



THE CITY OF JACKSONVILLE

**JACKSONVILLE CITY COUNCIL MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, APRIL 8, 2025
6:00 PM**

***5:15 PM CLOSED EXECUTIVE SESSION CITY HALL EXECUTIVE CONFERENCE ROOM**

**Randy Gorham, Mayor
Tim McRae, Mayor Pro-tem - District 3
Letitia Horace - District 1
Mindy Gellock – District 2
Rob Gowin - District 4**

-
- 1. 5:15 PM CLOSED EXECUTIVE SESSION CITY HALL CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER TEXAS GOVERNMENT CODE SECTION:
 - A. 551.071 CONSULT CITY ATTORNEY - PENDING LITIGATION 6:25-CV-00109 WILDE V. WILLIAMS ET AL**
 - B. 551.072 REAL PROPERTY****
 - 2. CALL TO ORDER**
 - 3. INVOCATION**
 - 4. PLEDGE OF ALLEGIANCE US & TEXAS FLAGS**
 - 5. SPECIAL PRESENTATION –
 - A. BUSINESS OF THE MONTH PRESENTED BY JEDCO PRESIDENT SHANE PACE - MCDONALD'S**
 - B. PROCLAMATION - CHILD ABUSE PREVENTION MONTH PRESENTED BY MAYOR RANDY GORHAM****
 - 6. CITIZEN PARTICIPATION**
 - 7. CONSENT AGENDA - ITEMS UNDER CONSENT AGENDA REQUIRE LITTLE OR NO DELIBERATIONS BY COUNCIL. APPROVAL OF CONSENT AGENDA AUTHORIZES THE CITY MANAGER OR HIS DESIGNEES TO PROCEED WITH CONCLUSION OF EACH ITEM IN ACCORDANCE WITH STAFF RECOMMENDATION
 - A. MINUTES APPROVAL – MARCH 6, 2025, AGENDA WORKSHOP; MARCH 11, 2025, CITY COUNCIL MEETING; APRIL 3, 2025, AGENDA WORKSHOP**
 - B. APPROVE PURCHASE GREATER THAN \$50,000 - TYLER TECH**
 - C. APPROVE A RESOLUTION ALIGNING THE BYLAWS OF KEEP JACKSONVILLE BEAUTIFUL WITH STATE OPEN MEETING REQUIREMENTS WHICH DEFINE A QUORUM**
 - D. APPROVE THE TERMINATION OF THE LICENSE AGREEMENT WITH CHEROKEE RANCH GOLF CLUB ALLOWING FOR USE OF THE FORMER PRO SHOP**
 - E. APPROVE A STREET CLOSURE FOR THE ANNUAL TACO COOK OFF SATURDAY, MAY 3, 2025, 7 AM TO 5 PM****
 - 8. ANY ACTION OUT OF EXECUTIVE SESSION IF NECESSARY**
 - 9. DISCUSS AND CONSIDER POSSIBLE ACTION APPROVING THE CITY MANAGER ENTERING INTO AN AGREEMENT WITH A FINANCIAL ADVISOR SERVICE**
 - 10. DISCUSS AND CONSIDER POSSIBLE ACTION AWARDED A GRANT ADMINISTRATOR CONTRACT FOR THE DOWNTOWN SIDEWALK IMPROVEMENT PROJECT**



THE CITY OF JACKSONVILLE

APRIL 8, 2025

PAGE 2

- 11. OPEN FORUM FOR MAYOR AND COUNCIL**
- 12. CITY MANAGER REPORT**
- 13. ADJOURN**

Posted this the 4th day of April 2025.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Clerk

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 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(Deliberations regarding economic development negotiations). The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/8/2025	ITEM NUMBER:	7.A.
DEPARTMENT:	Council and Board	PREPARED BY:	Greg Lowe, City Clerk
INITIATED BY:	Greg Lowe, City Clerk	EXHIBITS:	March 6, 2025, agenda workshop minutes, March 11, 2025, city Council minutes, April 3, 2025, Agenda Workshop Minutes
ITEM TITLE:	MINUTES APPROVAL – MARCH 6, 2025, AGENDA WORKSHOP; MARCH 11, 2025, CITY COUNCIL MEETING; APRIL 3, 2025, AGENDA WORKSHOP		

EXECUTIVE SUMMARY:

These are the minutes for the March 6, 2025, agenda workshop, March 11, 2025, City Council meeting and the April 3, 2025, agenda workshop.

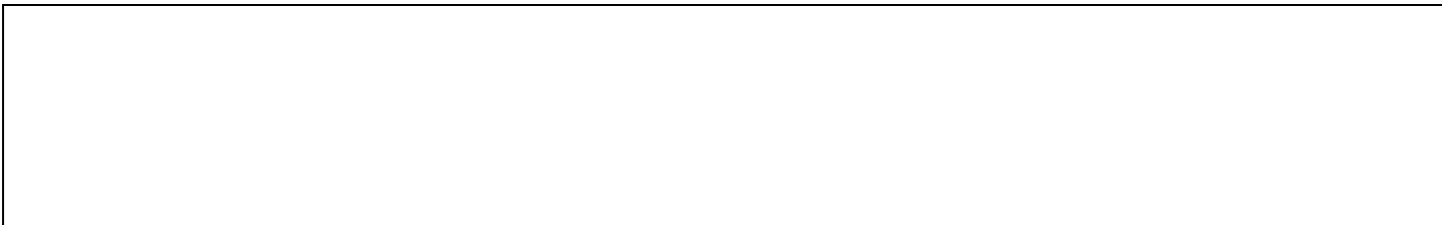
RECOMMENDED ACTION:

Approve the minutes.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:



STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	2.1 Code compliance and updates	3.1 Maintain a well-trained professional workforce	4.1 Assess the condition of infrastructure	5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	2.2 Parks, recreation, and community building	3.2 Proactively seek process improvements	4.2 Strengthen routine maintenance programs	5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	2.3 Community policing and crime prevention	3.3 Ensure financial stability and stewardship	4.3 Adopt a capital improvement program	5.3 Disasters and emergencies
1.4 Ensure value of services	2.4 Preserve and revitalize existing neighborhoods	3.4 Pursue partnerships and grants	4.4 Protect natural resources	5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				
The Council approves all minutes for their meetings.				

**JACKSONVILLE CITY COUNCIL MEETING
THURSDAY, MARCH 6, 2025
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM**

Meeting Items

CALL TO ORDER	Mayor Randy Gorham 12:00 PM
INVOCATION	Mayor Randy Gorham
CITIZEN PARTICIPATION	No one came forward.
PRESENTATION BY PATILLO, HILL AND BROWN REGARDING THE 2023-2024 AUDIT	Mr. Jacob Bowman of Pattillo, Hill and Brown reviewed the audit with the Council. No action was taken.
REVIEW AND DISCUSS THE AGENDA FOR REGULAR COUNCIL MEETING 11TH DAY OF MARCH 2025 (SEE ATTACHED PROPOSED AGENDA) NO ACTION TO BE TAKEN – ITEMS MAY BE REMOVED OR ADDED TO THE PROPOSED AGENDA BY CITY COUNCIL, CITY MANAGER, CITY ATTORNEY OR CITY CLERK AS NEEDED ANY TIME BEFORE THE OFFICIAL POSTING OF MEETING AGENDA	City Manager James Hubbard reviewed the proposed agenda with the City Council. No action was taken.
CLOSED EXECUTIVE SESSION CITY HALL CONFERENCE ROOM - PER OPEN MEETINGS ACT-PER TEXAS GOVERNMENT CODE SECTION:	The Council recessed into executive session at 1:07 PM.
551.074 PERSONNEL MATTERS - POLICE CHIEF & CITY MANAGER CONTRACT (Section 6. Vehicle, Cellular Telephone and Laptop)	
ANY ACTION OF EXECUTIVE SESSION, IF NECESSARY	No action was taken.
ADJOURN	1:23 PM

**_____
Randy Gorham, Mayor
City of Jacksonville**

**_____
Greg Lowe, City Clerk**

**JACKSONVILLE CITY COUNCIL MEETING
TUESDAY, MARCH 11, 2025
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
6:00 PM**

Meeting Items

**5:15 PM CLOSED EXECUTIVE SESSION CITY HALL
CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER
TEXAS GOVERNMENT CODE SECTION:**

551.071 CONSULT CITY ATTORNEY

551.072 REAL PROPERTY

**551.074 PERSONNEL MATTERS - POLICE CHIEF &
CITY MANAGER CONTRACT (Section 6. Vehicle, Cellular
Telephone and Laptop)**

6:00 PM – CALL TO ORDER

Mayor Randy Gorham 6:03 PM

INVOCATION

Mr. Gary Murph of First Baptist Church.

PLEDGE OF ALLEGIANCE US & TEXAS FLAGS

**Mayor Randy Gorham led everyone in the pledges to the
United States and Texas flags.**

SPECIAL PRESENTATION –

**BUSINESS OF THE MONTH PRESENTED BY JEDCO
PRESIDENT SHANE PACE - VINE ON MAIN**

**JEDCO President Shane Pace presented Jennifer Darr,
owner of Vine on Main, with the award.**

CITIZEN PARTICIPATION

No one came forward.

**CONSENT AGENDA - ITEMS UNDER CONSENT
AGENDA REQUIRE LITTLE OR NO DELIBERATIONS
BY COUNCIL. APPROVAL OF CONSENT AGENDA
AUTHORIZES THE CITY MANAGER OR HIS
DESIGNEES TO PROCEED WITH CONCLUSION OF
EACH ITEM IN ACCORDANCE WITH STAFF
RECOMMENDATION**

**Mayor Pro tem Tim McRae moved to approve the consent
agenda, which was seconded by Councilman Rob Gowin. All
voted "Aye."**

**MINUTES APPROVAL - FEBRUARY 6, 2025, CITY
COUNCIL AGENDA WORKSHOP; FEBRUARY 11, 2025,
CITY COUNCIL MEETING**

**APPROVE AN AGREEMENT WITH CHEROKEE
COUNTY ELECTIONS OFFICE FOR THE RENTAL OF
ELECTION EQUIPMENT FOR THE MAY 3, 2025,
MUNICIPAL SPECIAL ELECTION**

**APPROVE THE APPOINTMENT OF ELECTION
WORKERS FOR THE MAY 3, 2025, MUNICIPAL
SPECIAL ELECTION**

**APPROVE A STREET CLOSURE FROM 5 PM ON
FRIDAY, JUNE 13, UNTIL SATURDAY, JUNE 14, FOR
THE 41ST ANNUAL TOMATO FEST**

**ANY ACTION OUT OF EXECUTIVE SESSION IF
NECESSARY**

**City Manager James Hubbard announced Steven Markasky
as the new police chief. No action was taken at this time;
Mayor Randy Gorham stated that the Council would recess
back into executive session after the regular Council meeting.**

**The City Council reconvened at 6:48 PM from the executive
session.**

**Councilwoman Mindy Gellock authorized the city manager
to execute an acknowledgment of title from JEDCO to the
city of Jacksonville for real estate north of the landfill.
Second, by Councilman Rob Gowin. All voted "Aye."**

**Councilwoman Mindy Gellock made a motion to amend the
city manager's contract from a city-owned vehicle to a
monthly car allowance. Second, by Councilman Tim McRae.
All voted "Aye."**

**A) PRESENTATION OF THE 2023-2024 FINANCIAL
AUDIT BY PATILLO, BROWN AND HILL
B) CONSIDERATION AND POSSIBLE ACTION**

**A Pattillo, Brown, and Hill representative presented the
Council with the findings of the 2023 – 2024 financial audit.
The city received an unmodified opinion regarding the**

DISCUSS AND CONSIDER POSSIBLE ACTION A
RESOLUTION AUTHORIZING THE SUBMISSION OF A
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM APPLICATION TO THE TEXAS
DEPARTMENT OF AGRICULTURE FOR THE
DOWNTOWN REVITALIZATION PROGRAM.

DISCUSS AND CONSIDER POSSIBLE ACTION A
RESOLUTION SUSPENDING THE EFFECTIVE DATE
PROPOSED BY CENTERPOINT ENERGY RESOURCES
CORPORATION BY 45 DAYS

DISCUSS AND CONSIDER POSSIBLE ACTION AN
ORDINANCE ADOPTING RIGHT-OF-WAY
MANAGEMENT REGULATIONS

DISCUSS AND CONSIDER POSSIBLE ACTION
AWARDING A CONTRACT FOR THE
MOWING OF THE CEMETERIES

DISCUSS AND CONSIDER POSSIBLE ACTION AN
AMENDMENT TO ARTICLE VII OF THE RULES AND
REGULATIONS GOVERNING LAKE JACKSONVILLE,
ADDING A SECTION CLARIFYING THE PROHIBITION
OF SHORT-TERM RENTALS ON CITY-OWNED LEASE
LOTS

OPEN FORUM FOR MAYOR AND COUNCIL

CITY MANAGER REPORT

ADJOURN

financial audit. Councilman Rob Gowin made a motion to accept the findings of the financial audit. Second, by Councilman Tim McRae. All voted "Aye."

City Manager James Hubbard told the Council that this item was the proposed continuation of the downtown sidewalk improvement program. Mr. Hubbard said the proposed award amount was \$1 million, with the city contributing \$50,000 in matching funds. Mr. Hubbard told the Council the JEDCO board had approved the contribution of the matching funds. Mr. Hubbard explained this item is only the approval for the grant application. Mr. Hubbard reviewed the proposed scope of the project along Commerce St. S., Ragsdale, and a portion of Main Street. Councilwoman Letitia Horace made a motion approving the resolution authorizing the grant application submission. Second, by Councilwoman Mindy Gellock. All voted "Aye."

City Manager James Hubbard told counsel this is a standard annual resolution delaying Centerpoint Energy's rate increase. Councilman Rob Gowin made a motion to approve the resolution. Second, by Mayor Pro tem Tim McRae. All voted "Aye."

City Manager James Hubbard told the Council that many utility companies have the right to operate within our public right of way within the city limits. Mr. Hubbard said this ordinance would provide a process by which the city would know what entity and where they were working within the public right-of-way. Mayor Pro tem Tim McRae made a motion to approve the ordinance. Second, by Councilwoman Letitia Horace. All voted "Aye."

City Manager James Hubbard told the Council this item went out for bid, and bids were opened on March 5. Mr. Hubbard said the contract term covers February 14 – November 30, 2025, and is for mowing both city-owned cemeteries. Mr. Hubbard said staff recommended awarding the contract to G's lawn service for \$81,304.21. Mr. Hubbard said the budgeted amount for this mowing contract was \$95,000. Councilwoman Mindy Gellock made a motion to award the mowing contract to G's lawn service. Second, by Councilwoman Letitia Horace. All voted "Aye."

City Manager James Hubbard explained this amendment does not change any rules to the lake regulations; It only clarifies the city's position regarding short-term rentals on lease lots on Lake Jacksonville. Mr. Hubbard reviewed the current lake rules and regulations section regarding short-term rentals and the proposed addition to those regulations. Mr. Hubbard explained the proposed change and clarified the definition of a short-term rental as the lease of any dwelling or any portion thereof for less than 30 consecutive days. Councilman Rob Gowin made a motion to approve the amendment to the lake rules and regulations. Second, by Mayor Pro tem Tim McRae. All voted "Aye."

Councilwoman Letitia Horace announced that the Fred Douglas Community Development Corporation will hold its service awards banquet on Saturday, March 15.

City Manager James Hubbard stated the demolition of Gardendale assisted living is underway. Mr. Hubbard thanked JEDCO for their assistance with the demolition. Mr. Hubbard reviewed the progress of the boat ramp renovation at Lake Jacksonville, as well as the splash pad at Lincoln Park. Mr. Hubbard reminded everyone of the upcoming municipal development district election on May 3, 2025.

Mayor Randy Gorham called a recess into executive session at 6:37 PM.

The Council reconvened at 6:48 PM. Please see "any action of executive session if necessary" above.

6:49 PM

Randy Gorham, Mayor
City of Jacksonville

Greg Lowe, City Clerk

JACKSONVILLE CITY COUNCIL MEETING
THURSDAY, APRIL 3, 2025
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER	Mayor Randy Gorham 12:00 PM
INVOCATION	Mayor Randy Gorham
CITIZEN PARTICIPATION	No one came forward.
INVESTMENT ADVISORY SERVICES PRESENTATION	City Manager James Hubbard introduced Mr. Ken Couch, with Deep Blue Investments. Mr. Couch reviewed the services and the benefits to the city they provide. No action was taken. Consideration of the agreement will be added to the April 8 agenda.
POLICE DEPARTMENT QUARTERLY REPORT PRESENTED BY POLICE CHIEF STEVEN MARKASKY	Police Chief Steven Markasky reviewed Police Department organizational and operational changes with the council. No action was taken.
REVIEW AND DISCUSS THE AGENDA FOR REGULAR COUNCIL MEETING 8TH DAY OF APRIL, 2025 (SEE ATTACHED PROPOSED AGENDA) NO ACTION TO BE TAKEN – ITEMS MAY BE REMOVED OR ADDED TO THE PROPOSED AGENDA BY CITY COUNCIL, CITY MANAGER, CITY ATTORNEY OR CITY CLERK AS NEEDED ANY TIME BEFORE THE OFFICIAL POSTING OF MEETING AGENDA	City Manager James Hubbard reviewed the proposed agenda with the Council. No action was taken.
QUESTIONS, COMMENTS, DISCUSSION	City Manager James Hubbard reviewed several upcoming events with the Council. No action was taken.
ADJOURN	12:54 PM
	Randy Gorham, Mayor City of Jacksonville
	Greg Lowe, City Clerk



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/8/2025</u>	ITEM NUMBER:	<u>7.B.</u>
DEPARTMENT:	<u>Finance</u>	PREPARED BY:	<u>Roxanna Briley, Finance Director</u>
INITIATED BY:	<u>Roxanna Briley, Finance Director</u>	EXHIBITS:	<u>Tyler Tech Annual SaaS_001</u>
ITEM TITLE:	<u>APPROVE PURCHASE GREATER THAN \$50,000 - TYLER TECH</u>		

EXECUTIVE SUMMARY:

All purchases greater than \$50,000 must be approved by the City Council.

The city entered into a 5-yr. Software as a Service Agreement with Tyler Technologies in May 2020. The initial deployment was financed via capital lease with the last payment made in May 2024. The agreement will continue on a year-to-year basis. The Software as a Service Agreement encompasses document management, human resources, payroll, municipal court, finance/accounting, purchasing, capital assets, customer service, utility billing, permitting, code enforcement, and cashiering. The renewal cost is \$75,939.29.

RECOMMENDED ACTION:

Approve purchase greater than \$50,000 for Software as a Service Agreement with Tyler Technologies for the period May 1, 2025–April 30, 2026

BID AND AWARD:

BUDGET DATA:

FY24 cost \$124,695.10

FY25 budget \$81,015

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

All purchases greater than \$50,000 must be approved by the City Council.



tyler
technologies

Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
025-501915	04/01/2025	1 of 2

Questions:

Tyler Technologies - Local Government
Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com



Bill To CITY OF JACKSONVILLE
P.O. BOX 1390
JACKSONVILLE, TX 75766

Ship To CITY OF JACKSONVILLE
315 SOUTH RAGDALE STREET
JACKSONVILLE, TX 75766

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
54007 - 22389 - MAIN	208263		USD	NET30	05/01/2025

Contract Date	Description	Units	Rate	Extended Price
Contract No.: Jacksonville, TX City of				
22/Apr/2020	Tyler Content Manager SE - Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026	1	6,197.95	6,197.95
22/Apr/2020	Employee Self Service (Employee Portal) - Annual Fee Cycle: Start: 01/May/2025, End: 30/Apr/2026	1	0.00	0.00
18/Dec/2024	Court Case Resolution Bundle Cycle: Start: 01/May/2025, End: 30/Apr/2026	1	0.00	0.00
ERP Pro Financials Annual Fees		1		\$39,393.00
22/Apr/2020	Core Financial Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Purchasing Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Fixed Assets Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Personnel Management Includes Position Budgeting Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	ESS Time & Attendance - Annual Fee Cycle: Start: 01/May/2025, End: 30/Apr/2026			
25/Aug/2020	Custom Form Service (Pricing per form) - Maintenance Cycle: Start: 01/May/2025, End: 30/Apr/2026			
ERP Pro Utilities Annual Fees		1		\$20,096.55
22/Apr/2020	Utility CIS System Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Third Party Printing Interface Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Incode Permitting and Code Enforcement Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
Municipal Justice Annual Fees		1		\$7,208.89
22/Apr/2020	Criminal Court Case Mgt Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Citation Issuing Device Interface Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Collection Agency Export Interface Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			
22/Apr/2020	Citation Issuing Device Interface Subscription Fees Cycle: Start: 01/May/2025, End: 30/Apr/2026			



tyler
technologies

Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
025-501915	04/01/2025	2 of 2

Questions:

Tyler Technologies- Local Government
Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com

Bill To: CITY OF JACKSONVILLE
P.O. BOX 1390
JACKSONVILLE, TX 75766

Ship To: CITY OF JACKSONVILLE
315 SOUTH RAGDALE STREET
JACKSONVILLE, TX 75766

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
54007 - 22389 - MAIN	208263		USD	NET30	05/01/2025

Contract Date	Description	Units	Rate	Extended Price
Tyler University 22/Apr/2020	Tyler U Cycle: Start: 01/May/2025, End: 30/Apr/2026	1		\$2,246.00
	Cycle: Start: 01/May/2025, End: 31/Jul/2025			
Municipal Justice Annual Fees 22/Apr/2020	Cashiering Subscription Fees Cycle: Start: 01/May/2025, End: 31/Jul/2025	1		\$796.90

****ATTENTION****

Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	75,939.29
Sales Tax	\$0.00
Invoice Total	75,939.29



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/8/2025</u>	ITEM NUMBER:	<u>7.C.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Clerk</u>
INITIATED BY:	<u>Greg Lowe, City Clerk</u>	EXHIBITS:	<u>Resolution of the COJ KJB Bylaws 2025, KJB By Laws March 2025 redline draft</u>
ITEM TITLE:	<u>APPROVE A RESOLUTION ALIGNING THE BYLAWS OF KEEP JACKSONVILLE BEAUTIFUL WITH STATE OPEN MEETING REQUIREMENTS WHICH DEFINE A QUORUM</u>		

EXECUTIVE SUMMARY:

State law defines a quorum as a majority of a governing board. The current bylaws for Keep Jacksonville Beautiful define a quorum as four members. The board currently consists of a total of nine members. While it has been the practice of staff and the board to have five members present for a quorum, the bylaws are currently in contradiction with state law. This resolution will align the bylaws with the state law governing open meetings.

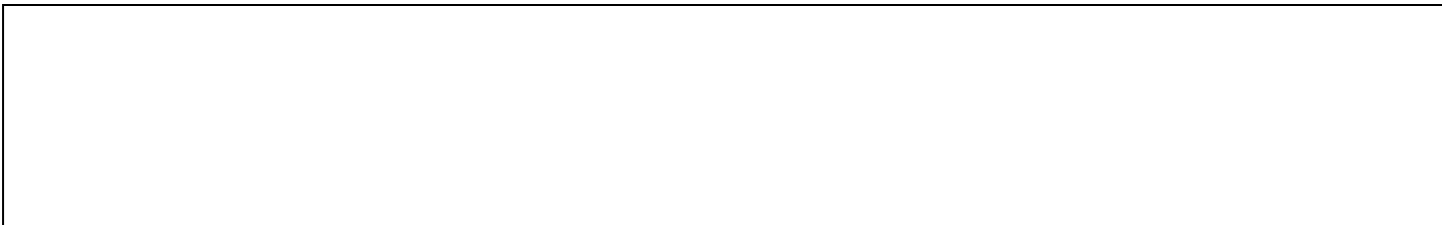
RECOMMENDED ACTION:

Approved the change to the bylaws.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:



STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	2.1 Code compliance and updates	3.1 Maintain a well-trained professional workforce	4.1 Assess the condition of infrastructure	5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	2.2 Parks, recreation, and community building	3.2 Proactively seek process improvements	4.2 Strengthen routine maintenance programs	5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	2.3 Community policing and crime prevention	3.3 Ensure financial stability and stewardship	4.3 Adopt a capital improvement program	5.3 Disasters and emergencies
1.4 Ensure value of services	2.4 Preserve and revitalize existing neighborhoods	3.4 Pursue partnerships and grants	4.4 Protect natural resources	5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				

**RESOLUTION 04-2025-01 OF THE CITY OF JACKSONVILLE, TEXAS (“CITY”)
APPROVING THE KEEP JACKSONVILLE BEAUTIFUL BYLAWS AS AMENDED
APRIL 8, 2025.**

Whereas, Keep Jacksonville Beautiful operates under the direction and supervision of the City; and

Whereas, the Board of Directors of Keep Jacksonville Beautiful have voted to make certain changes to its By-Laws; and

Whereas, the City wishes to approve the By-Laws of Keep Jacksonville Beautiful as amended March 18, 2025 and modified herein;

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

The Bylaws of Keep Jacksonville Beautiful as amended March 18, 2025, and modified herein shall henceforth read as set forth on Exhibit “A” attached hereto and made a part hereof for all purposes.

Section 3. The meeting at which these changes were approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 4. This Resolution shall become effective from and after its passage.

Passed and adopted this the 8th_ day of April, 2025.

Randy Gorham, Mayor

ATTEST:

Greg Lowe, City Clerk

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney

KEEP JACKSONVILLE BEAUTIFUL

BY-LAWS

AMENDED ~~MARCH 11~~APRIL 8, 2025

The by-laws of Keep Jacksonville Beautiful approved, amended and adopted by the City Council of Jacksonville, Texas on the 10th day of August, 2021 are hereby revoked and the following substituted therefor:

ARTICLE I - NAME

The name of this organization shall be Keep Jacksonville Beautiful, with its principal place of business at 315 S. Ragsdale Street, Jacksonville, Texas 75766

ARTICLE II - PURPOSE

The purpose of this organization shall be charitable and educational with the intent to promote public interest in beautification, to initiate, plan, direct and coordinate programs for improving the aesthetic quality of Jacksonville.

ARTICLE III - BOARD

SECTION 1. The governing Body of Keep Jacksonville Beautiful shall be vested in the Board of Directors. The Board shall consist of nine (9) directors; five (5) of whom shall be appointed by the Mayor and each of the other council members, and four (4) of whom shall be appointed by Jacksonville City Council at large. The Board shall be responsible for the management of Keep Jacksonville Beautiful. The Board shall have full power and authority to promote the objectives for which Keep Jacksonville Beautiful is organized.

SECTION 2 The Board shall enact such rules and regulations as may be deemed necessary to conduct the business of Keep Jacksonville Beautiful not inconsistent with the terms of the By-Laws.

SECTION 3. MEETINGS: The Board shall meet a minimum of twice a year and may meet as often as needed. Special meetings of the Board may be called by the Chair, or on petition of at least four directors. Five directors shall constitute a quorum. Any vacancy on the Board shall be filled by the Jacksonville City Council. The Keep Jacksonville Beautiful Board follows the Texas Open Meetings Act and any other state law governing meetings.

SECTION 4. TERM OF OFFICE: Appointed directors shall serve for a term of three years, which term shall begin the first day of January of the calendar year. All directors serving at the time these Amended By-laws are adopted shall continue to serve for the terms to which they have been appointed.

SECTION 5. DUTIES. Board members must serve Twelve (12) hours per year (not

including meetings) doing one or more of the following:

- 1.** Time on the phone working on KJB projects
- 2.** Purchasing landscaping & hardscape (includes travel)
- 3.** Work in parks and other city properties
- 4.** Speaking to groups and recruiting volunteers
- 5.** Fund Raising

SECTION 6. **VOTING:** Directors may not vote by proxy. The act of a majority of the Board of Directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors, unless a greater number is required by law.

SECTION 7. **TERMINATION:** Absence by any Director from 50% of regular or special meetings of this Board shall be considered grounds for termination. Any termination of any director shall be left to the discretion of the Board after consideration of the circumstances relevant to such absences and shall be decided by a majority vote.

ARTICLE IV. OFFICERS

SECTION 1. **OFFICER SELECTION.** The Chair and the Vice Chair shall be elected from currently serving directors by the Board of Directors for a term of one year beginning the first day of January of each calendar year. Election shall be by a majority vote of Directors present at a meeting held in December of each calendar year at which a quorum is present.

SECTION 2. **CHAIR.** The Chair shall preside at all meetings of the Board. He or she shall perform all duties incidental to the office and advise such action as may be deemed by the Chair as likely to increase the objectives of the Board.

SECTION 3. **VICE CHAIR.** The Vice Chair shall act in the absence of the Chair.

SECTION 4. **SECRETARY.** The Secretary shall be the person currently serving as the City Secretary of the City of Jacksonville, Texas, and shall keep the records and minutes of the meetings and a roll of the attendance.

SECTION 5. TREASURER. The Treasurer shall be that person who serves as Finance Director for the City of Jacksonville, Texas. The Treasurer shall authorize the paying of monies on such approvals and signatures as the Board may determine; shall present monthly financial statements of receipts and expenditures; shall present financial statements for the year accompanied by a balance sheet and income and expense statement audited in conjunction with the City of Jacksonville's annual audit.

ARTICLE V. FINANCE

SECTION 1. FUNDS. All money paid to Keep Jacksonville Beautiful shall be placed in general operating accounts of the City of Jacksonville, Texas.

SECTION 2. DISBURSEMENTS. The Board shall authorize disbursements on accounts and expenses upon a vote of a majority of the directors at a regular or special meeting at which a quorum is present.

SECTION 3. FISCAL YEAR. The fiscal year of Keep Jacksonville Beautiful shall close on September 30 of each calendar year.

—

SECTION 4. CONTRACTUAL OBLIGATIONS. All notes, contracts, or other obligations for the payment of monies made and entered into on or on behalf of Keep Jacksonville Beautiful, shall first be authorized by the Board of Directors and shall be signed with the organizational name by the Chair of the Board, or Vice-Chair and attested to by the Secretary and shall follow City of Jacksonville policy. Keep Jacksonville Beautiful need not have a corporate seal. No person shall have any authority to incur any indebtedness binding Keep Jacksonville Beautiful or make any contract of a financial nature binding Keep Jacksonville Beautiful without the approval of the Board of Directors. At no time shall the total of the financial obligations of Keep Jacksonville Beautiful exceed its fund balance.

ARTICLE VI. AMENDMENTS

The By-Laws may be amended by the Board at any meeting of the Board in which a quorum is present, provided that the proposed amendment accompany the notice of such meeting. All amendments to the by-laws must be submitted to the City Council of the City of Jacksonville, Texas for approval.

ARTICLE VII. PARLIAMENTARY PROCEDURE

Any rules of parliamentary procedure not covered by the by-laws shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE VIII. DISSOLUTION

In the event of dissolution, the residual assets of Keep Jacksonville Beautiful will be turned over to The City of Jacksonville Texas.

ARTICLE IX. EFFECTIVE DATE

APPROVED and ADOPTED by the City Council of the City of Jacksonville on the 11th day of March, 2025.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/8/2025</u>	ITEM NUMBER:	<u>7.D.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u></u>
INITIATED BY:	<u></u>	EXHIBITS:	<u></u>
ITEM TITLE:	<u>APPROVE THE TERMINATION OF THE LICENSE AGREEMENT WITH CHEROKEE RANCH GOLF CLUB ALLOWING FOR USE OF THE FORMER PRO SHOP</u>		

EXECUTIVE SUMMARY:

More information will be provided prior to Tuesday's meeting.

RECOMMENDED ACTION:

Approve termination of the agreement.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	2.1 Code compliance and updates	3.1 Maintain a well-trained professional workforce	4.1 Assess the condition of infrastructure	5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	2.2 Parks, recreation, and community building	3.2 Proactively seek process improvements	4.2 Strengthen routine maintenance programs	5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	2.3 Community policing and crime prevention	3.3 Ensure financial stability and stewardship	4.3 Adopt a capital improvement program	5.3 Disasters and emergencies
1.4 Ensure value of services	2.4 Preserve and revitalize existing neighborhoods	3.4 Pursue partnerships and grants	4.4 Protect natural resources	5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/8/2025	ITEM NUMBER:	7.E.
DEPARTMENT:	Administration	PREPARED BY:	Greg Lowe, City Clerk
INITIATED BY:	James Hubbard, CITY MANAGER	EXHIBITS:	Street Closure Taco Cookoff Request, Taco Cookoff Street Closure
ITEM TITLE:	APPROVE A STREET CLOSURE FOR THE ANNUAL TACO COOK OFF SATURDAY, MAY 3, 2025, 7 AM TO 5 PM		

EXECUTIVE SUMMARY:

The Cherokee Family Motorcycle Club is requesting a street closure for Saturday, May 3, 2025, from 7 AM to 5 PM. The request consists of closing Commerce Street from Neches to the western side of South Jackson and S. Jackson St., under the overpass, from Commerce to Wilson Street.

RECOMMENDED ACTION:

Approve the street closure.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☒	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The Council approves all street closures.

Good afternoon, we, Cherokee Family Motorcycle Club ask that on May 3rd, 2025 the City of Jacksonville closes Commerce street from Neches street to the western side of Jackson (the south bound one way street under the overpass) and both inlet and outlet from Jackson under the overpass that meets Wilson street from 7:00A.M. To 5:00P.M. for the duration of our cook off. The event we plan to do that day has had a substantial amount of people including small children in and out of the Draft house and the parking areas in the past. It is in our better judgment and has been requested by multiple people in previous attendance, including local law enforcement that we have the road shut down and direct traffic in and out in a safely manner. Please feel free to contact me for any further questions.

Thank you ,

Robert Dye
President, Cherokee Family MC, Jacksonville
Jacksonville, Texas 75766

Taco Cookoff

Requested Street Closure

Legend

7-Eleven

Bank

Brookshire Brothers

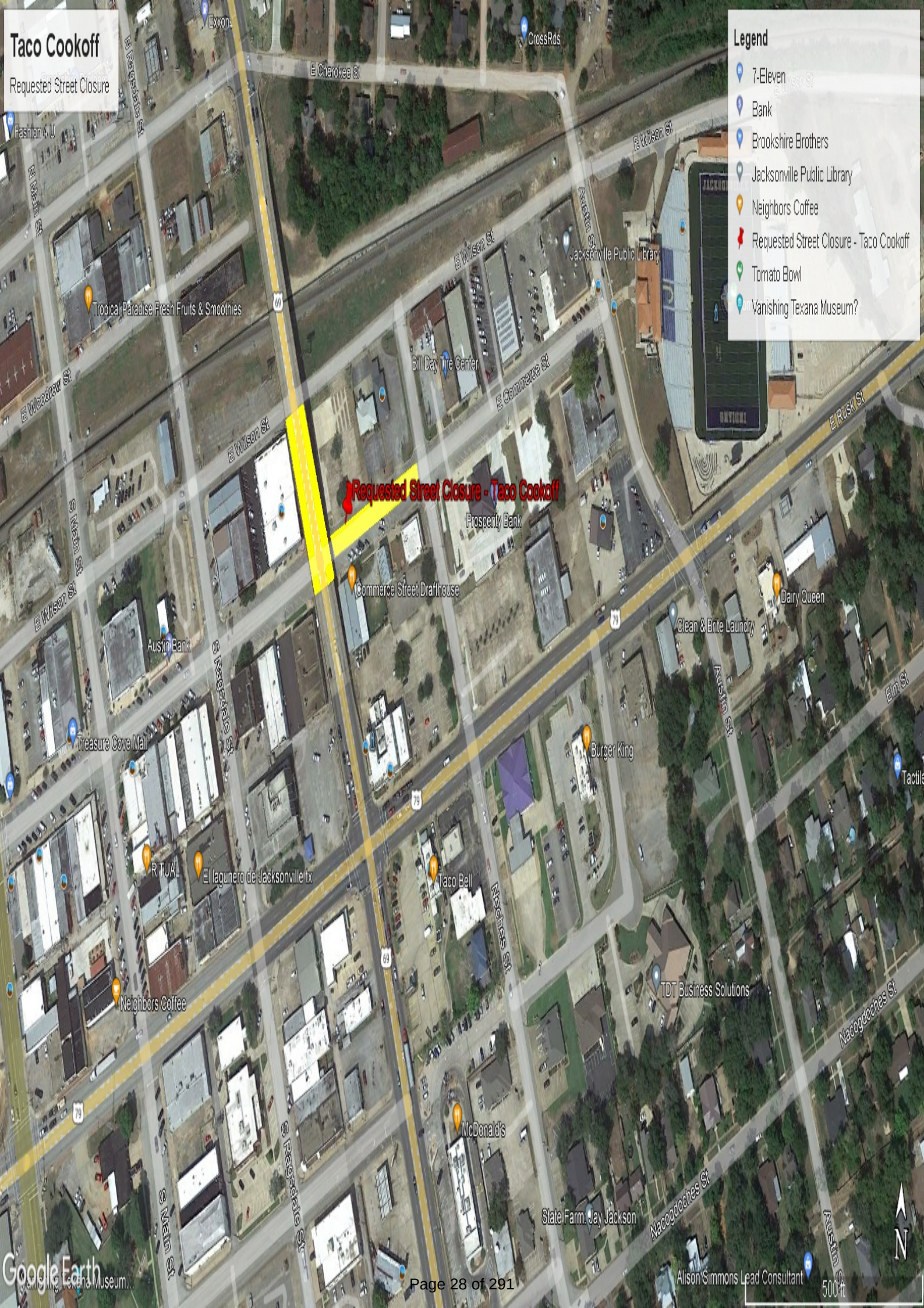
Jacksonville Public Library

Neighbors Coffee

Requested Street Closure - Taco Cookoff

Tomato Bowl

Vanishing Texana Museum?





Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/8/2025	ITEM NUMBER:	9.
DEPARTMENT:	Finance	PREPARED BY:	Roxanna Briley, Finance Director
INITIATED BY:	Roxanna Briley, Finance Director	EXHIBITS:	Jacksonville Agreement
ITEM TITLE:	DISCUSS AND CONSIDER POSSIBLE ACTION APPROVING THE CITY MANAGER ENTERING INTO AN AGREEMENT WITH A FINANCIAL ADVISOR SERVICE		

EXECUTIVE SUMMARY:

The purpose of this agenda item is to consider approval of an Investment Advisory Agreement between the City of Jacksonville and Deep Blue Investment Advisors. This agreement would engage Deep Blue to provide professional investment advisory services to the City, including portfolio analysis, cash flow forecasting, strategy recommendations, compliance support, and quarterly performance reporting.

Deep Blue Investment Advisors specializes in serving public entities and brings a team of seasoned professionals with decades of combined experience in municipal investment management. Their advisory approach includes in-depth review of the City's investment policy, alignment of investments with cash flow needs, and proactive recommendations based on current economic conditions and market opportunities.

Under the proposed agreement, Deep Blue will work closely with City staff to:

- Provide continuous investment guidance in accordance with the Public Funds Investment Act (PFIA)
- Monitor and manage the City's operating funds, reserves, and bond proceeds to optimize safety, liquidity, and yield
- Offer value-added services such as staff training, treasury consulting, and arbitrage rebate services
- Deliver quarterly reports that meet GASB 31 and 40 requirements

RECOMMENDED ACTION:

City staff recommends approval of this agreement to enhance the City's investment management capabilities and ensure strong stewardship of public funds.

BID AND AWARD:

Deep Blue Investment Advisors - Pursuant to **Texas Local Government Code Section 252.022(a)(4)**, this procurement is **exempt from competitive bidding requirements** as it falls under the category of *"a contract for professional services, such as those of... investment advisors... or other individuals possessing a high degree of professional skill."*

BUDGET DATA:

\$25,000 flat annual fee

BUDGET JUSTIFICATION:

The agreement features a flat annual fee structure, with no minimum balance requirements or basis point fees, offering transparency and predictability for budgeting purposes.

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☒	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:

- **Goal 3.3:** Ensure financial stability and stewardship (via Deep Blue).

LEGAL:



INVESTMENT ADVISORY AGREEMENT

SEPARATELY MANAGED ACCOUNTS (SMA) / DISCRETIONARY INVESTMENT MANAGEMENT

This Agreement is by and between the City of Jacksonville, TX, and the Jacksonville Economic Development Corporation (collectively referred to as "Client"), and Wertz York Capital Management Group, LLC, dba Deep Blue Investment Advisors ("Advisor"), a Florida limited liability company.

APPOINTMENT OF ADVISOR AS INVESTMENT ADVISOR

The client hereby appoints the Advisor to provide investment services and handle separately managed accounts for the Client's investment portfolio (the "Account") under the terms and conditions set forth in this Agreement. By executing this Agreement, the Advisor accepts appointment as an Investment Advisor.

TRANSACTION AUTHORITY

This agreement is written as a Discretionary which means the Client is giving the Advisor authority to make transactions with the third-party custodians on their behalf.

INVESTMENT OBJECTIVES

Client has advised the Advisor that current investment practice follows Texas Statutes, Government Code 2256, Public Funds Investment Act ("PFIA"), as applicable, which specifies permissible investments for those entities without a written investment policy. The client agrees to provide Advisor with written notice if the Client elects to change from the practice of following PFIA or adopts an investment policy or any guidelines at any time independent of this advisory agreement.

THIRD-PARTY CUSTODIAN

If necessitated, the Advisor will assist the client in choosing an entity to provide a third-party custody or safekeeping services, including holding account assets, and providing periodic reporting.

ACCOUNT MANAGEMENT

The Advisor shall provide the services outlined in Attachment A- Services and Fees of this agreement. The Advisor will not act as custodian of assets in the account or have possession of any assets.

SERVICES AND FEES

The Advisor shall provide the Client with the services detailed in Attachment A - Services and Fee Schedule of this agreement. The client understands and agrees that the Advisor will be compensated according to the said fee schedule. Advisor shall not be responsible for any expenses that Client incurs without prior consultation with Advisor, such as independent consultants, custodians, advisors, and/ or lawyers.



REPORTING

For the Client to be kept informed of the status of activities in the Account, the Advisor shall Either furnish or cause the Agent to furnish copies of all transaction confirmations to the Client, as well as periodic statements related to the Account. The reports/statements that the Advisor agrees to furnish to the Client under this agreement are outlined in detail in Attachment A-Services and Fees.

LIABILITY OF ADVISOR

Advisor shall not be liable to Client for any loss incurred in connection with recommendations made or actions taken on Client's behalf, or in connection with errors of judgment in managing the Account, except for losses resulting from Advisor's gross negligence, willful malfeasance, or reckless disregard of its duties hereunder. Advisor shall not be liable for any loss resulting from any act or omission of Client, any custodian, or any brokerage firm. Nothing in this Agreement shall constitute a waiver or limitation of any rights that Client may have under applicable state or federal law. Advisor shall be entitled to rely upon, and shall have no liability to, Client for actions reasonably taken in connection with, written communications received from Client which are (1) signed by an officer or other authorized person, of Client, or (2) sent by electronic mail message or telegram in Client's name.

REPRESENTATIONS BY ADVISOR

Advisor represents that it is duly registered as an Investment Advisor with the Securities and Exchange Commission pursuant to the Investment Advisors Act of 1940, as amended, and acknowledges that if the Account is an employee benefit plan covered by ERISA it is a Fiduciary with respect to the Client under ERISA.

REPRESENTATIONS BY CLIENT

By execution of this Agreement, Client represents that the terms hereof do not violate any obligation by which the Client is bound, whether arising by contract, operation of law or otherwise, and, if Client is a corporation or trust, that This Agreement has been duly authorized by appropriate action and, when so executed and delivered, will be binding upon Client in accordance with its terms; Client will deliver to Advisor such evidence of such authority as Advisor may reasonably require, whether by way of a certified resolution or otherwise.

ACKNOWLEDGMENT / DISCLOSURE

By signing, Client acknowledges that they have received, and had an opportunity to read, Advisor's Form ADV, Part 2. Said information contains information regarding the Advisor's business relationships with affiliated entities, its policies regarding the selection of broker-dealers, aggregation of client orders, and allocation of securities obtained in public offerings.

DISPUTE RESOLUTION

This Agreement shall be governed by the laws of the State of Texas. Should the Parties be involved in legal action arising under, or connected to, this Agreement, each party will be responsible for their own attorney's fees and costs. The venue for any litigation will be in Texas. Both Parties hereby agree to waive a Jury trial and will proceed to a trial by judge if necessary.



MISCELLANEOUS PROVISIONS

(a) Successors and Assigns. This Agreement shall be binding upon the signature of both parties and shall ensure the benefit of the Parties hereto and their respective successors and assigns. Assignment c

(b) Waiver. A Party's failure to insist on compliance or enforcement for any provision of this Agreement or its Attachments, shall not affect the validity or enforceability or constitute a waiver of future enforcement of that provision or of any other provisions of this Agreement by that Party or any other Party.

(c) Severability. The invalidity or unenforceability of any provision in this Agreement shall not in any way affect the validity or enforceability of any other provision and this Agreement shall be construed in all respects as if such invalid or unenforceable provision had never been in the Agreement.

(d) Headings. The various headings in this Agreement are inserted for convenience only and are not part of the Agreement.

(e) Entire Agreement. This Agreement, including its Attachments (each of which is incorporated herein by reference), contains the entire agreement by and between the Parties with respect to the matters expressed herein, and no representations, promises, agreements, or understandings, written or oral, relating to the Agreement not contained herein shall be of any force or effect.

(f) Confidentiality. Any information supplied to the Advisor regarding a Client is to be regarded as confidential and for use by the Advisor only in connection with the obligation to provide investment advisory services to the Client. However, Advisor hereby requests and, by leaving this sentence as part of the Agreement, Client hereby authorizes the inclusion of Client's name in lists of representative client accounts used in Advisor's brochure and other informational materials.

(g) Descriptive Material. The parties agree that descriptive material regarding Advisor's style, strategies, portfolio characteristics, securities selection criteria, and other portfolio management practices, contained in oral or written presentations Client may receive, or may have received, is intended to describe Advisor's general policies and practices, but not to diminish Advisor's authority to depart from such policies and practices in individual instances for individual accounts when Advisor deems it prudent to do so.

h) Miscellaneous Provisions. Unless the Investment Guidelines included as Attachment A provide otherwise, Client agrees to accept Advisor's standard classification of industry groups for purposes of determining the industry group of securities in the Account.

CONSTRUCTION OF AGREEMENT

This Agreement shall be construed, and the rights and obligations of the parties hereunder enforced, in accordance with the laws of the State of Florida.



NOTICE:

Any notice, advice, or report to be given pursuant to this Agreement shall be delivered or mailed to:

ADVISOR:

Deep Blue Investment Advisors
Ken Couch, Director of Business Development – Texas
P.O. Box 9691
Tampa, FL 33674

CLIENT:

City of Jacksonville, TX
315 S Ragsdale Street
Jacksonville, TX 75766

TERM: The term of this Agreement shall be for two (2) years from the Effective Date of the agreement and shall automatically be renewed annually each year thereafter unless canceled in writing by either party within sixty (60) days' of the renewal date. This Agreement may be terminated at any time by either party upon sixty (60) days' written notice to the other party of the intent to terminate.

EFFECTIVE DATE:

This agreement shall be effective _____

CONSTRUCTION OF AGREEMENT

This Agreement shall be construed, and the rights and obligations of the parties hereunder enforced, in accordance with the laws of the State of Texas.

ADVISOR:

DEEP BLUE INVESTMENT ADVISORS

Name: Frederick Berretta, Managing Director of Business Development

Signature: _____

Date: _____

CLIENT:

City of Jacksonville, TX

Name: James Hubbard, City Manager

Signature: _____

Date: _____

Deep Blue Investment Advisors
Schedule A - Services & Fees
Advisory & Separately Managed Accounts (SMA) – Discretionary

I. Services

A. Investment Advisory Services. These services include, but are not limited to, the following:

1. Annually assist in the development and review of investment policies, procedures, and strategies.
2. Monitor financial markets to identify opportunities consistent with the City's investment objectives.
3. Construct and manage a diversified investment portfolio.
4. Monitor and adjust the portfolio to align with market conditions and Client's goals.
5. Provide Quarterly Performance Reports, which include market or strategy updates.
 - All outside balances (LGIPs, bank accounts, etc.) will be included in the Quarterly Performance Report within the Compliance Section.
6. A detailed investment plan outlining recommended strategies, asset allocation, and expected outcomes.
7. Regular reports on the performance of the Client's portfolio, including analysis and recommendations.
8. Assess Client's financial situation, goals, and risk tolerance.
9. Develop an investment plan tailored to the Client's needs and objectives.
10. Meet with the City's finance team, on-site or via a web-based medium, on a quarterly basis and present to the City's finance staff, as needed. The City's finance staff will provide a monthly listing of current and proposed holdings to assist in the above meetings and presentations. The quarterly meetings will, at a minimum:
 - Discuss the current economic environment.
 - Discuss general strategies to maximize income within the confines of the City's IPS.

Deep Blue Investment Advisors
Schedule A - Services & Fees
Advisory & Separately Managed Accounts (SMA) – Discretionary

- Review adherence of the investment portfolio to the City's Investment Policy.
- Report on:
 - Safety of capital
 - Maintenance of adequate liquidity
 - Return on investments
 - Adherence to prudence and ethical standards

12. Act as the Client's Independent Registered Municipal Advisor pursuant to Rule 15Ba1-1 (the "Municipal Advisor Rule"). This will allow the Client's office to publicly post that the Advisor is solely acting in a capacity of providing investment advice to fulfill the requirements of the Independent Registered Municipal Advisor exemption to Rule 15B of the Securities and Exchange Act regarding Registration of Municipal Advisors (the SEC Municipal Advisor Rule).

Pursuant to the SEC, a municipal advisor is a person (who is not a municipal entity or an employee of a municipal entity) that provides advice to or on behalf of a municipal entity or obligated person with respect to municipal financial products or the issuance of municipal securities, or that undertakes a solicitation of a municipal entity or obligated person. As provided by the statute, the following types of people are excluded from the definition of municipal advisor, but only if they engage in the specific activities in this case investment advice set out in Rule 15Ba1-1(d)(2):

- Investment advisors registered under the Investment Advisors Act of 1940 or persons associated with a registered investment adviser.

The Final Rules further provide that, solely for purposes of this exclusion, "investment advice" does not include, among other things, the following types of advice: (a) advice concerning whether or how to issue municipal securities and advice concerning the structure, timing, and terms of issuance of municipal securities and other similar matters; and (b) advice concerning municipal derivatives.

Since the Advisor is excluded from the definition of a municipal advisor as a registered investment adviser, the Advisor does not intend to register with the MRSB. Since the Advisor is not registered with the MRSB, the Advisor WILL NOT provide the following services:

Deep Blue Investment Advisors
Schedule A - Services & Fees
Advisory & Separately Managed Accounts (SMA) – Non-Discretionary

- Advice concerning whether or how to issue municipal securities. Advice concerning the structure, timing, and terms of issuance of municipal securities and other similar matters.
- Advice concerning municipal derivatives. Furthermore, pursuant to SEC Rule 15Ba1-I(d)(3)(vi)(B), the Client will only rely on the advice of its registered municipal advisor, for any bond issuances or activities related to bond issuances.

B. Any additional services outside the Scope of Services

II. Documentation Provided by Client

To fulfill the obligations under the services detailed in Section 1, the Client must provide the following reports on a monthly basis as of the period end to be sent either via email or uploaded into our portal:

- Any Holdings Report with Book Value (period end)
- Portfolio Transactions Activity (for Period)
- Investment Receivables (at period end)
- Local Government Investment Pool Activity

III. Registered Advisor; Duty of Care

The Advisor is a registered investment advisor under the Investment Advisers Act of 1940, as amended. The Advisor shall immediately notify the Client if at any time during the term of this agreement it is not registered or if its registration is suspended. The Advisor agrees to perform its duties and responsibilities under this Agreement with reasonable care. The federal securities laws impose liabilities under certain circumstances on persons who act in good faith. Nothing herein shall in any way constitute a waiver or limitation of any rights which the Client may have under any federal securities laws.

IV. Client Responsibilities

- Provide accurate, timely and complete financial information to DBIA's portal.
- Communicate changes in financial situation or goals promptly.
- Review reports and recommendations provided by the Advisor.

Deep Blue Investment Advisors
Schedule A - Services & Fees
Advisory & Separately Managed Accounts (SMA) – Discretionary

V. Advisor Responsibilities

- Act in the best interest of the Client.
- Provide objective and unbiased advice.
- Maintain confidentiality of Client's information.
- Comply with all applicable laws and regulations.

VI. Advisor's Other Clients

The Client understands that the Advisor performs investment and advisory services for various other clients which may include investment companies, commingled trust funds, and/or individual portfolios. The Client agrees that the Advisor, in the exercise of its professional judgment, may give advice or take action with respect to any of its other clients which may differ from advice given or the timing or nature of action taken with respect to the Client.

VII. Disciplinary Actions

The Advisor shall promptly give notice to the Client if the Advisor shall have been found to have violated any state or federal securities law or regulation in any judgment in any criminal action or civil suit in any state or federal court or in any disciplinary proceeding before the Securities and Exchange Commission ("SEC") or any other agency or department of the United States, any registered securities exchange, the Financial Industry Regulatory Authority, or any regulatory authority of any State based upon the performance of services as an investment advisor.

VIII. Books, Records, and Reports

The Advisor shall maintain records of all its activities hereunder. The Advisor shall provide the Client with a quarterly investment performance report and any other supporting documents in a format and manner that is mutually agreed upon by the Advisor and the Client.

IX. Advisor's Disclosure Statement

The Advisor warrants that it has been delivered to the Client, at least 48 hours prior to the execution of this Agreement, the Advisor's current Securities and Exchange Commission Form ADV, Part 2B (the Advisor's disclosure statement). The Client acknowledges receipt of such disclosure statement at least 48 hours prior to the execution of this Agreement.

Deep Blue Investment Advisors
Schedule A - Services & Fees
Advisory & Separately Managed Accounts (SMA) – Discretionary

X. Expenses

A. The Advisor shall furnish at its own expense all necessary administrative services, office space, equipment, clerical personnel, telephone and other communication facilities, investment advisory facilities, and executive and supervisory personnel for its consulting services. The Advisor will also pay for any travel or other related expenses that may be applicable under this Agreement.

B. Except as expressly provided otherwise herein, the Client shall pay all of its own expenses including, without limitation, taxes, commissions, fees, and expenses of the Client's independent auditors and legal counsel.

Fee Schedule

A. Deep Blue Investment Advisors proposed compensation for their services will be a **flat annual fee of \$25,000** equivalent invoiced monthly, in arrears. Investment Advisory Service will be billed as **\$2,083.33 per month** in arrears.

The proposed fee will remain flat for two (2) years and then on each anniversary after year two (2) adjusted for CPI increases.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/8/2025</u>	ITEM NUMBER:	<u>10.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Clerk</u>
INITIATED BY:	<u>Shane Pace</u>	EXHIBITS:	<u>99% JEDCO DRP (SHEET 1), Lankford City of Jacksonville Proposal, Grant Works- Proposal_GW_Jacksonville 2025 DRP</u>
ITEM TITLE:	<u>DISCUSS AND CONSIDER POSSIBLE ACTION AWARDING A GRANT ADMINISTRATOR CONTRACT FOR THE DOWNTOWN SIDEWALK IMPROVEMENT PROJECT</u>		

EXECUTIVE SUMMARY:

During the March 11, 2025, Jacksonville City Council meeting, the Council authorized staff to submit an application for a Texas Community Development Block Grant from the Texas Department of Agriculture for the downtown revitalization program. As part of this process, staff issued a request for call qualifications for grant management services. On March 28, the staff received two submittals. The two responding organizations are Grant Works and Langford Management Services. The staff is recommending a motion to reject both submittals to allow for a new RFQ to align with state and grant requirements.

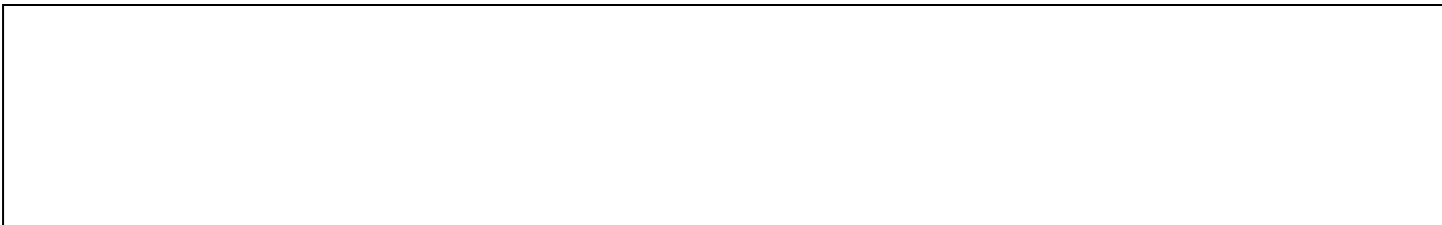
RECOMMENDED ACTION:

The staff is recommending a motion to reject both submittals to allow for a new RFQ to align with state and rent requirements.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:



STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

JACKSONVILLE ECONOMIC DEVELOPMENT CORPORATION

DOWNTOWN SIDEWALK IMPROVEMENTS

FILENAME: X:\CLIENTS\JACKSONVILLE - CITY OF\JEDCO\938217.00 - JACKSONVILLE DOWNTOWN SIDEWALKS\0400\PLANS\1 - COVER SHEET & SHEET INDEX.DWG PLOT DATE: 3/3/2025 12:24 PM

SHEET INDEX	
SHEET NUMBER	SHEET TITLE
1	COVER SHEET & SHEET INDEX
2	GENERAL NOTES
3	EROSION CONTROL
4	SURVEY CONTROL
5	TRAFFIC CONTROL PLAN
6	DEMO PLANS - E COMMERCE ST. 1
7	DEMO PLANS - E COMMERCE ST. 2
8	DEMO PLANS - E COMMERCE ST. 3
9	DEMO PLANS - E COMMERCE ST. 4
10	DEMO PLANS - E COMMERCE ST. 5
11	DEMO PLANS - E COMMERCE ST. 6
12	DEMO PLANS - S RAGSDALE ST.
13	DEMO PLANS - S MAIN ST.
14	DIMENSION CONTROL - E COMMERCE ST. 1
15	DIMENSION CONTROL - E COMMERCE ST. 2
16	DIMENSION CONTROL - E COMMERCE ST. 3
17	DIMENSION CONTROL - E COMMERCE ST. 4
18	DIMENSION CONTROL - E COMMERCE ST. 5
19	DIMENSION CONTROL - E COMMERCE ST. 6
20	DIMENSION CONTROL - S RAGSDALE ST.
21	DIMENSION CONTROL - S MAIN ST.
22	CONSTRUCTION NOTES - E COMMERCE ST. 1
23	CONSTRUCTION NOTES - E COMMERCE ST. 2
24	CONSTRUCTION NOTES - E COMMERCE ST. 3
25	CONSTRUCTION NOTES - E COMMERCE ST. 4
26	CONSTRUCTION NOTES - E COMMERCE ST. 5
27	CONSTRUCTION NOTES - E COMMERCE ST. 6
28	CONSTRUCTION NOTES - S RAGSDALE ST.
29	CONSTRUCTION NOTES - S MAIN ST.
30	S. DRAIN DETAILS
31	IRRIGATION PLAN A
32	IRRIGATION PLAN B
33	IRRIGATION PLAN (VALVE AND CONTROLLER)
34	IRRIGATION DETAILS
35	TYPICAL DETAILS
36	STAMPED CONCRETE AND CROSSWALK DETAILS
37	RAMP DETAILS
38	TXDOT 1
39	TXDOT 2
40	TXDOT 3
41	TXDOT 4
42	TXDOT 5

JEDCO BOARD MEMBERS:
DARRELL DEMENT – CHAIRMAN
NATHAN JONES
ROBERT CUDD
LORETTA DOTY
DILLON RODRIGUEZ
OPHELIA PENN
CHAD DEVILLIER

JEDCO PRESIDENT:
SHANE PACE



SPI
SCHAUMBURG & POLK, INC.
BEAUMONT | HOUSTON | RICHARDSON
KYLE | PORT ARTHUR | TERRELL | TYLER
320 S. Broadway Ave., SUITE 200
Tyler, TX 75702
903.595.3913
Firm Registration No. F-520

**PRELIMINARY DOCUMENT
FOR REVIEW ONLY**

THESE DOCUMENTS ARE FOR
DESIGN REVIEW AND NOT
INTENDED FOR CONSTRUCTION,
BIDDING, OR PERMIT PURPOSES.
THEY WERE PREPARED BY, OR
UNDER THE SUPERVISION OF:

JEFFREY C. SIMMONS
P.E. # 96748

Jacksonville
ECONOMIC DEVELOPMENT
CORPORATION
Building Success, Texas Sized

JACKSONVILLE
ECONOMIC
DEVELOPMENT
CORPORATION

DOWNTOWN
SIDEWALK
IMPROVEMENTS

COVER SHEET
& SHEET INDEX

REVISIONS:			

PLANS ARE FORMATTED FOR 22"x34" PLAN
SHEETS. IF PRINTED ON 11"x17" SHEETS THE
SCALES ARE HALF THE SIZE NOTED.

BEFORE YOU DIG
Texas 811.com

DRAWN BY:
T. SMITH

REVIEWED BY:
J. SIMMONS

PROJECT NO:
938217.00

SHEET NO:
1

Maxar, Microsoft, Esri Community Maps Contributors, DETCOG, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



2025 Downtown Revitalization Program Proposal



City of Jacksonville

Attn:

James Hubbard
City Manager
Bid # 2025-100-01
315 South Ragsdale Street
Jacksonville, Texas 75766

Prepared on March 14, 2025 by:

Langford Community Management Services
9017 W. Hwy. 29,
Suite 206
Liberty Hill, Texas 78642

With satellite offices in:

Lake Jackson, Jacksonville, Magnolia, Stockdale,
Karnes City and Harlingen



March 14, 2025

ATTN:

James Hubbard
City Manager
315 South Ragsdale Street
Jacksonville, Texas 75766

RE: Proposal for TDA TxCDBG Downtown Revitalization Application and Administration

Dear City Manager, James Hubbard:

Langford Community Management Services, Inc. (LCMS) is pleased to submit this proposal to provide project-based grant services for the City of Jacksonville. We have reviewed the evaluation criteria and designed our proposal to address your unique requirements as they relate to this program.

From the enclosed information, you will find that the LCMS team has an excellent record of performance in providing quality service and implementation. We are confident that we have the team and project experience to successfully develop and administer the grant for your project and are prepared to begin work immediately upon hire.

We trust this proposal provides all the requested information. Please contact me at (512) 452-0432 if you have any questions or require additional information about LCMS to complete your assessment of our capabilities.

We appreciate your consideration of our proposal and look forward to hearing from you regarding your review. It would be our pleasure to begin working with you on this important project as soon as possible.

Sincerely,

Judy Langford
President/Owner
Langford Community Management Services

Table of Contents

Introduction -----

Experience & Qualifications -----

Work Performance -----

Capacity to Perform -----

Resumes -----

Attachments & Appendices -----

Introduction

Langford Community Management Services, Inc. (LCMS) has been serving Texas Cities and Counties and their grant writing and administration needs for over 40 years. LCMS incorporated as a Women-owned Business Enterprise (WBE) in 1997 after 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. 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 40 years of Texas-based grant administration as a firm, and more than a century of combined experience from our team of grant specialists. Our company — created and continued by service-driven individuals, many of whom spent years as public servants themselves — takes the privilege of being project managers for your community very seriously.

Approach to Providing Services

LCMS understands the need for the selected consulting firm to administer and manage the client's program, entirely. LCMS will organize the program in such a way that the client will ultimately be responsible only for internal processes such as final review and approval of monetary draws. Additionally, LCMS will focus on ensuring compliance with regulations as they pertain to items like NEPA and Federal Labor Standards like the Davis-Bacon Act.

Why LCMS?

COLLABORATIVE COMMUNICATION

- LCMS has a “no surprises” management 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 that keep the project performance benchmarks in sight.

ACQUISITION EXPERTISE

- LCMS has assisted hundreds of Texas residents to qualify for buyout assistance reducing the risk of loss from future storms.
- 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

- We have assisted clients with numerous state and federal audits that have resulted no findings and no concerns; we expect the same from any potential audit.

PROVEN PROJECT MANAGEMENT

- LCMS has delivered on over \$1.5 Billion in project delivery oversight and program delivery over a wide array of infrastructure, economic and community development, and disaster-related programs in Texas.
- LCMS maintains communication with staff and local officials, an integral component to project success.

Experience & Qualifications

Experience with Grant Writing & Management

LCMS has written and administered millions of dollars in grants and loans from state and federal agencies, including the: Texas Department of Agriculture, General Land Office, Texas Department of Housing and Community Affairs, Texas Department of Emergency Management, Texas Department of Economic Development, Texas Parks & Wildlife Department, Texas Department of Transportation, U.S. Department of Transportation, Texas Water Development Board, Texas Commission on Environmental Quality, U.S. Department of Energy, State Energy Conservation Office, Housing and Urban Development, U.S. Department of Agriculture, Texas Historical Commission, U.S. Department of Justice, Federal Emergency Management Agency and the Economic Development Administration.

The LCMS Team offers broad and extensive experience and knowledge of Community Development, Infrastructure, Economic Development, Disaster Recovery, Housing, and much more. We have assembled a highly qualified team of professionals with over 125 years of combined experience and knowledge in the administration and implementation of agency-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 all applicable Federal rules and regulations.

Key Benefits to the Client

Experience with water, sewer, streets, flood/drainage, housing reconstruction, and planning

Familiarity with all aspects of federal and state grant management

Certifications 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 regulations and statutes, including procurement requirements in 2 CFR 200

Wide breadth of experience managing projects across many agencies

Remote capability to support project management through unplanned events (e.g. pandemic)

Experience in Community Development Block Grant (CDBG)

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.

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 Grant including General Land Office disaster recovery funds, Texas Department of Agriculture Disaster Relief funds, Hazard Mitigation Funds through the Texas Division of Emergency Management, Natural Resource Conservation Services Watershed Protection Grants 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.

Project Descriptions

Moody CDV21-0411

Client

City of Moody

Start/Completion

02/01/2023 – 01/25/2025

Overall Value

\$350,000

Pump Building Installation



Installation of a Pump Building and Temperature protection for Existing Pumps

West CDV21-0430

Client

City of West

Start/Completion

03/01/2022 – 02/29/2024

Overall Value

\$350,000

Playdium Drive Sewer Project



Replacement of undersized sewer trunk line to improve inadequate capacity on Playdium Drive

Lyford CDV21-0340

Client

City of Lyford

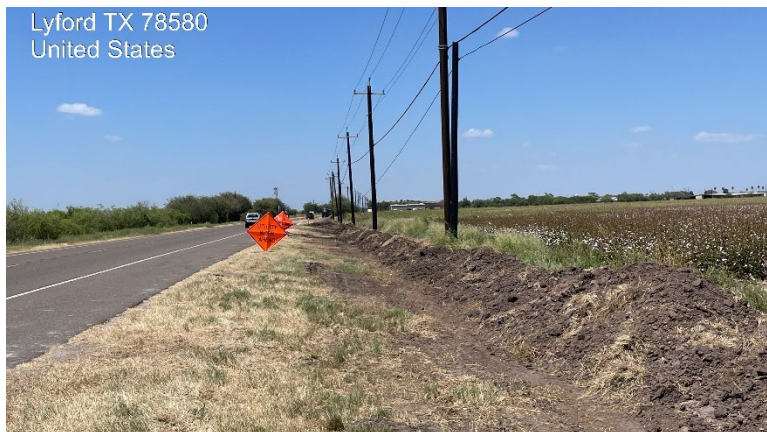
Start/Completion

03/01/2022-02/29/2024

Overall Value

\$255,084

Interconnect Waterline Between Lyford and Raymondville



Install water transmission line along US Business 77 between Raymondville and Lyford to improve inadequate water supply during drought conditions resulting in water shortages in the City of Lyford

TDA CDBG Projects

Projects currently underway, written and administered by Langford Community Management Services, Inc. include the following:

City of Los Indios Reconstruction of Streets	\$255,084
City of Santa Rosa Reconstruction of deteriorated Roadways	\$255,084
City of Port Isabel Reconstruction of deteriorated Roadways	\$225,084
City of Lyford Interconnect Water Transmission Line Between Raymondville and Lyford	\$255,084
City of Charlotte Installation of Generators at City Wells and Water Treatment Plant	\$350,000
City of Smithville Construction of Innovation Center	\$1,000,000
City of Flatonia Installation of Waterline	\$350,000
City of Lexington Installation of a New Ground Storage Tank	\$350,000
City of Runge Replacement of Waterlines within the City	\$350,000
City of Poteet Sewer Main Replacement and Manholes	\$500,000
City of Martindale Sewer Improvements at the Wastewater Treatment Plant and Lift Station	\$500,000
City of Ingram Street Reconstruction within the City	\$500,000
Pine Forest Street Reconstruction within the City	\$500,000

Work Performance

Philosophy

LCMS brings full-spectrum grant application and management services and will work with the client through every step of the grant process, ensuring that the client's priorities and goals are considered and successfully achieved.

Years of federal program experience and an organized approach allows LCMS to produce 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.

Core Tasks of a Grant Administrator

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

Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

Remote capability to support project management through unplanned events (e.g. pandemic)

Workflow

Application Preparation

LCMS implements a data-driven approach to ensure identified grant opportunities match the individual needs of the client and its recovering residents. We have proven procedures to guide you through the application requirements including open and inclusive citizen participation procedures. Through our work with Texas communities, we have assisted impacted cities and counties to navigate all HMGP applications.

- **Step 1: Assess current needs**

We serve our communities with the full picture of local recovery in mind. You know best which projects you need in order to not only recover, but to strengthen the community for the future. Through LCMS's extensive experience with disaster recovery 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 the grant requirements**

LCMS will gather the necessary data and information to ensure eligibility and conformance with program objectives. We will assist you in the development of project scopes of work that meet all eligibility requirements.

- **Step 3: Prepare a grant application**

Our thorough knowledge of local, state, and federal agency requirements and application processes will help you swiftly and proficiently complete the application. LCMS will work with you to plan eligible projects that will help you recover and serve to mitigate loss from future disasters.

- **Step 4: Submit a compliant application**

All TDA 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 you to resolve any final concerns before submission.

Project Management

LCMS will administer the projects developed and submitted through completion and monitoring and will follow all Program requirements. Grant administration not only requires following the rules and regulations, but you must also 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 the community, 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.

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

LCMS is a Grant Administrator (GA) and Environmental Services Provider (ESP) for the Texas Department of Agriculture's CDBG Programs. 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).

In accordance with 24 CFR part 58, LCMS will complete environmental reviews at the appropriate level. 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.

LCMS has completed over 1000 environmental reviews for grantees on the Hurricane Ike and Dolly disaster recovery program, Texas Department of Agriculture TxCDBG Program, Wildfire's I & II recovery and 2 recent HMGP DR 5233 and 5288 environmental assessments for Bastrop County. All sites will be evaluated for 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/reimbursement requests/close out. All necessary documentation will be submitted through the agency's system of record. We will assist you 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 and 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. Your Project Closeout will be in accordance with 2 CFR Sections. We follow all TDA requirements for final grant closeout.

Capacity to Perform

LCMS Staff Experience

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 HMGP, TWDB, 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 29 service minded individuals, LCMS has the capacity to write and administer additional projects.

TDA Key Personnel

Angela Sifuentes and Anna Martin are both TDA GO Certified Grant Administrators with extensive expertise in overseeing the complete grant lifecycle. They excel in the detailed management of specific grant projects, handling everything from initial application development through to successful completion. Their skills encompass community-focused oversight and project-specific management, allowing them to effectively administer each grant with precision. Both professionals ensure full compliance with all relevant regulations throughout the process. With their comprehensive approach, Angela and Anna individually manage their assigned grants, contributing to the successful implementation of various city initiatives and maximizing the impact of grant funding for their communities.

Cost Estimate

Proposed Cost of Services for TDA CDBG-

Unlike our competitors, **this rate is fixed, and we will NEVER bill MORE than the proposed amount.** These services include but are not limited to amendment processing, environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.).

Pre-Funding Services	
Develop project scope and complete the CDBG Infrastructure Application	\$0.00
Post-Funding Services	
Grant Administration Services	TDA CDBG Fees
• Record keeping system	\$6,000.00
• Preparation/Submittal Section 3, EEO & Fair Housing Activities	\$6,000.00
• Environmental review & Clearance of Special Conditions	\$9,000.00
• Contract / Financial Project Management – preparation and submittal of drawdown requests	\$10,200.00
• Assistance in procurement process (Construction / Financial Interest Reports submitted)	\$6,000.00
• Completion and filing of all Construction Documents	\$6,000.00
• Preparation and submittal of close-out documents	\$1,800.00
• Acquisition & Special Conditions	\$9,000.00
• Labor Standards Compliance	\$60,000.00
Total for Grant Administration Services	

References

1. City of Lyford

Lydia Moreno – City Administrator

Contact Number: (956) 347-3512

cityoflyford@lyforddtx.us

Grant Funding: CDBG

Projects: Multiple CDBG Projects

2. Caldwell County

Judge Hoppy Hayden

Contact Number: (512) 398-1809

Hoppy.haden@co.caldwell.tx.us

Grant Funding: GLO CDBG DR and MIT

Projects: 2017 Infrastructure project and a 2020 GLO-MIT award for an Emergency Shelter.

3. City of Smithville

Robert Tamble – City Manager

Contact Number: (512) 423-9390

citymanager@ci.smithville.tx.us

Grant Funding: CDBG

Projects: Multiple CDBG water/wastewater projects and Innovation Center Project

4. City of Harker Heights

Mark Hyde –Public Works

Contact Number: (254) 953-5641

mhyde@ci.harker-heights.tx.us

Grant Funding: NRCS/CDBG DR

Projects: Roy Reynolds Bridge

5. **City of Hallettsville**

Grace Ward – City Administrator

Contact Number: (361) 798-3681

cityadmin@cityofhallettsville.org

Grant Funding: CDBG & ARPA

Projects: Improved street and drainage projects throughout the City of Hallettsville, Installation of storm sewers, box culverts, sidewalks, and is in the process of upgrading their city water meters.

6. **City of Ivanhoe**

Skip Blackstone – City Mayor

Contact Number: (409) 283-3299

skip.blackstone@cityofivanhoe.texas.gov

Grant Funding: CDBG & ARPA

Projects: Convert the Lake Ivanhoe Dam into a stormwater detention facility, clear and grade drainage channels, and reconstruct the emergency discharge structure and water control gates at Lake Tristan Emergency Spillway and Lake Camelot Water Control and Dam.

7. **Karnes County**

Wade J. Hedtke – County Judge

Contact Number: (830) 780-3732

Wade.hedtke@co.karnes.tx.us

Grant Funding: TWDB & CDBG

Projects: Implemented projects designed to improve water infrastructure including water lines, drainage improvements along roadways, and a bridge in the City of Runge and a drainage study that is being funded by the Texas Water Development Board.

8. **San Jacinto County**

David Brandon – Precinct 3 Commissioner

Contact Number: (281) 592-1109

dbrandon@eastex.net

Grant Funding: ARPA

Projects: Assist local water supply corporations in making various improvements to infrastructure, water supply towers, and obtaining generators.

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
1988	Florence	\$250,000.00	1995	Buckholts	\$250,000.00
1989	Buckholts	\$168,000.00	1995	La Coste	\$250,000.00
1989	Devine	\$250,000.00	1995	McMullen County	\$265,504.00
1989	Harker Heights	\$227,540.00	1995	Runge	\$265,504.00
1989	Runge	\$250,000.00	1995	Thrall	\$250,000.00
1990	Charlotte	\$250,000.00	1996	Atascosa County	\$500,000.00
1990	Harker Heights	\$246,650.00	1996	Atascosa County	\$250,000.00
1990	Llano	\$250,000.00	1996	Blanco	\$350,000.00
1990	Moody	\$200,000.00	1996	Blanco	\$250,000.00
1990	Taft	\$273,925.00	1996	Charlotte	\$250,000.00
1991	Jourdanton	\$385,000.00	1996	Falls City	\$250,000.00
1991	La Vernia	\$383,000.00	1996	Florence	\$250,000.00
1991	Milam County	\$250,000.00	1996	Lampasas	\$250,000.00
1991	Thorndale	\$186,015.00	1996	Marble Falls	\$434,769.00
1991	Blanco	\$250,000.00	1996	Moody	\$250,000.00
1991	Charlotte	\$250,000.00	1997	La Grange	\$250,000.00
1991	Devine	\$177,700.00	1998	Atascosa County	\$500,000.00
1991	Falls City	\$250,000.00	1998	Bastrop	\$250,000.00
1992	Runge	\$250,000.00	1998	Charlotte	\$250,000.00
1992	Thrall	\$250,000.00	1998	Florence	\$250,000.00
1992	Falls City	\$250,000.00	1998	Harker Heights	\$250,000.00
1992	Gillespie County	\$300,000.00	1998	La Coste	\$250,000.00
1993	Blanco	\$250,000.00	1998	Live Oak County	\$300,000.00
1993	Charlotte	\$250,000.00	1998	Marble Falls	\$300,000.00
1993	Devine	\$250,000.00	1998	Marble Falls	\$200,000.00
1993	Florence	\$171,870.00	1998	Smithville	\$250,000.00
1993	Gillespie County	\$250,000.00	1999	Atascosa County	\$500,000.00
1993	Harker Heights	\$229,122.00	1999	Bandera	\$250,000.00
1993	Holland	\$250,000.00	1999	Belton	\$250,000.00
1993	Llano	\$250,000.00	1999	Charlotte	\$250,000.00
1993	Rockdale	\$250,000.00	1999	Cuney	\$250,000.00
1993	Runge	\$250,000.00	1999	Hays County	\$350,000.00
1994	Bee County	\$300,000.00	1999	Hays County	\$350,000.00
1994	Bee County	\$499,845.00	1999	Holland	\$250,000.00
1994	Buda	\$250,000.00	1999	Kyle	\$250,000.00
1994	Falls City	\$250,000.00	1999	Runge	\$250,000.00
1994	Lampasas	\$250,000.00	1999	Smithville	\$350,000.00
1994	Rockdale	\$250,000.00	2000	Devine	\$250,000.00
1994	Travis County	\$250,000.00	2000	Fayetteville	\$226,732.00

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2000	Flatonia	\$250,000.00	2003	Fayetteville	\$250,000.00
2000	Hays County	\$250,000.00	2003	Giddings	\$250,000.00
2000	Harker Heights	\$250,000.00	2003	Runge	\$250,000.00
2000	Hondo	\$250,000.00	2003	Thrall	\$250,000.00
2000	Marble Falls	\$250,000.00	2004	Bandera	\$250,000.00
2000	Mexia	\$250,000.00	2004	Belton	\$250,000.00
2000	Moody	\$250,000.00	2004	Devine	\$250,000.00
2000	Smithville	\$250,000.00	2004	Falls City	\$250,000.00
2001	Bastrop	\$250,000.00	2004	Fayette County	\$250,000.00
2001	Cuney	\$250,000.00	2004	Flatonia	\$313,000.00
2001	Falls City	\$250,000.00	2004	Marble Falls	\$250,000.00
2001	Fayette County	\$250,000.00	2004	Mexia	\$250,000.00
2001	Flatonia	\$250,000.00	2004	Streetman	\$250,000.00
2001	Holland	\$250,000.00	2005	Bartlett	\$250,000.00
2001	Karnes County	\$250,000.00	2005	Bastrop County	\$250,000.00
2001	Kyle	\$250,000.00	2005	Bastrop	\$350,000.00
2001	McMullen County	\$300,000.00	2005	Bastrop County	\$250,000.00
2001	Travis County	\$189,820.00	2005	Bastrop County	\$350,000.00
2002	Atascosa County	\$310,501.08	2005	Devine	\$250,000.00
2002	Bandera	\$186,249.00	2005	Fayette County	\$250,000.00
2002	Bee County	\$300,000.00	2005	Flatonia	\$250,000.00
2002	Blanco	\$96,008.00	2005	Florence	\$250,000.00
2002	Blanco	\$350,000.00	2005	La Coste	\$250,000.00
2002	Devine	\$250,000.00	2005	Live Oak County	\$300,000.00
2002	Falls City	\$231,533.00	2005	Moody	\$250,000.00
2002	Florence	\$250,000.00	2005	Runge	\$250,000.00
2002	Hays County	\$217,790.00	2005	Streetman	\$250,000.00
2002	Hondo	\$250,000.00	2005	Taylor	\$400,000.00
2002	Karnes County	\$350,000.00	2005	Thrall	\$250,000.00
2002	La Coste	\$250,000.00	2005	Weimar	\$250,000.00
2002	Lampasas	\$250,000.00	2006	Atascosa County	\$250,000.00
2002	Rockdale	\$250,000.00	2006	Bandera	\$250,000.00
2002	Runge	\$250,000.00	2006	Blanco	\$250,000.00
2002	Smithville	\$250,000.00	2006	Charlotte	\$250,000.00
2002	Weimar	\$350,000.00	2006	Cisco	\$250,000.00
2003	Atascosa County	\$250,000.00	2006	Falls City	\$250,000.00
2003	Bee County	\$300,000.00	2006	Giddings	\$250,000.00
2003	Blanco	\$250,000.00	2006	Harker Heights	\$250,000.00
2003	Charlotte	\$250,000.00	2006	Hondo	\$250,000.00

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2006	Lampasas	\$250,000.00	2009	Christine	\$250,000.00
2006	Marble Falls	\$250,000.00	2009	Copperas Cove	\$250,000.00
2006	Rockdale	\$250,000.00	2009	Fayetteville	\$250,000.00
2006	Smithville	\$250,000.00	2009	Flatonia	\$250,000.00
2007	Bandera	\$250,000.00	2009	Gatesville	\$250,000.00
2007	Bastrop County	\$250,000.00	2009	Hallettsville	\$250,000.00
2007	Bastrop County	\$250,000.00	2009	Hays County	\$250,000.00
2007	Charlotte	\$250,000.00	2009	Hondo	\$250,000.00
2007	Gatesville	\$350,000.00	2009	La Grange	\$250,000.00
2007	Giddings	\$250,000.00	2009	Lampasas	\$250,000.00
2007	Karnes County	\$250,000.00	2009	Marble Falls	\$250,000.00
2007	Lampasas	\$350,000.00	2009	Martindale	\$250,000.00
2007	Marble Falls	\$350,000.00	2009	Moody	\$250,000.00
2007	Marble Falls	\$350,000.00	2009	Rockdale	\$250,000.00
2007	McMullen County	\$500,000.00	2009	Runge	\$250,000.00
2007	Runge	\$250,000.00	2009	Smithville	\$250,000.00
2008	Atascosa County	\$250,000.00	2009	Streetman	\$250,000.00
2008	Atascosa County	\$84,435.00	2010	Atascosa County	\$250,000.00
2008	Bastrop	\$250,000.00	2010	Bertram	\$250,000.00
2008	Bee County	\$300,000.00	2010	Blanco	\$250,000.00
2008	Blanco	\$250,000.00	2010	Cottonwood Shores	\$350,000.00
2008	Christine	\$63,198.00	2010	Devine	\$250,000.00
2008	Cisco	\$250,000.00	2010	Falls City	\$250,000.00
2008	Cisco	\$114,591.00	2010	Fayette County	\$250,000.00
2008	Cisco	\$50,000.00	2011	Christine	\$250,000.00
2008	Copperas Cove	\$350,000.00	2011	Cottonwood Shores	\$250,000.00
2008	Falls City	\$250,000.00	2011	Dilley	\$250,000.00
2008	Hays County	\$250,000.00	2011	Dublin	\$250,000.00
2008	Hondo	\$250,000.00	2011	Flatonia	\$250,000.00
2008	La Coste	\$250,000.00	2011	Hondo	\$250,000.00
2008	Lampasas	\$250,000.00	2011	Karnes City	\$250,000.00
2008	McMullen County	\$300,000.00	2011	Kenedy	\$250,000.00
2008	Moody	\$250,000.00	2011	Mathis	\$250,000.00
2008	Rockdale	\$250,000.00	2011	Poteet	\$250,000.00
2008	Rockdale	\$350,000.00	2011	Rockdale	\$250,000.00
2008	Taylor	\$100,000.00	2011	Runge	\$250,000.00
2009	Bandera	\$250,000.00	2011	Smiley	\$250,000.00
2009	Bartlett	\$250,000.00	2011	La Feria	\$18,000,000.00
2009	Charlotte	\$250,000.00	2011	Bastrop County	\$503,284.67

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2012	Bastrop County	\$4,754,900.00	2014	Christine	\$275,000.00
2012	Bastrop County	\$23,439,414.14	2014	Gatesville	\$275,000.00
2012	Bastrop County CD	\$275,000.00	2014	Hallettsville	\$275,000.00
2012	Bastrop County	\$350,000.00	2014	Hays County	\$275,000.00
2012	Bee County	\$297,036.00	2014	Jourdanton	\$275,000.00
2012	Atascosa County	\$299,599.00	2014	Karnes County	\$275,000.00
2012	Bynum	\$300,000.00	2014	Kenedy	\$275,000.00
2012	Cisco	\$275,000.00	2014	La Coste	\$275,000.00
2012	Devine	\$275,000.00	2014	Lampasas	\$275,000.00
2012	Falls City	\$275,000.00	2014	Lyford	\$26,743.00
2012	Falls City	\$350,000.00	2014	Martindale	\$275,000.00
2012	Fayette County	\$275,000.00	2014	Rockdale	\$275,000.00
2012	Florence	\$275,000.00	2014	Schulenberg	\$150,000.00
2012	Florence	\$327,500.00	2014	Smithville	\$275,000.00
2012	Gatesville	\$75,000.00	2014	Stockdale	\$275,000.00
2012	Harker Heights	\$350,000.00	2014	Weimer	\$350,000.00
2012	La Coste	\$275,000.00	2014	West	\$274,999.00
2012	Live Oak Colonia	\$500,000.00	2015	Buda	\$430,377.00
2012	Live Oak Colonia	\$300,000.00	2015	Hays County	\$2,349,747.00
2012	Marble Falls	\$275,000.00	2015	Hays County	\$5,003,006.00
2012	Pleasanton	\$275,000.00	2015	Lyford B-116	\$1,000,000.00
2012	Wilson County	\$350,000.00	2015	Lyford B-118	\$433,375.00
2013	Bartlett	\$275,000.00	2015	Uhland	\$277,388.00
2013	Charlotte	\$275,000.00	2015	Bastrop County	\$275,000.00
2013	Devine	\$275,000.00	2015	Charlotte	\$275,000.00
2013	Granite Shoals	\$275,000.00	2015	Devine	\$275,000.00
2013	Hondo	\$275,000.00	2015	Elgin	\$275,000.00
2013	La Grange	\$275,000.00	2015	Flatonia	\$275,000.00
2013	Lyford	\$215,382.00	2015	Harker Heights	\$275,000.00
2013	Lyford D	\$350,000.00	2015	City of Hondo	\$275,000.00
2013	Moody	\$300,000.00	2015	Karnes City	\$275,000.00
2013	Nixon	\$275,000.00	2015	Lyford	\$230,870.00
2013	Poteet	\$275,000.00	2015	Poteet	\$275,000.00
2013	Refugio County	\$300,000.00	2015	Rockdale	\$275,000.00
2013	Runge	\$275,000.00	2015	Stockdale	\$275,000.00
2013	Taylor-Wilco	\$300,000.00	2015	Taylor	\$350,000.00
2013	Three Rivers	\$300,000.00	2015	Taylor	\$82,203.00
2014	Bandera	\$275,000.00	2016	Bastrop County	\$447,748.00
2014	Bertram	\$275,000.00	2016	Lee County	\$2,020,000.00

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2016	Bandera	\$275,000.00	2017	Shiner	\$272,693.00
2016	Barlett	\$275,000.00	2017	Smiley	\$595,907.00
2016	Bastrop County	\$350,000.00	2017	Yoakum	\$1,416,383.00
2016	Blanco	\$275,000.00	2017	Bastrop County	\$242,902.00
2016	Chico	\$275,000.00	2017	Bertram	\$300,000.00
2016	Eastland County	\$350,000.00	2017	Charlotte	\$275,000.00
2016	Falls City	\$275,000.00	2017	Cisco	\$275,000.00
2016	Fayette County	\$87,271.00	2017	Cisco	\$350,000.00
2016	Florence	\$275,000.00	2017	Eastland County	\$275,000.00
2016	Gatesville	\$500,000.00	2017	Flatonia	\$45,000.00
2016	Glen Rose	\$275,000.00	2017	Hays County	\$300,000.00
2016	Granite Shoals	\$275,000.00	2017	Hondo	\$275,000.00
2016	Kenedy	\$275,000.00	2017	La Grange	\$300,000.00
2016	Marble Falls	\$275,000.00	2017	Natalia	\$275,000.00
2016	Martindale	\$350,000.00	2017	Rockdale	\$275,000.00
2016	Meridian	\$300,000.00	2017	Runge	\$275,000.00
2016	Natalia	\$50,000.00	2017	Smithville	\$300,000.00
2016	Nixon	\$275,000.00	2017	Stockdale	\$275,000.00
2016	Runge	\$275,000.00	2017	Thrall	\$300,000.00
2016	Smiley	\$275,000.00	2017	Uhland	\$40,000.00
2016	Stockdale	\$350,000.00	2018	Atascosa County	\$275,000.00
2016	Tolar	\$275,000.00	2018	Bandera	\$275,000.00
2016	Uhland	\$275,000.00	2018	Bastrop	\$300,000.00
2016	Wilson County	\$350,000.00	2018	Devine	\$275,000.00
2017	Bastrop County	\$2,015,856.00	2018	Eastland County	\$500,000.00
2017	Bastrop County	\$1,632,148.00	2018	Eastland County	\$350,000.00
2017	Caldwell County	\$1,000,000.00	2018	Fayette County	\$300,000.00
2017	Caldwell County	\$1,458,279.00	2018	Fayetteville	\$300,000.00
2017	Goliad County	\$1,583,333.00	2018	Floresville	\$275,000.00
2017	Goliad County	\$723,030.00	2018	Hallettsville	\$275,000.00
2017	Gonzalez County	\$1,667,714.00	2018	Jourdanton	\$275,000.00
2017	Gonzalez County	\$903,466.00	2018	Karnes County	\$275,000.00
2017	Hallettsville	\$279,939.00	2018	La Coste	\$275,000.00
2017	Karnes County	\$1,725,606.00	2018	Lampasas	\$275,000.00
2017	Karnes County	\$74,177.00	2018	Lyford	\$275,000.00
2017	Lee County	\$286,021.00	2018	Moulton	\$275,000.00
2017	Lee County	\$1,000,000.00	2018	Pleasanton	\$275,000.00
2017	Moulton	\$263,295.00	2018	Poth	\$275,000.00
2017	Nixon	\$671,903.00	2018	Schulenberg	\$300,000.00

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2018	Smiley	\$275,000.00	2020	Hitchcock	\$408,940.00
2018	Uhland	\$300,000.00	2020	Iredell	\$275,000.00
2018	Taylor	\$500,000.00	2020	Jourdanton	\$275,000.00
2018	Florence	\$750,000.00	2020	Karnes City	\$500,000.00
2018	Floresville	\$500,000.00	2020	Karnes County	\$275,000.00
2018	Liberty Hill	\$1,243,165.00	2020	La Coste	\$275,000.00
2019	Bastrop County	\$300,000.00	2020	La Grange	\$275,000.00
2019	Burnet County	\$350,000.00	2020	Lampasas	\$275,000.00
2019	Charlotte	\$275,000.00	2020	Los Indios	\$275,000.00
2019	Flatonia	\$300,000.00	2020	Lyford	\$275,000.00
2019	Florence	\$300,000.00	2020	Marble Falls	\$275,000.00
2019	Granite Shoals	\$300,000.00	2020	Meridian	\$275,000.00
2019	Hondo	\$275,000.00	2020	Moody	\$275,000.00
2019	Lexington	\$300,000.00	2020	Nixon	\$275,000.00
2019	McLennan County	\$300,000.00	2020	Pleasanton	\$275,000.00
2019	Poteet	\$275,000.00	2020	Santa Rosa -DRP	\$275,000.00
2019	Rockdale	\$275,000.00	2020	Schulenburg	\$275,000.00
2019	Runge	\$275,000.00	2020	Thrall	\$275,000.00
2019	Stockdale	\$275,000.00	2020	Austin County	\$36,937,293.90
2019	Liberty Hill	\$500,000.00	2020	Bastrop County	\$4,240,329.20
2019	Florence	\$300,000.00	2020	Caldwell County	\$17,460,036.00
2019	Granite Shoals	\$300,000.00	2020	Eastland County	\$9,999,140.72
2019	Hondo	\$275,000.00	2020	Eastland County	\$9,805,900.00
2019	Lexington	\$300,000.00	2020	Gonzales County	\$6,071,588.57
2019	McLennan County	\$300,000.00	2020	Hallettsville	\$9,882,441.85
2019	Poteet	\$275,000.00	2020	Ivanhoe	\$11,472,116.80
2019	Rockdale	\$275,000.00	2020	Kenedy	\$43,040,897.00
2019	Runge	\$275,000.00	2020	Lexington	\$6,393,661.50
2019	Stockdale	\$275,000.00	2020	Martindale	\$6,678,027.21
2019	Liberty Hill	\$500,000.00	2020	Moulton	\$4,298,611.68
2019	Taylor	\$40,000.00	2020	Nixon	\$3,592,211.82
2019	Taylor	\$70,000.00	2020	Rockdale	\$4,417,469.03
2019	Corpus Christi	\$3,000,000.00	2020	San Patricio County	\$15,435,182.60
2020	Blanco	\$275,000.00	2020	Seadrift	\$4,850,939.04
2020	Bynum	\$275,000.00	2020	Seguin	\$37,861,885.50
2020	Devine	\$275,000.00	2020	Smithville	\$12,966,041.00
2020	Falls City	\$275,000.00	2020	Uhland	\$11,851,660.80
2020	Floresville	\$275,000.00	2020	Yoakum	\$8,143,545.20
2020	Hallettsville	\$275,000.00	2020	Yoakum	\$4,960,187.10

LCMS Grant Management Experience

Year	Client	Amount	Year	Client	Amount
2020	Comanche	\$150,000.00	2022	Lexington	\$350,000.00
2020	Taylor	\$107,351.00	2022	Los Indios	\$350,000.00
2020	Bandera	\$150,000.00	2022	McLennan County	\$350,000.00
2020	Stockdale	\$150,000.00	2022	Moody	\$350,000.00
2020	La Grange	\$750,000.00	2022	Moulton	\$350,000.00
2020	Salado	\$150,000.00	2022	Nixon	\$350,000.00
2020	Tomball	\$750,000.00	2022	Runge	\$350,000.00
2020	Atascosa County	\$461,460.00	2022	Schulenberg	\$350,000.00
2020	Caldwell County	\$890,595.00	2022	Smiley	\$350,000.00
2020	Goliad County	\$308,148.00	2022	Thrall	\$350,000.00
2020	Kenedy County	\$295,360.00	2023	San Jacinto County	\$14,192,000.00
2020	Lee County	\$461,460.00	2023	Colorado County	\$5,284,400.00
2020	Marble Falls	\$2,500,000.00	2023	Lake Jackson	\$2,138,700.00
2020	Seguin	\$860,000.00	2023	Simonton	\$1,599,100.00
2020	Bandera	\$275,000.00	2023	Coryell County	\$3,370,000.00
2020	Bee County	\$275,000.00	2023	San Patricio County	\$25,931,300.00
2020	Bertram	\$275,000.00	2023	Madison County	\$912,600.00
2021	Buckholts	\$2,922,456.00	2023	Goliad County	\$1,848,500.00
2021	Lexington	\$2,297,000.00	2023	Kingsville	\$3,946,500.00
2021	Lyford	\$255,084.00	2023	Lavaca County	\$2,907,000.00
2021	Port Isabel	\$255,084.00	2023	Shiner	\$946,600.00
2021	Santa Rosa	\$255,084.00	2023	Moulton	\$962,400.00
2021	West	\$350,000.00	2023	La Grang	\$4,556,000.00
2021	Willacy County	\$255,084.00	2023	Schulenburg	\$3,289,900.00
2022	Bandera	\$350,000.00	2023	Carmine	\$2,548,300.00
2022	Bastrop County	\$350,000.00	2023	Bastrop County	\$4,362,600.00
2022	Bertram	\$350,000.00	2023	Lexington	\$1,967,500.00
2022	Blanco	\$174,682.00	2023	Smithville	\$2,421,100.00
2022	Burton	\$350,000.00	2023	Nixon	\$1,433,500.00
2022	Charlotte	\$350,000.00	2023	Flatonia	\$3,022,400.00
2022	Comanche	\$350,000.00	2023	Gonzales County	\$2,459,200.00
2022	Fayetteville	\$350,000.00	2023	Charlotte	\$2,134,900.00
2022	Flatonia	\$350,000.00	2023	Caldwell County	\$3,499,500.00
2022	Florence	\$350,000.00	2023	Karnes City	\$2,134,900.00
2022	Granite Shoals	\$350,000.00	2023	Kennedy	\$2,134,800.00
2022	Hays County	\$350,000.00	2023	Atascosa County	\$1,505,200.00
2022	Hondo	\$350,000.00	2023	Karnes County	\$2,197,900.00
2022	Iredell	\$290,107.00	2023	Fayette County	\$4,810,100.00
2022	Ivanhoe	\$350,000.00	2023	Seguin	\$2,134,800.00

LCMS Grant Management Experience

Year	Client	Amount
2023	Guadalupe County	\$1,850,700.00
2023	Lee County	\$2,548,800.00
2023	Martindale	\$2,375,000.00
2023	Hallettsville	\$1,397,600.00
2023	Sinton	\$5,304,400.00
2023	Seadrift	\$1,736,200.00
2023	Yoakum	\$2,209,900.00
2023	Columbus HGAC	\$15,811,189.50
2023	Columbus MOD	\$1,018,300.00
2023	Angleton	\$1,792,900.00
2023	Burton	\$593,800.00
2023	Onalaska	\$679,000.00
2023	Gregory	\$3,946,700.00
2023	Ivanhoe	\$1,933,000.00
2023	Livingston	\$2,541,000.00
2023	Cold Spring	\$631,000.00
2023	Smithville	\$300,000.00
2023	Hallettsville	\$300,000.00
2023	Martindale	\$300,000.00
2023	Lexington	\$300,000.00
2023	Creedmor	\$300,000.00
2023	Wimberly	\$300,000.00
2023	Taylor	\$300,000.00
2023	Ivanhoe	\$300,000.00
2023	ColdSpring	\$300,000.00
2023	Cisco	\$300,000.00
2023	Fayetteville	\$300,000.00
2023	Sinton	\$300,000.00



JUDY LANGFORD

President & Owner



Email: judy@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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.



ANGELA SIFUENTES

Community Development Team
Manager
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



Email: angela@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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.



Email: anna@lcmisinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com

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



Email: jill@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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 your grant application or funded project



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: erin@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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.



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



Email: jessica@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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.



**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**



Email: kat@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

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.



ALYSSA BICKFORD
Program Manager

AREAS OF EXPERTISE

- Excellent organizational and time-management abilities
- Strong written and verbal communication skills
- Detail-oriented and able to manage multiple tasks simultaneously
- Experience with managing confidential information

SOFTWARE SKILLS

- Adobe Acrobat
- Microsoft Office Suite



Email: Alyssa@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

PROFESSIONAL SKILLS

WORK EXPERIENCE

Langford Community Management Services - Project Manager, Liberty Hill, TX 05/2023 - Current

- 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, Method of Distribution, and Supplemental requirements including current Federal Register Requirements.
- 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.

Sundancer Grill - Assistant General Manager, Lakeway, TX 06/2020- 03 2023

- Assisting the General Manager in overseeing the daily operations of the restaurant, including staffing, scheduling, ordering, inventory, and event planning
- Ensuring all staff members are properly trained in service, safety, and sanitation procedures
- Monitoring food and beverage quality and enforcing all health and safety regulations
- Investigating customer complaints and resolving issues in a timely, effective manner
- As bartender, Provided excellent service and ensured all guests had a pleasant dining experience
- Trained all FOH staff
- Ensured customers’ needs were met in a timely manner
- Handled cash transactions, maintained accurate records of transactions
- Monitored and maintained a clean dining area and bar

Foremost Forensics Office Manager, Austin, TX 2017 - 2020

- Managed a 24/7 drug and alcohol testing clinic for both on-site and in office testing.
- Worked alongside a doctor, performing physicals for DOT driver’s
- Managed billing, ordering, scheduling appointments, and office maintenance
- Worked with school districts, local law enforcements, and government agencies

Pluckers Wing Bar - Bartender/Trainer, Austin, TX 2012 - 2017

Bartender and server; trained all level employees including FOH, BOH, and management; helped implement a training program for deaf employees

EDUCATION

Leander High School — Leander, TX — 2009
Discipleship Training School — Western Europe — 2011





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



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.



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



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



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.

TDA Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Financial Management

Educational & Experience

10 Years of Experience





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





HELEN WILLARD

Environmental Specialist



Areas of Expertise

Monitoring & Compliance
Creation and Maintaining
Systems of Record
Financial Management
Technical writing
Quotes
CRM software
Market Research
Technical and Copy writing

Educational & Experience

Brown | 2001 BA Public Policy
Providence, RI



Email: helen@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Environmental Specialist, Langford Community Management Services, Austin, Texas
(May 2023 - Present)

- Ensure projects administered by Langford adhere to the National Environmental Policy Act and any other applicable laws and regulations. Prepare Environmental Reviews, public notices, and other correspondence and documentation to ensure that project designs will be approved and can proceed to construction.
- Collaborate with localities and Langford teams to develop and write competitive grants on behalf of rural cities and counties throughout Texas for awards from various state and federal agencies, including: Texas Department of Agriculture, the Texas General Land Office, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Economic Development, Texas Department of Transportation, US Department of Transportation, and the National Oceanic and Atmospheric Administration.
- Coordinate with communities to support long-term development that aligns with community goals and values by creating grant project ideas that will be both competitive and meaningfully help residents.
- Liaise with various state and local agencies to secure approval for projects that minimize adverse effects on the environment and comply with all guidelines, regulations, and laws.

Sales Consultant, AT&T August 2016 - May 2023

- Grew sales year-over-year for many different technologies: software and cloud solutions, fleet management, fiber, satellite, streaming, 5G cellular, and FirstNET solutions for first responder organizations.
- Achieved Business and FirstNET expert status within AT&T for exceeding goals for Business to Business and Government sales.
- Utilized dashboards and data analysis to develop new business opportunities. Create events for existing and new customers.
- Networked and utilized CRM software to create leads for new sales opportunities.

Guest Services Coordinator, SPCA of Brazoria County - October 2012 - March 2016

- Transitioned shelter to new data management software. Trained employees, created queries and forms, and assisted with payroll, medical records, bookkeeping, and workers' compensation.
- Created, planned, and executed adoption events and fundraisers.
- Coordinated with various rescue groups, fosters, and other shelters to form a network of safe homes for animals.
- Increased adoptions and fosters that enabled transition to no-kill status.

Master and Premier Tutor, Princeton Review October 2007 - July 2012

- Developed a network of clients to generate referrals. Lead informational sessions, marketing events, and workshops.
- Created published written content for Princeton Review coursebooks, software, website, and diagnostic tests.
- Continually exceeded net promoter scores, delivered documented score improvements for clients and generated referrals in order to become a top 50 nationwide tutor.

Core Responsibilities

- 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. Ensure compliance with all requirements.



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 2024.

Awarded on October 2, 2024

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 2024.

Awarded on November 1, 2024

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Vivian Hernandez

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 2024.

Awarded on December 12, 2024

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Kelley Bauer

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 2024.

Awarded on Nov ember 1, 2024

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 2024.

Awarded on November 1, 2024

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 2024.

Awarded on October 24, 2024

Suzanne Barnard Director for Community Development Block Grant Program



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 2024.

Awarded on November 1, 2024

Suzanne Barnard Director for Community Development Block Grant Program

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1742804904700
Approval Date: February 4, 2025
Scheduled Expiration Date: February 4, 2029

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 **February 4, 2025**, 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/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2025

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 INC 65812318 PO BOX 15427 AUSTIN TX 78761	CONTACT NAME:	
	PHONE (512) 451-6551 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hartford Lloyd's Insurance Company	
INSURED LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. 9017 W. Hwy 29 Liberty Hill TX 778642	NAIC# 38253	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			65 SBA NN6521	01/09/2025	01/09/2026	EACH OCCURRENCE	\$1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	☐ POLICY ☐ PRO-JECT ☒ LOC							
	OTHER:							
A	AUTOMOBILE LIABILITY			65 SBA NN6521	01/09/2025	01/09/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS	☐	SCHEDULED AUTOS				BODILY INJURY (Per accident)	
	HIRED AUTOS	☒	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	
	☒ AUTOS	☐						
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	☐ OCCUR ☐ CLAIMS-MADE						AGGREGATE	
	DED ☐ RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐	Y/N				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/ A				E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			65 SBA NN6521	01/09/2025	01/09/2026	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
9017 W. Hwy 29
Liberty Hill TX 78642

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

Susan L. Castaneda

© 1988-2015 ACORD CORPORATION. All rights reserved.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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.

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

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

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

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.

NO CONFLICT OF INTEREST

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

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

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

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.



Subaward Reporting is coming to SAM.gov on March 8th

[Show Details](#)

Feb 27, 2025



See All Alerts

Entity Validation [Show Details](#)

Feb 4, 2025



Home

Search

Data Bank

Data Services

Help

Search

All Words

e.g. 1606N020Q02

Search Results

Saved Searches



Select Domain

Entity Information



All Entity Information

Entities

No results found

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words *i*
- ☒ All Words *i*
- ☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

Classification

▼

Excluded Individual

^

First Name

Middle Name

Last Name

SSN / TIN

No results found

Judy Langford ×

Reid Howell ×

Excluded Entity

^

Entity Name

Langford Community Management Services, Inc. × ▲

Unique Entity ID

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

- Federal Organizations
- Exclusion Type
- Exclusion Program
- Location
- Dates

Reset



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back



No results found

Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts
- Policies
- Terms of Use
- Privacy Policy
- Restricted Data Use

Our Partners

- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners
- Customer Service
- Help
- Check Entity Status
- Federal Service Desk

[Freedom of Information Act](#)[External Resources](#)[Accessibility](#)[Contact](#)**⚠ WARNING**

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

SAM.gov**An official website of the U.S. General Services Administration**

No results found

Entities Search Results 1 Total Results

Filter by:	
Entity Name	Status
"LANGFORD COMMUNITY MANAGEMENT SERVICES INC."	active
	Inactive

LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. ● Active Registration

Unique Entity ID: E9ZTZ6ZKMK51	Physical Address:	Expiration Date:
CAGE/NCAGE: 5U3R0	9017 W STATE HIGHWAY 29 STE 206	Sep 18, 2025
	LIBERTY HILL , TX	Purpose of Registration:
	78642 USA	All Awards



LANGFORD COMMUNITY MANAGEMENT SERVICES, INC.

Unique Entity ID E9ZTZ6ZKMK51	CAGE / NCAGE 5U3R0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 18, 2025	
Physical Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	Mailing Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	

Business Information

Doing Business as LANGFORD COMMUNITY MANAGEMENT SERVICES INC	Division Name (blank)	Division Number (blank)
Congressional District Texas 31	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Sep 20, 2024	Submission Date Sep 18, 2024	Initial Registration Date Dec 21, 2009
--	--	--

Entity Dates

Entity Start Date Jan 1, 1997	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

9017 W State Highway 29
Liberty Hill, Texas 78642

Judy Langford

Points of Contact

Accounts Receivable POC

 JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

Electronic Business

 JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

9017 W. State HWY 29
Suite #206
Liberty Hill, Texas 78642
United States

Judy Langford
judy@lcmsinc.com
5127042040

2901 County Road 175
Leander, Texas 78641
United States

Government Business

 Judy Langford, Owner
judy@LCMSINC.com
5124520432

9017 W. State HWY
Suite #206
Liberty Hill, Texas 78642
United States

JUDY LANGFORD
judy@LCMSINC.com
5124520432

2901 County Road 175
Leander, Texas 78641
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	813990	Other Similar Organizations (Except Business, Professional, Labor, And Political Organizations)

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$4,000,000.00	30

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

Industry-Specific

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	(blank)	(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

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, LCMS, 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

Judy Langford

Printed Name and Title of Contractor's Authorized Official

02/11/2025

Date

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, <i>if applicable</i> : _____	
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: <u>Judy Langford</u> Title: <u>President</u> Telephone No.: <u>512-452-0432</u> Date: <u>01/08/25</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 sub awardee, e.g., the first sub awardee 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 "Sub awardee," 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 agency name, if known. For example, 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

**CITY OF JACKSONVILLE,
TEXAS**

MARCH 28, 2025



**PROFESSIONAL ADMINISTRATION/
PLANNING SERVICES**

Texas Department of Agriculture
Community Development Block Grant
Downtown Revitalization/
Main Street Program Fund
BID # 2025-100-01

GrantWorks

BUILDING OUR NATION'S COMMUNITIES.
HELP FOR TODAY, HOPE FOR TOMORROW.

CITY OF JACKSONVILLE, TEXAS

PROFESSIONAL ADMINISTRATION/PLANNING SERVICES FOR THE TEXAS DEPARTMENT OF AGRICULTURE, COMMUNITY DEVELOPMENT BLOCK GRANT DOWNTOWN REVITALIZATION/ MAIN STREET PROGRAM FUND BID #2025-100-01

MARCH 28, 2025



Proposal Disclaimer: The information contained in this proposal is confidential commercial information and shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to GrantWorks, Inc. as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requestor's right to use or disclose any technical data obtained from another source without restriction.

March 28, 2025

James Hubbard
City Manager
City of Jacksonville
315 South Ragsdale Street
Jacksonville, Texas 75766

Subject: City of Jacksonville, Texas Request for Proposal - Bid #2025-100-01: Professional Administration Services for the Texas Department of Agriculture, Texas Community Development Block Grant, Downtown Revitalization/Main Street Program Fund

Dear Mr. Hubbard,

Thank you for including GrantWorks in your Request for Proposal for grant administration services for the Texas Department of Agriculture (TDA) Texas Community Block Grant Program (TxCDBG) Downtown Revitalization/Main Street (DRP/MS) Program Fund.

GrantWorks was founded in 1979 to help small and rural governments achieve their infrastructure, community development, economic development, and resilience goals. Today, we are Texas' foremost provider of application and grant management services with a history of securing and administering more than \$10 billion in assistance for in partnership with over 720 cities and counties in Texas.

As reflected in our name, we provide comprehensive grant management services that span the entire grant life cycle. We handle every aspect of TxCDBG DRP/MS implementation, including project development, environmental review, compliance with state and federal regulations, implementation of funded construction projects, and closeout. We aim to ease the City's administrative burden and provide your staff with the information they need to make timely decisions. We believe we are the most qualified bidder to provide the services associated with the City of Jacksonville's downtown revitalization project for the following reasons:

Proven Experience – GrantWorks has provided Community Development grant administration for over 45 years. For the first 15 years in business, GrantWorks focused primarily on CDBG grant administration under the Texas State Small Cities program. GrantWorks has completed over 2,250 CDBG projects, more than any other consultant working in the State. We have strong relationships within state and federal agencies, having worked for and with the U.S. Housing and Urban Development (HUD), Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas General Land Office (GLO), and local governments in both public and private sector roles for more than four decades. GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG and a HUD-approved Technical Assistance Provider.

Expertise in TxCDBG DRP/MS Programs: GrantWorks has decades of experience helping Texas communities apply for DRP/MS grants and implement infrastructure improvements that eliminate deteriorating conditions and foster economic development in historic main street and rural downtown areas. In 2024, our talented team of application specialists helped secure funding for 30 downtown projects in Texas communities.

Highly Qualified Staff – Our team includes 91 Certified TxCDBG Administrators. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Teams of specialists in grant writing, labor standards compliance, environmental review, low-to-middle income (LMI) beneficiary documentation, construction management, site inspections, Affirmatively Furthering Fair Housing (AFFH), equal employment opportunity, and field-based client services support our project managers. This strong foundation allows our grant administration professionals to focus on project implementation. Tools such as **GrantWorks 20/20**—our proprietary grant management software solution—and detailed work plans that have been vetted and refined across thousands of project implementations enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously.

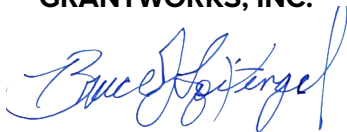
Established Working Relationships with TDA, Local Governments, and Other Entities: The GrantWorks Team is fortunate to have excellent working relationships with TDA, local governments, and other entities across Texas. These relationships make us well-positioned to serve the City of Jacksonville and the other stakeholders who will play a role in implementing the TxCDBG DRP/MS projects.

Commitment – At GrantWorks, we are dedicated to community development through public works construction and believe these improvements are essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality administration and implementation services, and we extend this pledge to the City of Jacksonville. This practice is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process.

We can provide the best assistance available to help you create a well-run, efficient, and successful TxCDBG program that complies with all TDA requirements. We appreciate your consideration of our firm.

Yours sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

TABLE OF CONTENTS

SECTION 1 – SCOPE OF SERVICES	1
1.1 Project Approach	1
1.2 Pre-Award Services.....	1
1.2.1 Application Development and Submission, if Required	1
1.3 Post-Award Services	1
1.3.1 Project Management.....	2
1.3.2 Financial Management.....	2
1.3.3 Environmental Review.....	3
1.3.4 Construction Management and Compliance with Labor Standards	4
1.3.5 Fair Housing/Equal Opportunity	4
1.3.6 Relocation.....	5
1.3.7 Rehabilitation of Private Property	5
1.3.8 Audit, Closeout, and Archiving Files	6
1.3.9 Demonstrated Understanding of the Scope of the TxCDBG Project	6
SECTION 2 – EXPERIENCE	7
2.1 About GrantWorks	7
2.2 Experience Working With and For Federal and State Funding Agencies.....	9
2.3 Experience with Federally Funded Projects	9
2.4 Community Development Block Grant Program Experience	10
2.5 Experience With Other Federal and State Grant Programs.....	11
2.6 TDA TxCDBG Downtown Revitalization/Main Street Program Experience.....	13
2.7 Relevant Project Descriptions	15
2.8 References from Current/Past Clients.....	29
SECTION 3 – PRIOR WORK PERFORMANCE	31
3.1 Proactive and Timely Communication with Client/TDA	31
3.2 Responsiveness to Client/TDA Needs.....	31
3.3 Ability to Deliver TDA Projects On Schedule	31
3.4 Practices That Ensure High Quality Work Product	32

3.5 Technical Competence Bolsters Audit Performance	33
3.6 Managing Projects With Budgetary Constraints	33
SECTION 4 – CAPACITY TO PERFORM	35
4.1 Qualifications/Experience of Staff	35
4.1.1 Organization Chart.....	36
4.1.2 Leadership and Program Management Services.....	37
4.1.3 Application Services.....	40
4.1.4 Project Delivery Support Services.....	43
4.2 Resumes of Key Personnel	51
4.3 Certified Administrator for TxCDBG Programs	51
4.3 Present and Projected Workloads.....	51
SECTION 5 – PROPOSED COST OF SERVICES	53
5.1 Scope of Services.....	53
5.2 Cost of Services.....	53
5.3 Affirmative Action	54
5.4 Equal Employment Opportunity Compliance.....	54
ATTACHMENT 1 – RESUMES OF KEY PERSONNEL	55
ATTACHMENT 2 – EVIDENCE OF TXCDBG CERTIFICATION	77
ATTACHMENT 3 – REQUIRED FORMS	79



SECTION 1

SCOPE OF SERVICES

SECTION 1 – SCOPE OF SERVICES

GrantWorks intends to manage all tasks under each service category listed in the RFP.

1.1 Project Approach

As Grant Administrator, GrantWorks 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(s), City staff and officials, construction contractors, and the funding agency
- ▶ Provide all start-up-related documentation, including a file maintenance system
- ▶ Provide project engineers with an engineering instruction and forms packet, so they know up-front what information is required by TDA
- ▶ Process all invoices, contracts, and change orders from the project engineer and contractors for recordkeeping and financial management
- ▶ Review workable solutions to resolve unexpected cost overruns, construction activity or location changes, or other issues that affect your project's eligibility and standing with the TDA
- ▶ Work with the City and TDA from start-up to close out to resolve any issues that may arise with your grant application or funded project.

GrantWorks will work with the City of Jacksonville and provide the administrative/planning services needed to assist the City with its application and overall management of a TDA TxCDBG 2025 Rural Economic Development Downtown Revitalization/Main Street Program (DRP/MS) Fund project.

1.2 Pre-Award Services

1.2.1 Application Development and Submission, if Required

GrantWorks prepares application documents and qualifies target areas using Census data. Our expertise in Geographic Information Systems (GIS) mapping, project scoping, and beneficiary documentation will help the City of Jacksonville quickly identify and prioritize its DRP/MS-eligible project.

Our application development services include:

- ▶ Develop detailed, thorough, and complete DRP/MS applications that meet or exceed TDA TxCDBG requirements
- ▶ Coordinate with the project engineer
- ▶ Submit the completed application to TDA by the deadline
- ▶ Satisfy all TDA requests for information

1.3 Post-Award Services

GrantWorks bases its strong project management methodology upon industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications. Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other grant management requirements. We use detailed document tracking systems and collaborate daily to ensure your projects are on track. GrantWorks will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare and provide all forms, notices, and agenda items in advance.

1.3.1 Project Management

We break down our project management methodology into three simple steps:

- ▶ **Step 1:** Thoroughly assess and understand the City of Jacksonville's requirements and needs.
- ▶ **Step 2:** Plan and perform work in a manner that meets those needs.
- ▶ **Step 3:** Use periodic assessment and continuous improvement techniques to enhance the effectiveness and efficiency of our systems and processes.

The tasks behind those steps begin upon contract award. The Project Manager, assisted by a team of grant administration specialists with extensive experience working with the TDA on TxCDBG and DRP/MS programs, will commence with program start-up procedures. These tasks include, but are not limited to:

- ▶ Meet with City, engineers, and stakeholders to discuss project activities, administration practices, and procedures.
- ▶ Prepare start-up grant documents, forms, notices, and agenda items for review or action.
- ▶ Establish a recordkeeping and document/data management system.
- ▶ Create and maintain financial processes and reporting mechanisms that are fully compliant with all state and federal guidelines and grant requirements.
- ▶ Assist with procurement and meet compliance requirements (such as those found in 2 CFR 200).
- ▶ Identify and obtain any permits, easements, and rights-of-way that might later cause unforeseen amendments or acquisitions.
- ▶ Implement detailed document tracking systems and collaborate daily to ensure that projects stay on track.
- ▶ Maintain regular contact with the entire project team, including the project engineer, local contacts, construction contractors, and other parties.
- ▶ Prepare and submit quarterly reports and other required updates.
- ▶ Assist in meeting civil rights and related requirements.
- ▶ Assist with real property acquisition (if required) in compliance with state and federal law (URA).
- ▶ Assist with compliance with federal labor standards for construction contracts.
- ▶ Track inquiries regarding grant completion dates.
- ▶ Attend site visits and public meetings as needed.
- ▶ Serve as the City's liaison during TDA monitoring.

1.3.2 Financial Management

We ensure that local government recipients establish and maintain financial processes that comply with state and federal regulations. GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology. Our financial management services include:

- ▶ Establish regulatory-compliant financial processes, including:
 - > Create and maintain a grant ledger.
 - > Implement a recordkeeping system that will allow the City to keep physical and digital copies of all documents locally.
 - > Develop project reports and distribution protocols.
- ▶ Assist with project accounting, including processing invoices, maintaining contracts, and reviewing change orders received from the project engineer and contractors.

- ▶ Facilitate milestone payments and ensure they meet all requirements before the City of Jacksonville makes payment.
- ▶ Track invoice submittal and payment processing.
- ▶ Deliver and route batches of project invoices with receipts.
- ▶ Facilitate the development of workable solutions to resolve any unexpected cost overruns, changes in construction activities or locations, or other issues that affect the project's eligibility and standing with the TDA or other governing agencies.
- ▶ Ensure that the City can meet non-federal match requirements, if applicable.

We initially review invoices and supporting draw documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible.

1.3.3 Environmental Review

GrantWorks has performed environmental reviews for hundreds of federally funded projects to evaluate potential environmental impacts on biological resources such as air and water quality, socioeconomic resources, and sites with archaeological and cultural significance. These evaluations have supported our work for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. We use state and federal resources to produce all necessary maps and data to understand relevant impacts and clearance needs. We also have expertise with wetland delineations and permit applications.

Managing environmental challenges can overwhelm local governments and frequently result in project delays. GrantWorks specializes in designing timely and efficient solutions to environmental obstacles. With our deep industry relationships and significant internal expertise, we can help mitigate hazards, ensure compliance with all TDA and HUD infrastructure and environmental requirements, and keep your project on track and on time. Environmental review services include:

- ▶ Analyze each project to determine the level of environmental review required.
- ▶ Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval.
- ▶ Prepare environmental assessment, including completing and submitting HUD required forms for environmental review and providing documentation to support environmental findings.
- ▶ Coordinate questions and feedback and prepare responses during the commenting phase of the environmental review.
- ▶ Maintain coordination with local officials, engineers, and other members of the project team.
- ▶ Prepare all public notices and submit them for publication.
- ▶ Provide documentation of clearance for parties known to be interested as required by 24 CFR 58.43.
- ▶ Process environmental reviews and clearances following NEPA.
- ▶ Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required.
- ▶ Prepare and submit monthly status reports.
- ▶ Participate in regularly scheduled progress meetings.
- ▶ Prepare and submit Request for Release of Funds and certifications to TDA.

1.3.4 Construction Management and Compliance with Labor Standards

The GrantWorks Team has a long history of providing clients with construction contract development assistance. This expertise enables us to review construction contracts to comply with state and federal requirements and ensure that we include all required DRP/MS contract provisions. Our project managers have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates.

GrantWorks' standardized approach for vetting contractors is documented in our Standard Operating Procedures (SOPs) to ensure transparency throughout the project. Our team collects and reviews contractor information and verifies construction contractor eligibility with TDA. As a best practice, we create, use, and update checklists to document and ensure all contractors meet compliance requirements. GrantWorks performs debarment and SAM registry checks precontract, while other checklists are completed before notice-to-proceed issuance and subsequent tasks.

The GrantWorks Team monitors the construction process to evaluate contractor performance and ensure compliance with equal opportunity and labor standards provisions. During routine but random visits to work sites, we conduct interviews with on-site staff, document progress and findings, and report to the City. In addition to unscheduled site visits, the team schedules on-site progress inspections for quality assurance, compliance, certify partial-payment requests, and review, recommend, and process any change orders as needed. Construction management services include:

- ▶ Help the City to document compliance with all federal and state requirements related to equal employment opportunity, minimum wage, and overtime pay requirements.
- ▶ Provide Labor Standards assistance, including requesting wage rates from TDA.
- ▶ Provide project engineers with instruction and forms packet, so they know up-front what information is required by the state agency.
- ▶ Conduct pre-construction conference and prepare minutes.
- ▶ Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract.
- ▶ Compile and review construction contract documents.
- ▶ Review weekly payrolls, including compliance follow-ups and performing employee interviews.
- ▶ Oversee grant activities to ensure the project adheres to the established budget, scope, and schedule.

1.3.5 Fair Housing/Equal Opportunity

Our team is fully prepared to support the City with affirmatively further fair housing (AFFH) and equal employment opportunity (EEO) monitoring. Besides having seasoned compliance and monitoring personnel, the GrantWorks Team has developed comprehensive AFFH/EEO reports for numerous clients. Drawing from this experience and the team's diverse skill set, we will ensure an affirmative project management approach at all phases, from the public hearing, planning, and data collection stages through project closeout and final sign-off. We will also consider and maximize accommodation and equal opportunity with all project stakeholders. The GrantWorks Team will draw upon previously vetted project checklists and other proven tools and templates to immediately expedite the development and monitoring processes and procedures following award notice. AFFH/EEO services include:

- ▶ Help the City to develop, implement, and document new activities for fair housing.
- ▶ Maintain documentation of all project beneficiaries by ethnicity and gender.

- ▶ Assist the City in developing and administering the Citizen Participation Plan per 24 CFR Part 91, Section 3 requirements per CFR Part 135, and Section 504 requirements per 24 CFR Part 8.
- ▶ Provide all applicable equal opportunity provisions and certifications included in the bid packet.
- ▶ Ensure adoption of excessive force provision per 24 CFR Part 91.
- ▶ Assist the City in publishing all required notices.

1.3.6 Relocation

The GrantWorks Team provides relocation services to all eligible displaced persons. We determine the needs and preferences of displaced persons and explain available relocation assistance and a person's right to appeal if they are unsatisfied with agency decisions. We offer and provide transportation to locate replacement housing. GrantWorks also offers listings of comparable dwellings for residential displacements. Our relocation advisory services also provide information on other state and federal assistance programs, counseling, and further assistance to minimize the hardship of adjusting to relocation. Relocation services include:

- ▶ Help the City prepare and submit local relocation guidelines to TDA for approval.
- ▶ Assist the City in identifying individuals to be relocated and prepare appropriate notices.
- ▶ Interview eligible displaced persons, identify assistance needs, and provide education/assistance.
- ▶ Maintain a relocation record for each individual/family.
- ▶ Inventory locally available housing resources and maintain a referral list.
- ▶ Issue appropriate notices.
- ▶ Ensure we promptly make all payments.

1.3.7 Rehabilitation of Private Property

GrantWorks has a proven record of rehabilitating private property, including housing units inhabited by low- to moderate-income persons through five-year forgivable loans. Our housing rehabilitation activities bring rehabilitated units to HUD Section 8 existing housing quality standards (HQS) and the Texas Minimum Construction Standards (TMCS). We assist cities and counties in providing homeowners with information that clearly explains the forgivable loan process and requirements. Rehabilitation of private property services include:

- ▶ Prepare and submit local rehabilitation guidelines to TDA for approval.
- ▶ Assist the City in establishing an escrow account and obtaining TDA approval.
- ▶ Develop outreach and application processing/verification forms.
- ▶ Screen applicants.
- ▶ Prepare work write-ups and cost estimates.
- ▶ Issue Notice to Proceed to construction contractors.
- ▶ Performance inspections, processing contract documents, and maintaining beneficiary records.
- ▶ Maintain applicant files following TDA requirements.

1.3.8 Audit, Closeout, and Archiving Files

GrantWorks operates on an audit-and-closeout philosophy that all projects should 'begin with the end in mind.' This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the project life cycle. From the beginning, we build an audit-ready program structured for closeout. Meticulous recordkeeping and documentation, critical milestone checklists, and transparent reporting facilitate routine and predictable final steps of the closeout process.

GrantWorks assists with reconciling financial data in all applicable systems, preparing the City for state and federal audits, and will participate in future audits as necessary. We excel in maintaining project files and proper documentation of all grant requirements. As part of our audit and closeout services, we:

- ▶ Perform internal reconciliation of project files and records.
- ▶ Work with the City to resolve any issues or concerns that may arise.
- ▶ Prepare and submit final closeout documents.
- ▶ Provide auditor with TxCDBG audit guidelines.
- ▶ Assist in working with TDA to resolve any monitoring and audit findings and any third-party claims.
- ▶ Attend any scheduled state or federal audit visits.
- ▶ Archive hard copy and electronic files.

1.3.9 Demonstrated Understanding of the Scope of the TxCDBG Project

The GrantWorks Team has a track record of completing TxCDBG projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City and TDA to reach all project schedule requirements and milestones successfully. GrantWorks intends to assist the City by proactively preparing for TDA TxCDBG funding. We will work closely with the City to determine specific needs for implementing DRP/MS projects and the type of information that best suits the City's results.



SECTION 2

EXPERIENCE

SECTION 2 – EXPERIENCE

2.1 About GrantWorks

GrantWorks' mission is to help communities become stronger, smarter, and more resilient. We achieve this by helping our clients maximize the transformation potential of grant funding.

GrantWorks was founded in La Porte by Bruce Spitzengel in 1979. For over 45 years, GrantWorks has been Texas' leading grant management firm specializing in state and federal grant programs. We are the foremost provider of community development, disaster recovery, hazard mitigation, housing, planning, transportation, and coastal grant program management for local governments in Texas. To date, GrantWorks has helped 720+ city, county, and state government entities secure and implement over \$10 billion in assistance.

We offer full-service grant management—from project development and grant writing through planning, implementation, and fully compliant closeout services.

We develop meaningful partnerships with our clients, always seeking collaborative and creative opportunities to solve complex community challenges. Collaboration, inclusivity, respect, responsiveness, and technical excellence are the hallmarks of our success and provide the foundation for the long-term relationships we enjoy with the communities we serve. Our extensive experience over various state and federal grants is illustrated below in **Figure 1**.

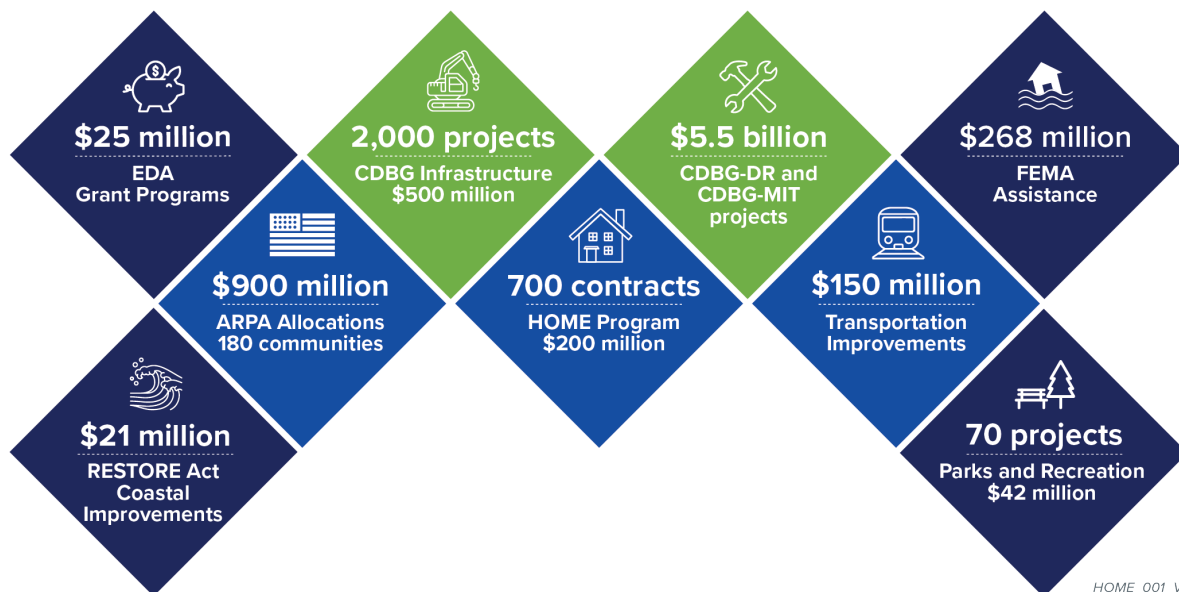


Figure 1: Grant Experience



SERVICES

Grant Writing & Application Services
Program Development
Project Management
Grant Administration
Marketing & Outreach
Project Development & Scoping
Project Eligibility Determination
Feasibility Reviews
Planning
Cost Estimates
Beneficiary Application Intake
Case Management
Duplication of Benefits Reviews
Financial Management
Recordkeeping & Data Management
Procurement
On-Site Davis-Bacon Labor Standards
Uniform Relocation Act (Acquisition)
Environmental Review & Clearance
Mapping/GIS
Construction Management
Federal/State/Local Compliance
Reporting
Audit & Monitoring Support
Project Closeout



PROJECT/ PROGRAM TYPES

American Rescue Plan Act
CARES Act COVID-19 Response
Congressionally Directed Spending
Broadband Development
Buyout/Acquisition Programs
Capital Improvements
Community Development
Disaster Recovery & Resiliency
Disaster Response
Economic Development
Emergency Rental Relief
Hazard Mitigation
Housing Rehabilitation/Reconstruction
Homebuyer Assistance
Homeowner Reimbursements
Infrastructure
Planning
Retrofits for Public Buildings
Training/Capacity Building
Transportation

Figure 3: Services and Areas of Operation

We work side-by-side with our neighbors to help secure assistance and implement grant-funded programs that improve the quality of life in the communities where we live, work, and play. GrantWorks' client base includes 574 cities and 147 counties throughout the state. Headquartered in Austin with 87 field locations (**Figure 2**), GrantWorks' local presence facilitates our ability to be responsive to client and project needs and enables our teams to be present and act quickly when necessary. We have provided an overview of our services and areas of operation in **Figure 3**.

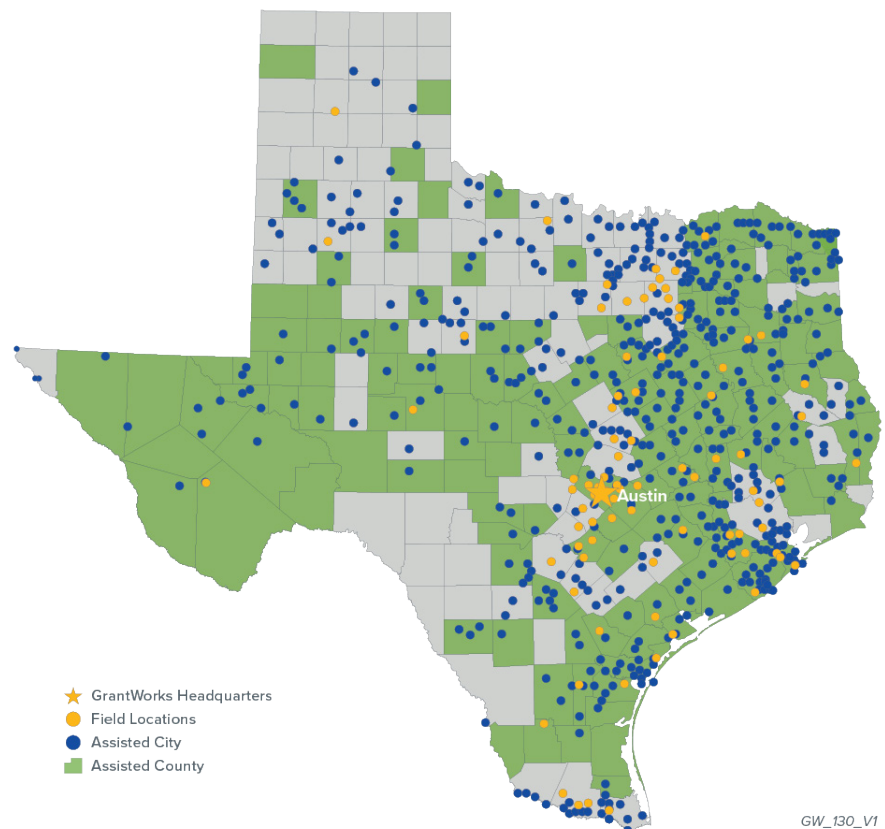


Figure 2: Experience and presence throughout the State of Texas.

2.2 Experience Working With and For Federal and State Funding Agencies

GrantWorks administers grants from a wide variety of state and federal funding sources. We are skilled in applying laws, regulations, and agency requirements in the administration of grant contracts, and we have customized workflows and management tools that conform to grant- and agency-specific policies and procedures. This practice facilitates efficient and compliant management across various grant types and programs. We have tailored protocols for grant programs funded by the agencies listed in **Figure 4**.

As a primarily Texas-based firm with 45 years of experience, GrantWorks has well-established relationships with state funding agencies including:

- ▶ Texas Department of Agriculture (TDA)
- ▶ Texas Department of Transportation (TxDOT)
- ▶ Texas General Land Office (GLO)
- ▶ Texas Department of Housing & Community Affairs (TDHCA)
- ▶ Texas Parks & Wildlife Department (TPWD)
- ▶ Texas Water Development Board (TWDB)
- ▶ Texas Division of Emergency Management (TDEM)

We have successfully managed multiple high-value state-run programs on behalf of Texas agencies including the oversight of major subrecipients for \$3+ billion in Hurricane Harvey CDBG-DR funding. Several GrantWorks employees joined the firm following successful careers with state agencies who bring valuable perspective on the programmatic requirements of agency-specific grant programs.

2.3 Experience with Federally Funded Projects

GrantWorks provides grant administration, application, and project management services for various federal grant programs, and we have extensive experience managing federally funded construction projects (**Figure 5**). We have implemented more than 2,250 CDBG infrastructure projects representing \$500+ million in grant funding. Our knowledgeable staff understands the myriad regulations and requirements associated with federal grant funding and is ready to guide the City of Jacksonville seamlessly through the process.



Figure 4: Federal Agencies



Figure 5: HUD-Approved Technical Assistance Provider since 2014

2.4 Community Development Block Grant Program Experience

GrantWorks has been assisting local governments with CDBG grant administration since 1979. During our first 15 years in business, community development grant administration was the primary focus of our operations. Over the years, we have completed thousands of CDBG projects in more than 450 cities and counties across Texas. Today, we offer application, administration, management, and planning services for a wide variety of CDBG-funded programs.

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The **Texas Department of Agriculture (TDA)** administers the Texas Community Development Block Grant Program (TxCDBG). This HUD-funded program assists supports community projects such as utility infrastructure, disaster response, and unique local economic development projects, and helps small cities and rural communities provide decent housing, suitable living environments, and expanded economic opportunities.



- ▶ **Community Development Fund:** 1,055+ projects funded, \$322 million
- ▶ **Texas Main Street/Downtown Revitalization Program:** 87 projects, \$25.7 million
- ▶ **Texas Capital Fund (Economic Development):** 90 projects for \$50 million
- ▶ **Colonia Construction Fund:** 120 projects administered, \$62 million
- ▶ **Colonia Planning Fund:** 50 projects completed, \$3 million
- ▶ **Disaster Relief Fund:** 80 projects funded, \$24 million
- ▶ **Fire, Ambulance, and Services Truck (FAST) Program:** 14 projects, \$5.5 million
- ▶ **Planning Grants:** 240 projects funded, completed, or underway, \$10 million

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY AND MITIGATION PROGRAMS

The **Texas General Land Office (GLO)** administers HUD Community Development Block Grant Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT) funds to help rebuild disaster-impacted Texas communities by putting Texans back in their homes, restoring critical infrastructure, and mitigating future damage through resilient community planning.



CDBG-DR 2018 Floods and 2019 Tropical Storm Imelda Program:

- ▶ State-level Housing Assistance and Reimbursement Program (HAP): \$79.9million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- ▶ 50+ local government projects funded, \$440 million

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:

- ▶ 65+ local government projects funded, \$183 million
- ▶ Buyouts and Acquisitions: 16 local government projects funded, \$59 million with no match required
- ▶ State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.2 billion
- ▶ State-level Housing Assistance Program (HAP): \$443 million

CDBG-DR 2016 Floods:

- ▶ 12 local government projects funded, including multifamily and single-family housing, \$43 million

CDBG-DR 2015 Floods:

- ▶ 24 local government projects funded, including multifamily and single-family housing, \$180 million

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:

- ▶ 90 local government projects funded, \$436 million, including:
 - › City of Galveston infrastructure, \$100 million
 - › City of Houston infrastructure, \$26 million
 - › Galveston Housing Authority Multifamily Rebuild, \$155 million
 - › Galveston Housing Authority Rental Housing Replacement Program, \$26 million

COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT

The **Texas Department of Housing and Community Affairs (TDHCA)** is the designated administrator of the Community Development Block Grant CARES Act (CDBG-CV) program. Designed to help Texans respond to and recover from the impacts of COVID-19, the program offered a variety of assistance ranging from Emergency Rental and Mortgage Assistance programs to community funding to improve access to social services and healthcare.



- ▶ **Texas CDBG-CV Community Resiliency Program:** 5 local government projects funded, \$17.7 million

2.5 Experience With Other Federal and State Grant Programs

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS ADMINISTERED GRANTS

Texas HOME Non-Rental Housing Program:

- ▶ **Homeowner Rehabilitation Assistance (HRA) Program:**
 - › 700 contracts awarded to cities, counties, and nonprofits for \$220 million
 - › 3,300 substandard houses rehabilitated or reconstructed
- ▶ **Disaster Recovery (DR) Program:** 15 contracts, \$4.76 million
- ▶ **Purchase with Disabilities (PWD) Program:** 18 contracts, \$3.28 million

U.S. DEPARTMENT OF THE TREASURY GRANTS

- ▶ **American Rescue Plan Act of 2021 Program:** 200 contracts awarded by cities and counties, 1,200+ projects managed, \$900 million.
- ▶ **RESTORE Act Program:** 4 projects, \$20.8 million.

U.S. DEPARTMENT OF TRANSPORTATION GRANTS

- ▶ **County Transportation and Infrastructure Fund:** 72 clients, 400+ individual projects administered, \$153.7 million.
- ▶ **Border Colonia Access Program:** \$1.3 million.
- ▶ **Safe Routes to School Program:** 25 projects funded, \$14.5 million.
- ▶ **Surface Transportation Environment and Planning:** \$1 million.
- ▶ **Transportation Enhancement Act for the 21st Century:** 5 projects funded, \$3.7 million.

FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS

- ▶ **FEMA Public Assistance:** 18 contracts, \$98 million in grant funding utilized.
- ▶ **Hazard Mitigation Construction Projects:** Homeowner Elevations and Reconstructions: 4 projects, \$116.7 million.
- ▶ **Hazard Mitigation Plans:** 36 projects, \$3.2 million.
- ▶ **Critical Facility Generators:** 31 projects, \$12.1 million.
- ▶ **Warning Sirens:** 8 contracts, \$428,489.
- ▶ **Drainage Infrastructure and Community Safe Rooms:** 4 projects, \$6.8 million.

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS

- ▶ **Public Works and Economic Adjustment Assistance Program:** 10 projects, \$27 million

TEXAS PARKS AND WILDLIFE GRANTS

- ▶ **Outdoor/Indoor Recreation and Small Community Parks Program:** 70 projects funded, \$42 million.



2.6 TDA TxCDBG Downtown Revitalization/Main Street Program Experience

GrantWorks has completed 87 projects for 68 clients with over \$25.7 million in funding from the Texas Department of Agriculture, Texas Community Development Block Program Downtown Revitalization/Main Street Program (**Figure 6**). We have provided detailed project descriptions for representative projects on the pages following **Figure 6**.

Figure 6. TxCDBG Downtown Revitalization and Main Street Program Contracts

Client	Year	Grant	Project	Award
Alto	2023	DRP	Sidewalk Improvements	\$ 500,000
Bay City	2018	DRP	Sidewalk Improvements	\$ 250,000
	2015	MS	Pedestrian Infrastructure	\$ 150,000
	2013	MS	Sidewalk & Lighting Improvements	\$ 150,000
	2003	DRP	Sidewalk & ADA Improvements	\$ 150,000
	2000	MS	Sidewalk, ADA & Landscaping	\$ 150,000
Beeville	2008	MS	Sidewalk Improvements	\$ 150,000
Bellmead	2020	DRP	Pedestrian Infrastructure & Lighting Improvements	\$ 500,000
Bellville	2021	DRP	Sidewalk Improvements	\$ 325,250
Blue Ridge	2020	DRP	Sidewalk Improvements	\$ 500,000
Boerne	2011	DRP	Sidewalk Improvements	\$ 150,000
Bogata	2008	DRP	Sidewalk, ADA & Lighting Improvements	\$ 150,000
Bremond	2020	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
	2013	DRP	Sidewalk, ADA & Lighting Improvements	\$ 150,000
Brookshire	2021	DRP	Sidewalk Improvements	\$ 350,000
Buffalo	2019	DRP	Sidewalk, ADA & Lighting Improvements	\$ 350,000
Calvert	2020	DRP	Sidewalk Improvements	\$ 500,000
Centerville	2014	DRP	Sidewalk & ADA Improvements	\$ 150,000
	2010	DRP	Sidewalk & ADA Improvements	\$ 250,000
Clarksville	2012	MS	Sidewalk, ADA & Lighting Improvements	\$ 150,000
	2008	DRP	Sidewalk & ADA Improvements	\$ 150,000
Columbus	2012	DRP	Sidewalk & ADA Improvements	\$ 150,000
Daingerfield	2008	DRP	Sidewalk & ADA Improvements	\$ 150,000
Dayton	2019	DRP	Pedestrian Infrastructure	\$ 350,000
De Kalb	2022	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
Electra	2001	MS	Sidewalk, ADA & Landscaping	\$ 150,000
Elkhart	2012	DRP	Sidewalk & ADA Improvements	\$ 150,000
Emory	2015	DRP	Sidewalk & ADA Improvements	\$ 150,000
Falfurrias	2018	DRP	Sidewalk & ADA Improvements	\$ 250,000
	2004	DRP	Sidewalk & ADA Improvements	\$ 150,000

Figure 6. TxCDBG Downtown Revitalization and Main Street Program Contracts

Client	Year	Grant	Project	Award
Farmersville	2021	DRP	Sidewalk & ADA Improvements	\$ 350,000
	2016	MS	Sidewalk, ADA & Drainage Improvements	\$ 325,000
	2010	MS	Sidewalk & ADA Improvements	\$ 150,000
	2006	DRP	Sidewalks, Lighting & Parking Improvements	\$ 150,000
	2001	MS	Sidewalks, Lighting & Parking Improvements	\$ 150,000
Ferris	2012	MS	Sidewalk & ADA Improvements	\$ 150,000
	2002	MS	Sidewalk, ADA & Lighting Improvements	\$ 150,000
Franklin	2016	DRP	Downtown Revitalization	\$ 250,000
Fulton	2005	DRP	Pedestrian Infrastructure	\$ 150,000
Gorman	2022	DRP	Sidewalk, ADA , Lighting & Road Repair	\$ 500,000
Grapeland	2022	DRP	Sidewalk & ADA Improvements	\$ 500,000
Hamilton	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
Hearne	2022	DRP	Sidewalk & ADA Improvements	\$ 500,000
Hempstead	2020	DRP	Sidewalk, ADA & Lighting Improvements	\$ 350,000
	2020	DRP	Sidewalk, ADA & Drainage Improvements	\$ 500,000
Hubbard	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
Hughes Springs	2015	DRP	Pedestrian Infrastructure	\$ 150,000
	2009	DRP	Sidewalk, ADA & Lighting Improvements	\$ 150,000
Kemp	2020	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
Kenedy	2024	DRP	Pedestrian Infrastructure	\$ 500,000
Kerrville	2021	DRP	Pedestrian Infrastructure	\$ 350,000
Kilgore	2022	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
La Feria	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
Levelland	2000	MS	Sidewalk & ADA Improvements	\$ 150,000
Llano	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
Lyford	2022	DRP	Sidewalk, ADA & Drainage Improvements	\$ 500,000
Mineral Wells	2020	DRP	Sidewalk & ADA Improvements	\$ 350,000
Naples	2015	DRP	Sidewalk & ADA Improvements	\$ 150,000
Nash	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
	2013	DRP	Sidewalks & Pedestrian Infrastructure	\$ 150,000
Navasota	2018	DRP	Sidewalk Improvements	\$ 250,000
Orange Grove	2005	DRP	Sidewalks & Pedestrian Infrastructure	\$ 150,000
Palacios	2021	DRP	Sidewalk & ADA Improvements	\$ 350,000
	2018	DRP	Sidewalk Improvements	\$ 250,000
Paris	2023	DRP	Sidewalks & Pedestrian Infrastructure	\$ 500,000
Pilot Point	2016	MS	Sidewalk & ADA Improvements	\$ 250,000
Port Lavaca	2012	DRP	Sidewalk & ADA Improvements	\$ 150,000

Figure 6. TxCDBG Downtown Revitalization and Main Street Program Contracts

Client	Year	Grant	Project	Award
Ralls	2004	DRP	Sidewalk & ADA Improvements	\$ 150,000
Raymondville	2016	DRP	Sidewalk & ADA Improvements	\$ 250,000
Rio Grande City	2024	DRP	Sidewalk, ADA & Lighting Improvements	\$ 550,000
Robert Lee	2024	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
Rockport	2006	DRP	Sidewalk, ADA & Drainage Improvements	\$ 141,600
Roma	2022	DRP	Sidewalks & Pedestrian Infrastructure	\$ 500,000
Seymour	2007	DRP	Sidewalk & ADA Improvements	\$ 150,000
Sinton	2010	DRP	Sidewalk & ADA Improvements	\$ 150,000
Slaton	2016	DRP	Sidewalk Improvements	\$ 98,829
Spur	2024	DRP	Sidewalk & ADA Improvements	\$ 500,000
Sudan	2009	DRP	Sidewalk, ADA & Lighting Improvements	\$ 150,000
Taft	2024	DRP	Sidewalk, ADA & Lighting Improvements	\$ 500,000
Timpson	2021	DRP	Sidewalk, ADA & Lighting Improvements	\$ 350,000
Tioga	2019	DRP	Sidewalks & Pedestrian Infrastructure	\$ 343,000
Trinity	2020	DRP	Pedestrian Infrastructure	\$ 500,000
	2010	DRP	Sidewalk & ADA Improvements	\$ 150,000
	2007	DRP	Sidewalk & ADA Improvements	\$ 150,000
Van Horn	2021	DRP	Sidewalk Improvements	\$ 350,000
Wallis	2021	DRP	Sidewalk Improvements	\$ 350,000
Wharton	2021	DRP	Sidewalk & ADA Improvements	\$ 350,000

2.7 Relevant Project Descriptions

GrantWorks' Texas roots enable us to support both local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Our broad footprint across the State means that we can act quickly and complete activities promptly. Having so many of our staff working and living in the communities we serve gives us a unique stake in the success of the programs we manage. We have provided detailed descriptions of TxCDBG DRP/MS projects similar in size and scope to projects the City of Jacksonville might pursue on the following pages.

- ▶ Historic Commercial District Sidewalk Improvements, City of Palacios, Texas
- ▶ Intersection and Traffic Signal Rebuild, City of Kerrville, Texas
- ▶ Britton Avenue Improvements, City of Rio Grande City, Texas
- ▶ Sidewalk, Accessibility, and Drainage Improvements, City of Bay City, Texas
- ▶ ADA Accessibility Improvements, City of Navasota, Texas
- ▶ Downtown Area Sidewalk Improvements, City of Trinity, Texas





HISTORIC COMMERCIAL DISTRICT SIDEWALK IMPROVEMENTS

CITY OF PALACIOS, TEXAS

THE CHALLENGE

The City of Palacios wanted to eliminate the blight conditions in their historic commercial district. Poured in the late 1930s and early 1940s, the existing 6-foot wide concrete sidewalks along Main Street had deteriorated. The City also lacked ADA-compliant ramps on the north and south sides of Main Street between Third and Fifth Streets.

Among the busiest in the downtown area, the blocks within the renovation area contain a pharmacy, a public library, a chamber of commerce, an economic development office, a book store, restaurants, and several popular retail stores.

THE SOLUTION

Creating a fully ADA-accessible walkway in the downtown area would encourage visitors to shop, spend time in the historic commercial district, and provide access to important community resources for the mobility impaired.

Seeking assistance from the TDA Downtown Revitalization/Main Street Program Fund, the City of Palacios engaged GrantWorks to provide application preparation services and project management support.

The resulting grant funded the installation of 957 feet of 4-inch thick, steel-reinforced concrete sidewalk, 247 feet of curb and gutter, five ADA-compliant ramps, and five-light standards with associated conduit and wiring along Main Street from Third Street to Fifth Street.

THE RESULTS

Schedule: GrantWorks provided and delivered all services on time with no concerns or findings.

Cost Control: GrantWorks' project manager worked with the project engineer, construction contractor, and stakeholders to complete project activities within budget.

CLIENT:

City of Palacios, Texas

PRIME:

GrantWorks, Inc.

GRANT PROGRAM:

Texas Department of Agriculture, TxCDBG, Downtown Revitalization/ Main Street Program

GRANT AMOUNT:

\$250,000 + \$75,000 match

PROJECT DATES:

March 2018 – February 2020

SERVICES PROVIDED:

- ✓ Application Services
- ✓ Grant Administration
- ✓ Project Management
- ✓ Financial Management
- ✓ City and Stakeholder Coordination
- ✓ Civil Rights, Fair Housing, and Economic Opportunity
- ✓ Environmental Review
- ✓ Compliance
- ✓ Construction Bidding and Procurement
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Davis-Bacon Labor Standards Monitoring
- ✓ Audit/Project Closeout

Quality: Our project manager was responsible for the quality of the services GrantWorks provided to the City. By focusing on the project requirements, our project manager realized that the construction contractor was about to miss the deadline because they had not ordered the light pole and fixtures needed to finish the project. As soon as our project manager knew there was an issue, they traveled to the City and urged the contractor and engineer to complete the project by the closing date so that the City would not suffer any consequences.

Business Relationships: GrantWorks coordinated with the City of Palacios to facilitate project implementation. Since 1995, the City and GrantWorks have developed an excellent business relationship from working on 18 projects. Our long-term established relationship led to an ease of communication which meant that we worked closely to coordinate activities that improved operational efficiency and avoided overlapping efforts and duplicating work.



INTERSECTION AND TRAFFIC SIGNAL REBUILD

CITY OF KERRVILLE, TEXAS

THE CHALLENGE

Downtown revitalization efforts in the City of Kerrville are going strong with the opening of the Arcadia Live! music and entertainment venue and construction of a new garage to accommodate the increased activity. Both Arcadia Live! and the parking facility are located on Water Street—a core thoroughfare in the Main Street District.

The increase in pedestrian and vehicular traffic highlighted the critical need for infrastructure improvements. The intersection at Water St. and Clay St. lacked any coherent crosswalk infrastructure. While the new garage has ADA compliant spaces, ramps exiting the garage did not lead to a marked crosswalk. The ramps (where present) were not ADA compliant and did not lead to an obvious partner ramp on the opposite side of the street. There was no indication to moving vehicles that pedestrians may be in the area, and no guidance for those on foot seeking to cross either Clay St. or Water St.

Portions of the sidewalk between Clay St. and Washington St. were damaged from tree roots that unlevelled the concrete and pushed out decorative bricks in the walkway, creating a dangerous surface for walking and wheelchair accessibility.

THE SOLUTION

GrantWorks was engaged by the City of Kerrville to assist with developing an application for a grant under the TDA TxCDBG Downtown Revitalization Program, and grant administration and project management services for any awarded project. The resulting TDA award funded a complete intersection and traffic rebuild to bring existing infrastructure into ADA compliance including new accessible curb ramps, pedestrian signals, audible pedestrian push buttons, traffic signals, detect, and mast arms.

CLIENT:

City of Kerrville, Texas

GRANT PROGRAM:

Texas Department of Agriculture, TxCDBG, Downtown Revitalization/ Main Street Program

GRANT AMOUNT:

\$350,000 + \$110,023 match

PROJECT DATES:

March 2022 – August 2024

SERVICES PROVIDED:

- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ City & Stakeholder Coordination
- ✓ Recordkeeping & Data Management
- ✓ Financial Management
- ✓ Federal/State Compliance (2 CFR 200)
- ✓ Construction Bidding & Procurement Assistance
- ✓ Environmental Services
- ✓ Construction Management
- ✓ Labor Standards & Davis-Bacon Compliance
- ✓ Civil Rights, Fair Housing, & Equal Opportunity
- ✓ Compliance & Monitoring
- ✓ Reporting/Audit Support
- ✓ Closeout

The Water St. at Clay St. pedestrian crossing was converted to a three-way stop-controlled intersection to provide enhanced accessibility with crosswalks on all three approaches, new accessible curb ramps, regulatory signs, advanced warning signs, and striping. Clear markings for pedestrians and vehicles alike will create safe, ADA compliant crosswalk infrastructure.

Sidewalk improvements included repairing sidewalk cracking and grade deficiencies adjacent to tree wells to remove hazards and improve accessibility. Improvements include removal of 1,520 SF of sidewalk, installation of 160 LF of concrete curb, and installation of 1,080 SF of sidewalk.

THE RESULTS

GrantWorks worked closely with the City of Kerrville's City Manager's Office and Engineering Department to manage and deliver this project.

When the Kerrville City Council questioned awarding the prime construction contract to a non-resident bidder, potentially delaying the project, GrantWorks immediately consulted the TDA for clarification of the City's responsibility under Texas Government Code. The lowest resident bid was more than \$70,000 above the recommended award. By quickly securing the TDA guidance necessary to satisfy the City Council's questions, GrantWorks mitigated potential delays in starting construction.

GrantWorks assisted in securing amendments for a scope reduction and time extensions, and provided technical support and guidance in the management of a contractor dispute. The contractor sought compensation for work that had not been approved by the City, and refused to provide a retainage invoice necessary to close out the project. The scope in question was small, but would put the project over the 25% increase that would trigger the need for a budget amendment. Our project management team advised the City on options to prevent the dispute from delaying project closeout.





BRITTON AVENUE IMPROVEMENTS

CITY OF RIO GRANDE CITY, TEXAS

THE CHALLENGE

Britton Avenue is the heart of the City of Rio Grande City. This four-block stretch intersects Main Street and is anchored on one end by the Starr County Courthouse. Its wide green medians serve as the City's primary gathering place for weekend markets, community ceremonies and celebrations, and local festivals. The Britton Avenue Kiosko—built in the late 1930s—is the focal point for many community events.

The heavily utilized sidewalks along Britton Avenue are deteriorated with cracks and uneven surfaces. Wheelchair ramps, where they exist at all, are inadequate to comply with ADA requirements. The plaza walkway is uneven and difficult to navigate for by those with mobility issues. Accessibility improvements and lighting and electrical upgrades are needed to support continued use of this vital community resource.

THE SOLUTION

The City of Rio Grande City selected GrantWorks to assist with applying for TDA TxDBG Downtown Revitalization Program to support the following scope of work:

- ▶ **ADA Compliance:** Modifications to Britton Avenue and the historic downtown kiosko to meet Americans with Disabilities Act (ADA) standards, ensuring that all residents and visitors, including those with disabilities, can enjoy and access the downtown area seamlessly.
- ▶ **Hydraulic Lift Installation:** The historic bandstand will receive a hydraulic lift, improving access for individuals with disabilities and ensuring the bandstand is fully ADA-compliant for future public events and performances.
- ▶ **Sidewalk Improvements:** Reconstruction of sidewalks along Britton Avenue will improve pedestrian safety, accessibility, and walkability, encouraging local commerce and foot traffic in the downtown district.

CLIENT:

City of Rio Grande City, Texas

PRIME:

GrantWorks, Inc.

GRANT PROGRAM:

Texas Department of Agriculture,
TxDBG, Downtown Revitalization
Program

GRANT AMOUNT:

\$500,000 + \$50,000 match

PROJECT DATES:

April 2024 – Ongoing

SERVICES PROVIDED:

- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ City & Stakeholder Coordination
- ✓ Recordkeeping & Data Management
- ✓ Financial Management
- ✓ Federal/State Compliance (2 CFR 200)
- ✓ Construction Bidding & Procurement Assistance
- ✓ Environmental Services
- ✓ Construction Management
- ✓ Labor Standards & Davis-Bacon Compliance
- ✓ Civil Rights, Fair Housing, & Equal Opportunity
- ✓ Compliance & Monitoring
- ✓ Reporting/Audit Support
- ✓ Closeout

- **Enhanced Lighting:** Modern, energy-efficient lighting will improve visibility and safety during the evening, fostering a more inviting atmosphere and supporting economic growth and tourism.

THE RESULTS

The application resulted in a \$500,000 award from the TDA for the revitalization of Britton Avenue and the historic downtown kiosk. This grant will fund crucial upgrades to the City's downtown infrastructure, enhancing accessibility and making improvements that reflect the city's commitment to inclusion and preservation.

"We are honored to receive this grant from the Texas Department of Agriculture," said Mayor Gilberto Falcón. "This funding will allow us to make essential improvements to the heart of our city, ensuring our downtown is safe, inclusive, and welcoming for everyone." The City will provide a \$50,000 local match to supplement the grant.

While this project is still in the start up phase, there is tremendous enthusiasm from the City. GrantWorks' scope will include full-service grant administration and project management. Our project management team will serve as the City's liaison to the TDA and facilitate compliance with all grant requirements. GrantWorks will support the financial management processes, procurement, environmental clearance, construction management and labor monitoring, and project monitoring and closeout.





SIDEWALK, ACCESSIBILITY, AND DRAINAGE IMPROVEMENTS

BAY CITY, TEXAS

THE CHALLENGE

Deteriorated sidewalks, curbs, and gutters hampered accessibility in downtown Bay City, and a lack of ADA accommodations limited access to public buildings including City Hall, the City Police Department, the Municipal Court, and the City Economic Development Office.

THE SOLUTION

Bay City used Texas Capital Fund Main Street Program funds to complete sidewalk improvements in the downtown area. As part of the application process, GrantWorks helped the City set up and post public hearings and obtained 62 business support letters required for funding. When the City received project funding, GrantWorks prepared the publications and resolutions for the Civil Rights obligations that needed to be passed by the City Council. GrantWorks helped the City and the Engineer communicate with the businesses along the sidewalk route to complete construction in a time frame that would cause the least disruption to the businesses.

Construction included removing and replacing 287 feet of deteriorated concrete sidewalk, constructing 970 feet of 4-inch-thick steel-reinforced concrete and a brick paver border, 19 handicap-compliant pedestrian intersection ramps, drainage improvements incidental to sidewalk construction, demolition, and necessary appurtenances.

THE RESULTS

Schedule: The City executed a contract with GrantWorks on March 1, 2018, with an end date of February 29, 2020. The City awarded the construction contract for this project in January 2019. GrantWorks completed the project in June 2019 and submitted all closeout items to TDA before the contract end date of February 29, 2020.

Cost Control: The project bids came in slightly over budget, and the City opted to award the low bidder and inject additional matching funds of \$8,266 to complete the project.

CLIENT:

Bay City, Texas

PRIME:

GrantWorks, Inc.

GRANT PROGRAM:

Texas Department of Agriculture,
TxCDBG, Downtown Revitalization/
Main Street Program

GRANT AMOUNT:

\$250,000 + \$75,000 match

PROJECT DATES:

March 2018 to February 2020

SERVICES PROVIDED:

- ✓ Application Services
- ✓ Grant Administration
- ✓ Project Management
- ✓ Financial Management
- ✓ City and Stakeholder Coordination
- ✓ Civil Rights, Fair Housing, and Economic Opportunity
- ✓ Environmental/Historical Review
- ✓ Compliance
- ✓ Construction Bidding and Procurement
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Davis-Bacon Labor Standards Monitoring
- ✓ Audit/Project Closeout

Timeliness: TDA requires Texas Capital Fund Main Street grant projects to be complete within two years. This deadline can be challenging because of the required consultation with agencies during the environmental review for Main Street projects. Consultation with the Texas Historical Commission (THC) requires the approval of the engineer's plans before bidding on the project, which means taking additional care during demolition so as not to damage any historical markers or buildings. Consultation with TxDOT is also required if constructing handicap-compliant pedestrian ramps along a TxDOT highway.

The GrantWorks' environmental team worked with the engineer and the agencies to ensure that even with additional agency clearances, the agencies issued environmental clearance and authority to use Grant Funds (AUGF) in under four months. The GrantWorks Team completed construction eight months ahead of schedule.





WASHINGTON AVENUE ADA ACCESSIBILITY IMPROVEMENTS

CITY OF NAVASOTA, TEXAS

BACKGROUND

The City of Navasota needed to improve the Americans with Disabilities Act (ADA) accessibility of deteriorated and non-compliant sidewalks, ramps, handrails, and street lighting in the downtown historic district. The conditions posed a significant health and safety risk to pedestrians traversing the sidewalks on Washington Avenue. Any disabled person was disadvantaged and challenged when attempting to access stores in the downtown area. The downtown area did not have adequate handicapped parking spaces with signs and ramps and insufficient lighting to navigate the sidewalks and curbs during the evening hours safely.

THE SOLUTION

The project addressed Washington Avenue's deteriorating conditions from Railroad Street to Tenth Street on the north and south sides. The City installed 345 feet of reconstructed sidewalk, replaced 450 feet of curb and gutter, and installed ten ADA ramps, 200 feet of handrails, and five street lights and parking spaces with signage.

THE RESULTS

Schedule: GrantWorks' project manager worked with the project engineer, construction contractor, and stakeholders to complete project activities on time.

Cost Control: GrantWorks provided and delivered all services within budget.

Timeliness: GrantWorks delivered all services on time without concerns or findings.

Quality: TDA requires Texas Capital Fund Main Street grant projects to be complete within two years. This deadline can be challenging because of the required consultation with agencies during the environmental review for Main Street projects. Consultation with the Texas Historical Commission (THC) requires the approval of the engineer's plans before bidding on the project, which means taking

CLIENT:

City of Navasota, Texas

PRIME:

GrantWorks, Inc.

GRANT PROGRAM:

Texas Department of Agriculture,
TxCDBG, Downtown Revitalization/
Main Street Program

GRANT AMOUNT:

\$250,000 + \$75,000 match

PROJECT DATES:

March 2018 to February 2020

SERVICES PROVIDED:

- ✓ Application Services
- ✓ Grant Administration
- ✓ Project Management
- ✓ Financial Management
- ✓ City and Stakeholder Coordination
- ✓ Civil Rights, Fair Housing, and Economic Opportunity
- ✓ Environmental/Historical Review
- ✓ Compliance
- ✓ Construction Bidding and Procurement
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Davis-Bacon Labor Standards Monitoring
- ✓ Audit/Project Closeout

additional care during demolition to not damage any historical markers or buildings. Consultation with TxDOT is also required if constructing handicap-compliant pedestrian ramps along a TxDOT highway.

GrantWorks determined a Finding of No Signification Impact resulting from the proposed activities based on the project engineer and City staff observations. Consultation with the Texas Historical Commission, Comanche Nation, Apache Tribe of Oklahoma, Coushatta Tribe of Louisiana, Tonkawa Tribe of Indians of Oklahoma, Wichita and Affiliated Tribes (Wichita, Keechi, Waco, and Tawakoni), Alabama-Coushatta Tribe of Texas, Federal Emergency Management Agency, Texas Commission on Environmental Quality, and Environmental Protection Agency yielded no objections to our findings. The GrantWorks' environmental team worked with the engineer and the agencies to ensure that the agencies issued environmental clearance and Authority to Use Grant Funds (AUGF) even with required additional agency clearances.

Business Relationships: GrantWorks coordinated with the City of Navasota to facilitate project implementation. Since 1994, the City and GrantWorks have developed an excellent business relationship from working on 22 projects. Our long-term established relationship led to an ease of communication which meant that we worked closely together to coordinate activities that improved operational efficiency and avoided overlapping efforts and duplicating work.





DOWNTOWN AREA SIDEWALK IMPROVEMENTS

CITY OF TRINITY, TEXAS

THE CHALLENGE

The lack of adequate pedestrian access in the City of Trinity's downtown area created dangerous situations for pedestrians, shop owners, and drivers alike. The high-traffic Historic District area required residents to walk in the street to visit common areas, which is not conducive to economic development. Lack of accessibility made it challenging for members of the handicapped community to visit the Historic District because of the lack of proper ADA ramps.

THE SOLUTION

The City of Trinity sought to bring the Historic District up to standard and improve the area with ADA-compliant sidewalks to benefit the residents and visitors of the City. Through the Downtown Revitalization Program, the City of Trinity is rehabilitating various areas in the Historic District that need ADA-compliant sidewalks. The project manager liaised between the City, the engineer, and the contractor. Early in the construction process, TDA's new grant administration software TDA Go launched, which meant a big shift and pivot in how work is tracked and draws are submitted. Navigating this new software was a challenge for both the client and GrantWorks, but with persistent communication with TDA grant managers, we managed to adapt to the new system.

THE RESULTS

Schedule: Supply chain shortages, and implementing TDA's new TDA GO software caused concerns with the project schedule. However, careful planning and diligent oversight alleviated these issues and the construction started and finished on time. Learning the TDA GO system took time for both the project manager and the client to understand, but the GrantWorks team consulted TDA staff, and the program's implementation manual to find answers to both GrantWorks' and the City staff's questions.

CLIENT:

City of Trinity, Texas

PRIME:

GrantWorks, Inc.

GRANT PROGRAM:

Texas Department of Agriculture,
TxCDBG, Downtown Revitalization/
Main Street Program

GRANT AMOUNT:

\$500,000

PROJECT DATES:

July 2021 – February 2023

SERVICES PROVIDED:

- ✓ Grant Administration
- ✓ Project Management
- ✓ Planning
- ✓ Project Eligibility
- ✓ Project Selection
- ✓ Stakeholder Coordination
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Financial Management
- ✓ Environmental Compliance
- ✓ GIS Mapping
- ✓ Labor Standards/Davis-Bacon Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

Cost Control: The project finished slightly under the construction budget by about \$4,000. Early in construction, a change order was filed to add to existing items and new items needed, which aided in getting the construction costs closer to the construction budget. The project manager ensured the engineer knew the limits for how much a change order could increase construction costs, and advised the client to use the bulk of match funds on construction pay applications.

Timeliness of Service(s) Delivery: The project finished on schedule, with construction and final inspections completed in October 2022. With the contract end date at the end of February 2023, we finished slightly ahead of schedule, getting all closeout documents together as soon as construction was complete. Even with a construction change order that took time to be approved by TDA, construction was still finished right on time.

Quality of the Service(s) Provided: The relationship built between the city secretary and project manager led to quick and efficient communication, and a clear understanding that our role is to serve the client and ensure grant compliance. GrantWorks' assistance with navigating the TDA GO system was appreciated by the client.

Business Relationships: The City of Trinity has several open projects with GrantWorks, so we are constantly communicating with them. From the project manager role, keeping those multiple projects clearly separate is critical, and managing regular updates with the City aids in that separation. Working with the mayor and city secretary is easy, as they respond quickly and understand we are working toward Trinity's best interest. GrantWorks also assists clients in analyzing and identifying loss revenue for ARPA eligibility, subrecipient management, and developing policies/procedures for and implementing non-construction projects.

2.8 References from Current/Past Clients

We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references for projects from past/present clients in **Figure 7**.

Figure 7: Current/Past Client References

CITY OF BAY CITY

Scotty Jones
Director of Finance
City of Bay City
1901 Fifth Street
Bay City, Texas 77414
 (979) 245-7597, ext. 1534
 sjones@cityofbaycity.org

CITY OF DAYTON

Kimberly Judge
Assistant City Manager
City of Dayton
117 Cook Street
Dayton, Texas 77535
 (936) 258-2642
 kjudge@daytontx.org

CITY OF PALACIOS

Tammy McDonald
Director of Finance
City of Palacios
311 Henderson
Palacios, Texas 77465
 (361) 972-3605
 tmcdonald@cityofpalacios.org

CITY OF CENTERVILLE

Noel Ray Goolsby
City Mayor
City of Centerville
325 East St. Marys
Centerville, Texas 75833
 (903) 536-2515

CITY OF EMORY

Angie Allen
City Manager
City of Emory
399 North Texas
Emory, Texas 75440
 (903) 473-2465
 angie@emorytx.com

CITY OF TRINITY

Billy Goodin
City Mayor
PO Box 431
Trinity, Texas 75862-0431
 (936) 594-2307
 billy@cityoftrinity.com

SECTION 3

PRIOR WORK PERFORMANCE



SECTION 3 – PRIOR WORK PERFORMANCE

3.1 Proactive and Timely Communication with Client/TDA

Communication is key to effective grant administration. At the onset of each engagement, GrantWorks works with the City to develop communication policies and procedures designed to keep the City, the project team, funding agencies, and stakeholders apprised of project status, progress, and priorities. Throughout the term of the grant contract, we serve as a liaison between the City and governing agencies.

Grant Managers are empowered with sophisticated tools such as tracking systems, checklists, and email management protocols to keep the project team connected and on track. Detailed project calendars are maintained with key dates for submittals of project documentation, reporting, and milestone targets. These measures facilitate timely response to client and TDA requests and ensures that no task is overlooked and no request goes unanswered.

Weekly staff meetings offer a forum for discussing project challenges, seeking programmatic guidance, and brainstorming solutions. Management and/or relevant subject matter experts provide updates to state and federal regulations and grant program guidance. Regulatory and program changes are contextualized so that staff fully understands any implications of the change and can apply that knowledge effectively.

Grant managers also participate in one-on-one portfolio management reviews with GrantWorks leadership. These meetings cover all aspects of project performance. Upcoming tasks and deliverables are discussed, key performance indicators are reviewed, and each manager's portfolio is assessed to make sure workloads are balanced with capacity to provide efficient and responsive client support.

3.2 Responsiveness to Client/TDA Needs

We allocate the necessary staff and resources to implement each project with the high level of service that our clients have come to expect. Grant managers are assigned workloads that provide the capacity to focus on client needs and implementation objectives. GrantWorks' project management training imparts the importance of timely communication, prioritizing competing issues, and providing proactive customer service.

Our responsiveness is fortified by the extensive experience of our project teams. Our Community Development team has more than 60 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200.

3.3 Ability to Deliver TDA Projects On Schedule

Over four decades of project management experience has given us an unrivaled ability to chart critical paths that lead to on-time project delivery. We have a deep understanding of the myriad risks and hazards that can upset the project timeline, and we have built meaningful mitigation measures into our Standard Operating Procedures (SOPs) that help predict and prevent delays. Examples of these practices include:

- ▶ Each project is launched with discussion among the project team to delineate client goals and objectives, identify potential risks and issues, and consider alternative project activities.

- ▶ We identify and obtain necessary permits, easements, and rights-of-way early in the project timeline to minimize the impact of unforeseen delays due to scope/design changes, acquisition complications, procurement challenges, environmental/historical review considerations, or any number of outside factors that could hinder project progress.
- ▶ Milestones, key metrics, and critical path tasks are carefully tracked for conformance with expected performance conventions and adherence to the project schedule.
- ▶ When changes in project scope, design, or schedule are needed, we work closely with the project engineers, clients, and agency staff to evaluate options and quickly mobilize to prepare and submit proposed contract amendments and implement the changes within the terms of the grant agreement.
- ▶ GrantWorks' has an in-house team of Project Delivery specialists that can be tapped to provide expedited support with Mapping/GIS production, Environmental and Historic Preservation consultation, Procurement assistance, and Construction Management.

3.4 Practices That Ensure High Quality Work Product

From best practices derived from hundreds of successful grant applications, to our organizational goal of maintaining fully supported, audit-ready project files through the entirety of each grant contract, our pursuit of quality and continuous improvement is reflected in everything we do. GrantWorks' systematic approach to quality management is grounded in our commitment to client satisfaction and deeply embedded in our operating conventions. **Figure 8** outlines how we implement quality management measures in the project management process.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ▶ Mapping out QA/QC requirements for all project processes and performance
- ▶ Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel
- ▶ Conducting timely QA/QC tests where possible
- ▶ Reviewing and following up on reports, noting anomalies, and verifying that terminology and statuses are consistent across the project and areas of work
- ▶ Checking for accuracy and validity of program data and documentation
- ▶ Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures



Figure 8. GrantWorks' Approach to Quality Management

Project debriefs have also become an important part of the quality management process. When GrantWorks completes a project, the team takes time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. They evaluate the challenges faced and discuss the management of any difficult situations. These debriefs become a part of an extensive library of client and project records. This important resource documents our experience managing a wide range of challenges, risks, threats and opportunities, and helps grant managers anticipate and address problems based on past performance.

3.5 Technical Competence Bolsters Audit Performance

More than 720 government entities have trusted GrantWorks with grant management and administration, and our performance consistently demonstrates low levels of monitoring findings or concerns. The GrantWorks Team has followed thousands of grants from obligation through closeout and has developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to see that documentation complies with relevant local, state, and federal regulatory terms.

Our broad knowledge of federal and state program requirements enables us to provide well-researched and accurate technical assistance and an overall approach that identifies and addresses problems long before the state funding agency audits occur.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines—reducing the likelihood of findings during the grant monitoring process. When a project is monitored, we provide high-touch support to our clients to resolve issues quickly and efficiently—assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable cost, and recordkeeping. Our team uses this experience in implementing and monitoring any project developed with the City. We work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

3.6 Managing Projects With Budgetary Constraints

As shown in **Figure 9**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

Grant managers are trained to proactively address areas where a project could face challenges and propose solutions to clients and the project team. GrantWorks provides project management training on strategies to help grant managers proactively address such constraints.

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

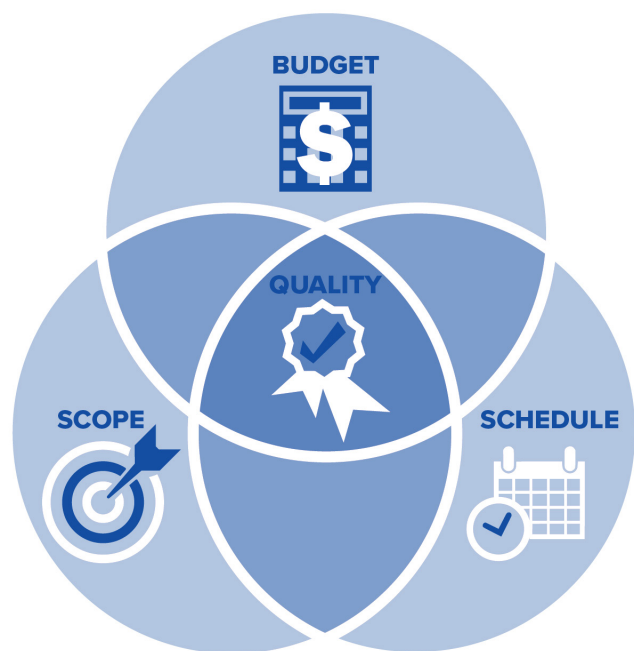


Figure 9: Project Management Constraints. The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.

Revisit the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks will review the project plan to look for cost-saving opportunities—such as identifying project activities that could be reassigned to GrantWorks staff rather than subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine any flexibility on cost. Because of our positive partnerships and long-standing relationships with the vendor community, we are often able to negotiate solutions that keep the project on budget.

Reevaluate the Workflow: When cost issues arise, grant managers are trained to revisit the project schedule with an eye for opportunities to optimize the workflow and enhance efficiency. Streamlining efforts are monitored through our system of checks and balances for potential negative impacts on project outcomes. Communication lines remain open to keep the entire project team abreast of changes.

Analyze Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our grant managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of in-house Subject Matter Experts to help identify the root causes that led to the problem and implement corrective actions.

Be Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions for overcoming budgetary constraints. If all viable options are exhausted, we will work with the project team so they fully understand the situation and determine a mutually beneficial solution.

SECTION 4

CAPACITY TO PERFORM



SECTION 4 – CAPACITY TO PERFORM

GrantWorks has the staff and capacity to complete multiple simultaneous large- and small-scale projects and scopes of work. Our team has administered state and federal programs for more than 40 years. The breadth of our experience and the lengthy tenure of our senior staff means that this team has a thorough working knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARPA, Stafford Act, and Supplemental Appropriations Bills (**Figure 10**).

Figure 10: Why the City of Jacksonville Should Select GrantWorks

KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF JACKSONVILLE SELECT GRANTWORKS?	
Our dedicated Client Services Department will support you after the projects are complete.	✓
With 300+ full-time employees, we are the largest Texas-based firm dedicated to project management for local governments.	✓
Our in-house capability means we do not need to subcontract the work.	✓
We have DRP/MS experience implementing multiple grant programs in Texas.	✓
We have extensive experience with water, sewer, drainage, and street projects.	✓
We are knowledgeable of TDA systems and processes.	✓
We are familiar with local codes and ordinances (zoning, flood plain, permitting, building code).	✓
We understand federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov't Code).	✓

4.1 Qualifications/Experience of Staff

Our highly skilled staff can begin to implement the services described in this RFP quickly and effectively. With our strong connections in Texas communities, we are confident that we can add the capacity needed to execute these services quickly.

GrantWorks hires and retains skilled and experienced employees—over 30% of our employees hold an advanced degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. At least 40% of GrantWorks staff hold professional accreditations and certifications (**Figure 11**) such as:

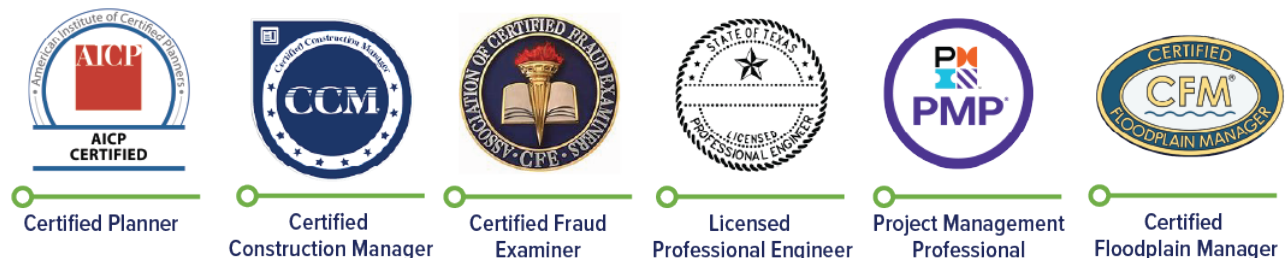


Figure 11: Professional Certifications

4.1.1 Organization Chart

The organizational chart (**Figure 12**) and the short bios in **Sections 4.1.2-4** describe only a few of our available staff who can provide support services to ensure that all projects comply with TDA requirements. GrantWorks' 91 TxCDBG Certified Administrators are listed in **Attachment 2**. GrantWorks has provided resumes for key personnel in **Attachment 1**.

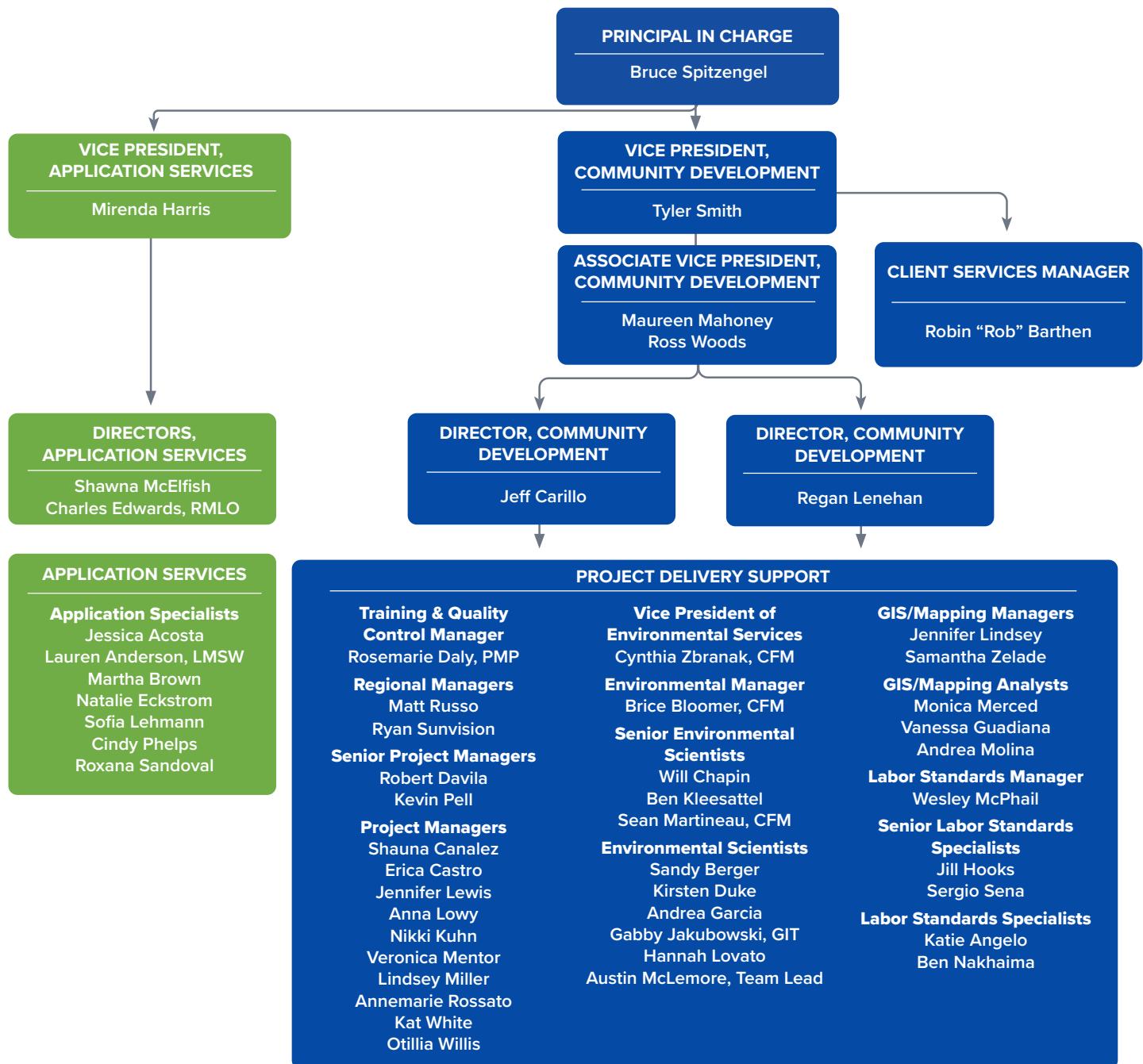


Figure 12: The GrantWorks Team's Detailed Organization Chart for the DRP/MS Program.

Upon contract award, our Vice President of Application Services Mirenda Harris, Shawna McElfish and Charles Edwards, to assign an Application Services Team to work on your TDA and other grant applications. Upon the TDA grant award, your assigned Project Manager will work closely with Vice President of Community Development Tyler Smith, Associate Vice Presidents of Community Development Maureen Mahoney and Ross Woods, and Directors of Community Development Jeff Carrillo, and Regan Lenehan to assign a project team to work with the City. GrantWorks has summarized the qualifications and experience of our leadership, application services, and project management below.

Our TDA Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Senior Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart and the short bios below describe only a few of our available staff who can provide support services to ensure that all projects comply with TDA requirements.

4.1.2 Leadership and Program Management Services



Bruce Spitzengel, Principal-in-Charge

Bruce has worked with grants since 1975, first as the planning director for Texas City and then as CDBG Manager for Pasadena, Texas. In 1979 he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 300+ employees working from 87 field locations throughout the state. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 720+ local government clients. In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and affordable multi-family housing. Bruce has helped countless communities develop complicated CDBG projects; his significant knowledge base was gained from over 45 years of grant and CDBG experience.



Mirenda Harris, Vice President of Application Services

Mirenda has 21 years of application development experience, including navigating complex application requirements, developing checklists to guide the application process, developing template policy documents, and communicating daily with elected officials, key staff, and engineers to guide the application process. She has been instrumental in developing the application processes and procedures at GrantWorks. Mirenda began her career with Kerbow & Associates Consulting in 2003, where Mirenda managed projects for Disaster Recovery, HOME, Community Development, Texas Capital Fund, and the State Energy Conservation Office. She joined the GrantWorks team in 2013 and continues to write applications and manage contracts from her office in Palestine, Texas. Mirenda has a BS in Sociology from the University of Texas at Tyler and is a TxCDBG Certified Administrator.



Charles Edwards, RMLO, Director of Application Services

Charles has over 17 years of grant application and administration experience and an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple federal and state agencies. He is a TxCDBG Certified Administrator with a BS from Texas A&M University.



Shawna McElfish, Director of Application Services

Shawna has over nine years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna also coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop Downtown Revitalization Program application projects. Tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She is also a TxCDBG Certified Administrator.



Tyler Smith, Vice President of Community Development

Tyler is a government solution professional with 15 years of disaster recovery and development experience. Tyler helps communities with project implementation. He manages a team of 65+ Community Development grant practitioners. His team includes directors, regional managers, senior project managers, project managers, assistant project managers, coordinators, and labor standards specialists and assistants. His experience as a HUD Technical Assistance Provider, a URA compliance consultant, and CDBG-DR grant administration have ideally equipped him to lead GrantWorks' talented project management team.

	Maureen Mahoney, Associate Vice President of Community Development Maureen Mahoney has over 45 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist, following 14 years with the GLO. Her knowledge and expertise was immediately evident, and she was promoted to Associate Vice President in February 2022. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, and drainage system improvements and bolster rural economic development for various programs. These programs include the Texas CDBG Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration's infrastructure programs. Maureen holds a BS in Business Administration and Management from Williams Woods College.
	Ross Woods, Associate Vice President of Earmarks & Community Development Ross Woods has 10 years of program management experience. Ross is an experienced manager capable of directing multiple work streams concurrently and has expertise in implementing and leading project teams of various sizes to achieve measurable results. He is passionate about crafting and devising people-centered solutions that drive equal access to opportunities. He holds an MBA in Economic Development from Eastern University and a BBA in Real Estate from the University of Georgia.
	Jeff Carrillo, Director of Community Development Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers. Jeff manages numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and Disaster Recovery through the General Land Office. He has also managed Texas Infrastructure Fund grants through the Texas Department of Transportation. Jeff has successfully managed federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to state monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff's project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards. Jeff has a MS in Community and Regional Planning from the University of Texas, and a BA in Fine Arts from the University of Missouri.



Regan Lenehan, Director of Community Development

Regan Lenehan has been a valued GrantWorks Community Development team member since 2004. She began her career as a Project Manager, focusing on public infrastructure and economic development projects. Regan currently trains and oversees a team of Community Development Project Managers, providing technical assistance on TDA and GLO-funded CDBG grants. She specializes in Colonia Construction, Main Street/Downtown Revitalization, and Disaster Recovery/Mitigation contracts. Regan has successfully managed over 75 federally funded projects. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants through the Texas Department of Transportation. She has an MS in Community and Regional Planning from the University of Texas, and a BA in Latin American Studies from Vassar College.



Robin Barthen, Client Services Manager

Robin “Rob” Barthen has nine years of experience working for Texas agricultural and rural economic development organizations. He has worked with rural cities and counties in Texas’s west, central, and northern areas to obtain infrastructure grants through TDA Community Development Block Grants. Rob has worked to promote rural broadband with the help of private foundations and economic developers, and consultants to bring in new and help existing businesses.

4.1.3 Application Services



Martha Brown, Lead Application Specialist

Martha Brown is a Community Development Block Grant (CDBG) expert and works directly with local governments to assess needs that can be addressed with federal grants funded through TxCDBG programs. Since joining GrantWorks in 2018, Martha has focused on assisting communities in identifying grant opportunities and writing and coordinating applications for funding. She is a TxCDBG Certified Administrator and she has an MPA in Public Affairs from the University of Texas and a BA in History from Temple University.

	Natalie Eckstrom, Lead Application Specialist Natalie Eckstrom has a background in local government operations, with eight years of experience working with federal and state grants covering a variety of disciplines such as emergency management, disaster recovery and mitigation, social services, veterans' services, parks and recreation, and criminal justice. She began her career in grants administration in Nueces County in 2014 and was promoted to Grants Writer/Coordinator in 2019. She was responsible for federal and state grant programs that demanded consistent attention to detail, diligent time management, and excellent interpersonal skills. Her daily duties required constant contact with federal and state grantors such as FEMA, GLO, TDEM, and other local, state, and federal entities. Natalie has a BBA in Business Administration from Texas A&M at Corpus Christi and is a TxCDBG Certified Administrator.
	Roxana Sandoval, Lead Application Specialist Roxana Sandoval has over 20 years of professional grant writing and project management experience. Roxanne has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various state and federal grant programs. Prior to joining GrantWorks, she spent 16 years in grant administration for Nueces County, where she managed over 100 projects. She holds an MS in Health and Kinesiology from Texas A&M University and is a TxCDBG Certified Administrator.
	Jessica Acosta, Application Specialist Jessica Acosta has an MA and BA in Communication from the University of Texas at San Antonio and is a TxCDBG Certified Administrator. Jessica provides client support throughout the entire grant application life cycle, from inquiry to application, reporting, and archiving files after submitting an application. She guides clients through the application process and serves as a liaison with grant subject matter experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements. Jessica is skilled at establishing and maintaining effective communication and working relationships with client staff, state and federal agencies, and private organizations.
	Lauren Anderson, LMSW, Application Specialist Lauren Anderson guides clients through grant and funding stream application processes and serves as a liaison with Subject Matter Experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements. Lauren holds an MS and a BS in Social Work from Abilene Christian University, is a Licensed Master Social Worker (LMSW), and a TxCDBG Certified Administrator.

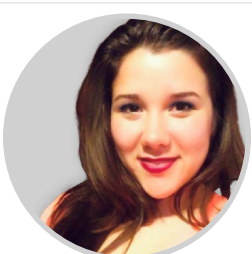
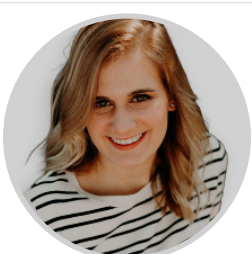
	Sofia Lehmann, Application Specialist Sofia Lehmann relies on over ten years of writing and editing experience in her day-to-day duties as an Application Assistant. She brings valuable utility industry insight and a solid financial background from her experience as a utility analyst. Sofia is skilled in managing audits, monitoring operating budgets, developing financial analyses, and ensuring compliance. She holds a BA in Economics and Asian Studies from Furman University and is a TxCDBG Certified Administrator.
	Danielle Lewis, Application Specialist Danielle Lewis has four years of administrative experience supporting local and regional government entities. During her tenure at the Concho Valley Council of Governments, she wrote grant proposals for foundations, corporations and municipalities for both program funding and capital projects. Danielle is studying Public Administration at Texas Tech University and expects to earn her MPA in 2025. She also has a BA in Political Science from Angelo State University in San Angelo and is a TxCDBG Certified Administrator.
	Cindy Phelps, Application Specialist Cindy Phelps joined GrantWorks with over 10 years of administrative and customer service experience. Cindy researches and interprets Notices of Funding Availability (NOFA) and coordinates client, engineer, and other stakeholder input to determine project eligibility. Her responsibilities also include reviewing and verifying project budgets, applying US Census data, and creating and compiling exhibits and maps to support the application process.
	Arianna Trevino, Application Specialist As an Application Specialist, Arianna Trevino is responsible for coordinating the application process including contributing to project development efforts and supporting the client services and project implementation teams. She tracks application milestones and ensures that grant-specific deadlines are met and helps coordinate public meetings and workshops facilitating communication among local officials, businesses, and community stakeholders. Arianna has a BA in Sociology from the University of Texas at Austin and is a TxCDBG Certified Administrator.

4.1.4 Project Delivery Support Services

	Rosemarie Daly, PMP, Training & Quality Control Manager With 13 years of grant administration experience, Rosemarie (Rosie) Daly is a proactive, results-oriented professional with extensive compliance, monitoring, and data management, serving communities in need. She is resourceful, efficient, honest, and ethical, with a strong work history. Rosie is a quick problem solver when dealing with new concepts, systems, and procedures, and qualified, professional, and articulate in client and community interactions at every level. Her strong interpersonal skills and a high tolerance for ambiguity help Rosie develop cooperative, trusting, and productive relationships with individuals from diverse cultural, social, and ethnic backgrounds. Before joining GrantWorks, Rosie worked as a Program Administrator for Goodwill Central Texas. She earned her BA from Hope College in Holland, Michigan. She is a Certified Project Management Professional.
---	---

Project Management

	Matthew Russo, Regional Manager Matthew Russo is a Regional Manager with over five years of experience with state and federal grant programs. While with GrantWorks, he has managed 27 projects totaling \$14 million for Texas communities. His expertise includes community development, fire, ambulance, and service truck (FAST), disaster recovery, and mitigation hazard projects. Matt has an MS in Public Administration from Wright State University, a BA in History from Ohio State University, and he is a TxCDBG Certified Administrator.
	Ryan Sunvison, Regional Manager Ryan Sunvison is a Regional Manager and a TxCDBG Certified Administrator. Before joining GrantWorks, Ryan worked as an Environmental Investigator for the Texas Commission on Environmental Quality (TCEQ). He earned his BS in Environmental Studies from Texas A&M University.
	Robert Davila, Senior Project Manager, Audit & Monitoring SME Robert Davila is a Project Manager and a TxCDBG Certified Administrator. Robert joined GrantWorks after working at the Texas A&M Transportation Institute, where he focused on pedestrian and bike crash analyses in Central Texas. He attended the University of Texas at Austin for undergraduate and graduate school, earning his MS in Community and Regional Planning and a BA in Urban Studies.

	Kevin Pell, Senior Project Manager Kevin Pell manages numerous CDBG-funded grants, including Community Development and Downtown Revitalization Programs through the Texas Department of Agriculture and Disaster Recovery projects through the General Land Office. Kevin is a TxCDBG Certified Administrator and has successfully managed several federally funded projects, from State contract execution to State monitoring and project closeout. Kevin has a BA in Sociology from Texas A&M University.
	Erica Castro, Project Manager II Erica Castro has eight years of project management experience. She coordinates and expedites community development projects while working directly with the local government contact, third party engineer, and the assigned state grant manager. Her job responsibilities include reviewing and assisting during the application, state contract creation, environmental review, URA/acquisition process, and design that includes the bidding process. Her role includes reviewing labor standards during construction, finalizing project completion, and providing documentation during the state monitoring process. Erica specializes in managing financials which include creating and submitting draw requests to ensure the release of grant funds. She has a BS in Environmental Engineering Technology from Texas State University, and is a TxCDBG Certified Administrator.
	Annemarie Rossatto, Project Manager II Annemarie Rossatto is a detail-oriented, driven Community Development Project Manager with a background in creative arts. She is a strategic thinker who can adapt smoothly to different environments with a positive attitude and mindset, all while offering ideas that help the project team. Annemarie manages multiple Texas Department of Agriculture and Texas General Land Office-funded CDBG-Disaster Relief projects throughout Texas at different stages of implementation. She earned a BA in Theatre Performance from West Texas A&M University and is a TxCDBG Certified Administrator.
	Shauna Canalez, Project Manager Shauna Canalez is a dedicated and technically skilled business professional with a versatile background offering experience in real estate and state reporting, among others. She has twenty years of combined management experience in team coordination and task management. Shauna is a highly adaptable relationship builder with a keen eye for detail and excellent organization and communication skills to ensure successful projects across any field. Shauna has a BA in Business Administration from Texas A&M University, Kingsville. She is a licensed real estate broker in the state of Texas, as well as a TxCDBG Certified Administrator.

	Jennifer Fleming, Project Manager Jennifer Fleming has garnered extensive experience managing, coordinating, and overseeing a variety of government and commercial projects and programs. Jennifer worked in the City of Dallas’ Housing and Neighborhood Revitalization Department, where she managed compliance and asset management for housing programs, developed budget recommendations, and acted as a subject matter expert in affordable housing. As a Project Manager she manages multiple complex projects, liaises with local officials, and handles financial and regulatory aspects of projects, including thorough review processes and engagement with various state and federal agencies. Jennifer has an MA in Sustainable Urban Development from DePaul University, a BA in Sociology from the University of Illinois - Urbana, and is a TxCDBG Certified Administrator.
	Alisha “Nikki” Kuhn, Project Manager Nikki Kuhn has over six years of experience serving low-income families, resolving conflicts, and providing guidance for those in need. She is dedicated to training in self-sufficiency, teaming goals, and independent requirements. Nikki loves to connect and build meaningful relationships with clients, nonprofit organizations, and other companies to serve the community better. Nikki is a member of the City of San Angelo Chamber of Commerce, and is a TxCDBG Certified Administrator.
	Nicole Levario, Project Manager Nicole Levario is a self-driven Grant Manager with proven community and client partnership results. She has a demonstrated history of working in the financial services industry and representing corporate image through public relations. Nicole’s expertise includes Client Relationship Management (CRM), Business-to-Business, Business-to-Consumer, corporate communications, and abiding by federal regulatory compliance. She has successfully developed a streamlined communication process and is recognized for community outreach affairs. Nicole has a BS in Corporate Communications from the University of Texas, El Paso and is a TxCDBG Certified Administrator.
	Jennifer Lewis, Project Manager Jennifer Lewis has 20 years of diverse experience across various industries including recruiting, healthcare, customer service, and business/account management. She is a respected leader of creative teams, and recognized for her people skills and effective communication. Jennifer has excellent organizational skills, can set priorities, and is responsive to customer requests and meeting critical deadlines. Jennifer enjoys learning new roles and is very comfortable with the challenges presented by new methods and applications. She has an MBA in Project Management from DeVry University and a BA in Business Administration from Huston Tillotson University. She is a TxCDBG Certified Administrator.



Lindsey Miller, Project Manager

Lindsey Miller is a creative and resourceful professional, motivated to empower disenfranchised communities through shared learning, advocacy, and community capacity building. She has a record of proven leadership, communication, and program development skills, with a passion for serving and learning in everything she does. She has over six years of experience working in the local and federal government, consulting, and non-profit organizations. Before joining GrantWorks, she was a municipal and transportation planner and worked to improve community services and connectivity. Lindsey has worked to re-imagine the bus transportation system in Waco and has identified opportunities to improve mobility in Brownsville. Lindsey holds an MS in Urban Planning and BA in Urban Studies from the University of Illinois. She is a TxCDBG Certified Administrator.



Veronica Mentor, Project Manager

Veronica Mentor is dedicated to problem-solving and creating meaningful connections. Her bachelor's degree studied Cultural Anthropology, specializing in global infant/maternal health. During her undergraduate degree, she cultivated her passion for service by founding HOPE Meals, a student-based nonprofit organization striving to alleviate food insecurity in the greater Gainesville Community. This organization continues to empower students on the University of Florida campus where Veronica earned a BA in Anthropology. She is a TxCDBG Certified Administrator.

GIS/Mapping



Jennifer Lindsey, GIS/Mapping Manager

Jennifer Lindsey came to GrantWorks as a GIS Intern responsible for editing parcel data, creating annotations, collecting aerial imagery, and creating template maps for active comprehensive plans. She was promoted to a full-time GIS position in May 2017 and has since collected, purchased, organized, and created geodatabases for GIS data of all new comprehensive plans. She has assisted the GIS Analysts with Hazard Mitigation Plan maps. Jennifer has a BA in International Relations from Texas State University and a GIS Level 1 Certification from Austin Community College.



Samantha Zelade, GIS/Mapping Manager

Samantha Zelade creates databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. Samantha earned a BA in Anthropology and Latin American Studies from the University of Texas at Austin and holds a GIS Level 1 Certification from Austin Community College.



Monica Merced, GIS/Mapping Coordinator

Monica Merced has three years of experience as a GIS/Mapping Coordinator at GrantWorks. Her areas of expertise include map production, data conversion, creating and editing meta data, data entry and maintenance, and GIS analysis. In addition to managing spatial data, Monica collects population, housing, land use, and drainage data from Texas's rural communities for comprehensive plans. She is skilled in ArcGIS, ArcFM, and ArcPro. Before GrantWorks, Monica worked as a GIS Technician with One Gas, digitizing gas system facilities and performing data entry in Maximo. She holds a BS in Psychology from Texas State University and a GIS Level I Certificate from Austin Community College.



Vanessa Guadiana, GIS/Mapping Analyst

Vanessa Guadiana is an independent-thinking problem solver with a proactive approach to solution-based ideas. With experience in government and transportation, she has honed communication skills to cater to a variety of audiences, including executives and the public. Her most recent accomplishment includes the development of a comprehensive plan for the City of Jonestown, as well as the creation of a GIS hub providing citizens with relevant community data. Vanessa has a BS in Meteorology from Mississippi State University, a BA in Creative Writing from the University of Texas, and a GIS Level 1 Certification from Austin Community College.



Andrea Molina, GIS/Mapping Analyst

As a GIS/Mapping Analyst with GrantWorks, Andrea Molina manages geospatial data and maps for multiple and diverse client accounts. In addition to geodatabase management, Andrea collects Census, FEMA, TxDOT, and TNRIS data, adheres to cartographic design principles, and implements effective communication and time management skills. Andrea provides mapping services to all GrantWorks Departments, including Planning, Community Development, Hazard Mitigation, Buyout, Texas HOME, and Client Services. Andrea has an MS in Geoinformatics, a BS in Geology, and a GIS Level 1 Certification from the University of Texas at San Antonio.

Labor Compliance



Wesley McPhail, Labor Standards Manager

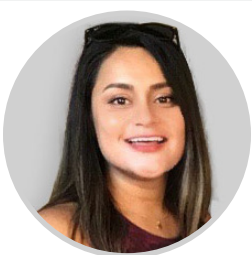
Wesley McPhail is a Labor Standards Manager with 15 years of experience working on Davis-Bacon Labor Standards. Wesley leads a team of Labor Standards Specialists that ensures that the project contractors provide all required payroll data and related paperwork. Wesley often guides and assists contractors in compiling and submitting required documentation and understanding applicable state and federal labor standards requirements. Wesley is a TxCDBG Certified Administrator.

	Jill Hooks, Senior Labor Standards Specialist Jill Hooks is a Senior Labor Standards Specialist with 13 years of experience working on Davis-Bacon Labor Standards. Jill ensures that builders provide payrolls and related paperwork in a timely manner. Her role often requires her to provide hands-on technical assistance to contractors unfamiliar with federal reporting and labor standards requirements. She also works with project managers to ensure that agency reports, and other program documents are accurate and submitted on time. Before GrantWorks, Jill worked as a Project Manager and Labor Standards Officer in Tyler, Texas. She is a TxCDBG Certified Administrator.
	Katie Angelo, Labor Standards Specialist Katie works with the project management team to verify construction payrolls for compliance with federal wage standards, as Davis-Bacon and Related Acts (DBRA) requires. She ensures that the contractors provide payroll-related paperwork in a timely manner and assists them with submitting required documentation. Katie acts as a technical resource, providing guidance on labor standards requirements to all stakeholders in the project team. Katie is a TxCDBG Certified Administrator and has a BS in Elementary Education from Stephen F. Austin University.
	Ben Nakhaima, Labor Standards Specialist Ben Nakhaima brings experience in legislative affairs, public relations, and political campaign management to his role as a Labor Standards Specialist. He reviews and tracks payrolls, conducts employee interviews, and drafts compliance reports for a variety of grant types. Ben is an enthusiastic champion of labor grant management best practices, and he enjoys working with contractors and project stakeholders to help them understand prevailing federal wage requirements and contractor obligations under Davis Bacon and Related Acts. He takes great pride in his work and wants to make a difference for his clients. Ben has a BA in Political Science from Texas Tech University and is a TxCDBG Certified Administrator.

Environmental Science

	Cynthia Vallejo-Zbranak, CFM, Vice President of Environmental Services Cynthia Vallejo-Zbranak joined GrantWorks in 2019 after retiring from the State of Texas. She has nearly 30 years of experience providing environmental guidance for federally funded programs. She ensures environmental compliance for various HUD-funded and State of Texas CDBG programs. Cynthia brings in-depth knowledge of the federal regulations and environmental compliance policies required for project implementation under CDBG programs. Cynthia holds a BBA in Business Administration from Texas State University and is a Certified Floodplain Manager and TxCDBG Certified Administrator.
---	--

	Brice Bloomer, CFM, Environmental Services Manager Brice Boomer joined GrantWorks in 2019 to work on housing environmental reviews in the HOME and Community Development Departments. Brice began his career at an environmental consulting firm in Austin, conducting NEPA reviews and environmental compliance assessments. He earned his BS from Texas A&M University with a major in Environmental Studies and a minor in Parks and Natural Resource Management. Brice is also a TxCDBG Certified Administrator and a Certified Floodplain Manager.
	Will Chapin, Senior Environmental Scientist Will Chapin has six years of experience and implements NEPA environmental compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Project types include the Community Development Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Will is responsible for researching and interpreting environmental compliance data to draft and compiling Environmental Review records, compliance with state and federal laws. He has a BS in Environmental Science from Texas A&M University and is a CDBG Certified Administrator.
	Ben Kleesattel, Senior Environmental Scientist Ben Kleesattel joined GrantWorks from the University of Texas, where he worked as a Grants and Contracts Specialist. He was responsible for coordinating grant application budgets, administering grant fund expenditures, and ensuring grant sponsors' compliance with regulations. Ben's duties required regular interaction with researchers and professors to determine the actions needed to meet grant requirements and help them prepare budgets and reports. He also used his written and verbal skills to succinctly convey and summarize complex issues related to grant management and help researchers and professors anticipate potential obstacles in pursuing their projects. Ben holds a BS in Environmental Studies and a Certificate in Technical Writing from the University of Cincinnati and is a TxCDBG Certified Administrator.
	Sean Martineau, CFM, Senior Environmental Scientist Sean Martineau implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recovery, and Disaster Relief Funds. He has experience conducting historical and environmental reviews, including NEPA reviews of varying levels (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements), NHPA Section 106 reviews, and Formal/Informal Biological Assessments (Federal ESA Section 7). Sean has a BBA in Finance from Texas A&M University and an MS in Bioresource Engineering and Integrated Water Resource Management from McGill University. He is a TxCDBG Certified Administrator.

	Sandy Berger, Environmental Scientist Sandy Berger is a motivated, organized, and collaborative Environmental Scientist with a broad background as a Public Health Community Ambassador during the COVID-19 pandemic, a quality assurance supervisor, and a staff biologist at a hydroponic farm. Following college, Sandy served in the Peace Corps in Malawi as an Environmental Educator and Food Security Officer. She taught the local community about environmentally sustainable farming and helped track youth outreach and HIV prevention metrics. Sandy has a BS in Environmental Science from the University of Houston and is a TxCDBG Certified Administrator.
	Kirsten Duke, Environmental Scientist Kirsten Duke has 30 years of diverse experience with geographic information systems (GIS), community development, waste management permitting, law enforcement, personnel management, general business practices, and environmental, health, and safety compliance. At GrantWorks, she creates, analyzes, and implements operational programs, emphasizing team and group relationships and training. She earned a BS in Applied Geography from Illinois State University and is a TxCDBG Certified Administrator.
	Andrea Garcia, Environmental Scientist Andrea Garcia joined GrantWorks in June 2021 as an Environmental Scientist. She implements NEPA Environmental Compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recover, and Disaster Relief Funds. Andrea also has experience in geological and biological sciences with economics, political science, and law. Her scientific background includes chemistry, geology, geophysics, hydro geology, and environmental management. Her fieldwork experience includes monitoring, mapping landscapes, collecting and testing samples, and determining essential data from the test results. Andrea holds a BS in Ocean and Coastal Resources from Texas A&M University and a BS in Business Administration from the University of Houston. She is a TxCDBG Certified Administrator.
	Gabby Jakubowski, GIT, Environmental Scientist Gabby Jakubowski is an experienced environmental professional with technical report writing skills, project management, and data management with GrantWorks. Her expertise includes the pre-research of field assets, project coordination, historical data migration to a central database, compilation and review of statistical analysis reports, site investigations, geospatial analysis, and other related projects and reports as assigned. Gabby holds a BS in Environmental Science from the University of Houston. She is a TxCDBG Certified Administrator and a Geoscientist in Training (GIT).

	Hannah Lovato, Environmental Scientist Hannah Lovato is an Environmental Scientist with experience performing Phase I Environmental Site Assessments and technical report writing and mapping. Hannah interacts directly with clients, property owners, cities, and counties and retrieves and analyzes various data from numerous federal, state, and local government resources. She holds a BS in Environmental Geoscience from Texas A&M University and is a TxCDBG Certified Administrator.
	Austin McLemore, Environmental Scientist and Team Lead Austin McLemore joined GrantWorks in March 2020 as an Environmental Scientist. He implements NEPA environmental compliance for HUD-funded TxCDBG projects under various programs, including the Community Development Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Austin holds a BS in Wildlife and Fisheries Sciences from South Dakota State University and is a TxCDBG Certified Administrator.

4.2 Resumes of Key Personnel

GrantWorks has provided resumes for its key personnel assigned to this project in **Attachment 1 – Resumes of Key Personnel**. Our resumes describe the experience, expertise, and knowledge each person brings to the team.

4.3 Certified Administrator for TxCDBG Programs

GrantWorks has 91 TDA Certified Administrators for TxCDBG Programs. We have provided a list of GrantWorks Certified Administrators for TxCDBG Programs in **Attachment 2**.

4.3 Present and Projected Workloads

GrantWorks understands the scope of work and can meet all requirements identified in the RFP. We understand each client’s internal capacity and the impact each project will have on their community. We work closely with key stakeholders and understand how each task impacts the project team’s ability to complete it on schedule.

- ▶ We understand each client’s internal capacity and the impact that each project will have on their community.
- ▶ We work closely with key stakeholders and understand how each task impacts the project team’s ability to complete it on schedule.

We help our project managers provide the highest service quality by balancing workloads through ongoing management and team support (**Figure 13**).

- ▶ We achieve this by assigning each project a “weight” based on the project’s anticipated scope and complexity. The GrantWorks Management Team assigns project weights using years of experience and lessons learned to inform the process.
- ▶ We also consider each project manager’s tenure and capacity.
- ▶ GrantWorks holds weekly staff meetings to confirm that all employees are current on the latest state and federal regulations.

- ▶ Staff also regularly meet with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to ensure we have allocated appropriate resources for each project.
- ▶ Our management team ensures that we identify and avoid potential project risks early and give attention to each project in a manager's portfolio.

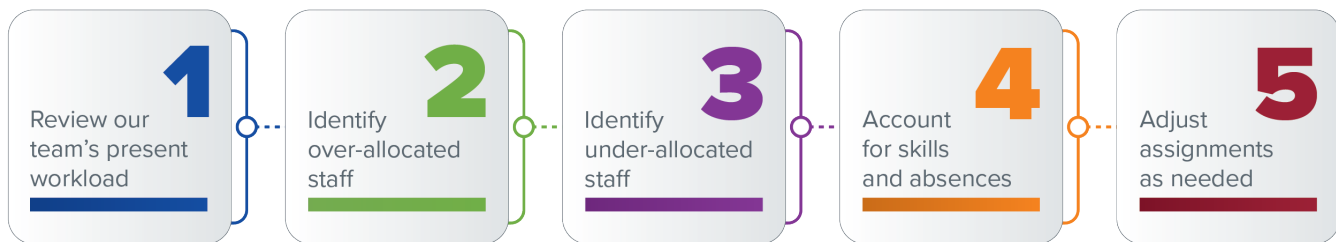


Figure 13: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects progress.

A weekly team meeting also provides a forum for discussing and evaluating project management-related challenges and solutions. All project managers also receive biweekly portfolio reviews to ensure that all aspects of a project move forward and meet critical milestones. Our leadership team is actively engaged in every project GrantWorks undertakes. This team implements staffing and capacity adjustments necessary to ensure successful project completion immediately and without delay.

SECTION 5

PROPOSED COST OF SERVICES



SECTION 5 – PROPOSED COST OF SERVICES

5.1 Scope of Services

GrantWorks will prepare the grant application for the City's TxCDBG Downtown Revitalization/Main Street Program Fund for infrastructure improvements located on public property within the designated downtown district or main street area. We will also administer the grant contract if TDA awards funds to the City under the TxCDBG Program. Our services include:

Application Preparation Services: GrantWorks will assist the City in preparing an infrastructure improvement project application for submission to the TDA for the Rural Economic Development DRP/MS Fund; assist in project eligibility determination to increase the probability of funding by following program guidelines and local needs; assist in organizing and completing application requirements including the citizen participation, documentation of beneficiaries, documentation of local matching funds, and resolution; and assist in responding to any requests by TDA for clarification or supplemental application information. The City will be responsible for costs associated with publishing required application notices.

Administrative Services: GrantWorks will guide and assist with financial management, recordkeeping, amendments, reporting, environmental clearance, civil rights, acquisition reporting, labor standards, contract closeout, and other aspects of program implementation. We will prepare all forms, notices, and agenda items and provide them to you in advance. We will communicate with the project engineer, state staff, and other parties to ensure the successful completion of your project. Also, we will attend the site visit, monitoring review, and public meetings as necessary.

5.2 Cost of Services

Figure 14 shows GrantWorks proposed fee. This fee is for Administrative Services and is only payable in the event of a 2025 Downtown Revitalization/Main Street Program award to the City of Jacksonville. GrantWorks will not charge the City a fee for Application Preparation Services whether the TDA makes a grant award to City or not.

Figure 14: GrantWorks Proposed Fee

Grant Amount	Proposed Fee
\$300,000 - \$500,000	\$36,800
\$500,001 - \$750,000	\$49,500
\$750,001 - \$1,000,000	\$55,600

GrantWorks has aligned payment milestones with the Scope of Services (**Figure 15**).

Figure 15: GrantWorks Payment Milestones

Payment Milestones	Percent of Total Grant Amount
1. Establish Files, Recordkeeping, and Financial Systems	30%
2. Environmental Reviews/Notices	20%
3. Construction Start-Up	20%
4. Construction and Labor Standards Monitoring	20%
5. Closeout and State Monitoring	10%
Contract Amount	100%

This is an example billing schedule based on typical agency project delivery milestones. If the grant agreement (state contract) contains different milestones than the proposed milestones in this proposal, GrantWorks will use the state agency milestones without a change in the total proposed fee.

The federally approved proposal format the City of Jacksonville used allows us to clearly provide our value and expertise in grant management services with multiple agencies and programs. The criteria provided in your RFP with scoring considerations include the following:

- ▶ Experience (30 points)
- ▶ Prior Work Performance (30 points)
- ▶ Capacity to Perform (20 points)
- ▶ Proposed Cost (20 points)
- ▶ **Total: 100 points**

As with all proposals, the cost is one factor to be considered. Our fee contains the level of staffing needed to deliver the services required in the contract. The final cost of our agreement can be subject to negotiation based on request.

The above fee includes all ancillary services that may be necessary to satisfactorily complete the above-listed scope of work categories, including ongoing document preparation, ongoing financial management of grant and local match funds, technical assistance, and advice, coordination and liaison services, assistance with project modifications and real property acquisition report assistance and advice.

We may bill extraordinary and unexpected services at a \$95.00 per hour rate as approved by the client. These services include but are not limited to amendment processing, environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.).

GrantWorks pays for advertising related to civil rights/fair housing, final public hearing, and initial environmental review. We will pay the advertising for construction bids using a local match or engineering funds.

As part of the procurement process, TDA requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2019 gross revenue and net profit.

5.3 Affirmative Action

GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

5.4 Equal Employment Opportunity Compliance

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.



ATTACHMENT 1

RESUMES OF KEY PERSONNEL

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided full resumes for the following key personnel.

- ▶ Bruce Spitzengel, President
- ▶ Mirenda Harris, Vice President of Application Services
- ▶ Shawna McElfish, Director of Application Services
- ▶ Charles Edwards, RMLO, Director of Application Services
- ▶ Tyler Smith, Vice President of Community Development
- ▶ Maureen Mahoney, Associate Vice President of Community Development
- ▶ Ross Woods, Associate Vice President of Community Development
- ▶ Jeff Carrillo, Director of Community Development
- ▶ Regan Lenehan, Director of Community Development
- ▶ Rob Barthen, Client Services Manager

BRUCE SPITZENGE

PRESIDENT AND PRINCIPAL-IN-CHARGE



PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 300+ employees in 2 primary offices and 87 field locations, with headquarters in Austin, Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 720+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 45 years of grant and CDBG experience.

Bruce is incredibly proud that in 2014 GrantWorks was designated by HUD as a Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

- President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present

45+ YEARS
GRANT MANAGEMENT
EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification, and infrastructure projects

MIRENDA HARRIS

VICE PRESIDENT OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

As Vice President, Mirenda manages GrantWorks' Application and Procurement Services Team and has been instrumental in developing application and procurement processes and procedures. The Application Services Team focuses on helping local governments apply for and manage the Texas Department of Agriculture (TDA), Texas General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), and the U.S. Economic Development Administration (EDA) program funds. These programs include but are not limited to TDA Colonia Construction, Community Development Block Grant (CDBG), Texas Capital Fund, Downtown Revitalization/Main Street (DRP/MS), Fire Ambulance and Service Truck (FAST) as well as GLO Community Development Block Grant-Disaster Recovery (CDBG-DR) and CDBG Mitigation (CDBG-MIT).

RELEVANT EXPERIENCE

VICE PRESIDENT/ASSOCIATE VICE PRESIDENT OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, JULY 2020 – PRESENT

As the Application Services Team Lead, Mirenda navigates complex application and procurement requirements, develops checklists to guide the application and procurement process, prepares template policy documents, and communicates daily with elected officials, key staff, and engineers to guide the application and procurement process. She recently managed a team of 19 application writers and support staff who submitted over 65 applications for \$600 million in CDBG-MIT funds in Texas.

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, APRIL 2019 – AUGUST 2020

As the Director of Application Services, Mirenda wrote applications while supporting the Application Team in submitting 67 Hurricane Harvey CDBG-DR, CDBG, FAST, DRP/MS, and Colonia Construction Fund applications.

GRANT CONSULTANT, GRANTWORKS, INC., PALESTINE, TEXAS, MARCH 2013 – MARCH 2019

Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials,

21 YEARS

GRANT WRITING & GRANT
MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Sociology
University of Texas at Tyler
Tyler, Texas, 1994

HIGHLIGHTS

Prepared over 166 applications

Accomplished acquiring over \$42 million in grant funds

Lead Application Services and Writers Team to successful application submission

Expertise in federal grant programs, including CDBG and CDBG-DR

2 CFR 200.318-200.327 knowledgeable; Appendix I Part 200

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator,
Texas Department of Agriculture,
2024 - 2025

Nonprofit Management Certification,
2019

staff, engineers, and state agencies. She wrote, managed, and closed out projects for TDHCA HOME, TDA CDBG, GLO CDBG-DR, and other program grants.

GRANT CONSULTANT, KERBOW & ASSOCIATES CONSULTING, PALESTINE, TEXAS, JANUARY 2003 – APRIL 2013

Mirenda began her career as a Grant Consultant with Kerbow & Associates Consulting in 2003. In this position, she wrote, managed, and closed out projects for TDA CDBG, TDA Texas Capital Fund, GLO CDBG-DR, TDHCA HOME, Economic Development Administration (EDA), and other grant programs. Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials, staff, engineers, and state agencies. She also completed environmental reviews and tax abatement programs.

EMPLOYMENT HISTORY

- ▶ Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, January 2022 – Present
- ▶ Associate Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, August 2020 – January 2022
- ▶ Director of Application Services, GrantWorks, Inc., Palestine, Texas, April 2019 – August 2020
- ▶ Grant Consultant, GrantWorks, Inc., Palestine, Texas, March 2013 – March 2019
- ▶ Grant Consultant, Kerbow & Associates Consulting, Palestine, Texas, January 2003 – April 2013

SHAWNA MCELFISH

DIRECTOR OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

Shawna has over nine years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for many grant applications. Key tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She was promoted to Director of Application Services in August 2021. Shawna helps manage the daily operations of the Application Services Team.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., WHITEHOUSE, TEXAS, AUGUST 2021 - PRESENT

Shawna is the Director of Application Services and provides day-to-day operational support for the Application Specialists.

APPLICATION SPECIALIST, GRANTWORKS, INC., WHITEHOUSE, TEXAS, OCTOBER 2019 – AUGUST 2021

As an Application Specialist at GrantWorks, Shawna's responsibilities include working with cities and counties to prepare applications according to all program requirements. She provides general advice and technical assistance to the entity that selects the best fundable project. She also completes and submits applications to the appropriate funding program on or before the deadline. Shawna specializes in funding sources, including the Texas Department of Agriculture, Texas Department of Transportation, Texas General Land Office, and the US Economic Development Administration.

HARDWARE SPECIALIST, GRAND OPENINGS, TYLER, TEXAS, JULY 2016 – SEPTEMBER 2019

As a Hardware Specialist, Shawna was responsible for marketing, sales, and customer service of all decorative hardware. She provided estimates, processed orders, and scheduled deliveries of hardware sales. She was accountable for processing purchase order requests, delivery tickets, vendor invoices, and data entry in MAS for the Tyler branch sales staff. Other duties included weekly processing billing, check deposits, liens, and credit applications. She also prepared weekly sales reports and handled requests for information.

GRANTWORKS, INC. | PROPRIETARY & CONFIDENTIAL

9 YEARS

GRANT APPLICATION & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, Southwestern Adventist University, Keene, Texas, 1996-1997

HIGHLIGHTS

Detail orientated

Organized

Strong communication skills

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2024 - 2025

PROJECT MANAGER, TRAYLOR & ASSOCIATES, TYLER, TEXAS, JULY 2012 – JULY 2016

Shawna maintained close interaction and communication with City/County staff, engineers, architects, and construction contractors. She also communicated with state agencies, including the Texas Department of Agriculture (TDA), Texas Department of Transportation (TxDOT), Texas General Land Office (GLO), US Department of Agriculture (USDA), and Texas Parks and Wildlife Department (TPWD). Shawna ensured compliance with state and federal laws concerning all aspects of grants. She held public hearings and attended Council meetings. Other responsibilities included writing grant applications for cities and counties, preparing Environmental Review records, and managing all grants, including financial management. Shawna was also responsible for monthly billing on over 40 grants, data entry, and labor standards compliance.

OFFICE MANAGER & FLOORCOVERING SALES, FLOORMAX OF TYLER, TYLER, TEXAS, AUGUST 2005 – OCTOBER 2011

In this role, Shawna was responsible for customer service and customer sales. She processed and delivered customer estimates and orders. Other duties included vendor relations and bookkeeping, including but not limited to A/R, A/P, payroll, and processing taxes. Shawna maintained all office files, supplies, and contacts.

NURSERY COORDINATOR, LANES CHAPEL UMC, TYLER, TEXAS, NOVEMBER 2004 – AUGUST 2005

Shawna was accountable for four nursery workers. She maintained proper order in the nursery and coordinated nursery workers' schedules. She also ensured the safety of children and implemented all policies and procedures. Other responsibilities included hiring, training, and troubleshooting.

MEDIA ACCOUNTANT, MOROCH & ASSOCIATES, DALLAS, TEXAS, JUNE 2000 – JUNE 2001

Shawna was responsible for approving invoices, coordinating and maintaining vendor/client relations, creating discrepancy reports and resolving billing issues, generating billing adjustments, and coordinating the release of monthly payables with the company comptroller.

EMPLOYMENT HISTORY

- ▶ Director of Application Services, GrantWorks, Inc., Whitehouse, Texas, August 2021 – Present
- ▶ Application Specialist, GrantWorks, Inc., Whitehouse, Texas, October 2019 – August 2021
- ▶ Hardware Specialist, Grand Openings, Tyler, Texas, July 2016 – September 2019
- ▶ Project Manager, Traylor & Associates, Tyler, Texas, July 2012 – July 2016
- ▶ Office Manager & Floor Covering Sales, FloorMax of Tyler, Tyler, Texas, August 2005 – October 2011
- ▶ Nursery Coordinator, Lanes Chapel UMC, Tyler, Texas, November 2004 – August 2005
- ▶ Media Accountant, Moroch & Associates, Dallas, Texas, June 2000 – June 2001

CHARLES EDWARDS, RMLO

DIRECTOR OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

Charles Edwards has over 17 years of grant application and administration experience. He has an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple Federal and State agencies.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., PARIS, TEXAS, MARCH 2022 - PRESENT

Charles is a Director of Application Services and provides day-to-day operational support for the Application Specialists.

OWNER/CONSULTANT, RESOURCE MANAGEMENT & CONSULTING CO., PARIS, TEXAS, AUGUST 2007 – MARCH 2022

Charles owned and operated Resource Management & Consulting Co., a community development consulting firm, managing multiple grant programs for 30-plus cities and counties in the Northeast Texas region. His experience includes the successful writing and administration of programs offered by the Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Parks and Wildlife (TPWD), Bureau of Justice Assistance (BJA), Federal Emergency Management Agency (FEMA), Department of Treasury, and many others. Program management included preparing environmental assessments, labor standards monitoring, financial management, civil rights, fair housing, and Section 3 compliance.

WARRANTY MANAGER, CONSTRUCTION MANAGER, SENIOR CONSTRUCTION MANAGER - DFW SOUTH, KIMBALL HILL HOMES, DALLAS, TEXAS, 2001 – AUGUST 2007

Charles began his career with Kimball Hill Homes as a warranty manager, attending to warranty requests submitted by homeowners. He coordinated with the homeowners and subcontractors to quickly and professionally complete repairs. He was promoted

17 YEARS

GRANT APPLICATION & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Kinesiology,
Texas A&M University, Commerce,
Texas, 1999

HIGHLIGHTS

Knowledgeable of Federal and State
program guidelines

Excellent communication skills

Understanding of all aspects of
a project, from concept to de-
velopment to management and
completion

CERTIFICATIONS/ REGISTRATIONS

Residential Mortgage Loan
Originator, NMLS License No.
630161

TxCDBG Certified Administrator,
Texas Department of Agriculture,
2024-2025

to construction manager in 2002, where he managed the construction of dozens of homes, working closely with sales consultants and home buyers to ensure homes were built above standards to a timely completion under budget. In 2005, Charles was promoted to Senior Construction Manager of DFW South, overseeing five subdivisions containing over 1,000 lots and 12 construction managers.

EMPLOYMENT HISTORY

- ▶ Director of Application Services, GrantWorks, Inc., Paris, Texas, March 2022 – Present
- ▶ Owner/Consultant, Resource Management & Consulting Co., Paris, Texas, August 2007 – March 2022
- ▶ Senior Construction Manager, Kimball Hill Homes, Dallas, Texas, 2005 – 2007
- ▶ Construction Manager, Kimball Hill Homes, Dallas, Texas, 2002 – 2005
- ▶ Warranty Manager, Kimball Hill Homes, Dallas, Texas 2001 – 2003

TYLER SMITH

VICE PRESIDENT OF COMMUNITY DEVELOPMENT



PROFESSIONAL QUALIFICATIONS

Tyler Smith is a government solution professional with 15 years of disaster recovery and development experience. Tyler helps communities with project implementation. He manages a team of 65+ Community Development grant practitioners. His team includes directors, regional managers, senior project managers, project managers, assistant project managers, coordinators, and labor standards specialists and assistants. His experience as a HUD Technical Assistance Provider, a URA compliance consultant, and CDBG-DR grant administration have ideally equipped him to lead GrantWorks' talented project management team.

RELEVANT EXPERIENCE

VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2023 – PRESENT

Tyler helps communities with project implementation. He internally manages a team of 65+ and provides daily support for the Community Development and Earmarks Departments. His team includes directors, regional managers, senior project managers, project managers, assistant project managers, coordinators, and labor standards specialists and assistants.

VICE PRESIDENT, BUYOUT & ACQUISITION, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – MARCH 2023

Tyler joined GrantWorks in February 2019 as Associate Vice President of Buyout & Acquisition. GrantWorks promoted Tyler to Vice President of Buyout and Acquisition in January 2022. We describe key projects below.

Program Manager, Buyout and Acquisition, CDBG-DR Hurricane Harvey Buyout and Acquisition Programs, Multiple Clients, Texas, February 2019 – Present

Tyler joined the GrantWorks Team in February 2019 after several existing GrantWorks clients received CDBG-DR Hurricane Harvey-recovery buyout allocations. Tyler developed process maps and attended meetings, helping local officials understand the guidelines and restrictions that come with CDBG-DR buyout and acquisition funds. He managed the project planning and design process for 16 sub-recipients and authored their GLO buyout applications and guidelines.

15 YEARS COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Arts, Liberal Arts –
History, Middlesex County College,
Edison, New Jersey, 2019

HIGHLIGHTS

Experienced managing large disaster recovery programs.

Over 10 years of HUD CDBG-DR,
URA, FEMA HMGP experience.

Buyout, acquisition, and URA
(Relocation) Subject matter
expertise.

Managed over \$700 million in
CDBG-DR funds under the New York
State Governor's Office following
Superstorm Sandy (2013-2018).

Consulted as a HUD Technical
Assistance Provider, specializing in
buyout/ acquisition.

Real estate professional with prior
licensing in New York State.

SENIOR CONTRACT PROJECT MANAGER, INDEPENDENT DISASTER RECOVERY CONSULTANT, HOUSTON, TEXAS AND STATEN ISLAND, NEW YORK, JULY 2016 – FEBRUARY 2019

Reports Manager, FEMA Funded Partial Repair and Essential Power for Sheltering (PREPS) Program, Texas General Land Office, Houston, Texas, January 2018 – October 2018

Tyler worked with the GLO, FEMA, H2Bravo, and a coalition of subcontractors to deliver Texas' PREPS Program, which provided minor/temporary repairs to homes impacted by Hurricane Harvey. In this role, Tyler was responsible for generating and distributing daily and weekly reports, ad hoc reporting requests, data security, presentation materials, program marketing, process mapping, and database reconciliation. The PREPS program completed over 15,500 home repairs and contacted over 85,000 applicants in seven months.

HUD Technical Assistance Consultant/URA Specialist, CDBG-DR Advisory Services, Georgia Department of Community Affairs, Atlanta, Georgia, October 2018 – March 2019

Tyler provided CDBG-DR advisory services to the State of Georgia's Department of Community Affairs. He assisted state leadership with crafting their recovery implementation plan, formal action plan, and program guidelines for buyout programs related to flooding events. Tyler developed visual process maps and workflows, showing the required steps for CDBG-DR buyout program implementation and execution. Tyler provided subject matter expertise to ensure a successful roll out of the state's grantee-sub-recipient project approach.

SENIOR CONTRACT/SENIOR PROJECT MANAGER, PANORAMA GOVERNMENT SOLUTIONS, NEW YORK, NEW YORK, SEPTEMBER 2014 – JULY 2016

Tyler helped launch the State of New York's Hurricane Sandy recovery buyout program—New York Rising. Tyler closed over 150 cases as a Senior Case Manager in 18 months. Following his promotion to Senior Program Manager, Tyler worked with GOSR to develop policies and strategies to comply with HUD requirements while managing a staff of over 20 disaster recovery professionals. The project concluded with approximately 1,300 home purchases in five years, using \$455 million in CDBG-DR funds.

PROGRAM ADMINISTRATOR, PROSOURCE TECHNOLOGIES, LLC, CEDAR RAPIDS, IOWA, JULY 2010 – APRIL 2013

Tyler was the Program Administrator for the Jumpstart Rental Rehabilitation Program, Jumpstart Rental Income Reimbursement Program, and Tools and Appliances Reimbursement Program. These programs provided rental property owners with the financial resources necessary to repair their damaged properties to make affordable housing accessible in the aftermath of the historic 2008 flooding.

EMPLOYMENT HISTORY

- ▶ Vice President of Community Development, GrantWorks, Inc., Austin, Texas, March 2023 – Present
- ▶ Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, January 2022 – March 2023
- ▶ Associate Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, February 2019 - January 2022
- ▶ Senior Contract Project Manager, Independent Disaster Recovery Consultant, Houston, Texas and Staten Island, New York, July 2016 - February 2019
- ▶ Senior Contract/Senior Project Manager, Panorama Government Solutions, New York, New York, September 2014 - July 2016
- ▶ Senior Case Manager, Prosource Technologies, LLC, New York, New York, July 2010 - September 2014

MAUREEN MAHONEY

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT



45 YEARS
GRANT MANAGEMENT
EXPERIENCE

PROFESSIONAL QUALIFICATIONS

Maureen Mahoney has more than 45 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist after 14 years with the State of Texas. GrantWorks promoted Maureen to Associate Vice President in February 2022 because of her experience. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, housing, and drainage system improvements and bolster rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration's infrastructure programs.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2022 - PRESENT

Maureen assists communities with project development and implementation and internally provides day-to-day support for the Community & Economic Development Project Managers.

APPLICATION SPECIALIST, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2021 – JANUARY 2022

As an Application Specialist at GrantWorks, Maureen worked with local governments to develop projects and write grant applications that addressed needed water, wastewater, street, and drainage system improvements and bolstered rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Economic Development Administration's infrastructure programs.

DIRECTOR OF REGULATORY OVERSIGHT, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JANUARY 2019 – DECEMBER 2019

Maureen managed all Environmental Services, Labor Standards, Affirmatively Furthering Fair Housing, Buyouts & Acquisitions, Business Management, Community Oversight (Field Staff), Multi-Family Development, Economic Development, and Special Projects teams assigned by Deputy Director. Duties included:

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business
Administration & Management
William Woods College
Fulton, Missouri, 1982

HIGHLIGHTS

Innovative problem solver

Leading teams to promote
innovative strategies to stimulate
and encourage good business
practices

Excellent communication skills

A strong advocate in community
relations, outreach, and customer
service

- ▶ Oversight of the management and operations of the Galveston Public Housing program
- ▶ Worked with GLO Legal and Housing Advocates to achieve obligations of the Conciliation Agreement
- ▶ Developed organizational plans and solutions to issues and/or concerns.
- ▶ Presented management plans strategies and implementation plans
- ▶ Conducted training to staff on modified solutions
- ▶ Responsible for all program areas of the City of Galveston (housing and infrastructure) disaster recovery projects, the City of Houston (housing, multi-family, and infrastructure), and Harris County (housing, multi-family, and infrastructure)
- ▶ Program resource for management and staff with a working knowledge of all CDBG-DR
- ▶ Assisted upper management in all areas in the Disaster Recovery Division, policy and program development, training, hiring, presentations to local communities, and community outreach

MANAGER ANALYST VI, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JULY 2016 – JANUARY 2019

Maureen was a program resource for management and staff with a working knowledge of all CDBG-DR and program development. She oversaw the management and operations of the Galveston Public Housing Program. Maureen worked with GLO legal and housing advocates to achieve this program's Conciliation Agreement's obligations. Maureen was also responsible for all programs in the area of the City of Galveston (housing and infrastructure) disaster recovery projects. She provided public speaking and community outreach.

GRANT MANAGER, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2012 – JULY 2016

As a Grant Manager, Maureen was responsible for all Disaster Program Projects in the Houston-Galveston area. She served as the Labor Standards Officer for the Texas GLO and was a program resource for management with a working knowledge of all areas of CDBG. Maureen was also responsible for community outreach and training and performed special projects as assigned.

EMPLOYMENT HISTORY

- ▶ Associate Vice President of Community Development, GrantWorks, Inc., Dripping Springs, Texas, January 2022 – Present
- ▶ Application Specialist, GrantWorks, Inc., Dripping Springs, Texas, January 2021 – January 2022
- ▶ Director of Regulatory Oversight, Disaster Recovery, Texas General Land Office, Austin, Texas, January 2019 – December 2019
- ▶ Manager Analyst VI, Disaster Recovery, Texas General Land Office, Austin, Texas, July 2016 – January 2019
- ▶ Grant Manager, Disaster Recovery, Texas General Land Office, Austin, Texas, September 2012 – July 2016
- ▶ Manager, Disaster Recovery, Texas Department of Housing and Community Affairs, Austin, Texas, February 2012 – September 2012
- ▶ Grant Manager, Texas Department of Agriculture, Austin, Texas, June 2006 – February 2012
- ▶ Grant Manager, City of Corpus Christi, Corpus Christi, Texas, October 1979 – June 2006

ROSS WOODS

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT



PROFESSIONAL QUALIFICATIONS

Ross Woods, a GrantWorks' Associate Vice President of Community Development, has 10 years of program management experience. Ross is an experienced manager capable of directing multiple work streams concurrently and has expertise in implementing and leading project teams of various sizes to achieve measurable results. He is passionate about crafting and devising people-centered solutions that drive equal access to opportunities.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT & EARMARKS, GRANTWORKS, INC., NEW YORK, NEW YORK, JANUARY 2023 – PRESENT

Project Manager, South Side Water Main and Fire Hydrant Construction, City of Jacinto City, Texas, November 2022 – October 2023, Grant Amount: \$997,365

The City of Jacinto City received congressionally directed funding through a U.S. Department of Housing and Urban Development (HUD) Community Project Funding FY2022 grant to improve the water infrastructure on the City's south side. The project aims to ensure residents can access a safe and reliable water supply for domestic and firefighting purposes. The project covered under this funding appropriation involves the installation of 2,420 linear feet of new 10- inch and 750 linear feet of new 8-inch water mains along the south side of Jacinto City. The new water main will replace the aging and undersized infrastructure in the area. The project will also include the installation of ten new fire hydrants along the new water main. The project lies within Jacinto City and the Harris County target area.

Project Manager, Payroll Support Grant Administration, Churches United for Fair Housing, Inc., New York, New York, Grant Amount: \$1.2 million

Churches United For Fair Housing (CUFFH) is a community-based non-profit with a mission to help families locate and maintain affordable housing in New York City. CUFFH staff works tirelessly to assist residents with the New York City affordable housing lottery application process. They also provide advocacy and legal services

10 YEARS PROGRAM MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration,
Economic Development, Eastern
University, St. David's, Pennsylvania,
2014

Bachelor of Business Administration,
Real Estate, University of Georgia,
Athens, Georgia, 2006

HIGHLIGHTS

Federal Grant Management and
Compliance

Partner and Client Management

Strategic Solutions for Program
Design

Operations Logistics

Data Management and Analytics
Application Implementation User
Acceptance Testing

Advanced Proficiency in Microsoft
Office Suite, Salesforce, SaaS,
Power BI, Vision, Microsoft
Dynamics, Google Analytics, and
Smartsheet

to residents who have been victimized by unethical landlord practices. CUFFH selected GrantWorks to help them apply for and administer a \$1.2 million Community Project Funding (CPF) grant to support payroll for community service staffers.

SENIOR PROGRAM MANAGER CONSULTANT, NEW YORK CITY OFFICE OF TECHNOLOGY AND INNOVATION, NEW YORK, NEW YORK, FEBRUARY 2021 – JANUARY 2023

As a Senior Program Manager, Ross was responsible for COVID-19 technology initiatives, program management, and quality assurance. He oversaw a team of 25 providing program management and quality assurance for the VAX application on behalf of the New York City Office of Technology & Innovation. He scaled the VAX platform through 19 major releases to support over 50 public and private providers, which administered 4.2 million COVID vaccines across 2,500 sites in under two years. Ross led end-to-end provider management and support, including on boarding, training, operations management, support, reporting, and analytics. He also coordinated across multiple city agencies, including City Hall, to execute evolving and emergent public health imperatives, including re- tooling the application to support the Monkeypox vaccine. Ross led agency support and user acceptance testing for the New York City Emergency Housing Voucher Case Tracker, which integrated client referrals across 13 city agencies for tracking and reporting through voucher issuance.

ASSOCIATE DIRECTOR, DISASTER RECOVERY BENEFITS, NEW YORK CITY MAYOR'S OFFICE OF HOUSING RECOVERY OPERATIONS, NEW YORK, NEW YORK, FEBRUARY 2019 – FEBRUARY 2021

Ross ensured compliance with federal, state, and local regulations in administrating the \$2.2B CDBG-DR-funded Build it Back (BIB) Housing Recovery Program. He oversaw organization-wide data management, analysis, and reporting. He also managed special projects, including the City's acquisition or buyout of storm-damaged properties, complex Duplication of Benefits coordination, and closeout of the CDBG-DR grant.

CONSULTANT, CAPITAL ACCESS, INC., NEW YORK, NEW YORK, AUGUST 2014 – FEBRUARY 2019

As a Consultant, Ross oversaw a portfolio of housing and economic development-related projects assisting clients in developing and implementing strategic solutions. He decreased the total applicant processing time frame from six to three months for the \$80 million New York State Acquisition for Redevelopment Program.

NATIONAL FIELD DIRECTOR, HOPE WORLDWIDE, NEW YORK, NEW YORK, JANUARY 2009 – OCTOBER 2013

Ross oversaw a federally funded AmeriCorps program that engaged 150+ AmeriCorps members to serve 1,100 at-risk youth annually. He created and facilitated the National Youth Advisory Council to encourage year-round local service with HOPE worldwide, generating interest in AmeriCorps and resulting in a 150%

EMPLOYMENT HISTORY

- ▶ Associate Vice President of Community Development, GrantWorks, Inc. New York, New York January 2023 - Present
- ▶ Associate Director, Disaster Recovery Benefits, New York City Mayor's Office of Housing Recovery Operations, New York, New York, February 2019 – February 2021
- ▶ Consultant, Capital Access, Inc., New York, New York, August 2014 – February 2019
- ▶ National Field Director, HOPE Worldwide, New York, New York, January 2009 – October 2013

JEFF CARRILLO

DIRECTOR OF COMMUNITY DEVELOPMENT



PROFESSIONAL QUALIFICATIONS

Jeff Carrillo assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers. Jeff manages numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and disaster recovery through the Texas General Land Office. He has also managed Texas Infrastructure Fund grants through the Texas Department of Transportation.

Jeff has successfully managed over 50 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff's project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards. He was promoted to Assistant Director in 2018 and Associate Director in 2020.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC. AUSTIN, TEXAS, SEPTEMBER 2021 – PRESENT

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2020 – SEPTEMBER 2021

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

Grant Administrator, Texas CDBG-DR 2015-DR Flood, Drainage and Pump Station Improvements, Willacy County, Texas, April 2019 – Present, Grant Amount: \$995,500

Willacy County received funding to improve drainage and pump stations in an emergency following the 2015 Flood. Jeff provides grant administration services, including reviewing and processing reimbursement requests and providing Davis-Bacon, Section 3, and

10 YEARS GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community & Regional Planning, University of Texas, Austin, Austin, Texas, 2014

Bachelor of Arts, University of Missouri, Columbia, Missouri, 2001

HIGHLIGHTS

Managed and successfully closed over 50 grants, including CDBG, Disaster Recovery, TxDOT TIF, and Safe Routes to School

Excellent communication skills

programmatic technical assistance and guidance. Jeff facilitates communication between state and local stakeholders, engineers, and contractors to ensure successful project completion.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Water and Sewer System Upgrades, City of Clute, Texas, August 2012 – December 2018, Grant Amount: \$1,664,451

The City of Clute received Disaster Recovery funds to upgrade its water and sewer systems. Jeff provided project management services to help shepherd the project to completion. This project completed in 2018 on time and under budget.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Flood and Drainage Facilities Upgrades, Kleberg County, Texas, January 2013 – December 2018, Grant Amount: \$1,000,000

Kleberg County received Disaster Recovery funds to upgrade its existing flood and drainage facilities. Jeff provides project management services to help shepherd the project to completion, and this project is expected to finish by the end of 2018 on time and under budget.

Grant Administrator, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, Texas, April 2014 – August 2019, Grant Amount: \$7,049,063

Upton County was awarded a Transportation Infrastructure Fund to help mitigate road damage affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. The project was completed on time and within budget.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, Texas, April 2014 – August 2019, Grant Amount: \$740,433

Kleberg County was awarded a Transportation Infrastructure Fund to help mitigate road damage affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. The project was completed on time and within budget.

EMPLOYMENT HISTORY

- ▶ Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2021 – Present
- ▶ Associate Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2020 – September 2021
- ▶ Assistant Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2018 – September 2020
- ▶ Senior Project Manager, GrantWorks, Inc., Austin, Texas, April – September 2018
- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, August 2014 – April 2018
- ▶ Austin History Center, Austin, Texas, October 2011 – August 2014

REGAN LENEHAN

DIRECTOR OF COMMUNITY DEVELOPMENT



PROFESSIONAL QUALIFICATIONS

Regan Lenehan began her career at GrantWorks as a Project Manager, focusing on infrastructure and economic development projects. Regan currently trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the Texas Department of Agriculture and the Texas General Land Office. She specializes in Community Development, Colonia Construction, Main Street, Downtown Revitalization, and Disaster Recovery/Mitigation contracts.

Regan has successfully managed over 75 projects. Her experience includes public infrastructure, private property rehabilitation, economic development, main street, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants through the Texas Department of Transportation.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC. AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

Regan oversees a team of Project Managers who assist communities and collectively manage over \$100 million in CDBG grant contracts.

SENIOR CONSULTANT, COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2018 – OCTOBER 2021

Regan provided internal quality control for procurement reviews, labor standards activities, and technical support and training for GrantWorks staff.

SENIOR PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2004 – JANUARY 2015

Regan worked directly with stakeholders to successfully implement CDBG projects. Her administration activities included financial management, requests for proposals and qualifications, and sealed bid procurement reviews, quarterly status reports, fair housing, civil rights, and labor standards compliance activities, and project completion/state-agency monitoring reviews. She specialized in the Texas Capital Fund economic development program.

20 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community & Regional Planning, University of Texas, Austin, Austin, Texas, 2004

Bachelor of Arts, Latin American Studies, Vassar College, Poughkeepsie, New York, 1997

HIGHLIGHTS

Develops departmental policy and procedure

Leads a team of project managers

Conversational Spanish skills

EMPLOYMENT HISTORY

- ▶ Director of Community Development, GrantWorks, Inc., Austin, Texas, October 2021 – Present
- ▶ Senior Consultant, GrantWorks, Inc., Austin, Texas, April 2018 – October 2021
- ▶ Senior Project Manager, GrantWorks, Inc., Austin, Texas, January 2004 – January 2015
- ▶ Junior Financial Analyst, Symmetry Partners, LLC, New York, New York, January 1998 – January 2002

ROBIN BARTHEN

CLIENT SERVICES MANAGER



PROFESSIONAL QUALIFICATIONS

Robin “Rob” Barthen has nine years of experience working for Texas agricultural and rural economic development organizations. He has worked with rural cities and counties in Texas’s west, central, and northern areas to obtain infrastructure grants through TDA Community Development Block Grants. Rob has worked to promote rural broadband with the help of private foundations and economic developers, and consultants to bring in new and help existing businesses.

RELEVANT EXPERIENCE

CLIENT SERVICES MANAGER, GRANTWORKS INC., WEATHERFORD, TEXAS, FEBRUARY 2023 – PRESENT

Rob serves as the liaison between GrantWorks and its local government clients. He develops new client relationships through marketing and outreach and works with existing clients to ensure their continuing satisfaction. Other duties include:

- ▶ Attends legislative and state agency program public hearings and meetings
- ▶ Coordinates project development meetings and attends applicable stakeholder meetings
- ▶ Identifies and reviews local government needs and priorities that could be addressed through various funding opportunities
- ▶ Reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers as needed to keep abreast of funding opportunities and program changes
- ▶ Attends state, local, and non-profit conferences
- ▶ Responds to inquiries from existing and potential clients
- ▶ Presents to existing and potential clients
- ▶ Markets GrantWorks services to targeted cities and counties
- ▶ Participates in the development of marketing brochures

FIELD REPRESENTATIVE, TEXAS DEPARTMENT OF AGRICULTURE, AUSTIN, TEXAS, MARCH 2016 – FEBRUARY 2023

- ▶ Worked to promote Texas Agriculture across the state
- ▶ Helped promote small businesses through the GO TEXAN program

14 YEARS

CLIENT SERVICE AND COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Animal
Science, Texas A&M University,
College Station, August 2000

HIGHLIGHTS

Economic Development
Extensive TDA knowledge
Marketing

TRAINING

Basic Economic Development
Course (BEDC), accredited by the
International Economic Development
Council (IDEC), Texas Economic
Development Council, 2017

- ▶ Worked with rural cities and counties in the west, central and North Texas to obtain infrastructure grants through Community Development Block Grants
- ▶ Gave TDA informational presentations to stakeholders
- ▶ Promoted Texas Agriculture Finance Authority, Home Delivered Meals, and other grants
- ▶ Served as a resource for other state and federal grants

RANCH MANAGER, HARBOUR LIVESTOCK, GATESVILLE, TEXAS, MAY 2010 – FEBRUARY 2016

- ▶ Managed the daily health of 1000 head show-quality sheep, goats, and commercial cattle

AGRICULTURE SCIENCE TEACHER, LAKE TRAVIS ISD, AUSTIN, TEXAS, AUGUST 2005 – MAY 2008

- ▶ Taught various agriculture science courses for grades 9 through 12
- ▶ Trained Leadership and Career Development Events
- ▶ Helped increase membership by involving nontraditional agriculture students in the FFA program

OPERATIONS MANAGER, HAMMS SHOW SUPPLY, JOSHUA, TEXAS, JULY 2004 – JULY 2005

- ▶ Oversaw the daily operations in the office and warehouse for a livestock grooming supply and feed supplement business

AGRICULTURE SCIENCE TEACHER, JOSHUA ISD, JOSHUA, TEXAS, JULY 2002 – JULY 2004

- ▶ Taught various agriculture science courses for grades 7 through 12
- ▶ Helped increase FFA membership from 408 to 564 students by developing a middle school program

AGRICULTURE SCIENCE TEACHER, PALMER IDS, PALMER, TEXAS, JUNE 2001 – JUNE 2002

- ▶ Taught various agriculture science courses for grades 7 through 12
- ▶ Trained Leadership and Career Development Events
- ▶ Helped form an FFA booster club

EVENT MARKETING ASSISTANT, MARCHMAN AND ASSOCIATES, DENTON, TEXAS, AUGUST 2000 – MAY 2001

- ▶ Worked in advertising and marketing agriculture products
- ▶ Organized personnel and equipment for events
- ▶ Developed and maintained a record-keeping system to minimize costs
- ▶ Established an internship program with Texas A&M University

EMPLOYMENT HISTORY

- ▶ Client Services Manager, GrantWorks, Inc., Weatherford, Texas, February 2023 – Present
- ▶ Field Representative, Texas Department of Agriculture, Austin, Texas, March 2016 – February 2023
- ▶ Ranch Manager, Harbour Livestock, Gatesville, Texas, May 2010 – February 2016
- ▶ Agriculture Science Teacher, Lake Travis ISD, Austin, Texas, August 2005 – May 2008
- ▶ Operations Manager, Hamms Show Supply, Joshua, Texas, July 2004 – July 2005
- ▶ Agriculture Science Teacher, Joshua ISD, Joshua, Texas, July 2002 – July 2004
- ▶ Agriculture Science Teacher, Palmer IDS, Palmer, Texas, June 2001 – June 2002
- ▶ Event Marketing Assistant, Marchman and Associates, Denton, Texas, August 2000 – May 2001



ATTACHMENT 2

EVIDENCE OF TXCDBG CERTIFICATION

ATTACHMENT 2 – EVIDENCE OF TXCDBG CERTIFICATION

GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG. We have provided a list of GrantWorks 2024 - 2025 TxCDBG Certified Administrators (91) as of July 18, 2024, in **Figure 15**.

Figure 15: *GrantWorks 2024 - 2025 TxCDBG Certified Administrators*

Jessica Acosta	John Groberg	Ben Nakhaima
Lauren Anderson	Mirenda Harris	Rusty Navarre
Katie Angelo	Candice Hendry	Norman Oh
Carlos Beceiro	Brooke Hinch	Rachel Palenik
Emmanuel Berrios	Jill Hooks	Kevin Pell
Alyssa Berger	Yolanda Jackson	Emily Powers
Sandy Berger	Gabriella Jakubowski	Calvin Poznik
Noelia Blanco	Gustavo Jimenez	Katherine Price
Karen Blaney	Melinda Kapelka	Shirley Rempe
Brice Bloomer	Ben Kleesattel	Danielle Rojas
Martha Brown	Yuhana Khan	Annemarie Rossato
Addison Bruzenak	Alisha (Nikki) Kuhn	Matthew Russo
Kayla Burgess	Allison Land	Roxana Sandoval
Kendra Busse Rocha	Danielle Lewis	Eileen Schrandt
Cliff Calley	Jennifer Lewis	Sarah Scott
Shauna Canalez	Sofia Lehmann	Sergio Sena
Jerry Carvajal	Nicole Levario	Alexander Sievers
Erica Castro	Sam Lilley	Vicki Spiess
Will Chapin	Allison Long	Jamie Stivender
Rebecca Cruz	Hannah Lovato	Ceci Sudarsanam
Luci Cook-Hildreth	Anna Lowy	Ryan Sunvison
Rosie Daly	Isabel Lozoya	Kayce Tennes
Robert Davila	Jordan Mahoney	Arianna Trevino
Kirsten Duke	Sean Martineau	Angela Turner
Natalie Eckstrom	Shawna McElfish	Elicia Villarreal
Charles Edwards	Cynthia Metro	Katherine White
Jennifer Flemming	Austin McLemore	Cynthia Zbranek
Gia Fiocco	Wesley McPhail	
Andrea Garcia	Veronica Mentor	
Rebecca Gillmore	Carlissa Miller	
Anthony Gonzales	Lindsey Miller	
Glenn Greer	Jodi Mozeika	



ATTACHMENT 3

REQUIRED FORMS

ATTACHMENT 3 – REQUIRED FORMS

- ▶ Certificate of Liability Insurance
- ▶ Statement of Conflicts of Interest
- ▶ System for Award Management (SAM) Search Results
- ▶ Form CIQ: Conflict of Interest Questionnaire
- ▶ Certification Regarding Lobbying
- ▶ Disclosure Regarding Lobbying Form
- ▶ Form 1295: Certificate of Interested Parties



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/15/2024

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 Van Dyke Rankin & Company, Inc. 211 S Austin St Brenham TX 77833		CONTACT NAME: Grace Gillson, CISR PHONE (A/C, No, Ext): 979-836-5636 FAX (A/C, No): 979-836-5059 E-MAIL ADDRESS: grace@vandykerankin.com	
		INSURER(S) AFFORDING COVERAGE INSURER A : ACE Fire Underwriters Insurance Co.	NAIC # 20702
INSURED GrantWorks, Inc. Cecelia Johnson 2201 Northland Drive Austin TX 78756		GRANINC-01 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 549332350

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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions	Y		G28235768 008	7/30/2024	7/30/2025	Each Claim \$5,000,000. Aggregate \$5,000,000. Retention \$25,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is shown as Additional Insured per written contract.

CERTIFICATE HOLDER

CANCELLATION

Informational Purposes for GrantWorks, Inc. 2201 Northland Dr Austin TX 78756	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
--	---

STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.



Authorized Signature

March 28, 2025

Date

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM FOR AWARD MANAGEMENT



Entity Information Search Results 1 Total Results

Filter by:		
Keyword (EXACT)	Status	
uz9nmvf8sgd8	Active,Inactive	
GRANTWORKS, INC. ● Active Registration		
Unique Entity ID: UZ9NMVF8SGD8	Physical Address:	Expiration Date:
CAGE/NCAGE: 5JH22	2201 NORTHLAND DR	Aug 15, 2025
	AUSTIN , TX	Purpose of Registration:
	78756 USA	All Awards



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)

"Bruce Spitzengel"

Status

Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN , TX

78756 USA

Expiration Date:

Aug 15, 2025

Purpose of Registration:

All Awards

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 2, 2022	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	

Business Information

Doing Business as (blank)	Division Name Grantworks	Division Number (blank)
Congressional District Texas 10	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Aug 4, 2021	Submission Date Aug 3, 2021	Initial Registration Date Jun 16, 2009
---------------------------------------	---------------------------------------	--

Entity Dates

Entity Start Date Sep 16, 1979	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

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		

<https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=Active>

Page 1 of 2

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.

Socio-Economic Types

Self Certified Small Disadvantaged Business

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
5JH22

Points of Contact

Electronic Business

📧
Bruce Spitzengel, President

**2201 Northland Drive
Austin, Texas 78756
United States**

ERIC HARTZELL, Executive VP

2201 Northland Drive
Austin, Texas 78756
United States

Government Business

📧
Bruce Spitzengel, President

**2201 Northland Drive
Austin, Texas 78756
United States**

ERIC HARTZELL, Executive VP

2201 Northland Drive
Austin, Texas 78756
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

<https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=Active>

Page 2 of 2

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1	Name of vendor who has a business relationship with local governmental entity. N/A	
2	☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed. N/A Name of Officer	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. 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 March 28, 2025 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, GrantWorks, 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

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

March 28, 2025

Date

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: <u>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>March 28, 2025</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

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 agency name, if known. For example, 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

(To be completed by awarded vendor)

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

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 12/22/2017



2201 NORTHLAND DRIVE
AUSTIN, TEXAS 78756
512-420-0303
WWW.GRANTWORKS.NET



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/8/2025</u>	ITEM NUMBER:	<u>12.</u>
DEPARTMENT:	<u>Council and Board</u>	PREPARED BY:	<u>Greg Lowe, City Clerk</u>
INITIATED BY:	<u>James Hubbard, CITY MANAGER</u>	EXHIBITS:	<u>February 2025 Financial Report, JPD Monthly Report 03.25, JFD Monthly Report Mar.2025, PCS March 2025, Library Report March 2025, Museum Report March 25</u>
ITEM TITLE:	<u>CITY MANAGER REPORT</u>		

EXECUTIVE SUMMARY:

The reports following this council agenda report on the departmental monthly reports and are part of the required city manager's monthly report to the Council.

RECOMMENDED ACTION:

No action necessary.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☒	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The city charter requires the city manager to provide a monthly report to the Council.



CITY OF
JACKSONVILLE
— TEXAS —

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2025



Unity In Action



Visit Our Website
www.jacksonvilletx.org

OVERVIEW

As of **February 28, 2025**, five months of the **FY 2025** budget year have been completed. The **year-to-date budget benchmark** stands at **41.7%**.

Total **combined revenue** for the **General and Utility Funds** stands at **\$23,655,822**, exceeding budget expectations at **64.2%** of the annual budgeted amount. This marks an **\$11,920,594 (101.6%)** increase over **FY 2024 revenue**, largely due to the **\$11.7 million** issuance of **Series 2024B Certificates of Obligation (COs)**.

Total **combined expenditures** for the **General and Utility Funds** are **\$9,094,863**, representing **21.9%** of the annual budget—remaining **below both revenue received and budget projections**. Compared to **FY 2024**, expenditures have **increased by \$883,070 (10.8%)**.

YEAR TO DATE (YTD) ACTIVITY

▲ **Property Taxes** are **87.0%** of the Y-T-D projection.

▲ **Sales Taxes** are **43.9%** of the Y-T-D projection.

■ **Sanitation Fees** are **40.9%** of the Y-T-D projection.

■ **EMS/Ambulance Service Fees** are **34.7%** of the Y-T-D projection.

■ **Water Sales** are **36.1%** of the Y-T-D projection.

■ **Sewer Sales** are **34.2%** of the Y-T-D projection.

COMPARISON TO LAST YEAR

■ **Property Taxes** are **99.8%** of prior year.

▲ **Sales Taxes** are **114.7%** of prior year.

▲ **Sanitation Fees** are **103.8%** of prior year.

■ **EMS/Ambulance Service Fees** are **81.4%** of prior year.

▲ **Water Sales** are **104.1%** of prior year.

▲ **Sewer Sales** are **114.2%** of prior year.

GENERAL FUND REVENUE

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	February 2025					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Taxes		\$ 1,200,019	\$ 718,275	167.1%		\$ 6,003,886	\$ 3,591,376	167.2%		\$ 6,003,886	\$ 8,619,302	69.7%		\$ 5,815,777	\$ 8,447,162	68.8%	
Franchise Fees		99,025	108,712	91.1%		581,535	543,561	107.0%		581,535	1,304,546	44.6%		638,044	1,282,000	49.8%	
Intergovernmental Revenue		-	5,667	0.0%		46,188	28,333	163.0%		46,188	68,000	67.9%		-	150,000	0.0%	
Fines & Forfeiture		53,149	47,446	112.0%		203,351	237,229	85.7%		203,351	569,350	35.7%		217,708	562,850	38.7%	
License & Permits		2,044	4,704	43.5%		11,004	23,521	46.8%		11,004	56,450	19.5%		17,430	45,800	38.1%	
Fees & Charges For Services		199,709	237,137	84.2%		1,060,054	1,185,686	89.4%		1,060,054	2,845,647	37.3%		1,099,723	2,770,807	39.7%	
Investment Income		28,627	29,184	98.1%		131,009	145,919	89.8%		131,009	350,205	37.4%		157,563	385,000	40.9%	
Miscellaneous Receipts		34,822	11,188	311.3%		94,936	55,939	169.7%		94,936	134,253	70.7%		200,394	255,573	78.4%	
Transfers In		124,653	124,653	100.0%		623,267	623,267	100.0%		623,267	1,495,841	41.7%		638,377	1,532,105	41.7%	
Total Revenues		\$ 1,742,047	\$ 1,286,966	135.4%		\$ 8,755,231	\$ 6,434,831	136.1%		\$ 8,755,231	\$ 15,443,594	56.7%		\$ 8,785,015	\$ 15,431,297	56.9%	

YEAR-TO-DATE OVERVIEW

As of **February 28, 2025**—the **fifth month** of the **FY25 budget year**—**general fund non-property tax revenue** totaled **\$4,273,467**, falling **\$15,757** short of projections. However, **total revenue, including property taxes**, exceeded projections by **\$2,320,400**, reflecting a **0.3% decrease** compared to the same period last fiscal year.

PROPERTY TAXES

Property tax collections through February totaled **\$4,481,764**, exceeding projections by **\$2,336,157** but falling **\$7,083 (0.2%)** short of the prior year's collections.

The majority of **property tax revenue** is typically collected **within the first five months** of the fiscal year. Taxes are due by **January 31**, after which unpaid balances **accrue penalties and interest**.

SALES TAXES

As of **February 28**, **sales tax revenue** totaled **\$1,522,122**, **surpassing projections by \$76,353** and reflecting a **\$195,192 increase** compared to the previous fiscal year.

FRANCHISE FEES

Year-to-date franchise fee revenue stands at **\$581,535**, **exceeding projections by \$37,974**. However, this represents an **8.9% decrease (\$56,508)** compared to the same period last year.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue includes grants and reimbursements from local, county, state, and federal sources. As of February 28, 2025, **\$46,188** has been received from **JEDCO** for the demolition of substandard structures.

MUNICIPAL COURT

Municipal Court revenue through February totaled **\$203,351**, falling **\$33,878 below projections** and reflecting a **\$14,357 decrease** compared to FY 2024.

LICENSES & PERMITS

License and permit revenue amounted to **\$11,004**, which is **\$12,517 below projections and \$6,427 less** than the same period in FY 2024.

FEES & CHARGES FOR SERVICES

Year-to-date revenue from fees and charges for services reached **\$1,060,054**, falling **\$125,632 short of projections and decreasing by \$39,668 (3.6%)** compared to last year.

This category primarily includes **sanitation fees, EMS/ambulance service fees, and Lake Jacksonville leases**. Fee increases for **EMS/ambulance services and sanitation services** took effect **January 1**.

INVESTMENT INCOME

Investment income totaled **\$131,009**, falling **\$14,910 below projections**. Interest earned on the city's investments decreased by **\$26,554** compared to FY 2024.

MISCELLANEOUS RECEIPTS

As of February 28, miscellaneous revenue amounted to **\$94,936**, exceeding year-to-date projections by **\$38,998** but reflecting a **\$105,457 decrease** compared to the prior year.

The decrease is primarily due to the **sale of capital property totaling \$130,373 in the previous fiscal year**, which was not repeated in FY 2025.

TRANSFERS IN

Monthly transfers reimburse the General Fund for **general, administrative, and other applicable expenses** incurred by the transferring fund.

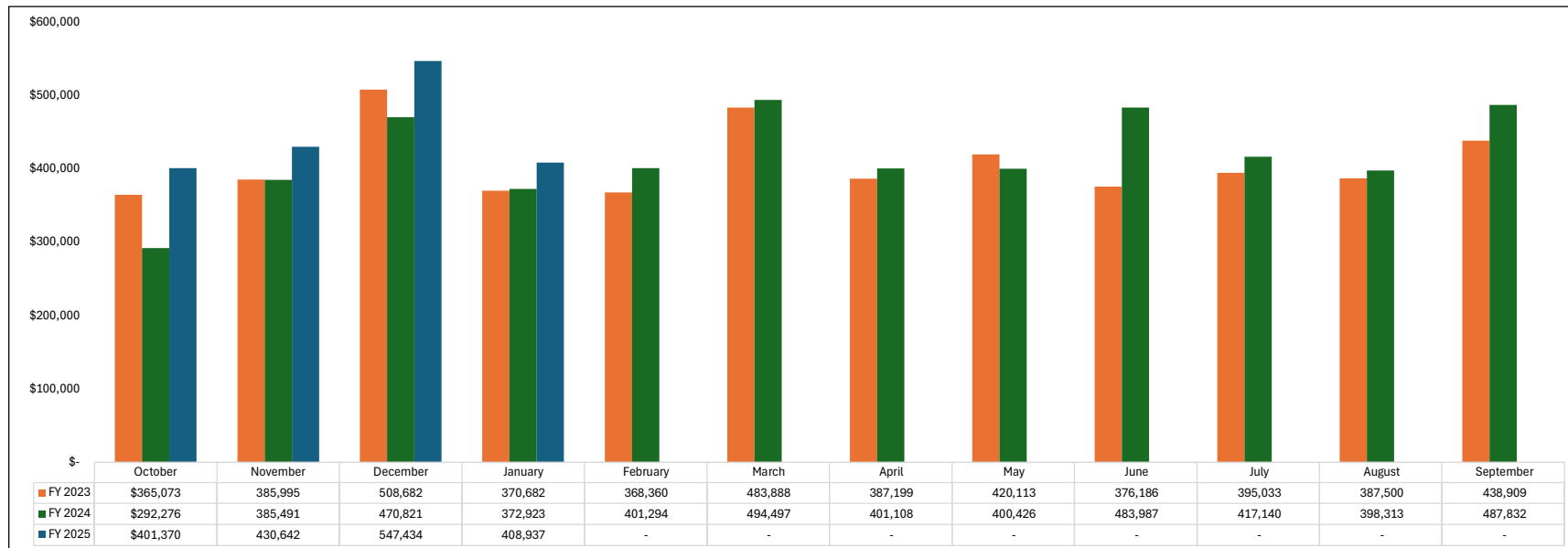
FY 2025 Transfers to the General Fund:

- **Water/Wastewater Utility:** \$1,422,014
- **Hotel/Motel Occupancy Tax:** \$56,052
- **Court Security:** \$17,775



Sales Tax History: Fiscal Years 2023 - 2025

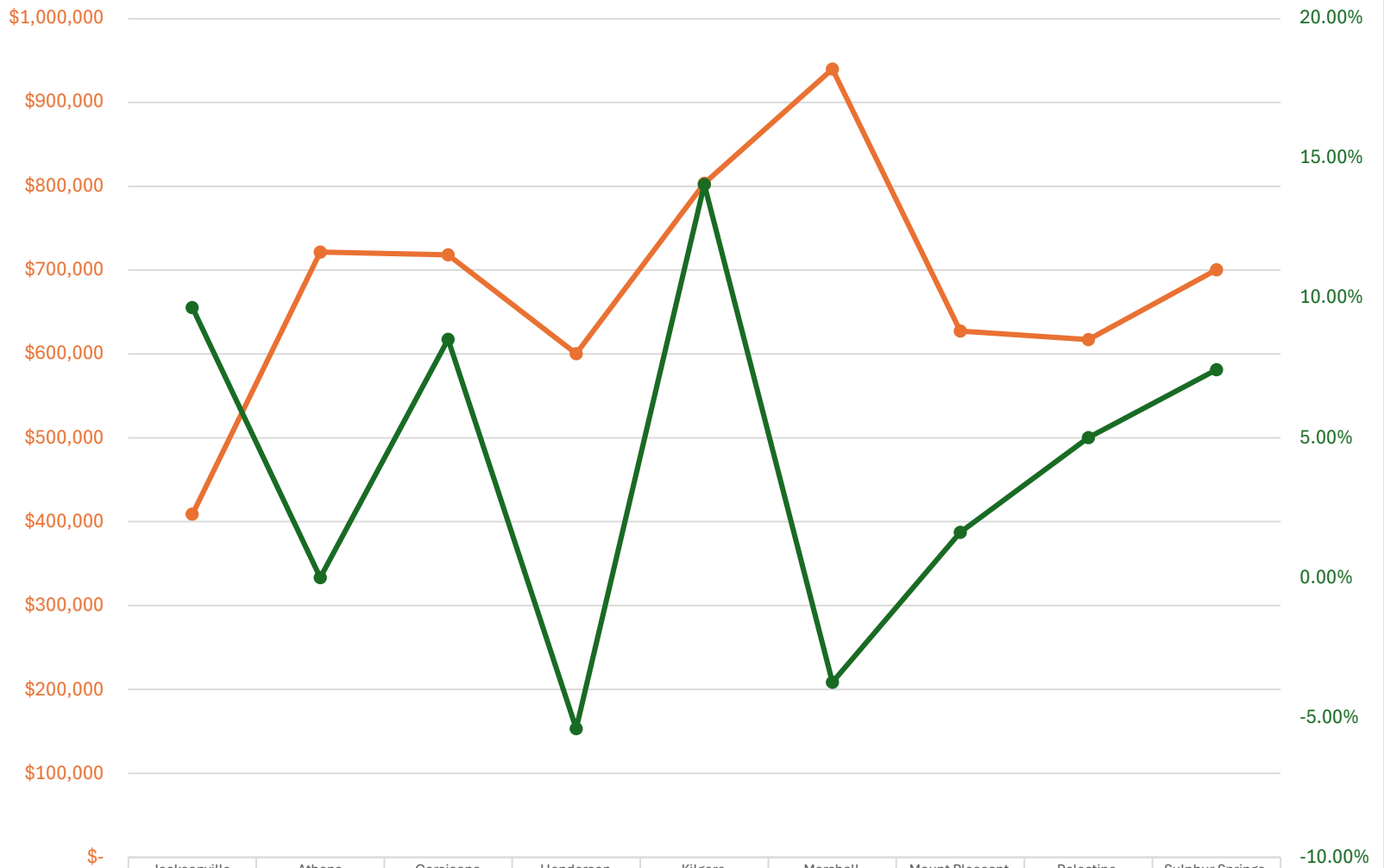
FY 2023					FY 2024					FY 2025				
	CITY	JEDCO	TOTAL	CUMULATIVE		CITY	JEDCO	TOTAL	CUMULATIVE		CITY	JEDCO	TOTAL	CUMULATIVE
	66.67%	33.33%	100.00%	TOTAL		66.67%	33.33%	100.00%	TOTAL		66.67%	33.33%	100.00%	TOTAL
October	\$ 243,382	\$ 121,691	\$ 365,073	\$ 365,073	October	\$ 194,851	\$ 97,425	\$ 292,276	\$ 292,276	October	\$ 267,580	\$ 133,790	\$ 401,370	\$ 401,370
November	257,330	128,665	385,995	751,068	November	256,994	128,497	385,491	677,767	November	287,094	143,547	430,642	832,012
December	339,121	169,561	508,682	1,259,750	December	313,881	156,940	470,821	1,148,588	December	364,956	182,478	547,434	1,379,446
January	247,121	123,561	370,682	1,630,432	January	248,616	124,308	372,923	1,521,512	January	272,625	136,312	408,937	1,788,383
February	245,573	122,787	368,360	1,998,791	February	267,530	133,765	401,294	1,922,806	February	-	-	-	1,788,383
March	322,592	161,296	483,888	2,482,679	March	329,665	164,832	494,497	2,417,303	March	-	-	-	1,788,383
April	258,133	129,066	387,199	2,869,878	April	267,405	133,703	401,108	2,818,410	April	-	-	-	1,788,383
May	280,075	140,038	420,113	3,289,991	May	266,951	133,475	400,426	3,218,837	May	-	-	-	1,788,383
June	250,791	125,395	376,186	3,666,177	June	322,658	161,329	483,987	3,702,823	June	-	-	-	1,788,383
July	263,355	131,678	395,033	4,061,210	July	278,093	139,047	417,140	4,119,963	July	-	-	-	1,788,383
August	258,334	129,167	387,500	4,448,710	August	265,542	132,771	398,313	4,518,276	August	-	-	-	1,788,383
September	292,606	146,303	438,909	4,887,620	September	325,221	162,611	487,832	5,006,108	September	-	-	-	1,788,383
	\$ 3,258,413	\$ 1,629,207	\$ 4,887,620			\$ 3,337,405	\$ 1,668,703	\$ 5,006,108			\$ 1,192,255	\$ 596,128	\$ 1,788,383	





City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Sales Tax FY 2025 - January - Period 4





Comparator Cities Calendar Year 2024-2025 Sales Tax Comparison % Δ

	Jacksonville			Athens	Corsicana	Henderson	Kilgore	Marshall	Mount Pleasant	Palestine	Sulphur Springs	Weighted Average
	2025 - 2022	2025 - 2023	2025 - 2024	2024 - 2025								
	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month
Oct-24	16.4%	-3.1%	2.8%	4.5%	2.1%	7.8%	12.9%	-5.4%	-13.0%	-12.5%	-6.8%	-1.1%
Nov-24	15.2%	-2.1%	11.1%	16.2%	-5.8%	-8.6%	2.6%	-17.5%	-18.5%	14.6%	5.1%	-1.8%
Dec-24	-4.1%	9.9%	37.3%	25.8%	10.0%	12.8%	3.3%	-9.8%	1.4%	25.7%	22.7%	10.7%
Jan-25	18.0%	11.6%	11.7%	9.0%	6.5%	-10.0%	4.7%	-1.6%	-7.4%	-3.9%	1.6%	0.5%
Feb-25	5.8%	7.6%	16.3%	-40.9%	34.4%	23.3%	7.2%	8.8%	29.5%	8.4%	14.7%	5.9%
Mar-25	23.5%	10.3%	9.7%	0.0%	8.5%	-5.4%	14.1%	-3.7%	1.6%	5.0%	7.4%	17.9%
Apr-25												
May-25												
Jun-25												
Jul-25												
Aug-25												
Sep-25												
	2025 - 2022	2025 - 2023	2025 - 2024	2024 - 2025								
	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD
Oct-24	16.4%	-3.1%	2.8%	4.5%	2.1%	7.8%	12.9%	-5.4%	-13.0%	-12.5%	-6.8%	-1.1%
Nov-24	15.7%	-2.6%	7.2%	10.6%	-2.0%	-1.2%	7.5%	-11.8%	-15.8%	0.9%	-0.8%	-1.4%
Dec-24	8.7%	1.0%	15.1%	15.3%	1.8%	3.4%	6.1%	-11.1%	-10.3%	8.0%	6.1%	2.3%
Jan-25	10.9%	3.5%	14.2%	13.8%	3.0%	-0.1%	5.8%	-9.0%	-9.6%	4.8%	4.9%	1.9%
Feb-25	9.6%	4.4%	14.7%	-5.8%	10.3%	4.7%	6.1%	-4.9%	-1.7%	5.7%	7.1%	2.9%
Mar-25	11.6%	5.3%	13.9%	9.6%	10.1%	3.3%	7.2%	-4.8%	-1.2%	5.6%	7.1%	4.8%
Apr-25												
May-25												
Jun-25												
Jul-25												
Aug-25												
Sep-25												

"Month" is month in which revenue is received.



GENERAL FUND EXPENDITURES

Department	February 2025			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 385,276	\$ 702,928	54.8%	\$ 213,176	\$ 911,106	23.4%
Administration	232,778	733,825	31.7%	237,238	933,155	25.4%
I.T.	71,195	231,390	30.8%	50,101	233,023	21.5%
Communications	13,640	23,317	58.5%	24,027	53,465	44.9%
H.R.	63,238	223,610	28.3%	88,995	231,270	38.5%
Finance	212,606	511,509	41.6%	217,046	491,090	44.2%
Municipal Court	78,485	203,420	38.6%	78,015	218,089	35.8%
Police	1,576,500	4,336,772	36.4%	1,440,586	3,643,810	39.5%
Dispatch	-	-	0.0%	171,714	440,151	39.0%
Code Enforcement	99,233	283,146	35.0%	91,764	267,545	34.3%
Animal Services	97,463	290,814	33.5%	95,160	268,727	35.4%
Fire & EMS	1,364,424	3,771,274	36.2%	1,407,805	3,528,593	39.9%
Public & Community Services	42,888	107,775	39.8%	34,001	106,721	31.9%
Development Services	124,141	295,380	42.0%	70,275	397,516	17.7%
Traffic & Lighting	61,222	260,731	23.5%	76,247	248,338	30.7%
Streets	278,018	579,850	47.9%	207,363	489,018	42.4%
Sanitation	363,532	1,136,302	32.0%	340,237	1,067,467	31.9%
Library	182,666	450,599	40.5%	173,175	446,918	38.7%
Texana Museum	16,473	41,158	40.0%	22,700	54,245	41.8%
Parks	261,614	784,368	33.4%	146,331	783,392	18.7%
Recreation	24,509	157,429	15.6%	27,718	179,355	15.5%
Cemetery	46,613	183,502	25.4%	40,677	193,039	21.1%
Lake	11,295	122,394	9.2%	11,722	113,468	10.3%
Total Expenditures	\$ 5,607,811	\$ 15,431,490	36.3%	\$ 5,266,070	\$ 15,299,501	34.4%

YEAR-TO-DATE OVERVIEW

As of **February 28, 2025**, the fifth month of the **FY 2025 budget year**, the year-to-date expenditure benchmark stands at **41.7%**. **Total General Fund expenditures** amounted to **\$5,607,811**, representing **36.3%** of the annual budget, keeping overall spending below budgetary expectations.

NON-DEPARTMENT

Non-Department expenditures ended the month at **54.8%** of the annual budget. This variance is primarily due to the **annual payment for general property, plant, and equipment liability insurance**, which is due on **October 1** each year. This single payment accounts for **30.3%** of the department's total budget.

COMMUNICATIONS

The **Communications Department** recorded expenditures at **58.5%** of its annual budget. This overage results from the **annual payment to CivicPlus for website and citizen engagement software**, which is made at the beginning of the fiscal year.

DEVELOPMENT & FACILITY SERVICES

As of **February 28th**, the **Development & Facility Services Department** exceeded the **41.7%** year-to-date benchmark, with expenditures running ahead of projections. This variance is primarily attributed to **demolition costs for substandard structures**, which were incurred earlier in the fiscal year.

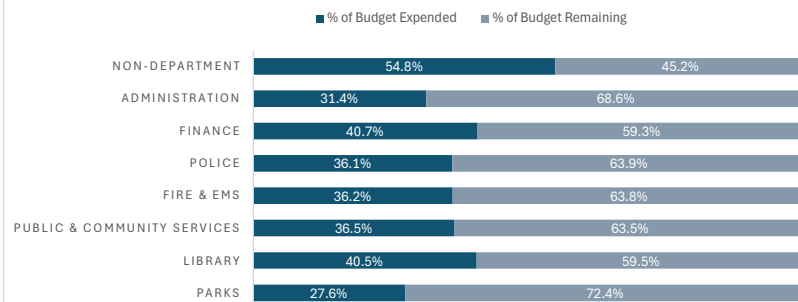
STREETS & INFRASTRUCTURE

The **Streets & Infrastructure Department** recorded expenditures at **47.9%** of the annual budget at the close of February. This variance is primarily due to **capital lease payments for the department's street sweeper, haul truck, and trailer**, with the **annual payment made in January**.

OTHER DEPARTMENTS

All **other departments** remained at or below their projected expenditure levels for February, staying within budgetary expectations.

BUDGET COMPARISON





UTILITY FUND REVENUES

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	February 2025					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Taxes		\$ -	\$ -	0.0%			\$ -	\$ -	0.0%		\$ -	\$ -	0.0%		\$ -	\$ -	0.0%
Franchise Fees		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Intergovernmental Revenue		-	88,007	0.0%			8,250	440,035	1.9%		8,250	1,056,084	0.8%		73,104	710,138	10.3%
Fines & Forfeiture		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
License & Permits		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Fees & Charges For Services		590,481	692,340	85.3%			2,952,572	3,461,701	85.3%		2,952,572	8,308,082	35.5%		2,703,282	7,443,665	36.3%
Investment Income		64,468	25,000	257.9%			202,241	125,000	161.8%		202,241	300,000	67.4%		169,041	384,155	44.0%
Miscellaneous Receipts		10,094	980,368	1.0%			11,737,528	4,901,839	239.5%		11,737,528	11,764,413	99.8%		4,786	25,614	18.7%
Transfers In		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Total Revenues		\$ 665,042	\$ 1,785,715	37.2%			\$ 14,900,591	\$ 8,928,575	166.9%		\$ 14,900,591	\$ 21,428,579	69.5%		\$ 2,950,213	\$ 8,563,572	34.5%

YEAR-TO-DATE OVERVIEW

Total Utility Fund revenue for **February** amounted to **\$14,900,591**, significantly exceeding the monthly projection by **\$5,972,016** and surpassing prior-year collections by **\$11,950,378**.

The **variance to budget** is primarily due to the **\$11.7 million** received from the issuance of **Certificates of Obligation (COs)**, which were funded in December.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue includes grants and reimbursements from **local, county, state, and federal sources**. As of **February 28th**, **\$8,250** in **ARPA** revenue has been received.

WATER SALES

Water sales revenue totaled **\$1,492,255**, falling **\$228,563** below projections. However, compared to FY 2024, water sales reflect a **4.1% increase** as of February 28th.

In **February**, the city billed **59,775,333** gallons of water, a **2.2% decrease** compared to **February 2024**. Year-to-date, **325,784,243** gallons have been billed, which represents **101.3%** of the **year-to-date** total for **FY 2024**.

SEWER CHARGES

Year-to-date sewer charges revenue totaled **\$1,351,409**, falling **\$295,306** short of projections. However, billing increased by **14.2%** (**\$168,523**) compared to **February 2024**.

Sanitary sewer revenue is directly influenced by **water consumption patterns**.

OTHER CHARGES FOR SERVICE

As of **February 28th**, revenue from other charges for service totaled **\$30,052**, falling **\$10,677** below projections.

This category is primarily driven by **tap fees**, which cover the costs of connecting **homes and businesses** to the city's **water and sewer systems**.

FINES AND FORFEITURES

Revenue from fines and forfeitures totaled **\$78,857** for February, exceeding projections by **\$4,064**.

This revenue source consists of **penalties on past-due utility bills** and is influenced by **payment timing** and the size of **outstanding balances**.

INVESTMENT INCOME

Investment income for **February** totaled **\$202,241**, exceeding the monthly projection by **61.8%** and **\$33,200** ahead of prior-year receipts.

MISCELLANEOUS RECEIPTS

Miscellaneous revenue, which includes **sales of non-inventory items, collections, and recoveries**, totaled **\$11,737,528** through February.

The **Series 2024B** **Certificates of Obligation** were funded in **December** to support **upgrades and expansion** of the city's **Double Creek Wastewater Treatment Plant (WWTP)**. These bonds were issued through the **Texas Water Development Board (TWDB)**.

As part of the issuance, **\$8,151,500** was disbursed to the city by **TWDB** as **Principal Forgiveness**, meaning the city **will not be required to pay debt service on this amount**.



UTILITY FUND EXPENDITURES

Department	February 2025			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 1,326,439	\$ 19,129,263	6.9%	\$ 1,252,470	\$ 3,356,466	37.3%
Administration						
Communications	-	-	0.0%	10,379	28,055	37.0%
Finance						
Utility Billing	265,737	610,534	43.5%	231,904	609,385	38.1%
Public & Community Services	243,536	799,563	30.5%	232,333	785,218	29.6%
Water Production	272,121	737,996	36.9%	308,037	1,299,475	23.7%
Water Distribution	201,500	1,867,257	10.8%	189,232	1,300,718	14.5%
Wastewater Collection	851,545	1,819,918	46.8%	331,009	910,323	36.4%
Wastewater Treatment	326,174	1,082,894	30.1%	390,357	1,196,969	32.6%
Total Expenditures	\$ 3,487,052	\$ 26,047,425	13.4%	\$ 2,945,723	\$ 9,486,609	31.1%

OVERVIEW

As of **February 28, 2025**, the **fifth month of the FY 2025 budget year**, the **year-to-date budget percentage** for comparison is **41.7%**.

Year-to-date expenditures totaled **\$3,487,052**, representing **13.4% of the annual budget**.

The **low percentage of budget utilization** is primarily due to the **\$11.7 million** allocated for the **Series 2024B Wastewater Treatment Plant Upgrade and Expansion Bond Project**. While **100% of the bond proceeds** are budgeted for expenditure within FY 2025, any **unspent funds** at the end of the fiscal year will be **re-budgeted in subsequent fiscal years** until fully expended.

UTILITY BILLING

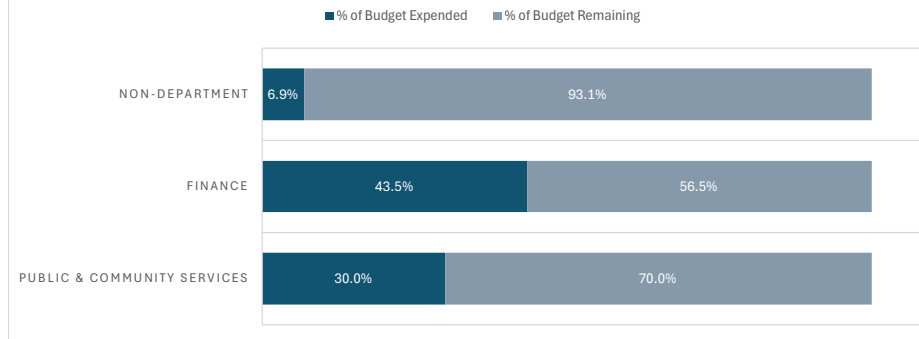
The **Utility Billing Department** recorded expenditures at **43.5%** of its annual budget. This overage results from the **annual payment to Aquametric for Automated Meter Reading & Customer Portal software**, which was made in January.

WASTEWATER COLLECTION

As of **February 28th**, the Wastewater Collection Department's **year-to-date expenditures** totaled **\$851,545**, representing **46.8%** of the department's **annual budget allocation**. The **variance to budget** at this time is primarily due to the **capital lease payment** for the **sewer camera** and the **recorded purchase** of the **new Vector truck**.

All other departments **remained below budgeted expectations** through January.

BUDGET COMPARISON





City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Account Number	Project Description	FY 2025 Budget	Y-T-D Activity	Balance
<u>INFORMATION TECHNOLOGY</u>				
101-101-01-58881-000	Computer Replacement Program- Replace 20% of Citywide Computers Annually	\$ 43,600	\$ 23,331	\$ 20,269
<u>POLICE</u>				
104-400-02-58883-000	Police Vehicle Replacement Program- 3 New Vehicles w/ Upfitting Per Year	279,000	176,142	102,858
110-400-02-58881-053	Ballistic Shields	-	117,869	(117,869)
<u>FIRE / EMS</u>				
103-500-02-58880-000	Fire Station #2 Renovation	188,000	11,950	176,050
104-500-02-58881-000	Equipment Replacement Program- Power-Load Replacements for Medic Units	65,000	781,088	(716,088)
<u>PUBLIC & COMMUNITY SERVICES ADMINISTRATION</u>				
101-600-01-58881-000	Ice Machine- 50/50 split	2,500	-	2,500
201-600-06-58881-000	Ice Machine- 50/50 split	2,500	-	2,500
103-600-01-52700-000	Public & Community Services Equipment Building- Electrical Wiring	16,000	13,919	2,081
<u>STREETS & INFRASTRUCTURE</u>				
103-603-03-52710-000	Canada Street Improvement Project	2,400,000	22,220	2,377,780
103-603-03-55812-037	Canada Street Improvements Engineering- ARPA	-	18,998	(18,998)
103-603-03-52710-000	Street Improvement Projects	523,266	-	523,266
103-603-03-55812-000	Road/Street projects Engineering Services	-	-	-
103-603-03-52710-000	Forest Trail & Meadow Creek Retaining Wall	37,000	-	37,000
<u>WATER PRODUCTION</u>				
201-609-06-58880-000	Lighting at Wells & Water Treatment Plant	18,850	-	18,850
201-609-06-58881-000	Electric Pallet Jack	6,000	4,995	1,005
<u>WATER DISTRIBUTION</u>				
103-603-03-52710-000	US HWY 175 Utility Relocation - 35% street bonds	664,116	-	664,116
201-610-06-52712-000	US HWY 175 Utility Relocation - 35% department budget	664,116	-	664,116
201-610-06-52712-037	US HWY 175 Utility Relocation - 30% ARPA	556,084	8,250	547,834
201-610-06-58882-000	Fire Hydrant Replacement Project	-	1,805	(1,805)
<u>WASTEWATER COLLECTION</u>				
201-611-06-52702-000	Live Oak Apartments/Sunnydale St. Supplemental Environmental Project	250,000	160,849	89,151
201-611-06-52712-052	Nichols Green Trunk Line Infiltration and Inflow Project	575,000	-	575,000
201-611-06-58883-000	Vactor IMPACT Combination Sewer Jet/Vacuum Truck	440,307	440,307	-



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Account Number	Project Description	FY 2025 Budget	Y-T-D Activity	Balance
<u>WASTEWATER TREATMENT</u>				
201-612-06-52702-000	Dogwood Lift Station	23,427	-	23,427
201-000-06-52712-000	TWDB 2022A- Sanitary Sewer System- Trunk Main, Manhole, Lift Station, Force Main Replacements & Improvements	4,870,384	47,482	4,822,902
201-000-06-58880-000	TWDB 2024B- Double Creek Wastewater Treatment Plant- Update & Expansion	11,535,357	17,280	11,518,077
201-612-06-58880-000	Upgrade Lighting in Double Creek Wastewater Treatment Plant Buildings	6,720	-	6,720
201-612-06-58881-000	60 kw Generator @ Lake Marina Lift Station	53,700	-	53,700
201-612-06-58881-000	Digester @ Wastewater Treatment Plant	66,873	-	66,873
<u>LIBRARY</u>				
101-700-04-58882-000	Security Cameras for the Library	-	8,255	(8,255)
101-700-04-58887-000	Library Books, Materials, & Other Media Replacement Program	42,000	24,508	17,492
103-700-04-58880-037	Library Façade Project	82,500	-	82,500
<u>PARKS</u>				
103-800-04-58884-037	Hazel Tilton Park - ARPA	57,048	57,048	(0)
103-800-04-58884-044	Hazel Tilton Park - Sale of Lake Lots	283,305	17,514	265,790
103-800-04-58884-037	Lincoln Park - ARPA	9,993	3,800	6,193
103-800-04-58884-051	Lincoln Park (Non Grant)	-	3,226	(3,226)
110-800-04-58884-051	Lincoln Park - Grant	300,000	52,500	247,500
104-800-04-58881-000	Batwing Mower Trailer	11,699	-	11,699
<u>LAKE JACKSONVILLE</u>				
103-803-04-58884-000	Lake Jacksonville Campground Improvements	40,000	-	40,000
103-803-04-58884-037	Lake Jacksonville Campground Improvements - ARPA	25,000	-	25,000
110-803-04-58884-011	Boating Access Improvements Project Concession Park Ramp (BAGP)	1,863,785	512,400	1,351,385
Total		\$ 26,003,130	\$ 2,525,735	\$ 23,477,395



FUND BALANCE SUMMARY (unaudited)

Fund	Beginning Fund Balance 09/30/2024	Revenue	Expense	Ending Fund Balance 02/28/2025	Target Fund Balance	Over / (Under) Target Fund Balance
101 GENERAL FUND	\$ 4,692,168.42	\$ 8,733,255.02	\$ 5,596,600.37	\$ 7,828,823.07	\$ 3,086,298.01	\$ 4,742,525.06
DESIGNATED DONATIONS- STATE OF THE CITY DONATIONS	1,020.00	-	-	1,020.00		
DESIGNATED DONATIONS- POLICE DONATIONS	24,185.74	3,700.00	7,453.42	20,432.32		
DESIGNATED DONATIONS- ANIMAL SHELTER DONATIONS	9,743.19	14,600.55	-	24,343.74		
DESIGNATED DONATIONS- FIRE/EMS DONATIONS	(1,395.00)	-	-	(1,395.00)		
DESIGNATED DONATIONS- LIBRARY DONATIONS	9,498.21	1,643.00	-	11,141.21		
DESIGNATED DONATIONS- LIBRARY NWSPPR DGTZTN	21,960.00	-	-	21,960.00		
DESIGNATED DONATIONS- MUSEUM DONATIONS	3,982.64	2,032.00	2,357.05	3,657.59		
DESIGNATED DONATIONS- MUSEUM RENOVATION	1,900.00	-	-	1,900.00		
DESIGNATED DONATIONS- PARKS & REC DONATIONS	2,152.00	-	1,400.00	752.00		
102 DEBT SERVICE FUND	324,631.77	1,876,457.17	1,094,639.08	1,106,449.86	210,846.00	895,603.86
103 CAPITAL PROJECTS FUND (GENERAL)	5,051,439.75	192,840.48	324,217.51	4,920,062.72		
104 VEHICLE / EQUIPMENT REPLACEMENT FUND	1,022,674.21	1,007,917.26	957,230.49	1,073,360.98		
110 GRANT FUND	927,379.36	77,366.09	706,874.62	297,870.83		
Total Major Governmental Funds	12,091,340.29	11,909,811.57	8,690,772.54	15,310,379.32		
111 TOURISM- HOTEL / MOTEL OCCUPANCY TAX FUND	394,876.88	119,068.88	93,112.94	420,832.82		
120 TOURISM- VENUE PROJECT FUND	(9,075.15)	116,695.81	138,458.72	(30,838.06)		
112 COURT- TECHNOLOGY FUND	-	(24,957.21)	(1,200.00)	(23,757.21)		
113 COURT- SECURITY FUND	165,544.73	7,999.72	7,406.40	166,138.05		
114 COURT- CHILD SAFETY TRUST FUND	14,753.60	1,174.35	-	15,927.95		
115 POLICE- STATE FORFEITURE FUND	37,180.22	701.02	-	37,881.24		
116 POLICE- FEDERAL FORFEITURE FUND	3,558.10	67.09	-	3,625.19		
118 POLICE- LEOSE FUND	5,818.78	2,901.31	-	8,720.09		
Total Nonmajor Governmental Funds	612,657.16	223,650.97	237,778.06	598,530.07		
201 WATER & WASTEWATER UTILITY FUND	8,147,518.00	14,900,591.07	3,487,052.42	19,561,056.65	6,422,652.66	13,138,403.99
Total Enterprise Funds	8,147,518.00	14,900,591.07	3,487,052.42	19,561,056.65		
301 BEAUTIFICATION FUND	20,248.12	3,963.31	3,574.70	20,636.73		
Total Fiduciary Fund	20,248.12	3,963.31	3,574.70	20,636.73		
Grand Total- All Funds	\$ 20,871,763.57	\$ 27,038,016.92	\$ 12,419,177.72	\$ 35,490,602.77		



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101 - GENERAL FUND- DETAIL									
REVENUE									
41-TAXES									
101-41400	AD VALOREM TAX- CURRENT	\$ 4,982,375	\$ 4,982,375	\$ 870,282	\$ 4,430,544	88.9%	\$ 551,831	\$ 4,455,143	\$ (24,600)
101-41401	AD VALOREM TAX- PRIOR	120,118	120,118	3,614	72,706	60.5%	47,412	53,893	18,813
101-41402	AD VALOREM TAX- PENALTY & INTEREST	82,342	82,342	8,517	28,212	34.3%	54,131	26,760	1,452
101-41403	AD VALOREM TAX- MISCELLANEOUS	11,930	11,930	-	-	0.0%	11,930	1,067	(1,067)
101-41404	SALES TAX	3,441,746	3,441,746	364,956	1,510,394	43.9%	1,931,352	1,316,665	193,729
101-41405	SALES TAX- TIMELY FILING DISCOUNT	600	600	51	249	41.5%	351	242	7
101-41406	MIXED BEVERAGE TAX	27,500	27,500	2,296	11,479	41.7%	16,021	10,023	1,455
101-41408	PROPERTY TAX REBATE	(53,309)	(53,309)	(49,698)	(49,698)	93.2%	(3,611)	(53,309)	3,611
101-41409	PAYMENT IN LIEU OF TAX	6,000	6,000	-	-	0.0%	6,000	5,293	(5,293)
*** REVENUE CATEGORY TOTALS ***		8,619,302	8,619,302	1,200,019	6,003,886	69.7%	2,615,416	5,815,777	188,109
42-FRANCHISE FEES									
101-42410	ROW RENTAL FEES- ELECTRICITY	500,000	500,000	-	247,829	49.6%	252,171	272,503	(24,674)
101-42411	ROW RENTAL FEES- GAS UTILITIES	125,000	125,000	24,262	44,622	35.7%	80,378	49,684	(5,062)
101-42412	ROW RENTAL FEES- TELECOM	17,000	17,000	3,423	7,094	41.7%	9,906	8,230	(1,136)
101-42413	ROW RENTAL FEES- CABLE TV	102,934	102,934	21,310	42,692	41.5%	60,241	49,615	(6,923)
101-42414	SANITATION FRANCHISE FEES	130,000	130,000	9,912	48,467	37.3%	81,533	49,581	(1,114)
101-42415	LANDFILL CONTRACT FEES	429,612	429,612	40,118	190,831	44.4%	238,781	208,430	(17,599)
*** REVENUE CATEGORY TOTALS ***		1,304,546	1,304,546	99,025	581,535	44.6%	723,011	638,044	(56,508)
43-INTERGOVERNMENTAL REVENUE									
101-43426	JEDCO FINANCING	50,000	50,000	-	46,188	92.4%	3,812	-	46,188
101-43427	MISCELLANEOUS GRANT REVENUE	18,000	18,000	-	-	0.0%	18,000	-	-
*** REVENUE CATEGORY TOTALS ***		68,000	68,000	-	46,188	67.9%	21,812	-	46,188
44-FINES & FORFEITURE									
101-44440	MUNICIPAL COURT- ADMINISTRATION FEES	240,000	240,000	18,987	72,639	30.3%	167,361	96,297	(23,658)
101-44444	MUNICIPAL COURT- FINES	315,000	315,000	32,858	125,543	39.9%	189,457	115,984	9,558
101-44445	MUNICIPAL COURT- JUDICIAL ADMIN FUND	600	600	33	134	22.3%	466	170	(37)
101-44446	MUNICIPAL COURT- JURY FUND	250	250	25	98	39.3%	152	103	(4)
101-44447	MUNICIPAL COURT- TRUANCY PREVENTION & DIVERSION	13,500	13,500	1,246	4,937	36.6%	8,563	5,153	(216)
*** REVENUE CATEGORY TOTALS ***		569,350	569,350	53,149	203,351	35.7%	365,999	217,708	(14,357)
45-LICENSE & PERMITS									
101-45450	BEER & WINE PERMIT-OFF PREMISE	500	500	-	90	18.0%	410	90	-
101-45451	BUILDING PERMITS	35,000	35,000	909	5,696	16.3%	29,304	9,839	(4,143)
101-45452	DEMOLITION PERMITS	1,500	1,500	-	-	0.0%	1,500	400	(400)
101-45453	ELECTRICAL PERMITS & LICENSES	7,500	7,500	315	1,868	24.9%	5,632	2,512	(644)
101-45454	EXCAVATION PERMITS	500	500	-	230	46.0%	270	150	80
101-45457	MECHANICAL PERMITS	1,000	1,000	-	80	8.0%	920	555	(475)
101-45458	OUTDOOR BURNING PERMITS	1,200	1,200	350	650	54.2%	550	550	100
101-45459	PLAT PERMITS	350	350	-	50	14.3%	300	-	50



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101-45460	PLUMBING & GAS PERMITS	5,000	5,000	370	1,816	36.3%	3,185	2,335	(520)
101-45461	SIGN PERMITS	2,500	2,500	75	225	9.0%	2,275	400	(175)
101-45462	SPRINKLER SYSTEM PERMITS	400	400	25	100	25.0%	300	125	(25)
101-45465	VENDOR PERMITS	200	200	-	200	100.0%	-	-	200
101-45466	ZONING PERMITS	800	800	-	-	0.0%	800	475	(475)
*** REVENUE CATEGORY TOTALS ***		56,450	56,450	2,044	11,004	19.5%	45,446	17,430	(6,427)
46-FEES & CHARGES FOR SERVICES									
101-46470	AMBULANCE FEES	935,000	935,000	59,414	324,562	34.7%	610,438	398,754	(74,192)
101-46471	AMBULANCE MEMBERSHIP FEES	26,650	26,650	2,112	10,656	40.0%	15,994	10,610	46
101-46472	ACCOUNT TRANSFER FEES	6,000	6,000	600	1,200	20.0%	4,800	1,200	-
101-46473	LAKE LOT LEASE FEES	93,000	93,000	600	34,881	37.5%	58,119	34,681	200
101-46474	FUEL PUMP SALES	100,000	100,000	-	1,434	1.4%	98,566	2,437	(1,003)
101-46475	CAMPGROUND RENTAL FEES	82,000	82,000	4,175	30,390	37.1%	51,610	22,895	7,495
101-46476	CONCESSION SALES	500	500	-	-	0.0%	500	-	-
101-46477	SANITATION FEES	1,503,507	1,503,507	124,634	614,370	40.9%	889,137	591,682	22,688
101-46478	GARBAGE CAN RENTAL FEES	-	-	-	4	0.0%	(4)	12	(8)
101-46479	SPECIAL PICK UP FEES	20,000	20,000	805	6,013	30.1%	13,987	6,340	(327)
101-46489	NSF CHECK FEES	-	-	-	-	0.0%	-	30	(30)
101-46493	POLICE DEPT FEES	2,500	2,500	20	345	13.8%	2,156	326	19
101-46494	ANIMAL SERVICES FEES	6,000	6,000	185	2,061	34.4%	3,939	2,412	(351)
101-46496	CEMETERY LOT SALES	25,000	25,000	2,830	8,080	32.3%	16,920	8,900	(820)
101-46497	INDUSTRIAL PARK RENTAL	3,550	3,550	3,000	18,076	509.2%	(14,526)	3,526	14,550
101-46498	LIBRARY FEES	12,500	12,500	1,108	5,473	43.8%	7,027	4,414	1,059
101-46499	PARKS & RECREATION FEES	7,800	7,800	225	410	5.3%	7,390	-	410
101-46500	RENTAL FEES	10,600	10,600	-	2,100	19.8%	8,500	11,505	(9,405)
101-46506	AQUATIC CENTER FEES	11,040	11,040	-	-	0.0%	11,040	-	-
*** REVENUE CATEGORY TOTALS ***		2,845,647	2,845,647	199,709	1,060,054	37.3%	1,785,592	1,099,723	(39,668)
47-INVESTMENT INCOME									
101-47510	INTEREST INCOME	350,205	350,205	28,627	131,009	37.4%	219,196	157,563	(26,554)
*** REVENUE CATEGORY TOTALS ***		350,205	350,205	28,627	131,009	37.4%	219,196	157,563	(26,554)
48-MISCELLANEOUS RECEIPTS									
101-48515	MISCELLANEOUS REVENUE	1,500	1,500	24,091	34,289	2286.0%	(32,789)	821	33,468
101-48516	PRIOR YEARS REIMBURSEMENTS	10,000	10,000	2,341	8,289	82.9%	1,711	441	7,848
101-48517	REBATES & DISCOUNTS	20,000	20,000	20	22,288	111.4%	(2,288)	18,262	4,025
101-48518	INSURANCE PROCEEDS	57,753	57,753	8,095	8,095	14.0%	49,658	37,846	(29,751)
101-48523	SALE OF CAPITAL PROPERTY	-	-	-	-	0.0%	-	130,373	(130,373)
101-48534	DESIGNATED DONATIONS- POLICE DONATIONS	15,000	15,000	-	3,700	24.7%	11,300	4,500	(800)
101-48535	DESIGNATED DONATIONS- ANIMAL SHELTER DONATIONS	10,000	10,000	5	14,601	146.0%	(4,601)	3,425	11,176
101-48536	DESIGNATED DONATIONS- FIRE/EMS DONATIONS	10,000	10,000	-	-	0.0%	10,000	400	(400)
101-48537	DESIGNATED DONATIONS- PARKS & REC DONATIONS	1,000	1,000	-	-	0.0%	1,000	-	-
101-48539	DESIGNATED DONATIONS- LIBRARY DONATIONS	4,000	4,000	-	1,643	41.1%	2,357	2,024	(381)
101-48540	DESIGNATED DONATIONS- MUSEUM DONATIONS	4,000	4,000	270	2,032	50.8%	1,968	402	1,630
101-48545	DESIGNATED DONATIONS- SANITATION	1,000	1,000	-	-	0.0%	1,000	-	-
101-48546	DESIGNATED DONATIONS- MUSEUM RENOVATION	-	-	-	-	0.0%	-	1,900	(1,900)



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
*** REVENUE CATEGORY TOTALS ***		134,253	134,253	34,822	94,936	70.7%	39,317	200,394	(105,457)
49-TRANSFERS IN									
101-49552	TRANSFER FROM COURT SECURITY FUND	17,775	17,775	1,481	7,406	41.7%	10,369	3,142	4,265
101-49553	TRANSFER FROM UTILITY FUND	1,422,014	1,422,014	118,501	592,506	41.7%	829,508	613,339	(20,833)
101-49554	TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	56,052	56,052	4,671	23,355	41.7%	32,697	21,896	1,459
*** REVENUE CATEGORY TOTALS ***		1,495,841	1,495,841	124,653	623,267	41.7%	872,574	638,377	(15,110)
*** TOTAL REVENUE ***		15,443,594	15,443,594	1,742,047	8,755,231	56.7%	6,688,363	8,785,015	(29,785)
10 -GENERAL FUND- DETAIL									
EXPENSE									
51-EMPLOYEE SERVICES									
101-51600	SUPERVISION	1,192,778	1,192,778	70,925	447,936	37.6%	744,842	444,845	3,091
101-51601	OPERATIONAL	5,438,400	5,438,400	373,387	2,022,577	37.2%	3,415,823	1,892,976	129,601
101-51602	PERMANENT PART-TIME	159,710	159,710	8,911	45,392	28.4%	114,318	50,249	(4,857)
101-51604	SEASONAL PART-TIME POOL	58,840	58,840	-	-	0.0%	58,840	-	-
101-51609	FIELD TRAINING OFFICER STIPEND	18,650	18,650	-	2,917	15.6%	15,734	5,616	(2,699)
101-51611	K9 CARE STIPEND	7,059	7,059	542	2,651	37.6%	4,408	2,688	(38)
101-51612	ON CALL STIPEND	7,300	7,300	560	2,574	35.3%	4,726	2,713	(139)
101-51613	BI-LINGUAL PAY	30,600	30,600	2,079	9,655	31.6%	20,945	11,014	(1,359)
101-51614	CERTIFICATION PAY	120,995	120,995	10,113	46,734	38.6%	74,261	46,227	507
101-51615	DIFFERENTIAL PAY	35,700	35,700	2,450	10,017	28.1%	25,683	15,044	(5,027)
101-51616	EDUCATION PAY	38,700	38,700	2,838	13,866	35.8%	24,834	15,039	(1,173)
101-51617	LONGEVITY PAY	38,180	38,180	2,900	12,849	33.7%	25,331	12,419	430
101-51620	AUTO ALLOWANCE	24,000	24,000	925	5,700	23.8%	18,300	4,867	833
101-51621	CELL PHONE ALLOWANCE	5,820	5,820	388	1,693	29.1%	4,127	1,699	(6)
101-51622	CLOTHING ALLOWANCE	4,000	4,000	-	4,000	100.0%	-	3,500	500
101-51629	OVERTIME	782,542	782,542	35,347	183,147	23.4%	599,395	267,184	(84,037)
101-51638	FICA	606,975	606,975	37,500	207,196	34.1%	399,779	204,704	2,491
101-51639	DENTAL INSURANCE	36,983	36,983	2,832	12,635	34.2%	24,348	12,562	74
101-51640	HEALTH INSURANCE	727,044	727,044	54,027	240,429	33.1%	486,616	232,521	7,908
101-51641	LIFE INSURANCE	2,898	2,898	213	947	32.7%	1,951	108	839
101-51642	TMRS	805,625	805,625	52,362	290,179	36.0%	515,447	281,485	8,694
101-51643	WORKER'S COMPENSATION	179,078	179,078	9,994	56,068	31.3%	123,010	55,382	686
101-51644	CONTRA WAGE EXPENSE	(43,179)	(43,179)	-	(13,316)	30.8%	(29,863)	(12,171)	(1,145)
101-51645	UNEMPLOYMENT	-	-	-	845	0.0%	(845)	-	845
101-51646	CONTRACT LABOR	175,750	175,750	12,977	58,641	33.4%	117,109	41,421	17,221
101-51647	BENEFIT ADMINISTRATION	4,518	4,518	163	653	14.4%	3,865	1,114	(461)
101-51648	EMPLOYEE TESTING	7,225	7,225	134	2,468	34.2%	4,757	900	1,568
101-51649	OTHER EMPLOYEE COSTS	15,872	15,872	(16)	4,707	29.7%	11,165	14,752	(10,045)
101-51650	RECRUITING & RETENTION	2,400	2,400	-	-	0.0%	2,400	375	(375)
101-51652	VOLUNTEER FIRE PENSION	3,000	3,000	-	3,000	100.0%	-	3,400	(400)
*** EXPENSE CATEGORY TOTALS ***		10,487,465	10,487,465	681,552	3,676,157	35.1%	6,811,307	3,612,630	63,527

52-MAINTENANCE



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101-52700	R/M BUILDINGS & STRUCTURES	86,421	86,421	10,945	50,178	58.1%	36,243	44,613	5,566
101-52701	R/M EQUIPMENT & MACHINERY	135,046	135,046	7,080	50,370	37.3%	84,676	60,966	(10,596)
101-52705	R/M MOTOR VEHICLES	138,571	138,571	18,988	50,270	36.3%	88,301	35,112	15,158
101-52706	R/M OFFICE EQUIPMENT	200	200	-	-	0.0%	200	-	-
101-52707	R/M PARKS	63,700	63,700	5,678	22,898	35.9%	40,802	18,851	4,047
101-52708	R/M RADIO COMMUNICATION	6,600	6,600	565	1,889	28.6%	4,712	3,223	(1,334)
101-52709	R/M SIDEWALKS CULVERTS BRIDGES	15,000	15,000	3,235	17,553	117.0%	(2,553)	6,250	11,303
101-52710	R/M STREETS & ALLEYS	50,000	50,000	2,029	17,362	34.7%	32,638	8,976	8,385
101-52715	DAMAGES & CLAIMS	57,753	57,753	4,021	44,125	76.4%	13,627	45,097	(972)
101-52716	R/M ATHLETIC COMPLEX	13,400	13,400	2,904	3,234	24.1%	10,166	-	3,234
*** EXPENSE CATEGORY TOTALS ***		566,690	566,690	55,445	257,878	45.5%	308,813	223,088	34,790
53-UTILITIES									
101-53730	ELECTRICITY	313,285	313,285	25,046	88,325	28.2%	224,960	84,490	3,834
101-53731	NATURAL GAS	21,865	21,865	7,806	11,500	52.6%	10,365	9,795	1,705
101-53732	PHONE/CABLE/INTERNET	163,873	163,873	15,606	69,199	42.2%	94,674	63,938	5,261
101-53733	WATER/SEWER & GARBAGE	55,931	55,931	741	13,732	24.6%	42,199	12,070	1,663
*** EXPENSE CATEGORY TOTALS ***		554,954	554,954	49,199	182,756	32.9%	372,198	170,293	12,463
54-SUPPLIES									
101-54740	AMBULANCE SUPPLIES	55,000	55,000	2,609	19,512	35.5%	35,488	22,851	(3,339)
101-54741	ANIMAL CARE SUPPLIES	5,500	5,500	76	2,066	37.6%	3,434	2,204	(138)
101-54742	ANIMAL FOOD	5,000	5,000	152	957	19.1%	4,043	1,497	(540)
101-54743	BOOK SUPPLIES	6,010	6,010	89	792	13.2%	5,218	2,305	(1,513)
101-54744	BOTANICAL SUPPLIES	2,150	2,150	775	775	36.0%	1,375	247	528
101-54745	CASH OVER/SHORT	-	-	-	33	0.0%	(33)	61	(28)
101-54746	CHEMICAL SUPPLIES	28,375	28,375	-	401	1.4%	27,974	2,079	(1,678)
101-54749	FIRE ARM TRAINING SUPPLIES	8,000	8,000	-	3,485	43.6%	4,515	-	3,485
101-54750	HAZMAT RESPONSE/CLEANUP SUPPLIES	2,560	2,560	-	-	0.0%	2,560	1,200	(1,200)
101-54751	FIRE HOSE SUPPLIES	4,300	4,300	-	-	0.0%	4,300	-	-
101-54752	FOOD	27,824	27,824	1,976	9,534	34.3%	18,290	11,771	(2,237)
101-54755	INVESTIGATION SUPPLIES	4,200	4,200	171	1,628	38.8%	2,573	1,023	605
101-54756	JANITORIAL SUPPLIES	32,773	32,773	3,206	10,717	32.7%	22,056	13,163	(2,445)
101-54757	K-9 CARE SUPPLIES	7,600	7,600	316	2,324	30.6%	5,276	826	1,498
101-54762	MINOR TOOLS & EQUIPMENT	37,555	37,555	5,131	8,639	23.0%	28,916	24,464	(15,825)
101-54763	MISCELLANEOUS SUPPLIES	19,250	19,250	104	2,953	15.3%	16,297	4,304	(1,351)
101-54764	MOTOR VEHICLE FUEL	243,400	243,400	17,191	72,530	29.8%	170,870	60,499	12,032
101-54765	OFFICE EQUIP/FURNITURE/FIXTR	4,500	4,500	20	3,087	68.6%	1,413	1,990	1,097
101-54766	OFFICE SUPPLIES	23,278	23,278	1,370	5,717	24.6%	17,561	6,509	(792)
101-54767	OXYGEN SUPPLIES	8,500	8,500	1,046	3,032	35.7%	5,468	3,937	(905)
101-54768	PLAQUES & AWARDS	2,500	2,500	-	1,372	54.9%	1,128	960	412
101-54769	POSTAGE	12,070	12,070	949	3,930	32.6%	8,140	3,948	(18)
101-54770	PRINTING SUPPLIES	6,690	6,690	523	1,838	27.5%	4,852	2,035	(197)
101-54771	PROGRAMMING SUPPLIES	3,223	3,223	509	1,577	48.9%	1,646	2,123	(546)
101-54772	PROTECTIVE CLOTHING	10,000	10,000	668	668	6.7%	9,332	3,455	(2,787)
101-54773	PUBLIC EDUCATION SUPPLIES	3,400	3,400	-	-	0.0%	3,400	-	-
101-54774	RECREATION SUPPLIES	1,950	1,950	-	116	5.9%	1,834	-	116
101-54775	RESALE GASOLINE	76,798	76,798	-	(39)	-0.1%	76,837	392	(431)



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101-54776	SAFETY EQUIPMENT	5,000	5,000	-	4,412	88.2%	588	-	4,412
101-54777	STREET SIGN SUPPLIES	9,000	9,000	654	4,203	46.7%	4,797	346	3,857
101-54778	TECHNOLOGY SUPPLIES	6,520	6,520	288	288	4.4%	6,232	2,872	(2,584)
101-54779	WEARING APPAREL	70,935	70,935	6,768	18,571	26.2%	52,364	27,462	(8,891)
101-54781	DESIGNATED DONATIONS	45,000	45,000	105	11,210	24.9%	33,790	5,572	5,639
101-54782	SPECIAL ACTIVITIES	6,000	6,000	-	905	15.1%	5,095	-	905
*** EXPENSE CATEGORY TOTALS ***		<u>784,861</u>	<u>784,861</u>	<u>44,695</u>	<u>197,234</u>	<u>25.1%</u>	<u>587,627</u>	<u>210,096</u>	<u>(12,861)</u>
55-SERVICES									
101-55800	ACCOUNTING & AUDITING	25,920	25,920	3,013	3,013	11.6%	22,907	18,000	(14,987)
101-55801	APPRAISAL DISTRICT	184,717	184,717	-	88,828	48.1%	95,889	73,853	14,975
101-55802	BAD DEBT EXPENSE	15,000	15,000	-	-	0.0%	15,000	-	-
101-55803	BANKING FEES	500	500	10	88	17.5%	413	155	(67)
101-55804	BILLING & COLLECTION SERVICES	172,446	172,446	4,775	44,285	25.7%	128,161	56,822	(12,537)
101-55805	CONSTRUCTION CONTRACTS	100,000	100,000	-	46,188	46.2%	53,812	66	46,122
101-55806	CONSULTING SERVICES	28,239	28,239	833	9,013	31.9%	19,227	7,819	1,194
101-55807	CONTINGENCY	50,000	50,000	-	-	0.0%	50,000	-	-
101-55809	CREDIT CARD PROCESSING FEES	10,300	10,300	(2,419)	2,269	22.0%	8,031	8,527	(6,258)
101-55812	ENGINEERING SERVICES	8,000	8,000	-	-	0.0%	8,000	1,422	(1,422)
101-55813	FEES & PERMITS	180	180	-	-	0.0%	180	30	(30)
101-55815	INSURANCE-PROPERTY, PLANT, & EQUIPMENT	212,929	212,929	-	220,308	103.5%	(7,378)	197,003	23,305
101-55819	LEASE/RENTAL OF EQUIPMENT	36,531	36,531	2,384	20,788	56.9%	15,743	6,799	13,989
101-55820	LEASE/RENTAL OF PROPERTY	6,000	6,000	500	3,225	53.7%	2,776	1,500	1,725
101-55821	LEGAL ADVERTISING	13,500	13,500	188	1,655	12.3%	11,845	5,174	(3,518)
101-55822	LEGAL SERVICES	500	500	76	416	83.2%	84	3,344	(2,928)
101-55824	MISCELLANEOUS SERVICES	37,598	37,598	(60)	11,329	30.1%	26,269	17,557	(6,228)
101-55826	PUBLIC COMMUNICATION	2,850	2,850	-	350	12.3%	2,500	435	(85)
101-55828	SOFTWARE	229,685	229,685	1,615	130,296	56.7%	99,389	93,249	37,047
101-55830	SUPPORT OF COMMUNITY SERVICES	5,000	5,000	208	1,807	36.1%	3,193	548	1,259
101-55833	VETERINARY SERVICES	5,000	5,000	-	110	2.2%	4,890	688	(578)
101-55834	SOLID WASTE & SLUDGE DISPOSAL	1,050,366	1,050,366	84,276	334,717	31.9%	715,649	332,638	2,079
*** EXPENSE CATEGORY TOTALS ***		<u>2,195,261</u>	<u>2,195,261</u>	<u>95,397</u>	<u>918,682</u>	<u>41.8%</u>	<u>1,276,579</u>	<u>825,627</u>	<u>93,055</u>
56-TRAVEL & EDUCATION EXPENDITURES									
101-56851	MEMBERSHIP DUES	37,661	37,661	453	6,825	18.1%	30,836	10,975	(4,150)
101-56852	TRAINING EXPENSES	93,346	93,346	10,386	24,827	26.6%	68,519	28,642	(3,814)
101-56853	TRAVEL & LODGING EXPENSES	50,975	50,975	2,178	13,179	25.9%	37,796	21,162	(7,983)
*** EXPENSE CATEGORY TOTALS ***		<u>181,982</u>	<u>181,982</u>	<u>13,018</u>	<u>44,831</u>	<u>24.6%</u>	<u>137,151</u>	<u>60,778</u>	<u>(15,947)</u>
57-DEBT SERVICE									
101-57862	CAPITAL LEASE INTEREST	6,477	6,477	-	5,685	87.8%	792	9,647	(3,962)
101-57863	CAPITAL LEASE PRINCIPAL	159,700	159,700	-	128,326	80.4%	31,374	124,398	3,928
*** EXPENSE CATEGORY TOTALS ***		<u>166,177</u>	<u>166,177</u>	<u>-</u>	<u>134,012</u>	<u>80.6%</u>	<u>32,165</u>	<u>134,045</u>	<u>(34)</u>
58-CAPITAL EXPENDITURES									
101-58880	CAPITAL BUILDINGS & STRUCTURES	-	-	-	-	0.0%	-	5,825	(5,825)



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101-58881	CAPITAL MACHINERY & EQUIPMENT	46,100	46,100	23,331	23,331	50.6%	22,769	14,609	8,722
101-58882	CAPITAL MISCELLANEOUS	-	-	-	8,255	0.0%	(8,255)	8,947	(692)
101-58883	CAPITAL MOTOR VEHICLES	-	-	-	-	0.0%	-	3,675	(3,675)
101-58887	LIBRARY BOOKS & MATERIALS	42,000	42,000	4,604	24,508	58.4%	17,492	18,808	5,700
*** EXPENSE CATEGORY TOTALS ***		88,100	88,100	27,935	56,094	63.7%	32,006	51,863	4,231
59 - TRANSFERS OUT									
101-59906	TRANSFER TO BEAUTIFICATION FUND	6,000	6,000	500	2,500	41.7%	3,500	2,500	-
101-59909	TRANSFER TO COURT TECHNOLOGY FUND	-	-	-	(29,000)	0.0%	29,000	(24,851)	(4,149)
101-59911	TRANSFER TO VEHICLE / EQUIPMENT REPLACEMENT FUND	400,000	400,000	33,333	166,667	41.7%	233,333	-	166,667
*** EXPENSE CATEGORY TOTALS ***		406,000	406,000	33,833	140,167	34.5%	265,833	(22,351)	162,518
*** TOTAL EXPENSE ***		\$ 15,431,490	\$ 15,431,490	\$ 1,001,074	\$ 5,607,811	36.3%	\$ 9,823,679	\$ 5,266,070	\$ 341,740
102 -DEBT SERVICE FUND- DETAIL									
REVENUE									
102-41400	AD VALOREM TAX- CURRENT	\$ 1,509,810	\$ 1,509,810	\$ 263,731	\$ 1,342,639	88.9%	\$ 167,171	\$ 1,373,077	\$ (30,438)
102-41401	AD VALOREM TAX- PRIOR	33,511	33,511	1,169	22,959	68.5%	10,552	18,224	4,735
102-41402	AD VALOREM TAX- PENALTY & INTEREST	28,978	28,978	2,620	9,037	31.2%	19,941	9,107	(70)
102-47510	INTEREST INCOME	42,686	42,686	3,805	20,654	48.4%	22,032	20,474	179
102-49553	TRANSFER FROM UTILITY FUND	1,001,973	1,001,973	83,498	417,489	41.7%	584,484	352,030	65,459
102-49561	TRANSFER FROM VENUE PROJECT FUND	152,831	152,831	12,736	63,680	41.7%	89,151	63,533	147
*** TOTAL REVENUE ***		2,769,789	2,769,789	367,559	1,876,457	67.7%	893,331	1,836,445	40,013
102 -DEBT SERVICE FUND- DETAIL									
EXPENSE									
102-55803	BANKING FEES	500	500	125	210	42.0%	290	225	(15)
102-57864	CONTINUING DISCLOSURE	3,500	3,500	-	-	0.0%	3,500	-	-
102-57865	DEBT SERVICE INTEREST	1,031,531	1,031,531	467,204	467,204	45.3%	564,327	414,393	52,811
102-57866	DEBT SERVICE PRINCIPAL	1,730,000	1,730,000	626,000	626,000	36.2%	1,104,000	608,000	18,000
102-57867	PAYING AGENT FEES	4,150	4,150	400	1,225	29.5%	2,925	2,050	(825)
*** TOTAL EXPENSE ***		\$ 2,769,681	\$ 2,769,681	\$ 1,093,729	\$ 1,094,639	39.5%	\$ 1,675,042	\$ 1,024,668	\$ 69,971
103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
REVENUE									
103-43427	MISCELLANEOUS GRANT REVENUE	\$ 179,667	\$ 179,667	\$ 1,475	\$ 97,896	54.5%	\$ 81,771	\$ 242,452	\$ (144,556)
103-47510	INTEREST INCOME	109,981	109,981	16,892	94,945	86.3%	15,036	131,484	(36,539)
*** TOTAL REVENUE ***		289,647	289,647	18,367	192,840	66.6%	96,807	373,936	(181,095)
103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
EXPENSE									



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
103-52700	R/M BUILDINGS & STRUCTURES	16,000	16,000	13,919	13,919	87.0%	2,081	-	13,919
103-52710	R/M STREETS & ALLEYS	3,624,382	3,624,382	13,800	22,220	0.6%	3,602,162	102,325	(80,105)
103-55805	CONSTRUCTION CONTRACTS	-	-	-	18,050	0.0%	(18,050)	-	18,050
103-55806	CONSULTING SERVICES	-	-	1,568	50,126	0.0%	(50,126)	-	50,126
103-55812	ENGINEERING SERVICES	-	-	-	18,998	0.0%	(18,998)	143,525	(124,527)
103-55824	MISCELLANEOUS SERVICES	5,125	5,125	-	3,200	62.4%	1,925	41,700	(38,500)
103-58880	CAPITAL BUILDINGS & STRUCTURES	270,500	270,500	-	11,950	4.4%	258,550	42,470	(30,520)
103-58881	CAPITAL MACHINERY & EQUIPMENT	-	-	-	-	0.0%	-	2,258	(2,258)
103-58884	CAPITAL PARK IMPROVEMENTS	415,346	415,346	1,475	81,588	19.6%	333,758	27,750	53,838
103-59903	TRANSFER TO GRANT FUND	150,000	150,000	12,500	62,500	41.7%	87,500	208,333	(145,833)
103-59911	TRANSFER TO VEHICLE / EQUIPMENT REPLACEMENT FUND	100,000	100,000	8,333	41,667	41.7%	58,333	-	41,667
*** TOTAL EXPENSE ***		\$ 4,581,353	\$ 4,581,353	\$ 51,596	\$ 324,218	7.1%	\$ 4,257,136	\$ 568,360	\$ (244,143)

104 - VEHICLE & EQUIPMENT REPLACEMENT FUND - DETAIL

REVENUE

104-47510	INTEREST INCOME	\$ 60,000	\$ 60,000	\$ 3,757	\$ 18,495	30.8%	\$ 41,505	\$ 26,770	\$ (8,274)
104-48522	SALE OF CAPITAL EQUIPMENT	-	-	-	62,600	0.0%	(62,600)	-	62,600
104-48525	SALE OF CAPITAL VEHICLES	65,000	65,000	-	-	0.0%	65,000	-	-
104-48530	OTHER FINANCING SOURCES	-	-	-	718,488	0.0%	(718,488)	-	718,488
104-49550	TRANSFER FROM GENERAL FUND	400,000	400,000	33,333	166,667	41.7%	233,333	-	166,667
104-49556	TRANSFER FROM GEN CAPITAL PROJECTS FUND	100,000	100,000	8,333	41,667	41.7%	58,333	-	41,667
*** TOTAL REVENUE ***		625,000	625,000	45,423	1,007,917	161.3%	(382,917)	26,770	981,147

104 - VEHICLE & EQUIPMENT REPLACEMENT FUND - DETAIL

EXPENSE

104-58881	CAPITAL MACHINERY & EQUIPMENT	76,699	76,699	-	781,088	1018.4%	(704,389)	37,224	743,865
104-58883	CAPITAL MOTOR VEHICLES	279,000	279,000	-	176,142	63.1%	102,858	771	175,371
*** TOTAL EXPENSE ***		\$ 355,699	\$ 355,699	\$ -	\$ 957,230	269.1%	\$ (601,531)	\$ 37,995	\$ 919,236

Fund: 110 - GRANT FUND- DETAIL

REVENUE

110-43420	DEPT OF JUSTICE GRANT REVENUE	\$ 35,699	\$ 35,699	\$ -	\$ 13,316	37.3%	\$ 22,383	\$ 13,393	\$ (77)
110-43421	TX DEPT OF STATE HEALTH SERVICES GRANT REVENUE	30,964	30,964	-	-	0.0%	30,964	-	-
110-43425	TX STATE LIB & ARC COMMISS GRANT REVENUE	9,624	9,624	-	-	0.0%	9,624	-	-
110-43427	MISCELLANEOUS GRANT REVENUE	1,775	1,775	1,550	1,550	87.3%	225	-	1,550
110-43431	TXDOT GRANT REVENUE	9,000	9,000	-	-	0.0%	9,000	508	(508)
110-43433	TX PARKS & WILDLIFE GRANT REVENUE	1,150,000	1,150,000	-	-	0.0%	1,150,000	-	-
110-43435	TX DEPT OF AGRICULTURE GRANT REVENUE	-	-	-	-	0.0%	-	45,900	(45,900)
110-49556	TRANSFER FROM GEN CAPITAL PROJECTS FUND	150,000	150,000	12,500	62,500	41.7%	87,500	208,333	(145,833)
*** TOTAL REVENUE ***		1,387,062	1,387,062	14,050	77,366	5.6%	1,309,696	268,134	(190,768)

Fund: 110 - GRANT FUND- DETAIL

EXPENSE



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
110-51601	OPERATIONAL	34,179	34,179	-	13,316	39.0%	20,863	11,664	1,652
110-51629	OVERTIME	9,000	9,000	-	-	0.0%	9,000	508	(508)
110-53732	PHONE/CABLE/INTERNET	8,494	8,494	-	-	0.0%	8,494	-	-
110-54740	AMBULANCE SUPPLIES	6,964	6,964	-	-	0.0%	6,964	-	-
110-54760	LIBRARY SUPPLIES	-	-	-	-	0.0%	-	136	(136)
110-54771	PROGRAMMING SUPPLIES	1,130	1,130	-	-	0.0%	1,130	-	-
110-54779	WEARING APPAREL	1,520	1,520	-	-	0.0%	1,520	1,729	(1,729)
110-55812	ENGINEERING SERVICES	41,500	41,500	-	10,790	26.0%	30,710	-	10,790
110-55824	MISCELLANEOUS SERVICES	1,775	1,775	-	-	0.0%	1,775	-	-
110-56852	TRAINING EXPENSES	24,000	24,000	-	-	0.0%	24,000	-	-
110-58881	CAPITAL MACHINERY & EQUIPMENT	-	-	117,869	117,869	0.0%	(117,869)	-	117,869
110-58884	CAPITAL PARK IMPROVEMENTS	2,163,785	2,163,785	82,583	564,900	26.1%	1,598,885	117,899	447,001
110-58887	LIBRARY BOOKS & MATERIALS	-	-	-	-	0.0%	-	(9)	9
*** TOTAL EXPENSE ***		\$ 2,292,347	\$ 2,292,347	\$ 200,452	\$ 706,875	30.8%	\$ 1,585,472	\$ 131,926	\$ 574,948

201 -WATER & WASTEWATER UTILITY FUND- DETAIL
REVENUE

201-43427	MISCELLANEOUS GRANT REVENUE	\$ 1,056,084	\$ 1,056,084	\$ -	\$ 8,250	0.8%	\$ 1,047,834	\$ 73,104	\$ (64,854)
201-46472	ACCOUNT TRANSFER FEES	3,000	3,000	150	500	16.7%	2,500	850	(350)
201-46480	WATER SALES	4,129,963	4,129,963	289,107	1,492,255	36.1%	2,637,708	1,433,423	58,832
201-46481	WATER TAP FEES	6,000	6,000	-	2,250	37.5%	3,750	750	1,500
201-46482	SEWER SALES	3,952,116	3,952,116	283,034	1,351,409	34.2%	2,600,707	1,182,886	168,523
201-46483	SEWER TAP FEES	7,500	7,500	-	3,500	46.7%	4,000	1,500	2,000
201-46484	PENALTIES	177,303	177,303	16,130	77,867	43.9%	99,436	71,681	6,186
201-46486	RECONNECT FEES	-	-	-	30	0.0%	(30)	-	30
201-46488	METER TAMPERING FEES	1,000	1,000	-	151	15.1%	849	467	(315)
201-46489	NSF CHECK FEES	2,200	2,200	240	990	45.0%	1,210	960	30
201-46491	SERVICE APPLICATION FEES	14,000	14,000	1,175	5,200	37.1%	8,800	5,460	(260)
201-46501	METER PURCHASE FEE	10,000	10,000	644	5,921	59.2%	4,079	2,306	3,615
201-46504	WATER BORE FEES	5,000	5,000	-	12,500	250.0%	(7,500)	3,000	9,500
201-47510	INTEREST INCOME	300,000	300,000	64,468	202,241	67.4%	97,759	169,041	33,200
201-48515	MISCELLANEOUS REVENUE	1,500	1,500	-	18,143	1209.5%	(16,643)	-	18,143
201-48517	REBATES & DISCOUNTS	2,500	2,500	-	2,606	104.3%	(106)	2,354	252
201-48518	INSURANCE PROCEEDS	48,913	48,913	10,094	10,094	20.6%	38,819	-	10,094
201-48529	CERTIFICATES OF OBLIGATION ISSUED	11,706,500	11,706,500	-	11,706,500	100.0%	-	-	11,706,500
201-48547	SCRAP METAL REVENUE	5,000	5,000	-	185	3.7%	4,815	2,432	(2,247)
*** TOTAL REVENUE ***		21,428,579	21,428,579	665,042	14,900,591	69.5%	6,527,988	2,950,213	11,950,378

201 -WATER & WASTEWATER UTILITY FUND- DETAIL
EXPENSE

51-EMPLOYEE SERVICES									
201-51600	SUPERVISION	150,368	150,368	11,913	59,524	39.6%	90,844	56,466	3,058
201-51601	OPERATIONAL	781,566	781,566	67,289	311,683	39.9%	469,883	299,072	12,611
201-51612	ON CALL STIPEND	7,300	7,300	140	685	9.4%	6,615	710	(25)
201-51613	BI-LINGUAL PAY	1,800	1,800	150	659	36.6%	1,141	670	(10)
201-51614	CERTIFICATION PAY	7,500	7,500	725	2,847	38.0%	4,653	2,790	57



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
201-51616	EDUCATION PAY	3,900	3,900	325	1,428	36.6%	2,472	1,451	(23)
201-51617	LONGEVITY PAY	11,388	11,388	936	4,093	35.9%	7,295	4,038	55
201-51620	AUTO ALLOWANCE	-	-	-	-	0.0%	-	667	(667)
201-51621	CELL PHONE ALLOWANCE	2,100	2,100	175	700	33.3%	1,400	700	-
201-51629	OVERTIME	147,429	147,429	16,145	59,384	40.3%	88,045	47,510	11,875
201-51638	FICA	85,171	85,171	7,379	33,284	39.1%	51,888	31,088	2,195
201-51639	DENTAL INSURANCE	6,355	6,355	522	2,254	35.5%	4,101	2,456	(202)
201-51640	HEALTH INSURANCE	109,358	109,358	8,011	34,482	31.5%	74,877	40,171	(5,690)
201-51641	LIFE INSURANCE	504	504	42	178	35.4%	326	14	164
201-51642	TMRS	117,237	117,237	10,301	46,704	39.8%	70,533	43,173	3,531
201-51643	WORKER'S COMPENSATION	21,570	21,570	1,588	7,103	32.9%	14,468	7,387	(285)
201-51646	CONTRACT LABOR	4,800	4,800	-	2,410	50.2%	2,390	2,100	310
*** EXPENSE CATEGORY TOTALS ***		<u>1,458,348</u>	<u>1,458,348</u>	<u>125,641</u>	<u>567,418</u>	<u>38.9%</u>	<u>890,929</u>	<u>540,464</u>	<u>26,954</u>
52-MAINTENANCE									
201-52700	R/M BUILDINGS & STRUCTURES	92,969	92,969	16,692	21,684	23.3%	71,285	118,408	(96,724)
201-52701	R/M EQUIPMENT & MACHINERY	68,721	68,721	2,806	12,148	17.7%	56,573	17,727	(5,579)
201-52702	R/M LIFT STATIONS	324,637	324,637	100,122	193,339	59.6%	131,298	21,602	171,738
201-52703	R/M METERS TAPS SVC CONNECTS	95,000	95,000	1,515	33,509	35.3%	61,491	29,042	4,467
201-52704	R/M MISCELLANEOUS	376	376	-	-	0.0%	376	-	-
201-52705	R/M MOTOR VEHICLES	12,468	12,468	587	4,943	39.6%	7,525	632	4,311
201-52710	R/M STREETS & ALLEYS	90,484	90,484	13,828	28,367	31.3%	62,118	17,604	10,763
201-52711	R/M WASTEWATER PLANTS	22,000	22,000	538	6,427	29.2%	15,573	58,655	(52,227)
201-52712	R/M WATER & WASTEWATER MAINS	7,001,428	7,001,428	27,211	133,544	1.9%	6,867,883	319,331	(185,786)
201-52713	R/M WATER STORAGE TANKS	25,000	25,000	1,307	3,493	14.0%	21,507	-	3,493
201-52714	R/M WATER WELLS	75,000	75,000	11,319	23,244	31.0%	51,756	19,546	3,698
201-52715	DAMAGES & CLAIMS	48,913	48,913	2,500	13,393	27.4%	35,520	1,559	11,834
*** EXPENSE CATEGORY TOTALS ***		<u>7,856,996</u>	<u>7,856,996</u>	<u>178,425</u>	<u>474,090</u>	<u>6.0%</u>	<u>7,382,906</u>	<u>604,104</u>	<u>(130,014)</u>
53-UTILITIES									
201-53730	ELECTRICITY	500,000	500,000	40,775	138,374	27.7%	361,626	133,672	4,702
201-53731	NATURAL GAS	600	600	105	259	43.1%	341	206	53
201-53732	PHONE/CABLE/INTERNET	18,578	18,578	1,529	6,781	36.5%	11,797	6,055	726
201-53733	WATER/SEWER & GARBAGE	42,600	42,600	2,919	12,009	28.2%	30,591	11,211	798
*** EXPENSE CATEGORY TOTALS ***		<u>561,778</u>	<u>561,778</u>	<u>45,327</u>	<u>157,423</u>	<u>28.0%</u>	<u>404,355</u>	<u>151,144</u>	<u>6,278</u>
54-SUPPLIES									
201-54745	CASH OVER/SHORT	-	-	3	31	0.0%	(31)	19	13
201-54746	CHEMICAL SUPPLIES	278,699	278,699	43,518	99,341	35.6%	179,358	92,886	6,455
201-54752	FOOD	3,800	3,800	695	1,642	43.2%	2,158	1,862	(220)
201-54753	GROUNDWATER PURCHASES	35,000	35,000	-	7,385	21.1%	27,615	7,259	126
201-54756	JANITORIAL SUPPLIES	5,486	5,486	385	2,230	40.7%	3,256	1,319	912
201-54758	LAB EQUIPMENT & SUPPLIES	6,365	6,365	1,106	1,549	24.3%	4,816	2,170	(621)
201-54762	MINOR TOOLS & EQUIPMENT	31,272	31,272	7,461	8,995	28.8%	22,277	4,732	4,263
201-54763	MISCELLANEOUS SUPPLIES	7,111	7,111	256	1,521	21.4%	5,589	1,905	(384)
201-54764	MOTOR VEHICLE FUEL	83,052	83,052	6,463	19,946	24.0%	63,106	16,755	3,191
201-54765	OFFICE EQUIP/FURNITURE/FIXTR	525	525	-	-	0.0%	525	-	-



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
201-54766	OFFICE SUPPLIES	4,336	4,336	405	809	18.7%	3,526	2,430	(1,621)
201-54768	PLAQUES & AWARDS	550	550	-	-	0.0%	550	-	-
201-54769	POSTAGE	1,074	1,074	37	3,426	319.1%	(2,352)	128	3,298
201-54778	TECHNOLOGY SUPPLIES	7,506	7,506	-	-	0.0%	7,506	159	(159)
201-54779	WEARING APPAREL	12,243	12,243	1,060	5,711	46.7%	6,531	4,186	1,525
*** EXPENSE CATEGORY TOTALS ***		477,019	477,019	61,389	152,587	32.0%	324,432	135,810	16,778
55-SERVICES									
201-55800	ACCOUNTING & AUDITING	17,100	17,100	1,987	1,987	11.6%	15,113	12,000	(10,013)
201-55803	BANKING FEES	600	600	38	240	40.0%	360	248	(8)
201-55804	BILLING & COLLECTION SERVICES	50,000	50,000	6,019	18,571	37.1%	31,429	7,978	10,593
201-55809	CREDIT CARD PROCESSING FEES	140,000	140,000	8,005	44,696	31.9%	95,304	38,502	6,194
201-55811	ELECTROINC PAYMENT- UB CREDITS	26,400	26,400	2,376	11,744	44.5%	14,656	10,673	1,071
201-55812	ENGINEERING SERVICES	12,550	12,550	5,881	20,537	163.6%	(7,987)	5,778	14,760
201-55813	FEES & PERMITS	41,000	41,000	51	34,253	83.5%	6,747	34,953	(700)
201-55815	INSURANCE-PROPERTY, PLANT, & EQUIPMENT	109,692	109,692	-	114,540	104.4%	(4,848)	100,441	14,099
201-55818	LAB SERVICES	71,500	71,500	3,750	33,275	46.5%	38,225	25,907	7,368
201-55819	LEASE/RENTAL OF EQUIPMENT	18,525	18,525	10,926	27,966	151.0%	(9,441)	368	27,599
201-55821	LEGAL ADVERTISING	1,575	1,575	-	1,397	88.7%	178	-	1,397
201-55824	MISCELLANEOUS SERVICES	22,041	22,041	4,618	11,647	52.8%	10,394	3,686	7,961
201-55826	PUBLIC COMMUNICATION	4,900	4,900	-	-	0.0%	4,900	-	-
201-55828	SOFTWARE	104,229	104,229	(737)	65,026	62.4%	39,203	63,128	1,898
201-55834	SOLID WASTE & SLUDGE DISPOSAL	275,000	275,000	21,798	81,940	29.8%	193,060	97,669	(15,729)
*** EXPENSE CATEGORY TOTALS ***		895,112	895,112	64,712	467,820	52.3%	427,292	401,329	66,490
56-TRAVEL & EDUCATION EXPENDITURES									
201-56851	MEMBERSHIP DUES	627	627	-	60	9.6%	567	-	60
201-56852	TRAINING EXPENSES	13,165	13,165	495	1,510	11.5%	11,655	749	761
201-56853	TRAVEL & LODGING EXPENSES	2,095	2,095	-	-	0.0%	2,095	-	-
*** EXPENSE CATEGORY TOTALS ***		15,887	15,887	495	1,570	9.9%	14,317	749	821
57-DEBT SERVICE									
201-57861	BOND ISSUANCE COST	171,143	171,143	-	134,915	78.8%	36,229	-	134,915
201-57862	CAPITAL LEASE INTEREST	1,044	1,044	-	1,044	100.0%	-	2,068	(1,024)
201-57863	CAPITAL LEASE PRINCIPAL	55,805	55,805	-	55,805	100.0%	-	54,781	1,024
*** EXPENSE CATEGORY TOTALS ***		227,992	227,992	-	191,763	84.1%	36,229	56,849	134,915
58-CAPITAL EXPENDITURES									
201-58880	CAPITAL BUILDINGS & STRUCTURES	11,560,927	11,560,927	6,150	17,280	0.1%	11,543,647	-	17,280
201-58881	CAPITAL MACHINERY & EQUIPMENT	129,073	129,073	4,995	4,995	3.9%	124,078	89,905	(84,910)
201-58882	CAPITAL MISCELLANEOUS	-	-	-	1,805	0.0%	(1,805)	-	1,805
201-58883	CAPITAL MOTOR VEHICLES	440,307	440,307	440,307	440,307	100.0%	-	-	440,307
*** EXPENSE CATEGORY TOTALS ***		12,130,307	12,130,307	451,452	464,387	3.8%	11,665,921	89,905	374,482
59-TRANSFERS OUT									



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
201-59900	TRANSFER TO GENERAL FUND	1,422,014	1,422,014	118,501	592,506	41.7%	829,508	613,339	(20,833)
201-59901	TRANSFER TO DEBT SERVICE FUND	1,001,973	1,001,973	83,498	417,489	41.7%	584,484	352,030	65,459
*** EXPENSE CATEGORY TOTALS ***		2,423,987	2,423,987	201,999	1,009,995	41.7%	1,413,992	965,369	44,626
*** TOTAL EXPENSE ***		\$ 26,047,425	\$ 26,047,425	\$ 1,129,440	\$ 3,487,052	13.4%	\$ 22,560,372	\$ 2,945,723	\$ 541,330



NON MAJOR FUNDS SUMMARY

	111 HOTEL/MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND
Beginning Fund Balance	\$ 394,877	\$ -	\$ 165,545	\$ 14,754	\$ 37,180
REVENUE					
TAXES	112,103	-	-	-	-
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-
FINES & FORFEITURE	-	4,043	4,908	886	-
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	-	-	-
INVESTMENT INCOME	6,966	-	3,092	288	701
MISCELLANEOUS RECEIPTS	-	-	-	-	-
TRANSFERS IN	-	(29,000)	-	-	-
Total	119,069	(24,957)	8,000	1,174	701
EXPENSE					
EMPLOYEE SERVICES	4	-	-	-	-
MAINTENANCE	-	-	-	-	-
UTILITIES	823	-	-	-	-
SUPPLIES	1,335	-	-	-	-
SERVICES	9,262	(1,200)	-	-	-
TRAVEL & EDUCATION EXPENDITURES	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-
TRANSFERS OUT	81,688	-	7,406	-	-
Total	93,113	(1,200)	7,406	-	-
Surplus (Deficit)	25,956	(23,757)	593	1,174	701
Ending Fund Balance	\$ 420,833	\$ (23,757)	\$ 166,138	\$ 15,928	\$ 37,881



NON MAJOR FUNDS SUMMARY					Keep Jacksonville Beautiful
	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE	120 VENUE PROJECT FUND	TOTAL	301 BEAUTIFICATION FUND
Beginning Fund Balance	\$ 3,558	\$ 5,819	\$ (9,075)	\$ 612,657	\$ 20,248
REVENUE					
TAXES	-	-	32,029	144,132	-
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	2,782	-	2,782	-
FINES & FORFEITURE	-	-	-	9,837	-
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	26,325	26,325	-
INVESTMENT INCOME	67	120	-	11,234	376
MISCELLANEOUS RECEIPTS	-	-	8	8	1,087
TRANSFERS IN	-	-	58,333	29,334	2,500
Total	67	2,901	116,696	223,651	3,963
EXPENSE					
EMPLOYEE SERVICES	-	-	28,195	28,200	-
MAINTENANCE	-	-	18,185	18,185	-
UTILITIES	-	-	8,930	9,754	-
SUPPLIES	-	-	7,195	8,531	3,575
SERVICES	-	-	12,273	20,335	-
TRAVEL & EDUCATION EXPENDITURES	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-
TRANSFERS OUT	-	-	63,680	152,774	-
Total	-	-	138,459	237,778	3,575
Surplus (Deficit)	67	2,901	(21,763)	(14,127)	389
Ending Fund Balance	\$ 3,625	\$ 8,720	\$ (30,838)	\$ 598,530	\$ 20,637



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Summary of Cash and Investment Activity				
	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 19,670,133.38	\$ 19,670,133.38	\$ 19,670,133.38	100.00%
Investments	15,751,345.51	15,751,345.51	15,751,345.51	100.00%
Total	35,421,478.89	35,421,478.89	35,421,478.89	100.00%
Activity				
Cash	(304,085.93)	(304,085.93)	(304,085.93)	
Investments				
Net Accretion & Amortization				
Purchases	46,353.42	46,353.42	46,353.42	
Maturities/Calls	(111,283.66)	(111,283.66)	(111,283.66)	
Changes to Market Value	-	-	14,687.89	
Net Monthly Activity	(369,016.17)	(369,016.17)	(354,328.28)	
Ending Balances				
Cash	19,366,047.45	19,366,047.45	19,366,047.45	100.00%
Investments	15,686,415.27	15,686,415.27	15,701,103.16	100.09%
Total	\$ 35,052,462.72	\$ 35,052,462.72	\$ 35,067,150.61	100.04%



Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Cash In Austin Bank	\$1,818,745		\$ 100.000	4.390%	\$ 1,818,745	\$ 1,818,745	\$ 1,818,745	\$ -	1
N/A	N/A	N/A	Cash In BOK Financial	17,546,628		100.000	4.090%	17,546,628	17,546,628	17,546,628	-	1
N/A	N/A	N/A	Cash- Pooled- Fleetcor	674		100.000	0.000%	674	674	674	-	1
N/A	N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	1,787		100.000	3.430%	1,787	1,787	1,787	-	1
N/A	N/A	N/A	LOGIC	2,613,095		100.000	4.501%	2,613,095	2,613,095	2,613,095	-	1
N/A	N/A	N/A	TexSTAR	1,426,562		100.000	4.363%	1,426,562	1,426,562	1,426,562	-	1
N/A	N/A	N/A	TexasDAILY	1,427,012		100.000	4.380%	1,427,012	1,427,012	1,427,012	-	1
N/A	N/A	N/A	Lone Star	1,428,749		100.000	4.350%	1,428,749	1,428,749	1,428,749	-	1
N/A	N/A	N/A	Texas FIT	4,651,210		100.000	4.480%	4,651,210	4,651,210	4,651,210	-	1
2/23/2022	3/3/2025	02589ABM3	CD - American Express Natl Bk	248,000		100.000	1.800%	248,000	248,000	247,948	(52)	3
3/7/2024	3/7/2025	06051XBA9	CD - Bank Amer Na Charlotte NC	237,000		100.000	5.140%	237,000	237,000	237,028	28	7
3/13/2024	3/13/2025	319477AX3	CD - First-Citizens Bk & Tr Co Raleigh NC	237,000		100.000	5.140%	237,000	237,000	237,055	55	13
6/5/2024	6/5/2025	15987UCUO	CD - Charles Schwab Bk SSB Westlake Tex	248,000		100.000	5.330%	248,000	248,000	248,546	546	97
3/6/2024	6/6/2025	33847GEK4	CD - Flagstar Bk Natl Assn Hicksville New York	240,000		100.000	5.130%	240,000	240,000	240,552	552	98
6/26/2024	6/26/2025	200339GFO	CD - Comerica Bk Dallas Tex	249,000		100.000	5.330%	249,000	249,000	249,677	677	118
7/11/2024	7/11/2025	89841MBE6	CD - Trustone Finl Cr Un Plymouth Minn	249,000		100.000	5.230%	249,000	249,000	249,682	682	133
3/12/2024	9/12/2025	95763PSJ1	CD - Western Alliance Bk Phoenix	240,000		100.000	5.080%	240,000	240,000	240,917	917	196
3/8/2024	12/8/2025	27002YGG5	CD - Eaglebank Bethesda Md	248,000		100.000	4.820%	248,000	248,000	249,141	1,141	283
6/20/2024	12/19/2025	05584CPQ3	CD - BNY Mellon Na Instl	249,000		100.000	5.060%	249,000	249,000	250,626	1,626	294
5/3/2024	5/4/2026	17312Q4UO	CD - Citibank Natl Assn Sioux Falls	249,000		100.000	4.950%	249,000	249,000	251,064	2,064	430
2/26/2025	8/26/2026	31424AAH3	CD - Amoco Fed Cr Un Texas City Tex	249,000		100.000	4.640%	249,000	249,000	249,336	336	544
6/20/2024	12/21/2026	61768E5Q2	CD - Morgan Stanley Private Bk Natl Assn	248,000		100.000	4.980%	248,000	248,000	251,425	3,425	661
2/14/2025	2/16/2027	PER200HW2	CD - Comenity Bank Wilmington De	200,000		100.000	4.260%	200,000	200,000	199,083	(917)	718



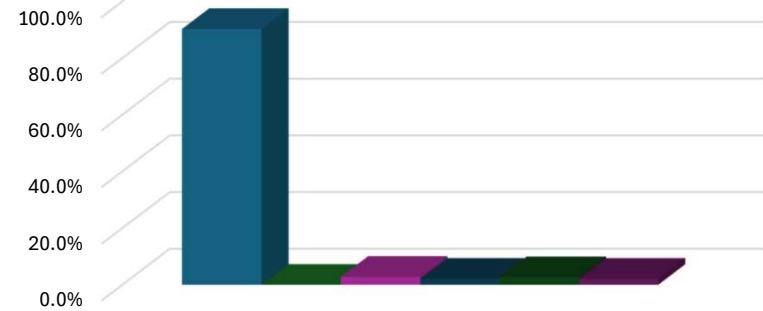
Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
3/28/2024	3/29/2027	369674CV6	CD - General Elec Cr Un Cincinati	249,000		100.000	4.700%	249,000	249,000	251,552	2,552	759
4/30/2024	4/30/2027	91739JAG0	CD - Utah First Fed Cr Un Salt Lake City	249,000		100.000	4.700%	249,000	249,000	251,547	2,547	791
8/23/2024	8/23/2027	98138MCH1	CD - Workers Fed Cr Un Littleton Ma	249,000		100.000	4.020%	249,000	249,000	247,508	(1,492)	906
Totals/Weighted Average				\$ 35,052,463			4.296%	\$ 35,052,463	\$ 35,052,463	\$ 35,067,151	\$ 14,688	43
Benchmark - 6-week Treasury Bill Rates Coupon Equivalent							4.310%					



Summary of Cash and Investment Activity

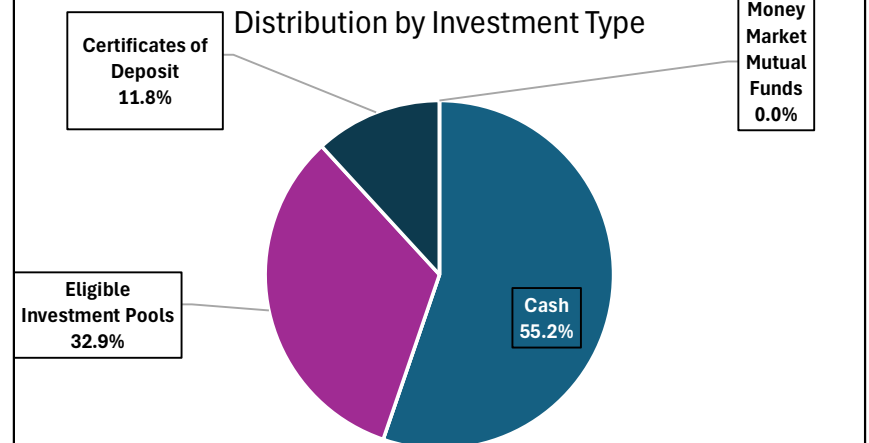
Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$31,636,463	90.3%
31 to 90 days	-	0.0%
91 to 180 days	986,000	2.8%
181 days to 1 year	737,000	2.1%
1 to 2 years	946,000	2.7%
More than 2 years	747,000	2.1%
	<u>\$ 35,052,463</u>	<u>100.0%</u>



Distribution by Investment Type

	Book Value	Percent
Cash	\$19,366,047	55.2%
US Agencies & Instrumentalities	-	0.0%
Eligible Investment Pools	11,546,628	32.9%
Certificates of Deposit	4,138,000	11.8%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	1,787	0.0%
Repurchase Agreements	-	0.0%
	<u>\$ 35,052,463</u>	<u>100.0%</u>





City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Summary of Cash and Investment Activity									
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	Money Market Mutual Funds	\$ 291,158	\$ 291,158	\$ 291,158	\$ 1,787	\$ 1,787	\$ 1,787
N/A	N/A	LOGIC	Investment Pool	2,604,106	2,604,106	2,604,106	2,613,095	2,613,095	2,613,095
N/A	N/A	TexSTAR	Investment Pool	1,421,805	1,421,805	1,421,805	1,426,562	1,426,562	1,426,562
N/A	N/A	TexasDAILY	Investment Pool	1,422,232	1,422,232	1,422,232	1,427,012	1,427,012	1,427,012
N/A	N/A	Lone Star	Investment Pool	1,423,999	1,423,999	1,423,999	1,428,749	1,428,749	1,428,749
N/A	N/A	Texas FIT	Investment Pool	4,649,045	4,649,045	4,649,045	4,651,210	4,651,210	4,651,210
2/15/2022	2/14/2025	Federal Farm Cr Bks Cons Ststemwide Bds	US Agencies & Instrumentalities	250,000	250,000	250,000	-	-	-
2/23/2022	3/3/2025	CD - American Express Natl Bk	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	247,948
3/7/2024	3/7/2025	CD - Bank Amer Na Charlotte NC	Certificate of Deposit	237,000	237,000	237,000	237,000	237,000	237,028
3/13/2024	3/13/2025	CD - First-Citizens Bk & Tr Co Raleigh NC	Certificate of Deposit	237,000	237,000	237,000	237,000	237,000	237,055
6/5/2024	6/5/2025	CD - Charles Schwab Bk SSB Westlake Tex	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	248,546
3/6/2024	6/6/2025	CD - Flagstar Bk Natl Assn Hicksville New York	Certificate of Deposit	240,000	240,000	240,000	240,000	240,000	240,552
6/26/2024	6/26/2025	CD - Comerica Bk Dallas Tex	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,677
7/11/2024	7/11/2025	CD - Trustone Finl Cr Un Plymouth Minn	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,682
3/12/2024	9/12/2025	CD - Western Alliance Bk Phoenix	Certificate of Deposit	240,000	240,000	240,000	240,000	240,000	240,917
3/8/2024	12/8/2025	CD - Eaglebank Bethesda Md	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	249,141
6/20/2024	12/19/2025	CD - BNY Mellon Na Instl	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	250,626
5/3/2024	5/4/2026	CD - Citibank Natl Assn Sioux Falls	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	251,064
2/26/2025	8/26/2026	CD - Amoco Fed Cr Un Texas City Tex	Certificate of Deposit	-	-	-	249,000	249,000	249,336
6/20/2024	12/21/2026	CD - Morgan Stanley Private Bk Natl Assn	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	251,425



City of Jacksonville, Texas
Financial Statement
As of February 28, 2025

Summary of Cash and Investment Activity									
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
2/14/2025	2/16/2027	CD - Comenity Bank Wilmington De	Certificate of Deposit	-	-	-	200,000	200,000	199,083
3/28/2024	3/29/2027	CD - General Elec Cr Un Cincinnati	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	251,552
4/30/2024	4/30/2027	CD - Utah First Fed Cr Un Salt Lake City	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	251,547
8/23/2024	8/23/2027	CD - Workers Fed Cr Un Littleton Ma	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	247,508
Total of Investments				15,751,346	15,751,346	15,751,346	15,686,415	15,686,415	15,701,103
Cash					19,670,133	19,670,133		19,366,047	19,366,047
Total Investments & Cash					<u>\$ 35,421,479</u>	<u>\$ 35,421,479</u>		<u>\$ 35,052,463</u>	<u>\$ 35,067,151</u>



Cash and Investment Distribution by Fund									
Transaction Information		101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	104 VEHICLE / EQUIPMENT REPLACEMENT FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND
Description	Security Type								
LOGIC	Investment Pool	\$ 751,895	\$ 119,995	\$ 1,236,939	\$ 117,488	\$ 145,387	\$ 43,516	\$ (2,609)	\$ 18,193
TexSTAR	Investment Pool	748,722	119,488	56,213	116,993	144,773	43,332	(2,598)	18,117
TexasDAILY	Investment Pool	748,958	119,526	56,231	117,030	144,819	43,346	(2,599)	18,122
Lone Star	Investment Pool	749,870	119,672	56,299	117,172	144,995	43,398	(2,602)	18,144
Texas FIT	Investment Pool	749,322	119,584	3,279,762	117,086	144,890	43,367	(2,600)	18,131
FNC	Money Market Mutual Funds	938	150	70	147	181	54	(3)	23
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	2,171,804	346,598	163,057	339,358	419,942	125,692	(7,535)	52,551
Total of Investments		5,921,510	945,012	4,848,572	925,274	1,144,988	342,704	(20,545)	143,282
Cash		954,911	152,394	71,694	149,211	184,642	55,265	(3,313)	23,106
Total Investments & Cash		6,876,421	1,097,406	4,920,266	1,074,485	1,329,630	397,969	(23,858)	166,388

Transaction Information		114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Description	Security Type									
LOGIC	Investment Pool	1,745	4,148	397	956	(3,666)	173,478	2,242	2,991	\$ 2,613,095
TexSTAR	Investment Pool	1,737	4,131	395	952	(3,650)	172,745	2,232	2,978	1,426,562
TexasDAILY	Investment Pool	1,738	4,132	395	952	(3,651)	172,800	2,233	2,979	1,427,012
Lone Star	Investment Pool	1,740	4,137	396	953	(3,656)	173,010	2,236	2,983	1,428,749
Texas FIT	Investment Pool	1,739	4,134	396	953	(3,653)	172,884	2,234	2,981	4,651,210
FNC	Money Market Mutual Funds	2	5	0	1	(5)	216	3	4	1,787
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	5,039	11,983	1,147	2,761	(10,588)	501,079	6,475	8,639	4,138,000
Total of Investments		13,739	32,671	3,127	7,527	(28,869)	1,366,213	17,654	23,555	15,686,415
Cash		2,216	5,269	504	1,214	(4,655)	17,766,946	2,847	3,798	19,366,047
Total Investments & Cash		\$ 15,955	\$ 37,940	\$ 3,631	\$ 8,741	\$ (33,524)	\$ 19,133,159	\$ 20,501	\$ 27,353	\$ 35,052,462.72



Summary of Cash and Investment Activity								
Summary of Investment Earnings								
Description	101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	104 VEHICLE / EQUIPMENT REPLACEMENT FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND
Bank Interest	\$ 3,918.11	\$ 625.29	\$ 294.17	\$ 612.23	\$ 757.61	\$ 226.76	\$ (13.59)	\$ 94.81
LOGIC	2,586.48	412.78	4,255.01	404.15	500.12	149.69	(8.97)	62.58
TexSTAR	2,496.65	398.44	187.45	390.12	482.75	144.49	(8.66)	60.41
TexasDAILY	2,509.08	400.42	188.38	392.06	485.16	145.21	(8.71)	60.71
Lone Star	2,493.12	397.88	187.18	389.57	482.07	144.29	(8.65)	60.33
Texas FIT	2,566.44	409.58	11,266.93	401.02	496.25	148.53	(8.90)	62.10
FNC Money Market Mutual Funds	1.62	0.26	0.12	0.25	0.31	0.09	(0.01)	0.04
FNC Brokered CD's, US Agencies	7,391.69	1,179.64	554.96	1,155.00	1,429.26	427.79	(25.65)	178.86
Total	23,963.19	3,824.28	16,934.19	3,744.40	4,633.54	1,386.86	(83.14)	579.83

Summary of Investment Earnings									
Description	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Bank Interest	9.09	21.62	2.07	4.98	(19.10)	59,824.86	11.68	15.59	\$ 66,386.16
LOGIC	6.00	14.27	1.37	3.29	(12.61)	596.75	7.71	10.29	8,988.91
TexSTAR	5.79	13.77	1.32	3.17	(12.17)	576.03	7.44	9.93	4,756.93
TexasDAILY	5.82	13.84	1.32	3.19	(12.23)	578.90	7.48	9.98	4,780.62
Lone Star	5.78	13.76	1.32	3.17	(12.15)	575.21	7.43	9.92	4,750.22
Texas FIT	5.95	14.16	1.36	3.26	(12.51)	592.13	7.65	10.21	15,964.16
FNC Money Market Mutual Funds	0.00	0.01	0.00	0.00	(0.01)	0.37	0.00	0.01	3.08
FNC Brokered CD's, US Agencies	17.15	40.78	3.90	9.40	(36.04)	1,705.41	22.04	29.40	14,083.60
Total	\$ 55.60	\$ 132.21	\$ 12.65	\$ 30.46	\$ (116.83)	\$ 64,449.67	\$ 71.44	\$ 95.32	\$ 119,713.68

This monthly report is in full compliance with the investment strategies as established in the City's Investment Policies and the Public Funds Investment Act, Chapter 2256, Texas Government Code.

Roxanna Briley

Roxanna Briley
Finance Director



JACKSONVILLE POLICE DEPARTMENT

MONTHLY REPORT March 2025

POPULATION DATA		
January-24	14,193	
January-25	14,550	
Annual Growth	357	2.52%

PART 1 UCR CRIMES

Offense Category	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Murder	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Rape	0	0	No Change	*NC	0	0.00	5	0.35	-5	-100.00
Robbery	1	1	No Change	0.00	2	0.14	4	0.28	-2	-50.00
Individual	1	1	No Change	0.00	2	0.14	2	0.14	No Change	0.00
Business	0	0	No Change	*NC	0	0.00	2	0.14	-2	-100.00
Assaults	16	14	2	14.29	51	3.51	86	6.06	-35	-40.70
Aggravated	3	1	2	200.00	4	0.27	14	0.99	-10	-71.43
Other Assaults	13	13	No Change	0.00	47	3.23	72	5.07	-25	-34.72
Burglary	1	3	-2	-66.67	7	0.48	18	1.27	-11	-61.11
Habitatation	1	1	No Change	0.00	3	0.21	14	0.99	-11	-78.57
Building	0	2	-2	-100.00	4	0.27	4	0.28	No Change	0.00
Theft	18	10	8	80.00	43	2.96	79	5.57	-36	-45.57
Burglary Vehicle	1	1	No Change	0.00	2	0.14	1	0.07	1	100.00
Burglary Coin-Op Machine	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Thefts	17	9	8	88.89	41	2.82	78	5.50	-37	-47.44
Motor Vehicle Theft	0	1	-1	-100.00	2	0.14	6	0.42	-4	-66.67
TOTAL OFFENSES	36	29	7	24.14	69	4.74	198	13.95	-129	-65.15

TRAFFIC CRASH SUMMARY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Motor Vehicle Crashes	22	20	2	10.00	71	4.88	86	6.06	-15	-17.44
Injury Crashes	8	5	3	60.00	21	1.44	18	1.27	3	16.67
Number Transported	5	6	-1	-16.67	19	1.31	19	1.34	No Change	0.00
Fatality Crashes	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Fatalities	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC

PATROL & TRAFFIC DIVISIONS ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Calls for Service	2,211	2,045	166	8.12	3,926	269.83	5,993	422.25	-2067	-34.49
Citations	348	295	53	17.97	626	43.02	946	66.65	-320	-33.83
Offense Reports	120	110	10	9.09	243	16.70	384	1075.63	-141	-36.72
Response Time Avg. Emergency	2.45	1.57	0.88	56.05	2.50		5.80		-3.30	-56.90
Response Time Avg. Non-Emer.	2.57	4.26	-1.69	-39.67	3.75		6.33		-2.58	-40.76

COMMUNICATIONS DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
NCIC/TCIC Entries	439	448	-9	-2.01	1,329	91.34	527	37.13	802	152.18
911 Calls - Total	303	257	46	17.90	891	61.24	1,110	78.21	-219	-19.73
911 Calls - Police	177	127	50	39.37	474	32.58	659	46.43	-185	-28.07
911 Calls - Fire	81	81	No Change	0.00	248	17.04	236	16.63	12	5.08
911 Calls - EMS	130	134	-4	-2.99	436	29.97	447	31.49	-11	-2.46

CRIMINAL INVESTIGATION DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Cases Assigned	12	12	No Change	0.00	88	6.05	182	12.82	-94	-51.65
Cases Cleared	13	15	-2	-13.33	102	7.01	146	10.29	-44	-30.14
Cases Filed (Misdemeanor)	36	63	-27	-42.86	182	12.51	156	10.99	26	16.67
Cases Filed (Felony)	22	38	-16	-42.11	94	6.46	99	6.98	-5	-5.05
Cases Filed (Juvenile)	3	2	1	50.00	4	0.27	9	0.62	-5	-55.56

ARRESTS

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
DWI Arrest	12	13	-1	-7.69	41	2.82	24	1.69	17	70.83
Adult Arrests	68	61	7	11.48	197	13.54	149	10.50	48	32.21
City Warrant Cleared	83	21	62	295.24	189	12.99	74	5.21	115	155.41
Drug Related Arrests	18	15	3	20.00	48	3.30	34	2.40	14	41.18
Juvenile Arrests	2	1	1	100.00	3	0.21	7	0.49	-4	-57.14

POLICE PERSONNEL

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
TCOLE Training Hours	78	230	(152)	-66.09	448	30.79	2,074	146.13	-1626	-78.40
Community Meetings	6	4	2	50.00	12	0.82	17	1.20	-5	-29.41
Lake Patrol Hours	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Volunteer Hours	55	8	47	587.50	86	5.91	154	10.85	-68	-44.16
Volunteer Security Checks	81	11	70	636.36	121	8.32	106	7.47	15	14.15
Open Records Requests	114	109	5	4.59	384	26.39	380	26.77	4	1.05
Special Events	3	4	-1	-25.00	7	0.48	0	0.00	7	*NC

CODE ENFORCEMENT ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Inspections - Trash	46	36	10	28	117	8.04	153	10.78	-36	-23.5
- Junk Vehicles	6	10	-4	-40	27	1.86	46	3.24	-19	-41.3
- Grass/Weeds	6	1	5	500	8	0.55	46	3.24	-38	-82.6
- Illegal Signs	42	60	-18	-30	143	9.83	121	8.53	22	18.2
- Unsafe Conditions	0	1	-1	-100	1	0.07	2	0.14	-1	-50.0
- Vendors	1	2	-1	-50	4	0.27	2	0.14	2	100.0
- Other	6	4	2	50	11	0.76	63	4.44	-52	-82.5
Resolved - Trash	31	23	8	35	81	5.57	154	10.85	-73	-47.4
- Junk Vehicles	1	3	-2	-67	8	0.55	37	2.61	-29	-78.4
- Grass/Weeds	0	0	No Change	*NC	0	0.00	54	3.80	-54	-100.0
- Illegal Signs	42	60	-18	-30	143	9.83	122	8.60	21	17.2
- Unsafe Conditions	0	0	No Change	*NC	0	0.00	1	0.07	-1	-100.0
- Vendors	2	2	No Change	0	5	0.34	2	0.14	3	150.0
- Other	5	4	1	25	10	0.69	43	3.03	-33	-76.7

ANIMAL SERVICES ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2025	2025 Per 1000/capita	YTD 2024	2024 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Dogs - Intake	27	38	-11	-29	93	6.39	108	7.61	-15	-13.9
Dogs - Adopted / Rescued	11	11	No Change	0	33	92.44	49	3.45	-16	-32.7
Dogs - Reclaimed by Owner	4	10	-6	-60	19	1.31	18	1.27	1	5.6
Cats - Intake	11	10	1	10	26	1.79	33	2.33	-7	-21.2
Cats - Adopted / Rescued	6	4	2	50	21	1.44	28	1.97	-7	-25.0
Cats - Reclaimed by Owner	1	1	No Change	0	2	0.14	1	0.07	1	100.0
Calls for Service Total	112	118	-6	-5	338	23.23	329	23.18	9	2.7
Barking Dogs	0	0	No Change	*NC	0	0.00	1	0.07	-1	-100.0
Loose Animals	90	98	-8	-8	265	18.21	291	20.50	-26	-8.9
Other Wildlife - Livestock	1	1	No Change	0	5	0.34	8	0.56	-3	-37.5
Value of Donated Materials	\$160	\$400	-240	-60	\$1,560	107.22	\$700	49.32	\$860	122.9

Volunteer Hours	1	5	-4	-80	10	0.69	15	1.06	-5	-33.3
Community Service Hours	176	112	64	57	425	29.21	596	41.99	-171	-28.7



JACKSONVILLE FIRE DEPARTMENT



TOTAL CALLS:
322



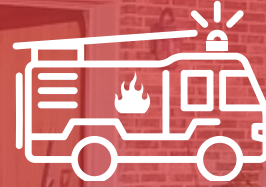
**AVERAGE
RESPONSE TIME:**
4 MIN. 45 SEC.



**RESCUE /
EMS:**
187



FIRES:
7



**FIRE
RESPONSES:**
135



LIFT ASSISTS:
16



**MOTOR VEHICLE
ACCIDENTS:**
13



**NON-EMERGENCY
TRANSFERS:**
14



**FALSE
ALARMS:**
11



**ASSIST OTHER
AGENCY:**
3



MONTHLY REPORT

March 2025



JACKSONVILLE FIRE DEPARTMENT

Monthly Report

March 1, 2025 - March 31, 2025



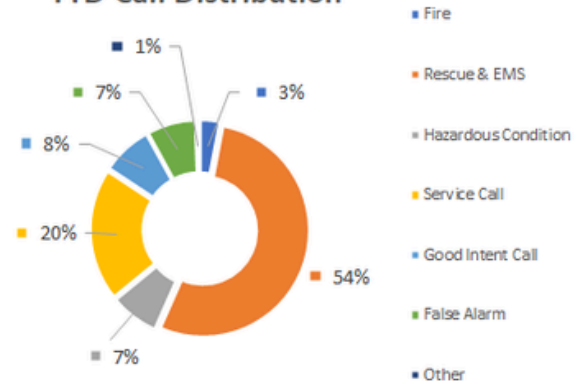
ANNUAL CALL STATISTICS

Year to Date Calls:	Total	In City		Mutual Aid	
	1,011	991	98.02%	20	1.98%

ANNUAL CALL DISTRIBUTION

Type	Total Fire	Total EMS	Total All	%
Fire	12		12	1%
Rescue & EMS	215	610	825	82%
Hazardous Condition	30		30	3%
Service Call	81		81	8%
Good Intent Call	31		31	3%
False Alarm	30		30	3%
Other	2		2	0%

YTD Call Distribution



MONTHLY CALL STATISTICS

Month	2022		2023		2024		2025		% Change	
	EMS	FIRE	EMS	FIRE	EMS	FIRE	EMS	FIRE	EMS	FIRE
January	217	99	202	33	240	123	227	131	-5.4%	6.5%
February	202	80	184	32	194	129	187	135	-3.6%	4.7%
March	207	82	291	75	204	145	187	135	-8.3%	-6.9%
April	225	51	275	73	185	118	0	0	-32.7%	61.6%
May	228	67	281	81	201	177	0	0	-28.5%	118.5%
June	195	91	256	109	191	167	0	0	-25.4%	53.2%
July	226	69	213	105	184	129	0	0	-13.6%	22.9%
August	236	76	282	119	209	139	0	0	-25.9%	16.8%
September	204	31	251	111	180	132	0	0	-28.3%	18.9%
October	227	43	267	91	184	138	0	0	-31.1%	51.6%
November	194	47	231	88	183	133	0	0	-20.8%	51.1%
December	216	43	287	111	199	126	0	0	-30.7%	13.5%
TOTAL by Type	2,577	779	3,020	1,028	2,354	1,656	601	401	-0.22	61.1%
TOTAL CALL VOLUME	3,356		4,048		4,010		1,002		-0.9%	



JACKSONVILLE FIRE DEPARTMENT



In - Service





Community & Public Services Reported Concerns

Monthly Report

March-25



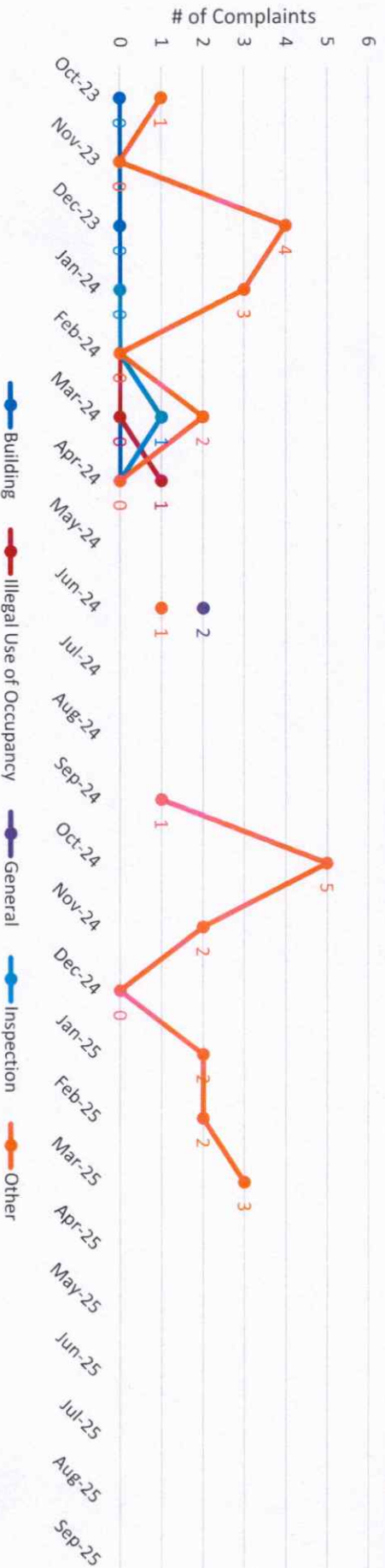
Gov Pilot Work Orders

Building
CONCERN
Building
General
Inspection
Other

	Mar-25	Oct. 1 - YTD
	0	0
	0	0
	0	0
	3	14

Notes:

Number Building Complaints



Parks

CONCERN

Overgrowth

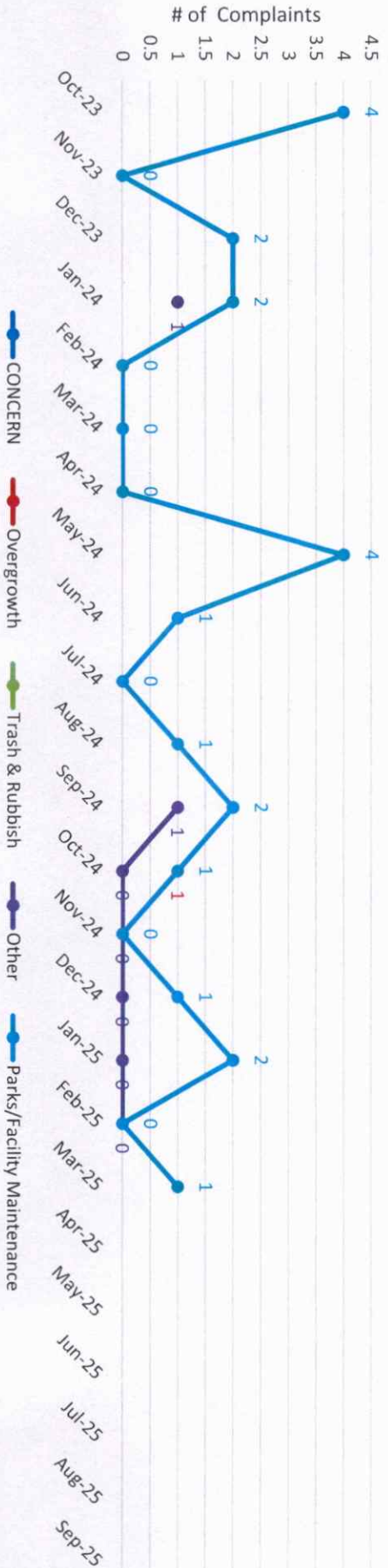
Trash & Rubbish

Other

Parks/Facility Maintenance

Mar-25	Oct. 1 - YTD	Notes:
0	1	
0	0	
0	0	
1	5	

Number Park Complaints



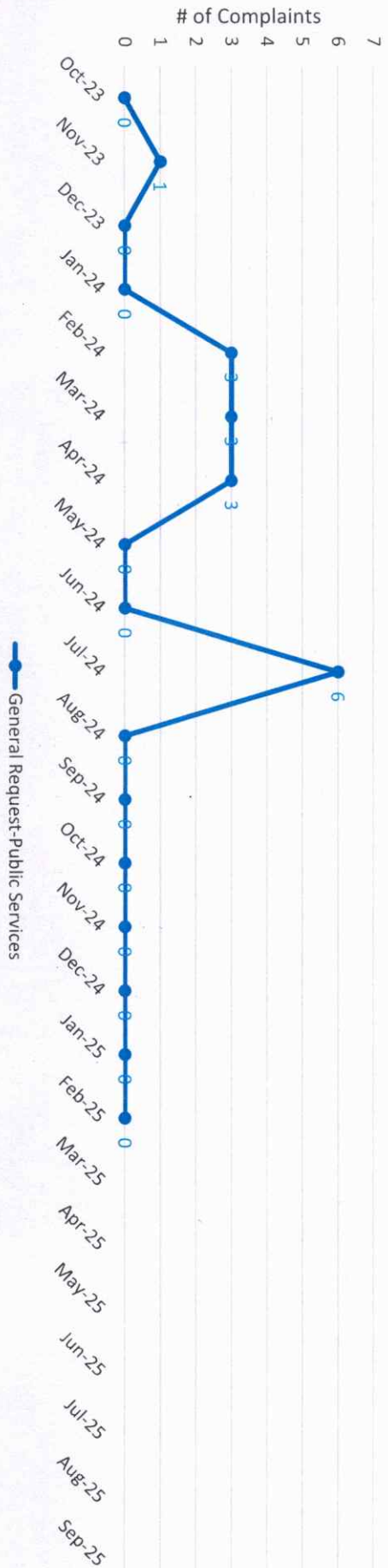
Public Services

CONCERN

General Request-Public Services

Mar-25	Oct. 1 - YTD	Notes:
0	0	

Number Public Services Complaints



Sanitation

CONCERN

Trash Can

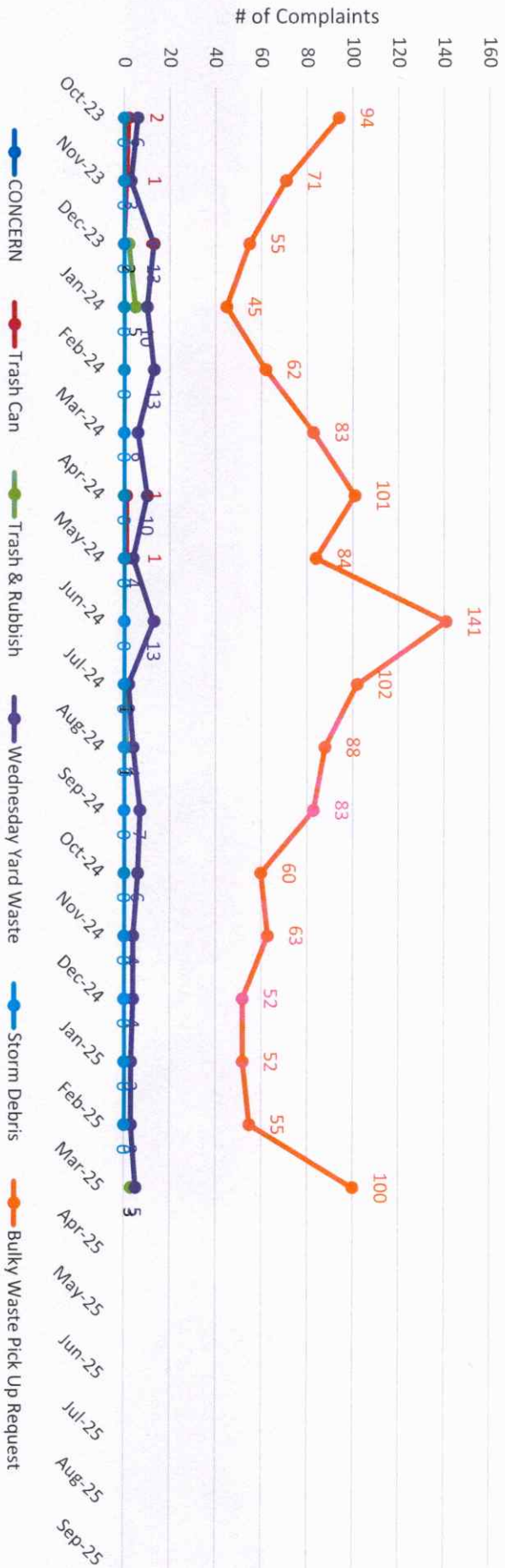
Trash & Rubbish

Wednesday Yard Waste

Bulky Waste Pick Up Request

Mar-25	Oct. 1 - YTD	Notes:
0	0	
3	3	
5	25	
100	382	

Number Sanitation Complaints



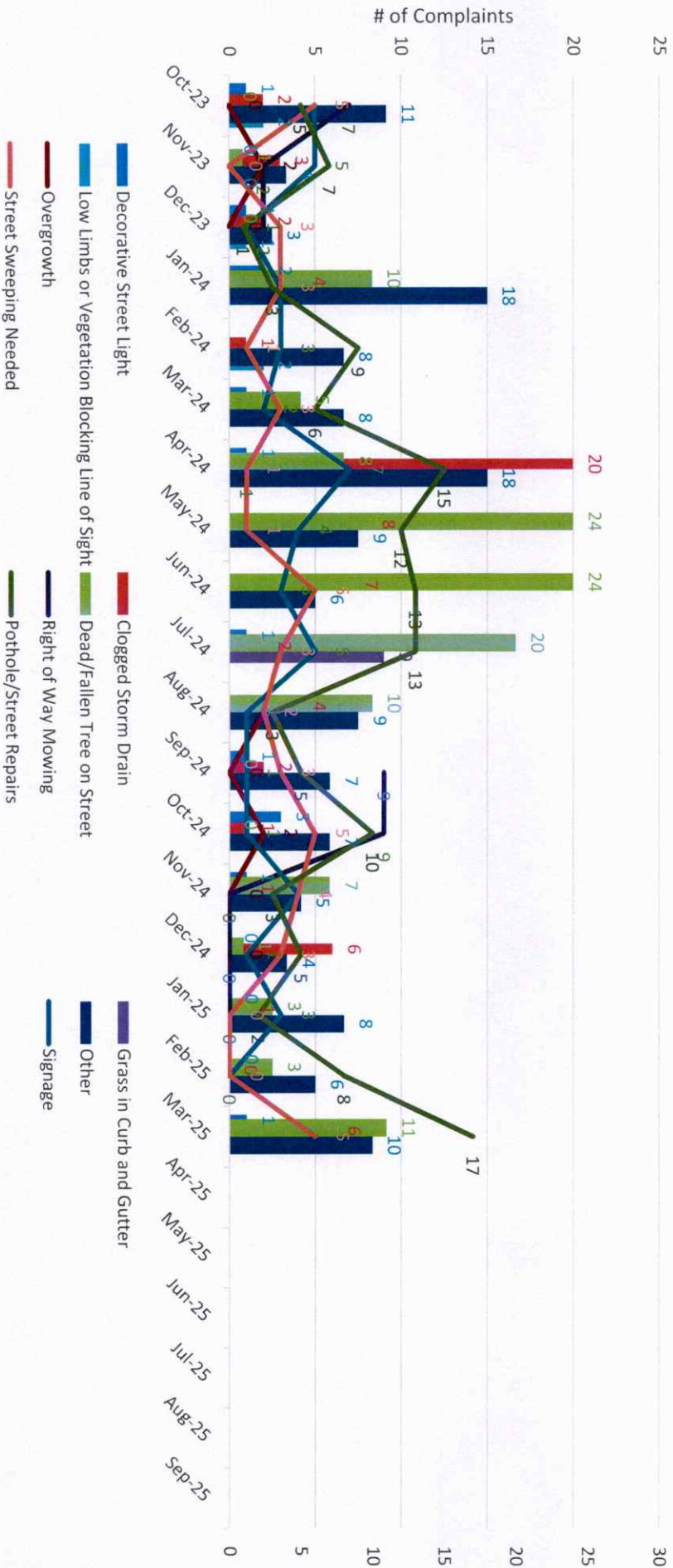
Streets

CONCERN

Decorative Street Light
Clogged Storm Drain
Dead/Fallen Tree on Street
Other
Overgrowth
Pothole/Street Repairs
Right of Way Mowing
Signage
Street Sweeping Needed

Mar-25	Oct. 1 - YTD	Notes:
1	5	
6	15	
11	25	
10	40	
	2	
17	45	
5	9	
5	14	
5	17	

Number Street Complaints



Water

CONCERN

Fire Hydrant Maintenance

locates

Water Leaks

Water Meter Leaks

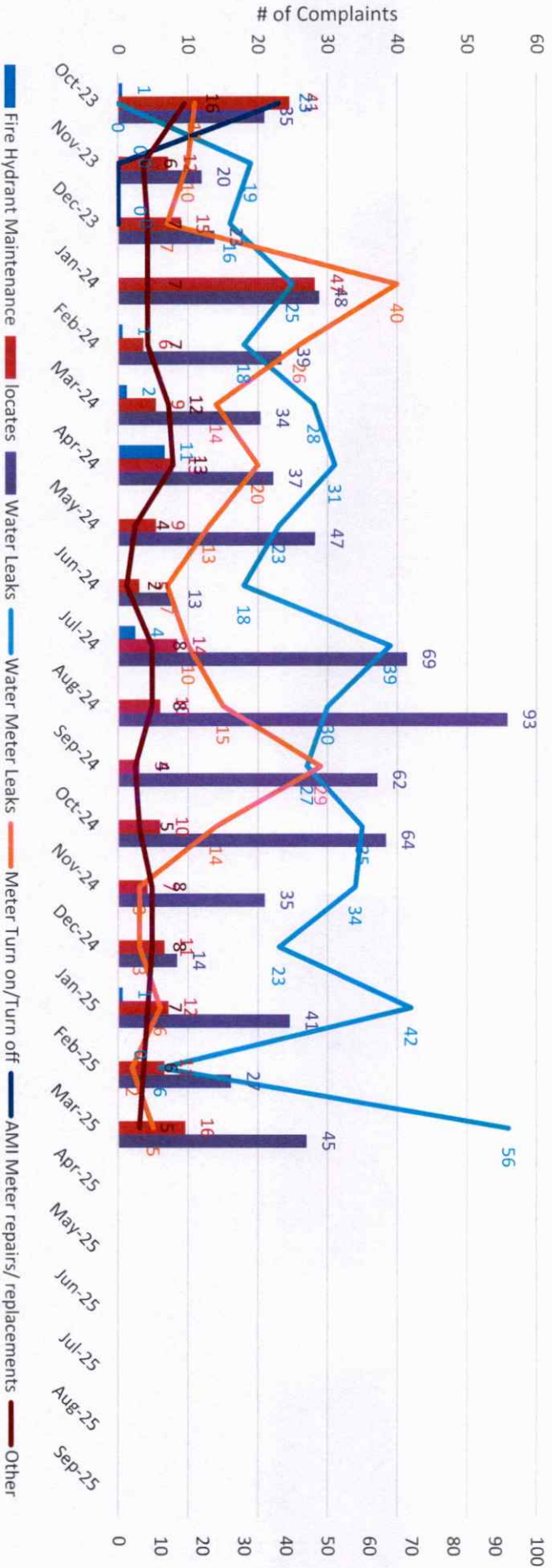
Meter Turn on/Turn off

AMI Meter repairs/ replacements

Other

Mar-25	Oct. 1 - YTD	Notes:
0	1	
16	67	
45	226	
56	196	
5	33	
0	0	
5	39	

Number Water Complaints



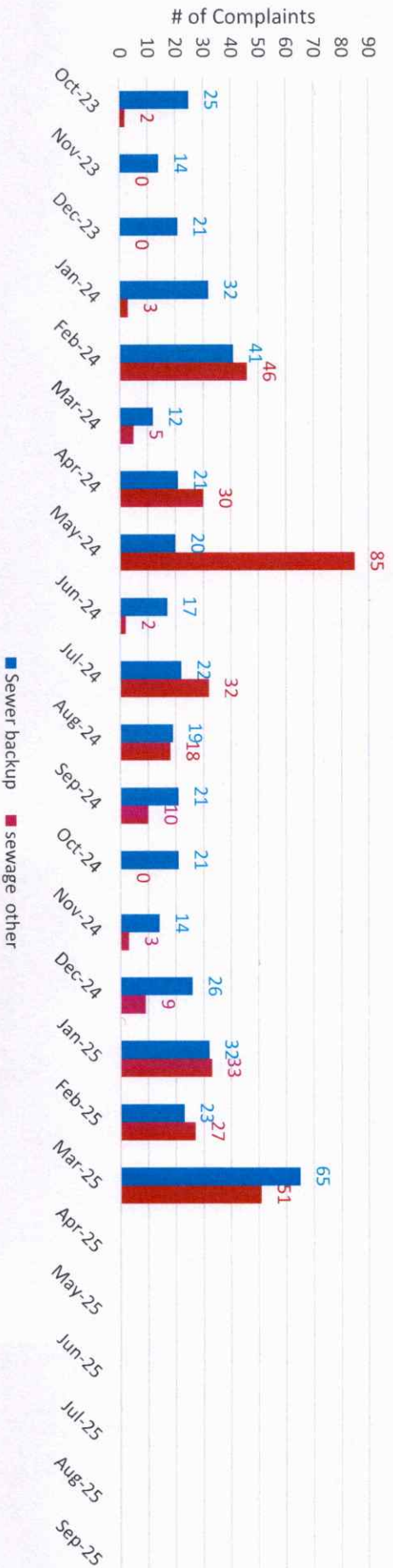
Wastewater Collection

CONCERN

Sewer backup
sewage other

Mar-25	Oct. 1 - YTD	Notes:
65	181	
51	123	

Number Wastewater Complaints



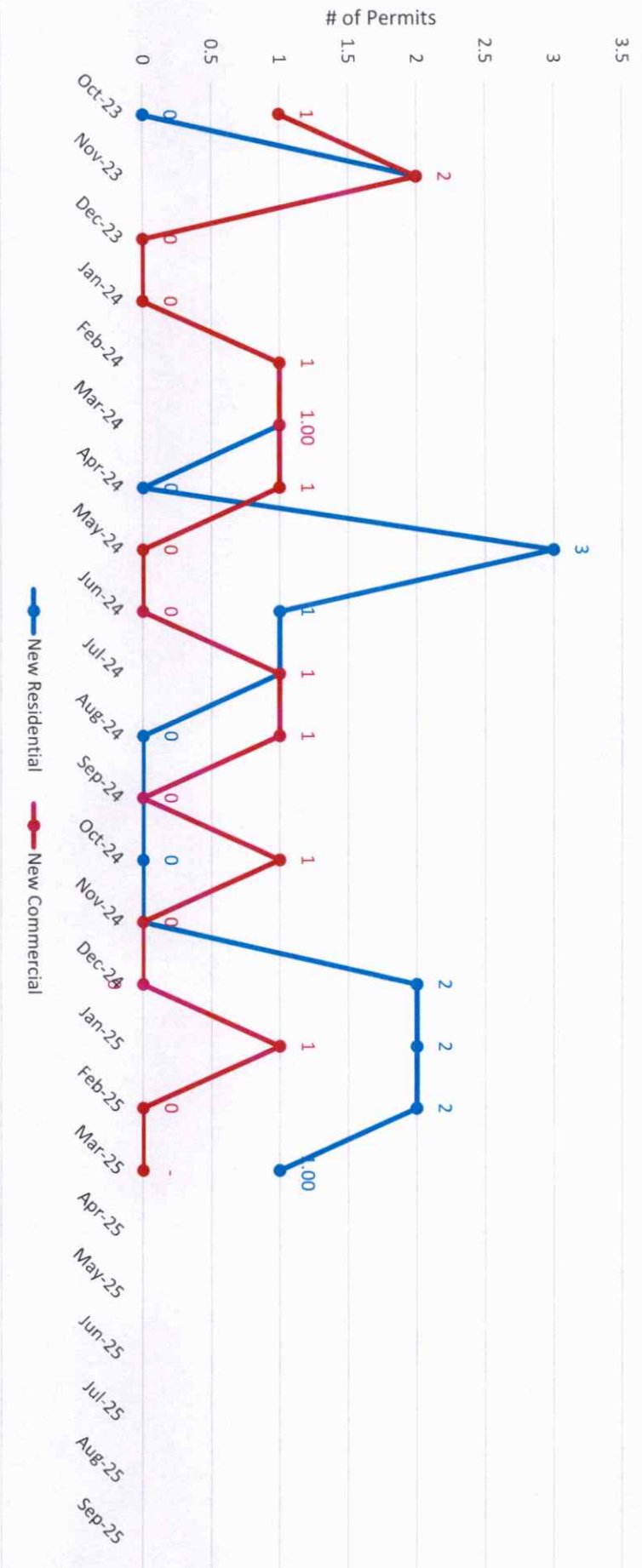
Gov Pilot Totals

410

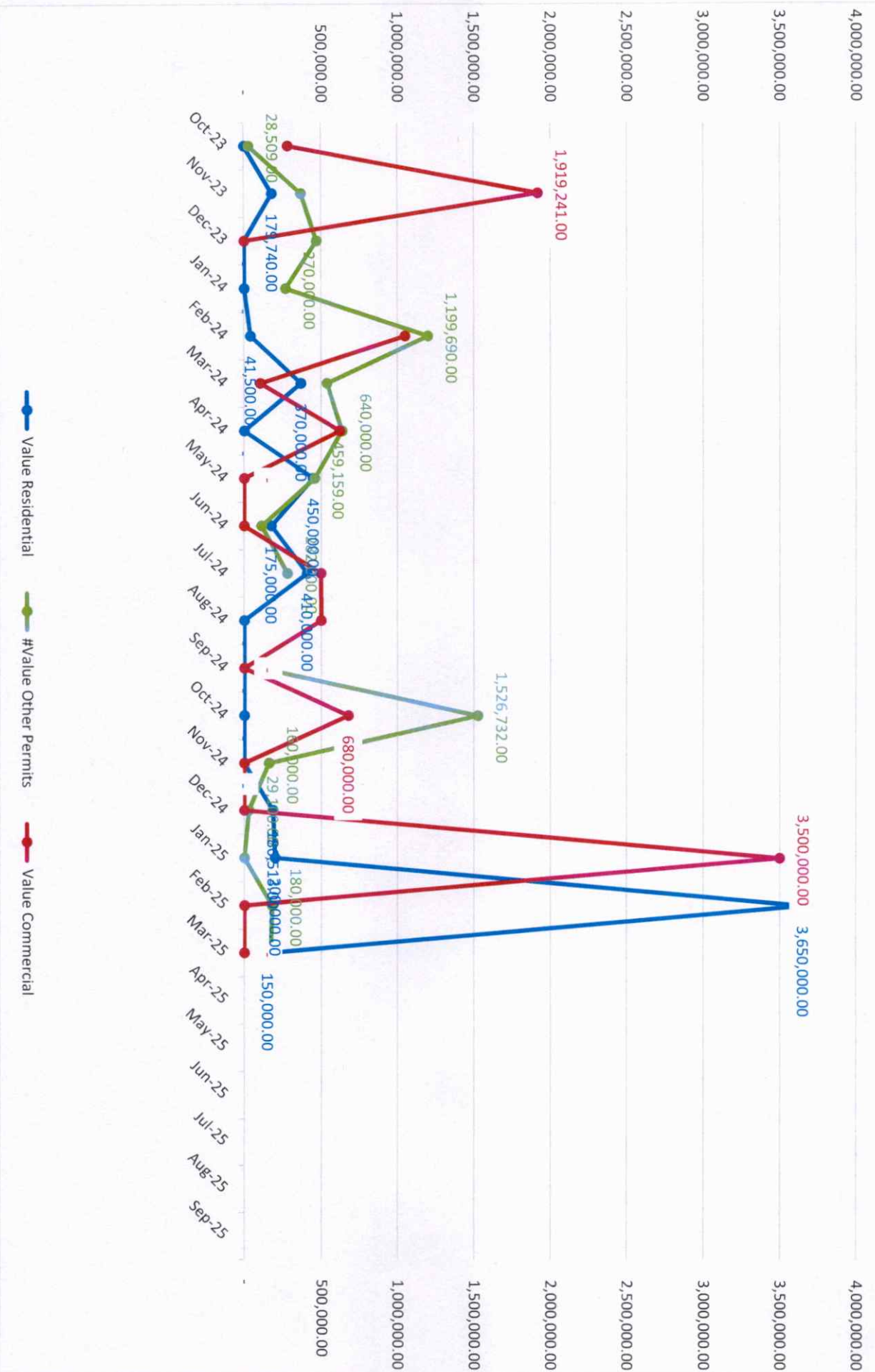
1468

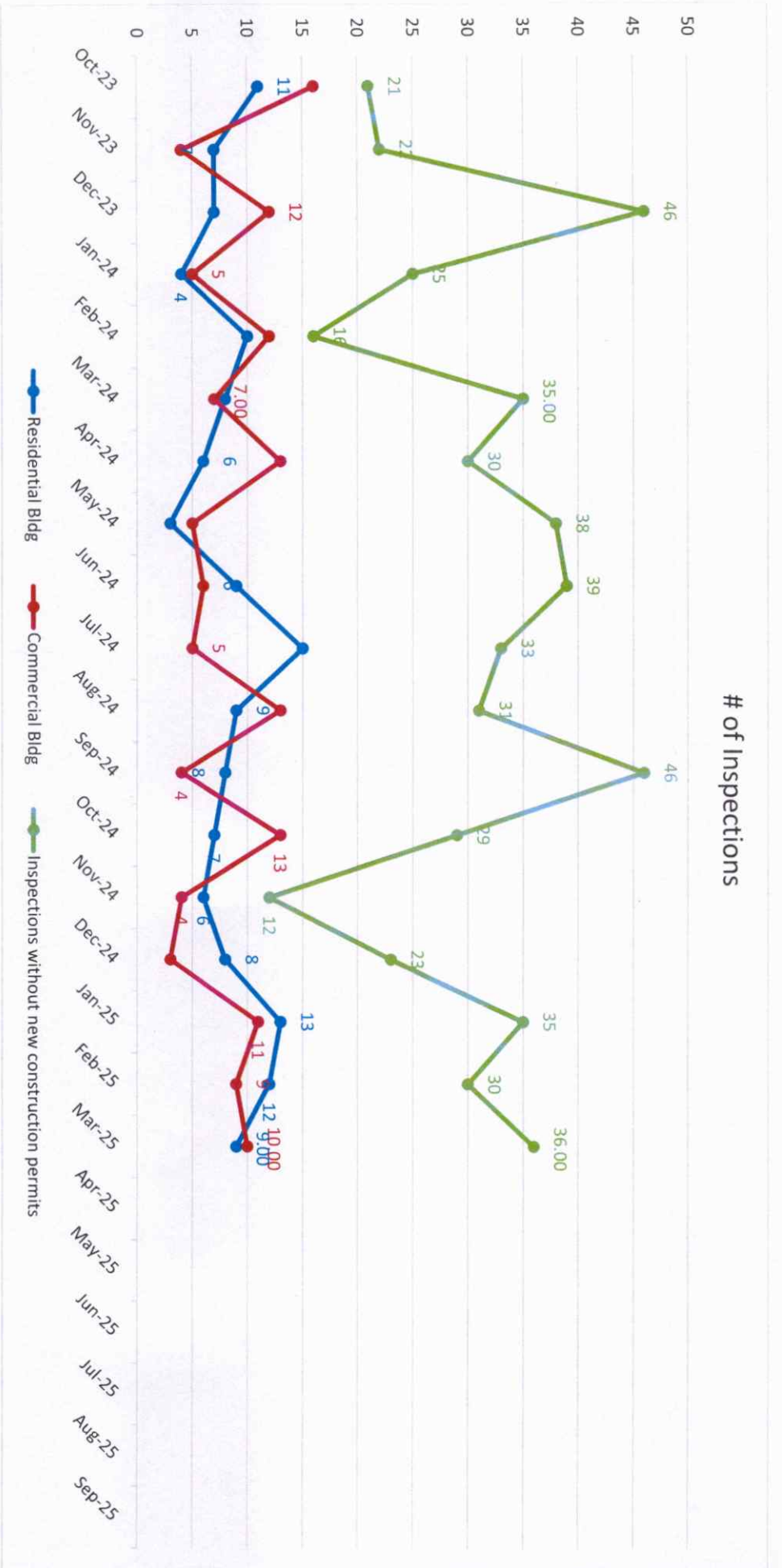
Building Department

Number Building Permits Issued



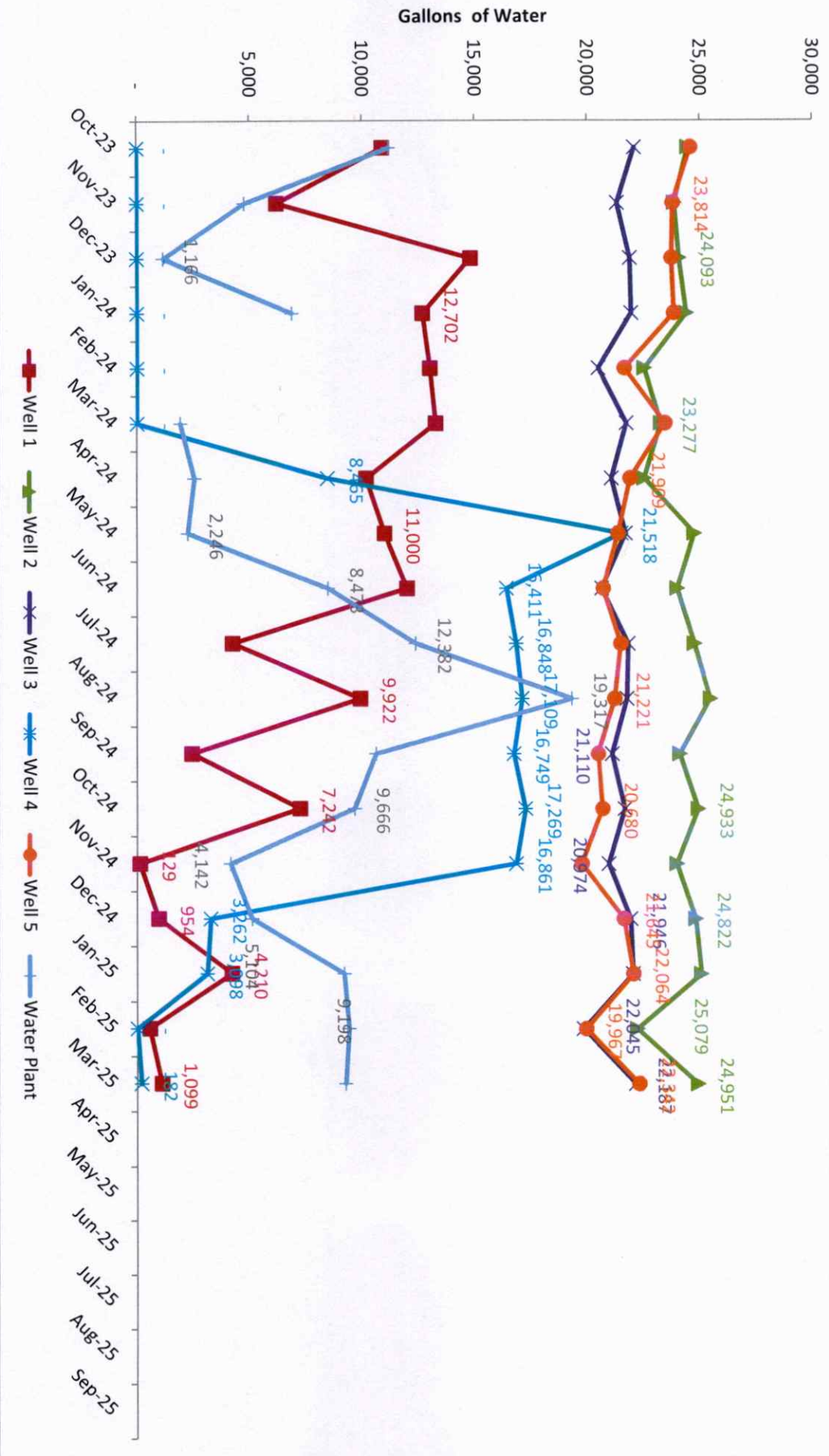
Construction Value of Permit Dollars





Water Production Department

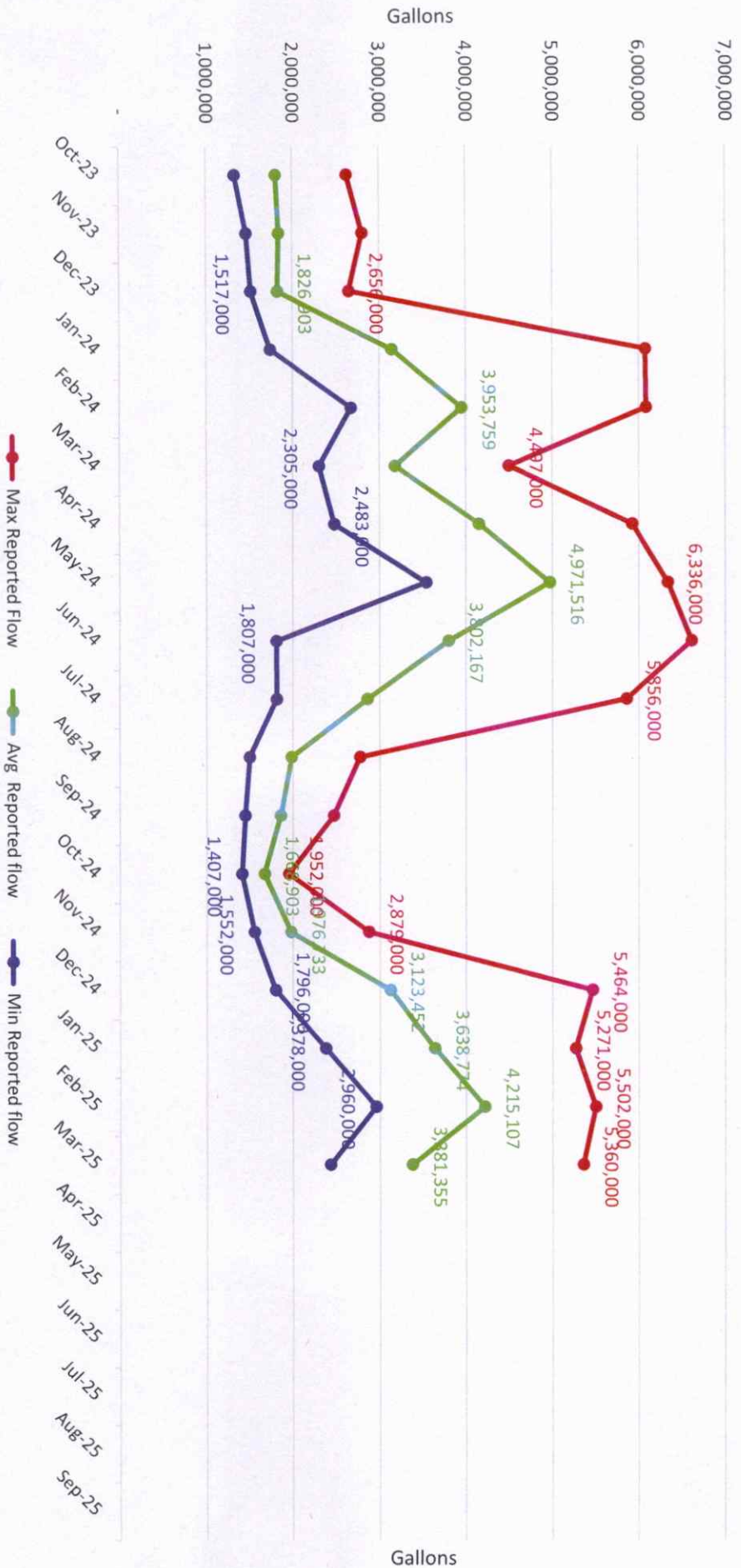
Monthly Water Production

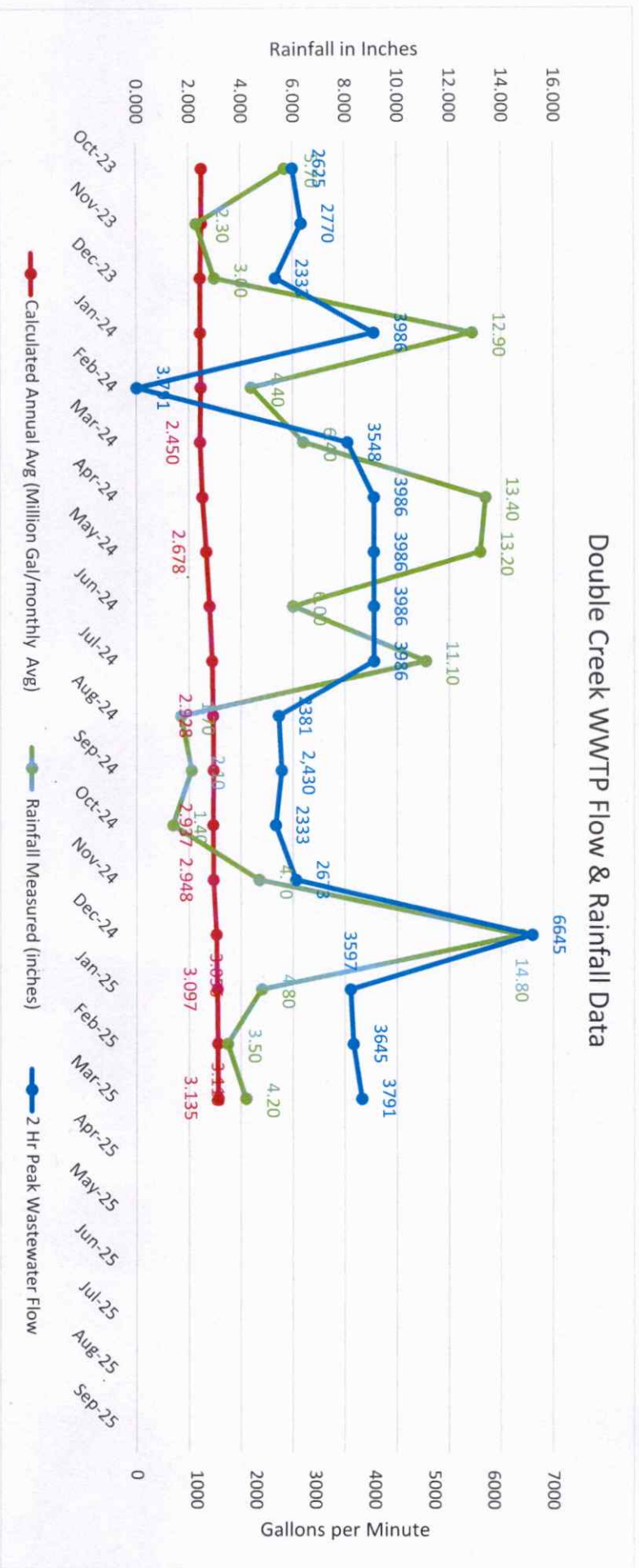


** information from Water Plant Daily Production Logs

Wastewater Treatment Department

Double Creek WWTP reported Flows

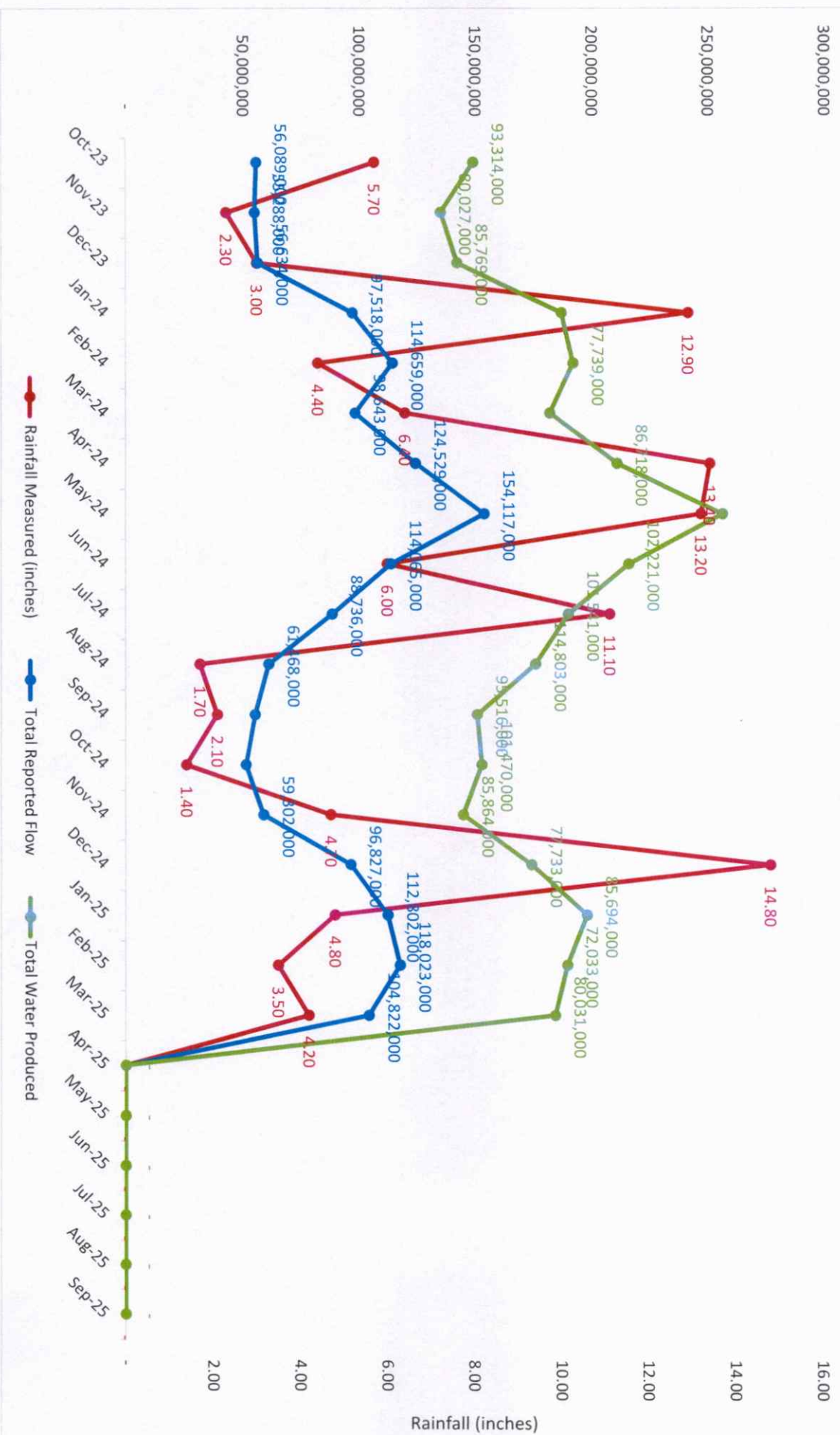




** information from Wastewater Plant Daily Log Reports

Water Vs Wastewater Treatment Comparison

Water Produced Vs Wastewater Treated vs rainfall



Special Projects on Smartsheet

TWDB # 73921 24" Sewer Line Replacement	page	16
2025 Morris Street Sewer Repair	page	17
Canada Street Project	page	18
Sunnydale Lift Station	page	19
Tx CDBG Sewer Upgrade Sycamore & Nichols	page	20
TWDB # _ Double Creek Expansion	page	21
Hwy 175 Utility Relocation	page	22



TWDB #73921 24" Sewer replacement (Medivac)
Capital # 2023-611-03

Replacement of approximately 9,500 feet of 80-plus year old unreinforced concrete sewer trunk main and associated manholes. Numerous structural failures of the trunk main have resulted in significant overflows and subsequent enforcement by TCEQ. Over the years of service, the sewer gases have severely deteriorated the concrete pipe, leading to failures in the collection system. Additionally, a major lift station (located at Lakeshore) that serves the southwest portion of the City will be upgraded. Recent growth and expansion along the City's west boundary have increased and an upgrade of this station is imperative. This station is located immediately upstream of Lake Jacksonville which is the potable drinking water source for the City.

Progress Report TWDB 24" Sewer line (Medivac)

Primary	Notes & Description	Budget Cost	Actual Cost
Project Name	TWD 24" Sewer Main Project		
Funding Source			
TWDB	Project # 73921	\$5,809,000.00	To Be Calculated



STOKES & ASSOCIATES, INC.

CONSULTING ENGINEER

4000 WEST BAYVIEW AVENUE, SUITE 1000

MIAMI BEACH, FL 33149

TEL: 305.673.1100

WWW.STOKES-AND-ASSOCIATES.COM

CITY OF JACKSONVILLE

PLANNING AND DEVELOPMENT DEPARTMENT

1000 WEST BAYVIEW AVENUE, SUITE 1000

MIAMI BEACH, FL 33149

TEL: 305.673.1100

WWW.CITYOFJACKSONVILLE.COM



Morris Street Sewer Repair

Contractor shall dig and replace (in-place) an existing 6" diameter clay tile sewer main and install new 6" diameter SDR-35 PVC sewer pipe in the same trench, totaling approximately 1,100 linear feet including but not limited to replacing four (4) 4' diameter precast concrete manholes to be installed at the locations shown on the exhibit above, clearing and grubbing, and re-connection of existing service lines for a complete and operable water-tight sewer system.

Progress Report - Morris St Sewer

Task Name	Start Date	End Date	Budget Cost	Actual Cost	% Budget remaining	\$ Remaining Budget
Project Name Morris St Sewer Repair	01/30/25		\$50,000.00	9931.93	80%	\$40,068.07
Funding Source						
cash funded/ non-budgeted						
Capps	02/25/25		\$32,685.00			
6" SDR 35 PVC Sewer pipe 1100 lf						
Ferguson	01/30/25		\$5,275.62			
Accounts Payable:				9931.93		



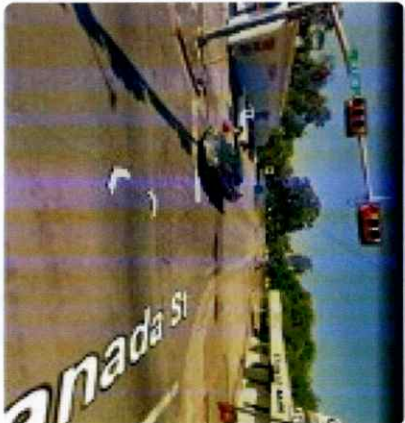


Canada Street Project
Capital # 2024-603-05

Street, sidewalk, sewer and drainage improvements along Canada Street from Bolton Street to South Jackson Street. Services provided by SPI include design, bidding, construction phase administration, and construction review.

Progress Report Canada Street

Primary	Start Date	End Date	Budgets Cost	Actual Cost	% budget remaining	\$ remaining
Project Name : Canada Street Project	04/06/23		\$2,400,000.00	-\$245,020.00	90%	\$2,154,980.00
Funding Source:						
Shaumburg & Polk (SPI)	05/09/23		\$239,250.00	-\$222,800.00	7%	\$16,450.00
Preliminary Design			\$140,000.00	-\$148,000.00	-6%	-\$8,000.00
Final Design			\$100,000.00	-\$57,850.00	42%	\$42,150.00
Bidding			\$10,000.00	\$0.00	100%	\$10,000.00
Construction Phase			\$100,000.00	-\$22,220.00	78%	\$77,780.00
Contract Appraiser	02/10/25					
	02/10/25		\$12,000.00	-\$12,000.00		
Contract Surveyor	01/31/25			-\$1,800.00		
Cemetery Scrapping	11/13/24			-\$8,420.00		





Sunnydale Street Lift Station SEP Project Capital # 2022-611-01

Installation of approx 1,430 LF of 8" & 6" PVC sanitary sewer gravity main, manholes, sewer services, PVC sewer forcemain & a duplex lift station including electrical controls & generator

Sunnydale LS project report

Primary	Start Date	End Date	Budgeted Cost	Actual Cost	% budget remaining	\$ Remaining	Notes & Descriptions
Sunnydale Lift Station Project			\$250,000.00	-\$239,209.53	4%	\$10,790.47	
Cash Funded							
Planning: Workorder 030-2216							
Stokes & Associates	01/08/19		\$48,000.00	-\$78,103.54	-63%	-\$30,103.54	
PO 2117 Capps Capco	11/18/24	03/18/25					120 calendar days
Capps Capco			\$460,443.50	-\$161,105.99	65%	\$299,337.51	





Nichols & Sycamore Sewer Replacement * I & I Project

TxCDBG Grant CDV23-0193

Capital # 2025-611-01

Nichols Green:

Sewer main replacement will cross Corinth Rd and enter city owned Nichols Green Park, ending approximately 900 feet southeast of the intersection of Jackson Dr & Heritage Dr. Replace three thousand two hundred fifty linear feet (3,250 l.f.) of eight-inch (8 in.) of gravity sewer truck main, nine (9) manholes, seventy-five linear feet (75 l.f.) of encased road bore, disposal and pipe embedment and all associated appurtenances

Sycamore Street:

Sycamore St between Hwy 79 & Sunset Ave. Replace seven hundred twenty five linear feet (725l.f.) of eight-inch (8 in.) sewer line , reconnections, bypass pumping, pavement repairs and all associated appurtenances.

Progress Report - Nichols I & I Project

Primary	Start Date	End Date	Actual Cost	Budget Cost	% Budget remaining	\$ Remaining Budget
Project Name Nichols I & I			\$0.00	\$575,000.00	100%	\$575,000.00
TxCDBG Grant				\$500,000.00		
COJ city match				\$75,000.00		
Nichols Green Sewer Main						
Sycamore St Sewer						
Pre Agreement Cost Begins	05/03/23	05/30/23				
Grant Contract Period Begins	02/01/25	02/21/25				
Environmental Reviews/ Plans & Specifications Recommended to be completed	04/13/25	08/01/25				
Group B Forms Required to be Completed	01/02/26	02/01/26				
Project Recommended to be Complete, including inspections	05/04/26	10/01/26				
Grant Contract Ends	01/16/27	01/31/27				
Final Payment and Closeout Documents required to be submitted	03/17/27	04/01/27				
Contract Engineering Firm:						
Stokes & Associates	10/01/24			\$72,000.00	100%	\$72,000.00
Grant Admin:						
Garv Traylor				\$48,500.00		





TWDB # Double Creek Expansion Capital # 2025-612-21 TWDB Project # 73955

The Double Creek Wastewater Treatment Plant Upgrade and Expansion Project will be funded with a loan from the Texas Water Development Board (TWDB). Clean Water State Revolving Fund Loan. The expansion will increase the permitted capacity of the current WWTP from 2.90 MGD to approximately 5.80 MGD and include an equalization basin. The Engineering firm Stokes and Associates will be responsible for planning, acquisition, design, and construction. The City closed the former Canada Street WWTP several years ago and has not replaced the lost capacity from that plant closure.

This project was eligible for an additional subsidy (principal forgiveness) in the amount of \$8,151,500. (68% loan forgiveness)

Progress Report TWDB Double Creek Expansion

Primary	Notes & Description	Budget Cost	Actual Cost	\$ Remaining Budget	% Budget remaining
Project Name Double Creek WWTP Upgrade & Expansion	Clean Water State Revolving Fund Loan	\$11,895,000.00	-\$49,840.00	\$11,845,160.00	
TWDB	Project # 73955 PIF# 15168				99.6%



May 26, 2024

Mr. James Hubbard
City Manager
City of Independence
313 S. Republic St.
Independence, TX 75168
james.hubbard@ci.independence.tx.us

Re: Funding Determination Letter - SEP 2024 (BIA Equivalency)

Dear Mr. Hubbard:

The Texas Water Development Board (TWDB) received your application for financial assistance for the project detailed below.

Program	Clean Water State Revolving Fund (CWSRF)
Project Description	Double Creek WWTP Upgrade & Expansion
Project Number	73955
PIF Number	15168

This project is eligible for funding under the capitalization grant provided through the Infrastructure Investment and Jobs Act (IIJA). This is an equivalency project; therefore, the project must follow all federal requirements.

This project is eligible for additional subsidy (principal forgiveness) in an amount not to exceed the following:

Unsubsidized Community	\$8,151,500
------------------------	-------------

The remainder of the funding available for this project will be in the form of an equivalency loan at the program's regular terms.

The application is currently under technical review by TWDB staff. Until the project receives a funding commitment from the TWDB, the budgeted amounts in the application are subject to change.

Our Mission
Leading the state's action to ensure a clean water future for all.

Board Members
Steven E. Hall, Chairman | George B. Vignos, Vice Chairman | Chad Rogers, Jr., Secretary
www.twdb.com





Hwy 175 Utility Relocation Capital # 2024-610-01

Due to the Widening of Hwy 175 north of Jacksonville, the City is responsible for relocating utilities ending at North Bolton. This project will include approximately 3,367 LF of 8" waterline, 1,475 LF of 2" waterline 1,758 LF of sewer lines, gate valves, manholes, water and sewer service connections, and removal and grouting of existing water and sewer lines.

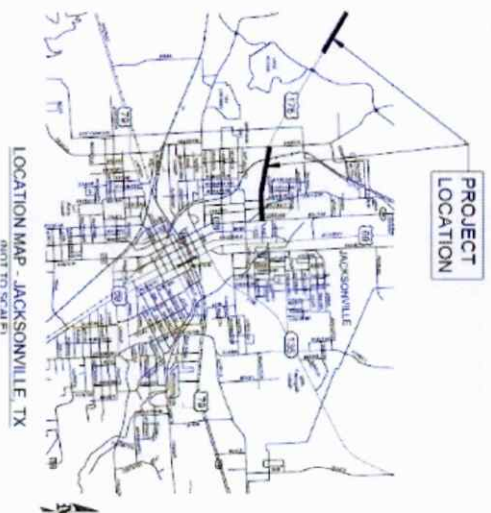
Hwy 175 Utility Progress Report

Primary	Notes & Descriptions	Budgeted Cost	Actual Cost	\$ Remaining	% Budget Remaining	Start Date
Project Name Hwy 175 Utility Relocates						
Cash Funded	103-603-03-52710	\$1,884,316.00				
Cash Funded	201-610-06-52712	\$664,116.00	\$119,250.00	\$1,765,066.00	94%	08/04/21
ARRPA funded	201-610-06-52712-037	\$556,084.00				10/01/24
Engineering: SPI PO 1896	FY 2023-24	\$112,497.60				10/01/24
SPI PO 2154	FY 24-25	\$82,500.00				03/01/25
Construction	270 days		\$8,250.00			11/13/24
AP Payments: McKinney	po 2168	\$1,373,400.62				

Important dates:

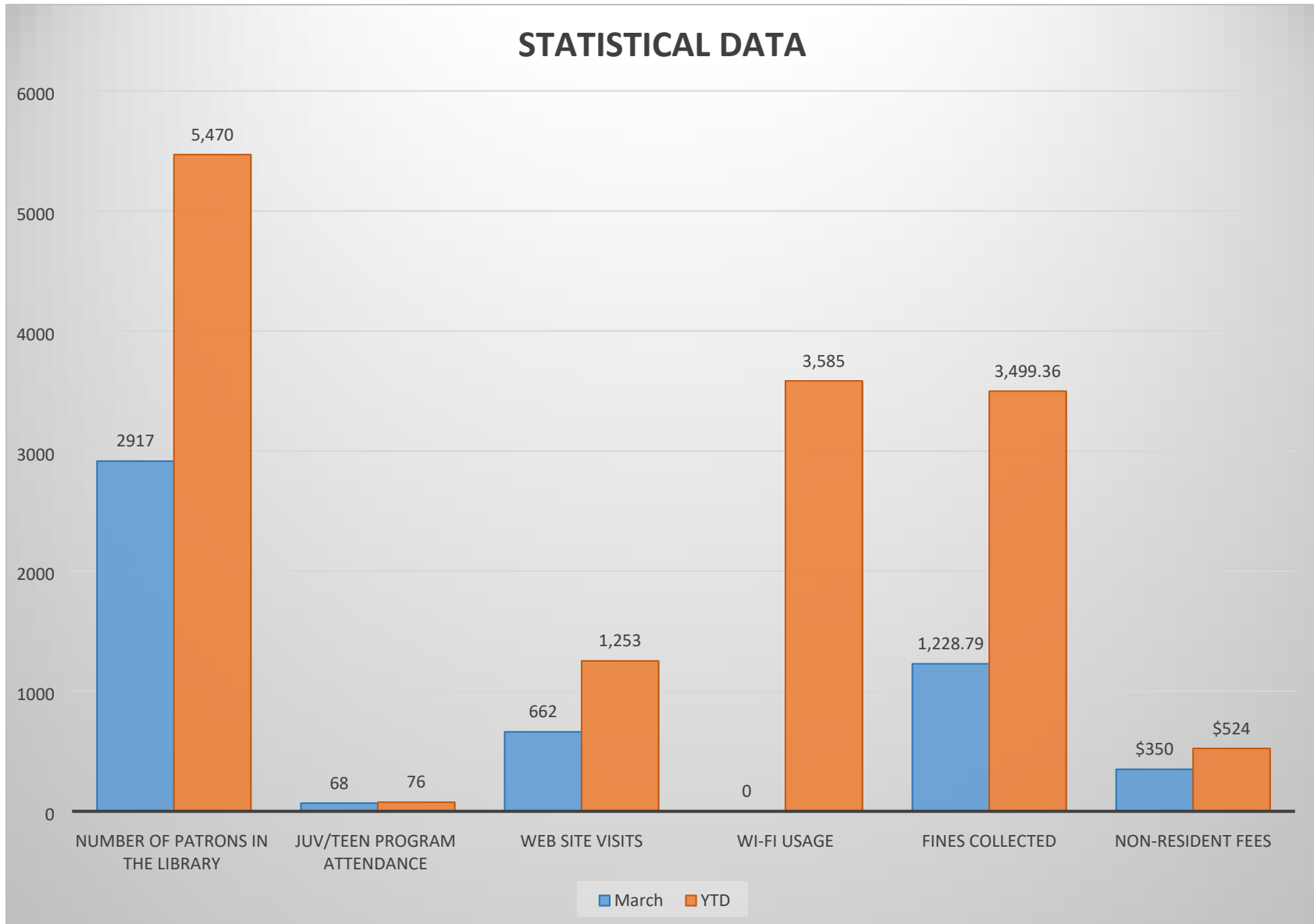
Official Construction Start date : March 1, 2025

Estimated Completion: 270 days November 1, 2025



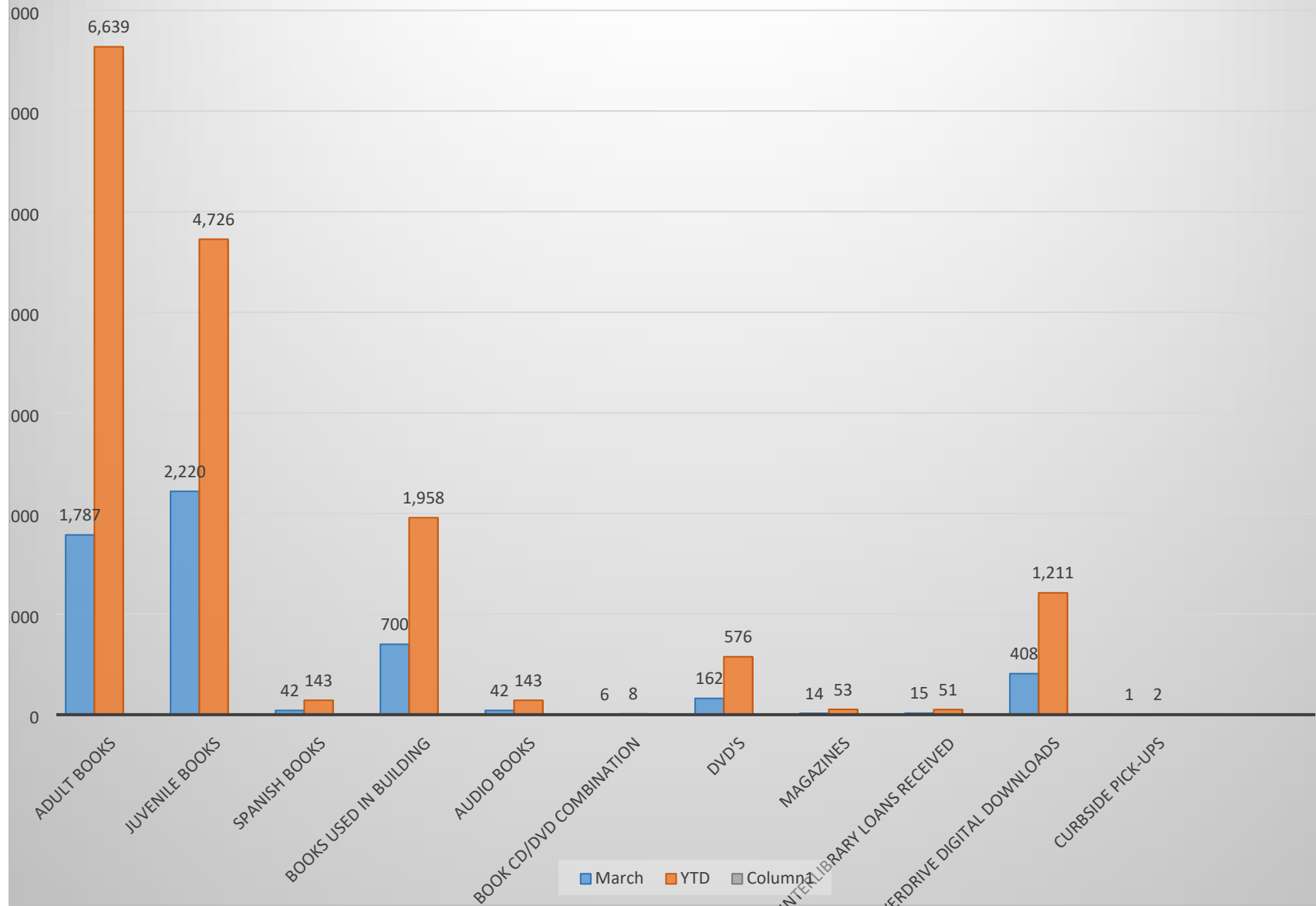
CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2025

STATISTICAL DATA



CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2025

Total Item Circulation



**CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2025**

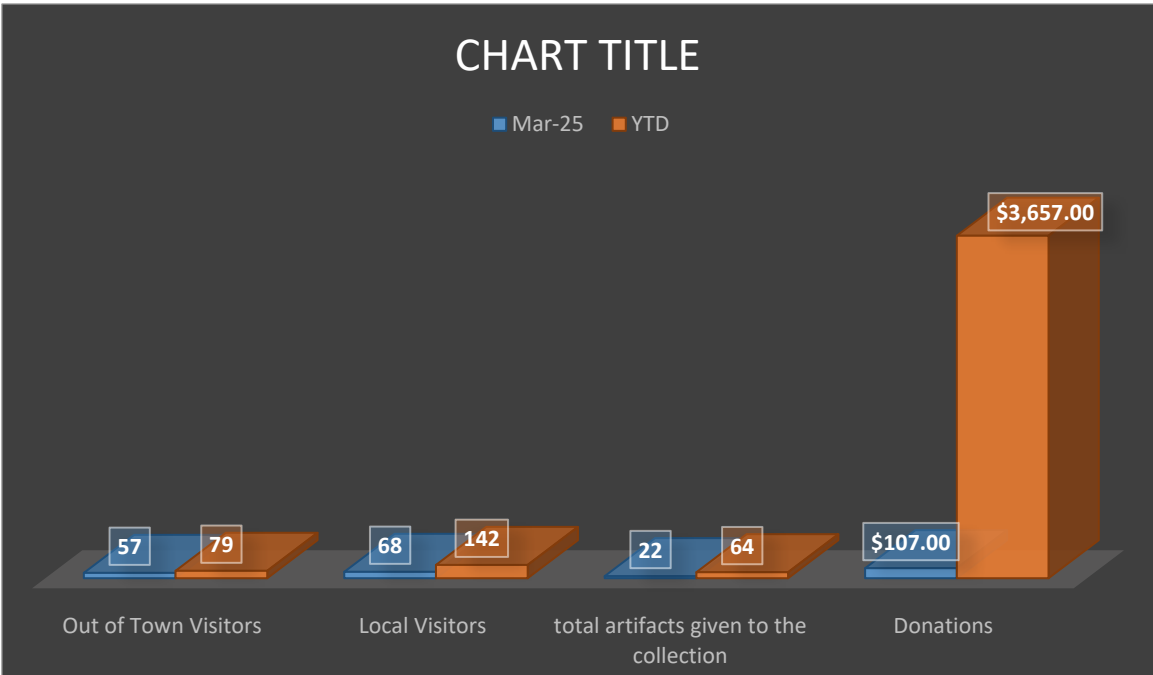
Items provided to other libraries through Interlibrary Loan: 26 monthly / 73 YTD total.

Book and DVD gifts to the library for the month of March: 232 items / 293 YTD items.

The site to gather WiFi data is not accessible at the time data was gathered for this report.

The data for this report was gathered on March 31, 2025.

CITY OF JACKSONVILLE
Vanishing Texana Museum
MONTHLY REPORT
March 2025



March 2025 total museum visitors - 125

Artifacts loaned for March = 21

Special Events for March - 2