

REGULAR CITY COUNCIL MEETING

Tuesday, November 08, 2022 at 5:30 PM

Glen Rose City Hall, Council
Chambers, 201 NE Vernon, Glen
Rose, TX 76043



AGENDA

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: 859 7430 5883 • Passcode 941825 • or dial 1-346-248-7799

CALL TO ORDER

INVOCATION

PLEDGES OF ALLEGIANCE

ROLL CALL

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

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.***

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.***

PUBLIC HEARINGS

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*.

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.
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.
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).
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).
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.
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*.

- [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.
- [16.](#) Discussion, consideration, and possible action regarding a request to close streets for the Merry & Bright Christmas Bazaar and Tree Lighting.
- [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.
- [18.](#) Discussion, consideration, and possible action regarding a resolution designating a Grant Administrator for the 2023-2024 Texas Community Development Block Grant (CDBG) Program.
- [19.](#) Discussion, consideration, and possible action on Interlocal Agreement with Somervell County for On-site Sewage Facilities (OSSF) regulatory services.
- [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.
- [21.](#) Discussion, consideration, and possible action regarding membership in the Tex-21 Coalition.
- [22.](#) Discussion, consideration, and possible action regarding proposed job descriptions for City Administrator and Director of Development.

ANNOUNCEMENTS/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.
- [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.

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

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 and said notice was posted at or before Friday, November 4, 2022 at 5:30 p.m. 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

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Executive Session in accordance with 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		
PREPARED BY:	Michael Leamons, City Administrator	DATE SUBMITTED:	11/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



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PREPARED BY:	Michael Leamons, City Administrator	DATE SUBMITTED:	11/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
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PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
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PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Public hearing regarding a request to rezone the property located at 800 Clay St, Glen Rose, TX 76043, 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).		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/02/2022
EXHIBITS:			
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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)		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
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PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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.		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/01/2022
EXHIBITS:	1. Request for BOA Hearing Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map 5. Current Zoning Map. 6. Future Land Use Map 7. B-2 General Commercial District 8. BOA Determination		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses. 10/14/2022 – Variance Request Application was received 10/28/2022 - Notice of Public Hearing was posted in the local newspaper 10/19/2022 - 11 Property owner letters were sent representing 14 properties. 09 Letters have been confirmed as received 02 Letters unconfirmed as received 00 Letters were returned 04 Favorable response has been returned 00 Opposition response has been returned			
RECOMMENDED ACTION:			



Board of Adjustments (BOA)
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Staff use only
Date Received: 10/11/22
Fee: \$ 100 Paid on: _____

Request for Board of Adjustment (BOA) Hearing

Address of property: 1420 NE Barnard St. Glen Rose, TX. 760043

Applicant's Name: J3 Group LLC Date: 10-11-22

Property Owner/Applicant Information

Full Name: J3 Group LLC

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: B2

I am requesting this hearing for the following reason(s): ☒ Parking Variance

☐ Setback variance for ☐ side yard ☐ rear yard ☐ front yard

☐ Lot size variance ☐ Lot coverage variance

☐ Lot frontage width variance ☐ Lot depth variance ☐ Building height variance

☐ Challenging the decision of the ☐ Zoning Administrator ☐ Building Official
☐ Other City Official

Explain, in detail, the reason for appearing before the BOA: (Use a separate page if necessary.
Attach all photos, maps, drawings, etc).

The Present City required parking Spaces is 53 Spaces for our current
Site plans for the Proposed new Family Dollar/Dollar Tree.

This is an unusually high amount of parking spaces that a typical building
this size has. Attached is our site plan showing the amount of spaces
we can currently confiure on the size of lot that is proposed.

J3 Group LLC is requesting a parking variance as shown on the Attached
Site plan.

I hereby certify that all the information provided is true and correct to the best of my knowledge.

Applicant's Signature:

Angie B. Bain

Date: 10-11-22

Letter of Authorization for Owner Representation

I, William Green, hereby grant J3 Group LLC to request a parking variance for the property located at 1420 NE Barnard Street, Glen Rose, TX.

W B Green



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

November 19, 2022

Public hearing, discussion and possible action by the Board of Adjustment at the request of J3 Group LLC, applicant, for a variance for Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD, located just north of 1420 NE Barnard Street.

RE:

- **Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses.**

Dear Property Owner:

This letter is to inform you of a setback variance request in the area of your property ownership near 1420 NE Barnard Street. The purpose of the variance is to reduce the parking requirement from the 1 parking space/200 SF for a small discount store. State law requires the City to notify all property owners (most recent tax rolls) within 200' of the proposed request. The Board of Adjustment will hold a public hearing on November 8, 2022 at 5:30 p.m. in the City Council Chambers of City Hall, 201 NE Vernon Street, Glen Rose, Texas, 76043 to hear public comment on this request for variance. Immediately following the public hearing, the Board of Adjustment will take action to approve or deny the request.

It is important that you submit your opinion in writing to the Building and Planning Office for consideration by the Board. A form is included with this letter which you may mail or return to one of the drop boxes located at City Hall.

Questions regarding the variance request or this letter may be directed to Jodi Holthe, (254)-897-2272, ext:109. Thank you.

Sincerely,

Building and Planning / Code Enforcement

NOTICE OF PUBLIC HEARING

Item 9.



City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 Fax: (254) 897-7989

Public hearing, discussion and possible action by the Board of Adjustment at the request of J3 Group LLC, applicant, for a variance for Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD, located just north of 1420 NE Barnard Street.

RE:

- **Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses.**

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building and Planning / Code Enforcement

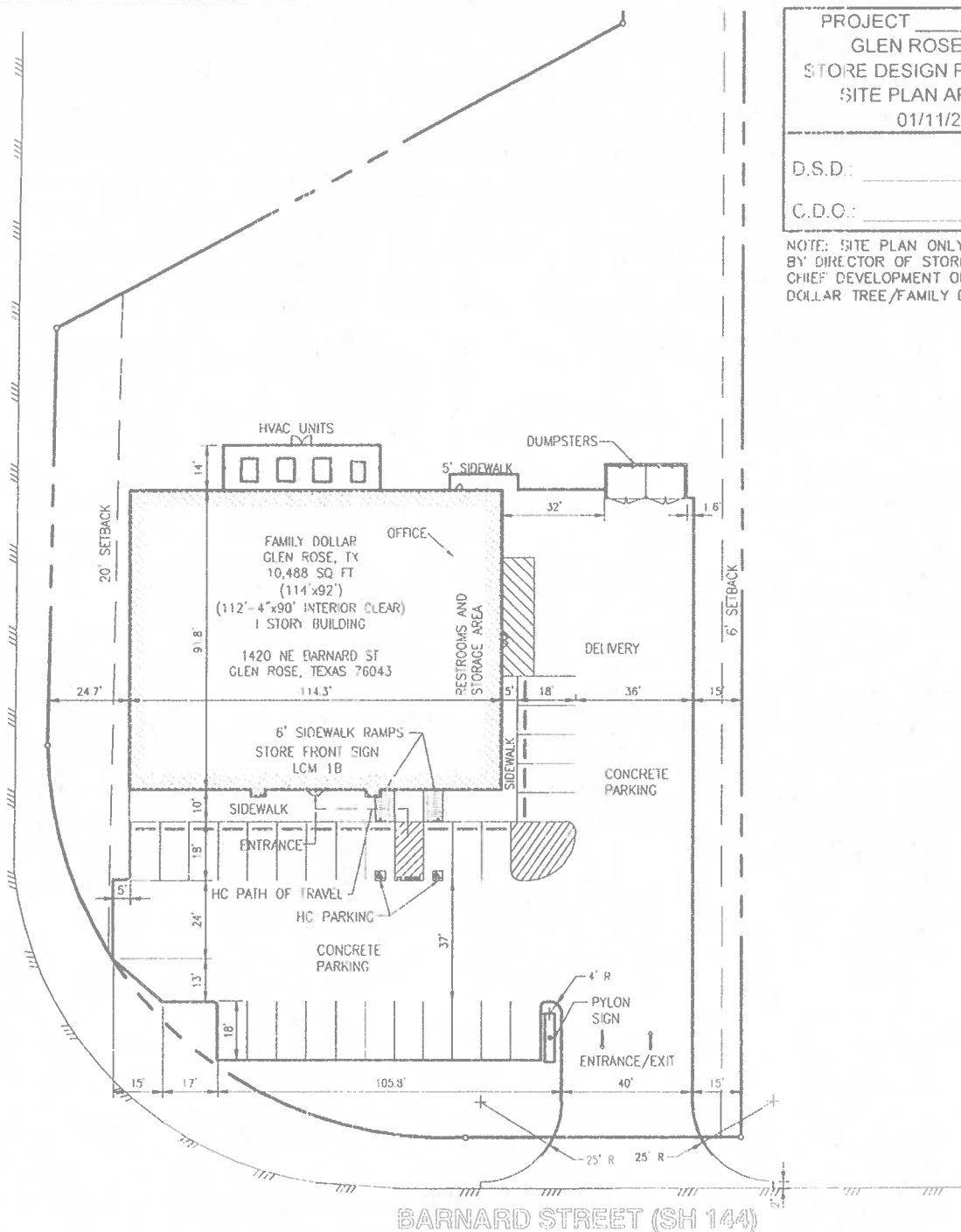
PROJECT _____
 GLEN ROSE, TEXAS
 STORE DESIGN PRELIMINARY
 SITE PLAN APPROVAL
 01/11/2021

D.S.D.: _____

C.D.O.: _____

NOTE: SITE PLAN ONLY VALID IF SIGNED
 BY DIRECTOR OF STORE DESIGN AND
 CHIEF DEVELOPMENT OFFICER OF
 DOLLAR TREE/FAMILY DOLLAR.

BIG BEND TRAIL (US 67)



PARKING SPACES (ALL SPACES 9'x18')

STANDARD	26
ASSESSIBLE	2
TOTAL	(REQUIRED 53) PROVIDED 28

GENERAL NOTES

1. THE CITY OF GLEN ROSE HAS ORDINANCES REGARDING SETBACKS (AS SHOWN).
2. THERE ARE NO KNOWN EASEMENTS AFFECTING THIS PROPERTY.
3. THERE ARE NO KNOWN CROSS ACCESS ISSUES AFFECTING THIS PROPERTY.
4. THE CITY OF GLEN ROSE MAY REQUIRE STORMWATER DETENTION.
5. THE CITY OF GLEN ROSE HAS ORDINANCES REGARDING PARKING SPACES. A VARIANCE WILL BE REQUIRED.

SCALE: 1" = 50'



FOR REVIEW
 PURPOSES ONLY

NOT FOR
 CONSTRUCTION

Bnb Staehs, P.E. 72828

Date: 01/11/2022

ENGINEERS - SURVEYORS
Everett Griffith, Jr. & Associates Inc.
 408 NORTH THIRD STREET, LUFKIN, TEXAS 75901
 936-834-5528
 TX ENGINEERING FIRM NO. F-1156
 TX SURVEYING FIRM NO. 100291-00

FAMILY DOLLAR STORE
GLEN ROSE, TEXAS

PRELIMINARY SITE PLAN

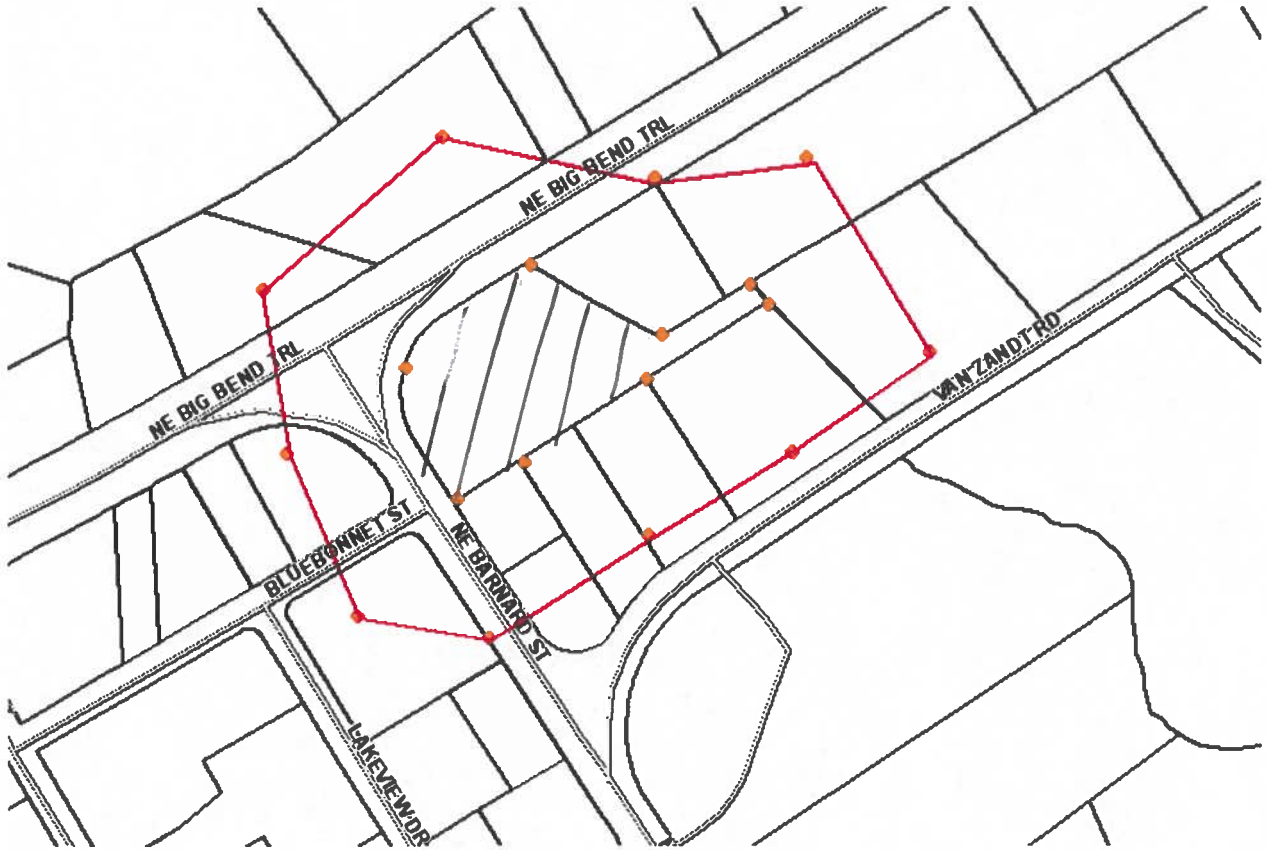
Designed by: _____	Drawn by: FJG/CL	Scale: 1"=50'
Surveyed by: H.A.	Checked by: DS	F.R. No: N/A
Calculated by: FJG	Date: 01/11/2022	Save Name: FDS_GS

Drawing
 or Job No.
 E
 F-067

Sheet
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 4

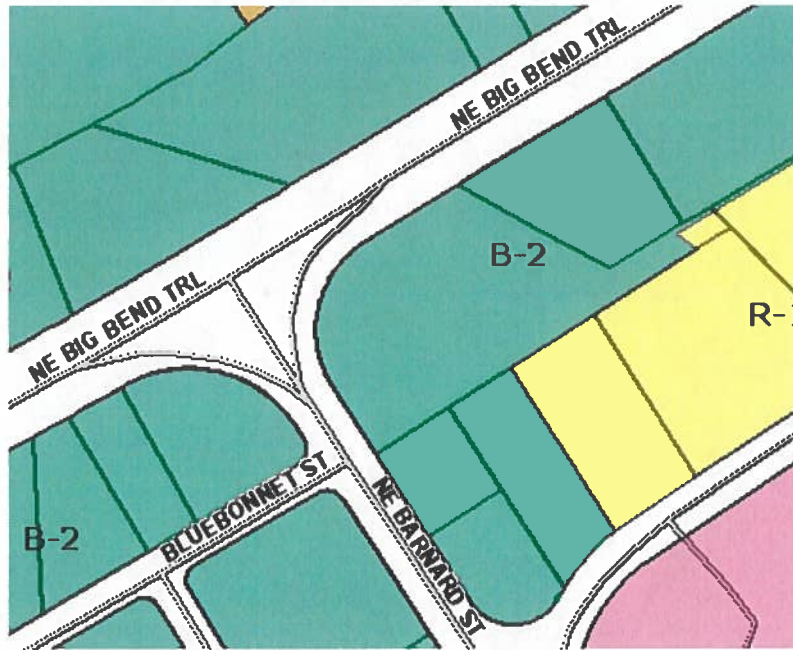
1420 NE Barnard Street

Variance Request

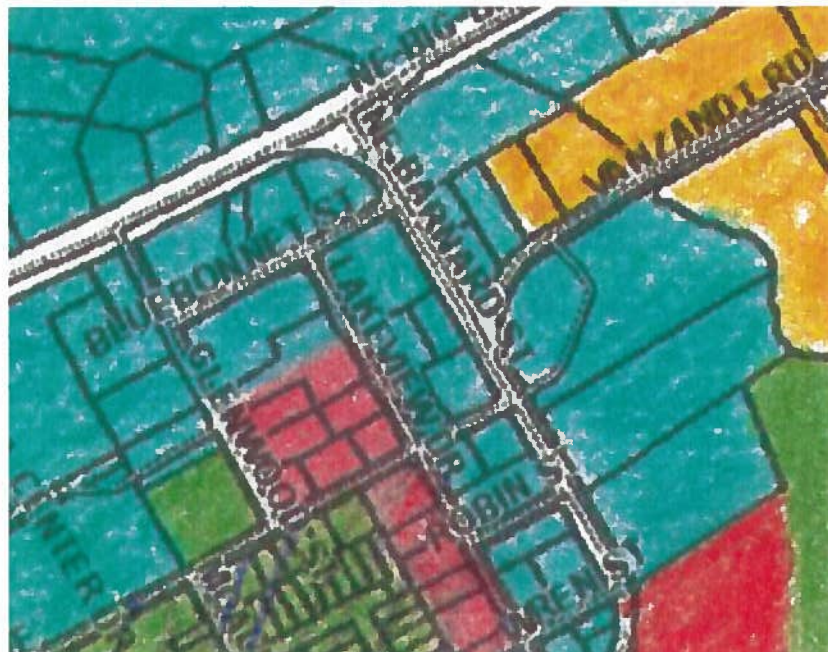


1420 NE Barnard Street

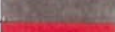
Current Zoning



Future Zoning



LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.048 B-2 General Commercial District

- (a) Purpose. The B-2 General Commercial District is established to accommodate most commercial activities that cannot generally be accommodated in the B-1 district. This district permits the storage of goods, materials, equipment, machinery and vehicles outside of enclosed buildings.
- (b) Permitted uses. The uses permitted in the B-2 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for the uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. No enclosed or covered parking is specifically required.

(Ordinance 240 adopted 3/15/94; 2007 Code, sec. 155.22)

4) Commercial Type, Retail and Service Uses

		R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	I	P&R	Parking
Commercial Type,													
Commercial Type, Retail and Service Uses	Shop, Large Retail - Groceries							X - Size Limit	X				1/200 g f a
	Shop Large												

1420 NE Barnard Street**200 Ft Radius**

1. (Owner)
William Green
P O Box 386
Glen Rose, TX 76043-1386
(R2342, R3929 & R10532)
2. (Applicant)
J3 Group LLC
PO Box 158
Camden, TX 75934
3. Cossio & Van Marweijk LLC
PO Box 825
Glen Rose, TX 76043
4. Winton Dale Glass
P.O. Box 1212
Glen Rose, TX 76043-1212
5. Sharlin Janell Sifford ET UX
P O Box 1226
Glen Rose, TX 76043-1226
6. Henry C Womack III
P.O. Box 332
Rainbow, TX 76077
7. Lillian Loveta Willey ET AL
PO Box 732
Glen Rose, TX 76043
(R105588 & R4382)
8. JRC Repair Services LLC
1024 CR 1024
Glen Rose, TX 76043
(R2511 & R1021)

9. Daniels Jones Real Estate Group, LLC
PO Box 1324
Glen Rose, TX 76043

10. Jappa Corporation
126 Lakeview Dr
Sunnyvale, TX 75182

11. R.N.P Venture, LLC
4342 S FM 56
Glen Rose, TX 76043

NOTICE OF PUBLIC HEARING

Item 9.



City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 Fax: (254) 897-7989

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RE:

- Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Mike Daniels

ADDRESS: 1107 N.E. Big Bend Trail Glen Rose, TX 76043

I AM ☒ IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building and Planning / Code Enforcement

A handwritten signature in blue ink that reads "Mike Daniels". The signature is fluid and cursive, with the first name "Mike" and last name "Daniels" clearly legible.

10-26-22

NOTICE OF PUBLIC HEARING

Item 9.



City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 Fax: (254) 897-7989

R2342
R3929
R10532

Public hearing, discussion and possible action by the Board of Adjustment at the request of J3 Group LLC, applicant, for a variance for Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD, located just north of 1420 NE Barnard Street.

RE:

- Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: William B. GREEN

ADDRESS: P.O. Box 386 Glen Rose, Tex 76043

I AM ☒ IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building and Planning / Code Enforcement



Board of Adjustments (BOA), City of Glen Rose, Texas

P.O. Box 1949, Glen Rose, Texas 76043

BOARD OF ADJUSTMENTS (BOA) DETERMINATION

Purpose of hearing: Public hearing, discussion and possible action by the Board of Adjustment at the request of J3 Group LLC, applicant, for a variance for Acres 1.000, Tract B4-10, Abst A136 MILAM CO SCH LD, located just north of 1420 NE Barnard Street.

- Variance request from the 1 parking space/200 SF requirement for a small discount store found in the Zoning Ordinance's schedule of uses.

Date and time of public hearing: **Tuesday, November 8, 2022 at 5:30 p.m.**

After considering all information submitted, the Board of Adjustments has made the following determination:

- ☐ Deny the variance. ☐ Approve the variance.
- ☐ Approve the variance with the following provisions.

Signature
Position: Chairman, Board of Adjustments

Date

Sec. 14.02.153 Board of adjustment**(a) Organization of board of adjustment.**

(1) There is hereby created a board of adjustment which, pursuant to section 211.008(g) of the Texas Local Government Code, shall consist of all the members of the City's governing body. The Mayor shall serve as the chairperson and the Mayor Pro Tem shall serve as the vice-chairperson. All cases to be heard by the board will always be heard by a minimum of 4 members.

(2) The board shall adopt rules to govern its proceedings; provided, however, that the rules are not inconsistent with this article or state law. Meetings of the board shall be held at the call of the chairperson and at other times as the board may determine, and in accordance with the Texas Open Meetings Law. The chairperson, or in his or her absence, the vice-chairperson or acting chairperson, may administer oaths and compel the attendance of witnesses.

(3) The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating that fact, and shall keep a record of its examinations and other official actions, all of which shall be immediately filed in the office of the city secretary and shall be a public record.

(b) Appeals to board.

(1) Appeals to the board can be taken by any person aggrieved by any decision of the city administrator or his or her designated zoning administrator, or by any officer or department of the city. This appeal shall be filed within 15 days after the decision has been rendered by the city administrator or administrative officer by filing with the city secretary and with the board of adjustment, a notice of appeal specifying the grounds thereof. The administrative officer or department from whom the appeal is taken shall forthwith transmit to the board all the papers constituting the records upon which the action appealed from was taken.

(2) An appeal shall stay all proceedings in furtherance of the action appealed from, unless the city administrator or designated administrative officer from whom the appeal is taken certifies to the board of adjustment, after the notice of appeal shall have been filed with him or her, that by reasons of facts stated in the certification, a stay would, in his or her opinion, cause imminent peril to life or property. In that case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or a court of record on application or [on] notice to the officer from whom the appeal is taken and on due cause shown.

(3) No appeal to the board for a variance on the same piece of property shall be allowed prior to the expiration of 180 days from a previous ruling of the board on any appeal to that body unless other property in the immediate vicinity has, within the 180-day period, been changed or acted on by the board or city council so as to alter the facts and conditions on which the previous board action was based. This change of circumstances shall permit the rehearing of an appeal by the board, prior to the expiration of the 180-day period, but the conditions shall in no way have any force in law to compel the board, after a hearing, to grant a subsequent appeal. The subsequent appeal shall be considered entirely on its merits and the peculiar and conditions related to the property on which the appeal is brought.

(4) At a public hearing relative to any appeal, any interested party may appear in person or by his or her agent or attorney. The burden of proof shall be on the applicant to establish the necessary facts to warrant favorable action of the board on any appeal or variance request. Any variance granted or authorized by the board under the provisions of this article shall authorize the issuance of a building permit or certificate of occupancy, as the case may be, for a period of 90 days from the date of the favorable action of the board, unless the board shall have in its action approved a longer period of time and has so shown the specific longer period in the minutes of its action. If the building permit and/or certificate of occupancy shall not have been applied for within the 90-day period or such extended period as the board may have specifically granted, then the variance shall be deemed to have been waived and all rights thereunder terminated. This termination and waiver shall be without prejudice to a subsequent appeal and the subsequent appeal shall

be subject to the same regulation and requirement for hearing as herein specified for the original appeal.

(c) Actions of board.

(1) In exercising its powers, the board may, in conformity with the provisions of the statutes of the State of Texas, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination as ought to be made and shall have all the powers of the city administrator or other administrative official from whom the appeal is taken. The board shall have the power to impose reasonable conditions to be complied with by the applicant.

(2) The concurring vote of 4 members of the board shall be necessary to reverse any order, requirement, decision or determination of the city administrator or other administrative official, or to decide in favor of the application for a specific use permit on any appearance or any variance [sic].

(d) Notice of hearing before board.

(1) The board shall hold a public hearing on all appeals requests and variance requests made to it, and written notice of the public hearings shall be sent to the applicant and all other persons who are owners of real property lying within 200 feet of the property on which the appeal is made. This notice shall be given no less than 10 days before the date set for hearing to all owners who have rendered their property for city taxes as the ownership appears on the last city tax roll. This notice may be served by depositing the same, properly addressed and postage paid, in the United States post office. Notice shall also be given by publishing the same in the official publication of the city at least 10 days prior to the date set for hearing, which notice shall state the time and place of the hearing.

(2) Additionally, the city administrator should erect a sign on the property of which a variance has been requested. The sign shall be erected adjacent to a street if possible and in a conspicuous place. The sign should have an area of 4 or more square feet. The sign should state that a request for a variance has been made on that particular property and the telephone number of the city offices from where the dates of public hearings and more information about the zoning request may be obtained. The sign should be erected prior to the hearing as early as possible and convenient. The erection and continued maintenance of this sign, however, shall not be deemed a condition precedent to the granting of any zoning variance, or the holding of any public hearing.

(e) Jurisdiction of board. When, in its judgment, the public convenience and welfare will be substantially served and the appropriate use of the neighboring property will not be substantially or permanently injured, the board may, in specific cases, after public notice and public hearing and subject to appropriate conditions and safeguards, authorize the following variances to the regulations herein established and take action relative to the continuance and discontinuance of a nonconforming use:

(1) To hear and decide appeals where it is alleged there is error on any order, requirement, decision or determination made by the city administrator or other zoning administrator in the enforcement of this article;

(2) Interpret the intent of the zoning district map where uncertainty exists because the physical features on the ground vary from those on the zoning district map and none of the rules set forth in [section 14.02.004](#) apply;

(3) Initiate on its motion or cause presented by interested property owners action to bring about the discontinuance of a nonconforming use;

(4) Require the discontinuance of a nonconforming use under any plan whereby full value of the structure can be amortized within a definite period of time, taking into consideration the general character of the neighborhood and the necessity for all property to conform to the regulations of this article;

(5) Permit the change of occupancy of a nonconforming use to another nonconforming use in accordance with the provisions of [section 14.02.108](#);

- (6) Permit the enlargement of a nonconforming use in accordance with the provisions of [section 14.02.108](#);
- (7) Permit the reconstruction of a nonconforming structure or building on the lot or tract occupied by the building, provided the reconstruction does not, in the judgment of the board, prevent the return of the property to a conforming use or increase the nonconformity of a nonconforming structure beyond what is permitted by [section 14.02.108](#);
- (8) Require the vacation and demolition of a nonconforming structure which is deemed to be obsolete, dilapidated or substandard; and
- (9) Permit a variance such as the front yard, side yard, rear yard, lot width, lot depth, coverage, minimum setback standards, off-street parking, off-street loading regulations, lot area, maximum height, or building, where the literal enforcement of the provisions of this article would result in an unnecessary hardship, or where the variance is necessary to permit [development on] a specific parcel of land which differs from other parcels of land in the same district by being of an area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other parcels of land in the same district.

(f) Appeals of board action. Any person or persons, jointly or severally aggrieved by any decision of the board, any taxpayer or any officer, department or board of the municipality may present to a court of record (district court) a petition, duly verified, setting forth that the decision is illegal, in whole or in part, specifying the grounds of illegality. This petition shall be presented to the court within 10 days after the decision of the board and not thereafter.

(Ordinance 240 adopted 3/15/94; 2007 Code, sec. 155.62; Ordinance 2019.18.03C adopted 3/18/19)

State law reference—Establishment and authority of zoning board of adjustment, V.T.C.A., Local Government Code, sec. 211.008 et seq.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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, Lot 6 of Block 4 of the J. J. Farr Addition and identified as Parcel No. R11028 by the Somervell County Appraisal District.		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	11/01/2022
EXHIBITS:	1. Request for BOA Hearing Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map 5. Current Zoning Map. 6. Future Land Use Map 7. B-2 General Commercial District 8. BOA Determination 9. Authority of Board of Adjustments		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 10/03/2022 – Variance Request Application was received 10/14/2022 - Notice of Public Hearing was posted in the local newspaper 10/17/2022 - 15 Property owner letters were sent representing 17 properties. 09 Letters have been confirmed as received 05 Letters unconfirmed as received 01 Letters were returned 00 Favorable response has been returned 00 Opposition response has been returned. The applicant is requesting a reduction from the 25' minimum front, back, and side (for corner lots) yard setbacks for an R-3 District to 7' minimum setbacks on all sides of the property. The Board of Adjustment only has authority to act as described in the attached section from the City's Code of Ordinances. The 25' side yard setback requirement for a corner lot in conjunction with the 7' other side yard setback does leave this lot with only 18' of width available for a building.			
RECOMMENDED ACTION:			



Board of Adjustments (BOA)
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Staff use only
Date Received: 10/3/22
Fee: \$150 Paid on: 10/3/22

Item 10.

Request for Board of Adjustment (BOA) Hearing

Address of property: 4th st - JARR Addition - Block 4 - Lot 4

Applicant's Name: Jaime Robles Date: 10-3-22

Property Owner/Applicant Information

Full Name: Jaime Robles

Address: _____

Telephone No: _____ Email: _____

* Present zoning at site: K-3

I am requesting this hearing for the following reason(s):

☐ Setback variance for ☐ side yard ☐ rear yard ☐ front yard

☐ Lot size variance ☐ Lot coverage variance

☒ Lot frontage width variance ☐ Lot depth variance ☐ Building height variance

☐ Challenging the decision of the ☒ Zoning Administrator ☐ Building Official

☐ Other City Official

Explain, in detail, the reason for appearing before the BOA: (Use a separate page if necessary.

Attach all photos, maps, drawings, etc).

lot size too NARROW

Request exception to place manufactured home on lot

requesting 7ft front, ^{side} and back setback
instead of 25 ft as required

I hereby certify that all the information provided is true and correct to the best of my knowledge.

Applicant's Signature:

Jaime Robles Date: 10-3-22

BOA Hearing Request May 2015



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
 (254) 897-2272 Fax: (254) 897-7989

October 17, 2022

Public hearing, discussion and possible action by the Board of Adjustment at the request of Jaime Robles, owner, for a variance for the items listed below, in order to place a manufactured residence at the southwest corner of Webster and 4th Streets.

RE:

- **Variance requests from the 25ft front, back and side yard setback (corner lot) in order to place a manufactured residence 7ft from the front, back and side property lines.**

Dear Property Owner:

This letter is to inform you of a setback variance request in the area of your property ownership near the southwest corner of Webster and 4th Streets. The purpose of the variance is to allow for the placement of a manufactured residence. State law requires the City to notify all property owners (most recent tax rolls) within 200' of the proposed request. The Board of Adjustment will hold a public hearing on November 8, 2022 at 5:30 p.m. in the City Council Chambers of City Hall, 201 NE Vernon Street, Glen Rose, Texas, 76043 to hear public comment on this request for variance. Immediately following the public hearing, the Board of Adjustment will take action to approve or deny the request.

It is important that you submit your opinion in writing to the Building and Planning Office for consideration by the Board. A form is included with this letter which you may mail or return to one of the drop boxes located at City Hall.

Questions regarding the variance request or this letter may be directed to Jodi Holthe, (254)-897-2272, ext: 109. Thank you.

Sincerely,

Building and Planning / Code Enforcement

NOTICE OF PUBLIC HEARING

Item 10.



City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 Fax: (254) 897-7989

Public hearing, discussion and possible action by the Board of Adjustment at the request of Jaime Robles, owner, for a variance for the items listed below, in order to place a manufactured residence at the southwest corner of Webster and 4th Streets.

RE:

- Variance requests from the 25ft front, back and side yard setback (corner lot) in order to place a manufactured residence 7ft from the front, back and side property lines.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 7643.

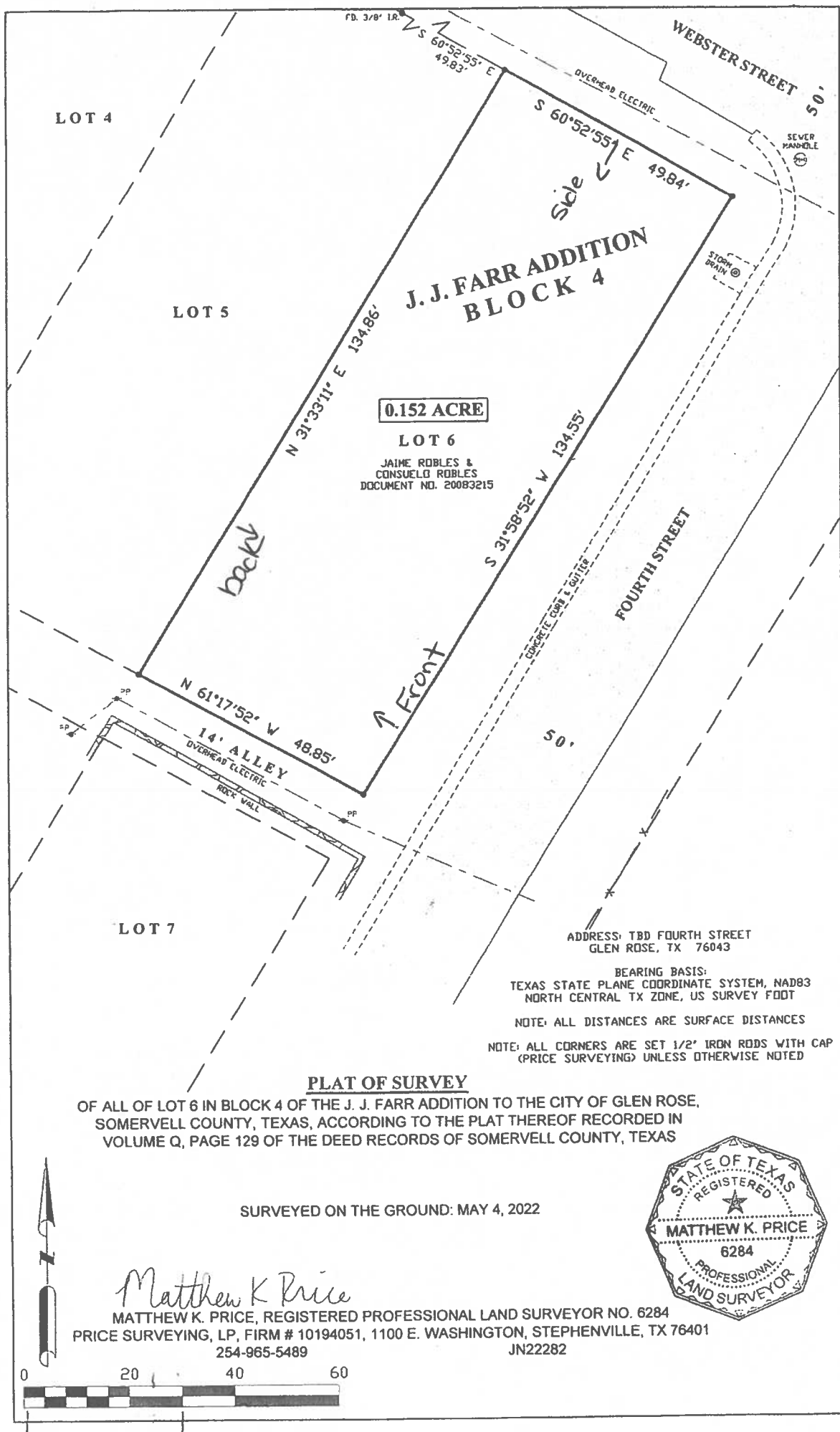
NAME: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building and Planning / Code Enforcement



Jaime Robles – 4th Street

Variance Request

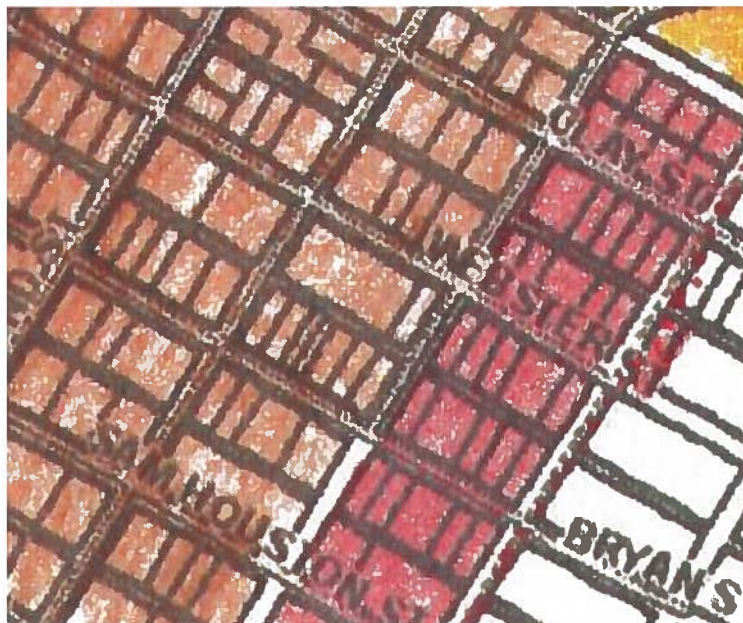


Jaime Robles – 4th St

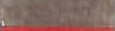
Current Zoning



Future Zoning



LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.044 R-3 Single, Two To Four And Manufactured Home Residential District

- (a) Purpose. The R-3 Residential District is established to meet the needs for low- and medium-density residential development that provides for affordable to traditional dwellings and manufactured homes.
- (b) Permitted uses. The uses permitted in the R-3 district are in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Special use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for the uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. No enclosed or covered parking is specifically required; however, carports and garages are encouraged.
- (f) Sales displays prohibited.
- (1) Garage sales shall be permitted in accordance with this Code of Ordinances.
 - (2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks & Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle, unless the vehicle is owned by the actual occupant of the premises. However, no person or family shall be permitted to display more than one of the following at any time: motor vehicles, boats or vessels subject to registration under Texas Parks and Wildlife Code chapter 31, or camper shells.
- (g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.18; Ordinance 17.02.13A adopted 2/13/17)

(d) Schedule of district regulations.

(1) **Regulations** The following table of district regulations is hereby adopted and shall be considered as part of each applicable zoning district regulation as hereafter described in this article.

Schedule of District Regulations

Area Regulations	R-1	R-2	R-2m	R-3	R-4	MH	B-1	B-2	B-3	I	P&R
Minimum lot area (sq. ft.)	6,600	(A)	(A)	(B)	(B)	(C)	3,000	N/A	N/A	N/A	N/A
Minimum lot width (ft.)	60	60	60	60	50	40' 60"	25	25	N/A	N/A	25
Minimum lot depth (ft.)	110	110	110	110	120	75' 100"	120	N/A	N/A	N/A	N/A
Minimum front yard setback (ft.)	25	25	25	25	25	25' 25"	(D)	(D)	N/A	20	(D)
Minimum front yard setback - Major street (ft.)	35	35	35	35	35	25' 25"	(D)	(D)	N/A	N/A	(D)
Minimum side yard setback (ft.)	7	7	7	7	7	6' 6"	(E)	(E)	N/A	(E)	(E)
Minimum side yard setback - Corner lot	25	25	25	25	25	25' 25"	20	20	N/A	20	20
Minimum rear yard setback (ft.)	25	25	25	25	25	20' 25"	(F)	(F)	N/A	(F)	(F)
Maximum height (stories)	2.5	2.5	2.5	2.5	3	1.5	3	8	8	8	2.5
Height of structure (ft.)	35	35	35	35	45	25	45	100	100	100	35
Maximum lot coverage	40%	40%	40%	40%	40%	50%	N/A	N/A	N/A	50%	N/A
Minimum Living Area- Excluding Garage	1,000	800	550	550	550	N/A* 450"	550	N/A	N/A	N/A	N/A

Notes:

*Pertains to mobile home park.

**Pertains to individually owned mobile home lots.

(2) Notes

(A) The minimum lot area for the R-2 and R-2m districts is 6,600 square feet for a single-family unit, 7,500 square feet for a two-family unit. R-2m district allows additional units and requires 3000 square feet for each unit in excess of two.

(B) The minimum lot area for the R-3 district is 6,600 square feet for a single-family unit, 7,500 square feet for a two-family unit and 1,500 square feet for each additional unit in excess of 2

(i) For mobile home lots which are individually owned, the minimum lot area shall be 6,000 square feet when a public sewer system is available. When septic tanks are used, the square footage of the lot area shall be the size specified by the state agency that monitors wastewater systems

(ii) For mobile home parks, the minimum lot area shall be at least 3 times larger than the mobile home to be placed thereon and in no event less than 3,000 square feet in area when a public sewer system serves the park. Where no public sewer system is available and septic tanks are used for sewerage disposal, the minimum lot area shall be the size specified by the state agency that monitors wastewater systems.

(C) No front yard or setback is required, except where a lot adjoins a residential district or lot, in which the front yard in the commercial district shall be provided for a distance of not less than 25 feet from the boundary of the residential district or lot.

(D) No side yard shall be required, except that a side yard of not less than 6 feet in width shall be provided on the side of a lot adjoining a residential district.

(E) No rear yard required, except that a rear yard of not less than 15 feet in depth shall be provided upon that portion of a lot abutting upon a residential district or lot.

(F) The minimum living area per unit shall be 500 square feet for an efficiency, 650 square feet for 1 bedroom, 800 square feet for 2 bedrooms, and 900 square feet for a 3 bedrooms. However, the average living area for all units within a building must be a minimum of 800 square feet.

(G) Where irregularly shaped lots occur on curves on a street and in cul-de-sacs, the minimum lot width requirement shall be based not on any one measurement, but on the average lot width. That portion of such a lot fronting a street must have a minimum width of thirty five (35').

Ordinance 240 adopted 3/15/94; Ordinance adopted 12/8/98; 2007 Code, sec. 155.15; Ordinance 580, secs. 1, 3, adopted 4/12/16; Ordinance 2019.07.08A, secs. 2-4, adopted 7/8/19, Ordinance 2019 11 11B adopted 11/11/19; Ordinance 2020.01.13A, secs. 6-9, adopted 1/13/20)

HISTORY

Amended by Ord. 2021.08.100 on 8/10/2021

Jaime Robles – 4th St**200 Ft Radius**

1. (Owner)
JAIME AND CONSUELO ROBLES
P O BOX 2873
GLEN ROSE, TX 76043
2. HANKINS DONNAL LYNN ETUX TRACIE DENISE
1166 CR 451
STEPHENVILLE, TX 76401
3. JEFF HARVICK
4604 FRANCIS CT
GRANBURY, TX 76049
4. FABIAN SALAZAR ESPINO
P.O. BOX 1904
GLEN ROSE, TX 76043
5. ADOLFO AND ROSARA IBARRA
P O BOX 2894
GLEN ROSE, TX 76043
6. MARY MONTTOYA
P.O. BOX 336
GLEN ROSE, TX 76043
7. SAM FREAS EST
PO BOX 1362
GLEN ROSE, TX 76043-1362
8. DANTE ETUX NELLIE ACEVEDO
PO BOX 2922
GLEN ROSE, TX 76043
9. MANUEL HERNANDEZ
708 WEBSTER ST
GLEN ROSE, TX 76043

10. GEORGE FREAS ETAL
PO BOX 1362
GLEN ROSE, TX 76043

11. MARIA BARAJAS AND LEOPOLDO ARRIAGE
116 PECOS ST
GLEN ROSE, TX 76043

12. CARMEN PATRICIA LEWIS
PO BOX 744
GLEN ROSE, TX 76043

13. REALTY CAPITAL HOLDINGS
PO BOX 2930
GLEN ROSE, TX 76043
(R49547, R49548 AND R3223

14. CARL CENTO & JOHN % KELLY
C/O CARLOTTA KRAMER
PO BOX 512
RAINBOW, TX 76077-0512

15. JOSE AND JUAN NAVARRETE
PO BOX 673
GLEN ROSE, TX 76043-1966



Board of Adjustments (BOA), City of Glen Rose, Texas

P.O. Box 1949, Glen Rose, Texas 76043

BOARD OF ADJUSTMENTS (BOA) DETERMINATION

Purpose of hearing: Public hearing, discussion and possible action by the Board of Adjustment at the request of Jaime Robles, owner, for a variance for the items listed below, in order to place a manufactured residence at the southwest corner of Webster and 4th Streets; Lot 00006, Blk 00004, Subd F0100, Abst A41, FARR

RE:

- Variance requests from the 25ft front, back and side yard setback (corner lot) in order to place a manufactured residence 7ft from the front, back and side property lines.

Date and time of public hearing: **Tuesday, November 8, 2022 at 5:30 p.m.**

After considering all information submitted, the Board of Adjustments has made the following determination:

☐ Deny the variance. ☐ Approve the variance.

☐ Approve the variance with the following provisions.

Signature
Position: Chairman, Board of Adjustments

Date

Sec. 14.02.153 Board of adjustment**(a) Organization of board of adjustment.**

(1) There is hereby created a board of adjustment which, pursuant to section 211.008(g) of the Texas Local Government Code, shall consist of all the members of the City's governing body. The Mayor shall serve as the chairperson and the Mayor Pro Tem shall serve as the vice-chairperson. All cases to be heard by the board will always be heard by a minimum of 4 members.

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(3) The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating that fact, and shall keep a record of its examinations and other official actions, all of which shall be immediately filed in the office of the city secretary and shall be a public record.

(b) Appeals to board.

(1) Appeals to the board can be taken by any person aggrieved by any decision of the city administrator or his or her designated zoning administrator, or by any officer or department of the city. This appeal shall be filed within 15 days after the decision has been rendered by the city administrator or administrative officer by filing with the city secretary and with the board of adjustment, a notice of appeal specifying the grounds thereof. The administrative officer or department from whom the appeal is taken shall forthwith transmit to the board all the papers constituting the records upon which the action appealed from was taken.

(2) An appeal shall stay all proceedings in furtherance of the action appealed from, unless the city administrator or designated administrative officer from whom the appeal is taken certifies to the board of adjustment, after the notice of appeal shall have been filed with him or her, that by reasons of facts stated in the certification, a stay would, in his or her opinion, cause imminent peril to life or property. In that case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or a court of record on application or [on] notice to the officer from whom the appeal is taken and on due cause shown.

(3) No appeal to the board for a variance on the same piece of property shall be allowed prior to the expiration of 180 days from a previous ruling of the board on any appeal to that body unless other property in the immediate vicinity has, within the 180-day period, been changed or acted on by the board or city council so as to alter the facts and conditions on which the previous board action was based. This change of circumstances shall permit the rehearing of an appeal by the board, prior to the expiration of the 180-day period, but the conditions shall in no way have any force in law to compel the board, after a hearing, to grant a subsequent appeal. The subsequent appeal shall be considered entirely on its merits and the peculiar and conditions related to the property on which the appeal is brought.

(4) At a public hearing relative to any appeal, any interested party may appear in person or by his or her agent or attorney. The burden of proof shall be on the applicant to establish the necessary facts to warrant favorable action of the board on any appeal or variance request. Any variance granted or authorized by the board under the provisions of this article shall authorize the issuance of a building permit or certificate of occupancy, as the case may be, for a period of 90 days from the date of the favorable action of the board, unless the board shall have in its action approved a longer period of time and has so shown the specific longer period in the minutes of its action. If the building permit and/or certificate of occupancy shall not have been applied for within the 90-day period or such extended period as the board may have specifically granted, then the variance shall be deemed to have been waived and all rights thereunder terminated. This termination and waiver shall be without prejudice to a subsequent appeal and the subsequent appeal shall

be subject to the same regulation and requirement for hearing as herein specified for the original appeal.

(c) Actions of board.

(1) In exercising its powers, the board may, in conformity with the provisions of the statutes of the State of Texas, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination as ought to be made and shall have all the powers of the city administrator or other administrative official from whom the appeal is taken. The board shall have the power to impose reasonable conditions to be complied with by the applicant.

(2) The concurring vote of 4 members of the board shall be necessary to reverse any order, requirement, decision or determination of the city administrator or other administrative official, or to decide in favor of the application for a specific use permit on any appearance or any variance [sic].

(d) Notice of hearing before board.

(1) The board shall hold a public hearing on all appeals requests and variance requests made to it, and written notice of the public hearings shall be sent to the applicant and all other persons who are owners of real property lying within 200 feet of the property on which the appeal is made. This notice shall be given no less than 10 days before the date set for hearing to all owners who have rendered their property for city taxes as the ownership appears on the last city tax roll. This notice may be served by depositing the same, properly addressed and postage paid, in the United States post office. Notice shall also be given by publishing the same in the official publication of the city at least 10 days prior to the date set for hearing, which notice shall state the time and place of the hearing.

(2) Additionally, the city administrator should erect a sign on the property of which a variance has been requested. The sign shall be erected adjacent to a street if possible and in a conspicuous place. The sign should have an area of 4 or more square feet. The sign should state that a request for a variance has been made on that particular property and the telephone number of the city offices from where the dates of public hearings and more information about the zoning request may be obtained. The sign should be erected prior to the hearing as early as possible and convenient. The erection and continued maintenance of this sign, however, shall not be deemed a condition precedent to the granting of any zoning variance, or the holding of any public hearing.

(e) Jurisdiction of board. When, in its judgment, the public convenience and welfare will be substantially served and the appropriate use of the neighboring property will not be substantially or permanently injured, the board may, in specific cases, after public notice and public hearing and subject to appropriate conditions and safeguards, authorize the following variances to the regulations herein established and take action relative to the continuance and discontinuance of a nonconforming use:

(1) To hear and decide appeals where it is alleged there is error on any order, requirement, decision or determination made by the city administrator or other zoning administrator in the enforcement of this article;

(2) Interpret the intent of the zoning district map where uncertainty exists because the physical features on the ground vary from those on the zoning district map and none of the rules set forth in [section 14.02.004](#) apply;

(3) Initiate on its motion or cause presented by interested property owners action to bring about the discontinuance of a nonconforming use;

(4) Require the discontinuance of a nonconforming use under any plan whereby full value of the structure can be amortized within a definite period of time, taking into consideration the general character of the neighborhood and the necessity for all property to conform to the regulations of this article;

(5) Permit the change of occupancy of a nonconforming use to another nonconforming use in accordance with the provisions of [section 14.02.108](#);

- (6) Permit the enlargement of a nonconforming use in accordance with the provisions of [section 14.02.108](#);
- (7) Permit the reconstruction of a nonconforming structure or building on the lot or tract occupied by the building, provided the reconstruction does not, in the judgment of the board, prevent the return of the property to a conforming use or increase the nonconformity of a nonconforming structure beyond what is permitted by [section 14.02.108](#);
- (8) Require the vacation and demolition of a nonconforming structure which is deemed to be obsolete, dilapidated or substandard; and
- (9) Permit a variance such as the front yard, side yard, rear yard, lot width, lot depth, coverage, minimum setback standards, off-street parking, off-street loading regulations, lot area, maximum height, or building, where the literal enforcement of the provisions of this article would result in an unnecessary hardship, or where the variance is necessary to permit [development on] a specific parcel of land which differs from other parcels of land in the same district by being of an area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other parcels of land in the same district.
- (f) Appeals of board action. Any person or persons, jointly or severally aggrieved by any decision of the board, any taxpayer or any officer, department or board of the municipality may present to a court of record (district court) a petition, duly verified, setting forth that the decision is illegal, in whole or in part, specifying the grounds of illegality. This petition shall be presented to the court within 10 days after the decision of the board and not thereafter.

(Ordinance 240 adopted 3/15/94; 2007 Code, sec. 155.62; Ordinance 2019.18.03C adopted 3/18/19)

State law reference—Establishment and authority of zoning board of adjustment, V.T.C.A., Local Government Code, sec. 211.008 et seq.

Parking Requirements Update

The P&Z is currently starting to work on looking at Parking Requirements for each scheduled use. We specifically had a discussion about Retail – General Merchandise in our previous meeting to get a feel for where we think parking may change as we work through the items.

This was from a workshop – so no motions or final decisions were made but we conducted the following research:

1. Our current parking requirements for retails are based on Gross Floor Area which includes all storage and loading dock areas etc.
2. Our retail requirements are 1 per 200 gfa

In reviewing a study conducted by Texas A&M – we found the following:

Arlington is 3.3 per 1000 gfa – which means approximately 1 per 200 gfa

Fort Worth for less than 4000gfa – parking requirement are also 1 per 200 gfa

Additionally, we researched individual cities and learned

Meridian, TX has regulations of 1 per 200gfa

Granbury is 1/600 sqft of site area of market

Westminster, CA is 1/250gfa

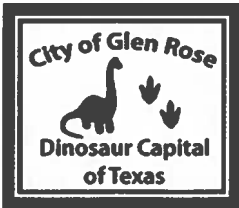
Our general thoughts at this time is that 1/200gfa may more stringent that we need, we started talking about do we want to set the requirement at a number against usable space and then we need to talk into account employee cars.

We are not finished with our research, but we are leaning to loosening some parking requirements specific to some types of schedules of uses.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding an ordinance rezoning the property located at 800 Clay St, Glen Rose, TX 76043, 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).		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:	1. Request for New Zoning Use Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map 5. Current Zoning Map 6. Future Land Use Map 7. R-1 Single-Family Residential District 8. R-2m Single- and Two-to Four-Family Residential District and Multi-Building 9. P&Z Recommendation		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 10/13/2022 – Request for New Zoning Use Application received 10/14/2022 - Notice of Public Hearing was posted in the local newspaper 10/17/2022 - 18 Property owner letters were sent representing 25 properties. 11 Letters have been confirmed as received 06 Letters unconfirmed as received 01 Letters were returned 00 Favorable responses have been returned 01 Opposition responses have been returned. The P&Z unanimously voted to recommend the rezoning provided that the City Attorney doesn't believe this would be considered spot zoning. City Attorney Lowry was consulted and stated that it would not be spot zoning.			
RECOMMENDED ACTION: Move to approve or deny as presented.			



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

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

Date and time of public hearing: November 1, 2022, 5:30 pm

Purpose of hearing:

- Request to rezone the property at 800 Clay St, Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, Block 17, Lot 1 & 2, from R-1 (Single-Family Residential District) to R-2m (Single- and Two- to Four-Family Residential District and Multi-Building).

Request submitted by: Owner and owner's representative, Clifford Simmons.

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: Out of 25 properties, only 1 opposition letter was received

which is not the same opposition letter as when this request was made as

an R3. One pending item is R2M & R2 close enough to not consider this spot
we also advised owner that a single plat would be required instead of the zoning

Signature: [Signature]

Date: 11/1/2022

Position: Chairman

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

☐ Approve

☐ Disapprove

this recommendation.

Approval Date: _____

Staff Representative Signature _____

Comments: _____



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 11.

NOTIFICATION

October 17, 2022

NOTICE OF PUBLIC HEARING ON PROPERTY LOCATED AT 800 Clay St, Glen Rose, TX 76043

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on November 1, 2022 before the Planning and Zoning Commission and on November 8, 2022 before the City Council on a request by owner / Owner's Representative, Clifford Simmons, to rezone the property located at 800 Clay St, Glen Rose, TX 76043; also known as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, Block 17, Lot 1 & 2, from R-1 (Single-Family Residential District) to R-2m (Single- and Two-to Four-Family Residential District and Multi-Building).

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property located referenced above. That is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for rezoning which is under consideration, and a map showing all the properties within 200' of the property referenced above. If you would like to register your opinion in favor or in opposition to granting the rezoning request, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of property referenced above provide written notice of their objection to the issuance of the rezoning request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosetexas.org.

Should you have any questions, please contact us at jodi.holthe@glenrosetexas.org or at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department



Code Enforcement Office
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Staff use only
Date Received: 10/13/22

New Zoning Use Application

Address of property: 800 CLAY ST

Applicant's Name: Cliff Simmons Date: 10-13-22

Property Owner Information

Full Name: Clifford & Patricia Simmons

Address: _____

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: R1 Requested new zoning use: R2M

Form of Ownership of the property: ☐ Individual ☐ Partnership ☐ Corporation

Intended use of property (must be specific):

Build a fourplex
Adjacent to R2 & R3 - do not want
a mobile home to be allowed on property

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information provided is true and correct.

Owner(s) Signature:

Cliff Simmons Patricia Simmons Date: 10-13-22

NOTICE OF PUBLIC HEARING



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Clifford Simmons request to rezone the property located at 800 Clay St, Glen Rose, TX 76043; also known as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, Block 17, Lot 1 & 2, from R-1 (Single-Family Residential District) to R-2m (Single- and Two- to Four-Family Residential District and Multi-Building).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ DATE: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

**Jodi Holthe,
Planning and Zoning (P&Z)**

800 Clay St

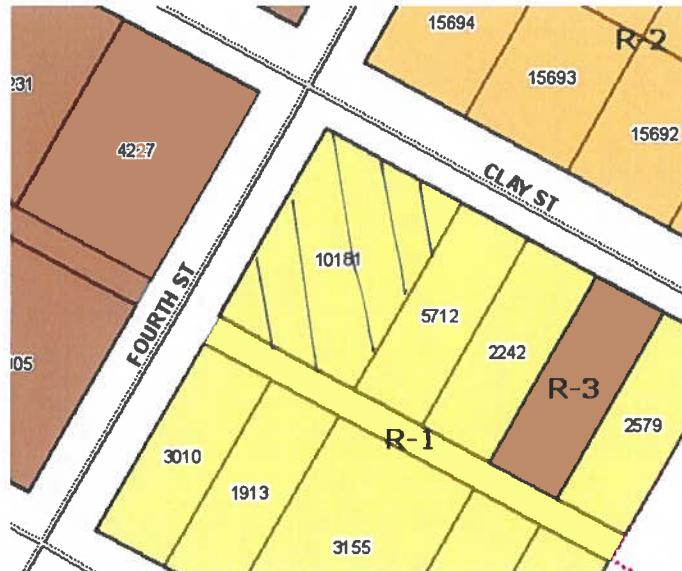
R1 to R2m

200 ft Radius

800 Clay St

Zoning Request

Current Zoning



Future Zoning



Future Zoning Legend

LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.042 R-1 Single-Family Residential District

- (a) Purpose. The R-1 Single-Family Residential District is established to allow for single-family dwellings.
- (b) Permitted uses. The uses permitted in the R-1 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for those uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. Parking for at least 2 motor vehicles shall be provided by an enclosed garage or carport for any single-family dwelling constructed after the date of adoption of this article.
- (f) Sales displays prohibited.
- (1) Garage sales shall be permitted in accordance with this Code of Ordinances.
 - (2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks & Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless such vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.
- (g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.16; Ordinance 17.02.13A adopted 2/13/17)

14.02.054 R-2m Single- And Two- To Four-Family Residential District And Multi-Building Residential District

- (a) Purpose. The R-2m district permits a medium-density development.
- (b) Permitted uses. The uses permitted in the R-2m district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Special use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward their recommendations of action for the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for such uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percent of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. No enclosed or covered parking is specifically required; however, carports and garages are encouraged.
- (f) Sales displays prohibited.
- (1) Garage sales shall be permitted in accordance with this Code of Ordinances.
 - (2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless the vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.
- (g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 2020.01.13A, sec. 4, adopted 1/13/20)

800 Clay St
Zoning Request
200 Ft Radius Mailings

1. Clifford and Patricia Simmons
PO Box 124
Glen Rose, TX 76043
2. Raul L & W/Angelica Robles
Box 1323
Glen Rose, TX 76043-1323
3. Camarillo Juan Aguilera
705 Clay St
Glen Rose, TX 76043
4. Agustin Dereza and Teresa De Loera Hurtado
PO Box 568
Glen Rose, TX 76043
5. City of Glen Rose
PO Box 1949
Glen Rose, TX 76043-0804
(R15687, R15688, R15689 & R15690)
6. Philip & Wendy Howard
PO Box 1269
Glen Rose, TX 76043
(R15694, R15693, R15692 & R15691)
7. Cliserio Etux Leonarda Luviano
Box 1310
Glen Rose, TX 76043-1310
8. Life Estate Jerry D Livingston
PO Box 2092
Glen Rose, TX 76043

9. Fabian Salazar Espino
PO Box 1904
Glen Rose, TX 76043
10. Adolfo and Rosara Ibarra
PO Box 2894
Glen Rose, TX 76043
11. Cesar Yair Martinez Espejel
804 Clay St
Glen Rose, TX 76043
12. Fernando Hernandez
804 Clay
Glen Rose, TX 76043
13. Virgil Duayne Willey
PO Box 1707
Glen Rose, TX 76043
14. Mary Montoya
PO Box 336
Glen Rose, TX 76043
15. Paula Dempsey
PO Box 62
Glen Rose, TX 76043
16. Est Sam Freas
PO Box 1362
Glen Rose, TX 76043-1362
17. Dante Etux Nellie Acevedo
PO Box 2922
Glen Rose, TX 76043
18. Duane Rayford
c/o Mary Sue Lerma
803 Webster
Glen Rose, TX 76043
(R48938 & R3463)

NOTICE OF PUBLIC HEARING

Item 11.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Clifford Simmons request to rezone the property located at 800 Clay St, Glen Rose, TX 76043; also known as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, Block 17, Lot 1 & 2, from R-1 (Single-Family Residential District) to R-2m (Single- and Two- to Four-Family Residential District and Multi-Building).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Agustin de Peza DATE: 10/27/22
ADDRESS: 707 clay st.

I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

I, Agustin De Peza oppose this request due to concerns I have
in regards to the consequences if this was to take place.
I'm concerned for my children's safety and the other kids of the neighborhood.
I, a father of 3 am concerned that reckless driving may take place,
or child endangerment or exposure to unnecessary situations.
Not only for the children but for adults as well, as we are never
certain who might occupy the establishments. This might put
not only ourselves but our whole community in
risk of danger.

Jodi Holthe,

Planning and Zoning (P&Z)

I believe it is not fair that because
some may want a monetary benefit more
people suffer or are at risk of danger
when not even involved.

-Thank you
' Agustin

ORDINANCE NO. 2022.11.08.____

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, 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 IN THE CITY OF GLEN ROSE, SOMERVELL COUNTY, TEXAS, AND IDENTIFIED AS PARCEL NO. R10181 BY THE SOMERVELL COUNTY APPRAISAL DISTRICT, FROM PLANNED DEVELOPMENT (PD) TO SINGLE-FAMILY RESIDENTIAL DISTRICT (R-1); PROVIDING SAVINGS/REPEALING, SEVERABILITY, AND PROPER NOTICE, MEETING, AND QUORUM CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Glen Rose (City) is a Type A General Law Municipality; and

WHEREAS, Chapter 211 of the Texas Local Government Code grants the governing body of a municipality the authority to adopt zoning regulations for the municipality and to zone, or rezone as the case may be, property located within the municipality; and

WHEREAS, all the notices required by the City's Ordinances and State Law have been mailed and published; and

WHEREAS, after conducting a Public Hearing on November 1, 2022, the City's Planning and Zoning Commission considered the rezoning request, voting to recommend that the City Council approve said request; and

WHEREAS, after conducting a Public Hearing on November 8, 2022, the City Council determined for the good government, peace, and order of the City to approve the request to rezone the subject property.

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

SECTION 1

FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

DESCRIPTION OF THE SUBJECT PROPERTY

Being Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr in the City of Glen Rose, Somervell County, Texas, and identified as Parcel No. R10181 by the Somervell County Appraisal District and; located at 800 Clay Street, Glen Rose, Texas.

SECTION 3

ZONING RECLASSIFICATION GRANTED

The above-described property is hereby rezoned from R-1 (Single-Family Residential District) to R-2M (Single- and Two- to Four-Family Residential District and Multi-Building) and the City of Glen Rose Zoning Map shall be amended to reflect such. The Property shall be developed and used in accordance with all

applicable City, State, and Federal laws, as they exist or maybe in the future amended, including but not limited to building codes, fire codes, and all accessibility standards as required by law.

SECTION 4

SAVINGS/REPEALING CLAUSE

Glen Rose's Zoning Ordinance, 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 5

SEVERABILITY

Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Glen Rose hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that anyone or more sections, subsections sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 6

PROPER NOTICE, MEETING, AND QUORUM

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by a 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 22.039 of the Texas Local Government Code.

SECTION 7

EFFECTIVE DATE

This Ordinance shall take effect immediately upon its passage.

PASSED AND APPROVED This the 8th day of November, 2022.

Julia Douglas, Mayor

ATTEST:

Staci L. King, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	10/31/2022
EXHIBITS:	1. Request for Zoning Change Application 6. Current Zoning Map 2. Specific Use Permit Application-Short Term Rental 7. Future Land Use Map 3. Property Notification Letter 8. PD Planned Development District 4. Property Return Letter 9. R-1 Single Family Residential District 5. 200' Surrounding Property map 10. P&Z Recommendation		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
10/03/2022 – Request for Zoning Change and Specific Use Permit Applications-Short Term Rental were received 10/14/2022 - Notice of Public Hearing was posted in the local newspaper 10/17/2022 - 18 Property owner letters were sent representing 19 properties. 12 Letters have been confirmed as received; 06 Letters unconfirmed as received; 00 Letters were returned; 00 Favorable response has been returned; and, 06 Opposition responses have been returned. Chris Hay, PE, calculated the area of the property of owners in opposition to be approximately 11.02% of the total area within 200' radius of the subject property, therefore a super majority vote isn't required.			
RECOMMENDED ACTION:			
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 12.

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

Date and time of public hearing: November 1, 2022, 5:30 pm

Purpose of hearing:

- Request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, A136 MILAM CO SCH LD, HOLDEN STREET COTTAGES.

Request submitted by: Owners, Michael and Heidi Stephens and owner's representative, Michael Stephens.

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: SEE ATTACHED

Signature: Chair Paul B... Date: 11/2/2022
Position: _____

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

☐ Approve ☐ Disapprove this recommendation.

Staff Representative Signature _____ Approval Date: _____

Comments: _____

Recommendations for 1005 Holden Street

Overview

- 18 letters sent representing 19 properties, 6 in opposition and 0 favorable
- The school district did not respond with a letter
- The hospital did not respond with a letter
- 6 opposed of the 19 properties equals 31.58% - engineers will need to do the land mass calculation to determine whether a super majority vote is needed.
- The planned development exists without proper covenants in place or filings with the city.
- The agenda topic was to move 1005 from PD to R1 and issue the SUP. We divided the topic into two votes
 - The request is to move the single property 1005 from the planned development to R1 without impacting the other residents
 - An SUP is to be issued with conditions that if not met would allow city council to withdraw the SUP.

Discussion:

- The neighbors that live in the Holden Street Cottages are very concerned about safety and privacy. 4 of the 5 homeowners were present and the common things with not comfortable with strangers being in and out all the time.
- First topic of changing zoning on 1005 Holden was handled through a series of attempted motions that failed for not getting a 2nd to the motion.
 - Original motion was to Move 1005 Holden to R1 by itself, failed to receive a second.
 - Next Motion was to deny 1005 Holden change to R1, it failed to receive a second.
 - After much discussion and checking on legal concerns, about what happens if all houses in the PD were changed to R1, it was determined that since none of the other homeowners have requested to be R1 and the implications it would mean if there was damage to their homes and how they would be allowed to rebuild, that the 5 homeowners not requesting to be R1 needed to remain in the PD and that the city should work with the homeowners to reinstate the planned development properly for them. That then meant that 1005 would be allowed to leave the Planned development at their choice and could move forward as an R1.
 - This time the Motion was passed allowing 1005 Holden to rezone to R1, which was the underlying zone before the PD was in place and also what matches all other homes in the area.
- Second Topic of issuing the SUP was discussed and decided that R1 all over the city have been allowed to have the SUP for short term rental and while we understand these homes are special due to their proximity to each other, we needed to stay with the precedent that has been previously set.

- All homeowners in the Holden Street Cottages agreed that safety was the priority and that if something should go wrong, the stopping of the short term rentals would be in the interest of everyone.
- To that end, a decision was made to grant the SUP with conditions to allow city council to remove the SUP if safety becomes an issue.

Conditions agreed upon by the homeowner of 1005 and the neighbors are as follows:

- No more than 3 police calls for genuine disturbances as defined by law enforcement responding to the calls.
- 1005 Holden owner would provide contact information to the neighbors so if the neighbors see issues, they can contact the landlord.
- No more than 4 individuals would be allowed to rent the home for shortterm stays
- No more than 2 cars would be allowed to park overnight and they must use the parking areas behind the home
- Day visitors cars would be allowed for street parking but the visitor car cannot stay on street overnight.



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 12.

NOTIFICATION

October 17, 2022

NOTICE OF PUBLIC HEARING LOCATED AT 1005 HOLDEN STREET

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on November 1, 2022 before the Planning and Zoning Commission and on November 8, 2022 before the City Council on a request by an owners Michael & Heidi Stephens, to request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, A136 MILAM CO SCH LD, HOLDEN STREET COTTAGES.

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property located referenced above. That is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for rezoning which is under consideration, and a map showing all the properties within 200' of the property referenced above. If you would like to register your opinion in favor or in opposition to granting the rezoning request, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of property referenced above provide written notice of their objection to the issuance of the rezoning request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosetexas.org.

Should you have any questions, please contact us at jodi.holthe@glenrosetexas.org or at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ DATE: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

**Jodi Holthe,
Planning and Zoning (P&Z)**

Staff use only

Date Received: 10/3/22

Code Enforcement Office

City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Request for Zoning Change

Address of property: 1005 Holden Street GR, TX 76043Applicant's Name: Michael & Heidi Date: 3 OCT 2022

Property Owner Information

Full Name: Michael & Heidi StephensAddress: 1005 Holden Street GR, TX 76043

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: PD New zoning requested: R-1Form of Ownership of the property: ☒ Individual ☐ Partnership ☐ Corporation

Reason for zoning change (must be specific):

Current zoning is PD. Paperwork provided by owner reveals
 Request suggest that Property Should be an R-1.
 Nothing in writing was ever approved as PD
 from original development. At PZ Hearing, the board
 suggested it should be Residential

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information
 provided is true and correct.

Owner(s) Signature: _____

Date: 3 OCT 2022



Building /Planning/Code Enforcement Department
201 NE Vernon Street
PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 12.

Specific Use Permit Application Short-Term Rental

Short Term Rentals located in the following Zones require the Property Owner to complete this form and submit it to City Staff for review: ☐ R-1 ☐ R-2 ☐ R-2m ☐ R-3

Property Address: 1005 Holden Street GR, TX 76043
Applicant's Name: Michael & Heidi Stakers Date: 3/10/2022
Present zoning at site: ☐ R-1 ☐ R-2 ☐ R-2m ☐ R-3 Parking Spaces Provided: _____

Property Owner Information

Full Name: _____ Email: _____
Address: _____ Telephone No: _____

Form of ownership:

☐ Individual ☐ Partnership ☐ Corporation

Applicant/Owner's Representative (if not the owner)

Full Name: _____ Email: _____
Address: _____ Telephone No: _____

Intended use of property

☐ B&B short term rental - Any residential dwelling in which rooms are rented to paying guests on an overnight basis with not more than one (1) meal served daily, with the entire service to be included in one (1) stated price.

☒ B&B short term rental - A guest house or small hotel offering sleeping accommodations.

☐ Non-B&B short term rental.

Additional details:

Owner's Signature: [Signature]

Date: 3/10/2022

Representative Signature: _____

Date: ____/____/____

Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

1005 Holden St

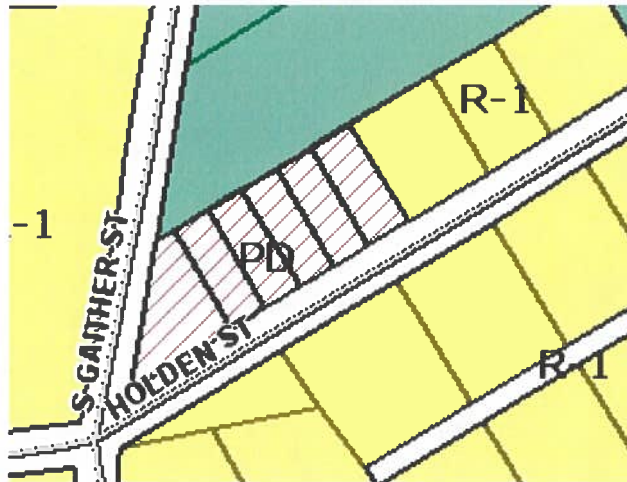
200 ft Radius



1005 Holden St

Zoning & SUP Requests

Current Zoning

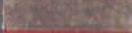
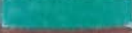


Future Zoning



Future Zoning Legend

LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.051 PD Planned Development District

1. **Purpose and scope.** The PD Planned Development District is established to provide a greater flexibility in development planning and the opportunity of the application of modern planning concepts than is permitted under conventional regulations. PD districts may combine a variety of land uses and/or housing types. Mixed uses may include any combination of residential, commercial or industrial uses as long as the uses are compatible with each other and with potential and existing uses surrounding the district. PD districts may be established on parcels of land which are suitable for and of sufficient size to be planned and developed in a manner consistent with the purposes and objectives of this article. PD Districts shall be established by means of an amendment to the this Zoning Ordinance.
2. **Permitted uses.** The following uses may be permitted in a designated PD district. These uses shall not be considered to be all-inclusive.
 1. Residential uses, including detached, attached or semi-attached single-family dwellings, townhouses, condominiums, patio homes, two-family dwellings and multifamily dwellings. No manufactured homes or manufactured home parks shall be allowed;
 2. Business park;
 3. Office building;
 4. Shopping center;
 5. Hotel; motel;
 6. Medical clinic; hospital;
 7. Industrial park;
 8. Library; museum; art gallery;
 9. Community, recreation or civic center;
 10. Park; playground; golf course;
 11. Church;
 12. RV Park and campground;
 13. Public or private school; college; university;
 14. Police; fire station;
 15. Governmental building;
 16. Water pumping station; water reservoir; water tower; artesian well; sewage; lift station; septic tank;
 17. Telephone exchange;
 18. Satellite dish; and/or
 19. Radio and television transmitter;
3. In rendering a decision on an application for a PD district, the City's future land use plan and any other comprehensive plan of the city shall be taken into consideration by the planning and zoning commission and the city council.
4. **Application for PD district.** Application for a PD district or development in a PD district shall be made in the same manner as an application for any amendment to this article and shall include the following additional information:
 1. **Proposed uses.** An application for a PD district or development in a PD district shall specify and describe the category or type of use or the combination of uses proposed. The permitted uses under PD district zoning shall be specified in each PD district ordinance and shall be limited to only these uses. If the ordinance specifies permitted uses by reference to a conventional zoning district, the permitted uses shall mean those uses permitted in the referenced district.
 2. **Development requirements.**
 1. An application for a PD district or development in a PD district shall include a list of proposed development standards which may be incorporated into the PD district ordinance. Development standards shall include but not be limited to density; lot

size; setbacks; building sizes; height and exterior requirements; lot coverage; parking ratios; screening; landscaping; and any other requirements the council may deem appropriate.

3. Concept plan required.

1. An application for a PD district or development in a PD district shall include a conceptual plan showing a preliminary layout of proposed uses, access, buildings, parking, open space and the relationship to existing natural features and adjacent properties and uses.
2. Upon submission of the application for a PD district or development in a PD district and after proper notice has been given to all affected parties and public hearings have been held, the planning and zoning commission and the city council shall review the application and may either give approval, with or without modifications, or reject it. In approving the application, the city council may impose conditions and these conditions shall be complied with before a certificate of occupancy is issued for the use of land or any structure which is part of the PD district. Ten copies of the concept plan shall be required to be submitted to the city at the time of application.

5. Site plan.

1. Approval required.

1. In establishing a PD district, a comprehensive site plan of the development is required. However, this site plan requirement may be waived by the planning and zoning commission if it determines the proposed development does not significantly alter or impact the surrounding development. This site plan shall be approved and filed as part of the PD ordinance. The approval of the development site plan may also serve as preliminary plat approval, provided that all requirements of the city's subdivision regulations are satisfied. Six copies of the development site plan will be required to be submitted to the city prior to the approval of the PD ordinance.
2. Upon approval of the development site plan and approval of the final plat, if required, application may be made for the permits and certificates necessary for construction and occupancy. Subsequent to this approval, minor changes to the site plan may be authorized by the city administrator, when the changes will not cause any of the following circumstances to occur:
 1. A change in the character of the development;
 2. An increase in the ratio of the gross floor area in structures to the area of any lot;
 3. An increase in the intensity of use;
 4. A reduction in the originally approved separations between building or setbacks;
 5. An increase in the problems of traffic circulation, safety and utilities;
 6. An increase in the external effects on adjacent property;
 7. An increase in ground coverage by structures;
 8. A reduction in the ratio of off-street parking and loading space; or
 9. A change in the locations, lighting or orientation of approved signs.

2. **Compliance with approvals of site plan.** The development site plan must comply with all provisions of the PD ordinance specifying development standards and substantially reflect the precepts and layout set forth in the concept plan. If, in the judgment of the planning and zoning commission or the city council, a development site plan does not comply with the provisions of the PD ordinance and the concept plan, the planning and zoning commission or the city council may reject the site plan, in which case a new site plan may be resubmitted or application must be resubmitted to amend the PD ordinance. If

a PD ordinance does not specify development standards or has not incorporated a concept plan, the development site plan approval must specify the standards. Development requirements on this site plan may be revised under the same review, notice and approval procedures as applied to the original approval of the site plan.

3. Site plan information.

1. Every application for approval of a site plan under the terms of this section shall contain sufficient information delineating:
 1. The characteristics of the site, changes in those characteristics as may be proposed by the development;
 2. How the development will relate to public services and facilities; and
 3. What protection features are included to ensure that the development will be compatible with existing and allowable development on adjacent property.
2. The site plan shall show at least the following items of information:
 1. **Site/adjacent property information.** The land area included within the site; the land area of all abutting sites and zoning classification; all public and private rights-of-way and easements bounding and intersecting the site and the abutting sites which are proposed to be continued, created, relocated and/or abandoned; and the north arrow, date and scale;
 2. **Building layout.**
 1. The location of each existing and each proposed structure on the site; the general category of use or uses to be contained therein; the number of stories, gross floor area and the location of entrances and exits to buildings; front, side and rear building setback lines; and elevation views or renderings indicating architectural design and building materials proposed; and
 2. A table showing the type of units by size, number of bedrooms and number and type for all residential dwellings, including floor plans, will also be required;
 3. **Traffic circulation and parking.** The location, dimensions and proposed construction of all streets, private drives, alleys, parking areas and drive approaches, as well as their alignment with existing thoroughfares; location and dimensions of sidewalks, off-street parking areas, fire lanes and loading zones;
 4. **Drainage and utilities.** Existing and proposed finished grade of the site, shown to contour intervals not exceeding 2 feet, proposed handling of on-site surface drainage, location of any floodway or flood prone area as shown on current FIA mapping; existing and proposed water and sanitary sewer layout; and existing and proposed fire hydrants; and
 5. **Screening, landscaping and recreational facilities.** The location, height and building materials for any proposed or required walls or fences; height, location and type of any proposed berms or living screens; proposed landscaping plan; location and size of any proposed recreational facilities such as swimming pools, tennis courts and playgrounds.

14.02.042 R-1 Single-Family Residential District

- (a) Purpose. The R-1 Single-Family Residential District is established to allow for single-family dwellings.
- (b) Permitted uses. The uses permitted in the R-1 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for those uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. Parking for at least 2 motor vehicles shall be provided by an enclosed garage or carport for any single-family dwelling constructed after the date of adoption of this article.
- (f) Sales displays prohibited.
- (1) Garage sales shall be permitted in accordance with this Code of Ordinances.
 - (2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks & Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless such vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.
- (g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.16; Ordinance 17.02.13A adopted 2/13/17)

1005 Holden St
Zoning and SUP Requests
200 Ft Radius Mailings

1. Michael & Heidi Stephens
1115 Rolling Hills Trail
Glen Rose, TX 76043
2. Somervell County Hospital District
1021 Holden St
Glen Rose, TX 76043
R1503 and R2039
3. LIX6 Holdings LLC
1145 CR 429
Glen Rose, TX 76043
4. Dominus Won LLC
PO Box 2310
Glen Rose, TX 76043
5. Bruce Rudd
953 Yorktown Dr
Charleston, SC 29412
6. Patsy Jones Patterson
PO Box 2492
Glen Rose, TX 76043
7. Ceylon Hood
999 Holden St
Glen Rose, TX 76043
8. Myles Jackson and Mary Loretta Galloway
PO Box 1432
Ruidoso, NM 88355
9. Shirley Sue Fox
1001 Holden St
Glen Rose, TX 76043

10. Darla Jonita Anderson
1003 Holden St
Glen Rose, TX 76043
11. Duane and Cathy Marshall
1010 Holden St
Glen Rose, TX 76043
12. Philip and Kelly King
1008 Holden St
Glen Rose, TX 76043
13. Patricia West
PO Box 990
Glen Rose, TX 76043-0990
14. Angel Gauna and John Sanchez
1004 Holden St
Glen Rose, TX 76043
15. Kay Lynn Thompson
1002 Holden St
Glen Rose, TX 76043
16. Glen Rose ISD
PO Box 2129
Glen Rose, TX 76043
17. John A Mourelatos
Irrevocable Grantor Trust
425 Teramo Ct
Reno, NV 89521
18. Tyler Kerst
501 McCaffery Rd
Bigfork, MT 59911

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Pat Patterson DATE: 10-21-22
ADDRESS: 885 Holden 76043
I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Privacy, Value of Property

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

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This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Shirley Sue Fox DATE: 10-27-2022
ADDRESS: 1001 Holden St.

I AM () IN FAVOR (☒) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Apposing because our homes are only 11 ft. apart
and we park in the back of our homes, accessed by a narrow
road that dead ends at 1005 Holden. Countless number of different
strangers every week up and down this narrow entrance that close to
our houses is a safety issue.

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

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This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Loretta Calloway DATE: 10-25-2022
ADDRESS: 997 Holden St Glen Rose

I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

As stated Before parking is not the
Best - hospital + nursing home a block
away. School a block away in opposite
Direction. main thoughts safety + security
of the 5 single ladies in the Holden St.
Cottages. you never know who you are
renting to.

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

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This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Ceylon E. Hood DATE: 10/25/22
ADDRESS: 999 Holden

I AM () IN FAVOR (X) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

I am in opposition of this request
because it could change the neighborhood.
There will be strangers driving in our drive
way. Our houses are only eleven feet apart.
Our safety and privacy will be compromised
not knowing who could be coming and going.
I will not feel as safe and secure as a permanent
renter.

Ceylon Hood

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: DWANE MARSHALL DATE: 10-24-22

ADDRESS: 1010 HOLDEN ST GLEN ROSE, TX.

I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

ANY TOURIST THAT STAYS IN A
BED, BREAKFAST SHOULD HAVE A BACKGROUND
CHECK DUE TO A JUNIOR HIGH SCHOOL BEING
CLOSE BY. WHAT IF A SEX OFFENDER WHO IS
A TOURIST VIOLATES ONE OF OUR CHILDREN?

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 12.



City of Glen Rose, Texas

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Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Jonita Anderson DATE: 10/25/2022

ADDRESS: 1003 Holden Street

I AM ☐ IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Safety, Privacy. We are a residential Planned Community. Access to the home in question is past all of the current tenants in the back driveway. I have added additional privacy fence and locks to back entrance for safety. We are eleven feet from each home. This area is too close for overnight stays of strangers.

Jodi Holthe,
Planning and Zoning (P&Z)

Pictures enclosed of back driveway to rental home & the view into each of our homes



Item 12.







Michael Leamons <michael.leamons@glenrosetexas.org>

RE: Land Mass Calculation Needed

1 message

Chris Hay <chris.hay@e-ht.com>

To: Jodi Holthe <jodi.holthe@glenrosetexas.org>, Michael Leamons <michael.leamons@glenrosetexas.org>
Thu, Nov 3, 2022 at 2:00 PM

Jodi,

The total area within the 200' radius, including the subject property at 1005 Holden St appears to be approximately 200,225 square feet or 4.597 acres. The opposed properties appear to be a combined approximate 22,063 square feet or 0.507 acres.

The percent of opposition would calculate to be approximately 11.02% in opposition within the 200' radius, including the area of the subject property in the calculation.

Let me know if you have any questions or if you need the calculation to not include the subject property.

Thanks,

Chris Hay, PE

Associate Vice President/Senior Project Manager
Enprotec / Hibbs & Todd, Inc.

Item 12.

ORDINANCE NO. 2022.11.08.____

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, REZONING THE PROPERTY LOCATED AT 1005 HOLDEN STREET, BEING LEGALLY DESCRIBED AS LOT 7, TRACT D7-30, ABST A136, MILAM CO SCH LD, HOLDEN STREET COTTAGES IN THE CITY OF GLEN ROSE, SOMERVELL COUNTY, TEXAS, AND IDENTIFIED AS PARCEL NO. R49110 BY THE SOMERVELL COUNTY APPRAISAL DISTRICT, FROM PLANNED DEVELOPMENT (PD) TO SINGLE-FAMILY RESIDENTIAL DISTRICT (R-1); PROVIDING SAVINGS/REPEALING, SEVERABILITY, AND PROPER NOTICE, MEETING, AND QUORUM CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Glen Rose (City) is a Type A General Law Municipality; and

WHEREAS, Chapter 211 of the Texas Local Government Code grants the governing body of a municipality the authority to adopt zoning regulations for the municipality and to zone, or rezone as the case may be, property located within the municipality; and

WHEREAS, all the notices required by the City's Ordinances and State Law have been mailed and published; and

WHEREAS, after conducting a Public Hearing on November 1, 2022, the City's Planning and Zoning Commission considered the rezoning request, voting to recommend that the City Council approve said request; and

WHEREAS, after conducting a Public Hearing on November 8, 2022, the City Council determined for the good government, peace, and order of the City to approve the request to rezone the subject property.

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

SECTION 1

FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

DESCRIPTION OF THE SUBJECT PROPERTY

Being Lot 7, Tract D7-30, Abst A136, Milam Co Sch LD, Holden Street Cottages In the City of Glen Rose, Somervell County, Texas, and identified as Parcel No. R49110 by the Somervell County Appraisal District and; located at 1005 Holden, Glen Rose, Texas.

SECTION 3

ZONING RECLASSIFICATION GRANTED

The above-described property is hereby rezoned from Planned Development (PD) to Single-Family Residential District (R-1) and the City of Glen Rose Zoning Map shall be amended to reflect such. The

Property shall be developed and used in accordance with all applicable City, State, and Federal laws, as they exist or maybe in the future amended, including but not limited to building codes, fire codes, and all accessibility standards as required by law.

SECTION 4
SAVINGS/REPEALING CLAUSE

Glen Rose's Zoning Ordinance, 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 5
SEVERABILITY

Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Glen Rose hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that anyone or more sections, subsections sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 6
PROPER NOTICE, MEETING, AND QUORUM

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by a 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 22.039 of the Texas Local Government Code.

SECTION 7
EFFECTIVE DATE

This Ordinance shall take effect immediately upon its passage.

PASSED AND APPROVED This the 8th day of November, 2022.

Julia Douglas, Mayor

ATTEST:

Staci L. King, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding a request to for a Specific Use Permit for a short-term rental 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		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/31/2022
EXHIBITS:	1. Request for Zoning Change Application 6. Current Zoning Map 2. Specific Use Permit Application-Short Term Rental 7. Future Land Use Map 3. Property Notification Letter 8. PD Planned Development District 4. Property Return Letter 9. R-1 Single Family Residential District 5. 200' Surrounding Property map 10. P&Z Recommendation		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 10/03/2022 – Request for Zoning Change and Specific Use Permit Application-Short Term Rental were received 10/14/2022 - Notice of Public Hearing was posted in the local newspaper 10/17/2022 - 18 Property owner letters were sent representing 19 properties. 12 Letters have been confirmed as received; 06 Letters unconfirmed as received; 00 Letters were returned; 00 Favorable responses have been returned; and 06 Opposition responses have been returned. Chris Hay, PE, calculated the area of the property of owners in opposition to be approximately 11.02% of the total area within 200' radius of the subject property, therefore a super majority vote isn't required. The P&Z voted to recommend approval of the SUP, subject to certain conditions.			
RECOMMENDED ACTION: Move to approve the SUP with the stipulated conditions or move to deny.			



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

Item 13.

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

Date and time of public hearing: November 1, 2022, 5:30 pm

Purpose of hearing:

- Request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, A136 MILAM CO SCH LD, HOLDEN STREET COTTAGES.

Request submitted by: Owners, Michael and Heidi Stephens and owner's representative, Michael Stephens.

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: SEE ATTACHED

Signature: Chair Paul B... Date: 11/2/2022
Position: _____

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

☐ Approve ☐ Disapprove this recommendation.

Staff Representative Signature _____ Approval Date: _____

Comments: _____

Recommendations for 1005 Holden Street

Overview

- 18 letters sent representing 19 properties, 6 in opposition and 0 favorable
- The school district did not respond with a letter
- The hospital did not respond with a letter
- 6 opposed of the 19 properties equals 31.58% - engineers will need to do the land mass calculation to determine whether a super majority vote is needed.
- The planned development exists without proper covenants in place or filings with the city.
- The agenda topic was to move 1005 from PD to R1 and issue the SUP. We divided the topic into two votes
 - The request is to move the single property 1005 from the planned development to R1 without impacting the other residents
 - An SUP is to be issued with conditions that if not met would allow city council to withdraw the SUP.

Discussion:

- The neighbors that live in the Holden Street Cottages are very concerned about safety and privacy. 4 of the 5 homeowners were present and the common things with not comfortable with strangers being in and out all the time.
- First topic of changing zoning on 1005 Holden was handled through a series of attempted motions that failed for not getting a 2nd to the motion.
 - Original motion was to Move 1005 Holden to R1 by itself, failed to receive a second.
 - Next Motion was to deny 1005 Holden change to R1, it failed to receive a second.
 - After much discussion and checking on legal concerns, about what happens if all houses in the PD were changed to R1, it was determined that since none of the other homeowners have requested to be R1 and the implications it would mean if there was damage to their homes and how they would be allowed to rebuild, that the 5 homeowners not requesting to be R1 needed to remain in the PD and that the city should work with the homeowners to reinstate the planned development properly for them. That then meant that 1005 would be allowed to leave the Planned development at their choice and could move forward as an R1.
 - This time the Motion was passed allowing 1005 Holden to rezone to R1, which was the underlying zone before the PD was in place and also what matches all other homes in the area.
- Second Topic of issuing the SUP was discussed and decided that R1 all over the city have been allowed to have the SUP for short term rental and while we understand these homes are special due to their proximity to each other, we needed to stay with the precedent that has been previously set.

- All homeowners in the Holden Street Cottages agreed that safety was the priority and that if something should go wrong, the stopping of the short term rentals would be in the interest of everyone.
- To that end, a decision was made to grant the SUP with conditions to allow city council to remove the SUP if safety becomes an issue.

Conditions agreed upon by the homeowner of 1005 and the neighbors are as follows:

- No more than 3 police calls for genuine disturbances as defined by law enforcement responding to the calls.
- 1005 Holden owner would provide contact information to the neighbors so if the neighbors see issues, they can contact the landlord.
- No more than 4 individuals would be allowed to rent the home for shortterm stays
- No more than 2 cars would be allowed to park overnight and they must use the parking areas behind the home
- Day visitors cars would be allowed for street parking but the visitor car cannot stay on street overnight.



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 13.

NOTIFICATION

October 17, 2022

NOTICE OF PUBLIC HEARING LOCATED AT 1005 HOLDEN STREET

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on November 1, 2022 before the Planning and Zoning Commission and on November 8, 2022 before the City Council on a request by an owners Michael & Heidi Stephens, to request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, A136 MILAM CO SCH LD, HOLDEN STREET COTTAGES.

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property located referenced above. That is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for rezoning which is under consideration, and a map showing all the properties within 200' of the property referenced above. If you would like to register your opinion in favor or in opposition to granting the rezoning request, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of property referenced above provide written notice of their objection to the issuance of the rezoning request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosetexas.org.

Should you have any questions, please contact us at jodi.holthe@glenrosetexas.org or at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ DATE: _____

ADDRESS: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

**Jodi Holthe,
Planning and Zoning (P&Z)**

Staff use only

Date Received: 10/3/22

Code Enforcement Office
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Request for Zoning Change

Address of property: 1005 Holden Street GR, TX 76043Applicant's Name: Michael & Heidi Date: 3 OCT 2022

Property Owner Information

Full Name: Michael & Heidi StephensAddress: 1005 Holden Street GR, TX 76043

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: PD New zoning requested: R-1Form of Ownership of the property: ☒ Individual ☐ Partnership ☐ Corporation

Reason for zoning change (must be specific):

Current zoning is PD. Paperwork provided by owner reveals
Request suggest that Property should be an R-1.
Nothing in writing was ever approved as PD
from original development. At PZ Hearing, the board
suggested it should be Residential

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information
provided is true and correct.

Owner(s) Signature: _____

Date: 3 OCT 2022



Building /Planning/Code Enforcement Department
201 NE Vernon Street
PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 13.

Specific Use Permit Application Short-Term Rental

Short Term Rentals located in the following Zones require the Property Owner to complete this form and submit it to City Staff for review: ☐ R-1 ☐ R-2 ☐ R-2m ☐ R-3

Property Address: 1005 Holden Street GR, TX 76043

Applicant's Name: Michael & Heidi Stakers Date: 3/10/2022

Present zoning at site: ☐ R-1 ☐ R-2 ☐ R-2m ☐ R-3 Parking Spaces Provided: _____

Property Owner Information

Full Name: _____ Email: _____

Address: _____ Telephone No: _____

Form of ownership:

☐ Individual

☐ Partnership

☐ Corporation

Applicant/Owner's Representative (if not the owner)

Full Name: _____ Email: _____

Address: _____ Telephone No: _____

Intended use of property

☐ B&B short term rental - Any residential dwelling in which rooms are rented to paying guests on an overnight basis with not more than one (1) meal served daily, with the entire service to be included in one (1) stated price.

☒ B&B short term rental - A guest house or small hotel offering sleeping accommodations.

☐ Non-B&B short term rental.

Additional details:

Owner's Signature: [Signature]

Date: 3/10/2022

Representative Signature: _____

Date: ____/____/____

Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

1005 Holden St

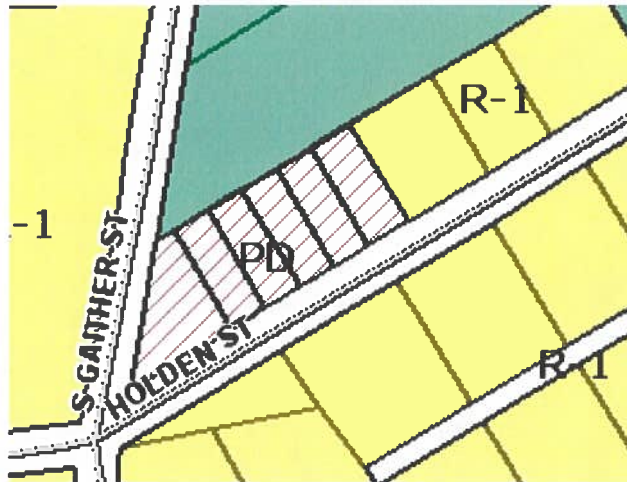
200 ft Radius



1005 Holden St

Zoning & SUP Requests

Current Zoning



Future Zoning



Future Zoning Legend

LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.051 PD Planned Development District

1. **Purpose and scope.** The PD Planned Development District is established to provide a greater flexibility in development planning and the opportunity of the application of modern planning concepts than is permitted under conventional regulations. PD districts may combine a variety of land uses and/or housing types. Mixed uses may include any combination of residential, commercial or industrial uses as long as the uses are compatible with each other and with potential and existing uses surrounding the district. PD districts may be established on parcels of land which are suitable for and of sufficient size to be planned and developed in a manner consistent with the purposes and objectives of this article. PD Districts shall be established by means of an amendment to the this Zoning Ordinance.
2. **Permitted uses.** The following uses may be permitted in a designated PD district. These uses shall not be considered to be all-inclusive.
 1. Residential uses, including detached, attached or semi-attached single-family dwellings, townhouses, condominiums, patio homes, two-family dwellings and multifamily dwellings. No manufactured homes or manufactured home parks shall be allowed;
 2. Business park;
 3. Office building;
 4. Shopping center;
 5. Hotel; motel;
 6. Medical clinic; hospital;
 7. Industrial park;
 8. Library; museum; art gallery;
 9. Community, recreation or civic center;
 10. Park; playground; golf course;
 11. Church;
 12. RV Park and campground;
 13. Public or private school; college; university;
 14. Police; fire station;
 15. Governmental building;
 16. Water pumping station; water reservoir; water tower; artesian well; sewage; lift station; septic tank;
 17. Telephone exchange;
 18. Satellite dish; and/or
 19. Radio and television transmitter;
3. In rendering a decision on an application for a PD district, the City's future land use plan and any other comprehensive plan of the city shall be taken into consideration by the planning and zoning commission and the city council.
4. **Application for PD district.** Application for a PD district or development in a PD district shall be made in the same manner as an application for any amendment to this article and shall include the following additional information:
 1. **Proposed uses.** An application for a PD district or development in a PD district shall specify and describe the category or type of use or the combination of uses proposed. The permitted uses under PD district zoning shall be specified in each PD district ordinance and shall be limited to only these uses. If the ordinance specifies permitted uses by reference to a conventional zoning district, the permitted uses shall mean those uses permitted in the referenced district.
 2. **Development requirements.**
 1. An application for a PD district or development in a PD district shall include a list of proposed development standards which may be incorporated into the PD district ordinance. Development standards shall include but not be limited to density; lot

size; setbacks; building sizes; height and exterior requirements; lot coverage; parking ratios; screening; landscaping; and any other requirements the council may deem appropriate.

3. Concept plan required.

1. An application for a PD district or development in a PD district shall include a conceptual plan showing a preliminary layout of proposed uses, access, buildings, parking, open space and the relationship to existing natural features and adjacent properties and uses.
2. Upon submission of the application for a PD district or development in a PD district and after proper notice has been given to all affected parties and public hearings have been held, the planning and zoning commission and the city council shall review the application and may either give approval, with or without modifications, or reject it. In approving the application, the city council may impose conditions and these conditions shall be complied with before a certificate of occupancy is issued for the use of land or any structure which is part of the PD district. Ten copies of the concept plan shall be required to be submitted to the city at the time of application.

5. Site plan.

1. Approval required.

1. In establishing a PD district, a comprehensive site plan of the development is required. However, this site plan requirement may be waived by the planning and zoning commission if it determines the proposed development does not significantly alter or impact the surrounding development. This site plan shall be approved and filed as part of the PD ordinance. The approval of the development site plan may also serve as preliminary plat approval, provided that all requirements of the city's subdivision regulations are satisfied. Six copies of the development site plan will be required to be submitted to the city prior to the approval of the PD ordinance.
2. Upon approval of the development site plan and approval of the final plat, if required, application may be made for the permits and certificates necessary for construction and occupancy. Subsequent to this approval, minor changes to the site plan may be authorized by the city administrator, when the changes will not cause any of the following circumstances to occur:
 1. A change in the character of the development;
 2. An increase in the ratio of the gross floor area in structures to the area of any lot;
 3. An increase in the intensity of use;
 4. A reduction in the originally approved separations between building or setbacks;
 5. An increase in the problems of traffic circulation, safety and utilities;
 6. An increase in the external effects on adjacent property;
 7. An increase in ground coverage by structures;
 8. A reduction in the ratio of off-street parking and loading space; or
 9. A change in the locations, lighting or orientation of approved signs.

2. **Compliance with approvals of site plan.** The development site plan must comply with all provisions of the PD ordinance specifying development standards and substantially reflect the precepts and layout set forth in the concept plan. If, in the judgment of the planning and zoning commission or the city council, a development site plan does not comply with the provisions of the PD ordinance and the concept plan, the planning and zoning commission or the city council may reject the site plan, in which case a new site plan may be resubmitted or application must be resubmitted to amend the PD ordinance. If

a PD ordinance does not specify development standards or has not incorporated a concept plan, the development site plan approval must specify the standards. Development requirements on this site plan may be revised under the same review, notice and approval procedures as applied to the original approval of the site plan.

3. Site plan information.

1. Every application for approval of a site plan under the terms of this section shall contain sufficient information delineating:
 1. The characteristics of the site, changes in those characteristics as may be proposed by the development;
 2. How the development will relate to public services and facilities; and
 3. What protection features are included to ensure that the development will be compatible with existing and allowable development on adjacent property.
2. The site plan shall show at least the following items of information:
 1. **Site/adjacent property information.** The land area included within the site; the land area of all abutting sites and zoning classification; all public and private rights-of-way and easements bounding and intersecting the site and the abutting sites which are proposed to be continued, created, relocated and/or abandoned; and the north arrow, date and scale;
 2. **Building layout.**
 1. The location of each existing and each proposed structure on the site; the general category of use or uses to be contained therein; the number of stories, gross floor area and the location of entrances and exits to buildings; front, side and rear building setback lines; and elevation views or renderings indicating architectural design and building materials proposed; and
 2. A table showing the type of units by size, number of bedrooms and number and type for all residential dwellings, including floor plans, will also be required;
 3. **Traffic circulation and parking.** The location, dimensions and proposed construction of all streets, private drives, alleys, parking areas and drive approaches, as well as their alignment with existing thoroughfares; location and dimensions of sidewalks, off-street parking areas, fire lanes and loading zones;
 4. **Drainage and utilities.** Existing and proposed finished grade of the site, shown to contour intervals not exceeding 2 feet, proposed handling of on-site surface drainage, location of any floodway or flood prone area as shown on current FIA mapping; existing and proposed water and sanitary sewer layout; and existing and proposed fire hydrants; and
 5. **Screening, landscaping and recreational facilities.** The location, height and building materials for any proposed or required walls or fences; height, location and type of any proposed berms or living screens; proposed landscaping plan; location and size of any proposed recreational facilities such as swimming pools, tennis courts and playgrounds.

14.02.042 R-1 Single-Family Residential District

- (a) Purpose. The R-1 Single-Family Residential District is established to allow for single-family dwellings.
- (b) Permitted uses. The uses permitted in the R-1 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.
- (c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for those uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.
- (d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.
- (e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. Parking for at least 2 motor vehicles shall be provided by an enclosed garage or carport for any single-family dwelling constructed after the date of adoption of this article.
- (f) Sales displays prohibited.
- (1) Garage sales shall be permitted in accordance with this Code of Ordinances.
 - (2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks & Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless such vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.
- (g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.16; Ordinance 17.02.13A adopted 2/13/17)

1005 Holden St
Zoning and SUP Requests
200 Ft Radius Mailings

1. Michael & Heidi Stephens
1115 Rolling Hills Trail
Glen Rose, TX 76043
2. Somervell County Hospital District
1021 Holden St
Glen Rose, TX 76043
R1503 and R2039
3. LIX6 Holdings LLC
1145 CR 429
Glen Rose, TX 76043
4. Dominus Won LLC
PO Box 2310
Glen Rose, TX 76043
5. Bruce Rudd
953 Yorktown Dr
Charleston, SC 29412
6. Patsy Jones Patterson
PO Box 2492
Glen Rose, TX 76043
7. Ceylon Hood
999 Holden St
Glen Rose, TX 76043
8. Myles Jackson and Mary Loretta Galloway
PO Box 1432
Ruidoso, NM 88355
9. Shirley Sue Fox
1001 Holden St
Glen Rose, TX 76043

10. Darla Jonita Anderson
1003 Holden St
Glen Rose, TX 76043
11. Duane and Cathy Marshall
1010 Holden St
Glen Rose, TX 76043
12. Philip and Kelly King
1008 Holden St
Glen Rose, TX 76043
13. Patricia West
PO Box 990
Glen Rose, TX 76043-0990
14. Angel Gauna and John Sanchez
1004 Holden St
Glen Rose, TX 76043
15. Kay Lynn Thompson
1002 Holden St
Glen Rose, TX 76043
16. Glen Rose ISD
PO Box 2129
Glen Rose, TX 76043
17. John A Mourelatos
Irrevocable Grantor Trust
425 Teramo Ct
Reno, NV 89521
18. Tyler Kerst
501 McCaffery Rd
Bigfork, MT 59911

NOTICE OF PUBLIC HEARING

Item 13.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: buildingofficial@glenrosetexas.org

Re: Michael Stephens request to rezone from PD (Planned Development) to R-1 (Single-Family Residential District) and obtain a Specific Use Permit for Short Term Rental for the property located at 1005 Holden Street, Lot: 00007, Tract: D7-30, Abst: A136, MILAM CO SCH LD, HOLDEN ST COTTAGES.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Pat Patterson DATE: 10-21-22
ADDRESS: 885 Holden 76043
I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Privacy, Value of Property

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 13.



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NAME: Shirley Sue Fox DATE: 10-27-2022
ADDRESS: 1001 Holden St.

I AM () IN FAVOR (☒) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Apposing because our homes are only 11 ft. apart
and we park in the back of our homes, accessed by a narrow
road that dead ends at 1005 Holden. Countless number of different
strangers every week up and down this narrow entrance that close to
our houses is a safety issue.

Jodi Holthe,
Planning and Zoning (P&Z)

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Item 13.



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NAME: Loretta Calloway DATE: 10-25-2022
ADDRESS: 997 Holden St Glen Rose

I AM () IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

As stated Before parking is not the
Best - hospital + nursing home a block
away. School a block away in opposite
Direction. main thoughts safety + security
of the 5 single ladies in the Holden St.
Cottages. you never know who you are
renting to.

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

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This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Ceylon E. Hood DATE: 10/25/22
ADDRESS: 999 Holden

I AM () IN FAVOR (X) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

I am in opposition of this request
because it could change the neighborhood.
There will be strangers driving in our drive
way. Our houses are only eleven feet apart.
Our safety and privacy will be compromised
not knowing who could be coming and going.
I will not feel as safe and secure as a permanent
renter.

Ceylon Hood

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 13.



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NAME: DWANE MARSHALL DATE: 10-24-22

ADDRESS: 1010 HOLDEN ST GLEN ROSE, TX.

I AM ☐ IN FAVOR ☒ IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

ANY TOURIST THAT STAYS IN A
BED, BREAKFAST SHOULD HAVE A BACKGROUND
CHECK DUE TO A JUNIOR HIGH SCHOOL BEING
CLOSE BY. WHAT IF A SEX OFFENDER WHO IS
A TOURIST VIOLATES ONE OF OUR CHILDREN?

Jodi Holthe,
Planning and Zoning (P&Z)

NOTICE OF PUBLIC HEARING

Item 13.



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Building, Planning, Code Enforcement Department

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This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Jonita Anderson DATE: 10/25/2022

ADDRESS: 1003 Holden Street

I AM () IN FAVOR (X) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Safety, Privacy. We are a residential Planned Community. Access to the home in question is past all of the current tenants in the back driveway. I have added additional privacy fence and locks to back entrance for safety. We are eleven feet from each home. This area is too close for overnight stays of strangers.

Jodi Holthe,
Planning and Zoning (P&Z)

Pictures enclosed of back driveway to rental home & the view into each of our homes



Item 13.







Michael Leamons <michael.leamons@glenrosetexas.org>

RE: Land Mass Calculation Needed

1 message

Chris Hay <chris.hay@e-ht.com>

To: Jodi Holthe <jodi.holthe@glenrosetexas.org>, Michael Leamons <michael.leamons@glenrosetexas.org>
Thu, Nov 3, 2022 at 2:00 PM

Jodi,

The total area within the 200' radius, including the subject property at 1005 Holden St appears to be approximately 200,225 square feet or 4.597 acres. The opposed properties appear to be a combined approximate 22,063 square feet or 0.507 acres.

The percent of opposition would calculate to be approximately 11.02% in opposition within the 200' radius, including the area of the subject property in the calculation.

Let me know if you have any questions or if you need the calculation to not include the subject property.

Thanks,

Chris Hay, PE

Associate Vice President/Senior Project Manager
Enprotec / Hibbs & Todd, Inc.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/31/2022
EXHIBITS:	Ordinance amending the Zoning Ordinance; P&Z Recommendation		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: The Council is being asked to approve an ordinance amending Sec. 14.02.005 Definitions. Sec. 14.02.152(f) P&Z consideration, action, and report on Zoning Ordinance amendments, and the Notes for the Schedule of Uses at the end of Appendix A. City Attorney Lowry does not believe the current appeal process in the P&Z consideration, action, and report section complies with State Law. In lieu of an appeal process, a provision has been included which requires a $\frac{3}{4}$ vote of the Council to approve an amendment when the P&Z has recommended that the amendment not be approved. That provision comes straight from state law. The P&Z voted unanimously to recommend that the amendments included in the attached Ordinance be approved.			
RECOMMENDED ACTION: Move to adopt the ordinance amending the Zoning Ordinance as presented.			

ORDINANCE NO. 2022.10.11.A

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, BY AMENDING CHAPTER 14.02.005 *DEFINITIONS*; CHAPTER 14.02.152(F) *AMENDMENTS*; AND APPENDIX A *NOTES TO 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 November 1, 2022, and the City Council held a public hearing on November 8, 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; and,

WHEREAS, the City Council has determined for the good government, peace, and order of the municipality, to amend the City's Zoning Ordinance to provide for the reasonable definition of and location for Alcohol Sales to Include Mixed Beverages within the City.

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 14.02.005 *DEFINITIONS***

The following definitions are hereby repealed and replaced with the following:

Accessory building is replaced with *Accessory building or use*. One which is located on the same building lot as the principal use served:

- a. Is subordinate to and serves a principal building or building use; and
- b. Is subordinate in area, extent, or purpose to the principal building or principal use served; and
- c. Contributes to the comfort, convenience, and necessity of occupancy of the principal building or principal use served.

Apartment (multifamily) building is replaced with Apartment/Apartment Building. A building that contains rooms or a suite of rooms intended, designed, or occupied as a home or residence by a single family, individual, or group of individuals living together as a single housekeeping unit.

Auto sales lot is replaced with Auto and/or motorcycle sales lot. An open area or lot used for the display or sale of automobiles or motorcycles where no repair work is done except minor reconditioning of the automobiles or motorcycles to be displayed and sold on the premises, nor is there any dismantling of automobiles or motorcycles for sale or keeping of used parts or junk on the premises.

Auto repair shop is replaced with Automotive repair shop. A facility that is categorized in any one of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7538, or 7539.

- a. Facilities with SIC code 5013 that have no outside storage of any recycled oil or other hazardous substances are not included.
- b. Facilities with SIC code 5014 that do not engage in any repair work are not included.
- c. Facilities with SIC code 5541 that do not engage in any on-site repair work are not included.

Bakery, retail is replaced with Bakery or confectionary (retail). An establishment or any part of an establishment that manufactures or prepares bread or bread products, pies, cakes, cookies, crackers, doughnuts, candy, or other similar products, including chocolate or sugar confectionary.

Bed and Breakfast (B&B) is replaced with Bed and Breakfast accommodation (residential home). A property with a structure existing prior to December 1, 1993, that is designed for and occupied as a single-family residence providing overnight accommodations to transient guests. The structure serves as the primary residence or homestead of its owner-operator with the bed and breakfast home considered to be an accessory use of the property. The establishment must be operated by the property owner.

Boarding (rooming) house. A dwelling with at least one common exterior entrance where separate sleeping rooms are available for rent for a period of seven or more consecutive days for compensation, pursuant to previous arrangements. The owner, agent, or rental manager may or may not reside within the dwelling. Excludes hotels or motels.

Building materials and lumber yard is replaced with Building material sales, lumber yard, monument sales. A business which stocks building materials such as fencing, wire, brick, concrete, and lumber for use in building construction and landscaping.

Cabinet shop is replaced with Cabinet or carpentry shop. Cabinet shop. A building or premises used for the design and construction of cabinets, shelves, and similar structures for subsequent sales, installation, and use in homes, businesses, and offices.

Child care center or facility. A facility that provides care or supervision of more than 12 children under the age of 14 for less than 24 hours per day and the children who are not related by blood, marriage, or adoption to the owner or operator of the facility, regardless of whether or not the facility is operated for profit or charges for the services it offers.

Child day care home. A facility, sometimes referred to as a registered family home, that regularly provides care in the caretaker's residence for not more than 6 children under the age of 14 years, excluding the caretaker's own children. When more than 6 children are kept in the home, it shall be considered as either a group day care home or child care center.

The following definitions are hereby added:

Amusement, commercial (indoor). An amusement enterprise wholly enclosed in a building which is treated acoustically so that noise generated by the enterprise is not perceptible at the bounding property line, including but not limited to a bowling alley or billiard parlor.

Assisted living facility, nursing home, or rest home. A private facility that provides care for chronically ill, aged, or disabled persons who need health supervision and related care, not including hospital care. Does not contain facilities for surgical care or the treatment of alcoholism, drug addiction, communicable disease, or injury.

Athletic field or stadium. Land or building that allows community members and organized sporting events and teams to practice and play various sports. Also allows other civic, community, athletic, educational, cultural, and commercial activities to take place on the property.

Auction house. A firm that conducts public sales in which real or personal property, animals, or other items are sold to the highest bidder.

Auditorium or amphitheater. An open, partially enclosed, or fully enclosed facility used or intended to be used primarily for spectator sports, entertainment events, expositions, and other public gatherings.

Auto paint and body shop. An establishment for the repair and/or painting of motor vehicle bodies. Does not include facilities for the sale of fuels, lubricants, or automotive accessories, nor for mechanical or electrical repairs.

Auto parts sales (indoor). A retail establishment that sells new automobile parts, tires, and accessories. May install minor parts.

Automated teller machine (ATM). A machine that dispenses currency prompted by a customer's credit or debit card and are not affixed to any gaming device or considered a gaming device.

Automobile, trailer, light truck, or tool rental. A facility where automobiles, trailers, lightweight trucks and/or specialty tools can be rented for short-term use upon agreement of payment terms.

Bakery (wholesale or commercial). A facility that is primarily engaged in the manufacture of products such as fresh or frozen bread, bread-type rolls, or dry bakery products such as biscuits, crackers, or cookies for wholesale or retail sale.

Brewery/Microbrewery. Premises where beer is manufactured, including everywhere beer is stored or issued from.

- a. A brewery is a manufacturer producing packaged and key products for mass distribution regionally or nationally; will typically produce several hundred truckloads daily.
- b. A microbrewery is a small enterprise where the product is served onsite and/or distributed locally.

Bus stop. An open location where buses may stop for a short duration to allow passengers to embark or disembark from a bus.

Bus terminal. Premises for the storage or parking of buses or the loading or unloading of passengers, not including public transportation service offered by a public entity.

Carnival or circus (temporary).

- a. A circus is an event that can be held outdoors or in a large area where people perform for a crowd; animals may be included in the act
- b. A carnival typically has amusement rides, vendor stalls selling a variety of products, and entertaining shows.

Civic and social organizations. A society or association organized for the pursuit of some common objective by working together in a brotherly union.

Community garden. A shared garden space, managed by a public or nonprofit organization, a neighborhood association, community group, or individuals, used to grow and harvest crops for use by those cultivating the land and their households.

SECTION 3 AMENDING CHAPTER 14.02.152(F) AMENDMENTS

Section 14.02.152(f) *Planning and zoning commission consideration and report* is hereby amended as follows:

The planning and zoning commission, after conducting a public hearing on a request to change a zoning regulation or boundary, shall report its recommendations on said request to the city council for its consideration. In its report, the planning and zoning commission may recommend to either approve or deny the request and shall state the reason for its recommendation. Should the recommendation be to deny the request, an affirmative vote of at least three-fourths of all the city council members is required to overrule the recommendation.

SECTION 4 AMENDING CHAPTER 14, APPENDIX A NOTES TO SCHEDULE OF USES

Chapter 14, Appendix A *Notes to Schedule of Uses* is hereby amended as follows:

- (1) Allowed with mini-warehouse use only.
- (2) Home occupations are permitted when in accordance with section 14.02.103. Home occupations not specifically permitted in section 14.02.103 may be permitted only with a specific use permit. Home occupations do not allow for customer visitations or 2 or more employees working from the home.
- (3) Allowed for a period of one year or until the development is sold out, whichever is longer.
- (4) Not allowed in the confines of the Glen Rose Historic District or within 500 feet of any historical property, school, park, or day care facility.

- (5) Residential living quarters are allowed as a mixed use within the same building as the commercial use provided it represents no more than 50% of the total floor area of the development **and must not be storefront or first floor (if a second floor is available).** This is **for business owners or business managers residence only.** No parking of recreational vehicles of any kind will be authorized. Up to two (2) personal transportation vehicles will be allowed in the existing downtown parking.
- (6) **Residential living quarters are allowed as mixed use in a different building if the property has more than 3 building on premise and is over 3 acres in total plat. This is for business owner's or business manager's residence only. This residence may not be rented to any persons not affiliated as management in the business.**
- (7) Allowed only within a beauty salon / spa (full service) providing a minimum of two (2) of the service categories listed under its definition, for a minimum total of three (3) services.
- (8) **Kiosk is permitted for a limited time period, not to exceed 30 days, with property owner permission. This is for walk-up traffic only and drive thru is not permitted. All state, city, county health, fire, safety regulations must be met along with all permits required.**
- (9) The sale of alcoholic beverages is prohibited within 300 feet of any church, public or private school, or public hospital (Chapter 4.02.02 *Alcoholic Beverages*)
- (10) **Recreational Vehicle Storage is permitted on private single family home lots for an unlimited amount of time. This is for storage purposes only and may not be connected to sewer or water lines or in use for housing for any length of time while in storage. It is recommended that the RV be stored on a non-porous surface. No street parking of a Recreational Vehicle is permitted at any time.**
- (11) **Private Street Development may occur in community developments that request it with their preliminary and final plats and must be approved by City Council. The development must maintain reserves to provide all utility and street maintenance required, no city funds will be available for street or utility repairs. The city retains the right to provide law enforcement within the community.**

SECTION 5 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 6 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 7
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 8
EFFECTIVE DATE**

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

PASSED AND APPROVED this 8th day of November, 2022.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Staci L. King, City Secretary

**DISCUSSION ON AMENDING
SECTION 14.02.152(f)
OF THE CITY'S CODE OF ORDINANCES**

Sect. 14.02.152(f)

Planning and zoning commission consideration and report. The planning and zoning commission, after conducting a public hearing on a request to change a zoning regulation or boundary request, shall report its recommendations on ~~the zoning said~~ request to the city council for its consideration. In its report, the planning and zoning commission may recommend favorable approval of the request or that the request be denied, with or without prejudice. Every proposal which is recommended favorably by the planning and zoning commission shall automatically be forwarded to the city council for public hearing and consideration. When the planning and zoning commission determines that the proposal should be denied, it shall report the same to the city council and the applicant and state the reason(s) for the denial to City Council and applicant. A hearing before the city council shall be set on an application recommended for denial only when an appeal is filed by the applicant with the city administrator or his or her designated administrative official, provided the appeal is requested within 15 days of the planning and zoning commission's decision. to either approve or deny the request and shall state the reason for its recommendation. Should the recommendation be to deny the request, an affirmative vote of at least three-fourths of all of the City Council members is required to overrule said recommendation.

City Attorney Lowry indicated the above Section of the City's Code of Ordinances needs to be amended to come into conformance with Chapter 211 Municipal Zoning Authority of the Texas Local Government Code (TLGC). The appeal process triggered by a Planning and Zoning Commission denial of a request to change a zoning regulation or boundary isn't included in Chapter 211. Section 211.006(f) of the TLGC does include the following option for giving more weight to a decision by the P&Z to deny a request: *The governing body by ordinance may provide that the affirmative vote of at least three-fourths of all its members is required to overrule a recommendation of the municipality's zoning commission that a proposed change to a regulation or boundary be denied.*

The proposed change to Section 14.02.153(f) of the City's Code of Ordinance, as red-lined above, removes the appeal process, but adds the requirement that a three-fourths vote of the City Council is required to overrule a P&Z recommendation to deny a change to zoning regulations or boundaries.

Definitions:

For the purpose of this Ordinance, certain words and term are hereby defined, not all Schedule of Uses are defined, but the Use Type should be self-explanatory. If a Use Type is not defined, then no deviation from the exact wording of the Type is allowed without permission by Planning & Zoning or City Council. Words used in the singular shall include the plural and the plural include the singular, the word "shall" is mandatory and not discretionary, the word "building" shall include the word "Structure", the word "lot" shall include the word "plot", and the term "used for" shall include the meaning "designed for" or "intended for." Such words and terms are as follows:

1. Accessory building or use: One which:
 - a. Is subordinate to and serves a principal building or building use; and
 - b. Is subordinate in area, extent, or purpose to the principal building or principal use served; and
 - c. Contributes to the comfort, convenience, and necessity of occupancy of the principal building or principal use served; and
 Is located on the same building lot as the principal use served.

Airport or landing field, Heliport, and aircraft hanger

Ambulance Dispatch Station

Ammonia Manufacturing

Amusement, commercial (indoor): An amusement enterprise wholly enclosed in a building which is treated acoustically so that noise generated by the enterprise is not perceptible at the bounding property line and including, but not limited to, a bowling alley or billiard parlor.

Amusement, commercial (indoor): An amusement enterprise wholly enclosed in a building which is treated acoustically so that noise generated by the enterprise is not perceptible at the bounding property line and including, but not limited to, a bowling alley or billiard parlor.

Animal Shelter

Apartment/Apartment Building: (A building that contains) room or suite of rooms indented, designed or occupied as a home, residence by a single family, individual or group of individuals living together as a single housekeeping unit

Apparel, Garment & Textile Manufacturing

Appliance Manufacturing

Arcade: A public place of business where 50% or more of the gross sales are derived from amusement machines. The term "amusement machine" shall mean every machine of any kind of character whatsoever, when the machine is capable of use or operation for amusement, other than for the purpose of vending merchandise, music, or a service such as telephone service, laundry service and the like. Included in the description of amusement machines are video games, pinball machines, miniature sports machines, and all other machines which designed for challenge, entertainment or pleasure.

Artificial Limb Manufacturing

Asphalt Batching Plant: A facility, permanent or temporary, which mixes asphalt or cement with various aggregates and water in large quantities for transport elsewhere.

Assisted Living Facility, Nursing Home, or Rest Home: A private facility that provides care for chronically ill, aged, or disabled persons who need health supervision and related care not including hospital care. Such facilities do not contain facilities for surgical care or the treatment of alcoholism, drug addiction, communicable disease, or injury.

Athletic Field or Stadium: land or a building that allows community members and organized sporting events and teams to practice and play various sports. Also allows other civic, community,

athletic, educational, cultural, and commercial activities to take place on property.

Athletic Fitness Club:

Auction House: a firm that conducts the public sale of property in which properties, animals, or items of merchandise are sold to the highest bidder.

Auditorium or Amphitheater: An open, partially enclosed or fully enclosed facility used or intended to be used primarily for spectator sports, entertainment events, expositions and other public gatherings.

Auto & Motorcycle Sales Lot: An open area or lot used for the display or sale of automobiles or motorcycles, where no repair work is done except minor reconditioning of the cars to be displayed and sold on the premises, and no dismantling of cars or motorcycles for sale or keeping of used car parts or junk on the premises.

Auto Inspection Station

Auto Paint and Body Shop: an establishment for the repair and/or painting of motor vehicle bodies but does not include facilities for the sale of fuels, lubricants, or automotive accessories, or for mechanical or electrical repairs.

Auto parts sales (indoor): Auto parts store means a retail establishment that sells new automobile parts, tires, and accessories. May also install minor parts.

Auto Repair Garage: Automotive Repair Shop means a facility that is categorized in any one of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7532-7534, or 7536-7539. Exceptions do apply for SIC codes 5013, 5014, and 5541. For SIC code 5013, if the business has no outside storage of any recycled oil or other hazardous substances, it is not included. For SIC code 5014, if the business does not engage in any repair work, it is not included. For SIC code 5541, if the business does not engage in any onsite repair work, it is not included.

AUTOMATED TELLER MACHINES: Automated Teller Machines (ATM): machines that dispense currency prompted by a customer's own credit or debit card that are not affixed to any gaming device and are not considered gaming devices.

Automobile, trailer, light truck, tool rental: Auto, Light Truck, Tool Rental: A facility where automobiles, light weight trucks, speciality tools can be rented for short term use upon agreement of payment terms.

Bakeries (Wholesale/Commercial): Bakeries (Wholesale/Commercial): establishment that is primarily engaged in the manufacture, for sale at wholesale or retail, of fresh or frozen bread, bread-type rolls, or dry bakery products, including biscuits, crackers, or cookies, in which the products are made using yeast leavening.

Bakery or Confectionery (Retail): means an establishment or any part of an establishment that manufactures or prepares bread or bread products, pies, cakes, cookies, crackers, doughnuts, or other similar products, or candy, including but not limited to chocolate confectionery or sugar confectionery

Bank or Financial Institution

Bed & Breakfast Accommodation (Residential Home): A property with an existing structure as of December 1, 1993, that is designed for and occupied as a one-family residence providing overnight accommodations to transient guests. The structure serves as the primary residence or homestead of its owner-operator with the bed and breakfast home considered to be an accessory use and not the primary use of the property. The person who owns the property must also be the operator of the establishment.

Bleach Manufacturing

Boarding (rooming) house: A dwelling with at least one common exterior entrance where separate sleeping rooms are available for rent for a period of seven consecutive days or

longer to persons for compensation, pursuant to previous arrangements, and excluding hotels or motels. The owner, agent or rental manager may or may not reside within the dwelling.

Boat Sales

boat storage

Bookbinding and publishing

bottling plant

Bowling Alley

box manufacturing

Brewery/Microbrewery: **premises where** beer is manufactured and includes every place therein where beer is stored or wherefrom it is issued. A Brewery is a larger manufacturer producing packaged and key products for mass distribution across a region or the nation. Typically would produce several hundred truckloads daily. A microbrewery is a smaller enterprise where product is served onsite or for a local distribution.

Brick & Tile Manufacturing

Building Materials Sales, Lumber Yard or Monument Sales: A business which stocks building materials, such as fencing, wire, bricks, cement and lumber, for use in building construction and landscaping.

Bus Stop: An open location where buses may stop for a short duration for passengers to embark or disembark from the bus

Bus Terminal: **premises for** the storage or parking of buses or the loading or unloading of passengers, excluding public transportation service offered by a public entity.

BUS/TRUCK PARKING OR STORAGE

Cabinet/Carpentry Shop: A building and/or premises used for the design and construction of cabinets, shelves and similar structures for subsequent sales, installation and use in homes, businesses and offices.

Cabins or two-four unit cabins

Cable TV Lines

canning operation

Car Wash: A building, or portion thereof, where automobiles or other motor vehicles are automatically or manually washed regularly as a business.

Carnival or circus (temporary): A Circus is an event that can be held outdoors or in a large area where people perform for a crowd and may include animals as part of their act. A Carnival usually has amusement rides and various vender stalls selling a wide variety of products and entertaining shows.

Carpentry Shop

carpet manufacturing

Cemetery or Mausoleum

Chemical Storage or Manufacturing

Child Care Center or facility: A facility that provides care or supervision for children who are not related by blood, marriage or adoption to the owner or operator of the facility for less than 24 hours a day for more than 12 children under the age of 14, whether or not the facility is operated for profit or charges for the services it offers.

Child Day Care (Home): facility, sometimes referred to as a registered family home, that regularly provides care in the caretaker's own residence for not more than 6 children under the age of 14 years, excluding the caretaker's own children. When more than 6 children are kept in the home, it shall be considered as either a group day care home or child care center. Must comply with all city, state and federal laws.

Chlorine Manufacturing:**Christmas Tree Sales**

Church, rectory, or other places of worship including church operated day-care facilities, and pres-schools

CIVIC AND SOCIAL ORGANIZATIONS: A society or association organized for the pursuit of some common objective by working together in a brotherly union

Cleaning plant (Laundry)**Cold Storage Plant****College, University or Professional Schools**

Community Center: A building used primarily for the social or recreational activities serving the city, neighborhood or apartment complex.

Community Garden: A shared garden space managed by a public or nonprofit organization, a neighborhood association, person or group of individuals in the community, to grow plants and harvest food or ornamental crops for use by those cultivating the land and their households.

Concrete Batching Plant**Concrete Product Casting Plant**

Condominium: See definition of townhouse

CONTRACTOR YARD OUTSIDE STORAGE

Convalescence Center: Any building or structure used for or customarily occupied by persons recovering from illness or suffering from infirmities of age. Must meet all state qualifications for this type of facility. This definition does not include any facility that is used for the rehabilitation of persons from drug, alcohol or similar type substance addictions.

Country Club: : An area of land containing either a golf course or tennis courts, or both, and a clubhouse and which is available to members only. Country clubs may contain adjunct facilities such as private club, dining room, swimming pool, and other similar recreational or service facilities.

Creosote Manufacturing**Day-Care (Commercial)**

Distillation Plant
Distribution - General (BB)
Distribution - General Class B Wholesaler (X)
Distribution - Wholesale's (W)
Distribution Center - Large
Distribution Center - Small
Dormitories
Drug and Alcohol Rehabilitation Center
Electrical generating plant/SUBSTATIONS
Electrical Sales & Service
Employment Agency
Envelope Manufacturing
Event Center/Rental Hall
Exterminator
Fairgrounds or Rodeo
Farm Implement Sales
Farmers Market/Produce Stand
Feed Store (No animal sales)
Feed store with animal sales
Fertilizer Manufacturing
Fiberglass Manufacturing
Fire Station
Firewood Sales
Fireworks Manufacturing
Flea Market (inside)
Flea Market (outside)
Food Bank
Food Processing
Foundry
Four family dwelling
Fraternal Organizations, lodge, civic club
Freight Terminal, Motor

Freight Terminal, Train
Funeral Homes and Mortuaries
Furniture Manufacturing
Furrier
Game Hall
Garage or lot, parking (Commercial)
Garage or lot, parking (Private)
Garage or lot, parking (Public)
Gas Line (6in or larger)
Gas regulating/gate station
Glass Manufacturing
Glue Manufacturing
Go-Cart Track
Golf , miniature
Golf Course (Private)
Golf Course (Public)
Golf Driving Range
GOVERNMENT FACILITIES
Granary or Gin
GREASE TRAP & DRAIN VACUUM SERVICE
Group day care home
Group home/Community Home
Guest house or quarters
Gun Shooting Range (indoor)
Gunsmith Shop
Gypsum Manufacturing
Halfway house
Hatchery (poultry), egg farm, feed lot
Heating/AC sales & service
Heavy Equipment Sales
Heavy Machinery sales and storage
Heliport

Home Occupation (Home Based Business)
Hospital
Hotel, Motel, or Inn
Ice Cream Plant/Ice Plant/Creamery
incinerators
Independent Living Facility (Retirement Community)
Industrialized housing
Insecticide, Pesticide Processing
JUNK YARD/SALVAGE YARD
Laboratories (Medical, dental, science)
LANDSCAPING SERVICES
Lawnmower, Lawn Equipment, Small Motors Sales & Service
Light Fabrication Plant
Lithographic Shop
Livestock Auction
Local Utility line or utility distribution lines, telephone exchange (no garage or shop)
Locksmith Shop
Machine Shop
Manufactured home
Manufactured Home Park
Manufactured Homes Sales Lot, Mobil Home Sales & Display
Manufacturers - Brewers (BW)
Manufacturers - Distiller & Rectifiers (D)
Manufacturers - Winery (G)
Marble Manufacturing
Massage Establishment
MATERIAL RECYCLING CENTER
Mattress Manufacturing
Meat Processing Plant
metal casting, foundry or fabrication plant
metal stamping, dyeing, shearing or punching
Microwave Tower/Telecommunication Antenna/Telecommunication Tower and Stealth Telecommunication Tower

Mimeograph or letter shop
Mini-Warehouse
Mining, Quarrying, Dredging or Excavation
Mobil Food Vendor
MOBILE COLLECTION & REDEMPTION CENTER
Monument Works
Motor freight terminal
Movie Theater (Indoor)
Movie Theater (Outdoor)
Package Store - offsite consumption (P)
Park or Playground (Public)
Pawnshops
Personal Services - Spa, Tanning, Massage Therapy, Permanent Makeup, Beauty, & Barber Shop
Pet grooming shop
Pickle Ball/Racquet Ball/Tennis Court (private)
Pickle Ball/Racquet Ball/Tennis Court (public)
Plant Nurseries
Plastic Product Manufacturing
Playfield or stadium (Public)
Playfield or stadium (Public)
plumbing sales & service
Police Station
pool or billiard hall
portable building or shed sales lot
Post Office
Pottery Manufacturing
Poultry Processing Plant
Print Center - Commercial
PRISON, JAIL OR OTHER CORRECTIONAL INSTITUTION
Private Club (N)
Private Club Exemption (NE)
Private Club Malt & Wine Only (NB)

Private Street Development
Probation or Parole Office
Professional - title and abstract office
Professional Office - Field Office or Real Estate Sales Office
Professional Offices - General
Professional Offices - Insurance, Lawyer, Title Company, Business Office
Professional Offices - Medical, Dental, Science, Clinic
Professional Offices - Optical Clinic or Office
Psychic/Paranormal Readings
Public building (shop or yard)
Racing: Animal, Automotive, other
Radio & Television Tower
Radio or TV broadcast studio
Radio Transmitting Station
Railroad Freight Terminal
Railroad team truck
Railroad track or right-of-way
Railroad Yard
Ranch, Farm, Orchard or Truck Garden
Recreational Area (Private)
Recreational Area (Public)
Recreational vehicle
Recreational vehicle sales
recreational vehicle storage
Recycling Collection Facility
Refuse Transfer Station
Religious Camp
Rendering Plant
restaurant kiosk
restaurant or café (inside)
Restaurant or cafeteria (carry-out only)
Restaurant or cafeteria (drive-in/thru service)

Retail Dealers - On Premise (BE)
Retail - Dealers - Off Premise (BF)
Retail - Mixed Beverage (MB) on premise
RETAIL - Wine & Malt Bev Retailers (BG) On and Off Premise
Retail - Wine & Malt Bev Retailers (BQ) Off Premise
Retirement center
Rock Crushing Plant
Salvage Yard
Sanatorium
Service station or motor vehicle fuel sales
Sewage treatment plant
Sewer Lift Station
Sexually oriented business
Sheet Metal Shop
Shipping containers for residential use
Shop Large - Other (3000sqft more or chains)
Shop, Large Retail - Furniture
Shop, Large Retail - Groceries
Shop, Large Retail - Pet store, kennel, animal boarding (Outside Runs)
Shop, Small - Bait Shop
Shop, Small - Butcher
Shop, Small - Hardware (paint, plumbing and related sales)
Shop, Small - Jewelry
Shop, Small - Laundry or dry-cleaning
Shop, Small Retail - Antique, Art
Shop, Small Retail - Appliance Repair
Shop, Small Retail - Bicycle Sales & Repair
Shop, Small Retail - Dry Cleaning, Laundry and pressing
Shop, Small Retail - Florist or Plant Center
Shop, Small Retail - Framing, Art
Shop, Small Retail - Groceries
Shop, Small Retail - Handcrafted Furniture

Shop, Small Retail - Homegoods Rental Store
Shop, Small Retail - Leather Goods, Tack
Shop, Small Retail - Pet store, kennel, animal boarding (no outside runs)
Shop, Small Retail - Seamstress, Tailor
Shop, Small Retail - Sign Shop
Shop, Small Retail - Smoke, Tobacco, Vape
Shop, Small Retail - Sporting Goods
Shop, Small Retail - Thrift, Second Hand, Consignment
Shop, Small Retail - Tool & Equipment Rental
Shop, Small Retail - Video
shopping center or mall
Short Term Rental (Airbnb & VRBO)
Short Term Rental Accommodation
Single family dwelling
skating rink
Smelter Plant
snow cone stand
Stable, commercial
Stable, private
stockyards or slaughterhouse
storage, non accessory outside
Store, Large Retail - All Types
Store, Small Retail - Appliance
Store, Small Retail - Art Supply, Office Supplies, Newsstand, Books, Camera
Store, Small Retail - Audio, TV, Electronics, Computers
Store, Small Retail - Carpet, Flooring
Store, Small Retail - Clothing, Apparel, Shoes, Accessories
Store, Small Retail - Department or Discount
Store, Small Retail - Drug Store or Pharmacy
Store, Small Retail - General Store or Convenience Store
Store, Small Retail - Gift or Novelty Shop
Store, Small Retail - Hobby

Store, Small Retail - Other
Studio, Small Retail - Photography Studio, Recording Studio, Music, Art, Health, etc
Swimming pool /hot tub, tennis, etc (public)
Swimming pool /hot tub, tennis,etc (Private)
Tattoo Parlor or Body Piercing
Taxi or Shuttle Service Business Office with Parking
taxidermist
Telephone Poles & Lines
Temporary Construction Office
Textile & Apparel Manufacturing
Three family dwelling
Tire recapping
tire sales & repair
Townhouse
Trailer camp or park
Travel Agent
TRUCK DRIVING SCHOOLS
Truck Fueling Station
Truck sales, storage, or repair
Truck Stop
truck wash
Two family dwelling
UNDERGROUND BULK STORAGE
Upholstery Shop
Utility business office
Utility mains and lines
Utility shop or yard
Utility substation or regulation station
Veterinarian (no outside runs)
Veterinarian (outside runs)
veterinary hospital
VINEYARD

washeteria (self service)
Water pump station
Water storage tank
Water treatment plant
Water well
Wholesale establishments
WILDLIFE AREA
Wine Only Package Store (Q)
YOUTH CAMPS

NOTES TO SCHEDULE OF USES:

- (1) ALLOWED WITH MINI-WAREHOUSE ONLY
- (2) HOME OCCUPATIONS ARE PERMITTED WHEN IN ACCORDANCE WITH SECTION 14.02.103. HOME OCCUPATIONS NOT SPECIFICALLY PERMITTED IN SECTION 14.02.103 MAY BE PERMITTED ONLY WITH A SPECIFIC USE PERMIT. HOME OCCUPANTATIONS DO NOT ALLOW FOR CUSTOMER VISITATIONS OR 2 OR MORE EMPLOYEES WORKING FROM THE HOME.
- (3) ALLOWED FOR A PERIOD OF ONE YEAR OR UNTIL THE DEVELOPMENT IS SOLD OUT, WHICHEVER IS LONGER
- (4) NOT ALLOWED IN THE CONFINES OF THE GLEN ROSE HISTORIC DISTRICT OR WITHIN 500 FEET OF ANY HISTORICAL PROPERTY, SCHOOL, PARK OR DAY CARE FACILITY.
- (5) RESIDENTIAL LIVING QUARTERS ARE ALLOWED AS MIXED USE WITHIN THE SAME BUILDING AS THE COMMERCIAL USE PROVIDED IT REPRESENTS NO MORE THAN 50% OF THE TOTAL FLOOR AREA OF THE DEVELOPMENT AND MUST NOT BE STOREFRONT OR FIRST FLOOR (IF A SECOND FLOOR IS AVAILABLE). THIS IS FOR BUSINESS OWNERS OR BUSINESS MANAGERS RESIDENCE ONLY. NO PARKING OF RECREATIONAL VEHICLES OF ANY KIND WILL BE AUTHORIZED. UP TO TWO (2) PERSONAL TRANSPORTATION VEHICLES WILL BE ALLOWED IN THE EXISTING DOWNTOWN PARKING.
- (6) RESIDENTIAL LIVING QUARTERS ARE ALLOWED AS MIXED USE IN A DIFFERENT BUILDING IF THE PROPERTY HAS MORE THAN 3 BUILDING ON PREMISE AND IS OVER 3 ACRES IN TOTAL PLAT. THIS IS FOR BUSINESS OWNERS OR BUSINESS MANAGERS RESIDENCE ONLY. THIS RESIDENCE MAY NOT BE RENTED TO ANY PERSONS NOT AFFILIATED AS MANAGEMENT IN THE BUSINESS.
- (7) ALLOWED ONLY WITHIN A BEAUTY SALON / SPA (FULL SERVICE) PROVIDING A MINIMUM OF TWO (2) OF THE SERVICE CATEGORIES LISTED UNDER ITS DEFINITION, FOR A MINIMUM TOTAL OF THREE (3) SERVICES ARE OFFERED.
- (8) KIOSK IS PERMITTED FOR A LIMITED TIME PERIOD NOT TO EXCEED 30 DAYS WITH PROPERTY OWNER PERMISSION. THIS IS FOR WALK UP TRAFFIC ONLY AND DRIVE THRU IS NOT PERMITTED. ALL STATE, CITY, COUNTY HEALTH, FIRE, SAFETY REGULATIONS MUST BE MET ALONG WITH ALL PERMITS REQUIRED.
- (9) ALCOHOL SALES ARE PERMITTED
 - a. The measurement of the distance between the place where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line across intersection, or as otherwise permitted by state law.
 - b. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be:
 - i. In a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections; or

- ii. If the permit or license holder is located on or above the fifth story of a multistory building, in a direct line from the property line of the public or private school to the property line of the place of business, in a direct line across intersections, and vertically up the building at the property line to the base of the floor on which the permit or license holder is located.

- (10) Recreational Vehicle Storage is permitted in the back yard of a private single family home for an unlimited amount of time. This is for storage purposes only and may not be connected to sewer or water lines or in use for housing for any length of time while in storage. It is recommended that the RV be stored on a non-porous surface and should follow the accessory building setbacks per Ordinance _____. The Recreational Vehicle may be used in for loading and unloading or short-term parking in the driveway for no more than 72 hours.
- (11) Private Street Development may occur in community developments that request it with their preliminary and final plats and must be approved by City Council. The development must maintain reserves to provide all utility and street maintenance required, no city funds will be available for street or utility repairs. The city retains the right to provide law enforcement within the community.

NOTES TO SCHEDULE OF USES:

1. Allowed with mini-warehouse use only.
2. Home occupations are permitted when in accordance with section 14.02.103. Home occupations not specifically permitted in section 14.02.103 may be permitted only with a specific use permit. Home occupations do not allow for customer visitations or 2 or more employees working from the home.
3. Allowed for a period of one year or until the development is sold out, whichever is longer.
4. Not allowed in the confines of the Glen Rose Historic District or within 500 feet of any historical property, school, park, or day care facility.
5. Residential living quarters are allowed as a mixed use within the same building as the commercial use provided it represents no more than 50% of the total floor area of the development and must not be storefront or first floor (if a second floor is available). This is ~~ONLY intended for owner or shopkeeper's residence~~ for business owners or business managers residence only. No parking of recreational vehicles of any kind will be authorized. Up to two (2) personal transportation vehicles will be allowed in the existing downtown parking.
6. Residential living quarters are allowed as mixed use in a different building if the property has more than 3 building on premise and is over 3 acres in total plat. This is for business owner's or business manager's residence only. This residence may not be rented to any persons not affiliated as management in the business.
7. Allowed only within a beauty salon / spa (full service) providing a minimum of two (2) of the service categories listed under its definition, for a minimum total of three (3) services.
8. Kiosk is permitted for a limited time period, not to exceed 30 days, with property owner permission. This is for walk-up traffic only and drive thru is not permitted. All state, city, county health, fire, safety regulations must be met along with all permits required.
9. The sale of alcoholic beverages is prohibited within 300 feet of any church, public or private school, or public hospital (Chapter 4.02.02 *Alcoholic Beverages*)
10. Recreational Vehicle Storage is permitted on private single family home lots for an unlimited amount of time. This is for storage purposes only and may not be connected to sewer or water lines or in use for housing for any length of time while in storage. It is recommended that the RV be stored on a non-porous surface. No street parking of a Recreational Vehicle is permitted at any time.

11. Private Street Development may occur in community developments that request it with their preliminary and final plats and must be approved by City Council. The development must maintain reserves to provide all utility and street maintenance required, no city funds will be available for street or utility repairs. The city retains the right to provide law enforcement within the community.

Parking Requirements Update

The P&Z is currently starting to work on looking at Parking Requirements for each scheduled use. We specifically had a discussion about Retail – General Merchandise in our previous meeting to get a feel for where we think parking may change as we work through the items.

This was from a workshop – so no motions or final decisions were made but we conducted the following research:

1. Our current parking requirements for retails are based on Gross Floor Area which includes all storage and loading dock areas etc.
2. Our retail requirements are 1 per 200 gfa

In reviewing a study conducted by Texas A&M – we found the following:

Arlington is 3.3 per 1000 gfa – which means approximately 1 per 200 gfa

Fort Worth for less than 4000gfa – parking requirement are also 1 per 200 gfa

Additionally, we researched individual cities and learned

Meridian, TX has regulations of 1 per 200gfa

Granbury is 1/600 sqft of site area of market

Westminster, CA is 1/250gfa

Our general thoughts at this time is that 1/200gfa may more stringent that we need, we started talking about do we want to set the requirement at a number against usable space and then we need to talk into account employee cars.

We are not finished with our research, but we are leaning to loosening some parking requirements specific to some types of schedules of uses.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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.		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:	Petition for annexation; Texas Local Gov't Code on Annexation; Proposed Development Agreement; Proposed Service Agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
The City has received a petition for annexation for a 1.32 acre tract next to the 7-Eleven. Concurrent with this petition and contingent upon annexation of the property, the owner is pursuing a zoning designation through the P&Z. If this petition for annexation is accepted, staff will present the attached Development Agreement (which must be declined before the annexation can be completed) and Service Agreement (which must be accepted before the annexation can be completed) to the property owner for action. A public hearing for the annexation will be scheduled for the December 13th Council meeting. If the annexation is approved, the Council will also be asked to approve the requested zoning designation for the property at the December 13th meeting. If the Council is so inclined, as long as the public hearing is held, the City Council may postpone action on the annexation until a future meeting.			
RECOMMENDED ACTION:			
Motion to approve petition and authorize staff to negotiate the Development and Service Agreements required for said annexation.			

State of Texas)(

County of Somervell)(

PETITION FOR ANNEXATION
ZONING & SERVICE REQUEST

PRESENTED TO THE CITY OF GLEN ROSE,

SOMERVELL COUNTY, TEXAS

I, Jason Keen, manager of VRE GLEN ROSE 2.0, LLC, do state and certify that VRE GLEN ROSE 2.0, LLC is the sole owner of the certain 1.32 acre tract of land, a portion of which is further described herein by metes and bounds, and do hereby petition to the CITY OF GLEN ROSE, Somervell County, Texas for annexation this portion of said tract, which is less than 525' in width, contiguous to the municipal boundary of the CITY OF GLEN ROSE, within its exclusive extraterritorial jurisdiction, and upon which no qualified voters reside, by filing said Petition with the CITY OF GLEN ROSE, Texas. The portion to be annexed, being 1.32 acres, is further described by metes and bounds as follows:

BEING 1.321 acres situated in the MILAN COUNTY SCHOOL, ABSTRACT No. 136, City of Glen Rose, Somervell County, Texas, being a portion of certain tract of land described in deed to Alvie Joe Mitchell, JR recorded under Instrument Number 20201505, Official Public Records Somervell, County Texas, being more particularly described, as follows:

BEGINNING at 1/2" capped iron rod found at west corner of said Alvie Joe Mitchell, JR tract and also being north corner of Lot 1, Block 1, VRE Glen Rose 7 Eleven Addition, according to the plat recorded under Instrument Number 20201892, Official Public Records Somervell County, Texas, said BEGINNING point having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH:6775350.05' and EAST:2207117.03'.

THENCE North 60 degrees 51 minutes 57 seconds East, with northwest line of said Alvie Joe Mitchell, JR tract, a distance of 230.33 feet to a 1/2" capped iron rod set stamped "BARRON STARK";

THENCE South 29 degrees 07 minutes 50 seconds East, a distance of 250.01 feet to a 1/2" capped iron rod set stamped "BARRON STARK";

THENCE South 60 degrees 51 minutes 55 seconds West, a distance of 230.33 feet to a 1/2" capped iron rod set stamped "BARRON STARK";

THENCE North 29 degrees 04 minutes 34 seconds West, a distance of 30.84 feet a 1/2" capped iron rod stamped "BARRON STARK" found at southeast corner of said Lot 1;

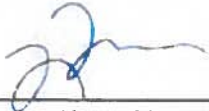
THENCE North 29 degrees 08 minutes 18 seconds West, with northeast line of said Lot 1, a distance of 219.17 feet returning to the POINT OF BEGINNING and containing 1.321 acres of land, more or less.

Along with this request for approval of annexation of said tract described above, it is also requested herein that the CITY OF GLEN ROSE agree to provide sanitary sewer service to the proposed development comprised of one, 1.32 AC commercial lot via existing sanitary sewer facilities adjacent to the site frontage.

Signed, acknowledged and executed this the 24th day of October 2022.

VRE GLEN ROSE 2.0, LLC.

Owner

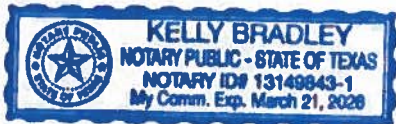


By: Jason Keen, Manager

State of Texas)(

County of Tarrant)(

Before me this the 24th day of October, 2022, appeared Jason Keen as Manager of **VRE GLEN ROSE 2.0, LLC**, who swears that he is in the capacity stated herein, and with the authority to sign, execute and bind **VRE GLEN ROSE 2.0, LLC**, as set forth in said Petition, subscribed to and sworn before me, the undersigned authority, on the 24th day of October, 2022, to certify which witness my hand and seal of office.




Notary Public, State of Texas

My Commission Expires:

3/21/26

TEXAS LOCAL GOVERNMENT CODE

SUBCHAPTER C-3. ANNEXATION OF AREA ON REQUEST OF OWNERS

Sec. 43.0671. AUTHORITY TO ANNEX AREA ON REQUEST OF OWNERS. Notwithstanding Subchapter C-4 or C-5, a municipality may annex an area if each owner of land in the area requests the annexation.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. 6), Sec. 26, eff. December 1, 2017.

Sec. 43.0672. WRITTEN AGREEMENT REGARDING SERVICES. (a) The governing body of the municipality that elects to annex an area under this subchapter must first negotiate and enter into a written agreement with the owners of land in the area for the provision of services in the area.

(b) The agreement must include:

(1) a list of each service the municipality will provide on the effective date of the annexation; and

(2) a schedule that includes the period within which the municipality will provide each service that is not provided on the effective date of the annexation.

(c) The municipality is not required to provide a service that is not included in the agreement.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. 6), Sec. 26, eff. December 1, 2017.

Sec. 43.0673. PUBLIC HEARING. (a) Before a municipality may adopt an ordinance annexing an area under this subchapter, the governing body of the municipality must conduct one public hearing.

(c) During the public hearing, the governing body:

(1) must provide persons interested in the annexation the opportunity to be heard; and

(2) may adopt an ordinance annexing the area.

(d) The municipality must post notice of the hearing on the municipality's Internet website if the municipality has an Internet website and publish notice of the hearing in a newspaper of general circulation in the municipality and in the area proposed for annexation. The notice for the hearing must be:

(1) published at least once on or after the 20th day but before the 10th day before the date of the hearing; and

(2) posted on the municipality's Internet website on or after the 20th day but before the 10th day before the date of the hearing and must remain posted until the date of the hearing.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. 6), Sec. 26, eff. December 1, 2017.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 155 (H.B. 347), Sec. 3.01, eff. May 24, 2019.

**MUNICIPAL SERVICES AGREEMENT
BETWEEN THE CITY OF GLEN ROSE, TEXAS
AND VRE GLEN ROSE 2.0, LLC**

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 VRE Glen Rose 2.0, LLC ("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 1.32 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. 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 Owner’s participation in accordance with applicable city ordinances, rules, regulations, and policies.
- a. Police – The City’s Police Department will provide police service consistent with the level of service provided to other areas of the City.
 - b. 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.
 - c. Code Compliance – The City’s Building, Planning, and Code Compliance Department will provide education, enforcement, and abatement relating to code violations within the Property.
 - d. 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.
 - e. 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.
 - f. Wastewater Service – The City grants the Owners authorization, at the Owners’ expense, to extend a sewer main from the Property and to tie said main into the City sewer main running along the south side of Highway 67. The installation must comply with the City’s ordinances, policies, and standards and must be inspected and approved by City staff. 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.
 - g. 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.

- h. 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.
 - i. Animal Control – The City’s Animal Control Department will provide animal control services within the Property.
 - j. It is understood and agreed that the City is not required to provide a service that is not included in this Agreement.
 - k. 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.
4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.

9. **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.
10. **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.
11. **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.
12. **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.
13. **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, TEXAS

OWNERS, VRE Glen Rose 2.0, LLC

By: _____
Julia Douglas, Mayor

By: _____

By: _____

ATTEST:

By: _____

By: _____
Staci L. King, City Secretary

By: _____

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

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

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



November 9, 2022

Dear _____:

Since you have expressed interest in annexing into the City of Glen Rose a portion of the ____ acre tract you own between Hwy 67 and CR 312 and Van Zandt Road and Squaw Creek, which is appraised for ad valorem tax purposes as land for agricultural or wildlife management, the City is required to offer to make a “development agreement” with you in lieu of annexation.

The “development agreement” must provide that the property will retain its extraterritorial status for up to 45 years or until any type of subdivision plat or related development document is filed with the city for the property, whichever occurs first. The agreement must provide that the City may enforce all regulations and planning authority that do not interfere with the use of the land for agriculture, wildlife management, or timber.

During the time the property remains outside the city limits, it is not subject to city property taxes, but also may not receive tax-supported services from the City such as police, fire, and others. The development agreement must provide terms for future annexation of the property, including specifying the uses and development of the land before and after annexation. If an owner of property eligible for a development agreement declines such an agreement, then the property may be annexed as originally proposed.

I have enclosed a development agreement complying with the requirements of state law for your consideration. You have three options regarding the development agreement: (1) you may pursue finalizing the agreement as presented with the City Council; (2) you may negotiate new language by indicating the words that you wish to change, add, or delete in the agreement; or, (3) you may decline the offer of a development agreement.

If the agreement is declined, the City is free to move forward with your request for annexation. If you wish to pursue entering into the “development agreement” as presented or entering into one with revised terms, the matter will be presented to the City Council.

Before the City can initiate any action, we must receive a written response from you indicating which of the three options you wish to pursue.

Respectfully,

Michael Leamons

STATE OF TEXAS
COUNTY OF SOMERVELL

**CHAPTER 43 TEXAS LOCAL GOVERNMENT CODE
DEVELOPMENT AGREEMENT**

This Agreement is entered into pursuant to Sections 43.016 and 212.172 of the Texas Local Government Code by and between the City of Glen Rose, Texas (the "City") and the undersigned property owner(s) (the "Owner"). The term "Owner" includes all owners of the Property.

WHEREAS, the Owner owns a parcel of real property (the "Property") in Somervell County, Texas, which is more particularly and separately described in the attached Exhibit "A";

WHEREAS, the Owner desires to have the Property remain in the City's extraterritorial jurisdiction, in consideration for which the Owner agrees to enter into this Agreement;

WHEREAS, this Agreement is entered into pursuant to Sections 43.016 and 212.172 of the Texas Local Government Code, in order to address the desires of the Owner and the procedures of the City;

WHEREAS, the Owner and the City acknowledge that this Agreement is binding upon the City and the Owner and their respective successors and assigns for the term (defined below) of this Agreement;

WHEREAS, this Development Agreement is to be recorded in the Real Property Records of Somervell County.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

Section 1. The City guarantees the continuation of the extraterritorial status of the Owner's Property, its immunity from annexation by the City, and its immunity from City property taxes, for the term of this Agreement, subject to the provisions of this Agreement. Except as provided in this Agreement, the City agrees not to annex the Property, agrees not to involuntarily institute proceedings to annex the Property, and further agrees not to include the Property in a statutory annexation plan for the Term of this Agreement. However, if the Property is annexed pursuant to the terms of this Agreement, then the City shall provide services to the Property pursuant to Chapter 43 of the Texas Local Government Code.

Section 2. The Owner covenants and agrees not to use the Property for any use other than for agriculture, wildlife management, and/or timber land consistent with Chapter 23 of the Texas Tax Code, except for existing single-family residential use of the property, without the prior written consent of the City. The Owner covenants and agrees that the Owner will not file any type of subdivision plat or related development document for the Property with Somervell County or the City until the Property has been annexed into, and zoned by, the City. The Owner covenants and agrees not to construct, or allow to be constructed, any buildings on the Property that would require a building permit if the Property were in

the city limits, until the Property has been annexed into, and zoned by, the City. The Owner also covenants and agrees that the City's [most restrictive zoning, e.g., Agricultural Open Space District zoning requirements] apply to the Property, and that the Property shall be used only for Agricultural Open Space District zoning uses that exist on that Property at the time of the execution of this Agreement, unless otherwise provided in this Agreement. However, the Owner may construct an accessory structure to an existing single-family dwelling in compliance with all applicable City ordinances and codes. The Owner acknowledges that each and every owner of the Property must sign this Agreement in order for the Agreement to take full effect, and the Owner who signs this Agreement covenants and agrees, jointly and severably, to indemnify, hold harmless, and defend the City against any and all legal claims, by any person claiming an ownership interest in the Property who has not signed the Agreement, arising in any way from the City's reliance on this Agreement.

Section 3. The Owner acknowledges that if any plat or related development document is filed in violation of this Agreement, or if the Owner commences development of the Property in violation of this Agreement, then in addition to the City's other remedies, such act will constitute a petition for voluntary annexation by the Owner, and the Property will be subject to annexation at the discretion of the City Council. The Owner agrees that such annexation shall be voluntary and the Owner hereby consents pursuant to Section 212.172(b)(7). Owner hereby waives any requirement in Chapter 43 related to procedures or service provision. Services will be provided to Owner's Property in accordance with existing city policy on the date of annexation, and as amended thereafter. Furthermore, the Owner hereby waives any and all vested rights and claims that they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any actions Owner has taken in violation of Section 2 herein.

Section 4. Pursuant to Sections 43.016(b)(1)(B) of the Texas Local Government Code, the City is authorized to enforce all of the City's regulations and planning authority that do not materially interfere with the use of the Property for agriculture, wildlife management, or timber, in the same manner the regulations are enforced within the City's boundaries. The City states and specifically reserves its authority pursuant to Chapter 251 of the Texas Local Government Code to exercise eminent domain over property that is subject to a Chapter 43 and/or Chapter 212 development agreement.

Section 5. The term of this Agreement (the "Term") is [a maximum of 45 years] from the date that the Mayor's signature to this Agreement is acknowledged by a public notary. The Owner, and all of the Owner's heirs, successors and assigns shall be deemed to have filed a petition for voluntary annexation before the end of the Term, for annexation of the Property to be completed on or after the end of the Term. Prior to the end of the Term, the City may commence the voluntary annexation of the Property. The Owner agrees that such annexation shall be voluntary and the Owner hereby consents pursuant to Section 212.172(b)(7). Owner hereby waives any requirement in Chapter 43 related to procedures or service provision. Services will be provided to Owner's Property in accordance with existing city policy on the date of annexation, and as amended thereafter. Furthermore, the Owner hereby waives any and all vested rights and claims that they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any actions Owner has taken in violation of Section 2 herein. In connection with annexation pursuant to this section, the Owners hereby waive any vested rights they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any plat or construction any of the owners

may initiate during the time between the expiration of this Agreement and the institution of annexation proceedings by the City.

Section 6. Property annexed pursuant to this Agreement will initially be zoned in keeping with the process described in the City's Code of Ordinances.

Section 7. Any person who sells or conveys any portion of the Property shall, prior to such sale or conveyance, give written notice of this Agreement to the prospective purchaser or grantee, and shall give written notice of the sale or conveyance to the City. Furthermore, the Owner and the Owner's heirs, successor, and assigns shall give the City written notice within 14 days of any change in the agricultural exemption status of the Property. A copy of either notice required by this section shall be forwarded to the City at the following address:

City of Glen Rose
Attn: Mayor Julia Douglas
P.O. Box 1949
Glen Rose, Texas 76043

Section 8. This Agreement shall run with the Property and be recorded in the real property records of Somervell County, Texas.

Section 9. If a court of competent jurisdiction determines that any covenant of this Agreement is void or unenforceable, including the covenants regarding involuntary annexation, then the remainder of this Agreement shall remain in full force and effect.

Section 10. This Agreement may be enforced by any Owner or the City by any proceeding at law or in equity. Failure to do so shall not be deemed a waiver to enforce the provisions of this Agreement thereafter.

Section 11. No subsequent change in the law regarding annexation shall affect the enforceability of this Agreement or the City's ability to annex the properties covered herein pursuant to the terms of this Agreement.

Section 12. Venue for this Agreement shall be in Somervell County, Texas.

Section 13. This Agreement may be separately executed in individual counterparts and, upon execution, shall constitute one and same instrument.

Section 14. This Agreement shall survive its termination to the extent necessary for the implementation of the provisions of Sections 3, 4, and 5 herein.

Entered into this ____ day of _____, 2022.

Owner

Printed Name: _____

Owner

Printed Name: _____

Owner

Printed Name: _____

Owner

Printed Name: _____

Mayor Julia Douglas, City of Glen Rose, Texas

THE STATE OF TEXAS }

COUNTY OF }

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

Notary Public, State of Texas

THE STATE OF TEXAS }

COUNTY OF }

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

Notary Public, State of Texas

THE STATE OF TEXAS }

COUNTY OF }

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

Notary Public, State of Texas

THE STATE OF TEXAS }

COUNTY OF }

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

Notary Public, State of Texas

THE STATE OF TEXAS }

COUNTY OF SOMERVELL }

This instrument was acknowledged before me on the _____ day of _____,
2022, by Julia Douglas, Mayor, City of Glen Rose, Texas.

Notary Public, State of Texas



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding a request to close streets for the Merry & Bright Christmas Bazaar and Tree Lighting		
PREPARED BY:	Council member Kelly Harris	DATE SUBMITTED:	11/02/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: The event will take place on November 26. The parade route will be the same as past years. Elm, Vernon, and Walnut Streets requested to be closed around square.			
RECOMMENDED ACTION: Motion to approve or deny as presented.			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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		
PREPARED BY:	Staci King, City Secretary	DATE SUBMITTED:	11/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Ms. Stone has requested permission to block spaces in front of ShooFly Soda Shop to accommodate the annual Christmas party to be held on December 3, 2022. Council has approved this request in prior years.			
RECOMMENDED ACTION: Motion to approve or deny the request.			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding a resolution designating a Grant Administrator for the 2023-2024 Texas Community Development Block Grant (CDBG) Program		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	
EXHIBITS:	Proposals from Public Management, Inc, Langford Community Management Services, and Traylor & Associates, Inc.; Scoring sheets; Resolution Selecting Grant Administrator		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
The three person scoring committee designated by the Council selected five grant administration firms to send solicitations to. Three firms responded. The City has worked with all three of those firms. Each of the three committee members scored the proposals that were received. The scoring was very close. The primary difference in the scoring was due to the difference in costs. Public Management provided the lowest cost and they received the highest score from each of the three committee members and, naturally, they received the highest cumulative score; therefore, the recommendation of the committee is to select Public Management, Inc. as the City's grant administrator for the 2023-2024 Texas CDBG Program.			
RECOMMENDED ACTION:			
Move to adopt the resolution selecting Public Management, Inc. as the City's 2023-2024 CDBG Grant Administrator.			

Texas Community Development Block Grant

Phase Two Solicitation for Administrative/Planning Services

Evaluation of Proposals

Applicant Community:							
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator				Title		
	Michael Leamons				City Administrator		
	Demetra Conrad				City Councilwoman		
	Jim Holder				Public Works Director		
Program: (list ONLY one program per form, create a separate A508 for each additional program)	2023/2024 TxCDBG – Community Development Fund						
Description of Anticipated Project:	Eligible activities under the 2023/2024 Regional Priorities including water, sewer, street, and drainage improvements.						
Date Solicitation Sent:	October 19, 2022						
Responses received:	Name of Firm				Date Response Received		
	Langford Community Management Services				October 19, 2020		
	Public Management, Inc.				October 24, 2022		
	Traylor & Associates, Inc.				October 27, 2022		
Evaluation of Proposals: (revise/add/delete services in this section as appropriate)	Enter for each criterion & proposal: (criteria listed on A506) • Points awarded, or • Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U).						
Name of Firm	Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other	Other	Notes
Lanford	85	86	56	50			Total: 277
Public Management	85	87	56	60			Total: 288
Traylor & Associates	85	86	56	57			Total: 284
Firm Recommended:	Public Management, Inc.						
Firm Selected:							
	* If Firm Selected differs from Firm recommended by Evaluators, provide explanation						
Conflict of Interest Evaluated by:	☐ Conflict exists, firm disqualified ☒ No conflict exists						
Date Awarded by Governing Body:							
Signature of Lead Evaluator:							

Texas Community Development Block Grant

Phase Two Solicitation for Administrative/Planning Services

Evaluation of Proposals

Applicant Community:								
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator		Title					
	Michael Leamons		City Administrator					
Program: (list ONLY one program per form, create a separate A508 for each additional program)		2023/2024 TxCDBG – Community Development Fund						
Description of Anticipated Project:		Eligible activities under the 2023/2024 Regional Priorities including water, sewer, street, and drainage improvements.						
Date Solicitation Sent:								
Responses received:	Name of Firm		Date Response Received					
Evaluation of Proposals: (revise/add/delete services in this section as appropriate)		Enter for each criterion & proposal: (criteria listed on A506) • Points awarded, or • Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U).						
Name of Firm		Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other	Other	Notes
Lanford		30	28	20	16			Total: 94
Public Management		30	30	20	20			Total: 100
Traylor & Associates		30	30	20	19			Total: 99
Firm Recommended:								
Firm Selected:								
		* If Firm Selected differs from Firm recommended by Evaluators, provide explanation						
Conflict of Interest Evaluated by:		☐ Conflict exists, firm disqualified ☐ No conflict exists						
Date Awarded by Governing Body:								
Signature of Lead Evaluator:								



Texas Community Development Block Grant

Phase Two Solicitation for Administrative/Planning Services

Evaluation of Proposals

Applicant Community:	City of Glen Rose						
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator				Title		
	Jim Holder <i>Jim Holder</i>				Public Works Director – Glen Rose		
Program: (list ONLY one program per form, create a separate A508 for each additional program)	2023/2024 TxCDBG – Community Development Fund						
Description of Anticipated Project:	Eligible activities under the 2023/2024 Regional Priorities including water, sewer, street, and drainage improvements.						
Date Solicitation Sent:	October 19, 2022						
Responses received:	Name of Firm				Date Response Received		
	Langford Community Management Services, Inc.				October 19, 2022		
	Public Management				October 24, 2022		
	Traylor & Associates, Inc.				October 28, 2022		
Evaluation of Proposals: (revise/add/delete services in this section as appropriate)	Enter for each criterion & proposal: (criteria listed on A506) • Points awarded, or • Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U).						
Name of Firm	Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other	Other	Notes
Langford Community Management Services, Inc.	25	28	16	16			Total - 85
Public Management	25	27	16	20			Total - 88
Traylor & Associates, Inc.	25	26	16	19			Total - 86
Firm Recommended:							
Firm Selected:							
	* If Firm Selected differs from Firm recommended by Evaluators, provide explanation						
Conflict of Interest Evaluated by:	☐ Conflict exists, firm disqualified ☐ No conflict exists						
Date Awarded by Governing Body:							
Signature of Lead Evaluator:							

Texas Community Development Block Grant

Phase Two Solicitation for Administrative/Planning Services

Evaluation of Proposals

Applicant Community:								
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator		Title					
	Demetra Conrad		City Councilwoman					
Program: (list ONLY one program per form, create a separate A508 for each additional program)		2023/2024 TxCDBG – Community Development Fund						
Description of Anticipated Project:		Eligible activities under the 2023/2024 Regional Priorities including water, sewer, street, and drainage improvements.						
Date Solicitation Sent:								
Responses received:	Name of Firm		Date Response Received					
	Langford CMS							
	Public Management							
	Traylor and Associates							
Evaluation of Proposals: (revise/add/delete services in this section as appropriate)		Enter for each criterion & proposal: (criteria listed on A506) - Points awarded, or - Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U).						
Name of Firm		Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other	Other	Notes
Langford CMS		30	30	20	18			Total: 98
Public Management		30	30	20	20			Total: 100
Traylor and Associates		30	30	20	19			Total: 99
Firm Recommended:		Public Management						
Firm Selected:								
		* If Firm Selected differs from Firm recommended by Evaluators, provide explanation						
Conflict of Interest Evaluated by:		☐ Conflict exists, firm disqualified ☐ No conflict exists						
Date Awarded by Governing Body:								
Signature of Lead Evaluator:		Demetra Conrad (electronic signature)						

RESOLUTION NO. 2022-__**A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2023/2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – COMMUNITY DEVELOPMENT FUND GRANT THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.**

WHEREAS, participation in the Texas Community Development Block Grant Program – Community Development Fund (CDBG) requires implementation by professionals experienced in the administration/project delivery of federally-funded projects and creation of planning documents;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with the Texas Department of Agriculture requirements;

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

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

- Section 1. That _____ is selected to provide application and project-related administration/project delivery services for a 2023/2024 CDBG grant for the City.
- Section 2. That a cost-price analysis has been conducted and determined the proposed fee to be appropriate and reasonable based upon program requirements and rules.
- Section 3. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED this the 8th day of November, 2022.

ATTEST:

Julia Douglas, Mayor

Staci L. King, City Secretary

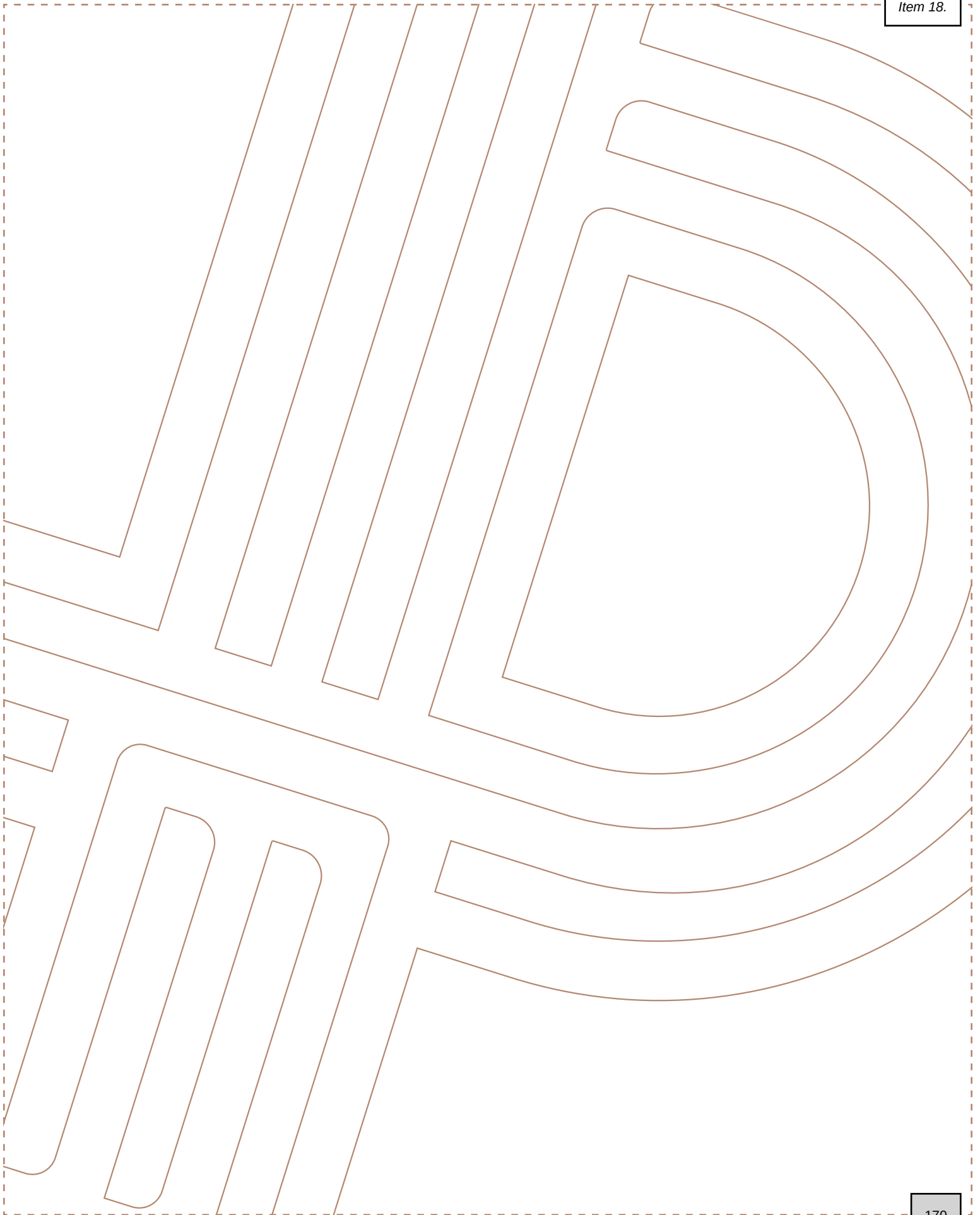


WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES.
 COMMITTED TO IMPACTFUL SOLUTIONS.
 DRIVEN TO MAKE A DIFFERENCE.

**REQUEST FOR PROPOSAL:
CITY OF GLEN ROSE**

APPLICATION PREPARATION &
ADMINISTRATIVE SERVICES

TEXAS DEPARTMENT OF AGRICULTURE (TDA)
 2023 / 2024 TxDBG
 COMMUNITY DEVELOPMENT FUND (CD)





October 24, 2022

Michael Leamons
City Administrator
City of Glen Rose
201 NE Vernon
Glen Rose, Texas 76043

RE: City of Glen Rose Professional Grant Administration Services for Texas Community Development Block Grant (TxCDBG) 2023 / 2024 Community Development Fund

Dear Mr. Leamons:

We are excited for the opportunity to submit this proposal to the City of Glen Rose for Grant Administration Services. We have assembled a highly qualified team that will be dedicated to identifying, pursuing, and implementing funding opportunities to address your community development goals and needs.

To date, Public Management, Inc. has guided its clients to **over \$850 million** in various funding initiatives which span multiple state and federal sources. Of this amount **over \$142 million** is associated to community development projects Public Management, Inc. has partnered with the City of Glen Rose since 2019 and has successfully secured and managed over \$1.1 million in community development and disaster recovery initiatives.

For forty years our Team has been dedicated to the mission of **Building Vibrant and Sustainable Communities**. Our performance and longevity are examples of our ability to deliver the needs of our clients and achieve our mission. Additionally, our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the Region for decades. Strategically located in north Texas, our Team will be able to effectively and efficiently assist all coordination related to this funding.

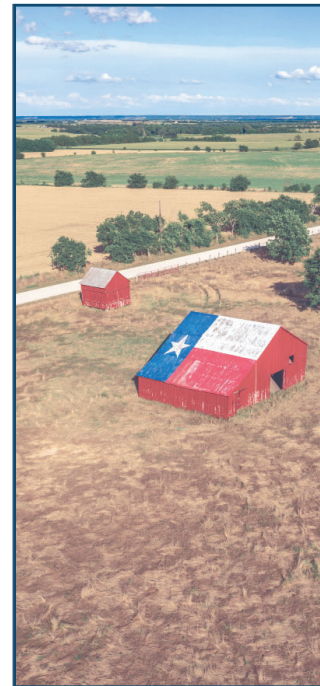
As President and CEO for Public Management, Inc., I have full authorization to commit the necessary staff resources to ensure that these services meet the City's standards. Additionally, I will certify our proposed costs of services (\$40,000.00 / 8% of grant request), as detailed in Section V & VI of the included Administrative Services contract (See Proposed Cost of Services tab), for a period of ninety (90) days and will acknowledge the terms and conditions resulting in an awarded contract. We look forward to working on this much needed project!

Respectfully,

Patrick K. Wiltshire
President and CEO

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METHODOLOGY**



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INTRODUCTION

"Public Management, Inc. has been an excellent partner for Chambers County for more than a decade. Their team offers a wealth of knowledge and does an excellent job of guiding our County through the grant application, administration, and auditing process. They are always accessible and answer every question that we have. We are looking forward to continuing to work with Public Management, Inc. in the future."

- Chambers County

ABOUT US

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to Build Vibrant and Sustainable Communities. Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.

THE PUBLIC MANAGEMENT, INC. TEAM



JAKE MCADAMS
Regional Project Manager



LISETTE HOWARD
Project Manager



Morgan Verette
Project Manager



DALTON AIKEN
Project Manager / GIS Technician

Public Management, Inc. will commit the Team consisting of Jake McAdams, Lisette Howard, Morgan Verette, and Dalton Aiken. Each member of the Team is located and works in the North Texas region, with the main office located in Granbury, Texas. As a group, this Team has secured and delivered impactful community projects for various cities and counties within the region.

Public Management, Inc. is uniquely positioned to deliver superior Grant Administration Services for the City for the following reasons:
1) Location - Granbury, Texas - easily accessible to City offices; 2) Experience securing and managing TDA TxCDBG contracts - over \$140 million; 3) Project and Location Familiarity - Public Management, Inc. Has worked in the region for decades and understands the needs of the communities within the area.

PROPOSAL STRUCTURE

This proposal is organized in a way that should be clear and concise to the reviewers. The Approach & Methodology section details our specific project approach and methodology for this Proposal, as well as provides a description of the services that will be conducted. The Proposed Cost of Services section will detail Public Management, Inc.'s fee structure and hourly rate. The Team included to get to know our staff. The Experience section will provide the overall impact that Public Management, Inc. has had on its clients. Within the References the reviewer will find client details and contact information. The Required Forms section includes all pertinent documents to this proposal and the Additional Information Section provides the total experience of the company.



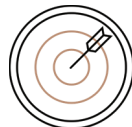
DECADES OF EXPERIENCE

Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 225 cities and towns across the state. With client funding ranging from \$10,000 to \$100 million, our people are equipped with the right tools and knowledge to ensure the successful implementation of federally funded projects.



COMMUNITY DEVELOPMENT

Nearly two-thirds of all contracts secured and managed by Public Management, Inc. are for community development initiatives. Our company has been part of the Community Development Block Grant (CDBG) program since 1982. Over that time we have secured over \$140 million for our clients ranging from water and sewer improvements, to streets and drainage activities, as well as first time service assistance.



SUCCESSFUL IMPLEMENTATION

The Public Management, Inc. Team has successfully secured and managed Community Development Block Grant (CDBG) programs for four decades. All projects administered by our company have been closed on time, within budget, and with no financial penalties. Our experience with CDBG, and our familiarity with the Program administered by the Texas Department of Agriculture (TDA), make us well equipped to serve the City.



PERFORMANCE IN PERSPECTIVE

Public Management, Inc. is currently managing over 200 contracts totaling more than \$400 million across the State of Texas. Our Granbury, Texas office leads all Community Development and Planning efforts for the company. Our proximity to Central, North, and West Texas allows for swift deployment of personnel to assist with all aspects of program implementation. The detail below covers Public Management, Inc.'s performance during the historic program as well as highlights the services that are currently being provided.



APPLICATION PREPARATION

Our Team has developed and submitted 500 CD Fund applications since 2007. These applications aimed to benefit more than 1 million people across 250 jurisdictions.



CONTRACT AWARDS

Of the 500 applications submitted over this time span, nearly 75% were awarded a contract from TDA. Our award ratio far exceeds the average within the State of Texas. This further proves the ability of our Team to understand these programs and deliver the needs of our clients.



CONTRACT INITIATION

All previously awarded contracts have been initiated with Kick-off meetings held. Our Team has submitted all preliminary administrative start-up documents and the engineers are fully contracted and actively working through the project design.



ENVIRONMENTAL REVIEW

All environmental services are being preformed in-house with Public Management, Inc. staff. All active TxCDBG contracts are currently working through the environmental process and some have already received environmental clearance and are pending construction procurement.



FINANCIAL MANAGEMENT

Due to our experience with TDA TxCDBG programs, as well as our familiarity with their System Management (TDA-GO), we have requested and received millions of dollars to cover project costs (administration, engineering, environmental, and construction). We are able to effectively track the invoices and document the payments for the TDA to reimburse to our clients.



PROGRAM COMPLIANCE

All Active TxCDBG contracts are in compliance with TDA program requirements. Contract timelines remain unphased and we anticipate having many contracts under construction or contracts closed in the next 9 months.

A COMPANY FOR THE FUTURE

Public Management, Inc. has been committed to Texas for Decades. With our Team of energetic and purpose driven individuals, we are positioned to provide unparalleled service. Our passion runs deep and our commitment is guaranteed. We are excited for the next forty years.

BY THE NUMBERS

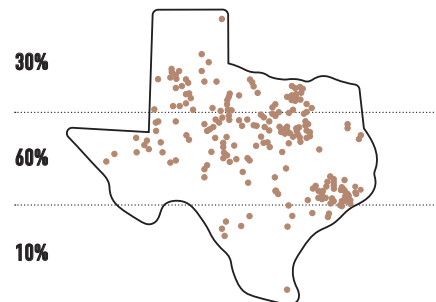
OVERVIEW

1982 - Present



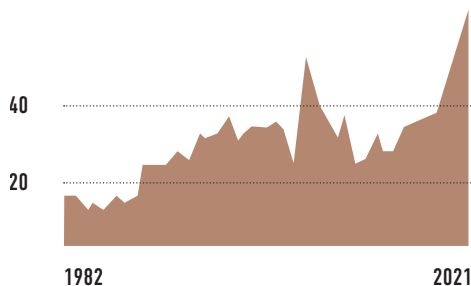
PROJECTS BY REGION

1982 - Present



COMMUNITIES IMPACTED

1982 - Present



CLIENT FUNDING

1982 - Present



Government Codes

Employer Identification Number: 76-0361938
Cage Code: 6QDN5
Duns Number: 945630507
NAICS: 541611

Litigation History

None

Financial Solvency

Public Management, Inc. has been in continuous operation for nearly 40 years. The corporation maintains stringent fiscal policy with prudent budget operations. Public Management, Inc. has a healthy financial outlook with little to no debt.

Conflicts

None

APPROACH & METHODOLOGY

"The City of Baytown has successfully worked with Public Management, Inc. over 10 years. Public Management has assisted with obtaining new funding sources, managing the complicated grant funding for infrastructure projects, and monitoring all disaster funding for Baytown. Their team is composed of consummate professionals and deliver excellent, knowledgeable customer service. They have been a great liaison with the county and state officials as they speak their language and have a crystal-clear understanding of the convoluted regulations."

- City of Baytown

WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

In addition to securing funds to help meet their goals, communities count on our team to plan, research, navigate and manage the entire process.

METHODOLOGY

The Team will immediately begin conducting application assessment and project development meetings to familiarize all parties with the schedule of the proposed funding source, necessary documents, and procedural compliance. These will set the stage for comprehensive understanding of the program and allow the City to secure funding in a timely manner.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful application submittal. Once an application is submitted, the Team will monitor the review process and report the status back to the City. If an application is scheduled for award, the Team will notify the City of the results and discuss next steps and important procedures to undertake in order to be prepared for contract initiation.

Upon successful contract development, the Team will work with the funding agency to ensure that all review and approval requirements are met so that awards will be made. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability and efficiency for the City.



APPLICATION PREPARATION

Securing funding is critical to recovery. Our Team has a proven process to identify project needs and develop award winning applications.



CONTRACT MANAGEMENT

The Team will ensure the contract remains in full compliance with all applicable state and federal regulations as well as meet the timeline & budget requirements.



PROJECT MANAGEMENT

Our Team has decades of experience guiding our clients through the road to recovery. We have secured over \$850 million in project initiatives.



PRE-FUNDING SERVICES

Let's start at the beginning, when your project is little more than a "What if?" Working together, we will help the City define what's important and look ahead to what's next.

Application Preparation

The Team will prepare the application as directed by the City to apply for the available funding adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application.

1. SCHEDULE DEVELOPMENT

Evaluate funding requirements and develop an application timeline. Focus will be given to major development milestones with required deliverables.

2. PROGRAM REVIEW

Present program details and application requirements. Cover submission requirements and critical document development.

3. MEETING COORDINATION

Facilitate meetings (stakeholders, engineer, staff, etc.) to ensure application and schedule compliance.

4. CITIZEN PARTICIPATION

Coordinate public meetings and outreach efforts that are defined in local Citizen Participation Plan. In some cases, this may include the development of appropriate citizen participation plans.

5. PROJECT DEVELOPMENT

Work with the engineer and staff to identify and prioritize needs. Develop an action plan to address these needs and implement the community needs assessment strategy.

6. BENEFICIARY REVIEW

Assess project impact area to determine appropriate beneficiary methodology. Review census data to determine applicability and advise on the necessity of project area income survey.

7. PRELIMINARY ENVIRONMENTAL REVIEW

Conduct environmental impact analysis to determine project effects in flood prone regions, wetlands, as well as endangered species.

8. MAPPING

Generate quality maps which depict the project and benefit area. Maps will be used to detail project location as well as environmental impact.

9. APPLICATION COMPLETION & SUBMISSION

Compile finalized application material, including approved budget and project impact detail, and prepare for submission. Complete electronic records will be maintained for reference.



POST-FUNDING SERVICES

A little help and guidance can go a long way on the road to recovery. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.

1. ADMINISTRATIVE DUTIES

The Team will coordinate all program elements to effectuate successful project development. This includes stakeholder meeting to determine goals/objectives, reporting and project progress dissemination, as well as the overall contract maintenance. The development of clear communication between the City and any other appropriate service providers will allow the Team to act as the liaison in all matters concerning the project.

2. RECORD KEEPING

The Team will assist the with developing and maintaining all records generated by the program. This includes all records required by the funding agency and the District (i.e. program management records) in both physical and digital formats.

3. FINANCIAL MANAGEMENT

The Team will assist with the development and maintenance of the contract ledger, general journal, cash receipts and all other necessary financial documents. Additionally, the Team will develop and submit payment requests in line with contract milestones, as well as monitor the City's financial system.

4. CONSTRUCTION MANAGEMENT

The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents and application. This includes on-site visitations, document control and scope realignment, and project meetings.

5. REAL PROPERTY ACQUISITION (AS APPLICABLE):

The Team will assist with preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property. This includes following appropriate federal regulations and detailed by the Uniform Act (i.e. administrative coordination of parcel selection, value determination, outreach/correspondence, offer/settlement).

6. ENVIRONMENTAL SERVICES

The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable. On-site visits and appropriate consultation will be conducted to ensure environmental clearance.

7. CIVIL RIGHTS REQUIREMENTS

The Team will structure the program so that all procurement procedures, contracts, and policies will be in accordance with state and federal regulations associated thereto. This includes processes that ensure the District and its contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

8. PROCUREMENT/BIDDING/CONTRACTING:

The Team will advise on the implementation of appropriate procurement procedures to obtain professional and construction services necessary to complete the project(s). This includes ensuring compliance with Local Government Code Chapter 252 as well as 2 CFR 200.320.

9. LABOR STANDARDS MONITORING:

The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The program will be structured so that all procurement procedures and contracts will meet equal opportunity requirements. This includes compliance with the Davis-Bacon Act, Fair Labor Standards Act, Contract Work Hours & Safety Standards Act, as well as other prevailing labor requirements.

10. FORCE ACCOUNT (AS APPLICABLE):

The Team will assist the City in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

11. CONTRACT CLOSE-OUT ASSISTANCE:

The Team will develop and maintain all necessary reports required by the funding agency to close out the project. This includes conducting final project inspections, evaluating contract completion documents, and coordinating stakeholder review. Lastly, the Team will work with the District in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

PROJECT APPROACH

The Team will utilize local staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The City will have access to the Team and our methodology ensures that the City will be informed throughout the course of the project.

Our holistic approach to disaster recovery and project management provide the City with a sufficient understanding of the challenges at hand as well as the resources available to address these needs. When funding is secured, the Team will then work to implement the program from award to successful closeout. The Team's primary focus will be to ensure that proposed project is achieving desired outcomes that will provide the greatest benefit to the community.

The following page details a typical project timeline from procurement and application development through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

PROJECT TIMELINE																																
ACTIVITY	DURATION IN MONTHS																															
	1	2	3	4	5	6	Application Submission (6-12 Month Delay)	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Procurement																																
Application Development																																
Contract Award																																
Preliminary Administration																																
Environmental & Design																																
Project Bid																																
Start of Construction																																
50% Complete																																
100% Complete																																
Closeout																																

PROCUREMENT

- Determine Method
- Publication & Solicitation
- Receipt & Review
- Recommendation & Award
- Contract Execution

1-2
MONTHS

APPLICATION DEVELOPMENT

- Eng. Project Justification
- High Quality Maps
- Service Area/Benefit Map
- Alternate Project List
- CIP Plan
- Beneficiary Verification
- Public Hearing
- Application Development
- Resolution
- Final Notice
- Application Submission

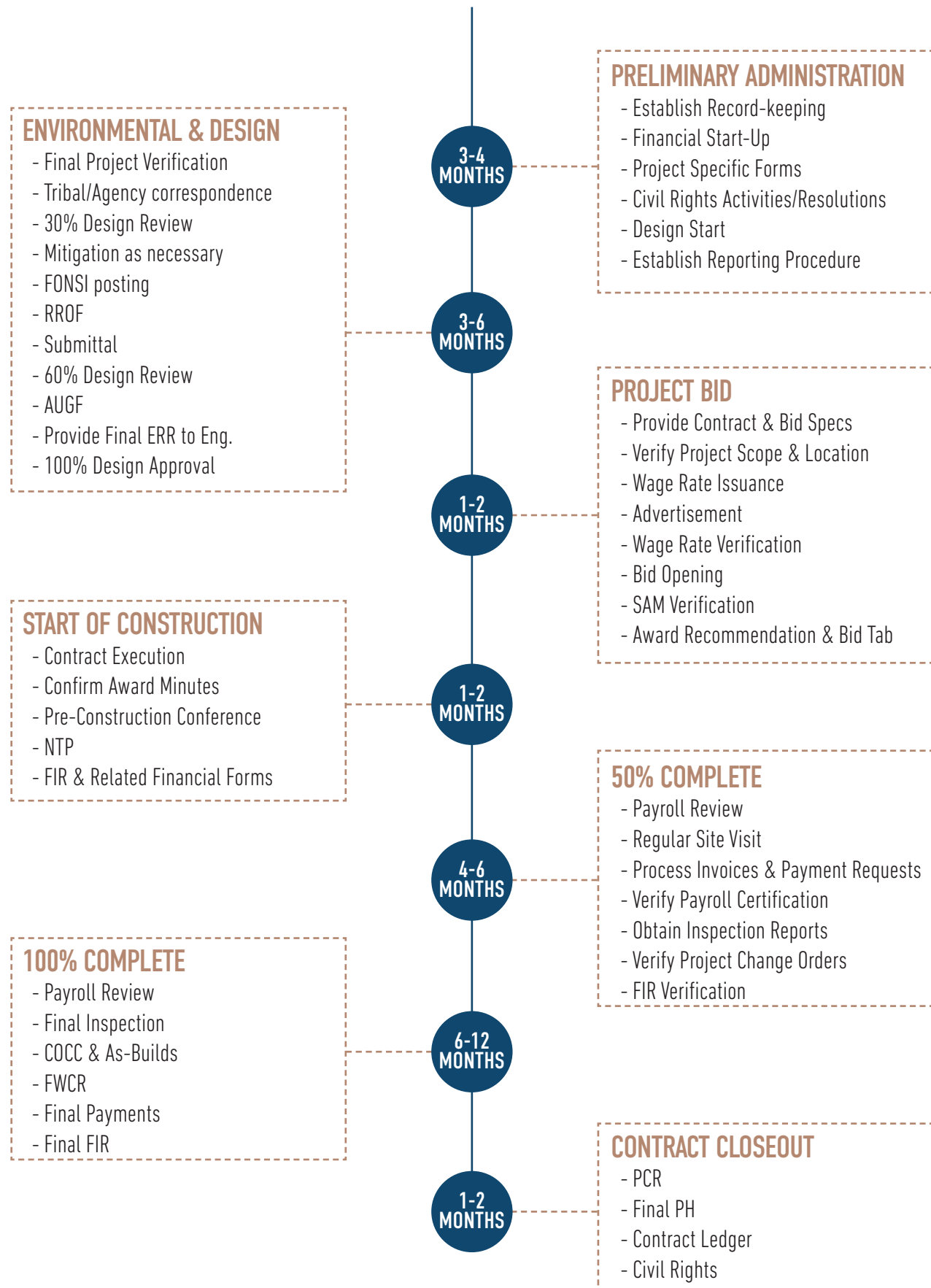
3-4
MONTHS

Application Submission (6-12 Month Delay)

CONTRACT AWARD

- Contract Execution
- Award Call/Kickoff Meeting
- On-Site Visit
- ERR Start-Up
- PS & Budget Review
- Update Maps as Necessary
- Confirm Alternate as Necessary

1-2
MONTHS



PROPOSED COST OF SERVICE

"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas multiple times, where there is a real need. The impact this has made on our community can't be put into words. The team at Public Management, Inc. is always professional, organized and highly experienced. We look forward to working with them on all our grant needs in the future."

- City of El Campo



October 24, 2022

Michael Leamons
City Administrator
City of Glen Rose
201 NE Vernon
Glen Rose, Texas 76043

RE: Proposed Cost Structure, Letter of Profit Statement and Negotiation

Dear Mr. Leamons:

Public Management, Inc.'s proposed fee for Application Preparation and Administrative Services are based on the pursuit of the TxCDBG Community Development Fund program in the amount of \$500,000.00. A fixed fee of \$40,000.00 is being proposed to assist with all aspects of grant management (there is no fee for application preparation). This cost would be 8% of the City's grant request amount and less than the TDA's recommended Administrative Service cap.

To comply with federal procurement regulations at 2 CFR 200.323, a non-Federal entity must evaluate costs and negotiate profit as a separate element of the price for each contract in which there is no price competition and in cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

As detailed on the following pages (sample contract), our fee schedule and hourly rates are in-line with other established schedules by similar federal programs (FMEA, CDBG, etc.). Of this fee, our level of profit for is approximately 5-10%. We believe this profit level is justifiable for several reasons: the extensive work Public Management, Inc. undertakes in preparing project start-up and mapping documents; the environmental review process; complete contract management and coordination with all vendors and contractors; labor standards requirements; financial management oversight; procurement compliance; contract closeout; as well as our investment in hiring and training highly qualified project managers; and the quality of our past work as demonstrated in our proposal.

Since the City must review our proposed costs and consider our profit and negotiate it separately from our overall contract price, please accept this letter as the attachment to our proposed fee.

Respectfully,

Patrick K. Wiltshire
President

Contract

This contract ("Contract") is made and entered effective _____, 2022 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **CITY OF GLEN ROSE**, ("Client") for the purpose of retaining Consultant to render **Application Preparation and Administration Services** to the Client for Texas Community Development Block Grant Program (TxCDBG) – Community Development Fund (CD Fund), administered by the Texas Department of Agriculture (TDA).

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

I.

Consultant will provide Client with administrative services as follows:

PRE- FUNDING SERVICES:

Application Preparation: The Team will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for application submission and attend Client meeting to address application development;
- Package complete application with all pertinent supplemental documentation for client to review prior to submission;
- Identify and document beneficiaries;
- Advise client on funding availability, anticipated scoring, selection and award process.

POST FUNDING SERVICES

GENERAL ADMINISTRATION SERVICES

Administrative Duties: The Team will coordinate, as necessary, between Client and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.

Contract

Recordkeeping: The Team will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

Financial Management: The Team will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

Construction Management: The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up project applications in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

CONTRACT ADMINISTRATION SERVICES

Administrative Duties: The Team will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Team will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e. Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);

- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

Real Property Acquisition (as applicable): The Team will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full-fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- ***If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.***
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

Environmental Services: The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management review guidelines;
- ***Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.***

Civil Rights Requirements: The Team will structure the program so that all procurement procedures, contracts, and policies will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Team will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

Procurement/Bidding/Contracting: Procurement is the process through which an entity obtains goods and services from vendors. The Team will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

Labor Standards Monitoring: The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The Team will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Team will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

Force Account (as applicable): The Team will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency. ***Public Management, Inc. may consider an additional fee for these services depending upon the scope of Force Account activities.***

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

Contract Close-out Assistance: The Team will prepare any necessary reports required by the funding agency to close out the project. The Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;
- Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.

Contract

It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials _____

Consultant Initials _____

II.

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

III.

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

IV.

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

V.

For work associated to the **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed **ZERO DOLLARS (\$0.00)** for **Application Preparation Services**.

For work associated to **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee of 8% of the grant request amount not to exceed **Forty Thousand Dollars and Zero Cents (\$40,000.00)** for **Administrative Services**.

The proposed fee is based on the submission and award of an application that requests the maximum grant funds allowable (\$500,000.00).

VI.

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in **Corporate Hourly Rate and Fee Schedule (Attachment II)**. *Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.*

VII.

Payment of the fees associated with (“**Part V. and VI.**”) - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

VIII.

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

IX.

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days’ written notice to Client.

X.

Termination for Cause by Client: If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) 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 Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Termination for Convenience by Client: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant 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, Consultant 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 Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

Resolution of Program Non-Compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or 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 thirty (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 thirty (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 Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.

XI.

Client, the agency, the U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.

XII.

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

XIII.

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

XIV.

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

XV.

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.

XVI.

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

XVII.

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

XVIII.

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

Contract

XIX.

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

XX.

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.



PATRICK K. WILTSHIRE
President/CEO

Client

Chief Elected Official

ATTEST:

**Attachment I
Work Authorization**

For work associated to City of Glen Rose Contract No. XXXXX-XXXX and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Forty Thousand Dollars and 0/100 (\$40,000.00)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

<u>ADMINISTRATIVE SERVICES</u>		
Preliminary Administrative Requirements	25%	\$10,000.00
Environmental Review	25%	\$10,000.00
Start of Construction	20%	\$8,000.00
Construction Completion	20%	\$8,000.00
Closeout Documents	10%	\$4,000.00
TOTAL FEE		\$40,000.00

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.

PATRICK K. WILTSHIRE
President/CEO

Chief Elected Official

ATTEST:

Attachment II
Corporate Hourly Rate & Fee Schedule

PUBLIC MANAGEMENT, INC.
2022 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

Hourly rates for personnel not listed will be billed at direct payroll cost

REIMBURSABLE EXPENSES

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2022. In January, 2023, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.

ATTACHMENT III
TERMS AND CONDITIONS

I.

Equal Employment Opportunity

During the performance of this Contract, Consultant agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor 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 contractor 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.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor 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.

(4) The contractor 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 contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor 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.

(7) In the event of the contractor'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 contractor 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.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) 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 contractor 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 contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant

Contract

agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]

II.

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.

III.

Section 109 of the Housing and Community Development Act of 1974

The Contractor 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.

IV.

Section 504 Rehabilitation Act of 1973, as Amended

The Contractor 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.

V.

Age Discrimination Act of 1975

The Contractor 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.

VI.

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 (HUD) 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 Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, 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 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR

Contract

part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

X.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant 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 (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 Consultant. The

Consultant 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."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees.

Contract

All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water.

(Applicable to contracts in excess of \$150,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

THE TEAM

"The City of Beaumont has worked with Public Management, Inc. on many large grant projects. Public Management has helped us to navigate the often-complicated grant funding process as well as bringing information to the table on new grant funding possibilities. They are always available to answer questions, solve problems and keep us on track. We look forward to continuing to work with Public Management, Inc. in the future."

- City of Beaumont

PATRICK K. WILTSHIRE

PRESIDENT



Item 18.

EXPERIENCE

2015 - PRESENT
Public Management, Inc.

PRESIDENT

2014 - 2014
Public Management, Inc.

CHIEF OPERATIONS OFFICER

2009 - 2013
Public Management, Inc.

PROJECT MANAGER

EDUCATION

2007 - 2009
Texas A&M University

M.A. PUBLIC ADMINISTRATION

2001 - 2006
Missouri Valley College

B.A. SOCIOLOGY



Implemented unique Project Management system to improve overall contract management and project efficiencies.



Managed or directed over \$500 million project initiatives since 2014.



Coordinated programmatic Improvements to various CDBG programs (TDA, GLO)

KENNETH COIGNET

VICE PRESIDENT



EXPERIENCE

2015 - PRESENT
Public Management, Inc.

VICE PRESIDENT

1999 - 2015
Public Management, Inc.

PROJECT MANAGER & PLANNER

1998 - 1999
Public Management, Inc.

ASSISTANT PLANNER / HOUSING SPECIALIST

EDUCATION

1995 - 2001
Texas State University

M.A. GEOGRAPHY

1985 - 1991
Texas State University

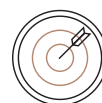
B.S. GEOGRAPHY



Implemented and streamlined planning efforts that better align with development and regulations.



Managed and directed over 50 comprehensive plans.



Serves as Business Development Director identifying & developing business relationships.

JAKE MCADAMS

REGIONAL PROJECT MANAGER



Item 18.

EXPERIENCE

2016 - PRESENT

Public Management, Inc.

REGIONAL PROJECT MANAGER

2014 - 2016

Public Management, Inc.

PROJECT MANAGER / COMPLIANCE SPECIALIST

EDUCATION

2012 - 2013

Stephen F. Austin State Univ.

M.A. HISTORY

2008 - 2012

Stephen F. Austin State Univ.

B.A. HISTORY



Oversees and manages all company operations in North and West Texas



Formally recognized by State agencies for outstanding performance in project management



Manages highly complex projects for the Company.

NICHOLAS J. HOUSTON

VICE PRESIDENT



EXPERIENCE

2015 - PRESENT

Public Management, Inc.

VICE PRESIDENT

2006 - 2014

Public Management, Inc.

PROJECT MANAGER

2005 - 2006

Bridge Capital

LOAN OFFICER

EDUCATION

1997 - 2003

Sam Houston State Univ.

B.B.A FINANCE



Acting Chief Financial Officer for Public Management, Inc. Maintains stringent financial and budgetary policies.



Over a decade of project management experience with disaster recovery projects.



Leads project timeliness initiatives for all active contracts

LISETTE HOWARD

PROJECT MANAGER



Item 18.

EXPERIENCE

2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

2006 - 2018
A&J Howco Services, Inc.

PROGRAM SPECIALIST

2007 - 2007
Sul Ross State University

HUMAN RESOURCE OFFICE ASSISTANT

EDUCATION

2004 - 2006
University of North Texas

M.A. KINESIOLOGY

1997 - 2002
Texas A&M University

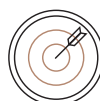
B.S. SCIENCE-HEALTH



More than a decade of project management experience with CDBG, Economic Development, and Environmental Review.



Currently managing over \$25 million in CDBG & ARPA project initiatives



Provides project management service in the north and west Texas regions.

MORGAN VERETTE

Project Manager



EXPERIENCE

2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

EDUCATION

2014 - 2017
Angelo State University

B.A BUSINESS ADMINISTRATION



Currently managing over \$20 million of community and economic development funding



Manages projects within the north and west Texas regions.



State certified project manager

DALTON AIKEN

PROJECT MANAGER & GIS TECHNICIAN



Item 18.

EXPERIENCE

2020 - PRESENT

Public Management, Inc.

PROJECT MANAGER & GIS TECHNICIAN



Currently manages various planning and community development projects throughout Texas

2020 - 2020

GEODynamics

TESTING OPERATOR

2019 - 2020

Sight Glass Flights

DRONE OPERATOR & DATA COORDINATOR



Provides all GIS Mapping and analytics for north and west Texas Regions

EDUCATION

2013 - 2017

University of North Texas

B.S. GEOGRAPHY



Drone certified & State certified project manager

SARA TANKERSLEY

PROJECT MANAGER



EXPERIENCE

2021 - PRESENT

Public Management, Inc.

PROJECT MANAGER



Manages projects in north and west Texas regions

2015 - 2021

City of Stephenville

EXECUTIVE ASSISTANT



Maintains project timelines and reporting for regional projects.

EDUCATION

2019 - 2019

American Intercontinental

M.A. BUSINESS ADMINISTRATION

2006 - 2015

American Intercontinental

B.A. BUSINESS ADMINISTRATION



Oversees data collection and analysis of regional projects

John Reed

PROJECT MANAGER



Item 18.

EXPERIENCE

2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

2018 - 2029
Nueces Co. Office of EM

PROJECT MANAGER / COMPLIANCE SPECIALIST

2011 - 2015
United States Army

ALLSOURCE INTELLIGENCE ANALYST

EDUCATION

2018 - 2019
Texas A&M University

M.A. PUBLIC ADMINISTRATION

2015 - 2017
Texas A&M University

B.A. CRIMINAL JUSTICE



Manages over \$20 million in disaster recovery, mitigation, and community development contracts in South/East Texas



Certified CDBG Project Manager



Provides ongoing feedback for risk management, mitigation, and prevention.

MICHAEL MIGAUD

PROJECT MANAGER



EXPERIENCE

2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

2019 - 2020
The Texas Lyceum

HOUSING POLICY FELLOW

EDUCATION

2007 - 2020
Texas A&M University

M.A. PUBLIC ADMINISTRATION

2014 - 2018
Texas A&M University

B.S. POLITICAL SCIENCE



Currently manages over \$80 million in disaster recovery/ mitigation and community development contracts.



Leads Project Management efficiencies and data analysis for contract compliance



Envision Sustainability Professional (ENV SP) Certified

ARON MILLER

PROJECT MANAGER



Item 18.

EXPERIENCE

2020 - PRESENT

Public Management, Inc.

PROJECT MANAGER

2019 - 2020

James D. Jones, Attorney

LEGAL ADMINISTRATIVE ASSISTANT

2016 - 2018

James D. Jones, Attorney

LEGAL INTERN I, II, & III



Currently manages over \$25 millions in community development and disaster recovery projects.



CDBG certified Project Manager

EDUCATION

2014 - 2019

Texas Tech University

B.A. SOCIOLOGY



Assists with environmental reviews and conducts field visits

THOMAS QUINTERO

PROJECT MANAGER & GIS TECHNICIAN



EXPERIENCE

2021 - PRESENT

Public Management, Inc.

PROJECT MANAGER / GIS TECHNICIAN

2020 - 2021

City of Detroit

GIS ANALYST

2020 - 2020

NASA DEVELOP

GIS ANALYST INTERN



Currently managing community development and disaster recovery contracts totaling over \$90 million.



Certified CDBG Project Manager

EDUCATION

2016 - 2020

University of Texas

B.S. GEOLOGY



Provides all GIS Mapping and analytics for South East Texas Region

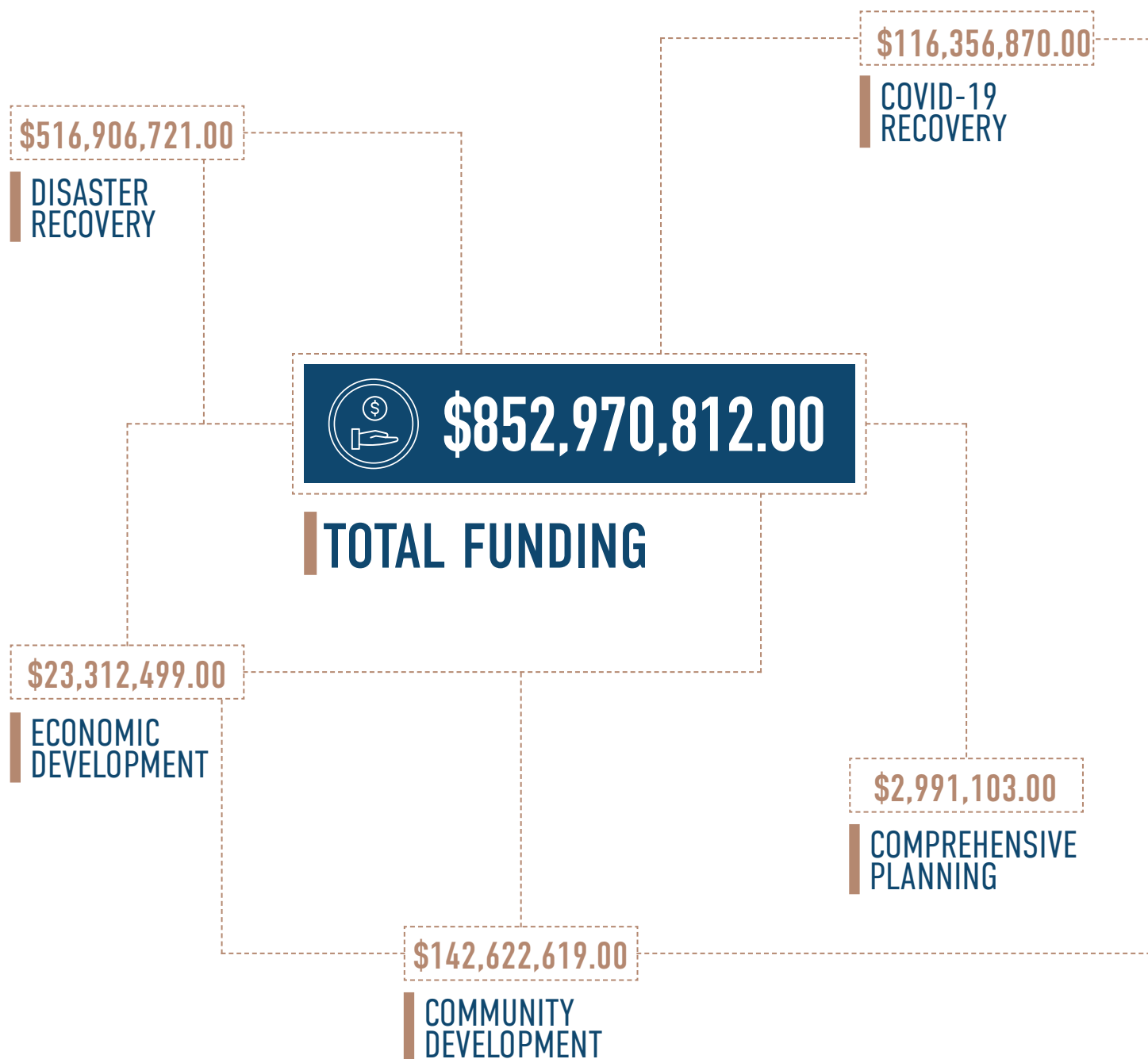
EXPERIENCE

"We have been fortunate to work with Public Management, Inc. for nearly a decade. Their team has always provided the utmost of professionalism. They have been available to walk us through every aspect of any grants with knowledge, skill and patience. Public Management, Inc. has been by our side every step of the way making sure we are clear on every aspect of our grants process. We would not hesitate at all giving a 100% recommendation to anyone who is looking for a great grant management team."

- City of Hico

EXPERIENCE SUMMARY

Item 18.



1982

PERFORMANCE PERIOD

PRESENT

EXPERIENCE WITH COMMUNITY DEVELOPMENT

Public Management, Inc. has managed over \$142,000,000 in federally funded community development grants since 1982. These projects have included improving public infrastructure, construction of public parks, and the procurement of assets critical to the provision of government services.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION

OUR EXPERIENCE

\$132,120,532

Water and Sewer Projects

\$3,387,157

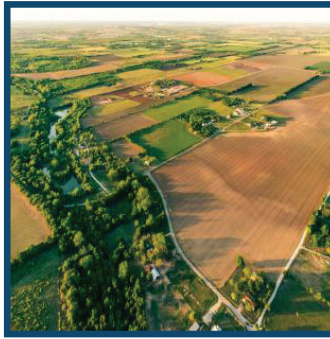
Parks and Flood Mitigation

\$6,424,288

Streets and Power Generation

EXPERIENCE WITH COMPREHENSIVE PLANNING

Public Management, Inc. has completed nearly \$3,000,000 in federally funded comprehensive planning and capacity building grants since 1982. Our planning experience covers land use planning, zoning, and drainage, general community mapping and much more.

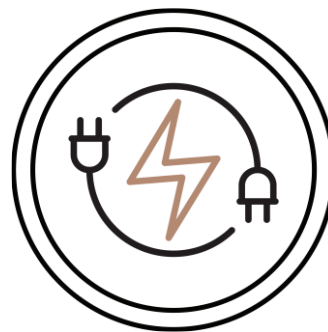
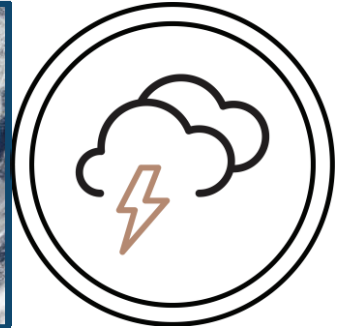


WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION



EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed over \$500,000,000 in federally funded disaster recovery grants since 1982. These projects have included improving public infrastructure, managing housing programs, and mitigating future storms or public health disasters.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION

OUR EXPERIENCE

\$116,356,870

COVID-19 Recovery

\$197,700,392

Water, Sewer, and Streets

\$206,164,776

Drainage and Flood Mitigation

\$87,677,608

Housing and Power Generation



EXPERIENCE

Item 18.

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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Albany	2000-2003	\$ 167,049.00	\$ -	\$ -	\$ -	\$ -	\$ 95,398.00	\$ 262,447.00
City of Alma	2016-2019	\$ -	\$ 750,000.00	\$ 21,855.00	\$ -	\$ -	\$ -	\$ 771,855.00
City of Ames	1994-Present	\$ 1,618,910.00	\$ -	\$ 63,630.00	\$ -	\$ 927,539.00	\$ -	\$ 2,610,079.00
City of Anahuac	1989-Present	\$ 2,500,000.00	\$ 395,000.00	\$ 58,955.00	\$ 18,850,000.00	\$ 10,920,026.00	\$ -	\$ 32,723,981.00
County of Andrews	1992-1995	\$ 64,796.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,796.00
City of Aspermont	1998-20014	\$ 853,424.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 853,424.00
City of Aubrey	2014-Present	\$ 275,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ 1,212,912.00	\$ 1,937,912.00
City of Ballinger	2013-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 902,436.00	\$ 1,452,436.00
City of Bartlett	2004-2006	\$ -	\$ -	\$ 37,350.00	\$ -	\$ -	\$ -	\$ 37,350.00
City of Baytown	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 73,935,398.00	\$ -	\$ 73,935,398.00
City of Beaumont	2006-Present	\$ -	\$ -	\$ -	\$ -	\$ 62,126,388.00	\$ -	\$ 62,126,388.00
City of Bells	2016-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Benjamin	1997-Present	\$ 501,488.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 62,938.00	\$ 601,426.00
City of Bevil Oaks	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 3,260,292.00	\$ -	\$ 3,260,292.00
City of Big Spring	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,984,343.00	\$ 6,984,343.00
City of Blackwell	1998-2005	\$ 850,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000.00
City of Breckenridge	2014-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,343,753.00	\$ 1,893,753.00
City of Brenham	2002-Present	\$ 825,000.00	\$ 375,000.00	\$ -	\$ -	\$ 8,486,350.00	\$ -	\$ 9,686,350.00
City of Bridgeport	1988-1991	\$ -	\$ 463,368.00	\$ -	\$ -	\$ -	\$ -	\$ 463,368.00
City of Brookshire	1996-2015	\$ 950,000.00	\$ -	\$ 63,013.00	\$ -	\$ -	\$ -	\$ 1,013,013.00
City of Brownwood	2019-Present	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 4,572,890.00	\$ 4,922,890.00
City of Burkburnett	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,792,546.00	\$ 2,792,546.00
City of Caddo Mills	2015-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00
City of Campbell	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 156,601.00	\$ 1,206,601.00
City of Celeste	2012-Present	\$ 512,000.00	\$ -	\$ 32,565.00	\$ -	\$ -	\$ 224,742.00	\$ 769,307.00
City of Celina	1991-2018	\$ 1,926,048.00	\$ 589,000.00	\$ 37,100.00	\$ -	\$ -	\$ -	\$ 2,552,148.00
County of Chambers	1991-Present	\$ 1,400,000.00	\$ 750,000.00	\$ -	\$ -	\$ 54,008,251.00	\$ 8,514,823.00	\$ 64,673,074.00
City of Clarendon	1985-2002	\$ 1,199,758.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,199,758.00
City of Clear Lake Shores	2008-2014	\$ -	\$ -	\$ -	\$ -	\$ 1,971,231.00	\$ -	\$ 1,971,231.00
City of Cleveland	1983-Present	\$ 3,435,805.00	\$ 2,199,000.00	\$ 97,400.00	\$ 4,210,000.00	\$ 4,542,537.00	\$ 2,041,161.00	\$ 16,525,903.00
City of Clute	1989-1994	\$ 376,080.00	\$ -	\$ 126,080.00	\$ -	\$ -	\$ -	\$ 502,160.00
County of Cochran	2020-Present	\$ 502,653.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,653.00
City of Coleman	2015-Present	\$ 275,000.00	\$ 825,000.00	\$ 27,700.00	\$ -	\$ -	\$ 1,059,037.00	\$ 2,186,737.00
City of Conroe	1990-Present	\$ 400,000.00	\$ -	\$ 12,000.00	\$ -	\$ 2,559,123.00	\$ 15,844,218.00	\$ 18,815,341.00
City of Colorado City	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,710.00	\$ 955,710.00
County of Cottle	2012-Present	\$ 123,872.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,872.00
County of Crosby	2011-2013	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Crystal City	2008-2010	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
City of Columbus	1985-1987	\$ -	\$ -	\$ 22,400.00	\$ -	\$ -	\$ -	\$ 22,400.00
City of Cuero	1999-2001	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 4,329,865.00	\$ -	\$ 4,379,865.00
City of Cumby	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,733.00	\$ 197,733.00
City of Daisetta	1985-2016	\$ -	\$ -	\$ 17,400.00	\$ -	\$ 190,314.00	\$ -	\$ 207,714.00
City of Dayton	1983-Present	\$ 1,701,227.00	\$ 1,028,700.00	\$ 12,000.00	\$ -	\$ 3,802,662.00	\$ -	\$ 6,544,589.00
City of Deer Park	2008-2012	\$ -	\$ -	\$ -	\$ -	\$ 2,081,811.00	\$ -	\$ 2,081,811.00
City of Devers	1989-Present	\$ 1,565,600.00	\$ -	\$ 37,350.00	\$ -	\$ 160,679.00	\$ -	\$ 1,763,629.00
City of Dickinson	1995-Present	\$ 1,750,000.00	\$ -	\$ 50,000.00	\$ -	\$ 89,071,502.00	\$ -	\$ 90,871,502.00
City of Donley	1997-2000	\$ 245,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,197.00
City of Easton	2012-2014	\$ -	\$ -	\$ 28,050.00	\$ -	\$ -	\$ -	\$ 28,050.00
City of Ector	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,370.00	\$ 182,370.00
City of Eden	1993-Present	\$ 1,604,489.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,604,489.00
City of Edmonson	2015-2018	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of El Campo	1993-Present	\$ 1,627,410.00	\$ -	\$ -	\$ -	\$ 14,988,720.00	\$ 2,859,202.00	\$ 19,475,332.00
City of Eldorado	1987-2010	\$ 1,677,609.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,677,609.00
City of Electra	1999-Present	\$ 1,982,649.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,982,649.00
County of Ellis	2013-2015	\$ 274,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,500.00
City of Emhouse	2014-2019	\$ 530,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530,375.00
City of Eustace	2013-Present	\$ 275,000.00	\$ -	\$ 24,265.00	\$ -	\$ -	\$ -	\$ 299,265.00
County of Fischer	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Floydada	1989-2016	\$ 1,973,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,973,460.00
City of Forsan	1997-2000	\$ 254,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,200.00
County of Frio	2009-2011	\$ 250,000.00	\$ -	\$ 52,750.00	\$ -	\$ -	\$ -	\$ 302,750.00
City of Frisco	1989-1991	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Frost	2013-Present	\$ 550,000.00	\$ -	\$ 32,380.00	\$ -	\$ -	\$ -	\$ 582,380.00
County of Gaines	1998-2017	\$ 1,335,243.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,335,243.00
County of Galveston	2014-2016	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Garrett	2017-Present	\$ 775,000.00	\$ -	\$ -	\$ -	\$ -	\$ 221,025.00	\$ 996,025.00
City of Glen Rose	2019-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ 668,774.00	\$ 1,168,774.00
City of Gordon	2019-Present	\$ 500,000.00	\$ -	\$ 25,635.00	\$ -	\$ -	\$ 120,424.00	\$ 646,059.00
City of Goree	2018-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Graford	2016-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 155,362.00	\$ 1,205,362.00



EXPERIENCE

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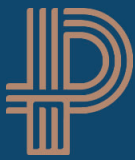
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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Granbury	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,658,743.00	\$ 2,933,743.00
City of Grandview	2013-Present	\$ 1,050,000.00	\$ 725,000.00	\$ 40,965.00	\$ -	\$ -	\$ 445,519.00	\$ 2,261,484.00
City of Goldthwaite	2017-2019	\$ -	\$ 223,900.00	\$ -	\$ -	\$ -	\$ -	\$ 223,900.00
City of Goliad	2003-2005	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -	\$ -	\$ 34,000.00
City of Gunter	2015-2017	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Gustine	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
County of Hale	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Hamlin	1996-2018	\$ 735,925.00	\$ -	\$ -	\$ -	\$ -	\$ 500,775.00	\$ 1,236,700.00
City of Hardin	2001-Present	\$ 1,050,000.00	\$ -	\$ 26,370.00	\$ -	\$ 261,229.00	\$ -	\$ 1,337,599.00
County of Hardin	1984-1986	\$ -	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
County of Haskell	2015-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,099,000.00	\$ 1,649,000.00
City of Hempstead	2007-2009	\$ -	\$ -	\$ 31,800.00	\$ -	\$ -	\$ -	\$ 31,800.00
City of Hico	2013-Present	\$ 825,000.00	\$ 120,000.00	\$ 26,520.00	\$ -	\$ -	\$ 350,112.00	\$ 1,321,632.00
City of Higgins	1985-1992	\$ 339,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,600.00
City of Holiday	1995-Present	\$ 1,159,345.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,345.00
City of Howardwick	1997-2000	\$ 315,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,650.00
City of Howe	2015-2017	\$ 164,045.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,045.00
City of Italy	2013-Present	\$ 890,000.00	\$ -	\$ 38,550.00	\$ -	\$ -	\$ 425,481.00	\$ 1,354,031.00
City of Jonestown	2000-2002	\$ -	\$ -	\$ 23,800.00	\$ -	\$ -	\$ -	\$ 23,800.00
City of Jayton	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Jersey Village	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,792,344.00	\$ -	\$ 1,792,344.00
County of Jones	1981-Present	\$ 800,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,079.00
City of Joshua	1998-2004	\$ 500,000.00	\$ -	\$ 23,900.00	\$ -	\$ -	\$ -	\$ 523,900.00
City of Katy	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 7,394,161.00	\$ -	\$ 7,394,161.00
City of Kemah	1991-Present	\$ 1,750,000.00	\$ 999,185.00	\$ 34,150.00	\$ -	\$ 3,874,980.00	\$ -	\$ 6,658,315.00
City of Kemp	2014-2016	\$ -	\$ -	\$ 29,805.00	\$ -	\$ -	\$ -	\$ 29,805.00
City of Kerens	2013-Present	\$ 721,800.00	\$ -	\$ 29,565.00	\$ -	\$ -	\$ 377,378.00	\$ 1,128,743.00
City of Kermit	1986-2001	\$ 595,169.00	\$ -	\$ -	\$ -	\$ -	\$ 1,607,140.00	\$ 2,202,309.00
City of Knollwood	2013-Present	\$ 475,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000.00
City of Knox City	1989-2018	\$ 1,605,158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,605,158.00
City of Kress	1989-1997	\$ 379,343.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,343.00
City of Kyle	1999-2001	\$ -	\$ -	\$ 42,400.00	\$ -	\$ -	\$ -	\$ 42,400.00
City of La Marque	1986-Present	\$ 2,817,273.00	\$ 619,990.00	\$ 20,000.00	\$ -	\$ 9,898,001.00	\$ -	\$ 13,355,264.00
City of La Porte	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 15,198,542.00	\$ -	\$ 15,198,542.00
City of Lamesa	2009-Present	\$ 1,391,540.00	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,966,540.00
City of Lawn	2015-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Liberty	1989-Present	\$ 3,613,235.00	\$ -	\$ 164,170.00	\$ 1,815,000.00	\$ 4,353,962.00	\$ 2,307,878.00	\$ 12,254,245.00
County of Liberty	1987-Present	\$ 2,550,000.00	\$ -	\$ 15,000.00	\$ -	\$ 55,275,713.00	\$ -	\$ 57,840,713.00
City of Lipan	2017-2019	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Loraine	1990-Present	\$ 1,603,093.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 39,751.00	\$ 1,779,844.00
City of Lorenzo	1991-2014	\$ 1,098,058.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,098,058.00
City of Loving	2009-2011	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Mabank	1999-Present	\$ 1,924,032.00	\$ 550,000.00	\$ 49,785.00	\$ -	\$ -	\$ -	\$ 2,523,817.00
City of Magnolia	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 676,000.00	\$ -	\$ 676,000.00
City of Malakoff	2014-Present	\$ 550,000.00	\$ 250,900.00	\$ -	\$ -	\$ -	\$ 570,155.00	\$ 1,371,055.00
City of Mason	1999-Present	\$ 340,040.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ -	\$ 384,540.00
City of Matador	1982-1988	\$ 402,020.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,020.00
City of Maypearl	1992-Present	\$ 1,546,800.00	\$ -	\$ 35,865.00	\$ -	\$ -	\$ -	\$ 1,582,665.00
City of McCamey	2015-Present	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ 510,439.00	\$ 860,439.00
County of McCulloch	1998-Present	\$ 1,424,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,424,800.00
City of Meadow	1997-2002	\$ 489,808.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 489,808.00
City of Melissa	2014-2016	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Melvin	1998-Present	\$ 1,415,693.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,693.00
City of Merkel	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Mingus	2015-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
City of Montgomery	2003-2013	\$ 700,000.00	\$ 1,075,000.00	\$ -	\$ -	\$ 375,525.00	\$ -	\$ 2,150,525.00
County of Montgomery	1985-1991	\$ 864,505.00	\$ -	\$ 9,200.00	\$ -	\$ -	\$ -	\$ 883,705.00
City of Moran	2009-Present	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of Muleshoe	2000-Present	\$ 1,044,787.00	\$ -	\$ 64,100.00	\$ -	\$ -	\$ -	\$ 1,108,887.00
City of Munday	2015-Present	\$ 275,000.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ 315,927.00	\$ 630,527.00
City of Nazareth	1990-1994	\$ 413,731.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413,731.00
City of New Hope	1996-2010	\$ 448,791.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448,791.00
City of New Waverly	1982-Present	\$ 2,640,989.00	\$ -	\$ 71,295.00	\$ -	\$ 6,837,645.00	\$ 265,379.00	\$ 9,815,308.00
City of Oak Ridge North	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000.00	\$ -	\$ 1,465,000.00
City of Old River-Winfree	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 2,726,594.00	\$ 137,250.00	\$ 2,863,844.00
City of Olton	1984-Present	\$ 2,619,504.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,619,504.00
City of Ore City	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,281.00	\$ 304,281.00



EXPERIENCE

Item 18.

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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Paint Rock	1997-2017	\$ 2,691,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,691,470.00
City of Palmer	2013-Present	\$ 550,000.00	\$ -	\$ 47,265.00	\$ -	\$ -	\$ 526,050.00	\$ 1,123,315.00
City of Panorama Village	2003-2011	\$ -	\$ -	\$ -	\$ -	\$ 736,115.00	\$ -	\$ 736,115.00
County of Parker	2010-2012	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Pasadena	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ 47,751,740.00	\$ 40,199,596.00	\$ 87,951,336.00
City of Pattison	2002-2004	\$ -	\$ -	\$ 15,600.00	\$ -	\$ -	\$ -	\$ 15,600.00
City of Pecos	1981-1983	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Piney Point Village	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Plains	1987-2017	\$ 2,052,562.00	\$ -	\$ -	\$ -	\$ -	\$ 410,086.00	\$ 2,462,648.00
City of Plum Grove	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,328,659.00	\$ -	\$ 1,328,659.00
City of Post	1993-Present	\$ 935,584.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 935,584.00
City of Prairie View	2008-Present	\$ 1,400,000.00	\$ -	\$ 35,100.00	\$ -	\$ 742,016.00	\$ -	\$ 2,177,116.00
City of Rankin	2002-Present	\$ 1,450,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 210,866.00	\$ 1,697,866.00
City of Reno	2008-Present	\$ 1,550,000.00	\$ -	\$ -	\$ -	\$ 1,962,532.00	\$ 793,906.00	\$ 4,306,438.00
City of Rhome	2010-2013	\$ 50,000.00	\$ 449,500.00	\$ -	\$ -	\$ -	\$ -	\$ 499,500.00
City of Richland	2017-Present	\$ 773,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773,250.00
City of Rio Vista	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 266,370.00	\$ 1,316,370.00
City of Roby	1996-2016	\$ 946,542.00	\$ -	\$ -	\$ -	\$ -	\$ 53,380.00	\$ 1,099,922.00
City of Rochester	1987-Present	\$ 1,488,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,488,068.00
City of Roscoe	1992-Present	\$ 2,491,325.00	\$ -	\$ -	\$ -	\$ -	\$ 318,405.00	\$ 2,809,730.00
City of Rotan	2015-2017	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Rule	1994-Present	\$ 1,203,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203,816.00
City of Sadler	2014-2016	\$ 265,000.00	\$ -	\$ 33,105.00	\$ -	\$ -	\$ 94,902.00	\$ 393,007.00
City of San Saba	2018-Present	\$ 850,000.00	\$ -	\$ 43,380.00	\$ -	\$ -	\$ 784,986.00	\$ 1,678,366.00
County of San Saba	2014-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Santa Anna	2014-Present	\$ 275,000.00	\$ -	\$ 33,555.00	\$ -	\$ -	\$ 249,520.00	\$ 558,075.00
City of Savoy	2014-Present	\$ 457,500.00	\$ -	\$ -	\$ -	\$ -	\$ 216,069.00	\$ 673,569.00
County of Schleicher	2004-2014	\$ 766,752.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 766,752.00
County of Scurry	1996-1998	\$ 242,319.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,319.00
City of Sealy	2013-Present	\$ 700,000.00	\$ 348,365.00	\$ 24,260.00	\$ -	\$ 2,000,000.00	\$ -	\$ 3,072,625.00
City of Seagraves	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,500.00	\$ 727,500.00
City of Seminole	1984-2012	\$ 3,281,708.00	\$ -	\$ -	\$ -	\$ -	\$ 1,936,447.00	\$ 5,218,155.00
City of Shenandoah	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 445,667.00	\$ -	\$ 445,667.00
City of Stalon	2016-Present	\$ 275,000.00	\$ 250,000.00	\$ 64,100.00	\$ -	\$ -	\$ 1,459,549.00	\$ 2,048,649.00
City of Sonora	2018-Present	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ 690,332.00	\$ 1,440,332.00
City of Splendora	2003-Present	\$ 1,400,000.00	\$ -	\$ 24,600.00	\$ -	\$ 1,009,200.00	\$ -	\$ 2,433,800.00
City of Springtown	2011-Present	\$ 1,050,000.00	\$ -	\$ 65,305.00	\$ -	\$ -	\$ 790,437.00	\$ 1,905,742.00
City of Spur	1985-Present	\$ 862,724.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ -	\$ 902,324.00
City of Stamford	2001-2015	\$ 763,304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 763,304.00
City of Stephenville	2013-Present	\$ 1,014,420.00	\$ -	\$ -	\$ 17,031,000.00	\$ 2,000,000.00	\$ -	\$ 20,045,420.00
County of Stonewall	2006-2018	\$ 625,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625,000.00
City of Strawn	2015-Present	\$ 500,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 537,000.00
City of Sweetwater	2001-2013	\$ 727,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,293.00
City of Terrell	1993-Present	\$ 3,756,030.00	\$ 4,894,345.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 8,705,375.00
City of Throckmorton	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Tom Bean	2014-2018	\$ 341,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,920.00
City of Tool	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570,403.00	\$ 570,403.00
Trinity Bay Conservation District	1998-Present	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00
City of Venus	1989-2018	\$ 2,572,528.00	\$ 742,681.00	\$ 26,235.00	\$ 850,000.00	\$ -	\$ -	\$ 4,191,444.00
WCID No. 1	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ 8,189,000.00	\$ -	\$ 8,189,000.00
City of Walker	1983-1985	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
County of Waller	2001-2004	\$ -	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -	\$ 375,000.00
County of Washington	20014-2015	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of West University Place	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Whitewright	2009-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 426,440.00	\$ 701,440.00
City of Wickett	2011-Present	\$ 470,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000.00
City of Willis	1983-Present	\$ 3,685,497.00	\$ 2,188,565.00	\$ 75,350.00	\$ 5,525,000.00	\$ 2,539,490.00	\$ 1,741,440.00	\$ 15,755,342.00
City of Windthorst	2002-2004	\$ 122,544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,544.00
City of Wink	1997-1999	\$ 266,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,460.00
City of Winters	2014-Present	\$ 825,000.00	\$ -	\$ 44,430.00	\$ -	\$ -	\$ 606,580.00	\$ 1,476,010.00
County of Wise	2009-2011	\$ 259,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,000.00
City of Woodbranch Village	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 249,958.00	\$ -	\$ 249,958.00
County of Zavala	2015-2017	\$ 500,000.00	\$ -	\$ 81,000.00	\$ -	\$ -	\$ -	\$ 581,000.00
Totals	1982-Present	\$142,622,619.00	\$23,312,499.00	\$ 2,991,103.00	\$ 50,781,000.00	\$516,906,721.00	\$116,356,870.00	\$852,970,812.00

REFERENCES

"The City of Grandview has had the pleasure of working with Public Management, Inc. for a number of years. With assistance to secure funding for comprehensive planning, street improvement, and large-scale water and wastewater improvements, we have never worked with a company so attentive, detailed, and responsive. Words can't describe how grateful the city is for all Public Management, Inc. has done for our city. "

- City of Grandview



City of Anahuac

Julie Harvill

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Mike Sims

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mikesims@cityofterrell.org

REQUIRED FORMS

"Our mission is real and our passion is sincere. It's about impact, outcomes and making a difference. More than anything, I want to lead positive change for communities that want to pursue their full potential."

- Patrick Wiltshire, President & CEO

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity****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.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

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

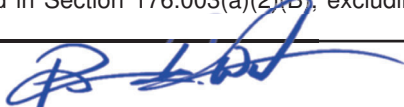
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ 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).

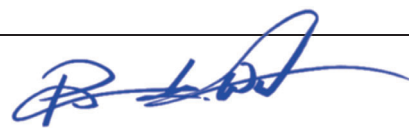
7  10/24/2022

Signature of vendor doing business with the governmental entity

Date

ATTACHMENT I

CERTIFICATION REGARDING LOBBYING

1. Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☒ a. initial filing ☐ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <u>Public Management, Inc.</u> Prime _____ Subawardee _____ Tier If Known: _____ Congressional District, if known: _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: <u>Public Management, Inc.</u> <u>15355 Vantage Parkway West, Suite 360</u> <u>Houston, Texas 77032</u> Congressional District, if known: _____
6. Federal Department/Agency: <u>United States Department of Housing and Urban Development (HUD)</u>		7. Federal Program Name/Description: <u>CDBG</u> CFDA Number, if applicable _____
8. Federal Action Number, if known: <u>N/A</u>		9. Award Amount, if known: \$ <u>TDB</u>
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> <u>N/A</u>		b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure		Signature  Print Name <u>Patrick K. Wiltshire</u> Title <u>President</u> Telephone No. <u>281.592.0439</u> Date: <u>10/24/2022</u>
Federal Use Only		Authorized _____ for _____ Local _____ Standard Form – LLL (Rev. 7-97)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) 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.

(2) 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

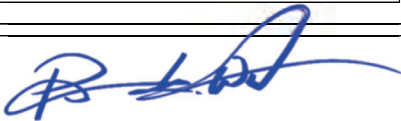
* APPLICANT'S ORGANIZATION

Public Management

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:
 * Last Name: Suffix:
 * Title:

* SIGNATURE:



* DATE:

10/24/2022

Certification Regarding Lobbying

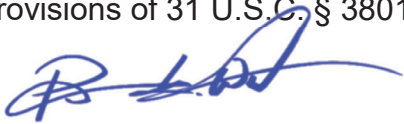
(To be submitted with each bid or offer exceeding \$100,000)

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, Public Management, 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

Patrick K. Wiltshire, President & CEO
Printed Name and Title of Contractor's Authorized Official

10/24/2022
Date

CERTIFICATE OF INTERESTED PARTIES

FORM 12

Item 18.

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

Certificate Number:
2022-947899

Date Filed:
10/24/2022

Date Acknowledged:

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

Public Management, Inc.
Houston, TX United States

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.

TxCDBG 23/24 CD Fund
Administration Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	McAdams, Jake	Houston, TX United States	X	
	Coignet, Kenneth	Houston, TX United States	X	
	Houston, Nicholas	Houston, TX United States	X	
	Wilshire, Patrick	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

☐

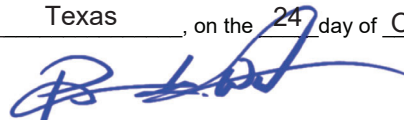
6 UNSWORN DECLARATION

My name is Patrick K. Wiltshire, and my date of birth is 7/22/1982.

My address is 3051 Coreopsis Court, Dickinson, TX, 77539.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Harris County, State of Texas, on the 24 day of October, 2022.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)



CERTIFICATE OF LIABILITY INSURANCE

DATE (8/ Item 18.

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Soules Insurance Agency, LP 701 N San Jacinto Conroe TX 77301	CONTACT NAME: PHONE (A/C, No, Ext): 936-756-0671 E-MAIL ADDRESS: soules@soulesinsurance.com FAX (A/C, No): 936-756-6877
INSURED Public Management Inc. 15355 Vantage Pkwy W Ste 108 Houston TX 77032	INSURER(S) AFFORDING COVERAGE INSURER A: Twin City Fire Insurance Company INSURER B: TEXAS MUTUAL INSURANCE COMPANY INSURER C: Admiral Insurance Co. INSURER D: INSURER E: INSURER F:
License#: 1814359 PUBLMAN-01	NAIC # 29459 22945 24856

COVERAGES **CERTIFICATE NUMBER:** 80716312 **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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:			61SBABC6778	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			61SBABC6778	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A		0002019787	9/1/2022	9/1/2023	☒ PER STATUTE ☐ 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			EO00003595406	12/13/2021	12/13/2022	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The GL & Auto 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. The GL, Auto, & WC policies include a blanket automatic waiver of subrogation endorsement and an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder. The policies contain a special endorsement with "primary and noncontributory" wording.

CERTIFICATE HOLDER	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
---------------------------	--



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Nicholas Houston

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on February 22, 2021



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Patrick Wiltshire

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on January 5, 2021



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Jake McAdams

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on September 30, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Kenneth Coignet

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on February 22, 2021



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Morgan Verette

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on August 5, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Lisette Howard

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on August 5, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Dalton Aiken

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation Exam
And is certified to Administer TxCDBG contracts.

Awarded on September 16, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Michael Migaud

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on September 22, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

John Reed

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on September 16, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Sara Tankersley

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on August 1, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Thomas Quintero

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on August 25, 2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Aron Miller

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on September 9, 2022



Sort by

Item 18.

Expiration Date Ascendin

PUBLIC MANAGEMENT INC ● Active Registration



Unique Entity ID:
DL1PFHMDM786

CAGE/NCAGE:
6QDN5

Doing Business As:
(blank)

Physical Address:
**15355 VANTAGE PKWY W, STE 108
HOUSTON, TX 77032-1975 USA**

Purpose of Registration:
All Awards

Expiration Date

Jul 27, 2023



Item 18.

PUBLIC MANAGEMENT INC

Unique Entity ID DL1PFHMDM786	CAGE / NCAGE 6QDN5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 27, 2023	
Physical Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States	Mailing Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States	

Business Information

Doing Business as (blank)	Division Name Public Management, Inc.	Division Number Public Man
Congressional District Texas 18	State / Country of Incorporation Texas / United States	URL www.publicmgt.com
MPIN *****1982		

Registration Dates

Activation Date Aug 11, 2022	Submission Date Jul 27, 2022	Initial Registration Date Apr 17, 2012
--	--	--

Entity Dates

Entity Start Date Jun 1, 1982	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

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acknowledgment of fault?

Not Selected

Item 18.

Exclusion Summary

Active Exclusions Records?

No**SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes**Entity Types****Business Types**

Entity Structure

Corporate Entity (Not Tax Exempt)

Entity Type

Business or Organization

Organization Factors

Subchapter S Corporation

Profit Structure

For Profit Organization**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

6QDN5**Electronic Funds Transfer**

Account Type

Checking

Routing Number

*******2804**

Lock Box Number

(blank)

Financial Institution

SOUTHSIDE BANK

Account Number

*******1564****Automated Clearing House**

Phone (U.S.)

2815924661

Email

Bbrowder@fbtet.com

Phone (non-U.S.)

(blank)

Fax

2815924624**Remittance Address****PUBLIC MANAGEMENT, INC.****15355 Vantage Pkw W STE 108****Houston, Texas 77032****United States****Taxpayer Information**

EIN

*******1938**

Type of Tax

Applicable Federal Tax

Taxpayer Name

PUBLIC MANAGEMENT INC

Tax Year (Most Recent Tax Year)

2018

Name/Title of Individual Executing Consent

President

TIN Consent Date

Jul 27, 2022

Address

15355 Vantage PKWY W STE 108**Houston, Texas 77032**

Signature

Patrick K Wiltshire**Points of Contact****Accounts Receivable POC**

233

Patrick K Wiltshire, President & CEO
 pwiltshire@publicmgt.com
 2815920439

Item 18.

Electronic Business

👤
 Patrick K Wiltshire, President & CEO
 pwiltshire@publicmgt.com
 2815920439

15355 Vantage PKWY W STE 108
 Houston, Texas 77032
 United States

Government Business

👤
 Patrick K Wiltshire, President & CEO
 pwiltshire@publicmgt.com
 2815920439

15355 Vantage PKWY W STE 108
 Houston, Texas 77032
 United States

Security Information

Company Security Level
 (blank)

Highest Level Employee Security Level
 (blank)

Service Classifications

NAICS Codes

Primary
 Yes

NAICS Codes
 541611

NAICS Title
 Administrative Management And General Management Consulting Services

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
 (blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)
 \$3,500,000.00

Number of Employees (in accordance with 13 CFR 121)
 17

Location

Annual Receipts (in accordance with 13 CFR 121)
 (blank)

Number of Employees (in accordance with 13 CFR 121)
 (blank)

Industry-Specific

Barrels Capacity
 (blank)

Megawatt Hours
 (blank)

Total Assets
 (blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

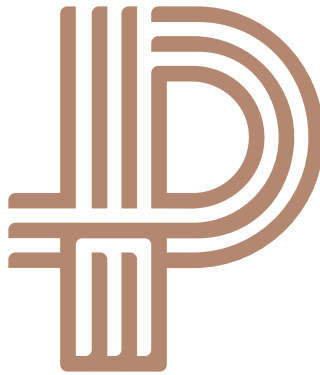
Bonding Levels	Dollars
(blank)	(blank)

States
 Any

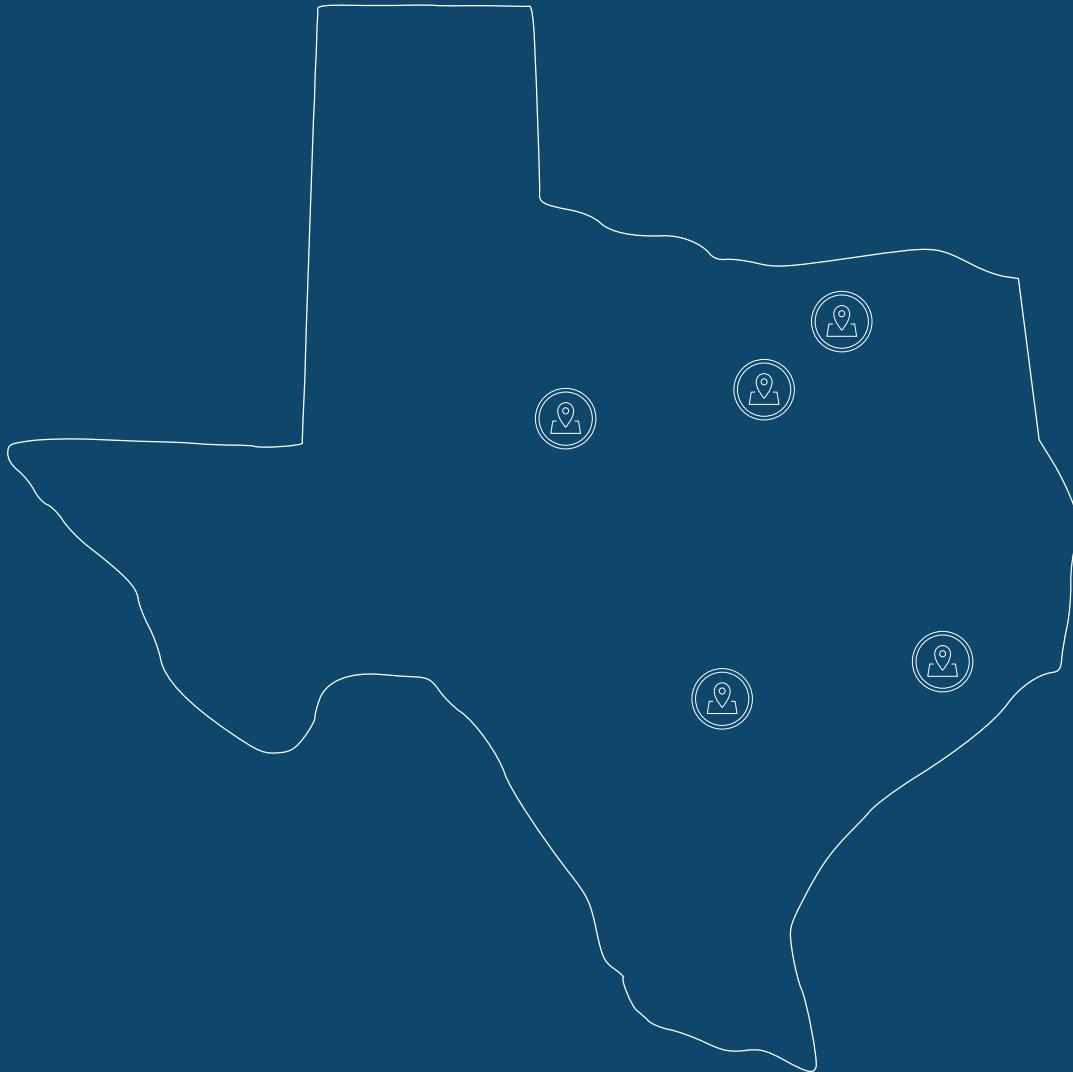
Counties
 (blank)

Metropolitan Statistical Areas
 (blank)

Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers, County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County, Hempstead, Hico, Higgins, Italy, Jonestown, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa, Holliday, Howardwick, Howe, Village, Jones County, Joshua, Kermit, Knollwood, Knox City, Lamesa, Lawn, Liberty, Liberty Loving, Mabank, Magnolia, Maypearl, McCamey, McCulloch, Melvin, Mingus, Montgomery, Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala



WWW.PUBLICMGT.COM



HOUSTON

15355 Vantage Pkwy. West, Ste. 360
Houston, TX 77032
281-592-0439
pwiltshire@publicmgt.com

GRANBURY

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MCKINNEY

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McKinney, TX 75070
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lhoward@publicmgt.com

SAN ANTONIO

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San Antonio, TX 78245
281-592-0439
kcoignet@publicmgt.com

ABILENE

P.O. Box 505
Abilene, TX 79601
281-592-0439
mjimenez@publimgt.com



Proposal for Grant Administration and Services -TxCDBG 2023-24

City of Glen Rose, Texas



Liberty Hill and Harlingen, Texas



October 19, 2022

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

Dear City Administrator Michael Leamons,

Langford Community Management Services (LCMS) will provide the City of Glen Rose with comprehensive project-based grant services to ensure all state, federal, and local requirements are met while implementing this program. We are a Texas-based firm, founded in 1983. We propose to provide the full scope of Application and Administration services for your TDA TxCDBG Projects. LCMS fully understands the proposed scope of work covered by the City's RFP and with selection will complete the following activities:

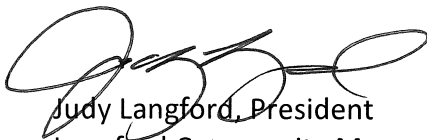
- Assist the City in preparing the TDA TxCDBG application
- Complete project environmental review and compliance activities
- Provide labor standards compliance for all contracted work in conformance with Texas Government Code Title 10, Chapter 2258 including on-site employee interviews, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.
- Assist in procurement of construction services, materials, rental/lease equipment, professional design services, or other items needed to implement the TDA TxCDBG projects including bid documents, notices, and contracts—may include multiple bids for contracted work for various projects
- Submit and respond to client/TDA requests in a timely manner
- Complete client/TDA projects before deadline
- Consistently generate high quality work produce with a low number of errors
- Maintain a high standard of excellence throughout the project and during monitoring so there are no findings/concerns
- Provide all services within financial requirements

- Review of all contractor or materials invoices for compliance with local financial reporting requirements
- Assist in preparing TDA TxDBG Billing Summaries and Invoices for reimbursement requests and in determining whether costs are eligible for reimbursement
- Assist in preparing Certifications and back-up documents related to individual projects for signature by local officials
- Provide reports for City Council Meetings regarding project status
- Coordinate with City financial officers and staff on project-specific cost accounting and tracking
- Assist in preparation of amendments and revisions to your TDA TxDBG Agreement.
- Other Application and Administration services as may be required to implement the City's TDA TxDBG grant program.

We appreciate your consideration of our proposal and look forward to hearing from you regarding your review of the proposal and the opportunity of working with you on these important projects. We have the hands-on experience, knowledge, leadership, capacity and support systems in place to assist you with your grant writing and administration needs.

We trust this proposal provides all the requested information. Please feel free to contact me at (512) 452-0432 if you have any questions or require additional information about LCMS.

Sincerely,



Judy Langford, President
Langford Community Management Services, Inc.
9017 W. State Hwy 29, Ste 206
Liberty Hill, TX 78642
512-452-0432
judy@lcmsinc.com

TABLE OF CONTENTS

- 1 Experience/Background
- 2 Work Performance
- 3 Capacity to Perform
- 4 Proposed Cost
- 5 References/Resumes/Appendices

SECTION 1:

EXPERIENCE & BACKGROUND

INTRODUCTION

Langford Community Management Services, Inc. (LCMS) has been serving Texas Cities and Counties and their grant writing and administration needs for over 39 years. LCMS incorporated as a Women-owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. Judy Langford, President and Owner, is actively engaged in every project we undertake, and will be integrally involved in every step along the way. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

STATEMENT OF QUALIFICATIONS

LCMS brings full-spectrum grant writing and management service with over 39 years of Texas-based grant administration as a firm, and more than a decade of combined experience from our team of grant specialists. LCMS, being created and continued by service-driven individuals, many of whom worked as public servants for many years prior to coming to this job, take very seriously the fact that we are project managers.

LCMS has written and administered millions of dollars in grants and loans from state and federal agencies, including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TDED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Water Commission (now Texas Commission on Environmental Quality-TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA) and the Economic Development Administration (EDA).

APPROACH TO PROVIDING SERVICES

LCMS understands the need for the selected consulting firm to administer and manage the City's Community Development Block Grant (TDA CDBG) program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the City will ultimately be responsible only for internal processes such as final review and approval of the draws. NEPA standards including environmental reviews will be met. LCMS is very experienced with these reviews and the associated processes anticipated by the TDA CDBG program. LCMS is also very experienced with Federal Labor Standard Regulations including the Davis-Bacon and Related Acts and will assure compliance with these regulations.

EXPERIENCED IN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

LCMS has written, managed, and completed County and City grants since 1983. Within that time, we have assisted numerous communities to complete CDBG applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with state and federal requirements.



Rockdale Lift Station

We specialize in CDBG grants that meet the needs of non-urban communities. In the State of Texas, LCMS is intricately familiar with Community Development Block Grants including, Texas Capital funds, Disaster Relief funds, Planning and Capacity Building funds, Community Enhancement funds, Downtown Revitalization/Main Street Program funds, and combinations of several of the above.

In working closely with many cities and counties during the grant application and administration process, LCMS has developed an extensive knowledge of the CDBG programs available and how they may complement each other to best serve the communities and extend available dollars.

EXPERIENCED STAFF

LCMS ranks our employees as our #1 asset. Our work with more than 90 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the CDBG-DR and TxCDBG Programs. Our staff members are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are CDBG trained for environmental reviews and trained and certified with the Texas Department of Transportation for administration of TxDOT projects.

We are deeply knowledgeable regarding program eligibility and requirements for a wide variety of infrastructure needs including water, sewer, streets, drainage, flood control, coastal protection, public buildings, parks, generators, and other facilities. We understand what is required to meet local needs for infrastructure in low-to-moderate income neighborhoods, on a system-wide basis, and to support local job creators.

With a staff of seventeen service minded individuals, LCMS has the capacity to write and administer additional projects. In Section 5 of our proposal, you will find references from our past and present clients and staff resumes that will provide more information about our staff and the breadth of experience that they bring to the team.



INFRASTRUCTURE EXAMPLES

Grant Management for Bastrop County Wildfire I and Wildfire II Grants

LCMS is currently administering the Bastrop County CDBG-DR Wildfire funds of \$28 Million. All requirements for the funds were reviewed and accepted by GLO and HUD. These funds are being used in multi-faceted ways to protect the citizens of the County from danger.



These projects include right-of-way restoration from damage received post wildfires from erosion caused by severe rains on charred ground, shelters, improved emergency radio communications, new fire station, replacement of culverts lost in flooding and new ingress/ egress for areas with limited access. LCMS's environmental team

worked with U.S. Fish and Wildlife Service and Texas State University to develop and implement best practices for the minimalization of impact to Houston Toads and Toad habitats.



The County has met once a week since the initial wildfire to discuss and guide project management of Disaster Recovery funds. The management of the Bastrop County

CDBG DR Wildfire I and Wildfire II grants has been much like the DR funds the County may be receiving. For their Wildfire I grant, the County initially, received just under \$5 million of "urgent" need funds for critical projects for Right- of-Way restoration and match to the Natural Resource Conservation Service for culvert replacement projects. After a door-to-door survey was completed to reach greater than 51LMI status for the County, an additional \$18 million was contractually obligated to the County for additional projects. LCMS is successfully working alongside Bastrop's officials to ensure compliance with all CDBG and Federal rules and regulations are followed. Please contact Paul Pape, Bastrop County Judge, at 512/332-7201 as the local contact for the project.



Grant Management for City of La Feria, Drainage Services

The City of La Feria during Hurricane Dolly received over 18 inches of rainfall in a 24-hour period. Most of the City was flooded with at least two feet of water. Although the Valley has quickly grown in the past 20 years, unfortunately very expensive infrastructure has not. With larger areas of impervious cover are being constructed, the City is experiencing a faster runoff that will more than likely increase the



chance of flooding. To solve this potential issue, a multi-level approach to reduce the dangers of flooding may be required and could include buyouts and elevations of homes located in the floodplains, enlarge drainage structures and cleanup debris. These are some of the options that could be employed to reduce future impacts.

We are nearing completion on an \$18 million CDBG regional drainage project for the City of La Feria. With LCMS' assistance over \$4 million dollars of FEMA HMGP funds were secured for La Feria and matched with the GLO CDBG-DR funds. What started as six units was separated into 15 projects so that smaller, local construction companies would be able to bid on the projects. LCMS assisted with the City's Analysis of Impediments of Fair Housing, as well as the implementation of their Section 3 plan.

Please contact Sunny Philip at 956/343-7041 as the contact for the La Feria project.



LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
1988	City of Florence	\$250,000.00	1995	McMullen County	\$265,504.00
1989	City of Buckholts	\$168,000.00	1995	City of Runge	\$265,504.00
1989	City of Devine	\$250,000.00	1995	City of Thrall	\$250,000.00
1989	Harker Heights	\$227,540.00	1996	Atascosa County	\$500,000.00
1989	City of Runge	\$250,000.00	1996	Atascosa County	\$250,000.00
1990	City of Charlotte	\$250,000.00	1996	City of Blanco	\$350,000.00
1990	Harker Heights	\$246,650.00	1996	City of Blanco	\$250,000.00
1990	City of Llano	\$250,000.00	1996	City of Charlotte	\$250,000.00
1990	City of Moody	\$200,000.00	1996	City of Falls City	\$250,000.00
1990	City of Taft	\$273,925.00	1996	City of Florence	\$250,000.00
1991	City of Jourdanton	\$385,000.00	1996	City of Lampasas	\$250,000.00
1991	City of La Vernia	\$383,000.00	1996	City of Marble Falls	\$434,769.00
1991	Milam County	\$250,000.00	1996	City of Moody	\$250,000.00
1991	City of Thorndale	\$186,015.00	1997	City of La Grange	\$250,000.00
1991	City of Blanco	\$250,000.00	1998	Atascosa County	\$500,000.00
1991	City of Charlotte	\$250,000.00	1998	City of Bastrop	\$250,000.00
1991	City of Devine	\$177,700.00	1998	City of Charlotte	\$250,000.00
1991	City of Falls City	\$250,000.00	1998	City of Florence	\$250,000.00
1992	City of Runge	\$250,000.00	1998	Harker Heights	\$250,000.00
1992	City of Thrall	\$250,000.00	1998	City of La Coste	\$250,000.00
1992	City of Falls City	\$250,000.00	1998	Live Oak County	\$300,000.00
1992	Gillespie County	\$300,000.00	1998	City of Marble Falls	\$300,000.00
1993	City of Blanco	\$250,000.00	1998	City of Marble Falls	\$200,000.00
1993	City of Charlotte	\$250,000.00	1998	City of Smithville	\$250,000.00
1993	City of Devine	\$250,000.00	1999	Atascosa County	\$500,000.00
1993	City of Florence	\$171,870.00	1999	City of Bandera	\$250,000.00
1993	Gillespie County	\$250,000.00	1999	City of Belton	\$250,000.00
1993	Harker Heights	\$229,122.00	1999	City of Charlotte	\$250,000.00
1993	City of Holland	\$250,000.00	1999	City of Cuney	\$250,000.00
1993	City of Llano	\$250,000.00	1999	Hays County	\$350,000.00
1993	City of Rockdale	\$250,000.00	1999	Hays County	\$350,000.00
1993	City of Runge	\$250,000.00	1999	City of Holland	\$250,000.00
1994	Bee County	\$300,000.00	1999	City of Kyle	\$250,000.00
1994	Bee County	\$499,845.00	1999	City of Runge	\$250,000.00
1994	City of Buda	\$250,000.00	1999	City of Smithville	\$350,000.00
1994	City of Falls City	\$250,000.00	2000	City of Devine	\$250,000.00
1994	City of Lampasas	\$250,000.00	2000	City of Fayetteville	\$226,732.00
1994	City of Rockdale	\$250,000.00	2000	City of Flatonia	\$250,000.00
1994	Travis County	\$250,000.00	2000	Hays County	\$250,000.00
1995	City of Buckholts	\$250,000.00	2000	Harker Heights	\$250,000.00
1995	City of La Coste	\$250,000.00	2000	City of Hondo	\$250,000.00

LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
2000	City of Marble Falls	\$250,000.00	2004	City of Devine	\$250,000.00
2000	City of Mexia	\$250,000.00	2004	City of Falls City	\$250,000.00
2000	City of Moody	\$250,000.00	2004	Fayette County	\$250,000.00
2000	City of Smithville	\$250,000.00	2004	City of Flatonia	\$313,000.00
2001	City of Bastrop	\$250,000.00	2004	City of Marble Falls	\$250,000.00
2001	City of Cuney	\$250,000.00	2004	City of Mexia	\$250,000.00
2001	City of Falls City	\$250,000.00	2004	City of Streetman	\$250,000.00
2001	Fayette County	\$250,000.00	2005	City of Bartlett	\$250,000.00
2001	City of Flatonia	\$250,000.00	2005	Bastrop County	\$250,000.00
2001	City of Holland	\$250,000.00	2005	City of Bastrop	\$350,000.00
2001	Karnes County	\$250,000.00	2005	Bastrop County	\$250,000.00
2001	City of Kyle	\$250,000.00	2005	Bastrop County	\$350,000.00
2001	McMullen County	\$300,000.00	2005	City of Devine	\$250,000.00
2001	Travis County	\$189,820.00	2005	Fayette County	\$250,000.00
2002	Atascosa County	\$310,501.08	2005	City of Flatonia	\$250,000.00
2002	City of Bandera	\$186,249.00	2005	City of Florence	\$250,000.00
2002	Bee County	\$300,000.00	2005	City of La Coste	\$250,000.00
2002	City of Blanco	\$96,008.00	2005	Live Oak County	\$300,000.00
2002	City of Blanco	\$350,000.00	2005	City of Moody	\$250,000.00
2002	City of Devine	\$250,000.00	2005	City of Runge	\$250,000.00
2002	Falls City	\$231,533.00	2005	City of Streetman	\$250,000.00
2002	City of Florence	\$250,000.00	2005	City of Taylor	\$400,000.00
2002	Hays County	\$217,790.00	2005	City of Thrall	\$250,000.00
2002	City of Hondo	\$250,000.00	2005	City of Weimar	\$250,000.00
2002	Karnes County	\$350,000.00	2006	Atascosa County	\$250,000.00
2002	City of La Coste	\$250,000.00	2006	City of Bandera	\$250,000.00
2002	City of Lampasas	\$250,000.00	2006	City of Blanco	\$250,000.00
2002	City of Rockdale	\$250,000.00	2006	City of Charlotte	\$250,000.00
2002	City of Runge	\$250,000.00	2006	City of Cisco	\$250,000.00
2002	City of Smithville	\$250,000.00	2006	City of Falls City	\$250,000.00
2002	City of Weimar	\$350,000.00	2006	City of Giddings	\$250,000.00
2003	Atascosa County	\$250,000.00	2006	Harker Heights	\$250,000.00
2003	Bee County	\$300,000.00	2006	City of Hondo	\$250,000.00
2003	City of Blanco	\$250,000.00	2006	City of Lampasas	\$250,000.00
2003	City of Charlotte	\$250,000.00	2006	City of Marble Falls	\$250,000.00
2003	City of Fayetteville	\$250,000.00	2006	City of Rockdale	\$250,000.00
2003	City of Giddings	\$250,000.00	2006	City of Smithville	\$250,000.00
2003	City of Runge	\$250,000.00	2007	City of Bandera	\$250,000.00
2003	City of Thrall	\$250,000.00	2007	Bastrop County	\$250,000.00
2004	City of Bandera	\$250,000.00	2007	Bastrop County	\$250,000.00
2004	City of Belton	\$250,000.00	2007	City of Charlotte	\$250,000.00

LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
2007	City of Gatesville	\$350,000.00	2009	City of Marble Falls	\$250,000.00
2007	City of Giddings	\$250,000.00	2009	City of Martindale	\$250,000.00
2007	Karnes County	\$250,000.00	2009	City of Moody	\$250,000.00
2007	City of Lampasas	\$350,000.00	2009	City of Rockdale	\$250,000.00
2007	City of Marble Falls	\$350,000.00	2009	City of Runge	\$250,000.00
2007	City of Marble Falls	\$350,000.00	2009	City of Smithville	\$250,000.00
2007	McMullen County	\$500,000.00	2009	City of Streetman	\$250,000.00
2007	City of Runge	\$250,000.00	2010	Atascosa County	\$250,000.00
2008	Atascosa County	\$250,000.00	2010	City of Bertram	\$250,000.00
2008	Atascosa County	\$84,435.00	2010	City of Blanco	\$250,000.00
2008	City of Bastrop	\$250,000.00	2010	Cottonwood Shores	\$350,000.00
2008	Bee County	\$300,000.00	2010	City of Devine	\$250,000.00
2008	City of Blanco	\$250,000.00	2010	City of Falls City	\$250,000.00
2008	City of Christine	\$63,198.00	2010	Fayette County	\$250,000.00
2008	City of Cisco	\$250,000.00	2011	City of Christine	\$250,000.00
2008	City of Cisco	\$114,591.00	2011	Cottonwood Shores	\$250,000.00
2008	City of Cisco	\$50,000.00	2011	City of Dilley	\$250,000.00
2008	C Copperas Cove	\$350,000.00	2011	City of Dublin	\$250,000.00
2008	City of Falls City	\$250,000.00	2011	City of Flatonia	\$250,000.00
2008	Hays County	\$250,000.00	2011	City of Hondo	\$250,000.00
2008	City of Hondo	\$250,000.00	2011	City of Karnes City	\$250,000.00
2008	City of La Coste	\$250,000.00	2011	City of Kenedy	\$250,000.00
2008	City of Lampasas	\$250,000.00	2011	City of Mathis	\$250,000.00
2008	McMullen County	\$300,000.00	2011	City of Poteet	\$250,000.00
2008	City of Moody	\$250,000.00	2011	City of Rockdale	\$250,000.00
2008	City of Rockdale	\$250,000.00	2011	City of Runge	\$250,000.00
2008	City of Rockdale	\$350,000.00	2011	City of Smiley	\$250,000.00
2008	City of Taylor	\$100,000.00	2011	City of La Feria	\$18,000,000.00
2009	City of Bandera	\$250,000.00	2011	Bastrop County	\$503,284.67
2009	City of Bartlett	\$250,000.00	2012	Bastrop County	\$4,754,900.00
2009	City of Charlotte	\$250,000.00	2012	Bastrop County	\$23,439,414.14
2009	City of Christine	\$250,000.00	2012	Bastrop County CD	\$275,000.00
2009	Copperas Cove	\$250,000.00	2012	Bastrop County	\$350,000.00
2009	City of Fayetteville	\$250,000.00	2012	Bee County	\$297,036.00
2009	City of Flatonia	\$250,000.00	2012	Atascosa County	\$299,599.00
2009	City of Gatesville	\$250,000.00	2012	Bynum	\$300,000.00
2009	City of Hallettsville	\$250,000.00	2012	Cisco	\$275,000.00
2009	Hays County	\$250,000.00	2012	Devine	\$275,000.00
2009	City of Hondo	\$250,000.00	2012	Falls City CD	\$275,000.00
2009	City of La Grange	\$250,000.00	2012	Falls City DR	\$350,000.00
2009	City of Lampasas	\$250,000.00	2012	Fayette County	\$275,000.00

LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
2012	Florence	\$275,000.00	2014	Stockdale	\$275,000.00
2012	Florence DR	\$327,500.00	2014	Weimer	\$350,000.00
2012	Gatesville	\$75,000.00	2014	West	\$274,999.00
2012	Harker Heights	\$350,000.00	2015	Buda	\$430,377.00
2012	La Coste	\$275,000.00	2015	Hays County	\$2,349,747.00
2012	Live Oak Colonia	\$500,000.00	2015	Hays County	\$5,003,006.00
2012	Live Oak Colonia DR	\$300,000.00	2015	Lyford B-116	\$1,000,000.00
2012	Marble Falls	\$275,000.00	2015	Lyford B-118	\$433,375.00
2012	Pleasanton	\$275,000.00	2015	Uhland	\$277,388.00
2012	Wilson County DR	\$350,000.00	2015	Bastrop County	\$275,000.00
2013	Bartlett	\$275,000.00	2015	Charlotte	\$275,000.00
2013	Charlotte	\$275,000.00	2015	Devine	\$275,000.00
2013	Devine	\$275,000.00	2015	Elgin	\$275,000.00
2013	Granite Shoals	\$275,000.00	2015	Flatonia	\$275,000.00
2013	Hondo	\$275,000.00	2015	Harker Heights	\$275,000.00
2013	La Grange	\$275,000.00	2015	City of Hondo	\$275,000.00
2013	Lyford	\$215,382.00	2015	Karnes City	\$275,000.00
2013	Lyford D	\$350,000.00	2015	Lyford	\$230,870.00
2013	Moody	\$300,000.00	2015	Poteet	\$275,000.00
2013	Nixon	\$275,000.00	2015	Rockdale	\$275,000.00
2013	Poteet	\$275,000.00	2015	City of Stockdale	\$275,000.00
2013	Refugio County	\$300,000.00	2015	Taylor	\$350,000.00
2013	Runge	\$275,000.00	2015	Taylor	\$82,203.00
2013	Taylor-Wilco	\$300,000.00	2016	Bastrop County	\$447,748.00
2013	Three Rivers	\$300,000.00	2016	Lee County	\$2,020,000.00
2014	Bandera	\$275,000.00	2016	Bandera	\$275,000.00
2014	Bertram	\$275,000.00	2016	Bastrop County	\$350,000.00
2014	Christine	\$275,000.00	2016	Blanco	\$275,000.00
2014	Gatesville	\$275,000.00	2016	Chico	\$275,000.00
2014	Hallettsville	\$275,000.00	2016	Eastland County	\$350,000.00
2014	Hays County	\$275,000.00	2016	City of Falls City	\$275,000.00
2014	Jourdanton	\$275,000.00	2016	Fayette County	\$87,271.00
2014	Karnes County	\$275,000.00	2016	Florence	\$275,000.00
2014	City of Kenedy	\$275,000.00	2016	Gatesville	\$500,000.00
2014	La Coste	\$275,000.00	2016	Glen Rose	\$275,000.00
2014	Lampasas	\$275,000.00	2016	Granite Shoals	\$275,000.00
2014	Lyford	\$26,743.00	2016	City of Kenedy	\$275,000.00
2014	Martindale	\$275,000.00	2016	Marble Falls	\$275,000.00
2014	Rockdale	\$275,000.00	2016	Martindale	\$350,000.00
2014	Schulenberg	\$150,000.00	2016	Meridian	\$300,000.00
2014	Smithville	\$275,000.00	2016	Muenster	\$200,000.00

LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
2016	Nixon	\$275,000.00	2018	Devine	\$275,000.00
2016	Runge	\$275,000.00	2018	Eastland County	\$500,000.00
2016	Smiley	\$275,000.00	2018	Eastland County DR	\$350,000.00
2016	Stockdale	\$350,000.00	2018	Fayette County	\$300,000.00
2016	Tolar	\$275,000.00	2018	City Fayetteville	\$300,000.00
2016	Uhland	\$275,000.00	2018	Floresville	\$275,000.00
2016	Bartlett	\$275,000.00	2018	Hallettsville	\$275,000.00
2016	Wilson County	\$350,000.00	2018	Jourdanton	\$275,000.00
2017	Bastrop County	\$1,632,148.00	2018	Karnes County	\$275,000.00
2017	Caldwell County	\$1,000,000.00	2018	La Coste	\$275,000.00
2017	Caldwell County	\$1,458,279.00	2018	Lampasas	\$275,000.00
2017	Goliad County	\$1,583,333.00	2018	Lyford	\$275,000.00
2017	Hallettsville	\$279,939.00	2018	Moulton	\$275,000.00
2017	Karnes County	\$1,725,606.00	2018	Pleasanton	\$275,000.00
2017	Karnes County	\$74,177.00	2018	Poth	\$275,000.00
2017	Lee County	\$286,021.00	2018	Schulenberg	\$300,000.00
2017	Lee County Buyout	\$1,000,000.00	2018	Smiley	\$275,000.00
2017	City of Moulton	\$263,295.00	2018	Uhland	\$300,000.00
2017	City of Nixon	\$671,903.00	2019	Bastrop County	\$300,000.00
2017	City of Shiner	\$272,693.00	2019	Burnet County DR	\$350,000.00
2017	Smiley	\$595,907.00	2019	Charlotte	\$275,000.00
2017	Yoakum	1,416,383.00	2019	Flatonia	\$300,000.00
2017	Bastrop County	\$242,902.00	2019	Florence	\$300,000.00
2017	Bertram	\$300,000.00	2019	Granite Shoals	\$300,000.00
2017	Charlotte	\$275,000.00	2019	Hondo	\$275,000.00
2017	Hays County	\$300,000.00	2019	Lexington	\$300,000.00
2017	Hondo	\$275,000.00	2019	McLennan County	\$300,000.00
2017	La Grange	\$300,000.00	2019	Poteet	\$275,000.00
2017	Natalia	\$275,000.00	2019	Rockdale	\$275,000.00
2017	Rockdale	\$275,000.00	2019	Runge	\$275,000.00
2017	Runge	\$275,000.00	2019	Stockdale	\$275,000.00
2017	Smithville	\$300,000.00	2020	Bandera	\$275,000.00
2017	Stockdale	\$275,000.00	2020	Bee County	\$300,000.00
2017	Eastland County	\$275,000.00	2020	Belton	\$275,000.00
2017	Thrall	\$300,000.00	2020	Bertram	\$300,000.00
2017	Cisco	\$275,000.00	2020	Blanco	\$300,000.00
2017	Bastrop County	\$2,015,856.00	2020	Bynum	\$300,000.00
2018	Atascosa County	\$275,000.00	2020	Devine	\$275,000.00
2018	Bandera	\$275,000.00	2020	Falls City	\$275,000.00
2018	City of Bastrop	\$300,000.00	2020	Floresville	\$275,000.00

LCMS TxCDBG and CDBG-DR Grant Management Experience

Date	Client	Amount	Date	Client	Amount
2020	Hallettsville	\$275,000.00	2020	Schulenburg	\$300,000.00
2020	Hitchcock DRP	\$408,940.00	2020	Thrall	\$300,000.00
2020	Iredell	\$300,000.00	2020	Columbus DRP	\$350,000.00
2020	Jourdanton	\$275,000.00	2021	Falls City	\$350,000.00
2020	Karnes City DRP	\$500,000.00	2021	Gatesville	\$350,000.00
2020	Karnes County	\$275,000.00	2021	Goliad County	\$350,000.00
2020	Kenedy	\$275,000.00	2021	Hondo DRP	\$350,000.00
2020	La Coste	\$275,000.00	2021	Karnes City	\$350,000.00
2020	La Grange	\$300,000.00	2021	Karnes County	\$350,000.00
2020	Lampasas	\$275,000.00	2021	La Coste	\$350,000.00
2020	Los Indios	\$275,000.00	2021	Lee County	\$249,947.00
2020	Lyford	\$275,000.00	2021	Lexington DRP	\$335,300.00
2020	Marble Falls	\$300,000.00	2021	Lyford	\$255,084.00
2020	Meridian	\$300,000.00	2021	Port Isabel	\$255,084.00
2020	Moody	\$300,000.00	2021	Santa Rosa	\$255,084.00
2020	Nixon	\$206,649.00	2021	West	\$350,000.00
2020	Pleasanton	\$275,000.00	2021	Willacy County	\$255,084.00
2020	Santa Rosa DRP	\$350,006.00			

SECTION 2:

WORK PERFORMANCE

WORK PERFORMANCE

LCMS brings full-spectrum grant writing and management service and has excelled in the grant administration and project management of CDBG-DR grants.



LCMS will work together with the City through every step of the TDA CDBG grant process, ensuring that the City's priorities and goals are considered and successfully achieved.

Years of CDBG program experience and an organized approach allows LCMS to produce real, cost-effective results. We will tailor the process to your needs while following the program-specific guidelines.

A grant administrator is primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include:

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know upfront what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



WHY LCMS?

HANDS-ON EXPERIENCE WITH HUD APPROVAL PROCESSES

- LCMS brings knowledge and experience as a Grant Administrator and Environmental Service Provider for over 150 Counties and Cities in Texas.
- Members of our project team have personally developed hundreds of successful CDBG applications, and upon award, successful implementation of the Grant.
- We have qualified projects and implemented audit-approved services for every community we have had the pleasure to serve.

COLLABORATIVE COMMUNICATION

- LCMS lives by a “no surprises” philosophy; we ensure prompt communication and risk-management advice on all issues that are important to our clients.
- It is always our mission to be proactive in identifying solutions and keep the production pipeline and performance benchmarks in sight.

ACQUISITION EXPERTISE

- LCMS has assisted hundreds of Texas communities in the acquisition process.
- We stand ready to assist in following the rules and regulation related to the Uniform Relocation Act (e.g., 42 U.S.C. Chapter 61 and 49 C.F.R. Part 24).

HIGH QUALITY PERFORMANCE

- Integrity is the backbone of the LCMS commitment to deliver quality work over the long term.
- Our goal from the outset is to complete a program in the most cost- efficient manner possible.

COMPLIANCE

- LCMS-administered projects have had zero findings and zero concerns when audited by CDBG staff.

PROVEN PROJECT MANAGEMENT

- LCMS has delivered on over \$1.5 Billion in project delivery oversight and program delivery in Texas, including assisting Bastrop County through the recovery process for wildfires and floods.
- LCMS maintains communication with staff and local officials, which is integral to project success.

LCMS provides a proven, experienced team to perform the administrative duties as set forth in the TDA CDBG Scope of Work including the functions and key tasks in the table below:

Functions & Key Tasks	
Administrative Duties	
✓ Program compliance ✓ Establishing and maintaining financial processes ✓ Establishing and maintaining a record- keeping system ✓ Resolution of monitoring and audit findings (if any) ✓ Serve as the monitoring liaison ✓ Assist with the resolution of any third- party claims	✓ Report suspected fraud to TDA, submit timely responses to the City and/or TDA for additional information when required ✓ Complete draw requests with supporting documents, ✓ Facilitate outreach efforts ✓ Application intake and eligibility review ✓ Perform any other administrative duties required to deliver the project ✓ Utilize and assist with TDA's system of records and submit change requests as necessary
Acquisition Tasks	
✓ Acquisition Activities ✓ Submit acquisition reports and related docs	✓ Maintain acquisition files ✓ Uniform Relocation Act
Environmental Services	
✓ Review each project for: Exempt, Categorical Exclusion not Subject to 58.5, Environmental Assessment, and Environmental Impact Statement ✓ Prepare and submit environmental forms to support findings ✓ Consult & coordinate with oversight/regulatory agencies ✓ Prepare all responses to comments ✓ Prepare and submit publication for all public notices, not limited to the FONSI ✓ Advise and complete environmental re- evaluations per CFR 58.47 when needed	✓ Perform special studies, additional assessments, or permitting to secure environmental clearance ✓ Maintain close coordination with local officials, project engineers, and project teams ✓ Complete and submit Environmental Review for TDA's system of record ✓ Complete site visit and field observation report ✓ Provide documentation of clearance ✓ Prepare and submit monthly status reports and participate in regularly scheduled meetings

SECTION 3:

CAPACITY TO PERFORM

GRANT ADMINISTRATION SERVICES

The LCMS Team offers broad and extensive experience and knowledge of TDA CDBG Program rules and requirements. We have assembled a highly qualified team of professionals with over 125 years of combined experience and knowledge in the administration and implementation of CDBG funded projects. Our team members have proven track records of providing high-quality administrative services, effective project management, delivery, monitoring and oversight in compliance with TDA and other applicable Federal rules and regulations.



Key Benefits to the City	
Our team includes experienced employees from TDA, GLO, TDEM's Hazard Mitigation Section, and other state agencies and local governments. We have experience with water, sewer, streets, drainage, sidewalks, housing reconstruction and many other grants.	
Highly qualified team of professionals with over 125 years of combined experience covering all aspects of federal and state grant management	
On-site staff certified in both the Local Government Project Procedures and the Environmental Process for Local Governments	
Texas based team with and in-depth understanding of Federal and Texas statutes and regulations, including procurement requirements in 2 CFR 200	
Experience with water, sewer, streets, housing reconstruction and planning	

APPLICATION PREPARATION

Pre-Funding Services

LCMS implements a data-driven approach to ensure identified grant opportunities match the individual needs of the City and its recovering residents. We have proven procedures to guide you through the TDA CDBG application requirements including open and inclusive citizen participation procedures. Through our work with Texas communities, we have assisted cities and counties to navigate the TDA CDBG competitive application process.

Step 1: Assess current needs. We serve our communities with the full picture of local requirements in mind. You know best which projects the City needs in order to strengthen the community for the future. And we know that a myriad of available grants can be pieced together to fund those projects. Through LCMS's extensive experience with Community Development Block Grant funding and other available annual grants, we will help guide you to a plan that puzzles together the funds that earn you the "most bang for the buck."

Step 2: Align project needs with TDA CDBG and HUD requirements. LCMS will gather the necessary data and information to ensure eligibility and conformance with TDA CDBG and HUD's national objective. We will assist the City in the development of project scopes that meet TDA CDBG and HUD's eligibility requirements and the funding regulations of assisting at least 51% low-to-moderate income persons.



Step 3: Prepare a grant application. Our thorough knowledge of local, state, and federal agency requirements, and application processes will help the City swiftly and proficiently complete the application. LCMS will work with the City to plan eligible infrastructure projects that will improve the community's suitable living environment.

Step 4: Submit a compliant application. TDA CDBG application requirements involve close attention and meticulous review. Once the application has been prepared, LCMS will conduct a thorough quality review of the application questionnaire and supporting documentation and collaborate closely with the City to resolve any final concerns before submission.

LCMS will assist the City in the development of a project scope that meets the TDA CDBG eligibility requirements. LCMS will prepare all necessary application documents needed to qualify projects. Our thorough knowledge of local, state, and federal agency requirements, and application processes will help the City swiftly and proficiently complete the application.

Program application-

- Develop thorough, detailed TDA CDBG applications that meet or exceed TDA's expectations.
- Review documentation to avoid potential duplication of benefits issues.
- Satisfy all TDA Requests for Information (RFIs).

PLAN DEVELOPMENT

Post-Funding Services

Our approach to plan development is based on our significant relevant experience in designing, implementing, and supporting CDBG projects involving water lines, sewer lines, housing rehabilitation and reconstruction, housing buyouts, economic development, infrastructure, and planning activities. Our experience allows us to incorporate up-front the invaluable lessons learned and best practices we have picked up over the years. LCMS works in a collaborative manner that ensure all voices are heard, perspectives included, and there are no surprises in the end. Our plan development follows the key steps outlined in the following table:

Set roles and responsibilities	Discuss and prioritize goals	Define deliverables and deadlines
The key to a successful plan is a common understanding of what roles are involved and who fills those roles. We like to set expectations up front to facilitate smooth implementation.	Approved projects will have a clear objective. By setting goals and priority activities, our teams can work in concert to accomplish set goals and align resources appropriately.	Disaster Recovery adheres to a strict contractual timeline. We'll review TDA milestones and work with you to define the subtasks that support the timely delivery of those milestones.

PROJECT MANAGEMENT

LCMS will administer through completion and monitoring, the projects developed and submitted to TDA. LCMS will follow all Texas TDA CDBG Program requirements. Langford, being created and continued by service-driven individuals, many of whom worked as public servants for many years prior to coming to this job, take very seriously the fact that we are project managers. Grant administration requires watching over the regulations and following the rules, which we do for the communities, but to be a project manager, you must become part of the project itself, pushing the people and the project to fruition.



This requires the management of multiple initiatives and activities simultaneously with delivery systems that provide for transparency, program development, and financial control. We become very much a part of the fabric of the organization, attending meetings in person anywhere from weekly to monthly. We frequently are the organizing entity for meetings,

conference calls, emails and letters to keep projects running timely and in compliance with contractual benchmarks.

Furthermore, LCMS is the Labor Standards Officer for all CDBG projects we administer. LCMS participates in every Preconstruction Conference held for every construction project with the following discussed at each:

- The Davis-Bacon Act (DBA), which specifies the minimum wages to be paid the various classes of laborers and mechanics employed on the project,
- The Copeland Act, which prohibits kickbacks being paid by the employee to the employer and sets the requirement for submission of payrolls on a weekly basis,
- Contract Work Hours Safety Standards Act (CWHSSA), which sets a uniform standard of a 40-hour work week with time and a half the basic rate of pay for all work in excess of 40 hours, and the
- Fair Labor Standards Act (FLSA), which sets the requirement for payment of minimum wages, maximum hours, overtime pay, child labor standards, and prohibits wage discrimination based on sex.

Project construction contracts, which we review, include the above and the requirements to follow the regulations regarding conflict of interest, Executive Order 11246, EEO, Clean Air and Water Acts, Goals for Minority Participation in the Construction Industry and Fair Labor Standards Compliance. Section 3 is called out in all bid notices, bid packages and construction contracts. Section 3 requires the hiring of persons or companies that qualify as low-to-moderate income to the greatest extent feasible.

We have assisted numerous cities and counties in creating and passing Section 3 Policies. Title VI of the Civil Rights Act prohibits discrimination based on race, color and national origin.

LCMS has assisted cities and counties in the development and passage of Fair Housing Ordinances/Orders, policies and advertising the information to the public. The remaining items within the list refer to the Environmental Reviews, allowed activities with CDBG funds, the now FH Single Family Housing Policy Handbook, requirements to serve at least 51% low-to-moderate income (LMI) residents with CDBG funds and the Acquisition/Relocation Acts. LCMS is well trained through attendance of TDA and HUD workshops regarding these activities.

FINANCIAL MANAGEMENT

LCMS has expert knowledge of financial management requirements including internal financial controls, procurement procedure, and cost reasonableness standards as required by 2 CFR 200. We offer sound guidance based on experience to guide you through day-to-day financial management activities of grant management, ensure the accuracy of the accounting records, and ensure adherence to timely financial reporting requirements. Accounting methods should, at a minimum, satisfy such requirements as may be prescribed by federal or state laws, regulations or guidelines.

ENVIRONMENTAL REVIEW/HUD TDA CDBG COMPLIANCE

LCMS is a Grant Administrator (GA) and Environmental Services Provider (ESP) for the Texas Department of Agriculture's CDBG Program. The LCMS team was one of the first approved GA and ESP service providers for the Texas CDBG program while under the Texas Department of Rural Affairs (TDRA) and has continued the relationship with the Texas Department of Agriculture (TDA) since the agency took over management of the program.



In accordance with 24 CFR part 58, LCMS will complete environmental reviews at the appropriate level for non-housing projects. Non-housing projects will likely fall under 24 CFR part 58.34 - Exempt Activities, 24 CFR part 58.35 (a) – Categorical Exclusions subject to 58.5, 24 CFR part 58.35 (b) – Categorical Exclusions not subject to 58.5, and 24 CFR part 58.36 – Environmental Assessments. Environmental Impact Statements (EIS) are an additional level of environmental review but are only appropriate for projects with extreme environmental impacts. They are costly and time intensive.

The LCMS team offers a complete perspective for HUD CDBG environmental compliance. LCMS has completed over 1000 environmental reviews for grantees on the Hurricane Ike and Dolly disaster recovery program, Texas Department of Agriculture TxCDBG Program and Wildfire's I & II recovery. All sites will be evaluated for HUD CDBG environmental compliance with all applicable laws, regulations, and Executive Orders. Reviews will be conducted in accordance with all laws, regulations, and Executive Orders.

REAL PROPERTY ACQUISITION/URA

LCMS prepares all necessary documents required by the agencies to complete and maintain the acquisition process. Our firm is experienced with Real Property Acquisition procedures which includes verifying that the acquisition of real property, easements and/or right-of-way are in compliance with the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970.



Our grant specialists are here to offer guidance on rules of application based on the distinction between mandatory and voluntary participation in federal grant assistance programs.

CONSTRUCTION MANAGEMENT

LCMS will compile, collate and complete contract/bid packages; monitor, report and evaluate contractor's performance; and assist with project activity draws/close out. All necessary documentation as required by TDA will be submitted through the agency's system of record. We will assist the City and TDA with the Architectural and Engineering processes through the chosen system of record for approval. Contractor reassignment of scope alignment will be completed as necessary.

FAIR HOUSING/EQUAL OPPORTUNITY

LCMS staff is trained to assist communities with conducting an Analysis of Impediments (AI) study to identify impediments to fair housing choices within the jurisdiction and take appropriate actions to overcome the effects of any impediments identified and maintain records reflecting both the analysis and actions taken in this regard. LCMS also has a wealth of experience working with citizens, stakeholders, engineers, city and county personnel, and contractors to administer, manage, and deliver CDBG funded projects.

As Section 3 participation and Fair Housing Opportunities have become critical to HUD, LCMS has kept our clients updated on all program compliance. We have assisted in the development and implementation of Section 3 plans and the completion of Fair Housing AI studies. We will provide technical assistance and policy expertise to review the City's policies and assure compliance with HUD's requirements as part of the identified scope of work.

AUDIT/CONTRACT CLOSE-OUT ASSISTANCE

We always begin with the end in mind. From the beginning of the program, we work with you to build your program records and files in an audit-ready fashion that streamlines closeout activity. We follow TDA and HUD guidelines for final grant closeout. LCMS will administer the grant through completion and monitoring, the project as developed and submitted to TDA during the Pre-Funding Services. LCMS will follow all Texas TDA CDBG program requirements.



Our dedication to continuous improvement allows us to preemptively problem-solve known compliance pitfalls. We have deep knowledge and experience with the applicable laws, regulations, Executive Orders the City will encounter, as shown in the table below:

Topic	Law, Regulation, and Executive Order (E.O.) *
General Environment	National Environmental Policy Act of 1969, 40 CFR Part 1500-1508, 40 CFR Part 312
HUD and FEMA Environmental Criteria	24 CFR Part 50, 24 CFR Part 51, 24 CFR Part 58
Historic Preservation	National Historic Preservation Act, 36 CFR Part 800, E.O. 11593
Wetlands and Jurisdictional Waters	Clean Water Act, E.O. 11990, 33 CFR Parts 320-330
Floodplain Management	24 CFR Part 55, E.O. 11988
Farmlands Protection	Farmland Protection Policy Act, and Department of Agriculture regulations at 40 CFR Part 658
Endangered Species	Endangered Species Act, 50 CFR Part 402
Siting of HUD-Assisted Projects Near Hazardous Operations Handling Conventional Fuels or Chemicals of an Explosive or Flammable Nature	24 CFR Part 51, Subpart C
Hazardous, Toxic or Radioactive Materials & Substances	24 CFR Part 58.5(i)(2)(i) and (iii)
Siting of HUD-Assisted Projects in Runway Clear Zones at Civil Airports and Clear Zones and Accident Potential Zones at Military Airfields	24 CFR Part 51, Subpart D
Lead Safe Housing Rule	24 CFR Part 35, Subpart H
Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	E.O. 12898
Sole Source Aquifers	Safe Drinking Act, and EPA regulations at 40 CFR Part 149
Coastal Zone Management	Coastal Zone Management Act, Sections 307(c), (d)
* Not all Laws, Regulations, and/or Executive Orders are applicable to proposed projects in the District. Note: HUD CDBG-DR and FEMA funding do not require coordination with the Texas Parks & Wildlife Department when determined impact to TPWD designated endangered, threatened, or species of concern; however, Texas GLO has historically required coordination with TPWD when projects may impact endangered, threatened, or species of concern.	

SECTION 4:

PROPOSED COST

PROPOSED COST FOR TDA CDBG

We serve our clients with the end goal in mind and base our service fees on delivered results. We are conscious of the financial burden our communities face in the disaster recovery environment. We operate in a way that minimizes the expenditure of local tax dollars and maximizes grant funding. LCMS will complete the community's application at no cost to the City unless TDA CDBG funds are awarded.

LCMS's proposed fee schedule will be in accordance with TDA fee schedules and will be adjusted if the City is awarded a greater or lesser amount. Upon award, our project delivery fees follow the prescribed TDA Project Delivery (administrative fees) caps based on the requested/funded amount of the City's application. LCMS will contract based on the following table:

Service	Fee
Pre-Funding Services	
Develop project scope and complete the CDBG Applications for infrastructure and housing	\$0
Post-Funding Services	
Grant Administration Services	Total TDA CDBG Award
• Record keeping system	\$5,000.00
• Preparation/Submittal Section 3, EEO and Fair Housing Activities	\$5,000.00
• Environmental review & Clearance of Special Conditions	\$7,500.00
• Contract / Financial Project Management – preparation and submittal of drawdown requests	\$8,500.00
• Assistance in procurement process (Construction / Financial Interest Reports submitted)	\$5,000.00
• Completion and filing of all Construction Documents	\$5,000.00
• Preparation and submittal of close-out documents	\$5,000.00
• Acquisition & Special Conditions	\$1,500.00
• Labor Standards Compliance	<u>\$7,500.00</u>
Total for Grant Administration Services	\$50,000.00

SECTION 5:

REFERENCES / RESUMES / APPENDICES

REFERENCES

Reference	Project Description	Contact
Bastrop County	Multiple projects, Wildfire 1, Wildfire II, Shelter, Fire station, culvers, new ingress/egress for areas with limited access.	Judge Paul Pape, Bastrop County Judge 512-332-7201 Paul.pape@co.bastrop.tx.us
City of La Feria	Ike/Dolly GLO DR Round 2.1 drainage and numerous acquisitions	Sunny K. Philip Former City Manager 956-778-7030 SunnyKphilip@gmail.com
Hays County	Management of numerous projects for Hays County including the current 2015 General Land Office Infrastructure Cotton Gin Road Project and the Housing Assistance Program	Lindsay McClune MPH, Grant Writer County-wide Operations 512-393-2209 Lindsay.mcclune@co.hays.tx.us
City of Gatesville	Multiple CDBG water/wastewater Projects and Leon Riverbank Erosion Control CDBG-DR/NRCS	William (Bill) Parry III, City Manager 254-865-8951 William.Parry@ci.gatesville.tx.us
City of Lyford	Multiple CDBG Projects	Lydia Moreno, City Administrator 956-347-3512 cityoflyford@lyfordtx.us
City of Smithville	Multiple HMGP Disaster Projects	Robert Tamble, City Manager 512-423-9390 Citymanager@ci.smithville.tx.us
City of Harker Heights	NRCS/CDBG DR Roy Reynolds Bridge	Mark Hyde, Public Works Director 254-953-5641 Mhyde@ci.harker-heights.tx.us
Karnes County	Multiple CDBG-DR Projects	Judge Wade Hedtke (830) 780-3732 wade.hedtke@co.karnes.tx.us
Caldwell County	2017 GLO Infrastructure, 2017 GLO Buyout	Judge Hoppy Haden (512) 398-1809 hoppy.haden@co.caldwell.tx.us



JUDY LANGFORD

President & Owner



Item 18.

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Professional Skills

President, Langford Community Management Services (1983 - Present)

I have owned LCMS since 1983 and my firm brings full-spectrum grant writing and management services with over 39 years of Texas based grant administration as a firm, and more than a decade of combined experience from my team of grant specialists.

- Write, review, and administer competitive grants on behalf of rural cities and counties throughout the State of Texas, and have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with State and Federal requirements, which results in few monitoring and concerns.
- Oversight of financial management, monitoring of construction and engineering activities, environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed and ensuring the communities we represent comply with applicable State and Federal rules and regulations from application through administration, attendance of trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage the grant programs of our clients.
- Identify and address problems long before the funding agency audits the project.
- Specialize in disaster recovery grants that meet the needs of recovering community, and by working closely with local governments, engineers, and other parties.
- Ensure that projects conform to project performance statements and schedules and have developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

CDBG-MIT Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining
Systems of Record**

**Understanding of Action Plan
Amendments**

**Review of future staffing,
contracts, scoping, and
feasibility**

Financial Management

Educational & Experience

**Bachelor of Science,
The University of Texas**

39 Years of Experience



Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



JANELL FOSTER

**Community Development
Program Director**

TDA Areas of Expertise

Monitoring & Compliance
**Creation and Maintaining
Systems of Record**
Financial Management
Project Management
Detailed and Accurate

Educational & Experience

Bachelor of Science in Business
Management, 2017
National American University,

Cornish College of the Arts, Dance
Seattle, Washington



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Professional Skills

Community Development Program Director, Langford Community Management Services Austin, Texas (November 2017 - Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) applications issued through TDA, Texas Department of Agriculture and U.S. Department of Housing and Urban Development.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Third Party Vendor Assistant Manager, Ryan Sanders Sports Austin, TX (July 2016 - November 2017)

- Hire, train, and supervise hospitality professionals at the Circuit of the Americas and HEB Center.
- Provide support and manage multiple food vendors at concerts, festivals, and races, including the US Formula 1 Grand Prix.
- Manage compensation decisions and processes, including scheduling, reconciliation, and vendor operations.
- Streamline operating and ordering procedures by implementing new technology and creating comprehensive spreadsheets.

Media Center, Concert, & Event Supervisor, Circuit of the Americas Austin, Texas (April 2013 - July 2016)

- Supervise teams of hospitality and Non-Profit groups coordinating food and beverage service for concerts and races.
- Created and maintained a working environment that promoted client services, teamwork, performance feedback, mutual respect, and employee satisfaction.

LHISD Elementary Cafeteria Manager/Bus Driver Liberty Hill, Texas (November 2006 - October 2015)

- Train and lead staff through food prep and service periods, focusing on efficiency and safety while cultivating customer service.
- Duties included just-in-time ordering, receiving, inventory, cashiering, finance reconciliation, and documentation with stringent adherence to USDA Food Guidelines and OSHA Safety Standards.

WORKSHOPS and TRAININGS

- TDA, CDBG Implementation Certification - 2019, 2020
- PDAT Procurement Disaster Assistance Training—2018
- Capital Area Council of Governments Criminal Justice Grant Writing -2017
- Local Mitigation Planning Certification—2017
- H&R Block Tax Consultant Course

Core Tasks

- Application development, preparation, and submission.
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for TDA funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Assist in resolution of issues at the state and federal agencies level.



ANGELA SIFUENTES

CD & TPWD
Grant Manager

TDA Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Financial Management

Educational & Experience

2020-Current
Purdue Global University
Currently attending and majoring
in Business Management.
Current GPA is 4.0.

2008-2009
Southwest Texas Junior College
Studied basic studies.

Obtained Microsoft Office
Certification



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Professional Skills

CD & TPWD Grant Manager, Langford Community Management Services June 2022 - Present

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the Texas Department of Agriculture.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.

Tax Preparer, Conlon Tax Service, Iron Shield Insurance January 2021 - May 2022

- Provide Excellent Customer Service.
- Maintain Bookkeeping/Minor Accounting/Profit and Loss Reports
- Create Franchise Tax and Sales Tax Reports.
- Warranty Deed Transfer.
- Affidavit Paperwork and Notary Services.
- Translations for Immigration Documentation.
- Create Letters of Permission and Power of Attorney Letters.
- Prepare and File Income Tax Forms .
- Agency Owner of Iron Shield Insurance.
- Manage and Train Staff in accordance with the Texas Department of Insurance.
- Offer Auto, Home, Life, Commercial and Bonds.

Office Manager, Producer Agent, Farmers Insurance Group November 2017 - January 2021

- Train staff to perform and maintain excellent Customer Service skills.
- Ensure staff is up to date with all trainings related to Insurance Regulations.
- Account for daily financial reports.
- Manage scheduling for staff.
- Meet monthly quotas on insurance policies.

Human Resources Assistant, Employees Solutions April 2016 - October 2017

- Greet and educate applicants on the hiring process and policies.
- Assist applicants with the application process and conduct background checks through a National Screening System.
- Interview applicants for job placement.
- Complete and process all hiring documentation for applicants.

Core Tasks

- Develop, prepare and submit applications.
- Maintain regular contact with the project engineer, city or county project representative, and construction contractors to ensure first-rate project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for TDA funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Assist in resolution of issues at the state and federal agencies level.



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ANNA MARTIN

CD & TxDOT
Grant Manager

TDA Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems
of Record

Financial Management

Educational & Experience

Master of Business Administration
-Management and Business
University of Houston, Victoria

Health and Kinesiology
University of San Antonio

Kinesiology
University of Texas at Austin



Professional Skills

CD & TxDOT, Langford Community Management Services Austin, Texas, (July 2021 - Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the Texas Department of Agriculture.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.

Teacher/Coach, Karnes City Independent School District Karnes City, Texas (August 2014 - June 2021)

- Develop and execute instruction for grades 6-8 in multiple content areas using a framework of relevant pedagogy according to state and district guidelines in a student-led, differentiated, engaging, and rigorous environment.
- Contribute to curriculum development through regular meetings at both faculty and administrative levels.
- Collaborate with faculty and administrators in the development, evaluation, and revision of school programs to lead change among stakeholders.
- Provide leadership through staff development, instructional support, teaching assistance, and meeting facilitation.
- Establish and enforce clear learning and behavioral expectations to ensure safe environments for all students.
- Lead staff and students to set and attain ambitious goals through action plans and performance accountability.
- Maintain open parent communication through regular phone calls, emails, and conferences.
- Analyze and use data to monitor and adjust instruction to accelerate learning and academic progression.
- Assist in budgeting, vendor negotiations, ordering procedures, fundraising, promotions, inventory, and equipment and facility use and maintenance.

Teacher, Beeville Independent School District Beeville, Texas (August 2012 - August 2014)

- Deliver 4th grade ELAR (language arts and reading) instruction and adjust as needed to meet student needs.
- Collaborate with grade-level and content teachers to create lesson plans, address student concerns, and analyze data.
- Create an environment for students to explore and critically think through a variation of collaborative activities.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Maintain clear learning objectives, behavior expectations, and classroom policies and procedures.

Core Tasks

- Develop, prepare and submit applications.
- Maintain regular contact with the project engineer, city or county project representative, and construction contractors to ensure first-rate project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for TDA funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Assist in resolution of issues at the state and federal agencies level.



JILL PHINNEY

Disaster Recovery & Resilience Program Director

CDBG-DR / ARP Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Understanding of Action Plan Amendments

Review of future staffing, contracts, scoping, and feasibility

Financial Management

Educational & Experience

Bachelor of Science, Business
St. Cloud State University,
Minnesota

Completed the National
Development Council ED101 and
ED201, 2006

FEMA Fundamentals of Grant
Management, 2011

Minnesota Certified Emergency
Manager



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Professional Skills

DISASTER RECOVERY AND RESILIENCE PROGRAM DIRECTOR, LANGFORD COMMUNITY MANAGEMENT SERVICES (JUNE 2019 - PRESENT)

- Provide critical leadership and managerial expertise in delivering multiple operation and programs.
- Expertise centers on ARPA, CDBG-DR, CDBG-MIT, FEMA, HUD, NHTSA, and other state and federal programs.
- Manage the ARPA team and provides guidance and support required for successful project implementation.
- Experienced in disaster recovery, federal procurement, and grant management with the ability to work on current large-scale disaster recovery efforts.
- Provide internal quality oversight and day-to-day operations management.

GRANT MANAGER, STATE OF TEXAS GENERAL LAND OFFICE (GLO), COMMUNITY DEVELOPMENT AND REVITALIZATION INFRASTRUCTURE (JANUARY 2017-JUNE 2019)

- Coordinated, reviewed, evaluated and processed grants at various stages to determine appropriateness of grant expenditures and compliance with requirements and standards.
- Developed Standard Operating Procedures (SOP's) for CDBG-DR infrastructure program.
- Represent the GLO within Hurricane Harvey impacted communities by providing outreach to assist in implementing short term housing needs for Texans.
- Collect, organize, analyze and prepare materials for executive reports, required federal reports, legislative inquiries and public information requests.
- Serve as a liaison and representative for the grant program with the constituents and other entities within assigned communities.
- Monitored, reviewed, and evaluated compliance with grant program policies and procedures, statutes, and rules with support of disaster recovery teams.

FINANCE AND GRANT CONTRACTOR I CITY OF MINNEAPOLIS, OFFICE OF EMERGENCY MANAGEMENT (OEM) (DECEMBER 2014 - DECEMBER 31, 2016)

- Coordinate emergency management activities within the finance function of OEM's executive vision and strategy for sustained and significant change to disaster planning operations.
- Lead, direct, coordinate, evaluate and improve finance and administration functions (including budget development support and grant management and administration).
- Provide guidance and technical assistance to departments for the development of department level continuity of operations plans and assures compliance with enterprise guidance.
- Review budgets and monitor expenditures, proposed budget modifications, manage dollars within guidelines of grants received, and ensure fiscal responsibility.
- Interpret and apply federal and state laws, policies, rules, and requirements including Uniform Grant Guidance (UGG), Uniform Grants Management Standards (UGMS), Office of Management and Budget (OMB) circulars and Code of Federal Regulations (CFR).
- Develop and implement annual plan for Finance section supporting OEM's strategic plan and annual deliverables including assessment of resources needed for plan implementation.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT BUDGET AND GRANT MANAGER I STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY (JUNE 2007-DECEMBER 2014)

- Worked for the State Administrative Agency (SAA) on FEMA grant programs including the Non- Profit Security Grant Program (NSGP), Urban Area Securities Initiatives (UASI), State Homeland Security Program (SHSP), and Emergency Management Performance Grants (EMPG).
- Serve as the point of contact between the affected federal, state, local and tribal agencies to ensure program requirements are understood and implemented, that federal grant projects receive approval and available funding is secured, and that local grants are initiated in a timely manner.
- Establish, develop, oversee and implement procedures for grant activities and program development, including the creation of sub recipient criteria and scope of work development.

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with grant application or funded project

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Professional Skills

Disaster Recovery & Resilience SME Program Manager, Langford Community Management Services, Austin, Texas (June 2019 - Present)

- Work with central Texas cities and counties that suffer damage and loss from federally declared natural disasters.
- Ensure program compliance within all Community Development Block Grant.
- Execute disaster recovery (CDBG-DR) requirements (including federal register requirements).
- Assist municipalities in establishing and maintaining financial processes.
- Obtain and maintain contract copies pertaining to change requests, revisions and attachments.
- Establish and maintain record keeping systems.
- Resolve, monitor and audit findings.
- Resolve municipality third party claims.
- Communicate with the Texas General Land Office (GLO) regarding program compliance and suspected fraud.
- Complete draw requests for payments and procure supporting documentation.
- Facilitate outreach efforts, application intake, and eligibility review for community residents regarding CDBG - DR funding.
- Manage the HMGP program.
- Facilitate the HMGP team through application preparation project management and compliance requirements for FEMA/TDEM funded projects.

Fundraising Coordinator, Hannah's House San Diego, California (January 2016 - June 2019)

- Attain, create, organize and maintain fundraising opportunities; prospect online and in-person.
- Maintain organizational monetary and in-kind donations.
- Curate donor retention.
- Deploy Classy.org and Network for Good regarding fundraising campaigns, donor tracking.
- Manage CRM and web page/campaign creation.
- Track and provide acknowledgements of donations.
- Create and manage social media accounts.
- Plan major gala/events including venue scouting, securing vendors (catering, photo, specialty desserts, printing and signage, acquiring silent and live auction donation items, floral and decor, live music and DJ services), event set up and break down.
- Deploy all aspects of the grant process including research, writing, editing and submission of applications.
- Assisted with securing a total of \$559,676 in private foundation grant funding (2016 - 2019).

Training

- Nonprofit Management Solutions: Mindful Manager Series, 10 Course Program (February 2019).
- University of San Diego: Nonprofit Academy, Operational Efficiency and Grant Collaboration (August 2018).
- Nonprofit Management Solutions: Development Director Learning Group (April 2018).

Core Tasks

- Develop, prepare and submit applications.
- Maintain regular contact with the project engineer, city or county project representative, and construction contractors to ensure first-rate project management.
- Ensure daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for GLO/HMGP funded projects.
- Prepare and process contract documents, invoices, change orders and any other project-related documentation.
- Maintain excellent client communications.
- Predict potential project delays while providing assistance to mitigate potential issues early in the project.
- Chart critical paths for timely project completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns.
- Prepare required state agency reports.
- Ensure environmental compliance is met before, during and after project development and construction.
- Assist in resolution of issues at state and federal agencies.



ERIN THOMPSON

**Disaster Recovery &
Resilience SME
Program Manager**

CDBG-DR Areas of Expertise

Monitoring and Compliance

**Creation and Maintaining
Systems of Record**

**Understanding of Action Plan
Amendments**

Financial Management

Federal Procurement

Education and Experience

**Bachelor of Arts, Microbiology
University of California - Davis**

Notary Public– State of Texas

**TDA Implementation Workshop,
TxCDBG Grants Certification**

**Fundamentals of Grant
Management FEMA, Emergency
Management Institute
Certification**

**Federal register Notice of Funds
Available (NOFA) Certification**

Email: jessica@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



JESSICA DAIDONE

**Senior Disaster
Recovery & Resilience
Grant Manager**

CDBG-DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems
of Record

Understanding of Action Plan
Amendments

Financial Management

Federal Procurement

Educational & Experience

Austin Community College
Associates of General Studies
(Anticipated Completion 2022)

9 Years of Experience

Fundamentals of Grant
Management FEMA Certification

Professional Skills

Senior Disaster Recovery & Resilience Grant Manager, Langford Community Management Services, Austin, Texas (December 2013 - Present)

- Assist with writing competitive grants on behalf of rural cities and counties throughout the State of Texas.
- correspond and submit grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.
- Assist with preparing Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office.
- Coordinate with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

Workshops and Training

- The Office of Rural Affairs Implementation Workshops
- The Office of Rural Affairs TxCDBG Administrator Certification Workshops Texas Municipal League Annual Conference
- HUD Foundations in Environmental Review Training Workshop
- TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects
- Texas Capital Fund Downtown Revitalization and Main Street Implementation and Application Workshops TxCDBG Implementation Manual Training

Core Tasks

- Application development, preparation, and submission.
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for GLO funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project.
- Charting critical paths to timely project completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns.
- Preparing required State Agency reports.
- Ensuring environmental compliance is met before, during and after project development and construction.
- Assist in resolution of issues at the state and federal agencies level.



JUSTIN MEYER

GLO Grant Manager

CDBG-DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Financial Management

Federal Procurement

Educational & Experience

Bachelor of Business Administration – Management
University of Houston – Victoria

Associate of Science – Mathematics
Victoria College

Professional Skills

GLO Grant Manager, Langford Community Management Services Austin Texas (June 2021 – Present)

- Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters.
- Ensure program compliance within all Community Development Block Grant – Disaster Recovery, Mitigation and Supplemental requirements including current Federal Register Reqs.
- Assist Municipalities in establishing and maintaining financial processes.
- Collect and maintain copies of contracts pertaining to change requests, revisions and attachments.
- Establish and maintain record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims.
- Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud.
- Completion of draw request for payments and procuring supporting documentation.
- Facilitate outreach efforts, application intake and eligibility review for community residents regarding GLO CDBG funding.

Administrative Assistant – Karnes County Judge's Office Karnes City, Texas (February 2018 – June 2021)

- Schedule, create and prepare all Commissioners Court documents for Court Agendas.
- Grant Administrator Specialist – (Texas General Land Office: CDBG-DR, Downtown Revitalization, FAST Grant, Community Development Fund; Texas Water Development Board, Texas Department of Public Housing, Texas Department of Emergency Management, Texas Department of Transportation – County Transportation Infrastructure Fund)
- Administrator of the Karnes County Food Bank and responsible for the management and recordkeeping of all monthly distribution with the San Antonio Food Bank.
- Oversee special projects and general project management for Karnes County.
- Manage the Karnes County website, job postings and other materials on the website as needed.
- Manage and oversee all official advertisements and social media accounts for Karnes County (including Facebook, Facebook Live interviews, YouTube, Zoom meetings and all publications).

City Councilman – City of Kenedy, Texas Kenedy, Texas (May 2018 – November 2020)

- Community leader that manages the city's financial operations while protecting the welfare of the city and its inhabitants.
- Evaluate and vote for the best qualified decisions for the longevity of the City of Kenedy on various zoning matters, oversee city agencies and economic development.
- Directing the enforcement of city ordinances.
- Hire and evaluate the City Manager, City Police Chief and appointment of the City Secretary.
- Responsible for the development and adoption of the City Budget.
- Adopt master plans for water, wastewater, storm drainage, parks, municipal facilities to guide the City's future development of critical infrastructure.
- Establish policies for the effective and efficient delivery of municipal services to the City.

Core Tasks

- Application development, preparation, and submission.
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for GLO/HMGP funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project.
- Charting critical paths to timely project completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns.
- Preparing required State Agency reports.
- Ensuring environmental compliance is met before, during and after project development and construction.
- Assist in resolution of issues at the state and federal agencies level.



**KATHLEEN
WHITECOTTON**

GLO Grant Manager

CDBG-DR Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining Systems
of Record**

Financial Management

Federal Procurement

Educational & Experience

**Bachelor of Business
Administration -
Interdisciplinary Business
Tarleton State University,
Stephenville Tx**

SHRM-CP Certification, 2016

**SHRM Certification Class
University of Texas, Austin Tx**



Item 18.

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Professional Skills

GLO Grant Manager, Langford Community Management Services Austin, Texas (June 2022 - Present)

- Work with central Texas cities and counties that suffer damage and loss from federally declared natural disasters.
- Ensure program compliance within all Community Development Block Grant.
- Execute disaster recovery (CDBG-DR) requirements (including federal register requirements).
- Assist municipalities in establishing and maintaining financial processes.
- Obtain and maintain contract copies pertaining to change requests, revisions and attachments.
- Establish and maintain record keeping systems.
- Resolve, monitor and audit findings.
- Resolve municipality third party claims.
- Communicate with the Texas General Land Office (GLO) regarding program compliance and suspected fraud.
- Complete draw requests for payments and procure supporting documentation.
- Facilitate outreach efforts, application intake, and eligibility review for community residents regarding CDBG - DR funding.

Human Resource Manager, Venture Energy Services Gillett, Texas (May 2011 - May 2022)

- Serve as HR management team to oversee HR processes and projects concerning, benefits, open enrollment, internal staffing, recruiting support, and support of company initiatives and HR strategy.
- Represent many roles beyond HR including billing agent, office manager, and customer services.
- Provide HR leadership through periods of rapid growth and downturns to match company strategy
- Administered, processed, maintained company benefit programs including health plans, short and long-term disability, 401K, COBRA, leaves of absence
- Analyzed and evaluated services, coverage and options available through insurance companies to determine programs best meeting needs of organization
- Facilitate all onboarding processes - monitoring the status of background and drug screens, offer letter, and benefit enrollments to all incoming employees across three South Texas locations.
- Manage unemployment claims and appeals
- Act as point of contact and resource for employee relations and customer service.
- Collaborate with customer department foreman to customize billing process resulting in retaining relationship and vital future work
- Orchestrate and managed phone, network, and IT needs for new building project allowing a streamline transition of our office

Legal Secretary/Receptionist, Oxford Law Office Stephenville, Texas (2009-2011)

- Maintained scheduling, answering phones, and case follow ups.
- Acted as Notary Public
- Strong time management skills applied to handle time sensitive cases
- Conserve attorney's time by drafting letters and legal documents, routing and organizing client correspondence

Abstractor, King Abstract Company Stephenville, Texas (2004 - 2009)

- Research public records, copy or summarized recorded documents which affect condition of title property and present report to title examiner for review and approval.
- Analytical skills used to research relevant title documents
- Collaborate with team leader to translate physical filing records into digital copies to reduce space and stay in compliance

Core Tasks

- Develop, prepare and submit applications.
- Maintain regular contact with the project engineer, city or county project representative, and construction contractors to ensure first-rate project management.
- Ensure daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for GLO/HMGP funded projects.
- Prepare and process contract documents, invoices, change orders and any other project-related documentation.
- Maintain excellent client communications.
- Predict potential project delays while providing assistance to mitigate potential issues early in the project.
- Chart critical paths for timely project completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns.
- Prepare required state agency reports.
- Ensure environmental compliance is met before, during and after project development and construction.
- Assist in resolution of issues at state and federal agencies.



BRIANA GIBBS

ARPA Grant Manager

ARP / DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Financial Management

Educational & Experience

**Bachelor of Business
Administration - Accounting
University of Houston, Victoria**



Item 18.

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Professional Skills

ARPA Grant Manager, Langford Community Management Services February 2021- Present

- Ensure program compliance within the American Rescue Plan funding.
- Assist Municipalities in establishing and maintaining financial processes.
- Obtain and maintain copies of contracts pertaining to change requests, revisions and attachments.
- Establish and maintain record keeping systems.
- Facilitate outreach efforts, application intake, and eligibility review for community residents regarding ARP funding.

Case Manager, Absolute Legal Solutions February 2016 - January 2021

- Facilitate retrieval of records for attorneys by drafting, sending and following up on requests.
- Foster and maintained a good relationship with clients.
- Communicate with different provider offices across US to ensure requests were processing and completed in a timely manner.
- Train several new employees on various portions of the record retrieval processes.
- Assist in processing vendor invoices for payment.
- Cross train in most aspects of the process and was able to cover each position when needed.

Bank Teller, Prosperity Bank March 2014 - January 2016

- Quickly and accurately processed customer transactions.
- Maintain a balanced cash drawer.
- Respond to customer inquiries and requests.
- Greet customers by name and maintained a working relationship.
- Follow bank policies and procedures.

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors.
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency.
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.





KAREN WALKER

HOME Program Director



Item 18.

Email: Karen@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Langford Community Management Services, Austin Texas HOME Program Director (November 2012 - Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Housing and Community Affairs – HOME Program and Housing Trust Fund; and Texas Historical Commission.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed.
- Ensure communities we represent comply with applicable State and Federal rules and regulations from application through administration.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain mortgage loan originator continuing education courses.

Home Program Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Environmental Management

Homeowner Application

Management & Oversight

Construction Project
Management

Financial Management

Educational & Experience

Entrepreneurial Business
Ownership

Franchise Upstart

9 Years of Experience with TDHCA
Home Program

Mortgage Loan Originator
(RMLO) License # 1209925
LCMS License # 630095

Core Tasks

- Manage cities and counties Home Program
- Manage and update homeowner
- Perform environmental reviews
- Prepare files for funding
- Manage and oversee each home construction
- Prepare close out documents
- Meet all audit monitoring and audit requirements





LACIE KOSKA

HOME Program
Grant Manager



Item 18.

Email: Lacie@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Langford Community Management Services, Austin Texas HOME Program Grant Manager (May 2019 - Present)

- Manage and administer the construction of TDHCA funded HOME program homes.
- Responsible for correspondence regarding grant projects to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Housing and Community Affairs – HOME Program and Housing Trust Fund; and Texas Historical Commission.
- Oversee financial management, monitor construction and engineering activities for grantees. Program eligibility specialist: accept applications, process, and enter HOME program applicant information into the TDHCA Housing Contract System.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities to develop plans and strategies which better assist them in meeting the needs of their community.
- Research and Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office.
- Assist in Publishing of Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

Home Program Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Environmental Management

Homeowner Application

Management & Oversight

Construction Project
Management

Financial Management

Educational & Experience

Bachelor of Science,
Sam Houston State University

3 years of Experience

Mortgage Loan Originator
(RMLO) License # 1893297
LCMS License # 630095

Core Tasks

- Manage cities and counties Home Program.
- Manage and update homeowner.
- Perform environmental reviews.
- Prepare files for funding.
- Manage and oversee each home construction.
- Prepare close out documents.
- Meet all audit monitoring and audit requirements.





PAULA RODRIGUEZ

Senior TWDB & EDA
Grant Manager

Areas of Expertise

- TDA
- TWDB
- TDHCA
- USDA
- TxDOT

Educational & Experience

Bachelor of Science,
Texas A&M University

Master of Education,
Texas A&M University

Certified Floodplain Manager



Item 18.

Email: paula@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Senior TWDB & EDA Grant manager, Langford Community Management Services
Harlingen, Texas (January 2018 - Present)

- Assist Texas communities, but focusing extensively in South Texas counties and communities, with the identification of needs and the preparation, submission and administration of loans and grants through local, state, or federal agencies.
- Oversee the financial management of the projects.
- Monitor and coordinate construction and engineering activities.
- Attend public hearings, city council and commissioner’s court meetings.
- Provide support and information to the communities and ensure that all State and Federal rules and regulations are met throughout the loan/grant process from initial application through loan/grant closeout.
- Attend trainings and workshops to keep up to date on all rules and regulations for each loan and grant program.

Capital Programs Director and Planning Director
City of La Feria, Texas (January 2012 - December 2017)

- Assist the City Manager with the general function of the city government, working in planning and zoning, community development, project management and coordination, comprehensive planning, hazard mitigation planning, housing development, subdivision review, and code enforcement.

Communities Programs Loan Specialist, USDA Rural Development
Edinburg, San Benito, Raymondville, Rio Grande City, and McAllen, Texas
(February 1980 - December 2011)

- Work exclusively with all rural South Texas communities providing information, assistance, and guidance for water, wastewater, community facilities, and rural housing loan and grant programs.
- Serve as an Area Environmental Specialist, assisting communities in the completion of the environmental review process for their projects.

Training:

- Texas Department of Agriculture Grant Application and Implementation Workshops
- Texas Department of Housing and Community Affairs Grant Administration Workshops Texas Municipal League Conferences
- Texas Floodplain Management Association Continuing Education Workshops

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors.
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency.
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project’s eligibility and standing with the state and federal agencies.
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.

FEMA



SUELLEN JORDAN

Senior Hazard Mitigation
Grant Manager

HMGP Areas of Expertise

Project/Staff Management
Operational Efficiency
Planning/Organizing
Time Line Management
Sales/Customer Service
Marketing Support
Client Satisfaction/Retention
Systems Oriented

Educational & Experience

Bachelor of Fine Arts
Sam Houston State University



Item 18.

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Professional Skills

Senior Hazard Mitigation Grant Manager, Langford Community Management Services, Austin, Texas (August 2015 to Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC).
- Oversee financial management, monitor construction and engineering activities for grantees.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Hacienda del Lago (HdL), Austin Texas (2008 to 2015)

- Built HdL Wedding Venue and Vacation business from zero to \$160,000 per year with total revenues of over \$500,000.
- Performed sales, marketing, operations, and event planning roles to book and execute over 280 vacations/weddings/ receptions.
- Managed a crew of six to maintain 10-acre property, main house, tent and grounds.
- Provide sales and marketing for both vacation and wedding venue, as main sales agent, fielded thousands of incoming phone and email inquiries, and conducted hundreds of property showings for prospective clients.
- As a certified wedding planner provided private planning services for couples including designing and installing decor, site layouts, and event timeline and flow.
- Execute client contracts, and consultations on client/vendor agreements.

Volente Fire Department (VFD), Volente, Texas (2001 to 2019)

- VFD Board member and Secretary
 - Attend and record all Board meeting minutes and submit to VFD board as required by law.
- 2004 to 2011: ESD 14
 - Treasurer-Budgeted/managed tax payer dollars up to \$1 million to fund operations of the Volente Fire Department.
- 2003 to 2010: VFD Assistant Fire Chief
 - Responsible for administrative support for VFD.
 - Represented VFD at monthly CAFCA meetings.
 - Consulted with Fire Chief on department issues and acted on his behalf in his absences as required.
- 2001 - 2009: EMT-B First Responder
 - Ran over 680 medical and fire emergency calls in the Volente area and was awarded the prestigious National Phoenix Life Saving Award in 2009.

Dell, Inc, Austin Texas (1988 to 1998)

Senior Logistics Manager – Dell employee number 600, was promoted through 4 positions during Dell's explosive growth period. Positions included accounts payable, logistics, procurement, and logistics management.

- Managed a five-person logistics team to coordinate efforts of 150+ Dell personnel.
- Created methodology for transportation vendor selection, contracting and management resulting in extensive reduction in freight costs. Methodology also included streamlining delivery of raw materials to warehouse and delivery of finished goods to end user.
- Pioneered and debugged the computer industry's first Just-in-Time (JIT) logistics program. Established and managed lost/stolen computer/parts claims procedures, re-inventing the claims reimbursement process with vendors such as FedEx, UPS, and Airborne Express.

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors.
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency.
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- Assist you in working with the state and federal agencies to resolve any issues that may arise your grant application or funded project.



JENNIFER BOYD

Hazard Mitigation Grant Manager

HMGP Areas of Expertise

Project Management
Operational Efficiency
Planning/Organizing
Time Line Management
Sales/Customer Service
Marketing Support
Client Satisfaction/Retention
Systems Oriented

Educational & Experience

Bachelor of Arts in Business
Southwestern University, 2012
Georgetown, Texas

Focus in International Business
and
Business Writing
Imperial College London, Fall
2008
London, UK



Item 18.

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Professional Skills

Hazard Mitigation Grant Manager, Langford Community Management Services (February 2022 - Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC)
- Oversee financial management, monitor construction and engineering activities for grantees.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Hazard Mitigation Specialist, Texas Division of Emergency Management (January 2022 - February 2022)

- Develop and conduct hazard mitigation grant trainings and workshops for internal and external clients.
- Serve as a Subject Matter Expert on HMA grants within TDEM.
- Examine project and application data sets to identify and analyze trends.
- Review and finalize applications for HMGP and BRIC grants for submission to FEMA.

Hazard Mitigation Coordinator, Texas Division of Emergency Management (August 2020 - December 2021)

- Review hazard mitigation grant applications for accuracy and completeness.
- Monitor programmatic and financial compliance with applicable laws, regulations, policies, and procedures.
- Evaluate and determine eligibility of HM grant modifications (e.g., budget and scope of work).
- Work with FEMA and local communities to resolve Requests for Information (RFIs).

Management Consultant, Langford Community Management Services (July 2019 - August 2020)

- Write, review, and manage hazard mitigation grants on behalf of communities throughout the State of Texas: Specialization in FEMA's Hazard Mitigation Grant Program (HMGP).
- Ensure compliance with federal and state laws for contractual terms and conditions by monitoring and analyzing inter-local agreements, contracts, and subcontract expenses and activities.
- Oversee financial management and monitor construction/engineering activities for grantees.
- Travel throughout the state to meet with City and County administration regarding hazard mitigation projects; represent Langford in City Council and Commissioners Court meetings.

WORKSHOPS and TRAININGS

- FEMA E/L-212- Hazard Mitigation Assistance: Developing Quality Application Elements, 2018 & 2022
- FEMA E/L-213 - Hazard Mitigation Assistance: Application Review and Evaluation, 2019
- G-318 - TDEM Local Mitigation Planning Workshop, 2020

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors.
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency.
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- Assist in working with the state and federal agencies to resolve any issues that may arise from your grant application or funded project.



CHARLES REAGAN

Hazard Mitigation Grant Manager

HMGP Areas of Expertise

Project/Staff Management

Operational Efficiency

Planning/Organizing

Time Line Management

Sales/Customer Service

Client Satisfaction/Retention

Systems Oriented

Educational & Experience



Item 18.

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Professional Skills

Hazard Mitigation Grant Manager, Langford Community Management Services, Austin, Texas | October 13, 2021 - Present

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC).
- Oversee financial management, monitor construction and engineering activities for grantees.
- Conduct public hearings for grant programs at city council and commissioner's court meetings as needed.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Mitigation Grant Coordinator, Texas Department of Emergency Management Austin, Texas | December 27, 2010 - July 31, 2021

- Review and draft response letters for Notices of Intent submitted by jurisdictions statewide for eligibility prior to application development.
- Present Application Briefings.
- Assist jurisdictions with application development for Presidentially Declared Disasters.
- Perform project management duties for assigned jurisdictions in TDEM Regions.
- Skilled in complex grant development, coordination, and administration.
- Prepare, maintain, and report grant status.
- Coordinate and evaluate grant applications to determine appropriateness of grant including compliance with requirements and standards
- Serve as a liaison between jurisdictions and the state or federal government.
- Experienced in training of others.
- Work under general supervision, with moderate latitude for the use of initiative and independent judgment.
- Demonstrate knowledge of laws and regulations pertaining to grants, contract administration, business administration principles and practices, and of research and budgeting processes.
- Skilled in grant preparation, development, evaluation, and monitoring; in report writing; in budget development; and in the use of a computer and applicable software.
- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements.
- Demonstrate ability to communicate effectively.
- Research and identify concerns with grant scope of work, budgets, and other application components.
- Prepare grant closeout materials to close grants at FEMA.

Core Tasks

- Maintain regular contact with the local contact person, the project engineer, and construction contractors.
- Provide local contact, project engineers, and construction contractors with an instruction and forms packet so they know up-front what information is required by the state agency.
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



KELLEY BAUER

Senior Labor
Standards Specialist

Labor Areas of Expertise

Davis-Bacon Act

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Accuracy

Payroll Monitoring

Educational & Experience

TDA - Certified to Administer
TxCDBG contracts, 2021

TDA - Certified to Administer
TxCDBG contracts, 2019



Item 18.

Email: Kelley@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Senior Labor Standards Specialist, Langford Community Management Services, Austin, Texas (2018 - Present)

- Provide proper Davis-Bacon wage decision rates for bid process and incorporation into construction contracts.
- Apply Davis-Bacon requirements properly.
- Review weekly payrolls for the duration of a project, and investigate/resolve potential violations.
- Provide Labor Standards support to our clients.
- Monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site.
- Oversee any enforcement actions that may be required.

Production Floor Lead, Stealth Products Burnet, Texas (2009- 2018)

- Inventory of hardware – In charge of inventory control and prioritizing hardware shortages for the machine shop to schedule production.
- Quality Control – Ensure all outgoing hardware packages and wheelchair assemblies were completed according to the build of materials.
- Oversee production orders according to specs.
- Design assembly specs for hardware builds.

Core Tasks

- Maintain regular contact with construction contractors.
- Demonstrate a full understanding of the priorities, goals, and objectives of the Labor Standards department. Utilizing this understanding to make independent decisions and as part of the group decision making process, coordinating with project administrator to ensure Labor Standards compliance.
- Respond to clients in a timely manner.
- Demonstrate an ability to identify and minimize risks and liabilities associated with pertinent federal, state, and local labor standards compliance. Resolves issues and refers more complex issues to supervisory staff.
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.



SHAUNA COSPER

Labor Standards Specialist

TDA Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Financial Management

Educational & Experience

10 Years of Experience



Item 18.

Email: shauna@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Labor Standards Specialist, Langford Community Management Services Austin, Texas (July 2012 - Present)

- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the Texas Department of Agriculture.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Provide proper Davis-Bacon wage decision rates for bid processes and incorporation into construction contracts.
- Review of weekly payroll for the duration of a project, and investigate/resolve potential violations.
- Provide Labor Standards support to our clients; monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site.

Restaurant Manager, My Friend's Place Deli Duluth, Georgia (June 2004 - December 2010)

- Manage different areas of restaurant operations such as customer relations, vendor relations and inventory control.
- Specialized in training and motivating staff regarding their work and responsibilities.
- Ensure provision of service in terms of order accuracy and time management.
- Ensure smooth coordination between the back-end and front-end activities.
- Monitor procurement, storage, preparation, cooking, handling, and serving of food.
- Maintain a clean and safe environment.

Shipping Coordinator, American Spincast Belton, Texas (February 1996 - December 2003)

- Maintain daily scheduling of pickups with numerous carriers on a daily basis.
- Provide ongoing negotiation of freight carrier contracts to reduce inbound and outbound freight costs.
- Operate forklift, ceiling crane, and floor saw in time critical situations.
- Responsible for daily invoicing of all materials shipped, daily rate quotes to find the fastest cost saving freight move, maintenance and processing of "UPS Online Worldship" shipping and receiving logs.
- Maintain organization of inventory control area, working knowledge of international customs rules and regulations to ensure compliance, documents needed for international shipping and brokerage.
- Ensure record keeping of invoices, bill of lading, work orders, and shop orders.

Core Tasks

- Application development, preparation, and submission.
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management.
- Daily contact with state agency grant managers for seamless project management.
- Provide project engineers with compliance requirements for TDA funded projects.
- Prepare and process contract documents, invoices, change orders and any other project related documentation.
- Maintain excellent client communication.
- Assist in resolution of issues at the state and federal agencies level.



Email: melisa@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



MELISA DURHAM

**Senior
Environmental Specialist**

ERR Areas of Expertise

Senior Environmental Specialist, Langford Community Management Services Austin, Texas (August 2013 to Present)

- Prepare Environmental Review Records (ERR) to ensure compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws. ERRs are compiled for projects administered by Langford, i.e., Texas Department of Agriculture Office of Rural Affairs Community Development Block Grant, Texas General Land Office, Texas Water Development Board, Texas Department of Transportation, Texas Department of Housing and Community Affairs, Texas Parks and Wildlife Department, Federal Emergency Management Agency, and others.
- Publishing of Public Notices; coordination with other agencies, i.e., Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, USDA Natural Resources Conservation Service, and tribes of interest in the project county as identified on the HUD Tribal Assessment Tool.
- Coordination with project engineers, Langford Project Coordinator and Responsible Entity staff to ensure complete and correct information is included in the ERR.
- Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB.
- Continuous trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.
- Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.
- Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Office Manager, Frontera Administrative Services, Inc., Austin, Texas (June 2009 to June 2013)

- Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP).
- Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas.
- Responsible for the correspondence and submission of grant applications.
- Oversee financial management, monitor construction and engineering activities for grantees.
- Oversee and process certified payrolls for community projects.
- Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed.
- Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant.

Educational & Experience

WORKSHOPS and TRAININGS

- HUD-sponsored Trainings
- Texas General Land Office-sponsored Trainings
- The Office of Rural Affairs Implementation Trainings
- The Office of Rural Affairs TxCDBG Administrator Certification Trainings
- Texas Municipal League Annual Conferences
- TDHCA Eligibility Training for Affordable Housing Programs
- TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects



SIERRA ALLEE

Environmental Specialist

ERR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Financial Management

Educational & Experience

**Bachelor of Arts - Geography &
Environmental Sustainability
-Minor in Communications
University of Texas at San Antonio**



Item 18.

Email: sierra@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Environmental Specialist, Langford Community Management Services Austin, Texas | July 2021 - Present

Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. Assist with creating and maintaining comprehensive project documentation, plans, and reports. Assist with monitor project progress, act as a point of contact for the environmental review and communicate project status with clients.

Customer Support Specialist, Outdoorsy Austin, Texas | May 2021 - July 2021

Moving forward I got the opportunity to work for extremely fast paced outdoor travel marketplaces with office all over the world. In this role I got to provide world class experiences with customer s advocated for owners and travelers maintained high level of documentation, and gain a whole new skill set

Cashier/ Cash Office Backup, Whole Foods Market Austin, Texas | April 2020 - May 2021

Due to a pandemic, and the campus being shut down, I moved back to Austin to be near family and finish up my bachelors and was welcomed with open arms at my old place of employment. In this role I have felt more weight as the team leans on my 5 years of experience in store support which has made me an essential part of the team for solving various problems and leading by example.

Cash Office Lead, Whole Foods Market, San Antonio, Texas | December 2018 - May 2020

Pursuing my education to UTSA, I moved to San Antonio and transferred to a Whole Foods Market there, where my cash handling skills and professionalism was quickly noticed and due to the need of the store, I stepped up into the cash office lead position. Here I learned to enter data in POS systems, reconcile and prepare bank deposits, track origins of variances and settle discrepancies.

Cashier, Whole Foods Market Austin, Texas | January 2016 - December 2017

Prior to this, I have held several serving jobs in which I gained knowledge of cash handling and customer service, within this role my people skills have flourished, and I received many "homegrown hospitality badges" for my exemplary service.

Office Assistant/Tour Guide Intern, Austin Sustainable Food Center Austin, Texas | 2015 - 2016

In this role, I leveraged my knowledge from being a vice president in FFA and my passion for urban gardening to get my foot in the door and led tours for children to educate them about sustainable practices within a city, along with carrying out administrative duties for my superiors.

Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist with ensure NEPA compliance
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that arise with your grant application or funded project



TERESA SCALAPINO

Office Manager

Areas of Expertise

Planning and Organization

Creation and Maintaining
Systems of Record

Inventory Control

Highly Adaptable

Multi-tasking

Client Relations

Educational & Experience

Associates Degree: Surgical
Technology

TDA Implementation Certification



Item 18.

Email: teresa@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Office Manager, Langford Community Management Services (2018 - Present)

Manage the daily operations of a demanding office. Efficiently direct office support activities including; maintenance, mailing, shipping, ordering of supplies and equipment, deposits, taking care of business cars, assist all employees with any help needed to ensure project success, run all errands needed for business to run smoothly.

- Facilitate the onboarding of new personnel and assist and coordinates IT equipment ordering and set-up.
- Assist coworkers with IT issues and following through with results.
- Fullfill urgent coworker requests for potential clients... proposal processing, proof reading and delivery (both in person and via shipment).
- Distribution of company mail to the appropriate employees.
- Monitor and maintain office supplies inventory.
- Weekly/Daily Deposits
- Organization of company vehicles for employees travel plus all maintenance, repair and registration.
- Assist in the collection and retrieval of documents needed during ongoing the application processes.
- Organizing new administrative contracts for city and county signatures and uploading them into their respective online project files.
- Check state comptroller site daily for processed grant disbursements.
- Assist cities and counties in the renewal/updating of SAM/UEI numbers and sending email reminders when expiration dates are close.
- Assists with document uploads into our online electronic filing system.

Labor and Delivery/Surgery/Surgical Technologist, St. David's Hospital Austin, Texas (1995-2002)

- Assisted physicians with deliveries, c-sections and post-partum tubals
- Assisted nurses with patient care before and after childbirth.
- Rotated through all areas of surgery with concentration in cardiology, gynecology, and general; preoperative, intraoperative and postoperative.

Companion/Aide, Home Health Agency Austin, Texas (1993-1995)

- Provided supervision to clients with mobility problems, insured patient safety throughout the evening.

Medical Assistant to Dr. Phillips Reeves, McCarron and Phillips: Urology Group Austin, Texas (1992-1993)

- Responsible for assisting Doctors and Nurses in providing patient care.
- Record and update medical histories and contact information in patient files
- Perform standard care procedures like drawing blood, checking vitals, collecting lab samples, prepping patients.
- Assist doctors in certain procedures while maintaining patient confidentiality.

Volunteer Service:

- Booster Club President, son's high school tennis team, 2017-2019
- Booster Club President, daughter's gymnastic team, 2012 - 2017
- Church Preschool Teacher, 2006
- Girl Scout Co-Leader, 2004-2009

Core Tasks

- Oversee the day-to-day activities of the office as the main point of contact for mail, errands, supplies, company vehicle assignment and maintenance.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Coordinate with IT department on all office equipment.
- Maintain the office condition and arrange necessary repairs.
- Contributes to team effort by accomplishing related results as needed.





KAY LYNN WOLFE
Finance Director

Finance Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management

Educational & Experience

- Bachelor of Business Administration – Accounting
Texas Tech University
- Certified Public Accountant



Item 18.

Email: Kay@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Langford Community Management Services, Austin, Texas
Finance Director (August 2020-Present)

- Assist owner with business structure, organization, and business plan.
- Responsible for optimization of financial performance.
- Prepare including reporting, liquidity, budgeting, payroll, processing transactions.

Honeywell, Arlington, TX
Senior Finance Manager (November 2018 – May 2020)

- Transitioned finance, payroll and human resources to corporate.
- Maintain operations of business during transition and conversion.
- Acquisition team for IT changes and conversions.
- Implementation team to convert existing software and data to Oracle.

Transnorm System Inc, Arlington, TX
Chief Financial Officer (May 2008 - Nov 2018)
President and CEO (Nov 1998 - May 2008)
Controller and Vice President (June 1990 to Nov 1998)

- Responsible for North American operations and finance of global manufacturing company under multiple ownership types.
- Developed process and procedures in manufacturing, operations, human resources, quality, and finance.
- Obtain ISO 9001 certification
- Developed strategies, business plans, organizational structure, budgets, and financial reporting.
- Business growth y-o-y, increased company value and profitability for each owner.

Workshops and Training:

- Annual requirement to obtain 40 hours of continuing education.
- Every 4th year includes ethic training.

Core Tasks

- Assist with strategic Management of business operations.
- Execute and manage the financial strategy.
- Prepare financial documents such as business reports, financial statements and budgets.
- Assist with organization development and policies.
- Responsible for payroll and employee benefits.
- Responsible for financial transactions and functions.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Janell Foster

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on August 21, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Angela Sifuentes

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on August 19, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Anna Martin

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on July 26, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Shauna Cosper

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on August 26, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Kelley Myers

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on January 5, 2021

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Melisa Durham

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on April 13, 2021

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Sierra Allee

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on September 30, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Jessica Daidone

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on May 26, 2022

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Paula Rodriguez

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2022.

Awarded on October 7, 2022

Suzanne Barnard Director for Community Development Block Grant Program

CONGRATULATIONS

Jessica Daidone

*has successfully completed the U.S. Department
of Housing and Urban Development,
Office of Healthy Homes and Lead Hazard Control* 

VISUAL ASSESSMENT COURSE

pursuant to 24 Code of Federal Regulations Part 35

*Jonnette G. Hawkins
Director, Program Management and Assurance Division
Office of Healthy Homes and Lead Hazard Control*



U.S. Department of Housing and Urban Development



National Center for Rural Road Safety

A Federal Highway Administration Center for Excellence

Certificate of Completion

is hereby granted to

Jessica Bickfod

to certify that he/she has completed to satisfaction the course

Complete Streets for Rural Areas

July 27, 2022 11:00 AM-12:30 PM MST

Instructors: Brooke Struve, Jackson Hotaling, and Jon Kaplan

Jaime L Sullivan

Director, National Center for Rural Road Safety

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ERIN THOMPSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

KT-705
Final Exam for K0705

Issued this 25th Day of March, 2021



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JESSICA BICKFORD

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

KT-705
Final Exam for K0705

Issued this 2nd Day of September, 2021



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



The Texas Apartment Association

hereby recognizes that

Lacie Koska

has attended the
“Income Determination Training”
on September 8, 2022

This training has been approved for 5.5 hours of Continuing Education Credits by the Texas Apartment Association.

A handwritten signature in black ink, appearing to read 'C. Newton', is positioned above the printed name.

Chris Newton
Executive Vice President



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number:	1742804904700
File/Vendor Number:	059528
Approval Date:	08-DEC-2020
Scheduled Expiration Date:	08-DEC-2024

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

LANGFORD COMMUNITY MANAGEMENT

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 11-DEC-2020, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Statewide HUB Program
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (09) Item 18.

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

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

PRODUCER Central Insurance Agency 6000 N. Lamar Blvd Austin TX 78752	CONTACT NAME: Jesus Sanchez PHONE (A/C, No, Ext): (512) 451-6551 E-MAIL ADDRESS: jsanchez@centralins.com FAX (A/C, No): (512) 454-0183
INSURED Langford Community Management Services, Inc. 9017 W. Hwy 29, Suite 206 Liberty Hill TX 78642	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Lloyds INSURER B: Sentinel Ins Co, LTD INSURER C: Travelers Casualty & Surety Co of America INSURER D: INSURER E: INSURER F:
	NAIC # 38253 11000

COVERAGES **CERTIFICATE NUMBER:** 22/23 GL WC Prof **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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			65SBANN6521	01/09/2022	01/09/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPLI \$ 5,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			65SBANN6521	01/09/2022	01/09/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	65WBCAT2987	01/09/2022	01/09/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			106982718	09/18/2022	09/18/2023	Occurrence \$2,000,000 Aggregate \$2,000,000 Deductible \$5,000

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

CERTIFICATE HOLDER

CANCELLATION

INSURED'S COPY FOR
INFORMATIONAL
PURPOSES 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

Scott Ager

PROFESSIONAL GRANT ADMINISTRATION SERVICES

2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**CITY OF GLEN ROSE, TEXAS
201 VERNON STREET
GLEN ROSE, TX 76043
OCTOBER 28, 2022**

 903.581.0500
 www.grtraylor.com
 info@grtraylor.com
 201 Cambridge Rd.
Tyler, TX 75703



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EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

IDENTIFYING INFORMATION

Gary R. Traylor & Associates, Inc. is a full-service grant application and management firm providing the complete scope of services for identifying, applying, managing, and closing out grants from all funding entities. We are a Texas-based corporation, operating since 1974, making our organization the longest-serving grant management firm in Texas. In that time, we have secured and administered more than \$1 billion in assistance for hundreds of localities and successfully completed thousands of projects with no recap-ture of funds.

Beyond our longevity, our integrity and ongoing capacity to perform have made us one of the most widely used firms in the state. The breadth of our experience and the tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and regulations, including 2 CFR 200, 84 FR 45838, and all subsequent amendments.

We have the expertise to help the City of Glen Rose maximize its CDBG funds. We have the capacity to complete multiple, simultaneous large- and small-scale projects and scopes of work. Specifically, we have extensive planning and implementation experience with CDBG, CDBG-Mitigation, CDBG-Disaster Recovery, FEMA Hazard Mitigation, and similar construction and service projects.

We are headquartered in Tyler, Texas and maintain a full-time field office in southeast Texas in Newton.

PERSONNEL & ORGANIZATION

We know your job isn't easy, and we are here to partner with you to do great things for your community. That's why we have a dedicated CDBG team with quality, experienced staff ready for you. You will have a committed project manager to serve as your team lead for all phases of your CDBG project(s). An assistant project manager, project support engineer, compliance specialist and other subject matter experts support the project manager to round out the team.

No two projects are alike, so your Traylor CDBG team is built to suit your needs and each project's unique needs. With Traylor & Associates, you will always have direct access to your team and know exactly who to contact for your needs.

PROJECT REQUIREMENTS

We know federal rules and other cross-cutting regulations related to CDBG. We've done the research, and we can answer your questions about eligible uses of funds, project evaluation criteria, procurement, reporting and compliance factors. We do all of this so that you don't have to. We provide the tools and resources to see your community succeed.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of grant management by providing the right, actionable information and technical support to local leaders and their teams.

GRANT MANAGEMENT EXPERIENCE

Our team has managed all facets of federally assisted projects, including Community Development Block Grant (CDBG), Community Development Block Grant-Mitigation (CDBG-MIT), Community Development Block Grant-Disaster Relief (CDBG-DR), Economic Development Administration (EDA), Texas Department of Agriculture (TDA), General Land Office (GLO), and other available funding streams. Averaging 15 years of experience, each member of our team possesses the knowledge and expertise necessary to ensure compliance with program requirements, maintain accurate financial record keeping, and effectively communicate with elected officials and staff to preserve the level of transparency demanded by citizens in today's technology driven world.

Our employees have served key roles as program managers, case managers, inspectors and consultants in the recovery of major disasters across the state and are ready to serve the City of Glen Rose with confidence and integrity. Preparation and a sense of urgency are key to achieving our team's objectives. To accomplish our mission of providing the City and its residents the maximum value by delivering the most efficient programs possible, we have assigned experienced staff, including a licensed professional engineer, capable of performing all the services necessary to complete and comply with the City's RFP. Our complete service package will bring a thorough "start-to-finish" professional approach to accomplish any or all of the following:

Application Preparation	Public / Special Housing Services
Grant Management Services	Construction / Infrastructure
Planning Services	Program / Project Management

WE'RE HERE TO HELP

With decades of years of experience in grant administration, our team is poised to provide the comprehensive range of services necessary to assist the City in the effective coordination, management, administration, oversight, and implementation of its CDBG program to support ongoing improvement and associated efforts. Our team's achievements and drive for superior service are due in no small part to the emphasis we place on coordination and communication between stakeholders.

Our commitment to the communities we serve has led to accomplishing many noteworthy milestones on behalf of our clients, examples of which are detailed in the Experience and Work Performance sections of this document. We look forward to the opportunity to partner with the City of Glen Rose to construct meaningful improvements that ensure the City's resiliency now and in the future.

The following list includes programs Traylor & Associates has assisted in applications for or is currently managing.

Community Development Block Grant (TxCDBG/TDA)	Community Development Block Grant - Mitigation (CDBG-MIT/GLO)
Community Development Block Grant - Disaster Recovery (CDBG-DR/GLO)	Fire, Ambulance & Service Truck Fund (FAST/TDA)
State of Texas HOME Program (TDHCA)	Downtown Revitalization/Main Street Program (TDA)
Coronavirus Relief Funds (ARP) (CARES Act)	Department of Homeland Security (DHS)
Hazard Mitigation Grants Program (FEMA)	Texas Parks & Wildlife Department (TPWD)
Statewide Transportation Enhancement Program (TXDOT)	Economic Development Administration (EDA)

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EXPERIENCE

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COMPANY HISTORY

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name Thomas E. Barber & Associates until 1978. The firm was organized to assist mid-sized cities and other smaller local governments whose lack of understanding and limited staff prevented them from accessing sources of grant financing available through agencies of the state and federal government.

In 1978 Mr. Barber formed a partnership with Mr. Gary R. Traylor and the firm continued under the name Barber-Traylor & Associates until 1981. On January 1, 1985, the specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor and Gary R. Traylor & Associates, Inc. was formed.

Current Information about Traylor & Associates, Inc.:

Traylor & Associates, Inc. is a Texas-based corporation, operating since 1974

Gary R. Traylor is the principal, sole owner and point of contact.

Corporate headquarters: Traylor & Associates, Inc.

201 Cambridge Road

Tyler, Texas 75703

903.581.0500 (b)

903.581.0500 (f)

info@grtraylor.com

Southeast Texas

114 Main Street

Field Office:

Newton, Texas 75966

Collectively, our professional staff members have more than 100 years of experience in implementing grant management programs for: community enhancement, economic development, disaster recovery, infrastructure, and housing projects for communities throughout Texas.

The firm has worked extensively in the field of community enhancement and has deep experience working with all state and federal agencies. Traylor & Associates specializes in the development, implementation, and administration of programs for state and local government recipients and sub-recipients of federal grant funding. We pride ourselves at being: Responsive to the communities desiring enhancement and improvement; Knowledgeable about the various grant programs available to help communities repair and improve; and Focused on delivering sustainable solutions to position communities to thrive into the future.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of local governments by providing the right, actionable information and technical support to local leaders and their teams.

EXPERIENCE: FLOOD AND DRAINAGE

From large-scale channel excavations to storm sewers, to creek and river crossings, our communities have received state and federal assistance to implement hardening and resiliency factors to reduce the risk to property and life during future flooding events.



EXPERIENCE: SEWER SYSTEMS

Our experience includes wastewater treatment and collection systems. Projects range from small yard line replacement projects to lift stations, from manhole replacement to construction of new WWTP facilities.



EXPERIENCE: WATER SYSTEMS

We understand the importance of a sound and reliable water supply, particularly during and after disasters.

Our firm has helped secure funding to construct water storage tanks, replace undersized water lines, and install generators to ensure continuous operation and keep communities safe and healthy.



Frequently, the improvements most visible to residents are street projects. Our team has managed hundreds of projects for road reconstruction. Whether providing access to neighborhoods or industrial parks, streets are critical infrastructure required to sustain viable communities.



EXPERIENCE: LAMAR UNIVERSITY CENTER FOR INNOVATION

Item 18.

Specially Authorized Public Facility activities included the construction of a regional Center for Innovation and Commercialization (CIC) to house a technology business incubator, training facilities, a small business development center, the Institute for Entrepreneurial Studies, and several anchor tenants. The grantee constructed a Commercialization Center to provide job training, develop technology businesses, and promote entrepreneurial endeavors. Public services activities included training and outreach programs.

This project was a multi-faceted approach to improve economic development opportunities in a disaster impacted area. It incorporated building construction and training and outreach activities to provide long-term job creation and facility, rebuild a diversified economy and ensure the successful long-term recovery of the community.

Project Cost: \$11,000,000 | Timeline: 2013 to 2018

Key staff assigned: Mark Taylor

Client primary contact: Twila Baker, AVP, Finance/Controller

409-880-8931 | twila.baker@lamar.edu



EXPERIENCE: MOUNT PLEASANT SIDEWALK IMPROVEMENTS

Recently, the City of Mount Pleasant has used Traylor & Associates to seek \$350,000 for sidewalk and other necessary ADA improvements in their historical Main Street area. This project will benefit over 15,000 citizens and continue the revitalization efforts in Mount Pleasant. The project is underway. The project was awarded by the Texas Department of Agriculture and is slated to be complete by the beginning of 2024.

Project Cost: \$500,000 | Timeline: Project to be completed January 2024

Key staff assigned: Wesley Traylor

Client primary contact: Ed Thatcher, City Manager

903-575-4000 | ethatcher@mpcity.org



EXPERIENCE: NEW BOSTON SEWER IMPROVEMENTS

Item 18.

The City of New Boston was awarded \$275,000 by the Texas Department of Agriculture (TDA) to complete a project for sewer improvements that will benefit residents in the southeast area the city. This project includes the replacement of aged and deteriorated sewer lines which will improve sanitary sewer service in the area and will prevent frequent maintenance issues.

Project Cost: \$275,000 | Timeline: 2021-Present

Key staff assigned: Wanda Vance

**Client primary contact: Wayne Dial, City Administrator
903-628-5596 | cityadmin@nbcity.org**



GRANT ADMINISTRATION EXPERIENCE

Traylor & Associates CDBG-related experience

REQUIREMENTS	EXPERIENCE					CDBG
	CDBG-MIT	CDBG-DR	HMGP	ARPA	FEMA PA	
Grant Management & Administration	★	★	★	★	★	★
Procurement & Compliance with 2 CFR 200	★	★	★	★	★	★
Project Identification & Eligibility Determination	★	★	★	★	★	★
Project/Program Design & Development	★	★	★	★	★	★
Project Management	★	★	★	★	★	★
Duplication of Benefits (DOB) Review	★	★	★	★	★	★
Financial Assistance	★	★	★	★	★	★
Labor & Wage Compliance	★	★	★	★		★
Construction Oversight	★	★	★	★	★	★
Uniform Administration Requirements, Cost Principles, Audit Compliance	★	★	★	★	★	★
Environmental Review Records	★	★	★	★	★	★
Uniform Relocation Act, Fair Housing, Section 504	★	★	★	★	★	★
Reporting	★	★	★	★	★	★
Monitoring & Audit	★	★	★	★	★	★
Recordkeeping & Document Retention	★	★	★	★	★	★
Closeout	★	★	★	★	★	★

Traylor & Associates is the longest-serving grant management firm in Texas. Since 1974, the firm has successfully managed more than \$1 Billion in federal and/or state-assisted projects for more than 200 public entity clients. We assist in identifying, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. Our expertise is concentrated in, but not limited to:

COMMUNITY ENHANCEMENT

Traylor & Associates strives to revitalize downtowns and promote healthy communities by creating pedestrian friendly environments, encouraging tourism, preserving historic structures, and strengthening the social fabric.

COMMUNITY ENHANCEMENT

CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Center	TxCDBG	\$350,000	Solar Power System Installation
City of Crockett	TxCDBG	\$150,000	Equipment Services and Construction
City of Kirbyville	TxCDBG	\$350,000	Neighborhood Facilities
City of Athens	TxCDBG/FAST	\$505,000	Fire Truck

HOUSING

Traylor & Associates has experience in programs operated by the US Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in the field of housing rehabilitation with projects including comprehensive neighborhood revitalization, housing rehabilitation, and slum prevention projects. We have developed and managed housing rehabilitation programs in 70 different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of more than 4,050 single-family dwelling units at a cost of \$57 million.

HOUSING

CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Center	HOME-HRA	\$413,600	Housing Reconstruction
City of Eastland	HOME-HRA	\$307,800	Housing Reconstruction
Newton County	CDBG-DR	\$18,035,447	Homeowner Assistance, Buyout & Demo.
City of Ore City	HOME-RSP	\$97,000	Housing Reconstruction
City of Troup	HOME-HRA	\$206,800	Housing Reconstruction



DISASTER RELIEF/URGENT NEED

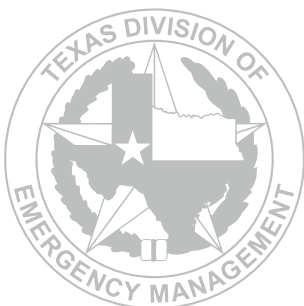
We assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities, and housing. Since 2010, we have administered 68 disaster recovery contracts totaling \$152 million in grant funds. We have also prepared more than 200 environmental review records for the Hurricane Ike Disaster Recovery Program.

DISASTER RELIEF/URGENT NEED			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
Galveston County	CDBG-DR	\$31,558,000	Water, Sewer, Street, and Flood & Drainage Improvements, Install of Generators, and Specially Authorized Public Facilities.
Newton County	CDBG-DR	\$9,810,187	Street Improvements
City of Port Arthur	CDBG-DR	\$10,301,777	Water, Sewer, Street, and Flood & Drainage Improvements w/Demo.
City of Rose City	CDBG-DR	\$1,591,500	Construction Expenses
Smith County	TDEM-CRF	\$5,393,850	Coronavirus Relief
City of Waskom	TDEM-CRF	\$124,985	Coronavirus Relief

HAZARD MITIGATION

Texas is prone to a variety of hazards that put all community assets at risk, including buildings, roads, bridges, water and sewer lines, and people. We help create mitigation measures to protect people and structures and to minimize taxpayer costs of disaster response and recovery, ultimately creating safe places to live.

HAZARD MITIGATION			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Bridge City	HMGP	\$3,000,000	Flood & Drainage Improvements
City of West Orange	HMGP	\$904,471	Critical Infrastructure-Generators
City of Corsicana	HMGP	\$393,901	Home Buyout & Demolition



WORK EXPERIENCE

COMMUNITY DEVELOPMENT

The firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

COMMUNITY DEVELOPMENT

CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Alto	TxCDBG	\$ 275,000	Sewer Improvements
City of Mount Vernon	TxCDBG	\$ 275,000	Water Improvements
City of Pittsburg	TxCDBG	\$ 275,000	Water Improvements
City of Teague	TxCDBG	\$ 300,000	Water and Sewer Improvements

ECONOMIC DEVELOPMENT

In rural America, quite often, a community will survive or even exist because of one large employer or industry. To diversify its local economy, incentives are needed to be competitive with other communities. Additionally, business retention and expansion are also vital to the economic wellbeing of a community. We assist communities in identifying grant funding that will accomplish three overall economic development goals:

1. Create and retain jobs

2. Generate real estate improvement

3. Provide the necessary infrastructure or expansion to improve the local economy

ECONOMIC DEVELOPMENT

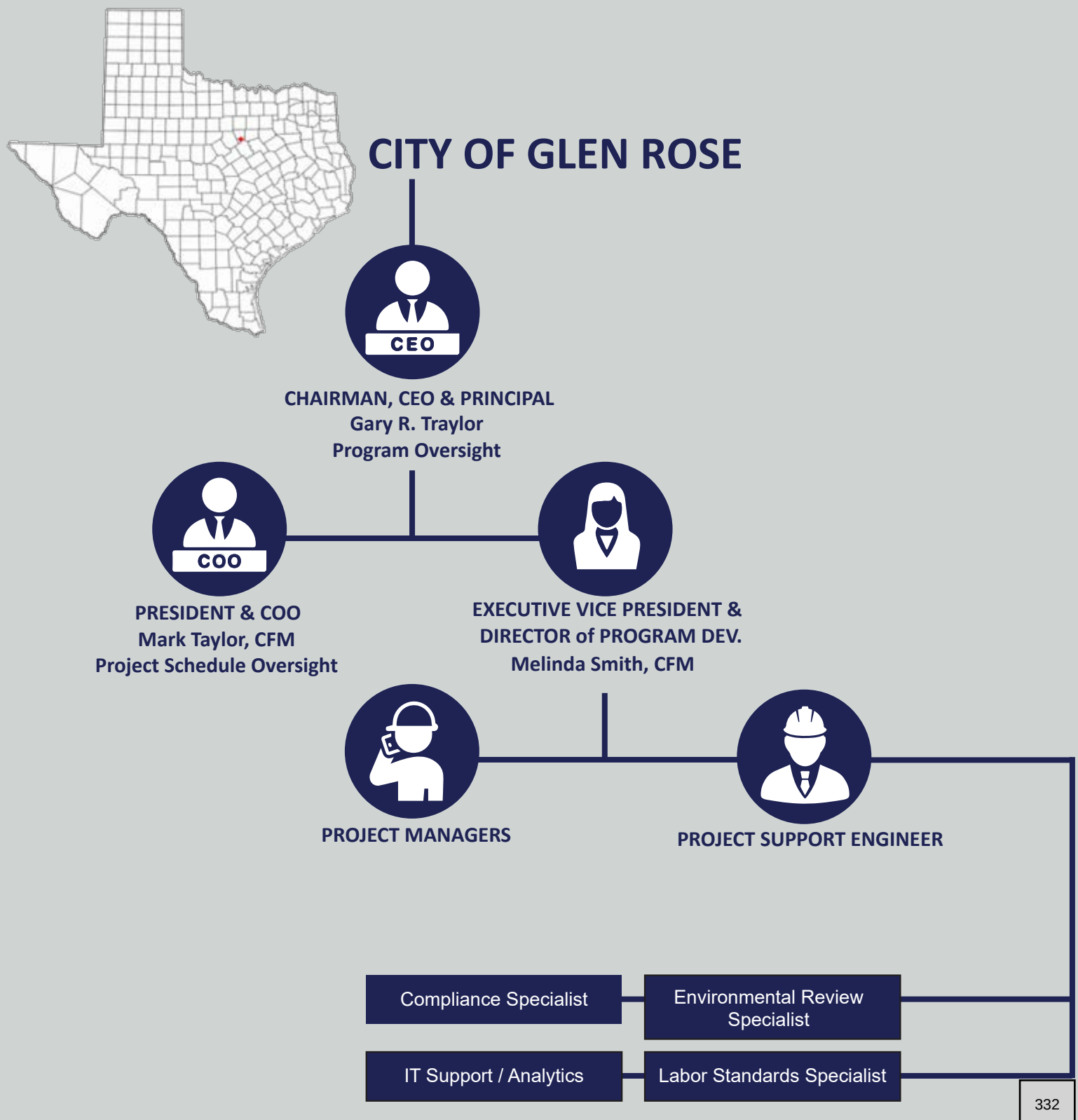
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Ennis	TCF	\$1,000,000	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000	Specially Authorized Public Facilities & Improvements and Public Services
Smith County	TCF	\$850,000	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$5,000,000	Wastewater Improvements (WWTP)



ORGANIZATIONAL CHART

Item 18.

Our City of Glen Rose CDBG team is represented by the following organizational chart:





GARY TRAYLOR

CHAIRMAN & CEO

Item 18.

PROFILE

Gary's career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects.

Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

CONTACT INFORMATION

PHONE:

903-581-0500

WEBSITE:

www.grtraylor.com

EMAIL:

gary.traylor@grtraylor.com

QUALIFICATIONS

YEARS OF EXPERIENCE

- 48 YEARS OF EXPERIENCE MANAGING FEDERALLY FUNDED PROJECTS

AREAS OF EXPERTISE

- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP HUD ENTITLEMENT AND NON-ENTITLEMENT FUNDING
- ECONOMIC DEVELOPMENT
- AFFIRMATIVELY FURTHERING FAIR HOUSING REVIEWS AND COMPLIANCE

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY GALVESTON COUNTY
\$31,558,883 (2013 - PRESENT)

RESPONSIBLE FOR FINANCIAL OVERSIGHT AND PROGRAM MANAGEMENT OF LARGE-SCALE DRAINAGE IMPROVEMENTS AND REPAIRS TO STREETS AND WATER AND SEWER FACILITIES DAMAGED BY HURRICANE

HURRICANE IKE ROUNDS 1.1. 2.1 AND 2.2 DISASTER RECOVERY CITY OF BRIDGE CITY, TEXAS

\$16,864,879 COMBINED (2009-2016)

PROVIDED PROGRAM COMPLIANCE AND OVERSIGHT OF MULTI-FACETED CONTRACT TO REPAIR AND HARDEN FACILITIES DAMAGED BY EXTENSIVE CITYWIDE FLOODING AS A RESULT OF STORM SURGE DURING HURRICANE IKE.

HURRICANE IKE ROUND 2.1 CITY OF VIDOR, TEXAS

\$7,094,004 (2011-2018)

RESPONSIBLE FOR FINANCIAL MANAGEMENT AND CONTRACT COMPLIANCE FOR MULTI-PHASED IMPROVEMENTS TO SCHOOLHOUSE DITCH REQUIRING EXTENSIVE REGULATORY AGENCY COORDINATION, WITH USAGE PERMITTING.

EDUCATION/LICENSES/TRAINING

- BACHELOR OF SCIENCE, POLITICAL SCIENCE UNIVERSITY OF TEXAS - TYLER
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 1977 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 1983-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 1983-2019

MARK TAYLOR, RMLO, CMAA

PRESIDENT & CHIEF OPERATING OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE

-20 YEARS OF GRANT ADMINISTRATION, INCLUDING 6 YEARS HUD ENTITLEMENT ADMINISTRATION

AREAS OF EXPERTISE

-DISASTER RECOVERY PROGRAM ADMINISTRATION, INCLUDING CDBG-DR AND HMGP

HOUSING PROGRAM ADMINISTRATION - TDHCA AND GLO DISASTER

-RECOVERY FUNDING PUBLIC OUTREACH AND COMPLIANCE WITH CITIZEN PARTICIPATION REQUIREMENTS

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY LAMAR UNIVERSITY

\$11,000,000 (AUGUST 2015 - DECEMBER 2018)

RESPONSIBLE FOR FINANCIAL MANAGEMENT AND PROJECT COORDINATION OF DISASTER RECOVERY FUNDING UTILIZED TO CONSTRUCT A BUILDING TO HOUSE THE SBDC AND EMPLOYMENT TRAINING CENTER TO DEVELOP BUSINESS TECHNOLOGIES AND SUPPORT ENTREPRENEURIAL ENDEAVORS.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS

\$18,035,447 (JULY 2018 - PRESENT)

PROVIDE BUYOUT, RESIDENTIAL REPAIR, RECONSTRUCTION, ELEVATION AND NEW CONSTRUCTION ACTIVITIES THROUGHOUT THE COUNTY UTILIZING FUNDING PROVIDED THROUGH THE GENERAL LAND OFFICE.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS

\$10,611,036 (JULY, 2018 - PRESENT)

MANAGE AND COORDINATE INFRASTRUCTURE PROJECTS ADDRESSING DAMAGE RECEIVED DUE TO THE 2016 FLOODS RECONSTRUCTING MORE THAN 30 MILES OF RURAL COUNTY ROADS.

EDUCATION/LICENSES/TRAINING

- LE TOURNEAU UNIVERSITY - BACHELOR OF SCIENCE- BUSINESS MANAGEMENT
- LICENSED RESIDENTIAL MORTGAGE LOAN ORIGINATOR (RMLO#410446)
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2002 - PRESENT
- TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2002-2019
- HUD, GLO, TDHCA AND TDA ENVIRONMENTAL WORKSHOPS, 2011- 2019
- CERTIFIED FLOOD ADMINISTRATOR



PROFILE

Mark joined Traylor & Associates in April 2002. He is well versed with experience in residential construction, business management and grant administration.

He has assisted municipalities and counties throughout the state with housing and infrastructure grant administration for over 20 years.

CONTACT INFORMATION

PHONE:

903-581-0500

WEBSITE:

www.grtraylor.com

EMAIL:

mark.taylor@grtraylor.com



MELINDA SMITH, CFM

Item 18.

EXECUTIVE VICE PRESIDENT

QUALIFICATIONS

YEARS OF EXPERIENCE

- 12 YEARS' GRANT MANAGEMENT EXPERIENCE
- 12 YEARS OF EXPERIENCE IN THE LEGAL FIELD AND REAL ESTATE

AREAS OF EXPERTISE

- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR, HMGP, FHWA-ER AND EDA-DR
- TXCDBG AND TXDOT PROJECT MANAGEMENT
- LARGE-SCALE FLOOD CONTROL AND FLOOD AND DRAINAGE PROJECTS
- ACQUISITION OF REAL PROPERTY

PROFILE

Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

903-581-0500 x219

WEBSITE:

www.grtraylor.com

EMAIL:

melinda.smith@grtraylor.com

WORK EXPERIENCE

HMGP/CDBG-DR CITYWIDE FLOOD & DRAINAGE IMPROVEMENTS CITY OF BRIDGE CITY, TEXAS

\$3,000,000 (JULY 2018 - PRESENT)

COORDINATE WITH CITY STAFF, ENGINEERS, AND DRAINAGE DISTRICT TO DEVELOP PROJECT UTILIZING HMGP AND CDBG-DR FUNDING FOR CONSTRUCTION OF OUTFALL IMPROVEMENTS AND CHANNEL EXCAVATION.

HURRICANE IKE ROUND 2.2 CDBG-DR

CITY OF PORT ARTHUR, TEXAS

\$10,301,777 (NOVEMBER 2017 - PRESENT),

PROJECT MANAGER FOR MULTI-PROJECT, MULTI-SITE CONTRACT TO REPAIR AND HARDEN FACILITIES DAMAGED BY HURRICANE IKE. CONSTRUCTION CONSISTED OF THE INSTALLATION OF WATER/SEWER IMPROVEMENTS, STREET IMPROVEMENTS, FLOOD AND DRAINAGE AND DEMOLITION ACTIVITIES.

EDA/CDBG-DR WWTP EXPANSION

CITY OF WEST ORANGE, TEXAS

\$6,250,000 (AUGUST 2019 - PRESENT)

THE CITY, IN CONJUNCTION WITH THE WATER CONTROL DISTRICT, IS UTILIZING EDA FUNDS TO EXPAND THE WWTP AND ELEVATE CRITICAL COMPONENTS TO ENSURE CONTINUOUS OPERATION IN SUPPORT OF A MULTI-BILLION-DOLLAR CHEMICAL TREATMENT PLANT EXPANSION.

EDUCATION/LICENSES/TRAINING

- REAL ESTATE LICENSE CERTIFICATION TEXAS A&M COMMERCE, 2008
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2011 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2011-2019
- HUD FRAUD AND WASTE PREVENTION TRAINING (2020) CFM
- CERTIFIED FLOOD ADMINISTRATOR



WESLEY TRAYLOR

Item 18.

VICE PRESIDENT & CHIEF FINANCIAL OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE

-5 YEARS' GRANT FUNDING EXPERIENCE

-8 YEARS' RELATED PROFESSIONAL EXPERIENCE

AREAS OF EXPERTISE

-ECONOMIC DEVELOPMENT AND TAX INCENTIVES

-DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP BENEFIT COST ANALYSIS

-COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

PROFILE

Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since 2013.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, he assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

903-581-0500 x226

WEBSITE:

www.grtraylor.com

EMAIL:

wesley.traylor@grtraylor.com

WORK EXPERIENCE

FLOOD AND DRAINAGE IMPROVEMENTS CITY OF JEFFERSON, TEXAS

\$1,979,625 (JUNE 2019 - PRESENT)

PROVIDE FINANCIAL AND PROGRAM MANAGEMENT OF FLOOD AND DRAINAGE IMPROVEMENTS TO AID IN THE CITY'S RECOVERY FOLLOWING THE 2016 FLOOD AND STORM EVENTS.

OCWCID #2 GENERATORS CITY OF WEST ORANGE, TEXAS

\$1,500,000 (AUGUST 2018 - PRESENT)

PROVIDE PROJECT DELIVERY SERVICES TO ENSURE COMPLIANCE WITH PROGRAM REQUIREMENTS FOR 10 GENERATORS TO ENSURE CONTINUOUS OPERATION OF LIFT STATIONS AND WATER WELLS. PROJECT FUNDED UNDER HMGP'S 5% INITIATIVE PROGRAM.

OLD SPANISH TRAIL CROSSING IMPROVEMENTS CITY OF VIDOR, TEXAS

\$1,658,000 (JULY 2018 - PRESENT)

PROJECT WILL COMBINE HMGP AND CDBG-DR FUNDING TO RECONSTRUCT THE OLD SPANISH TRAIL CROSSING TO REDUCE A RISK OF LOSS OF LIFE AND PROPERTY DUE TO FLOODING IN FUTURE EVENTS.

EDUCATION/LICENSES/TRAINING

- B.B.A, TEXAS A&M UNIVERSITY, 2012
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2013 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2018 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2013-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 2013-2019



WANDA VANCE

Item 18.

VICE PRESIDENT & PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

- 18 YEARS' EXPERIENCE ADMINISTERING HUD-FUNDED GRANTS
- 15 YEARS' CONSTRUCTION MANAGEMENT EXPERIENCE

AREAS OF EXPERTISE

- TXCDBG - COMMUNITY DEVELOPMENT FUND
- COMMUNITY NEEDS ASSESSMENTS
- COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

PIN OAK CREEK

CITY OF KIRBYVILLE, TEXAS

\$984,550 (APRIL 2018 - PRESENT)

PROVIDE PROGRAM MANAGEMENT FOR CHANNEL IMPROVEMENTS FUNDED UNDER THE 2015 FLOOD PROGRAM. PROJECT INVOLVES EXTENSIVE COORDINATION AND PERMITTING WITH REGULATORY AGENCIES.

SEWER SYSTEM IMPROVEMENTS

CITY OF KIRBYVILLE, TEXAS

\$989,800 (APRIL 2018 - PRESENT)

PROJECT UTILIZES DISASTER RECOVERY FUNDING TO REPAIR AND REPLACE CRITICAL WASTEWATER SYSTEM COMPONENTS DAMAGED AS A RESULT OF WIDESPREAD FLOODING DURING THE 2015 FLOOD AND STORMS.

FIRE PROTECTION FACILITIES AND EQUIPMENT

CITY OF BRIDGEPORT, TEXAS

\$999,348 (JULY 2018 - PRESENT)

RESPONSIBLE FOR THE ADMINISTRATION OF THE 2015 FLOOD PROGRAM GRANT FOR THE CONSTRUCTION OF A NEW FIRE DEPARTMENT FACILITY TO REPLACE THE FACILITY DAMAGED BY EXTENSIVE FLOODING.

EDUCATION/LICENSES/TRAINING

- BUSINESS MANAGEMENT-TYLER JUNIOR COLLEGE
- CERTIFIED ADMINISTRATOR -TEXAS DEPARTMENT OF AGRICULTURE, 2004-PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2004- 2019
- HUD ENVIRONMENTAL WORKSHOP
- HOMELAND SECURITY CAPACITY BLDG. & SOURCE WATER PROTECTION
- CAREER TRACK MARKETING & MANAGEMENT

PROFILE

Wanda joined Traylor & Associates in March, 2004, serving numerous cities throughout the state with meeting their current and future needs.

By working closely with the community and its engineering firm, communities are assured of complete compliance with all local, state, and federal regulations for a final project to enhance the community.

CONTACT INFORMATION

PHONE:

903-581-0500 x224

WEBSITE:

www.grtraylor.com

EMAIL:

wanda.vance@grtraylor.com



LINDA ATKINSON-PETTIE

Item 18.

PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

- 12 YEARS OF EXPERIENCE IN ACADEMIC LEADERSHIP, INCLUDING
- EDUCATIONAL GRANT AND PROJECT IMPLEMENTATION

AREAS OF EXPERTISE

- BUYOUT AND ACQUISITION, INCLUDING CDBG-DR, HMGP, AND FMA
- TXCDBG, HMGP, AND TXDOT PROGRAM COMPLIANCE
- ACQUISITION OF REAL PROPERTY FOR LARGE-SCALE PROJECTS

PROFILE

Linda joined Traylor & Associates in July 2020. Having developed standard operational procedures for multiple departmental initiatives, she helps communities throughout Texas establish and implement policies designed to ensure compliance with all programmatic requirements.

CONTACT INFORMATION

PHONE:

903-581-0500 x229

WEBSITE:

www.grtraylor.com

EMAIL:

linda.ap@grtraylor.com

WORK EXPERIENCE

OLD HWY 90 AND BRIDGE IMPROVEMENTS

CITY OF ROSE CITY, TEXAS

\$2,000,000 (JANUARY 2021 - PRESENT)

COORDINATE WITH CITY STAFF AND ENGINEERS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS FOR HURRICANE HARVEY RECOVERY PROJECT TO ENSURE SAFE ACCESS DURING FLOOD EVENTS.

COUNTRY CLUB ROAD ELEVATION

CITY OF TAYLOR LANDING, TEXAS

\$1,173,343 (FEBRUARY 2021 - PRESENT)

ASSIST PROJECT MANAGER IN ESTABLISHING AND MAINTAINING RECORDKEEPING SYSTEM, INCLUDING FINANCIAL AND LABOR FILES. COORDINATE WITH CITY AND ENGINEER TO ENSURE TIMELY DELIVERY OF PROJECT MILESTONES.

HURRICANE IKE CDBG-DR

GALVESTON COUNTY, TEXAS

\$31,558,883 (OCTOBER 2020 - PRESENT)

ASSIST PROJECT MANAGER IN RECONCILING FINANCIAL RECORDS, COMPLETING ACQUISITION FILES, AND PREPARATION OF CLOSEOUT DOCUMENTS FOR MULTI-PROJECT, MULTI-SITE GRANT PROGRAM.

EDUCATION/LICENSES/TRAINING

- INDIANA STATE UNIVERSITY - MASTER OF SCIENCE - HUMAN RESOURCE DEVELOPMENT
- UNIVERSITY OF WISCONSIN - STOUT - BACHELOR OF SCIENCE
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2021 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION, 2021 - PRESENT
- FEMA & GLO PROCUREMENT TRAINING, 2020 - PRESENT

KATLIN FOX BROWN, P.E., CFM

ENVIRONMENTAL & PROJECT SUPPORT ENGINEER



PROFILE

Katlin joined Traylor & Associates in October 2021. She conducts environmental assessments to satisfy NEPA and ASTM for federal grants, including documentation and clearance of grant-funded projects.

CONTACT INFORMATION

PHONE:

903-581-0500 x242

WEBSITE:

www.grtraylor.com

EMAIL:

katlin.foxbrown@grtraylor.com

QUALIFICATIONS

YEARS OF EXPERIENCE

-6 YEARS ENGINEERING EXPERIENCE WITH A FOCUS IN DRAINAGE/
STORMWATER MANAGEMENT

AREAS OF EXPERTISE

-PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
-SUBMIT AND MANAGE GRANT APPLICATIONS FOR COMMUNITY AND ECONOMIC
DEVELOPMENT, HAZARD MITIGATION, HOUSING, AND DISASTER RELIEF PROJECTS
-BENEFIT-COST ANALYSES (BCAS) FOR FEMA HMGP APPLICATIONS

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS COMPLETED FOR VARIOUS CITIES AND
COUNTIES PREPARE AND PROCESS DOCUMENTATION AND CLEARANCE OF
MITIGATION PROJECTS UNDER THE TEXAS GENERAL LAND OFFICE

HAZARD MITIGATION ACTION PLAN (HMAP) NEWTON COUNTY, TEXAS
\$311,941 (2021 - PRESENT)

RESPONSIBLE FOR UPDATING THE EXISTING HMAP AND CERTIFYING COMPLIANCE
WITH TDEM AND FEMA REGULATIONS.

EDUCATION/LICENSES/TRAINING

-CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2019 - PRESENT
-TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2019
-FLOODPLAIN MANAGEMENT TRAINING (FEMA/TDEM)

SHERRY ROBERTS MPA, CPM, IFMPC

FUNDING SPECIALIST



PROFILE

Sherry Roberts joined Traylor & Associates in June 2021. With over 20 years of local government experience, she gained first-hand knowledge of municipal policies and procedures that provided a seamless transition to her position as Funding Specialist. This combination of experience and her drive to succeed makes her the perfect partner in a community's efforts to improve quality of life for residents.

CONTACT INFORMATION

PHONE:

903-581-0500

WEBSITE:

www.grtraylor.com

EMAIL:

sherry.roberts@grtraylor.com

QUALIFICATIONS

YEARS OF EXPERIENCE

- 21 YEARS IN MUNICIPAL GOVERNMENT
- 20 YEARS PROJECT MONITORING

AREAS OF EXPERTISE

- AMERICAN RESCUE PLAN ACT FUNDING

WORK EXPERIENCE

AMERICAN RESCUE PLAN ACT (ARPA)

ELEVATED WATER TOWER PROJECT

CITY OF ATLANTA, TEXAS

\$1,355,884 (JANUARY 2022 - PRESENT)

COORDINATE WITH CITY STAFF TO IDENTIFY ELIGIBLE PROJECTS, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE FUNDING.

HAZARD MITIGATION GRANT PROGRAM (HMGP)

CITY OF GLADEWATER, TEXAS

HMGP-DR 4586 GENERATOR PROJECT

\$499,870 (JANUARY 2022 - PRESENT)

COORDINATE WITH CITY STAFF AND ENGINEERS TO INSTALL GENERATORS AT THE DALLAS & MOORE LIFT STATIONS AND PERFORM ELECTRICAL FEED MODIFICATIONS AT TEN (10) LIFT STATIONS AROUND THE LAKE THAT WILL BE SERVICED BY A PORTABLE GENERATOR.

AMERICAN RESCUE PLAN ACT (ARPA)

CITY OF OAK LEAF CITY, TEXAS

\$367,714.35 (DECEMBER 2021 - PRESENT)

COORDINATE WITH CITY STAFF TO DETERMINE PROJECT ELIGIBILITY, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH FEDERAL REQUIREMENTS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE IMPACT OF FUNDING.

EDUCATION/LICENSES/TRAINING

- MASTER OF PUBLIC ADMINISTRATION : UNIVERSITY OF TEXAS AT TYLER
- CERTIFIED ADMINISTRATOR - TEXAS DEPARTMENT OF AGRICULTURE
- REGISTERED MUNICIPAL CLERK
- CERTIFIED PUBLIC MANAGER



KARI BETH SMITH

Item 18.

ENVIRONMENTAL SPECIALIST / COMPLIANCE
COORDINATOR

QUALIFICATIONS

YEARS OF EXPERIENCE

-22 YEARS' CDBG PROJECT ASSISTANCE AND PROCESSING ENVIRONMENTAL REVIEW RECORDS

AREAS OF EXPERTISE

- PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
- NEPA AND 24 CFR 58 COMPLIANT
- PREPARATION AND COORDINATION OF APPLICATION AND CONTRACT PREPARATION
- COMPLIANCE WITH CIVIL RIGHTS AND SECTION 3 REQUIREMENTS

PROFILE

Kari Beth joined Traylor & Associates in January 2000 with an extensive customer service and financial background.

She has principal responsibility for hundreds of Environmental Review Records, including documentation and clearance of all CDBG grant funded projects and other federal agencies.

CONTACT INFORMATION

PHONE:

903-581-0500 x228

WEBSITE:

www.grtraylor.com

EMAIL:

karibeth.smith@grtraylor.com

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 - PRESENT)
RESEARCH SOURCE DOCUMENTATION AND UTILIZE MAPPING TOOLS TO ACCURATELY DOCUMENT SITE CONDITIONS IN COMPLIANCE WITH NEPA AND 24 CFR 58 TO ENSURE PROJECTS COMPLY WITH REGULATORY AND STATUTORY REQUIREMENTS TO MINIMIZE EFFECTS ON THE HUMAN AND NATURAL ENVIRONMENT.

IMPROVEMENTS TO HISTORIC RUSK AND PALESTINE RAILROAD TEXAS STATE RAILROAD AUTHORITY

\$11,495,923 (APRIL 2009 - PRESENT)

RESPONSIBLE FOR REVIEWING DAILY REPORTS TO VERIFY HOURS AND PAYROLL COINCIDE WITH EACH OTHER AND PREPARE THE NECESSARY DOCUMENTATION TO SUBMIT TO TXDOT FOR REIMBURSEMENT.

CIVIL RIGHTS COMPLIANCE

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 - PRESENT)
REVIEW AND PREPARE DOCUMENTATION TO ENSURE COMPLIANCE WITH REQUIRED CIVIL RIGHTS, EQUAL OPPORTUNITY AND SECTION 3 REQUIREMENTS.

EDUCATION/LICENSES/TRAINING

- CERTIFIED ADMINISTRATOR - TEXAS DEPARTMENT OF AGRICULTURE
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS



CHRISTEL KIKER

Item 18.

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

YEARS OF EXPERIENCE

-10 YEARS' CDBG AND HOUSING PROGRAMS EXPERIENCE AREAS OF EXPERTISE

-GLO-DISASTER RECOVERY & TDHCA HOUSING PROGRAMS

-ENVIRONMENTAL REVIEW RECORDS

-DAVIS-BACON LABOR COMPLIANCE

-COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

PROFILE

Christel joined Traylor & Associates in July 2012. As HOME Administrative Assistant, she has diligently worked with communities to provide grant funded housing options for those in need.

Christel has also served communities with her knowledge and skills related to Davis-Bacon compliance procedures and by completing environmental reviews.

CONTACT INFORMATION

PHONE:

903-581-0500 x235

WEBSITE:

www.grtraylor.com

EMAIL:

christel.kiker@grtraylor.com

WORK EXPERIENCE

DISASTER RECOVERY HOUSING PROGRAM

NEWTON COUNTY, TEXAS

\$18,035,447 (JULY 2018 - PRESENT)

RESPONSIBLE FOR DETERMINING HOMEOWNER ELIGIBILITY, ENSURING COMPLIANCE WITH ENVIRONMENTAL FACTORS, AND MAINTAINING ACCURATE FINANCIAL RECORDS FOR EACH HOUSING PROJECT FUNDED THROUGH THE TEXAS GENERAL LAND OFFICE.

DAVIS-BACON LABOR COMPLIANCE

MULTIPLE COMMUNITIES (2015 - PRESENT)

ENSURE PREVAILING WAGES ARE PAID AND EQUAL OPPORTUNITY LAWS ARE FOLLOWED BY CONSTRUCTION CONTRACTORS THROUGH THE MONITORING OF CONTRACT DOCUMENTATION AND REVIEWING CERTIFIED PAYROLLS ON FEDERALLY FUNDED PROJECTS.

ENVIRONMENTAL REVIEW

MULTIPLE COMMUNITIES (2012 - PRESENT)

ENSURE THAT PROJECTS ARE IN COMPLIANCE WITH A VARIETY OF STATUTES INCLUDING AIRPORT RUNWAY CLEAR ZONES, FLOOD, CONTAMINATION, EXPLOSIVES, ETC. COORDINATING WITH ENGINEERS AND BUILDING CONTRACTORS TO ENSURE MITIGATION MEASURES ARE FOLLOWED.

EDUCATION/LICENSES/TRAINING

- SAM HOUSTON STATE UNIVERSITY - B.S., PSYCHOLOGY WITH A MINOR IN BUSINESS ADMINISTRATION

- TWC AND TDHCA FAIR HOUSING WORKSHOPS

- TDA APPLICATION & IMPLEMENTATION CERTIFICATION

- TDHCA, GLO, & TDA ENVIRONMENTAL WORKSHOPS

- HUD DAVIS-BACON COMPLIANCE WORKSHOPS

- TDHCA APPLICATION & INCOME ELIGIBILITY WORKSHOPS



KEITH TIJERINA

Item 18.

I.T. COORDINATOR

PROFILE

Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration.

Before joining the team at Traylor & Associates, he had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

CONTACT INFORMATION

PHONE:

903-581-0500 x238

WEBSITE:

www.grtraylor.com

EMAIL:

keith.tijerina@grtraylor.com

QUALIFICATIONS

YEARS OF EXPERIENCE

-22 YEARS' RELATED PROFESSIONAL EXPERIENCE

AREAS OF EXPERTISE

-DEVELOPMENT OF INDUSTRY-SPECIFIC PROGRAMMING AND APPLICATIONS

-SYSTEMS ANALYST

-DATA MANIPULATION AND INTEGRATION

-OFFICE 365 BASED SOFTWARE (SHAREPOINT, DYNAMICS)

WORK EXPERIENCE

OFFICE 365 BASED PROGRAMMING 2018 - PRESENT

RESPONSIBLE FOR THE DEVELOPMENT OF PROGRAMMING AND APPLICATIONS TO EFFICIENTLY AND ACCURATELY DOCUMENT ALL ASPECTS OF GRANT ADMINISTRATION FOR OUR FIRM, INCLUDING TRACKING OF DRAW REQUESTS, WORKFLOW AND ASSIGNMENT OF TASKS, CREATION OF WEB- BASED TEMPLATES, APPLICATION DEVELOPMENT AND REVIEW, AS WELL AS COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS.

DATA MANIPULATION AND INTEGRATION 2015 - PRESENT

COMBINE DATA FROM A VARIETY OF SOURCES TO PRODUCE CLEAR AND CONCISE CHARTS AND PROJECTIONS TO AID APPLICATION DEVELOPMENT AND DOCUMENT COMMUNITY NEED.

TECHNICAL SUPPORT 2015 - PRESENT

ASSIST FIRM STAFF AND CLIENTS IN THE NAVIGATION OF FEDERAL AND STATE PORTALS NECESSARY TO ENSURE COMPLIANCE WITH SAM.GOV REGISTRATION, ACCURATE AND TIMELY REPORTING TO FEDERAL AGENCIES AND OTHER TASKS AS NEEDED.

EDUCATION/LICENSES/TRAINING

- TYLER JUNIOR COLLEGE - COMPUTER NETWORK ADMINISTRATION AND COMPUTER REPAIR

- SELF-EDUCATION MICROSOFT OFFICE 365 SOFTWARE SUITE INCLUDING MICROSOFT DYNAMICS AND SHAREPOINT



COST PROPOSAL

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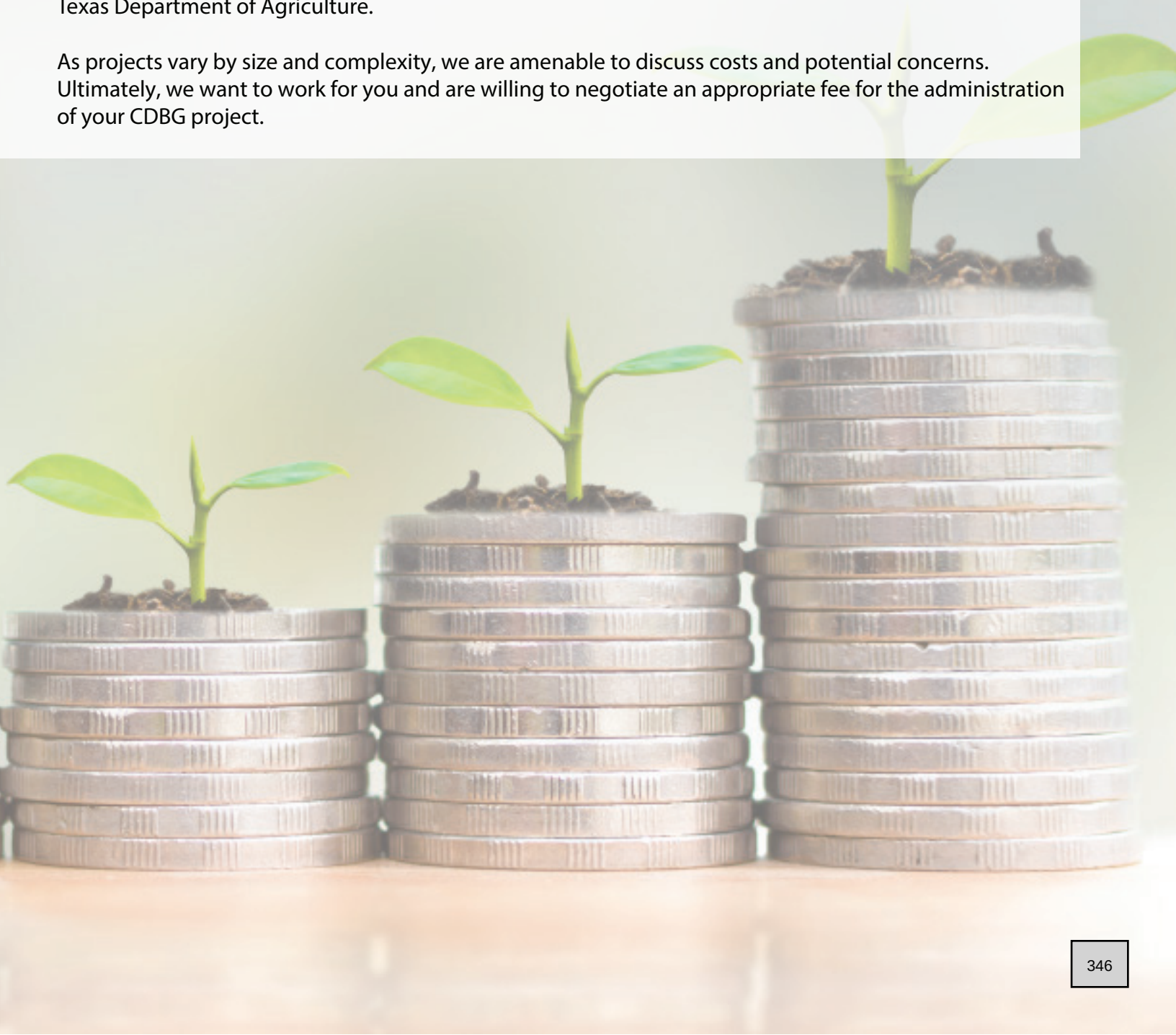
GRANT ADMINISTRATION SERVICES

We propose a fee of \$42,750, which is based on an anticipated grant award of \$500,000.00.

Our fee is inclusive of all services necessary to successfully administer the City's grant award, including environmental review and amendments, as applicable.

Our pricing represents the market rate and is well below the maximum costs established by the Texas Department of Agriculture.

As projects vary by size and complexity, we are amenable to discuss costs and potential concerns. Ultimately, we want to work for you and are willing to negotiate an appropriate fee for the administration of your CDBG project.



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REFERENCES

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REFERENCE 01

Project Name:	Athens Fire & Rescue Fire Truck
Project Location:	Athens, Texas
Funding Agency:	TDA
Services Provided:	Managed \$505,000 to secure a new Type III Wildland fire truck specifically designed for off-road access with the carrying, pumping and hose capacity to address structural fires and effectively provide fire protection in unimproved and forested areas.
Project Manager:	Mark Taylor, Project Manager
Date of Completion or Project Status:	April 2021
Project Completed on Time and on Budget:	Project was completed on time and on budget.
Client Name and Contact Person:	City of Athens / Elizabeth Borstad, City Manager 903-675-5131 / eborstad@athenstx.gov

REFERENCE 02

Project Name:	Pittsburg Downtown Revitalization
Project Location:	Pittsburg, Texas
Funding Agency:	TDA
Services Provided:	Managing \$402,500 to reconstruct and install approximately 890 linear feet of concrete sidewalk, 414 linear feet of curb and gutter, 17 ADA-compliant ramps, 14 streetlights including conduit, wiring and electrical service panel, reconstruct concrete drives, related pavement repairs, and all associated appurtenances to promote safe pedestrian traffic.
Project Manager:	Wanda Vance, Project Manager
Date of Completion or Project Status:	Project is ongoing
Project Completed on Time and on Budget:	Project is expected to be completed on time and within budget
Client Name and Contact Person:	City of Pittsburg / Stacy Dorsett, City Secretary 903-856-3621 / sdorsett@pittsburgtexas.com

REFERENCE 03

Project Name:	Sewer Improvements
Project Location:	Vidor, Texas
Funding Agency:	TDA
Services Provided:	Installation of 4" sanitary sewer service lines (approximately 11,000 L.F.). Project included boring approximately 100 L.F. as well as clean-out at house and property line. Work also included pavement repair and all associated appurtenances.
Project Manager:	Melinda Smith, Project Manager
Date of Completion or Project Status:	Project completed April 2020
Project Completed on Time and on Budget:	Project completed on time and within budget
Client Name and Contact Person:	City of Vidor / Robbie Hood, City Manager 409-769-5473 / rhood@CityOfVidor.com

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SCOPE OF WORK

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SCOPE OF WORK

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Glen Rose to accomplish the following:

Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed. Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement any and all approved projects.

Traylor & Associates will assist the City of Glen Rose in developing project scope(s) and complete the required documentation. Our team will work with the City leadership and an engineer, if applicable, to evaluate potential projects that provide desired benefits and are compliant with any eligibility criteria.

- Application Preparation Services
- Basic Contract Implementation Services
- Assistance for Acquisition of Real Property
- Compliance with Federal Labor Standards (for construction contracts)
- Environmental Review Services including Section 106 compliance



Brand
Standards

Understanding of Scope of Project

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Glen Rose, to accomplish the following:

Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed.

Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement all approved projects. This will include all administrative services outlined and identified in the RFP Scope of Work.

Project Approach / Strategy

Our direct experience gained through the administration of projects throughout Texas has given us the knowledge that grant administration goes beyond the recordkeeping and reporting requirements levied upon the program and required an in-depth understanding of the rules and regulations that necessitate efficient and accurate documentation. Throughout these complex processes, progress is often hindered because of undefined internal processes, lack of notification of completion of tasks or disconnect between providers. It is imperative that critical information is readily available to all team members. There should be a predictable workflow that must be under-stood by all to ensure timely execution and progress.

Our firm believes the key to effective project management is accountability on behalf of staff, vendors, and the responsible entities. A concerted effort to continuously monitor performance measures, will ensure adherence to project schedules. Additionally, the critical path to achieving the successful completion of projects should be clearly identified, monitored, and evaluated to troubleshoot potential obstacles to progress. A formal commitment is required of all participants to complete work with the urgency required to meet community needs, recognizing that time is of the essence.

Traylor & Associates knows that the success of all grant programs rests on enhanced education for local government officials and relevant staff. There is often a lack of understanding of program requirements and project management expectations at the local government level, especially regarding the potential consequences of failure to comply with federal and state regulations. Through regular briefings and the availability of clear and concise educational resources, communities can better manage repayment liabilities and avoid disallowed costs.

Ability to Carry out Scope of Services

Our team relies on current technology tools to maximize the efficiency of each team member. Possessing technology specifically adapted for program management in today's mobile-driven environment allows a scalable approach to staffing and overall operations this technology is supported by in-house IT personnel and contracted services.

Physical Resources:

Traylor & Associates maintains a corporate office in Tyler, Texas with a satellite office located in Southeast Texas. The firm is readily equipped with any resources necessary to process the project efficiently and quickly.

The firm's professional employees are also furnished with modern technology with the following capabilities:

- **Conduct conference calls**
- **Host web-based meetings**
- **Ability to share public and private documents**
- **Access to other secure FTP services**

Strength of Resources:

In addition to it's experienced staff, the firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.

Our Team

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope and under budget. Our key personnel averages 15 years' experience with federal and state-funded programs, and their extraordinary work is documented by a company track record spanning nearly 50 years.

Conference calls, web-based meetings, public and private shared documents, and other secure FTP services are frequently used in the coordination of field staff with office personnel, clients, engineering firms and agencies.

By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City of Glen Rose. If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices. The project manager will provide contact information and, as a result, an experienced partner will be just a phone call away.

CAPACITY TO PERFORM

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope, and under budget.

Our key personnel average 15 years' experience with federal and state funded programs and their extraordinary work is documented by our track record spanning almost 50 years.

If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices.



REQUIRED DOCUMENTS

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Item 18.

TRAYLOR GARY R & ASSOCIATES INC

Unique Entity ID JW81FZ76FN57	CAGE / NCAGE 6Q2T0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 26, 2023	
Physical Address 201 Cambridge RD Tyler, Texas 75703-5256 United States	Mailing Address P.O. Box 7035 Tyler, Texas 75711-7035 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 01	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Jul 27, 2022	Submission Date Jul 26, 2022	Initial Registration Date Apr 5, 2012
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Entity Dates

Entity Start Date Dec 1, 1970	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

360

Socio-Economic Types**Self Certified Small Disadvantaged Business**

Item 18.

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
6Q2T0

Points of Contact**Electronic Business**


Gary TRAYLOR, Chairman & CEO

**P.O. Box 7035
Tyler, Texas 75711
United States**

MARK TAYLOR

P.O. Box 7035
Tyler, Texas 75711
United States

Government Business


GARY TRAYLOR

**P.O. Box 7035
Tyler, Texas 75711
United States**

MARK TAYLOR

P.O. Box 7035
Tyler, Texas 75711
United States

Past Performance


Mark Taylor

**P.O. Box 7035
Tyler, Texas 75711
United States**

Donald W Traylor, Vice President & CFO

201 Cambridge RD
Tyler, Texas 75703
United States

Service Classifications**NAICS Codes**

Primary
Yes

NAICS Codes
541611

NAICS Title
Administrative Management And General Management Consulting Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States
Texas

Counties
(blank)

Metropolitan Statistical Areas
(blank)

Exclusion Search Results 0 Total Results

Filter by:

Keyword (ALL)

"Gary R. Traylor"

Status

Active

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.

Gary R. Traylor & Associates, 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.

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?

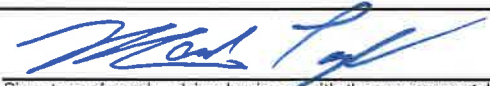
☐ Yes ☐ No

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

October 24, 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.

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 recipients 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, Gary R. Traylor & Assoc., 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 Taylor, President & Chief Operating Officer
 Printed Name and Title of Contractor's Authorized Official

October 24, 2022
 Date

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below the agency name, if known. For example, the Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503
Approved by OMB

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	Report Type: a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Mark Taylor Title: President & Chief Operating Officer Telephone No.: 903-581-0500 Date: Oct. 24, 2022	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

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****Certificate Number:**

2022-947854

Date Filed:

10/24/2022

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

Gary R. Traylor & Associates, Inc.
 Tyler, TX United States

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.

2023-2024 TDA-CDBG (01599)
 Grant Consulting

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Traylor, Gary	Tyler, TX United States	X	

5 Check only if there is NO Interested Party.☐**6 UNSWORN DECLARATION**

My name is Mark Taylor, and my date of birth is 10/12/1959.

My address is 201 Cambridge Road, Tyler, Texas, 75703, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Smith County, State of Texas, on the 24th day of October, 20 22.
(month) (year)

Signature of authorized agent of contracting business entity
 (Declarant)



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on Interlocal Agreement with Somervell County for On-site Sewage Facilities (OSSF) regulatory services.		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/31/2022
EXHIBITS:	Proposed Interlocal Agreement with Somervell County for OSSF Services; Somervell County Order Adopting Rules for OSSF		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Recently a citizen who was building a house on property next to the Rainbow post office, where it wasn't practical to provide sewer service within that citizen's construction schedule, obtained a permit for his On-site Sewage Facility (OSSF) from Somervell County. When it was discovered that his property was located within the city limits, the permit was canceled. The City doesn't have an active OSSF program as it requires staff with specialized certifications to operate one. The citizen obtained a permit from the Dallas/Fort Worth Regional TCEQ office. The citizen had to make two trips to Fort Worth to get his permit. Sometime during that process, a comment was made to him that if there were an interlocal agreement between the City and Somervell County, he would have been able to get his permit from Somervell County. Since there will be several houses in Squaw Valley Estates requiring OSSFs, to simplify matters for those home builders, staff drafted an interlocal agreement, presented it to City Attorney Lowry who approved it, and then after discussing the matter with Mayor Douglas submitted it to Judge Chambers for his input. He said he would be presenting it to the County Attorney and Commissioner's Court. As of now, no feedback has been received. Under the agreement, the County would receive all the fees and fines associated with the program.			
RECOMMENDED ACTION: Motion to approve the agreement.			

055F

See Page 3 of 5

8-13-01

Item 19.

**ORDER ADOPTING RULES OF SOMERVELL COUNTY, TEXAS
FOR ON-SITE SEWAGE FACILITIES PREAMBLE**

WHEREAS, the Texas Natural Resource Conservation Commission has established Design Criteria for on-site sewage facilities to provide the citizens of this State with adequate public health protection and a minimum of environmental pollution; and

WHEREAS, the Legislature has enacted legislation, codified as Texas Health and Safety Code, Chapter 366, which authorizes a local government to regulate the use of on-site sewage disposal facilities in its jurisdiction in order to abate or prevent pollution, or injury to the public health arising out of the use of on-site sewage facilities; and

WHEREAS, due notice was given of a meeting and public hearing to determine whether the Commissioners Court of Somervell County, Texas should enact an order controlling or prohibiting the installation or use of on-site sewage facilities in the County of Somervell, Texas; and

WHEREAS, said meeting and public hearing were held in accordance with the notice thereof, and the evidence and arguments there presented were considered by the Commissioner Court of Somervell County, Texas; and

WHEREAS, the Commissioners Court of Somervell County, Texas finds that the use of on-site sewage facilities in Somervell County, Texas is causing or may cause pollution, and is injuring or may injure the public health; and

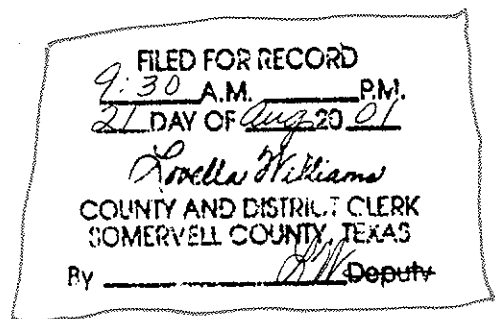
WHEREAS, Commissioners Court of Somervell County, Texas has considered the matter and deems it appropriate to enact an Order adopting Rules regulating on-site sewage facilities to abate or prevent pollution, or injury to public health in Somervell County, Texas.

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF SOMEVELL COUNTY, TEXAS:

SECTION 1. THAT the matters and facts recited in the preamble hereof are hereby found and determined to be true and correct;

SECTION 2. THAT the use of on-site sewage facilities in Somervell County, Texas is causing or may cause pollution or is injuring or may injure the public health;

SECTION 3: THAT an Order for Somervell County, Texas BE adopted entitled "On-Site Sewage Disposal," which shall read as follows:



AN ORDER ENTITLED ON-SITE SEWAGE DISPOSAL

SECTION 4. CONFLICTS.

All Orders or parts of the Orders of Somervell County, Texas not consistent with or in conflict with the provisions of this order are hereby repealed.

SECTION 5. ADOPTING CHAPTER 366.

The County of Somervell, Texas clearly understands the technical criteria, legal requirements, and administrative procedures and duties associated with regulating on-site sewage facilities, does adopt and will fully enforce Chapter 366 of the Texas Health and Safety Code.

SECTION 6. AREA OF JURISDICTION.

(a) The Rules shall apply to all the area lying in Somervell County, Texas, except for the area regulated under an existing Rule and the areas within incorporated cities.

(b) (OPTIONAL) These Rules shall apply to those incorporated cities or towns that have executed intergovernmental contracts with Somervell County, Texas.

SECTION 7. ON-SITE SEWAGE FACILITY RULES.

Any structure discharging sewage into an on-site sewage facility within the jurisdictional area of Somervell County, Texas must comply with the Rules adopted in Section 8 of this Order.

SECTION 8. ON-SITE SEWAGE FACILITY RULES ADOPTED.

The Rules ("Design Criteria For On-Site Sewage Facilities") and Administrative Rules 30 TAC 285.1 through 285.91, attached hereto, promulgated by the Texas Natural Resource Conservation Commission for on-site sewage systems are hereby adopted, and all officials and employees of Somervell County, Texas having duties under said Rules are authorized to perform such duties as are required of them under said Rules.

SECTION 9. INCORPORATION BY REFERENCE.

The Design Criteria and all future amendments and revisions thereto are incorporated by reference and are thus made apart of these Rules. A copy of the current Design Criteria is attached to these Rules as Appendix I.

SECTION 10. AMENDMENTS.

The County of Somervell, Texas wishing to adopt more stringent Rules for its On-site Sewage Facility Order understands that the more stringent conflicting local Rule shall take precedence over the corresponding Texas Natural Resource Conservation Commission requirement. Listed below are the more stringent Rules adopted by Somervell County, Texas:

- * (a) Anyone who owns property within Somervell County, on which an on-site sewage treatment facility is to be installed, shall obtain a permit, prior to any such installation, from the County, regardless of the number of acres on which the on-site sewage facility is to be constructed. This more stringent requirement is intended to insure that no public nuisance or pollution of ground water within Somervell County shall be committed.
- * (b) Anyone who owns an on-site sewage treatment facility, which requires a maintenance contract (aerobic systems), shall obtain and maintain a valid contract with an approved maintenance company for the life of the facility. This more stringent requirement is intended to insure that proper maintenance of all on-site sewage treatment facilities within Somervell County shall be performed, resulting in an avoidance of a public nuisance or the pollution of ground water, rivers and lakes.

SECTION 11. DUTIES AND POWERS.

The OSSF Inspector of Somervell County, Texas is herewith declared the designated representative for the enforcement of these Rules within its jurisdictional area. The appointed individual(s) must be approved and certified by the Texas Natural Resource Conservation Commission before assuming the duties and responsibilities of the Designated Representative of Somervell County.

SECTION 12. COLLECTION OF FEES.

All fees collected for permits and/or inspections shall be made payable to Somervell County, Texas.

SECTION 13. APPEALS.

Persons aggrieved by an action or decision of the designated representative may appeal such action or decision to the commissioners Court of Somervell County, Texas.

SECTION 14. PENALTIES.

This order adopts and incorporates all applicable penalty provisions related to on-site sewage facilities, which includes, but is not limited to, those found in Chapters 341

and 366 of the Texas Health and Safety Code, Chapter 7 and 26 of the Texas Water Code and 30 TAC Chapter 285.

SECTION 15. SEVERABILITY.

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

SECTION 16. RELINQUISHMENT OF ORDER.

If the Commissioners Court of Somervell County, Texas decides that it no longer wishes to regulate on-site sewage facilities in its area of jurisdiction, the Commissioners Court shall follow the procedures outlined below:

- (a) The Commissioners Court shall inform the Texas Natural Resource Conservation Commission by certified mail at least 30 days before the published date of the public hearing notice that it wishes to relinquish its On-site Sewage Facility Order.
- (b) The authorized agent shall post the required public notice in a newspaper regularly published or circulated in the area of jurisdiction at least 30 days prior to the anticipated date of action by the authorized agent.
- (c) The authorized agent shall send a copy of the public notice, a publisher's affidavit of public notice, and a certified copy of the minutes to the Texas Natural Resource Conservation Commission.
- (d) The executive director shall process the request for relinquishment and may issue an order relinquishing the authority to regulate OSSF's within the authorized agent's jurisdiction or may refer the request to relinquish to the commission.
- (e) Prior to issuance of a relinquishment order the local governmental entity and the executive director shall determine the exact date the authorized agent would surrender its authorized agent designation to the executive director.

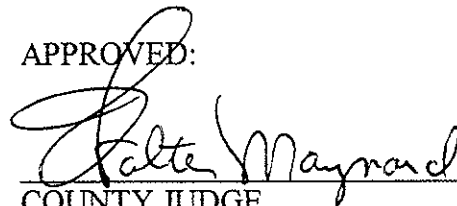
SECTION 17. EFFECTIVE DATE.

This Order shall be in full force and effect from and after its date of approval as required by law and upon the approval of the Texas Natural Resource Conservation Commission.

AND IT IS SO ORDERED:

PASSED AND APPROVED THIS 13 DAY OF August, 2001.

APPROVED:


COUNTY JUDGE

(SEAL)

ATTEST:


COUNTY CLERK

**INTERLOCAL AGREEMENT
BETWEEN SOMERVELL COUNTY AND THE CITY OF GLEN ROSE
FOR THE REGULATION OF ON-SITE SEWAGE FACILITIES**

THIS AGREEMENT entered into this ____ day of _____, 2022, between the City of Glen Rose, hereinafter called "CITY", and Somervell County hereinafter called "COUNTY" by and through its duly authorized officials, pursuant to the Interlocal Cooperation Act, and for the purpose of providing certain services relating to the regulation of On-Site Sewage Facilities, hereinafter called "OSSF".

WHEREAS, the COUNTY and the CITY are authorized to enter this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code;

WHEREAS, the COUNTY and the CITY are local governments as defined in Texas Government Code, Section 791.003(4), have the authority to enter into this agreement, and have each entered into this agreement by the action of its governing body in the appropriate manner prescribed by law;

WHEREAS, the COUNTY has adopted an order regulating the construction and use of onsite sewage facilities to provide the citizens of the County with adequate public health protection and a minimum of environmental pollution;

WHEREAS, this Agreement for Interlocal cooperation between the parties to provide OSSF services by the COUNTY for the CITY is necessary for the mutual advancement of the health and general welfare of the citizens of all jurisdictions concerned;

WHEREAS, the CITY desires to have the COUNTY provide OSSF services pursuant to Chapter 366 of the Texas Health and Safety Code, and 30 Texas Administrative Code, hereinafter referred to as the "Requirements";

WHEREAS, the public health, safety and welfare of the citizens of Somervell County and the City of Glen Rose would be best served by both parties entering into this Intergovernmental Cooperation Agreement pursuant to the authority granted by Chapter 791 of the Texas Government Code (the Texas Intergovernmental Cooperation Act);

WHEREAS, by combining resources, the COUNTY and the CITY may provide a better, more cost-efficient enforcement of OSSF more to this area than could be accomplished with each entity acting alone;

WHEREAS, it is necessary and in the best interests of the COUNTY and the CITY to combine resources for the mutual benefit of their constituents;

WHEREAS, the COUNTY and the CITY specify that each party paying for the performance of said functions of government shall make those payments from current revenues available to the paying party;

NOW THEREFORE, be it resolved that the Somervell County and the City of Glen Rose enter into this Intergovernmental Cooperation Agreement for the administration and operation of the Somervell County OSSF Program, as established by the COUNTY'S August 13, 2001 On-Site Sewage Disposal Order, within the CITY'S corporate limits.

1. CITY DUTIES

- a. Through its building permit program the CITY shall identify sites requiring OSSFs, notify the COUNTY about said sites, and direct building permit applicants for said sites to apply for an OSSF permit with Somervell County. For properties where the need for an OSSF has been identified, the CITY shall not issue a certificate of occupancy until the COUNTY has approved the required OSSF.
- b. The CITY authorizes the COUNTY to administer the COUNTY'S OSSF program within the City's corporate limits and to collect all permit and inspections fees and all fines or penalties associated with the COUNTY's administration of its OSSF program within the CITY's corporate limits as reimbursement for the OSSF services provided by the COUNTY.

2. COUNTY DUTIES

The COUNTY will perform services as detailed below under scope of services.

3. SCOPE OF SERVICES

The COUNTY shall perform the following services under the terms and conditions hereinafter stated, and the CITY hereby accepts and agrees to the following terms and conditions:

- a. **PERMITTING SERVICES.** The COUNTY shall review permit applications, issue permits to construct, and provide inspection services of on-site sewage disposal systems in accordance with applicable Texas Commission on Environmental Quality rules, and in accordance with the Somervell County Sewage Facility Order. The County shall provide enforcement of said rules as appropriate for the purposes of protecting public health and the mitigation of nuisance conditions. Appropriate and customary fees will be charged to the owner of the facilities and collected by the COUNTY as permitted by law.
- b. **INSPECTION SERVICES.** The COUNTY shall provide inspection services including, but not limited to, inspection of new and existing OSSFs for compliance with current rules and regulations.
- c. **COMPLAINT INVESTIGATION AND ENFORCEMENT.** The COUNTY shall provide complaint investigation/enforcement services as determined to be appropriate by COUNTY staff for those conditions that violate the Texas Health and Safety Code Chapter 341 and 366, the Texas Water Code Chapter 7, and the Somervell County On-Site Sewage Disposal Order. If a complaint is found to be valid, county inspectors shall present the case to the County Attorney's Office for prosecution and collect evidence and testify as necessary in court.
- d. **DE-COMMISSIONING.** The COUNTY shall ensure that any OSSF within the CITY to be abandoned is properly de-commissioned by its owner and inspected by COUNTY inspectors pursuant to the Texas Commission on Environmental Quality regulations and Sewage Facility Orders.

4. **ON-SITE SEWAGE DISPOSAL ORDER.** The Parties agree that the August 13, 2001 On-Site Sewage Disposal Order, and any lawfully adopted successor orders, shall apply to the CITY OF GLEN ROSE, and shall be enforceable by the COUNTY and its designated employees within the CITY OF GLEN ROSE.
5. **ON-SITE SEWAGE FEES.** The COUNTY shall continue to collect fees for On-Site Sewage services in accordance with the August 13, 2001 Order of the Commissioner's Court or any Order subsequently adopted by Commissioners Court. All fees that the County collects for this purpose shall be retained by the County.
6. **TIMES OF PERFORMANCE.** This Agreement shall become effective on January 1, 2023, shall continue in effect for five (5) years, until December 30, 2027, and shall automatically renew for successive five-year periods unless either party provides notice of intent to terminate this Agreement sixty (60) days prior to any renewal date.
7. **LAW GOVERNING CONTRACT.** For purposes of determining the law governing the same, this Agreement is entered into in the Somervell County, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in Somervell County, Texas.
 - a. **Authority of the County.** The CITY expressly agrees that the COUNTY shall have authority to enforce all laws and County Orders applicable to On-site Sewage Facilities, within the jurisdiction of the CITY OF GLEN ROSE. The COUNTY further agrees that, in the absence of any conflicting law, the COUNTY shall have authority to enforce the laws of the State of Texas and Somervell County, Texas, concerning OSSFs within the jurisdiction of the CITY OF GLEN ROSE. The COUNTY shall provide copies of all the Somervell County, Texas Orders affecting On-Site Sewage Facilities upon execution of this Agreement and as requested by the CITY.
 - b. **Privileges and Immunities.** All privileges and immunities from liability, exemptions from laws, ordinances and rules, pension, relief, disability, worker's compensation, and other benefits which apply to the activities of officers, agents, or employees of the COUNTY when performing a function shall apply to such officers, agents, or employees to the same extent while engaged in the performance of any of their functions and duties under the terms and provisions of this Agreement.
 - c. **Governmental Function.** The Parties expressly agree that, in all things relating to this Agreement, the COUNTY is performing a governmental function, as defined by the Texas Tort Claims Act. The Parties further expressly agree that every act or omission of the COUNTY, which, in any way, pertains to or arises out of this Agreement falls within the definition of governmental function.

- d. **Exclusion of Incidental and Consequential Damages.** Independent of, severable from, and to be enforced independently of any other enforceable or unenforceable provision of this Agreement, THE COUNTY WILL NOT BE LIABLE TO ANY OTHER PARTY (NOR TO ANY PERSON CLAIMING RIGHTS DERIVED FROM THE PARTY'S RIGHTS) FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND including lost profits, loss of business, or other economic damage, and further including injury to property, mental anguish and emotional distress AS A RESULT OF BREACH OF ANY TERM OF THIS AGREEMENT, REGARDLESS OF WHETHER THE COUNTY WAS ADVISED, HAD OTHER REASON TO KNOW, OR IN FACT KNEW OF THE POSSIBILITY THEREOF.
- e. **Maximum Aggregate Liability.** Independent of, severable from, and to be enforced independently of any other enforceable or unenforceable provision of this Agreement, IN NO EVENT SHALL THE COUNTY'S AGGREGATE LIABILITY TO ANY OTHER PARTY (INCLUDING LIABILITY TO ANY PERSON OR PERSONS WHOSE CLAIM OR CLAIMS ARE BASED ON OR DERIVED FROM A RIGHT OR RIGHTS CLAIMED BY THE PARTY), WITH RESPECT TO ANY AND ALL CLAIMS AT ANY AND ALL TIMES ARISING FROM OR RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, IN CONTRACT, TORT, OR OTHERWISE, EXCEED THE AMOUNT OF CONSIDERATION ACTUALLY PAID TO THE COUNTY UNDER THE TERMS OF THIS AGREEMENT.
- f. **Intentional Risk Allocation.** Each of the Parties acknowledges that the provisions of this Agreement were negotiated to reflect an informed, voluntary allocation between them of all risks (both known and unknown) associated with the transactions associated with this Agreement. The disclaimers and limitations in this Agreement are intended to limit the circumstances of liability. The remedy limitations, and the limitations of liability, are separately intended to limit the forms of relief available to the Parties.
8. **TERMINATION.** This Agreement may be terminated in whole or in part by either party upon sixty days written notice to the other party at the following addresses:
- | | |
|---|--|
| <p>CITY
 City of Glen Rose
 Attn: Mayor Julia Douglas
 201 NE Vernon Street
 PO Box 1949
 Glen Rose, Texas 76043</p> | <p>COUNTY
 Somervell County
 Attn: Judge Danny L. Chambers
 107 NE Vernon
 PO Box 851
 Glen Rose, Texas 76043</p> |
|---|--|
9. **SEVERABILITY.** Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
10. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and no amendment, modification or

alteration of the terms shall be binding unless the same as in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SOMERVELL COUNTY

Approved this _____ day of _____, 2022.

Danny L. Chambers, County Judge

ATTEST:

Michelle Reynolds, County Clerk

CITY OF GLEN ROSE

Approved this _____ day of _____, 2022.

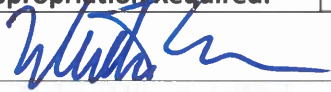
Julia Douglas, Mayor

ATTEST:

Staci L. King, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	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.		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/31/2022
EXHIBITS:	Proposed Amended Interlocal Agreement with Somervell County and GRISD for Matching Funds for Glen Rose ISD SRTS/TA Project; Original Interlocal Agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Staff has received feedback from TxDOT that the engineering costs for the Glen Rose ISD SRTS/TA Sidewalk Project are going to exceed the amount in the project's budget. It is also expected, due to the effects of inflation, that construction costs will also exceed the amount budgeted. Additional grant funds are available, but the local entities participating in this project will have to provide a 20% local match to receive those funds. Initial indications are that all of the partners would prefer to pursue additional grant funding rather than scale the project back. If the City Council approves this amendment to the Interlocal Agreement, it will be presented to Somervell County and GRISD for their consideration.			
RECOMMENDED ACTION: Move to approve the amendment to the Interlocal Agreement with Somervell County and GRISD for Matching Funds for Glen Rose ISD SRTS/TA Project.			

INTERLOCAL COOPERATION AGREEMENT
for
MATCHING FUNDS FOR
GLEN ROSE ISD SRTS/TA PROJECT

THIS AMENDMENT to the AGREEMENT executed in 2020 concerning the “Glen Rose ISD SRTS/TA project” is made and entered into by and between the COUNTY OF SOMERVELL, hereinafter referred to as “County”, GLEN ROSE INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as “GRISD”, and the CITY OF GLEN ROSE, a General Law City, located in Somervell County, Texas, hereinafter referred to as “CITY”.

RECITALS

WHEREAS, under the original 2020 “Glen Rose ISD SRTS/TA project” Agreement, the project was expected to cost \$1,135,172.00, eighty percent (80%) of which was to be in grant funds and twenty percent (20%) in local match funds, with the total local match of \$227,034 being split equally between the County, GRISD, and the City, each agreeing to pay a share not to exceed \$75,678;

WHEREAS, now that the project has entered the design phase, due to inflation either the project budget needs to be increased, or the scope of the project needs to be reduced;

WHEREAS, it is understood that additional grant funding with the same eighty percent (80%) grant/twenty percent (20%) local match split is available to fund the project’s budget cost overruns; and,

WHEREAS, provided that additional grant funds are available, the parties to this agreement believe that increasing the project budget represents the best option;

NOW THEREFORE, for and in consideration of the mutual promises, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City, County, and GRISD hereby agree as follows:

1. If and when TxDOT approves additional grant funding for the Glen Rose ISD SRTS/TA project, the City agrees to execute the contract documents required to secure said funding.
2. In exchange for the City’s promises and covenants as set forth above, the County and GRISD each agree to provide one-third of the local matching funds required for said additional funding. The total amount of additional matching funds, over and above the amounts agreed to in the original Interlocal Cooperation Agreement For Matching Funds For Glen Rose ISD SRTS/TA Project executed in 2020, shall not exceed \$120,000 (one hundred and twenty thousand dollars). The share of the additional matching funds due from each of the three covenanting parties shall not exceed \$40,000 (forty thousand dollars).

EXECUTED this _____ day of _____, 2022.

**GLEN ROSE INDEPENDENT
SCHOOL DISTRICT**

CITY OF GLEN ROSE

By: _____
Jason Dillard, President

By: _____
Julia Douglas, Mayor

ATTEST:

ATTEST:

By: _____

By: _____
Staci L. King, City Secretary

COUNTY OF SOMERVELL

By: _____
Danny L. Chambers, County Judge

ATTEST:

By: _____

INTERLOCAL COOPERATION AGREEMENT
for
MATCHING FUNDS FOR
GLEN ROSE ISD SRTS/TA PROJECT

THIS AGREEMENT is made and entered into by and between the COUNTY OF SOMERVELL, hereinafter referred to as "County", GLEN ROSE INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as "GRISD", and the CITY OF GLEN ROSE, a General Law City, located in Somervell County, Texas, hereinafter referred to as "CITY".

RECITALS

WHEREAS, the City, GRISD, and County believe it to be in the best interest of our school children to provide them with safe routes to school;

WHEREAS, in January of 2019 the City, GRISD, and County entered into an Interlocal Cooperation Agreement whereby the parties agreed that the City would work with a Grant Administrator to submit an application for a Safe Routes to School/TA Grant and that the covenanting parties would share the costs associated with preparing and filing said application;

WHEREAS, a Safe Routes to School/TA Grant application with a total project cost of \$1,135,172.00 (one million one hundred thirty-five thousand one hundred seventy-two dollars) was prepared and submitted on behalf of the City by Traylor & Associates, Inc.;

WHEREAS, the City received letter dated May 12, 2020 from Eric Gleason, Director Public Transportation Division of TxDOT stating that the "City of Glen Rose on the project named Glen Rose ISD SRTS/TA that has been identified for inclusion on the Conditional Projects Lists for anticipated FY21 – FY22 Transportation Alternatives Set-Aside funding";

WHEREAS, based on the application that was filed, \$227,034.00 (two hundred twenty-seven thousand and thirty-four dollars) in local matching funds will be required for said project.

NOW THEREFORE, for and in consideration of the mutual promises, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City, County, and GRISD hereby agree as follows:

1. If and when the Glen Rose ISD SRTS/TA project is approved for funding by TxDOT, the City agrees to execute a contract with TxDOT for said project as described in the Glen Rose ISD SRTS/TA application signed by Mayor Pam Miller and dated March 28, 2020.
2. In exchange for the City's promises and covenants as set forth above, the County and GRISD each agree to provide one-third of the local matching funds required for said project. The total amount of the required matching funds shall not exceed \$227,034.00 (two hundred twenty-

seven thousand and thirty-four dollars). The share of each of the three covenanting parties shall not exceed \$75,678.00 (seventy-five thousand six hundred seventy-eight dollars).

EXECUTED this _____ day of _____, 2020.

**GLEN ROSE INDEPENDENT
SCHOOL DISTRICT**

By: _____
Kelley Snodgrass, President

CITY OF GLEN ROSE

By: _____
Pam Moore, Mayor

ATTEST:

By: _____
Stephanie Ritchie, City Secretary

COUNTY OF SOMERVELL

By: _____
Danny L. Chambers, County Judge

ATTEST:

By: _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding membership in the Tex-21 Coalition (G. Freas)		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/27/2022
EXHIBITS:	Tex-21 Membership Application		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Recently, Councilman Freas attended a Tex-21 meeting and is recommending that the City become a member of that organization.			
RECOMMENDED ACTION:			

2023 VOTING MEMBERS:

ALLEN * Ken Fulk
ARGYLE * Rick Bradford
ARK-TEX COG * Chris Brown
BELL COUNTY * David Blackburn
BOWIE COUNTY * Tom Whitten
CAPITAL METRO * Dottie Watkins
CCRTA * Jorge Cruz-Aedo
CHILDRESS COUNTY * Kim Jones
COLLEGE STATION * Karl Mooney
COLLEYVILLE * Richard Newton
COLLIN COUNTY * Chris Hill
COMANCHE * Mary Boyd
COMANCHE COUNTY * Stephanie Davis
COPPELL * Wes Mays
CRESSON * Teena Conway
CROCKETT EDC * James Gentry
DALLAS * Adam McGough
DALLAS AREA RAPID TRANSIT * Nadine Lee
DALLAS COLLEGE * Justin Lonon
DALLAS COUNTY * Theresa Daniel
DECATUR * Mike McQuiston
FARMERSVILLE * Ben White
GRANBURY * Jim Jarratt
HASLET * James Quin
HOOD COUNTY * Ron Massingill
HOPKINS COUNTY * Robert Newsom
HOUSTON METRO * Tom Lambert
HUNTSVILLE * Andy Braunerger
IRVING * Rick Stopfer
JEFFERSON COUNTY * Jeff Branick
KAUFMAN * Jeff Jordan
LAMPASAS * FINLEY DEGRAFFENRIED
LANCASTER * Opal Mauldin-Jones
MANSFIELD * Michael Evans
MCGREGOR * Kevin Evans
MONT BELVIEU * Scott Swigert
MOUNT PLEASANT * Ed Thatcher
MOUNT VERNON * Teresia Wims
ROCKWALL * Kevin Fowler
ROCKWALL COUNTY * David Sweet
SEAGOVILLE * Patrick Stallings
SHERMAN * Robby Hefton
STEPHENVILLE * MARK MCCLINTON
SULPHUR SPRINGS * Marc Maxwell
SULPHUR SPRINGS HOPKINS COUNTY EDC
* Roger Feagley
TARRANT COUNTY * Gary Fickes
TEMPLE * Brynn Myers
TEXARKANA * Bob Bruggeman
TITUS COUNTY * Brian Lee
TRINITY METRO * Richard Andreski
VIA METRO * Jeffrey Arndt
WEATHERFORD * James Hotopp
WILMER * Jeff Steele
WYLIE * Chris Holsted
2023 ASSOCIATE MEMBERS:
AAA TEXAS * Anne O'Ryan
DEC ENGINEERING * Johan Petterson
TEXAMERICAS CENTER * Scott Norton
2023 RESOURCE AGENCIES:
HOWARD PAYNE UNIVERSITY * Cory Hines
SW ARKANSAS PLANNING & DEVELOP-
MENT DISTRICT * Renee Dycus
TARLETON STATE UNIVERSITY * James
Hurley
TEXAS SOUTHERN UNIVERSITY * Carroll
Robinson
TEXAS TRANSPORTATION INSTITUTE * Greg
Winfree

Gary Fickes
Chair
Tarrant County

Chris Brown
Vice Chair
Ark-Tex COG

Tom Whitten
Vice Chair
Bowie County

Chris Hill
Vice Chair
Collin County

Adam McGough
Vice Chair
City of Dallas

Theresa Daniel
Vice Chair
Dallas County

Chris Coffman
Vice Chair
City of Granbury

Tom Lambert
Vice Chair
Houston METRO

Jeffrey Arndt
Vice Chair
VIA Metropolitan Transit

Carol Strain-Burk
Treasurer
City of Lancaster

November 4, 2022

ATTN:
Mr. Michael Leamons

201 NE Vernon, P.O. Box 1949,
Glen Rose, TX 76043

Re: TEX-21 Membership

Dear Mr. Leamons,

I want to thank you for the interest you have shown in TEX-21 and our various initiatives, including the US-377 Corridor Coalition Initiative.

I would like to formally invite the City of Glen Rose to join TEX-21 as a member. Being a member of this organization will allow you to join together with your colleagues from other counties, cities, and businesses from around the state to advocate for better transportation infrastructure.

This type of joint effort allows for everyone's needs to be heard and for mutual benefit from major improvements in transportation around Texas. The improvement of US-377, being one of our major initiatives, has the potential to create enormous opportunities for the state of Texas -- your region specifically.

TEX-21 has a consistent history of aiding local governments and businesses to work as one organization that is dedicated to improving transportation for the benefit of everyone, regardless of party affiliation.

We hope that the city will strengthen our organization with its membership. To join our membership, you will need to appoint a representative to become the voting member as listed on the letterhead, as well as 1-2 alternatives if you so please. However, as a member, the City of Glen Rose would be able to have any number of officials and staff attend the meetings. Based on the city's population at the 2020 census, the city's dues would be \$2,500 per fiscal year.

If you have any questions or concerns please reach out to David Dean by cell at (214) 668-0123 or by email at DDean@dean.net.

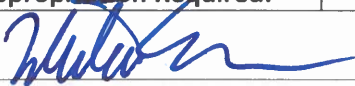
Sincerely,



Gary Fickes, TEX-21 Chair
Tarrant County Commissioner

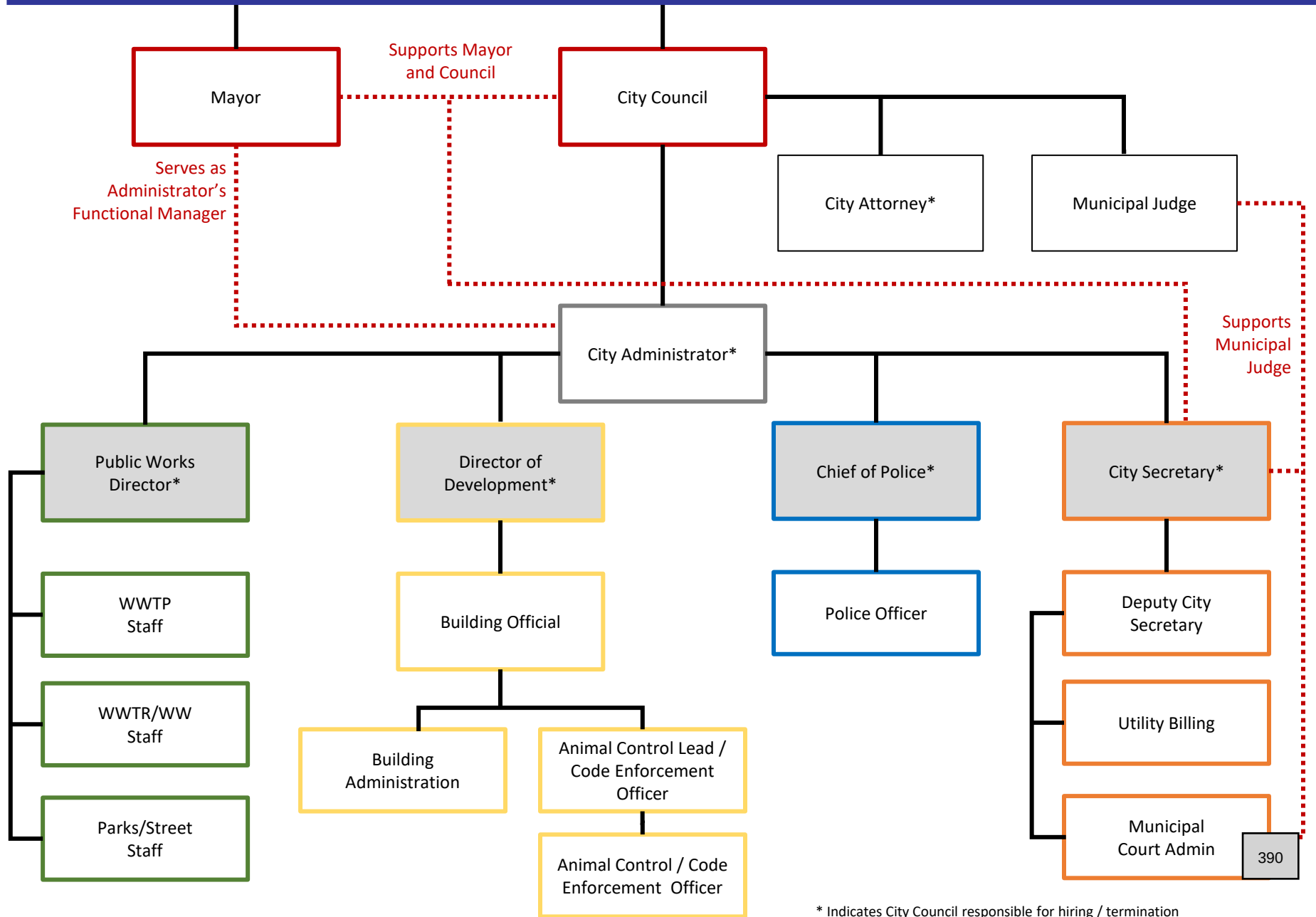


CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding proposed job descriptions for City Administrator and Director of Development (D. Conrad)		
PREPARED BY:	Staci L. King, City Secretary	DATE SUBMITTED:	10/31/2022
EXHIBITS:	1. Proposed Organizational Chart 2. Proposed City Administrator Job Description 3. Proposed Director of Development Services Job Description		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Review and revise the City Administrator and Director of Job Development job descriptions and the Organization chart, for future use.			
RECOMMENDED ACTION:			

GLEN ROSE CITIZENS

Item 22.



JOB TITLE: City Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor and City Council

JOB SUMMARY:

The City Administrator shall be appointed by a majority vote of the Mayor and City Council for ~~an indefinite term.~~ **a contractually agreed upon term.** The City Administrator shall serve as the administrative officer of the City and shall be responsible for the proper administration of City affairs. The City Administrator works for the Mayor and City Council.

EXAMPLES OF JOB DUTIES:

(This sample list of tasks is for ILLUSTRATIVE PURPOSES ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- **Provide leadership and direction in establishing a unified vision for the City**
- Supervises and coordinates the day-to-day operations of each department and its personnel, **This includes the hiring and dismissal of City employees. Must create and foster a positive work environment. The Council has the final decision on the appointment and dismissal of department heads.** including the hiring and dismissal of City employees
 - The Council has the final decision on the appointment and dismissal of department heads
- **Complete performance evaluations and make decisions regarding hiring, developing, promoting, disciplining, and terminating members of City staff; All final actions of the administrator are subject to review and reversal or modification by the Council**
- **Participates in the selection, training, motivation, and evaluation of City staff; provides or coordinates training and works with employees to correct deficiencies and produce full and complete documentation thereof as outlined in the City's Personnel Handbook**
- **Must create and foster a positive work environment and positive working relationships with any organization and or entity with which the City conducts business**
- **Investigates the affairs of the City or any department or division thereof, including all complaints relating to matters concerning the administration of the government of the City and in regard to public services. The findings must be reported to the Mayor AND City Council**
- **Represents the City at functions with outside organizations, agencies, businesses, and the general public.**
- **Maintain clear and consistent communication among the Mayor, City Council, staff, committees, and citizens in order to ensure transparency is a priority**
- **Conveys a positive, professional image by action, communication and appearance**
- **Authors official correspondence and media releases**
- **Works with outside consultants on City projects**
- **Provide a weekly and monthly report to City Council**
- **Recommends to the Mayor and City Council from time to time the adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the City or for the improvement of public services of the City to achieve greater cost effectiveness or program results**

- Assists the Mayor and Council in the development of municipal policies and regulations
- Update and standardize policies and procedures to improve the efficiency and effectiveness of Operations
- Ensure that state and federal reporting requirements are satisfied
- ~~Assists the City Council in identifying and applying for federal and state grants and loans~~
- Identifies federal and state grants and loans for City Council consideration and acts as directed by City Council
- Assists the Mayor and Finance Director with preparation of the annual budget
- Ensures that all laws, ordinances and policies of the City and all franchises, permits and privileges granted by the City are faithfully observed
- Prepare complete and accurate records and reports
- Attends various meetings, including but not limited to City Council, Planning and Zoning commission, Historic Preservation Board and staff meetings, and takes necessary action regarding agenda items.
- Must be available to Mayor and City Council for meetings pertaining to City operations. (Refer to City Administrator Ordinance for additional powers and duties)
- Performs other such duties as may be prescribed by the City Council or dictated by the nature of the position
- Duties may be added, removed or evolve as deemed appropriate by the City Council
- ~~Plans and executes short and long range plans and programs of the City's Comprehensive Plan.~~

WORKING CONDITIONS:

- Works mostly indoors in a comfortable environment
- Travels to meetings, conferences, seminars, etc.
- Required to attend frequent night evening meetings
- Subject to intermittent times of stress, especially when dealing with locally elected officials and the general public. , Subject to and frequent calls after hours
- May be subjected to time pressures, frequent changes to tasks, requests to perform multiple tasks simultaneously, and dealing with irate people
- **This position is considered essential and is required to respond in the event of an area-wide or local emergency**

KNOWLEDGES, SKILLS AND ABILITIES:

- Basic knowledge of general management principles including finance and human resources
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to ~~speak effectively in public~~ effectively communicate with staff, citizens and stakeholders by written and verbal means including email, social media and addressing the public in a group setting
- Ability to manage multiple deadlines and timelines simultaneously
- Ability to make objective, ethical decisions in the best interest of the City and its citizens
- Ability to establish and maintain effective working relationship with officials in local, State and Federal government and in the private sector
- Ability to assimilate a variety of facts and draw sound conclusions
- Identify and respond to community and City Council issues, concerns and needs
-
- Skilled in leadership and motivation

- Ability to select, develop, organize, motivate and effectively utilize City staff
- Strategic structural organization of departments
- Efficient and sufficient staffing, schedules, and workload assignments
- Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities.
- Working knowledge of municipal operations and functions
- Knowledge of municipal budgeting procedures and public financing operations

EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration or related degree with at least five (5) years of experience in City government with major emphasis in management and fiscal affairs

OR

- Five (5) years to eight (8) years minimum experience in performing above tasks in lieu of degree

LICENSES, QUALIFICATIONS AND CERTIFICATIONS:

- Class C Texas Driver's License
- Eligibility to be bonded
- City Administrator
- Must reside within Somervell County within 90 days of hire
- Must be willing to submit to and able to pass a background check

Any combination of knowledge, experience, education and skills may be considered as qualification for position.

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: City Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor and City Council

JOB SUMMARY:

The City Administrator shall be appointed by a majority vote of the Mayor and City Council for an indefinite term. The City Administrator shall serve as the administrative officer of the City and shall be responsible for the proper administration of City affairs. The City Administrator works for the Mayor and City Council.

EXAMPLES OF JOB DUTIES:

Supervises and coordinates the day-to-day operations of each department and its personnel. This includes the hiring and dismissal of City employees. Must create and foster a positive work environment. The Council has the final decision on the appointment and dismissal of department heads.

Attends various meetings, including city council, planning and zoning commission, and staff meetings, and represents the City at functions with outside organizations, agencies, businesses, and the general public.

Assists the Mayor and Finance Director with preparation of the annual budget.

Plans and executes short- and long-range plans and programs of the City's Comprehensive Plan.

Recommends to the Mayor and City Council from time to time the adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the City or for the improvement of public services of the City to achieve greater cost effectiveness or program results.

Assists the City Council in identifying and applying for federal and state grants and loans.

Investigates the affairs of the City or any department or division thereof, including all complaints relating to matters concerning the administration of the government of the City and in regard to public services. The findings must be reported to the Mayor and City Council.

Ensures that all laws, ordinances and policies of the City and all franchises, permits and privileges granted by the City are faithfully observed.

Works with outside consultants on City projects.

Fosters positive working relationships with any organization and or entity with which the city conducts business.

Provide a weekly report to City Council.

Performs other such duties as may be prescribed by the City Council or dictated by the nature of the position.

Item 22.

Must be available to Mayor and City Council for meetings pertaining to city operations. (Refer to City Administrator Ordinance for additional powers and duties)

WORKING CONDITIONS:

Works mostly indoors in a comfortable environment.

Travels to meetings, conferences, seminars, etc. Subject to intermittent times of stress, especially when dealing with locally elected officials and the general public. Subject to frequent calls after hours and is required to attend frequent night meetings.

KNOWLEDGES, SKILLS AND ABILITIES:

Basic knowledge of general management principles.

Ability to establish and maintain effective working relationship with officials in local, State and Federal government and in the private sector.

Ability to select, develop, organize, motivate and effectively utilize City staff.

Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities.

Working knowledge of municipal operations and functions.

Knowledge of municipal budgeting procedures and public financing operations.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

Ability to speak effectively in public.

EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, business administration or related degree with at least five (5) years of experience in city government with major emphasis in management and fiscal affairs, or five (5) years to eight (8) years minimum experience in performing above tasks in lieu of degree.

LICENSES AND CERTIFICATIONS:

Class C Texas Drivers License

Eligibility to be bonded

City Administrator

DIRECTOR OF DEVELOPMENT

CITY OF GLEN ROSE, TEXAS

DEPARTMENT: Development

REPORTS TO: City Administrator

JOB SUMMARY:

The City is seeking a Director of Development with strong management and leadership skills to lead the Department of Development. This role must understand the desires of the community to retain its small-town charm while applying careful planning skills during this time of growth. A strategic thinker with business acumen and interpersonal skills possessing a proven history in the field of City planning is necessary to be successful. Must interact well with City leadership, boards and have strong oral and written skills. The ability to express a concise vision to developers and our citizens will be required.

A knowledge of all forms of development financing is beneficial.

This role is responsible for leading the efforts to implement the City's Comprehensive Plan and shall be appointed by a majority vote of the Mayor and City Council for a contractually agreed upon term.

EXAMPLES OF JOB DUTIES:

(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Provide leadership and direction in establishing a unified vision for the future of the City of Glen Rose
- Under the general supervision of the City Administrator, the Director of Development provides planning and technical services related to long-range planning, zoning, design, and general development of the City
- Assumes management responsibility for all City planning functions and activities, including current, long-term, and environmental planning; facilitation of the residential and commercial development process; knowledge of economic incentives and processes to include but not limited to PID, TIRZ, Annexation, De-annexation, 380-agreements, grants, and loans
- Plan strategies to attract new businesses through an aggressive outreach to identify customers and/or prospects and encourage expansion and retention of existing businesses to promote a stronger economic base
- Build and maintain excellent relationships with Glen Rose Chamber of Commerce, Convention & Visitors Bureau, County Commission, Somervell County Water District and similar groups to promote Glen Rose business; represent the City at chamber/City organizations and industry trade shows
- Contact and market the City to outside agencies and enterprises. (i.e. private investors, developers, realtors, etc.); conduct tours of industrial and commercial sites and available facilities; gather business related data and demographics and develop marketing materials
- Coordinate economic development negotiations with the City Manager, County Judge and Commissioners
- Recommend and administer policies and procedures

- Direct the research, analysis and evaluation of technical information to determine feasibility and impact of proposed industrial expansions and developments
- Plan, coordinate and manage municipal planning projects. Assists in economic development, neighborhood, and revitalization initiatives
- Coordinate beautification and way-finding projects
- Explain, justify and defend policies, and activities; negotiate and resolve sensitive and controversial issues.
- Develop comprehensive marketing plans
- Evaluate program effectiveness
- Monitors, researches, evaluates, and writes various City ordinances relating to planning and community development; coordinates updates, code amendments, and zoning changes with multiple City departments
- Interprets and administers land development regulations, such as zoning, subdivision regulations and development standards
- Assists in researching and developing and/or revising policies and regulations relating to long-range planning including elements of the Comprehensive Plan and other regulatory ordinances
- Completes long-range planning and design assignments related to comprehensive and area planning, including preparing and evaluating plans and written reports
- Preparation of studies and reports regarding land use, building activity, residential and commercial improvements, and related long-range planning activities
- Makes presentations to the Planning and Zoning Committee, Historic Preservation Board and City Council
- Coordinates work and attends meetings with City, County and State officials regarding current and future development needs and plans
- The Director of Development will monitor legislation and technical developments that may affect the planning function; evaluates their impact upon the department and City activities and draft code changes, implementing changes, as needed
- Continually seeks process improvements that provide exceptional customer service
- Complete performance evaluations and make recommendations to the City Administrator regarding hiring, developing, promoting, disciplining, and terminating members of the Development Department
- Must create and foster a positive work environment
- Responsible for department budget preparation and administration; fee assessments and collection
- Fosters positive working relationships with any organization and or entity with which they conduct business
- Investigates the affairs of their department, including all complaints and report findings to the City Administrator
- Represents the City at functions with outside organizations, agencies, businesses, and the general public
- Conveys a positive, professional image by action, communication and appearance
- Provide a weekly report to the City Administrator and monthly report to the City Council
- Assists the City Council in identifying and applying for Federal and State grants and loans
- Assists the Mayor and Finance Director with preparation of the annual budget
- Attends various meetings, including City Council, planning and zoning, historic preservation board, and staff meetings, and takes necessary action regarding agenda items
- Must be available to Mayor and City Council for meetings pertaining to City development. (Refer to Director of Development Ordinance for additional powers and duties – **we'll need to create**)

- Performs other such duties as may be prescribed by the City Administrator or City Council or as by the nature of the position
- Duties may be added, removed or evolve as deemed appropriate by the City Administrator or City Council

WORKING CONDITIONS:

- Considerable time is spent outdoors and is subject to mechanical, electrical, fire, chemical hazards, and bodily injury
- Workers may be subjected to extreme temperatures; inadequate lighting; workspace restrictions; intense noises; travel; dirt, and dust; heat and cold; loud noise; constant noise; fumes; odors; wetness and humidity; vibration; extremes in temperatures; trench work; work from heights; and smoke
- Work is occasionally performed indoors in an office setting
- Travels to meetings, conferences, seminars, etc.
- Subject to intermittent times of stress and frequent calls after hours
- Required to attend frequent evening meetings
- May be subjected to time pressures, frequent changes to tasks, requests to perform multiple tasks simultaneously, and dealing with irate people
- **This position is considered essential and is required to respond in the event of an area-wide or local emergency**

KNOWLEDGES, SKILLS AND ABILITIES:

- Reviews and processes annexation, planning, zoning, and subdivision applications
- Prepares technical comments and compiles zoning history information for each case
- Management skills to analyze programs, policies and operational needs
- Ensures additional or revised information is provided by applicant; determines if special exceptions or variances to development standards are required
- Prepares graphics for each case
- Prepares memorandums, reports, and details for the City Administrator, related boards, and City Council
- Communicates with Planning and Zoning Board, Historic Preservation Board and City Council
- Prepares and reviews legal notifications prior to mailing and newspaper submission
- Prepares clear resolutions and ordinances; research property ownership; assist with portions of review of site plan applications
- Ensure compliance with appropriate laws, codes, regulations, and ordinances
- Assist with the negotiation of development agreements and planned development districts
- The Director of Development will also manage permitting, engineering, GIS, building inspections, code inspections, building compliance, health inspections and Historic Preservation
- Practice work place safety
- Basic knowledge of general management principles including human resources and time management
- Ability to effectively communicate with staff, citizens and stakeholders by written and verbal means including email, social media and addressing the public in a group setting
- Ability to manage multiple deadlines and timelines simultaneously
- Ability to make objective, ethical decisions in the best interest of the City and its citizens
- Ability to select, develop, organize, motivate and effectively utilize their staff
- Principles and practices of program development and administration.

- Plan, organize, direct and coordinate the work of lower level staff
- Delegate authority and responsibility
- Identify and respond to community and City Council issues, concerns and needs
- Develop and administer departmental goals, objectives, and procedures
- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities

EDUCATION AND EXPERIENCE:

- Bachelor' or master's degree in Urban Planning, Architecture, Construction Management, Geography, Public Administration, Social Sciences or related field. Equivalent combinations of education and experience will be considered
- Minimum five (5) years of work experience in Municipal Planning, plan review, general City planning, zoning administration, building code application or surveying. Historical Preservation Commission experience helpful. A Master's Degree in Planning is desirable and may be substituted for experience

LICENSES, QUALIFICATIONS AND CERTIFICATIONS:

- Class C Texas Driver's License
- Eligibility to be bonded
- Must reside within Somervell County within 90 days of hire
- Must be willing to submit to and able to pass a background check

Any combination of knowledge, experience, education and skills may be considered as qualification for position.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consideration and approval or other action regarding the October 11, 2022 Regular City Council meeting minutes		
PREPARED BY:	Staci L. King, City Secretary	DATE SUBMITTED:	10/21/2022
EXHIBITS:	October 11, 2022 Regular City Council Minutes		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

MINUTES OF THE CITY OF GLEN ROSE

REGULAR CITY COUNCIL MEETING

Tuesday, October 11, 2022 at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, October 11, 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 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 Pledges of Allegiance to the United States and Texas flags.

ROLL CALL

Council Present

Julia Douglas, Mayor
Chip Joslin, Mayor Pro Tem
George Freas, 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

Kelly Harris, Council member

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

Pam Streeter addressed the council regarding dredging that had occurred in the Paluxy River and asked for any assistance the council could provide in getting the excavated material removed or redistributed.

PUBLIC HEARINGS

1. **Public hearing regarding a request to rezone the property located at 404 Paluxy St, Glen Rose, TX 76043, being legally described as Acres 7.890, Tract 21, Abst A41, J A HERNANDEZ from R-1 (Single-Family Residential District) to P&R (Parks & Recreation District).**
This item was withdrawn prior to the meeting.
2. **Public hearing regarding a request to rezone the property located at 800 Clay St, Glen Rose, TX 76043, being legally described as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, from R-1 (Single-Family Residential District) to R-3 (Single, Two – Four & MH Family).**

Discussion was held between Michael Leamons, City Administrator, and Pam Streeter, Planning and Zoning Chair, regarding how to proceed with the request. Ms. Streeter explained that the applicant had applied for R-3 zoning but actually needed to be zoned R-2 which is why the Commission had denied the request. Mr. Leamons asked that this item be tabled in order to consult with the city attorney on the proper procedure. Mayor Douglas stated that the council would hold the public hearing, but would wait for more information from the attorney before taking action.

3. **Public Hearing regarding an ordinance amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A, Zoning Ordinance; Schedule of Uses in I (Industrial District), R-1 (Single Family District), R-2 (Two-Four Family District), R-3 (Single, Two-Four, MH Family District), R-4 (Multi-family Zoning District) and PR (Parks and Recreation District)**

Mayor Douglas opened the public hearings at 5:37 p.m. No one came forward to speak in favor of or opposition to the proposed items. Mayor Douglas closed the public hearings.

INDIVIDUAL ITEMS FOR CONSIDERATION

4. **Discussion, consideration, and possible action regarding a request to rezone the property located at 404 Paluxy St, Glen Rose, TX 76043, being legally described as Acres 7.890, Tract 21, Abst A41, J A HERNANDEZ from R-1 (Single-Family Residential District) to P&R (Parks & Recreation District).**
This item was withdrawn prior to the meeting.

5. **Discussion, consideration, and possible action regarding a request to rezone the property located at 800 Clay St, Glen Rose, TX 76043, being legally described as Acres 0.307, Lot 1 & 2, Blk 00017, Subd F0100, Abst A41, Farr, from R-1 (Single-Family Residential District) to R-3 (Single, Two – Four & MH Family).**

This item was tabled at 5:39 p.m. and brought back before council for consideration after the recess at 7:10 p.m.

City Administrator Michael Leamons reported that he had spoken to City Attorney Stan Lowry and that the current process outlined for a Planning and Zoning Commission denial was in conflict with state law. He stated that the council would need to proceed with voting on the requested rezone.

Clifford Simmons, applicant, explained that he wanted to build a single-level fourplex and that he wanted the zoning that would allow him to do so. Pam Streeter, Planning and Zoning chair, explained that the Commission felt the best course of action was to rezone the property to R-2 which would still allow Mr. Simmons to proceed with his project, but would prevent the possibility of a mobile home in the future.

MOTION by TJ Walker, second by Demetra Conrad, to deny the rezone. MOTION CARRIED by unanimous vote.

6. **Discussion, consideration, and possible action regarding an ordinance amending the City of Glen Rose Code of Ordinances, Chapter 14, Appendix A, Zoning Ordinance; Schedule of Uses in I (Industrial District), R-1 (Single Family District), R-2 (Two-Four Family District), R-3 (Single, Two-Four, MH Family District), R-4 (Multi-family Zoning District) and PR (Parks and Recreation District)**

Council member Conrad requested that this item also be tabled to allow members to review newly added information during a recess. This item was tabled at 5:39 p.m. and brought back before council for consideration at 7:40 p.m.

Council member Conrad suggested that “Water treatment plant” and “Water well” be changed from a permitted use to a special use permit required in R-4 zoning.

MOTION by Chip Joslin, second by Demetra Conrad, to approve Ordinance No. 2022.10.11.A amending the City of Glen Rose Zoning Schedule of Uses with the changes above. MOTION CARRIED by unanimous vote.

7. **Discussion, consideration, and possible action on petition for annexation of 1.32 acres (on Hwy 67 adjacent to and east of the 7 Eleven) out of Milam County School, Abstract No. 136, being a portion of a certain tract of land described in deed to Alvie Joe Mitchell, JR recorded under Instrument Number 20201505 of the Somervell County public records by VRE Glen Rose 2.0, LLC and associated development and service agreements.**

Discussion was held regarding the process of voluntary annexation. This item will be brought back to council in November. No action taken.

8. **Discussion, consideration, and possible action regarding authorization to apply for a Texas Community Development Block Grant**

MOTION by Demetra Conrad, second by TJ Walker, to authorize the application for a Texas CDBG grant. MOTION CARRIED by unanimous vote.

9. **Discussion, consideration, and possible action regarding the award of a contract for bank depository services**

MOTION by TJ Walker, second by Chip Joslin, to approve an award for bank depositor services to First Financial Bank. MOTION CARRIED by unanimous vote.

10. **Discussion, consideration, and possible action on Resolution authorizing opening an account at InterBank and signatories for the same**

MOTION by Demetra Conrad, second by TJ Walker, to approve Resolution No. 2022-25 authorizing an InterFi account to be opened at Interbank. MOTION CARRIED by unanimous vote.

ANNOUNCEMENTS/PRESENTATIONS

11. **Presentation on the Glen Rose Wellness Center**

Tammy Apocada gave a presentation on the proposed Glen Rose Wellness Center.

The meeting was recessed at 6:55 and called back into session at 7:10 p.m.

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.)

Council member Walker asked to pull items 12, 13, 16, and 17 to ask questions for clarification.

12. **Consider approval or other action regarding an accounts payable report for payments made during September 2022 (R.Sosol)**

MOTION by George Freas, second by Chip Joslin, to approve the September accounts payable report. MOTION CARRIED by unanimous vote.

13. **Consider Approval or other action regarding a financial report for the month of September 2022**

MOTION by Chip Joslin, second by George Freas, to approve the September 2022 financial report. MOTION CARRIED by unanimous vote.

14. Consider approval or other action regarding the adoption of the City of Glen Rose logo

MOTION by Chip Joslin, second by George Freas, to adopt the City of Glen Rose logos as presented. MOTION CARRIED by unanimous vote.

15. Consideration of approval or other action regarding a resolution designating the Glen Rose Reporter as the Official Newspaper for the City of Glen Rose, Texas

MOTION by George Freas, second by TJ Walker, to adopt Resolution No. 2022-26 designating the Glen Rose Reporter as the City's official newspaper.

16. Consideration of approval or other action on a Resolution amending the FY2021-2022 Budget

MOTION by George Freas, second by Chip Joslin, to adopt Resolution No. 2022-27 amending the FY2021-2022 budget. MOTION CARRIED by unanimous vote.

17. Consider approval or other action regarding minutes for the September 13, 2022 and September 27, 2022 Regular City Council Meetings

MOTION by Chip Joslin, second by George Freas, to approve the minutes as presented. MOTION CARRIED by unanimous vote.

STAFF REPORTS**18. Public Works Report****19. Police Department Report****20. Building and Planning, Code Enforcement, and Animal Control Monthly Report****21. CVB Director Report****22. City Administrator's Report****23. City Secretary's Report****MAYOR AND COUNCIL MEMBER REPORTS**

Council member Conrad informed the council that she would be working on a job description for a Director of Development or similar to help implement the Comprehensive Plan.

Mayor Pro Tem Joslin thanked City Secretary King for coordinating the council and keeping them on track during the Texas Municipal League Annual Conference and thanked eHT for a nice dinner while there. He stated that the conference sessions were very informative.

Council member Freas asked Chief Martin to look into various areas with graffiti and asked for clarification regarding parking rules and regulations.

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:

24. **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Building, Planning, and Code Enforcement Assistant**

Mayor Douglas called the meeting into executive session at 8:11 p.m. The meeting was called back to regular session at 8:40 p.m.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

25. **Discussion, consideration, and possible action regarding item discussed in Executive Session: Personnel Matters - Building, Planning, and Code Enforcement Assistant**

MOTION by Chip Joslin, second by George Freas, to approve a pay increase for the Building, Planning, and Code Enforcement Assistant as discussed in executive session. MOTION CARRIED by unanimous vote.

ADJOURN

The meeting was adjourned at 8:41 p.m.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Staci King, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding an accounts payable report for payments made during October 2022 (R.Sosol)		
PREPARED BY:	Deputy City Secretary Sosol	DATE SUBMITTED:	11/02/2022
EXHIBITS:	Accounts payable report		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
Move to approve or deny as presented			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding an accounts payable report for payments made during October 2022 (R.Sosol)		
PREPARED BY:	Deputy City Secretary Sosol	DATE SUBMITTED:	11/02/2022
EXHIBITS:	Accounts payable report		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
Move to approve or deny as presented			

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

10/26/2022 2:54

Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
	10/6/2022	AT&T Mobility	10-40-5401	Telephone	Maintenance Barn (On call) cell phone	\$45.46
	10/6/2022	Higginbotham Bros. & Co., LLC	10-40-5100	Supplies	Concrete blocks for water valves	\$21.66
	10/6/2022	Higginbotham Bros. & Co., LLC	10-40-5604	Repair & Maint - Struct	Wood trim/caulk for office windows at maintenance facilities	\$70.96
	10/6/2022	Higginbotham Bros. & Co., LLC	10-40-5604	Repair & Maint - Struct	Screws/paint/hardware/brass "y"/clear fasteners	\$60.87
	10/6/2022	Higginbotham Bros. & Co., LLC	10-40-5100	Supplies	Pewter step stone	\$8.70
	10/6/2022	O'Reilly Automotive, Inc.	10-40-5600	Vehicle Repair	Wind shield wiper blades bucket truck	\$37.28
	10/6/2022	Spinks & Green Auto Supply	10-40-5600	Vehicle Repair	State inspection (2 pick up trucks/dump truck/bucket truck)	\$28.00
	10/6/2022	Smith Supply, Inc.	10-40-5604	Repair & Maint - Struct	Replacement bulbs for Riverwalk lights	\$108.87
	10/6/2022	Smith Supply, Inc.	10-40-5604	Repair & Maint - Struct	1/2 mip x 3/8 comp half union	\$2.87
	10/6/2022	Smith Supply, Inc.	10-40-5604	Repair & Maint - Struct	Wire/cement/pipe/rigid straps	\$419.49
	10/6/2022	Texas Bit	10-40-5156	Asphalt	4 tons of asphalt for street repair/ Summit Ridge/Vernon/Jefferson/Cedar	\$472.88
	10/6/2022	TXU Energy	10-40-5403	Electric	TXU Electric	\$1,531.36
	10/6/2022	TXU Energy	10-40-5421	Street Lighting	TXU Electric	\$2,521.07
	10/13/2022	Atmos Energy	10-40-5405	Gas	Gas usage 08-26-2022/09-28-2022	\$27.88
	10/13/2022	Glen Rose Auto Parts	10-40-5602	Repair & Maint - Equip	Hydraulic oil for sweeper	\$65.95

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

10/26/2022 2:54 Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
	10/13/2022	Glen Rose Auto Parts	10-40-5602	Repair & Maint - Equip	Starting fluid	\$18.00
	10/13/2022	Glen Rose Auto Parts	10-40-5602	Repair & Maint - Equip	September charges	\$16.50
	10/13/2022	Lowe's	10-40-5604	Repair & Maint - Struct	Windows for maintenance facility and cleaning supplies	\$551.45
	10/21/2022	Citibank	10-40-5801	Miscellaneous Exp	Filing fee for Paluxy summit incorp	\$29.00
	10/21/2022	Citibank	10-40-5175	Herbicides & Insecticides	Weed killer for Riverwalk	\$205.66
	10/21/2022	Citibank	10-40-5604	Repair & Maint - Struct	Part for door knob at maintenance barn	\$10.98
	10/21/2022	Citibank	10-40-5600	Vehicle Repair	Registration for 2 pick ups/bucket truck/dump truck	\$31.00
	10/21/2022	United Cooperative Services	10-40-5421	Street Lighting	Cactus Creek electric usage WWTP	\$118.48
	10/21/2022	AT&T (Scada)	10-40-5401	Telephone	SCADA System	\$16.95
	10/21/2022	Fuelman	10-40-5608	Gas/Oil/Lube	Gasoline usage PW	\$135.07
	10/26/2022	Charter Business	10-40-5401	Telephone	Internet service for maintenance facilities	\$42.87
	10/26/2022	Enprotec/Hibbss/Todd	10-40-5700	Capital Expenditures	Valley View Street Paving Project	\$3,145.00
	10/26/2022	Riverbend Landscaping	10-40-5804	Service Fees	Mowing/trimming city properties	\$1,045.00
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-40-5007	Workers Comp Insurance	TML Workers Comp PW	\$2,604.10
Total						\$13,393.36

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

10/26/2022 2:54 Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Legislative						
	10/6/2022	AT&T Mobility	10-05-5145	Exp Mayor & Council	Mayor Cell phone	\$43.23
	10/6/2022	Boyle & Lowry, L.L.P.	10-05-5201	Attorney	Attorney services for period ending 09/30/2022	\$6,625.00
	10/13/2022	Demetra Conrad	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$300.00
	10/13/2022	George Freas	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$300.00
	10/13/2022	Julia Douglas	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$750.00
	10/13/2022	John Merrill Joslin IV	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$300.00
	10/13/2022	Kelly Harris	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$300.00
	10/13/2022	Tereca J. Walker	10-05-5055	Mayor & Council Pay	Council pay 3rd QT	\$300.00
	10/21/2022	Citibank	10-05-5502	Mayor & Council Travel	TML conference hotel charges	\$3,659.76
	10/21/2022	Petty Cash/City of Glen Rose	10-05-5502	Mayor & Council Travel	Mileage to Ft. Worth to pick up Council uniform shirts (Staci King)	\$61.25
	10/21/2022	Dell Marketing L.P.	10-05-5407	Council Laptops	Council Laptops	\$6,247.62
	10/21/2022	Citibank	10-05-5145	Exp Mayor & Council	Council name tags	\$46.62
Total						\$18,933.48
Code Enforcement						
	10/6/2022	AT&T Mobility	10-50-5401	Telephone	Code Enforcement Cell phone	\$43.23
	10/13/2022	AAA Quality Services	10-50-5203	Contract Labor	Inspections for September, 2022	\$2,150.00
	10/13/2022	Pitney Bowes Bank Inc	10-50-5106	Postage	Postage charges CE	\$585.00

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

10/26/2022 2:54 Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Code Enforcement						
	10/14/2022	AAA Quality Services	10-50-5203	Contract Labor	Building Inspector services 10-02-22/10-06-22	\$625.00
	10/14/2022	RLI	10-50-5801	Miscellaneous Exp	Bond for CE officer JH	\$70.00
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing	\$33.66
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing (Add items)	\$29.70
	10/21/2022	Citibank	10-50-5801	Miscellaneous Exp	Oil change/ inspection CE car	\$116.97
	10/21/2022	Citibank	10-50-5106	Postage	Postage for CE letters	\$114.70
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing City of GR	\$33.00
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing 7/1/22	\$97.68
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing 7/29/22	\$37.62
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Holden Street PD Amendment	\$16.50
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Fall 2022 Citywide Yard Sale	\$86.80
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing 10/24/22 & 10/11/22	\$36.30
	10/21/2022	Column Software	10-50-5210	Legal Notices & Advertising	Notice of Public Hearing 09/30/22	\$36.30
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-50-5007	Workers Comp Insurance	TML Workers Comp CE	\$3,906.15
Total						\$8,018.61

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

10/26/2022 2:54 Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Animal Control						
	10/6/2022	AT&T Mobility	10-55-5401	Telephone	Animal Control Cell Phones (x2)	\$86.46
	10/6/2022	Higginbotham Bros. & Co., LLC	10-55-5100	Supplies	Fit all stopper/Ties 8 green std AC	\$8.00
	10/6/2022	Higginbotham Bros. & Co., LLC	10-55-5801	Miscellaneous Exp	Wire for AC facilities	\$15.27
	10/6/2022	O'Reilly Automotive, Inc.	10-55-5600	Vehicle Repair	Antifreeze for AC truck	\$11.49
	10/6/2022	TXU Energy	10-55-5403	Electric	TXU Electric	\$258.11
	10/13/2022	Squaw Valley Veterinary	10-55-5237	Adoption Reimbursement	Adoption voucher animal # F4711	\$65.00
	10/13/2022	Squaw Valley Veterinary	10-55-5237	Adoption Reimbursement	Adoption voucher animal F-4712	\$65.00
	10/21/2022	Dinosaur Valley Pest Service	10-55-5604	Repair & Maint - Struct	Pest control services AC facilities	\$65.00
	10/21/2022	Nextlink Broadband	10-55-5402	Internet	Internet services for AC facilities	\$110.83
	10/21/2022	Citibank	10-55-5608	Gas/Oil/Lube	Oil change/ inspection AC truck	\$78.99
	10/21/2022	Citibank	10-55-5839	Rabies Test Fees	Shipping rabies test	\$91.16
	10/21/2022	Fuelman	10-55-5608	Gas/Oil/Lube	Gasoline usage AC	\$182.26
	10/26/2022	Riverbend Landscaping	10-55-5203	Contract Labor	Mowing services at AC facilities	\$70.00
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-55-5007	Workers Comp Insurance	TML Workers Comp AC	\$1,302.05
Total						\$2,409.62

City of Glen Rose
Council Report
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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Administration						
	10/6/2022	AT&T Mobility	10-60-5401	Telephone	City Secretary/Front desk cell phones	\$86.46
	10/6/2022	AT&T Mobility	10-60-5401	Telephone	City Administrator cell phone	\$43.23
	10/6/2022	Texas Workforce Commission	10-60-5008	Twc	3th quarter 2022 payment	\$3.77
	10/6/2022	TXU Energy	10-60-5406	CVB/Oakdale Electric	TXU Electric	\$8,781.43
	10/13/2022	Standpoint Promotion, LLC	10-60-5108	Uniforms	Uniforms logo for EH	\$52.00
	10/14/2022	Staci L. King	10-60-5501	Travel	Mileage TMCA Conference CS	\$173.75
	10/14/2022	Staci L. King	10-60-5501	Travel	Per Diem TMCA Conference CS	\$104.00
	10/14/2022	Texas Municipal Clerks Certification Program	10-60-5800	Dues	CS membership	\$100.00
	10/14/2022	Texas Municipal Clerks Certification Program	10-60-5500	Training	Seminar registration CS	\$325.00
	10/14/2022	Texas Municipal Clerks Certification Program	10-60-5800	Dues	Membership DSC- Sosol	\$100.00
	10/21/2022	Petty Cash/City of Glen Rose	10-60-5501	Travel	Parking fee at TML conference (Michael Leamons)	\$20.00
	10/21/2022	Petty Cash/City of Glen Rose	10-60-5801	Miscellaneous Exp	Water for meetings (Rosario Sosol)	\$11.98
	10/21/2022	Citibank	10-60-5401	Telephone	Data for PWD cell phone	\$0.99
	10/21/2022	Citibank	10-60-5803	Software	Software for CS computer	\$14.99
	10/21/2022	Citibank	10-60-5218	Legal Updates	Filing charges Amended Budget	\$206.65
	10/21/2022	Citibank	10-60-5109	Office Supplies	Office supplies CS office	\$287.71
	10/21/2022	Citibank	10-60-5803	Software	Membership CANVAS	\$349.40

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10 - GENERAL FUND						
Administration						
	10/21/2022	Citibank	10-60-5108	Uniforms	Refund for uniform shirt LG	(\$71.21)
	10/21/2022	Column Software	10-60-5210	Legal Notices & Advertising	Banking Services	\$15.18
	10/21/2022	Column Software	10-60-5210	Legal Notices & Advertising	Ord. No. 2022.09.13.D Grease Trap	\$22.44
	10/26/2022	Texas Municipal Clerks Certification Program	10-60-5500	Training	Hard Copy Municipal Clerks Handbook - CS Office	\$119.00
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-60-5007	Workers Comp Insurance	TML Workers Comp ADMIN	\$5,208.20
Total						\$15,954.97
Law Enforcement						
	10/6/2022	AT&T Mobility	10-90-5401	Telephone	Police department cellphones/unit routers	\$180.21
	10/6/2022	Petty Cash/City of Glen Rose	10-90-5801	Miscellaneous Exp	Car wash money patrol car	\$20.00
	10/6/2022	TXU Energy	10-90-5403	Electric	TXU Electric	\$102.79
	10/21/2022	Citibank	10-90-5820	Events	National Night out supplies (crayons/pens/coloring books)	\$1,021.97
	10/21/2022	Citibank	10-90-5501	Travel	Lunch during dropping evidence at Waco	\$9.13
	10/21/2022	BizProtect	10-90-5604	Repair & Maint - Struct	Dell computer/disposal fee PD	\$1,001.50
	10/21/2022	Fuelman	10-90-5608	Gas/Oil/Lube	Gasoline usage PD	\$173.73
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-90-5007	Workers Comp Insurance	TML Workers Comp PD	\$2,604.10

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10 - GENERAL FUND						
Law Enforcement						
Total						\$5,113.43
Non Departmental						
	10/6/2022	Atmos Energy	10-65-5405	Gas	Gas consumption from 08/26/22 to 09/28/22	\$58.98
	10/6/2022	Peloton Land Solutions, Inc.	10-65-5230	Comprehensive Plan Consultant	Comprehensive Plan	\$23,000.00
	10/6/2022	TXU Energy	10-65-5403	Electric	TXU Electric	\$538.51
	10/13/2022	Brookshire Brothers	10-65-5041	Employee Appreciation	Employee appreciation lunch supplies	\$15.27
	10/13/2022	Brenda L. James	10-65-5226	Cpa	CPA Services for the month of September/	\$275.00
	10/13/2022	Pitney Bowes Bank Inc Purchase Power	10-65-5106	Postage	Postage charges Admin	\$131.96
	10/13/2022	Pitney Bowes Bank Inc Purchase Power	10-65-5217	Postage, Copier Lease	Finance charges	\$5.00
	10/13/2022	Xerox Corporation	10-65-5217	Postage, Copier Lease	Copier rental/copies 09-21-22/09-21-22	\$304.97
	10/14/2022	Charter Business	10-65-5401	Telephone	Internet back up services for CH	\$62.82
	10/14/2022	Charter Business	10-65-5402	Internet	Internet back up services for CH	\$62.82
	10/14/2022	Kinect Communications, LLC	10-65-5401	Telephone	Recurring charges/portal desktop 10-01-22/10-31-22	\$412.59
	10/21/2022	Citibank	10-65-5041	Employee Appreciation	Employee appreciation lunch	\$561.25
	10/21/2022	Citibank	10-65-5106	Postage	Postage for Admin letters	\$3.60
	10/21/2022	Citibank	10-65-5041	Employee Appreciation	10 Years anniversary gift cards	\$167.85

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10 - GENERAL FUND						
Non Departmental						
	10/21/2022	Citibank	10-65-5100	Supplies	City map	\$174.00
	10/21/2022	BizProtect	10-65-5224	It Support	Network setup OVPN/Email repair/scanner repair/postage machine setup	\$420.00
	10/21/2022	BizProtect	10-65-5224	It Support	Disable KR account and reset access for Jodi	\$52.50
	10/26/2022	3cGeo	10-65-5202	Engineering	Monthly maintenance & hosting fee	\$400.00
	10/26/2022	Boyd Enterprises	10-65-5107	Janitorial Supplies	Cleaning supplies CH	\$158.02
	10/26/2022	Enprotec/Hibbss/Todd	10-65-5202	Engineering	Final plat and plan review (Squaw Valley Estates)	\$480.00
	10/26/2022	Windstream	10-65-5401	Telephone	Monthly fax & long distance service Ch	\$60.83
	10/26/2022	Windstream	10-65-5401	Telephone	Internet services at CH	\$257.98
	10/26/2022	Windstream	10-65-5402	Internet	Internet services at CH	\$257.98
	10/26/2022	Staples Credit Plan	10-65-5109	Office Supplies	Ink for copier at main office/filing box/copy paper	\$185.43
	10/26/2022	Staples Credit Plan	10-65-5109	Office Supplies	pens/mouse pad/Ziploc bags for filing registers	\$52.24
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-65-5009	Other Insurance Tmlirp	All other insurance with TML	\$32,105.12
Total						\$60,204.72
Municipal Court						
	10/6/2022	Texas Municipal Courts Association	10-80-5800	Dues & Subscriptions	Emily Holder membership	\$75.00

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10 - GENERAL FUND						
Municipal Court						
	10/6/2022	Texas Municipal Courts Association	10-80-5800	Dues & Subscriptions	Mickey Garrett membership	\$75.00
	10/13/2022	Pitney Bowes Bank Inc Purchase Power	10-80-5106	Postage	Postage charges Court	\$239.79
	10/21/2022	Clayton Bryant	10-80-5201	Attorney Fees	Prosecutor Services for 10-18-2022	\$500.00
	10/21/2022	Citibank	10-80-5106	Postage	Postage for Court letters	\$141.30
	10/26/2022	Mickey Garrett	10-80-5203	Contract Labor	Judge services for the month of October	\$500.00
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	10-80-5007	Workers Comp Insurance	TML Workers Comp MC	\$1,302.05
Total						\$2,833.14
Non-Departmental						
	10/6/2022	Omnibase	10-2338	OmniBase FTA Fee - Omnibase	September's payments	\$90.00
	10/6/2022	State Comptroller	10-2309	State Fee	Line 1CF -Consolidated Fee	\$6,912.30
	10/6/2022	State Comptroller	10-2302	State Consolidated Fees	1Line 2 - State Consolidated Fee	\$175.64
	10/6/2022	State Comptroller	10-2343	State Traffic Fine	Line 5 ST - State Traffic	\$139.06
	10/6/2022	State Comptroller	10-2343	State Traffic Fine	Line 4 STF2 - State Traffic Fine	\$5,864.80
	10/6/2022	State Comptroller	10-2354	Juror Reimbursement Fee	Line 6 JRF - Juror Reimbursement Fee	\$17.57
	10/6/2022	State Comptroller	10-2355	Indigent Defense Fund	Line 6 Indigent Defense Fund	\$9.51
	10/6/2022	State Comptroller	10-2356	Moving Violation Fee	Line 7 - Moving Violation Fee	\$0.48

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10 - GENERAL FUND						
Non-Departmental						
	10/6/2022	State Comptroller	10-2365	Truancy Prevention and Diversion Fund	Line - 8 TPD - Truancy Prevention and Diversion Fund	\$5.76
	10/6/2022	State Comptroller	10-2338	OmniBase FTA Fee - Omnibase	Line 9 FTA - Omnibase Fee	\$105.78
	10/6/2022	State Comptroller	10-2348	Time Payment	Line 10 TP - Time Payment Fee	\$7.38
	10/6/2022	State Comptroller	10-2364	Judicial Support Fee	Line 6 JS - Juror Support Fee	\$26.34
	10/14/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 10/9/2022	\$136.15
	10/14/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 10/9/2022	\$361.61
	10/14/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 10/9/2022	\$1,546.27
	10/14/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 10/9/2022	\$1,968.98
	10/14/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 10/9/2022	\$361.61
	10/14/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 10/9/2022	\$1,546.27
	10/26/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 10/9/2022	\$69.84
	10/26/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 10/9/2022	\$2,893.12
	10/26/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 10/23/2022	\$69.84
	10/26/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 10/23/2022	\$3,293.12
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 10/9/2022	\$60.66
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 10/9/2022	\$3.96

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10 - GENERAL FUND						
Non-Departmental						
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Short Term Disability 10/9/2022	\$88.44
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Specified Health 10/9/2022	\$40.56
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 10/9/2022	\$5.10
	10/26/2022	Aflac	10-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre-Tax 10/9/2022	\$37.26
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 10/23/2022	\$60.66
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 10/23/2022	\$3.96
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Short Term Disability 10/23/2022	\$88.44
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Specified Health 10/23/2022	\$40.56
	10/26/2022	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 10/23/2022	\$5.10
	10/26/2022	Aflac	10-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre-Tax 10/23/2022	\$37.26
	10/26/2022	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 10/9/2022	\$22.22
	10/26/2022	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 10/23/2022	\$22.22
	10/26/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 10/23/2022	\$136.15
Total						\$26,253.98

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20 - UTILITY FUND						
Water						
	10/6/2022	AT&T Mobility	20-10-5401	Telephone/Internet	PW Director cell phone	\$43.23
	10/6/2022	Atlas Utility Supply Company	20-10-5652	Meters	(24) Water meters 5/8" x 3/4"	\$1,824.00
	10/6/2022	Atlas Utility Supply Company	20-10-5652	Meters	(5) Water meters 1"	\$1,162.50
	10/6/2022	Atlas Utility Supply Company	20-10-5652	Meters	(1) Water meters 2"	\$702.00
	10/6/2022	Atlas Utility Supply Company	20-10-5806	Meter Service Fees	(30) 5/8" x 3/4" LCD encoder HRE (top)	\$2,250.00
	10/6/2022	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	September 22 water bact. samples for water system	\$49.00
	10/6/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	(10) Chlorine gas cylinders for water system	\$1,846.98
	10/6/2022	Home Depot Credit Services	20-10-5604	Repair & Maint - Struct	Replacement AC/heater for pump room @ well # 5	\$599.00
	10/6/2022	Higginbotham Bros. & Co., LLC	20-10-5741	Generator Quick Wire + Generators	4" rubber boot 45	\$18.80
	10/6/2022	Higginbotham Bros. & Co., LLC	20-10-5741	Generator Quick Wire + Generators	Double side tape for signs at well 2	\$6.64
	10/6/2022	O'Reilly Automotive, Inc.	20-10-5741	Generator Quick Wire + Generators	Batteries for 100 kw gen-set	\$369.10
	10/6/2022	O'Reilly Automotive, Inc.	20-10-5600	Vehicle Repair	Battery for 2009 pick up truck	\$162.55
	10/6/2022	Smith Supply, Inc.	20-10-5741	Generator Quick Wire + Generators	Parts for well 2 auto transfer	\$553.91
	10/6/2022	Smith Supply, Inc.	20-10-5741	Generator Quick Wire + Generators	Parts for well 2 auto transfer switch	\$35.18
	10/6/2022	Smith Supply, Inc.	20-10-5801	Miscellaneous Exp	Replacement water meter box	\$29.65
	10/6/2022	Smith Supply, Inc.	20-10-5120	Tools	Milwaukee sawzall-bare tool	\$133.67

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20 - UTILITY FUND						
Water						
	10/6/2022	Smith Supply, Inc.	20-10-5100	Supplies	Hardware for well # 2 auto transfer	\$35.90
	10/6/2022	Smith Supply, Inc.	20-10-5100	Supplies	Hardware for well # 2 auto transfer	\$14.34
	10/6/2022	Smith Supply, Inc.	20-10-5741	Generator Quick Wire + Generators	1/4-2 master flash well 2	\$18.59
	10/6/2022	Smith Supply, Inc.	20-10-5741	Generator Quick Wire + Generators	Clear silicone	\$4.60
	10/6/2022	Smith Supply, Inc.	20-10-5741	Generator Quick Wire + Generators	Alum Mech lug	\$28.98
	10/6/2022	Smith Supply, Inc.	20-10-5100	Supplies	September charges	(\$9.92)
	10/6/2022	Texas Workforce Commission	20-10-5008	Twc	3th quarter 2022 payment	\$7.02
	10/6/2022	TXU Energy	20-10-5400	Utilities (Elec)	TXU Electric	\$2,570.86
	10/6/2022	Usa Bluebook	20-10-5100	Supplies	Fire Hydrant Repair kits (2)	\$305.90
	10/13/2022	Atmos Energy	20-10-5405	Gas	Gas usage 08-26-2022/09-28-2022	\$27.88
	10/21/2022	Citibank	20-10-5741	Generator Quick Wire + Generators	Alumn 4" x 8"	\$39.98
	10/21/2022	AT&T (Scada)	20-10-5401	Telephone/Internet	SCADA	\$16.95
	10/21/2022	Fuelman	20-10-5608	Gas/Oil/Lube	Gasoline usage PW	\$189.42
	10/24/2022	Gen-Tech, Inc	20-10-5741	Generator Quick Wire + Generators	Electric supplies for generator	\$2,344.90
	10/24/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	Chlorine Cylinder rental fee	\$100.00
	10/26/2022	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	Water bacteriology samples	\$49.00

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Water						
	10/26/2022	Charter Business	20-10-5401	Telephone/Internet	Internet service for maintenance facilities	\$42.87
	10/26/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	Chlorine gas for water system	\$977.16
	10/26/2022	Enprotec/Hibbss/Todd	20-10-5700	Capital Improvements	Spanish Oak/Hilltop/ water line improvement	\$1,000.00
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	20-10-5007	Workers Comp Insurance	TML Workers Comp Water	\$3,906.15
Total						\$21,456.79
WWTP						
	10/6/2022	AT&T Mobility	20-21-5401	Telephone	WWTP cell phones (x2)	\$86.46
	10/6/2022	Charter Business	20-21-5401	Telephone	Internet service for WWTP	\$120.61
	10/6/2022	DPC Industries, Inc	20-21-5115	Chemical Supplies	Chlorine for WWTP	\$1,108.19
	10/6/2022	Higginbotham Bros. & Co., LLC	20-21-5601	System Repair	Air compressor WWTP	\$296.99
	10/6/2022	Higginbotham Bros. & Co., LLC	20-21-5601	System Repair	Air hose & fittings WWTP	\$33.63
	10/6/2022	Higginbotham Bros. & Co., LLC	20-21-5601	System Repair	Air hose fittings for WWTP	\$17.80
	10/13/2022	Brookshire Brothers	20-21-5100	Supplies	Water for WWTP	\$31.96
	10/21/2022	United Cooperative Services	20-21-5400	Utilities	WWTP electric usage	\$6,946.53
	10/21/2022	Fuelman	20-21-5608	Gas/Oil/Lube	Gasoline usage PW Director	\$71.18
	10/26/2022	Bio Chem Lab, Inc.	20-21-5238	Lab Fees	Water bacteriology samples WWTP	\$1,289.00

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20 - UTILITY FUND						
WWTP						
	10/26/2022	DPC Industries, Inc	20-21-5115	Chemical Supplies	Chlorine WWTP	\$977.16
	10/26/2022	Windstream	20-21-5401	Telephone	SCADA system WWTP	\$52.74
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	20-21-5007	Workers Comp Insurance	TML Workers Comp WWTP	\$2,604.10
Total						\$13,636.35
Sewer						
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(2) 8" Hymax compling	\$820.00
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(2) 6" x 15" Romac Repair Clamp	\$290.00
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(12) 3/4" x 3" Full circle repair clamps	\$383.88
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(12) 3/4" x 6" Full circle repair clamps	\$812.16
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(12) 1" x 3" Full circle repair clamps	\$406.80
	10/6/2022	Atlas Utility Supply Company	20-20-5601	System Repair	(12) 1" x 6" Full circle repair clamps	\$817.80
	10/6/2022	Smith Supply, Inc.	20-20-5601	System Repair	6" clean out for sewer line	\$18.99
	10/6/2022	Smith Supply, Inc.	20-20-5601	System Repair	6" pvc fitting for sewer main	\$34.78
	10/6/2022	Smith Supply, Inc.	20-20-5601	System Repair	Push fit 3/4 brass coupling - well 5	\$9.44
	10/6/2022	TXU Energy	20-20-5400	Utilities (Elec)	TXU Electric	\$2,411.15

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20 - UTILITY FUND						
Sewer						
	10/13/2022	Atmos Energy	20-20-5405	Gas	Gas usage 08-26-2022/09-28-2022	\$27.89
	10/14/2022	Andrew Wilson	20-20-5005	Health Insurance	Correction of insurance	\$234.92
	10/21/2022	AT&T (Scada)	20-20-5401	Telephone	SCADA	\$16.95
	10/21/2022	Fuelman	20-20-5608	Gas/Oil/Lube	Gasoline usage PW	\$163.34
	10/26/2022	Charter Business	20-20-5401	Telephone	Internet service for maintenance facilities	\$42.86
	10/26/2022	Windstream	20-20-5401	Telephone	SCADA system PW	\$26.35
	10/25/2022	Texas Municipal League Intergovernmental Risk Pool	20-20-5007	Workers Comp Insurance	TML Workers Comp Sewer	\$2,604.10
	10/26/2022	Rey-Mar Construction	20-20-5738	Grand Lift Station (Edap)	Final Pay App (Retainage) for EDAP	\$96,638.84
Total						\$105,760.25
Non Departmental						
	10/13/2022	Pitney Bowes Bank Inc	20-65-5106	Postage	Postage charges Water and WWTP	\$43.25
Total						\$43.25
Sanitation						
	10/13/2022	Republic Services # 794	20-45-5403	Trash Pickup	Trash services for the month of September	\$34,902.59
Total						\$34,902.59

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	10/14/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 10/9/2022	\$180.54
	10/14/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 10/9/2022	\$771.98
	10/14/2022	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 10/9/2022	\$952.13
	10/14/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 10/9/2022	\$180.54
	10/14/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 10/9/2022	\$771.98
	10/21/2022	Carl Shattuck	20-2003	Meter Refunds Payable	Refunds	\$29.90
	10/21/2022	John Mourelatos	20-2003	Meter Refunds Payable	Refunds	\$21.34
	10/21/2022	Sheilah Carter	20-2003	Meter Refunds Payable	Refunds	\$31.54
	10/21/2022	Caitlyn Greene	20-2003	Meter Refunds Payable	Refunds	\$91.07
	10/21/2022	Lori Whitworth	20-2003	Meter Refunds Payable	Refunds	\$90.14
	10/21/2022	Kenneth Price	20-2003	Meter Refunds Payable	Refunds	\$101.54
	10/21/2022	Joe Ragon	20-2003	Meter Refunds Payable	Refunds	\$21.14
	10/24/2022	Martin Clary	20-2003	Meter Refunds Payable	Refunds	\$40.58
	10/24/2022	Martin Clary	20-2003	Meter Refunds Payable	Refunds	\$107.00
	10/24/2022	Robert Taylor	20-2003	Meter Refunds Payable	Refunds	\$21.07
	10/24/2022	Truett Kimbrough	20-2003	Meter Refunds Payable	Refunds	\$91.07
	10/24/2022	Richard Guinn	20-2003	Meter Refunds Payable	Refunds	\$32.14

City of Glen Rose
Council Report
Check Date: 10/1/2022 to 10/31/2022

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Item 24.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	10/26/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 10/9/2022	\$281.48
	10/26/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 10/9/2022	\$2,046.56
	10/26/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 10/23/2022	\$46.56
	10/26/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 10/23/2022	\$1,881.48
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre- Tax 10/9/2022	\$54.06
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 10/9/2022	\$7.86
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Short Term Disability 10/9/2022	\$23.76
	10/26/2022	Aflac	20-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre- Tax 10/9/2022	\$33.93
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre- Tax 10/23/2022	\$54.06
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance After Tax 10/23/2022	\$7.86
	10/26/2022	Aflac	20-2025	Accident Ins W/H	AFLAC Short Term Disability 10/23/2022	\$23.76
	10/26/2022	Aflac	20-2027	Cancer Ins W/H	AFLAC Cancer Insurance Pre- Tax 10/23/2022	\$33.93
	10/26/2022	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 10/9/2022	\$18.68
	10/26/2022	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 10/23/2022	\$18.68
Total						\$8,068.36

City of Glen Rose
Council Report
10/1/2022 to 10/31/2022

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Item 24.

Fund Totals

10	GENERAL FUND	\$153,115.31
20	UTILITY FUND	\$183,867.59
	Grand Total:	\$336,982.90



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider Approval or other action regarding a financial report for the month of October 2022		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	11/02/2022
EXHIBITS:	Discussion Regarding October Financial Report Bonded Indebtedness Sales and Use Tax Report Cash and Investment Report General Ledger Report Utility Billing Report Budget Report		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
Move to approve or deny as presented			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider Approval or other action regarding a financial report for the month of October 2022		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	11/02/2022
EXHIBITS:	Discussion Regarding October Financial Report Bonded Indebtedness Sales and Use Tax Report Cash and Investment Report General Ledger Report Utility Billing Report Budget Report		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION: Move to approve or deny as presented			

DISCUSSION ON THE MONTHLY FINANCIAL REPORTS

PERIOD ENDING October 31, 2022

Highlights

For the City, October 1st marked the beginning of a new fiscal year. The General Fund was in the black for October by about \$61,000. The Utility Fund was in the black for October by about \$33,000. The \$334,000 in Covid relief (ARPA) grant funds for the Utility Fund for FY 2021-22 (last year) were finally received while we were at the TML Annual Conference. The City currently has about \$10.5 million in its various accounts, a new high.

Report on Reserves

As noted above, as of October 31st, the City held about \$10.5 million in its various accounts, about a \$72,000 increase over last month. \$505,335 of the above total are restricted funds (customer deposit, bond payment, HOT, and dedicated court funds), leaving the City a balance of about \$10 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 million in reserves should carry the City for about 27 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 October 31st is about \$10.3 million, about a \$340,000 increase from a month ago, and an increase of about \$1.4 million from a year ago.

General Ledger Cash Balance Report - Court Fund

The amount in the Court Fund has increased by about \$700 from a month ago.

Cash and Investment Report

As noted above, there was about \$10.5 million in the City's accounts as of October 31st, this is about a \$72,000 increase over last month.

Budget Report - General Fund

For the month, expenditures have exceeded revenues by about \$61,000.

Budget Report - Utility Fund

For the month, revenues have exceeded expenditures by about \$61,000 and for the year revenues have exceeded revenues by about \$33,000.

Sales and Use Tax Report

The State has not posted its sales and use tax figures for November (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 October. The October payment came in at \$163,231.03, about a 21.8% increase over last year's payment. For the past 12 months, revenues have increased by about 6.3%.

CITY OF GLEN ROSE
BONDED INDEBTEDNESS as of October 30, 2022

BOND	MATURES	PRINCIPAL	INTEREST	TOTAL	OUTSTANDING
CO/2016 WWTP CONSTRUCTION	2037	\$3,520,000	\$1,238,912	\$4,758,912	\$ 3,551,317
		CO/2016 WWTP CONSTRUCTION PAYMENT		INT. RATE	TOTAL ANNUAL PAYMENT
2021-2022		PAID			
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>
			\$3,551,317		\$ 3,551,317

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 September 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%
	2020	2021	
November	130,155.64	148,290.73	12.23%
December	134,172.50	142,862.07	6.08%
TOTAL	1,613,368.45	1,721,354.98	6.27%

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		
October 2022		
TEXPOOL		\$3,688,615.62
BANK		\$4,208,320.96
TEXSTAR		\$2,553,289.61
TOTAL		\$10,450,226.19

TEXPOOL		
UTILITY SYSTEM REVENUE BOND RESERVE	2.93%	\$248,459.98
WATER AND SEWER FUND	2.93%	\$1,809,053.00
GENERAL FUND RESERVE	2.93%	\$1,631,102.64
TOTAL TEXPOOL INVESTMENTS		\$3,688,615.62

TexSTAR		
GENERAL	2.85%	\$2,553,289.61

FFB BANK ACCOUNTS		
OAKDALE ELECTRICITY DEPOSIT CD	1.50%	\$20,054.06
HOTEL OCCUPANCY	1.50%	\$101.76
TXCDBG	0.00%	\$252.38
TWDB 2016 CONSTRUCTION PROJECT	1.50%	\$46,504.46
COURT TECHNOLOGY FUND	1.50%	\$9,364.65
COURT SECURITY	1.50%	\$10,069.78
MUNICIPAL JURY FUND	1.50%	\$152.81
TRUANCY AND PREVENTION FUND	1.50%	\$7,955.18
CUSTOMER DEPOSIT ACCOUNT	1.50%	\$208,925.33
POOL CASH	1.50%	\$3,924,994.61
TOTAL BANK BALANCES		\$4,208,320.96

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
October 31, 2022

FUND	CURRENT BALANCE	MONTH AGO BALANCE	YEAR AGO BALANCE
1 GENERAL	\$6,320,779.50	\$6,297,829.25	\$5,192,794.51
2 UTILITY	\$3,991,815.67	\$3,675,390.94	\$3,736,071.61
3 CVB	\$0.00	\$0.00	\$30,234.00
5 COURT*	\$27,798.08	\$27,118.79	\$20,395.82
TOTAL	\$10,340,393.25	\$10,000,338.98	\$8,979,495.94

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

Council Report

Billing Period

09/21/2022 - 10/20/2022

Utility Bills Disbursed	Count	Amount
Active	1247	\$186,918.61
First Bill	19	\$1,546.79
Final Bill	7	\$453.92
Backdated Move In Date	8	\$786.17
Cutoff Nonpayment	2	\$154.08
Landlord	2	\$128.99
Pending Cutoff Service Order	1	\$127.81
Payment Plan	2	\$301.00
Total	1288	\$190,417.37
Payments Received	Count	Amount
CreditCard	274	\$32,176.16
Check	421	\$96,987.26
Cash	68	\$7,501.45
Change	35	(\$365.47)
Other	1	\$435.40
AchFile	343	\$53,001.50
Total	1142	\$189,736.30
Service Orders Completed	Count	
Change Occupant	8	
Reread	36	
Disconnect - Move Out	12	
Reconnect Cutoff	12	
Cutoff - Nonpayment	15	
General	15	
Connect	14	
Total	112	
Service Categories	Count	Amount
Sewer	1147	\$55,441.27
Trash	1109	\$33,291.96
Water	1274	\$99,122.55
One-Time Charges	3	\$300.00
Total	0	\$188,155.78

City of Glen Rose
Financial Statement
As of October 31, 2022

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10 - GENERAL FUND							
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Property & Sales Tax							
10-4000 Sales Tax	163,231.03	133,280.00	29,951.03	163,231.03	1,600,000.00	10.20%	1,436,768.97
10-4001 Mixed Drinks Tax	1,837.04	1,832.60	4.44	1,837.04	22,000.00	8.35%	20,162.96
10-4002 Gross Receipts Tax	2,052.10	16,666.67	(14,614.57)	2,052.10	200,000.00	1.03%	197,947.90
10-4005 Property Taxes	32.59	67,240.00	(67,207.41)	32.59	807,203.00	0.00%	807,170.41
10-4010 Property Taxes (Delinquent)	2,789.04	1,666.00	1,123.04	2,789.04	20,000.00	13.95%	17,210.96
Property & Sales Tax Totals	169,941.80	220,685.27	(50,743.47)	169,941.80	2,649,203.00	6.41%	2,479,261.20
Interest Income							
10-4006 Penalties & Interest	629.21	833.33	(204.12)	629.21	10,000.00	6.29%	9,370.79
10-4500 Interest Income	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
Interest Income Totals	629.21	2,082.83	(1,453.62)	629.21	25,000.00	2.52%	24,370.79
Other Revenue Sources							
10-4200 Permits	9,375.62	9,996.00	(620.38)	9,375.62	120,000.00	7.81%	110,624.38
10-4700 Miscellaneous Income	261.48	957.95	(696.47)	261.48	11,500.00	2.27%	11,238.52
10-4703 Vrc Loan Repayment	2,500.00	833.33	1,666.67	2,500.00	10,000.00	25.00%	7,500.00
Other Revenue Sources Totals	12,137.10	11,787.28	349.82	12,137.10	141,500.00	8.58%	129,362.90
Fines, Fees & Forfeitures							
10-4300 Pound Fees	50.00	41.67	8.33	50.00	500.00	10.00%	450.00
10-4301 Municipal Court Fine Revenue	3,773.00	5,833.33	(2,060.33)	3,773.00	70,000.00	5.39%	66,227.00
10-4303 Deferred Adjudication	950.00	1,166.20	(216.20)	950.00	14,000.00	6.79%	13,050.00
10-4305 Time Payment Reimbursement	45.00	41.67	3.33	45.00	500.00	9.00%	455.00
10-4316 Court Costs	769.32	1,082.90	(313.58)	769.32	13,000.00	5.92%	12,230.68
10-4318 Warrant Fee-Muni Court	200.00	83.30	116.70	200.00	1,000.00	20.00%	800.00
10-4319 Omnibase Reimbursement Fee	20.00	0.00	20.00	20.00	0.00	0.00%	(20.00)
10-4331 Clear The Shelter	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00

Item 25.

City of Glen Rose
Financial Statement
As of October 31, 2022

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10 - GENERAL FUND									
Fines, Fees & Forfeitures									
10-4332 County Res Impound Fee	315.00	158.27	156.73	315.00	1,900.00	16.58%		1,585.00	
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	310.00	125.00	185.00	310.00	1,500.00	20.67%		1,190.00	
10-4348 Euthanasia Fee	0.00	16.67	(16.67)	0.00	200.00	0.00%		200.00	
Fines, Fees & Forfeitures Totals	6,432.32	8,761.52	(2,329.20)	6,432.32	105,150.00	6.12%		98,717.68	
Grants & Donations									
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	
Business & Franchise									
10-4704 Glen Rose Wrecker	750.00	749.70	0.30	750.00	9,000.00	8.33%		8,250.00	
10-4705 Nextlink	1,500.00	1,500.00	0.00	1,500.00	18,000.00	8.33%		16,500.00	
Business & Franchise Totals	2,250.00	2,249.70	0.30	2,250.00	27,000.00	8.33%		24,750.00	
Transfers In									
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	191,390.43	350,607.90	(159,217.47)	191,390.43	4,208,853.00	4.55%		4,017,462.57	

City of Glen Rose
Financial Statement
As of October 31, 2022

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10 - GENERAL FUND Legislative	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	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-05-5201 Attorney	0.00	2,998.80	(2,998.80)	0.00	36,000.00	0.00%	36,000.00
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	6,247.62	500.00	5,747.62	6,247.62	6,000.00	104.13%	(247.62)
10-05-5502 Mayor & Council Travel	3,721.01	625.00	3,096.01	3,721.01	7,500.00	49.61%	3,778.99
10-05-5503 Mayor & Council Training	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
Legislative Totals	9,968.63	7,043.22	2,925.41	9,968.63	84,539.00	11.79%	74,570.37

City of Glen Rose
Financial Statement
As of October 31, 2022

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10 - GENERAL FUND Streets & Parks									
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining		
10-40-5000 Wages Streets & Parks	5,818.32	9,247.29	(3,428.97)	5,818.32	111,012.00	5.24%	105,193.68		
10-40-5001 Overtime Streets & Parks	149.82	637.50	(487.68)	149.82	7,650.00	1.96%	7,500.18		
10-40-5003 Payroll Taxes Streets/Pks	445.51	791.68	(346.17)	445.51	9,504.00	4.69%	9,058.49		
10-40-5004 Retirement	866.75	1,552.29	(685.54)	866.75	18,635.00	4.65%	17,768.25		
10-40-5005 Health Insurance	1,600.00	3,198.72	(1,598.72)	1,600.00	38,400.00	4.17%	36,800.00		
10-40-5006 Life & Add Insurance	35.53	62.05	(26.52)	35.53	745.00	4.77%	709.47		
10-40-5007 Workers Comp Insurance	2,604.10	600.17	2,003.93	2,604.10	7,205.00	36.14%	4,600.90		
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)	140.00	4,171.00	3.36%	4,031.00		
10-40-5100 Supplies	0.00	266.67	(266.67)	0.00	3,200.00	0.00%	3,200.00		
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	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00		
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	0.00	666.67	(666.67)	0.00	8,000.00	0.00%	8,000.00		
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	42.87	291.67	(248.80)	42.87	3,500.00	1.22%	3,457.13		
10-40-5403 Electric	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00		
10-40-5404 Water	0.00	249.90	(249.90)	0.00	3,000.00	0.00%	3,000.00		
10-40-5405 Gas	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00		
10-40-5421 Street Lighting	0.00	2,750.00	(2,750.00)	0.00	33,000.00	0.00%	33,000.00		
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		

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10 - GENERAL FUND Streets & Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-40-5602 Repair & Maint - Equip	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
10-40-5604 Repair & Maint - Struct	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
10-40-5608 Gas/Oil/Lube	135.07	833.00	(697.93)	135.07	10,000.00	1.35%	9,864.93
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	0.00	58.33	(58.33)	0.00	700.00	0.00%	700.00
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	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
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	3,145.00	37,485.00	(34,340.00)	3,145.00	450,000.00	0.70%	446,855.00
10-40-5720 Park Development	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-40-5721 Road Base	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
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	1,045.00	2,500.00	(1,455.00)	1,045.00	30,000.00	3.48%	28,955.00
10-40-5859 Street Signs	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
Streets & Parks Totals	16,027.97	138,906.75	(122,878.78)	16,027.97	1,667,447.00	0.96%	1,651,419.03

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10 - GENERAL FUND Code Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-50-5000 Wages Code Enforcement	5,159.10	9,406.81	(4,247.71)	5,159.10	112,927.00	4.57%	107,767.90
10-50-5001 Overtime Code Enforcement	245.97	297.50	(51.53)	245.97	3,570.00	6.89%	3,324.03
10-50-5003 Payroll Taxes Code Enf	426.94	765.61	(338.67)	426.94	9,191.00	4.65%	8,764.06
10-50-5004 Retirement	806.71	1,042.99	(236.28)	806.71	12,521.00	6.44%	11,714.29
10-50-5005 Health Insurance	1,606.88	1,666.00	(59.12)	1,606.88	20,000.00	8.03%	18,393.12
10-50-5006 Life & Add Insurance	28.55	81.55	(53.00)	28.55	979.00	2.92%	950.45
10-50-5007 Workers Comp Insurance	3,906.15	133.28	3,772.87	3,906.15	1,600.00	244.13%	(2,306.15)
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)	280.00	3,650.00	7.67%	3,370.00
10-50-5106 Postage	0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
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	625.00	2,499.00	(1,874.00)	625.00	30,000.00	2.08%	29,375.00
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	63.36	166.67	(103.31)	63.36	2,000.00	3.17%	1,936.64
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	0.00	65.75	(65.75)	0.00	789.00	0.00%	789.00
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	70.00	166.67	(96.67)	70.00	2,000.00	3.50%	1,930.00
10-50-5803 Software	0.00	399.84	(399.84)	0.00	4,800.00	0.00%	4,800.00

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10 - GENERAL FUND Code Enforcement		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-50-5837	License Renewal	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
10-50-5860	Hardware Replacement	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Code Enforcement Totals		13,218.66	20,415.64	(7,196.98)	13,218.66	245,070.00	5.39%	231,851.34

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10 - GENERAL FUND Animal Control	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)	2,995.98	38,049.00	7.87%	35,053.02
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)	250.62	3,494.00	7.17%	3,243.38
10-55-5004 Retirement	464.86	570.60	(105.74)	464.86	6,850.00	6.79%	6,385.14
10-55-5005 Health Insurance	400.00	799.68	(399.68)	400.00	9,600.00	4.17%	9,200.00
10-55-5006 Life & Add Insurance	15.41	24.99	(9.58)	15.41	300.00	5.14%	284.59
10-55-5007 Workers Comp Insurance	1,302.05	181.09	1,120.96	1,302.05	2,174.00	59.89%	871.95
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)	280.00	3,650.00	7.67%	3,370.00
10-55-5100 Supplies	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
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	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-55-5203 Contract Labor	70.00	166.67	(96.67)	70.00	2,000.00	3.50%	1,930.00
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	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
10-55-5401 Telephone	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-55-5402 Internet	110.83	116.67	(5.84)	110.83	1,400.00	7.92%	1,289.17
10-55-5403 Electric	0.00	466.67	(466.67)	0.00	5,600.00	0.00%	5,600.00
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	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
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

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10 - GENERAL FUND Animal Control									
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining		
10-55-5604 Repair & Maint - Struct	65.00	499.80	(434.80)	65.00	6,000.00	1.08%	5,935.00		
10-55-5608 Gas/Oil/Lube	182.26	416.50	(234.24)	182.26	5,000.00	3.65%	4,817.74		
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	6,137.01	9,391.18	(3,254.17)	6,137.01	112,724.00	5.44%	106,586.99		

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10 - GENERAL FUND Administration	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)	23,734.90	319,366.00	7.43%	295,631.10
10-60-5003 Payroll Taxes Admin	1,763.58	2,035.18	(271.60)	1,763.58	24,432.00	7.22%	22,668.42
10-60-5004 Retirement	3,367.98	3,990.48	(622.50)	3,367.98	47,905.00	7.03%	44,537.02
10-60-5005 Health Insurance	3,200.00	3,198.72	1.28	3,200.00	38,400.00	8.33%	35,200.00
10-60-5006 Life & Add Insurance	114.25	109.03	5.22	114.25	1,309.00	8.73%	1,194.75
10-60-5007 Workers Comp Insurance	5,208.20	104.79	5,103.41	5,208.20	1,258.00	414.01%	(3,950.20)
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	0.00	183.33	(183.33)	0.00	2,200.00	0.00%	2,200.00
10-60-5406 CVB/Oakdale Electric	(8,781.43)	0.00	(8,781.43)	(8,781.43)	0.00	0.00%	8,781.43
10-60-5500 Training	444.00	416.67	27.33	444.00	5,000.00	8.88%	4,556.00
10-60-5501 Travel	297.75	500.00	(202.25)	297.75	6,000.00	4.96%	5,702.25
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	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-60-5604 Repair & Maint - Struct	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
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	200.00	208.33	(8.33)	200.00	2,500.00	8.00%	2,300.00
10-60-5801 Miscellaneous Exp	11.98	166.67	(154.69)	11.98	2,000.00	0.60%	1,988.02
10-60-5803 Software	0.00	1,000.00	(1,000.00)	0.00	12,000.00	0.00%	12,000.00
10-60-5804 Service Fees	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00

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10 - GENERAL FUND Administration		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		29,561.21	52,389.45	(22,828.24)	29,561.21	628,852.00	4.70%	599,290.79

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10 - GENERAL FUND Non Departmental									
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining		
10-65-5009 Other Insurance Tmlirp	32,105.12	3,000.00	29,105.12	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	0.00	454.17	(454.17)	0.00	5,450.00	0.00%	5,450.00		
10-65-5107 Janitorial Supplies	158.02	125.00	33.02	158.02	1,500.00	10.53%	1,341.98		
10-65-5109 Office Supplies	237.67	416.67	(179.00)	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	880.00	1,250.00	(370.00)	880.00	15,000.00	5.87%	14,120.00		
10-65-5217 Postage, Copier Lease	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00		
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	0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00		
10-65-5225 Janitorial Services	0.00	650.00	(650.00)	0.00	7,800.00	0.00%	7,800.00		
10-65-5226 Cpa	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00		
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	0.00	1,166.20	(1,166.20)	0.00	14,000.00	0.00%	14,000.00		
10-65-5230 Comprehensive Plan	0.00	3,500.00	(3,500.00)	0.00	42,000.00	0.00%	42,000.00		
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	794.22	1,125.00	(330.78)	794.22	13,500.00	5.88%	12,705.78		
10-65-5402 Internet	320.80	600.00	(279.20)	320.80	7,200.00	4.46%	6,879.20		
10-65-5403 Electric	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00		

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10 - GENERAL FUND Non Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-65-5404 Water	0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
10-65-5405 Gas	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
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	0.00	4,165.00	(4,165.00)	0.00	50,000.00	0.00%	50,000.00
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	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
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 Departmental Other	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
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	34,495.83	77,759.61	(43,263.78)	34,495.83	933,165.00	3.70%	898,669.17

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10 - GENERAL FUND Municipal Court		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-80-5000	Wages Court	2,730.25	3,211.96	(481.71)	2,730.25	38,559.00	7.08%	35,828.75
10-80-5003	Payroll Taxes Court	204.24	245.73	(41.49)	204.24	2,950.00	6.92%	2,745.76
10-80-5004	Retirement	387.42	481.80	(94.38)	387.42	5,784.00	6.70%	5,396.58
10-80-5005	Health Insurance	800.00	799.68	0.32	800.00	9,600.00	8.33%	8,800.00
10-80-5006	Life & Add Insurance	15.77	19.32	(3.55)	15.77	232.00	6.80%	216.23
10-80-5007	Workers Comp Insurance	1,302.05	19.24	1,282.81	1,302.05	231.00	563.66%	(1,071.05)
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	0.00	116.62	(116.62)	0.00	1,400.00	0.00%	1,400.00
10-80-5109	Office Supplies	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-80-5201	Attorney Fees	500.00	233.33	266.67	500.00	2,800.00	17.86%	2,300.00
10-80-5203	Contract Labor	500.00	500.00	0.00	500.00	6,000.00	8.33%	5,500.00
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		6,439.73	7,054.23	(614.50)	6,439.73	84,675.00	7.61%	78,235.27

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10 - GENERAL FUND Law Enforcement		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)	9,936.52	130,382.00	7.62%	120,445.48
10-90-5003	Payroll Taxes Law	756.16	830.83	(74.67)	756.16	9,974.00	7.58%	9,217.84
10-90-5004	Retirement	1,409.98	1,629.09	(219.11)	1,409.98	19,557.00	7.21%	18,147.02
10-90-5005	Health Insurance	1,607.36	1,599.36	8.00	1,607.36	19,200.00	8.37%	17,592.64
10-90-5006	Life & Add Insurance	52.18	49.06	3.12	52.18	589.00	8.86%	536.82
10-90-5007	Workers Comp Insurance	2,604.10	747.78	1,856.32	2,604.10	8,977.00	29.01%	6,372.90
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	0.00	70.83	(70.83)	0.00	850.00	0.00%	850.00
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	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-90-5401	Telephone	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
10-90-5403	Electric	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
10-90-5404	Water	0.00	104.17	(104.17)	0.00	1,250.00	0.00%	1,250.00
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	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-90-5603	Equipment	0.00	541.45	(541.45)	0.00	6,500.00	0.00%	6,500.00
10-90-5604	Repair & Maint - Struct	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5608	Gas/Oil/Lube	173.73	541.45	(367.72)	173.73	6,500.00	2.67%	6,326.27
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

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10 - GENERAL FUND Law Enforcement		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		0.00	183.26	(183.26)	0.00	2,200.00	0.00%	2,200.00
10-90-5820 Events		0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
10-90-5860 Computer Hardware		0.00	175.00	(175.00)	0.00	2,100.00	0.00%	2,100.00
Law Enforcement Totals		16,540.03	20,178.44	(3,638.41)	16,540.03	242,231.00	6.83%	225,690.97

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10 - GENERAL FUND Preservation Board									
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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	132,389.07	350,644.29	(218,255.22)	132,389.07	4,208,853.00	3.15%	4,076,463.93		

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20 - UTILITY FUND							
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Water/Sewer/Trash Income	180,199.90	181,272.48	(1,072.58)	180,199.90	2,175,700.00	8.28%	1,995,500.10
Fines, Fees & Forfeitures	1,494.87	3,165.40	(1,670.53)	1,494.87	38,000.00	3.93%	36,505.13
Interest Income	0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00
Other Revenue Sources	84.63	0.00	84.63	84.63	0.00	0.00%	(84.63)
Transfers In	0.00	213,356.29	(213,356.29)	0.00	2,561,300.00	0.00%	2,561,300.00
Lease & Rent Income	0.00	85,333.33	(85,333.33)	0.00	1,024,000.00	0.00%	1,024,000.00
Revenue Totals	181,779.40	483,460.70	(301,681.30)	181,779.40	5,803,000.00	3.13%	5,621,220.60
Expense Summary							
Personnel & Payroll	46,726.96	43,722.61	3,004.35	46,726.96	524,864.00	8.90%	478,137.04
Not Categorized	3,457.14	107,779.40	(104,322.26)	3,457.14	1,293,755.00	0.27%	1,290,297.86
Repairs & Maintenance	1,423.94	215,034.88	(213,610.94)	1,423.94	2,581,020.00	0.06%	2,579,596.06
Lease & Rent Expense	0.00	249.99	(249.99)	0.00	3,000.00	0.00%	3,000.00
Capital	96,638.84	125.01	96,513.83	96,638.84	1,500.00	6442.59%	(95,138.84)
Fines, Fees & Taxes	0.00	6,958.39	(6,958.39)	0.00	83,510.00	0.00%	83,510.00
Grant Expense	0.00	106,675.00	(106,675.00)	0.00	1,280,100.00	0.00%	1,280,100.00
Other Expenses	0.00	2,936.40	(2,936.40)	0.00	35,251.00	0.00%	35,251.00
Expense Totals	148,246.88	483,481.68	(335,234.80)	148,246.88	5,803,000.00	2.55%	5,654,753.12

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20 - UTILITY FUND							
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Water/Sewer/Trash Income							
20-4100 Miscellaneous Water	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
20-4101 Water Fees	93,788.72	91,666.67	2,122.05	93,788.72	1,100,000.00	8.53%	1,006,211.28
20-4102 Sewer Fees	53,631.48	52,312.40	1,319.08	53,631.48	628,000.00	8.54%	574,368.52
20-4105 Trash	31,440.78	35,985.60	(4,544.82)	31,440.78	432,000.00	7.28%	400,559.22
20-4110 Trash Surcharge	(0.04)	0.00	(0.04)	(0.04)	0.00	0.00%	0.04
20-4307 Reconnect Fee	1,338.96	474.81	864.15	1,338.96	5,700.00	23.49%	4,361.04
Water/Sewer/Trash Income Totals	180,199.90	181,272.48	(1,072.58)	180,199.90	2,175,700.00	8.28%	1,995,500.10
Fines, Fees & Forfeitures							
20-4341 Tap Fees	0.00	1,666.00	(1,666.00)	0.00	20,000.00	0.00%	20,000.00
20-4342 Transfer Fees	70.00	0.00	70.00	70.00	0.00	0.00%	(70.00)
20-4343 Penalty Fees	1,424.87	1,499.40	(74.53)	1,424.87	18,000.00	7.92%	16,575.13
Fines, Fees & Forfeitures Totals	1,494.87	3,165.40	(1,670.53)	1,494.87	38,000.00	3.93%	36,505.13
Interest Income							
20-4500 Interest Income	0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00
Interest Income Totals	0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00
Other Revenue Sources							
20-4700 Miscellaneous Income	84.63	0.00	84.63	84.63	0.00	0.00%	(84.63)
Other Revenue Sources Totals	84.63	0.00	84.63	84.63	0.00	0.00%	(84.63)
Transfers In							
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
Lease & Rent Income							
20-4711 Twddb Edap For Grand Ave	0.00	85,333.33	(85,333.33)	0.00	1,024,000.00	0.00%	1,024,000.00

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20 - UTILITY FUND							
Lease & Rent Income							
Lease & Rent Income Totals							
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
	0.00	85,333.33	(85,333.33)	0.00	1,024,000.00	0.00%	1,024,000.00
Revenue Totals	181,779.40	483,460.70	(301,681.30)	181,779.40	5,803,000.00	3.13%	5,621,220.60

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20 - UTILITY FUND Water		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-10-5000	Wages Water	8,982.02	9,751.34	(769.32)	8,982.02	117,063.00	7.67%	108,080.98
20-10-5001	Overtime Water	523.24	382.34	140.90	523.24	4,590.00	11.40%	4,066.76
20-10-5003	Payroll Taxes Water	725.35	818.50	(93.15)	725.35	9,826.00	7.38%	9,100.65
20-10-5004	Retirement	1,388.53	1,604.85	(216.32)	1,388.53	19,266.00	7.21%	17,877.47
20-10-5005	Health Insurance	2,400.00	2,399.04	0.96	2,400.00	28,800.00	8.33%	26,400.00
20-10-5006	Life & Add Insurance	53.82	53.47	0.35	53.82	642.00	8.38%	588.18
20-10-5007	Workers Comp Insurance	3,906.15	351.94	3,554.21	3,906.15	4,225.00	92.45%	318.85
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	280.00	173.76	106.24	280.00	2,086.00	13.42%	1,806.00
20-10-5100	Supplies	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
20-10-5107	Janitorial Supplies	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
20-10-5108	Uniforms	0.00	100.83	(100.83)	0.00	1,210.00	0.00%	1,210.00
20-10-5120	Tools	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-10-5160	Process Chemicals	977.16	583.33	393.83	977.16	7,000.00	13.96%	6,022.84
20-10-5238	Lab Fees	49.00	725.00	(676.00)	49.00	8,700.00	0.56%	8,651.00
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	0.00	12,495.00	(12,495.00)	0.00	150,000.00	0.00%	150,000.00
20-10-5400	Utilities (Elec)	0.00	5,000.00	(5,000.00)	0.00	60,000.00	0.00%	60,000.00
20-10-5401	Telephone/Internet	42.87	416.67	(373.80)	42.87	5,000.00	0.86%	4,957.13
20-10-5405	Gas	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
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	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-10-5601	System Repair	0.00	4,165.00	(4,165.00)	0.00	50,000.00	0.00%	50,000.00

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20 - UTILITY FUND		Current	Current	Budget	YTD	Annual	% Budget	Budget
Water		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
20-10-5602	Repair & Maint - Equip	0.00	999.60	(999.60)	0.00	12,000.00	0.00%	12,000.00
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	189.42	624.75	(435.33)	189.42	7,500.00	2.53%	7,310.58
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	1,000.00	70,805.00	(69,805.00)	1,000.00	850,000.00	0.12%	849,000.00
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	0.00	233.33	(233.33)	0.00	2,800.00	0.00%	2,800.00
20-10-5807	Prairielands Permit Fees	0.00	3,900.83	(3,900.83)	0.00	46,810.00	0.00%	46,810.00
20-10-5846	Demurrage	0.00	110.00	(110.00)	0.00	1,320.00	0.00%	1,320.00
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	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
Water Totals		20,517.56	213,696.63	(193,179.07)	20,517.56	2,564,884.00	0.80%	2,544,366.44

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20 - UTILITY FUND Sewer									
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining		
20-20-5000 Wages Sewer	6,771.73	7,269.84	(498.11)	6,771.73	87,273.00	7.76%	80,501.27		
20-20-5001 Overtime Sewer	0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00		
20-20-5003 Payroll Taxes Sewer	492.11	611.50	(119.39)	492.11	7,341.00	6.70%	6,848.89		
20-20-5004 Retirement	980.78	1,199.02	(218.24)	980.78	14,394.00	6.81%	13,413.22		
20-20-5005 Health Insurance	2,123.56	1,599.36	524.20	2,123.56	19,200.00	11.06%	17,076.44		
20-20-5006 Life & Add Insurance	39.03	36.56	2.47	39.03	439.00	8.89%	399.97		
20-20-5007 Workers Comp Insurance	2,604.10	363.27	2,240.83	2,604.10	4,361.00	59.71%	1,756.90		
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	140.00	173.83	(33.83)	140.00	2,086.00	6.71%	1,946.00		
20-20-5100 Supplies	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00		
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)	0.00	791.35	(791.35)	0.00	9,500.00	0.00%	9,500.00		
20-20-5401 Telephone	69.21	125.00	(55.79)	69.21	1,500.00	4.61%	1,430.79		
20-20-5405 Gas	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00		
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	0.00	1,041.25	(1,041.25)	0.00	12,500.00	0.00%	12,500.00		
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	163.34	624.75	(461.41)	163.34	7,500.00	2.18%	7,336.66		
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		

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20 - UTILITY FUND		Current	Current	Budget	YTD	Annual	% Budget	Budget
Sewer		Month Actual	Month Budget	Variance	Actual	Budget	Used	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)	96,638.84	0.00	96,638.84	96,638.84	0.00	0.00%	(96,638.84)
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		110,022.70	69,115.88	40,906.82	110,022.70	829,714.00	13.26%	719,691.30

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20 - UTILITY FUND WWTP									
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining		
20-21-5000 Wages Wwtp	7,938.65	8,736.42	(797.77)	7,938.65	104,879.00	7.57%	96,940.35		
20-21-5001 Overtime Wwtp	595.40	510.00	85.40	595.40	6,120.00	9.73%	5,524.60		
20-21-5003 Payroll Taxes Wwtp	692.40	765.36	(72.96)	692.40	9,188.00	7.54%	8,495.60		
20-21-5004 Retirement	1,290.44	1,359.67	(69.23)	1,290.44	16,316.00	7.91%	15,025.56		
20-21-5005 Health Insurance	1,594.43	1,599.36	(4.93)	1,594.43	19,200.00	8.30%	17,605.57		
20-21-5006 Life & Add Insurance	41.12	46.48	(5.36)	41.12	558.00	7.37%	516.88		
20-21-5007 Workers Comp Insurance	2,604.10	449.82	2,154.28	2,604.10	5,400.00	48.22%	2,795.90		
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)	560.00	7,300.00	7.67%	6,740.00		
20-21-5100 Supplies	0.00	258.33	(258.33)	0.00	3,100.00	0.00%	3,100.00		
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	977.16	2,083.33	(1,106.17)	977.16	25,000.00	3.91%	24,022.84		
20-21-5120 Tools	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00		
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	1,289.00	1,833.33	(544.33)	1,289.00	22,000.00	5.86%	20,711.00		
20-21-5259 Sludge Removal	0.00	1,350.00	(1,350.00)	0.00	16,200.00	0.00%	16,200.00		
20-21-5400 Utilities	0.00	5,331.20	(5,331.20)	0.00	64,000.00	0.00%	64,000.00		
20-21-5401 Telephone	52.74	416.67	(363.93)	52.74	5,000.00	1.05%	4,947.26		
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	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00		
20-21-5604 Repair & Maint - Struct	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00		
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20 - UTILITY FUND		Current	Current	Budget	YTD	Annual	% Budget	Budget
WWTP		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
20-21-5608 Gas/Oil/Lube		71.18	400.00	(328.82)	71.18	4,800.00	1.48%	4,728.82
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		0.00	106,675.00	(106,675.00)	0.00	1,280,100.00	0.00%	1,280,100.00
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		0.00	499.80	(499.80)	0.00	6,000.00	0.00%	6,000.00
WWTP Totals		17,706.62	137,705.42	(119,998.80)	17,706.62	1,652,551.00	1.07%	1,634,844.38

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20 - UTILITY FUND		Current	Current	Budget	YTD	Annual	% Budget	Budget
Sanitation		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
20-45-5403 Trash Pickup		0.00	35,819.00	(35,819.00)	0.00	430,000.00	0.00%	430,000.00
Sanitation Totals		0.00	35,819.00	(35,819.00)	0.00	430,000.00	0.00%	430,000.00

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20 - UTILITY FUND Non Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-65-5106 Postage	0.00	583.33	(583.33)	0.00	7,000.00	0.00%	7,000.00
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	0.00	249.90	(249.90)	0.00	3,000.00	0.00%	3,000.00
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)	0.00	100.00	0.00%	100.00
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	0.00	27,144.75	(27,144.75)	0.00	325,851.00	0.00%	325,851.00
Expense Totals	148,246.88	483,481.68	(335,234.80)	148,246.88	5,803,000.00	2.55%	5,654,753.12

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70 - COURT	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines, Fees & Forfeitures	616.12	1,069.92	(453.80)	616.12	12,839.00	4.80%	12,222.88
Transfers In	0.00	2,404.33	(2,404.33)	0.00	28,860.00	0.00%	28,860.00
Revenue Totals	616.12	3,474.25	(2,858.13)	616.12	41,699.00	1.48%	41,082.88
Expense Summary							
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)	0.00	38,714.00	0.00%	38,714.00

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70 - COURT	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Fines, Fees & Forfeitures							
70-4308 Local Truancy Prevention and	207.53	381.17	(173.64)	207.53	4,574.00	4.54%	4,366.47
70-4311 Municipal Jury Funds	4.13	7.67	(3.54)	4.13	92.00	4.49%	87.87
70-4312 Municipal Court Technology Fund	186.05	306.08	(120.03)	186.05	3,673.00	5.07%	3,486.95
70-4314 Municipal Court Building Security	218.41	375.00	(156.59)	218.41	4,500.00	4.85%	4,281.59
Fines, Fees & Forfeitures Totals	616.12	1,069.92	(453.80)	616.12	12,839.00	4.80%	12,222.88
Transfers In							
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	616.12	3,474.25	(2,858.13)	616.12	41,699.00	1.48%	41,082.88

City of Glen Rose
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70 - COURT Municipal Court	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
Municipal Court Totals	0.00	3,225.22	(3,225.22)	0.00	38,714.00	0.00%	38,714.00
Expense Total	0.00	3,225.22	(3,225.22)	0.00	38,714.00	0.00%	38,714.00

City of Glen Rose
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70 - COURT Municipal Court		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
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)	0.00	38,714.00	0.00%	38,714.00
Expense Totals		0.00	3,225.22	(3,225.22)	0.00	38,714.00	0.00%	38,714.00



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding a Corporate Authorization Resolution for the City of Glen Rose Interbank InterFi account		
PREPARED BY:	Staci L. King, City Secretary	DATE SUBMITTED:	11/03/2022
EXHIBITS:	Corporate Authorization Resolution		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: On October 11, 2022, the City Council adopted Resolution No. 2022-25 authorizing the City to open an account with Interbank for an Interfi Network Deposit account. Staff submitted the City's resolution with the required banking documents, however Interbank requires the execution of a Corporate Authorization Resolution as well.			
RECOMMENDED ACTION: Motion to approve a Corporate Authorization Resolution for the City's InterFi account at Interbank.			

Corporate Authorization Resolution

INTERBANK

By: CITY OF GLEN ROSE TEXAS

P O Box 7360
Glen Rose, TX 76043

1755774049
P O BOX 1949
GLEN ROSE, TX 76043-1949

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Staci L King, certify that I am Secretary (clerk) of the above named corporation organized under the laws of Texas, Federal Employer I.D. Number 74-6000989, engaged in business under the trade name of CITY OF GLEN ROSE TEXAS, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 10/11/2022 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
Julia Douglas, Mayor		
A. _____	X _____	X _____
John Joslin, Mayor Pro Tem		
B. _____	X _____	X _____
Michael Leamon, City Administrator		
C. _____	X _____	X _____
Staci L King, City of Secretary		
D. _____	X _____	X _____
Maria Del Rosario Sosel-Lihaut, Dep Secretary		
E. _____	X _____	X _____
F. _____	X _____	X _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	11/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding a resolution designating the time, place, and dates of Regular City Council meetings for the 2023 calendar year		
PREPARED BY:	City Administrator Michael Leamons	DATE SUBMITTED:	10/31/2022
EXHIBITS:	Resolution Designating Meeting Time, Place and Dates		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: Every year at this time the Council adopts a resolution designating the place and schedule for the upcoming year's City Council meetings. Staff reviewed the proposed meeting dates and the only conflict with a holiday which was noted is the February 14th meeting which falls on Valentine's Day. Does the Council wish to change that meeting date? Should the Council be so inclined, the resolution may be amended to change and/or add meeting dates and designate other meeting places.			
RECOMMENDED ACTION: Approve resolution as presented.			

RESOLUTION NO. 2022-__

A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, DESIGNATING THE TIME AND PLACE OF REGULAR COUNCIL MEETINGS DURING 2023.

WHEREAS, the City of Glen Rose is a Type A General Law municipality, and is subject to the laws of the State of Texas as they apply to such municipalities; and,

WHEREAS, Section 22.038(a) of the Texas Local Government Code requires that the Governing Body of a Type A General Law municipality adopt a resolution determining the time and place of its regular meetings.

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

The City Council shall hold Regular Council Meetings at the Glen Rose City Hall Council Chambers, 201 NE Vernon Street, at 5:30 p.m. on the second Tuesday of each month and on the fourth Tuesday of May, June, July, August, and September.

PASSED AND APPROVED this the 8th day of November, 2022.

Julia Douglas, Mayor

ATTEST:

Staci L. King, City Secretary



PUBLIC WORKS STAFF REPORT

MEETING DATE: November 8, 2022

STAFF REPRESENTATIVE: Jim Holder, Director of Public Works

Public Works Director Report

October 2022

Demand- average daily demand was 420,000 Gallons per Day (G.P.D.)

Total Monthly Production – 14,581,000 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. We are planning to advertise for bid acceptance in November 18th/25th newspapers and open bids Thursday December 8th at 2:00. The project could possibly be awarded at the December 13th City Council meeting.*

- **Standpipe No.5 Paint Project**

Estimated Start Date: Nov.28, 2022/Estimated Completion Date: Dec.16, 2022

Maguire Iron has expressed concerns with the hot weather upon us, and the effect that has on the paint curing process. City staff have concerns about water supply and demand during peak flow times in summer months. Therefore it has been determined that we should postpone the project start date until the fall. *I met with Maguire Iron last week at the jobsite. It appears that they will begin mobilization sometime this month. We have been working together to find a solution that will minimize the chances of service interruptions during this project, without much water loss or negative impacts to our distribution system. I have been told that once the project begins, the estimated time for completion is 10-14 days.*

- **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 9th City Council Meeting. A pre-construction conference was completed on August 18th. Demolition of the existing concrete street began on August 22nd. 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. If you are ever in a bad drought and want it to end, just break ground on a street reconstruction project!**

- **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 30th. **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.**

- **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.

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.:

213000

Report for
the Month of:

October 2022

Number of Active Service

Connections this Month:

1307

Date	WATER PRODUCTION					Total Daily Production
	From Wells Directly to Distr.	From Wells to Storage Tanks	Purchased Water Directly to Distr.	Purchased Water into Storage	From SWTP or GWUDI Plant	
1		458		0		458
2		548		0		548
3		489		0		489
4		525		0		525
5		479		0		479
6		537		0		537
7		584		0		584
8		472		0		472
9		570		0		570
10		416		0		416
11		601		0		601
12		507		0		507
13		561		0		561
14		506		0		506
15		509		0		509
16		495		1		1496
17		441		0		441
18		453		1		454
19		416		0		416
20		450		0		450
21		443		0		443
22		450		0		450
23		494		0		494
24		395		0		395
25		381		0		381
26		380		0		380
27		379		0		379
28		349		0		349
29		326		0		326
30		496		0		496
31		469		0		469
Total		14,579		2		14,581
Avg		470		1		470
Max		601		1		601
Min		326		1		326

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:

Jim [Signature]

Date: 11-1-2022

Certificate No. and Class:

WG0010208



POLICE DEPARTMENT STAFF REPORT

MEETING DATE: November 8, 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

Item 29.

10/01/22	1) In Office to Complete Monthly Stats for Council 2) Paperwork in Office/Downloading In-Car & Body Cam Video
10/03/22	1) PTO
10/04/22	1) Spoke w/CPS Inv. Morris Ref: CPS Case 2) Spoke w/District Attorney Investigator Ref: CPS Case 3) Spoke w/Resident on Arapaho Ct. Ref: Code Enforcement Issue 4) Spoke w/Resident on Texas Dr. Ref: Code Enforcement Issue 5) Spoke w/Complainant on Heritage Place Ref: Dog @ Large Complaint 6) Issued Citation for Dog @ Large on Grand Ave. 7) Spoke w/Resident on Grand Ave. Ref: Code Enforcement Issue 8) Spoke w/Resident on Bryan St. Ref: CPS Case
10/06/22	1) PTO
10/07/22	1) PTO
10/10/22	1) PTO
10/11/22	1) Attended City Council Meeting 2) Filed Yearly Asset Forfeiture Report w/Attorney General's Office 3) In Office for P.O.M. Report 4) Spoke w/CPS Investigator Rollins Ref: CPS Case
10/12/22	1) PTO
10/13/22	1) PTO
10/14/22	1) Paperwork in Office 2) Filed Paperwork w/County Attorney's Office 3) Spoke w/Complainant Ref: Theft
10/15/22	1) Paperwork in Office

Chief Martin #800

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- 10/18/22
- 1) Attended Meeting @ TxDot Office
 - 2) Municipal Court
 - 3) Met w/Subject in Office Ref: Questions on getting copy of Driver's License
 - 4) Filed Case w/County Attorney's Office
 - 5) In Office for Paperwork/Emails for Open Records
 - 6) Staff Meeting
 - 7) Spoke w/Complainant on Grace St. Ref: Trespassing
- 10/20/22
- 1) Presented Cases to Grand Jury
 - 2) Patrolled Issued Citations/Warnings
 - 3) Checked on Code Enforcement Issues on Webster St
- 10/21/22
- 1) Spoke w/Complainant on SW Barnard Ref: Damaged Caused by Vehicle
 - 2) Responded to Suspicious Person by GR Apartments
 - 3) Responded to Complaint @ GR Inn & Suites Ref: Verbal Disturbance
 - 4) Responded to 911 Misdia/Phone Error SW Barnard
 - 5) Patrolled Issued Citations/Warnings
- 10/22/22
- 1) Met w/Complainant Ref: Terroristic Threat Report
 - 2) Issued Dog @ Large & Code Enforcement Warnings on Crockett St.
 - 3) Took Statements on Threat Case
 - 4) Issued Criminal Trespass on Subject for GR Inn & Suites
- 10/26/22
- 1) Patrolled Issued Citations/Warnings
- 10/27/22
- 1) Spoke w/Suspect Ref: Threat Case
 - 2) Spoke w/Complainant Ref: Cars Speeding on Van Zandt
 - 3) Spoke w/Somervell County Probation Dept.
 - 4) Spoke w/Hood County Investigator Ref: Forgery Case
 - 5) Spoke w/Complainant @ Texaco/Mighty Mart Ref: Forgery Case
 - 6) Emailed Response to Open Records Request
 - 7) Spoke w/Complainant Ref: Damage to Building on SW Barnard St.
 - 8) Spoke w/Manager of GR Apartments Ref: Welfare on Resident
 - 9) Meeting w/Peloton Land Solutions @ City Hall
- 10/28/22
- 1) Paperwork in Office
 - 2) Traveled to Hood County Interviewed Subject in Jail Ref: Forgery
- 10/29/22
- 1) Spoke w/Complainant Ref: Sign Issue on Historical Building
 - 2) Spoke w/Mayor, City Admin. Ref: Sign Complaint on Historical Building
 - 3) Responded to Possible Gun-Shots in Mockingbird St. Area

- 4) Motorist Assist on Square
- 5) Assist Sheriff's Office on Reckless Driver
- 6) Loud Music Complaint on Grace St.
- 7) Assisted w/Accident 67 & 56

10/31/22 1) Halloween Safe Treat & National Night Out on Square

31 Citations— (18 Speeding, 2 Disregard Stop Sign, 2 Parked in Handicap, 1 Unrestrained Child, 1 Dog @ Large, 2 Expired Registration, 2 Use of Wireless Communication Device in School Zone, 1 No Seat Belt, 2 No Insurance)

19 Written Warnings— (8 Speeding, 3 Defective Equipment, 1 Truck Not Allowed on Street, 1 Unsafe Start from a Stopped Position, 1 Disregard Stop Sign, 1 Violation of Code Enforcement Issues, 1 Dog @ Large, 1 Display Unclean License Plate, 1 Failure to Yield Right of Way, 1 Muffler Required)

0 Verbal Warnings



City Of Glen Rose

POLICE DEPARTMENT

201 NE Vernon St., Glen Rose, TX 76043

Phone: (254) 897-2272 Fax: (254) 897-798

Item 29.

GLEN ROSE POLICE DEPARTMENT MONTHLY REPORT

- 10/05/22
- 1) Patrol. (Including AM&PM school zones)
 - 2) Responded to Reckless Driver @ Pronto's
 - 3) Responded to a Welfare Check @ 7-Eleven
 - 4) Took a report of possible Terroristic Threat @ English St.
- 10/06/22
- 1) Patrol. (Including AM&PM school zones)
 - 2) Responded to a Reckless Driver @ W US HGHWY 67
 - 3) Responded to a possible Theft @ 500 Blk Big Bend Trail
 - 4) Follow up to Terroristic Threat @ English. Took statements
- 10/07/22
- 1) Patrol. (Including AM&PM school zones)
 - 2) Responded to a male subject sleeping on side of the road @ 1000 Blk NE Barnard.
 - 3) Transported a male subject to Tarrant County.
- 10/08/22
- 1) Responded to Silent Alarm @ Discount Drug
 - 2) Responded to a report of Dog at Large @ Webster St.
- 10/11/22
- 1) Patrol. (Including AM&PM school zones)
 - 2) Follow up to Dog at Large @ Webster St. Took statements.
 - 3) Responded to a report of passed out/ Sleeping subject @ 7-Eleven.
- 10/12/22
- 1) Patrol. (Including AM school zones)
 - 2) Responded to a report of an Abandoned Vehicle on Cedar St.
 - 3) Responded to a report of an Abandoned Vehicle @ 1000 Blk W US HGHWY 67.
 - 4) Abandoned dogs with vehicle @ 1000 Blk WUS HGHWY 67. Located owner.
- 10/13/22
- 1) Patrol. (Including AM&PM school zones)).
 - 2) Responded to a Minor Accident @ 100 Blk NE Barnard.
 - 3) Responded to a Minor Accident @ 1200 Blk NE Barnard.
 - 4) Responded to a Minor Accident @ intersection of SW Barnard & Hereford.
 - 5) Responded to a report of Forgery @ 901 NE Big Bend Trail
- 10/14/22
- 1) Patrol. (Including AM&PM school zones).
 - 2) Responded to a Civil Matter @ Century 21 on Big Bend Trail.
 - 3) Report Writing/ Crash Reports
 - 4) Follow up: Forgery @ 901 NE Big Bend Trail.

- 10/18/22 1) Patrol. (Including AM&PM school zones)
 2) Attended TX DOT Meeting
 3) Municipal Court
- 10/19/22 1) Patrol. (Including AM&PM school zones)
 2) Responded to walk in at the LEC for a report of a minor accident @ Live Oak.
 3) Took a report from a walk-in for Telephone Harassment.
 4) Fielded report from CPS: Possible Neglect
- 10/21/22 1) Patrol. (Including PM school zones)
 2) Community Policing Event: Football Game.
 3) Agency Assist / SO: Assault @ CR1008
 4) Responded to a 911 Hang up @ SW Barnard.
 5) Responded to Dogs at Large @ Third St.
- 10/27/22 1) Patrol. Traffic (Including PM school zones)
 2) Responded to a verbal disagreement @ 7- Eleven.
- 10/26/22 1) Patrol. (Including AM&PM school zones)
 2) Responded to a suspicious person @ Wren St.
 3) Issued CT Warning from Inn & Suites to male and female subjects
- 10/28/22 1) Travelled to Hood County Jail to interview suspect on Forgery case.
 2) Report writing/ Evidence processing: Forgery case
- 10/29/22 1) Responded to Loud Music Call @ Grace St.
 2) Responded to Major Accident @ Big Bend Trail & Hereford

38 Citations: 25 Speeding, 2 Expired Registration, 1 No insurance, 2 Disregarding Stop Sign, 3 Speeding in School Zone, 1 Muffler Required, 1 Use of Cellphone in School zone, 1 Disregard Red Light, 3 Dog @ Large

7 Verbal Warnings: 6 Speeding, 1 Disregard Stop Sign

0 Written Warnings

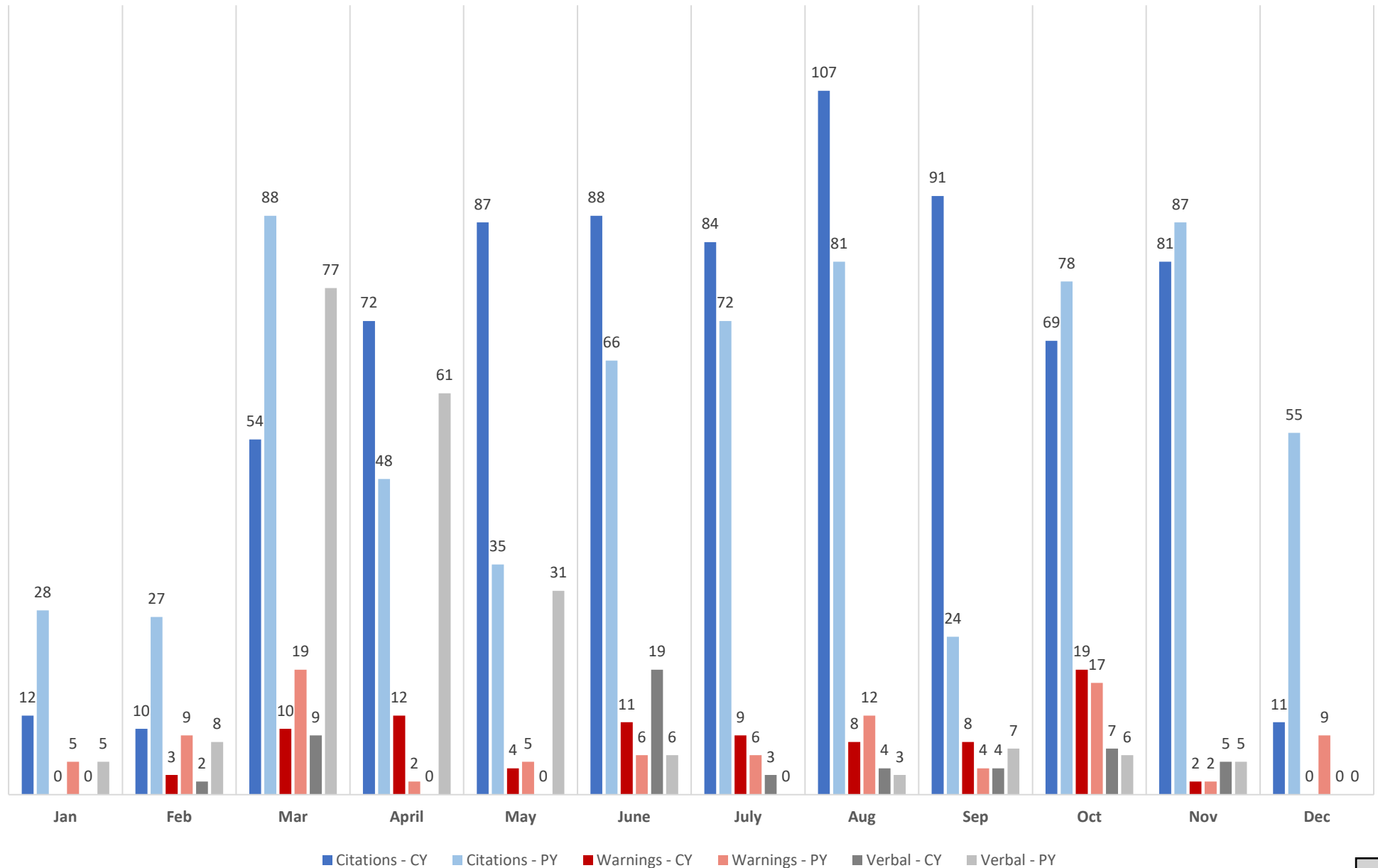
	Citations - CY	Citations - PY	Warnings - CY	Warnings - PY	Verbal - CY	Verbal - PY
Jan	12	28	0	5	0	5
Feb	10	27	3	9	2	8
Mar	54	88	10	19	9	77
April	72	48	12	2	0	61
May	87	35	4	5	0	31
June	88	66	11	6	19	6
July	84	72	9	6	3	0
Aug	107	81	8	12	4	3
Sep	91	24	8	4	4	7
Oct	69	78	19	17	7	6
Nov	81	87	2	2	5	5
Dec	11	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 - October 2022

Item 29.





BUILDING / PLANNING / CODE ENFORCEMENT / ANIMAL CONTROL STAFF REPORT

MEETING DATE: November 8, 2022

STAFF REPRESENTATIVE: Michael Leamons, City Administrator

Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

**City of Glen Rose Permits
November 2022 Monthly Report**

Building Permits

Permit Type	Sub Type	Address	Issue Date	Permit Fee
<u>Building Permits</u>				
Building	Accessory Building	102 Heritage Place	10/05/2022	\$25.00
Building Total	Accessory Total	1		\$25.00
Building	Fence	102 Heritage Place	10/05/2022	\$25.00
Building	Fence	208 NE Big Bend Trail	10/04/2022	\$25.00
Building Total	Fence Total	2		\$50.00
Building	Alteration	211NE Barnard Street	10/25/2022	\$441.00
Building Total	Alteration Total	1		\$441.00
Building	Repair	108 Paluxy Street	10/04/2022	\$100.00
Building Total	Repair Total	1		\$100.00
Building	New Construction	601 Holden Street	10/19/2022	\$ 64.52
Building	New Construction	707 Bryan Street	10/12/2022	\$1,000.00
Building	New Construction	101 Bee Street	10/18/2022	\$2,024.10
Building	New Construction	100 Hall Street	10/18/2022	\$1,820.00
Building Total	New Construction Total	4		\$4,908.62
Building Total		9		\$5,524.62

Electrical

New	109 Easy Street	10/31/2022	\$185.00
New	202 Rio Grande Street	10/13/2022	\$ 85.00
New	116 Pecos Street	10/20/2022	\$ 85.00
New	100 Dove Meadow Lane	10/27/2022	\$256.00
Electrical Total	New Total	4	\$611.00

Electrical Remodel/Repair

Remodel	211 NE Barnard Street	10/25/2022	\$128.00
Repair	102 Grand	10/19/2022	\$181.00
Electrical Total	New Total	2	\$309.00
Electrical Total		6	\$920.00

Garage Sale

Garage Yard Sale	602 Mary Lynn Drive	10/06/2022	0.00
Garage Yard Sale	409 First Street	10/03/2022	5.00
Garage Yard Sale	309 Hilltop Drive	10/03/2022	0.00
Garage Yard Sale	301 Austin Road	10/06/2022	0.00
Garage Yard Sale	706 NE Barnard Street	10/05/2022	0.00
Garage Yard Sale	401 Walker Street	10/05/2022	0.00
Garage Yard Sale	112 Summit View	10/06/2022	0.00
Garage Yard Sale	608 Webster Street	10/05/2022	0.00
Garage Yard Sale	501 Franklin Drive	10/04/2022	0.00
Garage Yard Sale	404 Hereford Street	10/20/2022	5.00
Garage Yard Sale	305 Hilltop Drive	10/04/2022	0.00
Garage Yard Sale	803 Sam Houston	10/13/2022	5.00
Garage Yard Sale	500 SW Barnard	10/20/2022	5.00
Garage Yard Sale	1004 Holden Street	10/06/2022	0.00
Garage Yard Sale	117 Pecos Street	10/11/2022	5.00

<u>Garage Yard Sale Total</u>	15	<u>\$25.00</u>
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Irrigation/Backflow

Irrigation/Backflow	1009 College Avenue	10/13/2022	\$75.00
Irrigation/Backflow	131 Valley View	10/31/2022	\$75.00
Irrigation/Backflow	113 Mesa Drive	10/03/2022	\$75.00
Irrigation/Backflow	115 Mesa Drive	10/17/2022	\$75.00

<u>Irrigation/Backflow Total</u>	4
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\$300.00

<u>Irrigation/Backflow Total</u>	4	<u>\$300.00</u>
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Mechanical

Mechanical	Alteration	108 Paluxy Street	10/10/2022	\$110.00
Mechanical	New	109 Easy Street	10/19/2022	\$110.00
Mechanical	New	106 Rio Grande Court	10/04/2022	\$110.00
Mechanical	New	135 Bull Adams	10/04/2022	\$110.00

<u>Mechanical Total</u>	4	<u>\$440.00</u>
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Plumbing

Plumbing	New	707 Bryan Street	10/12/2022	\$175.00
Plumbing	Remodel	108 Paluxy Street	10/12/2022	\$55.00
Plumbing	Remodel	211 NE Barnard Street	10/25/2022	\$172.00
Plumbing	Replace	205 SW Barnard Street	10/04/2022	\$55.00
Plumbing	Replace	1005 Holden Street	10/04/2022	\$55.00
Plumbing	Replace	108 Brigitte Lane	10/12/2022	\$85.00

<u>Plumbing Total</u>	6	<u>\$597.00</u>
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Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

Sign

Sign	Permanent	505 SW Big Bend Ste D&E	10/27/2022	\$50.00
Sign	Temp Sign	115 Elm Street	10/04/2022	\$0.00
Sign	Temp Sign	202 SW Big Bend	10/07/2022	\$0.00
<u>Plumbing Total</u>			3	<u>\$50.00</u>

Specific Use Permit

Right of Way Permit	300 SW Big Bend	10/31/2022	\$0.00
<u>Specific Use Permit Total</u>	<u>Specific Use Permit Total</u>	1	<u>\$0.00</u>
<u>Specific Use Permit Total</u>		1	<u>\$0.00</u>

<u>All Permits Total</u>	48	<u>\$7,856.62</u>
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<u>Permits Total for October 2022</u>	48	<u>\$7,856.62</u>
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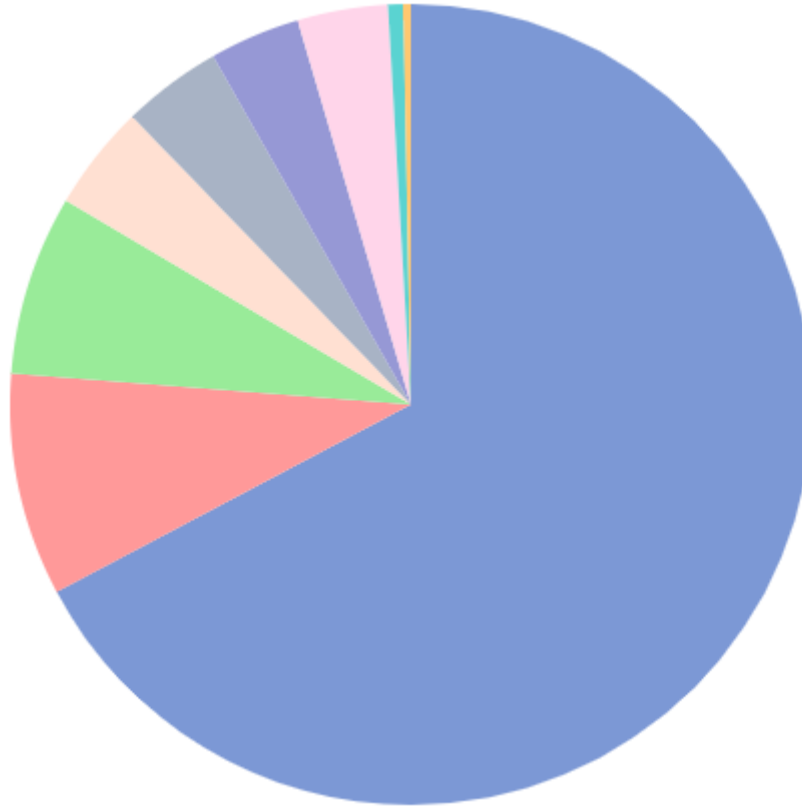
<u>Permits total for October 2021</u>	40	<u>\$8,904.25</u>
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Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

Payments By Permit Type

Payment Date From: 10/01/2022

Payment Date To: 10/30/2022



Payments by Permit Type		
Building	5,525	67.2%
Electrical	739	9.0%
Plumbing	597	7.3%
BOA	350	4.3%
Mechanical	330	4.0%
Vendor	300	3.7%
Irrigation/Backflow	300	3.7%
Sign Permit	50	0.6%
Garage Yard Sale	25	0.3%

Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

Item 30.

Inspections

Inspection Type	2022	2021
Cert of Occupancy Inspection	6	0
Driveway Approach Inspection	3	1
Electrical Release	0	0
Electrical Rough	5	0
Final Building Inspection	10	4
Final Electrical Inspection	12	6
Final Fence	4	0
Final HVAC Inspection	7	3
Final IBF Inspection	11	0
Final Inspection	0	0
Final Plumbing Inspection	10	6
Foundation Inspection	1	2
Framing Inspection	3	2
Gas Line Inspection	3	0
HVAC Rough In	4	0
New Sign - Final Inspection	0	0
New Sign – Initial Inspection	0	0
Initial Inspection	0	0
Insulation Inspection	1	3
Plumbing Rough-In	3	4
Plumbing Top-out	1	3
Pool – Ground/Steel	0	0
Re-inspection	0	0
Sub-Standard Monthly	11	0
Temp Meter Loop	0	0
Total	95	34

**ANIMAL CONTROL REPORT
OCTOBER 2022**

In/Out Summary by Species

Animals In

Total Animals Brought In - Cat: 21

Total Animals Brought In - Dog: 25

Total Animals In: 46

Animals Out

Total Animals Adopted - Cat: 2

Total Animals Adopted - Dog: 2

Total Animals Adopted: 4

Total Animals Euthanized - Cat: 15 (Feral 12, Medically Untreatable 2, Aggressive 1)

Total Animals Euthanized - Dog: 5 (Temperament 1, Aggressive 1, Medically Untreatable 3)

Total Animals Euthanized: 20

Total Animals Reclaimed - Dog: 6

Total Animals Reclaimed: 6

Total Animals Transferred Out - Cat: 15

Total Animals Transferred Out - Dog: 10

Total Animals Transferred Out: 25

Total Animals Out: 55

**CODE ENFORCEMENT REPORT
OCTOBER 2022**

File#	File Status	File Open Date	File Close Date	File Description
21-000076	Closed	4/13/2021	10/25/2022	Sign secured to prohibited support
21-000084	Closed	4/16/2021	10/25/2022	Campaign signs in R.O.W
21-000085	Closed	4/16/2021	10/25/2022	Campaign sign(s) located within R.O.W. & prohibited support
21-000089	Closed	4/20/2021	10/25/2022	Campaign sign in R.O.W.
21-000289	Closed	7/27/2021	10/6/2022	Stagnant water, weeds and other unwholesome conditions 100 Blk Pecos St
22-000130	Closed	3/31/2022	10/6/2022	Tall grass and weeds, Trash and Fence repairs needed (Dollar General)
22-000384	Closed	8/30/2022	10/19/2022	Abandoned/Damaged sign 800 Blk SW Big Bend Trail
22-000421	Closed	9/21/2022	10/6/2022	High Grass Gibbs and Texas Dr
22-000423	Closed	9/21/2022	10/18/2022	High Grass 200 Blk Gibbs Blvd
22-000473	Closed	10/12/2022	10/19/2022	High Grass and weeds 500 blk Franklin Dr
22-000477	Closed	10/13/2022	10/27/2022	High Grass 500 blk litigation
22-000478	Closed	10/13/2022	10/27/2022	High Grass 100 Blk SW Vine
22-000479	Closed	10/13/2022	10/27/2022	High Grass 100 Blk SW Vine
22-000485	Closed	10/18/2022	10/31/2022	Limbs by road 200 Blk 2nd St
22-000502	Open	10/31/2022		High Grass 500 Blk Second St
22-000503	Open	10/31/2022		High Grass 100 BLK Vine



CONVENTION AND VISITORS' BUREAU STAFF REPORT

MEETING DATE: November 8, 2022

STAFF REPRESENTATIVE: Kelly Harris, CVB Director



October 2022

1. October 1-2 - **Houston Wedding Show**
2. October 4-7- **TML Conference**
3. October 8 - **DVSP 50th Anniversary Celebration**
4. October 10 - **State Fair Travel Booth**
5. October 12 - **CVB Advisory Board Meeting**
6. October 15 - **Destination Glen Rose Wedding Show**
7. October 25-28 – **TxAVF Annual Conference**
8. October 28-31 – **Roars and Gourds Festival**

Morgan has been a hard worker with many ideas and plans. However, as of November 1, 2022, an incident occurred which made her not be able to fulfill the job qualifications. This disheartens me, but we are working on a plan for the interim. I wish to keep this as low key as possible in order to avoid any more negative social media feedback.

The Destination Glen Rose Wedding Show looked so much more professional this fall than in the Spring. While the attendance was low, I was glad to have the opportunity for a terminal Cancer Bride to select her Make a Wish wedding wishes. We will do another show in the spring of 2023, but we will do it on a Sunday afternoon in order for our caterer's and others to attend. The Houston wedding show was a success. We will go back next year.

DVSP 50th Anniversary Celebration was a hit. The tourism Department had a booth there and I did face painting for the kids. According to DVSP, they broke all records of attendance. Not counting the campers and regulars, they had over 3500 visitors in the park that day just for the celebration. 2023 is the 100th anniversary for the Texas Parks & Wildlife Department. There will be many events throughout the year and throughout the state park system.

The State Fair Travel Booth was another huge success this year. It was Columbus Day again and the building was packed.

The Roars & Gourds Festivities went well. For the first year it was successful. The Spooktacular mini horse show had more people than they have ever had. The Movie was moved to Saturday evening due to the rainy Friday. A new location will be selected for future movies. The pumpkin painting and music on the square was a hit as well. Once again the Safe Treats National Night Out was a blowout! Thank you to all of the participants.

Veterans Day Celebration – November 11 – 10 am Courthouse Square. This year instead of the American Legion putting on the Veterans Day Program, Morgan had the wonderful idea of the Community coming together to celebrate our veterans and honoring them. Please bring a chair and show your support and love for our very own veterans.

Merry & Bright Holiday Festivities - November 25-26 (Dino Friday Sales – Shop Local event/Merry & Bright Bazaar/Lighted Christmas Parade/Tree Lighting; decorating competition)

Heritage Christmas Days – December 2-3 (Breakfast with Santa with American Legion; 2 day Craft Bazaar, rides, Christmas lights throughout Heritage Park, Old School House and Telephone Building open during day; food vendors and more)

Item 32.

I am ordering new materials and promo items. We continue to work on the magazine, brochures, app and website.

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 from Morgan.

October 2022		Pearl		
		CVB Phone	Visitors	Mailouts
Sat-1		4	65	
Sun-2	Closed		Closed	
Mon-3		10	14	
Tues-4		5	16	
Wed-5		9	19	
Thurs-6		5	15	
Fri-7		9	23	
Sat-8		3	42	
Sun-9	Closed		Closed	
Mon-10	Closed		Closed	
Tues-11		9	17	
Wed-12		11	22	
Thurs-13		9	38	
Fri-14		13	45	
Sat-15		5	45	20
Sun-16	Closed		Closed	
Mon-17		8	31	
Tues-18		20	20	24
Wed-19		13	44	5
Thurs-20		12	40	
Fri-21		5	50	
Sat-22		1	65	
Sun-23	Closed		Closed	
Mon-24		2	11	
Tues-25		4	9	11
Wed-26		5	44	1
Thurs-27		10	26	11
Fri-28		11	23	2
Sat-29		0	0	
Sun-30	Closed		Closed	
Mon-31		15	24	
		198	748	74

Mail Brochures Texas- 31 Out of State-38
Out of the Country 5 Italy, Switzerland

October 2021			
	CVB	Visitors	Mailouts
Fri-1	10	22	
Sat-2		27	30
Sun-3	Off	Off	
Mon-4	12	20	
Tue-5	6	25	
Wed-6	10	12	
Thur-7	5	10	
Fri-8	10	27	
Sat-9		45	21
Sun-10	Off	Off	
Mon-11	Holiday	Holiday	
Tue-12	10	27	
Wed-13	5	4	
Thur-14	10	9	
Fri-15	6	30	39
Sat-16		53	21
Sun-17	Off	Off	
Mon-18	12	17	
Tue-19	9	19	
Wed-20	9	20	
Thur-21	20	6	6
Fri-22	13	18	
Sat-23	5	20	
Sun-24	Off	Off	
Mon-25	10	10	6
Tue-26	17	15	
Wed-27	16	9	
Thur-28	11	23	
Fri-29	5	27	21
Sat-30	1	20	
Sun-31	Off	Off	

Mailouts in Texa: Total Mailouts 67

212	515	144
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Explore Glen Rose FB Stats for October**Page overview**

Number of Posts
226

Discovery

Post reach
25,588

Post engagement
8,554

New Page likes
42

New Page Followers
101

Interactions

Reactions
1,283

Comments
191

Shares
191

Photo views
2,204

Link clicks
246

Location
Cities

Glen Rose, TX
995
Fort Worth, TX
452
Granbury, TX
384
Dallas, TX
250
Cleburne, TX
175
Houston, TX
139
San Antonio, TX
129
Arlington, TX
125
Stephenville, TX
100
Weatherford, TX
99

Somervell County Texas FB Stats**Posts Made for October****65****Page Overview**

Followers: 3,683

Last 28 days

Post reach

8,920

Post Engagement

2,112

New Page likes

17**Discovery**

Post reach

8,920

Post engagement

2,112

New Page likes

17

New Page Followers

19**Interactions**

Reactions

538

Comments

43

Shares

42

Photo views

383

Link clicks

47**Location**

Cities

Glen Rose, TX

1,248

Granbury, TX

241

Fort Worth, TX

126

Stephenville, TX

102

Cleburne, TX

93

Rainbow, TX

82

Walnut Springs, TX

52

Nemo, TX

47

Burleson, TX

37

Tolar, TX

36

Revenues	
	4th qtr
Quality Inn	\$3,587.78
704 Barnard	\$279.52
804 Ruth Parker	
410 Barnard St	\$163.62
Best Western	\$7,637.47
Inn on the River	\$1,942.13
Paluxy Riverbed Cabins	
LaQuinta	\$6,150.69
Country Woods	\$2,867.33
Glen Rose Inn & Suites	\$2,672.93
Live Oak	\$471.21
Oakdale	\$1,380.47
Price House	\$210.37
Home Away	\$917.32
AirBNB	\$2,790.86
Comfort Inn	\$8,070.87
Glen Lake	
City	
	\$39,142.57
	4th 2022
	Oct
Quality Inn	\$2,126.14
704 Barnard	\$225.81
410 Barnard St	\$163.89
Best Western	\$6,482.80
Inn on the River	
Paluxy Riverbed Cabins	\$375.61
LaQuinta	\$5,540.43
Country Woods	\$2,085.62
Glen Rose Inn & Suites	
Live Oak	\$234.44
Oakdale	\$971.76
Price House	\$241.33
Home Away	\$773.87
AirBNB	\$4,124.87
Comfort Inn	\$6,414.10
Glen Lake	
Glen Rose Cottage	\$234.29
Tres Rios	\$332.36
Holiday Inn	
	\$30,327.32

CITY	2021-22	22-Oct
080-440-430		
KHITS	5,000	
HANK FM	8,000	
	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
Coodinator/Specialist	\$77,195	2692.31
Part Time	\$5,000	192
SS	\$11,000	403.23
Insurance	\$29,500	36
Retirement	\$22,000	847.32
Workers Comp	\$1,000	
	\$208,695	
080-449-310		
Postage	\$10,000	79.47
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		
Need account number			
HOT Authorized projects	\$50,000		
	\$386,080		



CITY ADMINISTRATOR'S REPORT

MEETING DATE: November 8, 2022

STAFF REPRESENTATIVE: Michael Leamons, City Administrator

**City Administrator Report
For October 2022**

Item 33.

Following is a list of some of the more significant and/or time-consuming transactions I was involved in during the month:

1. Had lunch with Ally Tello of TNMP and City Secretary King as Ms. Tello works to become acquainted with her TNMP customers.
2. Reviewed October 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.
3. Submitted opioid abatement settlement application to the State Comptroller's Office.
4. Still waiting on a bond from Squaw Creek Estates so that the approved plat can be filed.
5. Attended this year's TML Annual Conference in San Antonio.
6. Continued to work with Frontier and Republic on the trash collection transition. Also, put pressure on Republic to come up with a plan for delivering consistent reliable trash collection service to the City until the end of their contract on December 31st. They are having repeated mechanical failures. It was asked that they transfer the Glen Rose account to a district that has other cities with side-load operations or work with Frontier to do an early transfer of the account.
7. Followed up with TxDOT on the Barnard/Elm Street traffic light. Waiting on a response. It seems recent turnover in the District Engineer's office has slowed the response to this request. It is understood that in a matter of months there have been two new occupants of that office.
8. Reviewed and approved Comprehensive Plan and Frontier fliers for this month's utility bill.
9. After a 2" rain, the retaining wall at Rock Ridge Estates which staff had been concerned about began leaning over. Public Works Director Holder notified Mr. Barnes and City Engineer Hay about the situation. Engineer Duffy who designed the wall was also notified. So far, no plan for moving forward has been presented.
10. Working with Administrative Assistant Holder on transition to new email provider.
11. Working with Jeremy Dooley on obtaining additional grant funds for engineering and construction cost overruns anticipated for our TxDOT sidewalk project. Discussed the matter with Mayor Douglas, County Judge Chambers and Superintendent Overbo, all of whom thought it would be prudent to pursue additional grant funding. Additional local matching funds (20% of the additional grant amount) will be required. A three way split would require each of the partners to come up with about a 7% match for any additional grant funding that is approved. An amendment to our current interlocal agreement will be presented to the three governing bodies.
12. Contacted a TML attorney about a pest control ordinance proposed by P&Z Chair Streeter. It's not clear whether or not the City has the authority needed to adopt this ordinance. Waiting on a response.
13. Visited with Lindsey Brewer and her landlord concerning a Certificate of Occupancy for Sugarbiscuits, which is about to reopen. The outstanding issues have been resolved and the Certificate has been issued.
14. Attended a TxDOT meet and greet with Police Department personnel and Public Works Director Holder.
15. Responded to an Animal Control incident involving an injured animal outside the city limits that occurred after hours. Prepared a memo stating City policy which Animal Control Officer Wilson shared with dispatch to prevent future after hours phone calls regarding incidents occurring outside the city limits.
16. The contractor installed the pay window counters and the new formica at the dais. The sheet for the work area below the dais broke, so I new one has been ordered.

17. Staff has been working with Interbank to complete all the paperwork associated with the City's account. City Secretary King had received everything needed to submit the paperwork on November 1st.
18. Had a phone conference with City Attorney Lowry on annexation, zoning, and platting issues related to the tract next to 7-Eleven.
19. Public Works Director Holder received 2 bids on the variable frequency drive needed to keep water supplied from Well #5 while Maguire Iron renovates the standpipe at that well site. He awarded the bid and we are now waiting on the drive to arrive.
20. As you know, the City only received a response to its RFP for depository services from First Financial Bank and that firm will continue to provide those services to the City for another 5 years.
21. The contractor is continuing to work on the Valley View street reconstruction project. Currently, he is installing curbs along one side of the roadway.
22. An arrangement has been made with Inspector McKinzie for him to continue to provide inspection services to the City. Under our new arrangement, inspections are scheduled only for Mondays, Wednesdays, and Fridays.
23. Worked on the Grease Trap (Grease Management) Ordinance submitted by P&Z Chair Streeter to prepare it for Council consideration. It was adopted.
24. Met with Public Works Director Holder, a developer, his contractor, and the homeowners to come up with a strategy to prevent a repeat of the flooding that had occurred at a home next to the multi-family units on Litigation. The developer agreed to install a berm.
25. Solicited and received RFPs for Grant Administrators for the 2022-23 CDBG application.
26. The church community service group worked on painting handrails and bridge railing on a Saturday.
27. The TxDOT Hereford Street water main permits were kicked back for the second time because, again, the name of the District Engineer had to be changed due to TxDOT staffing changes.
28. Discovered that Somervell County could permit septic tanks if they have an interlocal agreement with the City. Drafted an agreement which was subsequently reviewed by City Attorney Lowry and Mayor Douglas before being transmitted to County Judge Chambers for his review.
29. Completed the Wastewater Winter Averaging Participation applications for commercial business and had staff notify the two entities which, previously, had expressed interest in the program.
30. Took a week of vacation during the last week of October.

The following matters were addressed during my week of vacation (the week ending 10-28-22):

31. Received three bids on light metering to be conducted at many of the City's businesses and awarded the project to the low bidder. Russ Miller has agreed to help on the night the metering is done.
32. Addressed Republic trash collection failures and strategies for getting caught up and preventing future failures.
33. Rearranged my vacation to come to work on October 27th to participate in the Peloton TAC (Technical Advisory Committee) and CPAC (Comprehensive Plan Advisory Council) meetings held on that day.
34. Worked with City Attorney Lowry and City Secretary King to resolve a controversy that had erupted during my time off over a campaign sign posted on private property.



CITY SECRETARY'S REPORT

MEETING DATE: November 8, 2022

STAFF REPRESENTATIVE: Staci King, City Secretary

City of Glen Rose
City Secretary's Office
October Staff Report

City Secretary

1. Council Meetings – Packets, Posting, Packets – October 11
2. Public Information Requests – Received, assigned, and reviewed – 5
3. Attended TML Conference
4. Attended Texas Municipal Clerks Association Advanced Institute
5. Virtual Training – Public Funds Investment
6. Multiple virtual product demos
7. Worked with Municode/CivicPlus to update agenda templates, including logo updates
8. Received and partially distributed council laptops

Deputy City Secretary

1. 3 payrolls were processed and payments to payroll vendors were made
2. Balanced TexPool and TexStart accounts from September
3. Paid Sales Taxes to State Comptroller
4. Worked with Michael on the Financial Report from the month of September
5. Reconciled bank accounts for TexPool and TexStar.
6. Worked with CPA to gather information for audit

Municipal Court

1. Processed citations, payments and court related paperwork.
2. Answered phone calls, processed utility payments, helped to create new water accounts.
3. Municipal court – October 18 – 6 cases on docket

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.
 - 93 accounts penalized
 - 59 accounts made it to the cut off list; phone calls were made to all
 - 16 accounts were charged a cut-off fee
 - 12 accounts were disconnected