



City of La Vernia
CITY COUNCIL MEETING
102 E. Chihuahua St., La Vernia, Texas 78121
August 13, 2026
6:30 PM

AGENDA

1. Call to Order

2. Invocation & Pledge of Allegiance

3. Citizens to Be Heard

(At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to Be Heard section, no council action may take place, and no council discussion or response is required to the speaker. A time limit of three minutes per speaker is permitted; the council may extend this time at their discretion.)

4. Consent Agenda

(All consent agenda items are considered routine by the 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.)

A. Minutes from the 06/30/2026 City Council Workshop

B. Minutes from the 07/09/2026 City Council Meeting

5. Public Hearing

A. The City of La Vernia City Council will hold a Public hearing regarding Ordinance No. 091026-01 adopting the 2026-2027 Fiscal Year Budget

A.1 Open Public Hearing

A.2 Staff Presentation

A.3 Receive Public Comments

A.4 Close Public Hearing

A.5 Discuss and consider action on Ordinance No. 091026-01 adopting the 2026-2027 Fiscal Year Budget

B. The City of La Vernia City Council will hold a Public hearing regarding Ordinance No. 091026 -02 adopting the 2026 Ad Valorem Tax Rate, consisting of Operation and Maintenance and Interest and sinking (Debt Service) Tax Rate.

B.1 Open Public Hearing

B.2 Staff Presentation

B.3 Receive Public Comments

B.4 Close Public Hearing

B.5 Discuss and consider action on Ordinance No. 091026 -02 adopting the 2026 Ad Valorem Tax Rate, consisting of Operation and Maintenance and Interest and sinking (Debt Service) Tax Rate.

6. Discussion Only

A. Discussion regarding the monthly meter replacement report

7. Resolutions

A. Discuss and consider action on Resolution No. 081326-01 regarding the contract for animal services with Hearts to Homes Rescue

B. Discuss and consider action on Resolution No. 081326-02 regarding the contract for inspection services

8. Executive Session

The City Council for the City of La Vernia reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberation about Security Devices), and 551.087 (Economic Development), and any other provision under Texas law that permits a governmental body to discuss a matter in a closed executive session.

A. Pursuant to Local Government Code section §551.072. (*Deliberations about Real Property*) of the Open Meeting Act. Tex. Gov't Code, the City Council will meet in executive session to deliberate on proposed developments taking place at a property(S) legally known as A0008 J DELGADO SUR, TRACT 48N (U-1), ACRES 25 and A0008 J DELGADO SUR, TRACT 48P (U-1), ACRES 48.53

B. Pursuant to Local Government Code section §551.074 (*Personnel Matters*) of the Open Meeting Act. Tex. Gov't Code, the City Council will meet in executive session to deliberate the annual job performance of the Chief of Police.

C. Pursuant to Local Government Code section §551.074 (*Personnel Matters*) of the Open Meeting Act. Tex. Gov't Code, the City Council will meet in executive session to deliberate the annual job performance of the City Administrator.

9. Items Specific to Future Line Items on the Agenda

10. Adjourn

DECORUM REQUIRED

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

The City Council for the City of La Vernia reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Governmental Code §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.087 (Economic Development), and any other provisions under Texas law that permit a governmental body to discuss a matter in closed executive session.

The City of La Vernia Council meetings are available to all persons regardless of disability. The facility is wheelchair accessible and parking spaces are available. Request for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary at (830) 779-4541 or email mfarrow@lavernia-tx.gov

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named La Vernia City Council is a true and correct copy of said Notice and that I posted true and correct copy of said Notice on the bulletin boards of the City Hall of said La Vernia, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **August 06, 2026 at 4:30 PM** and remained so posted continuously for at least 3 business days proceeding the scheduled time of said meeting.

Madison Farrow, City Secretary



CITY COUNCIL MEETING

102 E. Chihuahua St., La Vernia, Texas 78121

July 09, 2026

6:30 PM

MINUTES

1. Call to Order

The meeting was called to order at 6:31PM

Mayor Gilbert, and Council members Recker, Rabel, Oates, and Evans were present.

2. Invocation & Pledge of Allegiance

Pastor Bobby Nixon lead the prayer and Mayor Gilbert lead the pledges.

3. Citizens to Be Heard

(At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to Be Heard section, no council action may take place, and no council discussion or response is required to the speaker. A time limit of three minutes per speaker is permitted; the council may extend this time at their discretion.)

Blake Taylor spoke on Flock cameras and how they invade your privacy. He stated he has a petition that 42 people have signed.

Julia MaGee and Elaine Stephens spoke as members of the Sticker Bur book club, the invited Council and City staff to a grassroots meeting about Library options.

4. Consent Agenda

(All consent agenda items are considered routine by the 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.)

A. Minutes from the 06/11/2026 City Council Meeting

B. Financials for the month of May

C. Quarterly Investment Report 2nd Quarter April-June 2026

Motion made by Oates, seconded by Recker to approve as listed, all in favor.

5. Presentations

A. Presentation of Floresville's Peanut Festival Royal Court

The Floresville's Peanut Festival Royal Court introduced themselves and invited Council to the Peanut Festival.

B. Presentation of Annual Donation to Children's Alliance of South Texas

Christina Martinez accepted the donation on behalf of the Children's Alliance of South Texas. She stated how she appreciates the city and working with LVPD.

Mayor Gilbert presented her with the \$5,000 donation.

- C. Presentation of Annual Donation to Wilson County Library
Nicki Stohr accepted the donation on behalf of the Wilson County Library.
Mayor Gilbert presented her with the \$1,000 donation.

6. Discussion/Action

- A. Certificate of Election issued to newly elected official Chelsey Ingle
Mayor Gilbert read and issued the certificate to Chelsey Ingle.
- B. Statement of Officer is completed by newly appointed official
Mayor Gilbert gave the statement of officer to Chelsey Ingle.
- C. Newly appointed officer takes the oath of office
Mayor Gilbert gave the oath of office to Chelsey Ingle.
- D. Newly sworn-in officer may assume the duties of their office
Chelsey Ingle assumed her duties of her office.
- E. Discuss and consider action on the appointments of members to the Municipal Development District Board of Directors
Mayor Gilbert recommends the reappointment of the current members.
Motion made by Oates, seconded by Recker to re-appoint all current members, all in favor.
- F. Discuss and consider action on the proposed engagement letter from Armstrong and Vaughn regarding the FY 2026 Audit
Motion made by Recker, seconded by Rabel to move forward with the proposed engagement letter from Armstrong and Vaughn regarding the FY 2026 Audit, all in favor.
- G. Discuss and consider action on surplusings miscellaneous city-owned property
City Engineer Morgen Gore spoke on surplusings the current public works trailer, the trailer has too much wear and tear for their equipment.
Motion made by Recker, seconded by Evans to approve surplusings miscellaneous city-owned property, all in favor.
- H. Discuss and consider action on landscaping bid
City Administrator Lindsey Wheeler spoke, she stated she reached out to 6 local landscaping businesses and only received 2 bids. One from All Seasons for \$72,360, and the other from The Lawn Medic for \$57,720.
Council states they would like to accept All Seasons bid but for \$65,000.
Motion made by Oates, seconded by Recker to accept All Seasons bid for \$65,000 contingent upon All Seasons acceptance of the revised bid amount, all in favor.

7. Discussion Only

- A. Discussion regarding the monthly meter replacement report
City Engineer Morgen Gore spoke, she stated she received a quote from Core & Main for \$22,307.93 to replace all remaining meters. Core & Main will be able to replace all meters in one week.
- B. Discussion regarding update on park restroom
Parks Director Xavier Millan spoke, he gave updates of corrections that were made to the restroom. Trashcans have been purchased and he is working on getting them installed.

8. Ordinances

- A. Discuss and consider action on Ordinance No. 071026-01 amending the FY 2026 Budget for Midyear review (No. 2)
City Administrator Lindsey Wheeler spoke, she went over the mid year budget amendment.
Motion made by Recker, seconded by Evans to approve Ordinance No. 071026-01 amending the FY 2026 Budget for Midyear review (No. 2), all in favor.

9. Resolutions

- A. Discuss and consider action on Resolution No. R070926-01 regarding financial assistance from the Texas Water Development Board
City Engineer Morgen Gore spoke, she states we are applying for a grant for well 9 as well as an additional filter. This grant is a no match grant.
Motion made by Recker, seconded by Evans to approve Resolution No. R070926-01 regarding financial assistance from the Texas Water Development Board, all in favor.
- B. Discuss and consider action on Resolution No. R070926-02 authorizing and approving publication and posting of notice of intention to issue combination tax and revenue certificates of obligation in the maximum amount of \$2,500,000 and other matters in connection therewith
City Engineer Morgen Gore spoke, she went over the water/wastewater estimates. Edwardo from specialized public finance gave a presentation.
Motion made by Oates, seconded by Evans to approve Resolution No. R070926-02 authorizing and approving publication and posting of notice of intention to issue combination tax and revenue certificates of obligation in the maximum amount of \$2,500,000 and other matters in connection therewith, all in favor.

10. Executive Session

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- A. Pursuant to Local Government Code section §Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY of the Open Meeting Act. Tex. Gov't Code, the City Council will meet in executive session to deliberate on proposed development taking place at a property legally known as A0015 F HERRERA SUR, TRACT 38, 38A, 39, ACRES 215.787, (A-290 TRACT 4 & A-33 TRACT 6)
The City Council went into Executive Session at 7:39PM.
The City Council came out of Executive Session at 8:51PM.
No public action was taken.

11. Items Specific to Future Line Items on the Agenda

- PID
- Bond
- MI Homes

12. Adjourn

Motion made by Oates, seconded by Rabel to adjourn at 8:54PM, all in favor.

DECORUM REQUIRED

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I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named La Vernia City Council is a true and correct copy of said Notice and that I posted true and correct copy of said Notice on the bulletin boards of the City Hall of said La Vernia, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **July 03, 2026 at 4:30 PM** and remained so posted continuously for at least 3 business days proceeding the scheduled time of said meeting.

Madison Farrow, City Secretary

ORDINANCE NO. 091026-01**AN ORDINANCE OF THE CITY OF LA VERNIA, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027, AND OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the City Administrator of the City of La Vernia, Texas (herein the “City”) has submitted to the City Council a proposed budget of the revenues of said City and the expenditures/expenses of conducting the affairs thereof, which is in accordance with the city’s Budget Policy as outlined in Resolution No. R090524-01; and

WHEREAS, the City Council has received said City Administrator’s proposed budget, a copy of which proposed budget and all supporting schedules have been filed with the City Secretary pursuant to Local Government Code §102.005; and

WHEREAS, the Council set August 13, 2026, and September 10, 2026, as the date for the public hearings thereon and caused notice of such public hearings to be given by the Wilson County News pursuant to LGC §102.006; and

WHEREAS, the public hearings were held on said dates, and all persons were afforded an opportunity to appear and object to any or all items and estimates in the proposed budgets; and

WHEREAS, pursuant to LGC §102.007, the City Council, by the passage of the Budget Ordinance, shall adopt the budget for the ensuing fiscal year and appropriate such sums of money as the Council deems necessary to defray all expenditures of the City during the 2026 – 2027 budget year.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS, THAT:

Section 1. Budget

A.) The City hereby approves and adopts the budget, attached as **Exhibit A**, in all respects as the City’s annual budget for the fiscal year beginning October 1, 2026 and ending September 30, 2027.

B.) The City Administrator may move funds within the budget strictly as directed by the city’s Fund Policy as outlined in Resolution No. R090524-02.

C.) In accordance with LGC §102.008(a), the adopted budget shall be filed with the City Secretary, and a copy of the adopted budget, including the cover page, shall be posted on the City’s website.

Section 2. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 3. Conflict of Ordinances

Ordinances or parts of Ordinances in conflict herewith are hereby repealed and are no longer of any force and effect.

Section 4. Effective Date

This ordinance shall take effect on the first day of October 2026.

PASSED, AND APPROVED this 10th day of September 2026 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Gary Gilbert			
Councilwoman Dianell Recker			
Councilman Justin Oates			
Councilwoman Katie Evans			
Councilwoman Chelsey Ingle			
Councilman Garrett Rabel			

Gary Gilbert
Mayor, City of La Vernia

ATTEST:

Madison Farrow
City Secretary, City of La Vernia

Exhibit A

ORDINANCE NO. 091026-02

AN ORDINANCE LEVYING A TAX RATE
FOR THE CITY OF LA VERNIA FOR TAX YEAR 2026

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

THE CITY COUNCIL OF LA VERNIA, TEXAS DOES HEREBY ADOPT THE FOLLOWING TAX RATE PER \$100 VALUATION FOR THE TAX YEAR 2026 AS FOLLOWS:

 0.324267 **FOR THE PURPOSE OF MAINTENANCE AND OPERATION**
 0.205560 **FOR THE PAYMENT OF PRINCIPAL AND INTEREST ON DEBT**
 0.529827 **TOTAL TAX RATE**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.

THE WILSON COUNTY APPRAISAL DISTRICT IS HEREBY AUTHORIZED TO ASSESS AND COLLECT THIS TAX FOR THE CITY OF LA VERNIA ON THIS 10th DAY OF SEPTEMBER 2026.

PASSED, AND APPROVED this 10th day of September 2026 and recorded as follows:

MAINTENANCE AND OPERATION:

Rate - _____

	FOR	AGAINST	ABSTAIN
Mayor Gary Gilbert			
Councilmember Dianell Recker			
Councilmember Justin Oates			
Councilmember Katie Evans			
Councilmember Chelsey Ingle			
Councilmember Garrett Rabel			

PRINCIPAL AND INTEREST ON DEBT:

Rate - _____

	FOR	AGAINST	ABSTAIN
Mayor Gary Gilbert			
Councilmember Dianell Recker			
Councilmember Justin Oates			
Councilmember Katie Evans			
Councilmember Chelsey Ingle			
Councilmember Garrett Rabel			

TOTAL TAX:

Rate - _____

	FOR	AGAINST	ABSTAIN
Mayor Gary Gilbert			
Councilmember Dianell Recker			
Councilmember Justin Oates			
Councilmember Katie Evans			
Councilmember Chelsey Ingle			
Councilmember Garrett Rabel			

Gary Gilbert
Mayor, City of La Vernia

ATTEST:

Madison Farrow
City Secretary

RESOLUTION NO. R081326-02

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS ENTERING INTO AN AGREEMENT WITH TORO CONSULTING AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TORO CONSULTING.

WHEREAS, the City of La Vernia, Texas City Council has given authority to the City Administrator to make and be responsible for administrative decisions; and

WHEREAS, the City of La Vernia will benefit from the agreement with Toro Consulting as described in **Attachment A**; and

WHEREAS, the City Council of La Vernia, Texas finds it to be in the best interest of the City to have this agreement with Toro Consulting for inspection services;

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

SECTION 1. City Council of La Vernia authorizes the City Administrator to sign an agreement with Toro Consulting for inspection services.

SECTION 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

SECTION 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

SECTION 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 13th day of August 2026.

CITY OF LA VERNIA, TEXAS

Gary Gilbert, Mayor

ATTEST:

Madison Farrow, City Secretary

APPROVED AS TO FORM:

City Attorney

Attachment A



SCOPE OF WORK: Inspection Services and Plan Review, City of La Vernia, Texas, Public Infrastructure & Private Stormwater Facilities

1.0 INTRODUCTION AND PURPOSE

This Scope of Work (“SOW”) defines services to be provided for plan review and construction inspection of public infrastructure improvements and designated private stormwater facilities within the corporate limits and extraterritorial jurisdiction of the City of La Vernia, Texas (the “City”). The services described herein are intended to ensure that all work is performed in accordance with approved construction plans, applicable City ordinances, design criteria, and applicable state and federal regulations.

The Consultant shall furnish qualified personnel, equipment, and resources necessary to perform thorough, objective, and timely plan reviews and field inspections as requested by the City. All services shall be conducted in a professional manner consistent with the City's standards of care.

2.0 OBJECTIVES

The primary objectives of the services under this SOW are to:

1. Verify that construction plans and supporting documents comply with City standards, ordinances, and applicable regulatory requirements prior to construction.
 2. Provide independent, third-party construction inspection of public infrastructure and private detention facilities to confirm that work is performed in accordance with approved plans, specifications, and good construction practices.
 3. Document construction progress, deficiencies, and corrective actions in a clear and timely manner.
 4. Support the City in achieving final acceptance of completed public improvements and ensuring proper construction of private stormwater facilities that affect public health, safety, and drainage systems.
-



3.0 SCOPE OF SERVICES

Services under this SOW consist of two primary components: (A) Plan Review Services and (B) Construction Inspection Services. Both components apply to the public and private facility categories identified below.

3.1 Plan Review Services

When requested, the Consultant shall perform a technical review of construction plans, specifications, calculations, and related documents submitted for proposed public infrastructure and private stormwater facilities. Reviews shall confirm compliance with the following, as applicable:

- City of La Vernia Code of Ordinances and adopted design criteria
- Applicable Texas Commission on Environmental Quality (TCEQ) rules and design criteria for water and wastewater systems
- Texas Department of Transportation (TxDOT) standards where roadway or drainage facilities interface with state right-of-way
- Generally accepted engineering practices and industry standards
- Any project-specific conditions of approval issued by the City

Plan review tasks include, but are not limited to:

Completeness and constructability review of plan sets b) Verification of design criteria for roadways, water, sewer, drainage, and stormwater facilities c) Review of supporting calculations (hydraulic, hydrologic, structural, pavement, etc.) d) Identification of conflicts, omissions, or deviations from standards e) Preparation of written review comments for City and design engineer response f) Recommendation of approval, conditional approval, or denial to the City

NOTE: Plan review services are specifically excluded from this Scope of Work unless separately requested by the City in writing. Any requested plan review services shall be authorized under a separate task order and compensated separately.

3.2 Construction Inspection Services

The Consultant shall provide field inspection services **only upon request by the City for public improvements accepted or proposed for acceptance by the City.** These inspections shall commence during construction of the facilities identified in this SOW. Inspections shall be performed to verify that materials, workmanship, and construction methods conform to the



approved plans, specifications, and applicable standards. The Consultant shall maintain detailed daily inspection reports, photographic documentation, and deficiency logs.

3.2.1 Public Infrastructure

Inspection services for public improvements shall cover the following categories:

A. Roadway Construction

- Subgrade preparation, proof-rolling, and density testing coordination
- Base material placement, compaction, and thickness verification
- Concrete and/or asphaltic concrete pavement placement, finishing, and jointing
- Curb and gutter, sidewalks, driveways, and related appurtenances
- Signing, striping, and traffic control devices
- Final surface tolerance and acceptance inspection

B. Water Distribution Systems

- Trench excavation, bedding, and backfill
- Pipe material, jointing, and installation methods
- Valves, hydrants, fittings, and service connections
- Pressure testing, disinfection, and bacteriological sampling coordination
- Thrust restraint and concrete blocking
- Connection to existing City systems and final acceptance

C. Sanitary Sewer Systems

- Trench excavation, bedding, and backfill
- Pipe material, grade, alignment, and joint integrity
- Manholes, cleanouts, and appurtenances
- Service laterals and connections
- Air testing, mandrel testing, and video inspection coordination
- Final grade verification and acceptance inspection

D. Drainage and Stormwater Infrastructure

- Storm sewer pipe installation, bedding, and backfill
- Inlets, junction boxes, manholes, and outfall structures
- Open channel grading, lining, and erosion control measures



- Culverts, headwalls, and end treatments
- Connection to existing drainage systems
- Final as-built verification of elevations and hydraulic capacity

E. Vegetation (As Requested)

- Right-of-way and easement revegetation and stabilization
- Tree protection measures during construction
- Landscaping and irrigation systems within public rights-of-way or required common areas (where applicable)
- Erosion and sediment control vegetation establishment
- Final acceptance of vegetative cover density and stability

3.2.2 Private Stormwater Facilities

Newly Installed Detention Ponds

The Consultant shall provide construction inspection services for newly installed private detention ponds and associated stormwater management facilities that are required as a condition of development approval. Inspection shall include, but not be limited to:

- Pond grading, embankment construction, and compaction
- Outlet structure installation, orifice sizing, and elevation verification
- Emergency spillway construction and elevation
- Inlet and outfall pipe connections
- Erosion control, slope protection, and vegetative establishment
- As-built survey verification of critical elevations and volumes
- Final inspection for compliance with approved plans and City drainage criteria prior to acceptance or release of associated surety

3.3 General Inspection and Coordination Tasks

In addition to category-specific inspections, the Consultant shall perform the following general services:

- Attendance at pre-construction conferences
- Coordination with City staff, design engineers, contractors, and material testing laboratories
- Review of material submittals and shop drawings as requested by the City



- Preparation and distribution of daily inspection reports and photographic records
- Issuance of non-conformance notices and tracking of corrective actions
- Coordination of final inspections and preparation of punch lists
- Review of as-built drawings and record documents for completeness
- Recommendation to the City regarding substantial completion and final acceptance of public improvements

NOTE: All reviews associated with inspections will be on an as requested basis, to include Coordination with design engineers, Review of shop drawings, Review of material submittals, Review of as-builts, and Recommendation regarding substantial completion.

3.4 Preferred Inspection Intervals and Frequencies

The Consultant shall perform inspections in accordance with the preferred intervals and frequencies outlined below. These intervals reflect standard industry practice for public infrastructure that will be accepted and maintained by the City and are intended to provide appropriate oversight of critical construction activities.

Inspection shall follow a **critical-stage / risk-based** approach:

- Full-time (continuous) inspection during high-risk or irreversible work on an as-needed basis if requested by the City.
- Part-time or on-call inspection (with 24–48-hour advance notice from the contractor) for lower-risk activities.
- Mandatory hold points at which work shall not proceed or be covered until inspected and approved by the Consultant or the City.

Roadway

- Subgrade preparation and **proof-rolling**: Continuous or at completion of each section (proof-roll is a mandatory hold point).
- Flexible base placement and compaction: Continuous or multiple times per day.
- Concrete pavement, curb and gutter, and sidewalks: (Pre-pour and post-pour)
- Asphalt paving: Continuous during placement.
- Final surface tolerance and acceptance: Dedicated final inspection.

Water Distribution Systems



- Trenching, bedding, pipe laying, and jointing: Full-time/continuous as needed while pipe is being installed.
- Thrust blocking and restraints: Observed at installation (**hold point before backfill**).
- Pressure testing and disinfection: Observed by the inspector (**mandatory hold point**).
- Service connections, valves, and hydrants: Spot checks plus final inspection.

Sanitary Sewer Systems

- Trenching, bedding, pipe laying (grade and alignment): Full-time/continuous as needed while pipe is being installed.
- Manhole construction: Inspection at base, intermediate lifts, and final (frame and cover).
- Air testing, mandrel testing, and video inspection: Observed by the inspector (mandatory before acceptance).
- Backfill in roadway areas: Frequent checks.

Drainage and Stormwater Infrastructure

- Storm pipe installation: Full-time/continuous as needed (same standard as sanitary sewer).
- Inlets, junction boxes, and manholes: Inspection of formwork, reinforcing steel, and during concrete placement.
- Open channel grading and lining: Daily or at critical stages.
- Outfalls and connections to existing systems: Observed (**hold point**).

Private Detention Ponds (Newly Installed)

- Pond grading and embankment construction: Daily or continuous.
- Outlet structures and emergency spillway: Critical-stage inspection.
- Final as-built elevations and volume verification: Dedicated inspection prior to recommendation for acceptance or surety release.

Vegetation

- Active construction (erosion and sediment controls): Minimum of once every 14 calendar days and within 24 hours of the end of a rainfall event of 0.5 inches or greater, or



alternatively once every 7 calendar days (**consistent with TCEQ Construction General Permit requirements**).

- Temporary stabilization: Per the TCEQ schedule noted above.
- Final revegetation, sodding, or seeding: Periodic inspections until establishment criteria are met (commonly 70 percent vegetative cover).
- Tree protection measures: Initial setup inspection plus periodic checks during construction.

The Consultant shall adjust inspection frequency as necessary based on contractor performance, weather conditions, and the criticality of the work being performed, while maintaining the minimum standards described above. [Inspections shall be scheduled by the developer through the City. The Consultant shall perform inspections requested by the City for critical stages of construction. Contractors shall provide at least 24 hours' notice for requested inspections. Missed inspections due to contractor scheduling failures shall require an additional inspection fee.](#)

4.0 DELIVERABLES

The Consultant shall provide the following deliverables in electronic format (PDF) unless otherwise directed by the City:

1. Written plan review comment letters with clear references to plan sheets and standards
2. Daily field inspection reports including date, weather, personnel present, work observed, quantities (where applicable), and deficiencies
3. Photographic documentation of construction progress and non-conforming work
4. Non-conformance reports and resolution tracking logs
5. Punch lists for substantial and final completion
6. Final inspection reports and recommendations for acceptance
7. Summary project close-out documentation package upon request

5.0 CITY RESPONSIBILITIES

The City shall:

- Provide the Consultant with approved plans, specifications, and any subsequent revisions in a timely manner



- Designate a primary point of contact for coordination and decision-making
- Notify the Consultant of scheduled pre-construction meetings and major construction activities
- Coordinate with developers and contractors regarding inspection scheduling protocols
- Make final decisions regarding acceptance of work and release of associated financial assurances

6.0 ASSUMPTIONS AND LIMITATIONS

- The Consultant's role is observational and advisory. The Consultant does not direct the contractor's means and methods and is not responsible for the contractor's safety program or compliance with OSHA regulations.
- Material testing (soils, concrete, asphalt, etc.) shall be performed by a qualified independent laboratory typically provided by the developer or contractor under separate arrangement; the Consultant, if requested, can coordinate and review results as part of the inspection process.
- Inspection frequency shall be appropriate to the stage and criticality of the work and as mutually agreed with the City. Continuous full-time inspection is not assumed unless specifically authorized or required by the preferred intervals in Section 3.4.
- This SOW does not include design services, preparation of construction plans, or resident project representation on a continuous basis unless separately authorized.
- Services related to private building construction (structural, electrical, plumbing, mechanical) are excluded except as they directly interface with the public infrastructure or detention facilities covered herein.

7.0 STANDARDS OF PERFORMANCE

All services shall be performed by or under the direct supervision of the City of La Vernia. Field inspectors shall be experienced in municipal infrastructure construction and familiar with applicable City and industry standards. The Consultant shall maintain professional liability insurance and other coverage as required by the City's professional services agreement.



8.0 FEES AND COMPENSATION

Fees for each inspection type under this Scope of Work shall be ~~\$100.00~~ **\$75.00** per inspection.

An hourly rate of ~~\$50.00~~ **\$45.00** shall apply for additional services scheduled as needed beyond the standard inspection types and intervals described herein.

Failed inspections requiring additional trips shall constitute separate inspections and shall be billed separately. Inspection fees include travel within La Vernia city limits and ETJ. Travel outside this area requires prior written authorization.

9.0 AUTHORIZATION

The Consultant shall serve solely as an independent inspection consultant. The Consultant shall not perform engineering design, engineering review, construction management, project management, or act as the City's Engineer of Record unless separately authorized in writing.

This Scope of Work is subject to the terms and conditions of an Agreement to be executed between the City of La Vernia and the Consultant. Work shall commence upon written notice to proceed from the City.

Prepared for: City of La Vernia, Texas Public Works / Development Services

Date: _____

Accepted by City: Signature: _____

Name / Title: _____

Date: _____



CITY OF LA VERNIA ANNUAL PERFORMANCE
EVALUATION: POLICE CHIEF

The purpose of the evaluation process is to maintain a strong Council/Administration team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by City Council.

Employee Name _____ Job Title _____

Date _____ Appraisal Period: / / to / / _____

5	Outstanding	Consistently exceeds job factor expectation and is recognized by employees and/or City Council as a leader and positive example for others
4	Above Expectations	Consistently meets and occasionally exceeds job factor expectation.
3	Meets expectations	Consistently meets job expectation.
2	Below Expectations	Frequently fails to meet standards.
1	Needs Improvement	Consistently fails to meet job expectations and a job improvement plan is required.
1. COMMUNICATION AND COMMUNITY RELATIONS:		Rating:
Interacts professionally and courteously with the public, Mayor, Council, employees, customers, and others. Delivers presentations in local venues when necessary. Represents the city to federal, state, regional, local agencies, and private businesses for the benefit of the City of La Vernia. Ensures that employees understand how their work relates to the city's mission. Shares and communicates goals to increase alignment, cooperation, and opportunities to collaborate. Is receptive to new ideas and adapts to new situations. Clearly communicates the direction, required performance, and challenges of change to all involved parties.		1 2 3 4 5
COMMENTS:		

2. CITY COUNCIL RELATIONSHIP:	Rating: Section 8, Item B.
Proactively, periodically, and upon request meets with Council members to identify, confirm, and address priorities. Effectively implements policies and programs approved by City Council; carries out directives of City Council as a whole. Keeps City Council informed of current plans and activities of the City of La Vernia and of new developments; provides Council Members with anticipated issues that could come before City Council.	1 2 3 4 5
COMMENTS:	

3. FISCAL MANAGEMENT:	Rating:
Adequately oversee the budgeting, payroll, and performance reporting for all City of La Vernia Police Department operations. Assist with the development of City of La Vernia annual budget and plans for future projects. Ensure compliance with local, state and federal reporting requirements for the department. Understands the relationship of the budget and resources to the strategic plan. Monitors expenditures and resources to ensure spending is within allotments or makes appropriate modifications. Oversees contracts and vendor relationships to include negotiating terms and binding the City to an agreement. Ensures any pertinent contracts are fulfilled in accordance with agreed upon terms. Complies with contracts, and procurements to preclude fraud or mismanagement of resources. Monitors and verifies ongoing cost effectiveness.	1 2 3 4 5
COMMENTS:	
4. LEADERSHIP:	Rating:
Confidently serves as a driving force in creating a culture that welcomes all employees and community members. Adheres to and models high levels of implementation of written protocols and processes. Serves as a personal model of the change that one expects of others by demonstrating commitment to innovation and continuous improvement in organizational performance. Considers the entirety of the city when identifying, creating, and implementing solutions. Builds on ideas of others to come up with new ways to address organizational issues. Generates creative new solutions and approaches to employee issues and organizational processes. Actively pursues learning and self –development.	1 2 3 4 5
COMMENTS:	

5. MANAGEMENT:		Rat		Section 8, Item B.	
Establishes clear roles and responsibilities. Builds capacity with supervisors to lead highly productive meetings and tasks with clear outcomes for employee performance. Motivates employees to meet and/ or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Is receptive to new ideas and procedures. Demonstrates respect and professionalism through appearance, words, and actions. Identifies and applies best practices to improve performance of departments. Ensures employees maintain up-to-date critical knowledge, skills, and certifications for job responsibilities. Seeks out opportunities to improve, streamline, and reinvent work processes. Explores potential solutions and evaluates each before accepting any.		1	2	3	4 5
COMMENTS:					
6. HUMAN CAPITAL:		Rating:			
Overseas human resource functions, including but not limited to: hiring, termination, and developing job descriptions. Monitors and provides reports to City Council on salary plans, making recommendations to Council regarding as needed. Ensures timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggest opportunities to enhance performance for employees who may have room for improvement.		1	2	3	4 5
COMMENTS:					
SUMMARY AND OVERALL EVALUATION					
Total Rating: _____					
SUGGESTIONS FOR IMPROVEMENT:					
EMPLOYEE COMMENTS:					

Mayor Signature

Date

Mayor Pro-Tem Signature

Date

Council Member

Date

Council Member

Date

Council Member

Date

Council Member

Date

Employee Signature

Date

CITY OF LA VERNIA ANNUAL PERFORMANCE EVALUATION: CITY ADMINISTRATOR

The purpose of the evaluation process is to maintain a strong Council/Administrator team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by City Council.

Employee Name _____ Job Title _____

Date _____ Appraisal Period: ____ / ____ / ____ to ____ / ____ / ____
From To

5	Outstanding	Consistently exceeds job factor expectation and is recognized by employees and/or City Council as a leader and positive example for others
4	Above Expectations	Consistently meets and occasionally exceeds job factor expectation.
3	Meets expectations	Consistently meets job expectation.
2	Below Expectations	Frequently fails to meet standards.
1	Needs Improvement	Consistently fails to meet job expectations and a job improvement plan is required.

1. COMMUNICATION AND COMMUNITY RELATIONS:	Rating:
Interacts professionally and courteously with the public, Mayor, Council, employees, customers, and others. Delivers presentations in local venues when necessary. Represents the organization to federal, state, regional, local agencies, and private businesses for the benefit of the City of La Vernia. Ensures that employees understand how their work relates to the organization's mission. Shares and communicates goals to increase alignment, cooperation, and opportunities to collaborate. Is receptive to new ideas and adapts to new situations. Clearly communicates the direction, required performance, and challenges of change to all involved parties.	1 2 3 4 5
COMMENTS:	
2. CITY COUNCIL RELATIONSHIP:	Rating:
Proactively, periodically, and upon request meets with Council members to identify, confirm, and address priorities. Effectively implements policies and programs approved by City Council; carries out directives of City Council as a whole. Keeps City Council informed of current plans and activities of the City of La Vernia and of new developments; provides Council Members with anticipated issues that could come before City Council.	1 2 3 4 5
COMMENTS:	

3. FISCAL MANAGEMENT:	Rating:	Section 8, Item C.
Adequately oversee the budgeting, accounting, payroll, Bonds, debt, investments, performance reporting, and revenue, of all City of La Vernia finance operations. Oversee the development of City of La Vernia annual budget and financing plans for future projects. Ensure compliance with local, state and federal reporting requirements for budgets, audits, and other financial documents. Understands the relationship of the budget and resources to the strategic plan. Monitors expenditures and resources to ensure spending is within allotments or makes appropriate modifications. Oversees contracts and vendor relationships to include negotiating terms and binding the City to an agreement. Ensures all contracts are fulfilled in accordance with agreement terms. Complies with contracts, and procurements to preclude fraud or mismanagement of resources. Monitors and verifies ongoing cost effectiveness.	1 2 3 4 5	
COMMENTS:		
4. LEADERSHIP:	Rating:	
Confidently serves as a driving force in creating a culture that welcomes all employees and community members. Adheres to and models high levels of implementation of written protocols and processes. Serves as a personal model of the change that one expects of others by demonstrating commitment to innovation and continuous improvement in organizational performance. Takes into account City of La Vernia as a whole when making decisions. Identifies and pushes for solutions in which all parts of the City can benefit. Builds on ideas of others to come up with new ways to address organizational issues. Generates creative new solutions and approaches to employee issues and organizational processes. Actively pursues learning and self –development.	1 2 3 4 5	
COMMENTS:		
5. MANAGEMENT:	Rating:	
Establishes clear roles and responsibilities. Builds capacity with City of La Vernia supervisors to lead highly productive meetings and tasks with clear outcomes for employee performance. Motivates employees to meet and/ or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Is receptive to new ideas and procedures. Demonstrates respect and professionalism through appearance, words, and actions. Identifies and applies best practices to improve performance of departments. Ensures employees maintain up-to-date critical knowledge, skills, and certifications for job responsibilities. Seeks out opportunities to improve, streamline, and reinvent work processes. Explores potential solutions and evaluates each	1 2 3 4 5	
COMMENTS:		
6. HUMAN CAPITAL:	Rating:	
Oversees human resource functions, including but not limited to: hiring and termination, developing job descriptions, compensation, and benefit plans. Monitors and provides reports to City Council on salary plans and Health/Welfare plan and makes recommendations to Council regarding salary plans. Ensures timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggest opportunities to enhance performance for employees who may have room for improvement.	1 2 3 4 5	
COMMENTS:		

SUMMARY AND OVERALL EVALUATION
Total Rating: _____
SUGGESTIONS FOR IMPROVEMENT:
EMPLOYEE COMMENTS:

Mayor Signature

Date

Mayor Pro-Tem Signature

Date

Council Member

Date

Council Member

Date

Council Member

Date

Employee Signature

Date