

# REGULAR CITY COUNCIL MEETING

Tuesday, December 13, 2022, at 5:30 PM

Glen Rose City Hall Council Chambers

201 NE Vernon, Glen Rose, TX 76043



## AGENDA

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City Hall will be open to the public.

Citizens can view or listen live by tuning in to the following Zoom.com webinar:

Meeting ID: 889 7588 4864 • Passcode 045654 • or dial 1-346-248-7799

### CALL TO ORDER

### ROLL CALL

### CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*

### EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

1. Executive Session: 551.071. Consultation with Attorney - to seek the advice of its attorney regarding pending or contemplated litigation, to wit: 2022 Somervell County Appraisal Review Board action removing properties from the City's tax roll

### ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

2. Discussion, consideration, and possible action regarding items discussed in Executive Session: Consultation with Attorney - Contemplated or Pending Litigation - 2022 Somervell County Appraisal Review Board action removing properties from the City's tax roll.

### PUBLIC HEARINGS

3. Public hearing regarding amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A Schedule of Uses, specifically parking regulations

### INDIVIDUAL ITEMS FOR CONSIDERATION

4. Discussion, consideration, and possible action regarding an ordinance amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A *Schedule of Uses*, specifically parking regulations
5. Discussion, consideration, and possible action on a petition for annexation by Hunter Ryfel of a 0.18-acre tract in the Milam County School Land Survey, Abst. No. 136, being a portion of the tract described as Tract Two to Woodcrest Cattle and Land Limited Partnership by a deed recorded as Document Number 20141198, Official Public Records, Somervell County, Texas, and being located at the far northwest end of Mesa Drive.
6. Discussion, consideration, and possible action regarding appointments to the Planning and Zoning Commission

- [7.](#) Discussion, consideration, and possible action on identifying the project scope for the 2023/24 CDBG Grant application
- [8.](#) Discussion, consideration, and possible action on the selection of an engineering firm for the 2023/24 CDBG grant application and project.
- [9.](#) Discussion, consideration, and possible action on designating a primary and alternate City representative for Tex-21.
- [10.](#) Discussion, consideration, and possible action on designating the City's original water tower as a historical property.
- [11.](#) Discussion, consideration, and possible action regarding the City of Glen Rose City Council compensation

**CONSENT AGENDA** *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

- [12.](#) Consider approval or other action regarding minutes  
  
November 8, 2022, Regular City Council Meeting  
November 21, 2022, Special City Council Meeting
- [13.](#) Consider approval or other action regarding an accounts payable report for payments made during November 2022.
- [14.](#) Consider approval or other action regarding a financial report for the month of November 2022

#### **STAFF REPORTS**

- [15.](#) Public Works Director Report
- [16.](#) Police Chief Report
- [17.](#) Building and Planning, Code Enforcement, and Animal Control Department Report
- [18.](#) Convention and Visitors Bureau Director Report
- [19.](#) City Administrator's Report
- [20.](#) City Secretary's Report

#### **MAYOR AND COUNCIL MEMBER REPORTS**

#### **ADJOURN**

***Note: The Glen Rose City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.***

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 102 at least 48 hours prior to the meeting to request such assistance.

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at [www.glenrosetexas.org](http://www.glenrosetexas.org) and said notice was posted at or before 5:30 PM on Friday, December 9, 2022, and remained posted for at least two hours after said meeting was convened.




STACI KING  
City Secretary

Certification of NOTICE OF MEETING was removed on: \_\_\_\_\_ at \_\_\_\_\_ am/pm  
by \_\_\_\_\_ . \_\_\_\_\_




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Executive Session: 551.071. Consultation with Attorney - to seek the advice of its attorney regarding pending or contemplated litigation, to wit: 2022 Somervell County Appraisal Review Board action removing properties from the City's tax roll.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding items discussed in Executive Session: Consultation with Attorney - Contemplated or Pending Litigation - 2022 Somervell County Appraisal Review Board action removing properties from the City's tax roll.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Public hearing regarding amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A <i>Schedule of Uses</i> , specifically parking regulations		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/07/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding an ordinance amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A <i>Schedule of Uses</i> , specifically parking regulations		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/07/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			



## COMMISSION'S DETERMINATION AND RECOMMENDATION TO THE GLEN ROSE CITY COUNCIL

Date and time of public hearing: December 6, 2022, 5:30 pm

Purpose of hearing:

- Request for amending the City of Glen Rose Parking Provisions (Sec. 14.02.101 as listed in the Schedule of Uses (at the end of Appendix A).

Request submitted by: Planning and Zoning Commission Board.

After considering all information submitted, the Planning and Zoning Commission has made the determination to:

- ☒ Approve the request and further recommends approval to the City Council.
- ☐ Deny the request.

Reason for decision: Based on reviewing the types of commercial retails, and customer-used (Usable Floor space vs Gross Floor Space (total sqft) we conducted a series of tests and determined the following Types of Use in the Schedule of Uses Chart should have a 1/350GFA parking requirement. This updated amount will allow for plenty of parking for employees and customers and also provide additional greenspace & create less drainage issues by reducing the parking spaces needed on these business types from 1/200GFA to 1/350GFA.

Building Materials Sales, Lumber Yard or Monument Sales	1/350GFA
Shop Large - Other (3000sqft more or chains)	1/350GFA
Shop, Large Retail - Furniture	1/350GFA
Shop, Small - Hardware (paint, plumbing and related sales)	1/350GFA
Store, Small Retail - Department or Discount	1/350GFA
Store, Small Retail - Drug Store or Pharmacy	1/350GFA
Store, Small Retail - General Store or Convenience Store	1/350GFA

Each use type will be examined over the next several months to update all of them.

Signature: Pamela Streeter

Date: 12/7/2022

Position: Chairperson, P&Z

The City Council of the City of Glen Rose, Texas, has voted to:

☐ Approve ☐ Disapprove this recommendation.

Staff Representative Signature \_\_\_\_\_ Approval Date: \_\_\_\_\_

Comments:

**ORDINANCE NO. 2022.12.13. \_\_**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, BY AMENDING CHAPTER 14, APPENDIX A *SCHEDULE OF USES*; PROVIDING FOR REPEALING, SEVERABILITY AND PROPER NOTICE, MEETING AND QUORUM CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Glen Rose, Texas (City) is a Type A general-law municipality located in Somervell County, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City heretofore adopted Zoning Regulations, which regulate and restrict the location and use of buildings, structures, and land for trade, industry, residence, and other purposes, and provide for the establishment of zoning districts of such number, shape, and area as may be best suited to carry out these regulations; and

**WHEREAS**, the City's Planning and Zoning Commission held a public hearing on December 6, 2022, and the City Council held a public hearing on December 13, 2022, with respect to the amendments described herein; and

**WHEREAS**, the City has complied with all requirements of Chapter 211 of the Texas Local Government Code, and all other laws dealing with notice, publication, and procedural requirements for the adoption of these zoning regulations.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS:**

**SECTION 1****INCORPORATION OF RECITALS**

All of the above recitals are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2****AMENDING APPENDIX A *SCHEDULE OF USES***

The following parking regulations are hereby amended as follows:

<i>Building Materials Sales, Lumber Yard, or Monument Sales</i>	<i>1/350GFA</i>
<i>Shop Large - Other (3000 sq ft or more, chain retailers)</i>	<i>1/350GFA</i>
<i>Shop, Large Retail - Furniture</i>	<i>1/350GFA</i>
<i>Shop, Small - Hardware (paint, plumbing, and related sales)</i>	<i>1/350GFA</i>
<i>Store, Small Retail - Department or Discount</i>	<i>1/350GFA</i>
<i>Store, Small Retail - Drug Store or Pharmacy</i>	<i>1/350GFA</i>
<i>Store, Small Retail - General Store or Convenience Store</i>	<i>1/350GFA</i>

**SECTION 3**

### **SAVINGS/REPEALING CLAUSE**

Chapter 14 of the City's Code of Ordinances shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances shall remain in full force and effect.

### **SECTION 4 SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence.

### **SECTION 5 PROPER NOTICE, MEETING, AND QUORUM CLAUSE**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by majority vote of the City Council of the City of Glen Rose, Texas was open to the public; that public notice of the time, place, and purpose of the meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code; and, that a quorum was present pursuant to Section 22.039 of the Texas Local Government Code.

### **SECTION 6 EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after the date of its passage.

**PASSED AND APPROVED** this 13<sup>th</sup> day of December 2022.

APPROVED:


\_\_\_\_\_  
Julia Douglas, Mayor

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on a petition for annexation by Hunter Ryfel of a 0.18-acre tract in the Milam County School Land Survey, Abst. No. 136, being a portion of the tract described as Tract Two to Woodcrest Cattle and Land Limited Partnership by a deed recorded as Document Number 20141198, Official Public Records, Somervell County, Texas, and being located at the far northwest end of Mesa Drive.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>	Petition for annexation; service agreement		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<p>When Woodcrest bought and revived the Stoneview Subdivision, after it had gone idle and sat in bankruptcy for a while, they were asked to address several issues before a Letter of Acceptance would be issued, with one being the construction of a cul-de-sac at the Mesa Drive dead end. Recently, it was discovered that the cul-de-sac is located outside the City limits; hence, the petition for annexation. The property doesn't have an ag exemption, so a Development Agreement isn't necessary. If the petition for annexation is accepted, staff plans on offering the attached Service Agreement.</p>			
<b>RECOMMENDED ACTION:</b>			
<p>Move to accept the petition for annexation and authorize staff to negotiate a service agreement with Woodcrest Cattle and Land Limited Partnership.</p>			



201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043  
(254) 897-2272 Fax: (254) 897-7989

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF GLEN ROSE, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby [if applicable: waive the requirement to be offered a development agreement pursuant to Section 43.035, and] petition your honorable Body to extend the present city limits so as to include as part of the City of Glen Rose, Texas, the following described territory, to wit:

(Here describe the territory covered by the petition by metes and bounds)

We certify that the above described tract of land is contiguous and adjacent to the City of Glen Rose, Texas, is not more than one-half mile in width, and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: \_\_\_\_\_

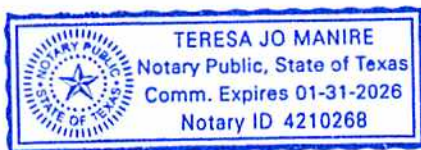
Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF Tarrant

BEFORE ME, the undersigned authority, on this day personally appeared Hunter Ryffel and James Ryffel, and \_\_\_\_\_, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 13th day of December 2022



Teresa Jo Manire  
Notary Public in and for  
Tarrant County, Texas.

**MUNICIPAL SERVICES AGREEMENT  
BETWEEN THE CITY OF GLEN ROSE, TEXAS  
AND WOODCREST CATTLE AND LAND LIMITED PARTNERSHIP**

This Municipal Services Agreement ("Agreement") is entered into on \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the City of Glen Rose, Texas, a general law municipality of the State of Texas, ("City") and Woodcrest Cattle and Land Limited Partnership ("Owner").

**RECITALS**

The parties agree that the following recitals are true and correct and form the basis upon which the parties have entered into this Agreement.

**WHEREAS**, Section 43.0671 of the Texas Local Government Code permits the City to “annex an area if each Owners of land in an area requests the annexation”;

**WHEREAS**, where the City elects to annex such an area, the City is required to enter into a written agreement with the property Owners(s) that sets forth the City services to be provided for the Property on or after the effective date of annexation;

**WHEREAS**, Owner owns a certain parcel of land situated in Somervell County, Texas, which consists of approximately 0.18 acres of land in the City's extraterritorial jurisdiction, such property being more particularly described and set forth in Exhibit “A” attached and incorporated herein by reference (“Property”);

**WHEREAS**, Owner has filed a written request with the City for full-purpose annexation of the Property;

**WHEREAS**, City and Owners desire to set out the City services to be provided for the Property on or after the effective date of annexation;

**WHEREAS**, the annexation of the Property and execution of this Agreement are subject to approval by the Glen Rose City Council; and,

**NOW THEREFORE**, in exchange for the mutual covenants, conditions and promises contained herein, City and Owners agree as follows:

**1. PROPERTY.** This Agreement is only applicable to the Property, which is the subject of the requested annexation.

**2. INTENT.** It is the intent of the City that this Agreement provide for the delivery of municipal services to the Property in accordance with state law, which may be accomplished through any means permitted by law.

**3. MUNICIPAL SERVICES.**

a. Except as otherwise noted, commencing on the effective date of annexation, the City will provide the municipal services set forth below. As used in this Agreement, “providing services” includes having services provided by any method or means by which the City may extend municipal services to any other area of the City, including the City's infrastructure extension policies and developer or property Owners participation in accordance with applicable city ordinances, rules, regulations, and policies.

i. Police – The City's Police Department will provide police service consistent with the level of service provided to other areas of the City.

ii. Planning, Zoning, and Building – Within the Property, the City's Building, Planning, and Code Compliance Department will provide comprehensive planning, land development, land use, and building review and inspection services in accordance with all applicable laws, rules, and regulations.

iii. Code Compliance – The City's Building, Planning, and Code Compliance Department will provide education, enforcement, and abatement relating to code violations within the Property.

iv. Streets – After the Property has been developed according to the requirements of the City's Subdivision Ordinance, has been formally accepted by the City, and is no longer subject to a maintenance bond, the City will maintain those portions of the street system over which the City has jurisdiction.

v. Stormwater Service – After the Property has been developed according to the requirements of the City's Subdivision Ordinance, has been formally accepted by the

City, and is no longer subject to a maintenance bond, the City will maintain those portions of the stormwater system over which the City has jurisdiction.

- vi. Wastewater Service – If needed the City has a water main in the vicinity and is able to provide water service. After the Property has been developed according to the requirements of the City's Subdivision Ordinance, has been formally accepted by the City, and is no longer subject to a maintenance bond, the City will maintain those portions of the wastewater system over which the City has jurisdiction. Once connected to the City's sanitary sewer mains, sanitary sewer service will be provided by the City at rates establish by City ordinances for such service.
- vii. Solid Waste Collection Services – The City will provide solid waste collection services in accordance with existing City ordinances and policies, except where prohibited by law.
- viii. Street Lighting – After the Property has been developed according to the requirements of the City's Subdivision Ordinance and has been formally accepted by the City, the City will assume responsibility for paying the electric company's monthly bill for those street lights which conform to the City's street light policy.
- ix. Animal Control – The City's Animal Control Department will provide animal control services within the Property.
- x. Water Service - If needed the City has a water main in the vicinity and is able to provide water service. After the Property has been developed according to the requirements of the City's Subdivision Ordinance, has been formally accepted by the City, and is no longer subject to a maintenance bond, the City will maintain those portions of the water system over which the City has jurisdiction. Once connected to the City's water mains, water service will be provided by the City at rates establish by City ordinances for such service.
- b. It is understood and agreed that the City is not required to provide a service that is not included in this Agreement.
- c. Owners understand and acknowledge that the City departments listed above may change names or be re-organized by the City Council. Any reference to a specific department also includes any subsequent City department that will provide the same or similar services.

- 5. AUTHORITY.** City and Owners represent that they have full power, authority and legal right to execute, deliver and perform their obligations pursuant to this Agreement. Owners acknowledge that approval of the annexation of the Property is within the sole jurisdiction of the City Council. Nothing in this Agreement guarantees favorable decisions by the City Council.
- 6. SEVERABILITY.** If any part, term, or provision of this Agreement is held by the courts to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability will not affect the validity of any other part, term or provision, and the rights of the parties will be construed as if the part, term, or provision was never part of the Agreement.
- 7. INTERPRETATION.** The parties to this Agreement covenant and agree that in any litigation relating to this Agreement, the terms and conditions of the Agreement will be interpreted according to the laws of the State of Texas. The parties acknowledge that they are of equal bargaining power and that each of them was represented by legal counsel in the negotiation and drafting of this Agreement.
- 8. GOVERNING LAW AND VENUE.** Venue shall be in the state courts located in Somervell County, Texas or the United States District Court for the Northern District of Texas, Fort Worth Division and construed in conformity with the provisions of Texas Local Government Code Chapter 43.
- 9. NO WAIVER.** The failure of either party to insist upon the performance of any term or provision of this Agreement or to exercise any right granted hereunder shall not constitute a waiver of that party's right to insist upon appropriate performance or to assert any such right on any future occasion.
- 10. GOVERNMENTAL POWERS.** It is understood that by execution of this Agreement, the City does not waive or surrender any of its governmental powers or immunities.
- 11. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.
- 12. CAPTIONS.** The captions to the various clauses of this Agreement are for informational purposes only and shall not alter the substance of the terms and conditions of this Agreement.
- 13. AGREEMENT BINDS SUCCESSORS AND RUNS WITH THE LAND.** This Agreement is binding on and inures to the benefit of the parties, their successors, and assigns.

The term of this Agreement constitutes covenants running with the land comprising the Property and is binding on the Owners.

**14. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between said parties. This Agreement shall not be amended unless executed in writing by both parties.

Executed as of the day and year first above written to be effective on the effective date of annexation of the Property.

**CITY OF GLEN ROSE**

**WOODCREST CATTLE AND LAND  
LIMITED PARTNERSHIP**

By: \_\_\_\_\_  
Julia Douglas, Mayor

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Stacie King, City Secretary

**State of Texas           §**

**County of Somervell   §**

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2022,  
by Julia Douglas, Mayor of the City of Glen Rose, a Texas municipal corporation,  
on behalf of said corporation.

By: \_\_\_\_\_  
Notary Public, State of Texas

**State of Texas           §**

**County of Somervell   §**

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2022,  
by \_\_\_\_\_, Owner.


By: \_\_\_\_\_  
Notary Public, State of Texas

After Recording Return to:

City Secretary  
City of Glen Rose  
P.O. Box 1949  
Glen Rose, TX 76043



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding appointments to the Planning and Zoning Commission		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/06/2022
<b>EXHIBITS:</b>	Board Volunteer Applications		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>  Board Volunteer Applications: 1. William B Green 2. Kenneth Lawrence (Larry) Cremean 3. Pamela Streeter			
<b>RECOMMENDED ACTION:</b>  Move to approve or deny as presented			



Planning and Zoning Commission  
City of Glen Rose, Texas  
P.O. Box 1949, Glen Rose, Texas 76043

Item 6.

### COMMISSION'S DETERMINATION AND RECOMMENDATION TO THE GLEN ROSE CITY COUNCIL

Date and time of public hearing: December 6, 2022, 5:30 pm

Purpose of hearing:

- Appointment of Board Volunteers to the Planning and Zoning Commission.

Request submitted by: Planning and Zoning Commission.

After considering all information submitted, the Planning and Zoning Commission has made the determination to:

☐ Approve the request and further recommends approval to the City Council.

☐ Deny the request.

Reason for decision: After reviewing applications for the P&Z board (none beyond the current members of the commission). We highly recommend that the board members Larry Creamen, William Green & Pamela Streeter be renewed with their appointment to the P&Z Commission. While we would have welcomed new individuals (no applied), we did feel that with the work we have completed and are still projects still being worked on – the current board is best suited to complete the efforts currently underway.

Signature: Pamela Streeter Date: 12/7/2022

Position: Chair, P&Z

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The City Council of the City of Glen Rose, Texas, has voted to:

☐ Approve ☐ Disapprove this recommendation.

Staff Representative Signature

Approval Date: \_\_\_\_\_

Comments:

**~ City of Glen Rose Board Volunteer Application ~**

*All Board Members are appointed for a 2-year term.*

Board you wish to apply for: Planning & Zoning Board

Full Name: William B. Green

Physical Address: [REDACTED] Glen Rose, Texas 76043

Mailing Address: [REDACTED] Glen Rose, Texas 76043

Phone No: [REDACTED] Alternate No: [REDACTED]

Email: [REDACTED]

Are you a resident of the City of Glen Rose?	<u>      </u> Yes	<u>  X  </u> No
Are you a resident of Somervell County?	<u>  X  </u> Yes	<u>      </u> No
Are you an owner or operator of a tourism-related business	<u>      </u> Yes	<u>  X  </u> No
Are you eligible to vote in City elections?	<u>      </u> Yes	<u>  X  </u> No

What skills, knowledge or previous experience do you possess that will be beneficial to the board and citizens of the City? I have been in business here in Glen Rose for 53 years seeing many, many changes in the City. As Glen Rose grows I feel I can offer historical information that would be beneficial to the board.

Briefly describe why you are volunteering for this board.

I feel all the Boards associated with the City and/or County should be made up of diverse group of individuals. Again with so many years of history business and personal invested in Glen Rose I wish to continue to volunteer for this Board.

The above information is true and accurate to the best of my knowledge:

W. B. Green  
Signature

11-22-2022  
Date

# ~ City of Glen Rose Board Volunteer Application ~

*All Board Members are appointed for a 2-year term.*

Board you wish to apply for: P 2 7

Full Name: KENNETH LAWRENCE CREMEAN (LARRY)

Physical Address: [REDACTED] GLEN ROSE 76043

Mailing Address: SAME

Phone No: [REDACTED] Alternate No: [REDACTED]

Email: [REDACTED]

Are you a resident of the City of Glen Rose?

☒ Yes  
☒ Yes  
☐ Yes  
☒ Yes

☐ No  
☐ No  
☒ No  
☐ No

Are you a resident of Somervell County?

Are you an owner or operator of a tourism-related business

Are you eligible to vote in City elections?

What skills, knowledge or previous experience do you possess that will be beneficial to the board and citizens of the City?

*I have been a member on the board for (2) years.  
I would like to continue.*

Briefly describe why you are volunteering for this board.

The above information is true and accurate to the best of my knowledge:

Signature

Date

## ~ City of Glen Rose Board Volunteer Application ~

*All Board Members are appointed for a 2-year term.*

Board you wish to apply for: Planning & Zoning

Full Name: Pamela Streeter

Physical Address: [REDACTED] Glen Rose TX 76043

Mailing Address: SAME

Phone No. [REDACTED] Alternate No. [REDACTED]

Email: [REDACTED]

Are you a resident of the City of Glen Rose?

☒ Yes  
☒ Yes  
☒ Yes  
☒ Yes

☐ No  
☐ No  
☐ No  
☐ No

Are you a resident of Somervell County?

Are you an owner or operator of a tourism-related business?

Are you eligible to vote in City elections?

What skills, knowledge or previous experience do you possess that will be beneficial to the board and citizens of the City?

I have served on the board of many foundations and industry associations and understand the importance of being involved in communities (whether living or work oriented) to promote common goals. I own the Inn on the River & Snyder's Tavern and moved to Glen Rose to be apart of this community and have invested my person finances into keeping Glen Rose a great rural community that has it's own personality and unique perspective of history, nature, and values.

I have served on the P&Z commission for 2 years now and have been chair for the last year. I believe that with the support of the city council, the comprehensive plan that is Briefly describe why you are volunteering for this board.

I believe I have added value to our community by leading the P&Z commission over the last year to ensure that we keep the community needs above the desires of any one individual. We have worked to find balance in our methods of decision making and always have sought to have valuable input to the recommendations we have made to city council. I want to continue the work I have started with the P&Z commisison to ensure we keep Glen Rose moving forward towards the future, but understanding that we must be smart in how growth happens to not overwhelm our infrastructure or lose our unique community spirit and history.

The above information is true and accurate to the best of my knowledge:

Pamela Streeter


Signature

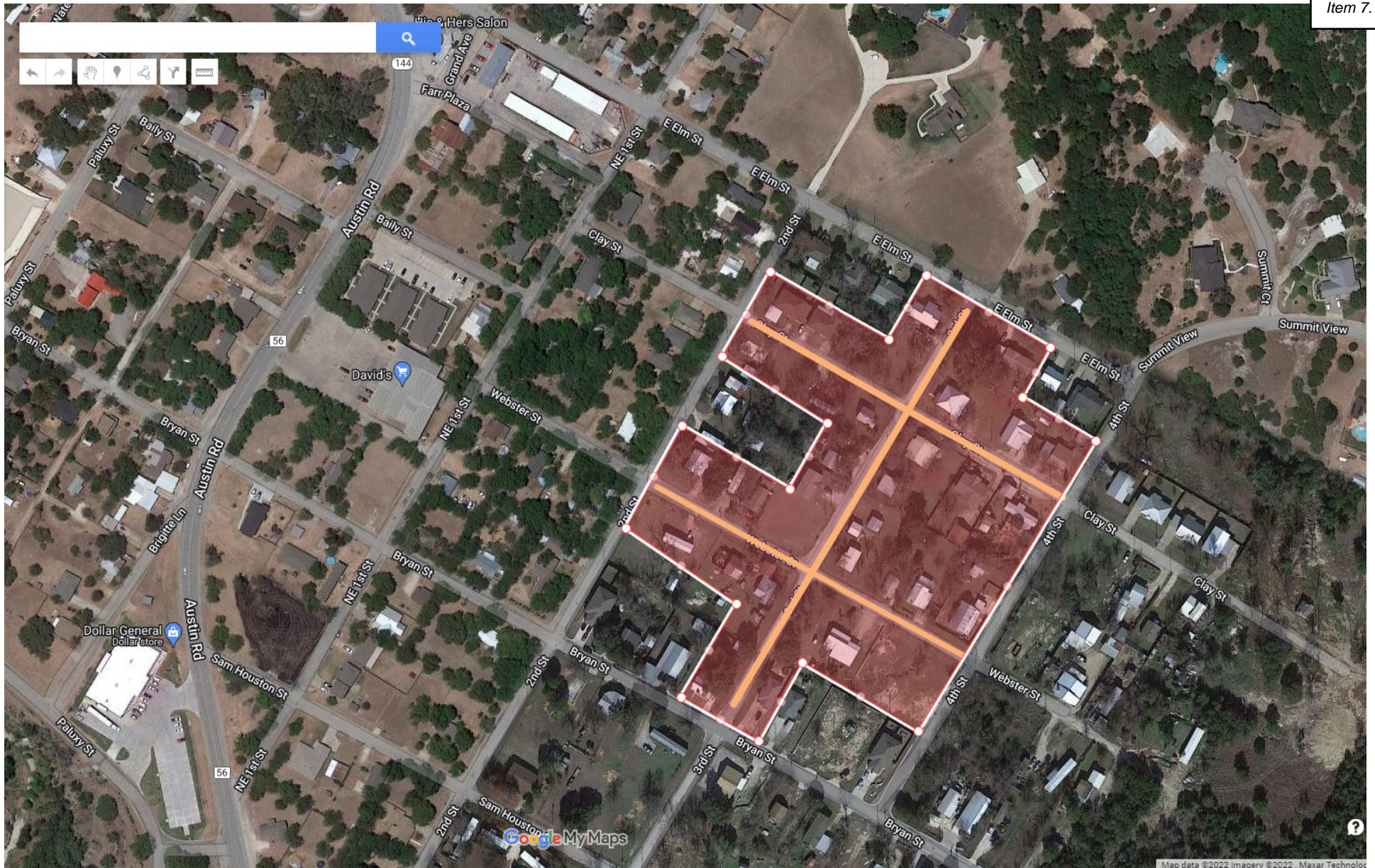
November 21, 2022

Date




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on identifying the project scope for the 2023/24 CDBG Grant application		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>	Map of proposed project area.		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<p>The City Council needs to identify the scope of work to be included in its 2023/24 CDBG grant application. Previously, the Council seemed to be amenable to pursuing a street project in the area of the City commonly referred to a "Wolf City," but the boundary of the project wasn't identified. Working with Public Works Director Holder and Chris Hay of eHT, the attached map of a proposed project area is being provided for your consideration. Most of the engineering for the project area has already been done. To keep the project within the \$525,000 budget (\$500,000 in grant funds and \$25,000 in local matching funds), the project are might need to be reduced.</p>			
<b>RECOMMENDED ACTION:</b>			
<p>Move to approve pursuit of a \$525,000 CDBG street improvement project within the boundaries indicated on the map provided by eHT.</p>			





## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on the selection of an engineering firm for the 2023/24 CDBG grant application and project.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	
<b>EXHIBITS:</b>	Responses to the City's RFQ from Freeman-Millican, Inc. and Jacob & Martin Engineering; Committee Scoring Sheets; eHT Statement of withdrawal		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<p>The City received responses to its RFQ from Freeman-Millican, Inc., Jacob &amp; Martin Engineering, and eHT Engineering. Because eHT developed engineered drawings for street improvements in the area of the City under consideration for a CDBG grant project, the Texas Department of Agriculture (TDA), the agency which manages the CDBG program, has indicated there would be a conflict of interest if eHT were selected as the engineering firm for the City's CDBG project. eHT appealed TDA's determination, but was unsuccessful. Consequently, eHT has withdrawn the Statement of Qualifications provided in response to the City's RFP. The City's committee scored the other engineering firms responses to the RFP. Freeman-Millican received a cumulative score of 267 and Jacob &amp; Martin, 265, so apart from some compelling reason to do otherwise, it would be appropriate for the Council to authorize staff to negotiate a contract with Freeman-Millican and bring that contract back to the Council for approval.</p>			
<b>RECOMMENDED ACTION:</b>			
<p>Move to authorize staff to negotiate a contract with Freeman-Millican for the City's 2023/24 CDBG application and project.</p>			

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Glen Rose TxCDBG Contract No. 23/24 CDBG  
 Name of Respondent Freeman-Millican, Inc. Date of Rating 12-6-2022  
 Evaluator's Name(s) Jim Holder

**Experience** -- Rate the respondent for experience in the following areas:

Comments

Factor	Max.Pts.	Score
1. Has previously designed _____ type of projects	20	20
2. Has worked on federally funded construction projects	10	10
3. Has worked on projects that were located in this general region.	10	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in project construction management	15	15
5. Current Certification of TxCDBG Project Implementation Training	5	0
<b>Subtotal, Experience</b>	<b>60</b>	<b>45</b>

### Work Performance

Factor	Max.Pts.	Score
1. Past projects completed on schedule	10	10
2. Manages projects within budgetary constraints	5	5
3. Work product is of high quality	10	9
<b>Subtotal, Performance</b>	<b>25</b>	<b>24</b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

Factor	Max.Pts.	Score
1. Staff Level / Experience of Staff	5	4
2. Adequacy of Resources	5	4
3. Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b>13</b>

### TOTAL SCORE

Factor	Max.Pts.	Score
<input type="checkbox"/> Experience	60	45
<input type="checkbox"/> Work Performance	25	24
<input type="checkbox"/> Capacity to Perform	15	13
<b>Total Score</b>	<b>100</b>	<b>82</b>

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Glen Rose TxCDBG Contract No. 23/24 CDBG  
 Name of Respondent Jacob & Martin Engineering Date of Rating 12-6-2022  
 Evaluator's Name(s) Jim Holder

**Experience** -- Rate the respondent for experience in the following areas:

Comments

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Has previously designed _____ type of projects	20	17
2. Has worked on federally funded construction projects	10	10
3. Has worked on projects that were located in this general region.	10	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in project construction management	15	15
5. Current Certification of TxCDBG Project Implementation Training	5	5
<b>Subtotal, Experience</b>	<b>60</b>	<b>47</b>

### **Work Performance**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	8
2. Manages projects within budgetary constraints	5	3
3. Work product is of high quality	10	9
<b>Subtotal, Performance</b>	<b>25</b>	<b>20</b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### **Capacity to Perform**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	4
2. Adequacy of Resources	5	4
3. Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b>13</b>

### **TOTAL SCORE**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	47
<input type="checkbox"/> Work Performance	25	20
<input type="checkbox"/> Capacity to Perform	15	13
<b>Total Score</b>	<b>100</b>	<b>80</b>

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient CITY OF GLEN ROSE  
 Name of Respondent Tony Aaron JACOB MARTIN  
 Evaluator's Name(s) Demetra Conrad

TxCDBG Contract No. 23/24 CDBG  
 Date of Rating: 12/7/2022

### Experience -- Rate the respondent for experience in the following areas:

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>	<u>Comments</u>
1. Has previously designed water/sewer/streets type of projects	20	20	
2. Has worked on federally funded construction projects	10	10	
3. Has worked on projects that were located in this general region.	10	7	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)			
4. Extent of experience in project construction management	15	15	20+ years for Early
5. Current Certification of TxCDBG Project Implementation Training	5	5	
<b>Subtotal, Experience</b>	<b>60</b>	<b>57</b>	

### Work Performance

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	10
2. Manages projects within budgetary constraints	5	5
3. Work product is of high quality	10	10
<b>Subtotal, Performance</b>	<b>25</b>	<b>25</b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	5
2. Adequacy of Resources	5	5
3. Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b>15</b>

### **TOTAL SCORE**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	57
<input type="checkbox"/> Work Performance	25	25
<input type="checkbox"/> Capacity to Perform	15	15
<b>Total Score</b>	<b>100</b>	<b>97</b>

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient CITY OF GLEN ROSE TxCDBG Contract No. 23/24 CDBG  
 Name of Respondent: Terry McGill FREEMAN Date of Rating 12/7/2022  
 Evaluator's Name(s) Demetra Conrad MELICAN

### Experience -- Rate the respondent for experience in the following areas:

Factor	Max.Pts.	Score	Comments
1. Has previously designed water/streets/sewer type of projects	20	20	
2. Has worked on federally funded construction projects	10	10	
3. Has worked on projects that were located in this general region.	10	7	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)			
4. Extent of experience in project construction management	15	15	
5. Current Certification of TxCDBG Project Implementation Training	5	0	
<b>Subtotal, Experience</b>	<b>60</b>	<b>52</b>	

### Work Performance

Factor	Max.Pts.	Score
1. Past projects completed on schedule	10	10
2. Manages projects within budgetary constraints	5	5
3. Work product is of high quality	10	10
<b>Subtotal, Performance</b>	<b>25</b>	<b>25</b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

Factor	Max.Pts.	Score
1. Staff Level / Experience of Staff	5	5
2. Adequacy of Resources	5	5
3. Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b>15</b>

### **TOTAL SCORE**

Factor	Max.Pts.	Score
<input type="checkbox"/> Experience	60	52
<input type="checkbox"/> Work Performance	25	25
<input type="checkbox"/> Capacity to Perform	15	15
<b>Total Score</b>	<b>100</b>	<b>92</b>

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient CITY OF GLEN ROSE  
 Name of Respondent FREEMAN MILLER  
 Evaluator's Name(s) MICHAEL LEAMONS

TxCDBG Contract No. 23/24 CDBG  
 Date of Rating 12-8-2022

### Experience -- Rate the respondent for experience in the following areas:

Comments

Factor	Max.Pts.	Score
<u>8 T2A STREET PROJECTS</u>		
1. Has previously designed _____ type of projects	20	<u>20</u>
2. Has worked on federally funded construction projects	10	<u>10</u>
3. Has worked on projects that were located in this general region.	10	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in project construction management	15	<u>10</u> <u>15</u>
5. Current Certification of TxCDBG Project Implementation Training	5	<u>0</u>
<b>Subtotal, Experience</b>	<b>60</b>	<b><u>55</u></b>

### Work Performance

Factor	Max.Pts.	Score
1. Past projects completed on schedule	10	<u>8</u>
2. Manages projects within budgetary constraints	5	<u>5</u>
3. Work product is of high quality	10	<u>10</u>
<b>Subtotal, Performance</b>	<b>25</b>	<b><u>23</u></b>

Hico job

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

Factor	Max.Pts.	Score
1. Staff Level / Experience of Staff	5	<u>5</u>
2. Adequacy of Resources	5	<u>5</u>
3. Professional liability insurance is in force	5	<u>5</u>
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b><u>15</u></b>

### TOTAL SCORE

Factor	Max.Pts.	Score
<input type="checkbox"/> Experience	60	<u>55</u>
<input type="checkbox"/> Work Performance	25	<u>23</u>
<input type="checkbox"/> Capacity to Perform	15	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>93</u></b>

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient CITY OF GLEN ROSE  
 Name of Respondent JACOB & MARTIN  
 Evaluator's Name(s) MICHAEL LEANORIS

TxCDBG Contract No. 23/24 CDBG

Date of Rating 12-8-2022

### Experience -- Rate the respondent for experience in the following areas:

Comments

Factor	Max.Pts.	Score
1. Has previously designed <u>✓</u> <u>3 TOA STREET PROJECTS</u> type of projects	20	<u>8</u>
2. Has worked on federally funded construction projects	10	<u>10</u>
3. Has worked on projects that were located in this general region.	10	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in project construction management	15	<u>10</u>
5. Current Certification of TxCDBG Project Implementation Training	5	<u>5</u>
<b>Subtotal, Experience</b>	<b>60</b>	<b><u>48</u></b>

### Work Performance

Factor	Max.Pts.	Score
1. Past projects completed on schedule	10	<u>10</u>
2. Manages projects within budgetary constraints	5	<u>5</u>
3. Work product is of high quality	10	<u>10</u>
<b>Subtotal, Performance</b>	<b>25</b>	<b><u>25</u></b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

Factor	Max.Pts.	Score
1. Staff Level / Experience of Staff	5	<u>5</u>
2. Adequacy of Resources	5	<u>5</u>
3. Professional liability insurance is in force	5	<u>5</u>
<b>Subtotal, Capacity to Perform</b>	<b>15</b>	<b><u>15</u></b>

### TOTAL SCORE

Factor	Max.Pts.	Score
<input type="checkbox"/> Experience	60	<u>48</u>
<input type="checkbox"/> Work Performance	25	<u>25</u>
<input type="checkbox"/> Capacity to Perform	15	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>88</u></b>



**FREEMAN-MILLICAN, INC.**  
ENGINEERS - ARCHITECTS - PLANNERS

## PROFESSIONAL ENGINEERING SERVICES



**2023 / 2024 TxCDBG  
STATEMENT OF QUALIFICATIONS  
FOR  
PUBLIC INFRASTRUCTURE IMPROVEMENTS PROJECT  
CITY OF GLEN ROSE, SOMERVELL COUNTY**

November 28, 2022

Mr. Michael Leamons  
City of Glen Rose  
201 Vernon Street  
Glen Rose, Texas 76043

Re: RFP for Engineering Services – 2023 – 2024 Texas Community Development Block Grant Program.

Mr. Leamons,

Freeman-Millican, Inc. (FMI) is honored to submit our qualifications to the City of Glen Rose (City) and we are confident that we can provide the highest level of professional engineering service to the City. We are proud of our service record and the quality of work that we have performed for all of our municipal clients. We take pride in the fact that the majority of our work is through return clients and the remainder of our work is through referrals by existing clients or government agencies which speaks to the high quality of our work product. We work side by side with our clients keeping them informed on the project design and status throughout the process, working toward solutions that meet the project needs. We truly value the relationships that we build with our clients, looking to become part of the community as we assist the city with professional engineering services.

Please keep the following key points in mind as you review our qualifications:

- ◆ **Municipal Experience** – FMI has performed services for many municipal clients and our key personnel have extensive experience in municipal engineering and architectural projects. We offer design services including project plans and specifications, bid package preparation, bidding, contract services and inspection services. Successful completion of the TDA Implementation Training gives us in-depth knowledge of the grant administration process allowing the project to run smoothly and without delay. In addition to attending TDA Grant Implementation Training, FMI personnel attended the HUD Environmental Assessment Training to enable us to prepare the environmental assessments that are required with any grant and/or loan program. **Freeman-Millican, Inc. is also short listed on the North Texas Municipal Water District preferred engineering firms for water and sewer projects.**
- ◆ **FMI Work Performance** – FMI staff has previously designed municipal civil engineering projects in the area of paving and drainage, water main rehabilitation and replacement, water pumping station and treatment facilities, sanitary sewer system rehabilitation and replacement of mains and manholes, waste water treatment plant design and expansions, as well as sanitary sewer lift station design and rehabilitation. FMI also has provided structural, electrical and mechanical design for many municipalities throughout North Texas. FMI staff has completed over 200 federally funded projects throughout the life of the company, and continues to pursue federal dollars for our current and prospective clients to address public infrastructure needs. Being located in Dallas, we are always very accessible to our clients. FMI staff has over 32 years of construction management experience with projects ranging from 2 lane residential paving to 5 MGD Waste Water Treatment Facilities. Our staff works closely with contractors and city staff to keep projects running smoothly and the council fully informed every step of the way.
- ◆ **Personal Service** – FMI is a small firm which we feel gives us a service advantage over our competitors. We can respond quickly, efficiently and personally to any engineering or architectural challenge that the City encounters. Highly qualified, key personnel are involved in every aspect of the project no matter how big or small the task. We **listen** to our clients and develop solutions that are timely and most importantly **cost-effective**. We understand that municipal engineering means developing custom solutions that meet the needs of an **entire community**. We have developed strong working relationships with our existing clients by providing this exceptionally responsive service. This has also resulted in 100% of our federally funded project being completed on time and within the budget. Because we work with communities of all sizes, we feel like we have a very strong understanding of the budgetary constraints of each size of municipalities. FMI works closely with our existing and prospective clients to develop projects which fit within the city's budgetary constraints. We manage all projects ensuring that every necessary measure is taken to keep the project

from being exposed to changes which cause the city to go outside of the construction budget. Our approach is to create a bidding package, on the city's behalf, which gives the city the greatest level of control over the award and construction contract amount.

- ♦ **Extensive Project Experience** – FMI has over 30 years in the municipal engineering industry. 85% of our professional staff has been with FMI for over 25 years and our firm has a combined 254 years of experience. Whether it is planning for future capital improvements or preparing water, wastewater, paving or drainage plans and specifications, the depth and breadth of our previous project experience will benefit the City of Glen Rose. FMI's due diligence throughout the design phase of projects have resulted in **awarded bid amounts, on recent TDA projects, coming in within 1% of the construction estimates provided by FMI.**

We look forward to working with the City on many future endeavors. We are available at your convenience to discuss our professional engineering qualifications. If you have any questions, please contact me at 214-952-0234.

Sincerely,



Carlos A. Aguilar  
Director of Business Development  
Freeman-Millican, Inc.

**Table of Contents**

PART I – PROPOSED CONTRACT .....	4
PART II – PROPOSED SCOPE OF SERVICES .....	6
PART III -- PAYMENT SCHEDULE.....	10
PART IV - TERMS AND CONDITIONS.....	11
PART V - PROJECT TIME SCHEDULE.....	16
PART VI - MONTHLY STATUS REPORT.....	17
PART VII – EXPERIENCE .....	18
PART VIII – REFERENCES .....	22
PART IX – EMPLOYEE RESUMES .....	23
PART X – CERTIFICATE OF INSURANCE FOR PROFESSIONAL LIABILITY .....	34

**PART I – PROPOSED CONTRACT**  
**ENGINEERING / ARCHITECTURAL / SURVEYOR SERVICES**  
**AGREEMENT**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the CITY OF GLEN ROSE, hereinafter called the "City", acting herein by \_\_\_\_\_ hereunto duly authorized, and FREEMAN-MILLICAN, INC., hereinafter called "Firm", acting herein by \_\_\_\_\_.

WITNESSETH THAT:

WHEREAS, the City of Glen Rose desires to implement the following: Public Infrastructure Project under the general direction of the Texas Community Development Block Grant Program (TxCDBG) administered by the Texas Department of Agriculture (TDA); and Whereas the City/County desires to engage \_\_\_\_\_ to render certain engineering/surveyor/architectural services in connection with the TxCDBG Project, Contract Number \_\_\_\_\_.

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services  
Part II, Scope of Services, is hereby incorporated by reference into this Agreement.
2. Time of Performance - The services of the Firm shall commence on \_\_\_\_\_. In any event, all of the services required and performed hereunder shall be completed no later than \_\_\_\_\_.
3. Local Program Liaison - For purposes of this Agreement, the [e.g. *City Manager/County* \_\_\_\_\_] or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.
4. Access to Records - The U.S. Department of Housing and Urban Development (HUD), Inspector General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City/County, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Firm which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to closeout the City/County's TxCDBG contract with TDA.
5. Retention of Records - The Firm shall retain all required records for three years after the City/County makes its final payment and all pending matters are closed.
6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$ \_\_\_\_\_. Payment to Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Contract.
7. Indemnification – Engineer shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against them, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.
8. Miscellaneous Provisions
  - a. This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Johnson County, Texas.
  - b. This Agreement shall be binding upon and insure to the benefit of the parties hereto and respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
  - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

- d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
  - e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.
9. Extent of Conditions - This Agreement which includes Part I-V, represents the entire and integrated agreement between the City/County and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City/County and the Firm

IN WITNESSETH HEREOF, the parties have hereunto set their hands and seals.

**CITY OF GLEN ROSE**

**FIRM: FREEMAN-MILLICAN, INC.**

BY: \_\_\_\_\_  
(Mayor) – Or Approved Signature

BY: \_\_\_\_\_  
/Richard Dormier, P.E.  
Vice President

## PART II – PROPOSED SCOPE OF SERVICES

The Engineering Firm shall render the following services necessary for the development of the project:

### SCOPE OF SERVICES:

#### PHASE ONE:

1. Attend project planning meetings with City Staff to begin application preparation assistance
2. Prepare a preliminary engineering/architectural study and report on the project in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the Grant Recipient, to include preliminary layouts, sketches and cost estimates for the project, and to set forth clearly the Engineer's recommendations; to be completed within 30 days of contract execution.
3. Provide the City with **alternative options of design and construction** that will benefit the City, its staff, and it's citizens.
4. Determine necessity for any acquisition of any additional real property/easements/ROWs for the CDBG project and, if applicable, furnish to the Grant Recipient:
  - Name and address of property owners;
  - Legal description of parcels to be acquired;
  - Map showing entire tract with designation of part to be acquired.
5. Provide an Estimate of Probable Construction Cost for all construction options presented to the City.
6. Should the project selected be a water improvements project, Freeman-Millican, Inc. will develop or add to an existing water system model for the City as a part of Phase One.

#### PHASE TWO:

1. Attend conferences with the Grant Recipient regarding the selected design of the project.
2. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project. Provide consultation and advice as to the necessity of the Grant Recipient providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations. The Engineer will review any tests required and act as the Grant Recipient's representative in connection with any such services.
3. Prepare railroad/highway permits, if applicable.
4. Furnish the Grant Recipient copies of the preliminary report, if applicable (additional copies will be furnished to the Grant Recipient at direct cost of reproduction);
5. Furnish the Grant Recipient a written monthly status report at least seven (7) days prior to the regularly scheduled council/commissioner's court meeting until the project is closed by the Texas Department of Rural Affairs (TDA). The format for this report is attached to this Agreement as Part IV.
6. Perform topographical design surveying to include all existing utilities and located franchise utilities within the project area.
7. Prepare Preliminary and Final Design plans and specification
8. Provide revised estimates of probable construction cost at **30%, 60%, and 90%** of the Design.
9. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
10. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, the Engineering Firm shall also furnish to the Grant Recipient an updated written Estimate of Probable Costs for the Project.
11. Make 10-day call to confirm prevailing wage decision issued by CDBG.
12. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
13. Conduct bid opening and prepare minutes.
14. Tabulate, analyze, and review bids for completeness and accuracy.
15. Accomplish Construction Contractor eligibility verification.
16. Conduct pre-construction conference and prepare copy of report/minutes.
17. Require construction contractor to perform all required testing and inspection during construction.

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18. Issue Start of Construction Notice to CDBG and Notice to Proceed to construction contractor.
19. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.
20. Design for access by persons with disabilities to facilities to be used by the public in accordance with Public Law 504.
21. Use forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond that have CDBG approval.
22. Make periodic visits, no less than every 30 days during the construction period, to the site to observe the progress and quality of the work, and to determine in general if the work is proceeding in accordance with the Contract.
23. Consult with and advise the Grant Recipient during construction; issue to contractors all instructions requested by the Grant Recipient; and prepare routine change orders if required, at no charge for engineering services to the Grant Recipient when the change order is required to correct errors or omissions by the Engineer; provide price analysis for change orders; process change orders approved by Grant Recipient and the project engineer and submit to CDBG for approval prior to execution with the construction contractor.
24. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
25. Resolve all payment requests within 14 days of receipt of signed pay request from the Construction Contractor.
26. Based on the Engineer's on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the Grant Recipient, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
27. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the Grant Recipient and approval by CDBG, unless State or local law provides otherwise.
28. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
29. Conduct interim/final inspections (**with resident inspection to be at City's option**).
30. Revise contract drawings to show the work as actually constructed, and furnish the Grant Recipient with a set of "record drawings" plans. **Engineer will also provide mapping shape files of engineering design to City to utilize with mapping software.**
31. The Engineer will provide a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this contract. These files shall be provided in digital format containing the source file data (original vector data) and the graphic data in files on machine readable media, such as compact disc (CD) or flash drive, which are compatible with computer systems owned or readily available to the owner. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the engineer shall include a signed statement of when the map was authorized, that the digital file is a true representation of the original sealed document, and that a printed version with the seal has been provided to the owner. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and files shall be provided to the owner in written form.

## SUBCONTRACTS

No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the City/County.

2. The Firm shall, prior to proceeding with the work, notify the City/County in writing of the name of any subcontractors proposed for the work, including the extent and character of the work to be done by each.

3. If any time during progress of the work, the City/County determines that any subcontractor is incompetent or undesirable, the City/County will notify the Firm who shall take reasonable and immediate steps to satisfactorily cure the problem, substitute performance, or cancel such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City/County.

4. The Firm will include in all contracts and subcontracts in excess of \$150,000 a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). The provisions shall require reporting of violations to TDA and to the Regional Office of the Environmental Protection Agency (EPA).
5. The Firm will include in all contracts and subcontracts in excess of \$150,000 provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
6. The Firm will include in all contracts and subcontracts in excess of \$10,000 provisions addressing termination for cause and for convenience by the City/County including the manner by which it will be effected and the basis for settlement..
7. The Firm will include in all contracts and subcontracts provisions requiring compliance with the following, if applicable:
  - a. Prime construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act, as amended (40 U.S.C.3141-3144, 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
  - b. Prime construction contracts in excess of \$2,000, compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3)
  - c. Contracts greater than \$10,000, the inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
  - d. Section 3 of the Housing and Urban Development Act of 1968;
  - e. Contracts exceeding \$100,000, compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
  - f. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), including work week requirements and safety conditions for workers, as supplemented by Department of Labor regulations (29 CFR Part 5); and
  - g. For procurement of recovered materials where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, compliance with 2 CFR 200.322 and section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires procuring only items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practicable.
8. The Firm will include in all negotiated contracts and subcontracts a provision which indicates that funds will not be awarded under this contract to any party which is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 and 2 CFR Part 2424. A certification shall be provided and received from each proposed subcontractor under this contract and its principals.
9. The Firm will include in all negotiated contracts and subcontracts a provision to the effect that the City/County, TDA, the Texas Comptroller of Public Accounts, the Comptroller General of the United States, the U.S. Department of Housing and Urban Development (HUD), or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.
10. The Firm will include in all contracts and subcontracts a requirement that the contractor maintain all relevant project records for three (3) years after the City/County has made final payment to the contractor and all other pending matters are closed.

#### STANDARD OF PERFORMANCE AND DEFICIENCIES

1. All services of the Firm and its independent professional associates, consultants and subcontractors will be performed in a professional, reasonable and prudent manner in accordance with generally accepted professional practice. The Firm represents that it has the required skills and capacity to perform work and services to be provided under this Agreement.
2. The Firm represents that services provided under this Agreement shall be performed within the limits prescribed by the City/County in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances.
3. Any deficiency in Firm's work and services performed under this contract shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from City/County and at the Firm's expense if the deficiency is due to Firm's negligence. The City/County shall notify the Firm in writing of any such deficiency and provide an opportunity for mutual investigation and

resolution of the problem prior to pursuit of any judicial remedy. In any case, this provision shall in no way limit the judicial remedies available to the City/County under applicable state or federal law.

4. The Firm agrees to and shall hold harmless the City/County, its officers, employees, and agents from all claims and liability of whatsoever kind or character due to or arising solely out of the negligent acts or omissions of the Firm, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Firm doing the work herein contracted for or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement.

### PART III -- PAYMENT SCHEDULE PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES

*(Texas Government Code 2254 prohibits professional engineers from providing fees prior to being selected to perform work)*

Grant Recipient shall reimburse (Freeman-Millican, Inc.) for basic engineering services provided upon completion of the following project milestones per the following percentages of the maximum contract amount:

Milestone	% of Contract Fee
• Approval of Preliminary Engineering Plans and Specifications by Grant Recipient.	20%
• Approval of Plans and Specifications by Regulatory Agency(ies).	30%
• Completion of bid advertisement and contract award.	5%
• Completion of construction staking	15%
• Completion of Final Closeout Assessment and submittal of "As Builts" to Grant Recipient.	20%
• Completion of final inspection and acceptance by the Grant Recipient.	10%
<b>Total</b>	100%

#### SPECIAL SERVICES

Special Services shall be reimbursed under the following hourly rate schedule: (List all applicable services to include overhead charge)

Registered Surveyor	\$ To be listed upon award
Survey Crew (3 members)	\$ To be listed upon award
Project Engineer	\$ To be listed upon award
Engineering Technician	\$ To be listed upon award
Project Representative	\$ To be listed upon award
Draftsman	\$ To be listed upon award

The fee for all other Special Services shall not exceed a total of \_\_\_\_\_ and No/100 Dollars (\$\_\_\_\_\_). The payment for these Special Services shall be paid as a lump sum, per the following schedule:

- The Engineer shall be paid upon completion of surveying, necessary field data, and acquisition data, if applicable, the sum of \_\_\_\_\_ and No/100 Dollars (\$\_\_\_\_\_).
- The Engineer shall be reimbursed the actual costs of necessary testing based on itemized billing statements from the independent testing laboratory, plus a \_\_\_\_\_ percent (\_\_\_\_%) overhead charge. All fees for testing shall not exceed a total of \_\_\_\_\_ and No/100 Dollars (\$\_\_\_\_\_).
- The payment requests shall be prepared by the Engineer and be accompanied by such supporting data to substantiate the amounts requested.
- Any work performed by the Engineer prior to the execution of this contract is at the Engineer's sole risk and expense.

## **PART IV - TERMS AND CONDITIONS**

### ***PROFESSIONAL ENGINEERING SERVICES***

1. Termination of Agreement for Cause. If the Firm fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Firm violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the right to terminate this Agreement by giving written notice to the Firm of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Firm pursuant to this Agreement shall, at the option of the City/County, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Firm shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Firm shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of the Agreement by the Firm, and the City/County may set-off the damages it incurred as a result of the Firm's breach of the contract from any amounts it might otherwise owe the Firm.

2. Termination for Convenience of the City/County.

City/County may at any time and for any reason terminate Contractor's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by City/County; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against City/County for any additional compensation or damages in the event of such termination and payment.

3. Changes. The City/County may, from time to time, request changes in the services the Firm will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Firm's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or CDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Amendment and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of

such mediation equally. *[This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.]* If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

5. Personnel.
  - a. The Firm represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City/County.
  - b. All of the services required hereunder will be performed by the Firm or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
  - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City/County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.
6. Assignability. The Firm shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City/County thereto; Provided, however, that claims for money by the Firm from the City/County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City/County.
7. Reports and Information. The Firm, at such times and in such forms as the City/County may require, shall furnish the City/County such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.
8. Records and Audits. The Firm shall insure that the City/County maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. The Firm and the City/County shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Firm under this contract are confidential and the Firm agrees that they shall not be made available to any individual or organization without the prior written approval of the City/County.
10. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Firm.
11. Compliance with Local Laws. The Firm shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Firm shall save the City/County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
12. Conflicts of interest.
  - a. Governing Body. No member of the governing body of the City/County and no other officer, employee, or agent of the City/County, who exercises any functions or responsibilities in

connection with administration, construction, engineering, or implementation of CDBG award between TDA and the City / County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.

- b. Other Local Public Officials. No other public official, who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the CDBG award between TDA and the City/County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.
- c. The Firm and Employees. The Firm warrants and represents that it has no conflict of interest associated with the CDBG award between TDA and the City/County or this Agreement. The Firm further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the CDBG award between TDA and the City/County or in any business, entity, organization or person that may benefit from the award. The Firm further agrees that it will not employ an individual with a conflict of interest as described herein.

### 13. Debarment and Suspension (Executive Orders 12549 and 12689)

The Firm certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 ([Text deleted]1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, Director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Firm. The Firm understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

### **Federal Civil Rights Compliance.**

### 14. Equal Opportunity Clause (applicable to contracts and subcontracts over \$10,000).

During the performance of this contract, the Firm agrees as follows:

- a. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Firm will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The Firm will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in

- furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The Firm will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Firm's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - e. The Firm will comply with all provisions of Executive Order 11246 of September 24, 1965, "**Equal Employment Opportunity**," and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - f. The Firm will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - g. In the event of the Firm's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Firm may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  - h. The Firm will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Firm will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Firm becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Firm may request the United States to enter into such litigation to protect the interests of the United States.
15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
16. Section 109 of the Housing and Community Development Act of 1974. The Firm shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. Section 504 of the Rehabilitation Act of 1973, as amended. The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
18. Age Discrimination Act of 1975. The Firm shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
19. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (if contract greater than or equal to \$100,000)  
The Firm certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer

or employee of Congress, or an employee of a member of Congress in connection with obtaining this contract. The Firm shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

*[If this Contract is greater than \$100,000, include the following Section 3 language:]*

20. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The Firm agrees to send to each labor organization or representative of workers with which the Firm has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Firm's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The Firm agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Firm will not subcontract with any subcontractor where the Firm has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The Firm will certify that any vacant employment positions, including training positions, that are filled (1) after the Firm is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Firm's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

**PART V - PROJECT TIME SCHEDULE**

**PART VI - MONTHLY STATUS REPORT**

Grant Recipient: City of Glen Rose Date Submitted: \_\_\_\_\_

CDBG Contract No.: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Project Status: \_\_\_\_\_  
\_\_\_\_\_

Date of Last Inspection: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Inspection Description: \_\_\_\_\_  
\_\_\_\_\_

Projected Date of Construction Completion: \_\_\_\_\_

Amount of Last Pay Request: \_\_\_\_\_

Date of Last Pay Request: \_\_\_\_\_

Status of Last Pay Request: \_\_\_\_\_

List of Subcontractors Onsite

Name	Date Cleared by Grant Administrator
_____	_____
_____	_____
_____	_____

*\*This report may be e-mailed or faxed to the Grant Recipient*

## PART VII – EXPERIENCE

Freeman-Millican, Inc. (FMI), is registered to offer and perform engineering services in the State of Texas by the Texas Board of Professional Engineers (Lic. #F-2827). FMI specializes in all phases of Civil Engineering such as:

- CDBG Application Preparation
- TxCDBG Funded Water, Sewer, Paving, and Drainage Design Projects
- TxCDBG Comprehensive Planning Projects
- Municipal Building Architectural Design and Management
- Public Architectural Design and Management
- Environmental Assessments for Grant Projects
- TPWL Application Preparation
- TPWL Funded Design Projects
- Wastewater System Design and Analysis (Treatment and Collection)
- Water System Design, Analysis and Modeling (Treatment and Distribution)
- Lift Station and Force Main Design
- Municipal Mapping (Census, CCN, Utility, Land Use, Boundary and Zoning)
- GIS Services and Data Gathering and Creation for City / County Mapping Software
- Infrastructure Feasibility Studies
- Roadway Design, Rehabilitation and Expansion
- Drainage System Design and Analysis
- Park Planning, Design, and Construction
- Planning and Zoning Services
- Hydraulic & Hydrologic Studies
- TXDOT Plans
- Infrastructure Design including Grading, & Erosion Control
- Coordination with regulatory agencies to obtain necessary permits and plan approvals

FMI Consulting has internal surveying crews which enables us to meet project deadlines in a timely manner. The surveying services include, but are not limited to:

- Topographic Survey
- Boundary & American Land Title Association Certified Surveys
- Construction Staking
- Texas State Plane Coordinate Surveys
- Property Deed Research
- Preparation of Easement Documents

FMI provides construction management services including but not limited to:

- Inspection Services
- Project Management
- Technical Specification Review and Approvals
- Construction installation Inspections
- Coordination of Contracts, Contractors, & Franchise Utility Installation.

All of our projects are supervised by Professional Engineers that are individually licensed by the Texas Board of Professional Engineers. If we are fortunate enough to do work with the City of Glen Rose, it will be performed and supervised by Larry J. Freeman, P.E., Victor Acuy, P.E., Richard A. Dormier, P.E., Michael K. Stacey, P.E., Damir Lulo, P.E., John D. Gattis, AIA, Carlos Aguilar, Mark Hill, P.E. and David Gattis, P.E.

**FREEMAN-MILLICAN STAFF EXPERIENCE – FEDERALLY FUNDED PROJECTS:**

- **City of Glen Rose**  
Project consisted of asphalt paving reconstruction in a residential and school along Mary Lynn Drive funded through the city of Glen Rose. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with city and contractor, bidding and construction administration.
- **City of Collinsville**  
Project consisted of drainage improvements to approximately 640 LF of roadside ditch in a residential portion of the city through the 2011/2012 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Pottsboro**  
Project consisted of open cut and C.I.P.P. 8" sewer improvements in a residential portion of the city through the 2017/2018 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Alvord**  
Project consisted of 6" water improvements in a residential portion of the city through the 2017/2018 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Frost**  
Project consisted of wastewater treatment facility improvements through the 2017/2018 TxCDBG Program. Improvements included an automatic bar screen, emergency generator, and yard piping. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TCEQ, TDA & TxCDBG program staff, bidding and construction administration.
- **City of Milford**  
Project consisted of wastewater treatment facility improvements through the 2017/2018 TxCDBG Program. Improvements included an automatic bar screen, sludge dewatering box and polymer system, and storm water recirculation junction box. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TCEQ, TDA & TxCDBG program staff, bidding and construction administration.
- **City of Grandview**  
Project consisted of 1,633 l.f. of paving and drainage improvements within a residential portion of the city and school zone through the 2017/2018 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Rio Vista**  
Project consisted of 1,800 l.f. 6" water improvements in a residential portion of the city through the 2017/2018 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Celeste**  
Project consisted of water improvements in a residential portion of the city through the 2013/2014 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Palmer**  
Project consisted of water improvements (5,500 L.F.) in a residential portion of the city through the 2015/2016 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.

- **City of Sadler**  
Project consisted of waste water treatment plant improvements through the 2015/2016 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with GTUA, TWDB, TDA & TxCDBG program staff, bidding and construction administration.
- **City of Celeste**  
Project consisted of asphalt paving improvements in a residential portion of the city through the 2015/2016 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Rio Vista**  
Project consisted of asphalt paving improvements in a residential portion of the city through the 2013/2014 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Pottsboro**  
Project consisted of asphalt paving repair in a residential portion of the city through the 2011/2012 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Savoy**  
Project consisted of asphalt paving repair in a residential portion of the city through the 2011/2012 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **Town of Oak Ridge**  
Project consisted of asphalt paving repair & waterline replacement in a residential portion of the city through the 2009/2010 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Southmayd**  
Project consisted of asphalt paving repair & drainage project in a residential portion of the city through the 2007/2008 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Pottsboro**  
Project consisted of asphalt paving repair & drainage project in a residential portion of the city through the 2006/2007 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Leonard**  
Project consisted of asphalt paving repair & drainage / sidewalk replacement project in a residential portion of the city through the 2006/2007 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, bidding and construction administration.
- **City of Valley View**  
Project consisted of 6" water main improvements in a residential portion of the city through the 2011/2012 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.
- **City of Caddo Mills**  
Project consisted of water system improvements funded through the 2011/2012 TxCDBG Program. Including the design of a new 130,000 gallon ground storage tank and high service pump station. Responsibilities include coordination with client, preparation of construction plans, details and specifications, bidding and construction administration.

- **City of Rio Vista**

Project consisted of Waste Water Treatment Facilities improvements funded through the 2011/2012 TxCDBG Program. Including the design of a new 30,000 gallon digester, one bar screen and headworks, one bubble aeration system, wiring, miscellaneous piping, valves, and controls. Responsibilities include coordination with client, preparation of construction plans, details and specifications, bidding and construction administration.

- **City of Palmer**

Project consisted of 6", 8" and 12" water main improvements and relocations in a residential portion of the city through the 2009/2010 TxCDBG Program. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TDA & TxCDBG program staff, bidding and construction administration.

- **City of Sadler**

Project consisted of design of bar rack screens, (2) ditch aerators (horizontal brush rotors), electrical upgrades and the all-weather access road for the City of Sadler's existing Wastewater Treatment Plant. The purpose of the project, funded through the 2009/2010 TxCDBG Program, was to address compliancy issues with the Texas Commission on Environmental Quality. Responsibilities include client contact, preparation of construction plans, details and specifications, coordination with TCEQ, TDA & TxCDBG program staff, bidding and construction administration.

- **City of Callisburg, Knollwood and Windom TxCDBG Planning and Capacity Building**

Project consisted of the preparation of a 20 year Community Development Plan. Responsibilities include client contact, socioeconomic research, infrastructure mapping, housing, land use and zoning map preparation, analysis of existing infrastructure, recommendations for infrastructure improvements, preparation of report documenting findings and recommendations, and coordination with TDA & TxCDBG program staff.

**PART VIII – REFERENCES**

\*City of Ector  
Mrs. Nelba Baker, City Secretary  
PO Box 188  
Ector, Texas 75439  
(903) 961-2495

City of Heath  
Mrs. Aretha Adams, City Manager  
200 Laurence Drive  
Heath, Texas 75032  
(972) 961-4884

\*City of Palmer  
Mrs. Alicia Baran, City Administrator  
113 W. Jefferson  
Palmer, TX 75152  
(972) 845-3288

\*City of Grandview  
City Manager  
304 E. Criner  
Grandview, TX 76050  
(817) 866-2699

City of Sherman  
Mr. Mark Gibson, P.E., Director of Utilities  
P.O. Box 1106  
Sherman, Texas 75091  
(903) 892-7210

City of Bedford  
Mrs. Cheryl Taylor, P.E., City Engineer  
2000 Forest Ridge, Bldg. A  
Bedford, TX 76021  
(817) 952-2101

\*City of Celeste  
Mrs. Jenoa Lipsey  
N. 201 US-69  
Celeste, Tx 75423  
(903) 568-4512

\*City of Milford  
Mr. Carlos Phoenix, City Secretary  
107 S. Main Street  
Milford, Texas 76670  
(972) 493-3161

\*City of Pottsboro  
Mr. Kevin Farley, City Manager  
P.O. Box 1089  
Pottsboro, TX 75076  
(903) 786- 2281

City of Weston  
Mr. Jim Marischen, Mayor  
301 Main Street  
Weston, Texas 75097  
(972) 382-1001

\*Public Management, Inc..  
Mr. Jake McAdams  
P.O. Box 672  
Granbury, Texas 76048  
(972) 741-4700

Greater Texoma Utility Authority  
General Manager  
5100 Airport Drive  
Denison, Texas 75020  
(903) 786-4433

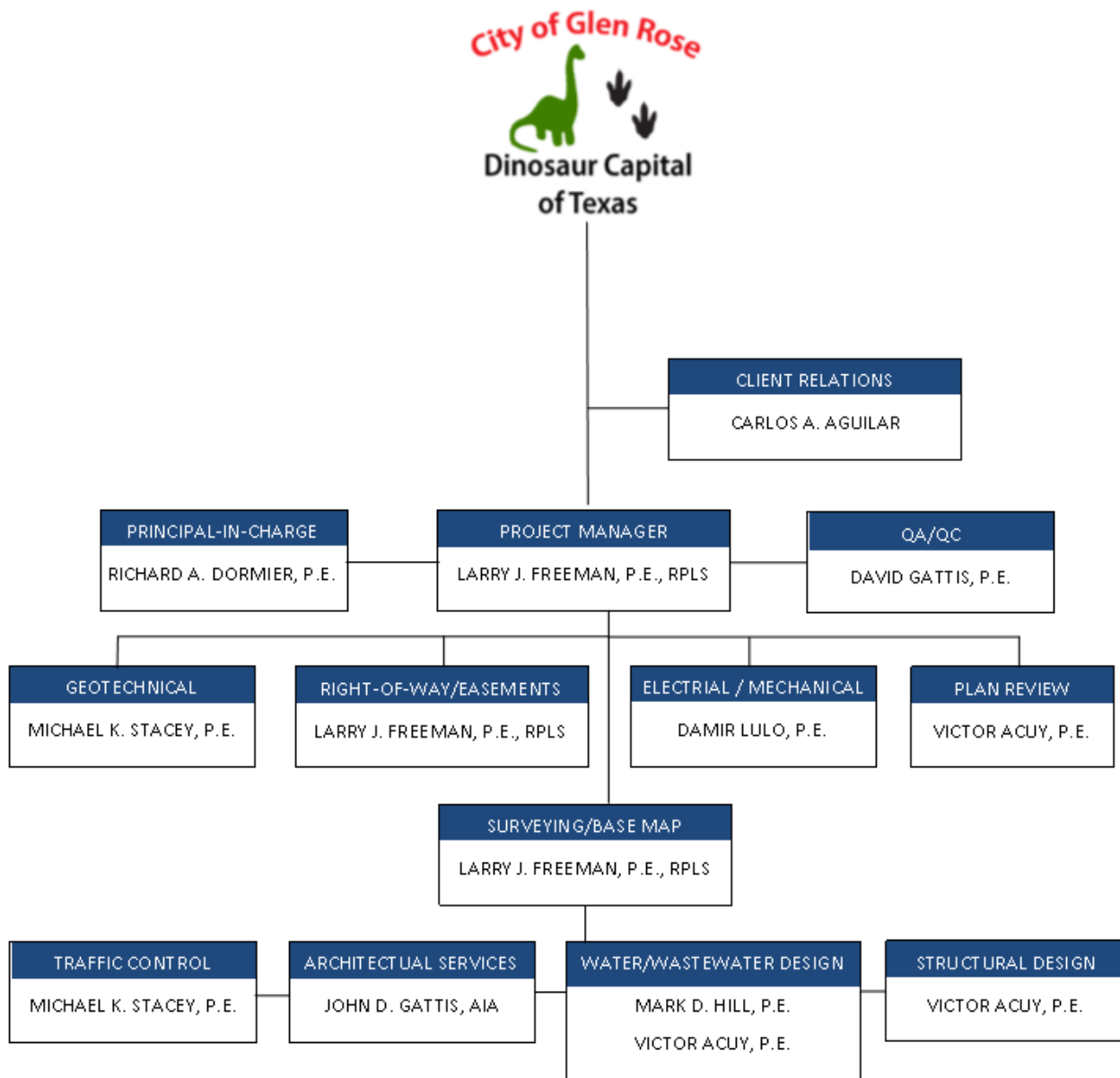
North Texas Municipal Water District  
Mr. David Clisch, P.E.  
Mr. Jeff Ray P.E.  
505 E. Brown Street  
Wylie, Texas 75098  
(972) 4425405

\*City of Sadler  
Ms. Jaimie Vannoy  
P.O. Box 543  
Sadler, Tx 76264  
(903)-271-7272

**\* Performed FEDERALLY FUNDED Grant  
Project Engineering for clients**

**PART IX – EMPLOYEE RESUMES**

## PROJECT MANAGEMENT ORGANIZATION AND RESUMES



**\*Richard A. Dormier, P.E. will be the assigned engineer for the City of Glen Rose. Richard lives in Ellis County and is the Principal in Charge for Freeman-Millican, Inc. Carlos A. Aguilar will remain as the city's client relations to address any and all needs of the city as they arise.**

**Larry J. Freeman, P.E., R.P.L.S***Chairman of the Board / Senior Project Manager - Water and Wastewater Projects*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: [larry@fmi-dallas.com](mailto:larry@fmi-dallas.com)**Areas of Expertise**

Design and construction of:

- Water and wastewater treatment systems
- Water distribution and wastewater collection systems
- Water pump stations and wastewater lift stations
- Water distribution system design and analysis
- Paving and Drainage Design

**Experience**

Mr. Freeman has many years of successful experience in municipal engineering. He has served as City Engineer for the cities of Forney, Heath, and Bridgeport, and he has completed projects for several other cities in the North Texas area, including Plano, Wylie, Terrell, Irving, and Richardson. Mr. Freeman has also worked on several projects with North Texas Municipal Water District over the past 36 years.

**Years of Experience**

Professional: 47

**Education**

M.S., Environmental Health Engineering, University of Texas, 1965

B.S., Civil Engineering, Arlington State College, 1964

**Professional Registration**

Professional Engineer, Texas No. 29907

Registered Public Land Surveyor, Texas No. 3239

**Certifications/Training & Membership in Professional Organizations**

American Consulting Engineers

Texas Council of Engineering Companies

**Professional History**

Senior Project Manager, Freeman-Millican, Inc. – 1987 to Present

Principal Project Manager, Shimek, Jacobs and Finklea – 1978 to 1987

Director of Environmental Health, City of Dallas – 1974 to 1978

Design Engineer, Shirco, Inc. – 1972 to 1974

Staff Specialist Wastewater Treatment, Forrest and Cotton, Inc. – 1967 to 1972

**Richard A. Dormier, P.E.***Vice President and Secretary of the Board / Senior Project Manager – Municipal Projects*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

Cell: (972) 489-6523

E-mail: richard@fmi-dallas.com

**Areas of Expertise**

- Design and construction of water distribution and wastewater collection systems
- Design and permitting of municipal solid waste landfills
- Design and construction of pedestrian walkways and residential pavement and thoroughfare design
- Water distribution system design and analysis
- Geotechnical engineering
- Hydrogeological evaluations

**Experience**

Mr. Dormier has many years of successful experience in the engineering profession, providing services for clients in both the public and private sectors. Since joining FMI, he has served as City Engineer for the cities of Forney and Heath, concentrating on municipal engineering and planning projects. He continues to serve both Cities in that capacity. He has also provided engineering services for the Cities of Terrell, Bridgeport, Waxahachie, Ennis, and North Texas Municipal Water District.

**Years of Experience**

36

**Education**

BSCE, Texas A&amp;M University, College Station, Texas, 1976

MSCE, Texas A&amp;M University, College Station, Texas 1979

**Professional Registration**

Texas No. 50570

Arkansas No. 7352

New Mexico No. 9311

Louisiana No. 21822

Oklahoma No. 14261

Florida No. 47275

**Certifications/Training & Membership in Professional Organizations**

American Society of Civil Engineers

Texas Society of Professional Engineers

National Society of Professional Engineers

City of Cedar Hill, Texas, Planning and Zoning Commission, 1991-1993

City of Ovilla, Texas, Planning and Zoning Commission, 2001 – 2007

City of Ovilla, Texas, City Council, 2007 – 2009 and 2010 to present

Board of Trustees, Johnson and Johnson County Meals-on-Wheels, 2010 to present

**Professional History**

Senior Project Manager, Freeman-Millican, Inc. – 2000 to Present

Project Manager and Vice President, SCS Engineers – 1999 to 2000

Project Engineer, Rust E&amp;I – 1995 to 1999

Environmental Engineering Manager, Waste Management of Texas and Florida – 1990 to 1995

Project Engineer, Harding Lawson Associates – 1988 to 1990

Office Manager and Vice President, GSW &amp; Associates, Big Spring, Texas – 1983 to 1988

Project Engineer, Rone Engineers – 1983

## Carlos Aguilar

*Project Manager / Client Relations / Director of Business Development*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

Cell: (214) 952-0234

E-mail: caguilar@fmi-dallas.com

### Summary

- Over 16 years of civil experience including surveying, drafting, design, and project management in public works.
- Extensive experience in projects funded through various grant and loan programs (TxCDBG, TWDB, USDA & TPWL).
- Extensive experience in performing municipal public hearings
- Extensive experience in municipal engineering and construction project management.
- Experienced in the design of wastewater systems including treatment plants, lift stations, force mains and gravity sewer systems.
- Extensive experience in the preparation and submittal of Wastewater Treatment Plant Permit Applications (New Permit Applications, Major Permit Amendments and Renewals).
- Experienced in the design of water systems including treatment plants, water wells, ground storage reservoirs, elevated storage tanks and distribution mains.
- Experienced in the preparation of Municipal Capital Improvement Plans, Impact Fee Studies & Feasibility Studies.
- Experienced in the design of municipal paving and drainage projects (underground and open channel storm water conveyance systems).
- Extensive experience in municipal mapping (CCN, Census, Land Use, Zoning, Water & Sewer Utility, Boundary Agreement, Thoroughfare) utilizing Autodesk Map, TerraIncognita and ArcGIS.
- Experienced in the preparation of Storm Water Pollution Prevention Plans.
- Proficient in the use of the following software packages: Autodesk Civil 3D (2013-2019), Autodesk Map (2013-2019), Autodesk InRoads (2013-2019), ArcGIS, Microsoft Office Suite and Microsoft Project .

### Education

Eastfield Community College, Dallas, Texas, 1995-1997

Dallas Baptist University, 1998-2000

Richland Community College, 2000-2002

## **Damir Lulo, P.E.**

*Project Manager - Water and Wastewater Projects*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: damir@fmi-dallas.com

### **Areas of Expertise**

Design and construction of:

- Water and wastewater treatment systems
- Water distribution and storage infrastructure
- Wastewater collection systems
- Water pump stations and wastewater lift stations
- Wastewater distribution system design and analysis
- Electrical, control, and SCADA system design in water and wastewater projects

### **Experience**

Mr. Lulo has twenty years of successful experience in municipal engineering. Since he came to the United States from Sarajevo, Bosnia, in 1994, he has served as project engineer and project manager for water and wastewater systems in the cities of Sherman, Forney, Heath, Bridgeport, Terrell, and Mesquite. Mr. Lulo is also involved in the hydraulic modeling of large water systems like the water system for the City of Mesquite as well as the design of SCADA and other control systems.

### **Years of Experience**

Engineering: 28

Professional: 12

### **Education**

B.S., Mechanical Engineering, Sarajevo, Bosnia 1986

### **Professional Registration**

Professional Engineer, Texas No. 90370

### **Professional History**

Project Manager, Freeman-Millican, Inc.

E.I.T., Freeman-Millican, Inc.

Project Manager, International Rescue Committee and Intertect, Sarajevo, Bosnia

Lead Engineer, Energoinvest, Sarajevo, Bosnia

Design Engineer, Energoinvest, Sarajevo, Bosnia

**Michael K. Stacey, PE***Project Manager*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: mstacey@fmi-dallas.com

**Areas of Expertise**

Design and construction of:

- Water and wastewater lines
- Wastewater lift stations
- Municipal & Private solid waste landfills
- Storm drainage system analysis and design
- Geotechnical and hydrogeological investigation and design
- Municipal paving and thoroughfare design

**Experience**

Mr. Stacey has completed numerous projects for many cities in the North Texas area. He has over 25 years of experience in civil, geotechnical, environmental and materials engineering. His projects have included water and wastewater lines, streets, storm drainage, municipal solid waste landfills, dams, highways, storage tanks, and residential subdivisions. The wastewater projects include a recently completed force main and gravity sanitary project for NTMWD and City of Forney. This project included approximately 40,000 linear feet of 24-inch PVC pipe.

**Years of Experience**

Professional: 26

**Education**

M.E. Civil Engineering, University of Texas at Arlington, 1990

B.S. Civil Engineering, University of Texas at Austin, 1979

**Professional Registration**

Professional Engineer, Texas No. 65460

**Professional History**

Project Manager, Freeman-Millican, Inc. – 2000 to Present

HDR Engineering, Inc. – 1991 to 2000

Southwestern Laboratories, Inc. – 1989 to 1991

Trinity Engineering Testing Corp. – 1983 to 1989

U.S. Navy – 1979 to 1983

## John D. Gattis, AIA

*Project Manager – Architectural and Public Works Projects*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: john@fmi-dallas.com

### **Areas of Expertise**

Design and project management of:

- Institutional, educational, and commercial architecture
- Municipal paving and water distribution projects
- Municipal water storage and distribution projects
- Recreational park projects for Municipalities
- Architectural and site work elements of water pump stations and wastewater treatment plants
- American with Disabilities Act standards for accessible design

### **Experience**

Mr. Gattis has many rewarding years of experience designing architectural and public works facilities. He has worked as a design team member and project manager on schools, governmental buildings, churches, and commercial architectural projects. He has also served as a team member designing civil/site work, architectural and structural components for pump stations, wastewater treatment plants, and water distribution projects.

### **Years of Experience**

Professional: 26

### **Education**

Bachelor of Architecture, Texas Tech University, 1990

### **Professional Registration**

Registered Architect, Texas No. 17587

### **Professional Associations**

American Institute of Architects

Texas Society of Architects

### **Professional History**

Project Manager, Freeman-Millican, Inc. – 1996 to Present

Project Manager/Architectural Intern, Hight-Jackson Associates, PA – 1993 to 1996

Architectural Intern, Tatchio and Associates, Architects – 1990 to 1993

**David E. Gattis, P.E.***Project Manager*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: david@fmi-dallas.com

**Areas of Expertise**

- Project management of municipal water design and construction projects
- Project management of municipal wastewater design and construction projects
- Project management of residential paving design and construction projects
- Project management of residential drainage
- Project management of municipal solid waste design and construction
- Municipal utility master planning, project budgeting, project scheduling, operation, and maintenance of City and utility district facilities.
- Wastewater distribution evaluation and system design
- Water distribution evaluation and system design

**Experience**

Mr. Gattis has many rewarding years of experience in the development of public works facilities, working as a field engineer, construction engineer, design engineer, and project manager for a major supplier of elevated tanks and other storage reservoirs and serving as the City Engineer and later as the Director of Engineering, Public Works and Water Utilities for the City of Sherman, Texas. While working for the City of Sherman, he was a major team member for the design and development of street and drainage improvements; water transmission lines; relief sewers; pump stations; lift stations; a surface water supply; a four-phase expansion of the wastewater treatment plant; a solid waste transfer station; and a new landfill development.

**Years of Experience**

Professional: 41

**Education**

B.S., Civil Engineering, Texas Tech University, 1963

**Professional Registration**

Professional Engineer, Texas No. 36563

**Professional History**

Project Manager, Freeman-Millican, Inc.

City Engineer, Director of Engineering and Public Works, City of Sherman, Texas

Planning and Design Engineer, Texoma Council of Governments

Field Engineer, Design Engineer, Construction Engineer, Project Manager, and Contracting Engineer, Chicago Bridge and Iron Company

**Victor L. Acuy, P.E.***Project Engineer – Water, Wastewater, and Drainage projects*

Freeman-Millican, Inc.

9330 Lyndon B Johnson Fwy, Suite 1225

Dallas, Texas 75243

Phone: (214) 503-0555

Cell: (972) 400-1908

E-mail: v.acuy@fmi-dallas.com

**Areas of Expertise**

Design and analysis of:

- structures
- water distribution systems
- storm and sanitary sewer systems
- pedestrian sidewalks & walkways
- residential paving and thoroughfare design
- residential drainage design

**Experience**

Mr. Acuy has contributed in the analysis and design of water distribution, sanitary sewer, and storm sewer systems for the cities of Sherman, Mesquite, Fate, Forney, and the Town of Sunnyvale. Mr. Acuy was particularly involved in the hydraulic modeling of the water distribution system for the cities of Sherman, Mesquite, Sunnyvale, Forney, and the Seis Lagos Utility District and he has also assisted in the design of the Barnes Bridge pump station foundation for the City of Mesquite and is currently supporting in the design of the Post Oak Waste Water Treatment Plant for the City of Sherman

**Years of Experience**

Professional: 4

**Education**

B.S., Civil Engineering, University of Texas at Arlington, 2007

**Professional Registration**

Engineer-In-Training, Texas EIT No. 39691

Professional Engineer, Texas No. 114152

**Professional History**

Engineer-In-Training, Freeman-Millican, Inc. – 2008 to 2013

Professional Engineer, Freeman-Millican, Inc. – 2013 to Present

**Mark D. Hill, P.E.**

*Project Engineer – Water, Wastewater, and Development Plans*  
 Freeman-Millican, Inc.  
 9330 Lyndon B Johnson Fwy, Suite 1225  
 Dallas, Texas 75243

Phone: (214) 503-0555

E-mail: mdhill@fmi-dallas.com

**Areas of Expertise**

- Consulting City Engineer providing review of development plans and plats;
- Planning and design of water systems including supply, treatment and distribution;
- Planning and design of wastewater systems including treatment, conveyance and collection

**Experience**

Mr. Hill has provided many years of providing engineering and consulting services to public clients. His services have consisted of providing engineering consulting to municipalities for review of Plats and Engineering Plans for developments. In addition, he has provided planning and design services for water systems, including planning, modeling, groundwater supply, surface water supply, pipelines, pump stations, storage tanks, treatment process, impact fee and CIP studies. Services for wastewater include planning, modeling, treatment process, pipelines, lift stations, impact fee and CIP studies. He has also managed and designed residential streets, thoroughfares and drainage projects. He has performed services for various Municipalities (e.g. Hackberry, Kaufman, Balch Springs, Dallas, Fort Worth, Hot Springs, Alexandria, Palestine), Federal/State (e.g. USACE, Barksdale AFB, TDCJ), Schools (e.g. Texas A&M University, NE Community College, Dallas County Community College), Districts (e.g. UTRWD, NTMWD, DCFWSD, Mustang SUD), and others (e.g. DFW Airport, Dallas Love Field, Canadian National Railroad).

**Years of Experience**

Professional: 30

**Education**

BSCE, Texas A&M University, College Station, Texas, 1985

**Professional Registration**

Texas No. 79446; Oklahoma No. 23364;  
 Louisiana No. 36670; and Mississippi No. 26686

**Certifications/Training & Membership in Professional Organizations**

Water Environment Federation (WEF)  
 American Waterworks Association (AWWA)

**Professional History**

Professional Engineer and Project Manager, Freeman-Millican, Inc. – 2016 to Present  
 Project Manager and Senior Engineer, EJES, Inc. – 2011 to 2016  
 Senior Project Manager, Jacobs/Carter Burgess – 2004 to 2011  
 Senior Vice President, TRC/Hunter Associates Texas, Ltd. – 1986 to 2004

**PART X – CERTIFICATE OF INSURANCE FOR PROFESSIONAL LIABILITY**

# Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Freeman-Millican, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Mark Hill, P.E. - Principal

Printed Name and Title of Contractor's Authorized Official

October 17, 2022

Date

# 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

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Freeman-Millican, Inc.

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.

No Conflict

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

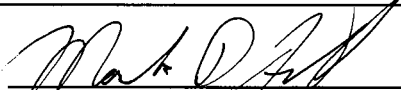
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ 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

10/17/2022  
Date

# CERTIFICATE OF INTERESTED PARTIES

FORM 12

Item 8.

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

FREEMAN - MILLICAN, INC.  
Dallas, TX United States

**Certificate Number:**  
2022-958628

**Date Filed:**  
11/28/2022

**Date Acknowledged:**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Glen Rose

**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.**

000000  
Engineering & Surveying

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Dormier, Richard	Dallas, TX United States	X	
	Stacey, Michael	Dallas, TX United States	X	
	Gattis, John	Dallas, TX United States	X	
	Hill, Mark	Dallas, TX United States	X	
	Acuy, Victor	Dallas, TX United States	X	

**5 Check only if there is NO Interested Party.**

☐

### 6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(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  
(Declarant)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M)  
10/ Item 8.

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).

<b>PRODUCER</b> Risk Strategies 12801 North Central Expy. Suite 1725 Dallas, TX 75243	<b>CONTACT NAME:</b> Hillary Bryant	<b>FAX (A/C, No):</b> (214) 503-8899	
	<b>PHONE (A/C, No, Ext):</b> (214) 323-4602	<b>E-MAIL ADDRESS:</b> RSCcertrequest@risk-strategies.com	
<b>INSURED</b> Freeman-Millican, Inc. 9330 LBJ Fwy, Suite 1225 Dallas TX 75243	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> XL Specialty Insurance Company		37885
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

CERTIFICATE NUMBER: 70842435

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		✓	DPR9994310	6/1/2021	6/1/2023	Per Claim/Annual Aggregate \$1,000,000

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

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

## CERTIFICATE HOLDER

Master Certificate

## CANCELLATION

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

Hillary Bryant

*Hillary Bryant*

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# PROFESSIONAL ENGINEERING SERVICES

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## 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT FUND



## CITY OF GLEN ROSE



info@jacobmartin.com  
www.jacobmartin.com



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

1508 Santa Fe, Suite 203  
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4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375



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11/21/2022

City of Glen Rose  
Attn: Michael Leamons, City Administrator  
201 Vernon Street  
Glen Rose, Texas 76043

RE: 2023-2024 Community Development Block Grant Fund

Members of the Selection Committee:

**JACOB | MARTIN** is pleased to respond to the Request for Qualifications for the City of Glen Rose's 2023-2024 Community Development Block Grant Fund Project. We understand the significance of this project and the importance to "deliver a return on investment" to the City of Glen Rose and its citizens on this high-visibility project. We understand clearly the scope of services the City is requesting. We feel the qualifications of our team, our local expertise and our methodology are best suited for the successful completion of this project.

Since 1948, our firm has been providing engineering, surveying, and more recently architectural services to local governmental entities throughout the area. We pride ourselves on providing our clients with projects which are on time and under budget. We are committed to delivering "best in class" engineering, architectural, and surveying services using the latest technologies and the most efficient processes for the given project.

Thank you again for considering our Statement of Qualifications. If you have any questions regarding our company, feel free to call us. I will be available at your convenience to meet with you to discuss our submittal and answer any questions you might have concerning our qualifications. We are excited about this opportunity and have the office and field staff ready to start immediately. Take a minute and hear what our clients have to say by scanning the QR code below with your phone's camera. Please contact me directly if you have any questions or if you need any additional information.

Regards,

Derek Turner, PE, CFM  
Principal Engineer



Municipal Testimonials



info@jacobmartin.com  
www.jacobmartin.com



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# Section 1: Ability to Provide Service



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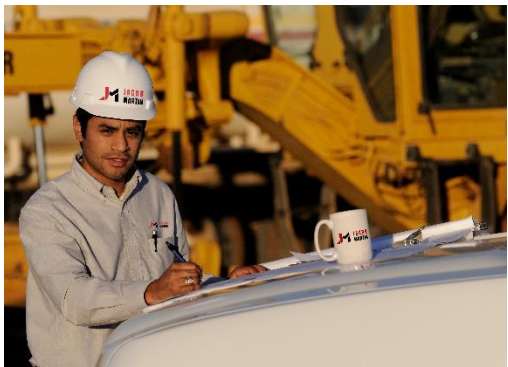


# About Us

Our firm offers a wide scope of architectural, engineering, surveying, and specialized services to meet the needs of municipalities, counties, utility districts, and private organizations. We believe that direct and personal interaction and consultation with you, the City of Glen Rose, is the most important component to the problem-solving process.

**JACOB | MARTIN** strives every day to deliver results. Even though we have had the privilege to work for some of our clients for decades, we strive to earn their business with each and every project. Our project managers’ “hands-on approach” to design and construction administration ensure a successful project delivery while keeping the City of Glen Rose informed every step of the way.

**Our team** of highly qualified professionals are the strength of **JACOB | MARTIN**. Each team member is uniquely gifted and contributes according to his or her area of expertise. Our employees bring experience, innovation, and a pledge to excellence every day. We encourage opportunities to grow professionally, personally, and spiritually. That’s what makes us unique. That’s what makes us strong.



## What We Believe.

### ***Integrity • Excellence • Trust***

These principles define who we are and guide everything we do. We believe that relationships are built on a foundation of integrity, excellence, and trust. We believe that honesty and open communication are the keys to success for every relationship and every project. The services we make available, the designs we generate, and the method in which we deliver them are testimony to these principles.

# Our Services



ENGINEERING



ARCHITECTURE



SURVEYING



CONSTRUCTION



ENVIRONMENTAL

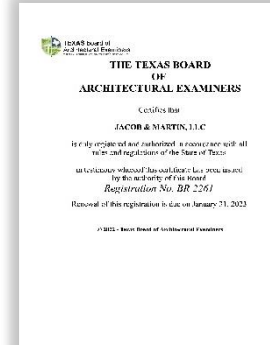
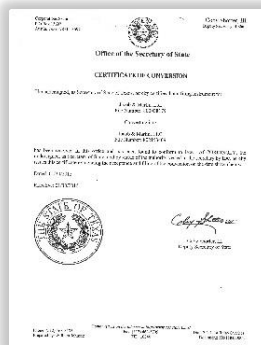
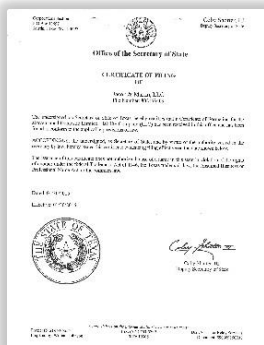


GIS



# Financial Stability

**JACOB | MARTIN** holds a valid Certificate of Registration from the Texas Board of Professional Engineers and Land Surveyors. Our firm number is F-2448. Jacob & Martin also holds a valid Certificate of Registration for the Texas Board of Architectural Examiners. Our firm number is BR-2261. The Certificate of Filing with the State of Texas Office of the Secretary of State demonstrates our license to do business in the State of Texas. The Certificate of Conversion documents the Limited Partnership's conversion to a Limited Liability Corporation effective January 30, 2015.



## Statement of Existence

**JACOB | MARTIN** has operated an established office in the State of Texas since 1948.

## Statement of Experience

**JACOB | MARTIN** employs numerous licensed architects and engineers with no less than five (5) years' experience licensed by the State of Texas.

## Material Adverse Changes in Financial Position

**JACOB | MARTIN**, converted from a Limited Partnership to a Limited Liability Corporation in January 2015. This does not represent an adverse change in financial position. No other historical, existing or anticipated changes in financial position exist.

## Bankruptcy

**JACOB | MARTIN** has never declared bankruptcy or filed for protection from creditors under state or federal proceedings.

## Completion of Contracts

**JACOB | MARTIN** has completed all contracts within the determined schedule.

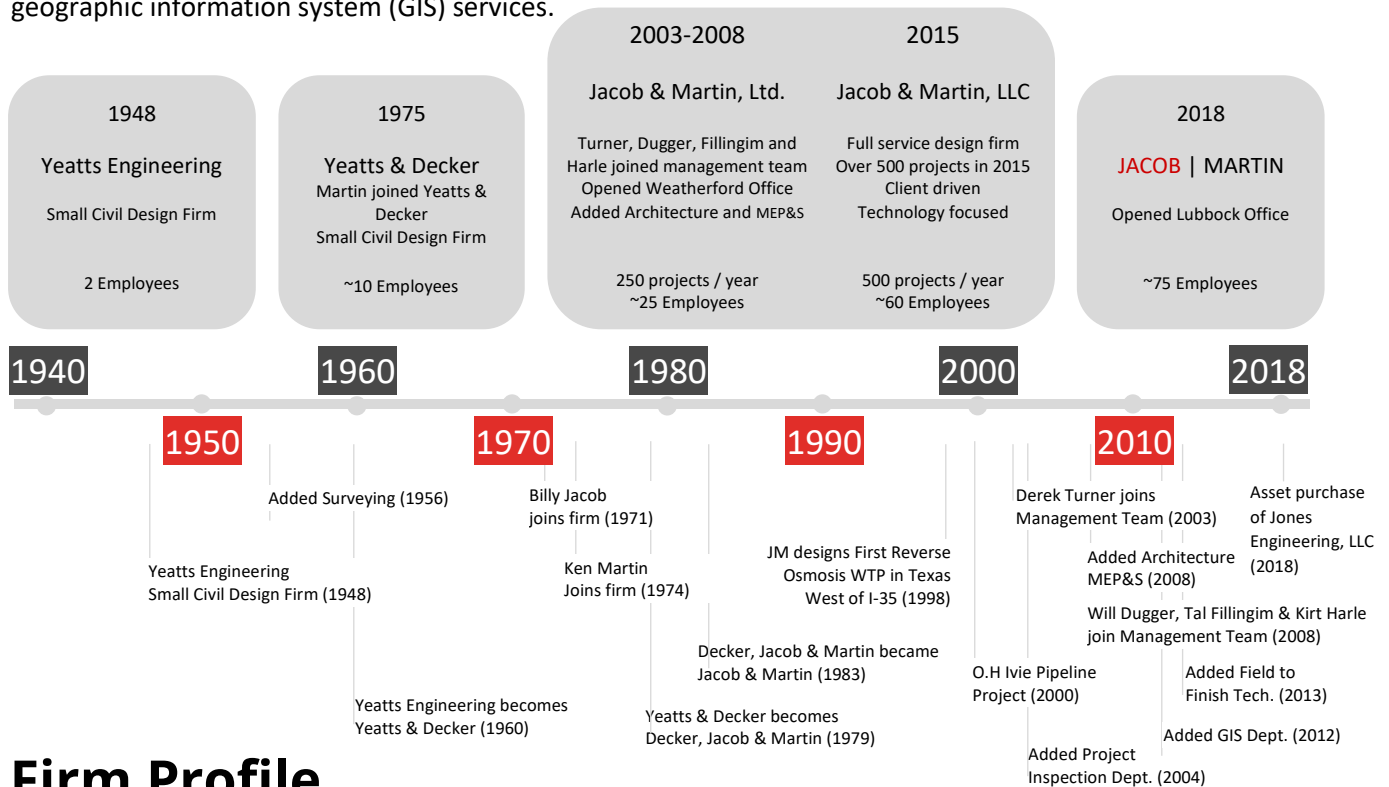
## Violation of Laws

**JACOB | MARTIN** has not been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation or court order.



# Company History

**JACOB | MARTIN** can trace its roots back to Abilene, Texas in 1948 when a man named Earnest Yeatts began Yeatts Engineering. The company has seen only a handful of owners in the past 70+ years, providing excellent service to communities throughout Texas. The firm began as a civil design firm adding a surveying department back in 1956. While public infrastructure projects are still the core of our business, our service offering has expanded to include architecture, mechanical, electrical, plumbing, and structural design along with a full complement of support services. We also provide environmental services, project inspection, and geographic information system (GIS) services.



## Firm Profile

### Legal Name

Jacob & Martin, LLC

### Address

1508 Santa Fe Dr., Suite 203  
Weatherford, Texas 76806

### Date of Formation

1948

### Legal Description

Limited Liability Corporation

### Team Members

**JACOB | MARTIN**

### Corporate ID

DUNS #: 128010667  
CAGE CODE: 5TYQ2

### Point of Contact

Derek Turner, PE, CFM  
Principal Engineer  
(817) 594-9880 x201  
adt@jacobmartin.com

**Firm Registrations** TBPE Firm #: 2448 | TBAE Firm #: BR 2261 | TBPLS Firm #: 10194493 – Abilene | TBPELS Firm #: 10194590 - Weatherford

1508 Santa Fe Drive, Suite 203 | Weatherford, Texas 76806 | 817.594.9880



# Summary of Experience

## THE JM ADVANTAGE

### ARCHITECTURE

**JACOB | MARTIN**'s architects bring over 75 years of experience to bear across a wide variety of markets and applications including government, medical, education, multi-family, commercial/retail, higher education and industrial facilities. Our multi-disciplinary approach to delivering architecture projects improves communication internally and with the Client by engaging a subject matter expert during all phases of design. We are actively engaged throughout the Texas region enabling our architects to meet on site with facility owners with minimal coordination.

### MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING

**JACOB | MARTIN** provides a full complement of MEP services. Our Mechanical department has worked on numerous mechanical systems supporting higher education, K-12, general commercial, district energy production, and municipal governments. The Electrical department has extensive experience and knowledge in electrical distribution systems, emergency generator and transfer switch design, building electrical systems, building lighting, street lighting, building fire and energy control systems, and arc-flash studies.

### CIVIL AND STRUCTURAL ENGINEERING

**JACOB | MARTIN** was established in 1948 as a civil design firm. Our civil engineers provide numerous services to local governments for all types of public infrastructure including water, wastewater, streets, sidewalk, storm water, parks & recreation, land development, site planning, and geographic information system projects. We also provide services to non-governmental entities including residential and commercial land development, site planning and design, utility extensions, drainage analysis along with foundation and structural design.

### ENVIRONMENTAL ENGINEERING

**JACOB | MARTIN**'s environmental and civil engineers are actively engaged throughout the Texas region on numerous environmental projects including industrial waste, landfill, wastewater treatment, permitting, spill prevention, and other regulatory issues. Mr. Charles Keith, R.S. leads our Environmental Department having retired from the Texas Commission on Environmental Quality in 2006. He brings over 40 years of environmental experience having worked for the Texas Health Department, Texas Water Commission, Texas Natural Resource Conservation Commission, and the Texas Commission on Environmental Quality.

### BUILDING ENERGY PERFORMANCE ENGINEERING

**JACOB | MARTIN** has provided over forty energy audits for local government facilities throughout Texas. Our MEP Engineers have established track records of building energy performance life-cycle analysis and capital improvement planning.

### BUILDING ENVELOPE ANALYSIS

**JACOB | MARTIN** has provided numerous evaluations of existing structures to determine the safety and structural integrity of the existing building envelope. We have performed evaluations on various structures including a historic hotel, a building damaged by fire, a multi-story abandoned building, a nursing home facility, and multi-family facilities. Our architects and engineers have recommended and designed improvements for these type projects.



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## Section 2: Project Approach



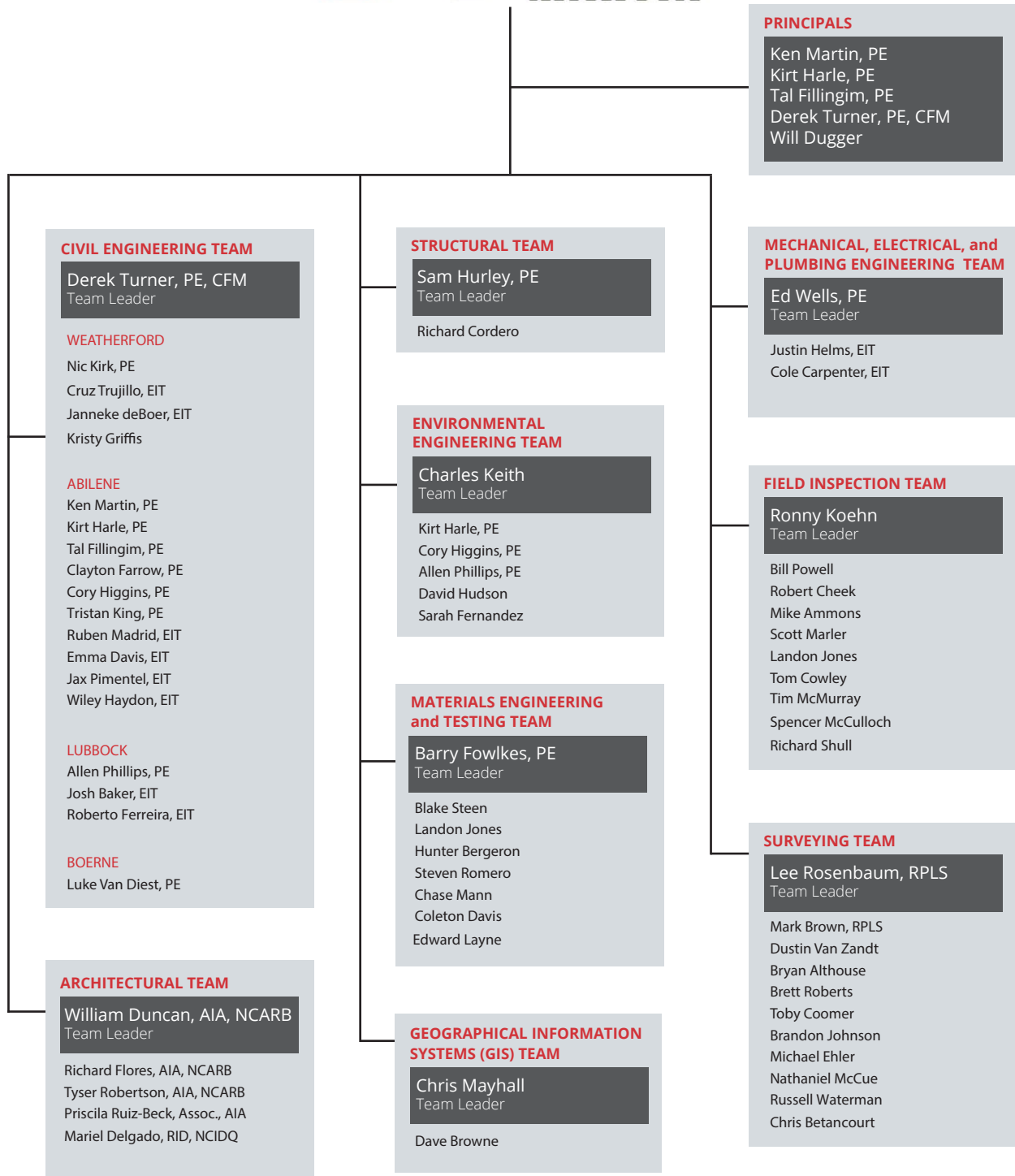
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# Project Approach

**JACOB | MARTIN** has a proven track record of delivering wastewater, water system, drainage, and paving projects. Our approach and delivery of the project is provided entirely in-house with **JACOB | MARTIN**'s experienced and proven personnel. This allows for a seamless line of communication which is paramount for the success of any project.

**JACOB | MARTIN** will provide the following project approach to deliver the City of Glen Rose's Improvement project. Our surveying crews will provide all required topographic and construction surveying using the latest technologies guaranteeing unparalleled accuracy, speed of collection, and efficiency in processing. We will provide preliminary design services with current day cost estimates. Our knowledge of local contractors will ensure that these estimates serve as solid planning tools for the City of Glen Rose. The project design team will finalize design and cost estimates after consultation with the City of Glen Rose. Our engineers and support staff will finalize construction plans, specifications, and contract documents for bidding purposes.



**JACOB | MARTIN** will assist the City of Glen Rose in selecting the most qualified bidder and prepare all construction contracts. The project management team will conduct a pre-construction conference with Owner, contractor, and others. Our engineering staff will provide periodic and final inspection of the project(s) to confirm the projects are built according to specifications. Lastly, our project management team will provide construction management throughout the project, coordinate efforts with the contractor, and provide construction plan interpretation. We take pride in managing the process while keeping you, our client, apprised of each milestone.



## Project Scope of Services (Provided In-House)

- Determine sizing of infrastructure requirements
- Prepare preliminary and final plans and specifications
- Topographic and construction surveying
- Preparation of all construction and bid documents
- Conduct pre-construction conference
- Construction administration and management



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## Section 3: Staffing Capabilities



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# Derek Turner, PE, CFM

*Principal Engineer - Civil Services*



## Education

B.S. in Civil Engineering  
Texas Tech University, 1992

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 84843

Water Environment Federation,  
Texas, WEF No. 17451746

Water Environment Association  
of Texas,  
Texas, WEAT No. 99157

Certified Floodplain Manager,  
Texas, C.F.M. No. 3504-18N

## Expertise

- Elevated Tank Design
- Groundwater Development
- Street Design
- Drainage System Design
- Hydraulic Modeling
- Master Planning
- Pump Station Design
- Water Distribution
- Water Storage
- Water Supply Studies
- Water Treatment
- Lift Station Design
- Sanitary Sewer Rehabilitation
- Sewer Collection

## Summary

Derek Turner graduated from Texas Tech University in 1992 with a Bachelor of Science degree in Civil Engineering. In 1997, Mr. Turner joined JACOB | MARTIN and later moved from West Texas to manage the JACOB | MARTIN Weatherford office. Mr. Turner has completed numerous federal, state and locally funded projects for municipalities and utility districts.

## Project Specific Expertise

Mr. Turner has completed comprehensive plans and capital improvement plans for the Cities of Azle, Dublin, Hamlin, Keene, Merkel, West Tawakoni, Willow Park, and others as well as numerous engineering studies for a multitude of projects. Mr. Turner has extensive water and wastewater experience including engineering design of water treatment, distribution, pump stations and storage, and wastewater collection and treatment. Mr. Turner has provided design and construction management for CDBG funded water and wastewater improvement projects for the Cities of Bangs, Brady, Bronte, Comanche, Dublin, Goldthwaite, Graford, Gustine, Strawn, West Tawakoni, among others. Mr. Turner has provided design and construction administration for numerous CDBG funded drainage and paving projects as well for many communities including Azle, Comanche, Grandview, West Tawakoni, and others. Mr. Turner has provided utility, drainage, and paving services to other local communities as well, including Annetta, Venus, and Willow Park, and numerous private sector clients.

## Relevant Project Expertise

- 2021 - City of Gordon - Water Treatment Plant Improvements
- 2021 - City of Keene - TDA CR 316 Paving Improvements
- 2020 - City of Stephenville – Downtown Renovation Project
- 2020 - City of Mingus - Water System Improvements
- 2020 - City of Mineral Wells – Downtown Renovation Project
- 2020 - City of Azle – Locust Street Channel Improvements
- 2019 - City of Gordon CDBG Water System Improvements
- 2019 - City of Azle – Bailey St. Street and Drainage Improvements
- 2018 - City of Willow Park - Drainage Improvements
- 2017 - City of Gordon - TWDB Water System Improvements
- 2017 - City of Willow Park - Ranch House Road Reconstruction
- 2017 - City of Dublin - Sewer System Improvements
- 2015 - Town of Annetta - WWTP Improvements
- 2015 - City of Willow Park - Phase I Water Distribution Improvements



# Cruz Trujillo, EIT

## Engineer In Training - Civil Services



### Education

B.S. in Civil Engineering  
Tarleton State University, 2021

### Expertise

- Drainage Studies
- Regulatory Assistance
- Hydraulic Modeling
- Permitting
- Street Design
- Sewer Collection
- Water Distribution
- Water Storage
- Water Supply Studies
- Water Treatment
- Ground Water Plant Design
- Grading

### Summary

Cruz Trujillo graduated from Tarleton State University in May of 2021 with a Bachelor of Science Degree in Civil Engineering. Prior to joining Jacob & Martin in June of 2021, he worked as a Civil Engineering Intern with Collier Consulting Inc. for 2 years, under Joe W. Lane, P.E. & Senior engineering technician Matt Van Hattem completing a multitude of projects. Mr. Trujillo has completed numerous federal, state, and locally funded projects for private clients, municipalities, and utility districts.

### Project Specific Expertise

Mr. Trujillo has provided design, permitting, and drafting for a number of water, wastewater, and drainage projects. He has experience in several phases of project development, including project planning, funding acquisition, project design, generation of plans and specifications as well as construction management.

### Relevant Project Expertise

2022 – Palo Pinto WSC – TCEQ Alternative Capacity Requirement Exception Request

2022 – Johnson County SUD – Electrical Analysis & Generator Sizing

2021 – Millsap WSC – TCEQ Alternative Capacity Requirement Exception Request

2021 – Millsap WSC – Water System Engineering Study

2021 – Millersview Doole WSC – TWDB DWSRF Application Previous Experience

2020 – Aqua Texas – Pump Station Design

2020 – Aqua Texas – Groundwater Well Design

2020 – 100x Cabins – TxDOT approved Commercial Driveway

2019 – Dinosaur Valley RV Park – TxDOT approved Commercial Driveway



# Barry Fowlkes, PE

*Professional Engineer - Materials Testing Services*



## Education

B.S. in Civil Engineering  
Texas A&M University, 1983

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 98759  
NICET  
Civil Engineering Technology,  
C.T. Certificate No. 509  
NICET Level IV  
Certified Engineering  
Technician, S.E.T.  
Concrete, Soils & Asphalt  
Certificate No. 68488

## Expertise

- Construction Materials Engineering & Testing
- Geotechnical Engineering Services
- Investigation of Construction Design
- Foundation Investigations
- Pavement Design and Analysis
- Concrete and Asphalt Pavement Mix Design

## Summary

Barry Fowlkes graduated from Texas A & M University in 1983 with a Bachelor of Science in Civil Engineering Technology. Mr. Fowlkes has 36 years of experience in materials testing and geotechnical engineering services. Mr. Fowlkes served 21 years with Trinity Engineering Corporation / Kleinfelder as an Area Manager. He was responsible for providing materials and geotechnical engineering services throughout Abilene, San Angelo, Brownwood and Wichita Falls area. Mr. Fowlkes joined JACOB | MARTIN in 2006 as Manager of JACOB | MARTIN's Geotechnical and Material Testing Division.

## Project Specific Expertise

Mr. Fowlkes has directly supervised many government and private sector construction projects throughout Texas. He has provided interpretation and analysis for material investigations in which he issues reports stating whether the work and material met the specific project specifications. Mr. Fowlkes has developed and designed construction material engineering and testing programs for many projects.

## Relevant Project Expertise

- 2022 - City of Coleman - Sidewalk Improvements
- 2021 - City of Cross Plains - Multifamily Rental Development
- 2019 - City of Abilene - Water & Sewer Construction Projects
- 2019 - City of Big Spring - Water Line Replacements
- 2019 - City of Coleman - Water Treatment Improvements
- 2018 - Morton Valley WSC - Water System Improvements
- 2018 - City of Seymour - WTP Improvements
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2017 - City of Early - New Wastewater Treatment Plant
- 2017 - City of Baird - WWTP Improvements
- 2017 - City of Munday - NCTMWA Water Treatment Plant



# Edward R. Wells, PE

*Professional Engineer - Mechanical/Electrical/Plumbing Services*



## Education

B.S. in Electrical Engineering  
Texas A&M University, 1984

MBA  
Angelo State University, 1999

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 66579

Licensed Master Electrician,  
Texas, No. 31401

## Expertise

- Electrical Service Sizing & Design
- Energy Conservation
- Electrical Distribution & Transmission Systems
- ARC Flash Studies
- Grounding
- Military Installations
- Commercial

## Summary

Edward Wells graduated from Texas A&M University in 1984 with a Bachelor of Science in Electrical Engineering. Mr. Wells continued his education by completing his Masters in Business Administration from Angelo State University in 1999. He is an expert Electrical Engineer and has a successful career in both the private and government sectors. Mr. Wells joined JACOB | MARTIN in April 2017.

## Project Specific Expertise

Mr. Wells has over thirty years of electrical engineering experience, and has been a Project Manager and supervisor for numerous companies during his career. He is highly skilled at providing energy efficient solutions to customers and being responsible for the direction and preparation of all technical activities related to Electrical Design from conception to completion. He is experienced with high-voltage electrical systems in industrial, commercial, residential and government buildings, including telecom support infrastructure.

## Relevant Project Expertise

- 2022 - Johnson County SUD - Electrical Evaluations
- 2022 - City of Colorado City - Senate Bill 3 Back up Power Requirements (6 sites)
- 2021 - TxHHSC - Replacement of Exterior Fire Stairways
- 2021 - City of Ranger - Senate Bill 3 Back up Power Requirements (8 sites)
- 2020 - TxHHSC - Anti-Ligature & Exterior Stairway Upgrades
- 2020 - Abilene Youth Sports Authority - New Dodge Jones Youth Sports Complex
- 2020 - 202 Pine Renovations
- 2019 - TxHHSC - 18-105-ABL Steam Heating Replacement for Quads
- 2019 - 250 Cypress Renovations
- 2019 - Hardin-Simmons University - Houston Lantrip Facility
- 2018 - Sanford Construction LLC - Blake Fulenwilder Dealership, Snyder
- 2018 - Cross Plains ISD - Elementary Gym & Storm Shelter
- 2018 - ColeySquared Management, LLC - New Dental Office



# Charles Keith

*Senior Engineering Technician - Environmental Services*



## Education

B.S.in Microbiology  
Texas Tech University, 1978

## Registrations

Registered Sanitarian,  
Texas, No. 1799

## Expertise

- Groundwater Development
- Operational Assistance
- Permitting
- Regulatory Assistance
- Sanitary Sewer Rehabilitation
- Sludge Handling & Disposal
- Water Distribution
- Water Storage
- Water Supply Studies
- Water Treatment
- Wastewater Treatment

## Summary

Charles Keith received his Bachelor of Science Degree in Microbiology from Texas Tech University in 1978. Mr. Keith retired from the Texas Commission on Environmental Quality (TCEQ) in 2006 where he served as the Region 3, Abilene Water Section Director. Mr. Keith joined JACOB | MARTIN in 2006 where he currently serves as the Director of Environmental Services. Mr. Keith has used his extensive knowledge of water and wastewater operations along with his notable expertise with TCEQ regulations and procedures to manage the environmental, operational and regulatory facets of numerous successful projects throughout West Central Texas.

## Project Specific Expertise

During his tenure at TCEQ, Mr. Keith inspected and assisted public water systems, wastewater treatment facilities, septic systems, municipal solid waste, storm water and surface water quality monitoring of natural waterways. Since joining JACOB|MARTIN, Mr. Keith has lead our environmental team to assist clients in regulatory compliance for all matters relating to water and waste water systems.

## Relevant Project Expertise

- 2020 - City of Alpine - WWTP Improvements
- 2019 - City of Ralls - WWTP Improvements
- 2019 - City of Colorado City – WWTP Facility Major upgrade
- 2018 - City of Gordon - Water System Improvements
- 2018 - City of Coleman - Water Treatment Plant
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2016 - City of Bronte - Water Supply Improvements
- 2016 - City of Cross Plains - Water Distribution & Pump Station Improvements
- 2016 - City of Seymour - Donnell Well Exception
- 2015 - City of Munday - Disaster Relief Wells
- 2015 - City of Haskell - Disaster Relief Wells
- 2015 - BW Primoris - Seminole Well Field Improvements



# Lee Rosenbaum, RPLS

*Registered Professional Land Surveyor - Surveying Services*



## Education

B.S. in Geography  
Texas A&M University, 2005

## Registrations

Registered Professional Land  
Surveyor,  
Texas, R.P.L.S. No. 6394

## Expertise

- ALTA Survey
- Boundary Survey
- Detention & Retention Facilities
- Construction Staking
- Easement Acquisition
- Elevation Studies
- Groundwater Development
- Master Planning
- Regulatory Assistance
- Topographic Survey
- Commercial Site Development
- Utility Infrastructure

## Summary

Lee Rosenbaum has been licensed by the State of Texas as a Registered Professional Land Surveyor since December 2012. Mr. Rosenbaum joined JACOB|MARTIN in April of 2005. Since March of 2019, he has been our Chief Land Surveyor and Survey Department Supervisor. Mr. Rosenbaum oversees all survey operations which include land acquisition, platting, preliminary topographic mapping, and construction layout.

## Project Specific Expertise

During his career at JACOB|MARTIN, Mr. Rosenbaum has served as a Survey Project Manager on multiple land development and building services projects. Additionally, Mr. Rosenbaum has worked with numerous municipalities, school districts, water supply corporations, water districts, and wastewater entities.

## Relevant Project Expertise

- 2022 - City of Coleman – Phase II Sidewalk Improvements
- 2021 - City of Post – Downtown Sidewalk Improvements
- 2020 - Abilene ISD – Transportation Maintenance Yard Paving Improvements
- 2020 - City of Post - Downtown Sidewalk Improvements
- 2019 - City of Willow Park – Side Street Improvements
- 2018 - City of Lueders - Water System Improvements
- 2018 - City of Abilene – SODA Roadway Improvements
- 2018 - City of Goldthwaite - TDA Sidewalk Improvements
- 2018 - City of Abilene - Sidewalk Capital Plan Phase 1
- 2017 - Zephyr WSC - Waterline Improvements
- 2017 - Gerry McDowell, LLC - Griffith Road Development
- 2016 - Town of Buffalo Gap - Water Line Improvements
- 2016 - Town of Buffalo Gap - First Time Sewer Project
- 2015 - Abilene ISD - Campus Paving & Circulation Improvements
- 2014 - City of Snyder - Water & Sewer Improvements



# Ronny Koehn

*Resident Project Representative - Inspection Services*



## Expertise

- Construction Material Testing
- Construction Staking Easement Acquisition
- Geotechnical Engineering Services
- Investigation of Construction Design
- Permitting
- Project Inspection
- Water & Sewer Lines
- Water & Wastewater Treatment
- Building Services

## Summary

Ronny Koehn joined JACOB | MARTIN in 2008 as a Resident Project Representative. During his tenure with JACOB | MARTIN, Mr. Koehn has provided project inspection on numerous projects involving water and wastewater improvements, street and roadway projects and airport improvement projects. Mr. Koehn has over sixteen years experience in construction management and project inspection. Mr. Koehn recently served as the Resident Project Representative for improvements to Abilene Regional Airport. His efforts were vital to a successful project and paramount to the implementation of the specifications as called out by architects and engineers.

## Project Specific Expertise

Mr. Koehn's resume is full of relevant project experience in street and roadway construction and rehabilitation projects. Mr. Koehn has extensive experience with airport project including all type of pavement construction. Mr. Koehn's experience includes Abilene Regional Airport, Decatur Airport, and Kickapoo Airpark located in Wichita Falls, Texas.

## Relevant Project Expertise

2021 - City of Coleman-Water Treatment Plant Improvements  
2021 - City of Cross Plains -Multifamily Rental Development  
2020 - Betty Hardwick Center - Interior Renovations  
2020 - Condley and Company, LLC - 302 Pine Renovations  
2020 - Abilene ISD - Fine Arts Renovations & Additions  
2019 - Western Texas College – Agricultural Expansion & Renovation  
2019 - Motis Investments - 202 Pine Street Renovations  
2019 - JAR Land & Investments, LLC - 250 Cypress Renovations  
2019 - Hardin Simmons University – Houston Lantrip Facility  
2018 - Cross Plains ISD – New Elementary Gym/Storm Shelter  
2018 - Abilene Youth Sports Association – New Sports Complex  
2018 - Garver LLC - Abilene Regional Airport Seal Coat Project  
2018 - City of Willow Park – Ranch House Road Improvements



INTEGRITY  
EXCELLENCE  
TRUST

## Section 4: History of Successful Performance



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Weatherford, TX 76086  
817.594.9880

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375



# Texas Department of Agriculture Projects

Funding Cycle	Program	Client	Project Description	Population
2020/2021	CDBG	City of Azle	Locust Street Channel Improvements	14,289
2019/2020	DRP	City of Mineral Wells	Downtown Renovation Project	15,447
2019/2020	DRP	City of Stephenville	Sidewalk and Paving Improvements	21,990
2019/2020	CDBG	City of Ropesville	Lift Station Improvements	434
2019/2020	CDBG	City of Moran	Sewer System Improvements	270
2019/2020	CDBG	City of Rotan	Water Supply Line	1,508
2019/2020	CDBG	City of Lorenzo	Lift Station Improvements	1,147
2019/2020	CDBG	City of Bronte	Water Line Improvements	995
2019/2020	CDBG	City of Cross Plains	Water Line Replacement	989
2019/2020	TCF	City of Keene	Paving Improvements	6,106
2019/2020	CDBG	City of Granite Shoals	Water Treatment Improvements	4,910
2019/2020	CDBG	City of Rising Star	AMR Water Meter System	829
2019/2020	CDBG	City of De Leon	Public Infrastructure Improvements	2,246
2019/2020	DRP	City of Mineral Wells	Sidewalk Improvements	15,447
2019/2020	CDBG	City of Mingus	Water Improvements	235
2019/2020	CDBG	City of Munday	AMR Water Meter System	1,273
2019/2020	CDBG	City of Dublin	Sewer System Improvements	3,654
2019/2020	CDBG	City of Azle	Channel Improvements	14,289
2019/2020	CDBG	City of Gordon	Water Improvements	478
2019/2020	DRP	City of Grandview	Downtown Revitalization	1,753
2019/2020	DRP	City of Post	Sidewalk Design	5,547
2017/2018	CDBG	City of Anson	Wastewater Treatment Plant Improvements	2,430
2017/2018	CDBG	City of Wellman	Water Distribution Improvements and Water Well Rehab	203
2017/2018	CDBG	City of Wolfe City	TDA Public Infrastructure Improvements Water System Interconnection	1,412
2017/2018	CDBG	Concho County	Millersview Doole SUD Water Well	4,276
2017/2018	CDBG	City of Azle	Bailey Street Improvements	14,289
2019/2020	CDBG	Haskell County	Paint Creek WSC – Water Line Improvements	5,813
2017/2018	CDBG	City of San Saba	Pump Station & Water Well Improvements	3,158
2017/2018	CDBG	City of Gustine	Pump Station Improvements	455
2017/2018	CDBG	North San Saba WSC	San Saba County Water Line Replacement	6,054
2017/2018	CDBG	McCulloch County	Wastewater Treatment Plant Improvements	7,987
2017/2018	CDBG	City of Electra	Elevated Storage Tank Improvements	2,791
2017/2018	DRP	City of Goldthwaite	Sidewalk Improvements	1,878
2017/2018	CDBG	City of Rule	Wastewater Treatment Plant Improvements	636
2017/2018	CDBG	City of Goldthwaite	Water Line Replacement	1,878
2017/2018	CDBG	City of Goree	Sewer Line Replacement	203
2017/2018	CDBG	City of Lawn	Water Line Replacement	315
2017/2018	CDBG	City of Melvin	Elevated Storage Tank Improvements	178
2015 / 2016	CDBG	City of Azle	Wilshire Avenue Drainage Improvements	13,258



# Project Schedule History

Client	Project Description	Year of Completion	Schedule History
City of Keene	County Road 316 Paving Improvements - TDA	2021	Design Schedule Met Construction Schedule Met
City of Keene	4 <sup>th</sup> Street & College Dr. Sewer Line Replacement	2020	Design Schedule Met Construction Schedule Met
Abilene Youth Sports Authority	Dodge Jones Youth Sports Center	2020	Design Schedule Met Construction Schedule Met
City of Melvin	Radium Removal Water Treatment Plant	2019	Design Schedule Met Construction Schedule Met
Hardin-Simmons University	Houston Lantrip Facility	2019	Design Schedule Met Construction Schedule Met
City of Abilene	Buffalo Gap Elevated Tank Rehabilitation	2019	Design Schedule Met Construction Schedule Met
City of Early	Wastewater Treatment Plant	2018	Design Schedule Met Construction Schedule Met
City of Baird	Wastewater Treatment Plant	2018	Design Schedule Met Construction Schedule Met
Parker County SUD	Greenwood Pump Station Expansion	2018	Design Schedule Exceeded Construction Schedule Exceeded
City of Abilene	Elmdale Pump Station and Ground Storage Tank	2018	Design Schedule Met Construction Schedule Met
City of Goldthwaite	2018 - TDA - DRP - Sidewalk Improvements	2018	Design Schedule Met Construction Schedule Met
North Central Texas Municipal Water Authority	Membrane Water Treatment Plant	2017	Design Schedule Met Construction Schedule Met
City of Willow Park	Capital Improvement Plan	2017	Design Schedule Met Construction Schedule Met
City of Abilene	2 <sup>nd</sup> Pressure Plane Water Lines	2017	Design Schedule Met Construction Schedule Met
City of Strawn	Master Plan	2017	Design Schedule Met Construction Schedule Met
City of Rhome	Capital Improvement Plan	2016	Design Schedule Met Construction Schedule Met
City of Andrews	Water Treatment Plant	2015	Design Schedule Met Construction Schedule Met
City of Abilene	Maple Street Pump Station Improvements	2015	Design Schedule Met Construction Schedule Met
City of Early	Salt Creek Pump Station	2015	Design Schedule Met Construction Schedule Met
City of Comanche	Water System Improvements	2015	Design Schedule Met Construction Schedule Met
Abilene Independent School District	Campus Paving and Circulation Improvements	2015	Design Schedule Met Construction Schedule Met



# Project Budget History

Client	Project Description	Year of Completion	Budget	Final Project Cost
City of Keene	County Road 316 Paving Improvements – <b>TDA Texas Capital Fund</b>	2021	\$1,075,000	\$946,896.50
City of Keene	4 <sup>th</sup> Street & College Dr. Sewer Line Replacement	2020	\$160,00	\$134,824
City of Wolfe City	Water System Interconnection Improvements – <b>TDA CDBG</b>	2020	\$222,250	\$183,950
Abilene Youth Sports Authority	Dodge Jones Youth Sports Center	2020	\$10,100,000	\$10,003,085
City of Keene	Well #6 Tank Rehab	2019	\$80,000	\$81,710
City of Azle	Oak Harbor Drainage Channel	2019	\$175,000	\$172,000
City of Willow Park	Well Supply	2019	\$500,000	\$450,000
City of Mingus	Water System Improvements – <b>TDA CDBG</b>	2020	\$550,000	\$550,000
City of Gordon	Water Treatment Plant Improvements – <b>TDA CDBG</b>	2019	\$550,000	\$550,000
City of Azle	Bailey Drive Improvements – <b>TDA CDBG</b>	2019	\$170,000	\$208,000
Hardin-Simmons University	Houston Lantrip Facility	2019	\$4,100,000	\$4,488,395
City of Abilene	Buffalo Gap Elevated Tank Rehabilitation	2019	\$950,000	\$768,500
City of Graford	Sewer Systems Improvements – <b>TDA CDBG</b>	2018	\$212,250	\$212,672
City of Wolfe City	Wastewater Treatment Plant Improvements – <b>TDA CDBG</b>	2018	\$212,750	\$230,222
City of Early	Wastewater Treatment Plant	2018	\$4,900,000	\$3,800,000
City of Baird	Wastewater Treatment Plant	2018	\$2,890,000	\$2,860,000
City of Goldthwaite	2018 - TDA - DRP - Sidewalk Improvements	2018	\$200,000	\$176,770
North Central Texas Municipal Water Authority	Membrane Water Treatment Plant	2017	\$5,650,000	\$3,815,000
City of Abilene	2 <sup>nd</sup> Pressure Plane Water Lines	2017	\$2,000,000	\$1,701,000
City of Strawn	Drainage Improvements	2017	\$150,000	\$150,000
City of Mingus	Paving Improvements	2016	\$75,000	\$75,000
City of Gordon	Paving Improvements	2016	\$75,000	\$75,000
City of Andrews	Water Treatment Plant	2015	\$6,061,130	\$6,212,650
City of Abilene	Maple Street Pump Station Improvements	2015	\$929,000	\$869,686
City of Early	Salt Creek Pump Station	2015	\$2,378,400	\$2,460,169



# Water, Sewer, and Drainage Projects

Year Completed	Client	Project Details
2021	City of Gordon	Water Treatment Plant Improvements
2020	City of Gordon	Water System Improvements
2019	City of Comanche	Water System Improvements
2019	City of Azle	Ash Avenue Sewer Replacement
2019	City of Dublin	Sewer System Improvements
2019	City of Abilene	Sanitary Sewer Overflow Initiative (SSOI) Sewer Line & Manhole Rehabilitation (CIPP & Pipe burst)
2018	Holiday Beach WSC	TWDB Hurricane Harvey Water System Repairs
2018	City of Springtown	Stormwater Drainage Improvements
2018	City of Azle	Wilshire Ave Drainage Improvements
2018	City of Willow Park	Weatherford Water Supply Line
2018	City of Keene	Water Model System
2018	City of Willow Park	Water System Improvements
2018	City of Comanche	Wastewater System Improvements
2017	City of Dublin	Sewer Line Replacements
2017	City of Willow Park	Chuck Wagon Trail IH20 Drainage
2017	City of Willow Park	Street Rehabilitation and Improvements
2017	City of Dublin	Water System Improvements
2016	City of Azle	Ash Avenue East Drainage Improvements
2016	City of Rhome	West Side WWTP & Collection System Improvements
2016	Brookesmith SUD	Shamrock Shores Water Line Replacements
2016	City of Azle	FM730 Water Line – Azle
2016	City of Dublin	Wastewater Collection System Improvements
2015	City of Azle	Golfer’s Way Culvert Rehabilitation
2015	City of Abilene	CIP Waterline Project
2012	City of Gordon	New Sewer System



# Water Supply/Distribution System Experience

## 2<sup>nd</sup> PRESSURE PLANE WATER LINES | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2017  
Original Budget: \$2,000,000  
Construction Cost: \$1,701,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the installation of approximately 19,000 linear feet of 6" – 18" PVC water lines including all valves, fittings, water line connections, bore and encasement, pavement repair

### REFERENCE:

City of Abilene  
Rodney Taylor, Director  
of Water Utilities  
(940) 422-4051

## INDUSTRIAL BLVD WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2017  
Construction Cost: \$835,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Project Manager: Cory Higgins, P.E.



**Project Description:** Engineering design and construction administration for the installation of approximately 4,500 linear feet of 12" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

### REFERENCE:

City of Abilene  
Rodney Taylor, Director  
of Water Utilities  
(940) 422-4051



## AMBLER WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2017  
Budget Cost: \$2,200,000  
Construction Cost: \$1,900,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Ken Martin, P.E.  
Project Manager: Ken Martin, P.E.



**Project Description:** Engineering design and construction administration for the Installation of approximately 20,360 linear feet of 12" Thru 1" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

### REFERENCE:

City of Abilene  
Rodney Taylor, Director  
of Water Utilities  
(940) 422-4051

## SAN SABA RAW WATER SUPPLY | CITY OF GOLDTHWAITE

Location: Goldthwaite, Texas  
Date of Completion: 2015  
Budget Cost: \$1,836,000  
Construction Cost: \$1,874,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Project Manager: Brice Campbell, P.E.



**Project Description:** Engineering design and construction administration for the Installation of an intake structure on Mill Creek and approximately 70,000 LF of 10" raw water supply line. **JM** also assisted with an amendment to the San Saba water rights for withdraw of water from Mill Creek at an alternative take point.

### REFERENCE:

City of Goldthwaite  
Rob Lindsey, City Manager  
(325) 648-3186



## BCWID TREATED WATER SUPPLY LINE | CITY OF EARLY AND ZEPHYR WSC

Location: Early, Texas  
Date of Completion: 2014  
Construction Cost: \$4,300,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the Installation of approximately 40,000 LF of 24" treated water supply line.

**REFERENCE:**  
City of Early  
Tony Aaron, City Manager  
(325) 643-5451

## HORDS CREEK | CITY OF COLEMAN

Location: Coleman, Texas  
Date of Completion: 2011  
Budget Cost: \$2,400,000  
Construction Cost: \$1,652,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Ken Martin, P.E.  
Design Engineer: Ken Martin, P.E.



**Project Description:** Engineering design and construction administration for the Installation of a new raw water pump station and head tank located at Hords Creek Lake, approximately 44,000 LF of 16" raw water supply line and approximately 40,000 linear feet of water distribution lines.

**REFERENCE:**  
City of Coleman  
Diana Lopez, City Manager  
(325) 625-5114



# Sewer System Experience

## SEWER SYSTEM IMPROVEMENTS | CITY OF GRAFORD

Location: Graford, Texas  
Date of Completion: 2022  
Construction Cost: \$425,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction Admin.  
Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.



**Project Description:** Engineering design and construction administration for the Installation of approximately 5,000 linear feet of 8" PVC sewer lines including all manholes, bore and encasement, pavement repair, and incidentals and lift station improvements.

**REFERENCE:**  
City of Graford  
Wylie Frances  
Public Works Director  
(940) 452-4338

## SANITARY SEWER OVERFLOW INITIATIVE – SEWER MAIN AND MANHOLE REHABILITATION | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2019  
Construction Cost: \$960,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/ Construction Admin.  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the rehabilitation of approximately 7,500 linear feet of 6", 10", 18", and 21" sewer lines by CIPP and pipe bursting and rehabilitation of 40 manholes.

**REFERENCE:**  
City of Abilene  
Rodney Taylor, Director of  
Water Utilities  
(325) 676-6452



## SEWER SYSTEM IMPROVEMENTS | CITY OF DUBLIN

Location: Dublin, Texas  
Date of Completion: 2021  
Construction Cost: \$2,900,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction Admin.  
Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.



**Project Description:** Engineering design and construction administration for the replacement of approximately 14,000 linear feet of 6" and 8" sewer line and manholes.

**REFERENCE:**  
City of Dublin  
Cory James, Public Works Director  
(254) 434-1082

## SEWER IMPROVEMENTS | CITY OF GRANDVIEW

Location: Grandview, Texas  
Date of Completion: 2021  
Construction Cost: \$500,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction Admin.  
Project Manager: Mark Kestner, P.E.  
Design Engineer: Mark Kestner, P.E.



**Project Description:** Engineering design and construction administration for the rehabilitation of four lift stations, SCADA, and incidentals.

**REFERENCE:**  
City of Grandview  
Donald Moore, City Manager  
(817) 866-2699



# Wastewater Treatment Experience

YEAR	CLIENT	PROJECT DESCRIPTION	POPULATION
2021	City of Vernon	WWTP Improvements	10,509
2020	City of Ranger	WWTP Pond System	2,468
2018	City of Tye	Wastewater Collection	1,206
2018	City of Colorado City	WWTP Improvements	4,146
2018	City of Baird	New WWTP	1,722
2018	City of Graford	WW System Improvements	639
2018	City of Early	New WWTP	2,991
2018	City of Willow Park	Package WWTP	5,146
2018	City of Ranger	New WWTP Improvements	2,468
2018	City of Anson	WWTP Improvements	2,430
2017	City of Dublin	Wastewater Improvements	3,554
2017	McCulloch County	WWTP Improvements	8,057
2017	City of Comanche	WW SCADA Improvements	4,206
2017	City of Rule	WWTP Improvements	636
2017	City of Rhome	West Side WWTP & Collection System Improvements	1,813
2016	City of Wolfe City	WWTP Improvements	1,412

# Water Treatment Experience

YEAR	CLIENT	PROJECT DESCRIPTION	WTP TYPE	POPULATION
2021	City of Snyder	WTP & WTP Improvements	Conventional	11,202
2019	Rochelle WSC	New WTP (Radium Removal)	Ion Exchange	372
2019	City of Gordon	WTP Improvements	Microfiltration	467
2019	City of Coleman	New WTP	Microfiltration	4,709
2019	City of Melvin	New WTP (Radium Removal)	Ion Exchange	148
2018	City of Seymour	WTP Improvements	Reverse Osmosis	2,740
2017	City of Rochester	New WTP	Reverse Osmosis	324
2017	North Central Texas Municipal Water Authority	WTP Improvements	Microfiltration	9,398
2016	Gaines County Water Co.	New WTP (Arsenic Removal)	Reverse Osmosis	8,917
2014	City of Andrews	New WTP (Arsenic / Fluoride Removal)	Activated Alumina	13,816



# Water & Wastewater Treatment Experience

## PACKAGE WASTEWATER TREATMENT PLANT | CITY OF WILLOW PARK

Location: Willow Park, TX  
Date of Completion: 2018  
Original Budget: \$2,259,284  
Construction Cost: \$2,108,547



### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction  
Management/Permitting

Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.

**Project Description:** 0.5 MGD conventional, activated sludge, package wastewater plant  
The project included procurement of turnkey aeration, clarification, filtration, and disinfection equipment as well as appurtenances and site contracts.

## NEW WASTEWATER TREATMENT PLANT | CITY OF EARLY

Location: Early, Texas  
Date of Completion: 2018  
Original Budget: \$8,365,000  
Construction Cost: \$5,311,148

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction  
Management/Permitting

Project Manager: Ken Martin, P.E.  
Design Engineer: Ken Martin, P.E.

**Project Description:** 0.475 MGD wastewater facility  
The project included the construction of a facultative lagoon, stabilization pond, and irrigation holding pond as well as a center pivot, land irrigation system, lift station, and appurtenances.





## NEW WASTEWATER TREATMENT PLANT | CITY OF BAIRD

Location: Baird, Texas  
Date of Completion: 2018  
Construction Cost: \$ 2,860,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Allen Phillips, P.E.  
Design Engineer: Allen Phillips, P.E.



**Project Description:** Project is a 250,000 gpd facultative lagoon WWTP pond system

## WASTEWATER TREATMENT PLANT IMPROVEMENTS | CITY OF COMANCHE

Location: Comanche, Texas  
Date of Completion: 2016  
Original Budget: \$1,071,500  
Construction Cost: \$750,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design/Construction  
Management/Permitting  
  
Project Manager: Derek Turner, P.E.  
Design Engineer: Eddie Aguilar, P.E.



**Project Description:** Renovation of a 0.595 MGD wastewater treatment plant. The project included the construction of two new clarifiers, electrical, and appurtenances.



## MEMBRANE WATER TREATMENT PLANT | NORTH CENTRAL TEXAS MUNICIPAL WATER AUTHORITY

Location: Munday, Texas  
Date of Completion: 2017  
Original Budget: \$5,650,000  
Construction Cost: \$3,815,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** 4.0 MGD Surface Treatment Plant Improvements  
The project included a pilot study of multiple membrane filtration vendors and construction of a 4.0 MGD membrane filtration system for the existing WTP. The project was successfully completed in 2017.

### REFERENCE:

NCTMWA  
David Kuehler, Manager  
(940) 422-4051

## NEW ULTRAFILTRATION WATER TREATMENT PLANT | CITY OF COLEMAN

Location: Coleman, Texas  
Date of Completion: 2021  
Construction Cost: \$8,000,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Allen Phillips, P.E.  
Design Engineer: Allen Phillips, P.E.



### REFERENCE:

City of Coleman  
Diana Lopez  
City Manager  
(325) 625-5114

### Project Description:

4.5 MGD Surface Treatment Plant Improvements

The project included a pilot study of multiple membrane filtration vendors and construction of a 4.5 MGD membrane ultrafiltration system and new Water Treatment Plant. The project also included the construction of a new high service pump station as well as a new chemical storage facility. The expected completion is 2021.



## WATER TREATMENT PLANT | CITY OF ANDREWS

Location: Andrews, Texas  
Date of Completion: 2015  
Original Budget: \$6,061,130  
Construction Cost: \$6,212,650

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Brice Campbell, P.E.  
Architect: Jerry Ramsey, P.E., R.A.  
MEP Engineer: Justin Helms, E.I.T.



### REFERENCE:

City of Andrews  
Steve Eggleston, City Manager  
(432) 523-4820

**Project Description:** 7.2 MGD Groundwater Treatment Plant with future expansion to 10.8 MGD. Facility removes arsenic and fluoride with activated alumina adsorption and filtration.

## CITY OF SEMINOLE REVERSE OSMOSIS TREATMENT PLANTS | GAINES COUNTY WATER COMPANY

Location: Seminole, Texas  
Date of Completion: 2015

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.  
Design Architect: Jerry Ramsey, P.E., R.A.  
MEP Engineer: Jerry Ramsey, P.E., R.A.



**Project Description:** Engineering design and construction administration for three reverse osmosis treatment plants for arsenic and fluoride removal (total Capacity of treatment 3.0 MGD)

### REFERENCE:

Scott Ahlstrom  
(512) 925-3603



## Well Projects

Year	Client	Project Description
2020	City of San Saba	Water Well Improvements
2019	City of Vernon	Irrigation Well Conversions
2019	Concho County	Millersview-Doole WSC Wells
2019	City of Willow Park	Well Supply
2018	Holiday Beach WSC	Hurricane Harvey Water System Repairs
2018	Colorado City	New Wallace and Perkins Water Wells
2018	Barton WSC	Water System Improvements Phase 2
2016	City of Bronte	Texas Tech Water Wells
2016	City of Vernon	Well Field Improvements
2016	Baylor WSC	Bufkin Well Field Development
2016	City of Bronte	Water Supply Improvements
2015	City of Seminole	BW Primoris - Well Field Improvements
2015	Colorado City	Mitchell Wallace Wells
2015	City of Munday	Disaster Relief Wells
2015	City of Seymour	Darnell Well Rehab and Approvals
2015	City of Haskell	Disaster Relief Wells
2015	City of Knox City	Disaster Relief Wells

## Water Storage Projects

Year	Client	Project Description	Tank Capacity	Tank Type	Materials
2019	City of Abilene	Buffalo Gap Elevated Storage Tank Rehab	1.0 MG	Multi-Leg Elevated	Welded Steel
2019	City of Melvin	Elevated Storage Tank Recoat	0.05 MG	Multi-Leg Elevated	Welded Steel
2019	Steamboat Mountain WSC	Cedar Gap Elevated Storage Tank	0.2 MG	Spheroid Elevated	Welded Steel
2019	Steamboat Mountain WSC	Cedar Gap Ground Storage Tank	0.2 MG	Ground	Welded Steel
2019	City of Gustine	Ground Storage Tank	0.03 MG	Ground	Welded Steel
2019	Ira WSC	Elevated Storage Tank	0.1 MG	Multi-Leg Elevated	Welded Steel
2019	Morton Valley WSC	Ground Storage Tank	0.1 MG	Ground	Welded Steel
2019	City of Coleman	Elevated Storage Tank Recoat	0.5 MG	Multi-Leg Elevated	Welded Steel
2019	City of Electra	Elevated Storage Tank Recoat	0.25 MG	Multi-Leg Elevated	Welded Steel
2018	City of Abilene	Grimes WTP Clearwell Rehabilitation	5.0 MG	Ground	Welded Steel
2017	City of Abilene	Elmdale Pump Station Ground Storage Tank	0.5 MG	Ground	Welded Steel
2017	City of Abilene	Highland Elevated Storage Tank Rehabilitation	1.5 MG	Multi-Leg Elevated	Welded Steel
2017	City of Abilene	5 Points Business Park Elevated Storage Tank Rehabilitation	0.2 MG	Spheroid Elevated	Welded Steel
2017	City of Early	Elevated Storage Tank Recoat	0.5 MG	Multi-Leg Elevated	Welded Steel
2016	City of Jayton	Ground Storage Tank	0.1 MG	Ground	Welded Steel
2015	City of Abilene	5 Points Business Park Ground Storage Tank Rehabilitation	5.5 MG	Ground	Welded Steel



# Pump Station & Tank Experience

## ELMDALE PUMP STATION | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2018  
Original Budget: \$1,520,000  
Construction Cost: \$1,648,600



### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.

### REFERENCE:

City of Abilene  
Rodney Taylor, Director of  
Water Utilities  
(325) 676-6452

**Project Description:** Engineering design and construction administration for the installation of 9 MGD pump station and 500,000-gallon welded steel ground storage tank.

## SALT CREEK PUMP STATION | CITY OF EARLY / ZEPHYR WSC

Location: Early, Texas  
Date of Completion: 2014  
Original Budget: \$2,200,000  
Construction Cost: \$2,378,400



### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the Installation of 8 MGD pump station and 2.0 MG wire-wound, pre-stressed concrete ground storage tank.

### REFERENCE:

City of Early  
Tony Aaron, City Manager  
(325) 643-5451



## BROOKESMITH PUMP STATION | COLEMAN COUNTY SUD

Location: Santa Anna, Texas  
Date of Completion: 2009  
Construction Cost: \$1,560,000

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the Installation of a 2 MGD pump station and 1.0 MG wire-wound, pre-stressed concrete ground storage tank.

**REFERENCE:**  
Coleman County SUD  
Travis Rhoads, General Manager  
(325) 625-2133

## FIVE POINTS BUSINESS PARK GROUND STORAGE TANK REHABILITATION | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2015  
Construction Cost: \$2,182,900

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the re-construction of the roof and recoating of the interior and exterior of a 7.5 MG welded steel ground storage tank.

**REFERENCE:**  
City of Abilene  
Rodney Taylor, Director  
of Water Utilities  
(325) 676-6452



## BUFFALO GAP ELEVATED TANK REHABILITATION | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2019  
Original Budget: \$950,000  
Construction Cost: \$768,500



**REFERENCE:**  
City of Abilene  
Rodney Taylor, Director  
of Water Utilities  
(325) 676-6452

### JM Project Team:

Project Format: Design/Bid/Build  
Firm's Role: Design  
Project Manager: Kirt Harle, P.E.  
Design Engineer: Kirt Harle, P.E.

**Project Description:** Engineering design and construction administration for the rehabilitation of a 1.0 MG welded steel multi-legged elevated storage tank including structural repairs and recoating of interior and exterior of tank.

## NEW ELEVATED TANK | MILLERSVIEW-DOOLE WSC

**Project Description:** Engineering design and construction administration for the installation of a new 0.5 MG elevated storage tank and incidentals

**Owner:** Millersview-Doole Water Supply Corporation

**Design Start Date:** February 2008

**Design CD's Completion Date:** May 2008

**Construction Start Date:** June 2008

**Construction Completion Date:** February 2009

**Project Completed:** On Schedule



## NEW GROUND STORAGE & ELEVATED TANK | BROOKESMITH SUD

**Project Description:** Engineering design and construction administration for the installation of a new 2.0 MG welded steel ground storage tank, a 0.5 MG elevated storage tank, and incidentals

**Owner:** Brookesmith SUD

**Design Start Date:** February 2000

**Design CD's Completion Date:** March 2001

**Construction Start Date:** April 2001

**Construction Completion Date:** September 2001

**Project Completed:** On Schedule





# Paving and Street Experience

Each of the following projects included the following services provided by **JACOB | MARTIN** personnel: all topographic and any boundary survey required, determination of all boundaries necessary for roadway right of way, all visible and located utilities, and encroachments. In some instances, right of way acquisitions and preparation of required platting was provided. **JACOB | MARTIN** prepared all construction plans with dimensional control layouts, paving plan and profiles, drainage plans, erosion control plans, and associated construction details. During the bidding and construction phases of these projects, **JACOB | MARTIN** provided construction administration and on-site inspection for construction completeness, verification of all pay requests, construction cost estimates, bidding of prepared construction plans, pre-construction and construction meetings, review of all shop drawings and all associated coordination. Additionally, materials testing services were provided by **JACOB | MARTIN** for all construction elements, including but not limited to subgrade preparation, road base installation and asphaltic hot-mix and/or concrete placement.

Year of Completion	Client	Project Description	Reference
2022	City of Abilene	Maple Street Improvements	Robert Hanna, City Manager
2021	City of Abilene	Griffith Road Reconstruction	Robert Hanna, City Manager
2021	City of Abilene & Carriage Hills Development Corporation	Maple Street Improvements	Robert Hanna, City Manager
2020	Abilene Youth Sports Authority	New Dodge Jones Youth Sports Complex	Brandon Osborne, Director
2020	Abilene ISD	Transportation Maintenance Yard Paving Improvements	Scott McLean, Asst. Supt. for Operations
2019	City of Willow Park	Ranch House Rd Rehabilitation	Bryan Grimes, City Manager
2018	City of Abilene	SODA Roadway Improvements	Robert Hanna, City Manager
2018	City of Willow Park	Street Reconstruction	Bryan Grimes, City Manager
2017	City of Abilene	2017 South of Downtown Area (SODA) Paving Rehabilitation	Robert Hanna, City Manager
2015	City of Abilene	Memorial Drive Extension	Robert Hanna, City Manager
2015	Abilene AISD	Campus Paving and Circulation Improvements	Scott McLean, Asst. Supt. for Operations
2015	Beltway Park Baptist	North Campus Site & Paving Improvements	David McQueen, Lead Pastor
2015	City of Early	Meadow and Mockingbird Street Improvements	Tony Aaron, City Manager
2015	City of Goldthwaite	4th Street Sidewalk Improvements	Rob Lindsey, City Manager
2014	City of Abilene	Abilene Airport - FAA - Rehabilitation of Taxiways M, N & P	Chris Taylor, Assistant Director of Aviation



## MEADOW & MOCKINGBIRD STREET IMPROVEMENTS | CITY OF EARLY



Location: Early, Texas  
Date of Completion: 2015  
Original Budget: \$315,000  
Construction Cost: \$300,773

### Jacob & Martin Project Team:

Project Manager: Ken Martin, P.E.  
Survey Team Lead: Mark Brown, R.P.L.S.  
Materials Testing: Barry Fowlkes, P.E.

### City of Early

Tony Aaron | City Administrator  
325.643.5451 | [taaron@earlytx.net](mailto:taaron@earlytx.net)  
325.643.5451

## PATRIOT AVENUE | CITY OF WEATHERFORD

Client: Keg 1 North Texas  
Location: Weatherford, Texas  
Date of Completion: 2014  
Original Budget: \$350,000  
Construction Cost: \$350,000

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.  
Survey Team Lead: Mark Brown, R.P.L.S.

### City of Weatherford

Bill Smith | City Engineer  
817.598.4033 | [wsmith@weatherfordtx.gov](mailto:wsmith@weatherfordtx.gov)



## STREET REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park  
Location: Willow Park, Texas  
Date of Completion: 2015  
Original Budget: \$500,000  
Construction Cost: \$465,000

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
817.441.7108 | [bgrimes@willowpark.org](mailto:bgrimes@willowpark.org)





## STREET RECONSTRUCTION | CITY OF WILLOW PARK



Client: City of Willow Park  
Location: Willow Park, Texas  
Date of Completion: 2018  
Original Budget: \$3,350,000  
Construction Cost: \$2,685,474

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.  
Survey Team Lead: Mark Brown, R.P.L.S.  
Materials Testing: Barry Fowlkes, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
817.441.7108 | bgrimes@willowpark.org

## RANCH HOUSE RD REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park  
Location: Willow Park, Texas  
Date of Completion: 2019  
Original Budget: \$1,500,000  
Construction Cost: \$1,203,607

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
Design Engineer: Derek Turner, P.E.  
Survey Team Lead: Mark Brown, R.P.L.S.  
Materials Testing: Barry Fowlkes, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
817.441.7108 | bgrimes@willowpark.org



## SHADY OAKS PAVING IMPROVEMENTS | CITY OF KEENE

Client: City of Keene  
Location: Keene, Texas  
Date of Completion: 2017  
Original Budget: \$500,000  
Construction Cost: \$444,731

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
Design Engineer: Tom Marquardt, P.E.  
Survey Team Lead: Mark Brown, R.P.L.S.  
Materials Testing: Barry Fowlkes, P.E.

### City of Keene

Bernie Parker | City Administrator  
817.641.3666 | citymanager@keenetx.com





# Materials Testing and Engineering

## Project Example

### CATCLAW DRIVE RECONSTRUCTION PROJECT | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2016

**JM Project Team:**  
Project Format: Design  
Firm’s Role: Design/Materials  
Project Manager: Barry Fowlkes, P.E.



**Project Description:** Remove existing hot mix pavement, and rework existing base and subbase courses. Lay Type C and D hot mix asphalt courses. Site concrete work was also included, like curb and gutter, sidewalks etc.

## Scope of Services Provided on Example Projects

### SOILS:

- Field Sampling
- Atterberg Limits
- Sieve Analysis
- Developed Moisture Density Curves
- Field Compaction Tests of the soils



### CONCRETE:

- Sampling Freshly Mix Concrete
- Temperature of Concrete
- Slump Test of Concrete
- Entrained Air Content of Concrete
- Made and Cured Concrete Test Specimens
- Tested Compressive Strength Concrete Specimens

### ASPHALT PAVING:

- Sampling Hot Mix Pavement
- Rice Theoretical Specific Gravity of HMA
- Established Roller Patterns for HMA using Nuclear Density Gauge
- Drilled core samples
- Laboratory Density of Compacted HMA samples



## Certifications

Barry Fowlkes, P.E., C.T., S.E.T.

- Registered Professional Engineer in Texas
- Certified Engineering Technologist, CT
- Certified Senior Engineering Technician, S.E.T., Level IV, Asphalt, Concrete, Soils

Employee	Certification	Issuing Agency
<b>NICET</b>		
Barry Fowlkes	Certified Engineering Technologist in Civil Engineering, C.T.	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Asphalt	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Concrete	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Soils	NICET
<b>American Concrete Institute</b>		
Blake Steen	Concrete Field Testing Technician – Grade 1	ACI
Hunter Bergeron	Concrete Field Testing Technician – Grade 1	ACI
Steve Romero	Concrete Field Testing Technician – Grade 1	ACI
Chase Mann	Concrete Field Testing Technician – Grade 1	ACI
<b>Nuclear Density/Moisture Gauge</b>		
Barry Fowlkes	Nuclear Gauge Safety Certification	Component Sales
Barry Fowlkes	Nuclear Gauge Radiation Safety Officer Training	Component Sales
Blake Steen	Nuclear Gauge Safety Certification	Troxler
Steve Romero	Nuclear Gauge Safety Certification	Troxler
Chase Mann	Nuclear Gauge Safety Certification	Troxler
Brendon Day	Nuclear Gauge Safety Certification	Troxler
Kevin Allen	Nuclear Gauge Safety Certification	Troxler
Landon Jones	Nuclear Gauge Safety Certification	Troxler
<b>Hazmat Certification</b>		
Barry Fowlkes	Hazmat Certification	Component Sales
Blake Steen	Hazmat Certification	Troxler
Steve Romero	Hazmat Certification	Troxler
Kevin Allen	Hazmat Certification	Troxler
Landon Jones	Hazmat Certification	Troxler
Brendon Day	Hazmat Certification	Troxler
Chase Mann	Hazmat Certification	Troxler



# GIS Mapping and Asset Management

CLIENT	PROJECT DESCRIPTION	POPULATION
MUNICIPALITIES		
City of Andrews	Web-based Geographic Information System Work Flow Management System	13,574
City of Big Spring	Web-based Geographic Information System Work Flow Management System	28,532
City of Brownwood	Web-based Geographic Information System	19,153
City of Clyde	Web-based Geographic Information System	3,842
City of Coleman	Web-based Geographic Information System	4,431
City of Colorado City	Web-based Geographic Information System	4,001
City of Comanche	Web-based Geographic Information System	4,206
City of Dublin	Web-based Geographic Information System	3,626
City of Early	Web-based Geographic Information System	2,991
City of Fort Stockton	Web-based Geographic Information System	8,515
City of Goldthwaite	Web-based Geographic Information System Work Flow Management System	1,867
City of Granite Shoals	Web-based Geographic Information System	5,117
City of Haskell	Web-based Geographic Information System	3,192
City of Mineral Wells	Web-based Geographic Information System Work Flow Management System	17,450
City of Monahans	Web-based Geographic Information System	7,638
City of Snyder	Web-based Geographic Information System	7,638
City of Springtown	Web-based Geographic Information System	3,223
Town of Argyle	Web-based Geographic Information System	4,006
Town of Buffalo Gap	Web-based Geographic Information System	468
WATER DISTRICTS		
Brookessmith SUD	Web-based Geographic Information System	13,765
Brown County WID 1	Web-based Geographic Information System Work Flow Management System	36,292
Coleman County SUD	Web-based Geographic Information System	5,000
Fort Belknap WSC	Web-based Geographic Information System	5,235
Potosi WSC	Web-based Geographic Information System	7,011
Reeves County	Web-based Geographic Information System	15,281
Richland SUD	Web-based Geographic Information System	2,000
Steamboat Mountain WSC	Web-based Geographic Information System	7,724



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## Section 5: Additional Information



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www.jacobmartin.com



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

1508 Santa Fe, Suite 203  
Weatherford, TX 76086  
817.594.9880

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375



# Client References

Client	Contact	Phone/Email
City of Willow Park	Mr. Bryan Grimes City Administrator	806-441-7108 bgrimes@willowpark.org
City of Grandview	Mr. David D. Henley City Manager	817-866-2699 dhenley@grandviewpd.org
City of Keene	Mr. Bernie Parker City Manager	817-357-7319 bparker@keenetx.com
City of Azle	Mr. Tom Muir City Manager	817-444-7009
City of Comanche	Mrs. Jacci Stewart, CCD Development Director	325-356-2032
City of Dublin	Mr. Bobby Mendez City Manager	817-914-7096
City of Big Spring	Mr. John Medina Assistant City Manager	432-264-2345
City of Cross Plains	Ms. Debbie Gosnell City Administrator	254-725-6114 deb@crossplains.org
City of Early	Mr. Tony Aaron City Administrator	325-643-5451 taaron@earlytx.net
City of Coleman	Ms. Diana Lopez City Manager	325-625-5114
City of San Saba	Mr. Scott Edmonson City Manager	325-372-5144
City of Goldthwaite	Mr. Rob Lindsey City Manager	325-648-3186
City of Snyder	Mr. Merle Taylor City Manager	325-573-4957 mtaylor@ci.snyder.tx.us



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M/D/Y)  
08/08/2022  
Item 8.

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).

<b>PRODUCER</b> CBS Insurance 3005 South Treadaway Blvd Abilene TX 79602		<b>CONTACT NAME:</b> Morgan Anderson, CISR <b>PHONE (A/C, No, Ext):</b> (325) 695-0222 <b>E-MAIL ADDRESS:</b> manderson@cbsins.com <b>FAX (A/C, No):</b> (325) 695-0228	
<b>INSURED</b> Jacob & Martin, LLC; Jacob & Martin Leasing, LLC 3465 Curry Lane Abilene TX 79606		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Acuity Insurance <b>INSURER B:</b> Texas Mutual Insurance Company <b>INSURER C:</b> QBE Insurance Corporation <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 14184 22945 39217	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZH3603	12/01/2021	12/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ZH3603	12/01/2021	12/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ZH3603	12/01/2021	12/01/2022	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	0001185875	12/01/2021	12/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			ANE61401-03	08/08/2022	08/08/2023	Per Claim 2,000,000 Aggregate 2,000,000

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

The general liability, business auto and umbrellas policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. General Liability, Auto Liability and Workers Compensation policies include a blanket automatic waiver of subrogation endorsement that provides waiver of subrogation status to the cert holder only when there is a written contract between the named insured and the certificate holder that requires such status.

## CERTIFICATE HOLDER

## CANCELLATION

FOR INFORMATION ONLY

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

*Maria L. Bueh*



Entity Information Search Results 1 Total Results

Filter by:  
Keyword (ALL)      Status  
CTY8LEQ1XA15      active

JACOB & MARTIN LTD ● Active Registration			Entity
Unique Entity ID: CTY8LEQ1XA15	Physical Address:	Expiration Date:	
CAGE/NCAGE: 5TYQ2	3465 CURRY LN	Jun 13, 2023	
	ABILENE , TX	Purpose of Registration:	
	79606 USA	All Awards	

## Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, JACOB | MARTIN, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



\_\_\_\_\_  
Signature of Contractor's Authorized Official

Derek Turner, PE, CFM - Principal Engineer and Vice President

Printed Name and Title of Contractor's Authorized Official

11/21/2022

Date

# 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

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

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.

N/A

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.

N/A

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.

N/A

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

11/21/2022

Date

## 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.



# Current Certification of TxCDBG Project Implementation Training

**JACOB | MARTIN** holds a current, valid Certification by Katy Stryker, Project Coordinator

**From:** Audrey Bartee <[Audrey.Bartee@TexasAgriculture.gov](mailto:Audrey.Bartee@TexasAgriculture.gov)>

**Sent:** Monday, November 14, 2022 2:05 PM

**To:** Katy Stryker <[kstryker@jacobmartin.com](mailto:kstryker@jacobmartin.com)>

**Subject:** 2022 TxCDBG Certified Administrator Test

Dear Katy Stryker,

This email is to certify that you have **passed** the TxCDBG Certified Administrator Test. You are now certified for the 2022 year and will remain so for one year or until a new certification process is made available by TDA, whichever is longer.

Please retain a copy of this email as evidence of your certification. NOTE: This email replaces the "certificates" sent in previous years.



**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**

# FW: Conflict of Interest Question

External Inbox x



Chris Hay

to me, Jake ▾

9:58 AM (21 minutes ago)



Item 8.



Michael,

As a result of TDA's response provided below, and at your request, eHT is withdrawing our Statement of Qualifications (SOQ) that was submitted in response to a Request for Qualifications (RFQ) for Engineering Services related to a 2023/2024 Community Development Fund (CD) application and project. While not outlined in the RFQ, it is understood that the services required are associated with bidding and construction phase services for a project where eHT has already provided design phase services. While we disagree with TDA's opinion of our involvement in this procurement process, we do not want to risk the City's eligibility in receiving grant funds for the project. It is an unfortunate situation.

We will continue to support the City as needed in this effort, as our involvement will likely be needed as the engineer of record for the design. We value our relationship with the City and look forward to working on future projects with you. If you have any questions or concerns, please let me know. I will be attending the Tuesday council meeting to convey this message in person and answer any questions.

Thanks,

Chris Hay, PE

Associate Vice President/Senior Project Manager

Enprotec / Hibbs & Todd, Inc.

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**From:** Michelle Phares <[Michelle.Phares@TexasAgriculture.gov](mailto:Michelle.Phares@TexasAgriculture.gov)>

**Sent:** Friday, December 9, 2022 8:18 AM

**To:** Chris Hay <[chris.hay@e-ht.com](mailto:chris.hay@e-ht.com)>

**Cc:** Jake McAdams <[jmcadams@publicmgt.com](mailto:jmcadams@publicmgt.com)>; Jordan Hibbs <[jordan.hibbs@e-ht.com](mailto:jordan.hibbs@e-ht.com)>; Delfino Serna <[Delfino.Serna@TexasAgriculture.gov](mailto:Delfino.Serna@TexasAgriculture.gov)>

**Subject:** RE: Conflict of Interest Question

**Caution:** This is an external email that originated outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chris,

Among other things, 2 CFR §200.319 prevents a contractor that develops or drafts specifications from competing for a contract related to implementing the project (not just participation in the procurement process itself), because that would give the contractor a competitive advantage over other firms.

"(b) *In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.*"

This procurement stipulation is not my personal opinion, but a well-established federal procurement guideline that has been applied consistently to vendor contracts associated with TxCDBG projects.

Best,


Michelle Phares

Program Implementation Specialist

Trade and Business Development, CDBG Programs




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on designating a primary and alternate City representative for Tex-21.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>	<p>The City needs to designate a primary and an alternate City representative for Tex-21.</p>		
<b>RECOMMENDED ACTION:</b>			



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on designating the City's original water tower as a historical property.		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>	Information on the Texas Historical Commission Certified Local Government (CLG) Grant Program		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>  <p>Previously, designating the City's 1930's era water tower as a historic property to qualify for grant funding had been considered. Since then, staff has learned that the amount of funding available through the Texas Historic Commission CLG Grant Program is very limited. This past cycle there was a total of \$173,000 available to be split between 75 qualifying CLG's. It is said that typical grants range from \$2,000 to \$30,000. It is understood that if the water tower is designated as a historical property, the City would be obligated to maintain the structure, preventing "demolition by neglect," and wouldn't be allowed to tear it down without first obtaining a certificate of appropriateness. A future City Council could be faced with a \$1 million +/- price tag to renovate a water tower that isn't being used. In view of the limited amount of grant funds available, does the Council wish to continue to pursue the historic designation and expose the City to the potential for such a substantial financial obligation?</p>			
<b>RECOMMENDED ACTION:</b>  			

## Grant Information

### Certified Local Government (CLG) Grants

CLG grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. Activities eligible for CLG grant funding must be tied to the statewide comprehensive preservation planning process. A copy of the Texas Historical Commission Statewide Preservation Plan can be found [here](#).

**Priority for funding shall be given to those projects that directly relate to the following work categories**



- Architectural, historical, archeological surveys/inventories
- Preparation of nominations to the National Register of Historic Places
- Preparation of a local preservation plan
- Writing or amending preservation ordinance
- Development of local design guidelines
- Research and development of local preservation incentive program
- Travel/training expenses for hosting a regional preservation-related workshop

### Matching Requirement

All CLG grants require a local match budgeted on a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. Proposed projects utilizing all or partial matches of verifiable in-kind services or goods may also qualify as long as the local match equals a 50-50 ratio for the total cost of the project. Only non-federal monies may be used as a match, with the exception of Community Development Block Grants.

### Who Can Apply?

Cities and county governments that have been individually "certified" by the National Park Service as CLGs and are in good standing with the CLG P are eligible to apply for CLG grants. County CLGs may apply to assist non-CLG cities within their jurisdiction. CLGs may also partner together to facilitate larger projects such as public workshops or hiring a consultant to perform services for multiple CLGs. The grants may also be sponsored by CLGs by delegating a third-

party organization such as another unit of local government, a commercial firm, a non-profit entity, or educational institution to administer the grant project.

### Review Process

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Applications are reviewed by an interdisciplinary panel of agency staff based on specific criteria outlined in the application manual and approved by the THC.

### Source of Funding

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CLG grants are provided by the Texas Historical Commission (THC), the state agency for historic preservation, annually to assist CLGs through grants from the Historic Preservation Fund of the National Park Service, U.S. Department of the Interior. At least ten percent of this annual allocation is set aside by THC for distribution solely to CLGs.

### Funding Amount

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Typically, grants range from \$2,000 to \$30,000.

### How to Apply

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The FY23 CLG grant application period has closed. The Grant Manual and Application is made available in August of each year. Signed and complete application packages, including all supporting materials, are due in November. For more information, email the state coordinator, [Kelly Little](#), or call 512.463.7812.

### ADDITIONAL INFORMATION PROVIDED VIA EMAIL FOR FY 2022 CLG GRANTS:

Certified Local Government (CLG) grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. The Texas Historical Commission (THC), the state agency for historic preservation, administers the Texas CLG grant program utilizing federal funding it receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund Program. Under this program the NPS requires that at least ten percent (10%) of Texas's annual federal allocation be subgranted exclusively to participating Certified Local Governments (CLGs). The program serves as a great resource for participating county and city governments to offset the costs of self-sustaining preservation and planning-related projects. Currently, there are 77 CLGs in Texas. Contingent on resolution of the federal budget, we anticipate approximately \$140,000 to \$150,000 will be available for this round of grants.




## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action regarding the City of Glen Rose City Council compensation		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/06/2022
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>  During budget discussions on July 12, 2022, council and mayor compensation was reviewed for a potential increase. Multiple options were considered with the general consensus being the following: \$400 per month for council members and \$800 per month for the mayor. This proposed increase was used in the preparation of the FY2022-2023 budget. It should be noted that the increases will not take effect for sitting council members, but would only become effective after the election for the respective positions.			
<b>RECOMMENDED ACTION:</b>  Motion to approve or deny as presented.			



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Consider approval or other action regarding minutes: November 8, 2022 Regular City Council Meeting and November 21, 2022 Special City Council Meeting		
<b>PREPARED BY:</b>	Staci L. King, City Secretary	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>	November 8, 2022 minutes November 11, 2022 minutes		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>	Approval as presented.		

# MINUTES OF THE CITY OF GLEN ROSE REGULAR CITY COUNCIL MEETING

**Tuesday, November 08, 2022 at 5:30 PM**

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, November 08, 2022 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 5:30 PM to consider the following items of business:

## CALL TO ORDER

Julia Douglas, Mayor, called the meeting to order at 5:30 p.m.

## INVOCATION

Michael Leamons, City Administrator, gave the invocation.

## PLEDGES OF ALLEGIANCE

Mayor Douglas led the Pledges of Allegiance to the United States and Texas flags.

## ROLL CALL

### ***Council Present***

Julia Douglas, Mayor  
Kelly Harris, Council member  
Demetra Conrad, Council member  
TJ Walker, Council member

### ***Staff Present***

Michael Leamons, City Administrator  
Staci L. King, City Secretary  
Jim Holder, Director of Public Works  
Buck Martin, Chief of Police

### ***Council Absent***

Chip Joslin, Mayor Pro Tem  
George Freas, Council member

## CITIZEN/VISITOR COMMENTS

No one came forward to address the council.

## EXECUTIVE SESSION

In compliance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

1. **Section 551.071 Consultation with Attorney** – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: ***Short Term Rental Regulations***.  
Mayor Douglas called the meeting in to executive session at 5:32 p.m.  
Mayor Douglas called the meeting back to regular session at 5:44 p.m.

## ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

2. **Discussion, consideration, and possible action regarding item discussed in Executive Session: Section 551.071 Consultation with Attorney** – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: ***Short Term Rental Regulations***  
No action taken.

## PUBLIC HEARINGS

Mayor Douglas opened the public hearings at 5:51 p.m.

3. **Board of Adjustment – Public hearing regarding a request for a variance from the parking requirements described in the City of Glen Rose Code of Ordinances for the property located just north of 1420 NE Barnard Street, being legally described as Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD and identified as Parcel No. R2342 by the Somervell County Appraisal District.**
4. **Board of Adjustment - Public hearing regarding a request for a variance from the 25' front, back and side (for corner lots) yard setbacks, in order to place a manufactured home at the southwest corner of Webster and 4th Streets, being legally described as Lot 6 of Block 4 of the J. J. Farr Addition and identified as Parcel No. R11028 by the Somervell County Appraisal District.**
5. **Public hearing regarding a request to rezone the property located at 800 Clay St, being legally described as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr and identified as Parcel No. R10181, from R-1 (Single-Family Residential District) to R-2M (Single- and Two- to Four-Family Residential District and Multi-Building).**
6. **Public hearing regarding a request to rezone the property located at 1005 Holden, being legally described as Lot 7, Tract D7-30, Abst A136, Milam Co Sch LD, Holden Street Cottages and identified as Parcel No. R49110 by the Somervell County Appraisal District, from PD (Planned Development) to R-1 (Single-Family Residential District).**
7. **Public hearing regarding a request to for a Special Use Permit for the property located at 1005 Holden, being legally described as Lot 7, Tract D7-30, Abst A136, Milam Co Sch LD, Holden Street Cottages and identified as Parcel No. R49110 by the Somervell County Appraisal District, to operate a short-term rental.**
8. **Public hearing regarding proposed amendments to the City of Glen Rose Code of Ordinances, Chapter 14.02.005 *Definitions*, Chapter 14.02.152(f) *Amendments*, and Appendix A, Schedule of Uses a) *Notes to schedule of uses*.**

No one came forward to speak in favor of or opposition to the requests.

## INDIVIDUAL ITEMS FOR CONSIDERATION

9. **Discussion, consideration and possible action by the Board of Adjustment, at the request of J3 Group LLC, applicant, for a variance to the City of Glen Rose Zoning Ordinance, specifically parking requirements, for the property located just north of 1420 NE Barnard Street, being legally described as Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD and identified as Parcel No. R2342 by the Somervell County Appraisal District.**

Michael Leamons, City Administrator, briefed the council on the request. John Thomas, spoke on behalf of the applicant. Mr. Thomas stated that the current requirement would be 53 parking spaces; the footprint of the building had been reconfigured to allow for a maximum of 39 parking spaces. Mr. Leamons explained that the Planning and Zoning Commission would be discussing parking requirements at their December meeting and it was possible this situation could be addressed by changes in the city's ordinance.

MOTION by Demetra Conrad, second by Kelly Harris, to deny the variance. MOTION CARRIED by unanimous vote.

10. **Discussion, consideration and possible action by the Board of Adjustment at the request of Jaime Robles, owner, for a variance from the 25' front, back and side (for corner lots) yard setbacks, in order to place a manufactured home at the southwest corner of Webster and 4th Streets, being legally described as Lot 6**

**of Block 4 of the J. J. Farr Addition and identified as Parcel No. R11028 by the Somervell County Appraisal District.**

Michael Leamons, City Administrator, briefed the council on the request. The combined setback requirements for a corner lot leaves an 18-foot width for a building, therefore the applicant is requesting a reduction of the 25-foot setback requirement to 7 feet.

MOTION by Demetra Conrad, second by Kelly Harris, to approve the variance request as presented. MOTION CARRIED by unanimous vote.

**11. Discussion, consideration, and possible action regarding an ordinance rezoning the property located at 800 Clay Street, being legally described as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr and identified as Parcel No. R10181 by the Somervell County Appraisal District, from R-1 (Single-Family Residential District) to R-2M (Single- and Two- to Four-Family Residential District and Multi-Building).**

Michael Leamons, City Administrator, briefed the council on the request. On November 1, 2022, the Planning and Zoning Commission voted unanimously to recommend the rezone contingent upon confirmation from the City Attorney that this would not be "spot zoning." City Attorney Lowry was consulted and stated that this was not spot zoning.

MOTION by Kelly Harris, second by Demetra Conrad, to approve Ordinance No. 2022.11.08.A rezoning 800 Clay Street from R-1 to R-2M. MOTION CARRIED by unanimous vote.

**12. Discussion, consideration, and possible action regarding an ordinance rezoning the property located at 1005 Holden, being legally described as Lot 7, Tract D7-30, Abst A136, Milam Co Sch LD, Holden Street Cottages, and identified as Parcel No. R49110 by the Somervell County Appraisal District, from PD (Planned Development) to R-1 (Single-Family Residential District).**

Michael Leamons, City Administrator, briefed the council on the request. On November 1, 2022, the Planning and Zoning Commission voted unanimously to recommend the rezone. Michael and Heidi Stephens were in attendance to answer questions.

MOTION by Kelly Harris, second by Demetra Conrad, to approve Ordinance No. 2022.11.08.B rezoning 1005 Holden from PD to R-1. MOTION CARRIED by unanimous vote.

**13. Discussion, consideration, and possible action regarding a request to for a Special Use Permit for the property located at 1005 Holden, being legally described as Lot 7, Tract D7-30, Abst A136, Milam Co Sch LD, Holden Street Cottages, and identified as Parcel No. R49110 by the Somervell County Appraisal District to operate a short-term rental.**

Michael Leamons, City Administrator, briefed the council on the request. On November 1, 2022, the Planning and Zoning Commission voted unanimously to recommend the special use permit with the following conditions:

- No more than 3 police calls per year for genuine disturbances, as determined by responding law enforcement
- Owners will provide contact information to neighbors so that they are able to contact owners if an issue arises
- No more than 4 individuals allowed during a short-term stay
- Day visitors' vehicles would be allowed to park on the street, but are prohibited from parking overnight

Michael and Heidi Stephens were in attendance to answer questions. The Stephens' stated that they agreed to the conditions of the permit, however they felt that they were unnecessary.

MOTION by Demetra Conrad, second by Kelly Harris, to approve the Special Use Permit with conditions as presented. MOTION CARRIED by unanimous vote.

**14. Discussion, consideration, and possible action regarding an Ordinance amending the City of Glen Rose Code of Ordinances, Chapter 14.02.005 Definitions, Chapter 14.02.152(f) Amendments, and Appendix A, Schedule of Uses (a) Notes to schedule of uses.**

Michael Leamons, City Administrator, briefed the council on the item. On November 1, 2022, the Planning and Zoning Commission voted unanimously to recommend the amendments. Discussion was held regarding parking recreational vehicles on public streets and it was recommended amend *Notes to schedule of uses (10)* to restrict parking recreational vehicles on city streets to a maximum of 48 hours as long as they are not impeding traffic.

MOTION by Kelly Harris, second by TJ Walker, to approve Ordinance No. 2022.11.08.C amending the City of Glen Rose code of Ordinances, amended as stated above. MOTION CARRIED by unanimous vote.

**15. Discussion, consideration, and possible action regarding a petition for annexation by VRE Glen Rose 2.0, LLC for a 1.32-acre tract situated in the Milam County School, Abstract No. 136, being a portion of a certain tract of land in deed to Alvie Joe Mitchell, JR recorded under Instrument Number 20201505 and being located on the south side of Highway 67 adjacent and to the east of the 7-Eleven and authorization for staff to negotiate Development and Service Agreements.**

Michael Leamons, City Administrator, briefed the council on the petition for annexation. Mr. Leamons explained that acceptance of the petition was the first step in the annexation process and that acceptance of the petition did not guarantee the property would be annexed. Chuck Stark was in attendance on behalf of the developer.

MOTION by TJ Walker, second by Kelly Harris, to accept the petition for annexation and authorize staff to negotiate Development and Service Agreements. MOTION CARRIED by unanimous vote.

**16. Discussion, consideration, and possible action regarding a request to close streets for the Merry & Bright Christmas Bazaar and Tree Lighting.**

MOTION by TJ Walker, second by Demetra Conrad, to approve the closure of Elm, Vernon, and Walnut Streets for the Merry & Bright Christmas Bazaar and Tree Lighting. MOTION CARRIED by unanimous vote.

**17. Discussion, consideration and possible action regarding a request from Tammie Stone, ShooFly Soda Shop, to block off parking spaces for their annual Christmas party on December 3, 2022.**

MOTION by Kelly Harris, second by TJ Walker, to approve a request from Shoo Fly Soda Shop to block off parking spaces for their annual Christmas Party. MOTION CARRIED by unanimous vote.

**18. Discussion, consideration, and possible action regarding a resolution designating a Grant Administrator for the 2023-2024 Texas Community Development Block Grant (CDBG) Program.**

Michael Leamons, City Administrator, briefed the council on the item. A three-person committee comprised of Mr. Leamons, Councilwoman Demetra Conrad, and Public Works Director Jim Holder reviewed proposals from Public Management, Inc, Langford Community Management Services, and Traylor & Associates. After scoring, the committee recommendation was to engage Public Management, Inc. for grant administration services.

MOTION by Demetra Conrad, second by Kelly Harris, to approve Resolution No. 2022-28 designating Public Management, Inc. as the City of Glen Rose's grant administrator for the 2023/2024 Texas Community Development Block Grant.

**19. Discussion, consideration, and possible action on Interlocal Agreement with Somervell County for On-site Sewage Facilities (OSSF) regulatory services.**

Michael Leamons, City Administrator, presented the item to council. Mr. Leamons explained that entering into an agreement with Somervell County would create a streamlined process for builders who would be

installing OSSF in their developments. Should the county object to any terms of the agreement, it will be brought back to council for additional review and approval.

MOTION by TJ Walker, second by Demetra Conrad, to approve an Interlocal Agreement with Somervell County for OSSF regulatory services. MOTION CARRIED by unanimous vote.

**20. Discussion, consideration, and possible action on an amendment to the Interlocal Agreement with Somervell County and GRISD for Matching Funds for Glen Rose ISD SRTS/TA Project to increase the local match so that additional grant funding can be requested.**

Michael Leamons, City Administrator, presented the item to council. Mr. Leamons explained that TxDOT informed staff that engineering costs would be exceeding the project's budget; an amended agreement with a 20% local match would make additional grant funding available.

MOTION by Demetra Conrad, second by TJ Walker, to approve an amended Interlocal Agreement with Somervell County and Glen Rose ISD for the Glen Rose Safe Routes to School Project. MOTION CARRIED by unanimous vote.

**21. Discussion, consideration, and possible action regarding membership in the Tex-21 Coalition.**

Council member Demetra Conrad presented this item to council. She explained that she and Council member George Freas had recently attended a Tex-21 Coalition meeting and felt that there were numerous benefits to becoming members and recommend the City join.

MOTION by Demetra Conrad, second by TJ Walker, to approve membership in the Tex-21 Coalition. MOTION CARRIED by unanimous vote.

**22. Discussion, consideration, and possible action regarding proposed job descriptions for City Administrator and Director of Development.**

Council member Demetra Conrad presented the council with redlined version of the City Administrator job description, as well as a proposed job description for a Director of Development. Discussion was held regarding the duties and responsibilities of both positions. No action was taken regarding a Director of Development.

MOTION by Demetra Conrad, second by Kelly Harris, to amend the City Administrator job description as discussed and post the job opening. MOTION CARRIED by unanimous vote.

## **ANNOUNCEMENTS/PRESENTATIONS**

There were no announcements or presentations.

**CONSENT AGENDA** *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

**23. Consider approval or other action regarding the minutes of the October 11, 2022 Regular City Council Meeting.**

**24. Consider approval or other action regarding an accounts payable report for payments made during October 2022.**

**25. Consider approval or other action regarding a financial report for the month of October 2022.**

This item was removed from the consent agenda by Council member TJ Walker.

**26. Consider approval or other action regarding a Corporate Authorization Resolution for the City of Glen Rose Interbank InterFi account.**

**27. Consider approval or other action regarding a resolution designating the time, place, and dates of Regular City Council meetings for the 2023 calendar year.**

This item was removed from the consent agenda by Council member TJ Walker.

MOTION by Kelly Harris, second by Demetra Conrad, to approve Consent Agenda Item Nos. 23, 24, and 26. MOTION CARRIED by unanimous vote.

MOTION by Kelly Harris, second by Demetra Conrad, to approve Consent Agenda Item No. 25. MOTION CARRIED by unanimous vote.

MOTION by TJ Walker, second by Demetra Conrad, to approve Consent Agenda Item No. 27 adopting Resolution No. 2022-29 adopting the 2023 Regular City Council Meeting dates with the following amendment: the February meeting date is to be moved from Tuesday, February 14 to Monday, February 13. MOTION CARRIED by unanimous vote.

## **STAFF REPORTS**

**28. Public Works Director Report**

**29. Police Chief Report**

**30. Building and Planning Department Report**

**31. Code Enforcement and Animal Control Report**

**32. Convention and Visitors Bureau Director Report**

**33. City Administrator's Report**

**34. City Secretary's Report**

## **MAYOR AND COUNCIL MEMBER REPORTS**

There were no reports or comments from the mayor or council.

## **ADJOURN**

The meeting was adjourned at 8:02 p.m.

# MINUTES OF THE CITY OF GLEN ROSE

## SPECIAL CITY COUNCIL MEETING

**Monday, November 21, 2022 at 5:30 PM**

The City Council of the City of Glen Rose met in a Regular Meeting on Monday, November 21, 2022 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 5:30 PM to consider the following items of business:

### CALL TO ORDER

Mayor Julia Douglas called the meeting to order at 5:30 p.m.

### INVOCATION

Council member George Freas gave the invocation.

### PLEDGES OF ALLEGIANCE

Mayor Douglas led the Pledge of Allegiance to the United States and Texas flags.

### ROLL CALL

#### ***Council Present***

Julia Douglas, Mayor  
Chip Joslin, Mayor Pro Tem  
Kelly Harris, Council member  
George Freas, Council member  
Demetra Conrad, Council member  
TJ Walker, Council member

#### ***Staff Present***

Michael Leamons, City Administrator  
Staci King, City Secretary  
Jim Holder, Director of Public Works  
Buck Martin, Chief of Police  
Stan Lowry, City Attorney (via Zoom)

### CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*

No one came forward to address the council.

### EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

1. **Section 551.071 Consultation with Attorney – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: *Retaining Outside Counsel for Regulatory and Legislative Assistance***

Mayor Douglas called the meeting into executive session at 5:32 p.m.

Mayor Douglas called the meeting back in to regular session at 6:38 p.m.

### ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

2. **Discussion, consideration, and possible action regarding item discussed in Executive Session: Section 551.071 Consultation with Attorney – to seek advice from its attorney on a matter in which the duty of**

**the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: *Retaining Outside Counsel for Regulatory and Legislative Assistance***

MOTION by Demetra Conrad, second by George Freas, to enter into an Engagement Agreement with Bickerstaff Heath Delgado Acosta LLP for legislative and legal services. MOTION CARRIED with Kelly Harris casting a dissenting vote.

**ADJOURN**

The meeting was adjourned at 6:38 p.m.

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Julia Douglas, Mayor


ATTEST:

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Staci L. King, City Secretary



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Consider approval or other action regarding an accounts payable report for payments made during November 2022 (R.Sosol)		
<b>PREPARED BY:</b>	Deputy City Secretary Sosol	<b>DATE SUBMITTED:</b>	11/02/2022
<b>EXHIBITS:</b>	Accounts payable report		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>	Move to approve or deny as presented		

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Non Departmental</b>						
	11/4/2022	USIO Output Solutions	20-65-5106	Postage	Postage water bills and late notices	\$578.60
	11/4/2022	USIO Output Solutions	20-65-5110	Utility Billing Cards	Bills job/late notices job/ inserts	\$376.32
	11/11/2022	Pitney Bowes Bank Inc Purchase Power	20-65-5106	Postage	Postage for water department and WWTP letters	\$15.39
<b>Total</b>						<b>\$970.31</b>
<b>Water</b>						
	11/4/2022	AT&T Mobility	20-10-5401	Telephone/Internet	PW Director cell phone	\$43.18
	11/4/2022	Atmos Energy	20-10-5405	Gas	Gas consumption at maintenance barn	\$52.09
	11/4/2022	Badger Meter	20-10-5806	Meter Service Fees	Service agreement for mobil read system 10-22/09-23	\$924.06
	11/4/2022	New Benefits, Ltd.	20-10-5005	Health Insurance	Membership fee Teladoc (Insurance) Water	\$28.50
	11/4/2022	Smith Pump Company, Inc	20-10-5601	System Repair	2 Seal kit small bore for rebuild booster pumps @ well # 5	\$530.00
	11/4/2022	Somervell County Water District	20-10-5299	Purchased Water	Water consumption from 09-22-22/10-24-22 at delivery point # 3	\$3.50
	11/4/2022	Usa Bluebook	20-10-5160	Process Chemicals	DPD Dispenser for chlorine residual test kits/Hach spec check calibration kit	\$702.43
	11/4/2022	Fuelman	20-10-5608	Gas/Oil/Lube	Gas consumption Water Department	\$248.66
	11/11/2022	Higginbotham Bros. & Co., LLC	20-10-5602	Repair & Maint - Equip	Cords for generators, battery tenders	\$39.91
	11/11/2022	Higginbotham Bros. & Co., LLC	20-10-5120	Tools	Tools	\$8.88

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30 Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Water</b>						
	11/11/2022	Higginbotham Bros. & Co., LLC	20-10-5100	Supplies	Red paint-fire hydrant	\$5.98
	11/11/2022	Higginbotham Bros. & Co., LLC	20-10-5120	Tools	Tools	\$8.88
	11/11/2022	O'Reilly Automotive, Inc.	20-10-5602	Repair & Maint - Equip	2 batteries for 30 kw Gen-Set	\$463.48
	11/11/2022	O'Reilly Automotive, Inc.	20-10-5600	Vehicle Repair	Interior door handle for 2012 p/u	\$89.99
	11/11/2022	Smith Supply, Inc.	20-10-5601	System Repair	2" parts for water service at Glen Rose Motor Inn	\$279.23
	11/11/2022	Smith Supply, Inc.	20-10-5601	System Repair	Parts for water service at GR Motor Inn	\$98.83
	11/11/2022	Smith Supply, Inc.	20-10-5601	System Repair	Valve Box for GR Motor Inn Job	\$29.65
	11/11/2022	Smith Supply, Inc.	20-10-5601	System Repair	PVC Threaded plug	\$3.14
	11/11/2022	Smith Supply, Inc.	20-10-5120	Tools	Work gloves	\$23.93
	11/11/2022	Texas Commission On Environmental Quality	20-10-5886	State Fees	WTR account ID FY23	\$0.38
	11/11/2022	Texas Commission On Environmental Quality	20-10-5886	State Fees	WTR Account ID FY 23	\$50.00
	11/11/2022	Lowe's	20-10-5601	System Repair	Replacement heater/AC for well # 3 pump room	\$1,293.87
	11/11/2022	Usa Bluebook	20-10-5601	System Repair	(4) waterous fire hydrant extension kits - industrial park	\$1,778.44
	11/11/2022	TXU Energy	20-10-5400	Utilities (Elec)	TXU electric	\$1,835.04
	11/18/2022	Citibank	20-10-5100	Supplies	Bolts for mounting generator to trailer	\$19.29
	11/18/2022	Citibank	20-10-5108	Uniforms	Uniforms Matthew Taylor	\$233.90

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Water</b>						
	11/18/2022	Fuelman	20-10-5608	Gas/Oil/Lube	Gasoline usage PW -Water	\$251.54
	11/28/2022	AT&T (Scada)	20-10-5401	Telephone/Internet	SCADA system	\$16.95
	11/28/2022	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	November lab analysis for water system	\$27.00
	11/28/2022	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	November lab analysis for water system	\$27.00
	11/28/2022	Charter Business	20-10-5401	Telephone/Internet	Internet service for Maintenance Barn	\$42.87
	11/28/2022	DPC Industries, Inc	20-10-5846	Demurrage	Chlorine gas cylinder rental fee	\$104.00
	11/28/2022	Prairielands Groundwater Conservation District	20-10-5807	Prairielands Permit Fees	2023 Historic se permitted fee 1st quarter	\$8,710.40
	11/28/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 3 Water usage from 10-24-22/11-21-22	\$575.75
	11/28/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 4 Water usage from 10-24-22/11-21-22	\$201.25
	11/28/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 5 Water usage from 10-24-22/11-21-22	\$362.25
	11/28/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 6 Water usage from 10-24-22/11-21-22	\$91.00
	11/29/2022	Enprotec/Hibbss/Todd	20-10-5700	Capital Improvements	Spanish Oak Trail/Hilltop water line (Bidding phase)	\$2,000.00
<b>Total</b>						<b>\$21,205.25</b>
<b>WWTP</b>						
	11/4/2022	AT&T Mobility	20-21-5401	Telephone	WWTP cell phones (x2)	\$86.36

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>WWTP</b>						
	11/4/2022	Charter Business	20-21-5401	Telephone	Internet services for WWTP	\$120.61
	11/4/2022	JK Fire & Security, LLC	20-21-5120	Tools	New fire extinguishers at WWTP	\$255.00
	11/4/2022	New Benefits, Ltd.	20-21-5005	Health Insurance	Membership fee Teladoc (Insurance) WWTP	\$19.00
	11/4/2022	Fuelman	20-21-5608	Gas/Oil/Lube	Gas consumption WWTP	\$77.11
	11/11/2022	Higginbotham Bros. & Co., LLC	20-21-5120	Tools	Utility knife WWTP	\$22.76
	11/11/2022	Higginbotham Bros. & Co., LLC	20-21-5604	Repair & Maint - Struct	Torch heads	\$89.08
	11/11/2022	Texas Commission On Environmental Quality	20-21-5886	State Fees	State fees for WWTP permit FY 23	\$5,507.46
	11/11/2022	Republic Services # 794	20-21-5259	Sludge Removal	Sludge Removal at WWTP	\$872.00
	11/18/2022	United Cooperative Services	20-21-5400	Utilities	Electric 1502 Texas Dr. WWTP	\$7,319.91
	11/18/2022	Usa Bluebook	20-21-5602	Repair & Maint - Equip	Lithium grease WWTP	\$95.90
	11/18/2022	Usa Bluebook	20-21-5100	Supplies	Paper towels	\$61.95
	11/18/2022	Uline Shipping Supply Specialists	20-21-5100	Supplies	Liquid soap dispenser/hand soap/air freshener/cleaner-degreaser WWTP	\$355.29
	11/18/2022	Fuelman	20-21-5608	Gas/Oil/Lube	Gasoline usage WWTP	\$104.65
	11/28/2022	Enprotec/Hibbss/Todd	20-21-5702	Wwtp Expansion Grant	WWTP expansion project-Final design	\$15,010.00
	11/28/2022	Enprotec/Hibbss/Todd	20-21-5702	Wwtp Expansion Grant	WWTP Expansion Project (EDAP) final design	\$4,740.00
	11/28/2022	Enprotec/Hibbss/Todd	20-21-5702	Wwtp Expansion Grant	WWTP Expansion Project (TWDB) Project Management	\$1,500.00

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>WWTP</b>						
	11/28/2022	Bio Chem Lab, Inc.	20-21-5238	Lab Fees	Lab analysis WWTP	\$1,319.00
	11/28/2022	DPC Industries, Inc	20-21-5115	Chemical Supplies	Chlorine gas for disinfection process @ WWTP	\$781.72
	11/28/2022	Senergy Petroleum, LLC	20-21-5608	Gas/Oil/Lube	445 Gallons Diesel-WWTP	\$1,981.80
	11/28/2022	Windstream	20-21-5401	Telephone	Monthly phone/ Scada WWTP	\$52.74
	11/29/2022	Enprotec/Hibbss/Todd	20-21-5702	Wwtp Expansion Grant	WWTP Expansion Project-Final design	\$7,076.69
<b>Total</b>						<b>\$47,449.03</b>
<b>Sewer</b>						
	11/4/2022	Atmos Energy	20-20-5405	Gas	Gas consumption at maintenance barn	\$52.09
	11/4/2022	Enprotec/Hibbss/Todd	20-20-5738	Grand Lift Station (Edap)	Engineer services-Grand Ave Lift Station improvements	\$1,680.00
	11/4/2022	New Benefits, Ltd.	20-20-5005	Health Insurance	Membership fee Teladoc (Insurance) Sewer	\$19.00
	11/4/2022	Fuelman	20-20-5608	Gas/Oil/Lube	Gas consumption Sewer Department	\$94.21
	11/11/2022	Higginbotham Bros. & Co., LLC	20-20-5100	Supplies	3/8" rebar for resetting man hole cover	\$12.33
	11/11/2022	TXU Energy	20-20-5400	Utilities (Elec)	TXU electric	\$1,623.66
	11/18/2022	Enprotec/Hibbss/Todd	20-20-5738	Grand Lift Station (Edap)	Engineer services - Grand Ave Lift Station	\$1,708.00
	11/18/2022	Citibank	20-20-5602	Repair & Maint - Equip	Fuel Cell for Lift Station	\$159.99
	11/18/2022	Fuelman	20-20-5608	Gas/Oil/Lube	Gasoline usage PW-Sewer	\$97.30

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Sewer</b>						
	11/28/2022	AT&T (Scada)	20-20-5401	Telephone	SCADA system	\$16.95
	11/28/2022	Charter Business	20-20-5401	Telephone	Internet service for Maintenance Barn	\$42.86
	11/28/2022	Windstream	20-20-5401	Telephone	Monthly SCADA PW	\$26.35
<b>Total</b>						<b>\$5,532.74</b>
<b>Non-Departmental</b>						
	11/3/2022	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 10/9/2022	\$32.50
	11/3/2022	HSA Bank	20-2024	Health Ins W/H	HSA City 10/9/2022	\$667.65
	11/3/2022	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 10/23/2022	\$32.50
	11/3/2022	HSA Bank	20-2024	Health Ins W/H	HSA City 10/23/2022	\$987.13
	11/8/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 10/9/2022	\$908.73
	11/8/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 10/9/2022	\$1,842.08
	11/8/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 10/23/2022	\$896.66
	11/8/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 10/23/2022	\$1,817.67
	11/10/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 11/6/2022	\$770.86
	11/10/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 11/6/2022	\$180.29
	11/10/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 11/6/2022	\$180.29

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Non-Departmental</b>						
	11/10/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 11/6/2022	\$770.86
	11/10/2022	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 11/6/2022	\$973.51
	11/23/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 11/20/2022	\$180.48
	11/23/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 11/20/2022	\$771.71
	11/23/2022	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 11/20/2022	\$970.09
	11/23/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 11/20/2022	\$180.48
	11/23/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 11/20/2022	\$771.71
	11/23/2022	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 11/6/2022	\$21.43
	11/23/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 11/6/2022	\$24.08
	11/23/2022	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 11/6/2022	\$44.01
	11/23/2022	Mutual Of Omaha	20-2029	Dental Ins W/H	Dental Ins 11/6/2022	\$3.89
	11/23/2022	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 11/20/2022	\$52.41
	11/23/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 11/20/2022	\$24.08
	11/23/2022	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 11/20/2022	\$43.99
	11/28/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 11/6/2022	\$46.56
	11/28/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 11/6/2022	\$1,881.48
	11/28/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 11/20/2022	\$46.56

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Non-Departmental</b>						
	11/28/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 11/20/2022	\$1,881.48
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 11/6/2022	\$54.06
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 11/6/2022	\$7.86
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Short Term Disability 11/6/2022	\$23.76
	11/28/2022	Aflac	20-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre-Tax 11/6/2022	\$33.93
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 11/20/2022	\$54.06
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 11/20/2022	\$7.86
	11/28/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Short Term Disability 11/20/2022	\$23.76
	11/28/2022	Aflac	20-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre-Tax 11/20/2022	\$33.93
	11/28/2022	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 11/6/2022	\$18.68
	11/28/2022	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 11/20/2022	\$18.68
	11/29/2022	Kristle Martinez	20-2003	Meter Refunds Payable	Refunds	\$17.52
	11/29/2022	Bradley Lamb	20-2003	Meter Refunds Payable	Refunds	\$101.54
	11/29/2022	Lawanda Teague Russel	20-2003	Meter Refunds Payable	Refunds	\$104.54
	11/29/2022	Jeremy Littlejohn	20-2003	Meter Refunds Payable	Refunds	\$69.47
	11/29/2022	Jordan Willis	20-2003	Meter Refunds Payable	Refunds	\$91.07

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>20 - UTILITY FUND</b>						
<b>Non-Departmental</b>						
	11/29/2022	Timothy Arterberry	20-2003	Meter Refunds Payable	Refunds	\$102.33
	11/29/2022	Shonda Pennell	20-2003	Meter Refunds Payable	Refunds	\$78.36
	11/29/2022	McAnear Construction Services	20-2003	Meter Refunds Payable	Refunds	\$585.20
<b>Total</b>						<b>\$18,431.78</b>
<b>Sanitation</b>						
	11/11/2022	Republic Services # 794	20-45-5403	Trash Pickup	Trash services for the month of October	\$33,812.86
<b>Total</b>						<b>\$33,812.86</b>

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Streets &amp; Parks</b>						
	11/4/2022	AT&T Mobility	10-40-5401	Telephone	Maintenance Barn (On call ) cell phone	\$45.37
	11/4/2022	Atmos Energy	10-40-5405	Gas	Gas consumption at maintenance barn	\$52.09
	11/4/2022	City of Glen Rose	10-40-5404	Water	Water consumption at different City locations	\$53.90
	11/4/2022	Cleburne Welding And Industrial Supply	10-40-5100	Supplies	Cylinder rental for Oxy-acetylene	\$32.28
	11/4/2022	JK Fire & Security, LLC	10-40-5804	Service Fees	Inspection/testing of fire extinguishers Maintenance Barn/PW trucks	\$1,682.00
	11/4/2022	New Benefits, Ltd.	10-40-5005	Health Insurance	Membership fee Teladoc (Insurance) PW	\$19.00
	11/4/2022	Talbran Enterprises LLC	10-40-5700	Capital Expenditures	Valleyview St. Reconstruction project	\$86,056.14
	11/4/2022	Fuelman	10-40-5608	Gas/Oil/Lube	Gas consumption PW	\$71.31
	11/11/2022	Frontier Waste Gr-Transfer	10-40-5804	Service Fees	Dump fees for wood/brush	\$26.00
	11/11/2022	Glen Rose Auto Parts	10-40-5602	Repair & Maint - Equip	New motor for wacker packer plus labor	\$1,302.89
	11/11/2022	Home Depot Credit Services	10-40-5120	Tools	Replacement Lincoln ARC welder for maintenance barn	\$449.00
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5100	Supplies	Cable splicer for new welder	\$18.80
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5720	Park Development	Paint supplies for community service	\$74.13
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5720	Park Development	Supplies for community service project	\$519.19
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5100	Supplies	Supplies (new maps @ City Hall)	\$4.63

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Streets &amp; Parks</b>						
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5720	Park Development	Paint supplies for benches at bird sanctuary	\$30.36
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5720	Park Development	Paint/supplies to complete painting project	\$78.81
	11/11/2022	Higginbotham Bros. & Co., LLC	10-40-5655	Concrete	Concrete for curb repair at Jefferson St.	\$80.82
	11/11/2022	Smith Supply, Inc.	10-40-5604	Repair & Maint - Struct	50 Amp receptacle for welding machine	\$19.12
	11/11/2022	Smith Supply, Inc.	10-40-5720	Park Development	New GFI receptacle /cover for Riverwalk	\$35.99
	11/11/2022	Smith Supply, Inc.	10-40-5720	Park Development	2" rainbird diaphragm for Riverwalk	\$97.65
	11/11/2022	Smith Supply, Inc.	10-40-5100	Supplies	Parts for Paluxy Summit Lights	\$7.98
	11/11/2022	Smith Supply, Inc.	10-40-5100	Supplies	Parts for Paluxy Summit Lights	\$138.80
	11/11/2022	Smith Supply, Inc.	10-40-5720	Park Development	150 W HPS ballast for Riverwalk lights	\$107.75
	11/11/2022	Simpson Crushed Stone, LLC	10-40-5721	Road Base	5.67 Tons Road Base	\$34.02
	11/11/2022	Simpson Crushed Stone, LLC	10-40-5621	Rock/Gravel/Stone	5.47 tons oversized Rip Rap	\$86.15
	11/11/2022	TXU Energy	10-40-5403	Electric	TXU electric	\$1,056.87
	11/11/2022	TXU Energy	10-40-5421	Street Lighting	TXU electric	\$2,519.58
	11/18/2022	Citibank	10-40-5602	Repair & Maint - Equip	Portable welder repair	\$262.50
	11/18/2022	Citibank	10-40-5100	Supplies	Nuts/bolts for truck lift gate	\$23.71
	11/18/2022	United Cooperative Services	10-40-5421	Street Lighting	Cactus Creek subdivision	\$118.48

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
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**10 - GENERAL FUND**

**Streets & Parks**

11/18/2022	Fuelman	10-40-5608	Gas/Oil/Lube	Gasoline usage PW- Streets	\$190.85
11/28/2022	AT&T (Scada)	10-40-5401	Telephone	SCADA system	\$16.95
11/28/2022	Cleburne Welding And Industrial Supply	10-40-5100	Supplies	Cylinder rental fee for Oxy-Acetylene	\$33.36
11/28/2022	Charter Business	10-40-5401	Telephone	Internet service for Maintenance Barn	\$42.87
11/28/2022	Riverbend Landscaping	10-40-5804	Service Fees	Mowing/trimming @ different city properties	\$995.00
11/28/2022	Simpson Crushed Stone, LLC	10-40-5621	Rock/Gravel/Stone	3 loads of road base 18.36 tons	\$77.65
11/28/2022	Simpson Crushed Stone, LLC	10-40-5721	Road Base	3 loads of road base 18.36 tons	\$110.16
11/28/2022	Senergy Petroleum, LLC	10-40-5608	Gas/Oil/Lube	408 Gallons Diesel-Maintenance facility	\$1,855.64
11/28/2022	Texas Bit	10-40-5156	Asphalt	5.15 Tons "Type D" asphalt	\$473.00
11/29/2022	Enprotec/Hibbss/Todd	10-40-5700	Capital Expenditures	Valleyview St. Paving Improvements-Construction-Administration-Materials testing	\$1,910.00
<b>Total</b>					<b>\$100,810.80</b>

**Legislative**

11/4/2022	AT&T Mobility	10-05-5145	Exp Mayor & Council	Mayor Cell phone	\$43.18
11/4/2022	Boyle & Lowry, L.L.P.	10-05-5201	Attorney	Attorney services for the period ending on 10/25/2022	\$4,125.00
11/18/2022	Citibank	10-05-5502	Mayor & Council Travel	TML conference parking and refund	\$107.20

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Legislative</b>						
	11/18/2022	Citibank	10-05-5503	Mayor & Council Training	Mayor's webinar	\$65.00
	11/18/2022	Citibank	10-05-5502	Mayor & Council Travel		(\$161.44)
<b>Total</b>						<b>\$4,178.94</b>
<b>Code Enforcement</b>						
	11/4/2022	AT&T Mobility	10-50-5401	Telephone	Code Enforcement Cell phone	\$43.18
	11/4/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing BOA 11/08/22	\$18.48
	11/4/2022	New Benefits, Ltd.	10-50-5005	Health Insurance	Membership fee Teladoc (Insurance) CE	\$19.00
	11/11/2022	Citizenserve	10-50-5803	Software	Annual membership	\$4,800.00
	11/11/2022	Pitney Bowes Bank Inc Purchase Power	10-50-5106	Postage	Postage for CE letters	\$600.44
	11/18/2022	Citibank	10-50-5837	License Renewal	Notary renewal/ book and stamp for Jodi Holthe	\$114.95
	11/18/2022	Cherryroad Media	10-50-5210	Legal Notices & Advertising	Notice of Citywide Garage Sale	\$33.00
	11/28/2022	Oldner Lighting, LLC	10-50-5203	Contract Labor	Design services/Light Pollution Study	\$1,875.00
<b>Total</b>						<b>\$7,504.05</b>
<b>Animal Control</b>						
	11/4/2022	AT&T Mobility	10-55-5401	Telephone	Animal Control Cell Phone (x2)	\$86.36

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Animal Control</b>						
	11/4/2022	JK Fire & Security, LLC	10-55-5604	Repair & Maint - Struct	Inspection/testing of fire extinguishers at AC facilities	\$142.00
	11/4/2022	Walmart Community/Capital One	10-55-5100	Supplies	Peroxide/Alcohol/Water/Cleaning supplies AC	\$70.82
	11/4/2022	Dinosaur Valley Pest Service	10-55-5203	Contract Labor	Pesto control services at AC facilities	\$145.00
	11/4/2022	Fuelman	10-55-5608	Gas/Oil/Lube	Gas consumption AC	\$85.95
	11/11/2022	Glen Rose Veterinary Clinic	10-55-5165	Euth. & Medication	Tranquilizer from invoice #21941	\$35.00
	11/11/2022	Glen Rose Veterinary Clinic	10-55-5237	Adoption Reimbursement	Adoption voucher spay/neuter animal D-6047	\$60.00
	11/11/2022	Higginbotham Bros. & Co., LLC	10-55-5100	Supplies	Flex tape for hose leak AC	\$15.83
	11/11/2022	TXU Energy	10-55-5403	Electric	TXU electric	\$426.44
	11/18/2022	Fuelman	10-55-5608	Gas/Oil/Lube	Gasoline usage AC	\$89.67
	11/28/2022	Nextlink Broadband	10-55-5402	Internet	Internet services at AC facilities	\$110.83
	11/28/2022	Riverbend Landscaping	10-55-5203	Contract Labor	Mowing services at AC facilities	\$70.00
	11/28/2022	Spinks & Green Auto Supply	10-55-5600	Vehicle Repair	Vehicle repair/radiator/AC truck	\$1,756.24
	11/28/2022	Walmart Community/Capital One	10-55-5100	Supplies	Cleaning supplies AC facilities	\$54.77
<b>Total</b>						<b>\$3,148.91</b>
<b>Administration</b>						
	11/4/2022	AT&T Mobility	10-60-5401	Telephone	City Secretary/Front desk cell phones	\$86.36

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Administration</b>						
	11/4/2022	AT&T Mobility	10-60-5401	Telephone	City Administrator cell phone	\$43.18
	11/4/2022	JK Fire & Security, LLC	10-60-5602	Repair & Maint - Equip	Inspection/testing of fire extinguishers at CH	\$69.00
	11/4/2022	New Benefits, Ltd.	10-60-5005	Health Insurance	Membership fee Teladoc (Insurance) Admin	\$28.50
	11/4/2022	Texas Municipal Clerks Certification Program	10-60-5500	Training	Election Law Seminar Staci King	\$325.00
	11/4/2022	Texas Municipal Clerks Certification Program	10-60-5500	Training	Special Session at Election Seminar SK	\$160.00
	11/11/2022	North Central Texas Council Of Governments	10-60-5800	Dues	Annual membership dues	\$200.00
	11/11/2022	Smith Supply, Inc.	10-60-5602	Repair & Maint - Equip	Breaker for control box at CH	\$36.00
	11/11/2022	Smith Supply, Inc.	10-60-5604	Repair & Maint - Struct	Closet repair kit CH	\$43.74
	11/11/2022	TXU Energy	10-60-5406	CVB/Oakdale Electric	TXU electric	\$1,015.24
	11/9/2022	TEX-21	10-60-5800	Dues	FYE 2023 membership 10-01-22/09-30-23	\$2,500.00
	11/18/2022	Citibank	10-60-5501	Travel	Hotel during TML conference City Administrator	\$406.64
	11/18/2022	Citibank	10-60-5401	Telephone	Data usage PW Director	\$0.99
	11/18/2022	Citibank	10-60-5803	Software	Software CS computer (ADOBE)	\$14.99
	11/18/2022	Citibank	10-60-5501	Travel	Housing for CS at seminar	\$361.86
	11/18/2022	Citibank	10-60-5804	Service Fees	Scanning charges at STAPLES for Public information request	\$160.45
	11/18/2022	Citibank	10-60-5500	Training	Training seminar CS	\$100.00

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
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**10 - GENERAL FUND**

**Administration**

**Total**

**\$5,551.95**

**Law Enforcement**

11/4/2022	AT&T Mobility	10-90-5401	Telephone	Police department cellphones/unit routers	\$180.11
11/4/2022	City of Glen Rose	10-90-5404	Water	Water consumption at different City locations	\$48.07
11/4/2022	JK Fire & Security, LLC	10-90-5604	Repair & Maint - Struct	Inspection/testing of fire extinguishers at PD office and patrol cars	\$186.00
11/4/2022	New Benefits, Ltd.	10-90-5005	Health Insurance	Membership fee Teladoc (Insurance) PD	\$19.00
11/4/2022	Fuelman	10-90-5608	Gas/Oil/Lube	Gas consumption PD	\$178.83
11/11/2022	Brenda Lozano De Reza	10-90-5225	Janitorial Services	Janitorial services for the month of October	\$250.00
11/11/2022	Law Enforcement Systems, Inc	10-90-5603	Equipment	Traffic tickets w/warnings books	\$258.00
11/11/2022	TXU Energy	10-90-5403	Electric	TXU electric	\$100.35
11/18/2022	Citibank	10-90-5820	Events	Candy for National Night Out	\$131.94
11/18/2022	Citibank	10-90-5602	Repair & Maint - Equip	Spray paint to retouch spots for patrol car	\$45.97
11/18/2022	BizProtect	10-90-5860	Computer Hardware	IT assisted with install & configure printers on 2 computers PD	\$52.50
11/18/2022	Brenda Lozano De Reza	10-90-5225	Janitorial Services	Janitorial services for the month of November	\$250.00
11/18/2022	Fuelman	10-90-5608	Gas/Oil/Lube	Gasoline usage PD	\$217.80

Page

16

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Law Enforcement</b>						
	11/28/2022	Somervell County Sheriff's Office	10-90-5804	Service Fees	Annual membership to SOCO Sheriff's Department Fields OPS	\$266.00
	11/28/2022	Staples Credit Plan	10-90-5109	Office Supplies	Ink for PD	\$180.50
<b>Total</b>						<b>\$2,365.07</b>
<b>Non Departmental</b>						
	11/4/2022	Atmos Energy	10-65-5405	Gas	Gas consumption at CH	\$66.29
	11/4/2022	City of Glen Rose	10-65-5404	Water	Water consumption at different City locations	\$551.60
	11/4/2022	Civicplus	10-65-5228	Website/Email Management	Ultimate design migration/meetings migration/training sessions	\$4,210.00
	11/4/2022	USIO Output Solutions	10-65-5230	Comprehensive Plan Consultant	Bills job/late notices job/ inserts	\$149.50
	11/11/2022	Brenda L. James	10-65-5226	Cpa	Bank Reconciliations September/ Review audit requirements	\$387.50
	11/11/2022	Brenda Lozano De Reza	10-65-5225	Janitorial Services	Janitorial services for the month of October	\$650.00
	11/11/2022	Charter Business	10-65-5401	Telephone	Internet backup service for CH	\$62.32
	11/11/2022	Charter Business	10-65-5402	Internet	Internet backup service for CH	\$62.32
	11/11/2022	Cave Consulting Partners, Llp	10-65-5228	Website/Email Management	Google workspace backup (Final Bill)	\$600.00
	11/11/2022	Kinect Communications, LLC	10-65-5401	Telephone	Recurring charges/portal desktop 11/01/22-11/30/22	\$415.49
	11/11/2022	Pitney Bowes Inc	10-65-5217	Postage, Copier Lease	Shipping for smart link device for postage machine	\$27.49

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Non Departmental</b>						
	11/11/2022	Pitney Bowes Bank Inc Purchase Power	10-65-5106	Postage	Postage for Admin payments/letters	\$109.09
	11/11/2022	Pitney Bowes Bank Inc Purchase Power	10-65-5217	Postage, Copier Lease	Finance charges for postage machine	\$5.00
	11/11/2022	TXU Energy	10-65-5403	Electric	TXU electric	\$470.85
	11/18/2022	Citibank	10-65-5746	Change Logos	New logo business cards	\$286.99
	11/18/2022	BizProtect	10-65-5224	It Support	Antivirus Webroot Prorated 9 moths for Council Members	\$123.66
	11/18/2022	BizProtect	10-65-5224	It Support	Reset user access/ EH	\$52.50
	11/18/2022	BizProtect	10-65-5224	It Support	Hardware consultation SK	\$26.25
	11/18/2022	BizProtect	10-65-5224	It Support	Setup 6 laptops W/software install & activation/create AD accounts/ domain Council	\$367.50
	11/18/2022	BizProtect	10-65-5224	It Support	OVPN troubleshooting/routing issues S king	\$157.50
	11/18/2022	Xerox Corporation	10-65-5217	Postage, Copier Lease	Copier rental including color copies	\$309.92
	11/18/2022	Brenda Lozano De Reza	10-65-5225	Janitorial Services	Janitorial services for the month of November	\$650.00
	11/22/2022	RD Construction	10-65-5740	City Hall Renovation 3300Sqft	Remove and replace formica at Council Chanmber	\$4,230.00
	11/22/2022	RD Construction	10-65-5740	City Hall Renovation 3300Sqft	Remove and dispose counter top and install formica counter top	\$300.00
	11/22/2022	RD Construction	10-65-5740	City Hall Renovation 3300Sqft	Remove and dispose of cabinets and counter tops, install new stain raised panel cabinets, formica counter top	\$6,500.00

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Non Departmental</b>						
	11/28/2022	3cGeo	10-65-5202	Engineering	Monthly hosting fee for interactive mapping	\$400.00
	11/28/2022	Windstream	10-65-5401	Telephone	Internet services at CH	\$257.98
	11/28/2022	Windstream	10-65-5402	Internet	Internet services at CH	\$257.98
	11/28/2022	Windstream	10-65-5401	Telephone	Fax & Long distance service CH	\$60.83
	11/28/2022	Pitney Bowes Global Financial Services LLC	10-65-5217	Postage, Copier Lease	Postage machine leasing charges 09-30-22/12-29-22	\$456.15
<b>Total</b>						<b>\$22,204.71</b>
<b>Municipal Court</b>						
	11/4/2022	New Benefits, Ltd.	10-80-5005	Health Insurance	Membership fee Teladoc (Insurance) Court	\$9.50
	11/11/2022	Pitney Bowes Bank Inc Purchase Power	10-80-5106	Postage	Postage for court letters	\$275.08
	11/18/2022	Mickey Garrett	10-80-5203	Contract Labor	Judge services for the month of November	\$500.00
	11/28/2022	Texas Municipal Courts Association	10-80-5800	Dues & Subscriptions	Emily Holder membership	\$75.00
	11/28/2022	Texas Municipal Courts Association	10-80-5800	Dues & Subscriptions	Mickey Garrett membership	\$75.00
<b>Total</b>						<b>\$934.58</b>
<b>Non-Departmental</b>						
	11/3/2022	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 10/9/2022	\$291.98
	11/3/2022	HSA Bank	10-2024	Health Ins W/H	HSA City 10/9/2022	\$1,323.66

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Non-Departmental</b>						
	11/3/2022	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 10/23/2022	\$291.97
	11/3/2022	HSA Bank	10-2024	Health Ins W/H	HSA City 10/23/2022	\$1,323.63
	11/8/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 10/9/2022	\$1,787.16
	11/8/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 10/9/2022	\$3,622.82
	11/8/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 10/23/2022	\$1,815.80
	11/8/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 10/23/2022	\$3,680.88
	11/11/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 11/6/2022	\$136.15
	11/10/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 11/6/2022	\$1,568.02
	11/10/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 11/6/2022	\$366.71
	11/10/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 11/6/2022	\$366.71
	11/10/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 11/6/2022	\$1,568.02
	11/10/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 11/6/2022	\$2,007.02
	11/23/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 11/20/2022	\$136.15
	11/23/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 11/20/2022	\$361.37
	11/23/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 11/20/2022	\$1,545.21

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Non-Departmental</b>						
	11/23/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 11/20/2022	\$1,969.62
	11/23/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 11/20/2022	\$361.37
	11/23/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 11/20/2022	\$1,545.21
	11/23/2022	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 11/6/2022	\$101.49
	11/23/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 11/6/2022	\$41.28
	11/23/2022	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 11/6/2022	\$56.31
	11/23/2022	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 11/6/2022	\$179.63
	11/23/2022	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 11/20/2022	\$101.41
	11/23/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 11/20/2022	\$41.28
	11/23/2022	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 11/20/2022	\$56.26
	11/23/2022	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 11/20/2022	\$42.10
	11/28/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 11/6/2022	\$69.84
	11/28/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 11/6/2022	\$3,293.12
	11/28/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 11/20/2022	\$69.84
	11/28/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 11/20/2022	\$3,293.12
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 11/6/2022	\$86.58
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 11/6/2022	\$7.08

City of Glen Rose  
Council Report  
Check Date: 11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>10 - GENERAL FUND</b>						
<b>Non-Departmental</b>						
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Short Term Disability 11/6/2022	\$120.12
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Specified Health 11/6/2022	\$40.56
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 11/6/2022	\$5.10
	11/28/2022	Aflac	10-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre- Tax 11/6/2022	\$37.26
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre- Tax 11/20/2022	\$86.58
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 11/20/2022	\$7.08
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Short Term Disability 11/20/2022	\$120.12
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Specified Health 11/20/2022	\$40.56
	11/28/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 11/20/2022	\$5.10
	11/28/2022	Aflac	10-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre- Tax 11/20/2022	\$37.26
	11/28/2022	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 11/6/2022	\$22.22
	11/28/2022	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 11/20/2022	\$22.22
<b>Total</b>						<b>\$34,052.98</b>

City of Glen Rose  
Council Report  
11/1/2022 to 11/30/2022

12/6/2022 12:30

Item 13.

Fund Totals

10	GENERAL FUND	\$180,751.99
20	UTILITY FUND	\$127,401.97
	<b>Grand Total:</b>	<b>\$308,153.96</b>



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	12/13/2022		
<b>AGENDA SUBJECT:</b>	Consider approval or other action regarding a financial report for the month of November 2022		
<b>PREPARED BY:</b>	City Administrator Michael Leamons	<b>DATE SUBMITTED:</b>	12/05/2022
<b>EXHIBITS:</b>	Discussion Regarding November Financial Report Bonded Indebtedness Sales and Use Tax Report General Ledger Report Utility Billing Report Budget Report		
<b>BUDGETARY IMPACT:</b>		<b>Required Expenditure:</b>	\$00.00
		<b>Amount Budgeted:</b>	\$00.00
		<b>Appropriation Required:</b>	\$00.00
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>  Move to approve or deny as presented			

## DISCUSSION ON THE MONTHLY FINANCIAL REPORTS

### PERIOD ENDING November 30, 2022

#### Highlights

The General Fund was in the black for November by about \$23,000 and for the year by about \$99,000. The Utility Fund was in the black for November by about \$69,000 and for the year by \$152,000. We had another good month for sales tax revenue in November. The City currently has about \$10.6 million in its various accounts, another new high.

#### Report on Reserves

As noted above, as of November 30th, the City held about \$10.6 million in its various accounts, about a \$122,000 increase over last month. \$510,202 of the above total are restricted funds (customer deposit, bond payment, HOT, and dedicated court funds), leaving the City a balance of about \$10.1 million in what, primarily, are reserve funds. If the adopted FY 2022-23 goes according to plan, the amount held in reserve will decrease by \$3,491,300 over the course of the year, leaving the City with about \$6.4 million in, primarily, reserve funds. (Usually the drawdown is less than what is budgeted due to lower than expected operating expenditures and capital projects that carry over into the next budget cycle.) The City's total operating budget for FY 2021-22, less capital expenditures, contingency funds, and dedicated court funds, is \$4,392,765. With roughly \$4.4 million in annual operating costs, the current \$10.1 million in reserves should carry the City for about 28 months, if the budgeted drawdown in reserves is realized, the City's reserves should carry the City for about 18 months.

#### General Ledger Cash Balance Report

As has been mentioned previously, often there are differences between the bank account balances and the general ledger cash balance reports. The general ledger report carries in its balance checks that were written in the past which have never been deposited. Also, the instant a transaction is entered into the general ledger, it shows up in the general ledger report, but it can take days for both deposits and withdrawals to clear the bank and be reflected in our bank account balances.

The general ledger cash balance for the various funds through November 30th is about \$10.5 million, about a \$130,000 increase from a month ago, and an increase of about \$1.6 million from a year ago.

#### General Ledger Cash Balance Report - Court Fund

The amount in the Court Fund has increased by about \$600 from a month ago.

#### Cash and Investment Report

As noted above, there was about \$10.6 million in the City's accounts as of November 30th, this is about a \$122,000 increase over last month.

#### Budget Report - General Fund

For the month, revenues have exceeded expenditures by about \$23,000 and for the year by about \$99,000.

**Budget Report - Utility Fund**

For the month, revenues have exceeded expenditures by about \$69,000 and for the year revenues have exceeded revenues by about \$152,000.

**Sales and Use Tax Report**

The State has not posted its sales and use tax figures for December (tax on sales made in September) in time to be included in this packet report. The table provided in last month's packet has been updated to show the funds received during November. The November payment came in at 162,275.23, about a 8.6% increase over last year's payment. For the past 12 months, revenues have increased by about 6%.

**CITY OF GLEN ROSE**  
**BONDED INDEBTEDNESS as of November 30, 2022**

<b>BOND</b>	<b>MATURES</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>	<b>OUTSTANDING</b>
CO/2016 WWTP CONSTRUCTION	2037	\$ 3,520,000	\$ 1,238,912	\$ 4,758,912	\$ 3,551,317
		<b>CO/2016 WWTP CONSTRUCTION PAYMENT</b>	<b>INT. RATE</b>	<b>TOTAL ANNUAL PAYMENT</b>	
2021-2022		<b>PAID</b>			
2022-2023		\$ 238,520	1.60%	\$ 238,520	
2023-2024		\$ 235,960	1.78%	\$ 235,960	
2024-2025		\$ 238,112	1.93%	\$ 238,112	
2025-2026		\$ 234,928	2.06%	\$ 234,928	
2026-2027		\$ 236,529	2.39%	\$ 236,529	
2027-2028		\$ 237,466	2.66%	\$ 237,466	
2028-2029		\$ 237,811	2.76%	\$ 237,811	
2029-2030		\$ 237,843	3.04%	\$ 237,843	
2030-2031		\$ 237,219	3.22%	\$ 237,219	
2031-2032		\$ 236,101	3.36%	\$ 236,101	
2032-2033		\$ 234,549	3.22%	\$ 234,549	
2033-2034		\$ 238,109	3.22%	\$ 238,109	
2034-2035		\$ 236,347	3.21%	\$ 236,347	
2035-2036		\$ 234,445	3.21%	\$ 234,445	
2036-2037		<u>\$ 237,383</u>	3.21%	<u>\$ 237,383</u>	
		<b>\$3,551,317</b>		<b>\$ 3,551,317</b>	

NOTES:

- 1) Payments on interest only are due on February 15th each year and payments on principal and interest are due on August 15th each year
- 2) The CO/2016 WWTP construction debt is paid with utility system revenues.

**CITY OF GLEN ROSE  
SALES AND USE TAX REPORT**

Report for November Council Packet

	2021	2022	% Change
January	109,714.93	140,720.76	22.03%
February	168,437.23	157,699.38	-6.81%
March	109,932.23	122,481.96	10.25%
April	101,103.73	114,031.95	11.34%
May	171,528.37	153,004.12	-12.11%
June	136,631.88	136,092.33	-0.40%
July	129,574.66	143,944.29	9.98%
August	168,800.51	161,247.24	-4.68%
September	125,589.65	137,749.12	8.83%
October	127,727.12	163,231.03	21.75%
November	148,290.73	162,275.23	8.62%
	2020	2021	
December	134,172.50	142,862.07	6.08%
<b>TOTAL</b>	<b>1,631,503.54</b>	<b>1,735,339.48</b>	<b>5.98%</b>

Comparison of sales tax revenue for the most recent 12 month period versus that of a year ago. The number reported for June is for sales made in April. There's always a 2 month lag.

CASH AND INVESTMENT REPORT FOR THE CITY OF GLEN ROSE		
November 2022		
TEXPOOL		\$3,699,563.17
TEXSTAR		\$2,560,758.04
INTERBANK		\$1,603,080.39
FIRST FINANCIAL BANK		\$2,709,222.65
<b>TOTAL</b>		<b>\$10,572,624.25</b>
<b>TEXPOOL</b>		
UTILITY SYSTEM REVENUE BOND RESERVE	3.61%	\$249,197.42
WATER AND SEWER FUND	3.61%	\$1,814,422.13
GENERAL FUND RESERVE	3.61%	\$1,635,943.62
<b>TOTAL TEXPOOL INVESTMENTS</b>		<b>\$3,699,563.17</b>
<b>TexSTAR</b>		
GENERAL	3.56%	\$2,560,758.04
<b>INTERBANK</b>		
INTRAFI	4.07%	\$1,603,080.39
<b>FFB BANK ACCOUNTS</b>		
OAKDALE ELECTRICITY DEPOSIT CD	1.50%	\$20,054.06
HOTEL OCCUPANCY	1.50%	\$101.88
TXCDBG	0.00%	\$252.38
TWDB 2016 CONSTRUCTION PROJECT	1.50%	\$749.97
COURT TECHNOLOGY FUND	1.50%	\$9,579.17
COURT SECURITY	1.50%	\$10,321.35
MUNICIPAL JURY FUND	1.50%	\$157.56
TRUANCY AND PREVENTION FUND	1.50%	\$8,193.48
CUSTOMER DEPOSIT ACCOUNT	1.50%	\$211,594.75
POOL CASH	1.50%	\$965,740.37
MONEY MARKET	2.93%	\$1,502,531.74
<b>TOTAL FFB BALANCES</b>		<b>\$2,709,222.65</b>

Investments are in compliance with the Investment Policy for the City of Glen Rose

**CITY OF GLEN ROSE**  
**GENERAL LEDGER CASH BALANCE REPORT BY FUND**  
**November 30, 2022**

FUND	CURRENT BALANCE	MONTH AGO BALANCE	YEAR AGO BALANCE
1 GENERAL	\$6,361,359.16	\$6,320,779.50	\$5,200,009.77
2 UTILITY	\$4,081,014.58	\$3,991,815.67	\$3,633,773.95
3 CVB	\$0.00	\$0.00	\$63,606.30
5 COURT*	\$28,400.59	\$27,798.08	\$21,158.70
TOTAL	\$10,470,774.33	\$10,340,393.25	\$8,918,548.72

\*The Court Fund includes amounts dedicated to security, technology, truancy prevention, and jury reimbursement.

12/5/2022 11:32:05 AM

**Council Report****Billing Period****10/21/2022 - 11/20/2022**

<b>Utility Bills Disbursed</b>	<b>Count</b>	<b>Amount</b>
Active	1253	\$166,114.03
First Bill	9	\$454.85
Final Bill	9	\$999.92
Backdated Move In Date	8	\$763.48
Final Bill, Backdated Move In Date	1	\$96.73
Cutoff Nonpayment	1	\$61.71
Pending Cutoff Nonpayment	1	\$558.55
Landlord	2	\$134.39
Pending Reconnect	1	\$61.71
Payment Plan	2	\$247.47
Total	1287	\$169,492.84

<b>Payments Received</b>	<b>Count</b>	<b>Amount</b>
CreditCard	283	\$32,029.37
Check	405	\$95,064.49
Cash	70	\$7,177.92
Change	41	(\$446.40)
AchFile	341	\$56,417.62
Other	1	\$524.59
Total	1141	\$190,767.59

<b>Service Orders Completed</b>	<b>Count</b>
Reread	77
Cutoff - Nonpayment	10
Connect	7
Disconnect - Move Out	9
General	16
Change Occupant	4
Meter Pull	1
Reconnect Cutoff	6
Total	130

<b>Service Categories</b>	<b>Count</b>	<b>Amount</b>
Sewer	1145	\$53,108.99
Trash	1107	\$31,966.53
Water	1273	\$81,545.07
One-Time Charges	3	\$720.00
Total	0	\$167,340.59

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Property &amp; Sales Tax</b>							
10-4000 Sales Tax	162,275.23	133,280.00	28,995.23	325,506.26	1,600,000.00	20.34%	1,274,493.74
10-4001 Mixed Drinks Tax	2,308.66	1,832.60	476.06	4,145.70	22,000.00	18.84%	17,854.30
10-4002 Gross Receipts Tax	16,450.83	16,666.67	(215.84)	18,502.93	200,000.00	9.25%	181,497.07
10-4005 Property Taxes	31,449.32	67,240.00	(35,790.68)	31,481.91	807,203.00	3.90%	775,721.09
10-4010 Property Taxes (Delinquent)	1,607.61	1,666.00	(58.39)	4,396.65	20,000.00	21.98%	15,603.35
Property & Sales Tax Totals	214,091.65	220,685.27	(6,593.62)	384,033.45	2,649,203.00	14.50%	2,265,169.55
<b>Interest Income</b>							
10-4006 Penalites & Interest	806.99	833.33	(26.34)	1,436.20	10,000.00	14.36%	8,563.80
10-4500 Interest Income	17,624.61	1,249.50	16,375.11	32,618.25	15,000.00	217.46%	(17,618.25)
Interest Income Totals	18,431.60	2,082.83	16,348.77	34,054.45	25,000.00	136.22%	(9,054.45)
<b>Other Revenue Sources</b>							
10-4200 Permits	5,145.40	9,996.00	(4,850.60)	14,521.02	120,000.00	12.10%	105,478.98
10-4700 Miscellaneous Income	7.55	957.95	(950.40)	269.03	11,500.00	2.34%	11,230.97
10-4703 Vrc Loan Repayment	0.00	833.33	(833.33)	2,500.00	10,000.00	25.00%	7,500.00
Other Revenue Sources Totals	5,152.95	11,787.28	(6,634.33)	17,290.05	141,500.00	12.22%	124,209.95
<b>Fines, Fees &amp; Forfeitures</b>							
10-4300 Pound Fees	170.00	41.67	128.33	220.00	500.00	44.00%	280.00
10-4301 Municipal Court Fine Revenue	3,489.00	5,833.33	(2,344.33)	7,262.00	70,000.00	10.37%	62,738.00
10-4303 Deferred Adjudication	600.00	1,166.20	(566.20)	1,550.00	14,000.00	11.07%	12,450.00
10-4305 Time Payment Reimbursement	0.00	41.67	(41.67)	45.00	500.00	9.00%	455.00
10-4313 Child Safety -Muni Court	75.00	0.00	75.00	75.00	0.00	0.00%	(75.00)
10-4316 Court Costs	629.56	1,082.90	(453.34)	1,398.88	13,000.00	10.76%	11,601.12
10-4318 Warrant Fee-Muni Court	14.44	83.30	(68.86)	214.44	1,000.00	21.44%	785.56
10-4319 Omnibase Reimbursement Fee	0.00	0.00	0.00	20.00	0.00	0.00%	(20.00)

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Fines, Fees &amp; Forfeitures</b>							
10-4331 Clear The Shelter	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-4332 County Res Impound Fee	525.00	158.27	366.73	840.00	1,900.00	44.21%	1,060.00
10-4345 Quarantine Fee	0.00	29.17	(29.17)	0.00	350.00	0.00%	350.00
10-4346 Boarding Fee	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
10-4347 Adopting Fee	460.00	125.00	335.00	770.00	1,500.00	51.33%	730.00
10-4348 Euthanasia Fee	25.00	16.67	8.33	25.00	200.00	12.50%	175.00
Fines, Fees & Forfeitures Totals	5,988.00	8,761.52	(2,773.52)	12,420.32	105,150.00	11.81%	92,729.68
<b>Grants &amp; Donations</b>							
10-4330 Donations	0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00
10-4707 Safe Routes Grant & Cost Shar	0.00	19,159.00	(19,159.00)	0.00	230,000.00	0.00%	230,000.00
10-4709 Nrhp Grant	0.00	8,330.00	(8,330.00)	0.00	100,000.00	0.00%	100,000.00
Grants & Donations Totals	0.00	27,572.30	(27,572.30)	0.00	331,000.00	0.00%	331,000.00
<b>Business &amp; Franchise</b>							
10-4704 Glen Rose Wrecker	750.00	749.70	0.30	1,500.00	9,000.00	16.67%	7,500.00
10-4705 Nextlink	1,500.00	1,500.00	0.00	3,000.00	18,000.00	16.67%	15,000.00
Business & Franchise Totals	2,250.00	2,249.70	0.30	4,500.00	27,000.00	16.67%	22,500.00
<b>Transfers In</b>							
10-4710 Transfer in Reserves	0.00	77,469.00	(77,469.00)	0.00	930,000.00	0.00%	930,000.00
Transfers In Totals	0.00	77,469.00	(77,469.00)	0.00	930,000.00	0.00%	930,000.00
Revenue Totals	245,914.20	350,607.90	(104,693.70)	452,298.27	4,208,853.00	10.75%	3,756,554.73

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Legislative</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-05-5055 Mayor & Council Pay	0.00	1,228.67	(1,228.67)	0.00	14,750.00	0.00%	14,750.00
10-05-5145 Exp Mayor & Council	43.18	166.67	(123.49)	43.18	2,000.00	2.16%	1,956.82
10-05-5201 Attorney	4,125.00	2,998.80	1,126.20	4,125.00	36,000.00	11.46%	31,875.00
10-05-5240 Election Expense	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00
10-05-5401 Telephone	0.00	65.75	(65.75)	0.00	789.00	0.00%	789.00
10-05-5407 Council Laptops	0.00	500.00	(500.00)	6,247.62	6,000.00	104.13%	(247.62)
10-05-5502 Mayor & Council Travel	(54.24)	625.00	(679.24)	3,666.77	7,500.00	48.89%	3,833.23
10-05-5503 Mayor & Council Training	65.00	208.33	(143.33)	65.00	2,500.00	2.60%	2,435.00
Legislative Totals	4,178.94	7,043.22	(2,864.28)	14,147.57	84,539.00	16.73%	70,391.43

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Streets &amp; Parks</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-40-5000 Wages Streets & Parks	5,818.30	9,247.29	(3,428.99)	11,636.62	111,012.00	10.48%	99,375.38
10-40-5001 Overtime Streets & Parks	118.31	637.50	(519.19)	268.13	7,650.00	3.50%	7,381.87
10-40-5003 Payroll Taxes Streets/Pks	443.10	791.68	(348.58)	888.61	9,504.00	9.35%	8,615.39
10-40-5004 Retirement	862.27	1,552.29	(690.02)	1,729.02	18,635.00	9.28%	16,905.98
10-40-5005 Health Insurance	1,619.00	3,198.72	(1,579.72)	3,219.00	38,400.00	8.38%	35,181.00
10-40-5006 Life & Add Insurance	39.60	62.05	(22.45)	75.13	745.00	10.08%	669.87
10-40-5007 Workers Comp Insurance	0.00	600.17	(600.17)	7,787.36	7,205.00	108.08%	(582.36)
10-40-5008 Twc	0.00	358.50	(358.50)	0.00	4,302.00	0.00%	4,302.00
10-40-5010 Longevity	0.00	116.62	(116.62)	0.00	1,400.00	0.00%	1,400.00
10-40-5013 On Call	140.00	347.58	(207.58)	280.00	4,171.00	6.71%	3,891.00
10-40-5100 Supplies	259.56	266.67	(7.11)	259.56	3,200.00	8.11%	2,940.44
10-40-5107 Janitorial Supplies	0.00	150.00	(150.00)	0.00	1,800.00	0.00%	1,800.00
10-40-5108 Uniforms	0.00	201.67	(201.67)	0.00	2,420.00	0.00%	2,420.00
10-40-5120 Tools	449.00	208.33	240.67	449.00	2,500.00	17.96%	2,051.00
10-40-5122 Crack Sealant	0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
10-40-5156 Asphalt	473.00	666.67	(193.67)	473.00	8,000.00	5.91%	7,527.00
10-40-5175 Herbicides & Insecticides	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-40-5203 Contract Labor	0.00	3,815.38	(3,815.38)	0.00	45,803.00	0.00%	45,803.00
10-40-5401 Telephone	105.19	291.67	(186.48)	148.06	3,500.00	4.23%	3,351.94
10-40-5403 Electric	1,056.87	833.00	223.87	1,056.87	10,000.00	10.57%	8,943.13
10-40-5404 Water	53.90	249.90	(196.00)	53.90	3,000.00	1.80%	2,946.10
10-40-5405 Gas	52.09	208.33	(156.24)	52.09	2,500.00	2.08%	2,447.91
10-40-5421 Street Lighting	2,638.06	2,750.00	(111.94)	2,638.06	33,000.00	7.99%	30,361.94
10-40-5500 Training	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-40-5501 Travel	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-40-5600 Vehicle Repair	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Streets &amp; Parks</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-40-5602 Repair & Maint - Equip	1,565.39	833.00	732.39	1,565.39	10,000.00	15.65%	8,434.61
10-40-5604 Repair & Maint - Struct	19.12	833.33	(814.21)	19.12	10,000.00	0.19%	9,980.88
10-40-5608 Gas/Oil/Lube	2,117.80	833.00	1,284.80	2,252.87	10,000.00	22.53%	7,747.13
10-40-5612 New Pickup PW	0.00	4,333.33	(4,333.33)	0.00	52,000.00	0.00%	52,000.00
10-40-5621 Rock/Gravel/Stone	163.80	58.33	105.47	163.80	700.00	23.40%	536.20
10-40-5626 Sidewalk	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
10-40-5636 Street Paint	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-40-5655 Concrete	80.82	125.00	(44.18)	80.82	1,500.00	5.39%	1,419.18
10-40-5656 Drainage Pipe	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-40-5700 Capital Expenditures	87,966.14	37,485.00	50,481.14	91,111.14	450,000.00	20.25%	358,888.86
10-40-5720 Park Development	943.88	625.00	318.88	943.88	7,500.00	12.59%	6,556.12
10-40-5721 Road Base	144.18	125.00	19.18	144.18	1,500.00	9.61%	1,355.82
10-40-5736 Engineering For Next Project	0.00	4,166.67	(4,166.67)	0.00	50,000.00	0.00%	50,000.00
10-40-5738 Safe Routes School	0.00	28,738.50	(28,738.50)	0.00	345,000.00	0.00%	345,000.00
10-40-5739 Barnard Street Sidewalk	0.00	8,330.00	(8,330.00)	0.00	100,000.00	0.00%	100,000.00
10-40-5740 Paving	0.00	20,825.00	(20,825.00)	0.00	250,000.00	0.00%	250,000.00
10-40-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-40-5804 Service Fees	2,703.00	2,500.00	203.00	3,748.00	30,000.00	12.49%	26,252.00
10-40-5859 Street Signs	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
<b>Streets &amp; Parks Totals</b>	<b>109,832.38</b>	<b>138,906.75</b>	<b>(29,074.37)</b>	<b>131,043.61</b>	<b>1,667,447.00</b>	<b>7.86%</b>	<b>1,536,403.39</b>

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Code Enforcement</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
10-50-5000 Wages Code Enforcement	5,174.05	9,406.81	(4,232.76)	10,333.15	112,927.00	9.15%	102,593.85
10-50-5001 Overtime Code Enforcement	138.00	297.50	(159.50)	383.97	3,570.00	10.76%	3,186.03
10-50-5003 Payroll Taxes Code Enf	419.81	765.61	(345.80)	846.75	9,191.00	9.21%	8,344.25
10-50-5004 Retirement	793.52	1,042.99	(249.47)	1,600.23	12,521.00	12.78%	10,920.77
10-50-5005 Health Insurance	1,626.63	1,666.00	(39.37)	3,233.51	20,000.00	16.17%	16,766.49
10-50-5006 Life & Add Insurance	29.60	81.55	(51.95)	58.15	979.00	5.94%	920.85
10-50-5007 Workers Comp Insurance	0.00	133.28	(133.28)	122.00	1,600.00	7.63%	1,478.00
10-50-5008 Twc	0.00	407.58	(407.58)	0.00	4,893.00	0.00%	4,893.00
10-50-5013 On Call	280.00	304.17	(24.17)	560.00	3,650.00	15.34%	3,090.00
10-50-5106 Postage	600.44	208.25	392.19	600.44	2,500.00	24.02%	1,899.56
10-50-5108 Uniforms	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-50-5120 Instrument & Tools	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-50-5202 Engineering	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-50-5203 Contract Labor	1,875.00	2,499.00	(624.00)	2,500.00	30,000.00	8.33%	27,500.00
10-50-5208 Fire Marshall Services	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
10-50-5210 Legal Notices & Advertising	51.48	166.67	(115.19)	114.84	2,000.00	5.74%	1,885.16
10-50-5215 Code Replacement	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-50-5219 Abatements	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
10-50-5247 Mapping	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-50-5401 Telephone	43.18	65.75	(22.57)	43.18	789.00	5.47%	745.82
10-50-5500 Training	0.00	395.67	(395.67)	0.00	4,750.00	0.00%	4,750.00
10-50-5501 Travel	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-50-5600 Vehicle Repair	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-50-5608 Gas/Oil/Lube	0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00
10-50-5801 Miscellaneous Exp	0.00	166.67	(166.67)	70.00	2,000.00	3.50%	1,930.00
10-50-5803 Software	4,800.00	399.84	4,400.16	4,800.00	4,800.00	100.00%	0.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Code Enforcement</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-50-5837 License Renewal	114.95	33.33	81.62	114.95	400.00	28.74%	285.05
10-50-5860 Hardware Replacement	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Code Enforcement Totals	15,946.66	20,415.64	(4,468.98)	25,381.17	245,070.00	10.36%	219,688.83

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Animal Control</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-55-5000 Wages Animal Control	2,995.98	3,169.48	(173.50)	5,991.96	38,049.00	15.75%	32,057.04
10-55-5001 Overtime Animal Control	0.00	297.50	(297.50)	0.00	3,570.00	0.00%	3,570.00
10-55-5003 Payroll Taxes Animal Cont	250.62	291.05	(40.43)	501.24	3,494.00	14.35%	2,992.76
10-55-5004 Retirement	464.86	570.60	(105.74)	929.72	6,850.00	13.57%	5,920.28
10-55-5005 Health Insurance	800.00	799.68	0.32	1,200.00	9,600.00	12.50%	8,400.00
10-55-5006 Life & Add Insurance	20.18	24.99	(4.81)	35.59	300.00	11.86%	264.41
10-55-5007 Workers Comp Insurance	0.00	181.09	(181.09)	3,194.36	2,174.00	146.93%	(1,020.36)
10-55-5008 Twc	0.00	90.54	(90.54)	0.00	1,087.00	0.00%	1,087.00
10-55-5010 Longevity	0.00	33.32	(33.32)	0.00	400.00	0.00%	400.00
10-55-5013 On Call	280.00	304.17	(24.17)	560.00	3,650.00	15.34%	3,090.00
10-55-5100 Supplies	141.42	166.60	(25.18)	141.42	2,000.00	7.07%	1,858.58
10-55-5108 Uniforms	0.00	100.00	(100.00)	0.00	1,200.00	0.00%	1,200.00
10-55-5109 Office Supplies	0.00	66.67	(66.67)	0.00	800.00	0.00%	800.00
10-55-5165 Euth. & Medication	35.00	166.67	(131.67)	35.00	2,000.00	1.75%	1,965.00
10-55-5203 Contract Labor	215.00	166.67	48.33	285.00	2,000.00	14.25%	1,715.00
10-55-5224 It Support	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-55-5236 Employee Rabies Shots	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
10-55-5237 Adoption Reimbursement	60.00	133.33	(73.33)	60.00	1,600.00	3.75%	1,540.00
10-55-5401 Telephone	86.36	166.67	(80.31)	86.36	2,000.00	4.32%	1,913.64
10-55-5402 Internet	110.83	116.67	(5.84)	221.66	1,400.00	15.83%	1,178.34
10-55-5403 Electric	426.44	466.67	(40.23)	426.44	5,600.00	7.62%	5,173.56
10-55-5500 Training	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-55-5501 Travel	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-55-5600 Vehicle Repair	1,756.24	250.00	1,506.24	1,756.24	3,000.00	58.54%	1,243.76
10-55-5602 Repair & Maint - Equip	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-55-5603 Equipment	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11 AM

Item 14.

<b>10 - GENERAL FUND Animal Control</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-55-5604 Repair & Maint - Struct	142.00	499.80	(357.80)	207.00	6,000.00	3.45%	5,793.00
10-55-5608 Gas/Oil/Lube	175.62	416.50	(240.88)	357.88	5,000.00	7.16%	4,642.12
10-55-5801 Miscellaneous Exp	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
10-55-5803 Software	0.00	37.50	(37.50)	0.00	450.00	0.00%	450.00
10-55-5804 Service Fees	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-55-5839 Rabies Test Fees	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-55-5860 Hardware Replacement	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-55-5870 Office Equip/Furn	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Animal Control Totals	7,960.55	9,391.18	(1,430.63)	15,989.87	112,724.00	14.18%	96,734.13

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Administration</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-60-5000 Wages Administration	23,734.90	26,603.18	(2,868.28)	47,469.80	319,366.00	14.86%	271,896.20
10-60-5003 Payroll Taxes Admin	1,763.58	2,035.18	(271.60)	3,527.16	24,432.00	14.44%	20,904.84
10-60-5004 Retirement	3,367.98	3,990.48	(622.50)	6,735.96	47,905.00	14.06%	41,169.04
10-60-5005 Health Insurance	3,228.50	3,198.72	29.78	6,428.50	38,400.00	16.74%	31,971.50
10-60-5006 Life & Add Insurance	116.31	109.03	7.28	230.56	1,309.00	17.61%	1,078.44
10-60-5007 Workers Comp Insurance	0.00	104.79	(104.79)	1,292.81	1,258.00	102.77%	(34.81)
10-60-5008 Twc	0.00	744.03	(744.03)	0.00	8,932.00	0.00%	8,932.00
10-60-5010 Longevity	0.00	316.54	(316.54)	0.00	3,800.00	0.00%	3,800.00
10-60-5108 Uniforms	0.00	62.50	(62.50)	0.00	750.00	0.00%	750.00
10-60-5109 Office Supplies	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-60-5203 Contract Labor	0.00	8,416.67	(8,416.67)	0.00	101,000.00	0.00%	101,000.00
10-60-5207 Intern program	0.00	541.67	(541.67)	0.00	6,500.00	0.00%	6,500.00
10-60-5210 Legal Notices & Advertising	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-60-5218 Legal Updates	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-60-5401 Telephone	130.53	183.33	(52.80)	130.53	2,200.00	5.93%	2,069.47
10-60-5406 CVB/Oakdale Electric	(31.34)	0.00	(31.34)	(8,812.77)	0.00	0.00%	8,812.77
10-60-5500 Training	585.00	416.67	168.33	1,029.00	5,000.00	20.58%	3,971.00
10-60-5501 Travel	768.50	500.00	268.50	1,066.25	6,000.00	17.77%	4,933.75
10-60-5600 Vehicle Repair	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-60-5602 Repair & Maint - Equip	105.00	83.33	21.67	105.00	1,000.00	10.50%	895.00
10-60-5604 Repair & Maint - Struct	43.74	833.33	(789.59)	43.74	10,000.00	0.44%	9,956.26
10-60-5608 Gas/Oil/Lube	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-60-5800 Dues	2,700.00	208.33	2,491.67	2,900.00	2,500.00	116.00%	(400.00)
10-60-5801 Miscellaneous Exp	0.00	166.67	(166.67)	11.98	2,000.00	0.60%	1,988.02
10-60-5803 Software	14.99	1,000.00	(985.01)	14.99	12,000.00	0.12%	11,985.01
10-60-5804 Service Fees	160.45	1,250.00	(1,089.55)	355.81	15,000.00	2.37%	14,644.19

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Administration</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-60-5860 Hardware Replacement	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
Administration Totals	36,688.14	52,389.45	(15,701.31)	62,529.32	628,852.00	9.94%	566,322.68

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Non Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-65-5009 Other Insurance Tmlirp	0.00	3,000.00	(3,000.00)	32,105.12	36,000.00	89.18%	3,894.88
10-65-5041 Employee Appreciation	0.00	291.67	(291.67)	0.00	3,500.00	0.00%	3,500.00
10-65-5100 Supplies	0.00	154.17	(154.17)	0.00	1,850.00	0.00%	1,850.00
10-65-5106 Postage	109.09	454.17	(345.08)	109.09	5,450.00	2.00%	5,340.91
10-65-5107 Janitorial Supplies	0.00	125.00	(125.00)	158.02	1,500.00	10.53%	1,341.98
10-65-5109 Office Supplies	0.00	416.67	(416.67)	237.67	5,000.00	4.75%	4,762.33
10-65-5200 Audit	0.00	958.33	(958.33)	0.00	11,500.00	0.00%	11,500.00
10-65-5202 Engineering	400.00	1,250.00	(850.00)	1,280.00	15,000.00	8.53%	13,720.00
10-65-5217 Postage, Copier Lease	798.56	833.33	(34.77)	798.56	10,000.00	7.99%	9,201.44
10-65-5223 Accounting Software &	0.00	999.60	(999.60)	0.00	12,000.00	0.00%	12,000.00
10-65-5224 It Support	727.41	1,250.00	(522.59)	727.41	15,000.00	4.85%	14,272.59
10-65-5225 Janitorial Services	1,300.00	650.00	650.00	1,300.00	7,800.00	16.67%	6,500.00
10-65-5226 Cpa	387.50	500.00	(112.50)	387.50	6,000.00	6.46%	5,612.50
10-65-5227 Background Test	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
10-65-5228 Website/Email Management	4,810.00	1,166.20	3,643.80	4,810.00	14,000.00	34.36%	9,190.00
10-65-5230 Comprehensive Plan	149.50	3,500.00	(3,350.50)	149.50	42,000.00	0.36%	41,850.50
10-65-5231 Laserfiche	0.00	2,297.50	(2,297.50)	0.00	27,570.00	0.00%	27,570.00
10-65-5232 Impact Fee Study	0.00	3,333.33	(3,333.33)	0.00	40,000.00	0.00%	40,000.00
10-65-5233 Parkland Dedication	0.00	1,000.00	(1,000.00)	0.00	12,000.00	0.00%	12,000.00
10-65-5235 Drug Testing	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-65-5239 CIP	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00
10-65-5241 Amend Zoning & Subdivision	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
10-65-5242 Communications Plan	0.00	1,333.33	(1,333.33)	0.00	16,000.00	0.00%	16,000.00
10-65-5401 Telephone	796.62	1,125.00	(328.38)	1,590.84	13,500.00	11.78%	11,909.16
10-65-5402 Internet	320.30	600.00	(279.70)	641.10	7,200.00	8.90%	6,558.90
10-65-5403 Electric	470.85	500.00	(29.15)	470.85	6,000.00	7.85%	5,529.15

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Non Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-65-5404 Water	551.60	416.50	135.10	551.60	5,000.00	11.03%	4,448.40
10-65-5405 Gas	66.29	125.00	(58.71)	66.29	1,500.00	4.42%	1,433.71
10-65-5420 Commercial Umbrella Country	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-65-5740 City Hall Renovation 3300Sqft	11,030.00	4,165.00	6,865.00	11,030.00	50,000.00	22.06%	38,970.00
10-65-5744 Paint Historic Water Tower	0.00	7,500.00	(7,500.00)	0.00	90,000.00	0.00%	90,000.00
10-65-5745 Building Fund	0.00	25,000.00	(25,000.00)	0.00	300,000.00	0.00%	300,000.00
10-65-5746 Change Logos	286.99	416.67	(129.68)	286.99	5,000.00	5.74%	4,713.01
10-65-5747 Tuition Reimbursement	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
10-65-5748 Certification Pay	0.00	1,140.00	(1,140.00)	0.00	13,680.00	0.00%	13,680.00
10-65-5749 Entrance Sign	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
10-65-5805 Qrt S.C.A.D.	0.00	1,266.99	(1,266.99)	0.00	15,210.00	0.00%	15,210.00
10-65-5810 Text My Gov & Archive Social	0.00	457.33	(457.33)	0.00	5,488.00	0.00%	5,488.00
10-65-5832 Fire Department Contribution	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
10-65-5833 Transit Contribution	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00
10-65-5835 Non Departamental Other	0.00	500.00	(500.00)	(751.68)	6,000.00	(12.53%)	6,751.68
10-65-5837 Contingency	0.00	1,904.82	(1,904.82)	0.00	22,867.00	0.00%	22,867.00
10-65-5841 Citizens Center	0.00	375.00	(375.00)	0.00	4,500.00	0.00%	4,500.00
10-65-5870 Office Equip/Furn	0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
Non Departmental Totals	22,204.71	77,759.61	(55,554.90)	55,948.86	933,165.00	6.00%	877,216.14

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Municipal Court</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-80-5000 Wages Court	2,831.37	3,211.96	(380.59)	5,561.62	38,559.00	14.42%	32,997.38
10-80-5003 Payroll Taxes Court	211.98	245.73	(33.75)	416.22	2,950.00	14.11%	2,533.78
10-80-5004 Retirement	401.77	481.80	(80.03)	789.19	5,784.00	13.64%	4,994.81
10-80-5005 Health Insurance	809.50	799.68	9.82	1,609.50	9,600.00	16.77%	7,990.50
10-80-5006 Life & Add Insurance	19.95	19.32	0.63	35.72	232.00	15.40%	196.28
10-80-5007 Workers Comp Insurance	0.00	19.24	(19.24)	134.77	231.00	58.34%	96.23
10-80-5008 Twc	0.00	89.04	(89.04)	0.00	1,069.00	0.00%	1,069.00
10-80-5010 Longevity	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-80-5106 Postage	275.08	116.62	158.46	275.08	1,400.00	19.65%	1,124.92
10-80-5109 Office Supplies	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-80-5201 Attorney Fees	0.00	233.33	(233.33)	500.00	2,800.00	17.86%	2,300.00
10-80-5203 Contract Labor	500.00	500.00	0.00	1,000.00	6,000.00	16.67%	5,000.00
10-80-5224 FundView Support	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
10-80-5285 Jail Services	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-80-5500 Training	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-80-5501 Travel	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-80-5800 Dues & Subscriptions	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-80-5801 Miscellaneous Exp	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-80-5806 Jury Service	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-80-5860 Hardware Replacement	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Municipal Court Totals	5,049.65	7,054.23	(2,004.58)	10,322.10	84,675.00	12.19%	74,352.90

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Law Enforcement</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-90-5000 Wages Law Enforcement	9,936.52	10,860.82	(924.30)	19,873.04	130,382.00	15.24%	110,508.96
10-90-5003 Payroll Taxes Law	752.22	830.83	(78.61)	1,508.38	9,974.00	15.12%	8,465.62
10-90-5004 Retirement	1,409.98	1,629.09	(219.11)	2,819.96	19,557.00	14.42%	16,737.04
10-90-5005 Health Insurance	1,626.36	1,599.36	27.00	3,233.72	19,200.00	16.84%	15,966.28
10-90-5006 Life & Add Insurance	52.94	49.06	3.88	105.12	589.00	17.85%	483.88
10-90-5007 Workers Comp Insurance	0.00	747.78	(747.78)	3,133.36	8,977.00	34.90%	5,843.64
10-90-5008 Twc	0.00	304.21	(304.21)	0.00	3,652.00	0.00%	3,652.00
10-90-5010 Longevity	0.00	116.62	(116.62)	0.00	1,400.00	0.00%	1,400.00
10-90-5100 Supplies	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
10-90-5106 Postage	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-90-5108 Uniforms	0.00	62.47	(62.47)	0.00	750.00	0.00%	750.00
10-90-5109 Office Supplies	180.50	70.83	109.67	180.50	850.00	21.24%	669.50
10-90-5125 Ammunition	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
10-90-5225 Janitorial Services	500.00	250.00	250.00	500.00	3,000.00	16.67%	2,500.00
10-90-5401 Telephone	180.11	133.33	46.78	180.11	1,600.00	11.26%	1,419.89
10-90-5403 Electric	100.35	124.95	(24.60)	100.35	1,500.00	6.69%	1,399.65
10-90-5404 Water	48.07	104.17	(56.10)	48.07	1,250.00	3.85%	1,201.93
10-90-5500 Training	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-90-5501 Travel	0.00	249.90	(249.90)	0.00	3,000.00	0.00%	3,000.00
10-90-5600 Vehicle Repair	0.00	291.55	(291.55)	0.00	3,500.00	0.00%	3,500.00
10-90-5602 Repair & Maint - Equip	45.97	166.67	(120.70)	45.97	2,000.00	2.30%	1,954.03
10-90-5603 Equipment	258.00	541.45	(283.45)	258.00	6,500.00	3.97%	6,242.00
10-90-5604 Repair & Maint - Struct	186.00	83.33	102.67	186.00	1,000.00	18.60%	814.00
10-90-5608 Gas/Oil/Lube	396.63	541.45	(144.82)	570.36	6,500.00	8.77%	5,929.64
10-90-5700 Capital Improvements	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5801 Miscellaneous Exp	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Law Enforcement</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-90-5803 Software	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-90-5804 Service Fees	266.00	183.26	82.74	266.00	2,200.00	12.09%	1,934.00
10-90-5820 Events	131.94	166.60	(34.66)	131.94	2,000.00	6.60%	1,868.06
10-90-5860 Computer Hardware	52.50	175.00	(122.50)	52.50	2,100.00	2.50%	2,047.50
Law Enforcement Totals	16,124.09	20,178.44	(4,054.35)	33,193.38	242,231.00	13.70%	209,037.62

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>10 - GENERAL FUND Preservation Board</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-96-5106 Postage	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5210 Legal Notices & Advertising	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5211 Promotional	0.00	62.50	(62.50)	0.00	750.00	0.00%	750.00
10-96-5500 Training	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-96-5501 Travel Expense	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
10-96-5700 Projects	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-96-5800 Dues & Subscriptions	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5849 Signage	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-96-5866 Grant Match - Nrhp	0.00	16,660.00	(16,660.00)	0.00	200,000.00	0.00%	200,000.00
Preservation Board Totals	0.00	17,505.77	(17,505.77)	0.00	210,150.00	0.00%	210,150.00
Expense Totals	217,985.12	350,644.29	(132,659.17)	348,555.88	4,208,853.00	8.28%	3,860,297.12

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

<b>20 - UTILITY FUND</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Water/Sewer/Trash Income</b>							
20-4100 Miscellaneous Water	35.00	833.00	(798.00)	35.00	10,000.00	0.35%	9,965.00
20-4101 Water Fees	95,241.21	91,666.67	3,574.54	189,029.93	1,100,000.00	17.18%	910,970.07
20-4102 Sewer Fees	53,466.59	52,312.40	1,154.19	107,098.07	628,000.00	17.05%	520,901.93
20-4105 Trash	31,987.27	35,985.60	(3,998.33)	63,428.05	432,000.00	14.68%	368,571.95
20-4110 Trash Surcharge	0.00	0.00	0.00	(0.04)	0.00	0.00%	0.04
20-4307 Reconnect Fee	801.65	474.81	326.84	2,140.61	5,700.00	37.55%	3,559.39
Water/Sewer/Trash Income Totals	181,531.72	181,272.48	259.24	361,731.62	2,175,700.00	16.63%	1,813,968.38
<b>Fines, Fees &amp; Forfeitures</b>							
20-4341 Tap Fees	1,800.00	1,666.00	134.00	1,800.00	20,000.00	9.00%	18,200.00
20-4342 Transfer Fees	0.00	0.00	0.00	70.00	0.00	0.00%	(70.00)
20-4343 Penalty Fees	1,905.29	1,499.40	405.89	3,330.16	18,000.00	18.50%	14,669.84
Fines, Fees & Forfeitures Totals	3,705.29	3,165.40	539.89	5,200.16	38,000.00	13.68%	32,799.84
<b>Interest Income</b>							
20-4500 Interest Income	6,371.22	333.20	6,038.02	11,758.47	4,000.00	293.96%	(7,758.47)
Interest Income Totals	6,371.22	333.20	6,038.02	11,758.47	4,000.00	293.96%	(7,758.47)
<b>Other Revenue Sources</b>							
20-4700 Miscellaneous Income	76.30	0.00	76.30	160.93	0.00	0.00%	(160.93)
Other Revenue Sources Totals	76.30	0.00	76.30	160.93	0.00	0.00%	(160.93)
<b>Transfers In</b>							
20-4710 Transfer in Reserves	0.00	213,356.29	(213,356.29)	0.00	2,561,300.00	0.00%	2,561,300.00
Transfers In Totals	0.00	213,356.29	(213,356.29)	0.00	2,561,300.00	0.00%	2,561,300.00
<b>Lease &amp; Rent Income</b>							
20-4711 Twdb Edap For Grand Ave	0.00	85,333.33	(85,333.33)	45,761.25	1,024,000.00	4.47%	978,238.75

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

<b>20 - UTILITY FUND</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Lease &amp; Rent Income</b>							
Lease & Rent Income Totals	0.00	85,333.33	(85,333.33)	45,761.25	1,024,000.00	4.47%	978,238.75
Revenue Totals	191,684.53	483,460.70	(291,776.17)	424,612.43	5,803,000.00	7.32%	5,378,387.57

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Water</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
20-10-5000 Wages Water	8,778.07	9,751.34	(973.27)	17,760.09	117,063.00	15.17%	99,302.91
20-10-5001 Overtime Water	101.75	382.34	(280.59)	624.99	4,590.00	13.62%	3,965.01
20-10-5003 Payroll Taxes Water	667.24	818.50	(151.26)	1,392.59	9,826.00	14.17%	8,433.41
20-10-5004 Retirement	1,279.91	1,604.85	(324.94)	2,668.44	19,266.00	13.85%	16,597.56
20-10-5005 Health Insurance	2,428.50	2,399.04	29.46	4,828.50	28,800.00	16.77%	23,971.50
20-10-5006 Life & Add Insurance	60.54	53.47	7.07	114.36	642.00	17.81%	527.64
20-10-5007 Workers Comp Insurance	0.00	351.94	(351.94)	2,649.62	4,225.00	62.71%	1,575.38
20-10-5008 Twc	0.00	309.54	(309.54)	0.00	3,716.00	0.00%	3,716.00
20-10-5010 Longevity	0.00	191.59	(191.59)	0.00	2,300.00	0.00%	2,300.00
20-10-5013 On Call	140.00	173.76	(33.76)	420.00	2,086.00	20.13%	1,666.00
20-10-5100 Supplies	25.27	133.33	(108.06)	25.27	1,600.00	1.58%	1,574.73
20-10-5107 Janitorial Supplies	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
20-10-5108 Uniforms	233.90	100.83	133.07	233.90	1,210.00	19.33%	976.10
20-10-5120 Tools	41.69	83.33	(41.64)	41.69	1,000.00	4.17%	958.31
20-10-5160 Process Chemicals	702.43	583.33	119.10	1,679.59	7,000.00	23.99%	5,320.41
20-10-5238 Lab Fees	54.00	725.00	(671.00)	103.00	8,700.00	1.18%	8,597.00
20-10-5298 Tank Cleaning	0.00	2,083.33	(2,083.33)	0.00	25,000.00	0.00%	25,000.00
20-10-5299 Purchased Water	1,233.75	12,495.00	(11,261.25)	1,233.75	150,000.00	0.82%	148,766.25
20-10-5400 Utilities (Elec)	1,835.04	5,000.00	(3,164.96)	1,835.04	60,000.00	3.06%	58,164.96
20-10-5401 Telephone/Internet	103.00	416.67	(313.67)	145.87	5,000.00	2.92%	4,854.13
20-10-5405 Gas	52.09	124.95	(72.86)	52.09	1,500.00	3.47%	1,447.91
20-10-5500 Training	0.00	156.67	(156.67)	0.00	1,880.00	0.00%	1,880.00
20-10-5501 Travel	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
20-10-5505 Safety Program	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
20-10-5600 Vehicle Repair	89.99	83.33	6.66	89.99	1,000.00	9.00%	910.01
20-10-5601 System Repair	4,013.16	4,165.00	(151.84)	4,013.16	50,000.00	8.03%	45,986.84

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Water</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-10-5602 Repair & Maint - Equip	503.39	999.60	(496.21)	503.39	12,000.00	4.19%	11,496.61
20-10-5604 Repair & Maint - Struct	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
20-10-5605 Repair & Maint - Tank	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00
20-10-5608 Gas/Oil/Lube	500.20	624.75	(124.55)	689.62	7,500.00	9.19%	6,810.38
20-10-5609 Equipment Rental	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-10-5611 Vehicle & Equipment Fund	0.00	3,333.33	(3,333.33)	0.00	40,000.00	0.00%	40,000.00
20-10-5652 Meters	0.00	3,173.73	(3,173.73)	0.00	38,100.00	0.00%	38,100.00
20-10-5700 Capital Improvements	2,000.00	70,805.00	(68,805.00)	3,000.00	850,000.00	0.35%	847,000.00
20-10-5743 Tank Replacement at Well # 3	0.00	70,833.33	(70,833.33)	0.00	850,000.00	0.00%	850,000.00
20-10-5750 Well # 5 Standpipe	0.00	14,858.33	(14,858.33)	0.00	178,300.00	0.00%	178,300.00
20-10-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-10-5804 Service Fees	0.00	583.10	(583.10)	0.00	7,000.00	0.00%	7,000.00
20-10-5806 Meter Service Fees	924.06	233.33	690.73	924.06	2,800.00	33.00%	1,875.94
20-10-5807 Prairielands Permit Fees	8,710.40	3,900.83	4,809.57	8,710.40	46,810.00	18.61%	38,099.60
20-10-5846 Demurrage	104.00	110.00	(6.00)	104.00	1,320.00	7.88%	1,216.00
20-10-5860 Hardware Replacement	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
20-10-5886 State Fees	50.38	333.33	(282.95)	50.38	4,000.00	1.26%	3,949.62
Water Totals	34,632.76	213,696.63	(179,063.87)	53,893.79	2,564,884.00	2.10%	2,510,990.21

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Sewer</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
20-20-5000 Wages Sewer	6,771.74	7,269.84	(498.10)	13,543.47	87,273.00	15.52%	73,729.53
20-20-5001 Overtime Sewer	299.54	333.20	(33.66)	299.54	4,000.00	7.49%	3,700.46
20-20-5003 Payroll Taxes Sewer	543.70	611.50	(67.80)	1,035.81	7,341.00	14.11%	6,305.19
20-20-5004 Retirement	1,043.15	1,199.02	(155.87)	2,023.93	14,394.00	14.06%	12,370.07
20-20-5005 Health Insurance	1,629.67	1,599.36	30.31	3,753.23	19,200.00	19.55%	15,446.77
20-20-5006 Life & Add Insurance	43.45	36.56	6.89	82.48	439.00	18.79%	356.52
20-20-5007 Workers Comp Insurance	0.00	363.27	(363.27)	2,649.62	4,361.00	60.76%	1,711.38
20-20-5008 Twc	0.00	217.82	(217.82)	0.00	2,615.00	0.00%	2,615.00
20-20-5010 Longevity	0.00	216.58	(216.58)	0.00	2,600.00	0.00%	2,600.00
20-20-5013 On Call	280.00	173.83	106.17	420.00	2,086.00	20.13%	1,666.00
20-20-5100 Supplies	12.33	250.00	(237.67)	12.33	3,000.00	0.41%	2,987.67
20-20-5108 Uniforms	0.00	100.83	(100.83)	0.00	1,210.00	0.00%	1,210.00
20-20-5120 Tools	0.00	100.00	(100.00)	0.00	1,200.00	0.00%	1,200.00
20-20-5160 Process Chemicals	0.00	225.00	(225.00)	0.00	2,700.00	0.00%	2,700.00
20-20-5400 Utilities (Elec)	1,623.66	791.35	832.31	1,623.66	9,500.00	17.09%	7,876.34
20-20-5401 Telephone	86.16	125.00	(38.84)	155.37	1,500.00	10.36%	1,344.63
20-20-5405 Gas	52.09	125.00	(72.91)	52.09	1,500.00	3.47%	1,447.91
20-20-5500 Training	0.00	128.75	(128.75)	0.00	1,545.00	0.00%	1,545.00
20-20-5501 Travel	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
20-20-5600 Vehicle Repair	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
20-20-5601 System Repair	0.00	2,124.15	(2,124.15)	0.00	25,500.00	0.00%	25,500.00
20-20-5602 Repair & Maint - Equip	159.99	1,041.25	(881.26)	159.99	12,500.00	1.28%	12,340.01
20-20-5604 Repair & Maint - Struct	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-20-5608 Gas/Oil/Lube	191.51	624.75	(433.24)	354.85	7,500.00	4.73%	7,145.15
20-20-5609 Equipment Rental	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-20-5655 Concrete	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Sewer</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-20-5700 Capital Improvements	0.00	49,980.00	(49,980.00)	0.00	600,000.00	0.00%	600,000.00
20-20-5738 Grand Lift Station (Edap)	1,680.00	0.00	1,680.00	98,318.84	0.00	0.00%	(98,318.84)
20-20-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-20-5804 Service Fees	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
Sewer Totals	14,416.99	69,115.88	(54,698.89)	124,485.21	829,714.00	15.00%	705,228.79

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND WWTP</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
20-21-5000 Wages Wwtp	7,938.66	8,736.42	(797.76)	15,877.31	104,879.00	15.14%	89,001.69
20-21-5001 Overtime Wwtp	595.40	510.00	85.40	1,190.80	6,120.00	19.46%	4,929.20
20-21-5003 Payroll Taxes Wwtp	692.40	765.36	(72.96)	1,384.80	9,188.00	15.07%	7,803.20
20-21-5004 Retirement	1,290.44	1,359.67	(69.23)	2,580.88	16,316.00	15.82%	13,735.12
20-21-5005 Health Insurance	1,613.43	1,599.36	14.07	3,207.86	19,200.00	16.71%	15,992.14
20-21-5006 Life & Add Insurance	49.02	46.48	2.54	90.14	558.00	16.15%	467.86
20-21-5007 Workers Comp Insurance	0.00	449.82	(449.82)	5,077.10	5,400.00	94.02%	322.90
20-21-5008 Twc	0.00	299.88	(299.88)	0.00	3,600.00	0.00%	3,600.00
20-21-5010 Longevity	0.00	149.94	(149.94)	0.00	1,800.00	0.00%	1,800.00
20-21-5013 On Call	560.00	608.33	(48.33)	1,120.00	7,300.00	15.34%	6,180.00
20-21-5100 Supplies	417.24	258.33	158.91	417.24	3,100.00	13.46%	2,682.76
20-21-5107 Janitorial Supplies	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-21-5108 Uniforms	0.00	108.33	(108.33)	0.00	1,300.00	0.00%	1,300.00
20-21-5115 Chemical Supplies	781.72	2,083.33	(1,301.61)	1,758.88	25,000.00	7.04%	23,241.12
20-21-5120 Tools	277.76	125.00	152.76	277.76	1,500.00	18.52%	1,222.24
20-21-5202 Engineering	0.00	666.67	(666.67)	0.00	8,000.00	0.00%	8,000.00
20-21-5238 Lab Fees	1,319.00	1,833.33	(514.33)	2,608.00	22,000.00	11.85%	19,392.00
20-21-5259 Sludge Removal	872.00	1,350.00	(478.00)	872.00	16,200.00	5.38%	15,328.00
20-21-5400 Utilities	7,319.91	5,331.20	1,988.71	7,319.91	64,000.00	11.44%	56,680.09
20-21-5401 Telephone	259.71	416.67	(156.96)	312.45	5,000.00	6.25%	4,687.55
20-21-5500 Training	0.00	86.67	(86.67)	0.00	1,040.00	0.00%	1,040.00
20-21-5501 Travel	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
20-21-5600 Vehicle Repair	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-21-5601 System Repair	0.00	1,666.67	(1,666.67)	0.00	20,000.00	0.00%	20,000.00
20-21-5602 Repair & Maint - Equip	95.90	333.33	(237.43)	95.90	4,000.00	2.40%	3,904.10
20-21-5604 Repair & Maint - Struct	89.08	500.00	(410.92)	89.08	6,000.00	1.48%	5,910.92

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND WWTP</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-21-5608 Gas/Oil/Lube	2,163.56	400.00	1,763.56	2,234.74	4,800.00	46.56%	2,565.26
20-21-5609 Equipment Rental	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-21-5702 Wwtp Expansion Grant	7,076.69	106,675.00	(99,598.31)	7,076.69	1,280,100.00	0.55%	1,273,023.31
20-21-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-21-5804 Service Fees	0.00	575.00	(575.00)	0.00	6,900.00	0.00%	6,900.00
20-21-5886 State Fees	5,507.46	499.80	5,007.66	5,507.46	6,000.00	91.79%	492.54
WWTP Totals	38,919.38	137,705.42	(98,786.04)	59,099.00	1,652,551.00	3.58%	1,593,452.00

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Sanitation</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-45-5403 Trash Pickup	33,812.86	35,819.00	(2,006.14)	33,812.86	430,000.00	7.86%	396,187.14
Sanitation Totals	33,812.86	35,819.00	(2,006.14)	33,812.86	430,000.00	7.86%	396,187.14

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>20 - UTILITY FUND Non Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-65-5106 Postage	593.99	583.33	10.66	593.99	7,000.00	8.49%	6,406.01
20-65-5109 Office Supplies	0.00	179.17	(179.17)	0.00	2,150.00	0.00%	2,150.00
20-65-5110 Utility Billing Cards	376.32	249.90	126.42	376.32	3,000.00	12.54%	2,623.68
20-65-5200 Audit	0.00	958.33	(958.33)	0.00	11,500.00	0.00%	11,500.00
20-65-5225 Utility Billing System&Support	0.00	499.80	(499.80)	0.00	6,000.00	0.00%	6,000.00
20-65-5226 Cpa	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
20-65-5229 Bank Services Fee	0.00	8.33	(8.33)	4.94	100.00	4.94%	95.06
20-65-5300 Bond Payment & Fee	0.00	20,006.16	(20,006.16)	0.00	240,170.00	0.00%	240,170.00
20-65-5748 Certification Pay	0.00	1,140.00	(1,140.00)	0.00	13,680.00	0.00%	13,680.00
20-65-5860 Hardware Replacement	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-65-5873 Contingency	0.00	2,936.40	(2,936.40)	0.00	35,251.00	0.00%	35,251.00
Non Departmental Totals	970.31	27,144.75	(26,174.44)	975.25	325,851.00	0.30%	324,875.75
Expense Totals	122,752.30	483,481.68	(360,729.38)	272,266.11	5,803,000.00	4.69%	5,530,733.89

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

<b>70 - COURT</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines, Fees & Forfeitures	563.66	1,069.92	(506.26)	1,179.78	12,839.00	9.19%	11,659.22
Interest Income	34.31	0.00	34.31	67.03	0.00	0.00%	(67.03)
Transfers In	0.00	2,404.33	(2,404.33)	0.00	28,860.00	0.00%	28,860.00
Revenue Totals	597.97	3,474.25	(2,876.28)	1,246.81	41,699.00	2.99%	40,452.19
<b>Expense Summary</b>							
Not Categorized	0.00	0.00	0.00	0.18	0.00	0.00%	(0.18)
Fines, Fees & Taxes	0.00	3,225.22	(3,225.22)	0.00	38,714.00	0.00%	38,714.00
Expense Totals	0.00	3,225.22	(3,225.22)	0.18	38,714.00	0.00%	38,713.82

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 1

Item 14.

<b>70 - COURT</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Fines, Fees &amp; Forfeitures</b>							
70-4308 Local Truancy Prevention and	198.08	381.17	(183.09)	405.61	4,574.00	8.87%	4,168.39
70-4311 Municipal Jury Funds	3.96	7.67	(3.71)	8.09	92.00	8.79%	83.91
70-4312 Municipal Court Technology Fund	163.63	306.08	(142.45)	349.68	3,673.00	9.52%	3,323.32
70-4314 Municipal Court Building Security	197.99	375.00	(177.01)	416.40	4,500.00	9.25%	4,083.60
Fines, Fees & Forfeitures Totals	563.66	1,069.92	(506.26)	1,179.78	12,839.00	9.19%	11,659.22
<b>Interest Income</b>							
70-4500 Interest Income	34.31	0.00	34.31	67.03	0.00	0.00%	(67.03)
Interest Income Totals	34.31	0.00	34.31	67.03	0.00	0.00%	(67.03)
<b>Transfers In</b>							
70-4710 Transfer In From Court Security	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
70-4716 Transfer in from Jury Fund	0.00	750.00	(750.00)	0.00	9,000.00	0.00%	9,000.00
70-4900 Transfer in from Court Technology	0.00	808.01	(808.01)	0.00	9,700.00	0.00%	9,700.00
70-4901 Transfer in from Jury Fund	0.00	13.32	(13.32)	0.00	160.00	0.00%	160.00
Transfers In Totals	0.00	2,404.33	(2,404.33)	0.00	28,860.00	0.00%	28,860.00
Revenue Totals	597.97	3,474.25	(2,876.28)	1,246.81	41,699.00	2.99%	40,452.19

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:14

Item 14.

<b>70 - COURT Municipal Court</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Fines, Fees & Taxes	0.00	3,225.22	(3,225.22)	0.00	38,714.00	0.00%	38,714.00
Not Categorized	0.00	0.00	0.00	0.18	0.00	0.00%	(0.18)
<b>Municipal Court Totals</b>	0.00	3,225.22	(3,225.22)	0.18	38,714.00	0.00%	38,713.82
<b>Expense Total</b>	0.00	3,225.22	(3,225.22)	0.18	38,714.00	0.00%	38,713.82

City of Glen Rose  
Financial Statement  
As of November 30, 2022

12/6/2022 11:11

Item 14.

<b>70 - COURT Municipal Court</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
70-80-5101 Bank Service Charges	0.00	0.00	0.00	0.18	0.00	0.00%	(0.18)
70-80-5806 Jury Reimbursements &	0.00	20.99	(20.99)	0.00	252.00	0.00%	252.00
70-80-5835 Court Technology Purchases	0.00	865.67	(865.67)	0.00	10,388.00	0.00%	10,388.00
70-80-5836 Court Security	0.00	1,207.85	(1,207.85)	0.00	14,500.00	0.00%	14,500.00
70-80-5842 Truancy and Prevention	0.00	1,130.71	(1,130.71)	0.00	13,574.00	0.00%	13,574.00
Municipal Court Totals	0.00	3,225.22	(3,225.22)	0.18	38,714.00	0.00%	38,713.82
Expense Totals	0.00	3,225.22	(3,225.22)	0.18	38,714.00	0.00%	38,713.82



## **PUBLIC WORKS STAFF REPORT**

**MEETING DATE:** November 8, 2022

**STAFF REPRESENTATIVE:** Jim Holder, Director of Public Works

## Public Works Director Report

November 2022

*Demand- average daily demand was 370,000 Gallons per Day (G.P.D.)*

*Total Monthly Production – 11,095,000 gallons*

*Pumping Capabilities -3.5 Million Gallons per Day (MGD)* the daily pumping capability is a combined figure representing the Somervell County Water District's daily pumping capability in addition to the production capabilities of 5 water wells owned and operated by the City of Glen Rose.

- **Spanish Oak Trail & Hilltop Drive Water Line Improvements Project**

This project is currently in the design phase with Enprotec/Hibbs and Todd. eHT has provided the preliminary/planning information to Public Management (grant consultant) so they can perform the environmental clearance and grant documentation. City staff met with Chris Hay on Thursday May 5, 2022 to review and discuss the preliminary plans. Once the plans have been reviewed/approved by TxDOT, the final plans will be completed. The water line improvement project will then be advertised for bids. TxDOT is currently reviewing the plans, and coordinating with Enprotec/Hibbs & Todd. Two letters were sent to TxDOT on August 24, 2022. One is a formal request for an exception to 43TAC Rule 21.37(b)(3) due to the topography of the Highway 67/FM 56 intersection where we have a 10" water main crossing. The other is a formal request to abandon the existing 10" water line in the right-of-way of FM 56. Both will need approval for permitting. *TxDOT has finally approved both requests mentioned above. The water line improvements project is currently being advertised, and the bids will be opened and read aloud on Wednesday, December 21st at 2:00. The project could possibly be awarded at the January 10<sup>th</sup> City Council meeting.*

- **Standpipe No.5 Paint Project**

**Estimated Start Date: Nov.28, 2022/Estimated Completion Date: Dec.22, 2022**

*Maguire Iron began mobilization at Water Well Site No.5 on Friday, December 2, 2022. The standpipe has been drained and the outside of the structure has since been power washed. The interior of the standpipe will now be sandblasted and cleaned before any painting takes place. There are some areas with light corrosion near the roof access, and vent structure that will require some addition prep work (at no extra cost).*

- **Valleyview Street Reconstruction Project**

**Start Date: Aug.22, 2022/Final Completion Date: December 12, 2022**

Bids for this project were accepted until 10am, on July 26, 2022. A total of four bids were received and opened publicly. The low bidder is Talbran Enterprises, LLC (3245 W. Main Street, Suite 235-523, Frisco, Tx. 75034), with a base bid amount of \$464,919.63, and an additive alternate bid amount of \$74,972.05, for a total contract amount of \$539,981.68. The contract was awarded to Talbran Enterprises at the August 9<sup>th</sup> City Council Meeting. A pre-construction conference was completed on August 18<sup>th</sup>. Demolition of the existing concrete street began on August 22<sup>nd</sup>. The final completion date was set for December 12, 2022, although it can change with documentation of rain days. Demolition of one half of the street has been completed. The new road base has been installed, and compacted on that same side, and some concrete curb/gutters have been poured. The recent weather conditions have had an impact on the progress this past month. The final completion date will likely be adjusted when the rain days have been factored in. Demolition of the second half of Valleyview Street has been completed. Much of the new concrete curb and gutters, and driveway approaches have been installed. The sub-grade has been prepared with the application of lime and new road base has been installed. The lab will test the compaction and moisture content before any paving is done.

- **Rock Ridge Estates Sub-Division**

City staff continue to monitor and inspect daily, the construction of the proposed infrastructure in the Rock Ridge Estates Sub-division, ensuring that the improvements are installed, or constructed in accordance with the engineered plans and specifications provided by the developer, and reviewed and approved by Enprotec/Hibbs & Todd. The retaining walls have been completed in Phase I of Rock Ridge. With that being said, the retaining walls over 4 ft.in height were not constructed in accordance with the approved engineered drawings. Because of that, a signed letter of approval from the developers' engineer was required before acceptance of Phase I. A final walk-through inspection was completed in Phase I of Rock Ridge on Friday, October 30<sup>th</sup>. After one of the recent rainfalls, it was noticed by city staff that a portion of one of the new retaining walls is leaning forward severely. The developers' engineer has been notified, as well as the developer. City staff believes that no building permits should be issued for the affected lots until the problem is resolved. Several building permits for the construction of new homes have been issued for unaffected lots in Phase I. There is no change in status at Rock Ridge Estates.

- **Stoneview Sub-Division**

City staff have been inspecting infrastructure improvements that are being done at the Stoneview Sub-Division off of Longhorn Drive. The required improvements must be completed before the sub-division will be considered for formal acceptance by the city.

- **Rosewood Addition (Phase II)**

City staff continue to inspect the construction of the proposed infrastructure in the Phase II portion of the Rosewood Addition. This phase is 12 lots and includes drainage improvements, water, sewer, and concrete paving.

Pictured below are Maguire Iron employees on a boom, power-washing the exterior of the Standpipe at Well Site No.5



# MONTHLY OPERATING REPORT

FOR PUBLIC WATER SYSTEMS THAT ARE USING GROUNDWATER SOURCES  
OR ARE PURCHASING TREATED WATER FROM ANOTHER PUBLIC WATER SYSTEM

PUBLIC WATER  
SYSTEM NAME:

City of Glen Rose

PWS ID No.:

21300001

Report for  
the Month of:

November 2022

Number of Active Service

Connections this Month:

1276

WATER PRODUCTION						
Pumpage to storage and distribution X 1000 Gals						
Date	From Wells Directly to Distr.	From Wells to Storage Tanks	Purchased Water Directly to Distr.	Purchased Water into Storage	From SWTP or GWUDI Plant	Total Daily Production
1		377		1		378
2		389		0		389
3		395		0		395
4		392		0		392
5		399		0		399
6		387		0		387
7		381		0		381
8		24		266		290
9		0		376		376
10		347		60		407
11		347		0		347
12		388		0		388
13		378		0		378
14		403		0		403
15		367		0		367
16		368		0		368
17		346		0		346
18		355		0		355
19		396		0		396
20		356		0		356
21		383		0		383
22		377		0		377
23		363		0		363
24		335		0		335
25		370		0		370
26		336		0		336
27		348		0		348
28		310		0		310
29		386		0		386
30		388		1		389
31						
Total		10391		704		11095
Avg		346		23		370
Max		403		376		407
Min		0		0		290

Any additional information you wish to provide:

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, the information is true, complete, and accurate.

Operator's

Signature:

Christopher T Shipman

Date: 12-01-2022

Certificate No. and Class:

WG0019261



## **POLICE DEPARTMENT STAFF REPORT**

**MEETING DATE:** December 13, 2022

**STAFF REPRESENTATIVE:** Buck Martin, Chief of Police



*City Of Glen Rose*

## **POLICE DEPARTMENT**

201 NE Vernon St., Glen Rose, TX 76043

Phone: (254) 897-2272 Fax: (254) 897-798

### **GLEN ROSE POLICE DEPARTMENT MONTHLY REPORT**

- 11/01/22      1) Patrolled Issued Citations & Warnings.  
                  2) Attempt to Locate Dogs @ Large on Bryan St.  
                  3) Took Report on Damaged Vehicle Parked @ GR High School.
  
- 11/03/22      1) In Office for Monthly Stats.  
                  2) Patrolled Issued Citations & Warnings.
  
- 11/04/22      1) Spoke w/Complainant Ref: Child Custody Issues.  
                  2) Arrested Subject for Driving While License Suspended w/prev convictions.
  
- 11/05/22      1) Patrolled Issued Citations/Warnings.  
                  2) In Office for Paperwork.
  
- 11/07/22      1) In Office—Timesheets, Reports.
  
- 11/08/22      1) Attended City Council Meeting.
  
- 11/09/22      1) Responded to Welfare Check-Possible Suicidal Subject on Heritage Place.  
                  2) Issued Dogs @ Large Warning on Heritage Place.  
                  3) Spoke w/Owners of Dogs @ Large on Webster St.
  
- 11/10/22      1) Paperwork in Office.  
                  2) Assist w/Juvenile Statement.  
                  3) Motorist Assist NE Barnard.  
                  4) Assist Officer Ramirez w/POM Arrest.
  
- 11/11/22      1) Met w/Subject at Office (twice) Ref: Child Custody Issues.  
                  2) Paperwork in Office.  
                  3) Ordered Equipment.
  
- 11/14/22      1) Patrolled Issued Citations & Warnings.  
                  2) Checked out @ Jr. High School—Security Check.
  
- 11/15/22      1) Responded to Truck Hitting Wire on Clay St.  
                  2) Assisted w/Traffic Control for Elementary School Turkey Trot.  
                  3) Took Theft Report on Valley View.

- 4) Spoke w/Complainant on Phone Ref: Possible I.D. Theft.
- 5) Met w/Complainant on SW Barnard—Civil Issue.
- 6) Spoke w/Complainant Ref: Kangaroo in RV.

- 11/17/22      1) Filed Case w/County Attorney's Office.  
2) Paperwork—CPS Cases.
- 11/18/22      1) Traffic Control on Paluxy Bridge on Elm for Garden Club.  
2) Met w/Complainant @ Office and took a Statement.  
3) Responded to Verbal Disturbance w/County on 144 N.
- 11/19/22      1) Responded to Vehicle that detached from RV, and Crashed into Tree SW BBT.
- 11/21/22      1) Attended City Council Meeting.  
2) Paperwork in Office.
- 11/22/22      1) Responded to Verbal Dispute @ Tres Rios RV Park.  
2) Responded to Suspicious Subjects Walking on Grace St.
- 11/24/22      1) Holiday
- 11/25/22      1) Holiday
- 11/26/22      1) Patrolled Square Area for Christmas Activities.  
2) Welfare Check on Subject @ Parking Lot of Pronto's .  
3) Major Accident 67 E & 144 N.
- 11/28/22      1) Paperwork  
2) Continued Working on Crash Report.  
3) Spoke w/Complainant Ref: Reckless Driver.
- 11/29/22      1) Paperwork.

25 Citations— (19 Speeding, 1 Disregard Stop Sign, 1 Parked in Handicap, 1 Unrestrained Child, 1 Muffler Required, 2 No Insurance)

28 Written Warnings— (20 Speeding, 1 Defective Equipment, 1 More than one Auxiliary Driving Lamps, 1 Muffler Required, 1 Unattended Vehicle, 1 Disregard Stop Sign, 1 No Seat Belt, 1 Dog @ Large, 1 Failure to Give Turn Signal)

0 Verbal Warnings

Chief Martin 12/01/22



*City Of Glen Rose*

## POLICE DEPARTMENT

201 NE Vernon St., Glen Rose, TX 76043

Phone: (254) 897-2272 Fax: (254) 897-798

### GLEN ROSE POLICE DEPARTMENT MONTHLY REPORT

- 11/02/22      1) Patrol. (Including AM&PM school zones)  
2) Responded to report of Theft @ Burger King.
  
- 11/03/22      1) Patrol. (Including AM&PM school zones)  
2) Community Event: Football Game.  
3) Responded to a Business Alarm @ O'Reilly's Auto Parts.
  
- 11/04/22      1) Patrol. (Including AM&PM school zones)  
2) Report Writing.
  
- 11/05/22      1) Patrol.  
2) Responded to 700 Blk of Crockett for a complaint of vehicles running stop signs.  
3) Responded to Tractor Supply for a report of Theft.  
4) Attempted to serve CT @ N 56 in reference to Tractor Supply incident.  
5) Responded to report of multiple juveniles being disorderly on Rio Grande St.
  
- 11/09/22      1) Patrol. (Including AM&PM school zones)  
2) Responded to a welfare check @ Elm St. Possible suicidal subject.  
3) Responded to property damage @ Third St.  
4) Responded to a welfare check @ Heritage Place St. Possible suicidal subject.
  
- 11/10/22      1) Patrol. (Including AM&PM school zones)  
2) Respond to 100 Blk of Hereford to assist Animal Control.  
3) Responded to a report of stalled 18-wheeler on NE Barnard. Traffic Detail.  
4) Met with JP @PD and took statement for POCS (thc) involving juvenile.  
5) Traffic Stop/Arrest for POM&UCW.
  
- 11/11/22      1) Patrol. (Including AM school zones)  
2) Report Writing.  
3) Follow up on POCS (thc) case involving juvenile.  
4) Ordering of Supp/equip.
  
- 11/12/22      1) Patrol.  
2) Report Writing.  
3) Traffic stop/ Arrest for DWLI & UCW.
  
- 11/16/22      1) Patrol. (Including AM&PM school zones).  
2) Responded to a fraudulent check issue @ Mama Mia. Created Report

- 11/17/22      1) Patrol. (Including AM&PM school zones)  
                   2) Follow up on POM/UCW case: Tested vapes. Came back positive for THC.  
                   Created supplement report.
- 11/20/22      1) Patrol.  
                   2) Report Writing  
                   3) Responded to a criminal mischief @ Simply Suds. Created Incident Report.
- 11/22/22      1) Patrol.  
                   2) Responded to a report of suspicious activity @ Spanish Oak Trail.  
                   3) Responded to a suspicious vehicle @ Expo Center.  
                   4) Responded to a reckless driver @ Van Zandt.  
                   5) Responded to a verbal disturbance @ Tres Rios RV Park.
- 11/23/22      1) Patrol.  
                   2) Responded to a report of shots fired @ Grand St.  
                   3) Met with witness and took a statement @ PD on POCS case.  
                   4) Public service complainant on a report of theft @ Paluxy Summit.
- 11/27/22      1) Patrol.  
                   2) Responded to a livestock call on NE Big Bend Trail. Loose Horse. Located  
                   owner  
                   3) Traffic Stop with fleeing suspects. Search assisted by SCSO.
- 11/30/22      1) Report writing.

16 Citations (13–Speeding, 1- Expired Registration, 1-Expired DL, 1- Possession of Drug  
 Paraphernalia

10 Verbal Warnings (9- Speeding, 1- Defective Tail lamp)

0 Written Warnings

Officer Ramirez #802  
 11/30/22

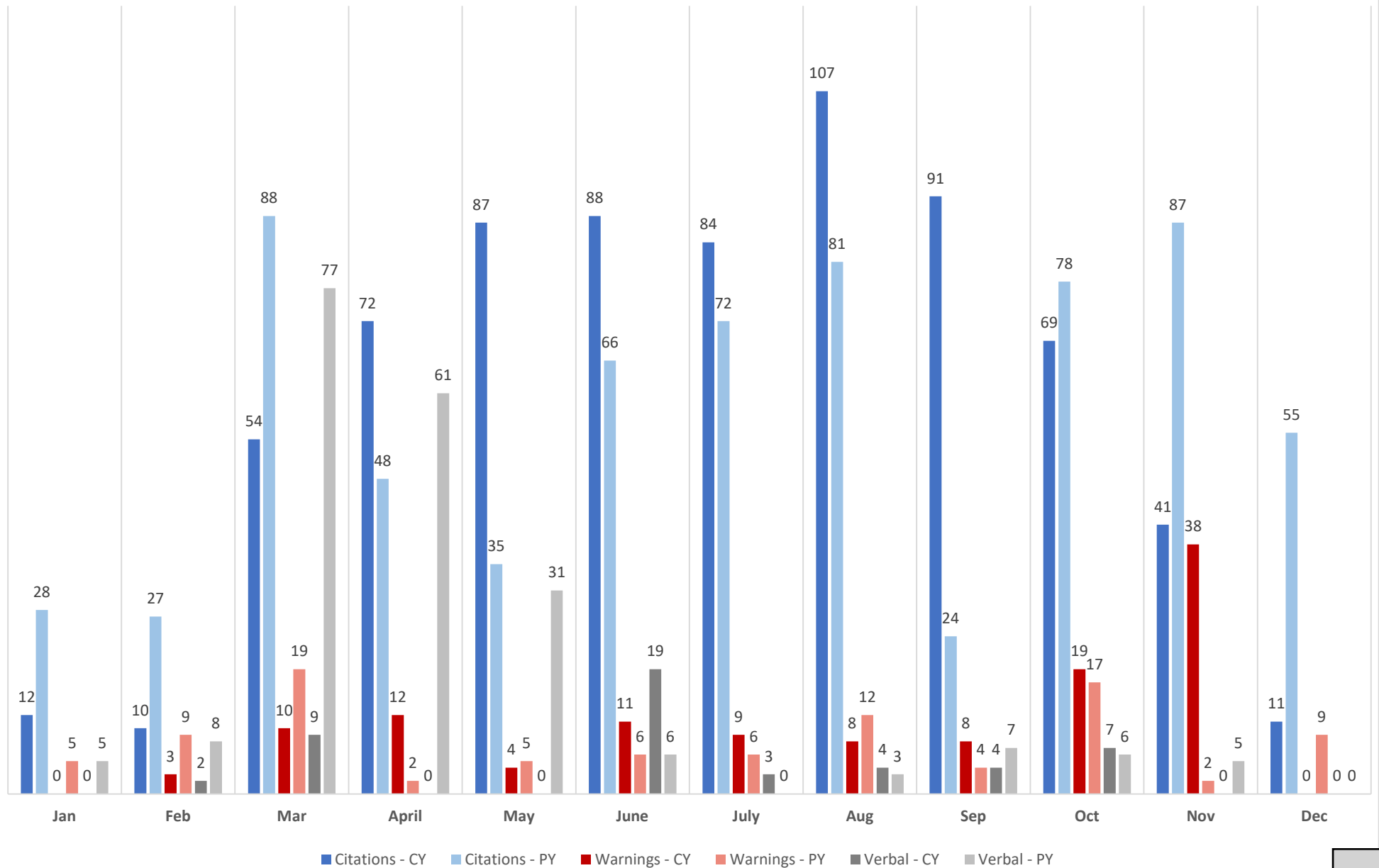
	Citations - CY	Citations - PY	Warnings - CY	Warnings - PY	Verbal - CY	Verbal - PY
<b>Jan</b>	12	28	0	5	0	5
<b>Feb</b>	10	27	3	9	2	8
<b>Mar</b>	54	88	10	19	9	77
<b>April</b>	72	48	12	2	0	61
<b>May</b>	87	35	4	5	0	31
<b>June</b>	88	66	11	6	19	6
<b>July</b>	84	72	9	6	3	0
<b>Aug</b>	107	81	8	12	4	3
<b>Sep</b>	91	24	8	4	4	7
<b>Oct</b>	69	78	19	17	7	6
<b>Nov</b>	41	87	38	2	0	5
<b>Dec</b>	11	55	0	9	0	0

CY = Current Year PY = Previous Year

Only enter data in the yellow rows

# Glen Rose Police Department Traffic Contact Results - November 2022

Item 16.





## **BUILDING / PLANNING / CODE ENFORCEMENT / ANIMAL CONTROL STAFF REPORT**

**MEETING DATE:** December 13, 2022

**STAFF REPRESENTATIVE:** Michael Leamons, City Administrator

## **City of Glen Rose**

### **Permits December 2022 Monthly Report**

#### **Building Permits**

<b>Permit Type</b>	<b>Sub Type</b>	<b>Address</b>	<b>Issue Date</b>	<b>Permit Fee</b>
<b><u>Building Permits</u></b>				
Building	New Construction	1011 Holden Street	11/10/2022	\$1,716.65
Building	Alteration	110 NE Barnard Street	11/22/2022	\$ 245.00
Building	Alteration	1026 NE Barnard St	11/22/2022	\$ 188.75
Building	Alteration	102 SW Vine St	11/15/2022	\$ 25.00
<b><u>Building Total</u></b>			<b>4</b>	<b><u>\$2,175.40</u></b>

#### **Certificate of Occupancy**

Building	Commercial	211 NE Barnard St	11/04/2022	\$ 15.00
Building	Commercial	103 NE Vernon Street	11/01/2022	\$ 100.00
Building	Commercial	115 Elm Street	11/01/2022	\$ 15.00
<b><u>Building Total</u></b>			<b>3</b>	<b><u>\$ 130.00</u></b>

#### **Electrical**

Remodel		503 Jefferson	11/30/2022	\$ 136.00
New		148A Valley View	11/02/2022	\$ 85.00
New		108 Rio Grande Street A/B	11/03/2022	\$ 235.00
Repair		1001 Stadium Drive	11/11/2022	\$ 430.00
<b><u>Electrical Total</u></b>			<b>4</b>	<b><u>\$ 886.00</u></b>

#### **Garage Sale**

Garage Yard Sale		117 Pecos Street	11/03/2022	\$ 5.00
Garage Yard Sale		705 Webster	11/03/2022	\$ 5.00
Garage Yard Sale		104 Camelot Street	11/04/2022	\$ 5.00
<b><u>Garage Yard Sale Total</u></b>			<b>3</b>	<b><u>\$15.00</u></b>

#### **Irrigation/Backflow**

Irrigation/Backflow		104 Mesa Drive	11/01/2022	\$75.00
Irrigation/Backflow		102 Mesa Drive	11/01/2022	\$75.00
Irrigation/Backflow		106 Mesa Drive	11/01/2022	\$75.00
<b><u>Irrigation/Backflow Total</u></b>			<b>3</b>	<b><u>\$225.00</u></b>

#### **Mechanical**

Mechanical	Alteration	101 NE Vine Street	11/15/2022	\$215.00
Mechanical	New	707 Bryan Street	10/19/2022	\$135.00
Mechanical	New	103 Summit Court	10/04/2022	\$110.00
<b><u>Mechanical Total</u></b>			<b>3</b>	<b><u>\$460.00</u></b>

*Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.*

### **Plumbing**

Plumbing	New	100 Hall Street	11/10/2022	\$230.00
Plumbing	New	101 Bee Street	11/10/2022	\$260.00
Plumbing	Replace	205 Austin	11/04/2022	\$ 75.00
Plumbing	Replace	100 Second Street	11/16/2022	\$ 55.00
<b><u>Plumbing Total</u></b>			<b><u>4</u></b>	<b><u>\$620.00</u></b>

### **Sign**

Sign	Permanent	116 NE Barnard Street	11/22/2022	\$75.00
Sign	Temp Sign	115 Elm Street	11/16/2022	\$ 0.00
Sign	Temp Sign	1701 NE Big Bend Trail	11/10/2022	\$ 0.00
<b><u>Plumbing Total</u></b>			<b><u>3</u></b>	<b><u>\$50.00</u></b>

### **Certificate of Appropriateness**

Certificate of Appropriateness	706 NE Barnard Street	11/16/2022	\$ 0.00
Certificate of Appropriateness	116 NE Barnard Street	11/16/2022	\$ 0.00
Certificate of Appropriateness	103 NE Vernon	11/16/2022	\$ 0.00
<b><i>Certificate of Appropriateness Permit Total</i></b>		<b>3</b>	<b>\$ 0.00</b>

### **Street Vendor Permit**

Street Vendor Permit	211 NE Barnard Street	11/07/2022	\$300.00
<b><i>Specific Use Permit Total</i></b>	<b><i>1</i></b>		<b><i>\$300.00</i></b>

### **Specific Use Permit**

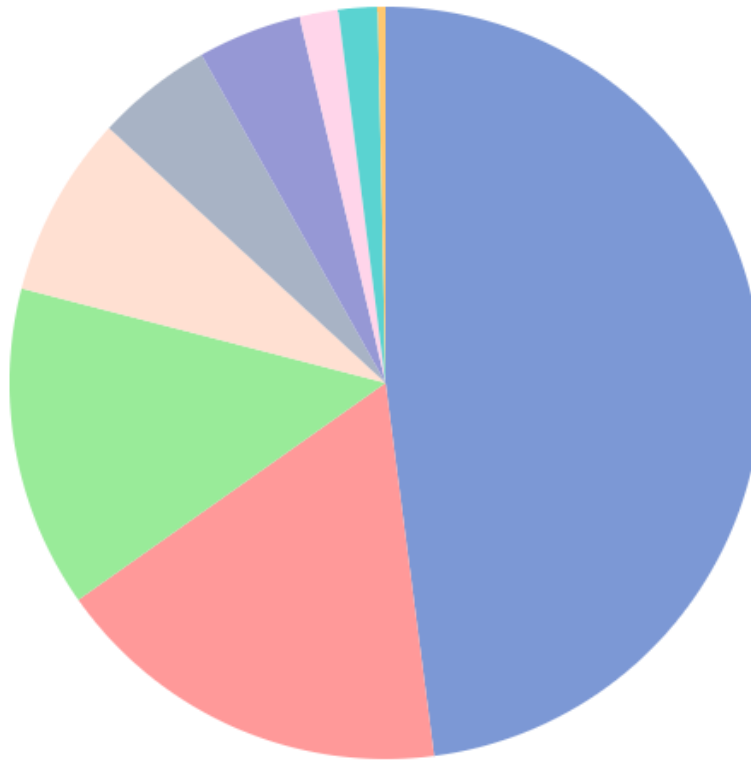
Right of Way Permit	300 SW Big Bend	11/01/2022	\$ 75.00
<b><i>Specific Use Permit Total</i></b>	<b><i>1</i></b>		<b><i>\$75.00</i></b>
<b><i>All Permits Total</i></b>	<b><i>32</i></b>		<b><i>\$7,856.62</i></b>

<b><u>All Permits Total for November 2022</u></b>	<b><u>32</u></b>	<b><u>\$4,961.40</u></b>
<b><u>Permits for November 2021</u></b>	<b><u>47</u></b>	<b><u>\$9,953.75</u></b>

## **Payments By Permit Type**

**Payment Date From:** 11/01/2022

**Payment Date To:** 11/30/2022



Payments by Permit Type			
<span style="color: blue;">■</span>	Building	2,150	47.9%
<span style="color: red;">■</span>	Electrical	775	17.3%
<span style="color: green;">■</span>	Plumbing	620	13.8%
<span style="color: orange;">■</span>	Mechanical	350	7.8%
<span style="color: grey;">■</span>	Irrigation/Backflow	225	5.0%
<span style="color: purple;">■</span>	Certificate of Occupancy	200	4.5%
<span style="color: pink;">■</span>	Sign Permit	75	1.7%
<span style="color: teal;">■</span>	Specific Use Permit	75	1.7%
<span style="color: yellow;">■</span>	Garage Yard Sale	15	0.3%

## **Inspections**

<b><u>Inspection Type</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Brick-Rock Tie Inspection	0	1
Cert of Occupancy Inspection	4	7
Driveway Approach Inspection	2	4
Electrical Release	2	0
Electrical Rough	4	6
Final Building Inspection	2	1
Final Electrical Inspection	3	5
Final Fence	0	0
Final HVAC Inspection	0	3
Final IBF Inspection	0	1
Final Inspection	1	1
Final Plumbing Inspection	8	4
Foundation Inspection	2	3
Framing Inspection	5	3
Gas Line Inspection	0	1
HVAC Rough In	4	1
New Sign - Final Inspection	0	2
New Sign – Initial Inspection	0	0
Initial Inspection	2	0
Insulation Inspection	2	0
Plumbing Rough-In	2	3
Plumbing Top-out	2	1
Pool – Bonding on walk around	0	2
Re-inspection	0	0
Sub-Standard Monthly	3	0
Temp Meter Loop	0	3
<b><u>Total</u></b>	<b><u>49</u></b>	<b><u>52</u></b>

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# Animal Control Report

Enter from date: 11/01/2022

Enter to date: 11/30/2022

## Animals In

Total Animals Brought In - Cat: 29

Total Animals Brought In - Dog: 13

**Total Animals Brought In: 42**

Total Animals Returned From Adoption - Cat: 1

Total Animals Returned From Adoption - Dog: 1

**Total Animals Returned From Adoption: 2**

Total Animals Returned From Fostering - Cat: 1

**Total Animals Returned From Fostering: 1**

**Total Animals In: 45**

## Animals Out

Total Animals Adopted - Cat: 5

Total Animals Adopted - Dog: 4

**Total Animals Adopted: 9**

Total Animals Euthanized - Cat: 17 (13 Feral, 2 Not Adoptable, 2 Medically Untreatable)

Total Animals Euthanized - Dog: 7 (3 Aggressive Dogs, 1 Medically Untreated Requested, 2 Medically Untreatable, 1 Too Old)

**Total Animals Euthanized: 24**

Total Animals Fostered - Cat: 1

**Total Animals Fostered: 1**

Total Animals Transferred Out - Cat: 5

Total Animals Transferred Out - Dog: 1

**Total Animals Transferred Out: 6**

**Total Animals Out: 40**

## Code Enforcement Report

File #	Status	Open Date	Close Date	Description
21-000182	Closed	08/27/2021	11/02/2022	Overgrown grass and weeds
22-000502	Closed	10/27/2022	11/07/2022	High Grass 500 Blk Second St
22-000503	Closed	10/27/2022	11/29/2022	High Grass 100 BLK Vine
22-000511	Open	11/02/2022		Roof not anchored down and high grass (100 Blk Brigitte)
22-000519	Open	11/09/2022		Limbs/ Trash on Property 1000 Blk NE Barnard
22-000520	Open	11/09/2022		Limbs on Property 400 Blk SW Barnard
22-000535	Open	11/29/2022		Fence falling down 1400 blk Van Zandt



## **CONVENTION AND VISITORS' BUREAU STAFF REPORT**

**MEETING DATE:** December 13, 2022

**STAFF REPRESENTATIVE:** Kelly Harris, CVB Director



## NOVEMBER 2022

1. November 2 - **CVB Group Meeting**
2. November 5-6- **Irving Wedding Show**
3. November 9 - **CVB Advisory Board Meeting**
4. November 11 - **Veterans Day Celebration**
5. November 10-22 –**Preparing for Merry & Bright Christmas and Parade and decorating Heritage Park**
6. November 26 – **Merry & Bright Bazaar, Parade & Tree Lighting**
7. November 29-30 – **Prepped for Heritage Christmas**

Angel Smith has come on board part time to assist me throughout the Holiday Season. She has been a tremendous asset. She has a Marketing and Communications Degree as well as trade show and event experience. I was lucky to get her to help out.

The Irving Wedding Show was another success in the wedding show world. Many people had never thought of Glen Rose as a wedding location and were pleased to find out we could help them. We are gearing up for a spring Destination Glen Rose Wedding Show March 5.

The Veterans Day Celebration was moved indoors due to weather. It was a very heartfelt ceremony and the veterans certainly appreciated us giving them a celebration this time.

The Merry & Bright Christmas Festivities were a huge hit this year. We added Vendors on the square and were pretty full. Two of our Dance Schools had their Holiday performances during the day as well as some voice students. Cornerstone Church held the Teddy Bear Drive once again in the Gazebo. The parade had 30 entries and they were all lit up. Santa was brought in by Eagle Eye Ranch & Carriage Company once again this year. Santa was available for pictures with the kids and the Grinch and Tuffy SR and Tuffy JR were also around for photo ops.

Now that the busy season is about over I will continue to work on the magazine, brochures, app and website. Hopefully all can be updated and off to print by mid-January.

Attached you will find the numbers from Pearl on calls, visitors, mail outs and calendar of events. Also you will find information and analytics from Social Media for November. Number increased significantly this month.

CITY	2021-22	10/22	11/22
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## 080-440-430

KHITS	5,000		
HANK FM	8,000		6500
	13,000		

## 080-440-431

TML Booth	\$450		
Travel & Adventure	\$11,000		
Houston Wedding Show	\$700		
Irving Wedding Show	\$700		
Dallas Wedding Show	\$900		
	\$13,750		

## 080-440-434

AJR Media (TX Monthly/etc)	\$7,000		
TX Dept Travel	\$4,400		
TX Hwys	\$10,800		
BarZ	\$7,500		
Texas Life	\$4,500		
USA Today	\$6,500		
YOLO	\$5,000		
Magazine	\$15,000		
	\$60,700		

## 080-449-102

Director	\$63,000	2423.08	4846.16
Coodinator/Specialist	\$77,195	2692.31	7096.09
Part Time	\$5,000	192	1288
SS	\$11,000	403.23	1202.02
Insurance	\$29,500	36	3719.76
Retirement	\$22,000	847.32	2525.9
Workers Comp	\$1,000		
	\$208,695		

## 080-449-310

Postage	\$10,000	79.47	
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## 080-449-401

Texas Prehistoric Trail Dues	\$500		
THLA Memberships	\$6,800		
TTA Dues	\$500		
GR Reporter	\$35		
	\$7,835		

080-449-401	
TTA	\$500
TACVB	\$600
Tourism College	\$3,000
	\$4,100

080-449-435	
Printing	\$1,000
	\$1,000

080-449-453	
Comp Maint	\$2,000
	\$2,000

Grants	\$15,000
	\$15,000

6673.41 27177.93

Need account number	
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HOT Authorized projects	\$50,000
-------------------------	----------

\$386,080

4th 2022

Oct	Nov
\$2,126.14	3646.12
\$225.81	225.81
\$163.89	163.89
\$6,482.80	8634.68
\$375.61	375.51
\$5,540.43	5804.64
\$2,085.62	1845.1
\$234.44	234.44
\$971.76	2420.03
\$241.33	
\$773.87	
\$4,124.87	
\$6,414.10	
\$234.29	257.33
\$332.36	

\$30,327.32 23607.55

November 2022		Pearl		
	CVB Phone	Visitors	Mailouts	
Tue-1	10	8		
Wed -2	13	17		13
Thurs-3	12	8		
Fri-4	15	25		
Sat -5	2	58		
Sun-6	Closed	Closed		
Mon-7	8	14		
Tue -8	12	20		
Wed-9	18	26		
Thur-10	15	24		
Fri-11	Holiday	Holiday		
Sat -12	1	33		8
Sun -13	Closed	Closed		
Mon-14	8	7		
Tue -15	6	12		
Wed-16	14	15		
Thurs-17	10	17		9
Fri-18	12	26		
Sat -19	1	33		
Sun-20	Closed	Closed		
Mon-21	6	22		
Tue -22	17	15		
Wed-23	24	34		
Thurs -24	Holiday	Holiday		
Fri-25	Holiday	Holiday		
Sat-26	Closed	Closed		
Sun -27	Closed	Closed		
Mon-28	8	14		
Tue-29	13	18		
Wed-30	11	6		
<b>Total:</b>		236	452	30

Mail Brochures Texas 17- Out of State 13  
 Out of the Country- Rome, Indonesia, Germany

November

2021

	CVB	Visitors	Mailouts
Mon-1	6	7	1
Tue-2	5	18	
Wed-3	5	7	
Thurs-4	17	18	
Fri-5	11	17	
Sat-6	1	29	17
Sun-7	Off	Off	
Mon-8	7	6	59
Tue-9	3	7	
Wed-10	12	5	
Thurs-11	Holiday	Holiday	
Fri-12	5	13	
Sat-13	2	47	
Sun-14	Off	Off	
Mon-15	1	4	
Tue-16	12	7	
Wed-17	8	19	
Thurs-18	9	15	
Fri-19	15	17	
Sat-20	2	30	30
Sun-21	Off	Off	
Mon-22	13	9	50
Tue-23	10	19	
Wed-24	13	35	
Thurs-25	Holiday	Holiday	
Fri-26	Holiday	Holiday	
Sat-27	2	20	34
Sun-28	Parade	40	
Mon-29	3	7	
Tue-30	7	5	8

Mailouts in Texa: Total Mailouts

**Total:**

169	401	199
-----	-----	-----

## EXPLORE GLEN ROSE FB

### Nov 2022 Stats

#### New likes and follows

Facebook Page new likes ①

42 ↓ 4.5%



New Instagram followers ①

17 ↓ 34.6%



#### Reach

Facebook Page reach ①

11,644 ↓ 56.8%



Instagram reach ①

374 ↑ 592.6%



#### Page and profile visits

Facebook Page visits ①

2,818 ↓ 18.2%



Instagram profile visits ①

32 ↑ 3.2%



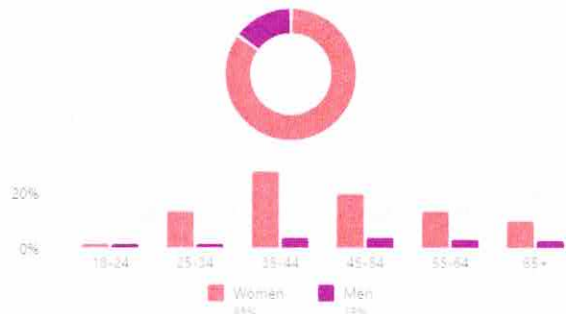
## Audience

Current audience Potential audience

Facebook Page followers ①

6,790

Age & gender ①



Top cities

Glen Rose, TX

Fort Worth, TX

Granbury, TX

Dallas, TX

Cleburne, TX

Houston, TX

San Antonio, TX

Arlington, TX

Weatherford, TX

Stephenville, TX

Top countries

United States

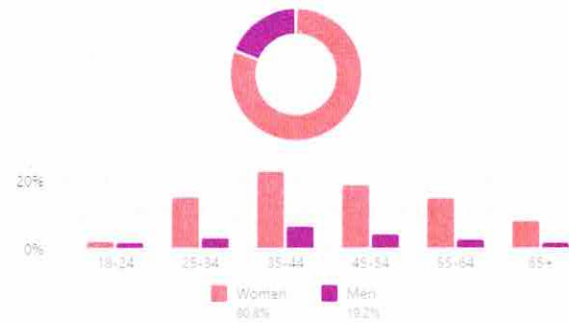
Greece

Mexico

Instagram followers ①

818

Age & gender ①



Top cities

Glen Rose, TX

Granbury, TX

Fort Worth, TX

Dallas, TX

Arlington, TX

Top countries

United States

Mexico

Colombia

Nigeria

Taiwan

## SOMERVELL COUNTY FB STATS

November 2022

### Reach

Facebook Page reach ⓘ

38,960 ↑ 301.7%



Instagram reach ⓘ

500 ↑ 843.4%



### Page and profile visits

Facebook Page visits ⓘ

1,964 ↑ 188.4%



Instagram profile visits ⓘ

22 ↓ 39.2%



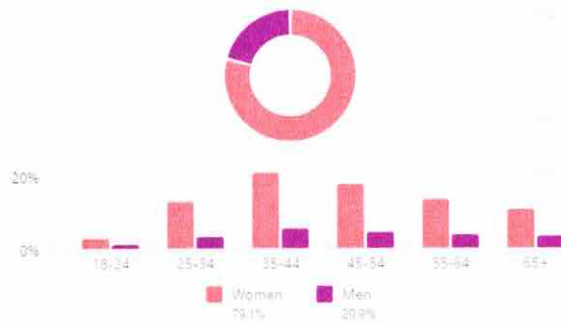
## Audience

Current audience Potential audience

Facebook Page followers ⓘ

3,772

Age & gender ⓘ



Top cities

Glen Rose, TX  
Granbury, TX  
Fort Worth, TX  
Cleburne, TX  
Stephenville, TX  
Rainbow, TX  
Nemo, TX  
Walnut Springs, TX  
Tolar, TX  
Weatherford, TX

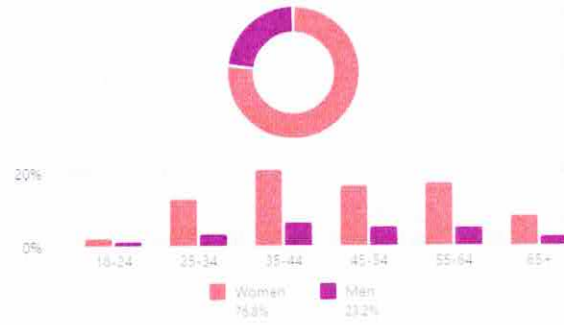
Top countries

United States  
Canada  
France  
Mexico  
Pakistan

Instagram followers ⓘ

708

Age & gender ⓘ



Top cities

Glen Rose, TX  
Fort Worth, TX  
Granbury, TX  
Dallas, TX  
Nemo, TX

Top countries

United States  
Brazil  
Ghana  
Uganda  
Vietnam

# 2023 Mill Moments Calendar

Item 18.

## FEBRUARY

February 14 ~ Valentines Dinner 6:00~9:00 pm

February (TBD) ~ Reagan Dinner

## MARCH

March 8 ~ Women of Somervell County History Luncheon

March 11-12 ~ Suicide Prevention Yard Sale

March 13-17 ~ Spring Break (Mill Open)

March 22 ~ Art on the Paluxy

## APRIL

April 1-23 ~ GRISD Art Show & Contest

April 23 ~ Awards Reception

## MAY

May 5 ~ 3rd Grade Tour

May (TBD) ~ Little Tigers Graduation (Private)

## JUNE

June ~ August ~ August Good Ole Boys (Moonshine) Exhibit

June 11 ~ Afternoon Tea

June ~ GRISD Cool Reads Program

## JULY

July 4 ~ Parade

## AUGUST

August 25-27 ~ Good Ole Boys Festival on the Square

## SEPTEMBER

September 16 ~ Annual Cowboys and Cabernet Gala

March

5 - Destination Glen Rose Wedding Show

April

29-30 - Somervell County Rodeo/Fair/Car Show

June

2-3 - Paluxy RiverFest

Moonshine History Exhibit - Mill

July

4 - 4th of July Parade Festivities and Fireworks

Moonshine History Exhibit - Mill

August

25-27 - Moonshine Festival

September

Barnards Mill Cowboys & Cabaret Gala

October

31- Safe Treats

November

11 - Veterans Day Ceremony

24 - Dino Friday

25 - Merry & Bright Christmas Bazaar/Parade/Tree

December

2 - Heritage Christmas Bazaar





**Explore Glen Rose**

# Lighted Home Tour

BEGINS @ HERITAGE PARK-103 HERITAGE PL  
ENDS AT DINOSAUR VALLEY RV PARK

DEC 2ND  
& 3RD  
6-8:30PM

 **Jimmy Walls**  
601 E Elm St, Glen Rose, TX 76043  
You can listen on your radio at 89.9 FM

 **OAK VIEW RANCH**  
CR 2027  
Glen Rose, TX 76043

 **Falcon Ridge Estates**  
Falcon Ridge DR  
Glen Rose, TX 76043

 **Barbara Eden**  
401 Grace St

 **Joe Boles**  
209 Hereford St.

 **Display by**  
Dakota Stroud with  
Hook N Ladder.  
Ronald and Kathy Hankins  
1060 CR 306A  
Rainbow, Texas 76077

 **Templeton Family**  
1513 Whisper Lane

 **Dinosaur Valley RV Park**  
1099 Park Rd 59

# December Events

Item 18.

## Dinosaur Valley State Park

December 3, 4, 10, 11, 17, 18, 24, 31	Track Talk	10:00AM-3:30PM
December 3, 18	Junior Ranger	11:00AM
December 3	BARK Ranger Hike	2:00PM
December 4	ATLANT	2:00PM
December 10	Dino Detectives	2:00PM
December 10	Star Party	8:00PM
December 11, 24	Fire building 101	11:00AM
December 17	Christmas in the Valley (Free Entry with a New Toy Donation)	1:00PM-4:00PM
December 31	Midnight Countdown Hike	11:00PM
January 1	Dino Dive & First Day Hike @ The Blue Hole	2:00PM

## Downtown

December 3	Shoo-Fly- Santa's Soda Shop Christmas	6:00PM-8:00PM
December 2, 3	Heritage Park Christmas	10:00PM-8:00PM
	SANTA Will be at the Park	3:00PM-5:00PM

## Fossil Rim Wildlife Center

Closed	Christmas Eve and Christmas Day	
Dec 3	Somervell County Free Day	

## Squaw Valley Golf Course

December 10	The Big Chill Golf Tournament	10:00AM
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## Somervell County Expo Center

December 7, 14	Expo Barrel Jackpot	All Day Event
December 10	8 <sup>th</sup> Annual Holiday Extravaganza	10:00AM-5:00
December 17, 18	Show Me The Money	All Day Event
December 30, 31	Ranch Sorting State Finals	All Day Event
January 7, 8, 9, 10	Nolan River Dog Show	All Day Event

	The Promise	
December 9, 10	The Hope of Christmas	7:30 PM - 8:30PM

December 3, 4	Dinosaur Valley RV Park	6:00PM-8:30PM
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## **3<sup>rd</sup> Annual Light Up Drive Through**

December 9	Holiday Slip & Shop Gign Rose Discount Drug	4:00-6:00
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December 30, 31	2 <sup>nd</sup> Annual Chili Cook-Off Dinosaur Valley RV	All day event
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## **CITY ADMINISTRATOR'S REPORT**

**MEETING DATE:** December 13, 2022

**STAFF REPRESENTATIVE:** Michael Leamons, City Administrator

**City Administrator Report  
For November 2022**

Item 19.

Following is a list of some of the more significant and/or time-consuming transactions I was involved in during the month:

1. Met with Councilman Freas and representatives of the firm planning on developing the property next to the 7-Eleven to discuss some of the obstacles to that property being annexed.
2. Met with P&Z to discuss some changes to the Zoning Ordinance amendment process which City Attorney Lowry asked be rewritten to comply with state statutes. The changes were approved, submitted to the Council and approved by Council at its meeting.
3. Along with my fellow committee members, scored the CDBG Grant Administrator proposals and recommended Public Management be selected. The committee's recommendation was approved by the Council at its meeting.
4. Attended the November 3<sup>rd</sup> Comprehensive Plan Community Forum.
5. Reviewed November Council agenda with Mayor Douglas, City Attorney Lowry, and City Secretary King. Worked on the packet. Prepared Administrator Report and helped Deputy City Secretary Sosol prepare the monthly Financial Report.
6. The Council voted to accept the petition for annexation for the property next to 7-Eleven, allowing the process to move forward, but Councilwoman Conrad mentioned the obstacles which in her opinion were standing in the way of final annexation.
7. Followed up on action taken by the Council at its meeting. Submitted Tex-21 membership application. Discussed different options for resolving the parking situation with the firm which was denied its requested parking variance. Called Greg Clanton to schedule a Retails Strategies presentation for the December Council meeting. Provided Judge Chambers and Superintendent Overbo with the amendment to our interlocal agreement with Somervell County and GRISD on the TxDOT sidewalk project. Offered to meet with their respective governing bodies. Superintendent Overbo asked that I attend GRISD's December meeting.
8. Provided paperwork concerning Grant Administration selection to Public Management and reviewed the Engineering firm selection process.
9. Submitted annual eminent domain report to the Comptroller's Office.
10. Still waiting on a bond from Squaw Creek Estates so that the approved plat can be filed.
11. Terry Sheehan, whose property is next to the failing retaining wall, called to express concern about losing his fence due to the walls failure. Also received a complaint from First Baptist about having the contractor clean up the mess left over on their side of the retaining wall adjacent to their property. Have called Bryan Barnes twice, but he hasn't returned me calls.
12. After confronting our problems with Republic last month, they have begun providing an early afternoon report on the status of collections. Their service has much improved. Republic and Frontier are continuing to communicate as the time for the transition draws near. Frontier has two new trucks for our account which are being broken in at another city. The poly carts and dumpsters will begin to be distributed in mid-December. The same company will be distributing Frontier's equipment and picking up Republic's equipment.
13. Receiving no response from TxDOT on our traffic light resolutions, I asked Abra if Peloton could be of assistance. She is planning on scheduling a follow-up meeting on our Comprehensive Plan with TxDOT and plans on making the traffic light request one of the agenda items.
14. Still working with Administrative Assistant Holder on transition to new email provider. Organized documents and began preparing for the migration from Google Docs as well.

15. Somervell County Commissioners Court approved the amendment to our interlocal agreement sidewalk funding.
16. The Council chambers' formica work was completed. The new cabinets and countertops have been installed in the front office.
17. The Interbank and new First Financial Bank money market accounts were opened and funded, though one of the requested transfers into Interbank didn't get processed. That transfer is being taken care of and will result in the City's funds being pretty well evenly split between the four banking/investment pool entities the City does business with.
18. At City Attorney Lowry's request, searched for an attorney that could help the City with some issues requiring specialized knowledge. Met with City Attorney Lowry and attorneys from Bickerstaff to determine if that firm could meet the City's needs. As you know, a special meeting was called and the Council authorized letters of engagement. Signed letters of engagement were sent to Bickerstaff and staff began providing information to and having discussions with Bickerstaff and City Attorney Lowry.
19. Worked with Jake McAdams of Public Management to identify the area in Wolf City where a qualifying street project could be undertaken. Provided surveys and boundary to P&Z Chair Streeter as she had volunteered to work with a student present at the November meeting to arrange for students to collect the required surveys.
20. The variable speed drive was installed at Well #5 and Maguire has begun work on the standpipe.
21. The contractor is continuing to work on the Valley View street reconstruction project.
22. All is going well with our new arrangement with Inspector McKinzie. He has just about completed resolving the issues at Tres Rios. We received a letter from TCEQ and they seemed to be satisfied with the steps the City has taken to address the complaint they received.
23. Solicited and received RFQs for an Engineering firm for the 2022-23 CDBG application. Have been addressing what Texas Department of Agriculture has identified as a conflict of interest in one engineering firm's participation in the process.
24. The TxDOT Hereford Street water main permits have been approved and the job has been put out for bids. Due to an error in the newspaper ad. It had been expected that the Council would be asked to award the job at its December meeting, but due to a mistake in the newspaper ad, the award will be delayed until January.
25. So far, no progress has been made on the interlocal agreement with Somervell County regarding OSSF services. Made the Squaw Valley Estates team aware of the City's efforts to simplify the OSSF process by trying to secure an interlocal agreement so their builders wouldn't have to work with the TCEQ office in Fort Worth to secure their OSSF permits and inspections. While I was following up on the amendment to the interlocal agreement on sidewalks, met with County Judge Chambers and County Attorney Brown concerning the agreement, making County Attorney Brown aware of the reason the City is requesting it. The idea of providing a way for City residents to work with Somervell County rather than TCEQ in Fort Worth seemed to be favorably received. Judge Chamber's has been waiting to act on the plan until the beginning of next year. His plan is to present the agreement to OSSF staff and County Attorney Brown for their input before taking it to the Commissioners Court.
26. Working with the new Dollar General on the results of our recent lighting report.
27. Worked with Mayor Douglas to set up a meeting between representatives of the City and the Somervell County Water District. Engaged in a considerable amount of research and analysis in preparation for that meeting. Encountered an obstacle concerning the Mayor's request and she addressed it in a letter to the District. We are hoping the meeting can go forward. If not, Mayor Douglas is planning on addressing the District at its next Board meeting. Unfortunately, for some

reason their December meeting has been cancelled. Mayor Douglas has asked that they conduct December meeting as some of the matters she needs to discuss with them are time sensitive.

28. Was made aware of some concerns related to the County's new overflow parking lot on the other side of Gibbs from the Expo. Staff plans on addressing these concerns with Judge Chambers.
29. The annual audit is in progress. The auditor plans to present a report to the Council at its January meeting.



## CITY SECRETARY'S REPORT

**MEETING DATE:** December 13, 2022

**STAFF REPRESENTATIVE:** Staci King, City Secretary

City of Glen Rose  
City Secretary's Office  
November Staff Report

City Secretary

1. Council Meetings – Packets, Posting, Packets – November 8 and 21
2. Public Information Requests – Received, assigned, and reviewed – 8
3. Worked with CivicPlus/Municode on the website redesign project
4. Attended webinar – “Basics of a Well-Organized Texas Municipal Court”
5. Attended the Public Hearing with Public Management, Inc. regarding the city's CDBG application
6. Completed the annual Workers' Comp audit
7. Opened Interbank account and FFB Money Market account

Deputy City Secretary

1. Processed 11/11 and 11/25 Payroll.
2. Submitted monthly payroll reports TMRS and HSA.
3. Submitted quarterly reports and payments to TWC, IRS, State Comptroller.
4. Processed payments to vendors for the month of November (304)
5. Reconciled bank accounts for TexPool and TexStar.

Municipal Court

1. Processed citations, payments and court related paperwork.
2. Answered phone calls, processed utility payments, helped to create new water accounts.

Utility Billing

1. Answered and redirected phone calls for different departments.
2. Processed water and citations payments.
3. Processed paperwork for new water accounts and for closed water accounts.
4. Submitted ACH files for bank drafts water payments.
5. Made courtesy calls to citizens who were on the cut off list for non-payment.
  - a. 127 accounts penalized for late payment
  - b. 47 accounts on cut-off list
  - c. 47 phone calls made
  - d. 10 accounts turned off for non-payment
  - e. 1 account terminated for non-payment (2 months)