice Information System) compliance standards, ensuring both fingerprinting and background checks are conducted, which underscores the department's commitment to maintaining secure procedures around sensitive information.

Councilman Pena proposed adding a prominent button specifically for public information requests on the city website's homepage. The emphasis was placed on enhancing visibility and user-friendly access to the system, potentially enriching public engagement. Police Chief Jennifer Howell acknowledged the suggestion, noting potential challenges in the website's design, especially concerning mobile device display, which would require evaluations to ensure a clean interface while meeting user needs effectively.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3029 amending section 9.01 Texas Municipal Retirement System of the Personnel Policy Manual.

Police Chief Jennifer Howell explained this was a housekeeping policy update to reflect the increase in the retirement contribution rate from 7% to 8%, which council had approved in September of the previous year and which had taken effect in January.

A motion was made by Councilman Pena to approve Resolution No. 2026-3029 amending section 9.01 Texas Municipal Retirement System of the Personnel Policy Manual, seconded by Councilman Davis with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3030 authorizing the application for an acceptance of State and Local Cybersecurity Grant Program.

Police Chief Jennifer Howell explained that this grant opportunity required a 30% match, amounting to approximately \$6,000 from the city. However, this would not impact the current budget as the funding would not be awarded until the next fiscal year. She noted that the grant would fund citywide email system cybersecurity improvements, enhancing protection against cyberattacks that have impacted other cities. This initiative aims to tighten up the city's cybersecurity, specifically focusing on enhancing the security of the email system. The grant, valued at a bit under \$20,000 in total, is slated for the next fiscal year (FY2027) to allow the city sufficient time for budgeting. Chief Howell emphasized that the application for the grant was due by the end of this month, highlighting the urgency in obtaining Council approval to proceed with the application process. She further underscored that the proposed cybersecurity measures would benefit the entire city, providing a more secure email infrastructure.

A motion was made by Councilman Matamoros to approve Resolution No. 2026-3030 as presented, seconded by Councilman Rossow with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3031 authorizing the City Manager to apply for and accept grant funding from the Office of the Governor of the State of Texas under the FY2027 Criminal Justice Grant Program for the Portable Radio Upgrade project.

Police Chief Jennifer Howell presented this 100% covered grant opportunity that would fund 20 new portable radios for the police department. She explained that while the department needs more than 20 radios, the maximum grant request was \$150,000, which would cover 20 units. If successful, the department

would apply for another grant the following year to cover the remaining needed radios.

A motion was made by Councilman Pena to approve Resolution No. 2026-3031 authorizing the City Manager to apply for and accept grant funding from the Office of the Governor of the State of Texas under the FY 2027 Criminal Justice Grant Program for the Portable Radio Upgrade project, seconded by Councilman Davis with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action approving Resolution No. 2026-3032 authorizing the City Manager to apply for and accept FY2027 Criminal Justice Grant Program funding from the Office of the Governor of the State of Texas for the Server Modernization Project.

Police Chief Jennifer Howell provided an overview of the grant opportunity, explaining that this was another 100% covered grant that would fund replacing the city's cluster server. The existing server would be approximately five years old by the time funding was received, making this an opportune time to modernize and prevent future issues. Upgrading the server was deemed essential to avoid maintenance problems and potential downtime that could disrupt city operations. Chief Howell emphasized the proactive nature of this grant application, aiming to stay ahead of potential technical issues that could arise as a server ages. By securing the funding now, the city could ensure continued efficient operation and service delivery without unexpected interruptions. This approach aligns with the city's ongoing efforts to maintain robust and reliable infrastructure across its operations.

A motion was made by Councilman Matamoros to approve Resolution No. 2026-3032, seconded by Councilman Rossow with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action awarding the annual fuel and alternative fuel contract to Senergy Petroleum, LLC.

Finance Director Ashlee Hurst presented the item, explaining that the city had received three responses to its request for proposal (RFP) for fuel services, which had been advertised on November 30, 2025, and December 5, 2025. Staff recommended awarding the contract to Senergy Petroleum, LLC, as the company offered a competitive proposal expected to save the city approximately \$50,000 annually compared to the current provider, Mid Tex Oil. Ms. Hurst noted that the selection was made following careful evaluation of the proposals and confirmation of the pricing structure.

A motion was made by Councilman Matamoros to approve awarding the annual fuel and alternative fuel contract to Senergy Petroleum, LLC, seconded by Councilman Davis with discussion that followed.

Councilman Pena sought more information regarding the pricing structure and overall annual costs to fully comprehend the financial implications of the new contract with Senergy Petroleum, LLC. He expressed concerns about understanding all terms involved, particularly the fuel pricing format, which Finance Director Ashlee Hurst specified would include a daily variable price added to a base rate. Ms. Hurst confirmed that there were no hidden or additional fees beyond the terms outlined in the proposal. To alleviate worries about unforeseen costs, Councilman Pena emphasized the importance of monitoring the contract execution phase diligently. He questioned if finalizing this agreement would obligate the council to any unforeseen financial obligations. Councilman Pena continued by inquiring about the verification of the submitted bid, asking about the legitimacy of the bonds and insurance claims included in the proposal package. Ms. Hurst informed the council that the city's standard procedure involved comprehensive verifications of these claims prior to contract finalization. She emphasized that any discrepancies found during this verification phase would be addressed and could lead to reconsideration of the award or

necessitate rebidding if terms remained unfavorable.

City Attorney Chris Duncan clarified the procurement process, explaining that the council's current action was to approve the contractor selection based on the proposals received. The more detailed contract, which would spell out specific terms and conditions, would be negotiated subsequently. Mr. Duncan further explained that this step-by-step approach is a standard practice in municipal procurements. It allows the city to fully confirm all contractual details with the chosen contractor before finalizing the terms, providing an added layer of scrutiny and safeguarding against potential financial pitfalls.

Mayor Cain stated for the record that he would enjoy paying 18 cents per gallon for diesel fuel, whether diesel or unleaded. He emphasized that when the contract is drawn up, he wants to make sure the price is close to \$0.18. He further noted that if the measure does pass, there needs to be someone keeping an eye on it.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action awarding the annual janitorial services contract to Marsden South, LLC.

Finance Director Ashlee Hurst presented the item, explaining that staff had advertised RFP No.2025-19 for annual janitorial services on November 28, 2025, and December 5, 2025. The city received eight responses. Ms. Hurst informed the council that the current provider was not recommended for renewal due to unsatisfactory performance, citing ongoing issues at several facilities and numerous complaints that began before her time in management. Ms. Hurst further elaborated that after verifying the lowest-priced bids through reference checks, staff recommended Marsden South LLC. She praised the company for receiving the most impressive reviews, emphasizing that the selection was made with a focus on service quality. The recommendation promised an annual savings of \$973.96 compared to the current contractor, and Ms. Hurst confirmed that janitorial services were included in the adopted 2025-26 budget.

A motion was made by Councilman Matamoros to approve Marsden South, LLC, awarding the annual janitorial services contract, seconded by Councilman Davis with discussion that followed.

Finance Director Ashlee Hurst clarified that the recommendation was not based solely on cost. She explained that the RFP process allowed the city to select the option that best fit its needs rather than automatically going with the lowest bid.

Councilman Pena inquired about the specific facilities to be serviced under the new contract, which Finance Director Ashlee Hurst confirmed included City Hall, the Police Department, the Library, and the Public Works Department.

Councilman Pena also raised concerns about the security of these facilities, asking about background checks for janitorial staff who would have access to secure areas. Police Chief Jennifer Howell addressed this by explaining that there was a different process for the Police Department, requiring individuals to become CJIS (Criminal Justice Information System) compliant, which includes fingerprinting and background checks.

City Attorney Duncan stated that contract terms regarding security concerns would be negotiated to ensure adequate measures were in place.

Councilman Pena expressed interest in implementing similar security checks for all facilities to ensure safety.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Consideration and possible action awarding the engagement of real estate representative contract to The Guess Group, Inc.

Finance Director Ashlee Hurst presented the item, explaining that the city had advertised for a real estate representative to provide professional advice related to city-owned real estate and received one response. She expressed uncertainty regarding council's specific expectations for the real estate representation. Ms. Hurst pointed out that while The Guess Group, Inc. had submitted an impressive proposal highlighting collective senior-level expertise and relevant project experience, there were concerns regarding the unclear scope and potential costs involved. The company proposed an hourly rate of \$225, but without clear information on the number of billable hours or specific projects, estimating an annual cost was challenging. She noted that expenses related to this engagement had not been included in the 2025-2026 adopted budget. The recommendation to explore the partnership stemmed from the firm's qualifications, though further discussion would be necessary to determine funding and project scope.

A motion was made by Councilman Pena to table this item (4L), seconded by Councilman Davis with discussion that followed.

Councilman Pena voiced concerns regarding the lack of clarity on the engagement's scope and potential obligations involving billable hours, which he argued required a detailed understanding prior to finalizing any agreement. He emphasized the importance of having a conversation with the real estate firm to align on council's needs and expectations, ensuring that the city would not commit to an open-ended financial obligation. Councilman Pena suggested that a precise framework be established, encompassing project scope, anticipated involvement, and cost estimations, which would then aid council in making an informed decision. He also expressed willingness to sit down with any council members interested in further discussions to offer his professional insights.

Finance Director Ashlee Hurst affirmed that the bids were still open, allowing council the opportunity to engage further with the responding firm for more robust details and possibly conduct an interview for better clarity.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion to table this item.

Consideration and possible action regarding repayment options for local sales and use tax overpayment of \$139,671.50.

Finance Director Ashlee Hurst explained that the city received a letter from the state comptroller dated January 14, 2026, which addressed an overpayment of local sales and use taxes amounting to \$139,671.50. The overpayment happened because a taxpayer initially accrued local sales taxes on items that the state auditors later determined were non-taxable. Consequently, the state refunded these taxes to the taxpayer, leaving the city to repay the overpayment to the state. The city's portion of this repayment was calculated at \$93,114.34, while the Economic Development Corporation's responsibility was \$46,557.16. In response to the letter, the comptroller provided the city with three distinct repayment options. The first option was a one-time payment either by check or ACH, accompanied by a 2% discount incentive. This choice would effectively reduce the total repayment amount from \$139,671.50 to \$136,878.07, saving the city \$2,793.43. The second option was to deduct the overpayment amount from the city's next monthly payment, while the third option allowed for a 75-month payback plan with monthly deductions of \$1,862 over 74 months, followed by a final deduction of \$1,883.50 on the 75th month. She recommended selecting option 1, citing it as the most fiscally responsible choice due to the discount savings. Ms. Hurst reassured the council that,

despite the absence of a specific budget line for this refund, the city's adopted budget was conservatively prepared, likely allowing the city to recover the amount by the fiscal year's end. She also mentioned that it's not uncommon for overpayments like these to be discovered by the state, emphasizing the process as one where businesses pay taxes upfront and later appeal for refunds if deemed non-taxable.

A motion was made by Councilman Matamoros to repay the overpayment using Option 1, seconded by Councilman Rossow with discussion that followed.

City Attorney Chris Duncan provided additional clarity, explaining that this situation was not a reflection of any error on the city's part. He emphasized that the issue arises from businesses initially paying sales taxes and later having transactions reviewed and deemed non-taxable, leading to refunds issued to the businesses by the state. Consequently, these reimbursements necessitate cities to return the overpaid amounts to the comptroller, a process that Mr. Duncan noted as standard and outside the city's direct control.

Mayor Cain called the motion to a vote with all present and voting "Aye" 5-0. The Council unanimously approved the motion.

Work Session

Councilman Pena Ward A announcements and comments.

Councilman Pena began by expressing gratitude to the citizens who spoke during the meeting, particularly acknowledging Mr. Thomas Koole for his ongoing persistence and efforts concerning the four-way stop at the intersection of Fourth Street and Pecan Street. Councilman Pena highlighted the importance of citizen engagement in driving community safety improvements. Councilman Pena raised concerns about the scheduling of trash collection during holiday weeks, specifically addressing the challenges faced by residents in Ward B, where Monday collections are often interrupted by holidays. He asked City Manager Dr. Danielle Kelly to reach out to AmeriWaste, emphasizing the need for prompt makeup collection to prevent waste accumulation. He addressed the issue of stray dogs, Councilman Pena noted residents' concerns about the visibility of animal control services. Police Chief Jennifer Howell clarified that citizens should contact dispatch to request animal control services, indicating that the city's animal control officer proactively and reactively manages stray animal pickup. Councilman Pena questioned the current permit process for residents looking to obtain a dumpster permit. He noted feedback from the community regarding difficulties faced when trying to address large trash removal needs, prompting Dr. Kelly to agree to investigate the procedure further. Councilman Pena addressed specific drainage problems at Velasco and 10th and 11th Streets were also addressed. Councilman Pena highlighted area residents' concerns, particularly during heavy rainfall, indicating an urgent need for assessment by Public Works. Mr. Julian Arevalo's testimony and photos documenting recent overflows were acknowledged as essential insight, reinforcing the need for departmental focus on infrastructure. Councilman Pena stated in light of recent announcements of potential layoffs at Dow, he inquired about any proactive discussions or actions being undertaken by the city and the Economic Development Corporation (EDC) to mitigate potential economic impacts on the community. Dr. Kelly reassured that while specifics of the layoffs impacting Freeport were not yet confirmed, the city maintained active communication with Dow's executive staff to monitor and respond appropriately to developments. He raised concerns regarding the lease of the current City Hall, expiring in May 2027, and the status of planned renovations to the old City Hall building were broached. He asked for updates on sublease agreements promised by the landlord and emphasized the importance of revisiting the financial allocations for planned downtown renovations. Councilman Pena reiterated the need for more comprehensive housing resources within the city, pushing for an office to offer guidance for Section 8 housing, senior housing, and affordable housing solutions. He expressed a keen interest in ensuring resources are accessible to the community, considering the high percentage of residents living at or below the poverty line.

Councilman Pena raised concerns regarding regulations affecting multifamily housing, particularly for small

property owners. He referenced Ms. Jill Friedman's comments, questioning if current compliance requirements, like the installation of electronic locks and monthly tenant reporting, were onerous or unnecessary. Dr. Kelly committed to engaging directly with Ms. Friedman to better understand and potentially address these concerns. Councilman Pena stated he would also like to be put on the agenda regarding cell phone usage during the city council meetings. Councilman Pena proposed increasing visibility on streets like Seventh and Walnut, Eight Street and Walnut, Second Street, Fourth Street and Eighth Street by adding reflectors and improving striping. He highlighted the success of previous reflector installations, referencing increased visibility and safety benefits, especially during adverse weather conditions. Councilman Pena concluded by addressing recent criticisms about council disagreements. He asserted that while disputes are an expected part of governance, his concerns lie with bona fide corruption and illegalities. He reiterated his unwavering dedication to maintaining transparency and accountability in city government, ensuring that such issues do not go unchecked. He vowed to continue asking questions and holding officials accountable to serve Freeport's best interests.

Councilman Davis Ward B announcements and comments.

Councilman Davis extended his gratitude to the volunteers who had stepped forward to serve on city boards, emphasizing the importance of their contributions to the community. He then took the opportunity to address what he described as a mischaracterization related to his involvement in the Lance Petty case. He explained that the testimony in question was specifically for an unemployment hearing, clearly differentiating it from the much-discussed million-dollar lawsuit. During this clarification, Councilman Davis confirmed that certain council members, including himself, had taken an oath to provide testimony for Lance Petty during the unemployment case against the city. He reiterated that he was involved in the process to ensure that their actions were aligned with the requirements of the legal proceedings. Councilman Davis also highlighted a crucial detail: despite the concerns surrounding this involvement, the city ultimately prevailed in that unemployment matter. This outcome, he suggested, underscored the city's justified position in the proceedings, thus aiming to dispel any circulating inaccuracies about the council's role.

Councilman Matamoros Ward C announcements and comments.

Councilman Matamoros reported that residents in Ward C had voiced complaints concerning the collection practices of AmeriWaste, particularly the discontinuation of personal trash can pickups. He noted that this had been a consistent practice since the contract's inception but had recently been altered by the company. City Manager Dr. Danielle Kelly responded by noting that the contract explicitly specifies that only authorized cans would be collected, preventing the city from enforcing a verbal or handshake agreement contrary to the contract terms. Councilman Matamoros also highlighted the ongoing issues with drainage during heavy rainfall, particularly stressing that areas within his ward experienced significant issues, notably around the Stephen F. Austin area. He acknowledged that these challenges were not isolated to his ward, indicating ongoing citywide drainage concerns. In addressing broader community concerns, Councilman Matamoros emphasized the importance of direct communication with residents, encouraging them to reach out to him to address and clarify any concerns they might have. He highlighted the significance of truthful and transparent communication, particularly in dispelling what he referred to as falsehoods being spread on social media platforms. By inviting residents to communicate with him directly, Councilman Matamoros aimed to nurture trust and ensure that they receive accurate information directly from the source rather than relying on potentially misleading or erroneous reports online. In particular, Councilman Matamoros addressed the issue pertaining to Lance Petty, a former city official, clarifying his stance on the matter to allay any misconceptions. He candidly expressed that he had zero clue about the specific nature of any testimony he might be required to provide when first approached about the case. He stated he wanted to reflect his commitment to maintaining transparency and open dialogue with the community, reinforcing his dedication to addressing rumors and misinformation head-on and providing residents with the facts necessary to form informed opinions. Councilman Matamoros stated a commitment to transparency, thereby fostering a sense of accountability and open communication between himself as a city official and the residents he serves. Javonce Dawson, representing Veolia, approached the city council to provide insights

into potential solutions for the drainage issues specifically affecting Ward C. Mr. Dawson expressed his understanding of the area, noting severe drainage concerns observed especially in regions like the Stephen F. Austin area during heavy rainfall. He reassured the council of Veolia's commitment to address these concerns promptly and proposed a collaboration with the city to develop comprehensive strategies for improvement. With a background in project management and wastewater construction, Mr. Dawson emphasized Veolia's commitment to addressing the root causes of these issues and working towards sustainable and effective solutions.

Councilman Rossow Ward D announcements and comments.

Councilman Rossow began by discussing fire hydrants with Mr. Dawson from Veolia, requesting that all hydrants in the city be serviced and a maintenance log kept. Mr. Dawson confirmed this was already part of their contract and agreed to share the log. Councilman Rossow then thanked everyone for attending the meeting and watching online. He expressed pleasure at seeing the Senior Citizens Commission fully staffed, noting that they had many fun activities planned, including trips to see the Astros, a paddle boat cruise, and regular bingo games. He also praised the success of the recent Martin Luther King Jr. Day events, noting that the park was full, vendors sold out, and the parade and banquet were well-received by visitors from out of town.

Mayor Jerry Cain announcements and comments.

Mayor Cain thanked everyone in attendance and those watching online, expressing his gratitude for their enduring participation throughout the meeting. He shared his excitement about the upcoming Daddy Daughter Dance, noting how he had been voluntold by his seven-year-old daughter about their attendance, a sentiment he expressed with eager anticipation for the event. Mayor Cain underscored the importance of Ms. Oldham's remarks made during the audience participation section. He praised her for advocating bringing forward constructive solutions instead of merely raising complaints to the council. He specifically highlighted Mr. Koole's proactive approach regarding the four-way stop at the intersection of Fourth Street and Pecan Street. Mayor Cain elaborated, noting how Mr. Koole did not just voice concerns but provided a potential solution, which the council followed, resulting in a four-way stop being approved after a comprehensive study. This collaborative approach led to tangible results, demonstrating an effective partnership between residents and the city government for the community's benefit. Mayor Cain addressed ongoing speculation about the Lance Petty case. He clarified unequivocally that although he was asked to participate in the proceedings, he did not testify. Mayor Cain took the opportunity to explain his decision regarding the manner in which Lance Petty was fired, expressing that his vote against the firing method was not an endorsement of Mr. Petty but was done out of concern for the city's potential legal and financial exposure. He emphasized that his main priority was safeguarding the city from a multi-million dollar lawsuit, ensuring fiscal responsibility for Freeport and its residents. This action reflects his commitment to prudent decision-making to protect the city's interests, while also maintaining transparency about his actions in the matter. Mayor Cain reaffirmed his dedication to transparency, expressing an openness to address constituents' questions, underscoring that his approach to transparency remains pivotal in maintaining trust in city leadership. This action emphasizes his ongoing commitment to prudent decision-making that upholds the city's integrity and preserves the public trust.

City Manager announcements and comments.

City Manager Dr. Danielle Kelly announced that the wastewater treatment plant ribbon cutting was scheduled for March 18th at 10:00 AM. She highlighted that the plant was currently undergoing testing and was expected to be fully operational soon. She emphasized the significance of the event by encouraging attendees to save the date, showing her appreciation for the important milestone in the city's infrastructure improvement.

Executive Session

Executive Session regarding: Texas Government Code, Section 551.071 (Consultation with Attorney) 1.) Discuss Industrial District Agreements. 2.) Discuss Surfside Water Billing updates.

The Regular Session closed at 9:10P.M. and the Council entered into the Executive Session.

Reconvene into Open Session:

Take any action resulting from Executive Session.

The Executive Session ended at 10:06P.M. and the Council went back into Regular Session.

There was no action from the Executive Session.

Adjournment

Adjournment – Jerry Cain, Mayor

A motion was made by Councilman Pena to adjourn, seconded by Councilman Matamoros with all present and voting "Aye" 4-1. Councilman Davis voted "Nay". Mayor Cain adjourned the meeting at 10:06P.M.

Jerry Cain, Mayor

Clarisa Fernandez City Secretary



City Council Agenda Item #[3.B]

Title: Action approving the Monthly Financial Report through January 31, 2026 - Ashlee Hurst, Finance Director

Date: February 17, 2026

From: Ashlee Hurst, Finance Director

Staff Recommendation: N/A

Item Summary: The reporting is through January 31, 2026, for City financials.

Background Information: N/A

Special Considerations: N/A

Financial Impact: N/A

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

1. 2026-01 - Finance Monthly Report

City of Freeport Monthly Financial Report Period Ending January 31, 2026

**Report Prepared By: Ashlee Hurst, CGFO
Finance Director, City of Freeport**



TABLE OF CONTENTS

General Fund Financials.....	3
Budget Summary.....	3
Revenue Producing Departments Overview.....	3
Accounts Payable.....	3
Hurricane Beryl.....	3
Historical Revenue Charts.....	4
Municipal Court.....	5
Ongoing Initiatives.....	5
Purchasing.....	5
Grant Administration.....	5-7
Water/Sewer Fund Financials.....	8
Budget Summary.....	8
Customer Billing Detail.....	8
Monthly Performance Overview.....	8
Historical Charts.....	9
Outstanding Balance Detail.....	10
BWA Usage.....	10
Financial Statements.....	11-16
Capital Projects.....	11-12
General Fund Budget Vs. Actuals.....	13
Water/Sewer Fund Budget Vs. Actuals.....	14
Fund Balance Summary.....	15
Cash Balance Summary.....	16
Report Certification.....	17

General Fund Financials

As of January 31, 2026

Budget Summary

The revenue collected for the General Fund is \$8,270,542.37 or 38.4% of the total budgeted revenues.

The expenditures for the General Fund are \$6,184,666.49 or 29.3% of the total budgeted expenditures.

The revenues are MORE THAN the expenditures by \$2,085,875.88.

See the attached financial statement for more detailed information.

Revenue Producing Departments Overview

	GOLF	EMS	RECREATION
Revenues	\$ 416,049	\$ 355,128	\$ 29,883
Expenditures	\$ 455,439	\$ 380,559	\$ 118,882
Excess / Deficit	-39,390	-25,431	-88,999

Accounts Payable

Reporting Period	Purchase Orders Issued	Invoices Processed	Number of Payments Issued	Total Disbursements
FY2025 Total	186	8,315	4,233	\$ 36,633,121.54
Oct'25	18	719	316	3,392,794.00
Nov'25	5	492	233	2,936,832.12
Dec'25	10	473	226	734,782.10
Jan'26	5	586	276	1,336,033.71
Feb'26				
Mar'26				
Apr'26				
May'26				
Jun'26				
Jul'26				
Aug'26				
Sep'26				
FY2026 Total	38	2270	1051	\$8,400,441.93

Hurricane Beryl

75% FEMA Reimbursement Maximum

Total Expenses to Date: \$2,329,588.33 (includes costs FEMA has deemed ineligible for reimbursement)

Potential Eligible FEMA Reimbursement: \$1,323,105.26

FEMA Payments Received: \$117,848.43

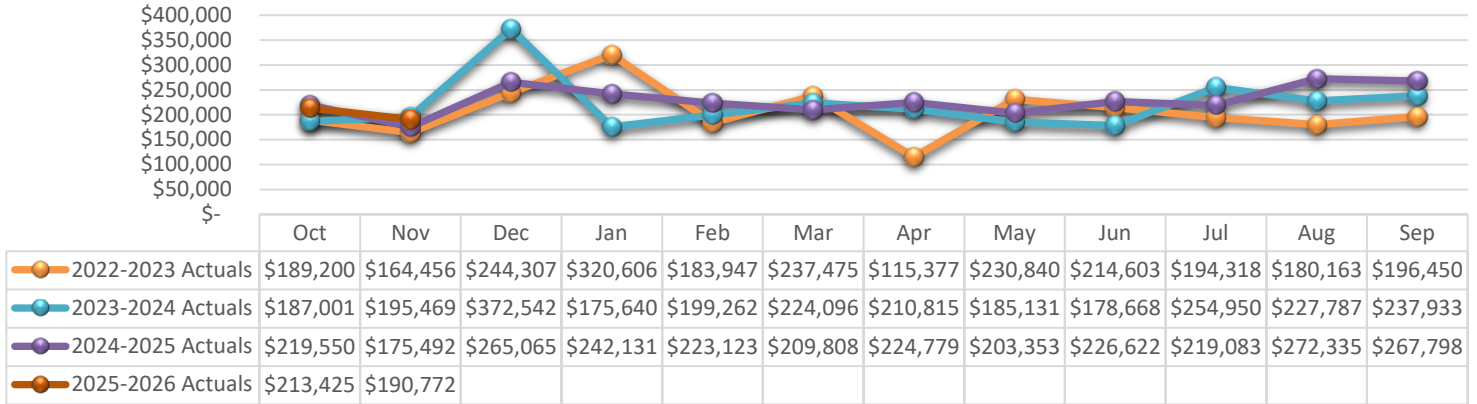
25% City Responsibility Minimum

Insurance Reimbursements: \$560,754.72

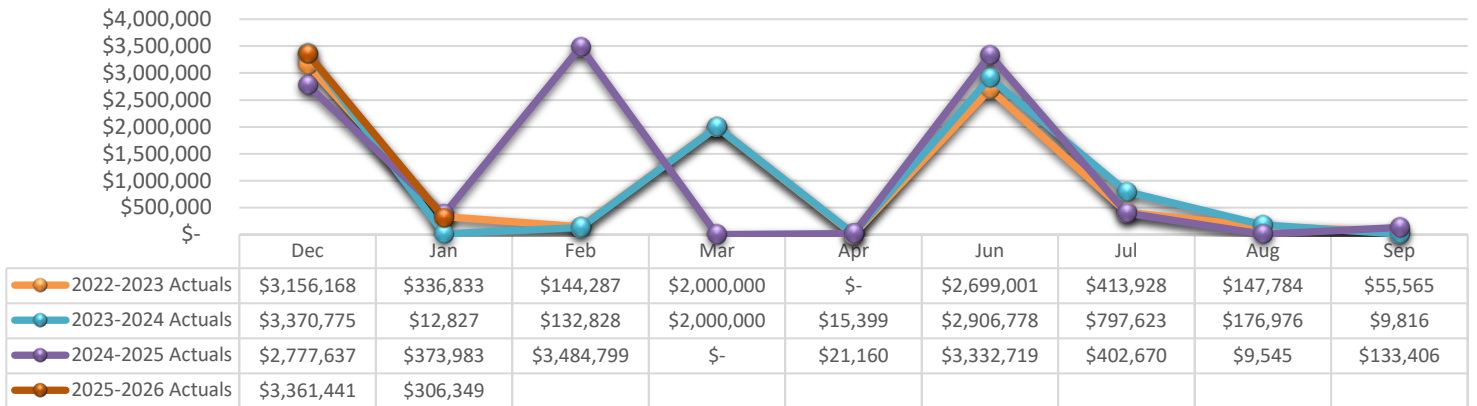
To-Date Local Share Cost: **\$445,728.35**

Historical Revenue Charts

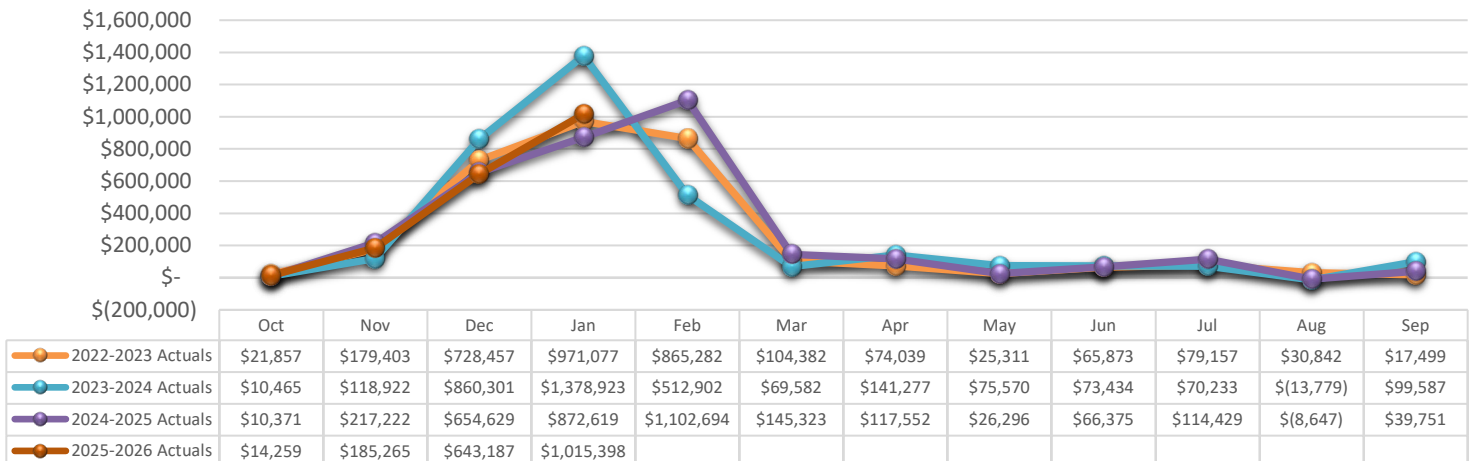
SALES TAX
Monthly Collections Comparison



INDUSTRIAL DISTRICT PAYMENTS IN LIEU OF TAXES (PILOTS)
Monthly Collections Comparison



PROPERTY TAXES
Monthly Collections Comparison



Municipal Court

FY Total Through:	January 2024	January 2025	January 2026	% Change
Citations Issued	619	621	418	-32.7%
Violations Issued	718	723	490	-32.2%
Total Issued	1,337	1,344	908	-32.4%
Active Warrants	161	162	147	-9.3%
Fees Collected**	\$ 92,574	\$ 137,860	\$ 100,387	-27.2%

** Includes Regulatory, State, & Other Agency Fees

Ongoing Initiatives

AUDIT:

The annual audit for Fiscal Year 2024-2025 is underway and has kicked off earlier than in the past.

BUDGET, CIP, LONG-TERM FINANCIALS:

Monthly budget meetings with departments occur to ensure transparency and accountability.

AMI WATER METER PROJECT:

Ameresco continues to push back on their completion date of the project. The Port meters are still pending installation.

Purchasing

All bids are listed on our e-bidding portal:

<https://vendors.planetbids.com/portal/81745/portal-home>

A current bid is open for Heritage House Architectural & Design (RFP No. 2026-01). It was advertised twice before it closes on February 12, 2026. In total, this solicitation was open for 30+ days.

Grant Administration

- Hurricane Beryl (FEMA): The City is still working weekly with FEMA to get the documentation prepared to get reimbursements submitted as projects are assigned and created.
- FEMA – SAFER Grant – Fire Staffing Reimbursement: This grant was awarded in September 2025 to provide reimbursement for the costs of firefighter staffing expenses. The total of this grant award is \$964,345.95, including a City match of \$369,665.94 over a 3-year period. The period of performance of this grant ends in September 2029.

- FEMA – Assistance to Firefighters Grant (AFG) Self Contained Breathing Apparatus: This grant was awarded in September 2025 to provide reimbursement for the costs of purchasing “air packs”. The total of this grant award is \$110,000, including a City match of \$10,000. The period of performance of this grant ends in September 2027.
- CDBG - GLO, (Contract No. D300) WWTP Renovations: This grant project construction is complete. An extension was also granted for the performance period of this grant until April 2026. The total of this grant award is \$6,051,988, including a City match of \$60,520. This project has a budget overrun of roughly \$7,750,000. GrantWorks is the grant administrator for this project. Freese and Nichols are the engineers of this project. Wharton-Smith is the contractor for this project.
- CDBG - GLO, (Contract No. E164) Water Improvements: This grant project is currently still in the engineer design phase. The total award of this grant is \$1,837,967 with no City match. The grant period of performance end date is March 2026. GrantWorks is the grant administrator for this project. Freese and Nichols are the engineers for this project. No contractor will be selected until the project design is complete so a request for bids can be created for the scope of work.
- Office of the Governor (OOG) Rifle Resistant Body Armor: This grant was awarded in September 2025 to provide reimbursement for rifle resistant gear. The total award for this grant is \$21,720 with no City match. The period of performance of this grant ends in September 2026.
- Office of the Governor (OOG) Radio System Modernization: This grant was awarded in September 2025 to provide reimbursement for updated radio systems. The total award for this grant is \$116,398.46 with no City match. The period of performance of this grant ends in June 2026.
- Office of the Governor (OOG) Dispatch Console Replacement: This grant was awarded in October 2025 to provide reimbursement for dispatch equipment. The total award for this grant is \$97,482.63 with no City match. The period of performance of this grant ends in September 2026.
- Office of the Governor (OOG) Resilient Backup and Network Modernization: This grant was awarded in December 2025 to provide reimbursement for network improvements. The total award for this grant is \$86,420.48 with a City match of \$21,605.12. The period of performance of this grant ends in December 2026.
- GLO Beach Maintenance Program: The new application has been awarded to the City and includes up to date labor rates, as well as Police Patrol Overtime rates.
- CDBG-Brazoria County: The City was granted a grant for installation of insta-valves in October 2024 for a total of \$220,000 with an \$8,000 City match. The sizes and locations of the valves submitted in the City’s application were incorrect, which delayed this project. The City advertised for bids in compliance with CDBG grant standards. The contractor for this grant is

Android Construction Services, LLC. A pre-construction meeting was held on February 9, 2026. The period of performance for this project ends in August 2026.

- Texas Division of Emergency Management (TDEM) Lift Station #3 Generator: This mitigation program project was awarded in May 2023 for a total award of \$40,000, including a City match of \$4,000. The period of performance for this project ends in June 2025. A time extension request has been granted through March 2026.
 - Texas Division of Emergency Management (TDEM) Lift Station #4 Generator: This mitigation program project was awarded in May 2023 for a total award of \$40,000, including a City match of \$4,000. The period of performance for this project ends in June 2025. A time extension request has been granted through March 2026.
 - Texas Division of Emergency Management (TDEM) Lift Station #14 Generator: This mitigation program project was awarded in June 2023 for a total award of \$40,000, including a City match of \$4,000. The period of performance of this project ended in June 2024. A time extension request has been granted through March 2026.
 - Texas Division of Emergency Management (TDEM) Service Center Generator: This mitigation program project was awarded in October 2024 for a total award of \$200,000, including a City match of \$20,000. The period of performance for this project ends in August 2025. A time extension request has been granted through March 2026.
 - Texas Division of Emergency Management (TDEM) Recreation Center Generator: This mitigation program project was awarded in November 2024 for a total award of \$200,000, including a City match of \$20,000. The City elected to decline this grant award because Centerpoint donated a generator to this facility. The project has been de-obligated since.
 - Texas Division of Emergency Management (TDEM) City Hall Generator: This mitigation program project was awarded in January 2025 for a total award of \$425,000, including a City match of \$42,500. The period of performance for this project ends in August 2025. A time extension request has been granted through March 2026.
 - Texas Division of Emergency Management (TDEM) Riverplace Generator: This mitigation program project was awarded in January 2025 for a total award of \$143,000, including a City match of \$14,300. The period of performance for this project ends in August 2025. A change of scope and time extension have been granted through March 2026.
-

Water/Sewer Fund Financials

As of January 31, 2026

Budget Summary

The revenues for the Water/Sewer Fund are \$2,876,847.28 or 32.8% of the total budgeted revenues.

The expenditures for the Water/Sewer Fund are \$2,696,306.65 or 30.7% of the total budgeted expenditures.

The revenues are MORE THAN the expenditures by \$180,540.63.

See the attached financial statement for more detailed information.

Customer Billing Detail

Account Classification	Water	Sewer	Total Billed
<i>Apartment</i>	\$ 198,522	\$ 168,406	\$ 366,928
<i>Church</i>	8,844	6,979	15,823
<i>City</i>	0	0	0
<i>Commercial</i>	308,379	166,880	475,260
<i>Industrial</i>	611,960	339,931	951,891
<i>Residential</i>	427,243	331,146	758,389
<i>School</i>	128,998	94,317	223,315
This FY Total Billed	\$ 1,683,946	\$ 1,107,660	\$ 2,791,605
Last FY Total Billed	\$ 1,649,855	\$ 933,923	\$ 2,583,779
% Change in FY Billings	2.1%	18.6%	8.0%

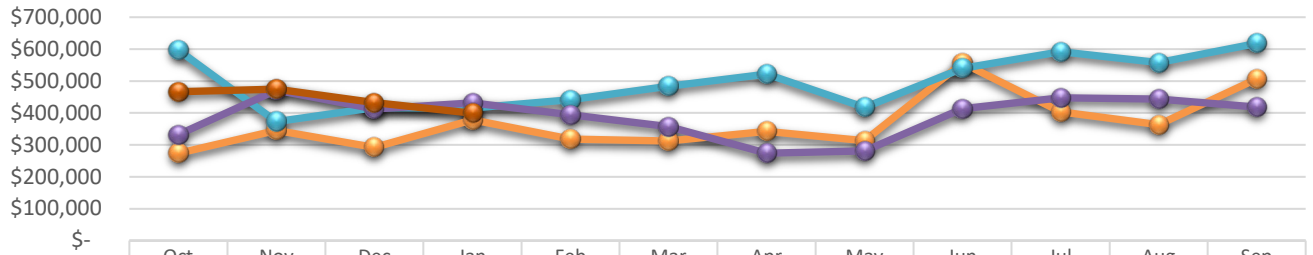
****Overall, there is an 8% increase in billings, when compared to the same period last fiscal year.**

Monthly Performance Overview

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Accounts Cut Off	213	222	188	133	175	177	167	208
Voluntary Account Closures	8	24	22	20	26	13	32	23
Returned Payments	UNK	3	8	8	7	5	4	7
Failed Payment Arrangements	UNK	4	8	3	2	5	2	5
Disconnections for Nonpayment	221	253	226	164	210	200	205	243
Idle Meters W/Usage Found	60	13	6	-	26	12	-	4
Total Back Billed	\$ 7,122.25	-	\$ 699.16	-	\$ 382.76	-	-	-
Total Collections Payments	-	-	-	\$ 1,055.28	\$ 903.24	\$ 1,289.27	\$ 614.01	\$ 593.94

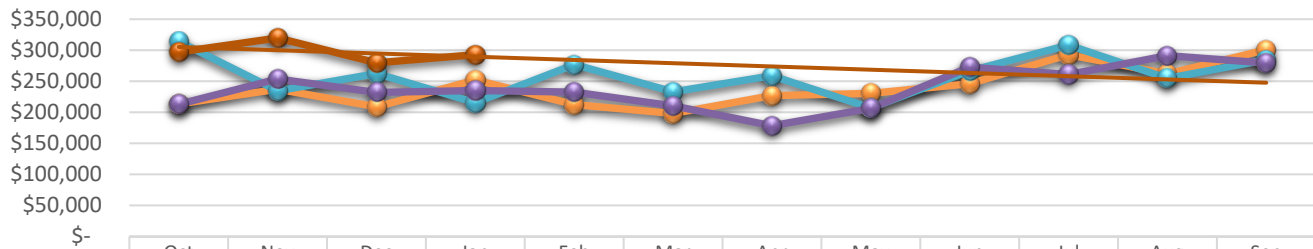
Historical Charts

**Water Revenue
Monthly Billing Comparison**



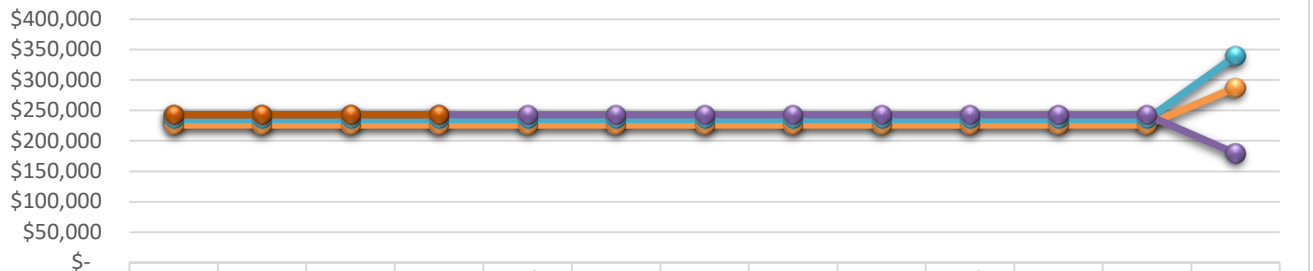
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2022-2023 Actuals	\$273,656	\$345,565	\$291,947	\$377,858	\$318,258	\$312,140	\$341,869	\$313,077	\$556,540	\$403,626	\$363,710	\$506,366
2023-2024 Actuals	\$597,163	\$372,829	\$416,317	\$415,757	\$441,255	\$484,094	\$521,461	\$417,301	\$539,848	\$591,553	\$558,209	\$617,831
2024-2025 Actuals	\$332,178	\$471,260	\$412,276	\$431,759	\$394,270	\$357,682	\$273,910	\$280,768	\$413,747	\$447,330	\$443,153	\$418,771
2025-2026 Actuals	\$466,506	\$474,586	\$432,641	\$399,209								

**Sewer Revenue
Monthly Billing Comparison**



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2022-2023 Actuals	\$213,626	\$237,474	\$208,721	\$251,995	\$212,793	\$198,234	\$226,843	\$230,580	\$245,989	\$293,121	\$262,048	\$300,858
2023-2024 Actuals	\$314,173	\$234,472	\$262,490	\$215,777	\$277,028	\$233,015	\$258,738	\$207,129	\$266,760	\$308,572	\$255,024	\$284,679
2024-2025 Actuals	\$212,931	\$253,957	\$232,310	\$234,978	\$232,852	\$210,612	\$178,507	\$206,139	\$272,607	\$260,982	\$291,370	\$279,309
2025-2026 Actuals	\$297,213	\$319,817	\$279,845	\$293,097								

**Veolia
Monthly Expense Comparison**



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Overage
2022-2023 Actuals	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$226,198	\$287,774
2023-2024 Actuals	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$235,359	\$339,415
2024-2025 Actuals	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$242,962	\$179,390
2025-2026 Actuals	\$242,962	\$242,962	\$242,962	\$242,962									

Outstanding Balance Detail

Total Balance:	Current Due:	1 Month Due:	2 Months Due:	3 Months Due	4+ Months Due
\$ 405,465	\$ 234,298	\$ 84,139	\$ 16,534	\$ 11,878	\$ 58,616

Since January, these outstanding balances have been reduced by:

4+ Months - \$625,994 (was \$684,610 as of 1/31/25)

3 Months - \$56,297 (was \$68,175 as of 1/31/25)

2 Months - \$66,890 (was \$83,424 as of 1/31/25)

1 Month - \$22,188 (was \$106,327 as of 1/31/25)

BWA Usage

Month	Gallons Billed	Price	Total Due	Total Usage	Difference	Previous Over (Under)	Total Over (Under)	Water Billing Profit (Loss)
Oct'24	62,000,000	4.60	\$ 285,200	53,750,000	(8,250,000)	-	(8,250,000)	\$127,076
Nov'24	60,000,000	4.60	\$ 276,000	50,696,000	(9,304,000)	(8,250,000)	(17,554,000)	\$155,702
Dec'24	62,000,000	4.60	\$ 285,200	50,460,000	(11,540,000)	(17,554,000)	(29,094,000)	\$109,024
Jan'25	62,000,000	4.60	\$ 285,200	51,932,000	(10,068,000)	(29,094,000)	(39,162,000)	\$48,508
Feb'25	56,000,000	4.60	\$ 257,600	43,745,000	(12,255,000)	(39,162,000)	(51,417,000)	\$16,310
Mar'25	62,000,000	4.60	\$ 285,200	48,619,000	(13,381,000)	(51,417,000)	(64,798,000)	(21,258)
Apr'25	60,000,000	4.60	\$ 276,000	47,590,000	(12,410,000)	(64,798,000)	(77,208,000)	\$112,026
May'25	62,000,000	4.60	\$ 285,200	62,646,000	646,000	(77,208,000)	(76,562,000)	\$193,098
Jun'25	60,000,000	4.60	\$ 276,000	46,310,000	(13,690,000)	(76,562,000)	(90,252,000)	\$188,612
Jul'25	62,000,000	4.60	\$ 285,200	49,421,000	(12,579,000)	(90,252,000)	(102,831,000)	\$176,853
Aug'25	62,000,000	4.60	\$ 285,200	57,126,000	(4,874,000)	(102,831,000)	(107,705,000)	\$106,232
Sep'25	60,000,000	4.60	\$ 276,000	56,510,000	(3,490,000)	(107,705,000)	(111,195,000)	\$114,448
Oct'25	62,000,000	4.96	\$ 307,520	62,182,000	182,000	-	182,000	\$168,657
Nov'25	60,000,000	4.96	\$ 297,600	55,346,000	(4,654,000)	182,000	(4,472,000)	\$137,645
Dec'25	62,000,000	4.96	\$ 307,520	53,722,000	(8,278,000)	(4,472,000)	(12,750,000)	\$74,556



City of Freeport
Capital Projects
For the Period Ending January 2026

Total Construction Commitments as of 1/31/26	
Total Commitments	\$ 12,982,648.38
Enterprise	\$ 6,012,765.74
Governmental	\$ 6,969,882.64

Project	Project Status	Budgeted Cost	Spent To Date	Remaining
Fund 67 - 2021 CO Bond Fund				
Water/Sewer				
Phase I SSOI Engineering - 2022-2025	In Progress	215,926.00	22,974.00	192,952.00
WWTP Grant Match (D300) - 2022-2025	In Progress	691,020.00	261,531.00	429,489.00
WWTP Improvements (D300) - 2022-2025	In Progress	1,298,130.00	1,202,145.20	95,984.80
Lift Station Pumps - 2024-2025	In Progress	151,348.00	156,236.00	-
Sewer Line Replacement SSOI - 2022-2025	In Progress	482,572.00	-	482,572.00
Total Funding Fund 67 - 2021 CO Bond Fund		\$ 2,838,996.00	\$ 1,642,886.20	\$ 1,200,997.80

Fund 66 - 2020 CO Bond Fund				
Admin				
City Hall Renovations - 2020-2025	On Hold	998,000.00	548,359.03	449,640.97
Public Works				
Heritage House Renovations - 2020-2025	On Hold	375,000.00	2,500.00	372,500.00
Total Funding Fund 66 - 2020 CO Bond Fund		\$ 1,373,000.00	\$ 550,859.03	\$ 822,140.97

Fund 14 -Streets & Drainage Funds				
Public Works				
None				
Total Funding Fund 14 - Streets & Drainage Fund		\$ -	\$ -	\$ -

Fund 21 - Facilities & Grounds CIP				
Admin				
City Hall Renovations - 2020-2021	On Hold	750,000.00	66,784.00	683,216.00
Fire/EMS				
Temp. Modular Building - 2022-2023	In Progress	426,095.00	577,021.28	-
Fire Station 1 Driveway - 2022-2023	In Progress	10,000.00	2,488.25	-
Golf Course				
Greens Resurfacing - 2023-2024	In Progress	320,000.00	145,266.89	174,733.11
Pumphouse Replacement - 2023-2024	In Progress	40,000.00	13,258.72	26,741.28
Golf Cart Annual Repair Path - 2025-2026	In Progress	10,000.00	-	10,000.00
Golf Course Bathroom Replacement - 2025-2026	In Progress	30,000.00	12,600.00	17,400.00
Police				
Jail Facility Renovation - 2022-2023	In Progress	77,320.18	-	77,320.18
Server Room Ventilation - 2023-2024	In Progress	12,500.00	-	12,500.00
Public Works				
Splashpad Renovation - 2023-2024	In Progress	10,000.00	-	10,000.00
Nesting Training Tables - 2023-2024	In Progress	6,750.00	-	6,750.00
Splashpad Replacement - 2025-2026	In Progress	20,000.00	-	20,000.00
Total Funding Fund 21 - Facilities & Grounds CIP		\$ 1,712,665.18	\$ 817,419.14	\$ 1,038,660.57

Fund 22 - Vehicle & Equipment Replacement Fund				
Fire/EMS				
Equipping New Reserve FF - 2022-2023	In Progress	12,000.00	12,000.00	-
Furnishings/Appliances Fire Station 2 - 2022-2023	In Progress	30,000.00	1,077.00	28,923.00
Portable Radios - 2023-2024	In Progress	36,400.00	15,424.10	20,975.90
Reserve PPE - 2023-2024	In Progress	19,100.00	21,306.60	-
Tire Replacement for Fire Engines - 2025-2026	In Progress	13,000.00	-	13,000.00

Information Technology				
None				
Administration				
None				
Golf Course				
None				
Police				
Replace Gate Motor - 2023-2024	In Progress	15,000.00	-	15,000.00
CJIS Update - 2024-2025	In Progress	5,500.00	3,744.00	1,756.00
Temperature Control Service/911 - 2024-2025	In Progress	14,000.00	5,364.07	8,635.93
Purchase of (3) Vehicles - 2025-2026	In Progress	350,000.00	5,785.22	344,214.78
Replace PD Building Camera Storage	In Progress	12,000.00	-	12,000.00
Server Relocation - 2025-2026	In Progress	28,000.00	-	28,000.00
Public Works				
Concrete Saw - 2025-2026	In Progress	6,256.00	-	6,256.00
Vibratory Plate Compactor - 2025-2026	In Progress	1,595.00	-	1,595.00
Jumping Jack - 2025-2026	In Progress	2,998.00	-	2,998.00
15' Batwing Mower - 2025-2026	In Progress	29,000.00	-	29,000.00
Zero Turn Mower - 2025-2026	In Progress	14,000.00	-	14,000.00
Total Funding Fund 22 - Vehicle & Equipment Replacement		\$ 588,849.00	\$ 64,700.99	\$ 526,354.61

Fund 23 - Technology Fund				
None				
Total Funding Fund 23 - Technology Fund		\$ -	\$ -	\$ -

Fund 25 - Projects Fund				
Admin				
Infrastructure OA Fleming Streets - 2023-2024	In Progress	1,401,353.97	-	1,401,353.97
Water/Sewer				
Infrastructure OA Fleming W/S - 2023-2025	In Progress	1,000,000.00	-	1,000,000.00
Lift Station - 2023-2025	In Progress	2,298,646.03	1,622,006.22	676,639.81
WWTP Improvements Grant Overage (D300) - 2023-2025	In Progress	6,754,500.00	5,395,899.00	1,358,601.00
Public Works				
None				
Total Funding Fund 25 - Projects Fund		\$ 11,454,500.00	\$ 7,017,905.22	\$ 4,436,594.78

Grant Funded Projects (Various Funds)				
Administration				
GLO Beach Maintenance Grant - 2024-2025	In Progress	473,943.00	-	473,943.00
EDA Brownfield Grant - 2024-2025	In Progress	500,000.00	7,400.00	492,600.00
Fire/EMS				
FEMA SAFER - Fire Staffing Reimbursement - 2025-2028	In Progress	964,345.95	-	964,345.95
FEMA AFG - Self-Contained Breathing Apparatus - 2025	In Progress	108,900.00	-	108,900.00
Police				
OOG - Rifle Resistant Body Armor - 2025-2026	In Progress	21,720.00	-	21,720.00
OOG - Dispatch Console Replacement - 2025-2026	In Progress	97,482.63	-	97,482.63
OOG - Resilient Backup and Network Modernization - 2025-2026	In Progress	86,420.48	-	86,420.48
OOG - Radio System Modernization - 2025-2026	In Progress	116,398.46	-	116,398.46
Public Works				
TDEM MIT - Lift Station #3 Generator - 2023-2025	In Progress	36,000.00	36,000.00	-
TDEM MIT - Lift Station #4 Generator - 2023-2025	In Progress	36,000.00	36,000.00	-
TDEM MIT - Lift Station #14 Generator - 2023-2025	In Progress	36,000.00	36,000.00	-
TDEM MIT - City Hall Generator - 2024-2025	In Progress	425,000.00	72,090.00	352,910.00
TDEM MIT - Riverplace Generator - 2024-2025	In Progress	143,000.00	-	143,000.00
TDEM MIT - Service Center Generator - 2024-2025	In Progress	200,000.00	69,300.00	130,700.00
Water/Sewer				
CDGB MIT Harvey - WWTP Improvements (D300) - 2021-2025	In Progress	5,991,468.00	5,835,362.87	156,105.13
CDBG MIT Water Improvements (E164) - 2023-2026	In Progress	1,868,000.00	54,626.00	1,813,374.00
Total Funding Grant Projects		\$ 10,130,735.52	\$ 6,139,378.87	\$ 4,957,899.65



City of Freeport

General Fund

Schedule of Revenues & Expenditures - Budget vs Actuals

For the Period End Jan 2026

	Current Fiscal Year, 2025-2026					Prior Year
	Budget FY 2025-2026	Jan-2026 Actual	Year-to-Date Actual	Y-T-D Variance	Y-T-D % of Budget	Jan-2026 Y-T-D Actual
RESOURCES						
Property Taxes	3,419,000	1,015,398	1,858,109	(1,560,891)	54.3%	1,754,841
Industrial Taxes	10,475,000	306,349	3,667,791	(6,807,209)	35.0%	3,151,620
Sales Tax	2,680,000	190,772	404,197	(2,275,803)	15.1%	395,042
Franchise & Other Taxes	689,000	74,709	270,944	(418,056)	39.3%	263,893
Permits	152,800	16,393	69,207	(83,593)	45.3%	58,738
EMS	999,500	8,016	355,128	(644,372)	35.5%	371,697
Garbage	790,600	67,891	272,622	(517,978)	34.5%	261,666
Recreation/Rental	96,300	8,694	29,883	(66,417)	31.0%	28,088
Golf	1,198,300	94,753	416,049	(782,251)	34.7%	352,995
Municipal Court	230,050	14,795	62,275	(167,775)	27.1%	76,842
Grants	-	-	-	-	#DIV/0!	13,335
Lease Income	134,545	-	8,875	(125,670)	6.6%	27,315
Interest Earned	330,000	-	95,917	(234,083)	29.1%	107,476
Insurance Recovery	35,000	-	-	(35,000)	0.0%	196,162
Miscellaneous	150,350	18,227	703,001	552,651	467.6%	108,060
Transfers In	169,635	14,136	56,545	(113,090)	33.3%	-
TOTAL ACTUAL RESOURCES	\$ 21,550,080.00	\$ 1,830,134.23	\$ 8,270,542.37	\$ (13,279,537.63)	38.4%	\$ 7,167,768.58
Use of Fund Balance	-	-	-	-	-	-
TOTAL RESOURCES	\$ 21,550,080.00	\$ 1,830,134.23	\$ 8,270,542.37			\$ 7,167,768.58
EXPENDITURES						
Administration	2,303,455	256,080	1,009,910	(1,293,545)	43.8%	696,589
Information Technology	307,450	51,239	162,010	(145,440)	52.7%	217,513
Service Center	221,240	16,557	63,818	(157,422)	28.8%	81,657
Municipal Court	257,280	20,065	75,670	(181,610)	29.4%	99,877
Police	7,150,761	441,789	1,990,454	(5,160,307)	27.8%	2,062,097
Fire	2,093,076	102,591	417,068	(1,676,008)	19.9%	686,275
EMS	1,353,560	84,065	380,559	(973,001)	28.1%	387,868
Building	495,859	36,123	121,919	(373,940)	24.6%	178,622
Garbage Collection	755,000	62,270	187,810	(567,190)	24.9%	229,856
Street & Drainage	1,571,705	119,454	464,887	(1,106,818)	29.6%	507,819
Beach Fund Expense	42,850	-	328	(42,522)	0.8%	451
Main Street	153,560	9,826	77,676	(75,884)	50.6%	7,477
Historical Museum	346,419	11,828	75,038	(271,381)	21.7%	83,940
Sr Citizens Commission	18,000	1,543	7,263	(10,737)	40.3%	3,810
Library	42,200	1,621	7,727	(34,473)	18.3%	8,839
Parks	1,267,715	75,664	339,259	(928,456)	26.8%	480,305
Golf	1,537,973	108,934	455,439	(1,082,534)	29.6%	408,041
Recreation	488,381	26,303	118,882	(369,499)	24.3%	89,861
Transfers Out	686,849	57,237	228,950	(457,899)	33.3%	-
TOTAL EXPENDITURES	\$ 21,093,333.00	\$ 1,483,187.29	\$ 6,184,666.49	\$ (14,908,666.51)	29.3%	\$ 6,230,897.77
EXCESS/(DEFICIT)	\$ 456,747.00	\$ 346,946.94	\$ 2,085,875.88			\$ 936,870.81

Notes to the Financial Statement:

- Due to timing of agenda deadlines, some revenues aren't received prior to the preparation of this report.
- It is to be expected to have revenues UNDER expenditures until after the first of the calendar year when IDA payments begin to be received, as well as property tax payments.



City of Freeport

Water & Sewer Fund

Schedule of Revenues & Expenditures - Budget vs Actuals

For the Period End Jan 2026

	Current Fiscal Year, 2025-2026					Prior Year
	Budget FY 2025-2026	Jan-2026 Actual	Year-to-Date Actual	Y-T-D Variance	Y-T-D % of Budget	Jan-2026 Y-T-D Actual
RESOURCES						
Water Revenue	5,310,218	399,209	1,639,788	(3,670,430)	30.9%	1,427,695
Sewer Revenue	3,101,000	293,097	1,126,759	(1,974,241)	36.3%	917,065
Water Tap Fee	12,000	-	-	(12,000)	0.0%	-
Sewer Tap Fee	5,000	-	-	(5,000)	0.0%	-
Connect & Penalty Fees	155,000	16,360	70,058	(84,942)	45.2%	53,336
Bad Debt Write-Off	1,000	594	3,400	2,400	340.0%	258
Interlocal Revenue	30,000	-	-	(30,000)	0.0%	-
Interest Earned	15,000	-	15,616	616	104.1%	2,512
Misc. Income	100	3,255	7,595	7,495	100.0%	10,647
Returned Check Fees	1,400	180	690	(710)	49.3%	500
Utility Reimbursements	145,000	-	12,942	(132,058)	8.9%	24,364
Grant - CDBG GLO	-	-	-	-	0.0%	235,661
TOTAL ACTUAL RESOURCES	\$ 8,775,718.00	\$ 712,693.55	\$ 2,876,847.28	\$ (5,898,870.72)	32.8%	\$ 2,672,036.52
Use of Fund Balance	-	-	-	-	-	-
TOTAL RESOURCES	\$ 8,775,718.00	\$ 712,693.55	\$ 2,876,847.28			\$ 2,672,036.52
EXPENDITURES						
Salaries	181,880	12,652	48,923	(132,957)	26.9%	33,090
Benefits	93,741	6,205	22,866	(70,875)	24.4%	16,576
Supplies	38,500	17,814	22,268	(16,232)	57.8%	10,094
Services	7,366,600	590,010	2,234,551	(5,132,049)	30.3%	1,924,767
Maintenance	14,000	-	20,429	6,429	145.9%	17,160
Sundry	31,950	-	31,005	(945)	97.0%	28,751
Capital Outlay	258,008	4,710	52,585	(205,423)	20.4%	871,821
Transfer to Debt Service	641,039	53,420	213,680	(427,359)	33.3%	301,650
Transfer to General Fund	150,000	12,500	50,000	(100,000)	33.3%	-
TOTAL EXPENDITURES	\$ 8,775,718.00	\$ 697,310.11	\$ 2,696,306.65	\$ (6,079,411.35)	30.7%	\$ 3,203,909.62
EXCESS/(DEFICIT)	\$ -	\$ 15,383.44	\$ 180,540.63			\$ (531,873.10)

Notes to the Financial Statement:

Revenues have trended OVER expenditures for the past 2 months. This is an improvement when compared to previous years.



City of Freeport
Fund Balance Summary
For the Period End Jan 2026

	Unaudited Fund Balance 9/30/2025	Year-to-Date Revenue	Year-to-Date Expense	Transfers In/(Out)	Unaudited Fund Balance 9/30/2026
OPERATING FUNDS					
10 - General Fund	11,933,411.13	8,270,542.37	6,183,425.90	-	14,020,527.60
56 - Water / Sewer Fund	29,803,348.80	2,876,847.28	2,696,306.65	-	29,983,889.43
	\$ 41,736,759.93	\$ 11,147,389.65	\$ 8,879,732.55	\$ -	\$ 44,004,417.03
RESERVE FUNDS					
64 - Debt Service Fund	520,905.00	481,609.83	-	-	1,002,514.83
	\$ 520,905.00	\$ 481,609.83	\$ -	\$ -	\$ 1,002,514.83
BOND/CAPITAL PROJECT FUNDS					
66 - 2020 CO Bond CIP Fund	1,067,587.44	8,967.06	-	-	1,076,554.50
67 - 2021 CO Bond CIP Fund	2,000,031.01	19,383.87	-	-	2,019,414.88
68 - AMI Water Meter Project Fund	329,871.33	2,768.04	-	-	332,639.37
	\$ 3,397,489.78	\$ 31,118.97	\$ -	\$ -	\$ 3,428,608.75
INTERNAL SERVICE FUNDS					
14 - Street & Drainage Fund	2,747,743.31	23,079.29	-	-	2,770,822.60
21 - Facilities & Grounds Fund	2,201,124.25	28,476.71	24,946.22	-	2,204,654.74
22 - Vehicle & Equipment Fund	14,138.29	219,775.54	16,087.02	-	217,826.81
23 - IT Fund	223,591.94	1,878.04	-	-	225,469.98
	\$ 5,186,597.79	\$ 273,209.58	\$ 41,033.24	\$ -	\$ 5,418,774.13
SPECIAL PURPOSE FUNDS					
16 - Marina Operations Fund	1,114.08	71.31	-	-	1,185.39
18 - Hotel-Motel Tax Fund	393,267.13	5,905.33	5,000.00	-	394,172.46
24 - City-EDC Projct Fund	48,998.75	19,916.41	6,545.00	-	62,370.16
25 - Port Projects Fund	3,630,016.91	30,807.19	985,669.50	-	2,675,154.60
40 - Court Technology Fund	22,752.47	199.17	-	-	22,951.64
41 - Court Security Fund	111,000.46	940.30	-	-	111,940.76
42 - Combined Muni Court Bldg Sec & Tech	746.05	3,556.15	-	-	4,302.20
43 - State Narcotics/Chapter 59 Fund	217,879.56	1,584.72	-	-	219,464.28
44 - Federal Narcotics/EQ Share Fund	-	-	-	-	-
45 - Civil Service Commission Fund	-	-	172.78	-	(172.78)
70 - TIRZ No. 1 Fund	963,358.39	33,294.04	51,791.10	-	944,861.33
71 - Freeport 19 LLC Development	155.49	7,294.78	7,150.00	-	300.27
	\$ 5,389,289.29	\$ 103,569.40	\$ 1,056,328.38	\$ -	\$ 4,436,530.31
GRANT FUNDS					
12 - City Grants	(1,265,145.20)	-	85,790.00	-	(1,350,935.20)
17 - Beach Maintenance Fund	-	-	-	-	-
100 - Hurricane Beryl Fund	(1,741,751.31)	-	140.00	-	(1,741,891.31)
	\$ (3,006,896.51)	\$ -	\$ 85,930.00	\$ -	\$ (3,092,826.51)
OTHER FUNDS					
80 - Capital Assets	(9,518,678.91)	-	-	-	(9,518,678.91)
87 - Clearing Fund	-	-	-	-	-
90 - Long-Term Liabilities	(13,009,139.81)	-	-	-	(13,009,139.81)
	\$ (22,527,818.72)	\$ -	\$ -	\$ -	\$ (22,527,818.72)
EDC FUNDS					
30 - Economic Development Fund	4,697,675.69	240,106.21	399,083.39	-	4,538,698.51
31 - EDC Projects Fund	1,543,299.04	216,666.68	633,704.00	-	1,126,261.72
33 - EDC Marketing Fund	150,721.91	25,000.00	1,266.31	-	174,455.60
34 - Series 2001 - Debt Svc Fund	17,904.16	133.92	-	-	18,038.08
	\$ 6,409,600.80	\$ 481,906.81	\$ 1,034,053.70	\$ -	\$ 5,857,453.91
TOTAL CITY FUNDS	30,696,326.56	12,036,897.43	10,063,024.17	-	32,670,199.82
TOTAL EDC FUNDS	6,409,600.80	481,906.81	1,034,053.70	-	5,857,453.91
TOTAL ALL FUNDS	\$ 37,105,927.36	\$ 12,518,804.24	\$ 11,097,077.87	\$ -	\$ 38,527,653.73

Notes to the Financial Statement:

As year-end entries are booked for FY2025, fund balances could change until the audit is complete.



City of Freeport
Cash Balance Summary
For the Period End Jan 2026

	Unaudited Cash Balance 9/30/2025	Year-to-Date Activity	Unaudited Cash Balance 9/30/2026
OPERATING FUNDS			
10 - General Fund	13,786,036.41	659,785.13	14,445,821.54
56 - Water / Sewer Fund	1,411,487.84	4,291.85	1,415,779.69
30 - EDC Fund	2,217,043.68	5,781.06	2,222,824.74
	<u>\$ 17,414,567.93</u>	<u>\$ 669,858.04</u>	<u>\$ 18,084,425.97</u>
RESERVE FUNDS			
64 - Debt Service Fund	756,961.08	194,966.25	951,927.33
	<u>\$ 756,961.08</u>	<u>\$ 194,966.25</u>	<u>\$ 951,927.33</u>
BOND/CAPITAL PROJECT FUNDS			
66 - 2020 CO Bond CIP Fund	1,076,554.50	-	1,076,554.50
67 - 2021 CO Bond CIP Fund	2,019,414.88	-	2,019,414.88
68 - AMI Water Meter Project Fund	332,639.37	-	332,639.37
	<u>\$ 3,428,608.75</u>	<u>\$ -</u>	<u>\$ 3,428,608.75</u>
INTERNAL SERVICE FUNDS			
14 - Street & Drainage Fund	2,770,822.60	-	2,770,822.60
21 - Facilities & Grounds Fund	2,212,859.94	(8,205.20)	2,204,654.74
22 - Vehicle & Equipment Fund	168,874.61	48,952.20	217,826.81
23 - IT Fund	225,469.98	-	225,469.98
	<u>\$ 5,378,027.13</u>	<u>\$ 40,747.00</u>	<u>\$ 5,418,774.13</u>
SPECIAL PURPOSE FUNDS			
16 - Marina Operations Fund	1,185.39	-	1,185.39
18 - Hotel-Motel Tax Fund	391,416.97	2,755.49	394,172.46
24 - City-EDC Project Fund	64,006.41	(1,636.25)	62,370.16
25 - Port Projects Fund	2,688,754.60	(13,600.00)	2,675,154.60
40 - Court Technology Fund	22,951.64	-	22,951.64
41 - Court Security Fund	111,940.76	-	111,940.76
42 - Combined Muni Court Bldg Sec & Tech	3,409.05	893.15	4,302.20
43 - State Narcotics/Chapter 59 Fund	219,464.28	-	219,464.28
44 - Federal Narcotics/EQ Share Fund	-	-	-
45 - Civil Service Commission Fund	-	(172.78)	(172.78)
70 - TIRZ No. 1 Fund	944,861.33	-	944,861.33
71 - Freeport 19 LLC Development	17,380.21	-	17,380.21
	<u>\$ 4,465,370.64</u>	<u>\$ (11,760.39)</u>	<u>\$ 4,453,610.25</u>
GRANT FUNDS			
12 - City Grants	(1,292,235.20)	(58,700.00)	(1,350,935.20)
17 - Beach Maintenance Fund	-	-	-
100 - Hurricane Beryl Fund	(1,741,891.31)	-	(1,741,891.31)
	<u>\$ (3,034,126.51)</u>	<u>\$ (58,700.00)</u>	<u>\$ (3,092,826.51)</u>
TOTAL CITY FUNDS	<u><u>\$ 28,409,409.02</u></u>	<u><u>\$ 835,110.90</u></u>	<u><u>\$ 29,244,519.92</u></u>

Notes to the Financial Statement:

As year-end entries are booked for FY2025, cash balances could change until the audit is complete.

Report Certification



City of Freeport

Monthly Financial Report

Prepared by: Ashlee Hurst, CGFO – Finance Director

For the Month Ended January 2026

Certification of Report Accuracy

I hereby certify that the financial statements and supporting schedules contained in this Monthly Financial Report for the period ending **January 2026** are true and correct to the best of my knowledge.

This report reflects the financial condition of the City of Freeport based on the information available at the time of preparation and has been prepared in accordance with generally accepted accounting principles (GAAP) and applicable City policies.

Ashlee Hurst

2/5/2026

Signature

Date



City Council Agenda Item #[4.A]

Title: Consideration and possible action approving Resolution No. 2026-3033 adding Section 9.21 to the Personnel Policy Manual.

Date: February 17, 2026

From: Dr. Danielle Kelly

Staff Recommendation: Staff recommends adoption of Section 9.21 of the Personnel Policy Manual, establishing step-up pay for certified public safety employees temporarily assigned to perform the full range of duties of a higher-classified position.

Item Summary: Section 9.21 applies exclusively to employees in certified public safety classifications who are temporarily assigned to perform the full scope of responsibilities of a higher-classified position on a short-term basis. When such assignments occur due to an absence or vacancy, the employee will be compensated at **two (2) steps above their regular rate of pay** or a **minimum of five percent (5%)** for the duration of the assignment. This policy clarifies that step-up assignments are temporary in nature and **do not constitute a promotion**, nor are they subject to the City's formal promotion process outlined in Section 3.08. The policy ensures fair compensation while preserving management flexibility and maintaining compliance with established promotion procedures.

Background Information: From time to time, operational needs require certified public safety employees to temporarily assume the full duties of a higher-classified position due to an employee's absence or a vacancy in that position. Currently, compensation practices for such temporary assignments are not clearly defined in policy. The proposed Step-Up Pay policy formalizes compensation for these short-term assignments while maintaining consistency with the City's existing promotion framework.

Special Considerations:

Financial Impact: Any fiscal impact will be limited to the duration of temporary assignments and will be absorbed within existing departmental budgets. Step-up pay will only apply when an employee is assigned to perform the full range of duties of a higher-classified position.

Board or 3rd Party Recommendation:

Supporting Documentation:

1. Resolution Step Up Pay Policy Public Safety 2026
2. Step Up Pay Policy

RESOLUTION NO. 2026-3033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, ADOPTING A POLICY PROVIDING FOR STEP UP PAY FOR TEMPORARY DUTIES IN A HIGHER JOB CLASSIFICATION FOR CITY EMPLOYEES IN CERTIFIED PUBLIC SAFETY POSITIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Freeport, Texas, recognizes the value of employees performing duties of a higher-classified position on a short-term basis related to certified public safety positions; and

WHEREAS, under current policy, there is no financial incentive for employees in to certified public safety positions to perform duties of a higher-classified position on a short-term basis; and

WHEREAS, the City desires to a policy under which employees in certified public safety positions that perform duties of a higher-classified position on a short-term basis shall receive a higher rate of pay, while performing said duties; and

WHEREAS, the City Council finds that adopting a “Step Up Pay Policy” will support employee growth, strengthen organizational capacity, and advance the City’s mission while ensuring responsible use of public funds;

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

Section 1. Adoption of Policy

The City Council hereby adopts the **Step Up Pay Policy For Temporary Duties In a Higher Classification for Certified Public Safety Positions**, which establishes guidelines under which a certified public safety employee can receive step-up pay while performing duties of a higher-classified position on a short-term basis. A copy of said policy being attached to this Resolution as Exhibit A.

Section 2. Administration

The City Manager, or designee, is authorized to administer and implement this policy and to establish any necessary procedures consistent with this resolution.

Section 3. Effective Date

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED this _____ day of _____, 2026.

Jerry Cain, Mayor
City of Freeport, Texas

Clarisa Fernandez, City Secretary
City of Freeport, Texas

Christopher Duncan, City Attorney
City of Freeport, Texas

EXHIBIT A

9.21 STEP UP PAY (TEMPORARY DUTIES IN HIGHER CLASSIFICATION)

Step up pay applies only to employees in certified public safety positions who are temporarily assigned to perform the full range of duties of a higher-classified position on a short-term basis. Such assignments may occur due to the absence of an employee in the higher-classified position or a vacancy in that position.

Employees assigned under this provision will be compensated at **two (2) steps above their regular rate of pay** or a **minimum of five percent (5%)**, as approved, for the duration of the temporary assignment. Temporary assignments under this section are **not subject to the City's formal promotion policy** as outlined in Section 3.08.

9.21 STEP UP PAY (TEMPORARY DUTIES IN HIGHER CLASSIFICATION)

Step up pay applies only to employees in certified public safety positions who are temporarily assigned to perform the full range of duties of a higher-classified position on a short-term basis. Such assignments may occur due to the absence of an employee in the higher-classified position or a vacancy in that position.

Employees assigned under this provision will be compensated at **two (2) steps above their regular rate of pay** or a **minimum of five percent (5%)**, as approved, for the duration of the temporary assignment. Temporary assignments under this section are **not subject to the City's formal promotion policy** as outlined in Section 3.08.



City Council Agenda Item #[4.B]

Title: Consideration and possible action approving Resolution No. 2026-3034 adding Section 9.22 to the Personnel Policy Manual.

Date: February 17, 2026

From: Dr. Danielle Kelly

Staff Recommendation: Staff recommends adoption of Section 9.22 of the Personnel Policy, establishing temporary interim pay for eligible at-will employees assigned to perform the full range of duties of a higher-classified position on an extended-term basis.

Item Summary: Section 9.22 applies to **at-will positions that are vacant** and require approval by both the **Department Head and City Manager**. Interim pay may be provided when an employee is temporarily assigned to perform the full scope of responsibilities of a higher-classified position for **30 days or more**, due to an extended absence or vacancy. This provision does not apply to positions that automatically assume the duties of a higher classification as part of their job description. Eligible employees may receive an increase in pay of **up to five percent (5%)** or the **minimum of the salary range for the higher-classified position**, whichever is applicable, for the duration of the interim assignment. Temporary interim assignments under this section are expressly **not subject to the City's formal promotion policy** outlined in Section 3.08.

Background Information: Occasionally, the City experiences extended vacancies or prolonged absences in at-will positions that require continuity of leadership or operational oversight. In these situations, an existing employee may be temporarily assigned to perform the full range of duties of a higher-classified position for an extended period.

The proposed Temporary Interim Pay policy provides a structured and equitable compensation approach for these extended-term assignments while preserving the City's formal promotion procedures.

Special Considerations:

Financial Impact: Fiscal impacts associated with temporary interim pay are limited in scope and duration and will be evaluated and approved on a case-by-case basis. Any associated costs will be managed within existing departmental budgets, subject to City Manager approval.

Board or 3rd Party Recommendation:

Supporting Documentation:

1. Resolution Interim Pay At Will Policy 2026

979.233.3526 Fax 979.233.8867



1201 North Avenue H. Freeport, TX 77541

2. Stipend policies

RESOLUTION NO. 2026-3034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, ADOPTING A POLICY PROVIDING TEMPORARY INTERIM PAY FOR EMPLOYEES PERFORMING DUTIES IN A HIGHER JOB CLASSIFICATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Freeport, Texas, recognizes the value of employees performing duties of a higher-classified position on a short-term basis; and

WHEREAS, under current policy, there is no financial incentive for at-will employees to perform duties of a higher-classified position on a short-term basis; and

WHEREAS, the City desires to a policy under which at-will employees that perform duties of a higher-classified position on a short-term basis shall receive a higher rate of pay, while performing said duties; and

WHEREAS, the City Council finds that adopting a “Temporary Interim Pay Policy” will support employee growth, strengthen organizational capacity, and advance the City’s mission while ensuring responsible use of public funds;

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

Section 1. Adoption of Policy

The City Council hereby adopts the **Temporary Interim Pay Policy** for at-will employees which establishes guidelines under which an at-will employee can receive temporary interim pay while performing duties of a higher-classified position on a short-term basis. A copy of said policy being attached to this Resolution as Exhibit A.

Section 2. Administration

The City Manager, or designee, is authorized to administer and implement this policy and to establish any necessary procedures consistent with this resolution.

Section 3. Effective Date

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED this _____ day of _____, 2026.

Jerry Cain, Mayor
City of Freeport, Texas

Clarisa Fernandez, City Secretary
City of Freeport, Texas

Christopher Duncan, City Attorney
City of Freeport, Texas

EXHIBIT A

9.22 TEMPORARY INTERIM PAY

Temporary interim pay may apply to **at-will positions** that are vacant and require coverage on an extended-term basis. All interim pay assignments must receive prior approval from the **Department Head and City Manager**.

An employee who is temporarily assigned to perform the **full range of duties of a higher-classified position** for an extended period of **thirty (30) days or more**, due to the extended absence of an employee in a higher-classified position or the vacancy of such position, may be eligible for temporary interim pay.

Eligible employees may receive a temporary increase in pay of **up to five percent (5%)** or the **minimum of the salary range for the higher-classified position**, as approved, for the duration of the interim assignment.

Temporary interim assignments under this section **do not constitute a promotion** and are **not subject to the City's formal promotion policy** under Section 3.08.

9.22 TEMPORARY INTERIM PAY

Temporary interim pay may apply to **at-will positions** that are vacant and require coverage on an extended-term basis. All interim pay assignments must receive prior approval from the **Department Head and City Manager**.

An employee who is temporarily assigned to perform the **full range of duties of a higher-classified position** for an extended period of **thirty (30) days or more**, due to the extended absence of an employee in a higher-classified position or the vacancy of such position, may be eligible for temporary interim pay.

Eligible employees may receive a temporary increase in pay of **up to five percent (5%)** or the **minimum of the salary range for the higher-classified position**, as approved, for the duration of the interim assignment.

Temporary interim assignments under this section **do not constitute a promotion** and are **not subject to the City's formal promotion policy** under Section 3.08.



City Council Agenda Item #[4.C]

Title: Consideration and possible action to authorize the establishment and recruitment of an Assistant City Manager position.

Date: February 17, 2026

From: Dr. Danielle Kelly

Staff Recommendation: Authorize the establishment of the Assistant City Manager position as classified, approve the associated job description, and authorize the City Manager to proceed with recruitment and hiring in accordance with the City's personnel policies and adopted budget.

Item Summary: The City Manager recommends establishment of an Assistant City Manager (ACM) position to strengthen executive leadership capacity, enhance organizational oversight, and support implementation of City Council priorities. The ACM will provide senior-level management support across assigned departments, improve cross-departmental coordination, and ensure continuity of leadership during periods of operational complexity, emergency response, or the absence of the City Manager. Authorization of this item allows the City to initiate recruitment for a highly qualified professional consistent with recognized local government management standards. Consideration of funding for the position will occur under a separate agenda item addressing proposed budget amendments.

Background Information: As the City of Freeport continues to address organizational, operational, and strategic priorities, the scope and complexity of municipal operations have increased. The City Manager currently maintains direct oversight of numerous departments and initiatives that require sustained executive attention, coordination, and follow-through. The establishment of an Assistant City Manager position is consistent with best practices in council-manager forms of government and is commonly utilized to enhance organizational stability, executive capacity, and service delivery. The ACM will function as a senior member of the executive leadership team and will act with delegated authority as assigned by the City Manager.

Special Considerations: The Assistant City Manager position is structured to reflect professional management standards and expectations for ethical leadership, accountability, and operational excellence. The job description emphasizes integrity, sound judgment, and adherence to public service values. Preferred qualifications include membership or eligibility for membership in recognized professional local government management organizations, reinforcing expectations for ethical conduct and professional accountability.

The position is designated as disaster essential and will play a key role in continuity of operations and emergency response coordination.



Financial Impact: The proposed Assistant City Manager position will be classified as a salaried, exempt executive position with a proposed annual salary of \$155,969, established at parity with the Chief of Police. The Chief of Police oversees approximately 55 employees and leads one of the City's largest and most operationally critical departments. Salary parity reflects comparable organizational responsibility, leadership expectations, and emergency management roles.

Funding for the Assistant City Manager position is addressed under a separate agenda item on this meeting agenda that includes proposed budget amendments. Approval of this item authorizes the establishment and recruitment of the position; consideration of funding will occur under the related budget amendment agenda item. No immediate capital expenditures are associated with the establishment of this position.

Board or 3rd Party Recommendation:

Supporting Documentation:

1. Assistant City Manager - Revised 020426



1201 N Ave H, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Assistant City Manager
DEPARTMENT: General Administration
RATE CLASS: Salary/Administrative Exemption
REPORTS TO: City Manager
SHIFT: 8AM-5PM, M-F (may be adjusted at the discretion of the City of Freeport as operational needs require)

EDUCATION/EXPERIENCE

REQUIREMENTS: Bachelor's degree in public administration, business administration, political science, or a closely related field. Master's degree in Public Administration, Business Administration, or related field preferred. Membership in the International City/County Management Association and/or the Texas City Management Association, or eligibility for membership, preferred. Minimum of five (5) years of progressively responsible executive or senior-level managerial experience in local government or a comparable public organization, or an equivalent combination of education and experience. Demonstrated experience overseeing multiple functional areas and advising executive leadership is required.

JOB SUMMARY: Responsibilities include executive-level oversight and management of assigned municipal departments and operations, including employee management, departmental budget preparation, procurement oversight, customer service functions, and oversight of facilities, fleet, and equipment management as assigned. The Assistant City Manager serves as a senior advisor and operational partner to the City Manager and provides highly responsible and complex administrative leadership supporting City operations, strategic initiatives, and interdepartmental coordination.

SPECIAL SKILLS: Demonstrated executive leadership, sound judgment, and the ability to manage complex organizational issues. Must possess a high level of integrity, ethical conduct, and professional standards consistent with public service values. Excellent interpersonal, verbal, and written communication skills suitable for executive leadership, elected officials, staff, and the public. Ability to maintain confidentiality and exercise discretion in sensitive matters. Strong financial, operational, and analytical skills, including knowledge of budgeting, accounting principles, and internal controls.

Working knowledge of applicable employment, payroll, and human resource–related laws, practices, and policies as they relate to municipal operations. Proficient in modern office technology and information systems relevant to municipal operations.

KNOWLEDGE OF: Applicable federal, state, and local statutes and regulations; principles of public administration and municipal management; accounting and finance principles; organizational development and performance management; supervisory and leadership practices; budget forecasting and preparation techniques; and the functional relationships between municipal departments.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Manages and directs the work of assigned personnel; delegates, reviews, and evaluates work assignments; participates in the recruitment, selection, training, and performance evaluation of assigned staff.
- Works closely with the City Manager and executive leadership team to define and achieve strategic goals, operational objectives, and organizational priorities.
- Provides executive leadership to foster cross-departmental collaboration, accountability, and continuous improvement.
- Establishes strategic goals, objectives, budgets, resource allocations, and expenditure controls for assigned departments.
- Prepares and presents staff reports, agenda items, performance evaluations, memoranda, plans, specifications, and policy analyses for the City Manager and City Council.
- Makes recommendations to the City Manager; formulates, interprets, and implements City policies and administrative regulations, and operational procedures.
- Works with department directors in the preparation, administration, and monitoring of departmental and citywide budgets.
- Provides leadership on strategic initiatives and complex projects through project management and the preparation and delivery of oral and written reports to the City Council, boards, commissions, citizen groups, and City staff.
- Provides coordination and policy guidance on major municipal projects and complex operational issues; coordinates activities across departments and external partners.
- Serve as project manager for projects of varying scope, complexity and duration.
- Maintain effective working relationships with residents, businesses, developers, elected officials, and regional partners.
- Evaluates service delivery methods, workflow processes, and organizational performance, and recommends improvements to enhance efficiency and effectiveness.
- Manages assigned city departments at the direction of the City Manager.
- Resolves complex or escalated customer service issues and complaints.
- Participates in the development and management of the City’s annual operating and capital budgets.
- Promotes an effective, responsive, value based organizational culture.
- Develops, evaluates, and implements new programs or enhancements to existing programs; conducts operational analysis and makes recommendations regarding organizational structure and service delivery.
- Actively participate in the development of the city’s strategic goals and long-range plans.

- Actively take part in the advancement and promotion of developing and maintaining effective methods of customer service and communications.
- Supports and enhances the City's communication, transparency, and community engagement strategies.
- Assist the City Manager in developing strategies for negotiating contracts, interlocal agreements, and economic development initiatives.
- Monitors federal and state legislative activity impacting municipal operations and provides analysis as appropriate.
- Prepares executive briefs, policy analyses, and discussion points for the City Manager, Mayor, and City Council as needed.
- Serving as Acting City Manager in the absence of the City Manager.
- Serve as Acting Department Director as needed.
- Performs other duties as assigned.

OTHER DUTIES: This job description is intended to describe the general nature and level of work performed by the Assistant City Manager and is not intended to be all inclusive.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Maintain a valid Texas driver's license and be able to travel as required. Must be able to lift a minimum of 15 pounds. Must be able to sit, stand, type, and write for extended periods. Must be able to attend evening meetings and work extended or irregular hours as operational needs require.

Mental: Must demonstrate the ability to work effectively with others and with the public in a variety of situations; manage multiple priorities; work under time constraints; analyze complex issues; exercise independent judgment; maintain confidentiality; and resolve conflicts professionally.

All municipal employees are expected to demonstrate a high level of initiative, professionalism, and commitment to the improvement of all aspects of the Freeport community. Employees must be dependable, punctual, and physically and mentally fit to perform assigned duties. This position is designated as disaster-essential and is required to be available for duty before, during, and after emergency events, including natural disasters, as directed.

Employee Signature

Date



City Council Agenda Item #[4.D]

Title: Consideration and possible action approving Resolution No. 2026-3035 to approve Veolia temporary contract extension.

Date: February 17, 2026

From: Dr. Danielle Kelly

Staff Recommendation: Approve the one-month extension of the existing agreement with Veolia Water North America-Central, LLC for continued operations, maintenance, and management of the City's water utility through March 31, 2026, under the same scope of work and rates of compensation.

Item Summary: The City of Freeport and Veolia entered into a contract on September 14, 2015, for operations, maintenance, and management of the City's water utility. The contract was scheduled to expire on September 30, 2025 but was extended until December 31, 2025. A two-month extension was approved in December 2025. Due to the City's prior notice of termination, the contract is not automatically renewed for an additional ten years. This amendment provides for a one-month extension to allow additional time to negotiate a new long-term agreement.

Background Information: The existing Veolia agreement has governed the City's water utility operations since 2015. As the expiration date approached, the City provided a notice of termination, preventing an automatic ten-year renewal. To ensure continuity of water utility services during ongoing negotiations, both parties agreed to extend the contract until March 31, 2026, with no changes to scope, rates, or other terms.

Special Considerations:

- The extension maintains uninterrupted water utility operations while protecting the City from a long-term commitment during negotiations.
- No changes to service scope, rates, or conditions are included in this amendment.
- The short-term extension provides flexibility for the City to finalize terms in the best interest of residents.

Financial Impact: There is no increase in cost to the City, as the extension continues under the same rates and terms as the existing agreement. All financial obligations remain consistent with prior contract provisions.

Board or 3rd Party Recommendation: No outside board action is required. Staff and legal counsel support this short-term extension as prudent to ensure service continuity while negotiations for a revised or new agreement proceed.



Supporting Documentation:

1. RESOLUTION VEOLIA 3 EXTENSION DUNCAN 020926
2. Freeport TX - Veolia Extension (1 month) 020926

RESOLUTION NO. 2026-3035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FREEPORT APPROVING AN EXTENSION OF THE CONTRACT WITH VEOLIA WATER NORTH AMERICA-CENTRAL, LLC TO CONTINUE TO PROVIDE OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES RELATED TO THE CITY'S WATER UTILITY AND AUTHORIZING THE MAYOR OR CITY MANAGER TO SIGN SAID EXTENSION AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the City entered into an agreement on September 14, 2025 with the Contractor for Operations, Maintenance, and Management Services related to the City's water utility; and

WHEREAS, the existing agreement was for a ten (10) year term commencing on October 1, 2015 and expiring on September 30, 2025; and

WHEREAS, the parties agreed that, based upon a prior notice of termination by the City, the existing agreement is not automatically extended for another ten (10) year period; and

WHEREAS, the parties entered into a three (3) month extension of the existing agreement on September 15, 2025 for Operations, Maintenance, and Management Services related to the City's water utility expiring on December 31, 2025; and

WHEREAS, the parties subsequently entered into a two (2) month extension of the existing agreement for Operations, Maintenance, and Management Services related to the City's water utility expiring on February 28, 2026; and

WHEREAS, the parties now seek an additional (1) month extension of the existing agreement expiring on March 31, 2026, with the same scope of work and rates of compensation, for the specific purpose of negotiating either a new agreement or a modified extension of the existing agreement.

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

Section 1. The City Council hereby finds that the facts set forth in the above preamble are true and correct.

Section 2. The City Council authorizes the Mayor or City Manager to execute the "Amendment to Contract for Operations, Maintenance, and Management Services" agreement attached to this Resolution as Exhibit A and incorporated herein for all purposes.

READ, PASSED AND APPROVED this ____ day of _____, 2026.

Jerry Cain, Mayor
City of Freeport, Texas

ATTEST:

APPROVED AS TO FORM:

Clarisa Fernandez, City Secretary
City of Freeport

Chris Duncan, City Attorney
City of Freeport

**AMENDMENT TO CONTRACT FOR
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
BETWEEN THE CITY OF FREEPORT AND
VEOLIA WATER NORTH AMERICA-CENTRAL, LLC**

This Amendment to Agreement is made as of the 15th day of December, 2025, by and between the CITY OF FREEPORT, TEXAS (hereinafter referred to as "City"), VEOLIA WATER NORTH AMERICA-CENTRAL, LLC, (hereinafter referred to as "Contractor").

Whereas, the City entered into an agreement on September 14, 2015 with the Contractor for Operations, Maintenance, and Management Services related to the City's water utility; and

Whereas, the existing agreement was for a 10-year term commencing on October 1, 2015 and expiring on September 30, 2025; and

Whereas, the parties agree that, based upon a prior notice of termination by the City, the existing agreement is not automatically extended for another ten (10) year period; and

Whereas, the parties entered into a three (3) month extension of the existing agreement on September 15, 2025 with the Contractor for Operations, Maintenance, and Management Services related to the City's water utility expiring on December 31, 2025; and

Whereas, the parties entered into a two (2) month extension of the existing agreement on September 15, 2025 with the Contractor for Operations, Maintenance, and Management Services related to the City's water utility expiring on February 28, 2026; and

Whereas, the parties seek a one (1) month extension of the existing agreement, under with the same scope of work and rates of compensation, for the specific purpose of negotiating either a new agreement or a modified extension of the existing agreement.

Now therefore, in consideration of the mutual covenants and promises contained herein, the City and the Contractor agree as follows:

SECTION 1 -TERM

The existing Agreement shall be extended until March 31, 2026.

SECTION 2 -PRICES, TERMS AND CONDITIONS

All other prices, terms and conditions of the Agreement, not specifically amended herein, are unchanged and shall remain in full force and effect.

SECTION 3- SEVERABILITY

Should any part, term, or provision of this amendment be by the courts decided to be illegal or in conflict with any law of the state, the validity of the remaining portions or provisions shall not be affected hereby.

SECTION 4- NOTICES

All notices and other communications required or permitted under this Agreement shall be in writing and given to:

CITY:

City of Freeport, Texas City Manager
Attn: Danielle Kelly
City of Freeport
1201 N. Avenue H
Freeport, Texas 77541

CONTRACTOR:

Veolia Water North America-Central, LLC

In Witness Whereof, the parties have made and executed this Amendment on behalf of the parties on the day and year above written.

Contractor:

Veolia Water North America-Central, LLC

By: _____

Printed Name: _____

City:

City of Freeport, Texas

By: _____

Jerry Cain, Mayor
City of Freeport, Texas



City Council Agenda Item #[4.E]

Title: Consideration and possible action to approve necessary generator utility upgrades at City Hall and the Service Center.

Date: February 17, 2026

From: Ashlee Hurst, Finance Director

Staff Recommendation: Approve the necessary gas and electrical upgrades at City Hall and the Service Center as required for the TDEM grant-funded generator installation projects and authorize the associated budget amendment.

Item Summary: Consideration and possible action to approve required gas and electrical safety upgrades associated with the Texas Division of Emergency Management (TDEM) grant-funded generator installation projects at City Hall and the Service Center, and to authorize a budget amendment to fund the work.

Background Information:

The City is currently implementing generator installation projects at City Hall and the Service Center that are funded through a Texas Division of Emergency Management (TDEM) grant. As part of the installation process, additional utility upgrades have been identified as necessary to get the facilities up to date and to allow the generator projects to proceed and remain eligible under grant requirements.

The required upgrades include:

- **City Hall:** Gas line upgrades to supply the required amount of gas
- **Service Center:** Gas line upgrades to supply the required amount of gas
- **Service Center:** Electrical upgrades for safety reasons

Completion of these upgrades is required to continue and complete the TDEM grant-funded generator installations.

Special Considerations: N/A

Financial Impact:



The total cost of the required upgrades is **\$23,465**, detailed as follows:

- City Hall gas line required upgrades: **\$5,613 (Centerpoint)**
- Service Center gas line required upgrades: **\$1,652 (Centerpoint)**
- Service Center electrical required safety upgrades: **\$16,200 (McDonald Municipal & Industrial)**

Funding for these expenditures is not currently included in the adopted budget and will require a **budget amendment**, which will be presented to City Council tonight at this meeting.

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

1. Gas Upgrades
2. Electrical Upgrades

Freeport Generators - Gas Meter Upgrades

From Riley Berkenmeier <riley@mcdonaldinc.com>

Date Tue 1/20/2026 9:58 AM

To Ashlee Hurst <ahurst@freeporttx.gov>

Cc John Perez <jrperez@freeport.tx.us>

Ashlee,

I have received pricing from CenterPoint to upgrade the gas meters at the Service Center and City Hall site. These upgrades are necessary to supply enough gas to the new generators.

Service Center - \$1652

City Hall - \$5613

Please let me know if I am approved to pay CenterPoint and bill for these charges as a change order on my next pay application. I will not charge any profit or markup on top of this.

Thank you!

Riley Berkenmeier

Project Manager / Estimator

Special Projects

McDonald Municipal & Industrial (MM&I)

Cell 281-245-7048

Office 713-921-1368

riley@mcdonaldinc.com



1/30/2026

City of Freeport
1201 N Avenue H, Freeport, TX 77541

Attn: Ashlee Hurst

RE: Freeport Service Center Generator Project

Dear Mrs. Ashlee Hurst

We are pleased to perform the work needed to bring the existing electrical equipment in the Service Center up to safe working conditions. This includes replacing the existing electrical gutter and main disconnect switch. We cannot perform any of the work in our contract until this is done as the current conditions pose significant safety concern for our electricians.

The total price for this work is **\$16,200.00**

Should you have any questions, require further clarification, or need any additional documentation, please do not hesitate to reach out at your convenience.

Sincerely,

Riley Berkenmeier
Estimator/Project Manager

Accepted: _____ Date: _____









City Council Agenda Item #[4.F]

Title: Consideration and possible action to approve a retainer agreement with Chase Consulting Solutions for grant writing services.

Date: February 17, 2026

From: Ashlee Hurst, Finance Director

Staff Recommendation: Approve the retainer agreement with Chase Consulting Solutions for grant writing services in the amount of \$6,916.67 per month for a 12-month term.

Item Summary: Consideration and possible action to approve a 12-month retainer agreement with **Chase Consulting Solutions** for professional grant writing services in the amount of **\$6,916.67 per month.**

Background Information:

The City seeks to increase external funding opportunities through foundation, state, local, and federal grants. The City onboarded with Chase Consulting Solutions in September for an initial research initiative to identify all grants the City would qualify for.

Chase Consulting Solutions submitted a retainer proposal to provide comprehensive grant writing services over a 12-month term.

Under the proposed agreement, Chase Consulting Solutions will prepare and submit:

- **Four (4) foundation grant applications**
- **Two (2) state or local government grant applications**
- **Three (3) federal grant applications**

These services are intended to support City projects and initiatives by expanding access to non-City funding sources.

Special Considerations: N/A

Financial Impact:



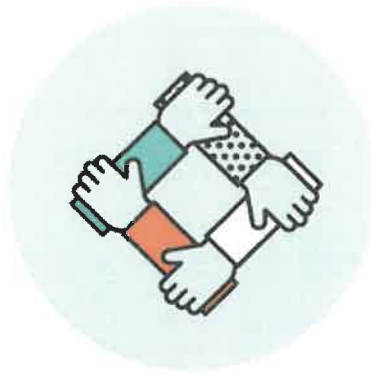
The cost of the retainer is **\$6,916.67 per month** for a total annual amount of **\$83,000** over a 12-month period. Funding for this agreement is not currently included in the adopted budget and will require a **budget amendment**.

If approved, this expenditure is included in the budget amendment being presented to Council **following this agenda item**.

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

1. Chase Consulting Solutions - Proposal



Chase Consulting Solutions

Grant Writing Retainer Package for the City of Freeport

January 30, 2026

Scope of Services

Our Scope of Services is designed to support the City of Freeport as it pursues grant funding. Our approach integrates structured funding research, competitive proposal development, and coordination with stakeholders to ensure alignment.

Proposal Development (Narratives, Budgets, and Other Required Attachments)

1. Opportunity Kickoff & Workplan

For each selected grant, we will start with a kickoff meeting and develop a detailed workplan that clarifies scoring criteria, eligibility, partnerships, technical requirements, and submission logistics. A structured timeline with internal draft deadlines and review points will be included. We will work with the organization's staff and partners to gather needed data, letters of support, and supporting documentation required for each application.

2. Narrative Design & Drafting

Our team will draft a structured outline mapped to the funder's evaluation criteria. We will prepare full narrative components including: project descriptions, needs statements, goals & outcomes, activities/work plans, and performance measures.

3. Budget Development & Budget Narrative

We will collaborate with relevant finance personnel to create compliant budgets, cost share

structures, and budget justifications consistent with funder rules. Where federal funds apply, we will ensure compliance with 2 CFR 200 and any required cost-share or match documentation. We will coordinate with city fiscal staff to validate numbers and supporting documentation.

4. Technical Review & Quality Assurance

Major submissions will undergo a senior-level technical review to ensure clarity, competitiveness, and alignment with funder expectations (as available based on timeline).

5. Submission Support

We will offer guidance with required registrations, attachment preparation, and final submission processes within Grants.gov or other required systems.

Post-Proposal & Post-Award Support

1. Post-Proposal Support

We will support the organization in responding to agency clarification requests, debriefs, and supplemental documentation requests in a timely manner.

2. Resubmission & Revision Support

We will analyze reviewer feedback for proposals that are not selected and produce revisions for improved competitiveness in future cycles.

Cost Proposal

The proposed retainer package includes grant writing and proposal development services for a total of nine (9) grant submissions: three (3) federal grants, four (4) foundation or corporate/trust grants, and two (2) state or local government grants. Services will include the development of project descriptions, narratives, objectives, intended outcomes, and all other required proposal components for submission.

The retainer fee is \$6,916.67 per month for a 12-month term, totaling \$83,000 annually.



City Council Agenda Item #[4.G]

Title: Consideration and possible action approving Ordinance No. 2026-2761 to authorize Budget Amendment #2 for FY2025-2026.

Date: February 17, 2026

From: Ashlee Hurst, Finance Director

Staff Recommendation: Staff recommends approval of the budget amendment as presented to ensure the FY 2025-2026 budget accurately reflects approved expenditures, revenues, and interfund transfers.

Item Summary: The purpose of this agenda item is to consider approval of a budget amendment to the FY 2025-2026 budget to account for personnel costs, contractual services, capital projects, equipment, facility upgrades, and interfund transfers. Several items included in this amendment are contingent upon Council approval of related agenda items prior to presentation of this budget amendment.

Background Information: During the fiscal year, operational needs, capital improvements, and externally funded projects have arisen that require budgetary adjustments. This budget amendment incorporates those changes to ensure expenditures and revenues are properly authorized and reflected in the appropriate funds.

Certain expenditures listed below will only be included in this amendment if Council approves the associated agenda items prior to consideration of this budget amendment.

Special Considerations:

Financial Impact: The proposed budget amendment includes the following adjustments:

General Fund:

- Assistant City Manager Salary & Benefits – **\$120,000** (*contingent upon prior Council approval*)
- Grant Writing Costs – Chase Consultants – **\$83,000** (*contingent upon prior Council approval*)
- City Desk Phone System – **\$20,500**
- Christmas on Main Décor – **\$30,000**
- Kimley-Horn Traffic Study – **\$7,000**
- Solar Stop Sign (4th & Pecan Street) – **\$3,150**
- Legal Fees for Civil Service Start-Up – **\$30,000**



- Conference Costs for Civil Service – **\$15,000**
- Office Supplies for Civil Service – **\$1,500**
- City Manager Education Pay Allowance – **\$300**
- City Manager Cell Phone Allowance – **\$600**
- EDC Road Overlay Project – **\$422,577**
 - EDC Road Overlay Project Expenditure – **\$422,577**
 - Revenue: EDC Payment to the City – **(\$422,577)**

General Fund Before Budget Amendment:

Total Revenue: \$21,380,445
 Total Expenses: \$20,951,398
Available Resources: \$429,047.00

General Fund After Budget Amendment:

Total Revenue: \$21,803,022
 Total Expenses: \$21,685,025
Remaining Resources: \$117,997

TIRZ Fund:

- Recreation Center Pool Project – **\$169,693**

TIRZ Fund Before Budget Amendment:

Total Revenue: \$350,000
 Total Expenses: \$0.00
Available Resources: \$350,000

TIRZ Fund After Budget Amendment:

Total Revenue: \$350,000
 Total Expenses: \$169,693
Remaining Resources: \$180,307

Court Security Fund:

- Court Security Upgrades – **\$9,000**

Court Security Fund Before Budget Amendment:

Total Revenue: \$9,000
 Total Expenses: \$0.00
Available Resources: \$429,047.00

**Court Security Fund After Budget Amendment:**

Total Revenue: \$9,000

Total Expenses: \$9,000

Remaining Resources: \$0.00**Water & Sewer Fund:**

- EDC Water Valve Project – **\$209,127**
 - Expenditure (Water/Sewer Fund): **\$209,127**
 - Revenue: EDC Payment to the City – **(\$209,127)**

Water & Sewer Fund Before Budget Amendment:

Total Revenue: \$8,775,718

Total Expenses: \$8,775,718

Available Resources: \$0.00**Water & Sewer Fund After Budget Amendment:**

Total Revenue: \$8,984,845

Total Expenses: \$8,984,845

Remaining Resources: \$0.00**Facilities & Grounds Fund:**

- Golf Course Bathroom Remodel – **\$35,000**
- City Hall Generator Gas Line Upgrade – **\$5,613** (*contingent upon prior Council approval*)
- Service Center Generator Electrical Upgrade – **\$1,652** (*contingent upon prior Council approval*)
- Service Center Generator Gas Line Upgrade – **\$16,200** (*contingent upon prior Council approval*)
- Transfer In from General Fund – **(\$30,000)**

Facilities & Grounds Fund Before Budget Amendment:

Total Revenue: \$100,000

Total Expenses: \$30,000

Available Resources: \$70,000**Facilities & Grounds Fund After Budget Amendment:**

Total Revenue: \$130,000

Total Expenses: \$88,465

Remaining Resources: \$76,535



Board or 3rd Party Recommendation:

Supporting Documentation:

1. BA#02 FY2026 Ordinance
2. Budget Amendment Memo Letter

ORDINANCE NO. 2026-2761

AN ORDINANCE OF THE CITY OF FREEPORT, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; PROVIDING A SEVERANCE CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, on September 15, 2025, the City Manager presented to the City Council a proposed budget of the expenditures of the City of Freeport for the fiscal year 2026 and the proposed budget was filed with the City Secretary and posted on the City website as required by Local Government Code Section 102.005; and

WHEREAS, pursuant to notice as required by Section 102.006 of the Local Government Code, on September 15, 2025, a public hearing on such budget was held in the Council Chambers, at which hearing all citizens and taxpayers of the City had the right to be present and to be heard, and those who requested to be heard were heard; and

WHEREAS, the budget for the 2025-2026 fiscal year of the City was approved by the City Council by Ordinance No. 2025-2737, read, passed and adopted on the 15th day of September 2025.

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

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

WHEREAS, the City Council has considered the proposed budget amendment and has made such changes therein as in the City Council's judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City.

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

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

Section 2. The existing Budget of the City of Freeport, Texas, for the fiscal year is hereby amended and revised as reflected in said Exhibit "A".

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

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

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

PASSED AND ADOPTED this 17th day of February 2026

.

Jerry Cain, Mayor

ATTEST:

Clarisa Fernandez, City Secretary

APPROVED AS TO FORM AND CONTENT:

Chris Duncan, City Attorney



To: Dr. Kelly, Mayor, & Council

From: Ashlee Hurst, CGFO

Subject: Memo Regarding Proposed Budget Amendments

Date: January 27, 2026

How to Read this Memo:

Amount	Expense Designation	GL Account to Amend
--------	---------------------	---------------------

Analysis of expense necessity reasoning will follow each listed expense.

GENERAL FUND:

\$120,000	Assistant City Manager Salary & Benefits	10-410-VARIOUS The need to create this as its own position was brought forth by Council in January 2026. This was unforeseen during the budget adoption cycle. <i>10-410-100 SALARIES/WAGES - \$80,000</i> <i>10-410-180 AUTO ALLOWANCE - \$3,000</i> <i>10-410-165 EDUCATIONAL PAY - \$1,250</i> <i>10-410-201 FICA - \$6,750</i> <i>10-410-210 GROUP BENEFITS - \$15,000</i> <i>10-410-230 TMRS - \$14,000</i>
\$83,000	Grant Writing Costs with Chase Consultants	10-410-413 This expense was for a new initiative of a grant consultant that did not arise until after the budget was approved. The City received the pricing proposal back on November 25 th , 2025. This was unforeseen during the budget adoption cycle.
\$20,500	City Desk Phone	10-417-415 This expense was identified as missing after the budget was adopted.
\$30,000	Christmas on Main Décor	10-577-435 These funds were spent with the assumption that remaining funds from FY2024-2025 would be re-allocated. After extensive conversations, this will not be an issue going forward. However, the funds need to be replaced for Main Street.
\$7,000	Kimley-Horn Traffic Study Cost	10-410-413 This project was approved by Council on December 1, 2025, with Resolution # 2025-3004. The traffic study was for the intersection of 4 th & Pecan Street for public safety reasons. The project was identified after the budget adoption and was approved by Council for grave public necessity.





\$3,150	Solar Stop Sign at 4th and Pecan	10-575-547	The solar stop sign was a recommended purchase by Council in the interim of the traffic study being conducted. The project was identified after the budget adoption and was approved by Council for grave public necessity.
\$30,000	Legal Fees for Civil Service Start-Up	45-410-413	These costs were unforeseen at the time of the budget adoption cycle because the election for Civil Service was in November.
\$15,000	Conference Costs for Civil Service	45-410-602	These costs were unforeseen at the time of the budget adoption cycle because the election for Civil Service was in November.
\$1,500	Office Supplies for Civil Service	45-410-310	These costs were unforeseen at the time of the budget adoption cycle because the election for Civil Service was in November.
\$300	City Manager Education Pay Allowance	10-410-165	Only a bachelor's degree pay allowance was included in the adopted budget. However, the City Manager has a Doctorate degree. These costs were unforeseen at the time of the budget adoption cycle because the City Manager contract was not prepared and finalized until November after candidate selection.
\$600	City Manager Cell Phone Allowance	10-410-181	Only the City employee amount of \$600 was included in the adopted budget. However, the City Manager contract includes an additional \$600. These costs were unforeseen at the time of the budget adoption cycle because the City Manager contract was not prepared and finalized until November after candidate selection.
\$422,577	EDC Road Overlay Project	10-575-899	This project was approved by Council with Resolution # 2025-2992. EDC has submitted a check to the City for the costs of the project. The appropriation just needs to be made in the City budget. This was an unforeseen project during the budget adoption cycle.
(\$422,577)	EDC Road Overlay Project Payment	10-360-128	This is the payment received by the City from the EDC to offset the funding of the Road Overlay project. This was an unforeseen project during the budget adoption cycle.





General Fund Before Budget Amendment:

Total Revenue: \$21,380,445
Total Expenses: \$20,951,398
Available Resources: \$429,047.00

General Fund After Budget Amendment:

Total Revenue: \$21,803,022
Total Expenses: \$21,685,025
Remaining Resources: \$117,997

TIRZ FUND:

\$169,693

TIRZ Project Rec Center Pool (TIRZ Fund) 70-665-899

This project was approved by the TIRZ board on September 10th, but not by Council until September 29th, after the budget was adopted. This was an unforeseen project during the budget adoption cycle.

TIRZ Fund Before Budget Amendment:

Total Revenue: \$350,000
Total Expenses: \$0.00
Available Resources: \$350,000

TIRZ Fund After Budget Amendment:

Total Revenue: \$350,000
Total Expenses: \$169,693
Remaining Resources: \$180,307

COURT SECURITY FUND:

\$9,000

Court Security Upgrades (Court Security Fund) 41-430-685

Judge Girouard has identified that the Court Security budget had no expenditure budget, but Court Security upgrades are needed. Historically, this fund was not adopted with appropriations, as nothing was being spent in order to build the fund balance. However, Judge Girouard expressed concerns that there are needed security upgrades that he is ready to implement. This was brought to my attention in January 2026, after the budget adoption cycle.

Court Security Fund Before Budget Amendment:

Total Revenue: \$9,000
Total Expenses: \$0.00
Available Resources: \$429,047.00

Court Security Fund After Budget Amendment:

Total Revenue: \$9,000
Total Expenses: \$9,000
Remaining Resources: \$0.00





WATER & SEWER FUND:

\$209,127

EDC Water Valve Project (W/S Fund)

56-565-899

This project was approved by Council on November 17th, 2025. EDC has submitted a check to the City for the costs of the project. The appropriation just needs to be made in the City budget. This was an unforeseen project during the budget adoption cycle.

(\$209,127)

EDC Water Valve Project Payment (W/S Fund) 56-360-128

This is the payment received by the City from the EDC to offset the funding of the Road Overlay project. This was an unforeseen project during the budget adoption cycle.

Water & Sewer Fund Before Budget Amendment:

Total Revenue: \$8,775,718

Total Expenses: \$8,775,718

Available Resources: **\$0.00**

Water & Sewer Fund After Budget Amendment:

Total Revenue: \$8,984,845

Total Expenses: \$8,984,845

Remaining Resources: **\$0.00**

FACILITIES & GROUNDS FUND:

\$35,000

Golf Course Bathroom Remodel

21-656-899

This project was approved by Council on December 1, 2025, with Resolution # 2025-3003. The malfunctioning bathroom was unforeseen during the budget adoption cycle.

\$5,613

City Hall Generator Gas Line Upgrade

21-410-899

The gas line was identified as not sufficient to supply the gas needed for the generator installation grant project. An upgrade to the gas line is required for proper installation. The project was identified after the budget was adopted.

\$1,652

Service Center Generator Electrical Upgrade 21-420-899

The gas line was identified as not sufficient to supply the gas needed for the generator installation grant project. An upgrade to the gas line is required for proper installation. The project was identified after the budget was adopted.

\$16,200

Service Center Generator Gas Line Upgrade 21-420-899

The electrical is not currently safe and the grant project cannot proceed until the electrical has been brought up to code. An upgrade to the electrical components is required for safe installation. The project was identified after the budget was adopted.





\$(30,000)

Add the General Fund Transfer In

21-710-010

This transfer was approved through the budget cycle and was recorded within the General Fund, but was not reflected in the Facilities & Grounds Fund transfer prior to printing the budget book. This just needs to be added in, as it was approved in the budget cycle.

Facilities & Grounds Fund Before Budget Amendment:

Total Revenue: \$100,000
Total Expenses: \$30,000
Available Resources: \$70,000

Facilities & Grounds Fund After Budget Amendment:

Total Revenue: \$130,000
Total Expenses: \$88,465
Remaining Resources: \$76,535

In presenting this budget amendment, I remain committed to transparency, responsible fiscal management, and working collaboratively with City Council and staff to ensure the City's resources are used efficiently and in alignment with the City's priorities and long-term goals.

Best Regards,

Ashlee Hurst, CGFO

Finance Director, City of Freeport
ahurst@freeporttx.gov | (979) 871-0112





City Council Agenda Item #[4.H]

Title: Consideration and possible action regarding Freeport Police Department Jail Renovation Proposals.

Date: February 17, 2026

From: Chief Jennifer Howell, Police Chief

Staff Recommendation: Staff recommends rejecting all current bids for the jail plumbing replacement project. It is further recommended that the project be re-opened for bidding with a revised proposal.

Item Summary: The initial request for proposals closed on October 25, 2025, with only one submission, which exceeded the budgeted project amount. To increase competitiveness, the Freeport Finance Department implemented a web-based bidding process through Planet Bid, allowing outreach to a broader range of companies. As a result, staff re-opened the bidding and extended the deadline to January 15, 2026. Two additional submissions were received; however, both also exceeded the budgeted project amount.

Tra-Con \$397,775.00

Coppera \$244,000.00

Precision \$870,000.00

Background Information: In FY2023, City Council approved a Jail Renovation project with a budget of \$115,000, along with two other capital improvement projects for the Police Department. These projects were initiated under the previous PD administration. The current administration prioritized the three projects and completed them one at a time to remain within the total allocated budget of \$155,000. Due to supply delays, one project required an extended completion period. After the other two projects were finalized, PD staff obtained quotes from local companies; however, all three quotes exceeded the \$50,000 threshold for City Manager authorization. Consequently, PD staff worked with the Finance Department to initiate a formal Request for Proposals (RFP).

Special Considerations: None.

Financial Impact: Additional advertising cost of approximately \$260.

Board or 3rd Party Recommendation: None.

Supporting Documentation:

1. Jail Proposals 1.2026



REQUEST FOR PROPOSAL

Project No. 2025-16

Project Name: Jail Plumbing Replacement

When submitting a Sealed Packet, please mark the envelope with your company name along with the project name and number.

Submissions Due Date:

Thursday, October 30, 2025, at 2:00 PM CST

No Submissions after the above deadline will be accepted.

No Mandatory pre-project conference

If "Yes" it will be held at:

N/A

CITY OF FREEPORT
1201 North Avenue H Freeport, TX 77541
979-233-3526

TRA-CON, LLC
General Construction

1201 N Ave H
Freeport, Tx
77541

PROJECT MANAGER:
Troy Tracy
979-373-1801
tracytroy@sbcglobal.net

Signing Principal:
Troy Tracy

TRA-CON

General Construction & Design

PROPOSAL

DATE: 10-29-2025

Customer:

City of Freeport
Freeport Police Department
430 N Brazosport Blvd
Freeport, Tx
77541

TRA-CON

1201 N Ave H
Freeport, Tx
77541

Scope of Work:	Amount
Tra-Con shall demo the existing piping and install new PEX Piping which will service all plumbing fixtures. All exposed water piping will be insulated and properly anchored for proper support. All necessary performance and safety tests shall be performed on the new system. A 12 month limited warranty shall apply. A new HDPE pre-insulated chiller water system will be installed with aluminum jacketing on all piping. All necessary performance and safety test shall be performed on the new chiller system and a 12 month limited warranty shall apply. A trench measuring approximately 220 linear feet shall be constructed under the facility. All new drain piping and fittings shall be SCH 40 PVC. Drain piping shall be properly supported. Progressional photos will be provided upon request. The existing hot and cold water lines will be replaced and rerouted behind the jail cell using 2" PEX piping and fittings. All potable water lines shall be PEX on the piping and fittings. Tra-Con will ensure all lines are properly strapped, hung and insulated. A new line will be ran to the heater in the garage area. Angle stops and supply flexes at each plumbing fixture will be installed. All 4 bathrooms will have new toilets and urinals as well as new wall tile and floor tile. A tile allowance shall apply. Tra-Con will be responsible for the disposal for all project debris removal from the premises. NOTE: This proposal includes labor and materials unless stated otherwise above. This proposal will expire in 14 days. Discovery work may apply.	\$397,775.00
TOTAL:	\$397,775.00

**1201 N Avenue H
Freeport, Texas
77541**

TRA-CON

(979)373-1801



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PLATT INSURANCE AGENCY, LLC 208 OAK DRIVE SOUTH STE 100A LAKE JACKSON, TX 77566	CONTACT NAME: KRISTY ANDERS	
	PHONE (A/C, NO, EXT): 979-529-9492	FAX (A/C, NO): 979-266-9722
E-MAIL ADDRESS: KPLATT@FARMERSAGENT.COM		
INSURED TROY TRACY DBA TRA-CON 53 JOSHUA COURT LAKE JACKSON, TX 77566	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ATLANTIC CASUALTY INSURANCE CO	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
				1224028C	1/25/2025	1/25/2026	PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Jamaica Beach
16628 San Luis Pass
Jamaica Beach, TX 77554

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Victoria Cook



TABLE OF CONTENTS

SECTION 1: INTRODUCTION.....3-8

- 1.1 – Request of Services
- 1.2 – Public Information
- 1.3 – Type of Agreement
- 1.4 – Clarifications, Addendums and Interpretations
 - 1.4.1 - Questions
- 1.5 – Selection Process
- 1.6 – Evaluation Process
- 1.7 – City’s Reservation of Rights
- 1.8 – No Reimbursement for Costs
- 1.9 – Withdrawals and Amendments
- 1.10 – Compliance with Senate Bills, House Bill and Texas Government Code
- 1.11 – Validity Period
- 1.12 – Equal Opportunity Employer
- 1.13 – Conflict of Interest Questionnaire (CIQ Form)
- 1.14 – Disclosure of Interested Parties (Form 1295)
- 1.15 – Protest Procedure
- 1.16 – Insurance

SECTION 2: NOTICE TO BIDDERS.....9

- 2.1 – Invitation
- 2.2 – Submissions
- 2.3 – Submittal Deadline
- 2.4 – Questions
- 2.5 – Criteria for Selection

SECTION 3: SCOPE OF WORK.....10

- 3.1 – Project Title
- 3.2 – City’s Payment Terms
- 3.3 – Scope of Work



SECTION 4: SUBMISSION CHECKLIST.....11-12

- 4.1 – How to Submit
- 4.2 – Required Contents
- 4.3 – Alterations or Withdrawals of Document(s)
- 4.4 – Deadline
- 4.5 – Document Format
- 4.6 – Questions and Responses
- 4.7 – Pre-Project Conference(s)

SECTION 5: APPENDICES.....13-35

- Appendix A – Submittal Form
- Appendix B – Conflict of Interest Form
- Appendix C – Nepotism Statement Form
- Appendix D – Public Information Act Form
- Appendix E – Legislature Verification Form
- Appendix F – Insurance Requirements
- Appendix G – Certificate of Interested Parties Form
- Appendix H – References Form
- Appendix I – Project History Form
- Appendix J – HUB Program
- Appendix K – Bid Bond Form
- Appendix L – Vendor Set-Up Forms



SECTION 1 – INTRODUCTION

1.1 - Request of Services:

The City of Freeport is seeking sealed proposals from qualified contractors to provide contracting and construction services for **Jail Plumbing Replacement**. The services requested are more specifically described in Section 3 in the Statement of Work.

The City is soliciting competitive **sealed proposals** from general contractor/construction firms having suitable qualifications and experience providing services in accordance with the terms, conditions, and requirements set forth in this packet. This packet provides sufficient information for interested parties to prepare and provide submissions for consideration.

1.2 - Public Information:

The City strictly adheres to the Texas Public Information Act¹ (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of Bid/Proposal information. Documents are not available for public inspection until after the contract is awarded. If the Submitter has notified the City, in writing, that the submitted document contains trade secrets or confidential information, the City will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this request for proposals and the responding company agrees that the agreement can be terminated if the company intentionally fails to comply with the requirement of that chapter. The vendor or company acknowledges that the solicitation is part of any resulting agreement of the solicitation.

1.3 - Type of Agreement:

All responding Submitters are hereby put on notice that if awarded the contract for procurement of goods or services, the City enters into that agreement in its governmental capacity, and not a proprietary capacity.

The selection of a responding company or an award of an agreement to a responding Submitter does not guarantee that the City shall in fact purchase goods or services, or enter into an agreement, or guarantee any particular volume use, number, or sales.

Submitters should be aware that the contents of the successful **sealed bids** will become a part of the subsequent contractual documents. This contract shall commence upon approval by the City Council. The contractor may be required to procure permit licenses, which are to be issued by the City; however, permit fee expenses shall be waived.

Failure of the Company to accept this obligation may result in the cancellation of any award. The City will have the right to seek the services of alternate vendors under the conditions that the contractor is not able to perform the work specified.

¹ <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm>



By submitting a packet, the Submitter further warrants and represents that he/she has become fully acquainted with the conditions, facts, and circumstances relating to providing the services/products required under this project. The failure or omission of the Submitter to acquaint himself/herself with existing conditions, facts, and circumstances, shall in no way relieve him/her of any obligation with respect to his/her **Error! Reference source not found.** and any ensuing agreement.

Each submitter acknowledges that the City has made a reasonable attempt to provide them with relevant data. The Submitter, therefore, waives any right of avoidance of the agreement based upon any expressed or implied warranty or representation that the pricing or activity data provided discloses all requirements, risks or exposures known to exist in the provision of the services being requested.

1.4 - Clarifications, Addendums & Interpretations:

Proposer shall promptly notify the City of any omissions, ambiguity, inconsistency, or error that they may discover upon examination of this packet. The city shall not be responsible or liable for any errors or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent, or obviously erroneous.

The City may, in its sole discretion, respond in writing to written inquiries concerning this packet. Only the City's responses that are made by formal written Addenda will be binding on the City. Any verbal responses, written interpretations, or clarifications other than Addenda to this RFP will be without legal effect. All Addendums issued by the City prior to the Submittal Deadline shall be and is hereby incorporated as a part of this packet for all purposes.

Companies are required to acknowledge receipt of each Addendum as specified in this Section. **The Submitter must acknowledge all Addendums by completing, signing, and returning the Addenda Checklist. The Addenda Checklist must accompany the Submitters response.** Any addendums will be found on:

www.freeporttx.gov/page/public_notices

Responses to inquiries which directly affect an interpretation or effect a change to this project will be issued in writing by addendum and posted to the City website. All such addenda issued by the City prior to the submittal deadline shall be considered part of the packet. The City shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.

1.4.1 - Questions:

Any questions, technical or non-technical pertaining to this packet must be submitted to **Ashlee Hurst, CGFO**. The deadline for asking questions is Thursday, **October 23, 2025, Thursday, October 30, 2025 at 12:00 noon (CST)**. Please reference the project name and page number. Non-compliance with this provision may result in rejection of the submission. Responses to questions will be posted on the city website:

(https://www.freeporttx.gov/page/public_notices#gsc.tab=0) as an addendum prior to the submission deadline.

1.5 - Selection Process:

The City may make the selection of the Contractor on the basis of the packet initially submitted, without discussion, clarification, or modification.

After submission of a packet, but before final selection of a Contractor is made, the City may permit a Submitter to revise their submission in order to obtain the Submitters best and final submission. In



that event, representations made by the Submitter in its revised submission, including price and fee quotes, will be binding on the Submitter. The City is not obligated to select the Submitter offering the most attractive economic terms if their submission is not representative of the best value for the City as set forth in Section 252.043 of the Texas Local Government Code, as determined by the City.

If only one submission is received in response to the Request for Bid/Proposal, a detailed cost submission may be requested of the single vendor. A cost/price analysis and evaluation or audit may be performed of the cost submission in order to determine if the price is fair, reasonable, and provides the best value for the City.

All correspondence relating to this submission, from advertisement to award, shall be sent to **Ashlee Hurst, CGFO; City of Freeport Finance Director** at 1201 North Avenue H Freeport, TX 77541. All presentations or meetings between the City and the Respondent relating to this packet shall be coordinated by the City's **Finance Director**. The City reserves the right to determine which submission provides the City with the best value and which will be in the City's best interest, and the most advantageous to the City.

1.6 - Evaluation Process:

If an evaluation is required, the evaluation of the submissions shall be based on the requirements and percentages described in Section 2.2 (Selection Criteria) of this packet. All timely and proper submissions shall be reviewed, evaluated, and ranked by the City.

The City shall select the submission that offers the "best value" for the City based on the published selection criteria and on the ranking evaluation criteria set forth in the packet – in accordance with Chapter 252 of the Texas Local Government Code and with the City's purchasing policy. All packets submitted by the Submittal Deadline, accompanied by the number of completed and signed originals that are required by this packet, will be opened publicly to identify the name of each Company submitting a proposal. Any submissions that are not submitted by the Submittal Date, or that are not accompanied by the number of completed and signed originals by this packet, will be rejected by the City as non-responsive due to material failure to comply with advertised specifications.

If the document(s) is incomplete or otherwise fails to conform to the requirements that are requested, the City alone will determine whether the variance is so significant as to render the packet non-responsive. After the opening of the packets and upon completion of the initial review and evaluation of the packets, the City may invite one or more selected Submitters to participate in oral presentations.

Scoring Criteria:

Experience:

Successful project(s) for the last 5 years with cost and detailed information on the project (Max 20 points)

Proposer's/Respondent's experience/past relationship with the City (Max 5 points)

Experience of Project Manager or Site Superintendent (Max 10 points)

The extent to which the goods or services meet the City's needs (Max 5 points)

Work Performance:

Past Performance on similar projects of size and scope (Max 10 points)

Management of Purchase Price/Pricing (Max 10 points)



Quality of goods and services (Max 5 points)

Capacity to Perform:

Experience of Staff (Max 10 points)

A Historically Underutilized Business (HUB [program to certify qualified small businesses]) (Max 10 points)

Adequacy to do the work assigned (Max 10 points)

Professional Liability insurance in force (Max 5 points)

Discussions may not be initiated by submitters. These discussions will be limited to issues and topics brought forth by the City. Any attempt by the proposer or vendor at deviating from the issues and topics to discuss other issues and topics concerning the Proposal brought forth by the City shall be grounds for disqualification. Vendors shall not contact any City personnel during the proposal process.

1.7 - City's Reservation of Rights:

The City may evaluate the Bids based on the anticipated completion of all or any portion of the Project. The City reserves the right:

1. to enter into an agreement for all or any portion of the requirements and specifications set forth in this packet with one or more Proposals or divide the Project into multiple parts.
2. to reject any and all submissions and re-solicit new Bids/Proposals.
3. to reject any and all submissions and temporarily or permanently abandon the Project, if deemed to be in the best interests of the City.

The Proposer is hereby notified that the City will maintain in its files concerning this packet a written record of the basis upon which a selection, if any, is made by the City. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this packet for any project and no such representation is intended or should be construed by the issuance of this submission. Acceptance of a Proposal for consideration does not waive this reservation of rights, nor does it imply any obligation by City.

If any submission is significantly unbalanced either in excess of or below reasonable cost analysis values normally associated with the work, the submission will be considered as non-responsive and will not be considered for award. The City reserves the right to evaluate and determine the next qualified submission for consideration of Award.

1.8 - No Reimbursement for Costs:

The submitting Company acknowledges and accepts that any costs incurred by responding to this request shall be at the sole risk and responsibility of the Company.

The Submitter understands and agrees that:

- (1) this request is a solicitation for bids/proposals, and the City has made no representation, written or oral, that one or more agreements with the City will be awarded under this submission
- (2) the City issues this request predicated on the City's anticipated requirements for the services, and the City has made no representation, written or oral, that any particular scope of services will actually be required by the City
- (3) Submitter will bear, as its sole risk and responsibility, any cost that arises from the preparation of a submission in response to this request.



1.9 - Withdrawals and Amendments:

The City reserves the right to withdraw this submission for any reason. The City reserves the right to amend any aspect of this project by formal written Addendum prior to the submittal deadline. To obtain the best offers, the City may allow the submission of revisions after packets are submitted and before the award of the contract.

Addenda to the specifications shall be considered part of the contract documents. The bidders shall acknowledge receipt of addenda. Oral and other interpretations or clarifications will be without legal effect.

1.10 - Compliance with Senate Bills, House Bill and Texas Government Code:

Senate Bill 13² – Boycotting Energy Companies

Senate Bill 19³ – Discrimination Against Firearm Entities

House Bill 89⁴ – Boycotting Israel Verification (Texas Government Code 2270.001, 2270.002, and 808.001)

Texas Government Code Chapter 2252, Section 2252.152⁵ – Contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization prohibited.

The City requires Submitter to verify that they are in compliance with these Bills and Texas Government Codes. Refer to Appendix E for these documents.

1.11 - Validity Period:

Once the submittal deadline has passed, any submitted bids shall constitute an irrevocable submission to provide the services set forth in the Scope of Services at the price(s) shown in the submitted document. Such submission shall be irrevocable until the earlier of the expiration of one hundred eighty (180) days from the submittal deadline, or until an agreement has been awarded by the City.

1.12 - Equal Opportunity Employer:

The City of Freeport is an equal opportunity employer and does not discriminate in awarding agreements or employment of persons because of their race, sex, age, religion, national origin, veteran, disabled or handicap status, or any other characteristic protected by law. The City requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state, and municipal laws and regulations regarding contracting and employment practices.

1.13 - Conflict of Interest Questionnaire (Form CIQ):

A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by the Texas Local Government Code, Chapter 176, to file a conflict-of-interest questionnaire (FORM CIQ) which is found in Appendix B.

² <https://capitol.texas.gov/tlodocs/87R/billtext/html/SB00013F.HTM>

³ <https://capitol.texas.gov/tlodocs/87R/billtext/html/SB00019F.HTM>

⁴ <https://www.legis.state.tx.us/tlodocs/85R/billtext/html/HB00089F.HTM>

⁵ <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm>



1.14 - Disclosure of Interested Parties (Form 1295):

A person or business who enters into an agreement with the City, meeting the conditions according to Texas Local Government Code Sec. 2252.908, is required to file Form 1295 with Texas Ethics Commission. (Appendix G)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

1.15 - Protest Procedure:

Any respondent that submits a packet may protest. The protest will be submitted in writing to the City's Finance Director/Purchasing Division within three working days after such an aggrieved person knows of or should have known of the facts giving rise there to. If the protest is not resolved by mutual agreement, the Finance Director/Purchasing Division will promptly issue a decision in writing, via electronic mail to the protesting person.

All protest lodged by potential or actual bidders, contractors, or proposers must be made in writing, via electronic mail, and contain the following information:

- a. Name, address, and telephone number of the protestor.
- b. Identification of the solicitation or agreement number and time.
- c. A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
- d. Identification of the issue(s) to be resolved and statement of what relief is requested.
- e. Arguments and authorities in support of the protest.
- f. A statement that copies of the protest have been delivered (via electronic mail) to all interested parties in the invitation to bid or request for proposals process.

In the case of request for bids/proposals, the City's Finance Director shall ask the protester to deliver, via electronic mail, the protest to relevant parties.

The City Manager has the authority to render the final determination regarding the protest. Any determination rendered will be final.

1.16 - Insurance:

Contractor agrees to procure and always maintain, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers Rated A+ or better by AM Best with the minimum amounts of coverage outlined.

All Carriers must be admitted in the State of Texas.

All successful submitters must agree to name the City of Freeport, its officers, elected officials and employees as additional insures, and Waive Subrogation by Endorsement.

See Appendix F on pages 24 and 25 for more information.



SECTION 2 – NOTICE TO BIDDERS

2.1 - Invitation:

The City of Freeport Purchasing Department is accepting sealed packets for **Jail Plumbing Replacement**.

2.2 - Submissions:

City of Freeport
Attn: City Secretary
1201 North Avenue H
Freeport, TX 77541

Project No. 2025 –16 – Jail Plumbing Replacement

Closing: 2:00 PM CST, Thursday, October 30, 2025

All sealed submissions should include all documents as required. The bids shall be submitted in hard copy, placed in a sealed envelope, signed by a person having the authority to bind the bidder in a contract, and marked clearly on the outside as outlined above. Submit three (3) copies and one (1) electronic version (flash drive preferred).

2.3 - Submittal Deadline:

2:00 PM on Thursday, October 30, 2025

ALL SUBMISSIONS MUST BE RECEIVED BY THE CITY SECRETARY BEFORE THE SUBMITTAL CLOSING DATE AND TIME – NO EXCEPTIONS.

Submissions received by the City Secretary after the submission deadline will be unopened, will not be returned, and will be considered void and unacceptable. The City of Freeport is not responsible for lateness of mail, carrier, etc. and time/date stamp clock in City Secretary's office shall be the official time of receipt. The City of Freeport reserves the right to reject any and all bids and to waive any informality in the bids received. The City of Freeport reserves the right to cancel this procurement at its discretion.

2.4 - Questions:

Please refer to section 1.4.1 for contact information.

2.5 - Criteria for Selection:

Companies are encouraged to provide a submission that includes terms and conditions offering the best value & maximum benefit to the City as prescribed by Section 252.043 Texas Local Government Code⁶ on page 10.

If an evaluation is needed, an evaluation team from the City will evaluate the submissions. The evaluation and the selection of a Vendor will be based on the information provided, please refer to section 1.6. The City may consider additional information if the City deems such information relevant.

⁶ <https://statutes.capitol.texas.gov/Docs/LG/pdf/LG.252.pdf>



SECTION 3 – SCOPE OF WORK

3.1 - Project Title:

Jail Plumbing Replacement

3.2 – City's Payment Terms:

Net 30

3.3 – Scope of Work:

City of Freeport Police Department is requesting quotations from qualified contractors to provide labor, materials, and services for the replacement of potable and chilled water systems, as well as drain line work, at Freeport Police Department 430 N Brazosport Blvd Freeport TX, 77541. The work must comply with all applicable codes and standards and be completed in coordination with facility operations.

1. Potable Water System

- Install new PEX piping to service all plumbing fixtures.
- Insulate all exposed water piping.
- Anchor piping for proper support.
- Connect new system to existing water supply piping.
- Demo and remove existing water piping.
- Perform a safety and performance test on the new potable water supply system.
- Provide a 1-year limited warranty.

2. Chilled Water System

- Install new pre-insulated HDPE chilled water piping system.
- Install aluminum jacketing on all piping.
- Perform a safety and performance test.
- Provide a 1-year limited warranty.

3. Drainage System

- Excavate and perform a 220 ft. tunnel to replace all drain lines under the foundation.
- Replace drain piping with SCH 40 PVC pipe and fittings.
- Support pipe with metal pipe hangers.
- Work to include digging, plumbing, materials, tax, permit, and backfilling.
- Provide photographs documenting the work.

4. Additional Hot/Cold Water Lines

- Replace and reroute hot and cold-water lines behind the jail cell with 2-inch PEX pipe and fittings.



- Work to include plumbing, materials, tax, and permit.

5. Alternate Piping Replacement (if required)

- Re-pipe all potable water lines with PEX pipe and fittings.
- Ensure all accessible lines are properly strapped, hung, and insulated.
- Run a new line to the heater in the garage area.
- Install new angle stops and supply flexes at each plumbing fixture.
- Provide new valves and gauges at every location.

6. Inspection and Permitting

- All work must be permitted and inspected by the City of Freeport.

Contractor Responsibilities

- Provide all labor, materials, tools, and equipment necessary.
- Secure all required permits and inspections.
- Ensure work is performed to code and jail security requirements.
- Coordinate with facility management to minimize disruptions.
- Provide a detailed schedule of work.



SECTION 4 – SUBMISSION INSTRUCTIONS

SUBMISSION OF PACKET

4.1 - How to submit:

All packets must be submitted by mail or hand delivered/courier.

4.2 - Required Contents:

All items in this packet are considered part of the Submission package. Submittals must include the package in its entirety; signed in the appropriate places by an authorized representative of the company with an original signature. Submissions not including all of the above will be considered non-responsive.

4.3 - Alterations or Withdrawals of Document(s):

Any submission may be withdrawn, or a revised submission substituted prior to the submittal deadline. Submission Documents cannot be altered, amended, or withdrawn by the Company after the submittal deadline; however, to obtain the best offers, the city may allow the submission of revisions after packets are submitted and before the award of the contract.

4.4 - Deadline:

The deadline for submission of packets shall be as identified on the cover page of the Bid/Proposal and on the Appendix A- Proposal Document. It is the Company's responsibility to have the Bid/Proposal Documents, including Addenda, correctly submitted by the submission deadline. **No extensions will be granted, and no late submissions will be accepted.**

4.5 - Document Format:

All documents must be prepared in single-space type, on standard 8-1/2" x 11" vertically oriented pages, numbered at the bottom, with the exception of plans or drawings, those may be submitted landscape on 8-1/2" x 11" pages. The package must be in the order required in the Scope of Services. The submittal must be written in pen or typed, signatures must be signed in pen, or a digital signature via the electronic submittal process. Anything written in pencil will not be accepted. Mistakes can be crossed out with a single line and corrections inserted and initialed by the individual signing the submission.

4.6 - Questions and Responses:

Responses will be answered after the question deadline in the form of an Addendum. No responses will be given to questions submitted after the deadline. Questions submitted outside of the Purchasing Division or the assigned individual (see 1.4.1 on pg. 4) will not be answered and any communication with any other User Department prior to award by City Council will disqualify a vendor from being considered for award.

4.7 - Pre-Project Conference(s):

If a pre-meeting is requested, it will be documented on the cover sheet of this packet. If it is made mandatory and you do not attend, your submission will be disqualified.



Submission of Packet Checklist

WHAT MUST BE INCLUDED IN THE PACKET

Check-off	Information	
	Cover Letter	
	Type of organization	
	Company/Firm Background	
	Key personnel assigned to project with qualifications	
	Quote/Cost estimates and fees	
	Acknowledged any and all Addendums, complete & sign Addenda Checklist	
	One original copy of submission	
	Two additional copies of submission	
	One electronic copy on a flash drive	

Check-off	Appendix	Document Name	Must be Included
	A	Proposal Document	Yes
	B	Conflict of Interest	Yes
	C	Nepotism Statement	Yes
	D	Texas Public Information Act	Yes
	E	Senate Bills 13 & 19, House Bill 89 Verification	Yes
	F	Insurance Requirements	Yes
	G	Interested Parties Form 1295	Yes
	H	References	Yes
	I	Similar Project History	Yes
	J	Historically Underutilized Businesses	Yes
	K	Bid Bond or Guarantee	Yes
	L	ACH Form and W-9	Yes

Cover Letter: Include a cover letter expressing the **Bidder's** interest and understanding of the request for proposals. The letter should name all the people authorized to make representations for the company and be signed by an authorized representative.

Type of organization: (i.e.) individual, partnership, corporation, etc.

Firm Background: Describe your firm including ownership structure, service area, the volume of projects, length of time in the industry, financial stability, and availability to the project location.

List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications, and professional affiliations.



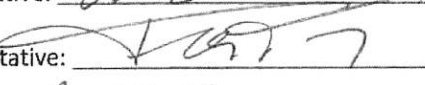
SECTION 5 - APPENDICES

Appendix A	–	Proposal Document
Appendix B	–	Conflict of Interest
Appendix C	–	Nepotism Statement
Appendix D	–	Texas Public Information Act
Appendix E	–	Senate Bills 13 & 19, House Bill 89 Verification
Appendix F	–	Insurance Requirements
Appendix G	–	Interested Parties Form 1295
Appendix H	–	References
Appendix I	–	Similar Project History
Appendix J	–	Historically Underutilized Businesses
Appendix K	–	Bid Bond or Guarantee
Appendix L	–	ACH Form



Appendix A – Submittal Form

All Submissions delivered to the City of Freeport shall include this page with the submittal.

Project Number:	2025-16
Project Title:	JAIL PLUMBING REPLACEMENT
Submittal Deadline:	Thursday, October 30, 2025 @ 2:00 p.m.
Company Information:	
Company Legal Name:	TRA-CON LLC
Address:	1201 N. AVE H
City, State & Zip	FREEPORT TX 77541
Federal Employers Identification Number #	85-0704488
Phone Number:	979-373-1801
E-Mail Address:	tracytracy@sbcglobal.net
Company Authorization	
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer.	
Printed Name of Authorized Representative:	Tracy Tracy
Position of Authorized Representative:	OWNER
Signature of Authorized Representative:	
Signed this	29 (day) of OCTOBER (month), 2025 (year).

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.



Appendix B – Conflict of Interest

INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

WHO: The following persons must file a Conflict-of-Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods, or services with the City, including any of the following:
 - a. written and implied contracts, utility purchases, purchase orders, credit card purchases, and any purchase of goods and services by the City
 - b. contracts for the purchase or sale of real estate property, personal property including an auction of property.
 - c. tax abatement and economic development agreements
2. submits a Bid/Proposal to sell goods or services or responds to a request for a bid/proposal for services.
3. enters into negotiations with the City for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the City.

THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:

1. Mayor and City Council Members.
2. City Manager.
3. Board and Commission members and appointed members by the Mayor and City Council.
4. Directors of development corporations.

EXCLUSIONS: A questionnaire statement does not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

WHAT: A person or business that contracts with the City or who seeks to contract with the City must file “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this appendix.

WHEN: The person or business must file:

1. the questionnaire – no later than seven days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or Proposals, correspondence, or other writing related to a potential



contract or agreement with the City; and an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

2. It does not matter if the submittal of a Proposal or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted, or negotiations commence.



Appendix B - Conflict of Interest

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1)-(a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1. Name of vendor who has a business relationship with local governmental entity.		Date Received
2. ☐ Check this box if you are filing an update to a previously filed questionnaire. The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.		
3. Name of local government officer about whom the information is being disclosed. _____ Name of Officer		
4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6. ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7. _____ Signature of vendor doing business with the governmental entity Date		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 10/2021

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix B - Conflict of Interest

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Appendix C – Nepotism Statement Form

FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE BID OR PROPOSAL "NON-RESPONSIVE."

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of Freeport by completing the following:

If the Proposer or Bidder is an individual:

☒ I am not related by blood or marriage to any official or employee of the City of Freeport.

☐ I am related by blood or marriage to the following official(s) or employee(s) of the City of Freeport.

Name and title of City Official or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

☐ The officers of the company submitting this bid or proposal are not related by blood or marriage to any official or employee of the City of Freeport.

☐ The officers of the company submitting this Proposal are related by blood or marriage to the following official(s) or employee(s) of the City of Freeport.

Name and title of officer: Troy Tracy - Owner

Employee and title of City Official/Employee: _____

Relationship: _____

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix D – Public Information Act Form

Steps to Assert Information Confidential or Proprietary

All proposals, data, and information submitted to the City of Freeport are subject to release under the Texas Public Information Act ("Act") unless exempt from release under the Act. You are not encouraged to submit data and/or information that you consider to be confidential or proprietary unless it is absolutely required to understand and evaluate your submission. On each page where confidential or proprietary information appears, you must label the confidential or proprietary information. Do not label every page of your submission as confidential as there are pages (such as the certification forms and Bid/Proposal sheet(s) with pricing) that are not confidential. It is recommended that each page that contains either confidential or proprietary information be printed on colored paper (such as yellow or pink paper). At a minimum, the pages where confidential information appears should be labeled and the information you consider confidential or proprietary clearly marked.

Failure to label the actual pages on which information considered confidential appears will be considered as a waiver of confidential or proprietary rights in the information.

In the event a request for public information is filed with the City which involves your submission, you will be notified by the City of the request so that you have an opportunity to present your reasons for claims of confidentiality to the Texas Attorney General.

By signing this form, I acknowledge that I have read the above and:

___ The submitted packet to the City contains **NO** confidential information and may be released to the public if required under the Texas Public Information Act.

___ The submitted packet **contains** confidential information, which is labeled and may be found on the following pages: 15 & 36
Any information contained on page numbers not listed above may be released to the public if required under the Texas Public Information Act.

Firm Submitting: TRA-Can LLC
Signature: [Signature] Date: 10/29/2025
Print Name: TROY TRACY Print Title: OWNER

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix E – Legislature Verification Form

SENATE BILLS 13 & 19, HOUSE BILL 89 VERIFICATION

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies:

- (1) it does not boycott energy companies
- (2) it will not boycott energy companies during the term of this Agreement.

Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2271.001, 2271.002, 808.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
2. "Company" has the meaning assigned by Section 808.001, except that the term does not include sole proprietorship.
3. Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.



Appendix E – Legislature Verification Form

SENATE BILLS 13 & 19, HOUSE BILL 89 VERIFICATION

I, Troy Tracy the undersigned representative of
(Person name)

TRA-CON, LLC (here in after referred to as Company)
(Company Name)

being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in Senate Bills 13, 19 and House Bill 89.

Signature of Company Representative: Troy Tracy

Date: 10/29/2025

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.



Appendix F – Insurance Requirements

Contractor agrees to procure and always maintain, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers Rated A+ or better by AM Best with the minimum amounts of coverage outlined below:

- A. Workers' Compensation or Employer's Liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all subcontractors engaged in any manner in performance of the Work. Employer's Liability coverage shall have a minimum limit of **\$1,000,000** for liability arising out of any accident related to the Work.
- B. Comprehensive General Liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than **\$1,000,000 per occurrence with an aggregate of \$3,000,000 or its equivalent**, and will include, without limitation, the following coverages:
 - 1. Contractor Liability Coverage
 - 2. Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment and extending for at least two (2) years from that date.
- C. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than **\$1,000,000 per occurrence**. Such coverage shall include owned, hired, and non-owned vehicles of Contractor or Contractor's employees, agents, representatives, or subcontractors.
- D. The Contractor shall require all its subcontractors to provide the foregoing coverage, as well as any other coverage that Contractor considers necessary. The Contractor will require that all subcontractors maintain a comprehensive Commercial General Liability policy with a minimum limit of at least **\$1,000,000 per occurrence with an aggregate of \$3,000,000 or its equivalent**. Any exclusion shall first be approved by Owner. It is the responsibility of the Contractor to assure compliance with this provision. City of Freeport accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- E. All insurance policies required by this Appendix G shall contain a clause waiving any right of subrogation against City of Freeport. Insurance policies under (B), and (C), shall include City of Freeport as an additional insured by endorsement.



Appendix F – Insurance Requirements

- F. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
- 1) City of Freeport shall be named as an Additional Insured with respect to General Liability and Automobile Liability.
 - 2) All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
 - 3) A waiver of subrogation in favor of City of Freeport shall be contained in the Workers Compensation and all liability policies.
 - 4) All insurance policies shall be endorsed to require the insurer to immediately notify City of Freeport of any material change in the insurance coverage.
 - 5) All insurance policies shall be endorsed to the effect that City of Freeport will receive at least 60 days' notice prior to cancellation or non-renewal of the insurance.
 - 6) All insurance policies, which name City of Freeport as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
 - 7) Required limits may be satisfied by any combination of primary and umbrella liability insurances.
 - 8) Contractor may maintain reasonable and customary deductibles, subject to approval by City of Freeport.
 - 9) Insurance must be purchased from insurers rated A+ or better by AM Best.
- G. All insurance must be written on forms filed with and approved by the Texas Department of insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
- A. Sets forth all endorsements and insurance coverage according to requirements and instructions contained herein.
 - B. Shall specifically set forth the notice-of-cancellation or termination provisions to City of Freeport.
 - C. All contractors and subcontractors must meet minimum OSHA safety requirements as applicable to their operations.

Ten days before the Contract is signed, and at any time following execution thereof at the request of the Owner, furnish Owner with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that Owner will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.



Appendix G – Certificate of Interested Parties Form

CERTIFICATE OF INTERESTED PARTIES FORM 1295

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code and, as it applies to contracts entered on or after January 1, 2016. The law states that a governmental entity may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies to all contracts/purchases of a governmental entity that require an action or vote by the governing body of the entity.

Interested party means:

- (1) a person who has a controlling interest in the business with whom a governmental entity or state agency contracts; or
- (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with the governmental entity or state agency, including a broker, adviser, attorney, or intermediary for the business entity.

Controlling interest means:

- (1) ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
- (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members;
- (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

You must fill out this form electronically, Form 1295, on the Texas Ethics Commission website (www.ethics.state.tx.us/File), whether you have an interested party claim or not. Then print, sign, and file with your bid. There are exemptions to electronic filing. Please read the information provided on the Texas Ethics Commission website.



Appendix G – Form 1295

CERTIFICATE OF INTERESTED PARTIES FORM 1295

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 8 if there are interested parties. Complete Nos. 1, 2, 5, 6, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4		Nature of Interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	Controlling	Intermediary
5 Check only if there is NO Interested Party.		☐	
6 UNSWORN DECLARATION			
My name is _____ and my date of birth is _____			
My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)			
I declare under penalty of perjury that the foregoing is true and correct.			
Executed in _____ County, State of _____ on the _____ day of _____, 20____ (month) (year)			
Signature of authorized agent of contracting business entity (Signature)			
ADD ADDITIONAL PAGES AS NECESSARY			
Form provided by Texas Ethics Commission		www.ethics.state.tx.us Revised 10/202017	

THIS DOCUMENT MUST BE COMPLETED AND WILL BE VERIFIED
AS IT IS A PART OF THE SOLICITATION PACKAGE.



Appendix H – References

References – This section is required.

Company shall provide five references where they have performed similar and/or the same types of services as described herein. Please provide references not affiliated with the City of Freeport, or any of its employees.

Reference #1:

Client / Company Name: <i>Tim Burch</i>	
Contact Name:	Contact Title:
Phone: <i>979-236-9844</i>	Email:
Date and Scope of Services Provided:	

Reference #2:

Client / Company Name: <i>ROBERTA WILSON</i>	
Contact Name:	Contact Title:
Phone: <i>817-528-8642</i>	Email:
Date and Scope of Services Provided:	

Reference #3:

Client / Company Name: <i>VINCE ANGELO</i>	
Contact Name:	Contact Title:
Phone: <i>979-814-0735</i>	Email:
Date and Scope of Services Provided:	

(continued on the next page)



Appendix H – References

Reference #4:

Client / Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Services Provided:	

Reference #5:

Client / Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Services Provided:	

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix I – Project History

Similar Project History

Please provide a resume or references where you or your company has performed services within the last five years (preferably similar and/or the same types of services as described in the statement/scope of work).

If applicable, please include at least one project you have performed for the City of Freeport

Example:

Client/Project name: City of Appleton, City Hall Renovation

Address: 222 Apple Dr., Appleton, TX 77777

Point of Contact: John Doe, City manager

Phone Number: (555)212-1234

Email Address: jdoe@appletontx.org

Contract Dates: 08/01/2021 – 01/31/2022

Contract Description: Complete remodel of 60,000 SF office space. Project was completed in phases, allowing City Hall to have continuous operation of services.

Contract amount: \$800,000.00.

Estimator and Project Executive: Aaron Jones, Owner

Project Manager: Aaron Jones, Owner

Completion: 01/18/2022



Appendix J – HUB Program

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

If Non-Applicable please initial: YSD

If Applicable please provide a copy of your membership card.

Example of membership card:

Texas Historically Underutilized Business (HUB) Certificate



HUB

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

Certificate # HUB 1842550444800
 Filing Period Beginning 525268
 Approval Date 07-OCT-2020
 Submission Expiration Date 07-OCT-2024

The Texas Comptroller of Public Accounts (CPA) hereby certifies that

SERVICEBEAVER, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 08-OCT-2020 supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business application for registration certification as a HUB, you must immediately (i.e., within 30 days) of such changes notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Signature of CPA
Signature of Business Owner

Businesses that are State agencies and institutions of higher education must be certified for and register their functions as a HUB. They must submit a signed order of certification to the number identified above. Agencies, institutions and permit contractors are not required to notify the Comptroller of Public Accounts of their certification status. Issuing a copy of award to, accessing the Internet: <https://mycpa.cpa.state.tx.us/passcombsrch/index.jsp> or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-853-5881.

If not a member of HUB here's information about it and how to apply.

The Statewide Procurement Division Historically Underutilized Business (HUB) Program administers the HUB program in accordance with Texas Government Code Section 2161 and Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections 20.281 to 20.298.

The Historically Underutilized Business Program was created to promote full and equal procurement opportunities for small, minority-owned and women-owned businesses.

This is accomplished by completing an application and submitting it to the Texas Statewide HUB System.

Once approved, the company is considered "certified" and agencies using them on contracts receive credit toward meeting established HUB goals. The HUB Program is a state level program required by law and managed by the CPA.

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix J – HUB Program

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

HUB application processing timelines:

Normal processing times do not include weekends, holidays or other days the Comptroller's office is closed.

New Application: 5 months out before being reviewed

Recertification Applications: 3 months out before being reviewed

Once a fully completed application (not missing information or documentation) is provided, then a final decision will be made within 90 business days per Texas Administrative Code, Title 34, Chapter 20.288(d).

IMPORTANT: It is vital to be truthful in all documents provided for HUB certification. It is a state jail felony under Texas Penal Code §37.10 to knowingly provide false information in an application for HUB certification. It is a third-degree felony under Texas Government Code §2161.231 to apply for a state contract as a HUB vendor knowing you are not actually a HUB.

If the felony conduct prohibited under Texas Government Code §2161.231 results in the awarding of a state contract, then the act of knowingly acquiring funds derived from that felony conduct may be prosecuted under Texas Penal Code §34.02. An offense under this section is punishable as a felony regardless of the amount of funds derived from the illegal conduct. First degree felony punishment applicable if the value of the funds is \$300,000 or more.

A first-degree felony is punishable by 5-99 years or life in prison, and a fine up to \$10,000.

A third-degree felony is punishable by 2-10 years in prison, and a fine up to \$10,000.

A state jail felony is punishable by 180 days to 2 years in the state jail, and a fine up to \$10,000.



Appendix K – Bid Bond Form

BID BOND OR GUARANTEE

The State Of Texas

Surety's No. _____

Known all men by these present, that City of Freeport, County of Brazoria, and State of Texas as Principal, and _____, as Surety, are held and firmly bound unto the City of Freeport, Texas, a home rule municipal corporation of Brazoria County, Texas, as Obligee in the amount of: _____ (written amount); \$ _____ dollars for payment where of the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

Whereas, the Principal has submitted a bid to enter a certain written contract with the Obligee for:

(Project Name)

Now, Therefore, the condition of the obligation is such that is the Principal shall faithfully enter into such a written contract, then this bid bond shall be void; otherwise, this bid bond shall remain in full force and effective.

It is Expressly Understood and Agreed that if the Principal withdraws its Bid any time after such Bid is opened and before official rejection of such Bid by Obligee or, if the Principal is successful in securing the award of the contract, and fails to enter into the Contract or furnish satisfactory Performance and Payment Bonds (if required), the Obligee, in either or such events, shall be entitled and is hereby given the right to collect the full amount of this Bid Bond as liquidated damages.

Provided, further, that if any legal action is filed upon this Bond, venue shall lie in Brazoria County, State of Texas.

In Witness Whereof, the Principal and Surety does sign and seal this instrument.

This _____ day of _____ 2025.

Principal

Surety

By _____

By _____

Address: _____

Address: _____



APPROVED AS TO FORM:

Office of the City Attorney

NOTE: Attach Power of Attorney

A bid bond of 5% is required with submission.

**A payment bond will be required prior to contract execution if
project total is greater than \$50,000.00.**

**A performance bond will be required prior to contract
execution if project total is greater than \$100,000.00.**



Appendix M – Vendor Set-Up Forms

ACH Payment Agreement Form

Authorization Agreement

I hereby authorize the City of Freeport to initiate ACH deposits to my account at the financial institution named below.

Further, I agree not to hold the City of Freeport responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the City of Freeport receives a written notice of cancellation from me or my financial institution, or until I submit a new ACH Payment Agreement Form to the City of Freeport Finance Department.

Account Information

Name of Financial Institution: FIRST STATE BANK
Financial Institute Address: 200 BRAZOSPORT BLVD N. CLUTE, TX 77531
Routing Number: _____
Account Number: _____
SWIFT Code (if applicable): _____

The executed agreement must include confirmation of the banking information from an Authorized Bank Official on bank letterhead with the Authorized Bank Official's business card.

Signature

Company Name: TRA CON, LLC
Printed Name: TROY TRACY Title: OWNER
Contact Phone Number: 979-373-1801 Date: 10/29/2025
Authorized Signature: TROY TRACY

FOR CITY USE ONLY

Verified by: _____ Date Verified: _____

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix L – Vendor Set-Up Forms

ACH Form and W-9

Link to online blank W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.																																				
Print or type See specific instructions on page 2.	Name (as shown on your income tax return) TRA-CON, LLC																																							
	Business name/disregarded entity name, if different from above																																							
	Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) P ☐ Other (see instructions) ▶			☐ Exempt payee																																				
	Address (number, street, and apt. or suite no.) 1201 N. AVE. H		Requester's name and address (optional)																																					
	City, state, and ZIP code Freeport TX 77566																																							
List account number(s) here (optional)																																								
Part I Taxpayer Identification Number (TIN)																																								
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.				<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td></tr></table> <table border="1"><tr><td colspan="9">Employer identification number</td></tr><tr><td>8</td><td>5</td><td>-</td><td>0</td><td>7</td><td>0</td><td>4</td><td>4</td><td>8</td></tr></table>	Social security number												-				-		Employer identification number									8	5	-	0	7	0	4	4	8
Social security number																																								
			-				-																																	
Employer identification number																																								
8	5	-	0	7	0	4	4	8																																
Part II Certification																																								
Under penalties of perjury, I certify that:																																								
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and																																								
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and																																								
3. I am a U.S. citizen or other U.S. person (defined below).																																								
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.																																								
Sign Here	Signature of U.S. person [Signature]		Date 10/29/2025																																					
General Instructions																																								
Section references are to the Internal Revenue Code unless otherwise noted.																																								
Purpose of Form																																								
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.																																								
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:																																								
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),																																								
2. Certify that you are not subject to backup withholding, or																																								
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.																																								
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.																																								
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:																																								
• An individual who is a U.S. citizen or U.S. resident alien,																																								
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,																																								
• An estate (other than a foreign estate), or																																								
• A domestic trust (as defined in Regulations section 301.7701-7).																																								
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.																																								

Cat. No. 10231X

Form **W-9** (Rev. 12-2011)

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



COPPERA

January 15, 2026

Submitted To:
City of Freeport

Project: **Jail Plumbing Replacement**
Freeport, TX
Proposal: 10-7940-25

For information on operation and maintenance of parts listed below please email bids@copperaco.com

We hereby submit specifications and estimates for the following

Drawings

- Dated: N/A

- Plans: N/A

Specifications Dated: N/A

Addendums: 1

Sales Tax: Not Included

Prevailing Wages: Non-Prevailing

Working Hours: Monday - Friday (7:00am - 4:00pm)

Warranty: 1 Year Labor and Materials

Plumbing Scope of Work

Demolition

Demo of piping as required

New Work

Install new PEX piping to fixtures

Install new Pre Insulated Chilled water System

Tunnel 220 ft to replace Sanitary piping with sch 40 PVC

Plumbing Base Bid:

\$244,000.00

Breakout Values

Bond (Add): 3%

Alternate (Add): **\$80,000.00**

Taxes (Add): **Not Included**

Re pipe water lines with PEX. Run new lines to heater
(On Materials Only)

ACCEPTANCE OF PROPOSAL The price(s), specifications and conditions are satisfactory and are hereby accepted. COPPERA, LLC is authorized to do the work as specified.

Ryan Miller

Estimator

This proposal is valid for 30 days from the date of bid.

1009 W. 2nd St. | Taylor, TX 76574
(512)365-1838

TSBPE
929 E. 41st St
Austin, TX 78751

MPL-37023

COPPERA Bid Clarifications

Jail Plumbing Replacement

- BIM Coordination (Can be provided at additional cost).
- COPPERA will provide a written "Existing Conditions Report" prior to start of work
- COPPERA can and will provide line locating services to accommodate existing utilities
- COPPERA can use Trimble Layout and has in house trained layout technicians
- Provide wall coring as required by scope
- Fire caulk wall penetrations as required by scope
- Annotating submittals to reference specifications and drawings is excluded.
- Condition of existing items remaining onsite will not be the responsibility of COPPERA
- Assume adequate staging area will be provided at site
- AIA 201, 2020 Edition, or mutually agreeable contract is the basis of this proposal
- All work involving abatement, removal, or disposal of Asbestos or other hazardous materials will be preformed by other prior to commencing.
- Material pricing is based on current market conditions and this proposal does not include provisions significant commodity price increases and/or newly instated tariffs or taxes.
- In the event of significant delay or price increase of material occurring during the performance of the contract through no fault of the contractor, the contract sum, time of performance, or contract requirements shall be equitably adjusted by change order in accordance with the procedures of the contract documents.
- Warranty as per the terms and conditions found in your maintenance agreement. PM agreement supersedes all other warranties, written or implied, to include the description of warranty coverage included in the terms and conditions page of all proposals.
- Any and all fire protection is excluded.
- Providing or installation of city meters is excluded.
- Carton/Void form is excluded.
- **Concrete demo and pour back is not included in this proposal**
- **Replacement of fixtures/equipment is not included in this proposal**

1009 W. 2nd St. | Taylor, TX 76574

(512)365-1838

bids@copperaco.com



PROPOSAL

**Jail & Police Station Plumbing Replacement Re-Bid
City of Freeport
Project No. 2025-18**

Submitted by:
Precision & Co Contractors LLC
DBA Precision Plumbing Solutions LLC
407 Harvest Pt
Schertz, TX 78154

Authorized Signatory:
James Schwennesen, President

Phone: 254-340-9801
Email: jmschwennesen@yahoo.com

Hannah Bowden, Project Administrator

Phone: 254-652-4477

Email: Precisionplumbingsolutionsllc@gmail.com

SECTION I – COVER LETTER

Date: January 2026

To:
City of Freeport
1201 North Avenue H
Freeport, TX 77541

Re: Jail & Police Station Plumbing Replacement Re-Bid
Project No. 2025-18

Dear Evaluation Committee,

Precision & Co Contractors LLC, DBA Precision Plumbing Solutions LLC, is pleased to submit this proposal for the Jail & Police Station Plumbing Replacement Re-Bid project for the City of Freeport.

This proposal addresses the **complete replacement of all potable water lines, sanitary drain and sewer lines, and chilled water lines** serving the **combined jail and police station facility**, including **all below-BTS (below building) piping and all interior distribution piping on both levels of the structure**.

After performing a site visit, we propose to **self-perform all potable water and sanitary sewer work** utilizing an experienced, dedicated crew under continuous on-site supervision. The **chilled water system replacement will be performed by a qualified, licensed subcontractor**, managed and coordinated directly by Precision & Co Contractors LLC. All work will be executed in accordance with the solicitation documents, applicable codes, City of Freeport requirements, and industry best practices.

We acknowledge receipt of all solicitation documents and confirm our ability to complete the project within the required duration.

Respectfully submitted,

James Schwennesen
President
Precision & Co Contractors LLC

SECTION II – BID FORM & PRICE

TOTAL LUMP SUM BID PRICE

\$870,000.00

This price includes all labor, materials, equipment, supervision, overhead, and profit necessary to complete the work in accordance with the solicitation documents.

Price Breakdown by Scope:

- **Chilled Water Line Replacement:** \$295,000.00
- **Potable Water Line Replacement:** \$200,000.00
- **Sanitary Sewer / Drain Line Replacement:** \$275,000.00
- **Interior & Exterior Repairs (Walls, Ceilings, Floors, Finishes):** \$100,000.00

SECTION III – BASIS OF BID

- Firm-Fixed Price
- Total Project Duration: **120 Calendar Days**
- Materials include freight and applicable taxes
- Contractor will comply fully with all **Davis-Bacon Act requirements**
- Scope includes **full system replacement serving both the jail and police station facilities, including all below-BTS piping**
- No exclusions except as stated in the solicitation documents

SECTION IV – TECHNICAL APPROACH

1. Project Understanding

The scope of work consists of the **complete replacement of all potable water lines, sanitary drain and sewer lines, and chilled water lines** serving the **combined jail and police station facility**, including **all below-BTS piping and all interior horizontal and vertical distribution piping**.

The facility is a **two-story structure housing both jail and police station operations**. Due to the age, condition, and configuration of the existing plumbing infrastructure, **full replacement throughout both facilities is required** to restore reliability, code compliance, and long-term serviceability.

Execution of this work will require **selective demolition of interior walls, ceilings, and limited floor areas on both levels** to access existing piping systems. Upon completion of piping installation, all disturbed areas will be **fully repaired and restored** to match existing conditions. Exterior restoration will be performed where trenching, penetrations, or utility tie-ins impact building or site finishes.

2. Construction Sequencing & Methodology

All work will be performed by a dedicated crew under continuous on-site supervision. Work will be executed in clearly defined phases to maintain quality control, protect existing building elements, and ensure schedule discipline.

2.1 Mobilization & Site Preparation

- Coordinate site access and sequencing with City representatives
- Establish approved material staging and protected work zones
- Install temporary protection to isolate work areas
- Conduct pre-construction walkthrough and field verification

2.2 Selective Demolition & Access

- Open walls, ceilings, and limited floor areas as required on both floors
- Remove existing piping systems serving both the jail and police station
- Protect adjacent finishes, structure, and building systems
- Maintain daily housekeeping and debris removal

2.3 Sanitary Sewer & Drain Line Replacement

- Tunnel and replace approximately **200 linear feet of existing cast-iron sewer piping below BTS** serving both the jail and police station with new **4-inch Schedule 40 PVC**
- Perform below-slab tunneling using a combination of hand excavation and mechanical assistance
- **Backfill all tunnel excavations with existing excavated soil**, properly placed and compacted to maintain structural support
- Trench approximately **200 linear feet through the adjacent alley** and tie into the sanitary system near the City connection
- Install new piping with proper slope, bedding, and support
- Restore all affected interior and exterior areas

2.4 Potable Water Line Replacement

- Remove and replace **all existing potable water piping below BTS and throughout both the jail and police station**
- Install new **PEX water distribution piping**, sized in accordance with applicable plumbing codes and system demand
- Provide proper supports, isolation, and protection
- Pressure test, flush, disinfect, and inspect all potable water systems prior to concealment

2.5 Chilled Water System Replacement

- Remove and replace **all existing chilled water piping below BTS and throughout both facilities**
- Install new **HDPE chilled water piping**, including all required fittings, supports, transitions, insulation, and jacketing
- Work performed by a **qualified, licensed subcontractor**, coordinated and supervised by Precision & Co Contractors LLC
- Perform system testing and commissioning prior to acceptance

2.6 Restoration & Closeout

- Repair and restore all walls, ceilings, and floors disturbed by construction
- Match existing finishes where feasible
- Perform final system testing and inspections
- Provide **before, during, and after photographic documentation**
- Conduct final walkthrough with City representatives

RELEVANT PAST PERFORMANCE

Texas Department of Transportation (TXDOT)

Location: Yoakum, TX

Contract Value: \$278,882

Scope: Below-slab sewer replacement, foundation re-leveling, and interior/exterior facility repairs requiring careful sequencing and restoration.

San Angelo Independent School District

Location: San Angelo, TX

Contract Value: \$586,489

Scope: Excavated below slab and replaced approximately 380 LF of sewer piping, grease trap systems, and full surface restoration.

U.S. Forest Service – Alaska Region

Location: Thorne Bay, AK

Contract Value: \$510,000

Scope: Water line replacements, valve installations, and system upgrades in a remote government facility requiring precise logistics and coordination.

SECTION V – LABOR MANAGEMENT & COMPLIANCE

- Contractor will comply fully with all **Davis-Bacon Act requirements**
- Labor classifications and wage rates will conform to the applicable wage determination
- Workforce utilization will be managed to maintain schedule, quality, and safety objectives

SECTION VI – PROJECT SUPERVISION

- A dedicated on-site Site Superintendent will be assigned for the duration of the project
- The Site Superintendent is **OSHA 30-hour certified** and responsible for:
 - Daily coordination of work activities
 - Enforcement of safety protocols
 - Quality control inspections
 - Coordination with City representatives

SECTION VII – PROJECT SCHEDULE

Total Duration: 120 Calendar Days

Work will be phased to allow systematic replacement of all plumbing systems serving both the jail and police station, followed by full restoration and closeout.

SECTION VIII – SAFETY & SECURITY

- Job Hazard Analyses conducted regularly
- Compliance with all City safety requirements
- Controlled work zones and daily housekeeping
- No unauthorized personnel permitted on site

SECTION IX – QUALITY CONTROL

- Continuous on-site inspection by Site Superintendent
- Manufacturer installation standards enforced
- Phase completion reviews prior to advancing work
- Final walkthrough with City representatives

SECTION X – WARRANTIES

- One-year warranty on workmanship
- Manufacturer warranties passed through to the City of Freeport

SECTION XI – AMENDMENTS & CERTIFICATIONS

The Contractor acknowledges receipt of all solicitation amendments, if any. All representations and certifications required by the solicitation are incorporated by reference.



Appendix A – Submittal Form

All Submissions delivered to the City of Freeport shall include this page with the submittal.	
Project Number:	2025-18
Project Title:	Jail Plumbing Replacement Re-Bid
Submittal Deadline:	Thursday, January 8, 2026 @ 2:00 p.m.
Company Information:	
Company Legal Name:	Precision & Co. Contractors LLC
Address:	407 Harvest Point
City, State & Zip	Selma, Texas 78154
Federal Employers Identification Number #	82-0888348
Phone Number:	254-340-9801
E-Mail Address:	Precisionplumbingsolutionsllc@gmail.com
Company Authorization	
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer.	
Printed Name of Authorized Representative: <u>Hannah Bowden</u>	
Position of Authorized Representative: <u>Project Administrator</u>	
Signature of Authorized Representative: <u></u>	
Signed this <u>15th</u> (day) of <u>January</u> (month), <u>2026</u> (year)	

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT
IS A PART OF THE SOLICITATION PACKAGE.**



Appendix A – Submittal Form

All Submissions delivered to the City of Freeport shall include this page with the submittal.	
Project Number:	2025-18
Project Title:	Jail Plumbing Replacement
Submittal Deadline:	Thursday, January 8, 2026 @ 2:00 p.m.
Company Information:	
Company Legal Name:	Coppera
Address:	P.O. Box 632
City, State & Zip	Taylor, TX 76574
Federal Employers Identification Number #	27-2293470
Phone Number:	512-365-1838
E-Mail Address:	ryan.miller@copperaco.com
<u>Company Authorization</u>	
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer. Printed Name of Authorized Representative: <u>Ryan Miller</u> Position of Authorized Representative: <u>Estimator</u> Signature of Authorized Representative: <u><i>Ryan Miller</i></u> Signed this <u>15</u> (day) of <u>January</u> (month), <u>2026</u> (year)	

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE.



City Council Agenda Item #[4.I]

Title: Consideration and possible action approving Resolution No. 2026-3036 for an EDC Settlement Agreement.

Date: February 17, 2026

From: Robert Johnson, Economic Development Director

Staff Recommendation: Staff recommends City Council approve litigation settlement for the Freeport Economic Development Corporation vs. RWPH Freeport, LLC matter.

Item Summary: The attached document contains the specifics of the proposed mediation settlement.

Background Information: Purpose of Agreement. This Agreement is being entered into to settle any and all known, unknown, past, present, and future claims that were, could have been, or that in the future could be asserted by and between the FEDC, GL&L, and AMG relating in any way to any and all matters that were or could have been alleged or asserted relating to Lots 1, 2, 3, 7, 8, 9, 10, 11, and 12. The remaining Lots 19 and 24 are not addressed by this Agreement.

Special Considerations: None.

Financial Impact: The costs of completion will be divided as follows:

- i. To FEDC, 50%;
- ii. To AMG, 25%; and
- iii. To GL&L, 25%.

Board or 3rd Party Recommendation: The FEDC agreed to enter into a mediated settlement for the Freeport Economic Development Corporation vs. RWPH Freeport, LLC court case. The FEDC Board will vote on February 10, 2026 on whether to recommend approval of the mediated settlement to the Freeport City Council.

Supporting Documentation:

- 1. Council Resolution
- 2. Final Settlement Agreement
- 3. Exhibit A to Settlement Agreement
- 4. Exhibit B to Settlement

RESOLUTION NO. 2026-3036

A RESOLUTION OF THE CITY OF FREEPORT, TEXAS, CONTAINING A PREAMBLE; APPROVING ECONOMIC DEVELOPMENT PROJECT TO BE ENACTED BY THE FREEPORT ECONOMIC DEVELOPMENT CORPORATION; AND PROVIDING THAT THIS RESOLUTION SHALL TAKE EFFECT AND BE IN FORCE FROM AND AFTER ITS PASSAGE AND ADOPTION.

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

WHEREAS, the Freeport Economic Development Corporation (the “EDC”) is a “type B” nonprofit economic development corporation, authorized under Texas Development Corporations Act, Title 12, Section 501.001 et. seq. specifically Chapter 505 of said Act; and,

WHEREAS, the EDC’s specific purpose is to sustain economic development efforts and promote business development in the City; and,

WHEREAS, the City and the EDC have made the specific findings that the EDC may pursue the development projects set forth below, that said projects are authorized by the Texas Development Corporation Act, and that the projects promote economic development within the City of Freeport and satisfy the requirement of serving a public purpose; and,

WHEREAS, prior to passage of this resolution, the City Council conducted two (2) public readings of this resolution, in open session of duly noticed and posted council meetings, and further finds that a duly noticed and posted public hearing was previously held by the EDC on the projects contained herein.

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

FIRST, the City Council of the City of Freeport finds that the facts recited in the preamble hereof are true.

SECOND, the City Council of the City of Freeport hereby approves the following economic development settlement agreement:

1. Settlement agreement between Freeport Economic Development Corporation and RWPH Freeport LLC.;

THIRD, the funds to fund the above projects have been budgeted and no further authorization is required from the City Council for the EDC to implement the above projects.

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

READ, PASSED AND ADOPTED this _____ day of _____, 2023.

APPROVED:

Jerry Cain, Mayor
City of Freeport, Texas

ATTEST:

Clarisa Fernandez, City Clerk
City of Freeport, Texas

APPROVED AS TO FORM ONLY:

Christopher Duncan, City Attorney
City of Freeport, Texas

SETTLEMENT AND RELEASE AGREEMENT

This Settlement and Release Agreement (the “Agreement”) is entered into in multiple counterparts effective upon the date last executed by all of the parties to this Agreement (the “Effective Date”).

1. Parties to this Agreement. This Agreement is made and entered into by and among Freeport Economic Development Corporation (“FEDC”), GL&L Holdings, LLC (“GL&L”), and AMG Texas Capital, LLC (“AMG”). FEDC, GL&L, and AMG are collectively referred to as the “Parties.”

2. The Property. The Parties have distinct interests in the real property legally described as:

LOTS 1, 2, 3, 6, 7, 8, 9, 10, 19, AND 24, BLOCK 694, IN THE VELASCO TOWNSITE OF THE CITY OF FREEPORT, TEXAS ACCORDING TO THE MAP OR PLAT OF SAID TOWNSITE RECORDED IN VOLUME 32, PAGE 14 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS

and

LOTS 4, 5, 11, and 12, BLOCK 694, IN THE VELASCO TOWNSITE OF THE CITY OF FREEPORT, TEXAS ACCORDING TO THE MAP OR PLAT OF SAID TOWNSITE RECORDED IN VOLUME 32, PAGE 14 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS

(collectively, the “Property” and the individual platted lots making up the Property are hereinafter sometimes referred to by lot numbers).

For the purposes of clarity, the Parties’ interests are defined as follows:

- a. FEDC executed a Special Warranty Deed to RWPH Freeport, LLC (“RWPH”) conveying Lots 1, 2, 3, 6, 7, 8, 9, 10, 19, and 24 and a Special Warranty Deed to RWPH conveying Lots 4, 5, 11, and 12. These Special Warranty Deeds were recorded on November 13, 2018 at Instrument

Nos. 2018057542 and 2018057543, respectively, in the Official Public Records of Brazoria County, Texas.

- b. RWPH executed a Deed of Trust to AMG secured by Lots 1, 2, 3, and 4. The Deed of Trust was recorded on March 3, 2020 at Instrument No. 20200011068 in the Official Public Records of Brazoria County, Texas. AMG foreclosed on Lots 1, 2, 3, and 4 by a substitute trustee sale on May 7, 2024, and Lots 1, 2, 3, and 4 were conveyed to AMG by a Substitute Trustee's Deed recorded on May 8, 2024 at Instrument No. 2024019704 in the Official Public Records of Brazoria County, Texas.
- c. RWPH executed a Deed of Trust to GL&L secured by Lots 5 and 6 and a Deed of Trust secured by Lots 7 and 8. These Deeds of Trust were recorded on April 2, 2020 at Instrument Nos. 2020017198 and 2020017191, respectively, in the Official Public Records of Brazoria County, Texas. RWPH executed a Deed of Trust and Security Agreement to GL&L secured by Lots 5, 6, 7, 8, 9, 10, 11, and 12. The Deed of Trust and Security agreement was recorded on April 5, 2021 at Instrument No. 2021020963 in the Official Public Records of Brazoria County, Texas. The Deed of Trust secured by Lots 7 and 8 was renewed and extended by an agreement recorded on June 3, 2021 at Instrument No. 2021036496 in the Official Public Records of Brazoria County, Texas. RWPH executed a Deed in Lieu of Foreclosure to GL&L relating to Lots 5 and 6, a Deed in Lieu of Foreclosure relating to Lots 7 and 8, and a Deed in Lieu of Foreclosure relating to Lots 5, 6, 7, 8, 9, 10, 11,

and 12. These Deeds in Lieu of Foreclosure were recorded on May 14, 2025 at Instrument Nos. 2025022430, 2025022431, and 2025022432, respectively, in the Official Public Records of Brazoria County, Texas.

3. Purpose of Agreement. This Agreement is being entered into to settle any and all known, unknown, past, present, and future claims that were, could have been, or that in the future could be asserted by and between the FEDC, GL&L, and AMG relating in any way to any and all matters that were or could have been alleged or asserted relating to Lots 1, 2, 3, 7, 8, 9, 10, 11, and 12. The remaining Lots 19 and 24 are not addressed by this Agreement.

All such matters are referred to collectively herein as the "Claims."

4. Consideration. The consideration for this Agreement includes the following:

a. FEDC, AMG, and GL&L agree to contract for completion of the roadways, curbs, sidewalks, and other access routes (including, but not limited to, the construction of the roadway on N. Avenue M and the extension of W. Roeller connecting N. Avenue N and N. Avenue M) in accordance with the requirements stipulated by the City of Freeport as per Exhibit A attached to this Agreement, with AMG and GL&L making the application for the necessary variance with the City of Freeport. The costs of completion will be divided as follows:

- i. To FEDC, 50%;
- ii. To AMG, 25%; and
- iii. To GL&L, 25%.

- b. AMG agrees to complete development of Lots 1, 2, 3, and 4 according to the published building codes and standards of Brazoria County, Texas, and the City of Freeport and comply with all city and county ordinances.
- c. GL&L agrees to complete development of Lots 5, 6, 7, 8, 9, 10, 11, and 12 according to the published building codes and standards of Brazoria County, Texas, and the City of Freeport and comply with all city and county ordinances.
- d. Within 7 days of the Effective Date of this Agreement, FEDC agrees to execute and record the Special Warranty Deeds attached to this Agreement as Exhibits B-1 and B-2, conveying Lots 1, 2, 3, and 4 to AMG and Lots 5, 6, 7, 8, 9, 10, 11, and 12 to GL&L.
- e. FEDC agrees to indemnify AMG and GL&L for any property taxes assessed from the Reversion Date (as such term is hereinafter defined) through the Effective Date of this Agreement.
- f. FEDC agrees to indemnify AMG and GL&L for all city liens, including, but not limited to, weed and mowing liens assessed against the Property from the Reversion Date through the Effective Date of this Agreement.
- g. FEDC agrees to take all reasonably prudent actions in order to provide clear title to all properties conveyed to AMG and GL&L.
- h. This Agreement shall be contingent upon the City of Freeport releasing any and all liens filed against AMG and GL&L for weeding and mowing filed prior to the Effective Date.

- i. FEDC agrees to pay any unpaid property taxes, including delinquencies and/or penalties, if any, incurred prior to the Effective Date, and to represent and defend the interests of AMG and GL&L in any lawsuits filed prior to the Effective Date against AMG and GL&L.
- j. Construction by AMG and GL&L shall follow the schedule set forth in Exhibit B.

The Parties acknowledge and agree that the consideration for this Agreement is sufficient.

5. Acknowledgement of Reversion. AMG and GL&L acknowledge the following:

- a. As to Lots 1, 2, 3, and 4, AMG's security interest and Substitute Trustee's Deed was subject to the right of reversion contained in the Special Warranty Deed from FEDC to RWPH.
- b. As to Lots 5, 6, 7, 8, 9, 10, 11, and 12, GL&L's security interest and conveyance from RWPH was subject to the right of reversion contained in the Special Warranty Deed from FEDC to RWPH.
- c. Pursuant to the reversion clause, Lots 1, 2, 3, 7, and 8 reverted to FEDC as of November 8, 2018 (the "Reversion Date").

6. Release by Freeport Economic Development Corporation. Effective upon the full execution of this Agreement, Freeport Economic Development Corporation, on behalf of themselves and their predecessors, successors, assigns, attorneys, heirs, and representatives, and all persons claiming by or through any of them, releases, acquits, and forever discharges AMG Texas Capital LLC and GL&L Holdings LLC, as well as their respective predecessors, successors, assigns, attorneys, insurers, agents,

officers, directors, employees, and representatives, of and from any and all known and unknown claims, causes of action, demands, damages, remedies, debts, contracts, costs, expenses, losses, and any other claims or causes of action that they have, may have, or ever had against AMG Texas Capital LLC and GL&L Holdings LLC arising from or relating to (i) the Claims and (ii) Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, except any obligations arising under this Agreement.

7. Release by AMG Texas Capital LLC. Effective upon the full execution of this Agreement, AMG Texas Capital LLC, on behalf of themselves and their predecessors, successors, assigns, attorneys, heirs, and representatives, and all persons claiming by or through any of them, releases, acquits, and forever discharges Freeport Economic Development Corporation, as well as their respective predecessors, successors, assigns, attorneys, insurers, agents, officers, directors, employees, and representatives, of and from any and all known and unknown claims, causes of action, demands, damages, remedies, debts, contracts, costs, expenses, losses, and any other claims or causes of action that they have, may have, or ever had against Freeport Economic Development Corporation arising from or relating to (i) the Claims and (ii) Lots 1, 2, 3, and 4, except any obligations arising under this Agreement.

8. Release by GL&L Holdings LLC. Effective upon the full execution of this Agreement, GL&L Holdings LLC, on behalf of themselves and their predecessors, successors, assigns, attorneys, heirs, and representatives, and all persons claiming by or through any of them, releases, acquits, and forever discharges Freeport Economic Development Corporation, as well as their respective predecessors, successors, assigns, attorneys, insurers, agents, officers, directors, employees, and representatives, of and

from any and all known and unknown claims, causes of action, demands, damages, remedies, debts, contracts, costs, expenses, losses, and any other claims or causes of action that they have, may have, or ever had against Freeport Economic Development Corporation arising from or relating to (i) the Claims and (ii) Lots 5, 6, 7, 8, 9, 10, 11, and 12, except any obligations arising under this Agreement..

9. Dismissal with Prejudice. Within seven (7) days of the Effective Date of this Agreement:

- a. FEDC and AMG will file an agreed judgment, non-suiting the claims and finding that Lots 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, and 12 reverted to FEDC as of November 8, 2018 in the lawsuit filed under Cause No. 110723CV, in the 412th Judicial District of Brazoria County, Texas. Additionally, FEDC will execute and record a release of the notice of lis pendens recorded at Instrument No. 2023045976 in the Official Public Records of Brazoria County, Texas.
- b. FEDC will take the necessary steps to correct the Brazoria County Tax Roll to reflect FEDC as the owner of the Property from the Reversion Date, through the date of execution of the Special Warranty Deeds attached to this Agreement as Exhibits B-1 and B-2, conveying Lots 1, 2, 3, and 4 to AMG and Lots 5, 6, 7, 8, 9, 10, 11, and 12 to GL&L.

10. Attorneys' Fees. All attorneys' fees and costs will be borne by the Party or Parties incurring same; provided however, that if any Party brings an action at law or in equity to enforce or seek redress for breach of this Agreement, the prevailing Party in

such action shall be entitled to its reasonable attorneys' fees in addition to all other appropriate relief.

11. Warranties and Representations. Each Party hereto represents and warrants as follows:

- a. Before executing this Agreement, he, she, or it became fully informed of the terms, contents, conditions, and effect of this Agreement;
- b. He, she, or it is legally competent to execute this Agreement;
- c. This Agreement is fully and forever binding on each of them;
- d. Before executing this Agreement, the signatories to this Agreement fully informed the necessary persons or entities of the terms, contents, conditions, and effect of this Agreement;
- e. No promise or representation of any kind has been made except as is expressly stated in this Agreement;
- f. In entering this Agreement, he, she, or it has had the benefit of the advice of lawyers of his, her, or its own choosing and is entering into this Agreement freely, by his, her, or its own choice and judgment, and without duress or other influence;
- g. He, she, or it owns the claims being settled and released and has not assigned or transferred the same in whole or part;
- h. He, she, or it understands that this Agreement is a full, final and complete release of the opposing party identified above and that the consideration identified above is the only benefit the Parties shall ever receive from each other in connection with the Lawsuit; and
- i. The signatories to this Agreement warrant and represent they have full and final authority to execute this Agreement on behalf of themselves or the entities indicated.

12. No Admission of Liability. This Agreement is entered into for the purpose of compromising disputed and doubtful claims. The execution of this Agreement is not intended to be, and shall not be, an admission by any Party of any liability whatsoever

and shall not constitute an admission by any Party of the validity of the claims and defenses held or asserted by any other Party.

13. Tax/Credit Consequences. This Agreement is enforceable regardless of its tax or credit consequences. The Parties understand and agree that the payment set forth in this Agreement reflects the settlement of disputed legal claims and that the Parties make no representations regarding the Agreement's tax or credit consequences.

14. Modification. This Agreement shall not be altered, amended or modified by oral representation made before or after the execution of this Agreement. All amendments or changes of any kind must be in writing and executed by all Parties.

15. Counterparts and Effective Date. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original Agreement, and all of which shall constitute one agreement to be effective as of the Effective Date, as defined above. Fully executed photocopies, facsimiles, or electronic copies of this Agreement may be treated as an original.

16. Severability. If any provision of the Agreement or the application thereof is held invalid by a court, arbitrator, or government agency of competent jurisdiction, the Parties agree that such a determination of invalidity shall not affect other provisions or applications of the Agreement that can be given effect without the invalid provisions and thus shall remain in full force and effect or application.

17. Binding on Successors. This Agreement shall inure to the benefit of the respective heirs, successors, and assigns of the Parties, and each and every one of the releasees shall be deemed to be intended third-party beneficiaries of this Agreement.

18. Interpretation of Agreement. It is acknowledged and agreed that all Parties participated in drafting this Agreement and that this Agreement will not be construed against any Party on the basis that its counsel prepared the initial draft of this Agreement or otherwise. The validity, effect and construction of this Settlement and Release Agreement shall be governed by the laws of the State of Texas.

19. Complete Agreement. This Agreement constitutes a single, integrated, written contract expressing the entire understanding and agreement between the Parties, and the terms of the Agreement are contractual and not merely recitals. No other agreement, written or oral, express or implied, exists between the Parties with respect to the subject matter of this Agreement, and the Parties declare and represent that no promise, inducement or other agreement not expressly contained in this Agreement has been made conferring any benefit upon them.

20. Entire Agreement. This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto evidence their agreement by execution thereof on the dates indicated below.

FREEPORT ECONOMIC DEVELOPMENT CORPORATION

By: _____

Title: _____

Date: _____

AMG TEXAS CAPITAL LLC

By: _____

Title: _____

Date: _____

GL&L HOLDINGS LLC

By: _____

Title: _____

Date: _____



Concrete Creations LLC
17710 TerranovaWestDr
Spring, TX 77379
8327227893
concretecreations79@gmail.com
www.ConcreteCreationsTexas.com

ADDRESS

City of Freeport
430 N Brazosport Blvd,
Freeport, TX 77541

Estimate 1879

DATE 12/18/2025

Project Name: North Avenue M Freeport TX (Asphalt St.)

ACTIVITY	QTY	RATE	AMOUNT
12/18/2025			
Lime, Crushed Concrete, & Asphalt Installation to approx.: 8,400 SF (not to exceed)	8,400	8.9604762	75,268.00
1. Layout new road and cul-de-sa c			
2. Scrape and remove grass and debris			
3. Haul off all waste and excess material			
4. Roll and compact subgrade to 99% compaction			
5. Install 6 inches of crushed concrete (TXDOT-approved material)			
6. Roll and compact base to 99% compaction			
7. Apply SS-1 Tack Coat			
8. Install 2 inches of Type D smooth asphalt, roll and compact for traffic-ready surface within 24 hours			
Total Turnkey Project (includes dirt work, base work, and asphalt installation):			
1. Install sidewalks only on the front side of the Houses	720	12.50	9,000.00
Broom Finished concrete 4" thick #3 rebar			
16" OC 3000 PSI			
Clean up included			

Contact Concrete Creations LLC to pay.
North Avenue M Freeport TX (Asphalt St.)

Exclusions:

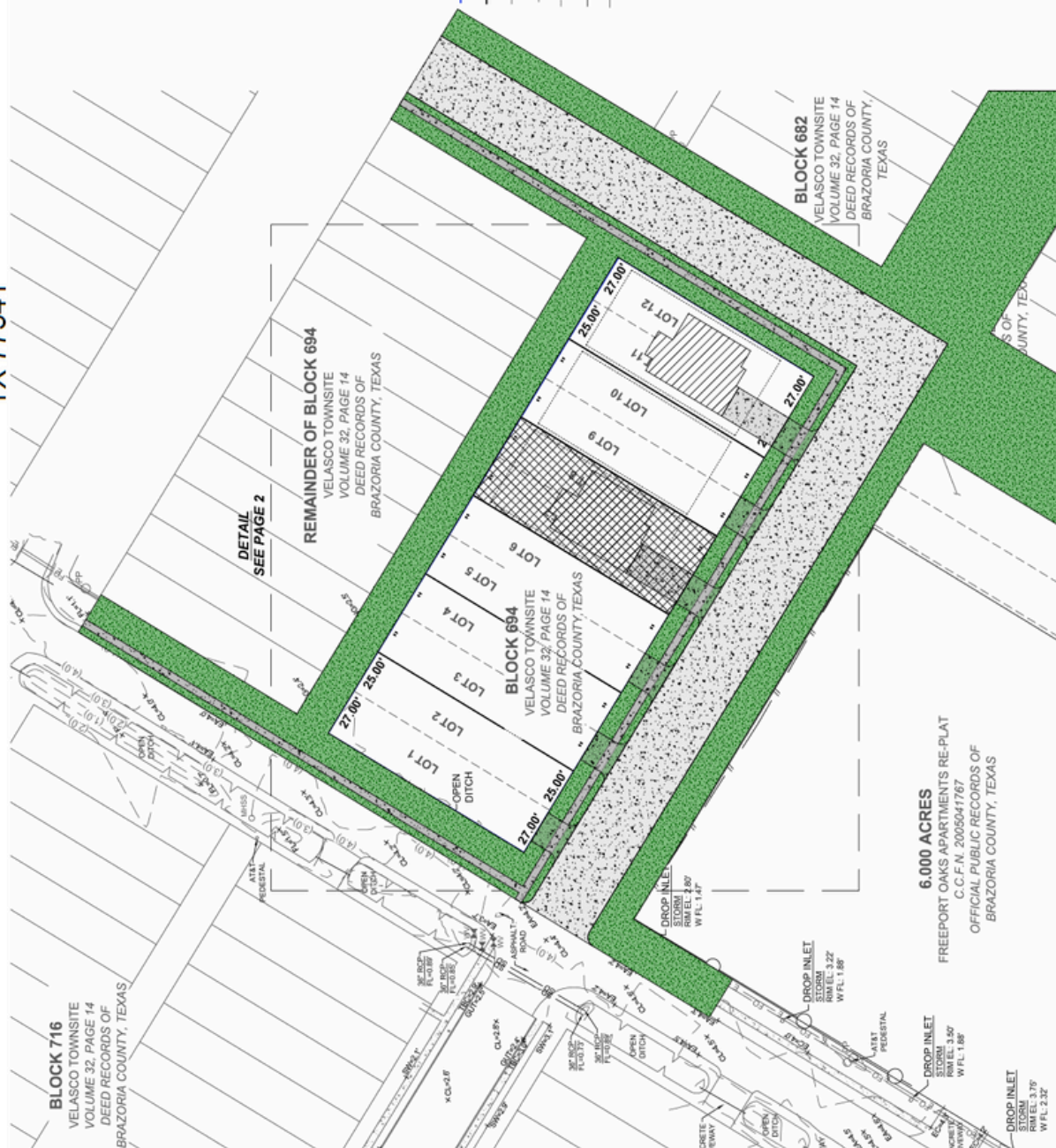
- Tax
 - Permits
 - Any Fees
 - Off-Site work
 - Any unforeseen objects below 8"
- Intermediate and Final Cleaning;
- Job site will be left clean in good condition at the end of every workday.
 - Appropriate measures will be taken to eliminate dust/debris contamination outside of work area. Signs will be posted to warn any personnel of the work going on in this area.
 - Thorough final clean once work has been completed.

TOTAL	\$84,268.00
-------	-------------

Accepted By

Accepted Date



[illegible]

SITE PLAN
1" = 30'-0"



Concrete Creations LLC

17710 TerranovaWestDr

Spring, TX 77379

8327227893

concretecreations79@gmail.com

www.ConcreteCreationsTexas.com

ADDRESS

City of Freeport

430 N Brazosport Blvd,

Freeport, TX 77541

Estimate 1880

DATE 12/18/2025

Project Name: W Roeller St. Freeport TX (Asphalt St.)

ACTIVITY	QTY	RATE	AMOUNT
12/18/2025			
Lime, Crushed Concrete, & Asphalt Installation to approx.: 8,160 SF (not to exceed)	8,160	8.9828431	73,300.00
1. Layout new road and cul-de-sac			
2. Scrape and remove grass and debris			
3. Haul off all waste and excess material			
4. Roll and compact subgrade to 99% compaction			
5. Install 6 inches of crushed concrete (TXDOT-approved material)			
6. Roll and compact base to 99% compaction			
7. Apply SS-1 TackCoat			
8. Install 2 inches of Type D smooth asphalt, roll and compact for traffic-ready surface within 24 hours			
Total Turnkey Project (includes dirt work, base work, and asphalt installation):			

Contact Concrete Creations LLC to pay.
North Avenue M Freeport TX (Asphalt St.)

Exclusions:

- Tax
- Permits
- Any Fees
- Off-Site work
- Any unforeseen objects below 8"

Intermediate and Final Cleaning;

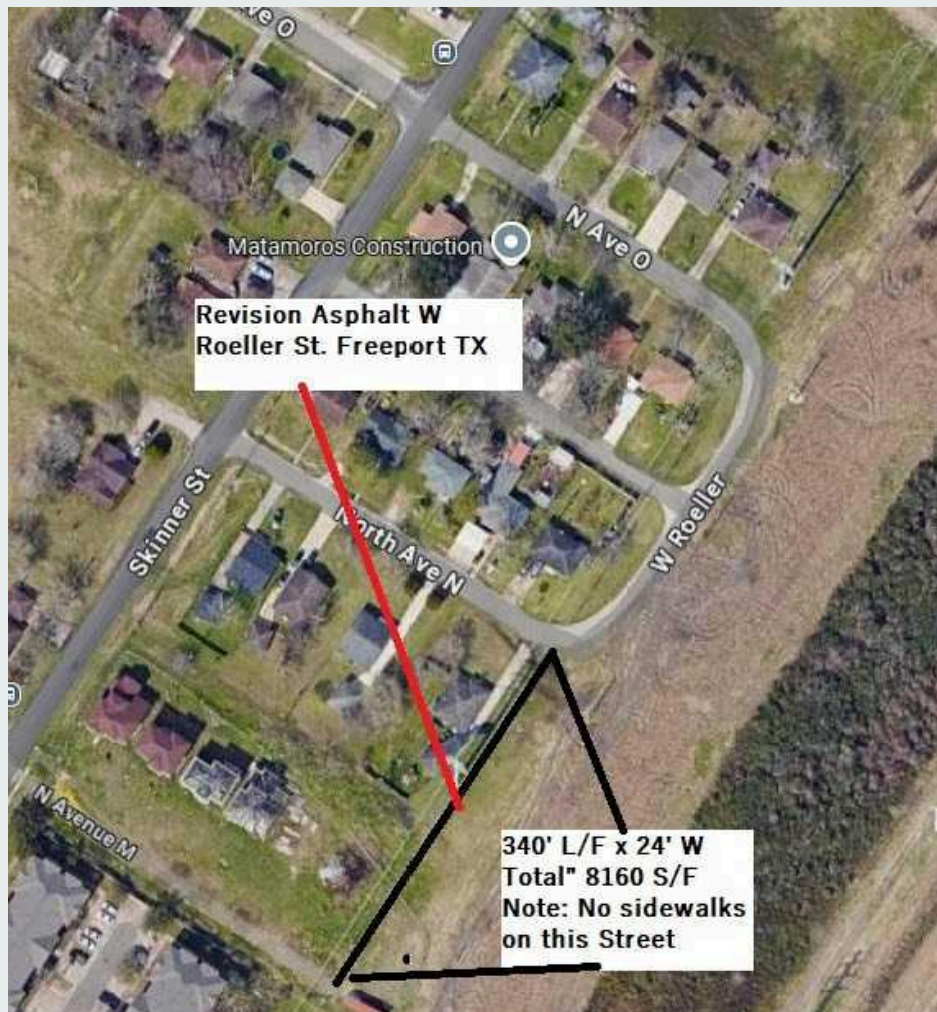
- Job site will be left clean in good condition at the end of every workday.
- Appropriate measures will be taken to eliminate dust/debris contamination outside of work area. Signs will be posted to warn any personnel of the work going on in this area.
- Thorough final clean once work has been completed.

TOTAL

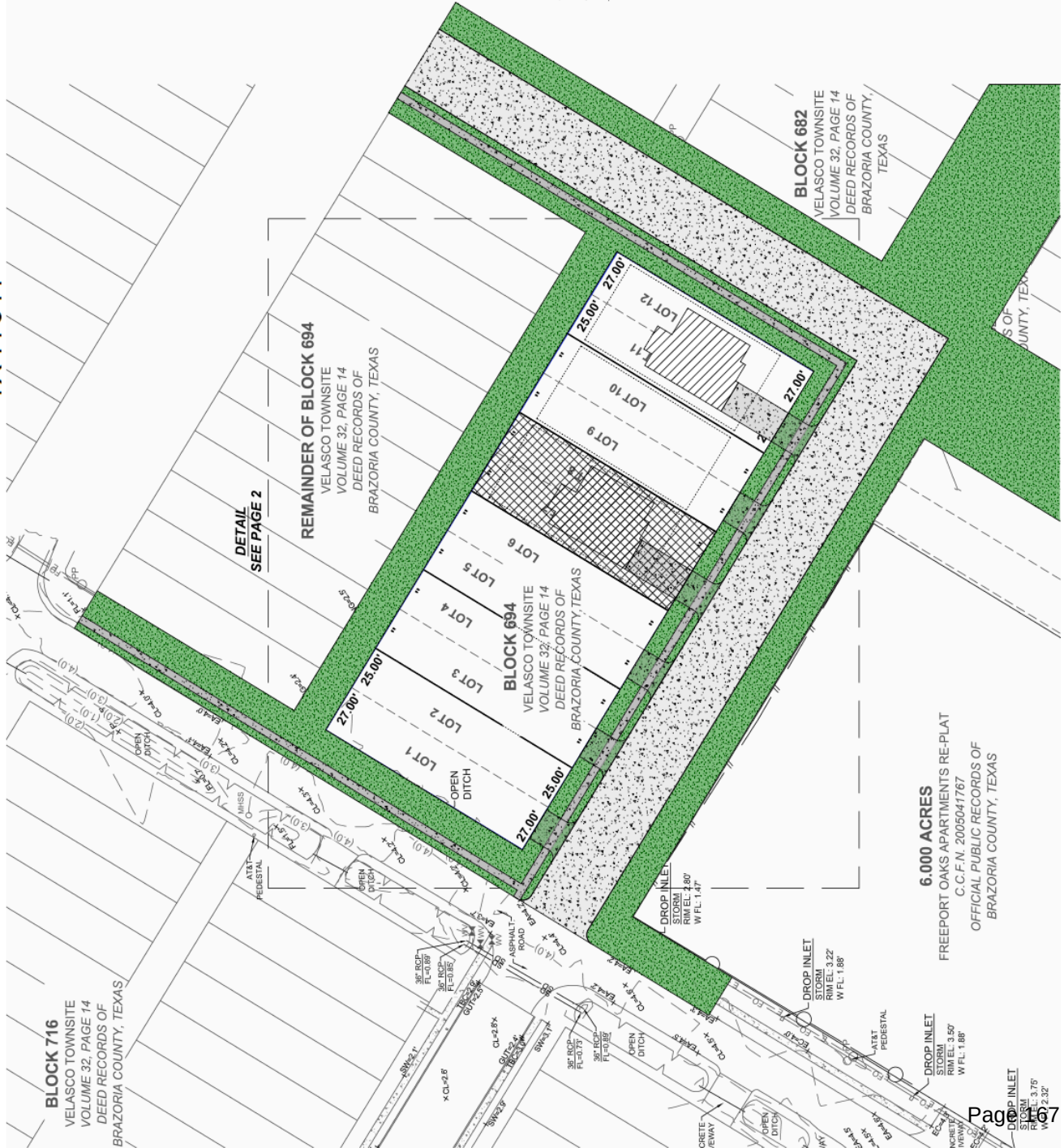
\$73,300.00

Accepted By

Accepted Date



1120 North Ave N, Freeport,
TX 77541



TOOT ASPHALT PAVEMENT

1/2" = 1' 0"

1/2" = 1' 0"

1/2" = 1' 0"

LIGHT DUTY PAVEMENT

1/2" = 1' 0"

1/2" = 1' 0"

HEAVY DUTY PAVEMENT

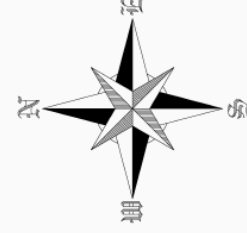
1/2" = 1' 0"

1/2" = 1' 0"

2 DETAILS PAVING 1/64" = 1'-0"

LEGEND:

- H.C.M.R. - HARRIS COUNTY MAP RECORDS
- C.C.F.N. - COUNTY CLERK'S FILE NUMBER
- R.O.W. - RIGHT-OF-WAY
- SUBJECT TRACT
- EASEMENT
- OVERHEAD ELECTRIC LINE
- FIBER OPTIC LINE
- WATER LINE
- STORM DRAIN LINE
- SANITARY SEWER LINE
- PP - POWER POLE
- MHSTO - STORM MANHOLE
- MHSSO - SANITARY SEWER MANHOLE
- WV - WATER VALVE
- FH - FIRE HYDRANT
- LIGHT POLE
- TREE
- CHAIN LINK FENCE
- STREET LIGHT



SCALE: 1" = 40'
0' 40' 80'

6.000 ACRES
FREEPORT OAKS APARTMENTS RE-PLAT
C.C.F.N. 2005041767
OFFICIAL PUBLIC RECORDS OF
BRAZORIA COUNTY, TEXAS



City of Freeport
430 N Brazosport Blvd,
Freeport, TX 77541

DATE 12/18/2025

[illegible]

- Tax
- Permits
- Any Fees
- Off-Site work
- Any unforeseen objects below 8”

EXHIBIT B TO SETTLEMENT AGREEMENT AND MUTUAL RELEASE

SCHEDULE OF PERFORMANCE

Action	Description	Due Date
Effective Date	Date the Settlement Agreement is Signed	
Government Approval Application Deadline	Apply for all permits necessary from government agencies	Within 3 months of Effective Date
Government Approvals	Receive final permits necessary from all government agencies	Within 6 months of Government Approval Application Deadline
Notification of Government Approvals	Developer must notify EDC of receipt of government approvals	Upon receipt of government approvals
Commencement Deadline	Commence construction evidenced by erection of exterior walls	Within 2 months of Government Approvals
CO Deadline	Certificate of Occupancy obtained for entire project	Within 14 months of Government Approvals



City Council Agenda Item #[4.J]

Title: Consider invoices from Olson & Olson.

Date: February 17, 2026

From: Christopher Duncan

Staff Recommendation: Staff recommends against paying invoices from Olson & Olson.

Item Summary: Olson submitted invoices for services provided without authorization or permission by the city council. Payment violates the City Charter.

Background Information: Olson was terminated as city attorney by a majority of city council. Olson has no authority to perform any services for the city, unless specifically approved by a majority vote of the city council. That has not occurred. Olson claims in their invoice that they represented to members of the public that they are attorneys for the city, months after they were terminated. An attorney cannot charge a fee to a client for service performed after termination. An attorney has no permission to represent to a third party that there is an attorney client relationship when no such relationship exists.

Special Considerations: N/A

Financial Impact: N/A

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

None



City Council Agenda Item #[4.K]

Title: Consider approving payment for civil service attorney specialist.
Date: February 17, 2026
From: Christopher Duncan

Staff Recommendation: Staff recommends payment of a civil service attorney specialist to provide consultation.

Item Summary: The Chiefs and the Civil Service Commission have expressed a desire to obtain consultation by a civil service specialist attorney.

Background Information: Julia Gannaway is a well-known attorney in the State of Texas that specializes in civil service law. Chief Howell contacted her and received a proposed engagement letter from her. Duncan met with her during the civil service conference in Waco in January 2026. Ms. Gannaway and Duncan discussed her proposed services to assist the city attorney regarding the Freeport Civil Service Commission. Further, Duncan spoke with the city attorney for the City of Alvin, who consulted with Ms. Gannaway in 2021 when forming their civil service system. Alvin highly recommended her services.

Special Considerations: N/A

Financial Impact: Ms. Hurst has proposed a budget amendment to include funds for legal consultation related to the Civil Service Commission.

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

1. Duncan Law Firm Civ Svc AGREEMENT

January 27, 2026

VIA Email: chrisdunc@gmail.com

Mr. Chris Duncan
Duncan Law Firm
P.O. Box 2017
Angleton, Texas 77516

RE: Engagement of Services – Civil Service, Training, and Employment

Dear Mr. Duncan,

Gannaway | Clifton, PLLC (the “Firm”) is pleased and honored to have the opportunity to provide general legal advice and counsel to your firm (“Client”) on civil service and employment matters. This letter sets out the terms of our engagement and unless we agree otherwise in writing, it will apply to services provided to Client by the Firm.

Scope of Engagement. Client will provide us with factual information and documents as necessary to perform these services, will make decisions as necessary to facilitate the rendering of our services, will be available to assist us in our representation, and will remit payment of our invoices as set out below. We will perform our professional services on Client’s behalf to the best of our ability, but we cannot, and do not, make any guarantees regarding the outcome of any matters for which you engage us. Our expressions as to a matter’s outcome is our best professional estimate only. We are compensated for the time and efforts we devote on Client’s behalf and not for any particular result. We have no obligation to advise Client of subsequent developments in the law unless Client specifically engages us to do so.

Staffing. I will be the Firm’s supervising lawyer, and I am always available to assure your satisfaction with our professional relationship. If appropriate, other Firm lawyers and legal assistants may be used when possible to maximize legal effectiveness and time efficiency, and to minimize Client’s legal expenses.

Retainer. No retainer is required at this time.

Fees. Our representation will be on an hourly fee basis, billed in tenth-of-hour increments, with the smallest increment beginning at two-tenths of an hour. My hourly fee is \$340.00 an hour. Other attorneys bill out at greater or lesser rates depending upon their level of experience. Travel time is considered work time and is billed accordingly. The Firm reserves the right to review and adjust our billing rates on a periodic basis and will notify Client of any changes.

Other Charges. Client is responsible for all expenses incurred by the Firm on Client’s behalf. These expenses include copying charges (currently \$.20 per page for black and white and \$.25 for color), postage, faxes, certain computerized research, overnight courier service, mileage, and travel costs, if any. Depending on the size of these charges, we may request that Client pay them

directly. To the extent the Firm advances those expenses on Client's behalf, Client will reimburse the Firm on a monthly basis.

Technology. During the course of this engagement, both Client and the Firm will use electronic devices and internet services, including but not necessarily limited to e-mail, to communicate and to send or make documents available. Although the use of this technology involves some risk that third parties may access confidential communications, Client agrees that the benefits of using this technology outweigh the risk of accidental disclosure. To enhance the security of Client's communications, Client may wish to assure that any computer or device Client uses in communication with the Firm is password-protected and not accessible for use by any third party. Client may also elect to encrypt certain documents.

Billing Cycle. Our billing rates are based on the assumption of prompt payment. Consequently, unless other arrangements are made, fees for services and other charges will be billed monthly and are payable within thirty (30) days of receipt. Our billing cycle normally ends on the 20th of each month. Client will not be sent a bill if no work was performed and no expenses were incurred during the billing cycle. Our bills provide a description of work performed, including the name of the attorney performing the work, the date the work was performed, the time spent, the dollar amount for each time entry, and any expenses incurred on Client's behalf. If you ever have a question about a bill, or if you would like them in a different format, please let me know your concerns, and I will make every effort to resolve them to your satisfaction.

Records. Client should retain all originals and copies of documents for its own file and, if desired, for future reference. The Firm will create and maintain a file of information and documents relating to matters for which our services have been retained. During our representation, the Firm creates "work product," which consists of things such as attorney's handwritten notes, internal memos, and legal research. Work product belongs to and will remain the property of the Firm. At the conclusion of a particular matter, the Firm will retain the files in our office and/or at an off-site location for no more than five years. Once transferred to an off-site storage facility, there will be a per request charge to retrieve them. The Firm's files will be destroyed at some point after this five-year period unless Client has specifically made other arrangements in writing to preserve some or all of the files.

Texas Lawyer's Creed. On November 7, 1989, the Texas Supreme Court adopted the Texas Lawyer's Creed – a Mandate for Professionalism. A copy of the Creed is available from us upon request.

If you have questions about the terms of our representation as set forth in this letter, please let me know. If Client agrees to the terms of this letter, please sign below and return to me. Again, we are pleased to have this opportunity to be of service and to work with you.



January 27, 2026
Page 3 of 3

Best regards,



Julia Gannaway
JG@RossGannaway.Law
Writer's Direct Dial: 817.332.8512

Agreed to and accepted on behalf of Client this 2nd day of February 2026.



Chris Duncan, Attorney





City Council Agenda Item #[4.L]

Title: Discuss and take possible action to recommend a change of legal counsel to the Freeport Economic Development Corporation.

Date: February 17, 2026

From: Councilman Pena

Staff Recommendation: N/A

Item Summary: City Council will discuss and consider possible action to recommend a change of legal counsel for the Freeport Economic Development Corporation (FEDC). The discussion will focus on whether current legal representation continues to meet the needs, expectations, and best interests of the FEDC.

Background Information: City Council has oversight responsibilities related to the Freeport Economic Development Corporation and may consider matters affecting its governance and operations. The selection and performance of legal counsel are critical to ensuring compliance with applicable laws, effective risk management, and sound organizational decision-making. This item allows Council to evaluate current legal services and determine whether recommending a change of counsel is appropriate.

Special Considerations: Discussion regarding legal counsel may involve confidential or privileged matters. Council should ensure compliance with applicable legal requirements, City policy, FEDC bylaws, and Open Meetings Act provisions. Depending on the nature of the discussion, Council may consider whether portions of the deliberation should occur in Executive Session as permitted by law.

Financial Impact: Potential financial impacts may include costs associated with terminating current legal services, retaining new legal counsel, and any transition-related expenses. Long-term impacts may also include changes in legal fees, service efficiency, and risk exposure for the FEDC.

Board or 3rd Party Recommendation: N/A

Supporting Documentation:

1. Olson Memo for Feb 17th
2. SIGNED - Engagement Letter with O&O and Freeport EDC 08-10-2023

AGENDA MEMO

Agenda Item No.: [TBD]

Topic:

Legal Services – Recommendation to Change Legal Counsel for the Freeport Economic Development Corporation

Staff Recommendation:

N/A

Item Summary:

City Council will discuss and consider possible action to recommend a change of legal counsel for the Freeport Economic Development Corporation (FEDC). The discussion will focus on whether current legal representation continues to meet the needs, expectations, and best interests of the FEDC.

Background Information:

City Council has oversight responsibilities related to the Freeport Economic Development Corporation and may consider matters affecting its governance and operations. The selection and performance of legal counsel are critical to ensuring compliance with applicable laws, effective risk management, and sound organizational decision-making. This item allows Council to evaluate current legal services and determine whether recommending a change of counsel is appropriate.

Special Considerations:

Discussion regarding legal counsel may involve confidential or privileged matters. Council should ensure compliance with applicable legal requirements, City policy, FEDC bylaws, and Open Meetings Act provisions. Depending on the nature of the discussion, Council may consider whether portions of the deliberation should occur in Executive Session as permitted by law.

Financial Impact:

Potential financial impacts may include costs associated with terminating current legal services, retaining new legal counsel, and any transition-related expenses. Long-term impacts may also include changes in legal fees, service efficiency, and risk exposure for the FEDC.

Board or 3rd Party Recommendation:

N/A

Supporting Documentation:

1. Olson and Olson contract with the Freeport Economic Development Corporation –
Provided by City Staff

OLSON & OLSON^{LLP}
ATTORNEYS AT LAW

August 9, 2023

Via email: rjohnson@freeport.tx.us

Robert Johnson
Executive Director
Freeport Economic Development Corporation
200 W. 2nd Street
Freeport, Texas 77541

Re: Engagement of Olson & Olson, L.L.P. by the Freeport Economic Development Corporation for General Legal Services

Dear Mr. Johnson:

Olson & Olson, L.L.P. (the "Firm") would be pleased to represent and provide legal services to the Freeport Economic Development Corporation (the "EDC") under the terms and conditions set out in this engagement letter (the "General Engagement Letter"), and as may be further specified in connection with specific assignments that the EDC may make to the Firm.

The Firm agrees to provide legal services under the following general conditions which shall be applicable to any services the Firm provides to the EDC during the term of this General Engagement Letter. The legal services shall include, but are not limited to, the following:

- a. Attend EDC Board meetings as requested;
- b. Prepare and review documents, including contracts, to be considered by the EDC;
- c. Provide legal advice to the EDC on an ongoing basis, as required;
- d. Prepare deeds, easements, and other documents necessary for the EDC's day-to-day business;
- e. Provide legal advice regarding personnel matters;
- f. Represent the EDC, and its members, when requested, in State and Federal court cases and/or administrative proceedings; and
- g. Such other matters as EDC Board or the EDC Director may request.

1. Fees for the Firm's Services.

The fees for the Firm's services will be determined by the actual time expended by our lawyers and other professional staff in providing such services. We will bill the EDC for such on an hourly basis at rates consistent with rates charged to other clients for similar services.

The hourly rates shall be as provided in **Exhibit "A"** attached, except to the extent different hourly rates are specified for a particular assignment in a separate assignment letter or a modification of the rates shown in **Exhibit "A"** is approved, in writing, by the EDC.

The Firm will bill the EDC monthly as the services are performed. The EDC will also be responsible for reimbursing the Firm for all reasonable and necessary expenses incurred by the Firm on the EDC's behalf, including fees for the services of court reporters, court filing fees, copying services, and similar expenses. The Firm will provide the EDC with a monthly invoice detailing the services performed and the expenses incurred. The EDC will be responsible for paying those invoices within 30 days of receipt.

The Firm will maintain contemporaneous records of the time devoted to the EDC's work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on the EDC's behalf, and other related matters. The Firm will record and bill time in units of one-tenth of an hour.

2. Professional Liability Insurance.

The Firm agrees to maintain professional liability insurance coverage, at all times, for the services it provides to the EDC under this Engagement Letter.

3. Termination.

The EDC may terminate this engagement at any time, and payment will only be required for services performed and expenses incurred prior to the date of termination. Provided, however, if the Firm is representing the EDC in litigation that is ongoing at the time of termination, termination shall not be effective until the EDC has designated another lawyer or law firm to replace the Firm, in representing the EDC's interests.

Upon termination, the Firm will immediately make its files on such matter available to the EDC or any other person that the EDC may designate.

4. Choice of law.

All rights and obligations arising under this Engagement Letter shall be governed by the laws of the State of Texas, with venue in Brazoria County, Texas.

5. Cooperation and communication.

The Firm agrees it will keep the EDC fully advised of all significant developments and will provide the EDC such written reports on the status of the matters it is handling as may be requested by the EDC. The EDC agrees to cooperate fully with the Firm in connection with the Firm's provision of legal services, and to promptly provide all material information known or available to the EDC that is necessary to the Firm's legal representation of the EDC. The EDC agrees to keep the Firm informed on a timely basis of all developments relating to the representation that are or might be important. The EDC agrees to attend meetings, conferences and proceedings when it is reasonable to do so.

6. File retention policy.

The Firm will maintain its own files, including lawyer work product, pertaining to the representation of the EDC but it will remain the EDC's responsibility to maintain such originals or copies of documents as are necessary to meet the EDC's legal obligations and management needs. The Firm will, at the EDC's reasonable request, provide copies of any documents that it retains, to the extent such documents have not been discarded in accordance with the Firm's document retention policies.

7. Potential conflicts of interest.

The Firm is committed to the representation of the interests of local governmental entities and their officers and officials and does not believe conflicts are likely to arise. However, when considering whether to accept an assignment under this Engagement Letter, the Firm will undertake reasonable efforts to determine whether there are any potential conflicts of interest that would bar its lawyers from representing the EDC and will decline the assignment if any conflicts are discovered.

8. Texas Lawyer's Creed and Attorney Complaint Information.

Attached as **Exhibit "C"** is a copy of the Texas Lawyer's Creed. The Firm encourages its lawyers to practice law in a professional and responsible manner as outlined in the Creed.

A brochure entitled "Attorney Complaint Information" is available at our offices and upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900.

We trust that this proposal will be satisfactory to you. If so, please sign below and return to the undersigned. If you need any additional information, please notify us and we will provide it to you.

Sincerely,

OLSON & OLSON, L.L.P.


Loren B. Smith

ACCEPTED:

**FREEPORT ECONOMIC DEVELOPMENT
CORPORATION**


Robert Johnson
Executive Director

Date

8/10/2023

ATTACHMENTS:

Exhibit A Hourly Rates
Exhibit B Insurance Requirements
Exhibit C Texas Lawyer's Creed

EXHIBIT A

OLSON & OLSON, L.L.P. BILLING RATES

Brian J. Begle	\$290/hr
Bridgette Begle	\$215/hr
L. Scott Bounds	\$290/hr
Andrea Chan	\$290/hr
Brandon Davis	\$275/hr
John J. Hightower	\$290/hr
Allison S. Killian	\$225/hr
David W. Olson	\$275/hr
Art L. Pertile, III	\$290/hr
Mary Ann Powell	\$290/hr
Justin Pruitt	\$225/hr
Tommy Ramsey	\$215/hr
Loren B. Smith	\$290/hr
Daniel Sylvia	\$215/hr
Charles Williams	\$290/hr
Paralegals	\$125/hr

EXHIBIT B

INSURANCE REQUIREMENTS

The Firm shall procure and maintain, with respect to the subject matter of this Agreement, appropriate insurance coverage with limits to cover the Firm's liability as may arise directly or indirectly, from work performed under the terms of this Agreement.

A current certificate of liability insurance will be submitted to the Purchasing Office.

Policy Requirements

The Firm and all subcontractors performing work for it under this Agreement shall furnish a completed insurance certificate to the EDC prior to the event, which shall be completed by an agent authorized to bind the named underwriter(s) for coverage, limits, and termination provisions shown thereon, and which shall contain the following:

Professional Liability (Errors and Omissions): Coverage Amount \$3,000,000 per occurrence and \$3,000,000 annual aggregate.

The EDC shall be entitled, upon request and without expense, to receive copies of the certificate of insurance and the required policies and endorsements.

- (a) The Firm shall notify the EDC of any change in the required coverage or cancellation and shall give such notices not less than 30 days prior to the change or cancellation. The Firm shall provide a replacement Certificate of Insurance prior to such change or cancellation;
- (b) Provide for notice to the EDC at the address shown in this Agreement; and
- (c) The Firm agrees to waive all its officers, employees, agents, assigns, and successors' rights of subrogation against the EDC, its officers, employees, and elected representatives for injuries, death, property damage, or other loss covered by insurance and the Firm will provide a waiver of subrogation endorsement against the EDC.

COVERAGES SHALL BE WITH A COMPANY (WITH AT LEAST AN A- BEST RATING) ACCEPTABLE TO THE EDC PURCHASING AND RISK MANAGEMENT DEPARTMENT AND A COPY OF THE CERTIFICATE OF COVERAGE SHALL BE DELIVERED TO THE EDC ON OR BEFORE THE DATE OF THIS AGREEMENT.

EXHIBIT C

The Texas Lawyer's Creed

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

Our Legal System

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism.

1. I am passionately proud of my profession. Therefore, "My word is my bond."
2. I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life.
3. I commit myself to an adequate and effective pro bono program.
4. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed.
5. I will always be conscious of my duty to the judicial system.

Lawyer to Client

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest.

1. I will advise my client of the contents of this Creed when undertaking representation.
2. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible.
3. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice.

EXHIBIT C

4. I will advise my client that civility and courtesy are expected and are not a sign of weakness.

5. I will advise my client of proper and expected behavior.

6. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct.

7. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party.

8. I will advise my client that we will not pursue tactics which are intended primarily for delay.

9. I will advise my client that we will not pursue any course of action which is without merit.

10. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel.

11. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

Lawyer to Lawyer

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct.

1. I will be courteous, civil, and prompt in oral and written communications.

2. I will not quarrel over matters of form or style, but I will concentrate on matters of substance.

3. I will identify for other counsel or parties all changes I have made in documents submitted for review.

EXHIBIT C

4. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties.

5. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences or closings are canceled.

6. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected.

7. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond.

8. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses.

9. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me.

10. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel.

11. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed.

12. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court.

13. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence.

EXHIBIT C

14. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement.

15. I will readily stipulate to undisputed facts in order to avoid needless costs or inconvenience for any party.

16. I will refrain from excessive and abusive discovery.

17. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear.

18. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable.

19. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

Lawyer and Judge

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession.

1. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol.

2. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law.

3. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility.

4. I will be punctual.

5. I will not engage in any conduct which offends the dignity and decorum of proceedings.

EXHIBIT C

6. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage.

7. I will respect the rulings of the Court.

8. I will give the issues in controversy deliberate, impartial and studied analysis and consideration.

9. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



FREEPORT POLICE DEPARTMENT

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

JANUARY 2026 REPORT

I. CALLS FOR SERVICE

2027 calls for service were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

II. INCIDENTS

117 cases were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

III. TRAFFIC CONTACTS

461 traffic stops were reported for the month.
Zuercher Records Management System (RMS) reports to follow.

IV. ANIMAL CONTROL

91 animal control calls reported for the month.
XX dogs and XX cats

V. CODE ENFORCEMENT

91 code enforcement violations reported for the month.
Citizen Serve report to follow.

VI. TRAINING

Training performed in accordance with the Texas Commission on Law Enforcement (TCOLE).
- Various training during the month for the department 18 hours.

VII. COMMUNITY EVENTS

The police department participated in the following events for this month:
- January 20th MLK Parade and Festival

The following are upcoming events:

- February 6th Daddy and Daughter Dance

VIII. COMPLAINTS and COMPLIMENTS

Complaint over officer's response not being compassionate.

IX. STAFFING

DISPATCHERS:
We are full staff.



JAILERS:

We hired 1 new Jailer, Allison Skrzypczak. We are now full staff.

ACOS:

We are full staff.

CODE ENFORCEMENT:

We are now full staff.

CROSSING GUARDS:

We are full staff.

POLICE OFFICERS:

We have 3 patrol openings.

PROMOTIONS:

None.

SPECIAL ANNOUNCEMENTS:

None.

Freeport Police Department

Monthly Call For Service CC

Printed on February 3, 2026

Description	Totals	
911 CALL	62	62
911 HANG UP	14	14
ABANDONED VEHICLE	6	6
ALARM - BUSINESS	14	14
ALARM - RESIDENTIAL	3	3
AMBULANCE CALL - FREEPORT	148	148
AMBULANCE CALL - OYSTER CREEK	13	13
AMBULANCE CALL - SURFSIDE	12	12
ANIMAL BITE	1	1
ANIMAL CONTROL - GENERAL	90	90
ASSAULT	2	2
ATTEMPT TO SERVE - WARRANT	2	2
AUTO THEFT	2	2
BAR CHECK	9	9
BOAT INCIDENT	1	1
BROADCAST	16	16
BURGLARY - BUILDING	2	2
BURGLARY - MOTOR VEHICLE	2	2
CHECKED OUT	9	9
CITY ORDINANCE VIOLATION	1	1
CIVIL MATTER	6	6
CIVIL STANDBY	1	1
CLERK CHECK	94	94
CLOSE PATROLLING AREA	391	391
CLOSE PATROL REQUEST	1	1
CODE ENFORCEMENT	84	84
COURTESY TRANSPORT	3	3
CPS RELATED INVESTIGATION	8	8
CRASH - FATALITY	1	1
CRASH - FLEET	2	2
CRASH - HIT & RUN	6	6
CRASH - MAJOR	2	2
CRASH - MINOR	11	11
CRIMINAL MISCHIEF	7	7
CRIMINAL TRESPASSING	3	3
DEBRIS IN ROADWAY	4	4
DISCHARGE FIREARM	3	3
DISTURBANCE PHYSICAL	8	8
DISTURBANCE VERBAL	14	14
DISTURBANCE WEAPONS	1	1
FIRE - ALARM	3	3
FIRE CALL	15	15

Description	Totals	
FIREWORKS	7	7
FLAGGED DOWN	4	4
FOLLOW UP	32	32
FOUND PROPERTY	6	6
FRAUD	2	2
GAS/CHEMICAL RELEASE	2	2
HARASSMENT	1	1
HIGH WATER	3	3
HOSPICE DEATH	1	1
INCIDENT REPORT	1	1
JAIL DUTY	1	1
JAIL INSPECTION	26	26
JUVENILE COMPLAINTS	8	8
K9 INSPECTION	1	1
MENTAL HEALTH CALL/REFERAL	3	3
MISCELLANEOUS	27	27
MISSING PERSON	1	1
MOTORIST ASSIST	7	7
NOISE COMPLAINT	17	17
OPEN DOOR/WINDOW	5	5
OTHER AGENCY ASSIST	9	9
PARKING VIOLATION	2	2
POLICE ESCORT	1	1
PRISONER TRANSPORT	9	9
PUBLIC INTOXICATION	1	1
RECKLESS DRIVER	9	9
REPORT DROPPED IN ERROR	4	4
REPOSESSION VEHICLE	7	7
RUNAWAY	2	2
SEX OFFENDER REGISTRATION	7	7
SPEAK WITH OFFICER	64	64
SPECIAL ASSIGNMENT	3	3
SPECIAL WATCH	4	4
SUBJECT CONTACT	55	55
SUICIDE	2	2
SUSPICIOUS CIRCUMSTANCE	62	62
SUSPICIOUS NOISE	3	3
SUSPICIOUS SUBJECT	23	23
SUSPICIOUS VEHICLE	31	31
TERRORISTIC THREATS	2	2
THEFT	13	13
TOWED VEHICLE	3	3
TRAFFIC COMPLAINT	14	14
TRAFFIC CONTROL	1	1
TRAFFIC STOP	366	366
UNWANTED SUBJECT	18	18

Description	Totals	
WARRANT CLASS B OR ABOVE	4	4
WARRANT MUNICIPAL	3	3
WATER / STREET DEPT CALLOUT	37	37
WELFARE CONCERN	16	16
	20	20
Totals	2027	2027

Freeport Police Department

Monthly Incidents CC

Printed on February 3, 2026

Reported	Case Number	Offenses	Description
01/01/26	FPD26-0001	INCIDENT REPORT	DISTURBANCE VERBAL
01/01/26	FPD26-0002	ASSAULT CAUSES BODILY INJURY	911 CALL
01/01/26	FPD26-0003	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
01/01/26	FPD26-0004	BURGLARY OF BUILDING	CRIMINAL MISCHIEF
01/02/26	FPD26-0005	FLEEING POLICE OFFICER; POSS	TRAFFIC STOP
01/02/26	FPD26-0006	FRAUD - GENERAL	FRAUD
01/02/26	FPD26-0007	KIDNAPPING	SUSPICIOUS SUBJECT
01/02/26	FPD26-0008	DRIVING WHILE INTOXICATED	CRASH - MINOR
01/02/26	FPD26-0009	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
01/03/26	FPD26-0010	PUBLIC INTOXICATION	SUSPICIOUS SUBJECT
01/03/26	FPD26-0011		REPORT DROPPED IN ERROR
01/04/26	FPD26-0012		REPORT DROPPED IN ERROR
01/04/26	FPD26-0013	ASSAULT CAUSES BODILY INJURY	ASSAULT
01/04/26	FPD26-0014	CRIMINAL MISCHIEF >=\$100<\$750	CRIMINAL MISCHIEF
01/05/26	FPD26-0015	ASSAULT FAMILY/HOUSEHOLD	DISTURBANCE PHYSICAL
01/05/26	FPD26-0016	FAIL TO REMAIN AND REPORT	CRASH - HIT & RUN
01/05/26	FPD26-0017	CREDIT CARD OR DEBIT CARD	THEFT
01/06/26	FPD26-0018	DRIVING UNDER THE INFLUENCE	911 CALL
01/06/26	FPD26-0019	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
01/06/26	FPD26-0020	INCIDENT REPORT	911 CALL
01/06/26	FPD26-0021	FRAUD - GENERAL	SPEAK WITH OFFICER
01/06/26	FPD26-0022	INCIDENT REPORT	HOSPICE DEATH
01/06/26	FPD26-0023	TATTOOS PROHIBITED FOR	MISCELLANEOUS
01/06/26	FPD26-0024	CRIMINAL MISCHIEF >=\$100<\$750	CRIMINAL MISCHIEF
01/07/26	FPD26-0025	CRIMINAL TRESPASS	CRIMINAL TRESPASSING
01/07/26	FPD26-0026	BURGLARY OF BUILDING	BURGLARY - BUILDING
01/07/26	FPD26-0027	PUBLIC INTOXICATION	SUBJECT CONTACT
01/07/26	FPD26-0028	BURGLARY OF BUILDING	BURGLARY - BUILDING
01/07/26	FPD26-0029	CAPIAS WARRANT	TRAFFIC STOP
01/08/26	FPD26-0030	FAILURE TO MAINTAIN FINANCIAL	TRAFFIC STOP
01/08/26	FPD26-0031	THEFT CLASS C	THEFT
01/08/26	FPD26-0032	DEATH INVESTIGATION	SUICIDE
01/09/26	FPD26-0033	PUBLIC INTOXICATION	SPEAK WITH OFFICER
01/09/26	FPD26-0034	CRIMINAL MISCHIEF >=\$100<\$750	BURGLARY - MOTOR VEHICLE
01/09/26	FPD26-0035	POSS DANGEROUS DRUG; CAPIAS	MOTORIST ASSIST
01/09/26	FPD26-0036	OTHER JURISDICTION WARRANT;	TRAFFIC STOP
01/09/26	FPD26-0037		JUVENILE COMPLAINTS
01/09/26	FPD26-0038	D.O.C. OBSCENE LANGUAGE	FLAGGED DOWN
01/09/26	FPD26-0039	OTHER JURISDICTION WARRANT	SUBJECT CONTACT
01/09/26	FPD26-0040	OTHER JURISDICTION WARRANT	TRAFFIC STOP
01/10/26	FPD26-0041	INCIDENT REPORT	SUICIDE
01/10/26	FPD26-0042	CAPIAS WARRANT	PRISONER TRANSPORT
01/11/26	FPD26-0043	THEFT PROP >=\$750<\$2,500	THEFT

Reported	Case Number	Offenses	Description
01/11/26	FPD26-0044	INCIDENT REPORT	FOUND PROPERTY
01/12/26	FPD26-0045	POSSESSION OF DRUG	PRISONER TRANSPORT
01/12/26	FPD26-0046	FRAUD - GENERAL	SPEAK WITH OFFICER
01/12/26	FPD26-0047		REPORT DROPPED IN ERROR
01/12/26	FPD26-0052	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
01/12/26	FPD26-0048	INCIDENT REPORT	RUNAWAY
01/12/26	FPD26-0049	ASSAULT CAUSES BODILY INJURY	JUVENILE COMPLAINTS
01/13/26	FPD26-0050	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
01/13/26	FPD26-0051		REPORT DROPPED IN ERROR
01/13/26	FPD26-0053	CAPIAS WARRANT	TRAFFIC STOP
01/13/26	FPD26-0054	INCIDENT REPORT	DISTURBANCE VERBAL
01/13/26	FPD26-0055	INCIDENT REPORT	SPEAK WITH OFFICER
01/14/26	FPD26-0056	INCIDENT REPORT	FOUND PROPERTY
01/14/26	FPD26-0057	DUTY ON STRIKING FIXTURE/HWY	SUSPICIOUS CIRCUMSTANCE
01/14/26	FPD26-0058		THEFT
01/15/26	FPD26-0059	CITY WARRANT	WARRANT MUNICIPAL
01/15/26	FPD26-0060	CITY WARRANT	WARRANT MUNICIPAL
01/15/26	FPD26-0061	FRAUD - GENERAL	FRAUD
01/15/26	FPD26-0063	CAPIAS WARRANT	PRISONER TRANSPORT
01/15/26	FPD26-0064	INCIDENT REPORT	CRASH - FLEET
01/15/26	FPD26-0065	INCIDENT REPORT	SPEAK WITH OFFICER
01/16/26	FPD26-0066	ASSAULT CAUSES BODILY INJ	AMBULANCE CALL - FREEPORT
01/16/26	FPD26-0067	NO DRIVER'S LICENSE	TRAFFIC STOP
01/16/26	FPD26-0068	CAPIAS WARRANT	PRISONER TRANSPORT
01/16/26	FPD26-0069	INCIDENT REPORT	WELFARE CONCERN
01/16/26	FPD26-0070		ANIMAL BITE
01/17/26	FPD26-0071	BURGLARY OF BUILDING	ALARM - BUSINESS
01/17/26	FPD26-0072	CRIMINAL MISCHIEF >=\$750<\$2,500	CRIMINAL MISCHIEF
01/18/26	FPD26-0073	DUTY ON STRIKING UNATTENDED	CRASH - HIT & RUN
01/19/26	FPD26-0074	CAPIAS WARRANT	TRAFFIC STOP
01/19/26	FPD26-0075	CAPIAS WARRANT	TRAFFIC STOP
01/19/26	FPD26-0076	BURGLARY OF BUILDING	SPEAK WITH OFFICER
01/19/26	FPD26-0077	THEFT CLASS C	THEFT
01/19/26	FPD26-0078	INCIDENT REPORT	FOUND PROPERTY
01/19/26	FPD26-0079	TERRORISTIC THREAT	SPEAK WITH OFFICER
01/20/26	FPD26-0080	INCIDENT REPORT	CRASH - FLEET
01/20/26	FPD26-0081		SUSPICIOUS CIRCUMSTANCE
01/20/26	FPD26-0082	INCIDENT REPORT	INCIDENT REPORT
01/21/26	FPD26-0083		THEFT
01/21/26	FPD26-0084	THEFT PROP <\$2,500 2/MORE	THEFT
01/21/26	FPD26-0085	CAPIAS WARRANT	TRAFFIC STOP
01/22/26	FPD26-0086	PUBLIC INTOXICATION	SUBJECT CONTACT
01/22/26	FPD26-0087		SEX OFFENDER REGISTRATION
01/22/26	FPD26-0088	INCIDENT REPORT	FOUND PROPERTY
01/22/26	FPD26-0089	ASSAULT BY PHYSICAL CONTACT	ASSAULT
01/22/26	FPD26-0090	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
01/23/26	FPD26-0091	PUBLIC INTOXICATION; FLEEING	TRAFFIC COMPLAINT

Reported	Case Number	Offenses	Description
01/23/26	FPD26-0092	INCIDENT REPORT	INCIDENT REPORT
01/23/26	FPD26-0093	DEATH INVESTIGATION	AMBULANCE CALL - FREEPORT
01/23/26	FPD26-0094	INCIDENT REPORT	SUSPICIOUS CIRCUMSTANCE
01/23/26	FPD26-0095	CITY WARRANT	TRAFFIC STOP
01/24/26	FPD26-0096	DRIVING WHILE INTOXICATED	TRAFFIC STOP
01/24/26	FPD26-0097	INCIDENT REPORT	ANIMAL CONTROL - GENERAL
01/25/26	FPD26-0098	DRIVING WHILE INTOXICATED	TRAFFIC STOP
01/25/26	FPD26-0099	CRIMINAL TRESPASS	CRIMINAL TRESPASSING
01/25/26	FPD26-0100	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
01/26/26	FPD26-0101	INCIDENT REPORT	DISTURBANCE PHYSICAL
01/26/26	FPD26-0102	INCIDENT REPORT	SPEAK WITH OFFICER
01/27/26	FPD26-0103	DUTY ON STRIKING FIXTURE/HWY	CRASH - HIT & RUN
01/27/26	FPD26-0104		CRIMINAL MISCHIEF
01/27/26	FPD26-0105	CITY WARRANT	PRISONER TRANSPORT
01/27/26	FPD26-0106	INCIDENT REPORT	SPEAK WITH OFFICER
01/27/26	FPD26-0107	CRIMINAL MISCHIEF >=\$100<\$750;	SUSPICIOUS SUBJECT
01/27/26	FPD26-0108	DEATH INVESTIGATION	AMBULANCE CALL - FREEPORT
01/27/26	FPD26-0109	INCIDENT REPORT	WELFARE CONCERN
01/28/26	FPD26-0110	OTHER JURISDICTION WARRANT	TRAFFIC STOP
01/29/26	FPD26-0111	BURGLARY OF BUILDING	BURGLARY - BUILDING
01/29/26	FPD26-0113	INCIDENT REPORT	AMBULANCE CALL - FREEPORT
01/29/26	FPD26-0112		WARRANT MUNICIPAL
01/30/26	FPD26-0114	DRIVING WHILE INTOXICATED	SUSPICIOUS VEHICLE
01/30/26	FPD26-0115		FOUND PROPERTY
01/30/26	FPD26-0116	POSS CS PG 1/1-B <1G; FAIL TO ID	TRAFFIC STOP
01/30/26	FPD26-0117	CITY WARRANT	TRAFFIC STOP
01/31/26	FPD26-0118	PUBLIC INTOXICATION	PUBLIC INTOXICATION

Total Records: 117

Freeport Police Department

Monthly Traffic Stops CC

Printed on February 3, 2026

Descriptions	Totals	
Advice Given	2	2
Advice Given; Written Warning Issued	2	2
Arrest	31	31
Arrest; Advice Given	2	2
Arrest; Vehicle Towed	2	2
Citation Issued	106	106
Citation Issued ; Report Taken	2	2
Equipment Malfunction	2	2
Handled By Officer / Deputy	3	3
Report Taken	2	2
Written Warning Issued	307	307
Totals	461	461

VIOLATION LIST (CUSTOM)

Open From Date:

01/01/2026

Open To Date:

01/31/2026

Show Address:

N

Exclude PattiFoster Files:

Y

FILE#	VIOLATION	OPEN DATE	STATUS
26-000005	Growth or accumulation of weeds, rubbish, and the like.	01/02/2026	Closed
26-000004	Growth or accumulation of weeds, rubbish, and the like.	01/02/2026	Closed
26-000003	Growth or accumulation of weeds, rubbish, and the like.	01/02/2026	Open
26-000007	Residential - Permits Required	01/05/2026	Closed
26-000012	General - Water System Required	01/05/2026	Closed
26-000013	Residential Parking - Hard Surface	01/05/2026	Closed
26-000013	Recreational Vehicle Park - RVs Only	01/05/2026	Closed
26-000015	Disposal of garbage	01/06/2026	Open
26-000018	Parking for more than 48 hours Prohibited	01/06/2026	Closed
26-000020	Growth or accumulation of weeds, rubbish, and the like.	01/06/2026	Closed
26-000021	Growth or accumulation of weeds, rubbish, and the like.	01/06/2026	Closed
26-000021	Growth or accumulation of weeds, rubbish, and the like.	01/06/2026	Closed
26-000023	Growth or accumulation of weeds, rubbish, and the like.	01/06/2026	Closed
26-000034	Disposal of garbage	01/07/2026	Closed
26-000035	Disposal of garbage	01/07/2026	Closed
26-000036	Growth or accumulation of weeds, rubbish, and the like.	01/07/2026	Closed
26-000038	Disposal of garbage	01/07/2026	Closed
26-000037	Growth or accumulation of weeds, rubbish, and the like.	01/07/2026	Open
26-000039	Growth or accumulation of weeds, rubbish, and the like.	01/07/2026	Open
26-000042	General - Water System Required	01/08/2026	Closed
26-000008	Junked vehicles	01/08/2026	Open
25-002770	Junked vehicles	01/08/2026	Open
26-000051	Growth or accumulation of weeds, rubbish, and the like.	01/08/2026	Closed
26-000052	Growth or accumulation of weeds, rubbish, and the like.	01/08/2026	Open
26-000062	Growth or accumulation of weeds, rubbish, and the like.	01/09/2026	Open
26-000063	Growth or accumulation of weeds, rubbish, and the like.	01/09/2026	Closed
26-000064	Growth or accumulation of weeds, rubbish, and the like.	01/09/2026	Closed
26-000072	Growth or accumulation of weeds, rubbish, and the like.	01/13/2026	Closed
26-000073	Growth or accumulation of weeds, rubbish, and the like.	01/13/2026	Open
26-000074	Grass and Weeds	01/13/2026	Open
26-000077	Recreational Vehicle Park - RVs Only	01/13/2026	Open
26-000080	Growth or accumulation of weeds, rubbish, and the like.	01/13/2026	Open
26-000080	Neglected Premises	01/13/2026	Open
26-000081	Disposal of garbage	01/13/2026	Closed
26-000082	Growth or accumulation of weeds, rubbish, and the like.	01/13/2026	Open
26-000082	Neglected Premises	01/13/2026	Open
26-000083	Disposal of garbage	01/13/2026	Closed
26-000084	Residential - Permits Required	01/13/2026	Closed
26-000085	Neglected Premises	01/14/2026	Open
26-000091	Disposal of garbage	01/14/2026	Closed
26-000092	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Closed
26-000093	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Open
26-000097	Disposal of garbage	01/14/2026	Closed
26-000099	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Closed
26-000098	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Open

FILE#	VIOLATION	OPEN DATE	STATUS
26-000100	Disposal of garbage	01/14/2026	Closed
26-000101	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Closed
26-000102	Growth or accumulation of weeds, rubbish, and the like.	01/14/2026	Open
26-000105	Junked vehicles	01/15/2026	Closed
26-000111	Growth or accumulation of weeds, rubbish, and the like.	01/15/2026	Open
26-000112	Growth or accumulation of weeds, rubbish, and the like.	01/15/2026	Closed
26-000113	Growth or accumulation of weeds, rubbish, and the like.	01/15/2026	Open
26-000114	Neglected Premises	01/15/2026	Open
26-000116	Growth or accumulation of weeds, rubbish, and the like.	01/15/2026	Open
26-000126	Residential - Permits Required	01/20/2026	Closed
26-000128	Residential Parking - Hard Surface	01/20/2026	Open
26-000128	Recreational Vehicles outside licensed RV park	01/20/2026	Open
26-000125	Outdoor Storage of Materials - in Public View	01/20/2026	Open
26-000125	Neglected Premises	01/20/2026	Open
26-000125	Recreational Vehicles outside licensed RV park	01/20/2026	Open
26-000125	Vacant structures and land	01/20/2026	Open
26-000135	Neglected Premises	01/21/2026	Open
26-000140	Junked vehicles	01/22/2026	Open
26-000151	Growth or accumulation of weeds, rubbish, and the like.	01/23/2026	Open
26-000152	Growth or accumulation of weeds, rubbish, and the like.	01/23/2026	Open
26-000154	Residential - Permits Required	01/26/2026	Open
26-000155	Junked vehicles	01/26/2026	Open
26-000157	General - Water System Required	01/26/2026	Closed
26-000164	Parking for more than 48 hours Prohibited	01/27/2026	Closed
26-000165	Growth or accumulation of weeds, rubbish, and the like.	01/27/2026	Open
26-000166	Growth or accumulation of weeds, rubbish, and the like.	01/27/2026	Open
26-000174	Storage Facilities; General Requirements	01/28/2026	Open
26-000175	Growth or accumulation of weeds, rubbish, and the like.	01/28/2026	Open
26-000177	Growth or accumulation of weeds, rubbish, and the like.	01/28/2026	Open
25-002385	Storage Facilities; General Requirements	01/28/2026	Open
26-000185	Growth or accumulation of weeds, rubbish, and the like.	01/29/2026	Open
26-000186	General - Water System Required	01/29/2026	Closed
26-000188	Residential - Permits Required	01/29/2026	Open
26-000191	Junked vehicles	01/29/2026	Open
26-000191	Residential Parking - Hard Surface	01/29/2026	Open
26-000191	Motor Vehicles/Inoperable/Unlicensed	01/29/2026	Open
26-000192	Disposal of garbage	01/29/2026	Open
26-000194	Residential - Permits Required	01/29/2026	Open
26-000196	Residential - Permits Required	01/29/2026	Open
26-000208	Residential - Permits Required	01/29/2026	Open
26-000218	Junked vehicles	01/30/2026	Closed
26-000218	Parking for more than 48 hours Prohibited	01/30/2026	Closed
26-000219	Junked vehicles	01/30/2026	Closed
26-000219	Motor Vehicles/Inoperable/Unlicensed	01/30/2026	Closed
26-000221	Parking Lot/Pot Holes	01/30/2026	Open
26-000223	Parking Lot/Pot Holes	01/30/2026	Open
		Total Violations	91



Freeport Police Department **Annual Report 2025**

Here are some of our agency's highlights for the year.

CALLS FOR SERVICE (CFS):
25,288

911 CALLS:
3,844

MOTOR VEHICLE CRASHES:
225

RECORDS REQUEST:
364

CODE & HEALTH CASES:
1,857

AVERAGE DAILY OPERATIONS:
69 CFS 10 STOPS 4 CASES

CRIMINAL INVESTIGATIONS:
1,497

TRAFFIC STOPS:
3,826

EVIDENCE PIECES PROCESSED:
2,175

ANIMAL CONTROL:
1,404



*The mission of the Freeport Police Department is to enhance public safety and serve our community through our core values: Professionalism, Integrity, Compassion, Accountability, and Transparency.
It is our vision to provide our community with a quality of life where they feel safe and secure.*

**FREEPORT POLICE DEPARTMENT
CHARITABLE ORGANIZATION**

**THIS YEAR FOR CHRISTMAS, THROUGH OUR BLUE SANTA AND
SILVER BELLES AND BEAUS PROGRAMS WE SERVED:**

336 CHILDREN 107 SENIOR CITIZENS

FREEPORT POLICE DEPARTMENT



TPCA ACCREDITATION ANALYSIS REPORT 2025

Introduction

This analysis was conducted for the purpose of reviewing the Freeport Police Department's Vehicle Pursuits, Use of Force Incidents, Fleet Collisions and Employee Injuries for calendar year 2025. The Freeport Police Department takes its duty seriously to provide the most effective and efficient police services with the least adverse impact on our citizens. The Freeport Police Department is committed to protecting our citizens but at the same time ensuring the manner in which we do so does not place the public at risk of greater harm. This commitment is also construed to protect our employees and members of the organization by evaluating circumstances and practices to ensure they are prescribed to be carried out in the safest and most efficient manner possible.

This process requires continuous evaluation of the risks and benefits of actions and procedures. The following analyses are conducted on an annual basis to comply with the TPCA Accreditation Best Practice Program, Standards 4.10 – Annual Accident & Injury Analysis, 6.10 – Annual Use of Force Analysis, and 7.14 – Annual Vehicle Pursuit Analysis.

Vehicle Pursuit Analysis & Report

TPCA Best Practice Standard 7.13, as well as Freeport Police Department Policy 7.15, requires a written report be completed anytime an officer pursues a vehicle.

Any time an officer calls a pursuit, department policy requires a supervisor be immediately notified by the dispatch center. The supervisor is required to monitor the pursuit and act as an uninvolved decision maker regarding the danger of the pursuit. Both the officer and supervisor are charged with continuous evaluation of the pursuit as it occurs and are required to call off the pursuit when either believe the risks to the officer or public outweigh the need for immediate capture of the suspect.

Each individual pursuit report is immediately reviewed by the officer's supervisor, and through the chain of command up to the Chief of Police. At the time of the incident, the pursuit is reviewed to ensure the pursuit was appropriate and within the guidelines of department policy. If the officer initiated a pursuit inappropriately, a departmental investigation may be required and the officer may receive additional training or in some cases discipline up to and including termination from employment. This annual analysis is not intended to determine if an officer acted inappropriately, but to identify department wide trends that may suggest changes in policy, training, equipment or supervision.

Pursuit data is collected by the officer pursuing, CAD records as well as the on-duty or controlling supervisor's report of the incident through the pursuit report. This report is a fillable PDF document that is available to all members of the department on a template format and is to be completed by the pursuing officer and the supervisor.

The Freeport Police Department did not make any significant changes to the way pursuits are reported, handled, or documented. The Freeport Police Department did re-evaluate and re-issue the policy, with updates in November of 2025.

Conclusion – Vehicle Pursuits

There were a total of 3 Reported Vehicle Pursuits this year, compared to 3 last year. This represents a difference of 0. The table is lined out to show variables that are tracked to view the analysis and be able to accurately evaluate certain items.

In conclusion, in this year there were no substantial changes to the pursuit policy, nor any directives that would affect the initiation, handling or reporting of a pursuit. The department did provide training on Professional Police Driving last year and will continue to do so on a consistent basis. It is recommended that the department facilitate or conduct training on Emergency Vehicle Operations, such as EVOC. This training would be beneficial not only in the pursuit aspect, but also in the daily operation of the fleet, as in collision or obstacle avoidance. Instances of pursuits in this year were found to be within policy and all ended in a safe result. In analyzing the data collected, no trends appear that would constitute concern.

Analyzed Data – Vehicle Pursuits		Year 2024	Year 2025	Difference (+/-)
Total	Sworn Officers	32	33	+1
	Traffic Stops	3869	3553	-316
	Pursuits	3	3	0
Reason for Initiation	Traffic Violation	1	1	0
	Misdemeanor Offense	0	2	+2
	Felony Offense	1	0	-1
	Outstanding Warrant	0	0	0
	Suspected Intoxication	0	0	0
	Other	1	0	-1
Damage	To Personal Property	2	0	-2
	To Government Property	1	0	-1
Injuries	To Offender	1	0	-1
	To Officer(s)	0	0	0
	To Passengers	0	0	0
	To Other	0	0	0
Length of Time	Minimum	9m	4	-5m
	Maximum	13m,20s	15m	+1m, 40s
	Average	11m,30s	9m, 5s	-2m, 25s
Distance Traveled	Minimum	10 mi	3.8 mi	-6.2 mi
	Maximum	18.9 mi	10 mi	-8.9 mi
	Average	14.3 mi	7.83 mi	-6.47 mi
Termination	By Officer	1	1	0
	By Supervisor	0	0	0
	By Offender	2	0	-2
Initiations by Officers	# of officers initiated more than 1 pursuit	1	0	-1
	Number of their pursuits	2	0	
Offender Result	Arrested	3	2	-1
	Absconded	0	1	+1
	Hospital	1	0	-1
	Deceased	0	0	0
Additional Charges (Offender only)	Total Misdemeanors	6	1	-5
	Total Felonies	3	2	-1
Policy Violations	Minor	1	0	-1
	Major	0	0	0
Statistics	% of Traffic Stops resulting in pursuit	0.08%	0.08%	0
	% of Traffic Stops not resulting in pursuit	99.92%	99.92%	0
	% of Sworn Personnel engaged in pursuit	6.25%	10%	+3.75%

Use of Force Analysis & Report

TPCA Best Practice Standard 6.10, as well as Freeport Police Department Policy 6.1, requires a written report be completed any time an officer uses force in any capacity during their work, with the exception of routine handcuffing and movement of an arrested or detained person. It should be noted that simple detention either by physical control or constructive does not necessarily constitute a use of force.

Officers are trained by the department to use only the level of force necessary to bring a person under control and complete a legal objective. Police/citizen encounters can, however, change instantly and officers may be required to react quickly in using force to subdue a resisting subject. While officers prefer to escalate their level of force in an orderly manner in order to use the lowest level possible, the response of a subject may limit that ability and force officers to use whatever level of force is immediately available to protect themselves and the public.

Department policy requires that any time an officer uses force to effect an arrest, prevent a crime, or any other necessary component of their work function, a report must be made, regardless of the arrest or non-arrest of a subject. Additionally, a Response to Resistance supplemental report is required to be drafted and submitted to the officer's supervisor. The Response to Resistance is a supplement, and a copy of the narratives of involved and reporting officers are to accompany such as well as any other documentation or photographs.

Upon the use of force, officers are to immediately notify the on-duty supervisor, or the Chief of Police, if the supervisor is unavailable. The supervisor or Chief of Police shall then determine if an investigation is needed immediately or not, such as in cases of an officers' discharge of a weapon or an officer-involved shooting. The subject who had force used against them will be photographed, including any possible injuries, points of contact with weaponless techniques or weapon impacts to document any possible injury, or lack of injury. Officers will then submit a response to resistance which is to be reviewed by the immediate supervisor and then reviewed and submitted through the chain of command.

The Freeport Police Department did not make any significant changes to the way that use of force is reported, handled, or documented. The policy, Use of Force 6.1 was amended to include a requirement that training on the WRAP Device be done on a biennial basis.

Conclusion – Use of Force Incidents

There were a total of 17 uses of Force this year, compared to 31 last year. This represents a difference of -14. The table is lined out to show variables that are tracked to view the analysis and be able to accurately evaluate certain items.

In conclusion, in this year there were two changes to the Use of Force Policy, to include Correcting Language from "Use of Force" form to "Response to Resistance" form, and adding the biennial requirement for training on operations personnel on the WRAP Device. In 2025, training was conducted in the following areas: De-Escalation of Force, WRAP Device Deployment as well as recertification training in Conducted Electric Weapons, specifically Tasers and Less Lethal Chemical Weapons, specifically OC Spray. In analyzing the data collected, no trends appear that would constitute concern.

Analyzed Data – Use of Force		Year 2024	Year 2025	Difference (+/-)
Total	Calls for Service	27387	25288	-2099
	Use of Force Incidents	31	17	-14
	Arrests Made	712	609	-103
	Arrests Involving Use of Force	22	15	-7
	Number of Sworn Officers	32	33	+1
	Number of Officers who used force out of department	13	10	-3
Reason for Force Being Used	To Effect Arrest	22	16	-6
	To Defend Self	4	4	0
	To Defend Another Officer	1	3	+2
	To Defend Another Person	1	0	-1
	To Prevent Offense	5	4	-1
	To Restrain for Subject Safety	11	4	-7
	Other	3	0	-3
Subject's Actions	Nonverbal cues indicating physical resistance	15	11	-4
	Verbal Threats, non-compliance with officer direction	14	8	-6
	Dead Weight, clinging to objects, preventing custody	10	5	-5
	Pulling, Pushing, Fleeing, to avoid control, not harming officer	18	13	-5
	Assault, grabbing, pushing, kicking, striking officer or another	1	2	+1
	Assault with intent and ability to cause death or SBI	0	0	0
	Assault or threats with deadly weapon	1	0	0
	Other	9	0	-9
Type of Force used by Officer	Verbal Direction	28	17	-11
	Soft Weaponless Control	17	12	-5
	Hard Weaponless Control	0	4	+4
	OC Spray	0	0	0
	Non-Lethal (Pepper-ball)	0	0	0
	Less Lethal Munitions	0	0	0
	Pointed Taser	11	9	-2
	Deployed Taser	7	6	-1
	Pointed Firearm	15	6	-9
	Discharged Firearm	0	0	0
	WRAP Device	0	2	+2
	Other	1	0	-1
Resulted in Injury to	Officer	0	1	+1
	Subject	8	4	-4
Severity of Injury	Major	1	0	-1
	Minor	6	3	-3
Treated by EMS	Officer	2	0	-2
	Subject	4	0	-4
Transported to Hospital	Officer	0	0	0
	Subject	6	0	-6

Statistics	Average number of officers on scene when force used	2.70	3	+.30
	Charges filed	23	15	-8
	In compliance with policy	31	17	-14
	Referred for further investigation	0	0	0
	Percentage of police-citizen contacts resulting in Use of Force	0.11%	0.06%	-0.05%
	Percentage of citizens arrests resulting in Use of Force	4.35%	2.5%	-1.85%
	Number of officers using force more than 3 times	2	1	-1
	Average number of use of force incidents per officer	0.96	1.5	+0.54

Fleet Collision Analysis & Report

TPCA Best Practice Standard 4.10, as well as Freeport Police Department Policy 2.6, requires that anytime a member of this department is involved in a collision while operating a city owned vehicle, unless incapacitated, they are to immediately notify dispatch or their supervisor. Dispatch is required to notify the on-duty supervisor who will then make notification to the command staff. Supervisors are required to ensure that collision investigations are handled by an outside agency in the interest of transparency and accountability. The supervisor will also ensure that all persons involved are provided and evaluated by medical staff and transported if necessary. The supervisor will then begin the process of documenting the incident from the administrative position, which parallels the Collision Investigation and Criminal Investigation, if applicable. The supervisor will prepare a memorandum to the Chief of Police detailing the collision, all contributing factors, statements of witnesses, name and insurance information as well as contact information, if known, of all parties and a statement as to whether or not the collision presents as preventable or non-preventable. Additionally, the supervisor may elect to provide a recommendation on ways to mitigate collisions in the future, if applicable. The supervisor will then submit this documentation through their chain of command. The Chief or their designee will ensure that an collision review board is held in accordance with department policy. The findings of the board will be then included in a memorandum prepared by the presenting supervisor and forwarded through the chain of command to the Chief of Police.

The Freeport Police Department did not make any significant changes to the way that Fleet Collision are reported, handled, and documented.

Conclusion – Fleet Collisions

There were a total of 4 Fleet Collisions this year, compared to 9 last year. This represents a reduction of five fleet crashes. The table is lined out to show variables that are tracked to view the analysis and be able to accurately evaluate certain items.

In conclusion, there were no changes to the policy governing the reporting, handling or investigation of fleet collisions. This department does routinely require all of its members to receive training in Professional Police Driving, or a similar course. As previously recommended in the Pursuit Analysis, Emergency Vehicle Operations Course training, or EVOC, is recommended to help train and coach officers and other personnel on safe vehicle driving.

Analyzed Data – Fleet Collisions		Year 2024	Year 2025	Difference (+/-)
Total	Calls for Service	27387	25288	-2099
	Fleet Collisions	9	4	-5
	Sworn Personnel	32	33	+1
	Non Sworn Personnel	22	22	0
Cause of Collision	Preventable	6	2	-4
	Non-Preventable	3	2	-1
Injury	To Officer	0	0	0
	To Other	0	0	0
Multiple Incidents	Number of Personnel Causing more than 1 Collision	3	0	-3
Policy Violations	Minor	3	2	-1
	Major	0	0	0
Fault	Number of Collisions where personnel is at fault	6	2	-4
	Number of Collisions where other party is at fault	3	2	-1
Collision Review Board Results	Non-Preventable	3	2	-1
	Preventable with Extenuating Circumstances	1	0	-1
	Preventable	4	2	-2

Employee Injury Analysis & Report

TPCA Best Practice Standard 4.10, as well as Freeport Police Department Policy 2.6, requires that anytime a member of this department is involved in a workplace accident, or becomes injured while on duty, unless incapacitated, they are to immediately notify dispatch or their supervisor. Dispatch is required to notify the on-duty supervisor who will then make notification to the command staff. The supervisor will also ensure that all persons involved are evaluated by medical staff and transported if necessary. The supervisor will then begin the process of documenting the incident. The supervisor then will prepare a memorandum to the Chief of Police detailing the accident and/or injury, all contributing factors, and statements of witnesses. Additionally, the supervisor may elect to provide a recommendation on ways to mitigate these types of accidents or injuries in the future. The supervisor will submit this documentation through their chain of command to the Chief of Police. The Chief of Police or their designee will ensure that the documentation is forwarded to the City Human Resources Department for proper filing and documentation pursuant to City Policy.

The Freeport Police Department did not make any significant changes to the way that Workplace Accidents and Injuries are reported, handled, and documented. The Freeport Police Department did re-evaluate and re-issue the policy with updates in November of 2024.

Conclusion – Accidents/Injuries

There were a total of 3 Employee Injuries this year, compared to 8 last year. This represents a difference of -5. The table is lined out to show variables that are tracked to view the analysis and be able to accurately evaluate certain items.

In conclusion, there were no changes to the policy governing the reporting, handling or investigation of employee accidents. This department does provide training in workplace safety on a rotational basis. In analyzing the data collected, no trends appear that would constitute concern.

Analyzed Data – Employee Accidents/Injuries		Year 2024	Year 2025	Difference (+/-)
Total	Calls for Service	27387	25288	-2099
	Accident / Injury Reports	8	3	-5
	Sworn Personnel	32	33	+1
	Non Sworn Personnel	22	22	0
Action Resulting in Injury	Performance of Duties – Unintentional	7	3	-4
	Performance of Duties – Careless/Negligence	0	0	0
	Training Injury	1	0	-1
	Assisting other Personnel	0	0	0
	Other	0	0	0
Type of Injury	Bitten by Person	1	0	-1
	Bitten by Animal	2	1	-1
	Traumatic Injury	0	0	0
	Non-Traumatic Injury	3	2	-1
	Inhalation/Ingestion/Injection	1	0	-1
	Slip/Trip/Fall	1	1	0
	Other	0	0	0
Multiple Accident	Number of Personnel Causing or Involved in more than 1 Accident	1	0	-1
Policy Violations	Minor	0	0	0
	Major	0	0	0
Fault	Number of Injury/Accident where personnel is at fault	0	0	0
	Number of Injury/Accident where other party is at fault	8	3	-5

Certification of Analysis Performed and Reviewed

The included analyses of the Freeport Police Department have been reviewed for the year 2025. The analysis of the individual reports were evaluated for trends, concern or areas of improvement.

Kevin B. Harris
TPCA Program Manager Print

Kevin B. Harris
Signature

01/29/2026
Date

Commander Review

Is additional Training Needed for Staff? Yes ☒ No

Is a Policy Revision Needed? Yes ☒ No

Additional Comments:

Review with supervisor staff to better understand proper completion of Response to Resistance
form and to ensure correct and useful data is being collected. Review with supervisor staff on fleet crash
reporting, documentation, and proper routing.

Lt. Craig Graham
Patrol Commander Print

Craig D. Graham
Signature

02/03/2026
Date

Chief of Police Review

Is additional Training Needed for Staff? ☒ Yes No

Is a Policy Revision Needed? ☒ Yes No

Additional Comments:

Continue with previously scheduled training routine and annual policy revision, while also reviewing
current trends, court cases and updated trainings to analyze the need for changes for the department.

Jennifer Howell
Chief of Police Print

Jennifer Howell
Signature

2/3/2026
Date

TPCA Program Manager Use

This report has been filed with the Texas Police Chief's Association on _____.

Initials

PUBLIC WORKS MONTHLY REPORT

Date: January 2026

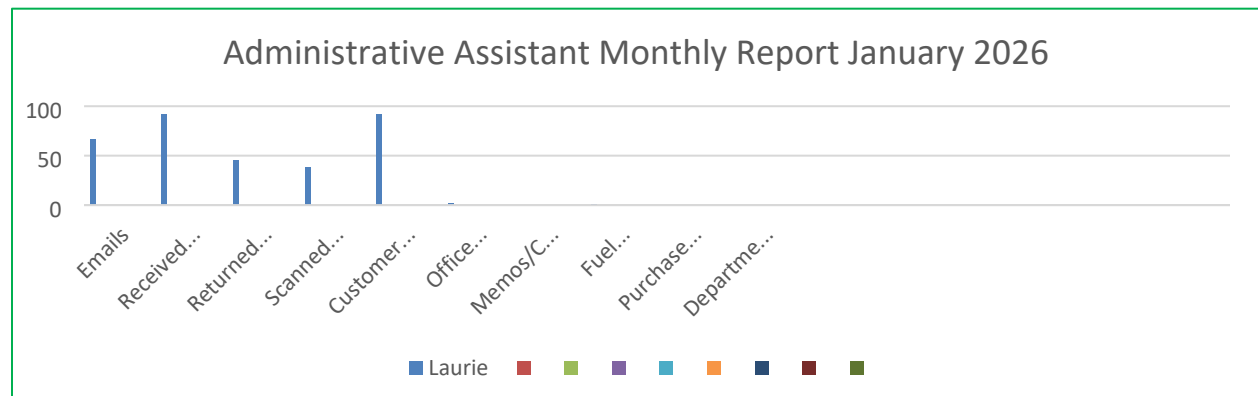
From: John Perez, Interim Director of Public Works

Administration Division:

Under the Direction of the Director of Public Works, this division manages the public works office, customer service, scheduling, reporting and public communication

Key Highlights This Month:

- Work Orders
- Communication
- E-mail

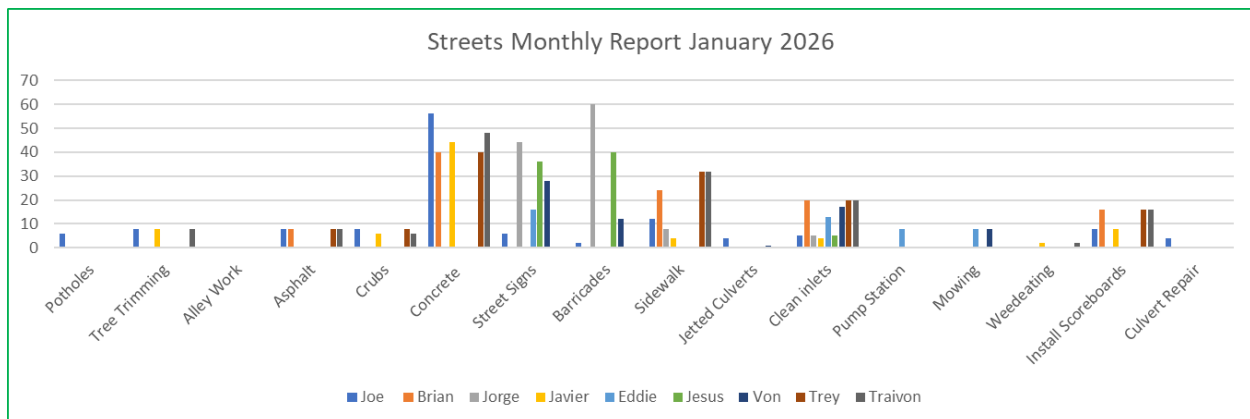


Streets Division:

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

Key Highlights This Month:

- Concrete Repairs
- Asphalt Repairs
- Repair sidewalk and curb
- Ice Storm Duty



Drainage Division:

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

Key Highlights This Month:

- Sign replacement
- Mowing drainage areas
- Culvert installation
- Clean culverts
- Flood Mitigation
- See Streets report Street Supervisor overseeing both crew while Concrete Supervisor on vacation

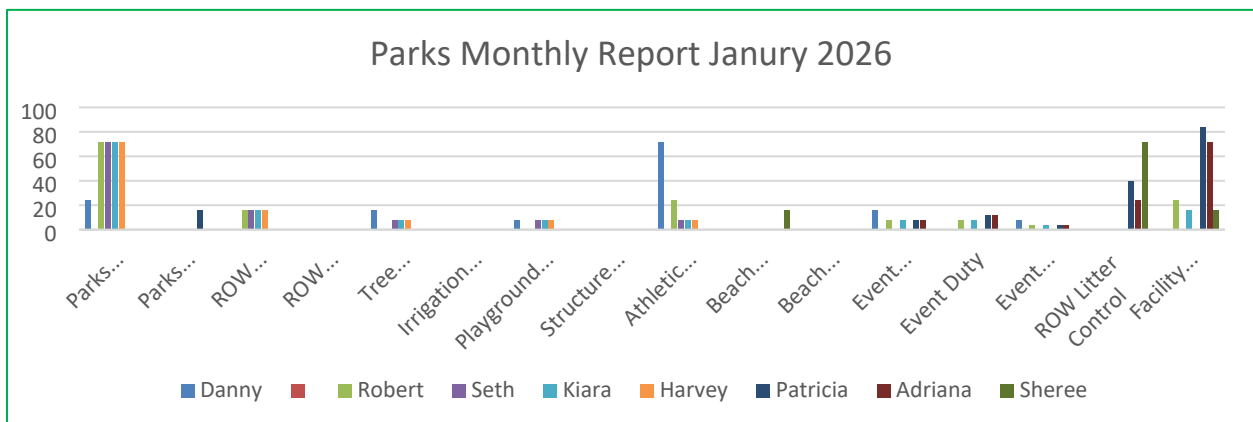


Parks Division:

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

Key Highlights This Month

- Mow Parks
- Cleaning Facilities
- Above average rental set ups and tear downs
- Winter Storm Duty



Fleet Division:

Under the direction of the Public Works Director, this division is responsible for all repairs and maintenance of the city's Fleet

Key Highlights This Month:

- Mechanic out for surgery
-
-

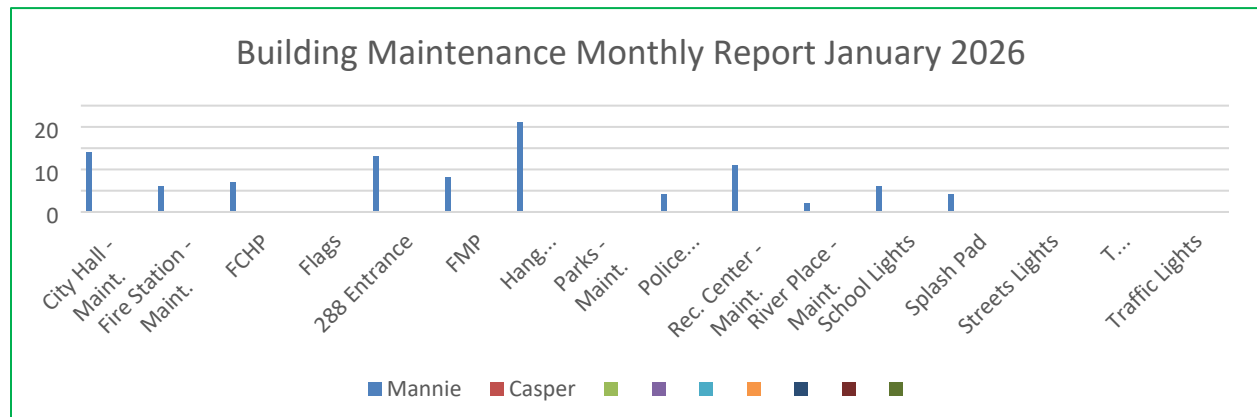


Building Maintenance Division:

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

Key Highlights This Month:

- Upkeep on Multiple Buildings
- Rec. Center Maintenance
- Ball field score board completed
- Winter Storm Duty



Recreation Division:

Under the direction of the Recreation Supervisor, the Recreation Division provides recreational services, special events, and programs to the Freeport community. This includes fitness classes, senior programs, youth activities, aquatics, facility rentals, and more.

January 2026

Program & Staff Updates

Staffing

- Fully staffed

Ongoing Programs

- **Zumba**
 - **Instructor:** 1
 - **Class Schedule:**
 - Mondays & Wednesdays: 8:30–9:30 a.m. and 6:00–7:00 p.m.
 - Fridays: 6:00–7:00 p.m.
 - Saturdays: 10:00–11:00 a.m.
- **Silver Sneakers** continues to support our senior fitness programming.



Events Summary

Held in January

- Toddler Takeover: January 15, 2025, 10am- 12pm

Upcoming or In Progress

- Pink Pilates Party – February 26 @6:30pm

Social Media Engagement

Freeport Recreation Page

2025	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
People follow The Freeport Recreation page	4236	4238	4251	4273	4294	4331	4348	4353	4380	4410	4442	4472
2026	Jan											
People follow The Freeport Recreation page	4522											

Revenue Report



Membership Type	Check-Ins
Individual	73
Senior	32
Family	14

Membership Type	Revenue
Individual	\$620
Senior	\$110
Family	\$90
Type of Pass	Total
Daddy Daughter Dance	\$625

Monthly Membership Revenue

Membership Check- Ins



Facilities

	Amount
Total Hours of Sports Field Use by Non-Profit Organizations	0
Paid Sports Field Rentals (Baseball & Softball Fields)	0
Paid Facility Rentals (RiverPlace, VCH, FMP, Gazebos)	5





 CITY OF FREEPORT
RECREATION CENTER

TODDLER TAKEOVER

Bring your little ones for a safe and fun morning of soft play at Freeport Recreation Center! Perfect for babies, toddlers, and preschoolers.

10:00 AM – 12:00 PM
Thursday, January 15

- Recommended for crawlers – age 4
- Socks required for all participants
- Parent/guardian supervision required

Freeport Recreation Center
803 Mystery Harbor Ln, Freeport, TX 77541





CITY OF FREEPORT
RECREATION CENTER

PINK PILATES PARTY

FREEPORT RECREATION CENTER'S FIRST-EVER MAT PILATES CLASS

Join us for a fun Pilates session led by Megan Martin, designed to help you move, stretch, and unwind. This class will feature refreshments and a free gift to enjoy. A perfect way to spend your Thursday night!

WEARING PINK IS
ENCOURAGED!



ABOUT MEGAN

I'm Meg, a certified Pilates instructor, cosmetologist, and proud mother. Pilates has transformed how I move and feel in my body, and helped me develop true strength from the inside out! This transformation is the reason I fell in love with Pilates. Now my passion is helping others develop strength, stability, and confidence, through intentional movement. Whether you're brand new to Pilates or just looking to deepen your practice, my goal is to create a supportive environment to reconnect with your body in a meaningful way! Please join me in the next class to start your wellness journey!

FREEPORT RECREATION CENTER
THURSDAY, FEBRUARY 26 @ 6:30 PM



SOCKS PROVIDED

Due to limited space, registration for this event is required.

Please complete the form in this post to sign up.

MATS WILL NOT BE PROVIDED, PLEASE BRING YOUR OWN.

REGISTER NOW — SPOTS ARE LIMITED!





Human Resources Monthly Report

Date: February 5, 2026

HR TEAM: Genesis Martinez

HR Services Team Priorities and Results for January 2026:

- **Welcomes and Well-wishes:**
 - **We are excited to welcome:**
 - **Sondra Cortez – Planning and Zoning Coordinator – Building**
 - **Zachary Gros – Firefighter (PT) – Fire**
 - **Christopher Norton – Recreation Attendant (PT) – Recreation Center**
 - **Allison Skrzypczak – Jailer – Police Department**
- **Training/Coaching/Performance Improvement:**
 - **Performance Issues Addressed:** We had one (1) employee termination for performance this month.
- **Employee Turnover/Recruiting/Hiring Progress:**
 - **Employee Turnover:** We had two (2) employee separations in January. One from the Building Department, and one from the Public Works Department.
 - **Internal Transfers/Promotions:**

We had zero (0) employee promotions this month.
 - **Recruiting:** Active recruiting searches include:
 - Part-time EMT
 - Firefighter/EMT – Full and Part Time
 - Building Maintenance Lead Technician
 - Patrol Officer
 - Maintenance Tech I
 - **Recruiting Sources include:** City website, Texas Municipal League, Strategic Government Resources, Workforce Solutions, Industry-specific organizations, Community College programs for maintenance and Police, social media, and networking.
- **Risk Management and Insurance Updates:**
 - **Unemployment Claims:** We had one (1) unemployment appeal during the month of January. This appeal is still pending and is being handled by the City Attorney
 - **Workers Compensation Claims:** We had two (2) active Workers Comp. claims in January.
 - **Family & Medical Leave Cases (FMLA)-** We had five (5) active FMLA cases in January.
 - **Training/Development:** [Assigned](#) Sexual Harassment and Ethics training to new hires. Attended the Employee Relations for Public Safety Workshop.
 - **Benefits and Payroll:** Had remote meetings with Evergreen for Market Review of Salary Survey. Attended (online) webinar regarding the Wade Cannon Act.
 - **Recruiting:** Please see attached sheet for Applicant Stats for month of January.

Priorities for February:

- **Training/Development** – Follow up on assigned trainings.

Month of January 2026 Applicant Stats

Opened Jobs – 0

Closed Jobs – 4

New Applicants – 84

Interviewed – 1

Hired – 4

External – 4

Internal – 0

Views vs. Starts – 4.5%

Starts vs Completes – 57.9%

Application Source

Indeed – 41

City of Freeport Website – 11

Linkedin Organic - 6

ZipRecruiter Organic – 5

Employee Referral - 5

Qualified Applicants Source

Linkedin Organic – 6 (100%)

ZipRecruiter Organic – 5 (100%)

Employee Referral – 5 (100%)

Google – 3 (100%)

Adzuna – 2 (100%)

Total Applicants per Job

Public Works Maintenance Tech I - 30

Museum Director – 12

Public Works Director - 12

Recreation Attendant (Part-time) - 9

Emergency Medical Technician (Part-Time) - 6

Qualified Applicants per Job

Public Works Maintenance Tech I - 25

Museum Director – 11

Public Works Director - 11

Recreation Attendant (Part-time) - 7

Emergency Medical Technician (Part-Time) - 6



Freeport Historical Museum Monthly Report

January 2026

Summary of monthly attendance, events, exhibits, and projects at the Freeport Historical Museum.

Freeport Historical Museum Monthly Report

January 2026

Attendance

Seniors	31
Adults	80
Youth	13
Events	24
TOTAL	148

Change compared to last year: **108% increase**

Revenue

Museum Donations	\$594.28
TOTAL	\$594.28

Events and Exhibits

- ❖ January Lecture Series
- ❖ The Eternal Hope of Martin Luther King Jr.

January Highlights

This January, our museum continued its mission to connect the Freeport community with history. There was extensive “behind the scenes” work, focusing on building maintenance and collections preservation. Online traffic has slightly decreased, so that will be a focus moving forward.

Community Involvement

- ❖ Connection with Brazosport High School for student volunteer opportunities at the museum
- ❖ Collaboration with Freeport Library for 2026 dates for Storytime at the Museum
- ❖ Partnership with the Dr. Martin Luther King Jr. Celebration Committee for MLK event
- ❖ Host for monthly meeting of Freeport Main Street and Historical Commission
- ❖ Organizational Supporter of National Museums Advocacy Day by the American Alliance of Museums
- ❖ Assistance with MLK Day Parade
- ❖ Registration for Annual Conference for Texas Association of Museums
- ❖ Registration for Annual Conference for Texas Historical Commission

Projects, Renovations, Maintenance, and Misc. Updates

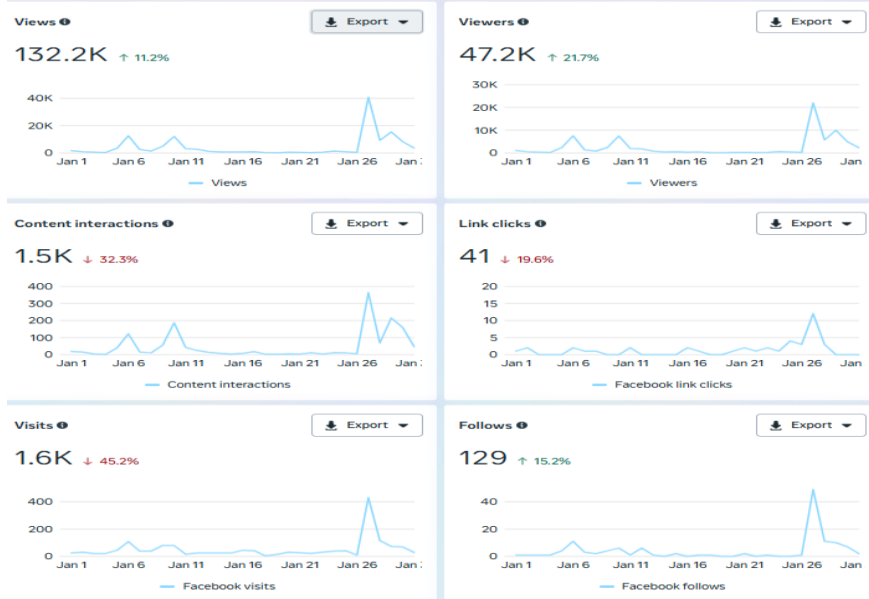
- ❖ Partnership with the Smithsonian traveling exhibitions program SITES for Black History Month
- ❖ Repair of back fence damaged by Hurricane Beryl
- ❖ Landscaping improvements to arboretum
- ❖ Addition of “retro play” artifacts for children’s room
- ❖ Electrician consultation for repair of wind tunnel and railroad model in children’s room
- ❖ Conservation of 100+ photos, documents, and newspapers
- ❖ Winterizing outdoor pipes to prepare for freeze
- ❖ Application to \$5k national contest for museums
- ❖ Fabrication and installation of Black History Month Exhibit
- ❖ First steps of application to Walmart Spark Good grants
- ❖ Interdepartmental collaboration to create a community events calendar on city website

Continuing Education

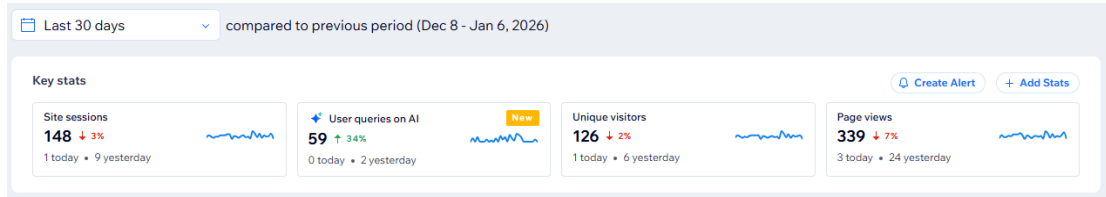
- ❖ Webinar presented by the National Informal STEM Education (NISE) Network about Citizen Science Month 2026
- ❖ Webinar presented by ACM about paid brand partnerships with museums
- ❖ Webinar presented by TAM about membership benefits
- ❖ Webinar presented by THC about preserving Texas history
- ❖ Webinar presented by AASLH about their awards program
- ❖ Workshop presented by the West Virginia Association of Museums about programs for homeschool audiences
- ❖ Webinar presented by AAM about visitor feedback
- ❖ Webinar presented by Microsoft about event builder software

Online Presence

❖ Social Media –



❖ Website –

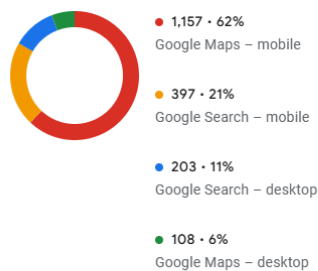


❖ Google Business Profile –

1,865

👁 People viewed your Business Profile
📉 -21.6% (vs Jan 2025)

Platform and device breakdown
Platform and devices that people used to find your profile



740

🔍 Searches showed your Business Profile in the search results
📉 -52.2% (vs Jan 2025)

Searches breakdown
Search terms that showed your Business Profile in the search results

1.	attractions	396
2.	museums	180
3.	museum	30
4.	things to do in freeport tx	29
5.	things to do	27

[See more](#)

Monthly Golf Course Report January 2026

For the month of January we had an incredible start to the month. With warm and dry conditions our attendance was well above average. Unfortunately a lot of our business is dependent on the weather. The last two weeks of the month hurt our rounds with the freezing temps and rainfall.

With that being said the first half of the month was so strong we still ended up having our best January to date. Our previous top revenue for any given January was \$62,500 and we ended this January at \$90,328. This now puts us at \$401,000 for the fiscal year, and \$81,000 above our forecasted revenue for the first four months.

We surpassed every categories goals for the month, with memberships really doing well these first four months. This was to be expected with the rate increases on the green fees council put in place October 1st. We have had some of our guests move from paying the green fees to purchasing memberships.

Looking forward we have our 1st annual Sr Brazos Cup in February, as well as Columbia high school hosting two school tournaments this month. We also have our local Brazosport High School hosting a one day event to wrap up our events for the month.

As stated in previous reports, the biggest concern is still the poor shape of the proshop including the mold issues and electrical.

I have attached detailed numbers on all areas of the business.

Thank you, Brian

Golf Course Goals vs Actuals 2024-2025

Goal

Category	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Totals
Green Fee	33,000	33,000	33,000	26,000	25,000	45,000	50,000	50,000	50,000	50,000	50,000	50,000	495,000
Rec(taxable)	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Cart	10,000	9,000	9,000	7,000	8,000	13,000	13,000	12,000	13,000	12,000	12,000	12,000	130,000
Merchandise	14,000	14,000	14,000	12,000	11,000	19,000	19,000	19,000	19,000	17,000	16,000	16,000	190,000
Prep Food	1,000	1,000	1,000	1,000	1,000	2,000	2,000	2,000	2,000	2,000	1,500	1,500	18,000
Beer Sales	7,000	6,000	6,000	5,000	5,000	9,000	9,000	9,000	9,000	9,000	8,000	9,000	91,000
Drinks/Chips	3,500	3,500	2,500	2,500	2,500	5,000	5,000	5,000	5,000	4,500	4,500	4,500	48,000
Memberships	16,000	16,000	17,000	17,000	17,000	19,000	20,000	20,300	21,000	21,000	21,000	21,000	226,300
Total	\$84,500	\$82,500	\$82,500	\$70,500	\$69,500	\$112,000	\$118,000	\$117,300	\$119,000	\$115,500	\$113,000	\$114,000	\$1,198,300

Actual

Category	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Totals
Green Fee	37,426	47,003	31,575	30,632									146,636
Rec(taxable)	0	0	0	0									0
Golf Cart	10,530	13,466	10,967	9,146									44,109
Merchandise	18,677	18,699	14,594	16,115									68,085
Prep Food	1,241	1,467	1,554	1,507									5,769
Beer Sales	8,297	8,576	6,791	5,945									29,609
Drinks/Chips	4,066	4,507	3,642	3,342									15,557
Memberships	21,587	25,409	21,514	23,641									92,151
Total	\$101,824	\$119,127	\$90,638	\$90,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$401,917

Over/Under	\$17,324	\$36,627	\$8,138	\$19,828									\$81,917
-------------------	-----------------	-----------------	----------------	-----------------	--	--	--	--	--	--	--	--	-----------------

Rounds of Golf

Month	Fy2022-2023	Fy2023-2024	Fy2024-2025	Fy2025-2026
OCT	2692	2363	2798	2885
NOV	1153	2109	2557	3434
DEC	2028	2348	2749	2637
JAN	2125	1182	1627	2681
FEB	2176	2241	2539	
MAR	2961	3444	3881	
APR	2740	3285	3680	
MAY	2776	3461	3709	
JUN	3094	3378	3276	
JUL	3393	806	4554	
AUG	2811	3266	3471	
SEP	2897	2883	3366	
				□
	30846	30766	38207	11637

Memberships

Month	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026
OCT	194	188	198	285
NOV	184	186	202	294
DEC	186	189	210	290
JAN	174	187	210	288
FEB	178	198	234	
MAR	195	201	251	
APR	192	203	253	
MAY	196	211	254	
JUN	186	213	255	
JUL	162	201	286	
AUG	183	194	285	
SEP	187	205	266	



Revune for the fiscal years

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-2021	2021-2022	2022-2023	2023-224	2024-2025	2025-2026
October	\$ 47,009.00	\$ 38,020.00	\$ 44,541.00	\$ 42,949.00	\$ 40,175.00	\$ 50,996.00	\$ 41,662.00	\$ 40,670.00	\$ 34,325.00	\$ 35,953.00	\$ 33,172.00	\$ 40,639.00	\$ 27,027.00	\$ 34,039.00	\$ 42,407.50	\$ 62,202.91	\$ 51,147.84	76,592.04	\$ 74,167.03	\$ 92,617.00	\$ 101,824.00
November	\$ 27,799.00	\$ 33,807.00	\$ 33,020.00	\$ 44,707.00	\$ 39,303.00	\$ 36,034.00	\$ 42,510.00	\$ 44,313.00	\$ 28,636.00	\$ 26,980.00	\$ 19,944.00	\$ 31,995.00	\$ 30,448.00	\$ 23,229.00	\$ 43,338.77	\$ 64,634.00	\$ 56,586.76	\$ 33,383.62	\$ 63,177.89	\$ 81,367.00	\$ 119,127.00
December	\$ 34,148.00	\$ 25,466.00	\$ 37,308.00	\$ 36,530.00	\$ 20,950.00	\$ 35,136.00	\$ 31,312.00	\$ 32,256.00	\$ 29,786.00	\$ 29,645.00	\$ 26,178.00	\$ 24,651.00	\$ 20,856.00	\$ 40,933.00	\$ 48,990.47	\$ 56,927.48	\$ 62,544.32	\$ 53,930.64	\$ 74,575.41	\$ 87,077.00	\$ 90,638.00
January	\$ 38,163.00	\$ 19,599.00	\$ 23,783.00	\$ 40,207.00	\$ 21,224.00	\$ 27,521.00	\$ 49,248.00	\$ 25,563.00	\$ 37,898.00	\$ 20,982.00	\$ 36,242.00	\$ 57,636.00	\$ 30,342.00	\$ 30,229.00	\$ 23,365.55	\$ 56,651.51	\$ 47,116.31	\$ 61,756.57	\$ 36,937.26	\$ 55,071.00	\$ 90,328.00
February	\$ 29,092.00	\$ 31,360.00	\$ 29,207.00	\$ 40,299.00	\$ 16,893.00	\$ 32,118.00	\$ 27,440.00	\$ 36,248.00	\$ 32,762.00	\$ 31,605.00	\$ 30,448.00	\$ 30,449.00	\$ 21,772.00	\$ 26,749.00	\$ 37,454.31	\$ 41,451.22	\$ 49,126.05	\$ 62,570.03	\$ 59,528.92	\$ 76,688.00	
March	\$ 44,484.00	\$ 50,244.00	\$ 45,181.00	\$ 51,193.00	\$ 52,873.00	\$ 64,305.00	\$ 39,994.00	\$ 58,128.00	\$ 44,011.00	\$ 29,929.00	\$ 34,261.00	\$ 39,413.00	\$ 52,056.00	\$ 52,147.00	\$ 56,303.83	\$ 67,691.37	\$ 69,982.06	\$ 91,891.25	\$ 111,901.00	\$ 123,147.00	
April	\$ 52,898.00	\$ 44,170.00	\$ 54,841.00	\$ 60,003.00	\$ 58,698.00	\$ 57,655.00	\$ 57,937.00	\$ 46,802.00	\$ 51,866.00	\$ 33,553.00	\$ 28,234.00	\$ 58,911.00	\$ 60,713.00	\$ 82,079.00	\$ 13,723.75	\$ 75,786.66	\$ 93,650.43	\$ 93,909.09	\$ 110,981.80	\$ 113,470.91	
May	\$ 49,583.00	\$ 50,784.00	\$ 59,984.00	\$ 65,535.00	\$ 46,083.00	\$ 53,246.00	\$ 57,607.00	\$ 51,940.00	\$ 56,256.00	\$ 48,499.00	\$ 30,164.00	\$ 50,065.00	\$ 57,692.00	\$ 62,730.00	\$ 28,942.99	\$ 58,401.78	\$ 92,185.04	\$ 86,160.00	\$ 103,122.90	\$ 119,008.00	
June	\$ 38,039.00	\$ 52,831.00	\$ 65,674.00	\$ 62,065.00	\$ 59,492.00	\$ 59,357.00	\$ 61,151.00	\$ 55,923.00	\$ 48,913.00	\$ 26,082.00	\$ 8,162.00	\$ 37,417.00	\$ 53,075.00	\$ 58,322.00	\$ 62,154.13	\$ 63,469.78	\$ 80,131.95	\$ 98,988.00	\$ 103,910.00	\$ 100,290.00	
July	\$ 40,396.00	\$ 35,250.00	\$ 58,329.00	\$ 62,141.00	\$ 40,405.00	\$ 52,427.00	\$ 50,465.00	\$ 50,193.00	\$ 44,700.00	\$ 43,387.00	\$ 36,186.00	\$ 37,656.00	\$ 52,448.00	\$ 69,071.00	\$ 50,746.13	\$ 57,641.43	\$ 81,808.90	\$ 96,210.00	\$ 31,782.37	\$ 133,270.20	
August	\$ 40,352.00	\$ 41,420.00	\$ 38,504.00	\$ 63,134.00	\$ 48,395.00	\$ 44,385.00	\$ 45,158.00	\$ 48,075.00	\$ 46,545.00	\$ 43,727.00	\$ 30,306.00	\$ 23,868.00	\$ 58,221.00	\$ 67,005.00	\$ 58,155.52	\$ 57,091.00	\$ 59,695.18	\$ 88,042.00	\$ 106,879.00	\$ 113,842.00	
September	\$ 35,529.00	\$ 37,527.00	\$ 23,756.00	\$ 49,098.00	\$ 41,066.00	\$ 44,276.00	\$ 42,282.00	\$ 34,895.00	\$ 25,984.00	\$ 21,813.00	\$ 26,082.00	\$ 2,160.00	\$ 15,674.00	\$ 38,567.00	\$ 57,786.23	\$ 45,708.61	68,991.57	\$ 106,996.00	96180.34	\$ 134,135.00	
Total	\$ 477,492.00	\$ 460,478.00	\$ 514,128.00	\$ 617,861.00	\$ 485,557.00	\$ 557,456.00	\$ 546,766.00	\$ 525,006.00	\$ 481,682.00	\$ 392,155.00	\$ 339,379.00	\$ 434,860.00	\$ 480,324.00	\$ 585,100.00	\$ 523,369.18	\$ 707,657.75	\$ 812,966.41	950,429.24	\$973,143.92	\$1,229,983.11	\$401,917.00

Information Technology

Monthly Report

- Computer Refresh installs 90% Completed
- Meeting Scheduling New features added for Location Reservations to prevent multiple bookings.
- Tenant hardening 30% Completed

Upcoming Projects

- Audio Enhancements and Control upgrades for Council Chambers
- Updated Permit and Rental scheduling and payment online capabilities
- Recreation Center Access and control upgrades.
-
- RiverPlace network security and stability updates.
- Removal of old IT Equipment
- Physical Security Alerting System installations
- Improved communication system for water turn-on



January 2026





Closed Ticket 31 days by Category Only

Description:

Category: Service Desk

Server Hostname: support.0cwrseesmgcerdzoaboqdri0wg.bx.internal.cloudapp.net

Generated: 02/01/2026 01:00:34

Category	Total Closed Tickets
Hardware::Computer::Desktop	1
Hardware::Printer::Copier	1
Hardware::Printer::Desk/Office	1
Other	1
Software::Issue	3
Website::Change or Upload	1

02/01/2026

A

All Users

Add comparison +

Last 28 days

Jan 8 - Feb 4, 2026

▼

Reports snapshot

Active users

3.8K

New users

3.3K

Average engagement time per active user

58s

Event count

33K

Top pages/screens

PAGE TITLE AND SCREEN CLASS	VIEWS	ACTIVE USERS	EVENT COUNT	BOUNCE RATE
Home City of Freeport, TX	2.8K	1.5K	8.5K	32.3%
Freeport TX Website - Freeport TX Website	2.3K	924	5.6K	33.7%
Water Department City of Freeport, TX	1.2K	619	3.5K	34.8%
Jobs City of Freeport, TX	679	418	2.1K	24.5%
Police Department City of Freeport, TX	606	367	1.8K	29.8%
Agenda Center - Freeport TX Website - Freep...	358	155	926	24.3%
Recreation Center City of Freeport, TX	351	113	846	28.9%

View pages and screens →

Active users by

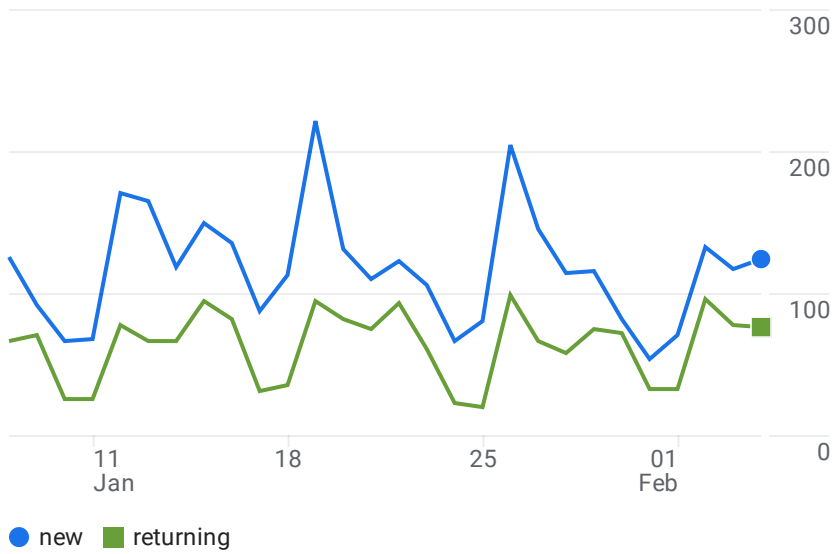
First user source / medium

FIRST USER SOURCE / ME...	ACTIVE USERS
google / organic	2.6K
(direct) / (none)	836
bing / organic	232
yahoo / organic	67
m.facebook.com / referral	33
duckduckgo / organic	15
brazoriacountytx.gov / referral	7

Sessions by
Session source / me...

SESSION SOURCE / ...	SESSIONS
google / organic	4.4K
(direct) / (none)	1K
bing / organic	495
yahoo / organic	94
ntp.msn.com / referral	53
m.facebook.com / re...	42
freeporttx.portal.civi...	27

New vs Returning users



Key events by Platform



View tech details →

Active users by City

CITY	ACTIVE USERS
Houston	875
Dallas	870
Freeport	288
Lake Jackson	164
Columbus	98
Council Bluffs	84
Clute	74

View cities →

Active users by
Audience name

AUDIENCE NAME	ACTIVE USERS
All Users	3.8K

View audiences →

Your Business Profile report with 362 interactions* last month

See how Freeport City Hall at 1201 North Avenue H, Freeport, TX 77541 performed in November 2025 compared to the previous month.

[See full report](#)

Your performance at a glance

 246

calls

-1%

 0

chat clicks

 57

people asked for directions

-47%

 59

website visits from
profile

+20%

 985

profile views

+10%

 302

searches

+102%

**An interaction is when a customer calls, makes a booking, is sent to your website, or requests directions from your Business Profile.*

Top search terms

1	freeport city hall	107
2	city of freeport water	90
3	city of freeport water department	34



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

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

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator

To: Dr. Danielle Kelly, City Manager

From: Christopher D. Motley, Fire Chief

Date: February 17, 2026

Re: January 2026

Response alarms: Fire - 17
 EMS - 191
 Total - 208

Significant Events: Air Ambulance transport: 1
 Mutual Aid Request: EMS response: 5 FIRE 1
 Mutual aid given to other cities to cover EMS response: 0 FIRE 0
 Two EMS units working calls at the same time: 32
 Three working EMS alarms: 0
 Four working EMS alarms: 0
 Five working EMS alarms: 0
 Transport rate: 66%

Structure Fire: 420 South Avenue F Status: Investigation in progress.

Infrastructure:

- Station #1: HAVC system replaced units in November and still not properly functioning. I requested immediate attention from City maintenance. The system did not properly operate through the hard freeze including upstairs HVAC system and engine bay gas heaters.
- Station #2: Emergency generator is installed pending CenterPoint natural gas installation. Building Official approved electrical installation.
- Station #2: Requested maintenance to install a receptacle for fire suppression system and fire alarm panel. Work was not completed. Contacted aelectrician to complete the work.
- Old Station #2: Soffit and facia have been removed from building. Installation will be performed by city maintenance department to reinstall the facia board.
- Ambulance 906: (New Ambulance) OOS pending parts from manufacture and Yaklin over engine/alternator pulley system.
- Ambulance 907: (Old Ambulance) Returned back to service. Performance Transmission completed an assessment and changed oil & filter and fuel filters. Unit placed on front line to respond to calls.
- Ambulance 908 (New Ambulance) In service not report mechanical or electrical issues.
- Ambulance 909: (Old Ambulance) In service first out. This ambulance as a history of electrical issues after an accidental discharge of a fire extinguisher.

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



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

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

Christopher Motley
Chief / EMC

Mike Praslicka
EMS Coordinator

Emergency Management:

- Recovery: Finance is working with FEMA representatives for reimbursement.
- Currently, we are monitoring weather conditions for January 2026.
- January 20 through January 27, 2026: City wide preparation for a hard freeze.
- Activated EOC status to monitoring conditions, Develop Incident Action Plan.

Grants:

- FEMA AFG – SCBA grant. February '26 contact SCBA vendors to quote.
- FEMA AFG – S.A.F.E.R. grant. February '26 schedule FEMA webinar on this grant.
- FEMA AFG – RADIO grant. Completed close out documentation pending FEMA acceptance
- FEMA AFG – TRAINING grant. Completed close out documentation pending FEMA acceptance

Personnel: Staffing

- Fire Marshal position: Vacancy (1). Offer may and scheduled to start February 1, 2026
- Fire Fighter Vacancy: one (Full-time) Offer made with a starting date, February 9, 2026. The department received notice of resignation for February 7, 2026.
- Fire Fighter Vacancy: S.A.F.E.R. 3 positions
- Fire Fighter Vacancy: Four (Part-time)
- EMS Vacancy: None (Part-time).
- Employee of the Month: No nomination this month

Education/Fire/EMS Clinicals

- Brazosport College Unavailable

Training/Drills/Table Top Exercise

- ACLS/PALS: Four employees
- CPR training/renewal certification: seven employees
- Civil Service – Employee Relations: three employees
- Texas Commission on Fire Protection Legislative Updates: 2 employees

Public relations

- Brazoria County Firefighters Association Fire Commission
- Brazoria County City Association meeting

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



MONTHLY OPERATING REPORT

**Freeport, Texas | Water & Wastewater Operations
January 2026**

Prepared by Veolia



TABLE OF CONTENTS

- 1. Plant Operations**
 - ***Wastewater Treatment***
 - ***Purchased Water***
- 2. Maintenance**
- 3. Collection & Distribution**
- 4. Meter Reading**
- 5. Health & Safety**

PLANT OPERATIONS

Section 1

WASTEWATER TREATMENT



EXECUTIVE SUMMARY

The City of Freeport Wastewater Treatment Plant



0.751
Average
MGD



23.28
Total Million
Gallons Treated



4.20
Total Inches
of Rain

The City of Freeport Slaughter Road Wastewater Treatment Plant



0.0104
Average
MGD



0.322
Total Million
Gallons Treated



4.30
Total Inches
of Rain

Monthly Work Activities Summary		
Parameter	January 2026	Year to Date
Recordable Accidents	0	0
Lost Time Accidents	0	0
Restricted Duty Days	0	0

Plant Operations

Plant Operational Progress Report:

This month, there were no maintenance projects, no permit violations, and no customer service calls. No sanitary sewer overflow (SSO) were recorded, while there were no wastewater or manhole repairs required. Overall, operations remained stable and in compliance.

Wastewater Treatment Plant: *Operations Summary*

Licensed Operators:

- Jerry Meeks, Jr. - Class B Wastewater
- Isaac Opfer - Class C Wastewater

Compliance

City of Freeport Wastewater Treatment Plant

The City of Freeport WWTP had no permit exceedance during the month, the average effluent concentrations of TSS/BOD are 9.20/5.90 mg/L respectively. Enterococci results were average for the month with a geometric mean of 26.8 MPN.

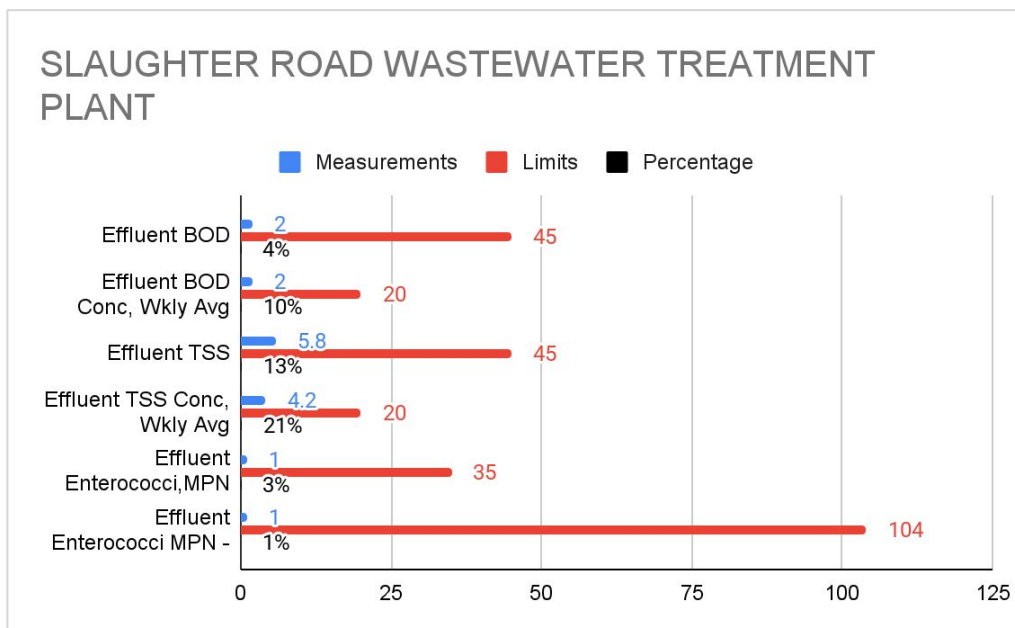
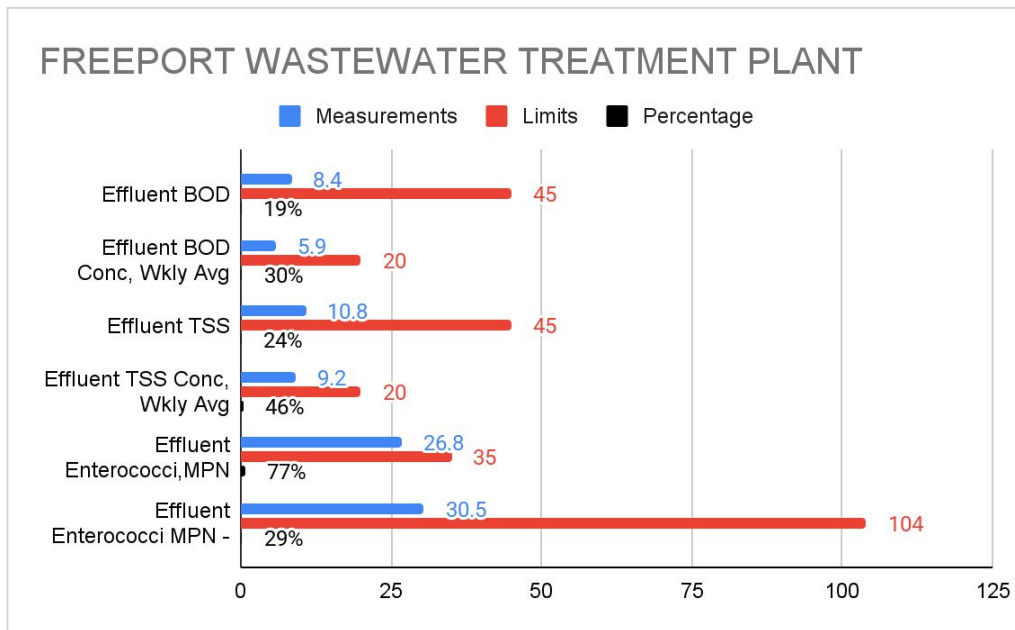
Slaughter Road Wastewater Treatment Plant

The City of Freeport - Slaughter Road WWTP had no permit exceedance during the month, the average effluent concentrations of TSS/BOD are 4.20/<2.00 mg/L respectively. Enterococci results were average for the month with a geometric mean of ≤1.0 MPN.

Summary

To ensure continued compliance with permit limits and to protect effluent quality, Veolia has been focused on key process control measures. These practices are essential for reliable treatment performance and will remain priorities moving forward:

- Regularly removing excess sludge, 26.33 tons, to maintain optimal biological treatment and prevent process upsets.
- Monitoring and controlling dissolved oxygen levels to ensure effective treatment performance and high effluent quality.
- Managing clarifier sludge blankets at lower levels in the package plant to reduce the risk of solids carryover and maintain consistent operations.
- Maintaining proper chlorine residuals to achieve effective disinfection, safeguard public health, and reduce pathogen levels in the receiving environment.
- Continuing these proactive measures to keep the facility in compliance while planning future process optimizations to further enhance treatment efficiency and reliability.



OPERATIONS

Section 1

PURCHASED WATER



EXECUTIVE SUMMARY

The City of Freeport Water Usage



1.742
Average
MGD



54.02
Total Million
Gallons Used



4.20
Total Inches
of Rain

The City of Freeport - Slaughter Road Water Usage



0.029
Average
MGD



0.889
Total Million
Gallons Used



4.30
Total Inches
of Rain

Monthly Work Activities Summary		
Parameter	January 2026	Year to Date
Recordable Accidents	0	0
Lost Time Accidents	0	0
Restricted Duty Days	0	0

Compliance

Licensed Operators:

- Edmund Ruiz, Jr. - Class C Groundwater
- Jerry Meeks, Jr. - Class C Groundwater
- Keith LaRue - Class C Groundwater

City of Freeport Water Production

City of Freeport water distribution had no permit exceedance during the month, the average chlorine residual was 2.51 mg/L.

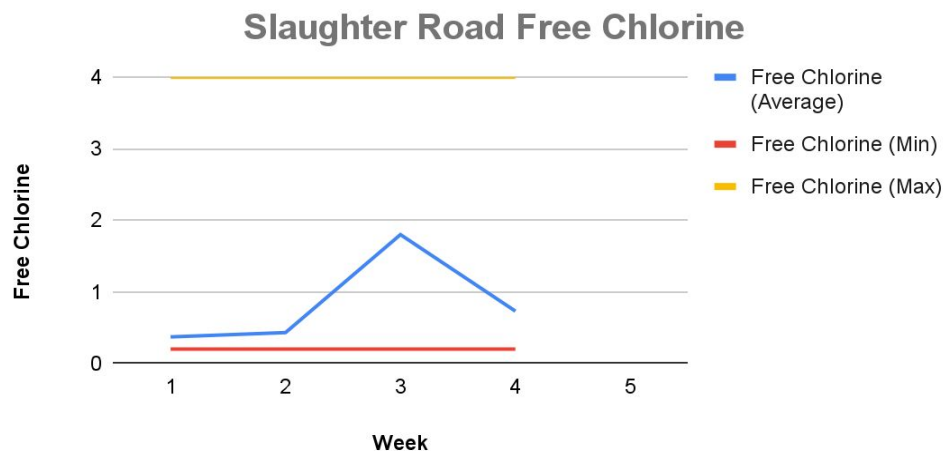
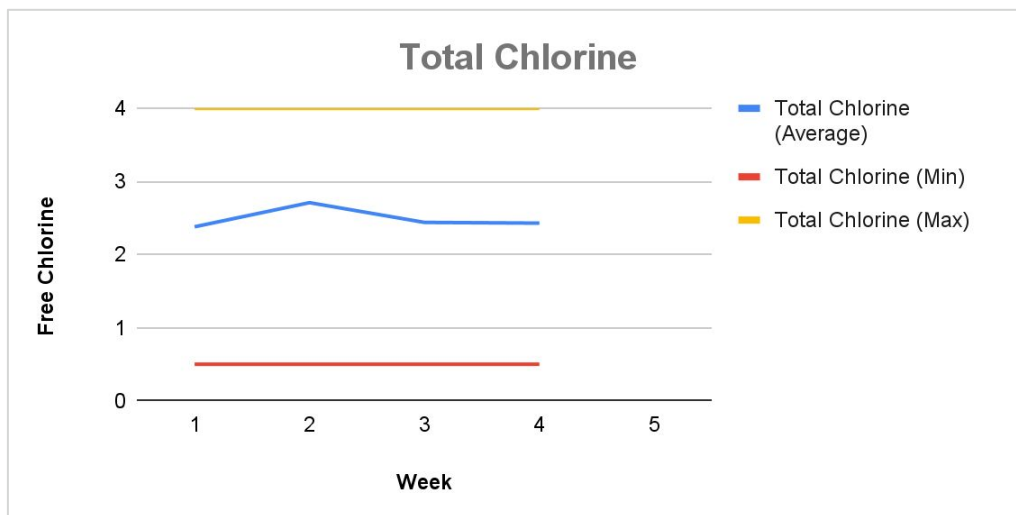
City of Freeport Slaughter Road Water Production

City of Freeport water distribution had no permit exceedance during the month, the average chlorine residual was 1.17 mg/L.

Summary

To maintain regulatory compliance and ensure reliable distribution system performance, routine practices are carried out each month. These measures help prevent water quality degradation and support compliance with state and federal drinking water standards:

- Conducting monthly flushing of dead-end lines and fire hydrants to improve circulation, remove stagnant water, and maintain water quality throughout the city.



MAINTENANCE

Section 2



Maintenance

The maintenance team completed 20 corrective maintenance and 307 preventive maintenance work orders.

Wastewater Treatment Plant

Preventative and Corrective Work Orders are attached.

EQUIPMENT STATUS LEGEND	
Green	Online
Yellow	Work In Progress
Red	Offline
Purple	Not Present

City of Freeport Wastewater Treatment Plant:

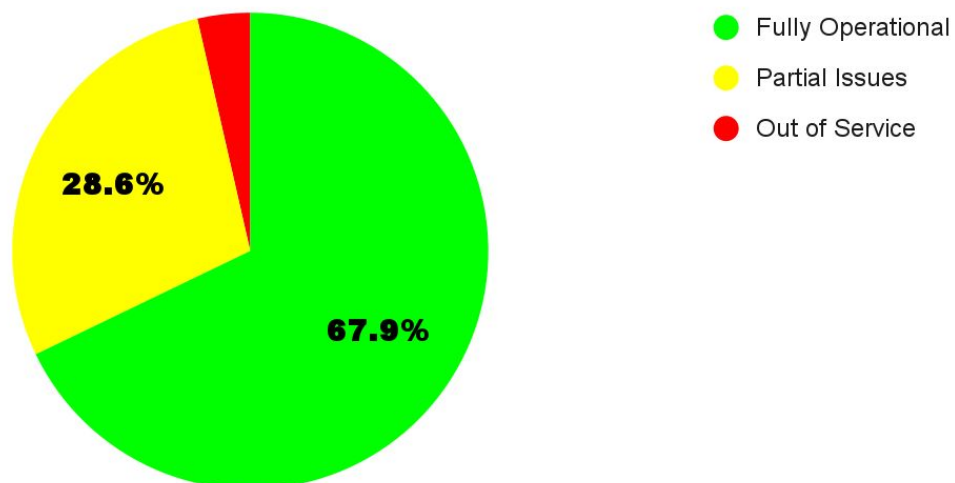
Current Equipment Status

EQUIPMENT	STATUS NOTES
Package Plant - 1.58 MGD (70%)	
Package Plant Clarifier Drive	In operation
Helisieve (Headworks)	In operation
Package Plant Blower #1	In operation
Package Plant Blower #2	Motor went out, need to install replacement.
Package Plant Blower #3	In operation
Trickling Filter Plant - 0.68 MGD (30%)	
Primary Clarifier	Not in operation - Clarifier arms broke in the basin and caused unit to go down
Secondary Clarifier	Not in operation - Not in operation due to primary clarifier being down
Trickling Filter	Not in operation - Distribution arms are in need of replacement
Digester	
Digester Aerator West	In operation
Digester Aerator North	In operation
Digester Aerator East	Needs to be replaced - Aerator motor is in hand.
Digester VFD North	In operation
Digester VFD East	In operation
Digester VFD West	In operation
Chemical Feed Systems	
Chlorine Feed System	In operation
SO2 Feed System	Not in operation - Hurricane Beryl took out the feed system; we are feeding sodium bisulfite in place of SO2

City of Freeport WWTP Lift Stations: Current Equipment Status

EQUIPMENT	STATUS NOTES	EQUIPMENT	STATUS NOTES
Lift Stations		Lift Stations (Cont'd)	
Kelly Lane (2 Pumps)	Pump #2 is out; needs to be replaced	Lift Station #15 (3 Pumps)	
Lift Station #1 (2 Pumps)	Pump #1 needs electrical work and bypass is installed for backup.	Lift Station #16 (2 Pumps)	
Lift Station #2 (2 Pumps)	Not in operation; not in use	Lift Station #17 (1 Pump)	
Lift Station #3 (2 Pumps)		Lift Station #18 (2 Pumps)	
Lift Station #4 (2 Pumps)		Lift Station #19 (2 Pumps)	
Lift Station #5 (2 Pumps)		Lift Station #20 (2 Pumps)	
Lift Station #6 (2 Pumps)		Lift Station #21 (2 Pumps)	
Lift Station #7 (6 & 1 Bypass)	Pump #4 is on hand, awaiting quote from Hahn for guide rails to be installed.	Lift Station #22 (2 Pumps)	Pump #2 out; discharge line is being rebuilt and pump is being replaced
Lift Station #8 (2 Pumps)		Lift Station #23 (2 Pumps)	Pump #2 out; discharge line is being rebuilt and pump is being replaced
Lift Station #9 (2 Pumps)		Lift Station #24 (2 Pumps)	Pump #1 out; discharge line is being rebuilt and pump is being replaced
Lift Station #10 (2 Pumps)		Lift Station #25 (2 Pumps)	
Lift Station #11 (2 Pumps)		Lift Station #27 (2 Pumps)	Running on bypass
Lift Station #12 (2 Pumps)		Lift Station #28 (2 Pumps)	Pump #1 out; discharge line is being rebuilt and pump is being replaced
Lift Station #13 (2 Pumps)		Lift Station #29 (2 Pumps)	
Lift Station #14 (2 Pumps)		Williams Diesel (1 Pumps)	

Lift Station Status Overview (30 Total)



City of Freeport Water Distribution: Current Equipment Status

EQUIPMENT	STATUS NOTES
Water Pump Station	
W. 8th St. (3 Pumps)	Pump #1 has been installed.
S. Ave F (3 Pumps)	Pump #3 needs to be replaced; ongoing City capital project

City of Freeport - Slaughter Road Water Distribution: Current Equipment Status

EQUIPMENT	STATUS NOTES
Groundwater Plant	
Plant (2 Pumps)	Both pumps are operational.

COLLECTION & DISTRIBUTION

Section 3



Collection (Wastewater): Operations Summary

Highlights

The team successfully managed collections and treatment operations with no permit violations or non-standard conditions. One sanitary sewer overflow was recorded, while customer service calls, wastewater repairs, and manhole repairs remained at zero. Preventive maintenance remained a priority, with 307 work orders completed alongside 20 corrective work orders, and all 29 pump stations were routinely monitored and maintained as scheduled.

Task Summary

- Routine maintenance, including jetting lines and manholes.
- The Collection team cleaned a total of **7,605 feet** of sewer line this month.
- These efforts help maintain system capacity, reduce the risk of blockages, and support reliable wastewater service for the community.

Distribution (Water): Operations Summary

Staff Highlights

- The entire team successfully completed this month's Veolia University safety and operational training, reinforcing our commitment to safe, efficient, and reliable operations.

Operational Wins

- With winter weather on the horizon, the team is taking a proactive approach, focusing on repairing leaks, insulating exposed pipes and completing system "dress ups" while conditions allow. These efforts ensure the network remains strong and resilient heading into the coming months.

Task Summary

- The Water Distribution team focused on system reliability through valve exercising, fire hydrant flushing, and dead-end flushing.
- In total, 9 hydrants and 7 dead ends were flushed, helping maintain water quality, ensure fire protection readiness, and improve overall system performance.
- The team also performed multiple distribution system repairs to address leaks and maintain reliable water service.

Flushing Events Log Sheet

Date	Location	Reason	Duration of Flushing	Volume (in gallons)	Starting Residual	Ending Residual
12/16/15	Gulf @ New Fire Station	QA Flushing	30 mins	3000 gals		
12/16/15	Yellowstone + N. Ave M	QA Flushing	30 mins	3000 gals		
12/16/15	N. Ave N + Skinner	QA Flushing	30 mins	3000 gals		
12/16/15	Skinner by Church's	QA Flushing	30 mins	3000 gals		
12/16/15	1700 blk N. Ave. T	DE Flushing	30 mins	3000 gals		
12/16/15	W. 1st + Magnolia	QA Flushing	30 mins	3000 gals		
12/16/15	Dixie + W. 4th	QA Flushing	30 mins	3000 gals		
12/16/15	W. 2nd + Brazos Landing	QA Flushing	30 mins	3000 gals		
12/16/15	Dolphin	DE Flushing	40 mins	4000 gals		
12/16/15	W. 2nd + Yampou	DE Flushing	35 mins	3500 gals		
12/16/15	N. Ave J 1600 blk	QA Flushing	35 mins	3500 gals		
12/17/15	N. Ave H + Yellowstone	QA Flushing	35 mins	3500 gals		
12/17/15	Snapper	DE Flushing	40 mins	4000 gals		
12/18/15	N. Ave S + Skinner	QA Flushing	35 mins	3500 gals		
12/18/15	Skinner + N. Ave. D	QA Flushing	35 mins	3500 gals		
12/18/15	N. Ave. L + Wharton	DE Flushing	35 mins	3500 gals		
1/9/16	Dolphin	DE Flushing	30 min	3000 gals		
1/9/16	W. 2nd + Yampou	DE Flushing	30 min	3000 gals		
1/13/16	Snapper	DE Flushing	30 mins	3500 gals		
1/13/16	1700 blk N. Ave. T	DE Flushing	30 mins	3000 gals		
1/13/16	N. Ave L + Wharton	DE Flushing	30 mins	3000 gals		
1/15/16	Red Fish	DE Flushing	35 mins	3500 gals		
1/16/16	E. 2nd + Near Terminal	DE Flushing	30 mins	3000 gals		

METER READING

Section 4



Meter Reading

Operations Summary

Operational Wins

- The Meter Reading team has been focused on core responsibilities, including rereads, connects, and disconnects. These efforts help keep services running smoothly for customers and ensure the system operates reliably. Moving forward, the team will continue to take a proactive approach to maintain efficiency and consistency.

Water Distribution System Operations & Maintenance	
New Connects	48
Reconnects	141
Disconnects	93
Off for Non-payment	
Off & Lock	42
Rereads	2
Repaired water leaks on City Lines	15
Customer Leaks	3
Replaced Meters	0
Pulled Meters	0
Line Locates	5
New Water Taps	
Hung Tags	
Replaced Service Lines	
Replaced Water Meter Valves	
Water Received From BWA	54.02 MG
Hydrants Flushed	9
Chlorine Residual mg/L (Low, High, Average)	1.77/3.3/2.51

HEALTH & SAFETY

Section 5



Health & Safety

Monthly Summary

- Daily tailgate safety talks continued across all departments, focusing on seasonal hazards (e.g., heat stress, confined space, and traffic safety).
- Ongoing emphasis on PPE compliance, situational awareness, and incident prevention.
- In addition to the daily Toolbox Meetings that reinforce safety awareness and support a culture of continuous improvement, the team also participates in monthly Flash Training sessions. These focused topics provide timely guidance on seasonal tasks and encourage discussion and hands-on activities to strengthen safe, effective work practices (see topics on the following pages).

Safety Milestone

- On January 11, 2026, the team proudly reached **21 years without a recordable incident**, a testament to our strong safety culture and commitment to protecting one another every day.
- January 2026 marks 252 consecutive months with no recordable incidents!



LIFE SAVING RULES

Before starting a task, I always perform a mental safety assessment and stop if it's unsafe.



TRAFFIC MANAGEMENT

I stay out of the path of moving vehicles or energised equipment.



TRAFFIC MANAGEMENT

I always drive free from drugs and alcohol. I fasten my seat belt and I do not handle any communication device when driving.



TRAFFIC MANAGEMENT

I signal, slow down and check surroundings, before turning and reversing.



WORK AT HEIGHT

I keep my harness attached at all times when working at height and I protect others from falling objects.



EXCAVATION & TRENCHING

I enter excavations or trenches only if they are protected against collapse.



CONFINED SPACES

I test the atmosphere and always have an attendant outside before entering & while working in a confined space.



CONTROL OF HAZARDOUS ENERGY

I lock, tag and ensure zero state (mechanical, chemical, electrical, hydraulic, etc...) before any operation.



ELECTRICITY

I identify electricity networks and check that electrical equipment or circuits are de-energized/isolated before any operation.



HOT WORKS

I perform hot work only if the fire and explosion risks have been eliminated.



LIFTING OPERATIONS

I never work or walk under suspended loads.



HAZARDOUS MATERIALS

I only handle hazardous material if I understand the hazards and apply proper control measures.



HIGH PRESSURE WATER, HYDROBLASTING, JETTING

I ensure the integrity and compatibility of all equipment for the pressure used, and verify the operation of the emergency stop.

Work Order History by Date with WO Notes
01/01/2026 To 01/31/2026

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/2/2026	68814	WATER LINES - WATER LINES	Corrective	C		6.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/2/2026	68815	WATER LINES - WATER LINES	Corrective	C		6.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1812 N. Ave. N Repaired leak on service line.									
1/2/2026	68816	WATER LINES - WATER LINES	Corrective	C		4.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 224 S. Ave. D Changed out old meter valve.									
1/5/2026	69082	WATER LINES - WATER LINES	Corrective	C		3.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1604 N. Ave. Q Repaired leak on 3/4" service line, installed new inline valve, ran new tubing back to splicer.									
1/5/2026	69083	WATER LINES - WATER LINES	Corrective	C		2.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 702 W. 10th Tightened bolts on clamp.									
1/5/2026	69084	WATER LINES - WATER LINES	Corrective	C		6.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 520 S. Ave. C Repaired leak on 2" main. Cut out leaking tee on 2" main, dressed in new sch. 80 2" with new tap for 3/4" service line.									
1/6/2026	69085	WATER LINES - WATER LINES	Corrective	C		24.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1523 N. Ave. F Repaired leak on 2" main. Cut out leak and dressed in new piece of 2" pvc.									
1/8/2026	69086	WATER LINES - WATER LINES	Corrective	C		3.00	\$0.00	\$0.00	\$0.00	\$0.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 08:58 AM

Page 1 of 3

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: 324 S. Ave. I Repaired leak on 2" main.									
1/12/2026	69088	WATER LINES - WATER LINES	Corrective	C		3.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 109 S. Front Repaired leak at the meter. Installed new spudded meter valve.									
1/12/2026	69087	WATER LINES - WATER LINES	Corrective	C		4.50	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1608 N. Ave. N Repaired leak at the meter.									
1/13/2026	69089	WATER LINES - WATER LINES	Corrective	C		9.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 702 W. 11th Repaired leak on 3/4" service line. Replaced service line from tap to meter.									
1/13/2026	69080	4013-02 - L.S #13 Centrifugal Pump #2	Corrective	C		9.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: Cleaned out trash from pump #2, jetted out suction line for pump #2. Replaced flapper.									
1/14/2026	69081	4009-01 - L.S #9 Centrifugal Pump #1	Corrective	C		0.50	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: Tightened and readjusted both belts on pump #1.									
1/14/2026	69090	WATER LINES - WATER LINES	Corrective	C		12.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 109 E. 5th Repaired leak on 3/4" service line. Ran new tubing from main to mater.									
1/15/2026	69091	WATER LINES - WATER LINES	Corrective	C		4.50	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1602 N. Ave. N Repaired leak on 3/4" meter valve. Installed new inline valve and ran new tubing to new meter valve.									
1/16/2026	69092	WATER LINES - WATER LINES	Corrective	C		18.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1400 N. Velasco									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 08:58 AM

Page 2 of 3

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
			Repaired leak on packing nut on 2" gate valve.								
1/16/2026	69093	WATER LINES - WATER LINES	Corrective	C		6.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: Corner of Gulf Blvd. and Jackson Repaired leak on 3/4" service line, installed new inline valve and ran new tubing to splicer.									
1/20/2026	69094	WATER LINES - WATER LINES	Corrective	C		7.50	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 800 blk. E. 2nd. Repaired leak on 6" water main. Installed 6" clamp on main.									
1/28/2026	69095	WATER LINES - WATER LINES	Corrective	C		4.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: 1742 W. 5th Repaired leak on 3/4" service line. Installed new inline valve and ran new tubing to spudded valve at meter.									
1/29/2026	69096	WATER LINES - WATER LINES	Corrective	C		9.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes: Freeport Golf Course Repaired leak on 2" valve on water main. Tightened packing nut to stop leak.									

Summary

Total # of WO's	20	Total Labor Cost	\$0.00
Total Hours	141.00	Total Inventory Cost	\$0.00
Average Lag Time*	0.00	Total Misc Cost	\$0.00
		Total Cost	\$0.00

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 08:58 AM

Page 3 of 3

Work Order History by Date with WO Notes
01/01/2026 To 01/31/2026

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/2/2026	65250	BIOFIL - 001 - Biofilter at Central LS Notes:	PM - Biofilter Cleaning/Wetting	P	Maintenance Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/2/2026	65084	4029-02 - L.S #29 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/2/2026	64853	4015-02 - L.S #15 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/2/2026	65074	4029-01 - L.S #29 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/2/2026	64843	4015-01 - L.S #15 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/2/2026	65034	4027-01 - L.S #27 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/2/2026	65110	CHMP - 002 - SO2 Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/2/2026	65064	4028-02 - L.S #28 Submersible Pump	PM - Submersible Pump Weekly	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 1 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		#2	Inspection								
		Notes:									
1/2/2026	65258	PPHeli-001 - Package Plant Heliseve Unit	PM - Heliseve Check	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/2/2026	65044	4027-02 - L.S #27 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/2/2026	65054	4028-01 - L.S #28 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/2/2026	65102	CHMP - 001 - Chlorine Pump	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
		Notes:									
1/4/2026	64858	4015-02 - L.S #15 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:	All floats must be cleaned and tested monthly.								
1/4/2026	64848	4015-01 - L.S #15 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:	All floats must be cleaned and tested monthly.								
1/4/2026	65007	4016-02 - L.S #16 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:	All floats must be cleaned and tested monthly.								
1/4/2026	65216	4017-01 - L.S #17 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 2 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64753	4014-02 - L.S #14 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64694	4019-01 - L.S #19 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64838	4019-02 - L.S #19 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65021	4020-02 - L.S #20 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65003	4016-01 - L.S #16 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65226	4024-02 - L.S# 24 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65237	4030-01 - The Port Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65089	4029-02 - L.S #29 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 3 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65079	4029-01 - L.S #29 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65069	4028-02 - L.S #28 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65059	4028-01 - L.S #28 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65049	4027-02 - L.S #27 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65039	4027-01 - L.S #27 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64824	4001-01 - L.S #1 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65228	4025-01 - L.S# 25 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64749	4014-01 - L.S #14 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 4 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65224	4024-01 - L.S# 24 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65222	4023-02 - L.S #23 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65220	4023-01 - L.S #23 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65212	4022-02 - L.S #22 Submersible Pump 2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65210	4022-01 - L.S #22 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65018	4020-01 - L.S #20 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65218	4021-01 - L.S #21 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65230	4025-02 - L.S# 25 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 5 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64902	4004-01 - L.S #4 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64763	4013-02 - L.S #13 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64960	4008-01 - L.S #8 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65208	4007-02 - L.S #7 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65206	4007-01 - L.S #7 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65241	4007 - 02 - L.S #7 Submersible Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65239	4007 - 01 - L.S #7 Submersible Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64948	4006-02 - L.S #6 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 6 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64945	4006-01 - L.S #6 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64926	4005-02 - L.S #5 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64916	4005-01 - L.S #5 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64979	4008-02 - L.S #8 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64904	4004-02 - L.S #4 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64990	4009-01 - L.S #9 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64883	4003-02 - L.S #3 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64794	4012-01 - L.S #12 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 7 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64697	4010-01 - L.S #10 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64834	4001-02 - L.S #1 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64871	4003-01 - L.S #3 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64716	4010-02 - L.S #10 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64728	4011-01 - L.S #11 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64731	4011-02 - L.S #11 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65214	4002-02 - L.S #2 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	65001	4009-02 - L.S #9 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 8 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64868	4002-01 - L.S #2 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64797	4012-02 - L.S #12 Centrifugal Pump #2	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/4/2026	64783	4013-01 - L.S #13 Centrifugal Pump #1	PM - MONTHLY FLOAT TESTING	P	Maintenance Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes: All floats must be cleaned and tested monthly.									
1/5/2026	64818	4001-01 - L.S #1 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64802	4012-02 - L.S #12 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64778	4013-01 - L.S #13 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64769	4013-02 - L.S #13 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64689	4019-01 - L.S #19 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 9 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/5/2026	64744	4014-01 - L.S #14 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	65013	4020-01 - L.S #20 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64758	4014-02 - L.S #14 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64829	4001-02 - L.S #1 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	65026	4020-02 - L.S #20 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64921	4005-01 - L.S #5 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64965	4008-01 - L.S #8 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64953	4006-02 - L.S #6 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 10 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/5/2026	64984	4009-01 - L.S #9 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64940	4006-01 - L.S #6 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64788	4012-01 - L.S #12 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64931	4005-02 - L.S #5 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64702	4010-01 - L.S #10 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64909	4004-02 - L.S #4 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64711	4010-02 - L.S #10 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64897	4004-01 - L.S #4 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 11 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/5/2026	64888	4003-02 - L.S #3 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64973	4008-02 - L.S #8 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64876	4003-01 - L.S #3 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64736	4011-02 - L.S #11 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64863	4002-01 - L.S #2 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64722	4011-01 - L.S #11 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/5/2026	64995	4009-02 - L.S #9 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65055	4028-01 - L.S #28 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 12 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/9/2026	65045	4027-02 - L.S #27 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65065	4028-02 - L.S #28 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65035	4027-01 - L.S #27 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65259	PPHeli-001 - Package Plant Heliseve Unit	PM - Heliseve Check	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65075	4029-01 - L.S #29 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	64854	4015-02 - L.S #15 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/9/2026	65103	CHMP - 001 - Chlorine Pump	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
		Notes:									
1/9/2026	65085	4029-02 - L.S #29 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 13 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/9/2026	64844	4015-01 - L.S #15 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/9/2026	65111	CHMP - 002 - SO2 Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/9/2026	65251	BIOFIL - 001 - Biofilter at Central LS Notes:	PM - Biofilter Cleaning/Wetting	P	Maintenance Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/10/2026	65183	ABL - 2002 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/10/2026	65180	ABL - 2001 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64989	4009-01 - L.S #9 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	65177	ABL - 1003 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64813	ABL - 1002 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64809	ABL - 1001 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 14 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/11/2026	64752	4014-02 - L.S #14 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64823	4001-01 - L.S #1 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64793	4012-01 - L.S #12 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64959	4008-01 - L.S #8 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64796	4012-02 - L.S #12 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64774	4013-01 - L.S #13 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64727	4011-01 - L.S #11 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64751	4014-01 - L.S #14 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 15 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/11/2026	64730	4011-02 - L.S #11 Centrifugal Pump #2	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	65005	4016-01 - L.S #16 Centrifugal Pump #1	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	65006	4016-02 - L.S #16 Centrifugal Pump #2	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	64696	4019-01 - L.S #19 Centrifugal Pump #1	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	64837	4019-02 - L.S #19 Centrifugal Pump #2	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	65009	4020-01 - L.S #20 Centrifugal Pump #1	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	65020	4020-02 - L.S #20 Centrifugal Pump #2	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/11/2026	64765	4013-02 - L.S #13 Centrifugal Pump #2	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 16 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/11/2026	64936	4005-02 - L.S #5 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64836	4001-02 - L.S #1 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64870	4002-01 - L.S #2 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64881	4003-01 - L.S #3 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64882	4003-02 - L.S #3 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64893	4004-01 - L.S #4 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64914	4004-02 - L.S #4 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64915	4005-01 - L.S #5 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 17 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/11/2026	64718	4010-02 - L.S #10 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64947	4006-01 - L.S #6 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64958	4006-02 - L.S #6 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64978	4008-02 - L.S #8 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	65000	4009-02 - L.S #9 Centrifugal Pump #2 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/11/2026	64707	4010-01 - L.S #10 Centrifugal Pump #1 Notes:	PM - Quarterly Pump Oil Change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64932	4005-02 - L.S #5 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64966	4008-01 - L.S #8 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 18 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/12/2026	64864	4002-01 - L.S #2 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64954	4006-02 - L.S #6 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64877	4003-01 - L.S #3 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64922	4005-01 - L.S #5 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64830	4001-02 - L.S #1 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64898	4004-01 - L.S #4 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64889	4003-02 - L.S #3 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64819	4001-01 - L.S #1 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 19 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/12/2026	64910	4004-02 - L.S #4 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64941	4006-01 - L.S #6 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64759	4014-02 - L.S #14 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64737	4011-02 - L.S #11 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64770	4013-02 - L.S #13 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64723	4011-01 - L.S #11 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	65027	4020-02 - L.S #20 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64789	4012-01 - L.S #12 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 20 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/12/2026	64745	4014-01 - L.S #14 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64712	4010-02 - L.S #10 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64803	4012-02 - L.S #12 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64779	4013-01 - L.S #13 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64703	4010-01 - L.S #10 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64996	4009-02 - L.S #9 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64690	4019-01 - L.S #19 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	65014	4020-01 - L.S #20 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 21 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/12/2026	65097	SAM - 2002 - Effluent Sampler with Refridgeration Unit Notes:	PM - Sampler Maintenance	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64974	4008-02 - L.S #8 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/12/2026	64985	4009-01 - L.S #9 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65104	CHMP - 001 - Chlorine Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/16/2026	65056	4028-01 - L.S #28 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65046	4027-02 - L.S #27 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65066	4028-02 - L.S #28 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65076	4029-01 - L.S #29 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 22 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/16/2026	64845	4015-01 - L.S #15 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65036	4027-01 - L.S #27 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65244	FLOWMTR - BH - Bridge Harbor Flow Meter Notes:	PM - Flow Meter Calibration	P		0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
1/16/2026	65112	CHMP - 002 - SO2 Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/16/2026	64855	4015-02 - L.S #15 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65260	PPHeli-001 - Package Plant Heliseve Unit Notes:	PM - Heliseve Check	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/16/2026	65252	BIOFIL - 001 - Biofilter at Central LS Notes:	PM - Biofilter Cleaning/Wetting	P	Maintenance Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/16/2026	65245	FLOWMTR - SR - Flow meter at SR WWTP Notes:	PM - Flow Meter Calibration	P		0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
1/16/2026	65246	FLOWMTR - MP -	PM - Flow Meter	P		0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 23 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Flow meter at Main WWTP	Calibration								
		Notes:									
1/16/2026	65086	4029-02 - L.S #29 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64804	4012-02 - L.S #12 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	65028	4020-02 - L.S #20 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64780	4013-01 - L.S #13 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64790	4012-01 - L.S #12 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64820	4001-01 - L.S #1 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64831	4001-02 - L.S #1 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64967	4008-01 - L.S #8	PM - Weekly Pump	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 24 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Centrifugal Pump #1	Inspection								
		Notes:									
1/19/2026	64738	4011-02 - L.S #11 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64997	4009-02 - L.S #9 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	65015	4020-01 - L.S #20 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64955	4006-02 - L.S #6 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64975	4008-02 - L.S #8 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64942	4006-01 - L.S #6 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64986	4009-01 - L.S #9 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64691	4019-01 - L.S #19	PM - Weekly Pump	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 25 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Centrifugal Pump #1	Inspection								
		Notes:									
1/19/2026	64933	4005-02 - L.S #5 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64923	4005-01 - L.S #5 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64865	4002-01 - L.S #2 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64760	4014-02 - L.S #14 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64911	4004-02 - L.S #4 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64704	4010-01 - L.S #10 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64771	4013-02 - L.S #13 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64899	4004-01 - L.S #4	PM - Weekly Pump	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 26 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Centrifugal Pump #1	Inspection								
		Notes:									
1/19/2026	64746	4014-01 - L.S #14 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64724	4011-01 - L.S #11 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64890	4003-02 - L.S #3 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64878	4003-01 - L.S #3 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/19/2026	64713	4010-02 - L.S #10 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/23/2026	65047	4027-02 - L.S #27 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/23/2026	65037	4027-01 - L.S #27 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/23/2026	65261	PPHeli-001 -	PM - Heliseve Check	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 27 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Package Plant Heliseve Unit Notes:									
1/23/2026	65057	4028-01 - L.S #28 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	65067	4028-02 - L.S #28 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	65077	4029-01 - L.S #29 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	65087	4029-02 - L.S #29 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	64856	4015-02 - L.S #15 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	65113	CHMP - 002 - SO2 Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/23/2026	64846	4015-01 - L.S #15 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/23/2026	65105	CHMP - 001 - Chlorine Pump	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 28 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/23/2026	65253	BIOFIL - 001 - Biofilter at Central LS	PM - Biofilter Cleaning/Wetting	P	Maintenance Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
		Notes:									
1/25/2026	65184	ABL - 2002 - Aeration Blower	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/25/2026	65181	ABL - 2001 - Aeration Blower	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64761	4014-02 - L.S #14 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64692	4019-01 - L.S #19 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64781	4013-01 - L.S #13 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	65029	4020-02 - L.S #20 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64747	4014-01 - L.S #14 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 29 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/26/2026	64772	4013-02 - L.S #13 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64725	4011-01 - L.S #11 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64956	4006-02 - L.S #6 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64976	4008-02 - L.S #8 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64943	4006-01 - L.S #6 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64934	4005-02 - L.S #5 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64987	4009-01 - L.S #9 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64924	4005-01 - L.S #5 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 30 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/26/2026	64998	4009-02 - L.S #9 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64912	4004-02 - L.S #4 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64900	4004-01 - L.S #4 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64705	4010-01 - L.S #10 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64891	4003-02 - L.S #3 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64714	4010-02 - L.S #10 Centrifugal Pump #2 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64810	ABL - 1001 - Aeration Blower Notes:	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64866	4002-01 - L.S #2 Centrifugal Pump #1 Notes:	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/26/2026	64968	4008-01 - L.S #8	PM - Weekly Pump	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 31 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Centrifugal Pump #1	Inspection								
		Notes:									
1/26/2026	64832	4001-02 - L.S #1 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64739	4011-02 - L.S #11 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64821	4001-01 - L.S #1 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64791	4012-01 - L.S #12 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	65178	ABL - 1003 - Aeration Blower	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64814	ABL - 1002 - Aeration Blower	PM - Blower oil change	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64805	4012-02 - L.S #12 Centrifugal Pump #2	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	65016	4020-01 - L.S #20 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 32 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Notes:									
1/26/2026	65098	SAM - 2002 - Effluent Sampler with Refridgeration Unit	PM - Sampler Maintenance	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/26/2026	64879	4003-01 - L.S #3 Centrifugal Pump #1	PM - Weekly Pump Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/29/2026	65138	FEXT - 12 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65205	DIG - AER03 - Digester Aerator	PM - Digester Aerator Inspection	P	Maintenance Crew	2.00	\$60.00	\$0.00	\$0.00	\$60.00	0
		Notes:									
1/29/2026	65203	DIG - AER02 - Digester Aerator	PM - Digester Aerator Inspection	P	Maintenance Crew	2.00	\$60.00	\$0.00	\$0.00	\$60.00	0
		Notes:									
1/29/2026	65201	DIG - AER01 - Digester Aerator	PM - Digester Aerator Inspection	P	Maintenance Crew	2.00	\$60.00	\$0.00	\$0.00	\$60.00	0
		Notes:									
1/29/2026	65162	SCBA - 04 - SCBA	SAF- Monthly SCBA Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65148	FEXT - 17 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65134	FEXT - 10 - Fire	SAF - Fire	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 33 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
		Extinguisher	Extinguisher Inspection								
		Notes:									
1/29/2026	65150	FEXT - 18 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65152	FEXT - 19 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65154	FEXT - 20 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65156	SCBA - 01 - SCBA	SAF- Monthly SCBA Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65144	FEXT - 15 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65160	SCBA - 03 - SCBA	SAF- Monthly SCBA Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65146	FEXT - 16 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65164	SCBA - 05 - SCBA	SAF- Monthly SCBA Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 34 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/29/2026	65166	LAD - 01 - Ladder	SAF- Monthly Ladder Inspections	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65168	LAD - 02 - Ladder	SAF- Monthly Ladder Inspections	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65170	LAD - 03 - Ladder	SAF- Monthly Ladder Inspections	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65172	LAD - 04 - Ladder	SAF- Monthly Ladder Inspections	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65174	LAD - 05 - Ladder	SAF- Monthly Ladder Inspections	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65264	MP GRNDS - Main WWTP Grounds	PM - MONTHLY SAFETY INSPECTION	P		1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65158	SCBA - 02 - SCBA	SAF- Monthly SCBA Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65128	FEXT - 07 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65116	FEXT - 01 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 35 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/29/2026	65118	FEXT - 02 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65120	FEXT - 03 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65122	FEXT - 04 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65124	FEXT - 05 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65126	FEXT - 06 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65142	FEXT - 14 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65130	FEXT - 08 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65132	FEXT - 09 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 36 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/29/2026	65136	FEXT - 11 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/29/2026	65140	FEXT - 13 - Fire Extinguisher	SAF - Fire Extinguisher Inspection	P	Jerry Meeks Jr	1.00	\$0.00	\$0.00	\$0.00	\$0.00	0
		Notes:									
1/30/2026	65088	4029-02 - L.S #29 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/30/2026	65038	4027-01 - L.S #27 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/30/2026	65048	4027-02 - L.S #27 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/30/2026	65068	4028-02 - L.S #28 Submersible Pump #2	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/30/2026	65078	4029-01 - L.S #29 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									
1/30/2026	64847	4015-01 - L.S #15 Submersible Pump #1	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
		Notes:									

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 37 of 38

Date Complete	WO#	Equipment	Task Description	Type*	Assigned to	Hours	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	Lag Time**
1/30/2026	65106	CHMP - 001 - Chlorine Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/30/2026	65254	BIOFIL - 001 - Biofilter at Central LS Notes:	PM - Biofilter Cleaning/Wetting	P	Maintenance Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/30/2026	65058	4028-01 - L.S #28 Submersible Pump #1 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/30/2026	65114	CHMP - 002 - SO2 Pump Notes:	PM - Pump Oil Change	P	Operations Crew	1.00	\$30.00	\$0.00	\$0.00	\$30.00	0
1/30/2026	65262	PPHeli-001 - Package Plant Heliseve Unit Notes:	PM - Heliseve Check	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
1/30/2026	64857	4015-02 - L.S #15 Submersible Pump #2 Notes:	PM - Submersible Pump Weekly Inspection	P	Operations Crew	0.50	\$15.00	\$0.00	\$0.00	\$15.00	0
Summary											
Total # of WO's		307	Total Labor Cost		\$4,455.00						
Total Hours		179.50	Total Inventory Cost		\$0.00						
Average Lag Time*		0.00	Total Misc Cost		\$0.00						
			Total Cost		\$4,455.00						

* WO Types C-Corrective P-Preventative S-Skipped

** Lag Time is defined as the Date Complete - the Date Due

02/09/2026 09:00 AM

Page 38 of 38