



CITY COUNCIL REGULAR SESSION

Monday, January 13, 2025 – 6:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.

Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

AGENDA

Call to order and announce a quorum is present.

Invocation and Pledges

Consent Agenda

Items on the Consent Agenda are approved by a single action of the Council, with such approval applicable to all items appearing on the Consent Agenda. A Council Member may request any item to be removed from the Consent Agenda and considered as a separate item.

1. Special Meeting Minutes 11/11/24 and 12/17/24

Report on Items of Community Interest

The City Council will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of Mount Vernon; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of Mount Vernon that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of Mount Vernon; and announcements involving an imminent threat to the public health and safety of people in the City of Mount Vernon that has arisen after posting the agenda.

Citizen Participation (3 minutes)

The Texas Open Meetings Act prohibits the Council from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to a staff person with specific information. Claims against the City, Council Members, or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

Items to be Considered:

2. Consider and act upon approval of Texas Water Development Board (TWDB) Rural Water Assistance Fund (RWAF) application
3. Consider and act upon approval of hiring KBB Consulting, LLC to manage the City of Mount Vernon HOME Program.

4. Consider and act upon approval of Resolution 25-01 Catalytic Converter Grant Program.
5. Consider and act upon approval of Resolution 25-02 for the City of MV, Franklin County, Franklin County Water District, and Cypress Springs Special Utility District five year Hazard Mitigation Plan.

Discussion Items and Mayor/Council/City Administrator Reports

Infrastructure, Streets, Parks, Grants

Land Use Plan and Zoning Ordinance

Parks Plan and TPWD Grant

Projects – Loves, ISD, Starbucks, N. Corridor,

Infrastructure Improvements – WWTP, WTP, Water Meters, TWDB project status – Raw Water Line Loan, Water Pumps, etc.

Identify the goals for 2025

Presiding Officer to Adjourn the City Council Meeting

Notes to the Agenda:

Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a council member asks for separate discussion.

The Council may vote and/or act upon each of the items listed in this Agenda except for discussion-only items.

The Council reserves the right to retire into executive session under Sections 551.071/551.074 – of the Texas Open Meetings Act concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 903-537-2252 two working days prior to the meeting so that appropriate arrangements can be made.

CERTIFICATION

I do hereby certify that this Public Meeting Notice was posted on the outside bulletin board, at the front entrance of City Hall located at 109 N Kaufman St., Mount Vernon, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time:

Posted January 10, 2025 by 12:00 p.m. and remained so posted at least 72 hours before said meeting was convened.

Kathy Lovier, City Secretary

NOTE: The City of Mount Vernon, Texas meets regularly on the second Monday night of each month at 6:00 p.m. The Council follows a printed Agenda for official action. ***Any individual desiring official action should submit his/her request to the office of the City Manager not later than fifteen (15) days prior to the Council Meeting.***

/s/ Kathy Johnson

Kathy Johnson, City Secretary



CITY COUNCIL SPECIAL MEETING

Monday, November 11, 2024 – 10:30 AM

109 North Kaufman Street, Mount Vernon, Texas 75457

Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.

Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

MINUTES

Call to order and announce a quorum is present.

Mayor Hyman called the meeting to order at 10:30 a.m. and announced a quorum present.

PRESENT

Mayor Brad Hyman
Councilman Harold Cason
Councilwoman Mary Keys
Councilman Martin Carrascosa
City Administrator Craig Lindholm
City Secretary Kathy Johnson
Assistant City Secretary Angie Pike

ABSENT: Mayor Pro Tem Mark Huddleston, Councilwoman Rebecca Bailey

VISITORS: Lanny Buck, Christopher Johnson

Invocation and Pledges

City Secretary Johnson lead the invocation and pledge.

Consent Agenda

Items on the Consent Agenda are approved by a single action of the Council, with such approval applicable to all items appearing on the Consent Agenda. A Council Member may request any item to be removed from the Consent Agenda and considered as a separate item.

1. Minutes 10/15/2024

Motion made by Councilwoman Keys, Seconded by Councilman Cason.
Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

Report on Items of Community Interest - No report

Citizen Participation (3 minutes) - no report

Public Hearing

The purpose of this hearing is to hear evidence for or against a request made by Noble Mt Vernon, LLC to re-plate the property located on the NW Access Road and Texas HWY 37 South, Mount Vernon, Texas.

Mayor Hyman closed the Regular Session at 10:13 a.m. and opened the Public Hearing.

No one spoke for or against the request. Mr. Longino has been delayed by traffic, Administrator Lindholm advised the scope of this project and supports the project.

Mayor Hyman closed the Public Hearing at 10:32 a.m. and re-opened the Regular Session.

Items to be Considered:

2. Consider and act upon approval of Ordinance 2024-17 Re-plating property located at NW Access Road and TX SH 37 S.

Motion made by Councilman Carrascosa, Seconded by Councilwoman Keys.

Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

3. Consider and act upon approval of Resolution 24-17 FY 25 SB 224 Catalytic Converter Grant Program

Motion made by Councilman Carrascosa, Seconded by Councilwoman Keys.

Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

4. Consider and act upon approval of amendment to the employee policy social media policy.

Motion made by Councilwoman Keys, Seconded by Councilman Cason.

Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

5. Consider and act upon approval of EDC purchase of real property located in the North Corridor Project being described as 12.63 acres in the G. Keith Survey, A-26, FCAD Parcel #7131 and located at the end of Franklin Street.

Motion made by Councilman Cason, Seconded by Councilman Carrascosa.

Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

6. Consider and act upon approval of Resolution 24-18 Authorized Representative, Application, Assurances-Construction Programs.

Motion made by Councilwoman Keys, Seconded by Councilman Carrascosa.

Voting Yea: Councilman Cason, Councilman Carrascosa

7. Consider and act upon approval of Ordinance 2024-18 amending fee ordinance.

Motion made by Councilman Carrascosa, Seconded by Councilman Cason.

Voting Yea: Councilman Cason, Councilwoman Keys, Councilman Carrascosa

Discussion Items and Mayor/Council/City Administrator Reports

Infrastructure, Streets, Parks, Grants

Wayne Longino gave a report on the status of Starbuck and thanked the Council for passing the re-plat on the property.

Administrator Lindholm reported the TWDB revolving loan has been approved for 5.83 million and we could receive possible loan forgiveness of up to 75% of the loan. This will cover almost all of the depending upon the greenness of the project. A post CountryFest meeting is scheduled for 11/13/24 and Trick or Treat already discussed and was really very good, it will stay in the park.

Presiding Officer to Adjourn the City Council Meeting

Motion made by Councilman Cason to close the meeting at 10:50 a.m., Seconded by Councilman Carrascosa.
Voting Yea: Councilman Cason, Councilwoman Keys

Brad Hyman – Mayor

ATTEST:

Kathy Lovier – City Secretary



CITY COUNCIL SPECIAL SESSION

Tuesday, December 17, 2024 – 12:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.

Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

MINUTES

Call to order and announce a quorum is present.

Mayor Hyman called the meeting to order at 12:04 p.m. and announced a quorum present.

PRESENT

- Mayor Brad Hyman
- Mayor Pro Tem Mark Huddleston
- Councilman Harold Cason
- Councilwoman Rebecca Bailey
- City Administrator Craig Lindholm
- City Secretary Kathy Johnson

ABSENT: Councilwoman Mary Keys, Councilman Martin Carrascosa, Assistant City Secretary Angie Pike

VISITORS: Kassidy Wesson, Main Street Manager

Items to be Considered:

1. Consider and act upon approval of amended and restated water purchase contract with Franklin County Water District.

Motion made by Mayor Pro Tem Huddleston, Seconded by Councilwoman Bailey.
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey

Administrator Lindholm advised that rates are being raised to \$98 (\$13 increase-not raised in years) \$3 on reserves-- all acre feet

2. Consider and act upon approval of renewal of lease of land (raw water intake) with Franklin County Water District.

Motion made by Mayor Pro Tem Huddleston, Seconded by Councilwoman Bailey.
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey

- 3. Consider and act upon approval of Resolution 24-19 Government Capital finance contract for the purpose of financing overages of water meter project.

Motion made by Mayor Pro Tem Huddleston, Seconded by Councilman Cason.
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey

Discussion Items and Mayor/Council/City Administrator Reports

Infrastructure, Streets, Parks, Grants

Mayor Hyman advised Council that, Engine One transmission has gone out, an Emergency Services District is a necessity. Please support and ask constituents to support.

Presiding Officer to Adjourn the City Council Meeting

Motion made by Mayor Pro Tem Huddleston at 12:20 p.m. to close the meeting, Seconded by Councilwoman Bailey.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey

Brad Hyman – Mayor

ATTEST:

Kathy Johnson – City Secretary

Application Affidavit

THE STATE OF TEXAS §
 COUNTY OF Franklin §
 APPLICANT City of Mount Vernon §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared _____ as the Authorized Representative of the **City of Mount Vernon** _____, who being by me duly sworn, upon oath says that:

1. The decision by the **City of Mount Vernon** _____ (authority, city, county, corporation, district) to request financial assistance from the Texas Water Development Board ("TWDB") was made in a public meeting held in accordance with the Open Meetings Act (Government Code, §551.001, et seq.) and after providing such notice as required by such Act as is applicable to the **City of Mount Vernon** _____ (authority, city, county, corporation, district).

2. The information submitted in the application is true and correct according to my best knowledge and belief.

3. The **City of Mount Vernon** _____ (authority, city, county, corporation, district) has no litigation or other proceedings pending or threatened against it that would materially adversely affect its financial condition or ability to issue debt.

4. The **City of Mount Vernon** _____ (authority, city, county, corporation, district) has no pending, threatened, or outstanding judgments, orders, fines, penalties, taxes, assessment or other enforcement or compliance issue of any kind or nature by the Environmental Protection Agency, Texas Commission on Environmental Quality, Texas Comptroller, Texas Secretary of State, or any other federal, state or local government, except for the following (if no such outstanding compliance issues, write in "none"):
none

5. The **City of Mount Vernon** _____ (authority, city, county, corporation, district) warrants compliance with the representations made in the application in the event that the TWDB provides the financial assistance.

6. The **City of Mount Vernon** _____ (authority, city, county, corporation, district) is or will become in compliance with all of its material contracts.

7. The City of Mount Vernon (authority, city, county, corporation, district) will comply with all applicable federal laws, rules, and regulations as well as the laws of this state and the rules and regulations of the TWDB.

Official Representative

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME, by _____,
on this _____ day of _____, 20 ____.

(NOTARY'S SEAL)

Notary Public, State of Texas

Application Filing and Authorized Representative Resolution

A RESOLUTION by the City Council of the City of Mount Vernon requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

BE IT RESOLVED BY THE City Council OF THE City of Mount Vernon:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$5,830,000 to provide for the costs of City Wide Collection System and Wastewater Treatment Plant Improvements.

SECTION 2: That Mayor Brad Hyman be and is hereby designated the authorized representative of the City of Mount Vernon for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City of Mount Vernon before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: Hilltop Securities Inc.
777 Main Street, Suite 1525, Fort Worth, TX 76102

Engineer: KSA Engineers, Inc.
140 East Tyler Street, Suite 600, Longview, TX 75601

Bond Counsel: Norton Rose Fulbright
2200 Ross Avenue, Suite 3600, Dallas, TX 75201

PASSED AND APPROVED, this the _____ day of _____, 20_____.

ATTEST: _____

By: _____

(Seal)

Application Resolution - Certificate of Secretary

THE STATE OF TEXAS §
COUNTY OF Franklin §
APPLICANT City of Mount Vernon §

I, the undersigned, Secretary of the City of Mount Vernon Texas,
DO HEREBY CERTIFY as follows:

1. That on the 12 day of November, 2024, a regular/special meeting of the
City of Mount Vernon was held; the duly constituted members of the
City Council being as follows:

Brad Hyman, Mark Huddleston, Rebecca Bailey, Harold Cason, Mary Keys, and Martin Carrascosa

all of whom were present at the meeting, except the following:

Among other business considered at the meeting, the attached resolution entitled:

"A RESOLUTION by the _____ of the _____ requesting
financial participation from the Texas Water Development Board; authorizing the filing of an application
for financial participation; and making certain findings in connection therewith."

was introduced and submitted to the City Council for passage and adoption. After
presentation and consideration of the resolution, and upon a motion made by _____ and
seconded by _____, the resolution was passed and adopted by the
_____ by the following vote:

_____ voted "For" _____ voted "Against" _____ abstained

all as shown in the official minutes of the _____ for this meeting.

2. That the attached resolution is a true and correct copy of the original on file in the official records
of the _____; the qualified and acting members of the _____ on
the date of this meeting are those persons shown above and, according to the records of my office, advance notice of
the time, place, and purpose of meeting was given to each member of the _____; and that the
meeting, and the deliberations of the public business described above, was open to the public and written notice of
the meeting, including the subject of the resolution described above, was posted and given in advance of the meeting
in compliance with the provisions of Chapter 551 of the Texas Government Code.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of
the _____, this the _____ day of _____, 20_____.

Secretary

(SEAL)



TDHCA HOME PROGRAM



CITY OF MOUNT VERNON, TEXAS PROPOSAL

Submission Date: October 3, 2024

KBB Consulting, LLC | 4524 Summerhill Rd., Texarkana, TX 75503 | (903) 276-4995 | kbbhomegrants.com

City of Mount Vernon, Texas RFQ for HOME Program - HRA Consultant and Management Services

October 3, 2024

Kathy Lovier, City Secretary/Municipal Court Judge
City of Mount Vernon
PO Box 597/109 N Kaufman St.
Mount Vernon, TX 75457

Dear Ms. Lovier,

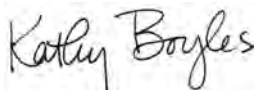
KBB Consulting appreciates the opportunity to be considered for Management Consultant for the City of Mount Vernon HOME Program as funded by the Texas Department of Housing and Community Affairs. The enclosed Response to Request for Qualifications provides a full and complete disclosure of the firm's experience and expertise. We have more than 25 years' experience in service to local governments. Much of this experience has focused on project funding and grant administration, including administering housing programs in cities and counties throughout Texas.

The services to be provided are outlined in the attached Scope of Services. It should be noted that, if selected, KBB Consulting would provide hands-on project administration and commit the necessary resources to ensure that the Mount Vernon HOME Program is successful. The attached budget page provides a cost estimate and budget justification for the administration of the project.

Generally, the quality of a grant consulting firm is measured by their references. We feel confident in requesting you contact any of our previous clients in their satisfaction of services provided. We feel that the Mount Vernon HOME Program can be administered from initiation to completion with minimal problems. Further, we pledge to be available to the City as the project demands to successfully complete and close out the project.

As longtime residents of Northeast Texas who are proud to live and work here, we look forward to the opportunity to work with you and the City of Mount Vernon again in implementing this project. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,



Kathy B. Boyles
KBB Consulting, LLC
903.276.4995 | kathybboyles@gmail.com



Ashley Boyles
KBB Consulting, LLC
903.556.5305 | ashley.boyles@kbbhomegrants.com

Company Description

KBB Consulting, LLC has more than 25 years' experience in assisting local governments in applying for and administering a wide variety of state and federal grant programs. KBB Consulting is classified as a small business and as a woman-owned business.



KBB Consulting is located in Texarkana, TX. In addition to working with the City of Mount Vernon on its most recent HOME Program, we have many clients in the region including Atlanta, Cass County, Pittsburg, Winfield, and Texarkana. We provide hands-on service to all our clients and have the capacity to perform all functions required by this Request for Qualifications. Our goal is to make the administration process as easy as possible for the City of Mount Vernon.

KBB Consulting has managed hundreds of projects through the Texas Department of Housing and Community Affairs Homeowner Reconstruction Assistance (HRA) Program/Owner-Occupied Assistance and the TDHCA Homebuyer Assistance Program. In addition, KBB Consulting works with the Texas Department of Agriculture on the Rural Community Development Block Grant program.

KBB Consulting, LLC is considered a Small Business Enterprise. All services performed by KBB Consulting on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status, or disability. We do not discriminate in employment opportunity in accordance with federal and local laws.

Grant Management Services

- Financial management
- Record-keeping requirements
- Environmental clearance procedures
- Client identification, intake, interview, and qualifications
- Affirmative Marketing and Fair Housing Regulations
- Equal employment opportunity/Section 104 requirements
- Labor standards monitoring
- Housing reconstruction contractor procurement and oversight
- Contract close-out assistance

Scope of Services

KBB Consulting proposes to undertake the activities specified in the submitted Request for Qualifications. The actual scope of services and fees will be negotiated with the City of Mount Vernon prior to entering into contract. The following provides the anticipated scope of services and fee schedule for the City:

ADMINISTRATIVE SERVICES

Administrative Services for the overall management and supervision of the HOME Reservation System shall not exceed 5% of the total budget. Administrative Services include all project management services, excluding direct construction management, to successfully administer the HOME program, as follows:

- **Contract Agreement Activities**, including preparation of program design and completion of policies and procedures
- **Financial Management**, including establishment of a record-keeping system
- **Project Management**, including overall program guidance and supervision, file maintenance, compliance documentation and response to TDHCA correspondence and monitoring visits
- **Application Management**, including application intake, eligibility determination, application processing and ongoing communication with applicants
- **Equal Opportunity**, including documentation of compliance with fair housing and equal opportunity requirements
- **Environmental Review**, including compliance with applicable environmental regulations, historic clearances, and applicable regulations
- **Indirect Services**, including all other services to ensure that the HOME program is administered in a proper manner in full compliance with applicable State and Federal program requirements and regulations

PROJECT-RELATED SERVICES

Project-related costs (soft costs) shall be on an actual cost basis negotiated with the City of Mount Vernon according to the level and scope of services the City requires. It is anticipated that KBB Consulting will provide construction management, inspections, and post-completion management. TDHCA allows a maximum of \$12,000.00 in soft costs per project activity to be charged to Construction Services. This includes costs for the overall management and supervision of the HOME Program. Project-related costs shall be approved by the City of Mount Vernon prior to expenditure.

- **Pre-Construction Activities**, including inspections of existing houses, work write-ups, and bidding

- **Pre-Construction Management**, including contract documents, preconstruction conferences, and notices to proceed
- **Construction Management**, including periodic inspections, code enforcement and punch lists
- **Post-Construction Management**, including acceptance of work, post-construction inspections and completion documents.

EXAMPLE HOUSES

Households with four or fewer members receive a three-bedroom, two-bathroom home that is approximately 1,100 square feet. Households with five or more members receive a four-bedroom, two-bathroom home that is approximately 1,200 square feet. Reconstructed homes come with a carport, are handicapped accessible, and are all electric. Sample house plans are pictured below. Template house plans are selected based on individual surveys. Residents will be able to choose from approximately seven color schemes.



Statement of Qualifications

Since 1998, KBB Consulting has administered more than 200 state and federal grant projects. As a grant administrator, we are responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team.

PERFORMANCE

KBB Consulting will be available to the City of Mount Vernon from project initiation to project completion and will be responsible for all administrative aspects of the program. We have the expertise necessary to complete the project with minimal delays. We will be available to the City for the duration of the project and will obligate the necessary time and resources to complete the project within the required time frame. No subcontracts or joint ventures will be utilized without the approval of the City. We will assume sole responsibility for administrative duties relative to the HOME Homeowner Reconstruction Assistance Program in the City of Mount Vernon.



IMPACT ACROSS NORTHEAST TEXAS

| CURRENT AND PAST PARTNERS | HOMES BUILT | PEOPLE HOUSED | TDHCA FUNDS INVESTED |
|---------------------------|-------------|---------------|----------------------|
| CITY OF ATLANTA | 51 | 92 | \$4,415,135.50 |
| CITY OF AVINGER* | 10 | 22 | \$752,634.00 |
| CITY OF BLOOMBURG* | 12 | 27 | \$887,804 |
| CITY OF BOGATA* | 20 | 41 | \$1,725,800.14 |
| CAMP COUNTY* | 0 | 0 | \$0 |

| | | | |
|-------------------------|----|----|----------------|
| CASS COUNTY* | 39 | 90 | \$3,908,440.92 |
| CITY OF CLARKSVILLE* | 58 | 92 | \$4,744,354.95 |
| CITY OF DAINGERFIELD* | 2 | 2 | \$120,000.00 |
| FRANKLIN COUNTY | 3 | 8 | \$188,564.00 |
| CITY OF HILLSBORO | 15 | 28 | \$800,000.00 |
| CITY OF HOOKS* | 6 | 10 | \$1,061,065.33 |
| CITY OF HUGHES SPRINGS | 34 | 77 | \$2,553,520.00 |
| CITY OF LINDEN* | 14 | 33 | \$1,392,491.87 |
| CITY OF LONE STAR | 3 | 5 | \$180,000.00 |
| CITY OF MAUD | 9 | 14 | \$500,000.00 |
| MORRIS COUNTY* | 19 | 29 | \$1,914,940.00 |
| CITY OF MOUNT VERNON* | 14 | 41 | \$1,169,938.00 |
| CITY OF NAPLES* | 10 | 15 | \$707,350.00 |
| CITY OF NASH* | 34 | 73 | \$2,418,679.86 |
| CITY OF OMAHA* | 6 | 10 | \$414,551.00 |
| CITY OF PITTSBURG* | 3 | 11 | \$409,478.00 |
| CITY OF QUEEN CITY | 10 | 17 | \$905,962.3 |
| CITY OF QUINLAN* | 3 | 10 | \$470,525.54 |
| RED RIVER COUNTY | 21 | 34 | \$1,213,056.00 |
| CITY OF REDWATER | 4 | 6 | \$239,837.00 |
| CITY OF SULPHUR SPRINGS | 9 | 14 | \$494,800.00 |
| CITY OF TALCO | 5 | 17 | \$575,650.00 |
| CITY OF TEXARKANA | 0 | 0 | \$0 |
| CITY OF WAKE VILLAGE | 5 | 6 | \$258,184.00 |
| CITY OF WINFIELD* | 0 | 0 | \$0 |

*Collaborating on an active TDHCA HOME contract. Homes under construction not reflected in houses built.

RESUMES AND REFERENCES ATTACHED

Proposed Cost of Services

This proposal outlines all required services and activities necessary to implement the general administration of the City of Mount Vernon HOME Reservation System. Project-related costs will be provided on an actual cost basis as approved by the City of Mount Vernon. **KBB Consulting does not receive payment until a new home is approved and is paid through funds drawn from the grant.**

ADMINISTRATIVE COSTS – NOT TO EXCEED 5% OF PROJECT FUNDS

| Milestone | % of Contract Fee |
|---|-------------------|
| Establishment of Recordkeeping System | 5% |
| Completion of Broad Environmental Review and Special Conditions Clearance | 15% |
| Completion of Policies and Procedures | 10% |
| Completion of the Bid/Contract Award Process | 20% |
| Labor Standards Compliance | 5% |
| Comply with EEO / Fair Housing Requirements | 10% |
| General construction management and oversight | 25% |
| Filing of all Required Close-out Information | 10% |
| Total | 100% |

PROJECT-RELATED COSTS – NOT TO EXCEED \$12,000.00 PER PROJECT ACTIVITY

Project-related costs will need to be approved by the City of Mount Vernon prior to expenditure and will include project-related services, as follows:

- Application intake to determine initial eligibility and verify HOME participation requirements
- Preparation and completion of construction and disbursement documents
- Preparation of workbook for final budget and draw documentation
- Project document preparation
- Site-specific environmental review
- Plans/specification manual for building contractor
- Communication services

- Periodic building inspections to ensure housing quality standards

KBB Consulting will assume full responsibility for the administration of the project on behalf of the City. In undertaking the above activities, we will conform to all requirements and regulations of the City of Mount Vernon.

STATEMENT OF NO CONFLICTS OF INTEREST

There are no existing or potential conflicts of interest to disclose.

Attachments

CONTRACTOR CERTIFICATION

RESUMES

REFERENCES

Contractor Certification

Contractor's Name: KBB Consulting, LLC

Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
- e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: Kathryn Boyles, Owner

Signature: Kathryn Boyles Date: 10/3/24

Kathy Baker Boyles

903-276-4995

kathybboyles@gmail.com

EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

Grant Consultant — 2009-present

Provide management consulting services to cities and counties in Texas for various federal and state grant programs. Responsible for financial management; record-keeping services; environmental clearance procedures; client intake and qualification; adherence to Affirmative Marketing, Fair Housing, Equal Employment Opportunity and Section 504 requirements; labor standards monitoring; overseeing housing rehabilitation and reconstruction; contract close-out assistance.

Lucas Consulting, Inc., Texarkana, Texas

Grant Consultant — 1999-2011

Coordinated all HOME Program activities including Owner-occupied Housing Assistance and Homebuyer Assistance. Responsible for preparing a variety of grants including Community Development Block Grants, Housing Infrastructure, and Enterprise Zone.

Northeast Texas MHMR, Texarkana, Texas

Community Relations Coordinator — 1995-1997

Planned, organized, and directed community relations activities for three northeast Texas counties. Wrote, edited and produced all written material including newsletter, press releases, flyers and brochures. Coordinated media relations, speaker's bureau and grant writing.

Temple Memorial Rehabilitation Center, Texarkana, Texas

Director of Development — 1986-1993

Responsible for all fundraising, marketing, and public relations activities. Planned and implemented special events, including an annual telethon. Wrote and edited all written materials including newsletters and brochures. Coordinated volunteers, conducted tours and made presentations to local organizations.

EDUCATION

The University of Texas at Austin — Bachelor of Journalism

COMMUNITY INVOLVEMENT

Texarkana Volunteer Center Board of Directors — **1987-1998**

Junior League of Texarkana — **1990-present**

Women for the Arts Board of Directors — **2001-2006**

Boys & Girls Club of Texarkana Board of Directors — **2004-2009**

Red Dirt Master Gardeners — **2012-present**

Ashley Grimes Boyles

903-556-5305

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EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

Grant Consultant – January 2020-present

Provide management consulting services to localities in Northeast Texas for the Texas Community Development Block Grant and HOME Homeowner Reconstruction Assistance Program. Responsible for record-keeping, data management, financial management, applicant screening, adherence to federal and state regulations, client communications, contract reporting, and overseeing housing rehabilitation and reconstruction.

IREX, Washington, DC

Senior Program Officer – January 2019-January 2020; Program Officer – May 2016-December 2018; Program Coordinator – July 2015-April 2016

Managed federal grant programs funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs. All programs included recruitment, selection, and notification of qualified applicants. Responsibilities included liaising with clients; ensuring processes abide by federal regulations; managing budgets, records, data, and reporting; implementing day-to-day program activities; and overseeing stakeholder and public communications.

Development & Training Services, Inc, Washington, DC

Monitoring & Evaluation Associate – January 2014-July 2015

Supported the research and logistics of monitoring and evaluation contracts funded by the U.S. Department of State. Created databases, data submission guidelines, and trainings. Led focus groups, in-depth interviews, online surveys, and case studies.

Kopernik, Bali, Indonesia

Program Officer – August 2012-August 2013

Managed small grants providing remote communities access to simple technologies, such as solar lights, clean cookstoves, and water filters. Worked on a pilot program testing a mobile money platform, e-commerce sales application, communication materials, and shipping and logistics in order to best reach rural areas. Conducted due diligence on technology company partners and wrote blog posts and newsletters.

ProMusica Chamber Orchestra, Columbus, Ohio

Communication and Special Event Manager – October 2018-September 2010

Managed public relations, advertising, and special events. Responsibilities included managing budgets of communication and special event activities and developing community relationships for the advancement of art and classical music.

B&A Brand Communications, Columbus, Ohio

Account Leader – January 2007-June 2007; Account Coordinator – April 2006-December 2006; Intern – May 2005-March 2006

Developed marketing and project plans, managed client relationships, implemented brand strategies and marketing plans, drafted estimates, created timelines, supported consumer and competitor research, and managed billing.

EDUCATION

New York University – M.S. in Global Affairs

The Ohio State University – B.A. in Strategic Communication

Ryan Boyles

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EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

HOME Grant Consultant – February 2023-present

Partner with localities across Northeast Texas to implement the HOME Homeowner Reconstruction Assistance Program within their communities. Provide services including record-keeping, applicant screening, data management, financial management, compliance with federal and state regulations, contract reporting, and project management.

MissionWired, Washington, DC

Associate Creative Director – 2022-2023; Senior Digital Strategist – 2019-2022; Digital Strategist – 2018-2019; Digital Editor – 2016-2018

Designed and implemented content strategies to maximize online fundraising and donor acquisition for national and international nonprofits including the American Red Cross, USO, and Mercy Corps. Oversaw content creation, managed media budgets, analyzed performance data, led agency teams, and collaborated with partner organization stakeholders to raise millions of dollars online in support of their causes.

LivingSocial, Washington, DC

Senior Digital Editor – 2013-2016; Digital Editor – 2011-2013

Drove online revenue for small businesses through strategic use of digital marketing and advertising best practices. Led training of new team members and built resources for sharing industry learnings and increasing organizational knowledge transfer.

TISD, Texarkana, TX

Teacher at Texas High School– 2006-2007

Led the AVID college preparatory course, helping raise statewide exam pass rates 9% YOY among the cohort of 80 students participating in the program. Organized and led outreach and extracurricular events to raise awareness of the program and boost community buy-in. Taught French 1 and created a new French 1 curriculum to meet state standards.

EDUCATION

Thunderbird School of Global Management – MBA, 2010

University of Arkansas – BA, 2006



References

CITY OF ATLANTA

P.O. Box 669
Atlanta, Texas
Danica Porter, City Manager
(903) 796-2192

CITY OF BLOOMBURG

P.O. Box 262
Bloomburg, TX 75556
Delores Simmons, Mayor
(903) 728-5323

CITY OF BOGATA

128 N. Main
Bogata, Texas 75417
Larry Hinsley, Mayor
(903) 632-5315

CASS COUNTY

604 Highway 8 North
Linden, Texas 75563
Travis Ransom, County Judge
(903) 756-5181

CITY OF CLARKSVILLE

800 West Main Street
Clarksville, TX 75426
Ann Rushing, Mayor
(903) 427-3834

CITY OF HUGHES SPRINGS

P.O. Box 805
Hughes Springs, Texas 75656
Tim Lambert, City Administrator
(903) 639-7510

CITY OF LINDEN

P.O. Box 419
Linden, Texas 75563
Lee Elliott, City Administrator
(903) 756-7502

MORRIS COUNTY

500 Broadnax
Daingerfield, Texas 75638
Doug Reeder, County Judge
(903) 645-3691

CITY OF NASH

119 Elm St.
Nash, Texas 75569
Doug Bowers, City Administrator
(903) 838-0751

CITY OF PITTSBURG

200 Rusk Street
Pittsburg, TX 75686
Clint Hardeman, City Manager
(903) 856-3621

CITY OF QUEEN CITY

P.O. Box 301
Queen City, Texas 75572
Harold Martin, Mayor
(903) 796-0213

CITY OF QUINLAN

105 W. Main Street
Quinlan, Texas 75474
John Adel, City Administrator
(903) 356-3306

CITY OF TEXARKANA, TEXAS

220 Texas Blvd
Texarkana, TX 75501
David Orr, City Manager
(903) 798-3902

CITY OF WINFIELD

102 W. 6th Street
Winfield, Texas 75493
Debbie Cruitt, Mayor
(903) 524-2020

Res 25-01

Motor Vehicle Crime Prevention Authority Resolution

2025 LPR/Security Camera Program Resolution

S8224 Catalytic Converter Grant Program

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement agencies for economic automobile theft enforcement teams and to combat motor vehicle burglary in the jurisdiction; and

WHEREAS, this grant program will assist this jurisdiction to combat catalytic converter thefts; and

WHEREAS, The City of Mount Vernon has agreed that in the event of loss or misuse of the grant funds, The City of Mount Vernon assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that Craig Lindholm; City Administrator, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FUTHER RESOLVED that Leah Thomas; Lieutenant, is designated as the Program Director and Kathy Lovier; City Secretary, is designated as the Financial Officer for the grant.

Adopted this 13th day of January, 2025.

Brad Hyman, Mayor

ATTEST:

Kathy Johnson, City Secretary

RESOLUTION 25-02

Mt. Vernon

WHEREAS, the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District recognize their vulnerability and the many potential hazards shared by all residents; and

WHEREAS, the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District each have recognized the need to prepare a Five-year Updated Mitigation Action Plan; and

WHEREAS, the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District have decided to jointly prepare one Five-year Updated Mitigation Action Plan.

THEREFORE, BE IT RESOLVED that the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District hereby jointly adopt and approve said Five-year Updated Mitigation Action Plan; and

BE IT FURTHER RESOLVED that the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District shall mutually appoint a Hazard Mitigation Coordinator to coordinate all aspects of the Updated and Revised Mitigation Action Plan including its review and maintenance, for the County of Franklin, the City Mt. Vernon, Cypress Springs Special Utility District, and Franklin County Water District in accordance with this resolution.

RESOLVED THIS 13th DAY OF January, 2025

Brad Hyman, Mayor

ATTEST:

Kathy Johnson, City Secretary