



THE CITY OF JACKSONVILLE

**JACKSONVILLE CITY COUNCIL MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, APRIL 9, 2024
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**
 - B. 551.072 REAL PROPERTY**
 - C. 551.074 PERSONNEL MATTERS - CITY ATTORNEY EVALUATION**
 - D. 551.087 DELIBERATIONS REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS****
 - 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 - FREEDOM FAB**
 - B. POLICE DEPARTMENT UPDATE PRESENTED BY POLICE CHIEF JOE WILLIAMS****
 - 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 12, 2024, CITY COUNCIL MEETING; APRIL 4, 2024, AGENDA WORKSHOP**
 - B. APPROVE A RESOLUTION STATING THE COUNCIL HAS REVIEWED THE INVESTMENT STRATEGIES AND FINANCIAL POLICIES****
 - 8. ANY ACTION OUT OF EXECUTIVE SESSION IF NECESSARY**
 - 9. DISCUSS AND CONSIDER WITH POSSIBLE ACTION A VARIANCE TO ALLOW FOR A BOATHOUSE CONSTRUCTION AT 60 FEET FROM THE SHORELINE AND A DEPTH OF 5 FEET LOCATED AT 1506 CR 3102, CITY OF JACKSONVILLE**
 - 10. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE REGARDING ON-CALL TOW TRUCK REGULATION**
 - 11. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN INTERLOCAL AGREEMENT WITH THE EAST TEXAS COUNCIL OF GOVERNMENTS FOR PROVISION OF GOBUS TRANSIT SERVICES AT THE JACKSON**
 - 12. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING THE RFQ FOR FINANCIAL**



THE CITY OF JACKSONVILLE

APRIL 9, 2024

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**ADVISORY SERVICES FOR THE TEXAS WATER DEVELOPMENT BOARD (TWDB)
WASTEWATER TREATMENT PLANT (WWTP) EXPANSION FINANCING**

- 13. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING THE RFQ FOR BOND COUNSEL SERVICES FOR THE TEXAS WATER DEVELOPMENT BOARD (TWDB) WASTEWATER TREATMENT PLANT (WWTP) EXPANSION FINANCING**
- 14. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING THE RFQ FOR ENGINEERING SERVICES FOR THE TEXAS WATER DEVELOPMENT BOARD (TWDB) WASTEWATER TREATMENT PLANT (WWTP) EXPANSION FINANCING**
- 15. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDDING A CONTRACT FOR THE DEMOLITION OF SUBSTANDARD STRUCTURES**
- 16. OPEN FORUM FOR MAYOR AND COUNCIL**
- 17. CITY MANAGER REPORT**
- 18. ADJOURN**

Posted this the 5th day of April 2024.

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:	<u>4/9/2024</u>	ITEM NUMBER:	<u>7.A.</u>
DEPARTMENT:	<u>Council and Board</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>March 12, 2024, City Council Meeting Minutes, April 4, 2024, Agenda Workshop</u>

EXECUTIVE SUMMARY:

These are the minutes for the March 12, 2024, City council meeting and the April 4, 2024, 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 the minutes for all their meetings.

**JACKSONVILLE CITY COUNCIL MEETING
TUESDAY, MARCH 12, 2024
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

**551.087 DELIBERATIONS REGARDING ECONOMIC
DEVELOPMENT NEGOTIATIONS**

CALL TO ORDER

Mayor Randy Gorham 6:03 pm.

INVOCATION

Austin Schmidt of the People's Church gave the invocation.

PLEDGE OF ALLEGIANCE US & TEXAS FLAGS

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

SPECIAL PRESENTATION –

**EMPLOYER OF THE MONTH PRESENTED BY JEDCO
PRESIDENT SHANE PACE - ROWE FARMS**

**JEDCO President Shane Pace presented Matt and Julie
Rowe of Rowe farms with the award.**

**A) SECOND READING OF A RESOLUTION IN SUPPORT
OF AN ECONOMIC DEVELOPMENT PROJECT
APPROVING ENGINEERING WORK FOR DOWNTOWN
SIDEWALKS**

**JEDCO President Shane Pace told the council this resolution
was in support of authorizing an expenditure not to exceed
\$365,000 for the engineering of downtown sidewalks from
Main St. to Austin St. Mr. Pace read the resolution at 6:10
pm. Councilman Rob Gowin made a motion to approve the
resolution. Second, by Mayor Pro tem Tim McRae. All
voted "Aye"**

**B) DISCUSS AND CONSIDER WITH POSSIBLE ACTION
OF A RESOLUTION IN SUPPORT OF AN ECONOMIC
DEVELOPMENT PROJECT APPROVING
ENGINEERING WORK FOR DOWNTOWN SIDEWALKS**

**A) PRESENTATION OF THE 2022-2023 FINANCIAL
AUDIT BY PATILLO, BROWN AND HILL**

**Mr. Cameron Aaron with Patillo, Brown and Hill presented
the council with the 2022-2023 audit. Mr. Aaron said the
audit was given an unmodified opinion, which is the highest
opinion available in these audits. Mayor Pro tem Tim
McRae made a motion to accept the findings of the audit.
Second, by Councilwoman Letitia Horace. All voted "Aye"**

**B) CONSIDERATION AND POSSIBLE ACTION
REGARDING THE FINDINGS OF THE 2022-2023
FINANCIAL AUDIT**

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**

**Councilwoman Mindy Gellock made a motion to approve the
consent agenda as presented. Second, by Mayor Pro tem
Tim McRae. All voted "Aye"**

**MINUTES APPROVAL - FEBRUARY 13, 2024, CITY
COUNCIL MEETING; MARCH 7, 2024 AGENDA
WORKSHOP**

**APPROVE ELECTION JUDGE AND CLERKS FOR THE
MAY 4, 2024 MUNICIPAL ELECTION**

**APPROVE AN ORDINANCE CANCELLING THE MAY 4,
2024, DISTRICT 2 MUNICIPAL ELECTION**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION
APPROVING A TAX REFUND TO BEALLS IN THE
AMOUNT OF \$17,000**

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

**Councilwoman Mindy Gellock made a motion to approve an
encroachment license agreement of approximately 800 sq. ft
for Braly's. Second, by Mayor Pro tem Tim McRae. All
voted "Aye"**

**DISCUSS AND CONSIDER WITH POSSIBLE ACTION A
REQUESTED STREET CLOSURE OF S. RAGSDALE BY
UT TYLER ON MARCH 19TH 7 AM TO 3 PM TO DO
ELEVATOR MAINTENANCE**

**City Manager James Hubbard told the council UT Health is
requesting the closing of S. Ragsdale, south of the hospital's
main entrance to north of the emergency entrance. Mr.
Hubbard said the purpose of the closing is to allow for a**

DISCUSS AND CONSIDER WITH POSSIBLE ACTION ALLOWING ALCOHOL ON PUBLIC RIGHT OF WAYS DURING THE PLANNED CAR SHOW APRIL 20TH, 2024 ALONG PORTIONS OF COMMERCE ST. AND UNDER THE OVERPASS

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A REQUESTED VARIANCE TO ALLOW FOR A BOATHOUSE CONSTRUCTION AT 75 FEET FROM SHORELINE AND A DEPTH OF 5 FEET LOCATED AT 999 CR 3108, CITY OF JACKSONVILLE

DISCUSS AND CONSIDER WITH POSSIBLE ACTION APPROVING THE SPORT LEAGUE LICENSING AGREEMENTS WITH JACKSONVILLE BASEBALL/SOFTBALL AND SOCCER ASSOCIATIONS

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

DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDING A CONTRACT FOR THE REMOVAL AND REPLACEMENT OF UNSERVICEABLE FIRE HYDRANTS

DISCUSS AND CONSIDER WITH POSSIBLE ACTION AUTHORIZING STAFF TO AUCTION/SELL THE F350 DUALY AND RESTROOM TRAILER

OPEN FORUM FOR MAYOR AND COUNCIL

CITY MANAGER REPORT

ADJOURN

crane for elevator maintenance. Councilwoman Letitia Horace made a motion to approve the street closure. Second, by Councilwoman Mindy Gellock. All voted "Aye"

City Manager James Hubbard told council Mr. Johnathan Gary made this request after the street closure for the car show was approved. Mr. Hubbard said the producers of the car show would have to hire two off-duty police officers during the event. Councilman Rob Gowin made a motion to allow alcohol in the right of way during the event. Second, by Mayor Pro tem Tim McRae. All voted "Aye"

City Manager James Hubbard stated Mr. Tinker had purchased lot 2 during the sale of the lake lots by the dam. Mr. Hubbard said the request is to allow for the boathouse to be built a distance extending 75 feet from the shoreline to reach a depth of 5 feet of water. Mr. Hubbard said this variance is allowed in the lake rules and regulations for Lake Jacksonville. Mayor Pro tem Tim McRae made a motion to approve the variance. Second, by Councilman Rob Gowin. All voted "Aye"

City Manager James Hubbard told the council these are the annual licensing agreements for use of the sports complex on Byrd Rd. Mr. Hubbard said there are two separate agreements, one for baseball/softball and one for soccer. Councilman Rob Gowin made a motion to approve the agreements. Second, by Councilwoman Mindy Gellock. All voted "Aye"

City Manager James Hubbard reviewed the timeline of the previous agreement and the issuance of the new RFP with the council. Mr. Hubbard said there were four proposals received, and the staff is recommending awarding the contract to Breezy Day in the amount of \$95,818. Councilwoman Mindy Gellock made a motion to award the mowing contract to Breezy Day. Second, by Councilman Rob Gowin. All voted "Aye"

City Manager James Hubbard reviewed the scope of the project with the council. Mr. Hubbard said there were four proposals received. Mr. Hubbard said staff is recommending awarding the contract to Capps Capco in the amount of \$47,075. Councilwoman Letitia Horace made a motion to award the contract to Capps Capco. Second, by Councilwoman Mindy Gellock. All voted "Aye"

City Manager James Hubbard told the council these are two under utilized assets. Mr. Hubbard reviewed the projected sale price and original cost of the units with the council. Mr. Hubbard said the funds from the sale of the units would go back into the HOT fund. Mayor Pro tem Tim McRae recused himself from the vote as he would be bidding on the F350 pickup. Councilman Rob Gowin made a motion to authorize the auctioning/sale of the F350 pickup and the restroom trailer. Second, by Councilwoman Letitia Horace. All voted "Aye"

Councilwoman Letitia Horace said the Fred Douglas Community Development Corporation held its fundraiser this past weekend. Councilwoman Letitia Horace recognized community service award winner Mrs. Louann Williams.

City Manager James Hubbard told everyone there is an Easter egg hunt in Buckner Park on March 30 at 9 am. Mr. Hubbard said the Lincoln Park walking trail project is under construction. Mr. Hubbard said the street construction project is winding down. Mr. Hubbard said there were 16 demolition orders issued by the board of adjustments.

6:40 pm

Randy Gorham, Mayor
City of Jacksonville

Greg Lowe, City Clerk

JACKSONVILLE CITY COUNCIL MEETING
THURSDAY, APRIL 4, 2024
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER	Mayor Randy Gorham 12:04 pm
INVOCATION	Mayor Randy Gorham
CITIZEN PARTICIPATION	No one came forward.
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS UPDATE	City Manager James Hubbard reviewed the projects being funded using the money with the council and reviewed the funds that have been spent so far. Mr. Hubbard informed the council that P.O.s would have to be presented to the federal government before the end of the year. Mr. Hubbard said he wants to get some of the additional planned projects started.
QUARTERLY POLICE REPORT	Police Chief Joe Williams reviewed the report with the council. City Manager James Hubbard reviewed the various departments and processes involved in code enforcement. Mayor Randy Gorham asked how many citizens pay \$5.00 monthly for the bulky pickup service. Finance Director Roxanna Briley said she was unsure but would find out and let him know. Councilman Rob Gowin asked about the houses along Bolton operating as automotive repair shops with cars in their yard. Mr. Hubbard said they are currently working on that issue. Mr. Hubbard reviewed the top ten code violation sites in town.
REVIEW AND DISCUSS THE AGENDA FOR THE REGULAR COUNCIL MEETING ON THE 9TH DAY OF APRIL 2024 (SEE ATTACHED PROPOSED AGENDA) NO ACTION IS TO BE TAKEN – ITEMS MAY BE REMOVED OR ADDED TO THE PROPOSED AGENDA BY THE 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 agenda with the city council. No action was taken.
QUESTIONS, COMMENTS, DISCUSSION	Councilwoman Letitia Horace requested the quarterly police report be added to the Tuesday agenda. Councilwoman Letitia Horace asked if preparations were being made for the upcoming solar eclipse event. Police Chief Joe Williams said they were, but the eclipse will be north of Jacksonville.
ADJOURN	1:23 pm

Randy Gorham, Mayor
City of Jacksonville

Greg Lowe, City Clerk



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/9/2024</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>RESOLUTION ADOPTING INVESTMENT POLICY</u>

EXECUTIVE SUMMARY:

The City Council is required to review the City's investment policy and investment strategies annually. The resolution shall record any changes made to either the policy or strategies. This review is a requirement of Texas law as defined in Government Code 10, Chapter 2256, known as the Public Funds Investment Act.

RECOMMENDED ACTION:

Adopt a Resolution stating that the City Council has reviewed the Investment Policy and Investment Strategies.

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:**

All investment activity shall be consistent with Texas law as defined in Government Code 10, Chapter 2256, known as the Public Funds Investment Act, and local law.



City of Jacksonville, Texas Resolution No.

A RESOLUTION ADOPTING THE CITY OF JACKSONVILLE, TEXAS INVESTMENT POLICY AND INVESTMENT STRATEGIES

WHEREAS, the City Council is required to review the City's investment policy and investment strategies annually; and

WHEREAS, the resolution shall record any changes made to either the policy or strategies; and

WHEREAS, this review is a requirement of Texas law as defined in Government Code 10, Chapter 2256, known as the Public Funds Investment Act (the Act).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jacksonville, Texas:

That the City of Jacksonville, Texas Investment Policy and Investment Strategies attached hereto as

"Exhibit A" are hereby adopted as the Investment Policy of the City of Jacksonville, Texas

effective April 9th, 2024.

Changes made to the policy and/or strategies, attached hereto as "Exhibit B", are recorded as

required by the Act.

PASSED, ADOPTED AND APPROVED by the City Council of the City Jacksonville, Texas this the

9th day of April 2024.

APPROVED:

ATTEST:

Randy Gorham, Mayor

Greg Lowe City Clerk

Exhibit A



City of Jacksonville, Texas Investment policy

PREFACE

"A public office is a public trust."

Charles Sumner, 1872

If a public office is a public trust, then the trust must be administered properly. Public funds are acquired by governments largely through involuntary payments, particularly through taxation. In a modern democratic society, public officials are obligated to manage these funds in a disciplined manner.

In most cases, laws govern the investment process. Laws alone however cannot compel public officials to a series of actions that assure the public's best interests. The actions of public officials responsible for investing public funds must be guided by knowledge, skills, systems, policies, procedures and confidence that can be described only as professional discipline.

It is the policy of the City of Jacksonville that, giving due regard to safety and risk of investments, all available funds shall be invested in conformance with these legal and administrative guidelines, and, to the maximum extent possible, at the highest rates obtainable at the time of the investment.

Effective cash management is recognized as essential to good fiscal management. An aggressive cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all operating and capital funds. Investment income will be used in a manner that will best serve the interest of the City of Jacksonville.

The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

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INVESTMENT STRATEGY

The City of Jacksonville maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. The composite portfolio including Local Government Investment Pool (LGIP) balances will have a dollar weighted average maturity of 3 years or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security. Investment guidelines by fund type are as follows:

- Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure that will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium term securities that will complement each other in a ladder structure.
- Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligations on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date, or funds shall be maintained in an investment pool or money market mutual fund to be available for debt service payments.
- Investment strategies for bond funds shall have as the primary objective the ability to generate a dependable revenue source to the appropriate fund from securities with a low degree of volatility. Except as may be required by the bond ordinance specific to an individual issue, securities should be of high quality, with short to medium term maturities.

The City of Jacksonville's investment strategy for all fund groups will follow the investment priorities of suitability, preservation and safety of principal, liquidity, marketability, diversification, and yield that are identified and described more thoroughly in the following sections of this investment policy.

PURPOSE AND OBJECTIVES

Purpose

The purpose of this document is to set forth the specific investment policy and strategy guidelines for the City of Jacksonville. All investment activity shall be consistent with Texas law as defined in Government Code 10, Chapter 2256, known as the Public Funds Investment Act (the Act), and local law.

The City is required under the Act, Section 5, to adopt a formal written Investment Policy regarding the investment of its funds and funds under its control. This policy is to be adopted annually to meet the requirements of the Act. The Investment Policy addresses the methods, procedures, and practices that must be exercised to ensure the effective and judicious management of the City's funds.

Objectives

It is the policy of the City of Jacksonville that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification, and yield, expressed as optimization of investment income. The safety of the principal invested always remains the primary

objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

An aggressive cash management program and investment policy will be pursued by the Investment Officer to take advantage of investment interest as viable and material revenue to all operating and capital funds. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum investment income on short-term investments of idle cash. The City's portfolio shall be designed and managed in a manner responsive to the public trust. Income from investments will be used in a manner that will best serve the interests of the City of Jacksonville.

Safety

Safety of invested principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- **Credit Risk and Concentration of Credit Risk**- The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer, by:
 - Limiting investments to the safest types of investments,
 - Pre-qualifying the financial institutions and broker/dealers with which the City will do business, and
 - Diversifying the investment portfolio to minimize potential losses on individual issuers.
- **Interest Rate Risk**- The City will manage the risk that the investment income and the market value of investments in the portfolio will fall due to changes in the general interest rates by:
 - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations. From time to time, securities may be purchased at a premium or traded for other securities to improve yield, maturity or credit risk. For these transactions, a loss may be incurred for accounting purposes to achieve optimal investment return, provided any of the following occurs with respect to the replacement security:
 - The yield has been increased, or
 - The maturity has been reduced or lengthened, or
 - The quality of the investment has been improved.
 - Investing operating funds primarily in certificates of deposit, shorter- term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds,
 - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time, and
 - Limiting the maximum weighted average maturity of the investment portfolio to 3 years.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be

anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public trust in the City's ability to govern effectively.

Yield (Optimization of Investment Income)

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

SCOPE

This investment policy applies to all financial assets of the City and any new funds created unless specifically exempted by the City Council and this Policy.

The City will consolidate cash balances from all funds with the exception of bond proceeds to optimize investment income. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

RESPONSIBILITY AND CONTROL

Delegation of Authority

This Investment Policy and the outlining of investment practices and authorities is compiled in accordance with the Act, which requires the adoption of rules governing investment policies and strategies and the designation of an Investment Officer. Collateral requirements are created in accordance with the Public Funds Collateral Act (Texas Government Code 10, Chapter 2257).

The City Council retains ultimate responsibility as fiduciaries of the assets of the city. The City Manager and the Finance Director are the designated Investment Officers. The City Manager and the Finance Director are responsible for considering the quality and capability of staff to be involved in investment management and procedures. The City Manager and the Finance Director may delegate responsibility for the day-to-day investment activities to other qualified staff members. These staff members will also be termed Investment Officers of the City. The Finance Director will be designated the Primary Investment Officer to conduct daily investment activity and prepare required investment reports. Investment Officers will not conduct any investment or banking activities involving City funds until a resolution or ordinance giving them authority to do so has been approved by the City Council. All participants in the investment process shall seek to act responsibly as custodians of public trust.

Quality and Capability of Investment Management

The City shall provide periodic training in investments for the designated Investment Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Act.

Training Requirements

The Act requires Investment Officers of the City to complete training on topics pertaining to the Act; as such, the training must include investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the PFIA. Initial training of 10 hours is required within the first 12 months in the position. Renewal training (every 2 years) of 8 hours is subsequently required. The 2-year training period is based upon the City's fiscal year. There is an exception to the training requirement if the City holds no investments outside of Interest-Bearing Accts and local CDs. This exemption from renewal training is at the discretion of the City and its' local auditor. The training shall be provided by an independent source. The independent sources of investment training will be approved, by name, by the City Council (see Appendix) prior to attendance of the training, as part of the City Council's annual policy review.

Management and Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure the City's assets are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with the Act and the established investment policies and procedures. The internal controls shall address the following points:

- Minimize risk of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third-party custodian.

Prudence

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived." It should be noted that, in a diversified portfolio, occasional losses are inevitable and must be considered within the context of the overall portfolio's return.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall take into consideration the investment of all funds, or funds under the City's control, over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment, and whether the investment decision was consistent with the written investment policy of the City.

Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and appropriate action is taken to control the effects of such adverse developments.

The City shall provide for the defense and indemnification of any Investment Officer who is made party to any suit or proceeding, other than by actions of the City, or against whom a claim is asserted by reasons of their actions taken within the scope of their service as Investment Officers. Such indemnity shall extend to judgments, fines, and amounts paid in settlement of any such claim, suit or proceeding, including any appeal thereof. This protection shall extend only to Officers who have acted in good faith and in a manner which they reasonably believe to be in, or not opposed to, the best interests of the City.

Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff should disclose to the City Manager any material personal financial investments in financial institutions that conduct business with the City, and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to the timing of purchases and sales.

An Investment Officer of the City who has a personal business relationship, as defined by the Public Funds Investment Act of 1997, Section 2256.005 (i), with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A disclosure statement required under this section must be filed with the Texas Ethics Commission and the City Council.

SUITABLE AND AUTHORIZED INVESTMENTS

The City's portfolio investment strategy seeks to match investment maturities with cash flow requirements for the portion of the portfolio where maturity dates can be matched with cash flow requirements and investments are able to be purchased with the intention of being held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of Principal.
- The cash flow needs of the City require that the investment be liquidated.
- An investment can be liquidated prior to maturity in the event that the gain and, or, overall benefit from selling and reinvesting the security is greater than the benefit that would be realized if the security continued to be held to maturity. This will occur primarily in the core portion of the City's portfolio that is available for longer term investment.

City funds governed by this policy may be invested in the instruments described below, all of which are authorized by the Act. Investments of City funds in any instrument or security not authorized for investment under the Act is strictly prohibited.

The City will not be required to liquidate an investment that becomes unauthorized, for reasons other than loss of rating, subsequent to its purchase. Ratings shall be monitored using nationally recognized financial information sources, including actions published on rating agency websites. All prudent measures consistent with the PFIA shall be taken to liquidate an investment that no longer has the minimum rating required by PFIA.

Authorized Investments

1. Obligations of the United States, its agencies, and instrumentalities
2. Direct Obligations of the State of Texas or its agencies
3. Collateralized Mortgage Obligations (“CMOs”) directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality of not less than A or its equivalent by a nationally recognized investment rating firm
6. Certificates of deposit issued by a depository institution as permitted by Texas Public Funds Investment Act section 2256.010. Certificates of deposit must be guaranteed or insured by either the Federal Deposit Insurance Corporation or its successor, and secured by obligations in a manner and amount as provided by law or the National Credit Union Administration or its successor, and secured by obligations in a manner and amount as provided by law
7. Fully Collateralized Repurchase Agreements that are structured in compliance with the Act. A flexible repurchase agreement can be utilized for the investment of bond proceeds to meet projected cash outflows. Repurchase agreements must be: secured by a combination of cash and obligations of the United States or its agencies and instrumentalities; pledged to the City or held in the City’s name; deposited at the same time the investment is made; and have a defined termination date. Flexible repurchase agreements (Flex-Repas) must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or financial institutions doing business in this state. Flex-Repas may be utilized on new bond issues as deemed necessary and advantageous to the City. Repurchase Agreements will only be executed with counterparties that have signed a TBMA Tri-Party Repurchase Agreement with the City.
8. Commercial Paper
 - a. Commercial Paper is an authorized investment of this policy if the commercial paper:
 - i. Has a stated maturity of 270 days or fewer from the date of issuance; and

- ii. Is rated not less than A-1 or P-1 or an equivalent by at least:
 - 1. Two nationally recognized credit rating agencies; or
 - 2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

9. Mutual Funds

- a. No-load Money Market Mutual Funds are acceptable investments provided they are registered and regulated by the Securities and Exchange Commission, have a dollar-weighted average stated maturity of 90 days or less, and provide the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940.
- b. No-load Mutual Funds are acceptable investments provided they are regulated by the Securities and Exchange Commission, have an average weighted maturity of less than two years, are invested exclusively in obligations as expressed in Section 2256, subchapter A, are continuously rated not less than AAA or its equivalent by at least one nationally recognized credit rating agency, and conform to all requirements under the Act relating to the eligibility of investment pools to receive and invest funds of investing entities.

10. Investment Pools

- a. Investment pools must provide the Investment Officer with an offering circular or other similar disclosure instrument that contains specific and detailed information required by the Act. Additionally, the pool shall provide transaction confirmations, detailed monthly transaction summaries, and monthly performance reports to the Investment Officer. The specific requirements for authorized investment pools are detailed in the Public Funds Investment Act, Subchapter A, Section 2256.016. Authorized pools must maintain credit ratings no lower than AAA or AAAM or an equivalent rating by at least one nationally recognized rating service. An investment pool shall invest the funds it received from entities in authorized investments permitted by the Act. An investment pool created to operate as a money market mutual fund must maintain a maximum weighted average maturity not to exceed 90 days and maintain a net asset value of \$1 per share with the market value per share between .995 and 1.005. Any investment pool that does not meet the requirements of one that is created to function as a money market mutual fund must maintain a maximum average dollar weighted maturity that does not exceed 365 days (or 366 days in the case of leap year) and must provide a fixed interest rate and a fixed maturity term for each pool position.
- b. In order to participate in an investment pool, the City Council must approve by resolution or ordinance a Participation Agreement or Inter-local Agreement to be executed with the State or Inter-local authority responsible for the investment pool. This agreement will specify the City's authorized representatives and the standard delivery instructions for fund transfers and information reports.

Unauthorized Investments

The following investment instruments are specifically not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (Collateralized Mortgage Obligations (CMO) - derived Interest Only Strips),
2. Obligations whose payment represent the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (CMO-derived Principal Only Strips),
3. Collateralized Mortgage Obligations that have a stated final maturity date of greater than ten (10) years,
4. Collateralized Mortgage Obligations whose interest rates are determined by an index that adjusts opposite to the changes in a market index (Inverse Floaters),
5. Certificates of Deposit and other investments issued by Savings and Loans, and
6. Guaranteed Investment Contracts.

INVESTMENT PARAMETERS

Diversification

Diversification of funds and investments must be accompanied by competitive bidding of all investments to assure diversification among securities dealers. Diversification is necessary to reduce the portfolio's credit and market risks, while helping the portfolio attain a market rate of return. The City shall seek to conduct its investment transactions with several competing, reputable investment security dealers and brokers to protect principal while optimizing interest opportunities. To assure diversification of financial institutions, business involving two party transactions (i.e., repurchase agreements) with any one investment broker should be limited to thirty percent (30%) of the par value of the total portfolio for any reporting period. In this way, a bankruptcy, receivership, or legal action would not immobilize the City's ability to meet payroll, operating, or other expenses.

It is the policy of the City to diversify its investment portfolio so that reliance on any one issuer or broker will not place an undue financial burden on the City.

Investment Type

Depositories for Municipal Funds (Chapter 105, Local Government Code), the Act (Chapter 10, Government Code), authorize depositories and define allowable investment programs for municipal governments.

It is the policy of the City to purchase only securities authorized by both the Act and the City's investment policy. Market risk shall be minimized by diversification of investment types. The following limits, by instrument, are established for the City's total portfolio:

- Repurchase Agreements 50%
- Certificates of Deposit 75%
- U.S. Treasury Notes/Bonds/Bills 100%
- U.S. Agencies and Instrumentalities 75%

- Commercial paper 10%
- State and Local Bonds and Notes 20%
- Money Market Mutual Funds 80%
- Mutual Funds 15%
- Investment Pools 100%

The maximum maturity of any given investment in the portfolio shall not exceed a final, stated maturity of 5 years from the date of purchase and overall portfolio weighted average maturity is not to exceed 3 years.

Reductions in the size of the portfolio due to cash outflows may cause an investment type to exceed the maximum percentage allowed for that investment type. In such situations, securities will be sold to reduce the percentage to allowable levels only if no loss will be realized from the sale. If a loss will be realized, then the investment may be held to maturity.

To allow for efficient and effective placement, a singular repurchase agreement can be utilized for the investment of bond proceeds, which exceeds the 50% limitation.

INVESTMENT PROCEDURES

The City's portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements. The risk-return relationship will be controlled through the investment parameters, operating requirements, and guiding policies of the City Council. Market value of all securities owned will be compared to current book value of those securities to determine portfolio performance on a quarterly basis. Safety of principal is the foremost objective of this investment policy.

The City will practice competitive bidding when purchasing all investments to guarantee the highest rate of return for the desired maturity date. The right is reserved to reject the most financially favorable bid if it is potentially disruptive to the investment strategy or portfolio composition of the City.

Approval of Broker/Dealers

It is the policy of the City to purchase securities only from those institutions on the City's approved list of broker/dealers and banks. The City Council shall at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

Those firms that request to become qualified bidders for securities transactions will be required to provide the following documents to the Investments Officer(s).

- (If brokers) Financial Industry Regulatory Authority (FINRA) certification and CRD #
- (If brokers) proof of Texas State Securities registration
- Policy review certification (investment pools will generally be the only organizations still required to sign this certification)

Each pool/bank/broker must be provided a copy of the City's current Investment Policy and certify to a review of the Policy stating that the firm has controls in place to assure only Policy approved investments will be sold to the City (investment pools will generally be the only organizations still required to sign this certification).

This list may be revised as the City's investment needs change. The City shall approve all broker/dealers and shall also have the ability to limit the number of authorized securities dealers/banks doing business with the City.

All banks authorized to sell securities to the City will be Federal Reserve member banks and must be approved by the City.

Investment Transactions

It is the policy of the City of Jacksonville to require competitive bidding for all individual security purchases and sales except for transactions with money market mutual funds and local government investment pools. A minimum of three bids must be obtained to ensure a competitive price for the transaction. All investment transactions must be approved by the Finance Director, or registered investment advisor as appointed by the City Council to execute transactions on behalf of the City, or in their absence, an authorized Investment Officer. All securities purchased shall require delivery on the settlement date to the City or its third-party accounts on a delivery versus payment ("DVP") basis, with the exception of investment pools and mutual funds. By so doing, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased.

Investment Reporting

The Act requires the preparation of quarterly management reports and an annual report of all investment transactions of the City be presented to the City Council. The fourth quarter report for the fiscal year will be considered as the annual report. The Primary Investment Officer will prepare the required quarterly and annual reports for evaluating investment portfolio performance. The reports will include the information required by the Act (PFIA 2256.023).

These quarterly reports should be used along with the annual report to fully evaluate and explain market trends and adjustment of investment strategies to manage market fluctuations. The annual report will show on a fiscal year basis the results of the overall investment strategy. The quarterly reports will conform to GAAP and be reviewed annually by the City's independent auditor, with results reported to the City Council.

Marking to Market

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body in the quarterly investment report.

CUSTODIAL CREDIT RISK MANAGEMENT

Safekeeping and Custodial Agreements

The laws of the State of Texas and prudent treasury management require that all purchased securities shall be held in safekeeping by either the City, a City account in a third-party financial institution, or the City's safekeeping account with its designated depository bank.

All securities owned by the City shall be held by a third-party safekeeping agent, or in the Federal Reserve Bank, except for certificates of deposit that have FDIC insurance provided. For certificates of deposit with FDIC insurance, the City will hold the deposit receipt.

Transfers of securities in safekeeping shall be processed with written confirmations. The confirmation will be used for documentation and retention purposes. One of the City's designated Investment Officers must approve release of collateral prior to its removal from the safekeeping account.

Collateral Policy

Consistent with the requirements of Texas law as defined in Government Code 10, Chapter 2257, known as the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City investments other than obligations of the United States and its agencies and instrumentalities. Collateral on investments shall be maintained by an appropriate third-party safekeeping agent, as designated by the City. This policy also applies to any deposits held in an approved depository in excess of the amount protected by FDIC insurance.

The City of Jacksonville shall accept only the following securities as collateral:

1. FDIC insurance coverage.
2. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
3. Obligations of the United States, its Agencies, and Instrumentalities.
4. A bond of the State of Texas or of a county, City, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

Certificates of deposit plus accrued interest per non-depository bank do not need to be collateralized pursuant to this policy as long as FDIC insurance is provided. Certificates of Deposit, including accrued interest must be secured by approved collateral for the amount in excess of FDIC insurance coverage.

Collateral is valued at current market plus interest accrued through the date of the valuation. Collateral shall be marked to market daily to determine if adequate collateralization is being maintained.

Repurchase agreement collateral must be maintained at the following levels, with respect to repurchase agreement par value plus accrued interest:

MATURITY OF COLLATERAL	U.S. TREASURY SECURITIES	OTHER SECURITIES
1 YEAR OR LESS	101%	102%
1 YEAR TO 5 YEARS	102%	105%
OVER 5 YEARS	103%	110%

Collateral levels should be maintained during an investment transaction. The amount placed in the bank to cover the cost of a security purchase should be fully collateralized in the event the security fails to be delivered to the safekeeping agent.

Collateralized investments often require substitution of collateral. Any broker or financial institution requesting substitution must contact the Primary Investment Officer, or in his or her absence any other authorized Investment Officer, for approval and settlement. The substituted collateral's value will be calculated and the substitution approved if its value is equal to or greater than the original collateralization level.

The Finance Director, or an authorized designee, must give immediate notification of the decision to the bank or third-party holding the collateral. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Finance Director may limit substitution and assess appropriate fees if substitution becomes excessive or abusive. Collateral shall be audited at least annually by the City's independent audit firm, and may be audited by the City at any time during normal business hours of the safekeeping party.

The financial institutions with which the City invests and/or maintains other deposits shall provide, as requested by the City, a listing of the City's certificates of deposit and other deposits at the institution and a listing of collateral pledged to the City marked to current market prices. The listing shall include total pledged securities with the following information:

- Name Type/description CUSIP.
- Par value.
- Current market value.
- Maturity date.
- Moody's or Standard & Poor's rating (both if available).

ARBITRAGE

The Tax Reform Act of 1986 (Title 26 U.S.C. Section 148) provides limitations on the City's yield from investing tax-exempt bond proceeds and debt service funds. These arbitrage rebate provisions require that the City compute earnings on investments from each issue of bonds on a periodic basis to determine if a rebate is required. To determine the City's arbitrage position, the City is required to calculate the actual yield earned on the investment of the funds and compare it to the yield that would have been earned if the funds had been invested at a rate equal to the yield on the bonds sold by the City. The rebate provisions state that periodically (not less than once every five years, and not later than sixty days after maturity of the bonds), the City is required to pay the U.S. Treasury a rebate of any excess earnings. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance.

The City's investment position relative to the arbitrage restrictions is to continue pursuing the maximum yield on applicable investments while ensuring the safety of capital and liquidity. It is a fiscally sound position to continue maximization of yield and to rebate excess earnings, if necessary.

DEPOSITORIES

The Texas City Depository Act, Local Government Code Chapter 105, prescribes procedures for selection of a City depository designating that both general-law and home- rule cities are "authorized to receive applications (as depository) for the custody of City funds from any bank, credit union or savings

association that maintains a place of business within the state of Texas." This clause indicates that cities are not required to designate one central depository. City Charter Article II, Section 18 states in part "the City Council shall designate a bank in the City of Jacksonville as a City depository".

The City of Jacksonville will, through a request for proposals process, designate one or more banks to serve as its primary depository(ies) to maximize investment capabilities and minimize banking cost. The depository designation does not limit investment activity to one financial institution.

The consideration the City of Jacksonville will use to execute a banking services contract will include:

- Ability of Bank to perform and provide the required and requested services.
- Reputation of bidder and quality of services provided.
- Cost of banking services.
- Interest paid on interest bearing accounts and deposits.
- Earnings credit calculation on account balances.
- Completeness of proposal and agreement to points outlined in the request for proposals.
- Convenience of locations.
- Previous service relationship with the City.
- Financial strength and stability of institution.

Obtaining competitive proposals on the City's depository specifications will be the responsibility of the Finance Director. Selection of the depository shall be based on the institutions offering the most favorable terms and conditions for the handling of City funds and the services available to the City.

The maximum term for a depository contract under State law is five years. The City's contract shall not exceed five years. Special banking needs may be contracted for by the City outside the depository contract if approved by City Council. If a depository does not meet the City's requirements in the banking services contract, the bank will be required to meet the requirements within ninety days or lose the depository contract.

ANNUAL REVIEW & ADOPTION OF INVESTMENT POLICY & STRATEGIES

The City Council, not less than annually, shall adopt a Resolution stating that the City Council has reviewed the Investment Policy and Investment Strategies. The Resolution, so adopted, shall record any changes made to either the policy or strategies.

APPENDIX

Approved List Of Brokers/Dealers, Banks, And Local Government Investment Pools

Policy Review Certification

Authorized Independent Training Sources

APPROVED LIST OF BROKERS/DEALERS, BANKS AND LOCAL GOVERNMENT INVESTMENT POOLS

Brokers/Dealers

- Financial Northeastern Companies (FNC)
- PFM Asset Management

Banks

- Austin Bank- Depository Contract
- Prosperity Bank
- Texas National Bank
- Citizens 1st Bank
- Southside Bank
- BOK Financial- Corporate Trust and Escrow Services

Local Government Investment Pools

- TexSTAR
- LOGIC
- TexasDAILY
- Lone Star Investment Pool
- TX-FIT Government Pool

POLICY REVIEW CERTIFICATION

TEXAS PUBLIC FUNDS INVESTMENT ACT CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the City of Jacksonville, Texas (the Investor) and _____ (the Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act) in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Registered Principal of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Registered Principal of the Business Organization offering to enter into an investment transaction with the Investor on such terms as are defined in the Texas Public Funds Investment Act, Chapter 2256, Texas Government Code,
2. The Registered Principal of the Business Organization has received and reviewed the Investor's Investment Policy furnished by the Investor, and
3. The Registered Principal of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Investor and the Business Organization that are not authorized by the Investor's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Investor's entire portfolio or requires an interpretation of subjective investment standards.

Registered Principal of the Business Organization

Name: _____

Title: _____

Date: _____

AUTHORIZED INDEPENDENT TRAINING SOURCES

Texas Municipal League (TML)

University of North Texas Center for Public Management

Center for Public Service at Texas State University

Government Finance Officers Association of Texas (GFOAT)

Government Treasurer's Officers of Texas (GTOT)

North Central Texas Council of Governments



City of Jacksonville
215 E. Rusk
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

The City Council, not less than annually, shall adopt a Resolution stating that the City Council has reviewed the Investment Policy and Investment Strategies. The Resolution, so adopted, shall record any changes made to either the policy or strategies.

Changes to investment policy:

- Page 5- Investment Strategy, added this section.
- Page 7- first paragraph, modified to say “The City Council retains ultimate responsibility as fiduciaries of the assets of the city. The City Manager and the Finance Director are the designated Investment Officers. The City Manager and the Finance Director are responsible for considering the quality and capability of staff to be involved in investment management and procedures. The City Manager and the Finance Director may delegate responsibility for the day-to-day investment activities to other qualified staff members.”
- Page 8- Modified second paragraph, first sentence as follows
“Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with the Act and the established investment policies and procedures.”
- Page 9- modified the paragraph above the Authorized Investments section, “Ratings shall be monitored using nationally recognized financial information sources, including actions published on rating agency websites. All prudent measures consistent with the PFIA shall be taken to liquidate an investment that no longer has the minimum rating required by PFIA.”
- Page 12- diversification limits, increased Certificates of Deposit from 30% to 75%.
- Page 13- Approval of Broker/Dealers, replaced City with City Council in the following sentence “The City Council shall at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.”
- Page 20- statement 3, modified to say “The Registered Principal of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Investor and the Business Organization that are not authorized by the Investor’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Investor’s entire portfolio or requires an interpretation of subjective investment standards.”
- Page 14- Investment Reporting, modified to refer to the PFIA requirements instead of listing the requirements in the Policy.

City Council:
Mayor Randy Gorham
Tim McRae Mayor Pro-Tem
Letitia Horace District 1
Mindy Gellock District 2
Rob Gowin District 4

City Manager:
James Hubbard



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- Page 20- Policy Review Certification, changed “qualified representative” to “registered principal”.
 - Second paragraph, removed the following “, including financial institutions, banks, money market mutual funds, and local government investment pools,”
 - Fifth paragraph, removed the following “No investments will be placed with Savings and Loan Institutions or Credit Unions.”
- Page 21- added North Central Texas Council of Governments as an authorized training source.

City Council:

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Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/9/2024</u>	ITEM NUMBER:	<u>9.</u>
DEPARTMENT:	<u>Community and Public Services</u>	PREPARED BY:	<u>Kristie Marks,</u> <u>ADMINISTRATIVE ASSISTANT</u>
INITIATED BY:	<u>Chris Silvey, BUILDING</u> <u>INSPECTOR</u>	EXHIBITS:	<u>Boathouse & Pier construction</u> <u>exceptions, 1506 cr 3107 site plan</u>

EXECUTIVE SUMMARY:

Mr. Mike Stansbury is requesting an exception to extend his boathouse 60' from the shoreline to reach a water depth of 5'. The lake rules allow for a maximum of 50' from the shoreline. The rules also allow for an exception to reach a minimum water depth of 5'.

RECOMMENDED ACTION:

Staff recommends approval

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 variances at Lake Jacksonville.

RULES & REGULATIONS GOVERNING LAKE JACKSONVILLE

SECTION 6. BOATHOUSE AND PIER CONSTRUCTION; APPROVAL, MAXIMUM SIZE, AND LOCATION

(A) Plans submitted to the City Building Official for proposed boathouses, docks and fishing piers shall include the location of property corners and lot lines. Lessees are responsible for accurately locating such platted property boundaries before plans are submitted. Construction may begin only if and when a Building Permit is issued. The lessee is required to post such Building Permit in a visible location at the work site before construction may begin.

(B) No structure shall be constructed or caused or allowed to be constructed by any Lake Jacksonville lot lessee if: (1) its length extends more than fifty (50) feet from normal lake shoreline (the water's edge at normal pool elevation).

Exceptions:

(a) In the event that the depth of water at 50 feet from shoreline at normal pool elevation is less than 5 feet, see SECTION 6 Paragraph (D) below.

(D) In the event the depth of the water at 50 feet from the shoreline at normal pool elevation is less than 5 feet, the City Building Official may permit a structure to extend outward from the shoreline past the 50 foot limit until a water depth of 5 feet is encountered, provided that:

(1) The proposed structure conforms to and complies with current Rules and Regulations Governing Lake Jacksonville in all respects; and

(2) The Jacksonville City Council, by majority vote of a quorum present for a duly called or scheduled City Council meeting, determines that the proposed structure will not have an unreasonable or adverse impact upon the use and enjoyment of the adjoining Lake Lots and any approved improvements thereupon; and

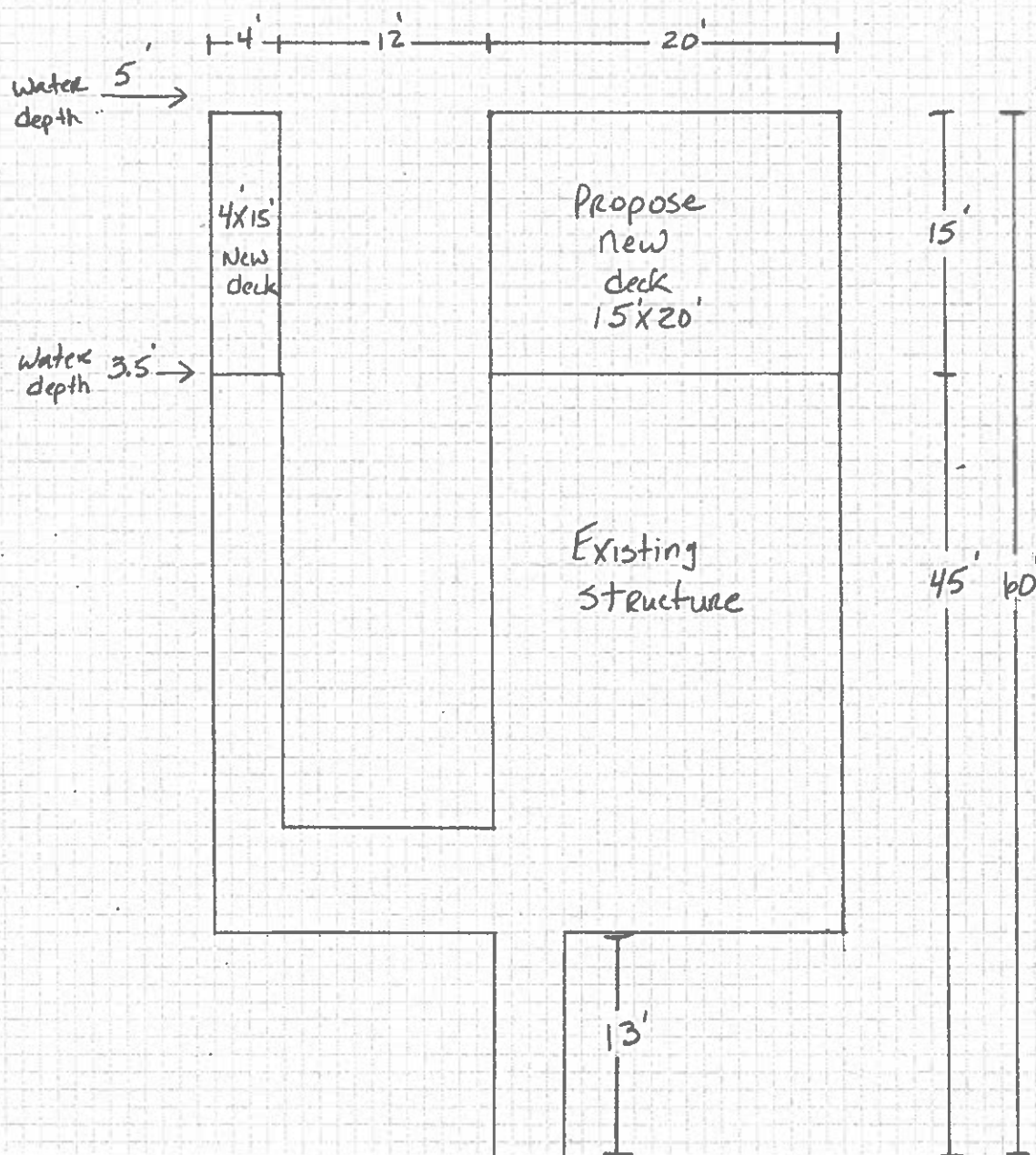
(3) In no event shall the structure extend more than 75 feet from the shoreline, regardless of whether a water depth of 5 feet is reached.



Mike Stansbury - Lake Jacksonville

Job Address = 1506 CR 3107

Lot# 13 Block B



- Water depth at end of Existing structure = 3.5' to 4' @ 45'
- Water depth at end of projected deck extension = 4.5' - 5' @ 60'
- Measured By: Westbrook Construction



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	10.
DEPARTMENT:	Police	PREPARED BY:	JOE WILLIAMS, POLICE CHIEF
INITIATED BY:	JOE WILLIAMS, POLICE CHIEF	EXHIBITS:	Chapter 19 Sections 19-325 and 19-327

EXECUTIVE SUMMARY:

During a review of the current ordinance, adjustments to the rotation schedule and fees to be assessed needed to be made. The revised ordinance changes the tow rotation list from changing daily to changing weekly. Second, it increases certain maximum fees to be charged for non-consent tows. Third, the previous version limited fuel surcharges to certain circumstances when the towing company experienced inordinate stand-by times. The new ordinance allows these fees on every non-consent tow at a flat rate of \$20 per tow.

Fourth, it was previously stated there shall be no fee for towing any City-owned vehicle. The new ordinance states they may charge the \$20 fuel surcharge for city tows involving mechanical issues and being winched from a stuck position and further allows them to request compensation or charge a fee to the insurance company for city vehicles involved in an accident subject to insurance claims.

Adjusting to a weekly rotation schedule allows for easier transition between vendors and allows tow companies to better staff for tow requirements. There have been no adjustments to the fees since the ordinance was put in place in 2020. Suggested fees are within industry norms and appropriate due to inflation and labor costs.

RECOMMENDED ACTION:

Approve the ordinance.

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 attorney prepared the ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, AMENDING CHAPTER 19 “TRAFFIC” TO DELETE ARTICLE XII “TOW TRUCKS” SECTION 19-325 “TOW FEES FOR LIGHT AND MEDIUM DUTY TOWS” AND SECTION 19-327 “MAXIMUM FEES FOR NON-CONSENT TOWS” AND REPLACE WITH THE FOLLOWING SECTIONS 19-325 AND 19-327 CREATING A NEW ROTATION SCHEDULE AND UPDATING RATES FOR NON-CONSENT TOWING FEES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville is a home rule municipality having full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution and its Home Rule Charter; and

WHEREAS, the City has previously established a rotation schedule for light and medium duty tows as well as maximum fees for non-consent tows; and

WHEREAS, the City is presently reviewing the fees charged for certain services including non-consent tows; and

WHEREAS, the City has adopted revised fees charged for certain non-consent tows and desires to codify the new changes by ordinance; and

WHEREAS, the City has received requests for a change in the towing schedule from a daily to a weekly basis; and

WHEREAS, the City of Jacksonville desires to protect the health, safety and welfare of its residents.

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

Section I.

The Code of Ordinances of the City of Jacksonville, Texas Chapter 19, Article XII Section 19-325 is deleted in its present form is hereby amended to read as follows:

Sec. 19-325. - Tow rotation list for light and medium duty tows.

- (a) *Qualifications.* The city police department shall establish and maintain a tow rotation list. Each tow company is required to complete any and all applications and provide required information necessary to apply for the tow rotation list for light and medium duty tows. To be eligible for the rotation list, each tow company is required to comply with all of the following requirements: To qualify, a company must use a VSF that meets or exceeds the Texas Accessibility Standards ("TAS") accessibility criteria, approved by the United States Department of Justice. To be eligible to be placed on the tow rotation list, a tow company shall certify in writing that the VSF meets or exceeds the criteria set forth by TAS, a copy of which will be provided by the city at the time the tow company applies for inclusion on the tow rotation list. Only those tow trucks that are included on the tow company's tow truck license and are permitted by the city are authorized to respond to an incident management rotation call. Each tow company will maintain its own office within the city limits or the ETJ of the City of Jacksonville. Each tow company is required to maintain a minimum of two light-duty tow trucks with only one of the two tow trucks being a rollback/car carrier design. All conventional tow trucks must be equipped with hydraulic recovery boom and wheel lifts. The tow rotation list shall be capped at four (4) tow companies. In the event any two or more tow companies share a VSF, those two or more companies shall share a slot in the tow rotation. In the event of the change of ownership of a towing company to a person or entity not related to the disposing party within the 3rd degree consanguinity or affinity, the company must re-apply for a slot on the rotation and will not be allowed on the rotation until approval of such application by the police chief or his/her designee.
- (b) *Drivers.* Each towing company must submit and maintain a list of operator/drivers, a minimum of two operator/drivers must be maintained to be eligible to be on rotation, which will be operating the tow trucks included on the company's license along with their address, phone number, and Texas driver's license number for each driver. Each driver must possess a TDLR incident management license and submit to the city a copy of the license.
- (c) *License.* Each tow company, requesting placement on the tow rotation list must possess a tow truck license, issued by the State of Texas that lists each tow truck operated by that tow company.
- (d) All tow companies included in the tow rotation list shall be placed on a weekly rotation that changes every Monday at 5:00 A.M. On their days of rotation, all such companies

shall be able to remove all vehicles as required by Jacksonville Police Department with their own equipment or have agreements in place with other companies included on the tow rotation list to remove vehicles within 20 minutes after being contacted by City of Jacksonville dispatch.

- (e) *Coverage for time off.* Should a tow company wish to be reassigned a different slot on the rotation on a temporary basis, it is the responsibility of such tow company to make arrangements with another tow company on the tow rotation list to “trade” or “cover” its rotation and the tow company shall notify the city police department dispatch, in writing, fax or e-mail. Any vehicles towed by a tow company substituting for another making a tow to a VSF shall deliver such vehicle to the originally scheduled tow company's VSF instead of that belonging to the tow company actually making the tow.
- (f) In order to obtain a rotation slot with the City of Jacksonville, the applicant shall be required to execute an agreement to be promulgated by the Jacksonville Police Department.
- (g) Towing companies shall be listed only once and only under the name under which they are qualified to do business in the State of Texas.
- (h) *Method of receiving payment.* Each qualified tow company must be able to accept cash or credit/debit card payments for services rendered.

Section II

The Code of Ordinances of the City of Jacksonville, Texas Chapter 19, Article XII Section 19-327 is deleted in its present form is hereby amended to read as follows:

Sec. 19-327. - Maximum fees to be charged for non-consent tows.

The maximum fees charged by tow companies for non-consent tows are hereby established by the city as set forth below and reflect fair value of towing services. Itemized receipts shall be provided to owners or operators at the time payment of tow related fees are made. Violations of this provision may result in suspension or removal from the tow rotation list, and criminal penalties against the offender. Towing fees may be reviewed by the City of Jacksonville bi-annually.

(Fees listed below are for non-consent tows)

(Fees listed below include all charges related to tow, to include but not be limited to hook-up, storage for one day from time of hook-up and 24-hours thereafter, the use of dollies, go-jacks clean-up of debris when called for), winching 50 feet or less, mileage to and from VSF, no after hours or inclement weather fees, kitty litter or other normal supply fee)

Light or Medium-Duty Tow Trucks	Heavy-Duty Tow Trucks
Incident Management—\$550.00	Incident Management—\$1,250.00
Private Property Tow—\$255.00	Private Property Tow—\$459.00 or \$918.00 if towed vehicle is 25k lbs. or more
Drop Fee—\$127.00	Drop Fee—\$229.00 or \$458.00 if towed vehicle is 25k lbs. or more
Stand-by Time over 1 hour—\$125.00 per additional hour	Stand-by Time over 1 hour—\$250.00 per additional hour
Tows made pursuant to an arrest or otherwise per JPD arrest - \$400.00	

Other than a \$20.00 fuel surcharge, there shall be no charge for towing any City owned vehicle weighing one ton or less or any ambulance up to a distance of twenty (20) miles for mechanical issues or winched from a stuck position.

Any City owned vehicle involved in an accident that is subject to insurance claims shall be towed to the appropriate location when necessary to remove any City equipment. The vehicle may then be released to the tow company to be stored at an approved Vehicle Storage Facility (VSF) owned by that tow company for insurance adjustment. The tow company may request compensation from or charge a fee to the insurance company for towing, storage and allowable fuel surcharge.

Miscellaneous fees allowed.

Rollover vehicle requiring winching - \$100.00;

Fuel surcharge. Flat rate of \$20.00 per tow.

Hazardous materials involving more than 25 gallons of fuel or other substance - \$100.00 per hour plus expenses involving rental equipment, materials, engagement of hazardous material companies;

Heavy duty wrecks - \$500.00 per hour after first hour on scene;

Large scale or difficult scenes - \$100 per hour plus expenses involving rental equipment, trailers, materials, extra personnel.

Section III.

Severability. It is the intention of the City Council of the City of Jacksonville that if any phrase, sentence, word, section or paragraph of this ordinance be declared unconstitutional or otherwise invalid by final judgement by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remainder of this ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase.

Section IV.

Compliance. A notice was posted and this ordinance was passed in accordance with the Texas Open Meetings Act.

Section V.

Effectiveness. The City Council by the City Jacksonville, Texas declares that this ordinance shall go into effect after its passage, approval and publication according to law.

Passed and adopted the _____ day of April, 2024.

Randy Gorham, Mayor

ATTEST:

Greg Lowe, City Clerk

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	11.
DEPARTMENT:	Administration	PREPARED BY:	Daniel Seguin, Communications Manager
INITIATED BY:	Daniel Seguin, Communications Manager	EXHIBITS:	City of Jacksonville Interlocal Agreement 2024_DRAFT (3), ETCOG+Logo+White_Transparent+(002)-1920w, GoBusTransparent-1920w, Screenshot 2024-03-28 at 1.35.10 PM

EXECUTIVE SUMMARY:

From time to time, a client may request the use of The Jackson for an event on a date that coincides with a golf tournament and is unable or unwilling to move their event to another date. People's church has agreed to allow us to use their parking lot during such events for a nominal fee. The East Texas Council of Governments has agreed to provide charter services to bus guests from the church parking lot to The Jackson at an hourly rate via interlocal agreement. At this time, we have one such event on the calendar, on April 18th. These costs will be passed on to the customer.

RECOMMENDED ACTION:

Make a motion approving the interlocal agreement with the East Texas Council of Governments for the provision of Gobus transit services.

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 interlocal agreements.				

TRANSPORTATION GRANT MANAGEMENT SERVICES INTERLOCAL AGREEMENT

THIS AGREEMENT, effective March ____, 2024, by and between **City of Jacksonville**, hereafter referred to as “**Jacksonville**”, and **East Texas Council of Governments**, hereinafter “**ETCOG**” for **Provision of GoBus Transit Services**.

WHEREAS, pursuant to Chapter 791 of the Texas Government Code, Jacksonville desires to engage ETCOG under an Interlocal Cooperation Contract, to provide transportation services for diverse events organized and funded by the City of Jacksonville.

WHEREAS, Jacksonville is a political subdivision of the State of Texas and a member of the East Texas Council of Governments; and

WHEREAS, the East Texas Council of Governments is a governmental entity created pursuant to the provisions of Chapter 391 of the Local Government Code and as such constitutes a corporate and political entity organized under state law and a political subdivision pursuant to the definition set out in Chapter 791 of the Texas Government Code, entitled "Interlocal Cooperation Contract;" and

WHEREAS, Jacksonville and the East Texas Council of Governments are therefore authorized pursuant to Chapter 791 of the Texas Government Code to enter into an interlocal contract, the purpose of which is to increase the efficiency and effectiveness of both local government entities; and

WHEREAS, Section 791.011 of the Texas Government Code specifically authorizes said interlocal contract between the Jacksonville and the East Texas Council of Governments, more specifically authorizing an interlocal contract for the purpose of providing a governmental function or service that each party to the contract is authorized to perform individually; and

WHEREAS, Jacksonville and the governing body of the East Texas Council of Governments desire to enter into an interlocal contract to authorize the East Texas Council of Governments to provide grant management services and support services as needed.

NOW, THEREFORE, City of Jacksonville hereinafter referred to as "Jacksonville" and East Texas Council of Governments, hereinafter referred to as “ETCOG,” in consideration of the mutual benefits to be derived by each, do hereby stipulate, and agree each with the other as follows:

1. **Employment of ETCOG**. Jacksonville hereby agrees to engage ETCOG and ETCOG hereby agrees to furnish transportation services as described under the scope of services in this agreement.

2. **Compliance with Laws**. Qualified third-party vendors and/or ETCOG, shall perform all necessary actions provided under this agreement in connection with transportation services under the provision of 49 U.S.C. Qualified third-party vendors and/or ETCOG, shall perform all obligations and services pursuant to this Agreement in compliance with all applicable laws, statutes, regulations, and ordinances. This involves maintaining compliance with all Texas Department of Transportation (TxDOT) regulations in order to provide transportation service, including third-party vendor oversight and compliance with the Federal Transportation Administration Drug and Alcohol Program. All third-party vendors are subject to annual asset inventory inspections, and Drug and Alcohol Program audits.

3. **Scope of Service.** ETCOG will provide transportation services for Jacksonville as needed for events and/or project-based assignments. All requests for services to be performed during normal operating hours must be requested at least one (1) week in advance. Service requests to be performed after hours require notice of at least fourteen (14) business days and are subject to approval and availability. ETCOG's operating hours are Monday-Friday 6:30am-5:30pm. ETCOG may operate during special events outside of the forementioned service hours when available. ETCOG is not permitted to cross state lines.

Vehicles shall be maintained in a clean, neat, and orderly fashion and in good working order and condition. Scheduled departure and arrival times are an estimate based on traffic, weather, and the number of passengers occupying the vehicle.

4. **Personnel.** ETCOG has, or will secure, all personnel required to perform services under this agreement.

5. **Period of Performance.** Services shall commence on/or around **March ___, 2024**, and shall continue through **February 28, 2025**.

6. **Compensation and Continuation.** Jacksonville agrees to pay ETCOG via monthly reimbursement through the chosen pricing format based on the event requirements (see the GoBus Pricing Table immediately below). The GoBus Pricing Table lists four reimbursement prices. The pricing table is based on a tier system.

- a. **Trips that are 15 miles or less are Tier 1**
- b. **Trips that are between 15 miles up to 40 miles are Tier 2**
- c. **Trips that are more than 40 miles are Tier 3**

GoBus Pricing Table		
Tier 1 – In Town 0-15 one-way miles	\$19.00	Per Trip
Tier 2 – Within Region 15-40 one-way miles	\$55.00	Per Trip
Tier 3 – Hourly Rate 41 or more one-way miles	\$100.00	Per Hour
Tier 4 – Trolley Special Event/Request	\$150.00	Per Hour

ETCOG will invoice and provide supporting documentation. Reimbursement may also be paid via in-kind services. The cost of in-kind services will be based on open market pricing of the same or similar goods or services. All in-kind services must be agreed upon by both parties and will be deducted from the total price of the monthly invoice.

7. **Termination.** Either party retains the right to terminate this Agreement, for any reason or no reason, at any time giving written notice to other party of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination. Such termination notice shall not affect Jacksonville's responsibility to pay for services rendered prior to the termination date.

8. **Changes.** Jacksonville and/or ETCOG may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes will be mutually agreed upon by both parties and in writing as an amendment to the Agreement.

9. **Interest of Members of ETCOG and Others.** No officer, member, employee, or delegate of ETCOG and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review of approval of the undertaking or carrying out of this project shall participate in any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.

10. **Insurance.** ETCOG shall ensure that all personnel operating an asset belonging to ETCOG shall be fully licensed and competent to operate the vehicle. In addition, ETCOG shall acquire and/or maintain during the term of this agreement all appropriate insurance coverage, including but not limited to, commercial liability insurance, workers compensation insurance, auto insurance, and any other insurance a prudent owner and operator of a vehicle used for public transportation would maintain.

11. **Special Considerations and Conditions.** During unforeseen circumstances, such as extreme weather, the services provided by ETCOG may be halted for the safety of a qualified third-party vendor and ETCOG employees and patrons. ETCOG commits to coordinating with Jacksonville during the event of these occurrences. Any disruption of normal service due to harsh weather or other, will be immediately communicated with Jacksonville upon event.

12. **Point of Contact.** There shall be a designated point of contact for each organization, Jacksonville and ETCOG. The points of contact will be outlined below to maintain an organized flow of communication and coordinate meetings as needed.

City of Jacksonville
Daniel Seguin
Daniel.Seguin@jacksonvilletx.org

ETCOG
Preston Garcia
Preston.Garcia@etcog.org

13. **HOLD HARMLESS.** Each party to this Agreement does hereby agree to waive all claims against, release and hold the other party and its respective officials, officers, agents, and employees, both in their official capacity and individual capacity, harmless from and against any and all liability, claims, suits, demands, losses, damages (including court costs and attorneys' fees) or causes of action which may arise by reason of injury to or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.

14. **INDEMNIFICATION.** The parties agree that Jacksonville will not be liable for any loss, cost, expense or damage, whether indirect, incidental, punitive, exemplary, consequential of any kind whatsoever for any acts by ETCOG or a third party vendor or contractor or its representatives and agents for any act arising out of or in connection with this agreement. ETCOG, its successors and assigns agree to indemnify, hold harmless, and defend

Jacksonville against any claim, demand, loss, injury, damages, action, or liability of any kind against Jacksonville resulting from or arising out of any activity contemplated in this agreement including those actions by a third party vendor or contractor procured as contemplated in this agreement.

15. **MUTUAL COOPERATION.** Jacksonville and ETCOG agree to cooperate with each other, in good faith, at all times during the term hereof in order to effectuate the purpose and intent of this Agreement. ETCOG agrees to provide Jacksonville with all data held by ETCOG related to the services contemplated by this agreement.

16. **AUTHORITY TO CONTRACT.** Each party acknowledges and represents that this Agreement has been duly authorized by their respective governing body.

17. **NO PARTNERSHIP.** Nothing contained herein shall be deemed or construed by the parties hereto or by any third party, as creating the relationship of employer-employee, principal-agent, partners, joint ventures, or any other similar such relationships, between the parties hereto.

18. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement contains the entire Agreement of the parties respecting the subject matter and supersedes all prior negotiations, representations and/or agreements, either written or oral, between the parties. This Agreement may not be modified or amended except by written Agreement duly executed by both parties.

19. **INTERPRETATION.** This Agreement has been entered into and under the authority granted under the Texas Law. All terms and provisions are to be construed and interpreted consistently by Texas Law. Should any part of this Agreement be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

20. **SEVERABILITY.** The provisions of this Agreement are severable. In the event that any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement shall be found to be contrary to law, or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of this Agreement; however, upon the occurrence of such event, either party may terminate this Agreement by giving the other party thirty days written notice of its intent to terminate.

21. **ASSIGNMENT AND SUBLETTING.** This Agreement shall not be assigned in whole or in part without the written consent of both parties.

22. **WAIVER.** The waiver by either party of a breach of this Agreement shall not constitute a continuing waiver of such breach or of a subsequent breach of the same or a different provision.

23. **REMEDIES.** No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity, but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the parties. It is further agreed that one or more instances of forbearance by either party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

24. **APPLICABLE LAWS.** This Agreement will be construed in accordance with the laws and Constitution of the State of Texas. All obligations are performable in Jacksonville, Texas. The exclusive venue shall be Jacksonville, Texas.

25. CAPTIONS. Title and headings of Sections or Paragraphs hereof have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof and shall never be considered or given any effect in construing this Agreement or any provision hereof or in ascertaining intent.

26. COUNTERPARTS. This Agreement shall be executed in duplicate originals, and all shall constitute but the same instrument.

IN WITNESS WHEREOF Jacksonville and ETCOG have executed this agreement as of _____(date).

City of Jacksonville
Daniel Seguin
Director of Communications and Tourism

Signature_____

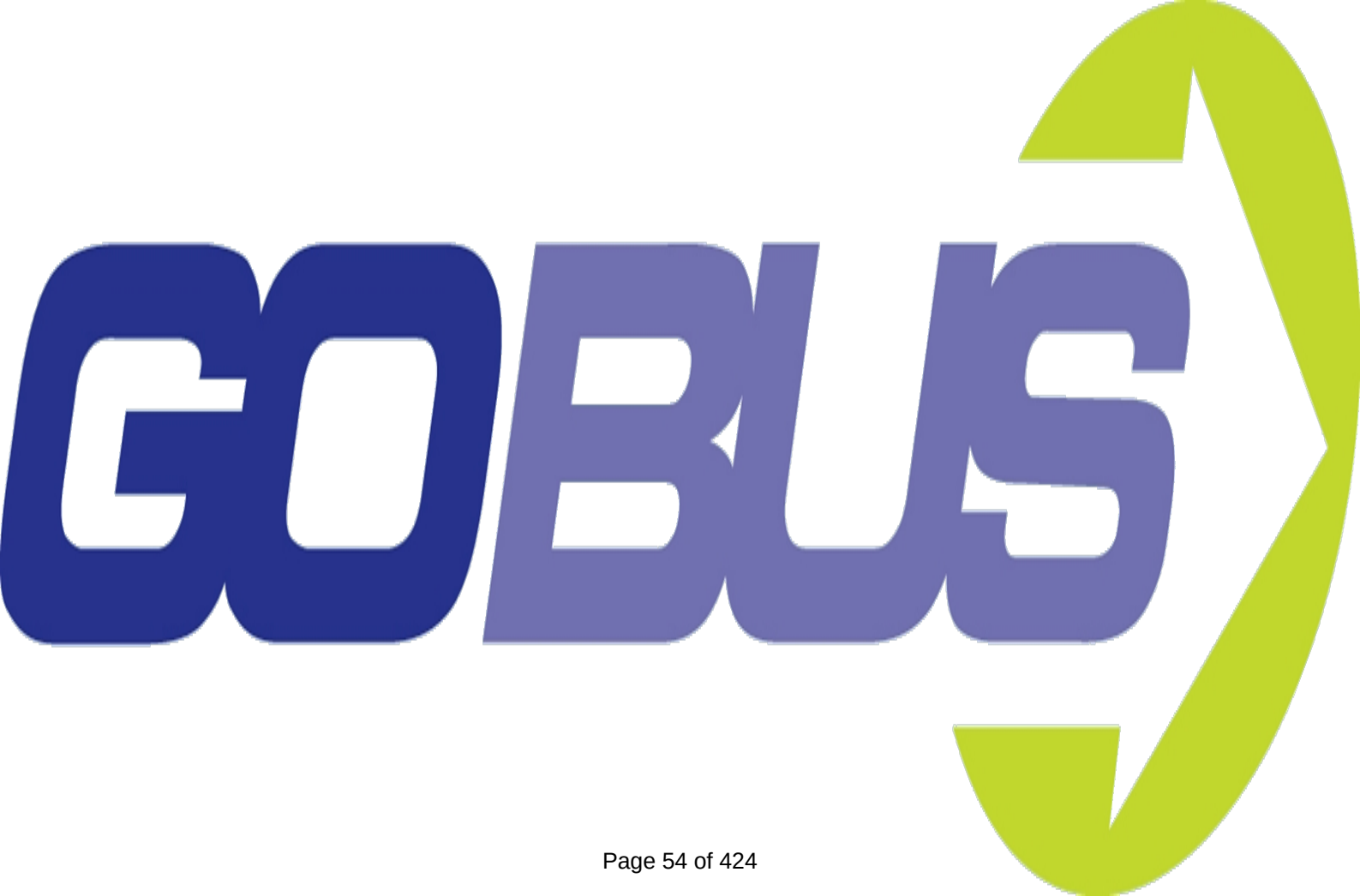
Date _____

East Texas Council of Governments
David Cleveland
Executive Director

Signature_____

Date _____









Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	12.
DEPARTMENT:	Finance	PREPARED BY:	Roxanna Briley, Finance Director
INITIATED BY:	Roxanna Briley, Finance Director	EXHIBITS:	TWDB RFQ Financial Advisor, HilltopSecurities FA TWDB Proposal to City of Jacksonville final, Copy of Scoring totals TWDB WWTP Expansion

EXECUTIVE SUMMARY:

The City is seeking financing for a major upgrade and expansion of the Double Creek WWTP due to lost capacity from the closure of an existing WWTP. The City is seeking funding through the Clean Water State Revolving Fund (CWSRF). This will be an equivalency project and is subject to Disadvantaged Business Enterprise (DBE) procurement rules.

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and execute a contract with (VENDOR) for financial advisory services related to the upgrade and expansion of the Double Creek WWTP.

BID AND AWARD:

RFQ was advertised in the local newspaper for two consecutive weeks and made available on the City's website. Bid opening was March 28th. (Vendor) received the highest evaluation score.

BUDGET DATA:

Debt issuance for the upgrade and expansion of the Double Creek WWTP is built-in water/wastewater rates.

BUDGET JUSTIFICATION:

Upgrade and expansion of the Double Creek WWTP is included in the City's 5-yr CIP at \$11.5M. Assistance from the TWDB could reduce the City's debt issuance/obligation.

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:

Pursue partnerships and grants.

LEGAL:

This will be an equivalency project and is subject to DBE procurement rules.

**FINANCIAL ADVISOR
REQUEST FOR QUALIFICATIONS
AND
STATEMENT OF QUALIFICATIONS
For
City of Jacksonville**



RFQ # 2024-100-02

DUE DATE: March 28, 2024 3:00 pm

**CITY OF JACKSONVILLE, TEXAS
315 South Ragsdale
Jacksonville, TX 75766
(903) 586-3510
<https://www.jacksonvilletx.org/>**

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**CITY OF JACKSONVILLE, TEXAS
FINANCIAL ADVISOR
REQUEST FOR QUALIFICATIONS
AND
STATEMENT OF QUALIFICATIONS**

To provide advice and professional recommendations to City of Jacksonville, Texas (“the City”) for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).

INTENT OF QUALIFICATIONS

The City is soliciting Request for Qualifications (“RFQ”) and Statement of Qualifications from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by TWDB, including through its DWSRF, CWSRF, DFund, SWIFT, WIF and EDAP programs. The City reserves the right to accept or reject any or all qualifications for any reason it finds to be in the best interest of the City.

The City seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

SCOPE OF SERVICES

The services to be provided by the Financial Advisor shall include, but are not limited to, the following:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan or grant assistance Advise the City of current bond market conditions
- Recommend method of sale of debt instruments
- Advise publications of forthcoming sales
- Arrange for reports of independent consultants
- Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agency
- Coordinate, prepare and submit required information to recognized bond insurance companies for insurance qualification, including for a TWDB loan
- Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures
- Maintain liaison with Bond Counsel in preparation of all legal documents
- Counsel in selection of paying agent/registrar
- Draft disclosure documents
- Deliver schedule of annual debt requirements on debt instruments

- Attend meetings as requested
- Advise of changes in Federal and State laws and regulations
- Advise on investment of funds as requested
- Advise and assist in exercising any call and/or refunding
- Advise and assist in the development of long-range financing plan
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement

STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services. The following information shall be included in your proposal:

1. General information about the firm.
 - A. Name, address and phone number of the firm.
 - B. History of the firm.
 - C. List names and titles of the firm who are directly responsible for financial advisory services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. References.

Lists of three (3) references of political subdivisions for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the experience of the individuals assigned to the account with the TWDB and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and phone numbers of contact persons.

5. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract proposed by your firm without fee information.

ADDITIONAL INFORMATION

1. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Request for Qualification (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ, or any resulting contract.
3. This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.
4. Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit qualifications.

RECEIPT OF QUALIFICATIONS

If your firm is interested in being considered as Financial Advisor for the City, qualifications must be received no later than 3 PM (Central) on, Wednesday, March, 27th 2024, at City Hall, 3150 South Ragsdale, Jacksonville, TX 75766. Submissions should include one (1) original and (3) copies of the qualification, along with one (1) digital copy, and should be returned in a sealed envelope bearing the following information on the outside of the submittal envelope: the name and address of the respondent, as well as “City of Jacksonville RFQ # 2024-100-02; Financial Advisor Request for Qualifications.”

Response packages will be accepted until 3:00pm on March 28, 2024, and should be addressed to:

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragsdale St.,
Jacksonville, Texas 75766

TIMELINE

Qualification Calendar

The following is a list of key dates:

Release Project Date:	March 9, 2024
Question Submission Deadline:	March 20, 2024, 5:00 p.m.
Forward Questions to:	James Hubbard, City Manager
Answers to Questions Posted:	March 26, 2024, 11:00 a.m.
Bid Opening:	March 28, 2024, 3:00 p.m.

SECTION V– EVALUATION FACTORS

The City of Jacksonville will review all Qualifications to determine compliance with the requirements as specified in the RFQ. Only Qualifications which, in the opinion of the Selection Committee, meet the requirements of the RFQ will be further evaluated. Qualifications will be evaluated on how well the Qualification meets the needs of the City of Jacksonville as described in the Vendor's response to the RFQ and the Qualification that meets the best value for the City will be selected.

Staff will make a recommendation to the City Council for their review and award of the contract. Staff will evaluate and rate each submittal based upon the following criteria:

Evaluation Table	% of Points
Experience & personnel experience	30%
Understanding of the City's needs and services to be provided	30%
Compatibility with end users and City staff needs	20%
Satisfaction of clients/end users	10%
Availability	10%

CONFLICT OF INTEREST FORM



ATTENTION VENDORS DOING BUSINESS WITH THE CITY OF JACKSONVILLE

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Jacksonville is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Jacksonville for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Jacksonville, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

James Hubbard
City Manager
315 S. Ragsdale St
Jacksonville, TX 75766-1390

CONFLCT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity	FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80tj Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See Section 176.006, Local Government Code,</i> A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor	OFFICE USE ONLY Date Received:
1. Name of person who has a business relationship with a governmental entity.	
2. <input style="vertical-align: middle;" type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. <i>(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</i>	
3. Name of local government officer with whom filer has employment or business relationship. _____ Name of Officer <i>This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</i> A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more? <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No D. Describe each employment or business relationship with the local government officer named in this section.	

4.	<table><tr><td>_____</td><td>_____</td></tr><tr><td>Signature of person doing business with the governmental entity</td><td>Date</td></tr></table>	_____	_____	Signature of person doing business with the governmental entity	Date
_____	_____				
Signature of person doing business with the governmental entity	Date				

Qualifications to Provide Financial Advisory Services

City of Jacksonville, Texas

March 28, 2024

City of Jacksonville, Texas



CONTACT:

John L. Martin, Jr., Senior Managing Director, John.Martin@hilltopsecurities.com

717 N. Harwood Street, Suite 3400, Dallas, TX 75201

Phone: 214.859.9447

March 28, 2024
Qualifications to Provide
Financial Advisory Services



John L. Martin, Jr.
Senior Managing Director
214.859.9477 --- Direct

717 N. Harwood Street, Suite 3400
Dallas, TX 75201
john.martin@hilltopsecurities.com

March 28, 2024

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

Dear Mr. Hubbard:

Hilltop Securities Inc. ("HilltopSecurities") is pleased to submit our qualifications to serve as financial advisor to the City of Jacksonville, Texas (the "City") and to provide strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and recommendations to the City for financing through programs established by the Texas Water Development Board ("TWDB"). We believe our extensive overall financial advisory experience, and in particular, our expertise advising Texas entities enables us to provide the City with high-quality financial advisory services and sound financial advice.

Strong Texas Experience. *We are ranked as the #1 financial advisory firm in the State of Texas* based on number of issues and par amount, with 1,492 transactions totaling \$81.61 billion par amount (according to Ipreo MuniAnalytics), for the five-year period ending February 29, 2024. *Our level of participation as financial advisor in Texas is almost double that of our nearest competitor for overall issues. With a 31% market share (by par amount), HilltopSecurities serves as financial advisor on one third of all bond issues completed in Texas.*

Experience with Texas Water Development Board Financings. We understand the City requires a financial advisor with experience accessing financing programs through the Texas Water Development Board ("TWDB"). **According to our internal records, HilltopSecurities assisted with 145 projects that were financed through the TWDB, totaling approximately \$3.77 billion par amount for the period January 1, 2017 through December 31, 2023.** We continually maintain a thorough working knowledge of existing loan programs and application requirements.

Water and Wastewater Experience. According to Ipreo MuniAnalytics, for the five-year period ending February 29, 2024, we are the **number-two financial advisor** in the nation for par amount of water and sewer issues completed, having provided financial advisory services on 363 transactions totaling \$21.23 billion par. For the same time period, Ipreo MuniAnalytics ranks the firm as the **number-one financial advisory firm** for par amount of water and sewer issues completed in the State of Texas, with \$14.06 billion issued for 231 transactions. Based on par amount, HilltopSecurities serves as financial advisor on over 45% of the Texas issues for water and sewer, according to Ipreo MuniAnalytics.

Experience with the City of Jacksonville and Similar Cities and Entities. HilltopSecurities has extensive experience serving governmental entities in the State of Texas. In addition to representing the City of Jacksonville, some other cities and entities for which we have and are currently providing financial advisory services related to Texas Water Development financings include, but are not limited to: Arp, Canton, DeKalb, Gladewater, Granbury, Longview, Mabank, Marshall, Nacogdoches, and Pasadena, among others. **For the five-year period ending February 29, 2024,**



Ipreeo MuniAnalytics ranks us as the number-one financial advisory firm in Texas for both number of and par amount of transactions completed Texas cities, with 791 issues and a par amount exceeding \$20.09 billion.

Industry Recognition. HilltopSecurities has earned national recognition by receiving “Deal of The Year” Awards by The Bond Buyer, International Financing Review and Institutional Investor 31 times for innovative structures specifically tailored to the challenges of our clients. Such recognition is highly coveted in the public finance industry.

Team Concept. HilltopSecurities’ business philosophy has always been to implement the “team concept” to provide the best possible service to our clients. Under this concept, we meet a client’s needs by involving a variety of professionals from different disciplines with specialized expertise in various aspects of public finance. To that end, HilltopSecurities has assembled a multi-disciplinary team of financing professionals capable of exceeding the City’s needs.

Extensive Market Knowledge. In our role as financial advisor, we believe maintaining a trading and underwriting desk is essential to properly advising the City about market conditions. The firm’s underwriting and trading desks routinely provide recommendations based on their active market involvement and extensive institutional investor relationships. These capabilities provide a significant advantage to the City and differentiate our team from other advisory firms that do not have actual and active market involvement and capabilities.

A Firm Commitment to Service. As mentioned previously, HilltopSecurities is a full-service firm that is able to provide the City valuable advisory services not only as a financial advisor, but also in the capacity of arbitrage rebate, investment management, continuing disclosure, and other services. As a registered broker-dealer, HilltopSecurities’ bankers and analysts are held to the highest level of professionalism and are required to earn and maintain the proper securities licenses and must satisfy regular continuing education requirements. Above and beyond the regulatory standards, HilltopSecurities’ corporate culture is insistent on attentive service to our clients, accountability for the quality of our service, and transparency in the reasons for the financial advice we provide. We sincerely desire to meet and exceed the quality of service, proactive attentiveness, and the responsiveness the City requires from its financial advisor.

We believe we possess the experience, expertise and resources to continue to provide exemplary financial advisory services to the City for its financing programs. HilltopSecurities hopes the information included in our financial advisory services qualifications will demonstrate not only the capabilities of our firm, but our desire to continue to assist the City in this role. If we can answer any questions or provide further assistance, please feel free to contact us.

Sincerely yours,



John L. Martin, Jr.
Senior Managing Director



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Appendix A List of TWDB Transactions by HilltopSecurities – January 1, 2017 – current

Appendix B Sample Financial Advisory Contract without fee information



Hilltop Securities Inc. ("HilltopSecurities") is honored to have the opportunity to present our proposal to provide financial advisory services to the City of Jacksonville, Texas (the "City"). Among our other qualities, HilltopSecurities' strong commitment to Texas issuers such as the City, ensures our ability to deliver innovative ideas, creative financing techniques, and sound financial advice tailored to the City's needs.

1. General Information about the Firm

A. Name, address and phone number of the firm.

**Hilltop Securities Inc.
Dallas Headquarters**

**717 N. Harwood Street, Suite 3400
Dallas, Texas 75201
Phone: 214.953.4000
Fax: 214.953.4050
www.hilltopsecurities.com**

B. History of the firm

In 2016, Southwest Securities, Inc., first organized as a corporation in 1972, merged with First Southwest Company, LLC, which was formed in 1946. The combined entity is Hilltop Securities Inc., a Delaware corporation and a wholly owned subsidiary of Hilltop Securities Holdings LLC, which is wholly owned by Hilltop Holdings Inc.

One of our top priorities is providing superior financial advisory and related services to public entities in Texas and nationwide. HilltopSecurities is confident that our 78 years of experience with providing financial advisory services to issuers will provide the full scope of financial advisory services the City needs.

Our Firm at a Glance

**39 Offices in 16 States
780 Employees Firm-Wide (approximately)
31 "Deal of the Year" Awards
Reliable, Firsthand Market Information
#1 Financial Advisor in the State of Texas for Number
and Par Amount of Issues
#2 Financial Advisor in the Nation for Number of Issues***

*Source: Ipreo MuniAnalytics 3/1/2019 – 2/29/2024

History of HilltopSecurities as Financial Advisor

Since the founding of its predecessor firms, HilltopSecurities has played a pivotal role in shaping the landscape of public finance.

The onset of our role as a financial advisor began early in a relationship with a Texas city when we advised the city's leaders that, rather than offering their issue to only one underwriting firm, which was the only method then used, they instead should accept competitive bids from multiple underwriting firms. Our advice and assistance with the competitive bid process resulted in a far lower cost of financing for our client. Soon thereafter, the concept of a financial advisor adding value to issuers' financings expanded across the State of Texas and eventually nationwide.



Since then, HilltopSecurities has earned a national reputation as a trustworthy firm committed to unparalleled excellence. We take seriously the trust our clients place in our abilities, as we help meet the financial objectives of a third of all issues completed in the State of Texas.

Commitment to Texas and Texas Cities

Although a national firm, we emphasize client service at the regional level to provide customized solutions for our clients. We are deeply rooted in the State of Texas, with more than 14 public finance, capital markets and retail locations throughout the state, including our headquarters in Dallas.

HilltopSecurities is a market leader as financial advisor for a broad range of transactions. Our close proximity to Texas issuers and strong presence in the state facilitate long-term relationships with Texas clients, some extending longer than 40 years. ***Because we are Texas-based, we are able to commit a vast array of resources in an expeditious manner in that our many Texas office locations make our resources readily accessible to the City.***

The following map illustrates the firm's office locations throughout the State of Texas.



Texas Offices / Employees by Department

Office Location	Public Finance	Capital Markets	Retail Sales	Other	Total
Dallas HQ	87	20	37	209	353
Amarillo	7				7
Austin*	20		11		31
Clifton	2				2
El Paso	3				3
Fort Worth	8		4		12
Houston	9	8	4		21
Lufkin			1		1
Park Cities	6		24		30
Plano			14		14
San Antonio	6			1	7
Sherman			4		4
The Woodlands			1		1
Total	148	28	103	210	489

*Two office locations in the City of Austin

Some of the noteworthy characteristics about our achievements in the financial advisory sphere include:

- Acts as financial advisor or underwriter to more than 1,450 clients that include cities, counties, states and state agencies, school districts, special districts, utility districts, tax increment zones, and other governmental entities nationwide.
- Relationship bankers work closely with the trading desk to provide clients with accurate and real-time market information for relevant securities to structure financings.
- **Nationally ranked as the #2 financial advisor based on total number of issues for the five-year period from March 1, 2019 through February 29, 2024.**

The firm currently has approximately 780 employees. Each member of the proposed financial advisory team will be a licensed municipal advisor (Series 50 exam).

We propose to provide financial advisory services to the City primarily from our Dallas headquarters, drawing on resources from other locations, as necessary.



In addition to the cornerstone of public finance, HilltopSecurities offers a broad range of related services, all of which are accessible at all times during our engagements as financial advisor. A detailed list of these services is provided in **Additional Services**.

C. List names and titles of the firm who are directly responsible for financial advisory services.

In line with HilltopSecurities “team philosophy,” **Mr. John Martin, Senior Managing Director**, will serve as Project Manager for our engagement with the City, along with **Mr. Michael Martin, Vice President**, relying upon the most qualified personnel within our firm to see that the City receives expert guidance throughout all phases of our engagement.

The following organization chart illustrates the financial advisory and support team and each member’s role during our engagement with the City. Resumes of the team members are included in Section 3 below.

Proposed Team
City of Jacksonville, Texas
Primary Contact / Project Manager
John L. Martin, Jr. Senior Managing Director Dallas Office
Senior Banking Support
Michael Martin Vice President Dallas Office
Bond Pricing Support
William Evans Senior Managing Director Dallas Office

D. Information pertaining to the firm’s compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.

HilltopSecurities believes that when an issuer is selecting a financial advisor, accountability and transparency are paramount. As a broker/dealer, HilltopSecurities is subject to and remains in full compliance with the rules and regulations of various governmental bodies such as the U.S. Securities and Exchange Commission (“SEC”) and the Financial Industry Regulatory Authority (“FINRA”), among others, and we adhere to the rules of the Municipal Securities Rule Making Board (“MSRB”). HilltopSecurities is also a registered securities dealer under the SEC Act of 1934 and functions as a member of the Depository Trust Company and the National Clearing Corporation. Such heightened level of accountability and transparency behind all of our advice and actions distinguish us from most other firms that propose to provide financial advisory services without being subject to such oversight and the capital requirements that go along with such regulation.



2. References

List of three (3) references of political subdivisions for which similar services have been provided.

HilltopSecurities believes that strong recommendations from our clients are the most accurate indications of our firm's level of service and expertise. The following are selected client references on Texas Water Development Board transactions for which we have provided services that will be helpful in assessing our ability to serve the City.

City of Longview
Mr. Rolin McPhee <i>City Manager</i> Phone: (903) 237-1021 Email: rmcphoe@longviewtexas.gov
City of Pittsburg
Mr. Clint Hardeman <i>City Manager</i> Phone: (903) 856-3621 Email: chardeman@pittsburgtexas.com
City of Marshall
Mr. Terrell Smith <i>City Manager</i> Phone: (903) 935-4418 Email: smith.terrell@marshalltexas.net

3. Proposed Financing Team

Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).

For our engagement with the City, HilltopSecurities offers a committed staff of experienced and skilled professionals. The specializations of our professionals are diverse such that our internal resources alone meet the complete financial needs of our clients.

Project Manager, **Mr. John Martin** will oversee and expedite the work effort required of HilltopSecurities on the City's behalf. He will meet with the City and its finance team and will make presentations as required by the City. **Mr. Michael Martin** will provide banking, quantitative and analytical support. The following resumes detail the qualifications of our team.



Resumes



John L. Martin, Jr.
Senior Managing Director
717 N. Harwood Street, Suite 3400
Dallas, Texas 75201
Telephone: 214.859.9447
john.martin@hilltopsecurities.com

Profile

- Focuses primarily on Texas school districts, cities, counties, and special districts
- Has 40 years of experience in all types of debt instruments and has developed numerous successful multi-year financing programs and refunding transactions
- Has lectured for the UNT College of Education – Superintendent Certification Program, the Government Finance Officers Association of Texas, the Texas Municipal League
- Active member of many affiliate organizations for various issuer groups
- He served on the Planning and Zoning Commission for the Town of Flower Mound from 1997 to 2004, where he was Chairman for five out of seven years.
- Participates and serves in leadership capacities in numerous civic organizations, including currently serving as a Treasurer to PediPlace, a non-profit organization providing health care to uninsured or under insured children in the DFW area.
- Paul Harris Fellow affiliated with Cross Timbers Rotary Club
- Is an Eagle Scout

Education

- Bachelor of Business Administration - Finance, University of Oklahoma

Licenses Held

- Registered Representative of the Financial Industry Regulatory Authority (FINRA)
 - General Securities Representative, Series 7
 - Municipal Advisor Representative, Series 50
 - Municipal Securities Principal, Series 54
 - Uniform Securities Agent, Series 63

**Michael Martin**

Vice President

717 N. Harwood Street, Suite 3400
Dallas, Texas 75201Telephone: 214.859.1731
michael.martin@hilltopsecurities.com**Profile**

- Joined the firm in 2018
- Specializes in technical and analytical investment banking services for cities, counties, school districts, higher education and other local government issuers
- Supports senior-level banking professionals
- Provides quantitative financial analysis, models proposed financing structures, analyzes credit and cash flow, document review for debt offerings

Education

- Bachelor of Business Administration - Finance, University of Oklahoma

Licenses Held

- Registered Representative of the Financial Industry Regulatory Authority (FINRA)
 - Municipal Advisor Representative, Series 50
 - Municipal Securities Representative, Series 52
 - Uniform Securities Agent, Series 63

4. Financial Advisory Experience

List the experience of the individuals assigned to the account with the TWDB and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses and phone numbers of contact persons.

From January 1, 2017 – December 31, 2023, HilltopSecurities has assisted numerous clients on approximately 145 issues that were financed through the TWDB, totaling approximately \$3.77 billion par amount. Our experience includes assisting both growing and mature issuers with a broad and diverse range of programs similar in size and scope to that of the City. **Appendix A** includes a representative list of TWDB issues for which HilltopSecurities served as financial advisor since January 2017.

HilltopSecurities works with both large and small water system issuers, including a number of special utility districts and municipal utility districts from all corners of

Texas. During the past five years, the average size of our clients' water-related transactions has been approximately \$26 million, and they range in size from less than \$1 million to as large as \$1 billion plus. ***In fact, no other Texas or national firm has Texas water resource experience comparable to that of HilltopSecurities.***

"With 45% market share based on par amount, HilltopSecurities serves as financial advisor on almost one-half of the dollar volume of all water and wastewater issues completed in Texas."



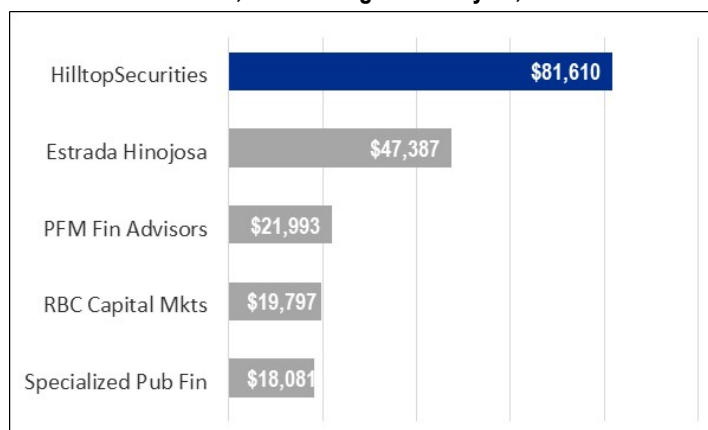
Texas Experience

HilltopSecurities has always ranked among the top financial advisory firms in Texas. ***For the five-year period ending February 29, 2024, Ipreo MuniAnalytics ranks us as the number-one financial advisory firm in Texas for number and par amount of transactions completed overall.*** HilltopSecurities holds 31% market share in the state of Texas for par amount of bond and note transactions: 1,492 issues with a par amount of \$81.61 billion.

HilltopSecurities Financial Advisory Experience

Texas Ranking by Par Amount

March 1, 2019 through February 29, 2024



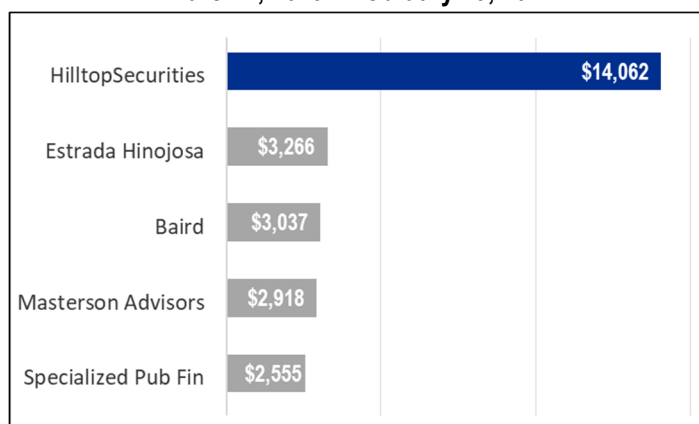
For water and wastewater transactions over the same time period, HilltopSecurities ranks **number two nationally** for par amount of issues completed, with 363 transactions and \$21.23 billion par amount.

Our level of participation as financial advisor in Texas for water and wastewater transactions is over four times that of our nearest competitor, as the following chart shows. ***With a 45.5% market share based on par amount, HilltopSecurities served as financial advisor on almost one-half of the dollar volume of all water and wastewater issues completed in Texas***—with a par amount over \$14.06 billion and 231 issues.

Texas Financial Advisory Rankings Water and Sewer Bond and Note Transactions

Texas Ranking by Par Amount

March 1, 2019 – February 29, 2024





Real-Time Market Information

HilltopSecurities believes that the discipline of maintaining an active broker/dealer operation benefits our clients in numerous ways. Primarily, we are active participants in the marketplace every day, not merely observers. Risking our capital gives us additional perspective into the underwriting process, and lends us valuable credibility with the underwriting community. Other broker/dealers know that we are willing and able to provide the same functions we ask of them. They know we are speaking on a daily basis to many of the same institutional investors. Therefore, our clients benefit from market advice that we obtain from firsthand, direct, real-time information as opposed to secondhand observations obtained from calling other firms or compiled from information vendors.

We strongly believe that this approach distinguishes our services from our competitors, but most importantly, it provides a higher quality of service to our clients and allows them to achieve the lowest possible cost of borrowing.

The underwriting desk at HilltopSecurities works in partnership with our banking professionals from the beginning initial structuring, updating with current scales and coupon ideas, call features, priority of order decisions all the way to the final allocations. We have multiple underwriting professionals with more than 25 years of experience each working for both national and regional firms. They understand all facets of the underwriting process, from how to capture the largest retail sales percentage to working with the most difficult institutional orders. The majority of our underwriters' time is invested in working with our financial advisory clients. The City can be confident that when the time arrives to price its issue, our professional underwriters will be watching over every detail of the transaction and getting the most value for the City's securities the market will allow.

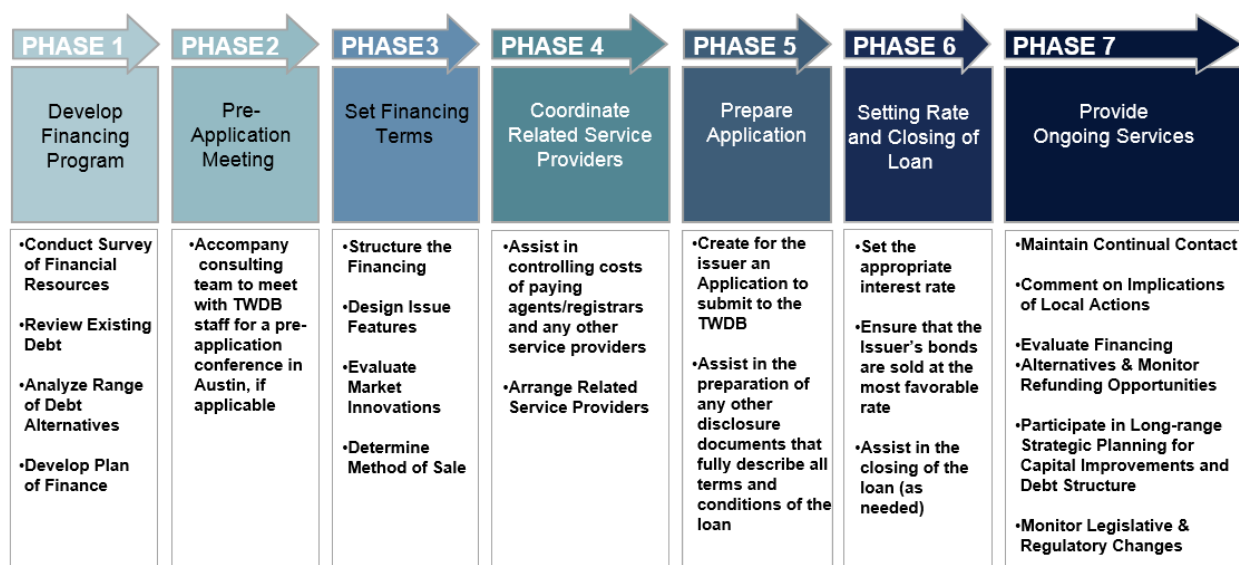
In our role as financial advisor, HilltopSecurities underwriting and trading desk routinely provides recommendations regarding the following matters based on their active market involvement and extensive institutional investor relationships:

- Structure
- Call options and premiums
- Yields
- Coupons
- Placement of term bonds and pricing
- Serial bonds and pricing
- Capital appreciation bonds and pricing
- Cost effectiveness of insurance
- Credit aspects
- Underwriters' takedown and spread
- Syndicate rules
- Allocation of bonds

In short, these capabilities provide a significant advantage to the City and differentiate HilltopSecurities from "independent" advisory firms that do not have actual market involvement and capabilities. Although the City may not require recommendations on these technical issues on all its debt issuances, the expertise of our underwriting desk will be useful to the City when specific questions arise.



Customary Phases in a TWDB Debt Issuance



Scope of Work

TWDB Debt Issuance Approach

As a financial advisor, HilltopSecurities has a broad and diverse scope of services to offer our clients. The illustration above represents the services typically provided by HilltopSecurities as financial advisor to an issuer issuing debt through TWDB.

Phase 1: Develop Financing Program

We review the City's current financial standing in every aspect, including but not limited to arbitrage rebate, investment policies, marketing strategies, technical resources, legal structures, call features, and borrowing capacity. HilltopSecurities makes an insightful, in-depth analysis of where the City is and creates a finance plan to take it where it wants to be and in what timeframe it may achieve its financial goals.

Phase 2: Pre Application Meeting

HilltopSecurities can accompany the City and its consulting team to meet with the TWDB staff for a pre-application conference in Austin, if applicable.

Phase 3: Set Financing Terms

We determine the most optimal conditions of each financing by running scenarios that quantify the benefits and costs of various structuring considerations and by preparing cash flow forecasts that enable the issuer to evaluate the expected annual debt service requirements associated with those structuring considerations.

The following are the actions we take to produce the most common types of design analysis:

- Produce cash flow models with the flexibility to calculate bond capacities based on debt service installments; utilize forecasted revenues, expenditures, and growth factors; model construction drawdowns and interest earnings; and project tax rates and user charges.
- Size a financing including allowance for capitalized interest, construction costs, escrow requirements, insurance costs, interest earnings, issuance costs, and reserve funds.



- Structure a payment amortization to a tailored schedule based on projected revenue and expenditure constraints.
- Defease outstanding debt utilizing a state-of-the-art proprietary advance refunding software system that structures an optimal escrow fund; structure new debt on a level, front-end, or tail-end savings basis; and provide other structures as necessary.
- Calculate the issue price and, using this price, calculate the arbitrage yield as defined by the Tax Reform Act of 1986.
- Calculate an internal rate of return or “True Interest Cost” and provide present value schedules based on such yield for use in evaluating bids or modeling present values of cash flow projections.
- Devise debt capacity models that can be used to detail the issuer’s existing debt service requirements; forecast proposed debt service requirements; and project the impact of the proposed requirements on financial ratios, such as debt to valuation and per capita debt as well as on taxes and rates.
- Develop debt service schedules, which can be used to illustrate the debt service requirements on an actual, bond, or fiscal year basis, while assuming annual, semiannual, or monthly payments. Our schedules also can accommodate serial and term bonds, discount and premium bonds, and zero coupon bonds, including premium capital appreciation bonds.
- Provide refunding analysis, which can be used to illustrate savings on a gross basis or a present value basis of refundings.

Phase 4: Coordinate Related Service Providers

The costs of paying agents/registrars and a host of other service providers can create great expense. HilltopSecurities assists the issuer in controlling those costs by securing competitive bids or quotes while recruiting reliable service providers to help the issuer save resources and build a winning team.

Phase 5: Prepare Application

HilltopSecurities creates for the City an Application to submit to the TWDB. The Application provides complete general, legal, and financial information to the TWDB. We also assist in the preparation of any other disclosure documents that fully describe all terms and conditions of the loan.

Phase 6: Setting Rate and Closing of Loan

HilltopSecurities works with the TWDB in setting the appropriate interest rate for the loan to ensure that the City’s bonds are sold at the most favorable rates possible. We assist in the closing of the loan if approved by the TWDB.

Phase 7: Perform Ongoing Services

Maintain Continual Client Relations. As part of HilltopSecurities comprehensive service, we continue participation with the City by:

- Commenting on the credit implications of local actions and events
- Developing debt management policies
- Evaluating financing alternatives
- Participating in long-range strategic planning for capital improvements and debt structure
- Developing financial models to analyze the full range of debt funding alternatives
- Identifying cost savings or debt service restructuring opportunities



Monitor Legislative and Regulatory Changes. HilltopSecurities continues to monitor legislative and regulatory changes as they relate to the client and advises as to where action and participation is beneficial. Such efforts include continuing disclosure requirements by working with the issuing entity's attorney and bond counsel to discuss disclosure requirements, identify, draft, and propose legislation for the direct benefit of the issuing entity.

5. Additional Services

Describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.

While financial advisory is a critical business for the firm, we have responded to today's increasingly complex public finance landscape by raising the bar on the services, resources, and experience our firm offers.

HilltopSecurities is among the most well-equipped and resourceful investment banking firms in the nation.

Our Public Finance Department is structured to provide clients with access to multiple professionals with expertise in diverse areas of finance: underwriting and trading, continuing disclosure, arbitrage rebate calculations, and investment management, among others. The following table summarizes the volume of our participation providing these select services and brief descriptions follow:

Type of Service	Volume of Participation
Financial Advisory Services	During the five-year period ending February 29, 2024, HilltopSecurities provided financial advisory services on 3,525 issues totaling \$157.39 billion par volume, ranking us #2 in the nation for number of issues. <i>Source: Ipreo MuniAnalytics</i>
Arbitrage Rebate Calculation Services*	Provides calculations to approximately 640 clients across 33 states, on more than 3,560 bond issues, totaling \$240 billion par amount, as of September 30, 2023.
Continuing Disclosure Services*	Assists over 850 state and local government clients in meeting their continuing disclosure obligations and to comply with SEC Rule 15c2-12, as of September 30, 2023
Investment Management*	As of December 31, 2023, actively manages \$27.2 billion for 51 state and local governments; also serves as the investment advisor for an additional \$11.5 billion for a total of \$38.7 billion. <i>Investment Management services are calculated based on the amount of funds under management</i>
Structured Finance*	For the five-year period ending December 31, 2023, the firm has served as swap advisor on 175 transactions totaling over \$3.9 billion in notional amount. Additionally, the firm has served as the bidding agent for 349 municipal reinvestment transactions totaling over \$27.9 billion in notional amount.
Underwriting	During the five-year period ending February 29, 2024, served as senior or co-managing underwriter on 1,231 issues, exceeding \$68.82 billion par amount. <i>Source: Ipreo MuniAnalytics</i>
OPEB Consulting*	Members of the firm have reviewed over 2,000 pension and OPEB actuarial studies and related CAFRs. Our firm has worked with independent actuaries to review pension studies, including TMRS members. In some cases, there were material changes.

Sources: *Internal Database



6. Financial Advisory Services Contract

Attach a copy of financial advisory services contract proposed by your firm without fee information.

We have attached as **Appendix B** our “standard” financial advisory services contract without fee information.

Additional Information

M/WBE Participation: Please note that HilltopSecurities is not an MBE or a WBE. Qualified applicants at HilltopSecurities receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. If selected by the City for this engagement, HilltopSecurities does not plan to subcontract any of its responsibilities as financial advisor to another firm.

The City of Jacksonville, Texas

Appendix A

List of Representative TWDB Transactions by the Firm - January 1, 2017 – current

Appendix A





Firm Experience as Financial Advisor - TWDB Transactions
January 1, 2017 – current
Source: Internal Records

Issue Date	Issuer	Issue Description	Par Amount
01/19/2017	Seymour, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017	2,115,000
02/01/2017	Houston, City of (Utility System)	Comb Util Sys First Lien Rev Bds Ser 2017A	65,750,000
03/01/2017	Troy, City of (General Obligation Debt)	Comb Tax & Rev C/O Ser 2017	2,100,000
03/01/2017	Jefferson Co WC&ID # 10 (Utility System)	Util Sys Rev Bds Ser 2017	1,000,000
04/01/2017	Granbury, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017	15,000,000
04/01/2017	Grand Prairie, City of (Waterworks & Sewer System)	W & WW Sys Rev Bds Ser 2017	5,110,000
04/01/2017	Fort Worth, City of (Waterworks & Sewer System)	W & SS Rev Bds Ser 2017	16,045,000
04/17/2017	Melvin, City of (Water Revenue)	W Sys Rev Bds Ser 2017	180,000
06/29/2017	Upper Trinity Regional Water Dist (Northeast Regional Water Reclamation System)	Northeast Reg W Reclamation Sys Rev Bds Ser 2017	23,990,000
07/01/2017	Winters, City of (General Obligation Debt)	Tax & WW & SS Surplus Rev C/O Taxable Ser 2017	580,000
07/01/2017	San Juan, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2017	2,285,000
08/15/2017	Gladewater, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017A	1,600,000
08/15/2017	Gladewater, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017B	3,900,000
09/01/2017	Farmersville, City of (General Obligation Debt)	Tax & Util Sys Surplus Rev C/O Ser 2017	5,845,000
09/01/2017	Vinton, Village of (General Obligation Debt)	Comb Tax & SS Surplus Rev C/O Ser 2017	5,085,000
09/01/2017	New Deal, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017	935,000
10/01/2017	Bedford, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017	20,000,000
10/01/2017	North Texas Municipal Water Dist (Waterworks System)	W Sys Rev Bds Ser 2017	44,650,000
10/01/2017	Springtown, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2017	1,390,000
10/15/2017	Sabine River Auth (Gulf Coast Division)	W Supply Sys Rev Bds Taxable Ser 2017	18,825,000
11/01/2017	Azle, City of (General Obligation Debt)	Tax & WW & SS Rev C/O Ser 2017A	1,350,000
11/01/2017	Coastal Water Authority (Luce Bayou Project)	Contract Rev Bds (Luce Bayou Project) Ser 2017	24,180,000
11/01/2017	West Harris Co Regional Water Auth (Waterworks System)	W Sys Jr Lien Rev Bds Ser 2017	211,250,000
11/01/2017	Houston, City of (Utility System)	Comb Util Sys Subord Lien Rev Bds Ser 2017C	83,170,000
11/01/2017	North Fort Bend Water Authority (Waterworks System)	W Sys Jr Lien Rev Bds Ser 2017	87,360,000
11/14/2017	El Paso, City of (Waterworks & Sewer System)	W & S Rev Bds Ser 2017A	50,000,000
11/16/2017	Brushy Creek Regional Utility Authority, Inc. (City of Leander Brushy Creek Regional Water Treatment & Distribution Project)	Contract Rev Bds (Brushy Creek Regional Water Treatment & Distribution Project) Ser 2017	8,130,000
03/15/2018	Savoy, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018	2,755,000
04/01/2018	Houston, City of (Utility System)	Comb Util Sys First Lien Rev Bds Ser 2018A	64,680,000
05/01/2018	North Texas Municipal Water Dist (Waterworks System)	W Sys Rev Bds Ser 2018	800,000,000
05/14/2018	Ranger, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Ser 2018B	420,000
05/14/2018	Ranger, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018A	570,000
05/15/2018	Cisco, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018B	1,550,000
05/15/2018	Cisco, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018A	4,565,000
05/15/2018	Hurst, City of (General Obligation Debt)	Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2018	1,360,000
05/15/2018	Valley MUD # 2 (General Obligation Debt)	Comb U/L Tax & WW & SS Rev Bds Ser 2018A	3,730,000
05/15/2018	Valley MUD # 2 (General Obligation Debt)	Comb U/L Tax & WW & SS Rev Bds Ser 2018B	1,495,000
06/01/2018	San Juan, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2018	1,270,000
06/15/2018	Mason, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018	990,000
07/15/2018	Farwell, City of (General Obligation Debt)	Comb Tax & WW & SS Surplus Rev C/O Ser 2018	1,500,000
08/01/2018	Lawn, City of (General Obligation Debt)	Comb Tax & WW & SS Surplus Rev C/O Ser 2018	885,000
09/01/2018	Houston, City of (General Obligation Debt)	Pub Imp Bds Ser 2018A	44,065,000
10/01/2018	Bangs, City of (General Obligation Debt)	Comb Tax & Rev C/O Ser 2018	1,760,000
10/15/2018	McAllen, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2018C	6,900,000
10/15/2018	McAllen, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2018B	12,000,000
10/15/2018	McAllen, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2018A	7,000,000
10/15/2018	North Texas Municipal Water Dist (Waterworks System)	W Sys Rev Bds Ser 2018A	530,985,000
10/15/2018	Sabine River Auth (Gulf Coast Division)	W Supply Sys Rev Bds Taxable Ser 2018	33,310,000



Issue Date	Issuer	Issue Description	Par Amount
11/01/2018	Upper Trinity Regional Water Dist (Reg Treated Water Supply Sys)	Reg Treated Water Supply Sys Rev Bds Ser 2018	7,590,000
11/01/2018	Houston, City of (Utility System)	Comb Util Sys Sub Lien Rev Bds Ser 2018F	170,265,000
11/01/2018	Guadalupe-Blanco River Auth (Carrizo Groundwater Supply)	Contract Rev Bds Ser 2018B (Low-Interest Financing) (Carrizo Groundwater Supply Project)	11,895,000
11/01/2018	Guadalupe-Blanco River Auth (Carrizo Groundwater Supply)	Contract Rev Bds Ser 2018A (Deferred Financing) (Carrizo Groundwater Supply Project)	12,030,000
11/01/2018	Kerrville, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018A	8,000,000
11/01/2018	Kerrville, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018B	5,000,000
11/14/2018	Brushy Creek Regional Utility Authority, Inc. (City of Leander Brushy Creek Regional Water Treatment & Distribution Project)	Contract Rev Bds (Brushy Creek Regional Water Treatment & Distribution Project) Ser 2018	8,770,000
11/27/2018	Abilene, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018	18,370,000
12/01/2018	Shoreacres, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2018	4,500,000
01/01/2019	Hillsboro, City of (General Obligation Debt)	Comb Tax & Rev C/O Ser 2019	3,130,000
02/15/2019	Bonham, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019B	9,830,000
02/15/2019	Bonham, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019A	4,810,000
02/15/2019	Brady, City of (General Obligation Debt)	Comb Tax & Surplus WW & SS Rev C/O Ser 2019	10,830,000
03/01/2019	El Paso, City of (Waterworks & Sewer System)	W & S Rev Bds Ser 2019	1,415,000
05/01/2019	San Juan, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2019	6,645,000
05/01/2019	San Juan, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2019A	1,715,000
07/01/2019	Brady, City of (General Obligation Debt)	Comb Tax & Surplus WW & SS Rev C/O Ser 2019A	8,400,000
07/01/2019	Brady, City of (General Obligation Debt)	Comb Tax & Surplus WW & SS Rev C/O Ser 2019B	2,035,000
07/01/2019	Eastland Co Water Supply Dist (Water Supply System)	Water Supply Rev Bds Ser 2019	805,000
07/01/2019	Grand Prairie, City of (Waterworks & Sewer System)	W & WW Sys Rev Bds New Ser 2019	3,180,000
07/15/2019	Roscoe, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019	1,965,000
08/15/2019	Wolfe City, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019D	3,065,000
08/15/2019	Wolfe City, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019C	870,000
08/15/2019	Wolfe City, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019B	2,035,000
08/15/2019	Wolfe City, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2019A	2,325,000
09/15/2019	Ector Co UD(Water Revenue)	W Sys Rev Bds Ser 2019	45,275,000
09/26/2019	Fort Griffin Special Utility District (Waterworks & Sewer System)	WW Sys Rev Bds Ser 2019	1,525,000
11/01/2019	Cameron Co Irrigation District # 6 (Drainage Utility System)	Sys Rev Notes Ser 2019	865,000
11/07/2019	Cleburne, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2019	41,000,000
11/07/2019	Upper Trinity Regional Water Dist (Reg Treated Water Supply Sys)	Reg Treated Water Supply Sys Rev Bds Ser 2019	18,640,000
11/12/2019	Sabine River Auth (Gulf Coast Division)	W Supply Sys Rev Bds Taxable Ser 2019	22,865,000
03/15/2020	Lower Valley Water Dist (Utility System)	Util Sys Rev Bds Ser 2020	5,220,000
04/15/2020	Port Arthur, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2020B	56,310,000
05/01/2020	Edgewood, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Bds Ser 2020	1,540,000
06/01/2020	North Texas Municipal Water Dist (Regional Wastewater System)	Reg Wastewater Sys Rev Bds Ser 2020	458,920,000
06/01/2020	Terrell, City of (General Obligation Debt)	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2020A	6,000,000
07/15/2020	Surfside Beach, Village of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2020	1,800,000
07/15/2020	Westwood Shores MUD (General Obligation Debt)	U/L Tax Bds Ser 2020A	1,560,000
07/15/2020	Westwood Shores MUD (General Obligation Debt)	U/L Tax Bds Ser 2020B	1,400,000
08/15/2020	Rotan, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Series 2020A	235,000
08/15/2020	Rotan, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Ser 2020B	2,040,000
08/15/2020	Palo Pinto Co WC&ID # 1 (General Obligation Debt)	U/L Tax Util Sys Bds Ser 2020	295,000
09/01/2020	Roby, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Bds Ser 2020	250,000
09/29/2020	Aledo, City of (General Obligation Debt)	Tax & WW & SS Surplus Rev C/O Ser 2020	4,230,000
10/01/2020	Nassau Bay, City of (Waterworks & Sewer System)	W & SS Rev Bds Ser 2020	3,000,000
10/15/2020	Riverbend Water Resources District (Regional Water System Project)	Contract Rev Bds (Regional Water Sys Proj) Taxable Ser 2020A	10,800,000



Issue Date	Issuer	Issue Description	Par Amount
10/15/2020	Riverbend Water Resources District (Regional Water System Project)	Contract Rev Bds (Regional Water Sys Proj) Ser 2020B	7,200,000
11/01/2020	Athens, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2020A	1,080,000
11/01/2020	Guadalupe-Blanco River Auth (Carrizo Groundwater Supply)	Contract Rev Bds Ser 2020 (Low-Interest Financing) (Carrizo Groundwater Supply Proj)	34,900,000
11/01/2020	Justin, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2020	2,400,000
11/01/2020	Keller, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2020	4,060,000
11/01/2020	Upper Trinity Regional Water Dist	Reg Treated Water Supply Sys Rev Bds Ser 2020A	15,840,000
11/01/2020	Upper Trinity Regional Water Dist	Reg Treated Water Supply Sys Rev Bds Ser 2020B	15,000,000
11/15/2020	Gordon, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Ser 2020	100,000
01/15/2021	North Texas Municipal Water Dist	Reg Wastewater Sys Rev Bds Ser 2021	37,615,000
03/01/2021	South Newton Water Supply Corp (Waterworks & Sewer System)	WW & SS Taxable Rev Ref Bds Ser 2021	6,365,000
05/15/2021	Willow Park, City of (General Obligation Debt)	Comb Tax & WW & SS Surplus Rev C/O Ser 2021A	14,130,000
06/01/2021	Cameron Co DD # 5 (General Obligation Debt)	U/L Tax Bds Taxable Ser 2021	6,000,000
06/01/2021	Nueces River Auth (San Patricio County Drainage District)	Contract Rev Bds Ser 2021 (San Patricio Co Flood Control & Drainage Proj)	9,472,000
06/01/2021	Brady, City of (General Obligation Debt)	Comb Tax & Surplus WW & SS Rev C/O Ser 2021	1,905,000
06/01/2021	Seagraves, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2021	2,738,000
06/01/2021	Weslaco, City of (General Obligation Debt)	Tax & Rev C/O Ser 2021A	3,331,000
07/01/2021	Boyd, City of (General Obligation Debt)	C/O Ser 2021A	5,100,000
07/01/2021	Val Verde Co (General Obligation Debt)	Comb Tax & Subord Lien Rev C/O Ser 2021	210,000
08/01/2021	Terrell, City of (General Obligation Debt)	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Taxable Ser 2021C	1,535,000
08/01/2021	Terrell, City of (General Obligation Debt)	Comb Tax & WW & SS (Surplus Pledge) C/O Ser 2021B	10,045,000
08/01/2021	White Settlement, City of (General Obligation Debt)	Comb Tax & Rev C/O Ser 2021A	675,000
08/01/2021	Sugar Land, City of (General Obligation Debt)	GO Bds Ser 2021A	16,500,000
09/15/2021	Vernon, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2021	12,000,000
10/01/2021	Justin, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Bds Ser 2021	2,400,000
11/01/2021	Guadalupe-Blanco River Auth (Carrizo Groundwater Supply)	Contract Rev Bds Ser 2021 (Low-Interest Financing) (Carrizo Groundwater Supply Proj)	59,135,000
11/01/2021	McAllen, City of (Waterworks & Sewer System)	WW & SS Rev Bds Ser 2021	18,000,000
11/15/2021	Arp, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2021	1,602,000
11/15/2021	Cranfills Gap, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Bds Ser 2022	430,000
01/15/2022	Mexia, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022	833,000
02/01/2022	Riverbend Water Resources District (Regional Water System Project)	Contract Rev Bds (Regional Water Sys Proj) Taxable Ser 2022A	55,800,000
02/01/2022	Riverbend Water Resources District (Regional Water System Project)	Contract Rev Bds (Regional Water Sys Proj) Taxable Ser 2022B	37,200,000
02/10/2022	Palestine, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Taxable Ser 2022A	1,014,000
03/01/2022	Comanche, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022A	995,000
03/15/2022	Breckenridge, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022A	2,935,000
03/15/2022	Breckenridge, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022B	2,325,000
04/01/2022	El Paso, City of (Municipal Drainage Utility Sys)	Mun Dr Util Sys Rev Bds Ser 2022	9,490,000
04/01/2022	North Texas Municipal Water Dist (Buffalo Creek Wastewater Interceptor System)	Buffalo Creek Wastewater Interceptor Sys Contract Rev Bds Ser 2022	38,615,000
05/01/2022	Comanche, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022B	1,020,000
05/01/2022	Comanche, City of (General Obligation Debt)	Comb Tax & Surplus Rev C/O Ser 2022C	486,000
05/01/2022	Port O'Connor Improvement District (General Obligation Debt)	U/L Tax Bds Ser 2022	6,000,000
06/01/2022	Shenandoah, City of (General Obligation Debt)	Comb Tax & Rev C/O Ser 2022	6,500,000
06/15/2022	Mabank, City of (General Obligation Debt)	Comb Tax and Rev C/O Ser 2022	28,790,000
06/15/2022	Wellborn Special UD (Waterworks System)	W Sys Rev Bds Ser 2022	43,455,000
11/22/2022	Parker County SUD	Revenue Bds Ser 2022 DW	13,000,000
12/5/2022	Moran, City of	Principal Forgiveness CW	491,400
1/19/2023	Miles, City of	Principal Forgiveness DW	269,608



Issue Date	Issuer	Issue Description	Par Amount
3/14/2023	Mertzon, City of	C/O and Grant Funding	4,613,800
08/09/2023	Westbound WSC	Promissory Note, Taxable Ser 2023 (DW)	1,610,000
08/10/2023	Westbound WSC	Principal Forgiveness (DW)	3,756,157
01/09/2024	Mertzon	Principal Forgiveness (DW)	2,204,000
01/09/2024	Mertzon	Comb Tax & Surp COs, Taxable S24A (DW)	2,085,000
	145 issues		\$3,770,115,965

The City of Jacksonville, Texas

Appendix B

Sample Financial Advisory Contract without Fee Information

Appendix B



MUNICIPAL ADVISORY AGREEMENT

This Municipal Advisory Agreement (the “Agreement”) is made and entered into by and between _____ (the “Issuer”) and Hilltop Securities Inc. (“HilltopSecurities”), and is dated, and shall be effective as of, the date executed by the Issuer as set forth on the signature page hereof (the “Effective Date”).

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of municipal securities, including but not limited to the issuance and sale of evidences of indebtedness and application and funding of grants and or principal forgiveness financing amounts and forms which cannot presently be determined or debt obligations that may currently or in the future be authorized and issued or otherwise created or assumed by the Issuer, in amounts and forms which cannot presently be determined; and

WHEREAS, in connection with the authorization, sale, issuance and delivery of such municipal securities, and application and funding of grants and or principal forgiveness financing, as well as in connection with any matters relating to municipal financial products of the Issuer, the Issuer desires to retain a municipal advisor; and

WHEREAS, the Issuer desires to obtain the professional services of HilltopSecurities as a municipal advisor to advise the Issuer regarding the issuance of municipal securities and any municipal financial products, all as more fully described herein, during the period in which this Agreement shall be effective; and

WHEREAS, HilltopSecurities is willing to provide its professional services and its facilities as a municipal advisor in connection with the Issuer’s issuances of municipal securities and any municipal financial products, all as more fully described herein, during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and HilltopSecurities, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I SCOPE OF SERVICES

A. **Scope of Services and Discharge of Responsibilities.**

1. ***Scope of Services.***

(a) HilltopSecurities is engaged by the Issuer as its municipal advisor to provide the services set forth in **Appendix A** hereto (the “Municipal Advisory Services”). The Municipal Advisory Services, together with any services to be provided by HilltopSecurities as the Issuer’s independent registered municipal advisor (“IRMA”) pursuant to subparagraph B.1 of this Section I, are hereinafter collectively referred to as the “Scope of Services” hereunder. The Scope of Services to be provided by HilltopSecurities may be changed only as provided in paragraph D of this Section I.

(b) If the Issuer engages HilltopSecurities or any of its affiliates, in a capacity other than as municipal advisor, to provide additional services that are not municipal advisory activities (“Non-Municipal Advisor Services”), such engagement for Non-Municipal Advisor Services shall be evidenced by a separate agreement between the Issuer and such party. The parties hereto acknowledge that such Non-Municipal Advisor Services shall not be governed by this Agreement and are intended to consist of activities not requiring registration as a municipal advisor under the Securities Exchange Act.

(c) The Issuer shall provide written notice to HilltopSecurities of any other municipal advisor engaged by the Issuer, whether in regard to all or any portion of the Municipal Advisory Services or for any other aspects of the issuance of municipal securities or municipal financial products outside the scope of the Municipal Advisory Services, as described in clause (c) of subparagraph B.1 of this Section I.

2. ***Inquiries and Information in Connection with HilltopSecurities' Duties.*** If and to the extent provided in the Scope of Services, HilltopSecurities is called upon to make recommendations to the Issuer or to review recommendations made by others to the Issuer, and in connection therewith to determine whether such recommendations are suitable for the Issuer, in order to fulfill its duties with respect to such recommendations and any associated suitability determinations, HilltopSecurities is required under applicable regulations to make reasonable inquiries of the Issuer as to the relevant facts. Such facts include, at a minimum, information regarding the Issuer's financial situation and needs, objectives, tax status, risk tolerance, liquidity needs, experience with municipal securities transactions or municipal financial products generally or of the type and complexity being recommended, financial capacity to withstand changes in market conditions during the term of the municipal financial product or the period that municipal securities to be issued in the municipal securities transaction are reasonably expected to be outstanding, and any other material information known by HilltopSecurities about the Issuer and the municipal securities transaction or municipal financial product. In addition, HilltopSecurities is required under applicable regulations to use reasonable diligence to know the essential facts about the Issuer and the authority of each person acting on behalf of the Issuer so as to effectively service HilltopSecurities' municipal advisory relationship with the Issuer, to act in accordance with any special directions from the Issuer, to understand the authority of each person acting on behalf of the Issuer, and to comply with applicable laws, regulations and rules.

Accordingly, the Issuer hereby agrees to provide accurate and complete information reasonably designed to permit HilltopSecurities to fulfill its responsibilities in connection with any such recommendations and suitability determinations and to provide to HilltopSecurities reasonable access to relevant documents and personnel in connection with its required investigation to determine that any recommendations are not based on materially inaccurate or incomplete information. The Issuer acknowledges that HilltopSecurities may not be able to make requested recommendations or suitability determinations if it is not provided access to such information and that the Issuer shall be estopped from claiming a violation of HilltopSecurities' fiduciary duty to the Issuer in connection with a recommendation or suitability determination made by HilltopSecurities based on materially inaccurate or incomplete information provided by the Issuer.

3. ***Actions Independent of or Contrary to Advice.*** The parties hereto acknowledge that the Issuer shall not be required to act in accordance with any advice or recommendation provided by HilltopSecurities to the Issuer. Upon providing such advice or recommendation to the Issuer, together with the basis for such advice or recommendation, HilltopSecurities shall have discharged its duties with regard to such advice or recommendation and shall not be liable for any financial or other damages resulting from the Issuer's election not to act in accordance with such advice or recommendation. Furthermore, the Issuer shall be estopped from claiming a violation of HilltopSecurities' fiduciary duty to the Issuer as a result of its election not to act in accordance with any advice or recommendation by HilltopSecurities, including but not limited to any claim that HilltopSecurities should have taken steps, in addition to providing its advice or recommendation together with the basis therefor, to cause the Issuer to follow its advice or recommendation.

4. ***Preparation of Official Statement in Connection with Issuance of Municipal Securities.*** If and to the extent provided in the Scope of Services, HilltopSecurities is called upon to assist the Issuer

in the preparation of its official statement in connection with the issuance of municipal securities, the Issuer hereby agrees to provide accurate and complete information to HilltopSecurities reasonably designed to permit HilltopSecurities to fulfill its responsibility to have a reasonable basis for any information HilltopSecurities provides about the Issuer, its financial condition, its operational status and its municipal securities in connection with the preparation of the official statement. While HilltopSecurities may participate in the due diligence process in connection with the preparation of the official statement, if such participation is within the Scope of Services, HilltopSecurities shall not be obligated to undertake any inquiry or investigation in connection with such due diligence beyond any inquiries or investigations otherwise required by this Agreement. Furthermore, HilltopSecurities shall not be responsible for certifying the accuracy or completeness of the official statement, other than with respect to information about HilltopSecurities provided for inclusion in the official statement, if applicable. The Issuer agrees that HilltopSecurities may rely on any information provided to it by the Issuer for purposes of this paragraph.

5. ***Representations and Certifications.*** If and to the extent provided in the Scope of Services, HilltopSecurities is called upon to make representations and certifications with regard to certain aspects of matters pertaining to the Issuer, its municipal securities or municipal financial products arising as part of the Municipal Advisory Services to be provided pursuant to this Agreement, the Issuer hereby agrees to provide accurate and complete information to HilltopSecurities as may be reasonably necessary or otherwise helpful to HilltopSecurities in fulfilling its responsibility to have a reasonable basis for any representations, other than representations by HilltopSecurities regarding itself, made in a certificate signed by HilltopSecurities that may be relied upon by the Issuer, any other party involved in any matter arising as part of the Municipal Advisory Services, or investors in the Issuer's municipal securities. The Issuer agrees that HilltopSecurities may rely on any information provided to it by the Issuer for purposes of this paragraph.

B. Services as Independent Registered Municipal Advisor.

1. ***Designation as IRMA and Scope of Designation.***

(a) Subject to clause (b) of this subparagraph B.1, if the Issuer elects to designate HilltopSecurities, and HilltopSecurities agrees to represent the Issuer, as the Issuer's IRMA for purposes of Securities Exchange Commission ("SEC") Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption") with respect to the Municipal Advisory Services, HilltopSecurities will treat such role as IRMA as within the scope of Municipal Advisory Services. Any reference to HilltopSecurities, its personnel and its role as IRMA in the written representation of the Issuer contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by HilltopSecurities.

If there are any other aspects of the issuance of municipal securities or municipal financial products outside the scope of the Municipal Advisory Services with respect to which the Issuer seeks to have HilltopSecurities serve as its IRMA, such aspects, which are separate and distinct from Municipal Advisory Services for purposes of this Agreement, shall be included in Appendix A hereto and may be changed only as provided in paragraph D of this Section I. HilltopSecurities' duties as IRMA shall be strictly limited to the provision of advice to the Issuer with regard to third-party recommendations on any aspects of the issuance of municipal securities or municipal financial products outside the scope of the Municipal Advisory Services, subject to subparagraph B.3 of this Section I, and the provision of advice by HilltopSecurities to the Issuer with respect to such matters shall not result in a change in scope of the Municipal Advisory Services. By way of example, if HilltopSecurities serves as municipal advisor for an issuance of municipal securities within the scope of Municipal Advisory Services, but is asked to review a recommendation made by a third party with respect to a different issuance of municipal securities not within

the scope of Municipal Advisory Services, any advice with respect to such review would not, by itself, cause such other issuance to come within the scope of Municipal Advisory Services, and HilltopSecurities would not be obligated to undertake any of the services set forth in Appendix A with regard to such issuance unless the scope of Municipal Advisory Services hereunder is amended to include such issuance.

(b) If the Issuer elects not to designate HilltopSecurities to serve as an IRMA for purposes of the IRMA exemption with respect to the Municipal Advisory Services, or if the Issuer elects to designate HilltopSecurities to serve as IRMA for less than the full range of Municipal Advisory Services, such election shall be set forth in Appendix A.

(c) The Issuer shall provide written notice to HilltopSecurities of any other municipal advisor engaged by the Issuer, whether such other municipal advisor has been designated as an IRMA, and such notice shall include the scope of services of such municipal advisor. If the Issuer has engaged, or has caused HilltopSecurities to engage through subcontract, any other party to serve as municipal advisor to the Issuer with regard to all or any portion of the Municipal Advisory Services (“Joint Municipal Advisory Services”), whether engaged jointly with or separately from HilltopSecurities (a “Co-Municipal Advisor”), the Issuer agrees that such Co-Municipal Advisor shall not be entitled to treat HilltopSecurities as an IRMA with respect to the Joint Municipal Advisory Services. Notwithstanding the preceding sentence, the Issuer may seek to have HilltopSecurities provide advice on any recommendation made by a Co-Municipal Advisor with regard to matters within the scope of Joint Municipal Advisory Services on the same terms as set forth in subparagraph B.3 of this Section I, provided that any such advice provided by HilltopSecurities shall not serve to eliminate or reduce such Co-Municipal Advisor’s fiduciary or other duties as municipal advisor to the Issuer.

2. ***HilltopSecurities Not Responsible for Independence from Third Parties.*** Notwithstanding HilltopSecurities’ status as an IRMA, HilltopSecurities shall not be responsible for ensuring that it is independent, within the meaning of the IRMA exemption as interpreted by the SEC, from another party wishing to rely on the exemption from the definition of municipal advisor afforded under the IRMA exemption or for otherwise ensuring that any such party not be treated as a municipal advisor for purposes of Section 15B of the Securities Exchange Act or any SEC or Municipal Securities Rulemaking Board (“MSRB”) rule thereunder. The Issuer expressly acknowledges that it is the responsibility of such other party to make its own determination of independence and that such other party shall not be entitled to cause HilltopSecurities to make any personnel changes to allow such party to qualify for the IRMA exemption.

3. ***Recommendations Provided by Third Parties Relying on IRMA Exemption.*** The Issuer agrees that, to the extent the Issuer seeks to have HilltopSecurities provide advice with regard to any recommendation made by a third party relying on the IRMA exemption, the Issuer shall provide to HilltopSecurities written direction to provide advice with regard to such third party recommendation as well as any information it has received from such third party. In connection therewith, HilltopSecurities shall be authorized to communicate with such third party as necessary or appropriate in order for HilltopSecurities to have the information it needs to provide informed advice to the Issuer with regard to such recommendation. HilltopSecurities shall provide to the Issuer recommendations it receives directly from any third party but shall not be required to provide advice to the Issuer with regard to any such recommendation unless the Issuer has provided to HilltopSecurities the written direction as described above in this subparagraph B.3.

Except as may be otherwise expressly provided in writing by HilltopSecurities, no recommendation by a third-party (including but not limited to a Co-Municipal Advisor) shall be deemed to be a

recommendation by HilltopSecurities, and the failure by HilltopSecurities to specifically address any aspect of a third-party recommendation shall not be viewed as HilltopSecurities having implicitly accepted or approved such aspect of the recommendation or otherwise having adopted the recommendation or any aspect thereof as its own recommendation. Furthermore, the Issuer agrees that, to the extent the Issuer does not seek to have HilltopSecurities provide advice with regard to any recommendation made by a third party relying on the IRMA exemption, HilltopSecurities shall not be required to provide any advice with regard to such recommendation notwithstanding any information it may have received from such third party. HilltopSecurities may rely on the absence of the Issuer's written direction to provide advice with regard to a third party recommendation as indicative that the Issuer does not seek to have HilltopSecurities provide such advice.

C. Limitations on Scope of Engagement.

1. ***Express Limitations.*** The Scope of Services with respect to HilltopSecurities' engagement as municipal advisor shall be solely as provided in paragraphs A and B of this Section I and Appendix A of this Agreement, subject to the express limitations set forth in this paragraph C. The failure of the parties hereto to set out any particular service or responsibility, or any particular type or aspect of the issuance of municipal securities or municipal financial products, within the express limitations in this paragraph C shall not, by its omission, cause such service, responsibility or product to be within the scope of this engagement if not contemplated by the mutual agreement of the parties hereto or if not reasonably viewed as encompassed by the description of the Municipal Advisory Services set forth in this Agreement.

2. ***Limitation as to Matters Within Then-Current Scope of Engagement.*** It is expressly understood that HilltopSecurities serves as municipal advisor to the Issuer only with respect to the matters, and with respect to specific aspects of matters, within the then-current Scope of Services. The Issuer acknowledges that HilltopSecurities is not a municipal advisor to the Issuer with respect to matters expressly excluded from such Scope of Services as set forth in this paragraph C or matters otherwise not within the Scope of Services as set forth in paragraphs A and B of this Section I and Appendix A hereto. Without limiting the generality of the preceding sentence, the parties hereto agree that HilltopSecurities' service as municipal advisor for one issuance of municipal securities would not result in HilltopSecurities being a municipal advisor to the Issuer for any other issuances of municipal securities if such other issuances are not within the Scope of Services. It is expressly understood that HilltopSecurities shall be municipal advisor with respect to a particular issuance of municipal securities or a particular municipal financial product beginning on the earlier of (a) the date on which HilltopSecurities is assigned to serve or is otherwise put on notice by the Issuer that it will serve as municipal advisor for such particular matter or (b) the date on which HilltopSecurities first provides advice to the Issuer with respect to such particular matter, and it is further understood that HilltopSecurities shall not be deemed to be a municipal advisor to the Issuer with respect to any such particular matter prior to such date merely due to the fact that the matter falls within the general description of the Scope of Services.

3. ***Transactions and Services Outside Scope of Engagement.*** To the extent that the Issuer engages in any transaction with HilltopSecurities, or any affiliate of HilltopSecurities, as principal relating to municipal securities (including but not limited to as underwriter for the issuance of municipal securities) or municipal financial products that are not within the Scope of Services and with respect to which HilltopSecurities does not in fact provide advice other than as permitted within the exceptions and exclusions of SEC Rule 15Ba1-1, the Issuer agrees that it would not view HilltopSecurities as serving as its municipal advisor with respect to such transaction or any related issuance of municipal securities or municipal financial product. In addition, as noted in clause (b) of subparagraph A.1 of this Section I, the Issuer understands that Non-Municipal Advisor Services are outside the scope of this engagement.

4. ***Issuer Consent to Limitation in Scope.*** The Issuer expressly consents to the limitations in scope of the engagement as described in this paragraph C.

D. Change in Scope of Services. The scope of services to be provided by HilltopSecurities, whether within or outside of the scope of the Municipal Advisory Services, may be changed only by written amendment to Appendix A, and the parties hereto agree to amend such appendix promptly to reflect any material changes or additions to the scope of such services, as applicable. Furthermore, the parties hereto agree to amend paragraph C of this Section I to reflect any material changes or additions to the limitations on the overall Scope of Services.

The parties hereto agree that if, on an infrequent or inadvertent basis, HilltopSecurities takes any actions for or on behalf of the Issuer that constitute municipal advisory activities within the meaning of MSRB Rule G-42(f)(iv) but which are not within the Scope of Services under this Agreement, such actions shall not, by themselves, serve to change the Scope of Services under this Agreement without a written amendment as provided in this paragraph. Furthermore, to the extent that any such activities not within the Scope of Services under this Agreement consists of inadvertent advice provided with respect to the issuance of municipal securities or municipal financial products that are not within the Scope of Services under this Agreement, HilltopSecurities may take such action, if any, as it deems appropriate pursuant to Supplementary Material .07 of MSRB Rule G-42 with respect to such inadvertent advice, to maintain the Scope of Services under this Agreement consistent with the intent of the parties hereto.

Amendments to Appendix A may be effected by replacement of the prior version of the appendix with a new version or by the addition of an addendum to such appendix, provided that any such amended appendix shall be dated as of its effective date and shall cause Appendix A, taken together with the provisions of this Section I, to clearly set forth the then-current scope of HilltopSecurities' engagement hereunder and any limitations to such scope.

E. Non-Municipal Advisory Activities Related to Scope of Services. The Scope of Services under this Agreement is intended to encompass activities subject to the provisions of Securities Exchange Act Section 15B and the rules of the SEC and MSRB thereunder relating to municipal advisory activities. However, the Issuer and HilltopSecurities acknowledge that in some cases the range of activities necessary or appropriate to provide the intended services hereunder in a fair, effective and efficient manner for the benefit of the Issuer may involve a combination of actions that consist of municipal advisory activities and actions that may not qualify as municipal advisory activities. Unless otherwise prohibited by Securities Exchange Act Section 15B or any rule of the SEC or MSRB thereunder, the fact that HilltopSecurities serves as municipal advisor to the Issuer in connection with a particular matter shall not prohibit HilltopSecurities from undertaking such necessary or appropriate non-municipal advisory activities in connection therewith, and the fact that HilltopSecurities undertakes such non-municipal advisory activities within the Scope of Services under this Agreement would not, by itself, cause such activities to become municipal advisory activities for purposes Securities Exchange Act Section 15B or any rule of the SEC or MSRB thereunder.

SECTION II TERM AND TERMINATION

A. Term of this Engagement. The term of this Agreement begins on the Effective Date and ends, unless terminated pursuant to paragraph B of this Section II, on the last day of the month in which the fifth anniversary date of the Effective Date shall occur (the "Original Termination Date"). Unless

HilltopSecurities or the Issuer shall notify the other party in writing at least thirty (30) days in advance of the Original Termination Date that this Agreement will not be renewed, this Agreement will be automatically renewed on the Original Termination Date for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date of the Original Termination Date for successive one (1) year periods unless HilltopSecurities or the Issuer shall notify the other party in writing at least thirty (30) days in advance of such successive anniversary date.

B. Termination of this Engagement. This Agreement may be terminated with or without cause by the Issuer or HilltopSecurities upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due HilltopSecurities for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

SECTION III COMPENSATION, EXPENSES, LIABILITY AND OTHER FINANCIAL MATTERS

A. Compensation. The fees due to HilltopSecurities for the Municipal Advisory Services and any other services set forth in Appendix A hereto shall be as provided in Appendix B hereto. The Issuer has agreed to the compensation arrangements set forth in Appendix B and believes that they are reasonable and not excessive. If at any time the Issuer becomes concerned that, notwithstanding its initial belief that the compensation arrangements set forth in this Agreement are reasonable, the actual amount of compensation to be paid in accordance with such arrangements for any particular matter during the course of this engagement may potentially become excessive, the Issuer shall immediately notify HilltopSecurities in writing of its concern in that regard.

B. Expenses. HilltopSecurities shall be entitled to reimbursement of expenses incurred in connection with any services provided hereunder as set forth in Appendix B.

C. Third-Party Payments. The Issuer agrees that any request it makes to HilltopSecurities to make payments to any third party on its behalf (other than with any underwriter), whether pursuant to a fee-splitting arrangement or otherwise, shall be in writing and shall set forth the name of the recipient, the amount of payment, and a brief statement of the purpose of such payment. The Issuer agrees that the counter signature by HilltopSecurities of any such written request shall be satisfactory disclosure of such third-party payment or fee-splitting arrangement for purposes of MSRB Rule G-42(e)(i)(D) and shall, in the case of any such arrangements made after the Effective Date, serve as satisfactory written disclosure of any conflict of interest arising from such third-party payment or fee-splitting arrangement for purposes of MSRB Rule G-42(b)(i)(D) and (c)(ii).

D. No Custody of Issuer Funds. This engagement does not contemplate that HilltopSecurities receive deposit of or maintain custody of the Issuer's funds unless otherwise provided in Appendix A hereto.

E. Limitation on Liability. In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of HilltopSecurities or any of its associated persons, HilltopSecurities and its associated persons shall have no liability to the Issuer for any act or omission in the course of, or connected with, rendering services hereunder or for any error of judgment,

mistake of law, or any loss arising out of any issuance of municipal securities, any municipal financial product or any other investment.

SECTION IV REQUIRED DISCLOSURES

A. Disclosure of Conflicts of Interest and Information Regarding Legal or Disciplinary Events. The Issuer hereby acknowledges receipt of, and has read and understands the content of, the Municipal Advisor Disclosure Statement, attached hereto as **Appendix C**, current as of the date of this Agreement, setting forth disclosures by HilltopSecurities of material conflicts of interest (the “Conflict Disclosures”), if any, and of any legal or disciplinary events required to be disclosed pursuant to MSRB Rule G-42(b) and (c)(ii). The Conflict Disclosures also describe how HilltopSecurities addresses or intends to manage or mitigate any disclosed conflicts of interest, as well as the specific type of information regarding, and the date of the last material change, if any, to the legal and disciplinary events required to be disclosed on Forms MA and MA-I filed by HilltopSecurities with the SEC.

B. Waiver of Disclosed Conflicts of Interest. By executing this Agreement, the Issuer hereby waives any conflicts of interest disclosed by HilltopSecurities in the Conflict Disclosures as of the date of this Agreement.

C. Consent to Electronic Delivery of Disclosures. By executing this Agreement, the Issuer consents, for the full term of this Agreement, to the electronic delivery of the Conflict Disclosures at no cost to the Issuer, in lieu of delivery of hard copy. The Conflict Disclosures may be delivered by email to the Issuer at _____, or at such other email address as the Issuer may hereafter provide in writing to HilltopSecurities.

SECTION V MISCELLANEOUS

A. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

B. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and HilltopSecurities, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

C. Entire Agreement. This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto, subject to the provisions of paragraph D of Section I hereof.

Signature page follows

HILLTOP SECURITIES INC.

By: _____
John L. Martin, Jr.
Senior Managing Director

[ISSUER]

By: _____

Name _____

Title: _____

Date: _____

APPENDIX A MUNICIPAL ADVISORY SERVICES

This Appendix A sets out the scope of the Municipal Advisory Services to be performed by HilltopSecurities pursuant to the Agreement, subject to the limitations in scope set out in paragraph C of Section I of the Agreement, and with the understanding that:

(a) Individual actions taken within this scope shall be consistent with any request or direction provided by an authorized representative of the Issuer or as HilltopSecurities determines to be necessary or appropriate in furtherance of any matter for which it serves as municipal advisor. However, not all listed activities will be appropriate, necessary or applicable to any particular matter subject to this Agreement.

(b) For purposes of this Agreement, an issuance of municipal securities (an “issuance”) shall encompass any and all stages in the life of an issuance, from the pre-issuance planning stage to the repayment stage.

I. New Issuances of Municipal Securities. At the direction of or upon the request of the Issuer, HilltopSecurities shall provide advice to the Issuer on any new issuances, including reofferings of outstanding issuances that are treated for purposes of the federal securities laws and/or federal tax laws as new issuances, throughout the term of this Agreement. The activities to be performed by HilltopSecurities may include, depending on the specific circumstances of an issuance and any request or direction of the Issuer, one or more of the following:

Planning for New Issuance

1. ***Survey and Analysis.*** Surveying the financial resources of the Issuer in connection with its capacity to authorize, issue and service the contemplated issuance. This survey would be expected to include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, would include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the contemplated issuance, the survey would be expected to take into account any outstanding indebtedness payable from such revenues, additional revenues to be available from any proposed rate increases, and additional revenues resulting from improvements to be financed by the contemplated issuance, as projected by consulting engineers engaged by the Issuer.

2. ***Future Financings.*** In connection with the contemplated issuance, considering and analyzing future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, engaged by the Issuer.

3. ***Recommendations.*** Making recommendations to the Issuer on the contemplated issuance, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options for prepayment, security provisions, and such other provisions as may be appropriate.

4. ***Market Information.*** Advising the Issuer of HilltopSecurities' view of current bond market conditions, other related forthcoming bond issues and general information (including

applicable economic data) which might normally be expected to influence interest rates or bidding conditions relevant to setting an appropriate date and time for the sale of the issuance.

5. ***Elections.*** In the event it is necessary to hold an election to authorize the contemplated issuance, assisting in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the transmission of such data to the Issuer's bond counsel.

6. ***Grant Funding.*** Assist the Issuer with application for and arrangements for receipt of grant funding. HilltopSecurities agrees to perform the following duties normally performed by financial advisors and all other duties as, in our judgment, may be necessary or advisable: attend pre-application meetings and other meetings related to the project and preparing the application for financial assistance, assist in preparing the application for financial assistance, conduct a survey of financial resources, calculate total debt, calculate debt service reserve fund, review rate covenants, prepare proforma, provide advice on terms and conditions, work with counsel, arrange for rate studies (if necessary), coordinate closings, provide advice on market conditions, continuing disclosure services, review the impact on parity bonds and provide general services under Sections I and II if necessary.

7. ***Loan or Principal Forgiveness Financing.*** Assist the Issuer with application for and arrangement for receipt of principal forgiveness financing. HilltopSecurities agrees to perform the following duties normally performed by financial advisors and all other duties as, in our judgment, may be necessary or advisable: attend pre-application meetings and other meetings related to the project and preparing the application for financial assistance, assist in preparing the application for financial assistance, conduct a survey of financial resources, calculate total debt, calculate debt service reserve fund, review rate covenants, prepare proforma, provide advice on terms and conditions, work with counsel, arrange for rate studies (if necessary), coordinate closings, provide advice on market conditions, continuing disclosure services, review the impact on parity bonds and provide general services under Sections I and II if necessary.

Debt Management and Financial Implementation for New Issuance

8. ***Method of Sale.*** Evaluating the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

- a. If the issuance is to be sold by a competitive sale:
 - (1) Supervising the sale of the municipal securities;
 - (2) Disseminating information to prospective bidders, organizing such informational meetings as may be necessary, and facilitating prospective bidders' efforts in making timely submission of proper bids;
 - (3) Assisting the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids;

- (4) Advising the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids; and
 - (5) Obtaining CUSIP numbers on behalf of the Issuer.
- b. If the issuance is to be sold by negotiated sale:
- (1) Recommending for the Issuer's final approval and acceptance one or more investment banking firms, as sole underwriter or as managers of an underwriting syndicate, for the purpose of negotiating the purchase of the municipal securities;
 - (2) Cooperating with and assisting any selected sole or managing underwriter and its counsel, as well as any disclosure counsel retained by the Issuer, in connection with the preparation of any preliminary or final official statement or offering memorandum. HilltopSecurities will cooperate with and assist the underwriters in the preparation of a bond purchase contract, an underwriters' agreement and other related documents;
 - (3) Assisting the staff of the Issuer in the safekeeping of any good faith checks and providing a cost comparison to the then-current market of expenses, interest rates and prices which are proposed by the underwriters;
 - (4) Advising the Issuer on the fairness of the price offered by the underwriters;
 - (5) Advising the Issuer in connection with any terms and conditions it may wish to establish with respect to order priorities and other similar matters relating to the underwriting of the new issuance;
 - (6) If the new issuance will have a retail order period, advising the Issuer on retail eligibility criteria and other features of the retail order period and reviewing information provided by the underwriters to the Issuer in connection with retail orders received; and
 - (7) At the request of the Issuer, reviewing required disclosures by underwriters to the Issuer relating to their role as underwriter, conflicts of interests, material terms and risks of the issuance, and any other matters, and providing any appropriate advice to the Issuer in connection with such disclosures.
9. ***Offering Documents for Competitive Offerings.*** Coordinating the preparation of the notice of sale and bidding instructions, preliminary official statement (including cooperating with and assisting any disclosure counsel retained by the Issuer), official bid form and such other documents as may be required and submitting all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, HilltopSecurities shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute sets of the same to prospective bidders for the municipal securities. HilltopSecurities also shall provide copies of the final official statement to the winning bidder purchasing the municipal securities in the MSRB-designated electronic format and in accordance with the notice of sale and bidding instructions promptly after the Issuer approves the final official statement for distribution.
10. ***Credit Ratings.*** Making recommendations to the Issuer on the advisability of obtaining one or more credit ratings for the issuance and, when directed by the Issuer, coordinating the

preparation of such information as may be appropriate for submission to any rating agency. In those cases where the advisability of personal presentation of information to a rating agency may be indicated, HilltopSecurities will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be approved or directed by the Issuer.

11. ***Trustee, Paying Agent, Registrar, Professionals and Other Transaction Participants.*** Upon request, providing advice to the Issuer in the selection of a trustee and/or paying agent/registrar, legal, accounting or other professionals, and other transaction participants relating to any issuance, and assisting in the negotiation of agreements pertinent to these services and the fees incident thereto.

12. ***Financial Publications.*** When appropriate, advising financial publications of the forthcoming sale of the municipal securities and providing them with all pertinent information.

13. ***Consultants.*** After consulting with and receiving directions from the Issuer, arranging for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the issuance.

14. ***Auditors.*** In the event formal verification by an independent auditor of any calculations incident to the issuance is required, making arrangements for such services.

15. ***Issuer Meetings.*** Attending meetings of the governing body of the Issuer, its staff, representatives or committees as requested when HilltopSecurities may be of assistance or service and matters within the scope of this engagement are to be discussed.

16. ***Printing.*** To the extent authorized by the Issuer, coordinating all work incident to printing or final production, physical or electronic, of the offering documents.

17. ***Bond Counsel.*** Maintaining liaison with bond counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the municipal securities.

18. ***Delivery of the Municipal Securities.*** As soon as a bid for the purchase of a competitive issuance is accepted by the Issuer or the bond purchase contract for a negotiated issuance is signed by the Issuer, coordinating the efforts of all concerned to the end that the municipal securities may be delivered and paid for as expeditiously as possible and assisting the Issuer in the preparation or verification of final closing figures incident to the delivery of the municipal securities.

19. ***Debt Service Schedule; Authorizing Resolution.*** After the closing of the sale and delivery of the issuance, delivering to the Issuer a schedule of annual debt service requirements for the issuance and, in coordination with bond counsel, assuring that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

20. ***Continuing Disclosure.*** Providing advice to the Issuer with regard to its continuing disclosure undertakings for its new issuances and its selection of a dissemination agent under its continuing disclosure undertakings; provided that, upon the mutual agreement of the Issuer and HilltopSecurities, HilltopSecurities may serve as dissemination agent under one or more of the Issuer's continuing disclosure undertakings upon such terms as the parties shall agree, with such service as dissemination agent being expressly excluded from the scope of this Agreement.

II. Baseline Advice on Outstanding Issuances of Municipal Securities. HilltopSecurities shall provide baseline on-going advice to the Issuer on any outstanding issuances throughout the term of this Agreement, which may include, depending on the specific circumstances of such issuance and any request or direction of the Issuer:

1. ***Exercising Calls.*** Providing advice and assistance to the Issuer with regard to exercising any calls of outstanding municipal securities unrelated to a refunding of such securities.
2. ***Refundings and Tender Offers.*** Providing advice to the Issuer with regard to opportunities for refundings of outstanding issuances or to make tender offers for outstanding issuances, whether by means of a new issuance, bank loans, or other funds of the Issuer, but not including serving as advisor in connection with the specific transaction through which such refunding or tender offer is effected. Transaction-based advice in connection with a specific new issuance of bonds to effectuate any such refunding or tender offer would be provided within the scope of Municipal Advisory Services for new issuances described in Section I above. Transaction-based advice in connection with a specific bank loan or other transaction to effectuate any such refunding or tender offer, other than by means of a new issuance of bonds would be provided pursuant to a separate agreement as described in Section IV below.
3. ***Continuing Disclosure.*** Providing advice to the Issuer with regard to continuing disclosure undertakings for outstanding issuances; processes, policies and procedures to comply with continuing disclosure undertakings; and coordination of continuing disclosure obligations arising from different continuing disclosure undertakings for its various issuances. However, the preparation of continuing disclosure documents, other than in the capacity of dissemination agent under a continuing disclosure undertaking, would be provided within the scope of other services described in Section V. below.

III. Particularized Services on Outstanding Issuances of Municipal Securities. HilltopSecurities may provide to the Issuer certain additional advisory or related services in connection with particular outstanding issuances or matters affecting multiple outstanding issuances throughout the term of this Agreement, which may include, depending on the specific circumstances of such issuance and any request or direction of the Issuer:

1. ***Other Post-Sale Services.*** Reviewing the transaction features and documentation of outstanding issuances with legal counsel for the Issuer, bond counsel, auditors and other experts and consultants retained by the Issuer and assisting in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters, or other services related to one or more outstanding issuances as may be agreed to by the Issuer and HilltopSecurities.
2. ***Brokerage of Municipal Escrow Investments.*** At the request of the Issuer, brokering the purchase of municipal escrow investments in connection with a refunding of an outstanding issuance, together with any recommendations by HilltopSecurities (but not by Hilltop Securities Asset Management, LLC as an investment adviser) with respect to such brokerage.

IV. Services as Independent Registered Municipal Advisor (“IRMA”). At the written request of the Issuer, HilltopSecurities shall, as the Issuer’s IRMA, review and provide advice to the Issuer in connection with any recommendations, proposals, ideas or matters suggested or otherwise communicated by a third party to the Issuer with respect to the same aspects of the issuance of municipal securities or municipal financial products that are within the scope of Municipal Advisory Services. There are no aspects

of the issuance of municipal securities or municipal financial products that are outside the scope of Municipal Advisory Services set forth in this Appendix.

V. **Other Services Relating to Municipal Securities.** HilltopSecurities agrees to make available to the Issuer other services relating to municipal securities, when so requested by the Issuer and subject to the agreement by Issuer and HilltopSecurities regarding the specific requirements with respect to such services, which requirements shall be made part of the scope of Municipal Advisory Services and included in this Appendix as an amendment or addendum, which services may include, without limitation:

1. ***Capital Improvement Programs.*** Providing advice and assistance in the development of any capital improvement programs of the Issuer.
2. ***Long-Range Planning.*** Providing advice and assistance in the development of other long-range financing plans of the Issuer.
3. ***Refundings and Tender Offers.*** Providing advice and assistance in executing a refunding or tender offer of an outstanding issuance other than by means of refunding bonds, such as by means of a bank loan or other funds of the Issuer.
4. ***Continuing Disclosure Documents.*** Preparing and providing advice with regard to the content of continuing disclosure documents in compliance with the Issuer's continuing disclosure undertakings for its outstanding issuances, other than in the capacity of dissemination agent under a continuing disclosure undertaking.

* * * * *

As provided in paragraph D of Section I of the Agreement, amendments to this Appendix A may be effected by replacement of this Appendix A with a new version hereof or by the addition of an addendum to this Appendix A, and this Appendix A, as it may have been amended, shall be dated and effective as of the most recent of the date set forth in any such amendment or the date set forth in any addendum to this Appendix A.

APPENDIX B FORM AND BASIS OF COMPENSATION

This Appendix B sets out the form and basis of compensation to HilltopSecurities for the Municipal Advisory Services provided under this Agreement as set forth in Appendix A; provided that the compensation arrangements set forth in this Appendix B shall also apply to any additional services hereafter added to the scope of the Municipal Advisory Services, unless otherwise provided in the amendment to the Agreement relating to such change in scope of Municipal Advisory Services as provided in paragraph D of Section I of the Agreement.

I. New Issuances of Municipal Securities. The fees due HilltopSecurities in connection with the Municipal Advisory Services set forth in Section I of Appendix A hereto for each new issuance of municipal securities, will not exceed those contained in our fee schedule as listed below:

\$XX,XXX	Base Fee	
plus \$X.XX per \$1,000	for the first	\$5,000,000 of securities issued/amount of proceeds
plus \$X.XX per \$1,000	for the next	\$5,000,000 of securities issued/amount of proceeds
plus \$X.XX per \$1,000	for the next	\$40,000,000 of securities issued/amount of proceeds
plus \$X.XX per \$1,000	thereafter	

The above charges shall be based on the greater of the municipal securities issued or the amount of proceeds generated.

The above charges shall be multiplied by 1.25 for an issuance of municipal securities for which HilltopSecurities participates in the completion of an application to a federal or state government agency or for the issuance of revenue bonds, refunding bonds or variable rate bonds, reflecting the additional services required.

The fees for Grant Funding and or Principal Forgiveness Financing due HilltopSecurities, separate from fees due to HilltopSecurities for delivery of bonds or other indebtedness, will be based on a flat fee, as listed below, for the portion of the grant funding or principal amount to be forgiven.

Pertaining to receiving total or combined funding, including any portions to be funded through delivery of bonds or loan agreement, in the approximate amounts up to \$XXX,XXX,XXX through the Texas Water Development Board Principal Forgiveness Programs, HilltopSecurities will charge a flat fee for either the Grant Funding and or Principal Forgiveness Financing portions, not to exceed \$XX,XXX.

The payment of charges as set forth in this Section I for new issuances shall be contingent upon the delivery of the new issuance and shall be due at the time that the municipal securities and/or principal forgiveness funds are delivered.

II. Baseline Advice on Outstanding Issuances of Municipal Securities. There shall be no additional fees due HilltopSecurities in connection with the Municipal Advisory Services set forth in Section II of Appendix A hereto, with the understanding that such services are integral to HilltopSecurities' engagement as municipal advisor to the Issuer and HilltopSecurities shall be compensated for such services through and as part of the fees paid for the other services provided by HilltopSecurities hereunder.

III. Particularized Services on Outstanding Issuances of Municipal Securities. In connection with Other Post-Sale Services described in Section III of Appendix A hereto, HilltopSecurities shall provide those services at no additional cost.

In connection with the brokerage of municipal escrow investments described in Section III of Appendix A hereto, HilltopSecurities shall charge a commission that is normal and customary for investments of that type under then-current market conditions and shall disclose such commission to the Issuer so that the Issuer may consider the information in making its investment decision.

IV. Third-Party Recommendations, Proposals, Ideas or Other Matters as IRMA. In connection with its review of and advice on third-party recommendations to Issuers as an IRMA as described in Section IV of Appendix A hereto, HilltopSecurities shall provide those services at no additional cost.

V. Other Services Relating to Municipal Securities. In connection with any services described in Section V of Appendix A hereto requested by the Issuer and agreed to by HilltopSecurities, the fees due with respect to any such services shall be as agreed to by the parties hereto, which terms shall be made part of the compensation provided under this Agreement and shall be included in this Appendix as an amendment or addendum hereto.

VI. Expenses. The Issuer shall be responsible for the following expenses in connection with the Municipal Advisory Services (including any additional services hereafter added to the scope of the Municipal Advisory Services), if and when applicable, whether they are charged to the Issuer directly as expenses or charged to the Issuer by HilltopSecurities as reimbursable expenses: bond counsel fees and expenses, bond printing costs, bond ratings fees and expenses, computer structuring costs, credit enhancement fees and expenses, accountant fees for verifications and related activities in connection with refundings, official statement preparation and printing, paying agent/registrar/trustee fees and expenses, travel expenses, underwriter and underwriter's counsel fees and expenses, and other miscellaneous expenses incurred by HilltopSecurities in the furtherance of any matter for which it serves as municipal advisor, including copy, delivery, phone and other charges normally incurred in connection with engagements of this type.

The Issuer agrees that any expense that it requests that HilltopSecurities pay to any third party on the Issuer's behalf shall be made in writing and shall be in accordance with paragraph C of Section III of the Agreement.

The payment of reimbursable expenses that HilltopSecurities has assumed on behalf of the Issuer shall NOT be contingent upon the delivery of a new issuance of municipal securities or the completion of any other transactions for which such expenses have been assumed and shall be due at the time that services are rendered and payable upon receipt of an invoice therefor submitted by HilltopSecurities, unless otherwise provided for in any amendment or addendum hereto in connection with the compensation arrangements for any services provided under the Agreement for which such amendment or addendum is required.

APPENDIX C MUNICIPAL ADVISOR DISCLOSURE STATEMENT

This disclosure statement (“Conflict Disclosures”) is provided by **Hilltop Securities Inc.** (“the Firm”) to you (the “Client”) in connection with our current municipal advisory agreement, (“the Agreement”). These Conflict Disclosures provide information regarding conflicts of interest and legal or disciplinary events of the Firm that are required to be disclosed to the Client pursuant to MSRB Rule G-42(b) and (c)(ii).

PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

Material Conflicts of Interest – The Firm makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under the Agreement with the Firm, together with explanations of how the Firm addresses or intends to manage or mitigate each conflict.

General Mitigations – As general mitigations of the Firm’s conflicts, with respect to all of the conflicts disclosed below, the Firm mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates the Firm to deal honestly and with the utmost good faith with Client and to act in Client’s best interests without regard to the Firm’s financial or other interests. In addition, because the Firm is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of the Firm is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty. Furthermore, the Firm’s municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of the Firm potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

I. Affiliate Conflict. The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm’s advisory activities within the Scope of Services outlined in the Agreement. Hilltop Securities Asset Management (HSAM), a SEC-registered affiliate of the Firm, provides post issuance services including arbitrage rebate and treasury management. The Firm’s arbitrage team verifies rebate and yield restrictions on the investments of bond proceeds on behalf of clients in order to meet IRS restrictions. The treasury management division performs portfolio management/advisor services on behalf of public sector clients. The Firm, through affiliate Hilltop Securities Asset Management (HSAM), provides a multi-employer trust tailor-made for public entities which allows them to prefund Other Post-Employment Benefit liabilities. The Firm has a structured products desk that provides advice to help clients mitigate risk through investment management, debt management and commodity price risk management products. These products consist of but are not limited to swaps (interest rate, currency, commodity), options, repos, escrow structuring and other securities. Continuing Disclosure services provided by the Firm work with issuers to assist them in meeting disclosure requirements set forth in SEC rule 15c2-12. Services include but are not limited to ongoing maintenance of issuer compliance, automatic tracking of issuer’s annual filings and public notification of material events. The Firm administers government investment pools. These programs offer governmental entities

investment options for their cash management programs based on the entities specific needs. The Firm and the aforementioned affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

II. PlainsCapital Bank Affiliate Conflict. The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm's advisory activities within the Scope of Services outlined in the Agreement. Affiliate, PlainsCapital Bank, provides banking services to municipalities including loans and custody. The Firm and the aforementioned affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

III. Other Municipal Advisor or Underwriting Relationships. The Firm serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. For example, the Firm serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, the Firm could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of the Firm to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that the Firm serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair the Firm's ability to fulfill its regulatory duties to Client.

IV. Secondary Market Transactions in Client's Securities. The Firm, in connection with its sales and trading activities, may take a principal position in securities, including securities of Client, and therefore the Firm could have interests in conflict with those of Client with respect to the value of Client's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, the Firm or its affiliates may submit orders for and acquire Client's securities issued in an Issue under the Agreement from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with Client in that it could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing of Client's bond in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by the Firm to Client under this Agreement.

V. Broker-Dealer and Investment Advisory Business. The Firm is dually registered as a broker-dealer and an investment advisor that engages in a broad range of securities-related activities to service its clients, in addition to serving as a municipal advisor or underwriter. Such securities-related activities, which

may include but are not limited to the buying and selling of new issue and outstanding securities and investment advice in connection with such securities, including securities of Client, may be undertaken on behalf of, or as counterparty to, Client, personnel of Client, and current or potential investors in the securities of Client. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of Client, such as when their buying or selling of Client's securities may have an adverse effect on the market for Client's securities, and the interests of such other clients could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from the firm effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by the Firm to Client.

VI. Compensation-Based Conflicts. Fees that are based on the size of the issue are contingent upon the delivery of the Issue. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for the Firm to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. This conflict of interest is mitigated by the general mitigations described above.

Fees based on a fixed amount are usually based upon an analysis by Client and the Firm of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Firm. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Firm may suffer a loss. Thus, the Firm may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Hourly fees are calculated with, the aggregate amount equaling the number of hours worked by Firm personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if Client and the Firm do not agree on a reasonable maximum amount at the outset of the engagement, because the Firm does not have a financial incentive to recommend alternatives that would result in fewer hours worked. This conflict of interest is mitigated by the general mitigations described above.

PART B – Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, the Firm sets out below required disclosures and related information in connection with such disclosures.

I. Material Legal or Disciplinary Event. The Firm discloses the following legal or disciplinary events that may be material to Client's evaluation of the Firm or the integrity of the Firm's management or advisory personnel:

- For related disciplinary actions please refer to the Firm's [BrokerCheck](#) webpage.

- The Firm self-reported violations of SEC Rule 15c2-12: Continuing Disclosure. The Firm settled with the SEC on February 2, 2016. The firm agreed to retain independent consultant and adopt the consultant's finding. Firm paid a fine of \$360,000.
- The Firm settled with the SEC in matters related to violations of MSRB Rules G-23(c), G-17 and SEC rule 15B(c) (1). The Firm disgorged fees of \$120,000 received as financial advisor on the deal, paid prejudgment interest of \$22,400.00 and a penalty of \$50,000.00.
- The Firm entered into a Settlement Agreement with Rhode Island Commerce Corporation. Under the Settlement Agreement, the firm agreed to pay \$16.0 million to settle any and all claims in connection with The Rhode Island Economic Development Corporation Job Creation Guaranty Program Taxable Revenue Bond (38 Studios, LLC Project) Series 2010, including the litigation thereto. The case, filed in 2012, arose out of a failed loan by Rhode Island Economic Development Corporation. The firm's predecessor company, First Southwest Company, LLC, was one of 14 defendants. HilltopSecurities' engagement was limited to advising on the structure, terms, and rating of the underlying bonds. Hilltop settled with no admission of liability or wrongdoing.
- On April 30, 2019, the Firm entered into a Settlement Agreement with Berkeley County School District of Berkeley County, South Carolina. The case, filed in March of 2019, arose in connection with certain bond transactions occurring from 2012 to 2014, for which former employees of Southwest Securities, Inc., a predecessor company, provided financial advisory services. The Firm agreed to disgorge all financial advisory fees related to such bond transactions, which amounted to \$822,966.47, to settle any and all claims, including litigation thereto. Under the Settlement Agreement, the Firm was dismissed from the lawsuit with prejudice, no additional penalty, and with no admission of liability or wrongdoing.
- From July 2011 to October 2015, Hilltop failed to submit required MSRB Rule G-32 information to EMMA in connection with 122 primary offerings of municipal securities for which the Firm served as placement agent. During the period January 2012 to September 2015, the Firm failed to provide MSRB Rule G-17 letters to issuers in connection with 119 of the 122 offerings referenced above. From October 2014 to September 2015, the Firm failed to report on Form MSRB G-37 that it had engaged in municipal securities business as placement agent for 45 of these 122 offerings. This failure was a result of a misunderstanding by one branch office of Southwest Securities. Hilltop discovered these failures during the merger of FirstSouthwest and Southwest Securities and voluntarily reported them to FINRA. The Firm paid a fine of \$100,000 for these self-reported violations.
- In connection with a settlement on July 9, 2021, the U.S. Securities and Exchange Commission found that, between January 2016 and April 2018, the Firm bought municipal bonds for its own account from another broker-dealer and that, on occasion during that time period, the other broker-dealer mischaracterized the Firm's orders when placing them with the lead underwriter. The SEC found that, among other things, the Firm lacked policies and procedures with respect to how stock orders were submitted for new issues bonds to third parties, including the broker-dealer that mischaracterized the Firm's orders. The SEC found violations of MSRB Rules G-27, G-17, and SEC rule 15B(c)(1) and a failure to reasonably supervise within the meaning of Section 15(b)(4)(E) of the Securities Exchange Act of

1934. The Firm was censured and ordered to pay disgorgement of \$206,606, prejudgment interest of \$48,587 and a penalty of \$85,000.

II. How to Access Form MA and Form MA-I Filings. The Firm's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at [Forms MA and MA-I](#). The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by the Firms in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by the Firm on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org/>, and the Firm's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov/>. For purposes of accessing such BrokerCheck reports or Form ADV, click previous hyperlinks.

PART C – MSRB Rule G-10 Disclosure

MSRB Rule G-10 covers Investor and Municipal Advisory Client education and protection. This rule requires that municipal advisors make certain disclosures to all municipal advisory clients. This communication is a disclosure only and does not require any action on your part. The disclosures are noted below.

1. Hilltop Securities Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board as a Municipal Advisor.
2. You can access the website for the Municipal Securities Rulemaking Board at www.msrb.org
3. The Municipal Securities Rulemaking Board has posted a municipal advisory client brochure. A copy of the brochure is attached to the memo. This link will take you to the electronic version [MA Client Brochure](#)

PART D – Future Supplemental Disclosures

As required by MSRB Rule G-42, this Municipal Advisor Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of the Firm. The Firm will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	28.33	26.67	16.67	8.33	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	26.25	23.33	14.17	6.83	9.00	79.58
AWC	22.92	20.42	11.92	7.83	8.83	71.92
SPI	27.92	27.92	17.67	7.83	9.00	90.33
Stokes	30.00	30.00	16.25	7.25	10.00	93.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	30.00	15.00	5.00	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	25.00	20.00	15.00	10.00	10.00	80.00
AWC	20.00	15.00	10.00	10.00	10.00	65.00
SPI	30.00	30.00	20.00	10.00	10.00	100.00
Stokes	30.00	30.00	15.00	5.00	10.00	90.00



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	20.00	15.00	10.00	10.00	85.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	23.75	20.00	12.50	5.50	7.00	68.75
AWC	18.75	16.25	10.75	5.50	6.50	57.75
SPI	23.75	23.75	15.00	5.50	7.00	75.00
Stokes	30.00	30.00	18.75	8.75	10.00	97.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	25.00	30.00	20.00	10.00	10.00	95.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	30.00	30.00	15.00	5.00	10.00	90.00
AWC	30.00	30.00	15.00	8.00	10.00	93.00
SPI	30.00	30.00	18.00	8.00	10.00	96.00
Stokes	30.00	30.00	15.00	8.00	10.00	93.00



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	13.
DEPARTMENT:	Finance	PREPARED BY:	Roxanna Briley, Finance Director
INITIATED BY:	Roxanna Briley, Finance Director	EXHIBITS:	TWDB RFQ Bond Counsel Request, Jackson Walker 2024 City of Jacksonville_Bond Counsel_Witte, Norton Rose Fulbright Response to RFQ # 2024-100-01; Bond Counsel Request and Statement of Qualifications - March 28, 2024, Copy of Scoring totals TWDB WWTP Expansion

EXECUTIVE SUMMARY:

The City is seeking financing for a major upgrade and expansion of the Double Creek WWTP due to lost capacity from the closure of an existing WWTP. The City is seeking funding through the Clean Water State Revolving Fund (CWSRF). This will be an equivalency project and is subject to Disadvantaged Business Enterprise (DBE) procurement rules.

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and execute a contract with (VENDOR) for bond counsel services related to the upgrade and expansion of the Double Creek WWTP.

BID AND AWARD:

RFQ was advertised in the local newspaper for two consecutive weeks and made available on the City's website. Bid opening was March 28th. (Vendor) received the highest evaluation score.

BUDGET DATA:

Debt issuance for the upgrade and expansion of the Double Creek WWTP is built-in water/wastewater rates.

BUDGET JUSTIFICATION:

Upgrade and expansion of the Double Creek WWTP is included in the City's 5-yr CIP @ \$11.5M. Assistance from the TWDB could reduce the City's debt issuance/obligation.

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:

Pursue partnerships and grants.

LEGAL:

This will be an equivalency project and is subject to DBE procurement rules.

**REQUEST FOR QUALIFICATION FOR
BOND COUNSEL REQUEST AND STATEMENT OF
QUALIFICATIONS**

**For
City of Jacksonville**



RFQ # 2024-100-01

DUE DATE: March 28, 2024

**CITY OF JACKSONVILLE, TEXAS
315 South Ragsdale
Jacksonville, TX 75766
(903) 586-3510
<https://www.jacksonvilletx.org/>**

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INFORMATION SHEET

BOND COUNSEL REQUEST FOR QUALIFICATIONS AND STATEMENT OF QUALIFICATIONS

To provide assistance with possible loan and to provide objective legal opinion with respect to the validity of authorizing and issuing evidences of indebtedness (the “Obligations”) by the City of Jacksonville, Texas (the “City”) for capital financing and provide assistant with possible loan, grant, loan/principal forgiveness, or disadvantaged community funding through the Texas Water Development Board (“TWDB”), including without limitation through its Drinking Water State Revolving Fund or Clean Water State Revolving Fund.

INTENT OF QUALIFICATION

The City is soliciting Request for Qualifications (“RFQ”) and Statement of Qualifications from interested qualified professionals to provide the following: assist in obtaining loan and to provide legal opinion with respect to assessing the viability of authorizing and issuing evidences of indebtedness by the City for capital financing or refinancing; preparation of resolution, indenture or other authorizing and securing the Certificates of Obligation and other authorizing documents as necessary. The City reserves the right to accept or reject any or all qualifications for any reason it finds to be in the best interest of the City.

The City seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

SCOPE OF SERVICES

The services to be provided by the Bond Counsel shall include the following duties, as necessary:

1. Preparation of any and all documentation necessary to assist in the securing of Financing for the Project under any applicable financing program of the TWDB;
2. Preparation of documentation for the issuance of one or more series of obligations evidencing the financial assistance to be provided by the TWDB, issuing applicable legal opinions related to the same, and the submission of a transcript of proceedings necessary for the receipt of the approving opinion the Attorney General of such obligations;
3. Assistance in the preparation and negotiation of a Loan/Principal Forgiveness Agreement between the City and the TWDB;
4. Assistance in the preparation of any and all documentation, including escrow and related agreements, necessary to meet the obligations of the City under any approved TWDB Resolution for the use of loan proceeds provided under a Loan/Principal Forgiveness Agreement for the financing for the Project;
5. Drafting of ordinances or resolutions as may be necessary to implement any of the City’s responsibilities under any TWDB financial assistance package;

6. Assist the City in making such amendments to its City policies, rules, and regulations to meet implementation or regulatory requirements under TWDB loan and/or loan forgiveness rules; and
7. The attendance at City Council meetings or meetings with the TWDB as necessary for the Financing of the Project.

STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Bond Counsel Services.

8. General information about the firm.
 - a. Name, address, and telephone number of the firm.
 - b. History of the firm.
 - c. List names and titles of officers of the firm who will be directly responsible for Bond Counsel services.
 - d. Information pertaining to the firm's compliance with licensing and other requirements.
9. References – List three (3) references of entities or governmental entities for which similar services have been provided.
10. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representative that the firm will assign to the account).
11. List the experience of the individuals assigned to the account with the Texas Water Development Board's Program and placement of debt instruments with the Board. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and telephone numbers of contact persons.
12. Additional services—describe any other service or experience of the firm, which you deem beneficial in acting as Bond Counsel to the City.
13. Attach a copy of the bond counsel services contract proposed by our firm without fee information.

RECEIPT OF QUALIFICATIONS

Submissions should include one (1) original and (3) copies of the qualification, along with one (1) digital copy, and should be returned in a sealed envelope bearing the following information on the outside of the submittal envelope: the name and address of the respondent, as well as “City of Jacksonville RFQ # 2024-100-01; Bond Counsel Request and Statement of Qualifications.”

Response packages will be accepted until 3:00pm on March 28th, 2024, and should be addressed to:

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragsdale St.,
Jacksonville, Texas 75766

ADDITIONAL INFORMATION

14. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
15. Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFQ, or any resulting contract.
16. This contract is subject to the Environmental Protection Agency’s (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA approved fair share goals for Minority and Women-owned Business Enterprise (M/WBE) firms. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through the demonstration of the six affirmative steps. For more details of the DBE program please visit www.txdb.texas.gov/dbe. The current fair share goals for the State of Texas are as follows:

CATEGORY	MBE	WBE
CONSTRUCTION	19.44%	9.17%
EQUIPMENT	16.28%	11.45%
SERVICES	20.41%	13.66%
SUPPLIES	25.34%	8.82%

17. Equal Opportunity in Employment -- All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President’s Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR, Part 60. Small, minority and women-owned enterprises are encouraged to submit qualifications.

TIMELINE

Qualification Calendar

The following is a list of key dates:

Release Project Date: March 9, 2024
Question Submission Deadline: March 20, 2024, 5:00 p.m.

Forward Questions to: James Hubbard, City Manager

Answers to Questions Posted: March 26, 2024, 11:00 a.m.
Bid Opening: March 28, 2024, 3:00 p.m.

SECTION V– EVALUATION FACTORS

The City of Jacksonville will review all Qualifications to determine compliance with the requirements as specified in the RFQ. Only Qualifications which, in the opinion of the Selection Committee, meet the requirements of the RFQ will be further evaluated. Qualifications will be evaluated on how well the Qualification meets the needs of the City of Jacksonville as described in the Vendor's response to the RFQ and the Qualification that meets the best value for the City will be selected.

Staff will make a recommendation to the City Council for their review and award of the contract. Staff will evaluate and rate each submittal based upon the following criteria:

Evaluation Table	% of Points
Experience & personnel experience	30%
Understanding of the City's needs and services to be provided	30%
Compatibility with end users and City staff needs	20%
Satisfaction of clients/end users	10%
Availability	10%

CONFLICT OF INTEREST FORM



ATTENTION VENDORS DOING BUSINESS WITH THE CITY OF JACKSONVILLE

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Jacksonville is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Jacksonville for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Jacksonville, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

James Hubbard
City Manager
315 S. Ragsdale St
Jacksonville, TX 75766-1390

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80tj Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See Section 176.006, Local Government Code,</i> A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor	OFFICE USE ONLY Date Received:	
1. Name of person who has a business relationship with a governmental entity.		
<input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> 2. Check this box if you are filing an update to a previously filed questionnaire. <i>(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</i>		
3. Name of local government officer with whom filer has employment or business relationship. Name of Officer <i>This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</i> A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Yes <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Yes <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more?		

☐

Yes

☐

No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Signature of person doing business with the governmental entity

Date



Rick Witte
(713) 752-4553 (Direct Dial)
(713) 504-3362 (Cell)
rwitte@jw.com

March 28, 2024

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

RE: Bond Counsel Request for Qualifications and Statement of Qualifications

Mr. Hubbard:

We appreciate the opportunity to respond to the City of Jacksonville's Bond Counsel Request for Qualifications and Statement of Qualifications. We would be honored to serve the City as bond counsel in connection with the issuance of debt obligations.

We have enclosed pertinent information about our firm, including our unique qualifications to represent the City as bond counsel, enclosed references, representative experience, and resumes of the key bond counsel within our firm that would serve the City.

As described in more detail in this response, our public finance attorneys offer the City:

- More than 140 years of collective experience in the public finance industry with practically every type of entity that can borrow funds on a tax-exempt basis or provide tax-exempt financing;
- An understanding of the necessity to maximize value by providing a framework for managing costs and a willingness to propose alternative fee arrangements where appropriate for budget predictability and potential cost savings; and
- A firm that has been honored for its commitment to diversity and inclusion, including efforts to ensure paths to leadership roles.

The Jackson Walker public finance team joined the firm in June of 2023 from Orrick, Herrington & Sutcliffe LLP and Hawkins Delafield & Wood LLP, two nationally recognized public finance firms. The team's move to Jackson Walker generated significant favorable press in the municipal market and is described in further detail [here](#).

We look forward to the opportunity to discuss our response further.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Rick Witte', with a stylized flourish at the end.

Rick Witte
Partner



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EXHIBIT A - TEXAS BOND COUNSEL EXPERIENCE A-1

BY THE NUMBERS



GENERAL FIRM INFORMATION

A. Name, address, and telephone number of the firm.

Firm Name: Jackson Walker LLP
Address: 2323 Ross Avenue, Suite 600
Dallas, Texas 75201
Phone Number: 214.953.6000



B. History of the firm.

Jackson Walker, with its roots planted in Texas over 130 years ago, is the largest firm in Texas and is one of the preeminent firms in the state. With more than 500 attorneys in our six offices across the state (in Dallas, Austin, Houston, San Antonio, Fort Worth, and San Angelo), we are a full-service firm. Although we have chosen to only have offices in Texas (in part to keep our costs and rates lower than “national” firms), Jackson Walker’s work is nationally recognized. Our Public Finance team is predominantly located in our Houston office, which is the location that would primarily serve the City.



Our attorneys have significant experience advising governmental entities regarding the financing of various projects and on a variety of issues related to the issuance of debt by governmental entities in Texas. Jackson Walker clients include other cities and counties, government agencies, higher education institutions, development and infrastructure districts such as municipal utility districts, water districts, transportation authorities, and other local taxing authorities. Because of our experience providing legal services to public organizations, our proposed team understands our clients’ needs not only at a granular, operational level, but also in the context of broader, institutional strategies that contemplate the effect of trends in local, state, and federal regulations.

As further demonstrated in our attached materials, our Public Finance team has vast experience in public finance and governmental bond law, local government law, tax law, the issuance of tax-exempt entities’ bonds and notes, and the trial and appeal of bond validation actions. Our extensive experience representing issuers in financings backed by the Texas Water Development Board (TWDB) will be particularly helpful for the City.

C. List names and titles of officers of the firm who will be directly responsible for Bond Counsel services.

Rick Witte (Partner) will serve as the lead attorney and will be the primary contact for the City. Rick will be supported by Todd Brewer, Tanya Fischer, Russell Miller, and Hoang Vu – all Partners in the Houston office of Jackson Walker – as well as by Noé Hinojosa III, an Associate in our Dallas office.

D. Information pertaining to the firm's compliance with licensing and other requirements.

Jackson Walker is registered as a Limited Liability Partnership with the Texas Secretary of State. Our Public Finance attorneys are licensed to practice law in Texas and are in good standing with the Texas Bar, and they devote most of their practice to Texas public finance work.

REFERENCES

As discussed above, the Jackson Walker Public Finance team recently joined the Firm from Orrick, Herrington & Sutcliffe LLP and Hawkins Delafield & Wood LLP, two nationally recognized public finance firms. The team's move to Jackson Walker generated significant favorable press in the municipal market and is described in further detail [here](#).

Since joining Jackson Walker last summer, the team has worked on or is currently working on the following notable financings:

- Bond counsel to Katy Independent School District in connection with ordering an approximately **\$860 million** bond election held in November.
- Bond counsel to Pasadena Independent School District in connection with two financings totaling approximately **\$283 million**.
- Underwriters' counsel for three Texas school district financings totaling more than **\$980 million**. Two of those financings closed in August and the third closed in November.
- Dealer's counsel to J.P. Morgan in connection with replacement of the Dealer for the City of Brownsville, Texas Utility System Commercial Paper Notes, Series A (Tax-Exempt) and Series B (Taxable).
- Bond counsel to the City of Pearland, Texas in connection with four financings totaling approximately **\$77 million**. Those financings closed in November.
- Bond counsel to Clear Creek Independent School District in connection with an approximately **\$63 million** refunding bond issue that closed in late November.
- Bond counsel to Clear Creek Independent School District on a **\$47 million** remarketing that closed in August. We also assisted the District in November with bond and VATRE elections.
- Counsel to Texas Capital Bank in connection with loans to two charter schools and a financing for the Hunt Memorial Hospital District.
- Counsel to the Olney-Hamilton Hospital District in connection with a bond election held in November.
- Purchaser's counsel to a variety of bank and financial institutions in connection with their purchase of bonds, certificates and notes issued by governmental entities, conduits and non-profit corporations. Some of our representative clients include JP Morgan, Regions, PNC and Trustmark Bank.
- Bond counsel to the City of Nassau Bay in connection with an issuance of Certificates of Obligation that closed in early February of 2024.
- Bond counsel to Brownsville Independent School District in connection with a cash defeasance that closed on March 1, 2024.

- Bond counsel to Houston Independent School District in connection with a proposed bond defeasance in June of 2024.

In addition, the team also has many other smaller financings in process for other Texas cities, independent school districts, charter schools and special districts. Those financings are scheduled to close in the next few months.

Please see the following page for reference contact information.

Reference Contact Information

1. Darrin Coker

City Attorney

City of Pearland, Texas

dcoker@ci.pearland.tx.us

(281) 652-1678

2. Marie Gelles

City Manager

City of Hitchcock, Texas

Mgelles@cityofhitchcock.org

(409) 986-5591

3. Jaime Vasquez

Finance Director

City of Nassau Bay, Texas

Jaime.vasquez@nassaubay.com

(281) 333-4211

TEAM RESUMES

Based on the need to provide counsel who have appropriate expertise in a cost-effective manner, we propose a team approach to the provision of legal services to the City. To create continuity and efficiency in the provision of legal services, we would designate **Rick Witte** as the main point of contact. Below, we have included resumes for each proposed team member.

Should the need arise, the breadth of our practice allows our Public Finance clients access to prominent subject-matter experts in many niche fields, as well as a deep bench of lawyers across a spectrum of experience levels in traditional transactional and litigation practices.



Rick A. Witte, Project Leader

Partner, Houston

713.752.4553 | rwitte@jw.com

Rick Witte leads Jackson Walker's Public Finance practice group. With more than 35 years of experience, Rick provides counsel on tax-exempt and taxable bond transactions for cities, counties, state agencies, economic development corporations, special authorities,

school districts, and junior college districts throughout Texas.

Rick serves as bond counsel, bank counsel, purchaser's counsel, disclosure counsel, and underwriter's counsel. Rick has extensive experience with education, infrastructure financings, and economic development. He has also represented various local governments on special projects, including legislative and investment matters.

His practice experience includes:

- Bond counsel to a fast-growth Texas city in connection with the issuance of more than \$850 million of bonds and certificates of obligation since 2000;
- Bond counsel to a fast-growth independent school district in connection with the issuance of more than \$2.5 billion of bonds since 1999;
- Bond counsel to a large Texas independent school district in connection with the issuance and/or remarketing of more than \$1 billion in bonds since 2017;
- In his role as bond counsel, assisting cities and school district clients call and conduct more than \$2 billion of bond authorization elections;
- Underwriters' counsel on more than \$3 billion of bonds and refunding bonds issued by Texas independent schools districts, junior college districts, and cities since 2000;
- Disclosure counsel to an independent school district in connection with the issuance of more than \$1.8 billion in bonds since 2017; and
- Purchasers' counsel and bank counsel to numerous national and regional commercial banks in connection with the purchase of bonds and notes for their portfolio, and in connection with the provision of letters of credit and liquidity facilities related to public finance transactions.

Rick is licensed to practice law in the State of Texas. His complete resume is available [here](#).



Todd B. Brewer

Partner, Houston

713.752.4566 | tbrewer@jw.com

Todd Brewer brings a wealth of public finance experience in all areas of tax-exempt and taxable transactions. His practice includes the roles of bond counsel, underwriter's counsel, and direct purchaser counsel for cities, counties, school districts, special purpose districts, local government and economic development corporations, state agencies, nonprofit organizations, and private entities.

Todd's public finance experience includes infrastructure, public and private schools, charter schools, economic development, cultural and community facilities, land development, and the securitization of assets and revenue streams due to private entities. Additionally, Todd has extensive experience in representing governmental entities and private parties in connection with economic development projects and major sports and entertainment facilities.

Prior to joining Jackson Walker, Todd served as Vice-Chair of Public Finance for Texas at an international law firm.

His practice experience includes:

- Lender counsel to financial institutions on over \$500 million of secured master indenture lines of credit to multiple charter school operators;
- Bond counsel to fast-growth Texas independent school district in connection with the issuance of more than \$1.5 billion of bonds since 1997;
- Bond and lender counsel for numerous non-profit organizations (primary, secondary and higher education; charter schools; healthcare; and cultural/community facilities) in connection with over \$3 billion of bonds, loans, and other tax-exempt and taxable financings;
- Bond counsel for numerous structured financings in connection with the securitization of government receivables / reimbursements from special purpose entities;
- In his role as Bond Counsel, assisting a variety of governmental entities call and conduct elections for the authorization of bonds;
- Team counsel for NFL and NBA franchises in connection with the development, financing, construction, and operation of new stadiums and arenas;
- Underwriter counsel on more than \$1.5 billion of bonds issued by Texas governmental and nonprofit entities since 2000; and
- Direct purchaser counsel and liquidity bank counsel for numerous national and regional banks in connection with over \$5 billion of bonds, loans, letters of credit, and other financing structures since 2000.

Todd is licensed to practice law in the State of Texas. His complete resume is available [here](#).



Tanya A. Fischer

Partner, Houston

713.752.4564 | tafischer@jw.com

Tanya Fischer is an attorney in Jackson Walker's Public Finance practice group. Tanya serves as bond counsel, disclosure counsel, and underwriters' counsel in tax-exempt bond transactions for school districts, junior college districts, cities, counties, and state agencies throughout Texas.

Additionally, Tanya has extensive experience representing domestic and foreign banks that provide credit and liquidity facilities for tax exempt or taxable financings.

Tanya is licensed to practice law in the State of Texas. Her complete resume is available [here](#).



Russell Miller

Partner, Houston

713.752.4570 | ramiller@jw.com

With more than 35 years of experience, Russ Miller has represented practically every type of entity permitted to borrow funds on a tax-exempt basis – from state and local governmental entities and non-profit organizations to for-profit developers of low-income housing and small manufacturers.

Russ's focus on the federal income tax law related to public finance includes nonprofit finance, healthcare finance, working capital financings, exempt facility financings, and pooled financings. He has extensive experience with all federal income tax aspects of municipal finance transactions, including refundings and arbitrage and rebate matters.

Russ has assisted numerous public finance clients involved in Internal Revenue Service audits, and he has provided assistance to organizations in seeking or retaining non-profit or governmental tax-exempt status.

Russ is licensed to practice law in Texas, California and New York. His complete resume is available [here](#).



Hoang T. Vu

Partner, Houston

713.752.4561 | hvu@jw.com

Hoang Vu is a partner in the Public Finance section of Jackson Walker's Houston office. He serves as bond counsel, disclosure counsel, underwriters counsel, issuer counsel, borrower counsel and bank counsel in connection with taxable and tax-exempt financings for governmental and nonprofit entities. Such transactions cover a broad range of industries including education (primary and secondary public and private schools, higher education and charter schools), healthcare, senior living, public safety and transportation.

Hoang also has distinctive experience in representing banks and other financial institutions on public finance transactions including loans, direct purchases of debt, and credit and liquidity facilities for variable rate bonds and commercial paper programs.

Hoang is licensed to practice law in the State of Texas. His complete resume is available [here](#).

**Noé Hinojosa III**

Associate, Dallas

214.953.6113 | nhinojosa@jw.com

Noé Hinojosa III is an attorney in the Public Finance section of Jackson Walker's Dallas office. Noé's practice consists of serving as bond and disclosure counsel for cities, counties, school districts, and special districts. In addition to bond and disclosure counsel engagements, Noé also represents national and regional investment banking firms as underwriter's counsel in bond transactions.

Noé represents school districts, institutions of higher education, special districts, local governments, and banks regarding financing, infrastructure, and related projects. Several of the big bond issuers in Texas that Noé has represented include the City of Houston, Harris County, Harris County Flood Control District, Harris County Toll Road Authority, Port of Houston, Harris County Metropolitan Transit Authority, Texas Medical Center, City of Brownsville Public Utilities Board, Brazoria County Toll Road Authority, and Fort Bend County Toll Road Authority.

Noé received his B.A. from Furman University and his J.D. from The University of Texas School of Law. He is licensed to practice law in Texas. His complete resume is available [here](#).

4. EXPERIENCE

The Jackson Walker public finance team has more than 140 years of collective experience in the public finance industry. The team has represented clients in transactions exceeding \$200 billion, and our attorneys have worked with practically every type of entity that can borrow funds on a tax-exempt basis or provide tax-exempt financing. Please see Exhibit A for a list of the team's more recent bond counsel representations.

As part of the largest firm in Texas, with deep experience in securities, corporate law, tax, and bankruptcy, our team guides clients through the complexities of state and federal laws and regulations in all phases of planning, issuance, closing, and post-closing.

Jackson Walker attorneys have served as bond counsel, bank counsel, underwriter's counsel, trustee's counsel, letter of credit provider's counsel, disclosure counsel, and borrower's counsel across a broad range of taxable and tax-exempt transactions. Our attorneys also bring extensive experience with all federal income tax aspects of municipal finance transactions, including refundings and arbitrage and rebate matters, and they have assisted public finance clients involved in IRS audits.

Our team includes attorneys consistently recognized by *Best Lawyers* and others in the areas of public finance and administrative law, and they have held leadership roles in the American College of Bond Counsel and the National Association of Bond Lawyers.

Clients We Serve

The Jackson Walker team serves traditional governmental entities, nonprofit organizations, and private entities, as well as representing national and regional underwriters, domestic and foreign banks, and other financial institutions.

Our issuer clients include school districts, junior college districts, cities, counties, state agencies, economic development corporations, and special authorities throughout Texas across education, healthcare, and transportation.

Our public finance team has extensive experience with education, infrastructure financings, and economic development, and they have also represented local governments on special projects, including legislative and investment matters. The team also has extensive experience advising clients with respect to the Texas anti-boycott laws and verifications.

Areas of Service

Our areas of service include:

- New money and refunding issues
- Defeasance of tax-exempt issues
- Conduit and direct issuer financings
- Rated and unrated issues
- Taxable and tax-exempt issues
- Revenue and general obligation financings
- Financings through various TWDB programs
- Lease and loan transactions
- Credit and liquidity enhancement facilities

- Defaulted issues
- Issues with fixed, variable, and convertible interest rate structures
- Legislative and investment matters
- SB 13 and 19 and related issues
- Attorney General approval process and related issues

Public Finance Tax

Jackson Walker tax attorneys draft tax-related covenants and disclosure, prepare tax documentation and deliver opinions regarding the tax-exempt status of the bonds, notes or other indebtedness. We advise on tax compliance and other issues that arise before, during and after a transaction closes. We advise clients regarding arbitrage and rebate regulations, private business use and other non-qualified use, and post-issuance remedial actions. We draft compliance procedures, and address non-compliance situations. We review management contracts and other agreements to determine if they result in private business use.

Our tax attorneys have successfully represented numerous issuers before the IRS in connection with audits and voluntary settlements under the voluntary closing agreement program. We have unique expertise and experience in IRS audits of tax-exempt bonds, and have played leading roles in achieving favorable resolutions for clients in complex IRS audits of tax-exempt bonds. Our goal is to help issuers and conduit borrowers preserve the tax-exempt status of the tax-exempt bonds in the most efficient way possible.

Jackson Walker's public finance tax practice is led by Russ Miller. Russ has practiced public finance tax law since 1987, with an emphasis on the federal tax requirements for tax-exempt obligations. In addition to providing tax expertise on Jackson Walker's public finance transactions, Russ is available to serve as outside or special tax counsel to other law firms, municipal issuers, or conduit borrowers seeking tax advice, opinions, back-up opinions, tax documentation, tax disclosure, and guidance on post-issuance compliance.

Experience with the Texas Water Development Board

Our public finance team has extensive experience representing issuers in financings backed by the TWDB. Our team's representative experience with the TWDB includes:

- Bond counsel for seven different bond issues by our client, the City of Pearland, all purchased by the TWDB through its Clean Water State Revolving Fund.
- Bond counsel for a 2020 bond issue by the City of Nassau Bay, purchased by the TWDB pursuant to its Clean Water State Revolving Fund.
- Serving as bond counsel or underwriters' counsel for numerous water, wastewater and utility financings for various Texas governmental issuers.
- Currently serving as bond counsel to the City of Hitchcock, Texas in connection with a proposed TWDB financing.

References

Please see Section 2 above for our reference information. For additional details regarding the team's recent experience, please see Exhibit A attached hereto.

ADDITIONAL INFORMATION

DIVERSITY & INCLUSION AT JW

At Jackson Walker, we provide a supportive, inclusive environment for our attorneys, lobbyists, and staff.

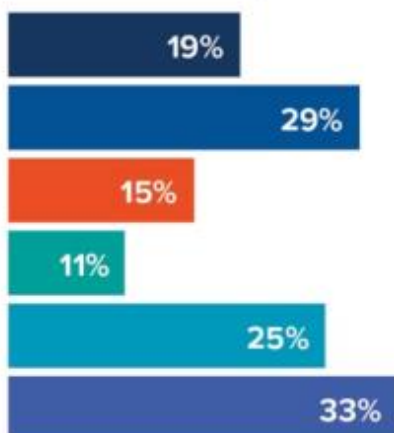
We believe diversity and inclusion make us better. By actively recruiting, retaining, and advancing a diverse team, we are better equipped to serve our sophisticated, global clients and contribute to making our communities better places.

Jackson Walker is proud to announce our achievement of Mansfield Rule Certification status. Our firm is one of the more than 240 law firms that successfully completed Diversity Lab's Mansfield Rule 2022-2023 Certification Program, which ran from July 2022 to July 2023. Launched by Diversity Lab in 2017, the Mansfield Rule was designed to improve diversity within law firms and legal department leadership.

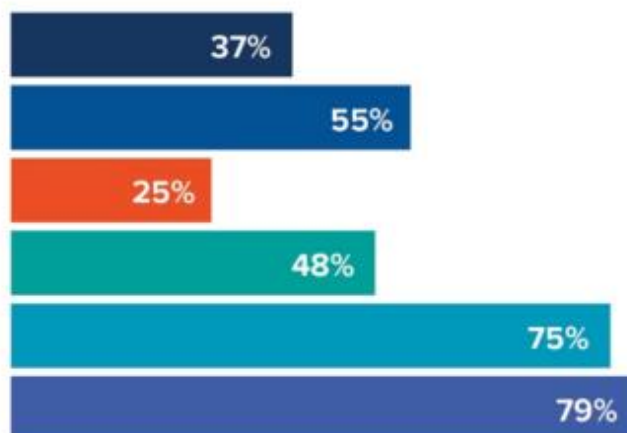


To learn more, visit jw.com/diversity.

Underrepresented Racial & Ethnic Attorneys & Staff



Women Attorneys & Staff



● All Attorneys ● All Associates ● All Partners ● Counsel ● Other Attorneys ● All Staff

37.5%

of the Management Committee are Underrepresented Talent

44%

of the Compensation Committee are Underrepresented Talent

41%

of our combined Management, Compensation, and Hiring Committees are Underrepresented Talent

PROPOSED ENGAGEMENT LETTER

Please see the following pages for our proposed engagement letter.

Rick A. Witte
(713) 752-4553 (Direct Dial)
(713) 752-4221 (Direct Fax)
rwitte@jw.com

_____, 2024

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

Re: Bond Counsel Services

Dear [Client Contact]:

We are pleased to submit to you a proposed agreement for Jackson Walker LLP (“JW”) to serve as Bond Counsel with respect to bonds, notes and other debt obligations that the City of Jacksonville (the “City”) intends to issue. (Such bonds, notes and obligations are collectively referred to in this letter as the “Obligations”). When approved by you, this letter will become effective and will evidence an agreement between the City and JW.

As Bond Counsel, JW would prepare all required legal proceedings and would perform certain other necessary legal work in connection with the City’s authorization, issuance and sale of each series of the Obligations. Our services as Bond Counsel would include the following basic services (the “Basic Services”), which we would carry out directly or in concert with officials and staff of the City:

- (1) Assistance, in consultation with the City’s officials and staff and the City’s financial advisor, in the evaluation of legal matters related to financing innovations and opportunities that may arise from time to time;
- (2) Consultation with City officials and staff to review information to be included in the offering documents for each series of Obligations, but only to the extent that such information describes such series, the security therefor, their federal income tax status and our opinion;
- (3) Preparation of the orders, ordinances or resolutions authorizing issuance of each series of the Obligations and all other instruments which comprise the transcript of legal proceedings pertaining to the authorization, issuance and sale of each such series;
- (4) Attendance at meetings, to the extent required or requested by the City’s executive staff or financial advisor, to discuss the sizing, timing or sale of each series of the Obligations;
- (5) Preparation and submission of transcripts of legal proceedings pertaining to the issuance of each series of the Obligations to the Attorney General to obtain an approving opinion;

(6) Prior to and in connection with the closing of each series of the Obligations, advise appropriate officials of the City as to compliance with the arbitrage requirements of the Internal Revenue Code of 1986 as they affect the Obligations, including yield restrictions and rebate requirements;

(7) At closing, render a legal opinion to the effect that the Obligations have been duly authorized in accordance with the Constitution and laws of the State, that the Obligations constitute valid and legally binding obligations of the City secured by the revenues or funds pledged to their payment in the ordinance authorizing the issuance of the Obligations (subject to the exercise of judicial discretion in accordance with general principles of equity, and to the valid exercise of the sovereign powers of the State and the constitutional powers of the United States of America, and to bankruptcy, insolvency, reorganization, moratorium and other similar laws in effect from time to time relating to or affecting creditors' rights), and (ii) that, subject to certain restrictions, interest on Obligations (issued as tax-exempt obligations) is excludable from the gross income of the owners thereof for federal income tax purposes under then existing law; provided that, after the closing, we do not undertake (unless specifically engaged by the City to do so as an additional service) to provide continuing advice concerning any actions necessary to assure that interest paid on the Obligations will continue to be excludable from gross income for federal income tax purposes;

(8) Attendance at the sale, signing, closing and all other meetings and conferences as deemed necessary by the City;

(9) Preparation of Federal Income Tax Form 8038-G; and

(10) Any other service necessary to the planning, authorization, issuance, sale and delivery of the Obligations, as may be appropriate.

In addition to the foregoing Basic Services, as Bond Counsel, JW is prepared to undertake the following additional services (the "Additional Services"), as directed by the City:

(1) Preparation of necessary orders, ordinances, resolutions, notices, submissions and other legal documents necessary to call and conduct an election to authorize the issuance of Obligations, if necessary;

(2) Disclosure work or similar services (other than the limited review of certain sections of the offering documents for the Obligations as described in paragraph (2) under bond counsel Basic Services above) to assist the City in the preparation of such offering documents, on such basis and to such extent as directed by the City;

(3) In the case of a series of Obligations, or a portion thereof, that is issued to refund prior bonds or other obligations of the City, advise the City as to federal income tax and other issues unique to refunding transactions;

(4) Attendance at rating agency presentations, investor meetings or other presentations relating to the marketing of the Obligations and consultation with City officials, staff and advisors and the City's financial advisor to develop such presentations;

(5) Preparation of the "Blue Sky" surveys or securities registration services;

(6) Any other special services not ordinarily required in connection with the issuance of obligations of the nature of the Obligations, including services rendered in connection with special federal income tax issues, unusual issues arising in connection with the City's financial reports or audits, any documentation or related services for credit or liquidity facilities or enhancements or other special structuring techniques or devices to be employed in connection with the issuance of any series of the Obligations; and

(7) After the closing of any series of the Obligations and upon specific request of the City, providing assistance to the City concerning questions and issues that may arise prior to the maturity of the Obligations.

Unless otherwise agreed to by the City and JW, for all Basic Services performed hereunder in connection with the issuance and sale of Obligations, as defined in this letter, JW will be paid a fee with respect to each series of Obligations calculated as provided on Appendix A hereto.

For purposes of the foregoing calculations, proceeds includes the principal amount of the Obligations and any premium thereon. The fees described above shall be paid from the proceeds of the sale of the Obligations or from other funds, as the City deems appropriate.

The fee for any Additional Services provided by JW will be determined on an hourly rate basis, applying rates then charged by JW for the same or similar services performed by attorneys and paralegals of similar experience for other clients. The total fee for Additional Services prior to and in connection with the closing of any series of Obligations will not exceed the fee charged for basic services for such series.

Payment of all fees for services as Bond Counsel will be made after the issuance and delivery of the series of the Obligations in connection with which such services are performed and within 30 days after receipt by the City of an approved invoice therefor. JW will be reimbursed for its reasonable and actual out-of-pocket expenses, such as the cost of reproduction of documents, out-of-town travel, long-distance telephone, telecopy and similar expenses, deliveries, filing fees and all items paid for by JW on behalf of the City, incurred in connection with the performance of any services hereunder. All of such expenses will be reasonable, and on an issue- by-issue basis JW will agree to a maximum amount of \$1,500 for such expenses (exclusive of Attorney General fees, for which the City would be responsible).

The City acknowledges that it is aware that JW represents many other governmental entities, companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients will have disputes or transactions with you. You agree that

we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any other such other matter by such client to your material disadvantage.

Nothing herein shall be construed as creating any personal liability on the part of any officer of the City, and this agreement may be terminated by the City by giving 30 days' written notice to JW.

If this proposed agreement for the services of JW as Bond Counsel is satisfactory, please evidence your acceptance and approval by executing three copies in the space provided below.

Very truly yours

JACKSON WALKER LLP

Rick A. Witte
Partner

AGREED TO and ACCEPTED BY:

[Client Contact]

ATTEST:

THE STATE BAR OF TEXAS INVESTIGATES AND PROSECUTES PROFESSIONAL MISCONDUCT COMMITTED BY TEXAS ATTORNEYS. ALTHOUGH NOT EVERY COMPLAINT AGAINST OR DISPUTE WITH A LAWYER INVOLVES PROFESSIONAL MISCONDUCT, THE STATE BAR'S OFFICE OF GENERAL COUNSEL WILL PROVIDE THE CITY WITH INFORMATION ABOUT HOW TO FILE A COMPLAINT. PLEASE CALL 1-800-932-1900 TOLL-FREE FOR MORE INFORMATION.

APPENDIX A

Fee Schedule

[As agreed upon by JW and the City.]

Exhibit A – Texas Bond Counsel Experience (Since 2018)*

Sale Date	Amount of Issue (\$mil)	Issuer	Issue Description	Series	Main Use of Proceeds
2/28/2024	99.145	Alvin ISD	Tax School Building Sites	Series 2024	Primary & Secondary Education
1/01/2024	3.485	City of Nassau Bay	Certificates of Obligation	Series 2024	General Purpose / Public Imp
11/15/2023	64.760	Clear Creek ISD	Tax Refund Bonds	Series 2023	Primary & Secondary Education
11/01/2023	2.75	City of Bowie, Texas	Certificates of Obligation	Series 2023	General Purpose / Public Imp
11/01/2023	39.535	Pasadena ISD	Tax Refund Bonds	Series 2023 A	Primary & Secondary Education
11/01/2023	65.815	Pasadena ISD	Tax Refund Bonds	Series 2023B (Non-PSF)	Primary & Secondary Education
11/01/2023	8.235	City of Pearland, Texas	Permanent Improvement Bonds	Series 2023	General Purpose / Public Imp
11/01/2023	10.075	City of Pearland, Texas	Certificates of Obligation	Series 2023 A	General Purpose / Public Imp
11/01/2023	9.39	City of Pearland, Texas	Certificates of Obligation	Series 2023 B	General Purpose / Public Imp
11/01/2023	54.835	City of Pearland, Texas	Certificates of Obligation	Series 2023 C	General Purpose / Public Imp
11/01/2023	0.630	City of Rogers, Texas	GO	Series 2023	General Purpose / Public Imp
11/01/2023	31.175	Pasadena ISD	Tax Refund Bonds	Series 2023 A	Primary & Secondary Education
11/01/2023	59.595	Pasadena ISD	Tax Refund Bonds	Series 2023 B	Primary & Secondary Education
10/01/2023	179.86	Pasadena ISD	Tax School Building	Series 2023	General Purpose / Public Imp
10/01/2023	1.5	City of Runaway Bay, Texas	Certificates of Obligation	Series 2023	Primary & Secondary Education
9/01/2023	15.	Bexar Co MHMR	Rev Anticipation Notes	Series 2023	MHMR Center Facility
9/01/2023	.32	City of Blue Ridge, Texas	Limited Tax Notes	Series 2023	General Obligation Debt
9/01/2023	4.27	Shiner ISD	Tax School Building	Series 2023	Primary & Secondary Education
8/10/2023	29.22	Alvin ISD	Tax Refund Bonds	Series 2023	Primary & Secondary Education
8/01/2023	.674	City of Mason, Texas	Tax Notes	Series 2023	General Purpose / Public Imp
8/01/2023	5.025	City of Sanger, Texas	Comb Tax & Revenue Certificates of Obligation	Series 2023 B	General Purpose / Public Imp
8/01/2023	10.19	City of Sanger, Texas	Comb Tax & Rev C/O Taxable	Series 2023 C	General Purpose / Public Imp
7/01/2023	13.90	City of Post, Texas	Certificates of Obligation	Series 2023	General Purpose / Public Imp
6/1/2023	13.85	Newark Higher Education FC (Orenda Education)	Revenue Bonds	Series 2023 A	Higher Education
6/1/2023	0.25	Newark Higher Education FC (Orenda Education)	Revenue Bonds	Series 2023 B	Higher Education
5/1/2023	242.96	Fort Bend Co (Katy) ISD	School Building Bonds	Series 2023	Primary & Secondary Education
5/1/2023	0.925	City of Brownsboro, Texas	Tax Notes	Series 2023	General Purpose / Public Imp
3/21/2023	104.255	Harris Co (Houston) ISD	Refunding Bonds	Series 2023 A	Primary & Secondary Education
3/21/2023	80.785	Harris Co (Houston) ISD	Refunding Bonds	Series 2023 C	Primary & Secondary Education

*Financings on or before 6/1/2023 were led by members of the Jackson Walker Public Finance team while at their prior firm.

Exhibit A – Texas Bond Counsel Experience (Since 2018)*

Sale Date	Amount of Issue (\$mil)	Issuer	Issue Description	Series	Main Use of Proceeds
3/1/2023	0.256	City of Dublin, Texas	Tax Notes	Series 2023	General Purpose / Public Imp
1/1/2023	6.548	City of Desoto - Texas	Special Assessment Revenue Bonds	Series 2023	General Purpose / Public Imp
1/1/2023	5.065	City of Sanger, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
1/1/2023	3.9	Hall County, Texas	Certificates of Obligation	Series 2023	General Purpose / Public Imp
12/20/2022	27.875	Galveston Co (Clear Creek) ISD	School Building Bonds	Series 2022 A	Primary & Secondary Education
12/1/2022	4.42	Pearland City - Texas	Permanent Improvement Bonds	Series 2022	General Purpose / Public Imp
12/1/2022	8.865	City of Tolar, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
12/1/2022	0.27	City of Jacksboro, Texas	Tax Notes	Series 2022	General Purpose / Public Imp
12/1/2022	2.75	City of Lamesa, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
11/1/2022	3.49	City of Hitchcock	Tax Increment Bonds	Series 2022	General Purpose / Public Imp
11/1/2022	101.23	Harris Co (Pasadena) ISD	Refunding Bonds	Series 2022	Primary & Secondary Education
11/1/2022	26.095	Newark Higher Education FC	Education Revenue Bonds	Series 2022 A	Higher Education
11/1/2022	0.24	Newark Higher Education FC	Education Revenue Bonds	Series 2022 B	Higher Education
10/1/2022	2.5	City of Trenton, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
9/14/2022	29.105	Galveston Co (Clear Creek) ISD	School Building Bonds	Series 2022	Primary & Secondary Education
9/1/2022	116.9	Harris Co (Pasadena) ISD	School Building Bonds	Series 2022	Primary & Secondary Education
9/1/2022	1.75	City of Creedmoor, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
9/1/2022	0.656	City of Reno, Texas	Tax Notes	Series 2022	General Purpose / Public Imp
8/11/2022	28.455	Brazoria Co (Alvin) ISD	Refunding Bonds	Series 2022 A	Primary & Secondary Education
7/15/2022	99.06	Montgomery Co (Montgomery) ISD	School Building Bonds	Series 2022	Primary & Secondary Education
7/1/2022	45.71	Pearland City - Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
7/1/2022	23.53	Pearland City - Texas	Public Improvement Bonds	Series 2022	General Purpose / Public Imp
7/1/2022	10.295	Pearland City - Texas	Certificates of Obligation	Series 2022 A	General Purpose / Public Imp
7/1/2022	7.895	Pearland City - Texas	Certificates of Obligation	Series 2022 C	General Purpose / Public Imp
6/1/2022	265.89	Fort Bend Co (Katy) ISD	School Building Bonds	Series 2022	Primary & Secondary Education
5/1/2022	56.485	Montgomery Co (Montgomery) ISD	Refunding Bonds	Series 2022 Taxable	Primary & Secondary Education
5/1/2022	1	City of Cottonwood Shores, Texas	Certificates of Obligation	Series 2022	General Purpose / Public Imp
3/1/2022	1	Valley View ISD	Maintenance Tax Notes	Series 2022	Primary & Secondary Education
2/23/2022	116.655	Brazoria Co (Alvin) ISD	School Building Bonds	Series 2022	Primary & Secondary Education
11/17/2021	134.815	Fort Bend Co (Katy) ISD	School Building Bonds	Series 2021 D	Primary & Secondary Education

*Financings on or before 6/1/2023 were led by members of the Jackson Walker Public Finance team while at their prior firm.

Exhibit A – Texas Bond Counsel Experience (Since 2018)*

Sale Date	Amount of Issue (\$mil)	Issuer	Issue Description	Series	Main Use of Proceeds
8/11/2021	38.915	Fort Bend Co (Katy) ISD	School Building Bonds	Series 2021 C	Primary & Secondary Education
7/27/2021	7.01	Pearland City - Texas	Certificates of Obligation	Series 2021 A	General Purpose / Public Imp
7/27/2021	15.605	Pearland City - Texas	Certificates of Obligation	Series 2021 B	General Purpose / Public Imp
7/26/2021	10.37	Pearland City - Texas	Water & Sewer Sys Rev & Ref Bonds	Series 2021 B	Water & Sewer Facilities
7/26/2021	14.905	Pearland City - Texas	Permanent Improvement Bonds	Series 2021	General Purpose / Public Imp
7/21/2021	31.33	Brazoria Co (Alvin) ISD	Refunding Bonds	Series 2021	Primary & Secondary Education
6/17/2021	5.905	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2021 A	Primary & Secondary Education
6/17/2021	26.905	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2021 B	Primary & Secondary Education
6/17/2021	74.095	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2021 A	Primary & Secondary Education
6/14/2021	1.4	Nassau Bay - Texas	GO Refunding Bonds	Series 2021	General Purpose / Public Imp
6/14/2021	2.35	Nassau Bay - Texas	Comb Tax & Rev Certs of Oblig	Series 2021	Toll Roads, Highways & Streets
4/29/2021	2.135	McLennan Co Jr College Dt	Revenue Refunding Bonds	Series 2021	Higher Education
4/29/2021	24.025	McLennan Co Jr College Dt	Limited Tax Refunding Bonds	Series 2021	Higher Education
4/29/2021	0.48	McLennan Co Jr College Dt	Limited Tax Refunding Bonds	Series 2021	Higher Education
3/9/2021	75	Pearland City - Texas	Water & Sewer Sys Rev Bonds	Series 2021 A	Water & Sewer Facilities
2/24/2021	97.18	Montgomery Co (Willis) ISD	School Building Bonds	Series 2021	Primary & Secondary Education
12/14/2020	13.07	Texarkana College	Maintenance Tax & Ref Notes	Series 2021	Primary & Secondary Education
10/29/2020	19.69	Brazoria Co (Alvin) ISD	Refunding Bonds	Series 2020 A	Primary & Secondary Education
10/29/2020	56.335	Brazoria Co (Alvin) ISD	Refunding Bonds	Series 2020 B	Primary & Secondary Education
10/28/2020	144.52	Galveston Co (Clear Creek) ISD	Refunding Bonds	Series 2020 A & B	Primary & Secondary Education
10/28/2020	30.24	Pearland City - Texas	Public Improvement Ref Bonds	Series 2020	General Purpose / Public Imp
10/28/2020	144.52	Galveston Co (Clear Creek) ISD	Refunding Bonds	Series 2020 A & B	Primary & Secondary Education
10/9/2020	3	City of Nassau Bay	Waterworks & Sewer System	Series 2020	Water & Sewer Facilities
10/6/2020	1.755	De Soto City - Texas	GO Refunding Bonds	Series 2020 A	General Purpose / Public Imp
10/6/2020	14.5	De Soto City - Texas	GO Ref & Comb Tx & Rev COBs	Series 2020 A	General Purpose / Public Imp
10/6/2020	3.5	De Soto City - Texas	GO Refunding Bonds	Series 2020 A	General Purpose / Public Imp
10/6/2020	29	De Soto City - Texas	GO Ref & Comb Tx & Rev COBs	Series 2020 A	General Purpose / Public Imp
7/23/2020	108.635	Harris Co (Pasadena) ISD	Refunding Bonds	Series 2020	Primary & Secondary Education
7/21/2020	148.925	Brazoria Co (Alvin) ISD	Schoolhouse & Refunding Bonds	Series 2020	Primary & Secondary Education
7/13/2020	8.54	Pearland City - Texas	Certificates of Obligation	Series 2020 A	General Purpose / Public Imp
7/13/2020	9.575	Pearland City - Texas	Certificates of Obligation	Series 2020 A	General Purpose / Public Imp

*Financings on or before 6/1/2023 were led by members of the Jackson Walker Public Finance team while at their prior firm.

Exhibit A – Texas Bond Counsel Experience (Since 2018)*

Sale Date	Amount of Issue (\$mil)	Issuer	Issue Description	Series	Main Use of Proceeds
7/13/2020	15.31	Pearland City - Texas	Permanent Improvement Bonds	Series 2020	General Purpose / Public Imp
7/13/2020	7.19	Pearland City - Texas	Water & Sewer System Rev Bonds	Series 2020 B	Water & Sewer Facilities
5/11/2020	107.6	Pearland City - Texas	Water & Sewer System Rev Bonds	Series 2020 A	Water & Sewer Facilities
2/19/2020	7.815	Nacogdoches ISD	Unltd Tax Refunding Bonds	Series 2020	Primary & Secondary Education
11/21/2019	5.95	Montgomery Co ISD	Refunding Bonds	Series 2019	Primary & Secondary Education
10/30/2019	2.625	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2019 A	Primary & Secondary Education
10/30/2019	166.545	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2019 A	Primary & Secondary Education
10/30/2019	135.49	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2019 B	Primary & Secondary Education
10/23/2019	43	Harris Co (Pasadena) ISD	Refunding Bonds	Series 2019	Primary & Secondary Education
10/23/2019	43	Fort Bend Co (Katy) ISD	Refunding Bonds	Series 2019	Primary & Secondary Education
10/16/2019	7.61	Montgomery Co (Willis) ISD	Refunding Bonds	Series 2019	Primary & Secondary Education
10/2/2019	29.675	Houston ISD Pub Fac Corp	Lease Revenue Refunding Bonds	Series 2019	Primary & Secondary Education
8/26/2019	4.465	Pearland City - Texas	Certificates of Obligation	Series 2019 A	General Purpose / Public Imp
8/26/2019	11.98	Pearland City - Texas	Certificates of Obligation	Series 2019 B	General Purpose / Public Imp
8/6/2019	108.97	Galveston Co (Clear Creek) ISD	Unltd Tax School Building Bonds	Series 2019	Primary & Secondary Education
8/1/2019	21	City of Pearland	Waterworks & Sewer System	Series 2019 A	Water & Sewer Facilities
7/25/2019	15.755	Pearland City - Texas	Permanent Improvement & Ref Bonds	Series 2019	General Purpose / Public Imp
7/25/2019	34.59	Pearland City - Texas	Water & Sewer System Rev & Ref Bonds	Series 2019 B	Water & Sewer Facilities
6/17/2019	1.545	Cooke Co (Valley View) ISD	Maintenance Tax Refunding Notes	Series 2019	Primary & Secondary Education
6/13/2019	190.695	Fort Bend Co (Katy) ISD	Unltd Tax Sch Bldg Bonds	Series 2019	Primary & Secondary Education
5/21/2019	4.14	De Soto City - Texas	General Obligation Bonds	Series 2019	General Purpose / Public Imp
5/21/2019	9.145	De Soto City - Texas	Comb Tax & Rev Certs of Oblig	Series 2019	Toll Roads, Highways & Streets
3/20/2019	76.8	Nacogdoches ISD	Unltd Tax School Building Bonds	Series 2019	Primary & Secondary Education
3/5/2019	171.05	Brazoria Co (Alvin) ISD	Unltd Tax Schoolhouse & Ref Bonds	Series 2019	Primary & Secondary Education
2/26/2019	6.6	McLennan Co Jr College Dt	Revenue Bonds	Series 2019	Higher Education
9/10/2018	9.05	Lancaster City - Texas	General Obligation Bonds	Series 2018	General Purpose / Public Imp
8/13/2018	7.085	Pearland City - Texas	Certificates of Obligation	Series 2018	General Purpose / Public Imp
8/13/2018	7.44	Pearland City - Texas	Permanent Improvement Bonds	Series 2018	General Purpose / Public Imp
8/13/2018	19.05	Pearland City - Texas	Water & Sewer System Rev Bonds	Series 2018 B	Water & Sewer Facilities

*Financings on or before 6/1/2023 were led by members of the Jackson Walker Public Finance team while at their prior firm.

Exhibit A – Texas Bond Counsel Experience (Since 2018)*

Sale Date	Amount of Issue (\$mil)	Issuer	Issue Description	Series	Main Use of Proceeds
6/7/2018	174.615	Harris Co (Houston) ISD	Maintenance Tax Notes	Series 2018	Primary & Secondary Education
6/6/2018	86.96	Harris Co (Houston) ISD	Limited Tax Schoolhouse Bonds	Series 2018	Primary & Secondary Education
5/22/2018	10.545	Fort Bend Co (Katy) ISD	Unltd Tax School Building Bonds	Series 2018	Primary & Secondary Education
5/22/2018	175.68	Fort Bend Co (Katy) ISD	Unltd Tax School Building Bonds	Series 2018	Primary & Secondary Education
5/1/2018	8.65	City of Pearland	Waterworks & Sewer System	Series 2018 A	Water & Sewer Facilities
3/6/2018	154.97	Galveston Co (Clear Creek) ISD	United Tax School Building Bonds	Series 2018	Primary & Secondary Education

*Financings on or before 6/1/2023 were led by members of the Jackson Walker Public Finance team while at their prior firm.



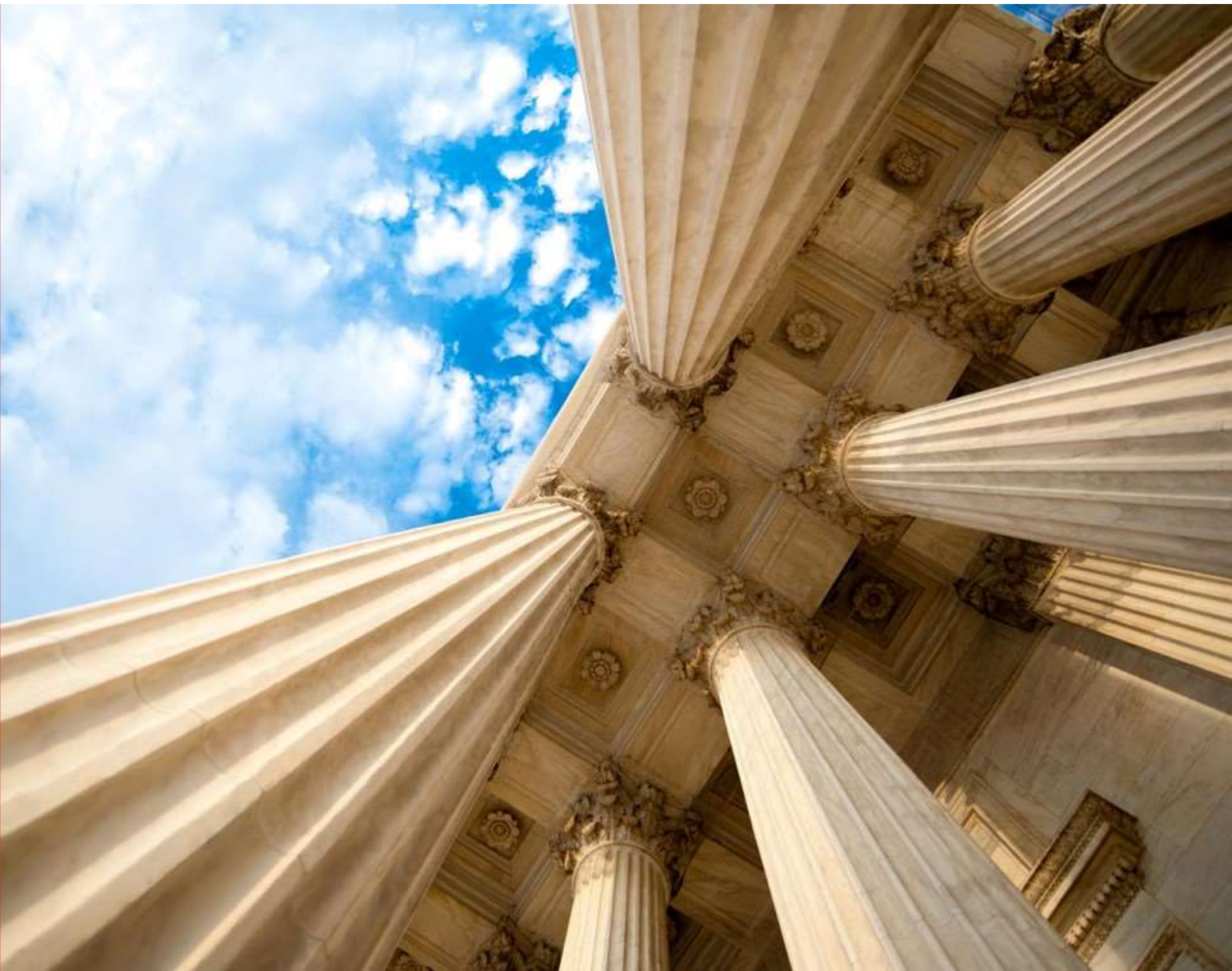
EXISTENCE OF ATTORNEY-CLIENT RELATIONSHIP

To obtain legal counsel or legal services from Jackson Walker LLP, you must first establish an attorney-client relationship with the Firm. This document does not establish an attorney client relationship with Jackson Walker or any individual attorney at Jackson Walker. Until you have received an engagement letter from the Firm, do not disclose or send any information or documents that you consider private or confidential.

City of Jacksonville

Response to RFQ # 2024-100-01; Bond Counsel Request and Statement of Qualifications

Private and confidential | Norton Rose Fulbright US LLP - March 28, 2024



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March 28, 2024

City of Jacksonville
Attn: James Hubbard, City Manager
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Jacksonville, Texas 75766

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United States

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Partner

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stephanie.leibe@nortonrosefulbright.com

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Fax +1 512 536 4598
nortonrosefulbright.com

Re: Response to RFQ and SOQ # 2024-100-01 for Bond Counsel Services

Norton Rose Fulbright US LLP ("Norton Rose Fulbright" or the "Firm") is pleased to submit this response (this "Response") to the City of Jacksonville's (the "City") Request for Qualifications and Statement of Qualifications (the "RFQ") to provide Bond Counsel services to the City. We welcome the opportunity to serve the City in a professional, efficient and cost-effective manner, and to show the City what they should expect from their Bond Counsel: client service through experience and responsiveness. Ask any of our clients about our Firm's client service, which is made possible by our robust Texas Public Finance team of nearly 50 people dedicated to Public Finance across our four Texas offices and significant and broad public finance volume over the past 100 plus years. The City deserves nothing less!

Norton Rose Fulbright Experience

Norton Rose Fulbright has one of the largest public finance practices in the United States, with over 50 attorneys who work in the area of public finance or federal income taxation as it relates to public finance. We enjoy a reputation as one of the leading public finance firms in the country, with a current ranking of third in the nation in par amount of bonds issued. We are one of the largest Texas-based law firms in the United States and have had a presence in Texas for over 100 years. In Texas alone, our team of lawyers serves as bond counsel on more than 300 transactions per year. In the last five (5) years alone, we have helped issue more than \$1.37 billion par amount of bonds to the Texas Water Development Board for our political subdivision clients. Over the Firm's history, we have served as bond counsel on more than 677 TWDB financings totaling more than \$5.66 billion in par. Moreover, our Firm has leveraged our experience with the Texas Water Development Board revolving fund loan programs to facilitate millions of dollars in grant funding or zero-interest loans to our clients. Additionally, in 2021, our Austin office alone served as bond counsel on eight (8) Texas Water Development Board Flood Infrastructure Fund ("FIF") financings, a new financing program rolled out in 2021.

Our success is a direct result of our commitment to client service. Every client, no matter how big or small, can expect the highest level of service, expertise, and integrity from our Firm. We understand the importance of trust in the attorney-client relationship, and especially so for smaller or infrequent issuers. We view our relationship with clients as much more than transactional. As is our custom, we will not charge attorney fees unless your bond issuance is successfully completed.

Norton Rose Fulbright Team

As each of our clients should expect, we will deliver the very best of Norton Rose Fulbright, as determined on the basis of experience, proximity, history, and professional standing. We have assembled a team of highly experienced lawyers with an unsurpassed ability to provide finance-related legal services to the City. I will serve as the bidder representative for the Firm for all the purposes of this Response, as well as any representation resultant therefrom; my contact information is located in the upper right-hand corner of this Letter. The other proposed members of the Norton Rose Fulbright team include experienced public finance lawyers who handle a variety of transactions for issuers throughout Texas.

Norton Rose Fulbright Approach

Norton Rose Fulbright stresses a team approach, including the City's financial advisors and engineers, in public finance to assure that senior level "hands-on" coverage is always available to our clients. This means we are actually the people who will provide you service and handle your work. We are committed to providing the highest quality of service in an efficient and effective manner, and keeping the City informed of our progress on a continuing and regular basis. In addition, our team will be available to address any on-going questions on the myriad of issues encountered daily. We have the staffing and capacity to commence work under any contract awarded under the RFQ promptly following notification.

Thank you for inviting us to submit our Response. Should you have any questions, or require any additional information with respect to our proposal, please do not hesitate to contact me at the phone number listed above. I look forward to hearing from you soon.



Stephanie Leibe

On behalf of Norton Rose Fulbright US LLP

General firm information

A. Name, address, and telephone number of the firm.

Contact Information	Norton Rose Fulbright US LLP 98 San Jacinto Boulevard, Suite 1100 Austin, TX 78701 Tel +1 512 474 5201
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B. History of the firm

Our Firm was originally organized in Houston in 1919 by R.C. Fulbright and John Henry Crooker. In 1927, the Firm, then known as Fulbright, Crooker & Freeman, opened an office in Washington, DC, with clients including the Port of Houston and other Texas ports and the Houston Chamber of Commerce. By 1954, the Firm's name had been lengthened to Fulbright, Crooker, Freeman, Bates & Jaworski and then, in 1974, was shortened to Fulbright & Jaworski LLP when Leon Jaworski returned to the Firm after serving as the Watergate prosecutor.

In mid-2013, the Firm joined (with others) the newly created Norton Rose Verein, a Swiss verein, combining the experience of 3,800 lawyers in 55 offices and 40 countries world-wide. While Norton Rose Fulbright US LLP is a member of the Norton Rose Fulbright Verein and can draw on the combined experience and expertise of all member firms, we remain independently governed. On January 21, 2015, the Firm officially changed its domestic office name from Fulbright & Jaworski LLP to Norton Rose Fulbright US LLP. Most recently, our Firm merged with a New York-based law firm, Chadbourne & Parke, with Norton Rose Fulbright being the surviving entity, providing our public finance team with additional resources in the country's financial headquarters to service our clients. Our Firm today has domestic offices in Dallas, Austin, San Antonio, Houston, New York, Washington, DC, Denver, Los Angeles, Minneapolis, San Francisco and St. Louis.

C. Names and titles of officers of the firm who will be directly responsible for Bond Counsel services



Stephanie Leibe
Partner
Austin

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Matt Lee
Senior Associate
Austin

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Chris Guevara
Counsel
Austin

+1 512 536 3045

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Patrick L. O'Daniel
Partner
Austin

+1 512 536 5264

patrick.odaniel@nortonrosefulbright.com

D. Information pertaining to the firm's compliance with licensing and other requirements

The Firm and all attorneys assigned to the City's proposed team are licensed to practice law in the State of Texas and in good standing with the Texas Bar.

Our references

City of Kyle, Texas	City of Austin, Texas	City of Seguin, Texas
Bryan Langley City Manager 100 W. Center Street Kyle, Texas 78640 (512) 262-1010 blangley@cityofkyle.com	Belinda Weaver Treasurer 919 Congress Avenue, Suite 1250 Austin, Texas 78701 (512) 974-7885 belinda.weaver@austintexas.gov	Steve Parker City Manager 205 N. River Street Seguin, Texas 78155 (830) 401-2300 sparker@seguintexas.gov

Our team

Our team

We have assembled a team of highly experienced attorneys to provide bond counsel services to the City of Jacksonville in connection with all bond matters. We have found the team approach to be very successful. Such an approach guarantees that the City will have a qualified, responsive team to represent it in bond matters, as well as with respect to related issues such as federal income tax, federal and State securities law, and legislative concerns. This is particularly critical with respect to ever-changing and intricate procedural and substantive federal income tax and State issuance and reporting requirements.

The team would be led by Partner, Stephanie Leibe and would include Senior Associate, Matt Lee, Counsel, Chris Guevara, and Tax Partner, Patrick L. O'Daniel. Each member of the team dedicates 100% of his or her practice to bond related work, and the tax lawyers devote more than 80% of their practice to bond related work. The team has extensive knowledge of (a) substantive public finance, securities and tax law, (b) cutting edge public financing and disclosure practices, and (c) the duties, practices and needs of the TWDB gained through our existing representation. Their qualifications, experience, and knowledge will help avoid the time, expense and risks that could be associated with less experienced lawyers.

Additionally, all team members will be available in person on short notice as needed for staff or finance team meetings, the City meetings, consultations, and briefings, and other matters as needed by the City. At this time, we do not anticipate staff or management changes in the near future. Please see **Appendix A** for full resumes of the team members.

Brief Resumes

Stephanie Leibe is a partner located in our Austin office. She graduated from Southeastern Louisiana University (B.A., 1995) and Loyola University School of Law (J.D., 1999). Stephanie brings 13 years of experience as an Assistant Attorney General in the Public Finance Division of the Texas Attorney General's Office, including over 4 years as Chief of the Division. She has experience in public finance transactions for state agencies, cities, counties, school districts, navigation districts, port authorities, economic development corporations, water districts and water authorities. This experience includes traditional municipal finance, on behalf of non-profit corporations, tax increment finance, public improvement districts, and derivate transactions. As Chief of the Public Finance Division, through the management, supervision, and development of division personnel, Stephanie had the primary responsibility of ensuring that all bond transactions approved by the Texas Attorney General's Office complied with Texas law. Stephanie worked extensively with bond counsel and underwriters' counsel to resolve complex and novel Texas law issues related to public securities. She also assisted the division's attorneys with the resolution of legal issues as they arose during the course of the agency's review of public securities. During her tenure as Chief, the division consisted of 9 attorneys and 4 support staff and reviewed more than 1,500 public securities on an annual basis.

Matthew A. Lee joined Norton Rose Fulbright's Public Finance group in July of 2015 and has devoted his entire legal career to public finance matters where he serves as bond counsel, underwriter's counsel, disclosure counsel, issuer's counsel, and trustee's counsel on a broad range of public finance transactions across the State of Texas and across the United States.

Matt's bond counsel representations include a wide range of issuers across the entire State of Texas, including school districts, cities, counties, institutions of higher education, municipal utility districts (MUDs), special utility districts (SUDs), water control and improvement districts (WCIDs), water authorities, regional water authorities, public utility agencies (PUAs), water supply corporations (WSCs), drainage districts, irrigation districts, local government corporations (LGCs), economic development corporations (EDCs), municipal management districts (MMDs), emergency services districts (ESDs), electric and gas utility systems, etc. The credits supporting these financings include ad valorem tax revenues (general obligation), system revenues (water, electric, gas), tuition revenues, subject to appropriation revenues, sales tax revenues, hotel occupancy tax (or, HOT) revenues, contract revenues (including take-or-pay contracts), special assessment revenues (including revenues generated within a public improvement district, or PID), tax increment revenues (including revenues generated within a tax increment reinvestment zone, or TIRZ), venue tax revenues, parking facility revenues, park revenues, solid waste revenues, jail revenues, convention center revenues, toll revenues, a combination of taxes and/or revenues, etc. The instruments that evidence these financings take many different forms and are issued pursuant to a public sale (negotiated or competitive bid) or private placement, including significant experience with the United States Department of Agriculture (USDA) financial assistance programs and Texas Water Development Board (TWDB) financial assistance programs, including the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), Flood Infrastructure Fund (FIF), State Water Implementation Fund for Texas (SWIFT, SWIRFT), and Texas Water Development Fund (D-Fund). Matt's role as bond counsel is more holistic and goes well beyond the standard bond counsel role in a typical financing, including pre-financing steps such as participating in capital improvement planning, bond steering committee meetings, bond elections, drafting and negotiating contracts that will support the financing, tax rate management processes, as well as post-issuance steps such as assisting issuers in responding to letters of inquiry from the Internal Revenue Service (IRS), compliance with continuing disclosure undertakings, permissible uses of funds, compliance with tax-exempt covenants (spend-down, arbitrage, rebate), paying off debt early (defeasances, redemptions, refundings), etc.

Matt's underwriter's counsel representations include a wide range of underwriters and banks across the entire State of Texas and across the United States, including on the financings described above. Additionally, Matt has significant underwriter's counsel experience in transportation financings secured, in part, with toll revenues, including Texas Transportation Commission financings and advising the United States Department of Transportation (US DOT) on their Transportation Infrastructure Finance and Innovation Act (TIFIA) program financings, including Port of Long Beach (California), Hampton Roads (Virginia), and Grand Parkway (Houston). Matt's role as underwriter's counsel includes drafting and negotiating the bond purchase agreement, reviewing the issuer's compliance with its continuing disclosure undertakings, reviewing and commenting on the offering document, and counseling the underwriter throughout the entire transaction. Matt has also been a resource to underwriters as they navigate the implementation of the various statutory verifications (SB 13, SB 19) in the State of Texas.

Prior to joining Norton Rose Fulbright, Matt worked for several years in "Big 4" accounting practicing State and Local Tax and International Tax at major professional services firms in Houston, Texas.

Chris Guevara is counsel in the public finance department of Norton Rose Fulbright. He focuses his practice on public finance matters and resides at the firm's Austin office. Prior to joining Norton Rose Fulbright, Mr. Guevara worked in the Public Finance Division of the Texas Attorney General's Office, where he reviewed tax-exempt and taxable public securities from a wide-range of issuers including municipalities, counties, school districts, special districts and conduit issuers. He assisted in advising the Texas Bond Review Board in matters concerning tax-exempt private activity bonds and represented the agency with the litigation division as a mandatory party to bond validation suits. During the Texas Legislative Session, he analyzed bills of interest to the agency and the public finance industry, advised governmental agencies as to the application of legislation, and drafted fiscal notes for the agency. Prior to his work at the Texas Attorney General's Office, Mr. Guevara worked as a federal funds analyst at the Texas Legislative Budget Board, where he developed budget and policy recommendations for the Texas General Appropriations Act during the 84th and 85th Legislatures. Chris graduated from the University of Houston (B.S. 2011) and the University of Texas School of Law (J.D. 2014).

Patrick O'Daniel is a senior partner in Norton Rose Fulbright's tax department located in the Austin office. He graduated from the University of Texas (B.A., 1989) and the University of Texas School of Law (J.D., 1992). Patrick has participated in all facets of the tax analysis associated with tax-exempt bond financings for cities, counties, and school districts, including arbitrage, rebate, advance and current refundings, yield restrictions and calculations, private business use tests, airport exempt financings, special revenue and exempt facilities financing, tax and revenue anticipation notes, commercial paper and other variable rate financing, forward purchase, other innovative and creative financing techniques designed to meet the objectives of the issuer and applicable federal income tax restrictions; tax rollback rates, petitions, and representations; and ad valorem taxation and other local and State tax issues.

Our experience

We regularly represent numerous local government entities as their bond counsel in their issuances of debt, including issuances of debt purchased by the Texas Water Development Board ("TWDB"). On average, our clients issue hundreds of millions of dollars of bonds which are purchased by the TWDB every year. As a result, our team is intimately familiar with the TWDB administrative rules and process, including its documentation and financing requirements.

Attached hereto as **Appendix B** is a more comprehensive list of the Firm's bond counsel representation of local issuers in TWDB financings over the past five years. In summary, in the past five (5) years, Norton Rose Fulbright has served as Bond Counsel on 103 financings issued to the TWDB totaling \$1.37 billion. Over the Firm's history, we have served as bond counsel on more than 677 TWDB financings totaling more than \$5.66 billion in par. These bond counsel representations covered all of TWDB's financial assistance programs (SWIFT, CWSRF, DWSRF, D-FUND, FIF, etc.) and the work performed by our Firm on these representations included all of the scope of services listed in the RFQ, including, when applicable, drafting grant documentation and reviewing grant documentation drafted by the TWDB. We would be pleased to provide the name and contact number for a contact person at any of the issuers on request.

In addition, our firm periodically represents the TWDB as its bond counsel in the issuance of its bonds on certain TWDB bond programs. In that capacity, we may give advice to the TWDB regarding its ability to issue bonds on a tax exempt basis to fund loan programs which will fund the purchase of bonds or other obligations from various local government entities, including possibly the City. In our capacity as bond counsel to the City, we will draft the financing documents to accurately reflect the terms of the financing as discussed by the City and its financial advisor and the established rules and procedures of the TWDB. Since we are not representing the TWDB or the City in an advocacy capacity with respect to the negotiation of the terms of any loan to the City by the TWDB, our representation of either the TWDB in its issuance of certain debt obligations or the City in its issuance of bonds to be purchased by the TWDB would not result in our being in a conflict of interest position with respect to our representation as bond counsel. We would only represent the City in any loan transaction pursuant to which the City sells its bonds to the TWDB; however, our representation of TWDB does give us additional insight into the workings of the TWDB.

Additional services

Additional public finance services

Keeping the client informed and compliant.

Recent years have produced significant changes in the municipal capital markets. While many of these events are unprecedented in their volume and magnitude, change in the municipal finance industry does in fact occur with regularity.

Our Firm prides itself on successfully informing our clients of and navigating them through changes in law that affect their operations. We continuously monitor market events and provide written updates to our clients of changes in the law that we believe to be of importance. We commit a tremendous amount of Firm resources to the preparation of this material and, as a result, these publications have come to be relied upon by members of the public finance community (including our competitors) as authoritative. These briefings are provided to our clients at no additional cost.

Our Firm's Texas public finance group represents clients of all sizes, and having all measures of need, across our State. Our attorneys participate in monthly conference calls to discuss their respective clients, the issues they have encountered, and the emerging trends in the market. This results in our clients benefiting from a State-wide network that produces efficiencies unmatched in our industry.

At least every two years, our State legislators convene in regular session. These sessions result in the biannual filing of thousands of bills, many of which become law. We actively monitor these actions during the legislative process, informing our clients of bills that can impact their operations, and involve ourselves in the process if requested or when we view a bill as having a significant impact on our clientele. Upon conclusion of these sessions, we circulate to all our clients a comprehensive briefing of bills that were enrolled and that could be of interest thereto.

Our Firm, through our association with the National Association of Bond Counsel, was actively engaged in the industry's review and interpretation of the "municipal advisor" rules and the amendments to the continuing disclosure rules promulgated by the United States Securities and Exchange Commission, as well as in the preparation of advisory material for issuers to use to confirm compliance with these new rules. We extend to the City an offer to brief its staff on the requirements of these new rules for the purpose of prospective compliance.

We provide the information above only as a demonstration of the type of service that an entity such as the City should expect and deserves from its bond counsel. Our ability to provide this service is proven. Evidence of this fact is printed on these pages and we hope that it is helpful in analysing the qualifications of the respondents to this RFQ.

Rating agencies, bond insurers, and credit providers.

We have developed an excellent working relationship with all three of the major rating agencies, and we believe that those agencies have come to depend upon our analysis of bond transactions to assist them in

their rating process. These relationships can be very important to the City in the rush of work that normally accompanies the authorization and issuance of a series of bonds and the decision to insure those bonds.

Our customary approach to meetings with the rating agencies is to serve as a resource for the City, its staff, and the City's financial advisors, to the extent necessary. As a general rule, we would suggest that it is not necessary or cost effective for bond counsel to accompany the City's staff on rating agency trips, although we will do so if requested by the City. Complex or unique transactions often require that rating agencies receive additional legal comfort.

We generally provide the rating agencies with necessary legal information prior to those meetings and make ourselves available either by teleconference or in person if requested by the City to answer legal questions that may arise either in the meeting or as follow-up.

In addition to the bond rating agencies, we are also actively engaged and enjoy excellent relationships with each of the monoline bond insurers that have historically and are currently writing municipal bond insurance policies. For example, in 2011, we, on behalf of the San Antonio Water System, negotiated with four different bond insurers (only one of which was at that time actively writing new policies) their consent to a junior lien bond covenant amendment that allowed SAWS to issue debt at that lien level (both new money and refunding bonds) without having to fund a debt service reserve fund for those new bonds. This amendment has saved SAWS millions of dollars, as it has now moved the bulk of its financing to this junior lien level. Norton Rose Fulbright attorneys also spent significant time with the general counsel office of Build America Mutual and Assured Guaranty Corporation to educate those offices with the requirements necessary to write policies for Texas municipal bond issuers. These activities have allowed us to develop "pick up the phone" relationships with each of these offices, which has proven exceedingly advantageous to our clients who have recently purchased bond insurance policies.

Our experience with the available liquidity providers is similar to our experience with the available monoline bond insurers. Since the constriction of the credit markets in 2008, the universe of liquidity providers has shrunk in kind, as well. The universe of legal counsel to these liquidity providers has followed similar course, being reduced, essentially, to two firms. Because certain of our clients have maintained a robust need for liquidity in support of traditional and non-traditional interim financing programs, we have maintained strong relationships with both this universe of available liquidity providers and their legal counsel of choice. Since 2012, we have modernized commercial paper bond ordinances for certain of our clients in response to global replacement of liquidity providers. In addition, we have, on at least an annual basis, negotiated revolving credit agreements or amendments thereto to support these programs. The result is our clear understanding of the current requirements of these providers and their counsel, a strong working relationship with these parties, and their understanding and appreciation of our ability to understand their requirements and deliver documentation that is compliant with their needs, agreeable to the borrower, and legal and valid under Texas law.

Official statements.

Proper disclosure is extremely important in the issuance of municipal securities. The SEC's 2010 promulgation of amendments to Rule 15c2-12 of the United States Securities and Exchange Commission (Rule 15c2-12) and the launch of its EMMA system significantly impacted the City's responsibility for preparing information to meet these continuing secondary market disclosure requirements. There is

increasing litigation with respect to matters relating to disclosure and it is, therefore, vital that the City have bond counsel that is experienced and knowledgeable in issues of proper disclosure.

Norton Rose Fulbright is actively involved in the preparation of Official Statements, including with respect to necessary or advisable insertions or deletions. We believe this to be a fundamental duty and obligation of bond counsel (and subsumes any perceived separate role and duties of disclosure counsel).

State and federal presence.

Our Firm, acting through the Washington, D.C. office, has an active practice before the Internal Revenue Service, and all of our Firm's tax attorneys are provided with daily information to allow them to monitor any federal income tax law developments, especially those that impact tax exempt financing. Our Firm's Texas offices also provide us with access to the Texas Attorney General's Office and to all other agencies of Texas government.

Municipal securities representation.

Our Firm's municipal securities lawyers represent clients in connection with the financing of State and local government projects and operations, as well as privately owned facilities that qualify for tax exempt financing. Our Firm's lawyers act as bond counsel, disclosure counsel, and general counsel to issuers and as counsel to underwriters, institutional purchasers, banks, bond insurers, borrowers, developers, corporate trustees, investment contract providers and interest rate swap providers, among others. Norton Rose Fulbright has helped to finance all types of public improvement and programs, including multifamily housing, single family housing, public power systems, municipal electric and gas systems, water and sewer utilities, prison and jails, public and toll roads, port facilities, airports, public and private universities, public schools, student loan programs, hospitals, nursing homes and elderly care facilities, convention centers, sport stadiums and facilities, residential and commercial subdivisions, small manufacturing facilities, and environmental protection facility at refineries, power plants and other industrial facilities.

Related legal experience.

As previously mentioned, recent amendments to Rule 15c2-12 address the City's "indirect" responsibility to establish internal procedures to provide continuing disclosure for secondary market transactions involving its debt issues. Under these amendments, the potential federal and state securities liability to the governing body will be the same as in its primary offering of bonds; namely, that no material omission or material misstatement is contained in this disclosure of information. Accordingly, we believe that it is imperative that the City seek and retain competent legal counsel to implement appropriate internal procedures and to review any information disseminated into the market to protect the issuance of debt by the City from potential federal and state securities liability. In addition to our Firm's public finance professionals, we have multiple attorneys who specialize in federal and state securities matters.

Conduit financing representation.

Norton Rose Fulbright was fortunate to represent the Bexar County Housing Finance Corporation (BCHFC), Bexar County Health Facilities Development Corporation (BCHFDC) and Bexar County Industrial Development Corporation (BCIDC, collectively the *Conduit Entities*) since their creation until 2018.

We are a highly respected, nationally recognized full-service law firm with specialties in affordable housing and healthcare finance. We also have one of the most active conduit financing tax-exempt bond practices in the United States.

Bond counsel services for an affordable housing or healthcare transaction are different than traditional bond counsel services for a city or county. The City's bond counsel must have expertise in the multifamily housing market and healthcare industry. We have more of that experience than any other firm in Texas. The City's bond counsel will need to be experienced in tax credits, the Texas Attorney General approval process, local property tax exemptions, local home loans and local politics to successfully structure transactions for the City.

Public improvement district representation.

Across the State, the number of public improvement districts (or, PIDs) being formed and issuing bonds is growing at an extraordinary pace. The City is no exception. As of early 2022, of the 226 PID bond issuances in the State since 2003, Norton Rose Fulbright has served as bond counsel on 79 (or, 35%). Norton Rose Fulbright has additionally served as underwriter's counsel on 13 PID financings and trustee's counsel on 11 PID financings. In total, Norton Rose Fulbright has served on 103 (or, 46%) of the 226 PID financings in the State since 2003. The proffered team has served as bond counsel or is currently serving as bond counsel to several clients within the state on their formation of PIDs and/or issuance of PID bonds. As stated throughout this Response, Norton Rose Fulbright is committed to provide the City with a holistic, "one-stop-shop" bond counsel representation, including advising the City on the formation of PIDs and the issuance of PID bonds.

Bond validation suits (1205 proceeding) and testimony in litigation.

A combination of recent public sentiment opposing governmental entities' incurring additional public debt, some of our clientele pursuing controversial projects, and contrary statutory interpretation by the Office of the Attorney General of the State and our Firm has led our Firm's trial section to possess what we believe to be the most extensive body of experience in bond validation suits (authorized and prosecuted under Texas law Chapter 1205 of the Texas Government Code). These matters have included routine and uncontested trials (including the validation of our recommended methodology for the assumption of Bexar Metropolitan Water District debt by San Antonio Water System), mildly-contested trials (the Office of the Attorney General of the State disagreeing with our interpretation of applicable law and requiring resolution by a trial court), the judicial validation of a large San Antonio-based electric utility energy lease-leaseback transaction, and severely contested trials (with the Office of the Attorney General of the State, first, vigorously opposing the issuance of bonds at trial and then, after losing at that level, seeing a third party intervener assume this prosecutorial role and carrying the matter through an appellate process). Previously, Norton Rose Fulbright successfully represented VIA Metropolitan Transit in a Chapter 1205 declaratory judgment matter relating to a controversial streetcar project that was challenged by both the Office of the Attorney General of the State and a local citizen through the Texas Third Court of Appeals.

Additionally, our Firm pursued a Chapter 1205 bond validation suit to provide one of our municipal utility clients with comfort to pursue the completion of a large-scale pipeline project delivering water to the San Antonio area. The result of the foregoing is the accumulation by our trial team of an unmatched body of institutional knowledge of this area of the law, the available arguments (pro and con, as fully-briefed from both perspectives), and judicial precedence. In calendar year 2018 alone, our Firm successfully represented

Dripping Springs Independent School District, the City of El Paso, Texas, and the San Antonio Water System in successful Chapter 1205 declaratory judgement proceedings.

Both bond validation suits and potential election code violations require familiarity and experience with court systems in a variety of jurisdictions, not limited to State court, federal court, and special administrative law governing bodies. Our Firm's litigation team is experienced filing and practicing in each of these courts, and especially frequent counties located in Central and South Texas. Previously, our litigation attorneys achieved a successful result after filing suit against the Office of the Attorney General of the State in a bond validation action with venue in Travis County. This litigation provided members of the proffered bond counsel team the ability to testify as witnesses in a highly contentious and public trial with a major State agency. Our attorneys previously engaged in witness preparation exercises, trial strategy techniques, preparing trial explanations of municipal financing schemes and structures, and supporting political subdivision's arguments while simultaneously diminishing the credibility of opposing parties' arguments. Our Firm possesses attorneys who with experience serving as both fact and expert witnesses, and are available to assist the City if litigation were to arise.

Our bond counsel team's unique experiences of involvement and familiarity in both the trial and appellate phases of litigation provide a distinctive advantage to our municipal clients. While the majority of lawsuits remain primarily in Texas State courts, some causes of action have original jurisdiction in the federal courts, and our team is prepared to handle these suits as well. Specifically in the Firm's San Antonio office, we have attorneys eligible to practice in the Western, Southern, Northern, and Eastern Districts of Texas and before the United States Court of Appeals for the Fifth Circuit. Additionally, our Firm has one senior attorney sitting on the Supreme Court Advisory on the Rules of Civil and Appellate Procedure (which provides direction on the rules governing the State courts). Therefore, our Firm is well-prepared to handle any litigation needs the City may require.

Bond counsel services contract

March 28, 2024

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragsdale St.
Jacksonville, Texas 75766

Re: Response to RFQ and SOQ # 2024-100-01 for Bond Counsel Services

This letter confirms that Norton Rose Fulbright US LLP (the “Firm”) will represent the City of Jacksonville (the “City”) in connection with obtaining loan and/or loan forgiveness funding and providing legal opinion with respect to validity of any Obligations issued by the City for capital financing or refinancing; preparation of resolution or ordinance authorizing and securing the Obligations (the “Ordinance”) and/or authorizing any loan forgiveness agreements as necessary. Our acceptance of that representation (the “Representation”) becomes effective upon the execution of the enclosed copy of this letter.

Terms of engagement

This letter sets out the terms of our engagement in the Representation. Certain of those terms are included in the body of this letter, and additional terms are contained in the attached document, entitled Additional Terms of Engagement. That document is expressly incorporated into this letter, and it should be read carefully. The execution and return of the enclosed copy of this letter constitutes an unqualified agreement to all the terms set forth in this letter and in the attached Additional Terms of Engagement.

It is understood and agreed that our engagement is limited to the Representation. We are not being retained as general counsel, and our acceptance of this engagement does not imply any undertaking to provide legal services other than those set forth in this letter.

Our personnel who will be working on the matter

I will be working on the Matter with Matt Lee, and you may call, write, or e mail us whenever you have any questions about the Representation. Other Firm personnel, including Firm lawyers and paralegals, will participate in the Representation if, in our judgment, their participation is necessary or appropriate.

Our legal fees and other charges

Our fees are based on the time spent by the attorneys and the paralegal personnel who work on the Matter. We will charge for all time spent in representing your interests, including, by way of illustration, telephone and office conferences with you and your representatives, opposing counsel, and others; conferences

among our attorneys and paralegal personnel; factual investigation if needed; legal research; responding to your requests for us to provide information to you or your auditors; drafting letters and other documents and travel if needed.

In addition to our fees for rendering professional services, our statement will include other charges for expenses and services incurred incident to the performance of our legal services, such as photocopying, delivery charges, travel expenses, overtime for secretaries and other nonlegal staff, Texas Attorney General filing fee that we will pay on behalf of the City, specialized computer applications such as computerized legal research and filing fees. A copy of our current recharge schedule, which is subject to change from time to time, is attached hereto as Exhibit A.

Conflicts of interest

Before accepting the Representation, we have undertaken reasonable and customary efforts to determine whether there are any potential conflicts of interest that would bar our Firm from representing the City in the Matter. Based on the information available to us, we are not aware of any potential disqualification. We reviewed that issue in accordance with the rules of professional responsibility adopted in Texas. We believe that those rules, rather than the rules of any other jurisdiction, are applicable to the Representation; and the execution and return of the enclosed copy of this letter by you represents an express agreement to the applicability of those rules.

Conclusion

This letter and the attached *Additional Terms of Engagement* constitute the entire terms of the engagement of Norton Rose Fulbright US LLP in the Representation. These written terms of engagement are not subject to any oral agreements or understandings, and they can be modified only by further written agreement signed both by you and Norton Rose Fulbright US LLP. Unless expressly stated in these terms of engagement, no obligation or undertaking shall be implied on the part of either the City or Norton Rose Fulbright US LLP.

Please carefully review this letter and the attached *Additional Terms of Engagement*. If there are any questions about these terms of engagement, or if these terms are inaccurate in any way, please let me know immediately. If both documents are acceptable, please sign and return the enclosed copy of this letter so that we may commence the Representation.

We are pleased to have the opportunity to be of continued service to the City with respect to this Matter. If you need any further information from us concerning this Matter, please do not hesitate to contact me.

Very truly yours,

Stephanie Leibe

SVL/lc

Enclosures

cc: Mr. Matt Lee (Firm)
Mr. Chris Guevara (Firm)

City of Jacksonville

Response to RFQ # 2024-100-01; Bond Counsel Request and Statement of Qualifications

The City of Jacksonville Agrees to and Accepts this Letter and the Attached Terms of Engagement:

City of Jacksonville

By: _____
James Hubbard, City Manager

Date: _____

NORTON ROSE FULBRIGHT US LLP

Additional Terms of Engagement

This is a supplement to our engagement letter dated March 28, 2024. The purpose of this document is to set out additional terms of our agreement to provide the Representation described in our engagement letter concerning the Matter. Because these additional terms of engagement are a part of our agreement to provide legal services, the City should review them carefully and should promptly communicate to us any questions concerning this document. We suggest that the City retain this statement of additional terms along with our engagement letter and any related documents.

The Scope of the Representation

We will perform all usual, customary, and necessary legal services as Bond Counsel. Specifically, we will prepare and direct legal proceedings and perform other necessary legal services with reference to the incurrence of Debt, including, but not limited to, the following:

1. Prepare all instruments pursuant to which the Debt will be authorized, issued, secured, sold, and delivered in consultation with the City's staff, the Board of Directors, and other officials and consultants of the City.
2. Attend meetings of or with the City Council, and City staff to the extent required or requested.
3. Cooperate with the City and its consultants in the preparation of official statements, or other securities laws disclosure documents, if any, including review of the information therein describing the Debt, the security therefor, and the federal income tax status thereof, if applicable.
4. Attend meetings with prospective lenders and Debt purchasers, and meetings with any rating agencies or credit enhancers to the extent requested or required.
5. Supervise the printing, execution, and delivery of the Debt to the purchasers.
6. Provide legal advice on the use of Debt proceeds, before and after incurrence of the Debt.

As lawyers, we undertake to provide representation and advice on the legal matters for which we are engaged. It is important for our clients to have a clear understanding of the legal services that we have agreed to provide. Thus, if there are any questions about the scope of the Representation that we are to provide in the Matter, please raise those questions promptly, so that we may resolve them at the outset of the Representation.

Any expressions on our part concerning the outcome of the Representation, or any other legal matters, are based on our professional judgment and are not guarantees. Such expressions, even when described as opinions, are necessarily limited by our knowledge of the facts and are based on our views of the state of the law at the time they are expressed.

Upon accepting this engagement on the City's behalf, the Firm agrees to do the following: (1) provide legal counsel in accordance with these terms of engagement and the related engagement letter, and in reliance upon information and guidance provided by the City; and (2) keep the City reasonably informed about the status and progress of the Representation.

To enable us to provide effective representation, the City agrees to do the following: (1) disclose to us, fully and accurately and on a timely basis, all facts and documents that are or might be material or that we may request, (2) keep us apprised on a timely basis of all developments relating to the Representation that are or might be material, (3) attend meetings, conferences, and other proceedings when it is reasonable to do so, and (4) otherwise cooperate fully with us.

Our Firm has been engaged to provide legal services in connection with the Representation in the Matter, as specifically defined in our engagement letter. After completion of the Representation, changes may occur in the applicable laws or regulations that could affect the City's future rights and liabilities in regard to the Matter. Unless we are actually engaged after the completion of the Representation to provide additional advice on such issues, the Firm has no continuing obligation to give advice with respect to any future legal developments that may pertain to the Matter.

It is our policy and the City's agreement that the person or entity that we represent is the one identified in our engagement letter, and that our attorney-client relationship does not include any related persons or entities. For example, if a corporation, partnership, or other organization is identified as our client in our engagement letter referenced above, we do not represent any related parent companies, subsidiaries, affiliates, employees, officers, directors, shareholders, partners, members, commonly owned corporations or partnerships, or other such persons, entities, or affiliates, whether becoming such by virtue of merger, dissolution, acquisition, or any other means. Accordingly, it is understood that we may represent another client with interests adverse to any such affiliated or related person or entity without first obtaining consent from the City.

It is further agreed that the attorney-client relationship terminates upon our completion of the services for which we have been retained in the Representation.

Who Will Provide the Legal Services

As our engagement letter confirms, the Firm will represent the City in the Matter. The Firm is a registered limited liability partnership under Chapter 152 of the Texas Business Organizations Code.

Although our Firm will be providing legal services, each client of the Firm customarily has a relationship principally with one attorney, or perhaps a few attorneys, such attorneys for this Representation are as set forth in the engagement letter. At the same time, however, the work required in the Representation, or parts of it, may be performed by other Firm personnel, including lawyers and paralegals. Such delegation may be for the purpose of involving other Firm personnel with experience in a given area or for the purpose of providing services on an efficient and timely basis.

Our Relationships With Others

Our law firm represents many companies and individuals. In some instances, the applicable rules of professional conduct may limit our ability to represent clients with conflicting or potentially conflicting interests. Those rules of conduct often allow us to exercise our independent judgment in determining whether our relationship with one client prevents us from representing another. In other situations, we may be permitted to represent a client only if the other clients consent to that representation.

Rules concerning conflicts of interest vary with the jurisdiction. In order to avoid any uncertainty, it is our policy that the governing rules will be those applicable to the particular office of our Firm that prepares the engagement letter for a particular matter. The acceptance by the City of our engagement letter constitutes

an express agreement with that policy, unless the engagement letter specifically states that some other rules of professional responsibility will govern our attorney-client relationship.

From time to time, our Firm may concurrently represent one client in a particular case or matter and, at the same time, our Firm may be asked to represent an adversary of that same client in an unrelated case or matter. We would consider doing so only if it is our professional judgment that the Firm could undertake the concurrent representation impartially and without any adverse effect on the responsibilities that the Firm has to either client.

Specifically, it is possible that, during the Representation, some of our present or future clients will have disputes with you. By accepting these terms of engagement, it is expressly understood and agreed that we may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to the Representation, even if the interests of such clients in those other matters are directly adverse to you. We agree, however, that the prospective consent to conflicting representation contained in the preceding sentence shall not apply if, as a result of the Representation, we have obtained proprietary or other confidential information of a non-public nature that, if known to the other client, could be used in that matter by that client with the result of any material disadvantage to you.

In addition to our representation of other companies and individuals, we also regularly represent lawyers and law firms. As a result, opposing counsel in the Matter may be a lawyer or law firm that we may represent now or in the future. Likewise, opposing counsel in the Matter may represent our Firm now or in the future. Further, we have professional and personal relationships with many other attorneys, often because of our participation in bar associations and other professional organizations. It is our professional judgment that such relationships with other attorneys do not adversely affect our ability to represent any client. The acceptance of these terms of engagement represents an unqualified consent to any such relationships between our Firm and other lawyers or law firms, except with regard to counsel who is representing a party that is adverse to the City in the Matter that is the subject of this engagement.

Communications and Confidentiality

We have available Internet communication procedures that allow our attorneys to use e mail for client communications in many instances. Accordingly, unless the City specifically directs us otherwise, we may use unencrypted e mail sent on the Internet to communicate with the City and to send documents we have prepared or reviewed.

We recognize our obligation to preserve the confidentiality of attorney-client communications as well as client confidences, as required by the governing rules of professional responsibility. If the Matter involves transactions, litigation or administrative proceedings or like proceedings in which our Firm appears as counsel of record for the City in publicly available records, we reserve the right to inform others of the fact of our representation of the City in the Matter and (if likewise reflected of record in publicly available records) the results obtained, unless the City specifically directs otherwise.

Norton Rose Fulbright US LLP, Norton Rose Fulbright LLP, Norton Rose Fulbright Australia, Norton Rose Fulbright Canada LLP and Norton Rose Fulbright South Africa (incorporated as Deneys Reitz Inc.), each of which is a separate legal entity, are member firms in Norton Rose Fulbright Verein, a Swiss verein organization that does not itself provide legal services to anyone. Norton Rose Fulbright US LLP and the other member firms in the verein share non-privileged information about our respective clients for research, practice management, training and administrative purposes as a means of enhancing the quality and breadth of the services we are able to provide our clients; and, unless you direct us otherwise, we will share

non-privileged information about you with those other member firms. Confidentiality agreements among the firms are in place to ensure maintenance of confidentiality with respect to such shared information.

Disclaimer

The Firm has made no promises or guarantees to the City about the outcome of the Representation or the Matter, and nothing in these terms of engagement shall be construed as such a promise or guarantee.

Termination

Our representation may be terminated prior to the conclusion of the Matter by either of us by written notice to the other party.

We are subject to the codes or rules of professional responsibility for the jurisdictions in which we practice. There are several types of conduct or circumstances that could result in our withdrawing from representing a client, including, for example, the following: nonpayment of fees or charges; misrepresentation or failure to disclose material facts; fraudulent or criminal conduct; action contrary to our advice; and conflict of interest with another client. The right of either party to termination of the Representation is in addition to any rights created by statute or recognized by the governing rules of professional conduct. Further, a failure by either party to meet any obligations under these terms of engagement shall entitle the other party to terminate the Representation. The parties agree to try to identify in advance and discuss any situation that may lead to termination.

Termination of the Representation will not affect the City's obligation to pay for legal services rendered and expenses and charges incurred before termination, as well as additional services and charges incurred in connection with an orderly transition of the Matter. Further, in the event of termination of the Representation, you will take all steps necessary to release Norton Rose Fulbright US LLP of any further obligations in the Representation or the Matter, including without limitation the execution of any documents necessary to effectuate our withdrawal from the Representation or the Matter.

Billing Arrangements and Terms of Payment

Our engagement letter specifically explains our fees for services in the Matter and the limitations with respect to the Obligations. We will bill on a regular basis, normally each month, for fees and expenses and charges. It is agreed that the City will make full payment within 30 days of receiving our statement. We will give notice if an account becomes delinquent, and it is further agreed that any delinquent account must be paid upon the giving of such notice. If the delinquency continues and the City does not arrange satisfactory payment terms, we may withdraw from the Representation and pursue collection of our account.

Document Retention

At the close of any matter, we send our files in that matter to a storage facility for storage at our expense. The attorney closing the file will maintain the files in storage in accordance with all applicable government record retention laws, rules, and regulations. After that time, we will destroy the documents in the stored files.

At the conclusion of the Representation, we return to the client any documents that are specifically requested to be returned. As to any documents so returned, we may elect to keep a copy of the documents in our stored files.

Charges for Other Expenses and Services

Typically, our invoices will include amounts, not only for legal services rendered, but also for other expenses and services. Examples include charges for photocopying, Texas Attorney General filing fees, real estate closing fees, UCC filings, travel and conference expenses, messenger deliveries, and computerized research. In addition, we reserve the right to send to the City for direct payment any invoices delivered to us by others, including experts and any vendors.

In situations where we can readily determine the exact amount of expenses for products and services provided by third parties to be charged to the City's account, our invoices will reflect the cost to us of the products and services. In many situations, however, the precise total cost of providing a product or service is difficult to establish, in which case we will use our professional judgment on the charges to be made for such product or service, which charges may vary from or exceed our direct cost of such product or service. In some situations, we can arrange for ancillary services to be provided by third parties with direct billing to the client. Attached is a copy of our current recharge schedule for expenses and services, which is subject to change from time to time.

Standards of Professionalism and Attorney Complaint Information

Pursuant to rules promulgated by the Texas Supreme Court and the State Bar of Texas, we are to advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is attached. In addition, we are to advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our Texas offices and is likewise available upon request. A client that has any questions about State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1 800 932 1900 toll free.

The Texas Lawyer's creed – a mandate for professionalism

The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.

I am a lawyer; I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that Professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this Creed for no other reason than it is right.

I. OUR LEGAL SYSTEM. A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT. A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this Creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and

when hearings, depositions, meetings, conferences or closings are canceled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of

independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER. A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to

correspondence. I will not arbitrarily schedule a deposition, Court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE. Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or

reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable,

miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.

Exhibit A
Norton Rose Fulbright US LLP
(Austin and San Antonio)
Expenses and Services Summary

Expense/Service	Charge
Binding	N/A (Pricing varies in other office locations)
Deliveries	Direct Cost
Overnight/Express	Direct Cost
Outside Courier	N/A
In-House	(Pricing varies in other office locations)
Courthouse Messengers	\$40.00/Hour plus Transportation (Pricing varies in other office locations)
Document Scanning	\$.12 per page – Direct Cost
Duplicating	\$0.15 per page
Photocopy	\$0.85 per page
Color photocopy	\$0.50 per page
Microfilm/Microfiche	\$5.00/tape plus \$20.00/duplication
Videography (duplication)	
Electronic Mail (via Internet)	No Charge
Weekend & Late Evening Air Conditioning	N/A (Pricing varies in other office locations)
Postage	Direct Cost on any item or group of items which cost \$1.00 or more
Facsimile (Outgoing)	No Charge
Telephone	No Charge
Long Distance (Domestic)	No Charge
Long Distance (International)	
File Storage Retrieval	N/A (Pricing varies in other office locations)
Firm hosting of on-site document review performed by outside contract attorneys	\$10.00 per hour

Appendix A: CVs	30
Appendix B: TWDB Financings for last five years	37

Appendix A: CVs



Stephanie Leibe

Partner

Austin | San Antonio

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Stephanie Leibe joined Norton Rose Fulbright after serving as an Assistant Attorney General with the Public Finance Division of the Texas Attorney General's Office, where she was most recently Chief of the Public Finance Division.

She has experience in public finance transactions for state agencies, cities, counties, school districts, navigation districts, port authorities, economic development corporations, water districts and water authorities. This experience included traditional municipal finance, on behalf of nonprofit corporations, tax increment finance, public improvement districts, and derivative transactions.

Also, Stephanie served as General Counsel to the Texas Bond Review Board providing legal advice on both state agency bond issuances and private activity bond allocations. Additionally, she has testified before and served as a resource witness to members and committees of the Texas Legislature on a variety of public finance matters.

In 2019, Stephanie was appointed as Chair of the Texas Pension Review Board by Texas Governor Abbott and has also served as a member of its governing board since 2015.

Education

- JD, Loyola University School of Law, 1999, Law
- BA, Southeastern Louisiana University, 1995, Government

Admissions

- Texas State Bar, Texas State Bar

Rankings and recognitions

- Best Lawyers - Public Finance Law, *Best Lawyers*, 2022 - 2023

Memberships and activities

- National Association of Bond Lawyers
- Texas Bar Association
- Austin Bar Association
- Dripping Springs Education Foundation - Board Member (June 2015 - present)
- Texas Pension Review Board - Chair (March 2019 - present), Board Member (November 2015 - present)



Matthew Lee

Senior Associate

Austin

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Matt joined Norton Rose Fulbright's Public Finance group in July of 2015 and has devoted his entire legal career to public finance matters where he serves as bond counsel, underwriter's counsel, disclosure counsel, issuer's counsel, and trustee's counsel on a broad range of public finance transactions across the State of Texas and across the United States.

Matt's bond counsel representations include a wide range of issuers across the entire State of Texas, including school districts, cities, counties, institutions of higher education, municipal utility districts (MUDs), special utility districts (SUDs), water control and improvement districts (WCIDs), water authorities, regional water authorities, public utility agencies (PUAs), water supply corporations (WSCs), drainage districts, irrigation districts, local government corporations (LGCs), economic development corporations (EDCs), municipal management districts (MMDs), emergency services districts (ESDs), electric and gas utility systems, etc. The credits supporting these financings include ad valorem tax revenues (general obligation), system revenues (water, electric, gas), tuition revenues, subject to appropriation revenues, sales tax revenues, hotel occupancy tax (or, HOT) revenues, contract revenues (including take-or-pay contracts), special assessment revenues (including revenues generated within a public improvement district, or PID), tax increment revenues (including revenues generated within a tax increment reinvestment zone, or TIRZ), venue tax revenues, parking facility revenues, park revenues, solid waste revenues, jail revenues, convention center revenues, toll revenues, a combination of taxes and/or revenues, etc. The instruments that evidence these financings take many different forms and are issued pursuant to a public sale (negotiated or competitive bid) or private placement, including significant experience with the United States Department of Agriculture (USDA) financial assistance programs and Texas Water Development Board (TWDB) financial assistance programs, including the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), Flood Infrastructure Fund (FIF), State Water Implementation Fund for Texas (SWIFT, SWIRFT), and Texas Water Development Fund (D-Fund). Matt's role as bond counsel is more holistic and goes well beyond the standard bond counsel role in a typical financing, including pre-financing steps such as participating in capital improvement planning, bond steering committee meetings, bond elections, drafting and negotiating contracts that will support the financing, tax rate management processes, as well as post-issuance steps such as assisting issuers in responding to letters of inquiry from the Internal Revenue Service (IRS), compliance with continuing disclosure undertakings, permissible uses of funds, compliance with tax-exempt covenants (spend-down, arbitrage, rebate), paying off debt early (defeasances, redemptions, refundings), etc.

Matt's underwriter's counsel representations include a wide range of underwriters and banks across the entire State of Texas and across the United States, including on the financings described above. Additionally, Matt has significant underwriter's counsel experience in transportation financings secured, in part, with toll revenues, including

Texas Transportation Commission financings and advising the United States Department of Transportation (US DOT) on their Transportation Infrastructure Finance and Innovation Act (TIFIA) program financings, including Port of Long Beach (California), Hampton Roads (Virginia), and Grand Parkway (Houston). Matt's role as underwriter's counsel includes drafting and negotiating the bond purchase agreement, reviewing the issuer's compliance with its continuing disclosure undertakings, reviewing and commenting on the offering document, and counseling the underwriter throughout the entire transaction. Matt has also been a resource to underwriters as they navigate the implementation of the various statutory verifications (SB 13, SB 19) in the State of Texas.

Prior to joining Norton Rose Fulbright, Matt worked for several years in "Big 4" accounting practicing State and Local Tax and International Tax at major professional services firms in Houston, Texas.

Education

- LLM, University of Houston Law Center, 2010, Tax
- JD, South Texas College of Law, 2009, Law
- MS, Trinity University, 2006, Accounting
- BS, Trinity University, 2005, Business

Admissions

- Texas State Bar, Texas State Bar

Rankings and recognitions

- The Best Lawyers in America, Ones to Watch, Banking and Finance Law, *Best Lawyers*, 2024

Publications

- Texas Legislature Considers Further Limitations on Local Government Debt, April 2023 ([link](#)).
- Living with SEC Rule 15c2-12 Municipal Securities Disclosure Amendments, December 2018 ([link](#)).

Speaking engagements

- Texas Municipal League (TML) 2023 Annual Conference, Association of Hispanic Municipal Officials (AHMO) Breakout Session, *Debriefing the 88th Texas Legislative Session from a Public Finance Perspective*, Participant, October 5, 2023.
- Municipal Advisory Council of Texas (MAC), *Bonds 101*, Presenter, July 28, 2023.
- Capitol Area Maintenance and Operations (CAMO) Conference, *Bonds 101*, Presenter, April 21, 2023.

- Texas Public Finance 2023 Conference presented by The Bond Buyer, *Analyzing the Latest Texas' Legislative and Regulatory Developments and Their Repercussions*, Moderator, April 12, 2023.
- Association of Hispanic Municipal Officials (AHMO) 2023 "Roadshow", *Bonds 101*, Presenter, March 24, 2023.

Memberships and activities

- State Bar of Texas
- Austin Bar Association
- Texas State Board of Public Accountancy



Christopher Guevara

Counsel

Austin

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Chris Guevara focuses his practice on public finance matters and resides at the firm's Austin office. Prior to joining Norton Rose Fulbright, Mr. Guevara worked in the Public Finance Division of the Texas Attorney General's Office, where he reviewed tax-exempt and taxable public securities from a wide-range of issuers including municipalities, counties, school districts, special districts and conduit issuers. He assisted in advising the Texas Bond Review Board in matters concerning tax-exempt private activity bonds and represented the agency with the litigation division as a mandatory party to bond validation suits. During the Texas Legislative Session, he analysed bills of interest to the agency and the public finance industry, advised governmental agencies as to the application of legislation, and drafted fiscal notes for the agency.

Prior to his work at the Texas Attorney General's Office, Mr. Guevara worked as a federal funds analyst at the Texas Legislative Budget Board, where he developed budget and policy recommendations for the Texas General Appropriations Act during the 84th and 85th Legislatures.

Education

- JD, University of Texas School of Law, 2014, Law
- BA, University of Houston, 2011, English

Representative experience

- Assisted in drafting the Resolution detailing the differences between the House, Senate, and Conference Committee versions of the Texas General Appropriations Bill during the 84th and 85th Legislatures.
- Drafted and presented recommendations concerning the early childhood intervention program to the Article II subcommittee of the House Appropriations Committee during the 85th Legislature.

Admissions

- Texas State Bar, Texas State Bar

Publications

- "Financing Options For the Early Childhood Intervention Program" Legislative Budget Board Staff Reports, January 2017

Memberships and activities

- Texas Bar Association



Patrick O'Daniel

Partner

Austin

+1 512 536 5264

patrick.odaniel@nortonrosefulbright.com

Patrick O'Daniel has served for many years as a trusted business and tax advisor to clients efficiently solving their legal problems as part of their business team. A large portion of his practice is dedicated to the tax and public law aspects of municipal finance and structured and project finance.

He advises on a wide variety of international and domestic issues concerning the formation, operation, acquisition, merger, combination, liquidation and disposition of partnerships, limited liability companies and corporations, as well as various funding structures.

Patrick served as a clerk for US Supreme Court Justice Clarence Thomas and US Court of Appeals for the Fifth Circuit Judge Will Garwood.

Education

- JD, University of Texas School of Law, 1992, Law

Representative experience

- **Counseling** – Serves as a trusted advisor and outside general counsel for business and legal matters for a variety of service and manufacturing companies
- **Bond Financing** – Works with tax-exempt and government entities as bond counsel on structured finance issuances
- **Partnerships and Pass-Throughs** – Advises domestic and international partnerships, pass-throughs, limited liability companies and joint ventures about structuring their relationships, ongoing operations and exit strategies
- **Private Equity Transactions** – Provides counsel on corporate and partnership tax matters to domestic and foreign funds and investors including structure advice and acquisition and divestment of portfolio companies
- **Exempt Organizations** – Advises domestic and international charities, including private foundations and supporting organizations regarding operations such as formation, joint ventures and grant matters
- **Global Tax Planning and Restructuring** – Strategizes on ways to maximize global tax efficiency for complex cross-border transactions
- **Art Law** – Represents domestic and foreign clients (including foundations, museums, galleries and dealers) regarding the ownership, sale, or charitable disposition of works of art; offers substantial expertise in resolving looted art claims that arise from World War II
- **Pro bono** – Patrick believes that it is important to give back to the community therefore he offers substantial regular and continuous pro bono legal services to a variety of not-for-profit and charitable organizations. These include a community theatre offering children's performing arts, educational programs and a charity promoting physical fitness sponsored by a state governor.

Admissions

- Texas State Bar, Texas State Bar

Rankings and recognitions

- Acritas Star, *Acritas*, 2020 - 2021
- The Best Lawyers in America, Best Lawyers, 2006 - 2021
- Best Lawyers - Tax Law, *Best Lawyers*, 2022 - 2023
- Lawyer of the Year, Austin: Tax Law, Best Lawyers, 2012, 2016
- Legal 500 USA, recommended lawyer, tax: domestic tax: central, The Legal 500, 2013 - 2014
- Lawyer of the Year: Central and West Texas tax law, Thomson Reuters, 2004, 2012
- Chambers USA, Texas: Tax, Chambers & Partners, 2011 - 2015

Publications

- "More Honored in the Breach: A Historical Perspective of the Permeable IRS Prohibition on Campaigning by Churches," 42 B.C.L. Rev. 733, 2001
- "Will the Real Justice Thomas Please Stand Up?," 5 Tex. Rev. L. & Pol. 495, 2001

Memberships and activities

- National Association of Bond Lawyers (2003 - present)
- Fellow, American College of Tax Counsel (2016 - present)
- Fellow, American Bar Foundation (2017 - present)
- Fellow, Texas Bar Foundation (2018 - present)
- Adjunct Professor, The University of Texas School of Law (2000 - present)
- Federal Judicial Evaluation Committee (FJEC) (2017 - present)
- Texas Board of Criminal Justice - Member (2017 - 2020); Chairman (2020 - present)
- Task Force on Infectious Disease Preparedness and Response - Member (2020 - present)
- Windham School District Board of Trustees - Member (2017 - 2020); Chairman (2020 - present)
- State Bar of Texas - Tax Section - Chair, Chair Elect, Secretary and Treasurer (2007 - 2011)
- State Bar of Texas - Committee on Government Submissions - Tax Section - Chairman (2005 - 2007)
- The Supreme Court of Texas Task Force to Expand Legal Services Delivery - Member (2009 - 2011)

Body text

Appendix B: TWDB Financings for last five years

Issue Date	Par Amount	Report Name	Title
02/01/2024	975,000.0000	Presidio Co	Comb Tax & Subord Lien Rev C/O Ser 2024
02/01/2024	405,000.0000	Presidio Co	Comb Tax & Subord Lien Rev C/O Taxable Ser 2024
11/01/2023	8,680,000	El Paso, City of	W & S Rev Bds Ser 2023A
9/18/2023	3,520,000	Greater Texoma Utility Auth	Contract Rev Bds Taxable Ser 2023 (White Shed Water Supply Corp Proj)
8/15/2023	505,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2023 (Gober MUD Proj)
08/01/2023	410,000	Orange Co WC&ID # 1	Rev Notes Ser 2023A
08/01/2023	5,260,000	Orange Co WC&ID # 1	Rev Notes Ser 2023B
08/01/2023	19,205,000	Ingleside, City of	Comb Tax & Subord Lien Rev C/O Ser 2023
7/15/2023	34,380,000	Pilot Point, City of	Comb Tax & Subord Lien C/O Ser 2023
06/15/2023	3,055,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2023A (Whitewright Proj)
06/15/2023	3,590,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2023B (Whitewright Proj)
08/01/2023	19,205,000	Ingleside, City of	Comb Tax & Subord Lien Rev C/O Ser 2023
08/01/2023	410,000	Orange Co WC&ID # 1	Rev Notes Ser 2023A
07/15/2023	34,380,000	Pilot Point, City of	Comb Tax & Subord Lien C/O Ser 2023
06/01/2023	85,000	Primera, City of	Comb Tax & Subord Lien Rev C/O Ser 2023B (CWSRF)
06/01/2023	5,915,000	Primera, City of	Comb Tax & Subord Lien Rev C/O Ser 2023A (CWSRF)
02/01/2023	182,760,000	Seguin, City of	Util Sys Rev Bds Ser 2023 (CWSRF)
06/01/2022	3,561,000	Corpus Christi, City of	Util Sys Jr Lien Rev Imp Bds New Ser 2022A
04/01/2022	9,490,000	El Paso, City of	Mun Dr Util Sys Rev Bds Ser 2022
12/01/2022	2,212,000	Fredericksburg, City of	Util Sys Dr Rev Bds Ser 2022
06/23/2022	7,200,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (City of Bells Proj)
06/28/2022	4,625,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (Dorchester Proj, City of)
11/15/2022	2,705,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (City of Gainesville Project)
11/29/2022	7,525,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (Collin/Grayson Water Transmission Proj)

Issue Date	Par Amount	Report Name	Title
06/28/2022	10,235,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (Henrietta, City of Proj)
06/29/2022	2,360,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (Northwest Grayson Co WC&ID #1 Project)
08/02/2022	2,160,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (City of Pottsboro Proj)
06/29/2022	700,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2022 (Valley View, City of Proj)
12/01/2022	860,000	Los Fresnos, City of	Comb Tax & Subord Lien Rev C/O Ser 2022 (CWSRF)
09/01/2022	40,000,000	New Braunfels Utilities	Util Sys Rev Bds Ser 2022A
07/01/2022	2,491,000	Raymondville, City of	Comb Tax & Subord Lien Rev C/O Ser 2022
12/01/2022	3,290,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2022A
12/01/2022	4,150,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev Taxable C/O Ser 2022B
06/15/2022	43,455,000	Wellborn Special UD	W Sys Rev Bds Ser 2022
06/15/2021	2,490,000	Acton MUD	Util Sys Rev Bds New Ser 2021A
07/01/2021	5,100,000	Boyd, City of	C/O Ser 2021A
02/01/2021	830,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2021 (Gober MUD Proj)
04/15/2021	5,470,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2021 (Lake Kiowa Special Utility District Proj)
03/15/2021	4,000,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2021 (City of Van Alstyne Project)
09/01/2021	15,725,000	Green Valley Special UD	Prior Ln W & Wastewater Sys Rev Bds New Ser 2021
09/01/2021	19,540,000	Green Valley Special UD	Prior Ln W & Wastewater Sys Rev Bds New Ser 2021A
06/01/2021	1,203,000	Jourdanton, City of	Comb Tax & Subord Lien Rev C/O Taxable Ser 2021
06/01/2021	2,513,000	Junction, City of	Comb Tax & Surplus Lien Rev C/O Bds Ser 2021
10/01/2021	2,400,000	Justin, City of	Comb Tax & Surplus Rev C/O Ser 2021
07/01/2021	1,347,000	Palm Valley, City of	Comb Tax & Subord Lien Rev C/O Taxable Bds Ser 2021
07/01/2021	213,000	Primera, City of	Comb Tax & Subord Lien Rev C/O Taxable Ser 2021

Issue Date	Par Amount	Report Name	Title
07/15/2021	337,000	Raymondville, City of	Comb Tax & Subord Lien Rev C/O Taxable Ser 2021
06/01/2021	14,240,000	Seguin, City of	Util Sys Rev Bds Ser 2021 (CWSRF)
08/01/2021	1,535,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Taxable Ser 2021C
08/01/2021	10,045,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) C/O Ser 2021B
07/01/2021	210,000	Val Verde Co	Comb Tax & Subord Lien Rev C/O Ser 2021
11/01/2021	1,407,000	Willacy Co	Comb Tax & Subord Lien Rev C/O Taxable Ser 2021A
08/01/2021	2,723,000	Willacy Co	Comb Tax & Subord Lien Rev C/O Taxable Bds Ser 2021
05/15/2021	14,130,000	Willow Park, City of	Comb Tax & WW & SS Surplus Rev C/O Ser 2021A
04/15/2020	1,015,000	Acton MUD	Util Sys Rev Bds New Ser 2020
09/29/2020	4,230,000	Aledo, City of	Tax & WW & SS Surplus Rev C/O Ser 2020
08/01/2020	28,500,000	Amarillo, City of	WW & SS Rev Bds New Ser 2020
11/01/2020	1,080,000	Athens, City of	WW & SS Rev Bds Ser 2020A
02/01/2020	825,000	Athens, City of	WW & SS Rev Bds Ser 2020
09/01/2020	4,750,000	Bertram, City of	Comb Tax & Jr Ln Rev C/O Ser 2020B (CWSRF)
03/15/2020	12,440,000	Bertram, City of	Comb Tax & Jr Lien Rev C/O Ser 2020A
11/01/2020	11,425,000	Corpus Christi, City of	Util Sys Jr Lien Rev Imp Bds New Ser 2020C
02/01/2020	2,700,000	Everman, City of	Comb Tax & Subord Lien Rev C/O Ser 2020
04/01/2020	2,710,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2020 (Kaufman, City of Proj)
02/01/2020	13,595,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2020 (City of Sherman Proj)
03/15/2020	24,985,000	Green Valley Special UD	Prior Ln W & Wastewater Sys Rev Bds Ser 2020
01/01/2020	2,795,000	Ingleside, City of	Comb Tax & Subord Lien Rev C/O Ser 2020
02/01/2020	6,845,000	Jourdanton, City of	Comb Tax & Subord Lien Rev C/O Ser 2020A (DWSRF)
02/01/2020	2,495,000	Jourdanton, City of	Comb Tax & Subord Lien Rev C/O Ser 2020B (DWSRF)
11/01/2020	2,400,000	Justin, City of	Comb Tax & Surplus Rev C/O Ser 2020

Issue Date	Par Amount	Report Name	Title
10/01/2020	1,600,000	Los Fresnos, City of	Comb Tax & Subord Lien Rev C/O Ser 2020B (CWSRF)
10/01/2020	3,625,000	Los Fresnos, City of	Comb Tax & Subord Lien Rev C/O Ser 2020A (CWSRF)
03/15/2020	5,220,000	Lower Valley Water Dist	Util Sys Rev Bds Ser 2020
10/01/2020	1,520,000	Raymondville, City of	Comb Tax & Subord Lien Rev C/O Ser 2020 (CWSRF)
07/15/2020	1,800,000	Surfside Beach, Village of	WW & SS Rev Bds Ser 2020
06/01/2020	6,000,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2020A
08/15/2020	4,940,000	Wimberley, City of	Exchange Ref Bds Ser 2020
03/01/2019	1,415,000	El Paso, City of	W & S Rev Bds Ser 2019
04/25/2019	9,275,000	Eules, City of	WW & SS Rev Bds Ser 2019
06/01/2019	6,670,000	Garland, City of	W & SS Rev Bds New Ser 2019
03/01/2019	10,000,000	Gatesville, City of	Util Sys Rev Bds Ser 2019
07/01/2019	3,180,000	Grand Prairie, City of	W & WW Sys Rev Bds New Ser 2019
01/01/2019	7,490,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2019 (Bear Creek Spec Utility District Proj)
06/01/2019	8,420,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2019 (City of Pottsboro Proj)
12/01/2019	1,645,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2019A (City of Whitewright Proj)
12/01/2019	1,025,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2019B (City of Whitewright Proj)
04/01/2019	64,685,000	Houston, City of	Comb Util Sys First Lien Rev Bds Ser 2019A
05/01/2019	6,645,000	San Juan, City of	WW & SS Rev Bds Ser 2019
05/01/2019	1,715,000	San Juan, City of	WW & SS Rev Bds Ser 2019A
01/17/2019	1,100,000	Shallowater, City of	Comb Tax & Surplus Net Rev C/O Ser 2019B
01/17/2019	900,000	Shallowater, City of	Comb Tax & Surplus Net Rev C/O Ser 2019A
02/01/2019	5,215,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2019A
02/01/2019	1,700,000	Terrell, City of	Comb Tax & WW & SS (Surplus Pledge) Rev C/O Taxable Ser 2019B
11/01/2019	13,770,000	Willow Park, City of	Comb Tax & WW & SS Surplus Rev C/O Ser 2019
05/01/2018	8,210,000	Acton MUD	Util Sys Rev Bds Ser 2018

Issue Date	Par Amount	Report Name	Title
06/15/2018	12,500,000	Amarillo, City of	WW & SS Rev Bds New Ser 2018A
12/01/2018	1,035,000	Ballinger, City of	Comb Tax & WW & SS Surplus Rev C/O Ser 2018
02/15/2018	34,835,000	Corpus Christi, City of	Subord Lien Rev Ref Bds Ser 2018
08/01/2018	2,755,000	Devine, City of	Util Sys Rev Bds Ser 2018A
08/01/2018	6,645,000	Devine, City of	Util Sys Rev Bds Ser 2018B
07/15/2018	10,770,000	Elmendorf, City of	Comb Tax & Subord Lien Rev C/O Ser 2018
04/12/2018	2,785,000	Eules, City of	WW & SS Rev Bds Ser 2018
12/01/2018	34,950,000	Granbury, City of	Comb Tax & Surplus Rev C/O Ser 2018B
12/01/2018	13,810,000	Granbury, City of	Comb Tax & Surplus Rev C/O Ser 2018A
12/15/2018	3,415,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2018A (City of Gunter Proj)
02/01/2018	2,300,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2018 (City of Gunter Proj)
06/01/2018	935,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2018 (City of Paradise Project)
02/01/2018	15,200,000	Greater Texoma Utility Auth	Contract Rev Bds Ser 2018 (City of Princeton Proj)
12/01/2018	2,770,000	Harris Co MUD # 50	WW & SS Comb U/L Tax & Rev Bds Ser 2018
11/01/2018	170,265,000	Houston, City of	Comb Util Sys Sub Lien Rev Bds Ser 2018F
05/15/2018	106,910,000	Houston, City of	Comb Util Sys Subord Lien Rev Bds Ser 2018B
04/01/2018	64,680,000	Houston, City of	Comb Util Sys First Lien Rev Bds Ser 2018A
05/15/2018	1,360,000	Hurst, City of	Tax & WW & SS (Surplus Pledge) Rev C/O Ser 2018
03/01/2018	2,810,000	Ladonia, City of	Comb Tax & Surplus Rev C/O Ser 2018
04/01/2018	10,500,000	San Antonio Water System	W Sys Jr Lien Rev Bds Ser 2018B
06/01/2018	1,270,000	San Juan, City of	WW & SS Rev Bds Ser 2018
11/01/2018	2,500,000	Spring Valley Village, City of	WW & SS Rev Bds Ser 2018

Body text



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nortonrosefulbright.com



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	
	30%	30%	20%	10%	10%	Total Scores
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	28.33	26.67	16.67	8.33	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	26.25	23.33	14.17	6.83	9.00	79.58
AWC	22.92	20.42	11.92	7.83	8.83	71.92
SPI	27.92	27.92	17.67	7.83	9.00	90.33
Stokes	30.00	30.00	16.25	7.25	10.00	93.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	30.00	15.00	5.00	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	25.00	20.00	15.00	10.00	10.00	80.00
AWC	20.00	15.00	10.00	10.00	10.00	65.00
SPI	30.00	30.00	20.00	10.00	10.00	100.00
Stokes	30.00	30.00	15.00	5.00	10.00	90.00



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	20.00	15.00	10.00	10.00	85.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	23.75	20.00	12.50	5.50	7.00	68.75
AWC	18.75	16.25	10.75	5.50	6.50	57.75
SPI	23.75	23.75	15.00	5.50	7.00	75.00
Stokes	30.00	30.00	18.75	8.75	10.00	97.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	25.00	30.00	20.00	10.00	10.00	95.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	30.00	30.00	15.00	5.00	10.00	90.00
AWC	30.00	30.00	15.00	8.00	10.00	93.00
SPI	30.00	30.00	18.00	8.00	10.00	96.00
Stokes	30.00	30.00	15.00	8.00	10.00	93.00



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	14.
DEPARTMENT:	Finance	PREPARED BY:	Roxanna Briley, Finance Director
INITIATED BY:	Roxanna Briley, Finance Director	EXHIBITS:	TWDB RFQ ENGINEERING SERVICES, KSA Submittal - City of Jacksonville RFQ # 2024-100-02; Request and Statement of Qualifications Engineering Services -, SPI Engineering City of Jacksonville RFQ #2024-100-03, Stokes and Associates RFQ Engineering Final SOQ 03282024, AWC Engineering 2024-100-03 Full RFQ SIGNED, Copy of Scoring totals TWDB WWTP Expansion

EXECUTIVE SUMMARY:

The City is seeking financing for a major upgrade and expansion of the Double Creek WWTP due to lost capacity from the closure of an existing WWTP. The City is seeking funding through the Clean Water State Revolving Fund (CWSRF). This will be an equivalency project and is subject to Disadvantaged Business Enterprise (DBE) procurement rules.

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and execute a contract with (VENDOR) for engineering services related to the upgrade and expansion of the Double Creek WWTP.

BID AND AWARD:

RFQ was advertised in the local newspaper for two consecutive weeks and made available on the City's website. Bid opening was March 28th. (Vendor) received the highest evaluation score.

BUDGET DATA:

Debt issuance for the upgrade and expansion of the Double Creek WWTP is built-in water/wastewater rates.

BUDGET JUSTIFICATION:

Upgrade and expansion of the double Creek WWTP is included in the City's 5-yr CIP @ \$11.5M. Assistance from the TWDB could reduce the City's debt issuance/obligation.

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:

Pursue partnerships and grants.

LEGAL:

This will be an equivalency project and is subject to DBE procurement rules.

**REQUEST FOR QUALIFICATION FOR
REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES**

For

City of Jacksonville



RFQ # 2024-100-03

DUE DATE: March 28, 2024

**CITY OF JACKSONVILLE, TEXAS
315 South Ragsdale
Jacksonville, TX 75766
(903) 586-3510
<https://www.jacksonvilletx.org/>**

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INFORMATION SHEET

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

INTRODUCTION

The City of Jacksonville, Texas is seeking to enter into an engineering services contract with one, or more, state registered engineers or engineering firms. The following outlines this request for qualifications.

The qualifications will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors.

The City of Jacksonville is an Affirmative Action/Equal Opportunity Employer. Small minority-owned and female-owned consultants/firms are encouraged to submit qualifications.

RESPONSE PREPARATION & SUBMISSION

QUALIFICATION SUBMITTAL

Submissions should include one (1) original and (3) copies of the qualification, along with one (1) digital copy, and should be returned in a sealed envelope bearing the following information on the outside of the submittal envelope: the name and address of the respondent, as well as “City of Jacksonville RFQ # 2024-100-02; Request and Statement of Qualifications Engineering Services.”

Response packages will be accepted until 3:00 pm on March 28th, 2024, and should be addressed to:

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragsdale St.,
Jacksonville, Texas 75766

Respondent shall put their firm name and address on the outside of the envelope. It is the respondent’s responsibility to ensure responses are received prior to the stated deadline. The City of Jacksonville shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFQ packet. Any response received after the deadline date and time stated, will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Jacksonville reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

Interpretations and Addenda

All questions regarding this RFQ shall be directed to James Hubbard, City Manager, via email James.Hubbard@jacksonvilletx.org, by the listed deadline of Wednesday, March 20, 2024, at 5:00 pm. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline.

Response Validity Period

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

Public Record

All material submitted by respondent shall become the property of the City of Jacksonville and is public record unless otherwise specified and authorized by law.

SCOPE OF WORK

Services to be provided by Engineer: professional engineering services associated with proposed (a) improvements to the City's sanitary sewer system, including the planning, acquisition, design and construction of improvements to the City's Double Creek Wastewater Treatment Plant and an equalization basin, and the costs of issuance related to the financial assistance; and (b) assistance in application preparation and documentation to federal, state, and other possible funding sources.

STATEMENT OF QUALIFICATIONS

The City of Jacksonville is seeking to contract with a competent engineering firm, registered to practice in the State of Texas.

1. Public works construction including but not limited to mitigation and infrastructure improvement projects;
2. Federally funding constriction projects;
3. Familiarity with projects involving earthen and significant natural drainage structures;
4. Projects located in this general region of the state;
5. Transmittal letter including;
 - a. Brief statement of the firm's understanding of the scope of the works to be performed;
 - b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an engineer in Texas;
 - c. Confirmation that the firm has not had a record of substandard work within the last five years;
 - d. Confirmation that the firm has not engaged in any unethical practices within the last five years;
 - e. Any other information that the firm feels appropriate to support their understanding;
 - f. Company profile;
 - g. Set forth all experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirement of this RFQ including the following:
 - i. Experience with public works construction including but not limited to disaster recover projects;
 - ii. Experience with federally funded construction projects;
 - iii. A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering services contract award; and,
 - h. Furnish a minimum of five (5) references.

Important Dates

Due: March 28, 2024 by 3:00 pm

Envelopes/packages must be sealed and marked with the project title, Qualification – CDBG-MIT Engineering RFQ Respondents must submit one (1) original and (3) copies of the qualification, along with one (1) digital copy of their response.

Response packages will be accepted until 3:00 pm on March 28th, 2024, and should be addressed to:

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragsdale St.,
Jacksonville, Texas 75766

Qualification Calendar

The following is a list of key dates:

Release Project Date: March 9, 2024
Question Submission Deadline: March 20, 2024, 5:00 p.m.

Forward Questions to: James Hubbard, City Manager

Answers to Questions Posted: March 26, 2024, 11:00 a.m.
Bid Opening: March 28, 2024, 3:00 p.m.

SECTION V– EVALUATION FACTORS

The City of Jacksonville will review all Qualifications to determine compliance with the requirements as specified in the RFQ. Only Qualifications which, in the opinion of the Selection Committee, meet the requirements of the RFQ will be further evaluated. Qualifications will be evaluated on how well the Qualification meets the needs of the City of Jacksonville as described in the Vendor's response to the RFQ and the Qualification that meets the best value for the City will be selected.

Staff will make a recommendation to the City Council for their review and award of the contract. Staff will evaluate and rate each submittal based upon the following criteria:

Evaluation Table	% of Points
Experience & personnel experience	30%
Understanding of the City's needs and services to be provided	30%
Compatibility with end users and City staff needs	20%
Satisfaction of clients/end users	10%
Availability	10%

CONTRACT

The Work of Project is defined by the Contract Documents and consists of Roof Replacement and other Work indicated in the Contract Documents. Project will be constructed under a single prime contract. The City expects all submitting firms to consent to the City Scope of Work and Specifications. Exceptions desired must be noted in the qualification submittal. The City reserves the right to revise the

SMALL, MINORITY AND WOMEN BUSINESS ENTERPRISES

Affirmative Steps

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

6. Placing qualified small and minority businesses, and women's business enterprises on solicitations lists
7. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
8. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
9. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
10. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
11. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit qualifications.

REJECTION OF QUALIFICATIONS

The City of Jacksonville reserves the right to reject any and all qualifications. It is further declared and understood that the City reserves the right to negotiate the terms of a qualification, request additional or modified information regarding any qualification, or to otherwise accept only such qualification or portions thereof that are, in the opinion of the City, of the best value to the City of Jacksonville.

SPECIAL CONDITIONS

Rejection of Responses: The City of Jacksonville reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFQ, you acknowledge that the response shall not be binding on the City of Jacksonville unless incorporated into a definitive agreement to be negotiated by the City of Jacksonville and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Jacksonville reserves the right to cancel the project, reject all responses, negotiate with one or more respondents or otherwise take any other action it deems prudent with respect to the services contemplated herein.

CONFLICT OF INTEREST FORM



ATTENTION VENDORS DOING BUSINESS WITH THE CITY OF JACKSONVILLE

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Jacksonville is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Jacksonville for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Jacksonville, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

James Hubbard
City Manager
315 S. Ragsdale St
Jacksonville, TX 75766-1390

CONFLICT OF INTEREST QUESTIONNAIRE

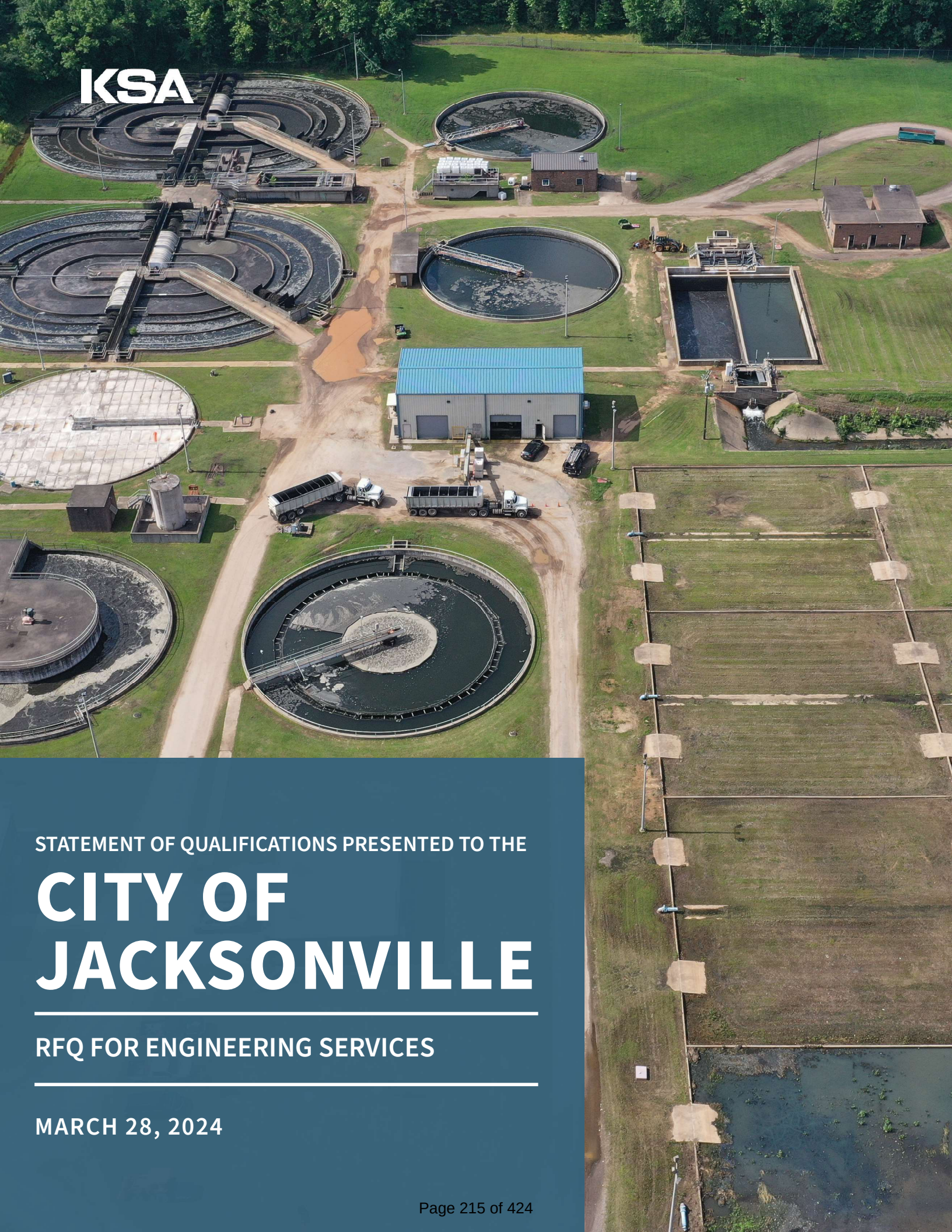
CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See Section 176.006, Local Government Code,</i> A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor	OFFICE USE ONLY Date Received:	
1. Name of person who has a business relationship with a governmental entity.		
2. <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. <i>(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</i>		
3. Name of local government officer with whom filer has employment or business relationship.		
Name of Officer <i>This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</i> A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more? <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> No		

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Signature of person doing business with the governmental entity

Date



KSA

STATEMENT OF QUALIFICATIONS PRESENTED TO THE

CITY OF JACKSONVILLE

RFQ FOR ENGINEERING SERVICES

MARCH 28, 2024

March 19, 2024

James Hubbard
City Manager
City of Jacksonville
315 S. Ragsdale St.,
Jacksonville, Texas 75766

Re: RFQ for Engineering Services

Dear Selection Committee:

KSA has a strong history of experience serving clients in the East Texas. We understand that state and federally funded projects come with specific criteria for budget, schedule, and scope. We are confident we have the team, community knowledge, and project experience that can provide The City of Jacksonville with the quality service it needs. KSA understands the project scope of work consists of improvements to the City's Double Creek Wastewater Treatment Plant and a storm water flow equalization basin. Our project-related services to perform this project scope will at a minimum will include the following:

Application Development – KSA will work with the city and funding agency to develop the funding Application package. Our Team's experience in similar projects will facilitate our goal of providing engineering related information to the city and funding agencies in a timely manner and a format that can easily be inserted into the application package.

Preliminary and final design plans and specifications – KSA has decades of experience providing plan and specification packages for similar projects. Our long running relationships with numerous public and private sector clients enhance our abilities to provide plans and specifications that are easily understood by municipalities, districts, and other governmental entities. Our attention to clients, budget, schedule and quality control encourages good competitive bidding and leads to a quality project for everyone.

Preparation of the bid package – Prior to bidding, KSA will provide detailed cost estimates to ensure the project is within budget and meets project requirements. Cost estimates will aid in preparation of the bid package. KSA will prepare bid packages, advertisement/solicitation packages, facilitate bid openings, prepare bid tabulations and furnish bidding results to the City and funding agencies as required.

Conduct all field testing and inspections (interim and final) – KSA can provide all anticipated field testing and inspection services including construction material testing and resident project representative services. Where services cannot be self-performed, KSA enjoys strong relationships with numerous consultants that could be added to the project team.

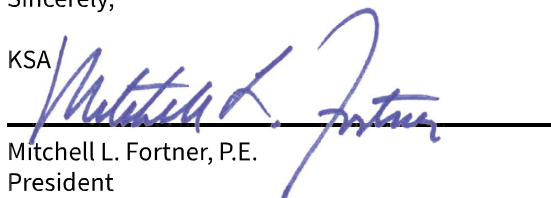
Other special services – Other special services typically associated with infrastructure projects include geotechnical investigations, permitting through various governmental agencies, design and construction survey and boundary survey in the event land purchase is necessary. Each of these

KSA has been providing engineering services in Texas for more than 45 years, and I confirm that KSA meets the appropriate state licensing requirements to practice as an Engineer in Texas. I confirm that KSA has not had a record of substandard work within the last five years. I confirm KSA has not engaged in any unethical practices within the last five years.

Please contact me or your project manager, Jeremy Orr, P.E. at 903.581.8141, if you have any questions or require additional information about KSA to complete your assessment of our capabilities. We look forward to hearing from you regarding your review of the proposal and the possibility of working with you on this important project.

Sincerely,

KSA



Mitchell L. Fortner, P.E.
President

SECTION 1

Firm Profile

About KSA

KSA is an industry leader with a proven track record in the fields of civil engineering and architectural design.

Founded in 1978, KSA provides a broad range of consulting, management, engineering, architecture, planning, surveying, and construction services to our clients across the south-central United States.

KSA is dedicated to making life better in communities.

That's why we work every day to improve the quality of life for our communities by making city halls, courthouses, fire stations, police stations, libraries, community buildings, roads, bridges, water, and airports safer.

From conception to final completion, our knowledgeable teams oversee all aspects of each project on which we work. This attention to detail has resulted in consistent client satisfaction and an excellent reputation throughout the region. It has also led to a high percentage of repeat clients. In fact, we have been serving many of the same clients throughout our 45-year history.

KSA Core Values

**COLLABORATIVE
TEAMWORK**

**COMMITMENT TO
EXCELLENCE**

MUTUAL RESPECT

**CONSISTENT
INTEGRITY**

FUTURE FOCUSED



KSA Headquarters in Downtown Longview

KSA has grown to approximately 158 employees located in multiple offices in the south central U.S. KSA has been named to the ENR Top 500 list as one of the 500 largest design firms in America. KSA was selected as a Zweig Group Hot Firm and Best Firms To Work For.

PRIMARY CONTACT

Jeremy Orr, P.E.
6781 Oak Hill Blvd.
Tyler, TX 75703
903.581.8141
jorr@ksaeng.com

CORPORATE OFFICE

140 E. Tyler St., Suite 600
Longview, TX 75601
903.236.7700

KSA Office Locations

Amarillo, Texas
Austin, Texas
Longview, Texas
Lufkin, Texas

McKinney, Texas
Nacogdoches, Texas
Norman, Oklahoma
San Antonio, Texas
Shreveport, Louisiana
Sugar Land, Texas
Tyler, Texas



Civil Engineering

We provide civil, mechanical and electrical engineering services for community facilities, such as water and wastewater treatment plants, street and drainage improvements and recreational facilities. We commonly assist cities with the development of capital improvement plans for infrastructure needs. We utilize all our resources to provide long-term, functional solutions.

DRAINAGE
TRANSPORTATION
MEP
STREETS & ROADS
WATER AND WASTEWATER
SITE DEVELOPMENT

Architecture

KSA provides architectural design services to local, state, and federal agencies and a variety of institutions, including K-12 and higher education, airports, recreational facilities and event venues.

Aviation

KSA's Aviation Services group has a holistic approach to aviation engineering. We take on each project with future projects in mind, thereby ensuring our clients are always prepared for their next need or development opportunity. Our staff has completed aviation projects for airports across the southwest region, ranging in size from small general aviation airports to medium hub commercial service airports.

Alternative Project Delivery

KSA provides turn-key project delivery through multiple delivery methods. From concept through completion with a single contract, we leverage strategic partnerships with qualified contractors and our subsidiary BLOC Design-Build, LLC., to deliver projects in the most cost-effective manner.

Surveying

Surveying, which is often the first course of action before design starts, establishes land boundaries and topography. KSA utilizes the latest technological advances to provide accuracy in survey measurement and to ensure that the designs are compatible with the environmental and topographical conditions of the communities we serve.

SURVEY & MAPPING
GIS

Because of the success generated from our early wastewater work, we expanded naturally into other municipal service offerings.

SERVICES

Engineering



Drainage

Experience with major drainage projects, coupled with the latest computer technology, enables KSA to design and implement innovative drainage solutions. We have in-depth knowledge of Federal Emergency Management Association (FEMA) procedures for letters of map revision (LOMR) and conditional letters of map revision (CLOMR) coordination. Our use of hydrology and hydraulics (H&H) modeling programs allows us to confirm impact of drainage modifications to sensitive sites and design sustainable drainage solutions.

Mechanical, Electrical, and Plumbing

Our electrical engineers, master electricians and instrumentation technicians design automation and remote monitoring systems for municipalities, airports,

manufacturers, and the oil and gas industry. Our electrical services include design, installation, maintenance and troubleshooting electrical wiring systems to power facilities of varying sizes. We custom-build and program supervisory control and data acquisition (SCADA) systems to maximize operating performance.

Streets and Roads

Transportation systems like roadways, highways, toll facilities, bridges and water resources play a huge role in our ability to go about our everyday lives – both work and play. At the core, we are committed to improving trip safety and quality for the traveling public. We have extensive experience in street and road development and improvements and we work with municipalities and state agencies for street assessments, safe streets

programs, capital improvement plans, street reconstruction and extension design and other street-related services like stormwater pollution prevention planning (SW3P) and signage, striping, and traffic control.

Water and Wastewater

Adequate water supply and wastewater treatment capacity are always critical components of a city's ability to grow. KSA serves both public and private sector clients in the areas of water and wastewater treatment, water transmission and distribution and wastewater collection systems. We specialize in the modification of existing water and wastewater treatment plants to meet evolving national, state and local treatment standards. Our staff perform all facets of permitting, treatability studies, design, construction administration and operational training.

SECTION 2

Project Experience

*At KSA, we recognize in a world crowded with consulting engineering firms, it is our service and experience that separates us from other firms. With that in mind, we are committed to providing exceptional service and quality on every project. We have an exceptionally high percentage of repeat clients. The following pages highlight some of our **wastewater experience**, followed by lists of our extensive **federally funded and local experience** in the general region of The City of Jacksonville.*

Wastewater Treatment Plant Improvements

Mineola, Texas

In early 2015, the City of Mineola and KSA observed cracking and concrete failures of the existing wastewater treatment's aeration basin. KSA quickly determined based upon site observations of the failures that repairing the basin was not feasible. Since the existing aeration basin is the City's only source of biological treatment of wastewater, the basin could not be taken out of service for any period of time without unauthorized discharges. KSA consulted with the City and developed project planning documents to replace the existing aeration basin with a new wastewater aeration system that includes new basins, blowers and fine bubble air delivery system. During the planning process, the City also determined that modifications to influent pump station, headworks and ultraviolet disinfection systems were needed as the plant's pumps and mechanical bar screen were in need of continual maintenance and ultraviolet equipment reliability was becoming a more prevalent issue.

KSA's scope of work for the improvements to the City of Mineola's wastewater treatment plant included: Construction of a new influent lift station and required site piping, rehabilitation of the existing mechanical bar screen based on manufacturer's recommendations, construction of a new concrete aeration basin including a fine bubble diffused air system, new blowers, required site piping, demolition of the existing aeration basin, and disposal of existing aeration basin sludge and debris, new FRP v-notch weir plates and scum baffle for two final clarifiers, installation of new return sludge pumps and piping modifications, and the removal and replacement of the existing UV disinfection system.



Southside Wastewater Treatment Plant Primary Treatment System

Tyler, Texas

KSA was selected by the City of Tyler to replace treatment plant equipment that is poorly performing and reached its useful life, or equipment that was decommissioned and is needed back into service at the Southside Wastewater Treatment Plant to maintain the required water quality of the treatment plant's effluent. Headworks improvements include the removal and replacement of four sluice gates used to isolate the influent screw pumps that were installed in the early 1970's. The rehabilitation will also include new upper and lower anchor bolts and concrete repairs, grouting of screw pump troughs, installation of new grease lines for bearings, and new deflector shields. Two new mechanical bar screens and associated electrical and controls, an ultrasonic level sensor and staff gauge at the influent Pashall Flume and associated electrical and controls are also being installed at the Southside WWTP. Two detritor mechanisms, walkways, and handrails will be removed and reinstalled. Improvements made to the primary clarifier that was originally installed in the early 1990's include the removal and disposal of sludge, sediment, and debris in two primary clarifier basins including inlet and outlet piping, two primary clarifier mechanisms, weir plates, scum baffles, and associated electrical and controls. The rehabilitation of the primary clarifier spitter box will include new grating, handrails and two downward opening weir gates. Rehabilitation to the existing aeration basin spitting box include three new downward opening weir gates. The primary sludge pump station improvements require the removal and replacement of two primary sludge pumps and primary sludge piping improvements that will impact the discharge to primary sludge in the existing sludge holding tank.



Southside WWTP Chlorination Dechlorination Improvements

Tyler, Texas

This project consists of disinfection system improvements the City's Southside Wastewater Treatment Plant and the City's Westside Wastewater Treatment Plant. The project includes replacement of chlorine and sulfur dioxide chemical storage and feed systems, installation of water supply improvements, installation of an emergency gas scrubber, replacement of gates, enclosure of chlorine storage area, replacement of doors, windows, and lighting, paving and site improvements, and associated appurtenances.

Wastewater Treatment Plant Influent Lift Station & Headworks

Van, Texas

The City of Van Wastewater Treatment Plant Influent Lift Station and Headworks Improvements project was focused on enhancing the city's influent wastewater handling and screening processes. This endeavor involved the construction of a sanitary sewer lift station, accompanied by improvements to the wastewater collection system and related appurtenances, to lift deeper gravity influent flow from developments to the treatment headworks. The project also included modifications to the existing headworks structure, incorporation of a new mechanical bar screen, screw conveyor, slide gates, and associated components to optimize preliminary treatment processes. Additionally, a gravel drive was installed adjacent to the proposed sanitary sewer lift station and headworks structure, facilitating access and maintenance. The project entailed the replacement and upgrades of electrical and control systems associated with the new equipment furnished in this project. Through planning and execution, this project aimed to enhance automations and efficiency in the preliminary handling and screening of influent wastewater to increase availability of operators for other critical tasks related to the operation and maintenance of the wastewater treatment plant.

Wastewater Treatment Plant Rehabilitation

Hawkins, Texas

The rehabilitation of the wastewater treatment plant for the City of Hawkins encompassed a comprehensive overhaul, addressing components from raw influent to treated effluent. This included the replacement of grit removal equipment, aeration basin aerators, final clarifier mechanism, sludge digester aerator, chlorination equipment, gates within treatment structures, valves within lift stations, and the standby generator. The project was handled by KSA's team of experts, who undertook the study, report, design, bidding, and construction phases with active engagement from inception to completion. The process involved evaluating treatment units and estimating project costs, conducting treatment unit calculations to optimize equipment performance, and overseeing the construction phase, ensuring a seamless and efficient project delivery.

Federally Funded Experience

- City of Arp - TxCDBG Infrastructure Improvements
- City of Beckville - TCDP Reverse Osmosis System
- City of Beckville - TCDP Secondary Booster Pump Station Improvements
- City of Bogata - TCDP Sewer Improvements
- City of Bogata - TCDP Water & Wastewater System Improvements
- City of Bonham - Bonham 2012 TCDBG Street Improvements
- City of Buffalo - TCDP Sewer Improvements
- City of Buffalo - TCDP Sewer System Improvements
- City of Bullard - TCDP Project for waterlines
- City of Clute - 2012 TxCDBG Water System Improvements
- City of Como - 2010-2011 TxCDBG Wastewater Treatment Plant and Lift Station Project
- City of Coolidge - TCDP Water System Improvements
- City of Coolidge - TxCDBG Wastewater Treatment Plant Improvements (TCDP)
- City of Crandall - TCDP Sewer Line Replacements
- City of Crockett - TCDP Sewer Improvements
- City of Crockett - TCDP Young vs. Martinez: Street and Utility Improvements
- City of Crockett - TxCDBG Peace Street Interceptor
- City of Dawson - 2011-2012 TxCDBG Water System Improvements (TCDP)
- City of Dawson - TCDP New Clarifier Installation for WWTP
- City of Dawson - TCDP Wastewater Collection and Processing Services
- City of Diboll - TCDP Engineering Services
- City of Diboll - TCDP Sewer System Improvements
- City of Diboll - TCDP Water and Sewer Improvements Copestown Addition
- City of Easton - Dovee and Whitney Jo Street Improvements
- City of Easton - TxCDBG Park Design (TCDP)
- City of Elkhart - Water System Improvements
- City of Fairfield - Moody Street Reconstruction
- City of Gladewater - 2010-11 TxCDBG Sewer Improvements
- City of Gladewater - TCDP Hwy. 80 Water Line Improvements
- City of Gladewater - TCDP Sewer Improvements
- City of Gladewater - TCDP Water System Improvements
- City of Gladewater - TCDP Water System Improvements
- City of Goodlow - 2010/2011 TxCDBG Water System Improvements
- City of Goodlow - Rehabilitation of Existing Pond Wastewater Treatment Plant - Replace Circulation Piping, Pump Station, Dewater Lagoons
- City of Goodlow - Wastewater Treatment Plant Flood Protection
- City of Grand Saline - 2011-2012 TxCDBG Street Paving and Construction
- City of Grand Saline - Water Well No. 2 Replacement
- City of Groesbeck - 2012 TxCDBG Clarifier and Aeration Basin Improvements
- City of Groesbeck - Surface Water Treatment - GST Modifications
- City of Groveton - 2015 TDA Disaster Relief Street Repairs
- City of Groveton - Chlorination Facilities and 12" Sewer Main
- City of Hawk Cove - 2011 TxCDBG Street Project
- City of Hawk Cove - Wastewater Collection System Analysis
- City of Hawkins - TCDP Sewer System Improvements
- City of Hawkins - Water Well #9
- City of Hempstead - 2011-2012 TxCDBG Sewer System Improvements
- City of Hempstead - Engineering Services for TxCDBG Wastewater Collection System Improvements
- City of Hempstead - TCDP Gravity Sanitary Sewers
- City of Hico - 2011-2012 TxCDBG Water Distribution System Improvements
- City of Hico - TxCDBG Project for Sewer and Wastewater Improvements
- City of Hondo - 2010/2011 TxCDBG Sewer Improvements
- City of Hondo - TCDP Sewer System Improvements
- City of Hondo - TxCDBG Sanitary Sewer System Improvements
- City of Hubbard - TxCDBG Water System Improvements
- City of Huntington - 2013-2014 TxCDBG Wastewater Treatment Plant Improvements
- City of Italy - 2013-2014 TxCDBG Harris, Williams, and Hardeman Waterline Improvements
- City of Joaquin - Wastewater Treatment Plant Expansion
- City of Kemp - TCDP 9th Street Water Line Replacement
- City of Kemp - TxCDBG Potable Water Line Replacement
- City of Kennard - New Ground Storage Tank TxCDBG
- City of Kilgore - TCDP Water Imp. Nolan, Elder, Ross, Riverside & Flourey Streets
- City of Kilgore - TCDP Water System Improvements
- City of Kountze - 2013-2014 TxCDBG Wastewater Treatment Plant Improvements
- City of Kountze - Elevated Storage Tank
- City of Kountze - TCDP Sewer System Improvements
- City of Kountze - TxCDBG Sewer Improvements
- City of Lakeport - 2010-2011 TxCDBG Wastewater Collection System Improvements

...continued from previous page

- City of Lakeport - TCDP Wastewater Collection System Improvements
- City of Latexo - 2011 TxCDBG Street Project
- City of Leander - TxCDBG Sidewalk - Bagdad Road Extension from Walgreen's to Los Vista Drive
- City of Lindale - Highway 16 West Sewer System Improvements
- City of Lindale - Water and Sewer Improvements
- City of Lindale - Water System Improvements
- City of Lorenzo - TxCDBG Water Line Improvements
- City of Mabank - 2015-2016 TCDP Utility Improvements
- City of Marlin - Comprehensive Planning
- City of Mexia - TCDP Sewer
- City of Mexia - TCDP Sewer Improvements
- City of Mexia - TxCDBG Grayson Street Elevated Storage Tank Rehabilitation
- City of Mineola - Southwest Mineola Utility Improvements
- City of Mineola - Street Improvements - TxCDBG
- City of Mount Calm - CDBG Sewer System Improvements
- City of Mount Calm - Comprehensive Plan
- City of Naples - TCDP Wastewater Collection System Improvements
- City of New Summerfield - TCDP Water Line Replacements
- City of New Summerfield - TCDP Water Lines
- City of New Summerfield - Wastewater Treatment Plant Improvements - Lagoon Erosion Control TxCDBG
- City of New Waverly - New Waverly Wastewater Treatment Plant No.1 Sewer Line Replacement
- City of Normangee - TCDP Water System Improvements
- City of Onalaska - TCDP Sewer Improvements
- City of Onalaska - TCDP Sewer Improvements-Sewer Line, Force Main
- City of Overton - Wastewater Treatment Plant Improvements
- City of Pineland - TxCDBG Street Improvements
- City of Pineland - New Water Well
- City of Pineland - TxCDBG Sewer System Improvements
- City of Pittsburg - TCDP Pipe Bursting Phase 2
- City of Pittsburg - TCDP Project: Sewer Pipe Bursting
- City of Pittsburg - TCDP Water & Sewer Improvements
- City of Pittsburg - TCDP-Cypress Street Sewer Line Replacement
- City of Plains - New Municipal Water Wells
- City of Plainview - TxCDBG Application Water/Wastewater
- City of Quinlan - TCDP Sewer System Improvements
- City of Reno (Parker County) - TCDP Water System Improvements (ORCA)
- City of Richland - TCDP & Rural Development Sewerage Facilities
- City of Rockdale - TxCDBG Water System Improvements
- City of Rockdale - TxCDBG Wastewater System Improvements
- City of Rockdale - TCDP Sewer System Improvements
- City of Rockdale - TxCDBG Sewer Imp. - Mill Street to Offield Road & Trunk Line to WWTP
- City of Rusk - Elevated Water Storage Tank
- City of Rusk - TCDP Grant Contract
- City of San Augustine - Water Treatment Plant Building
- City of Seven Points - Quiram Road Improvements
- City of Seven Points - Street Improvements-TxCDBG Grant
- City of Southmayd - Reconstruction of Christi Drive
- City of Streetman - Community Enhancement Grant
- City of Sulphur Springs - TCDP ROW Map for SH 11 Extension
- City of Talco - TCDP Water Tower Rehab and Sanitary Sewer Line Rehab
- City of Talco - TxCDBG Water System Improvements
- City of Tatum - TCDP New 150 gpm Water Well No. 1
- City of Tatum - TCDP System Improvements
- City of Tatum - TxCDBG Wastewater Collection System Improvements
- City of Teague - Water Well TDHCA Project
- City of Tenaha - TCDP Wastewater System Improvements
- City of Tenaha - TCDP Water System Improvements
- City of Wells - 2015 TDA Disaster Relief Fund
- City of Winnsboro - Street and Drainage Improvements
- City of Winona - TxCDBG Water System Improvements
- City of Woodville - Gib Lewis Prison Unit Elevated Tank Rehabilitation
- City of Woodville - TCDP Highway 190 Standpipe
- City of Woodville - TCDP Sims Street Ground Storage Tank Improvements
- City of Woodville - Woodway Subdivision Infrastructure
- City of Wortham - TCDP Sewer Collection System Improvements
- City of Wortham - TCDP Water & Sewer Improvements
- Flo Community Water Supply Corporation - TCDP Water System Improvements
- GrantWorks, Inc. - Comprehensive Plan for City of Hughes Springs, Texas
- GrantWorks, Inc. - Comprehensive Plan for City of Lone Star, Texas
- Leon County - Concord Robbins WSC TCDP Elevated Tank
- Shelby County Courthouse - Tennessee Water Supply Corporation
- Sledge Engineering - City of Jarrell TxCDBG Sewer System Improvements - Lift Station and Sewer Line
- Town of Windom - TxCDBG Water Storage Tank and Pumping Improvements

*TCDP refers to Texas Community Development Fund projects.

Local Experience

- City of Arp - TxCDBG Infrastructure Improvements
- City of Athens - North Wastewater Treatment Plant Improvements - PER
- City of Athens - West Wastewater Treatment Plant Sewer Collection Line and Water Line Repairs
- City of Beckville - Survey of Downtown Area
- City of Carthage - 2019 TxCDBG Sidewalk Improvements
- City of Carthage - Drought Contingency Plan Update
- City of Carthage - Main Street Sidewalk Improvements
- City of Carthage - Storm Water Permit (Transfer Station)
- City of Carthage - Water Conservation Documentation
- City of Carthage - Water System Study
- City of Chandler - Deerbrook Addition Streets
- City of Chandler - Roadway Assessment
- City of Como - 2010-2011 TxCDBG Wastewater Treatment Plant and Lift Station Project
- City of Como - Disaster Recovery Improvements
- City of Crandall - Main Street
- City of Easton - Dovee and Whitney Jo Street Improvements
- City of Easton - Hurricane Ike Round 2 Phase 1, Street and Drainage Improvements
- City of Elkhart - 2012 Texas Capital Fund Downtown Improvements
- City of Elkhart - Highway 287 South Sewer Line Extension
- City of Elkhart - TxCDBG Water Transmission Line
- City of Elkhart - Water Pump Station Improvements
- City of Elkhart - Water Transmission Line Improvements
- City of Gladewater - Texas Capital Fund Sidewalk Improvements - Main Street
- City of Gladewater - Downtown Sidewalks
- City of Gladewater - East Lake Road Pavement Study
- City of Gladewater - Loop 485 Sewer Line Replacement
- City of Gladewater - TxCDBG Sewer Improvements
- City of Gladewater - Water Distribution System Analysis and Wastewater Lift Station and Treatment Plant Analysis
- City of Hawkins - 2013 Sewer Line Rehabilitation
- City of Hawkins - 2019-2020 TxCDBG Jeffrey St Force Main Replacement
- City of Hawkins - Emergency Clarifier Repairs
- City of Hawkins - Point Addition Waterline Extension
- City of Hawkins - WWTP Improvements
- City of Henderson - Main Street Program Board Training Workshop
- City of Hughes Springs - Alley Sidewalk Improvements
- City of Hughes Springs - Disaster Relief Grant Project - Drainage System Improvements
- City of Hughes Springs - Hurricane Ike Recovery No. 1 - ORCA - Wastewater Collection System-Drainage Project
- City of Hughes Springs - Texas Capital Fund Downtown Sidewalk Improvements
- City of Hughes Springs - WWTP Influent Sewer Line Replacement
- City of Jacksonville - Downtown Streetscape
- City of Jacksonville - Water Distribution System Analysis
- City of Jefferson - TxCDBG Wastewater Treatment Plant Improvements
- City of Kilgore - Chandler Street Reconstruction
- City of Kilgore - Maverick Drive Improvements (Phase II)
- City of Lakeport - 2010-2011 TxCDBG Wastewater Collection System Improvements
- City of Lakeport - 2019-2020 TxCDBG Street Reconstruction
- City of Lindale - County Road 474 Sewer Line
- City of Lindale - High Service Pump Station No. 5 and 250,000 Gallon Ground Storage Tank
- City of Lindale - Lindale Elevated Storage Tank
- City of Lindale - Northside Wastewater Treatment Plant TPDES Discharge Permit Renewal
- City of Lindale - Pool Lake Interceptor Sewer Line
- City of Lindale - Prairie Creek Interceptor Sewer Line
- City of Lindale - Street Improvements
- City of Lone Star - 2019-2020 TxCDBG Sanitary Sewer Line
- City of Lone Star - Byrne Street Utility Improvements
- City of Lone Star - Water and Wastewater System Improvements
- City of Longview - 18-Inch Water Line Relocation
- City of Longview - 2013 Bridge and Culvert Improvements at Plier Precise Road and Ray Creek
- City of Longview - 30-Inch Water Transmission Line Relocation at Grace Creek
- City of Longview - Beaumont Street Reconstruction
- City of Longview - Bridge and Culvert Improvements
- City of Longview - Cotton Street Streetscape
- City of Longview - Downtown Parking Streetscape Improvements
- City of Longview - Downtown Street Reconstruction
- City of Longview - Fredonia and Center Street Parking Lot Lighting
- City of Longview - Grace Creek WWTP Trickling Filter Mechanism Replacement
- City of Longview - Greggton Lift Station Improvements
- City of Longview - Guthrie Creek Shared Use Path
- City of Longview - Industrial Drive At-Grade Railroad Crossing Improvements
- City of Longview - Iron Bridge Creek 15-inch Sewer Replacement
- City of Longview - Lake Cherokee 10 MGD Raw Water Pump Replacement
- City of Longview - Spring Hill Parkway Phase 2 Extension
- City of Longview - Water System Flow Monitoring Improvements
- City of Longview - Whatley Road Lift Station and Force Main Improvements
- City of Malakoff - 2017-2018 CDBG Sewer Line Extension
- City of Malakoff - 2019 TDA DRP Sidewalk Improvements
- City of Malakoff - Flood Disaster Improvements

*TCDP refers to Texas Community Development Fund projects.

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- City of Mineola - Emergency 18-in Sewer Line Repair
- City of Mineola - Freeman Street and Benham Interceptor Sewer Line EDA Project
- City of Mineola - Freeman Street Reconstruction
- City of Mineola - Mineola- Shady Lane Street Reconstruction (Texas Capital Fund)
- City of Mineola - Preserve High Service Pump Station
- City of Mineola - Stone Street Sewer Improvements
- City of Mineola - Street Improvements - TxCDBG
- City of Mineola - Taylor Lift Station Replacement
- City of Mineola - Wastewater Treatment Plant Improvements
- City of Mineola - Water and Sewer Extensions for Sanderson Farms
- City of Mineola - Water Conservation Plan 5 Year Update
- City of Mount Pleasant - 12-inch West Loop Water Line
- City of Mount Pleasant - Big Tex Lift Station Improvements
- City of Mount Pleasant - Citywide Automated Meter Reading (AMR) System
- City of Mount Pleasant - FM 4000 Sewer Line Interceptor
- City of Mount Pleasant - I30 Storage Tank Rehabilitation
- City of Mount Pleasant - I-30 Water Treatment Plant Clarifier Rehabilitation
- City of Mount Pleasant - Leftwich Lift Station Improvements
- City of Mount Pleasant - Northwest 12 Phase 1 Improvements
- City of Mount Pleasant - Silver Creek Lift Station and Force Main Replacement
- City of Mount Pleasant - Tennison Road Sewer Extension
- City of Mount Pleasant - West Loop Wastewater Collection Improvements
- City of Mount Vernon - 2019-2020 TxCDBG Sidewalk Improvements
- City of Mount Vernon - Downtown Revitalization
- City of Mount Vernon - North I-30 Water Improvements & Lift Station No. 4 Rehabilitation
- City of Mount Vernon - TxCDBG Water System Improvements
- City of Mount Vernon - TxCDBG WTP Improvements
- City of Mount Vernon - Wastewater Collection System Improvements
- City of Naples - 2011 TxCDBG Disaster Relief Drainage Improvements
- City of Naples - Citywide Street Evaluation Study
- City of Naples - Cornett Road Sewer Improvements & WWTP Security Fencing
- City of New Summerfield - TCDP Water Line Replacements
- City of Omaha - Emergency Repairs for Wastewater Treatment Plant
- City of Ore City - Water Distribution System Analysis & Report
- City of Overton - Texas Capital Fund Downtown Revitalization Program
- City of Overton - TxCDBG Wastewater System Improvements
- City of Palestine - 2020 Water Survey and Water Audit
- City of Palestine - Dallas Street Storm Drain-DR
- City of Palestine - Storm Water Plan for Wastewater Treatment Plant
- City of Palestine - Water Meter Replacement
- City of Palestine - Water System Emergency Response and Risk Assessment Plans
- City of Palestine - Water Treatment Plant Generator
- City of Paris - 17th Street Improvements
- City of Quitman - Downtown Sidewalk Planning Study
- City of Quitman - Emergency Raw Water Supply Plan
- City of Quitman - Raw Water Intake and Pump Station Modifications
- City of Quitman - Wastewater Treatment Plant Improvements
- City of Quitman - Water Distribution System Improvements
- City of Quitman - Water Treatment Plant Clarifier Painting
- City of Quitman - Water Treatment Plant Improvements
- City of Seven Points - Quiram Road Improvements
- City of Seven Points - Street Improvements-TxCDBG Grant
- City of Sulphur Springs - Tertiary Filter Rehabilitation
- City of Sulphur Springs - Wastewater Treatment Plant Improvements
- City of Sulphur Springs - Water Treatment Plant Improvements
- City of Talco - 2017-2018 TxCDBG EST Rehabilitation
- City of Tatum - Coating and Repair of Water Storage Tanks
- City of Tatum - TPDES Wastewater Treatment Plant Discharge Permit Renewal
- City of Tool - 2015-2016 TCDP Street Improvements
- City of Tyler - 1.0 MG Elevated Storage Tank Rehabilitation
- City of Tyler - Commerce Street
- City of Tyler - Erosion Control-Lake Palestine Raw Water Pump Station
- City of Tyler - Sidewalk Improvements on West Loop 323 and Front Street
- City of Tyler - Southside Outfall Sewer Line Routing
- City of Tyler - Southside Wastewater Treatment Plant Primary Treatment System Rehabilitation
- City of Tyler - Troup Highway Booster Pump Station
- City of Tyler - Troup Highway Standpipe Rehabilitation
- City of Tyler - Water Well No. 12 250,000 Gallon Ground Storage Tank Rehabilitation
- City of Tyler - Westside Sludge Lagoon Closure Plan
- City of Winnsboro - 2010 Water Treatment Plant Clearwell No. 2 Construction (Task Order)
- City of Winnsboro - 2019-2020 TxCDBG Street Reconstruction
- City of Winnsboro - Downtown Sidewalk Improvements
- City of Winnsboro - Elm and Walnut Street Sidewalk Replacement
- City of Winnsboro - Meadows and Knight Street Sidewalk
- City of Winnsboro - Street and Drainage Improvements
- City of Winnsboro - Wastewater Treatment Plant TPDES Permit Renewal
- City of Winnsboro - Water Distribution System Analysis
- City of Winona - Lado de Loma and Hussey Circle Street Improvements

*TCDP refers to Texas Community Development Fund projects.

SECTION 3

Project Approach



KSA's staff of over 30 municipal engineers focuses on affordable design solutions for the civil, drainage, paving and water/sewer needs of many mid-sized Texas clients.

PROJECT MANAGEMENT

KSA's project managers utilize standard project management techniques derived from the requirements of the Project Management Institute (PMI). The PMI certification program is accredited by the American National Standard Institute (ANSI) against the International Organization for Standardization (ISO) 17024, which provides a standardized method to evaluate project managers and establishes industry standard project management techniques. By following this standard, KSA utilizes verifiable and repeatable procedures for successful project management.

KSA begins every project by working closely with the city to develop a project charter. A Capital Improvements Plan typically has a basic statement of work and budget. However, when we begin a project, we further develop the project scope to include milestone summaries, initial stakeholder identification, success criteria, project objectives and high-level project risks. The project charter becomes a tool for both KSA and The City of Jacksonville during contract negotiation to assure reasonable and achievable expectations. From the project charter, the project manager is able to identify the engineering specialties that must be included in the project. Key engineering professionals are selected from the project organization chart and our preselected sub consultants based on project specific expertise. These engineers, when combined with city staff, form the core of the project

team and will work together to develop a detailed work breakdown structure, identify other team members needed to complete the work and integrate them into the project team. The team will continue to develop a detailed work schedule and budget.

The schedule and budget become a formal part of the project record and may only be changed through formal action of the project team. KSA is organized as a balanced, functional matrix where our project managers are also direct managers for local staff and project-specific managers for staff from other KSA offices. Resource evaluation and allocation is a continual process throughout the life of the project. The project manager is constantly evaluating team performance with regard to schedule, cost and quality. Modifications to allocated resources are made to assure compliance with milestones.

We believe that communication is key to project success and the client's satisfaction with KSA's service. Therefore, we strive for near constant communication with critical project stakeholders. At a minimum, the project manager will provide the city with formal monthly progress reports scheduled to allow integration into city board packets. Key project milestones such as completion of preliminary or final design, or realization of significant external factors that impact schedule or budget would also trigger specific and formal reports to the client.

KSA utilizes one team from design through construction. KSA's project manager is in charge of all project efforts regardless of project phase and provides accountability for the team's performance.

QUALITY CONTROL

At KSA, our commitment to the production of quality work is non-negotiable. We understand the value of complete and accurate deliverables. In an effort to continuously heighten the quality of our work, we implemented a refresh of our existing quality review program that includes a system of independent peer quality reviews.

Our project managers are responsible for obtaining a peer quality review from individuals who are not associated with the project team. The disassociation of the reviewers is critical because of their propensity for a fresh and unbiased perspective. With fresh eyes, these reviewers can see elements of the design the project team may be too close to realize objectively.

This review philosophy has refined the value of our deliverables, which consist of engineering reports, planning documents, preliminary engineering reports, plans, specifications, contract documents, plats, legal descriptions, renderings, conceptual drawings, master plans, and similar items. Peer reviewers are engaged early to establish a plan that involves a discussion of design basis, schedule for reviews, and the anticipated man hours. We are also careful to allow time for the implementation of the required changes.

When appropriate, KSA also performs contractual/legal reviews to ensure we are in compliance with each specific provision of funding source, permitting, and environmental requirements. At the request of a KSA senior executive or client, the project team will submit designs for an external review.

Ultimately, our goal is the production of technically accurate, constructible designs that meet the needs of our clients in a timely and cost-effective manner.

SCHEDULE AND BUDGET

KSA is very successful at complying with project baselines including schedules and budgets. Adherence to baselines is a function of proper planning. We consider budget and schedule early in the development of the project charter to assure that both are reasonable, adequate and meet the needs of the client. We properly plan our work based on the charter and apply sufficient manpower and resources to complete the work according to the agreed contract. Not every challenge can be anticipated during project planning. KSA's project managers have authority to implement procedures to regain a schedule should delays occur including allocating additional staff from our pool of 150 employees. Once we agree upon a schedule, you may be assured that we will meet the required deadlines.

KSA builds review milestones into each design and production schedule. We use review milestones as the basis for critical path method scheduling of the project. Using the notice to proceed date, completion date and our estimated man hours, we develop slack and float projections for each task and milestone. Our project manager continually monitors progress and makes adjustments as necessary.

For each milestone, sufficient time is included for a thorough review by the next level manager and city staff as appropriate. Peer and independent reviews are also scheduled later during design of the project to minimize project costs while ensuring accurate deliverables.

CONSTRUCTION COST MONITORING

KSA also continually monitors the project for potential increases in construction costs. During design, we prepare opinions of probable construction cost at a minimum of three points during the life of a project. Each milestone review with the city includes an opinion of cost. However, our formal estimates are provided during the preliminary engineering report, after preliminary design and after final design. Historically, our opinions of construction cost have been very accurate, typically within 5% of the lowest bid price. We work with the client to adjust the project scope early in the process to assure that the project is affordable once design is complete.

KSA is very successful at maintaining a project budget. We believe that adherence to a budget and a schedule is a function of proper project planning. We develop a project plan for each project that includes how the work will be completed, performance parameters, success criteria, etc. We consider budget early in development of the plan to assure that it is reasonable. The budget then becomes part of our project plan and the plan includes formal procedures to modify its components, including the budget. Scope creep during design is virtually eliminated by requiring a full discussion of the impacts of scope change on the budget. Project changes are common during design and are often necessary as more detail about a project is known.

However, KSA's procedures require a scope change to be fully vetted and a budget change to also occur if the scope change is accepted by the owner.

KSA continually monitors the project budget and we complete formal budget updates to correspond with our major design milestones. Budget updates are provided after completion of preliminary design, at 60% completed final design, at 90% complete final design and at pre-bid. KSA also completes a formal budget change if a design element of the project changes significantly and will affect the budget. Historically, our opinions of cost are very accurate and are typically slightly higher than the actual bid cost. KSA often includes additive alternates during bidding. This allows us to adjust the project award to assure that costs are within the available funds.

CONSTRUCTION ADMINISTRATION

KSA often administers construction for our design projects. We work diligently with the city and contractor during construction to limit change orders and assure that any proposed changes provide a useful benefit to our client. We also foster a team environment between the client, KSA, and the contractor. This collaboration allows value engineering propositions from the contractor to be evaluated and it is not uncommon for our projects to complete at or slightly below the bid amount.





KSA has extensive experience in the arena of government funded community development block grant (CDBG) projects, having successfully completed numerous projects going back to the beginning and origination of the government funded CDBG program.

At KSA, we understand the importance of project schedule and budget, as well as the quality of the final product. You can be assured that KSA and the staff assigned to your project are knowledgeable, experienced, responsive professionals who are effective communicators and will represent your interest. You can also be assured that coordination, exchange of information and quality control are critical issues for KSA and all will be addressed in our project approach.

As an illustration of our firm's qualifications and ability to undertake high quality work, the following provides our typical project approach that we employ to ensure our client's preferences and standards are met:

GRANT APPLICATION PHASE

1. Set up a formalized kickoff meeting with all stakeholders, to establish goals, communication methods, and expectations.
2. Prepare maps, exhibits, and budget justifications for the proposed project for inclusion in the client's grant application.
3. Provide coordination and support to the project grant administrator for submission of the final grant application.

DESIGN PHASE

1. On the basis of approved study phase documents, the project will be designed by the Engineer in accordance with the intent of the contract between the county and the Funding Agency.
2. Design the improvements in accordance with applicable regulatory and industry standards.
3. Furnish to the county, where applicable, the engineering data necessary for applications for routine permits required by local, State, and Federal authorities (as distinguished from detailed applications and supporting documents for government grants, planning advances, environmental and cultural resources investigations or permits).
4. Prepare detailed contract drawings and specifications for construction.
5. Prepare detailed opinions of probable cost.
6. Meet with the county to review the plans and opinions of probable cost for comparison with the project budget and requirements of the project.
7. Furnish the county with plans, specifications, notice to bidders, and bidders' proposals.
8. Meet with the county to discuss comments and concerns regarding the preliminary submittal. Make any necessary changes and complete detailed design.
9. Submit final design plans and specifications for a second review.
10. Meet with county staff to discuss comments and concerns regarding the preliminary submittal.
11. Prepare final sealed construction documents that incorporate any additional requested changes.



Our design team is well-versed in the various methods to take a project through construction. Below, however, is our typical approach to a design-bid method of construction.

BIDDING AND CONSTRUCTION PHASE

1. Assist the county in securing bids and attend the bid opening.
2. Prepare Bid Packet/Contract Documents.
3. Prepare actual advertisement/solicitation (to be placed by the county, at a minimum, in a local newspaper of general circulation for three (3) consecutive weeks).
4. Incorporate wage rate modifications or supersedes via bid addendum (if applicable).
5. Hold bid opening (to be held at least 25 days from publication date of first advertisement).
6. Assist the county in the opening, tabulation and analysis of bids, and furnish recommendations on the award of contracts.
7. Assist in the engineering phases of the preparation of formal contract documents for the award of contracts.
 - A. Accomplish construction Contractor eligibility verification.
 - B. Facilitate approval of contract award by local governing body.
 - C. Issue Notice to Proceed to construction Contractor.
 - D. Issue Notice of Start of Construction (copy to Funding Agency).
8. Provide plans and specifications as required for the project.
9. Use Agency approved forms for instruction to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
10. If requested, Engineer shall provide as required the services of a Resident Project Representative (RPR) at the site to assist Engineer in observation of the work. Based on information and data provided by the RPR to the Engineer, the Engineer shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents.
11. Consult with and advise the county during construction; issue to contractors all instructions requested by the client; and prepare routine change orders, if required, at no charge for engineering services to the county when the change order is required to correct errors or omissions by the Engineer; provide price analysis for change orders; process and submit change orders to the Funding Agency for approval prior to execution by the client.
12. Review submittals furnished by contractors for compliance with design concept and with information given in contract documents.
13. Based on the Engineer's on-site observations as an experienced and qualified design professional and on the Engineer's review of the Contractor's applications for payment, determine the amount owing to the Contractor.
14. Require that a ten percent (10%) retainage be withheld from all payments on construction contracts until final acceptance by the county and approval by the Funding Agency, unless State or local law provides otherwise.
15. Conduct, in company with the client's representatives, a final inspection of the project.
16. Revise contract drawings to show the work as actually constructed, and furnish record drawings to the county.



Availability and Commitment of the Firm

The KSA Team has designated professionals to provide the requested services based on their experience and expertise in the various technical areas required to complete the work, an understanding of the issues at Rock Hill Water Supply Corporation, and their availability to fulfill the required services. Our individual resumes illustrate how the KSA team will manage the various components of the project and identifies the roles of key personnel. Individual qualifications and experience for the key personnel can be found on the following pages.

Our team provides exemplary credentials, assuring The City of Jacksonville that there will never be a delay in delivering services based on availability or expertise. We pledge to The City of Jacksonville our commitment to plan and design any project for which we are selected within time and budgetary constraints. We have a successful record of completing projects well within any required limitations. KSA is committed to performing the proposed work efficiently and effectively. We will become an extension of the city, functioning more like your staff than your consultants.

SECTION 4

Key Personnel

**CITY OF
JACKSONVILLE**

**PRINCIPAL-IN-CHARGE /
QUALITY ASSURANCE**

Chris Aylor, P.E.

PROJECT MANAGER

Jeremy Orr, P.E.

WASTEWATER PLANT ENGINEER

Blake Bogenschutz, P.E.

**WASTEWATER COLLECTION
ENGINEER**

Whitney Rivers, P.E.

REGULATORY COMPLIANCE

Sigi West



Chris Aylor, P.E.

**PRINCIPAL IN CHARGE
QUALITY ASSURANCE /
QUALITY CONTROL**

EDUCATION

Bachelor of Science in Civil Engineering
Texas Tech University, 1998

PROFESSIONAL LICENSES + CERTIFICATIONS

Professional Engineer/ TX #92660, 2003

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Water Environment Federation

After being introduced to the built environment through an eighth-grade shop class, Chris Aylor decided to become an engineer. Chris, now a principal at KSA, joined the firm in 1999 and dedicated himself to his clients and KSA as a whole. With years of experience as his teacher, Chris has learned the art of successful projects: effective communication and accurate, detailed plans and specifications that leave no room for interpretation.

Chris has served as a project manager for a number of municipal and industrial civil engineering projects. Chris' experience includes the analyses and design of water and wastewater systems including water and wastewater treatment, water distribution and wastewater collection systems. He is experienced in roadway and culvert design, storm drainage collection design, business park development and dam and spillway assessment and design. Chris is passionate about mentoring young engineers to help them reach their full potential, both personally and professionally.

During the span of his career, Chris has managed projects through various governmental programs and entities, including the Texas Commission on Environmental Quality (TCEQ), Texas Water Development Board (TWDB), Texas Department of Agriculture Office of Rural Affairs (TDA-ORA), Texas Community Development Block Grant Program (TxCDBG), Texas Capital Fund (TCF), United States Department of Agriculture Rural Utilities Service (USDA-RUS) and the United States Corps of Engineers (USACE).

Project Experience

- City of Carthage – Wastewater Treatment Plant Sludge Holding Lagoons Closure PI
- City of Como – 2010-2011 TxCDBG WWTP and LS Project
- City of Dawson – 2017-2018 TxCDBG WWTP Bar Screen
- City of Dawson – CDBG New Clarifier Installation for WWTP
- City of Hawkins – Wastewater Treatment Plant Improvements
- City of Jacksonville – Double Creek Wastewater Plant
- City of Jefferson – 2009-2010 TxCDBG WWTP Improvements
- City of Jefferson – Wastewater Treatment Plant Generator
- City of Lindale – Wastewater System Hydraulic Model
- City of Lindsay – Lift Station Evaluation
- City of Lone Star – Wastewater Collection System Analysis and Study
- City of Lone Star – Wastewater Treatment Plant Permit Renewal
- City of Longview – GC WWTP Equipment Vender Evaluation
- City of Mineola – Wastewater Treatment Plant Improvements
- City of Mount Pleasant – Local Limits Study
- City of Mount Pleasant – Southside Wastewater Treatment Plant
- City of Mount Pleasant – Southside WWTP Grit System
- City of Mount Pleasant – Wastewater Treatment Plant PER for 5-Year Improvement
- City of Mount Pleasant – Wastewater Treatment Plant Rehabilitation
- City of Mount Pleasant – Williams & Fleming San Sewer Flow
- City of Mount Pleasant – WWTP Improvements - Phase 1A



Jeremy Orr, P.E.

PROJECT MANAGER

EDUCATION

Bachelor of Science in Civil Engineering
University of Texas at Tyler, 2012

PROFESSIONAL LICENSES + CERTIFICATIONS

Professional Engineer, TX, #124911, 2016

Jeremy joined KSA in 2012 upon receiving his bachelor of science degree in civil engineering from the University of Texas at Tyler. While pursuing his degree, Jeremy worked for KSA part time as a surveyor. His survey experience includes topographical design surveys, boundary surveys, and construction staking for both municipal and oil and gas construction projects. Jeremy has served as design engineer for variety of engineering projects including water treatment plant improvements, distribution system and collection system improvements, wastewater treatment plant improvements, lift stations, drainage improvements, and street improvements.

Project Experience

- City of Bastrop, TX – Transfer Lift Station & Force Main
- City of Bastrop, TX – Westside Collector & Interceptor Sewers
- City of Buffalo – TCDP Sewer System Improvements
- City of Buffalo – TCDP Sewer System Improvements
- City of Carthage – Influent Lift Station & Sludge Handling Improvements
- City of Carthage – Influent Lift Station & Sludge Handling Improvements
- City of Crockett – 2017-2018 TxCDBG Sewer Improvements
- City of Elkhart, TX – 10 Year Water and Sewer CIP
- City of Gladewater – Gladewater 2010-11 TxCDBG Sewer Improvem
- City of Gladewater – Loop 485 Sewer Line Replacement
- City of Grand Prairie – Change Order No. 1 - Design Services for Storm Sewer Line C
- City of Hubbard – 2017-2018 TxCDBG Sewer Line
- City of Hughes Springs – TCDP Sewer System Improvements
- City of Hughes Springs – WWTP Influent Sewer Line Replacement
- City of Lindsay – Lift Station Evaluation
- City of Lone Oak – 2017-2018 TxCDBG Chlorination & Sewer Line Improvements
- City of Lone Star – 2019-2020 TxCDBG Sanitary Sewer Line
- City of Lone Star – TCDP Water & Sewer System Improvements
- City of Longview – 30-inch Sewer Line Repair-Eastman Lake
- City of Longview – High Street Sewer Line Replacement
- City of Longview – Iron Bridge Creek 15-inch Sewer Replacement
- City of Longview – Longview Annexation Sewer System Imp
- City of Mineola – Blackmon Meadows Lift Station and Force Main
- City of Mineola – Emergency 18-in Sewer Line Repair
- City of Mineola – Stone Street Sewer Improvements
- City of Mineola – Water and Sewer Ext-Sanderson Farms
- City of Mount Pleasant – Annexation Sewer Improvements
- City of Mount Pleasant – Arizona Street Sewer Line Improvements
- City of Mount Pleasant – FM 4000 Sewer Interceptor
- City of Mount Pleasant – Leftwich Lift Station Improvements
- City of Mount Pleasant – Orange Blossom Sewer Improvements
- City of Mount Pleasant – Pleasant Oaks Landfill Lift Station and
- City of Mount Pleasant – Priefert Lift Station and Force Main
- City of Mount Pleasant – Silver Creek Lift Station and Force
- City of Mount Pleasant – Tennison Road Sewer Extension
- City of Mount Pleasant – US 271 and FM4000 Lift Station Study
- City of Mount Vernon – North I-30 Water Improvements & Lift Station
- City of Naples – Cornett Rd Sewer Imp & WWTP Fencing
- City of Palestine – Lift Station and Sewer Force Mains Upgrade



Blake Bogenschutz, P.E.

WASTEWATER PLANT ENGINEER

EDUCATION

Bachelor of Science in Civil Engineering
University of Texas at San Antonio, 2018

PROFESSIONAL LICENSES + CERTIFICATIONS

Professional Engineer / TX #144801, 2022

Since graduating with a Bachelor's degree in civil engineering from the University of Texas at San Antonio, Blake has been involved in a variety of municipal engineering projects that include water lines, sewer lines, water and wastewater treatment plants, ground and elevated storage tanks, and street improvements. He holds a background in computer aided design software programs such as MicroStation, GeoPAK, and AutoCAD. Blake enjoys taking action on challenging projects to constantly be improving his knowledge on municipal engineering. He takes pride in his job and strives to produce consistent and quality work for his colleagues and clients. Blake is a dependable young engineer who treasures the opportunity to improve infrastructure in a way that provides different regions with reliable and long lasting solutions as shown in various projects for the cities of Bullard, Crockett, Elkhart, Hawkins, Jacksonville, Lone Star, Malakoff, Mineola, Mount Pleasant, Nacogdoches, New Waverly, Palestine, Tyler, and Van.

- City of Bastrop, TX – Transfer Lift Station & Force Main
- City of Bastrop, TX – Westside Collector & Interceptor Sewers
- City of Bastrop, TX – WWTP & Collection System Improvements
- City of Carthage – Phase 1 Wastewater Treatment Plant Improvements
- City of Carthage – Wastewater Treatment Plant Improvements
- City of Carthage – Wastewater Treatment Plant Permit Renewal
- City of Dawson – TxCDBG WWTP Bar Screen
- City of Hawkins – TxCDBG Jeffrey St Force Main Replacement
- City of Hawkins – Hawkins ISD Sewer Line Reroute
- City of Hawkins – Highway 80 Lift Station Force Main Replacement
- City of Hawkins – Wastewater Treatment Plant Rehabilitation
- City of Hubbard – TxCDBG Sewer Line
- City of Lone Star – TxCDBG Sanitary Sewer Line
- City of Malakoff – CDBG Sewer Line Extension
- City of Malakoff – ARPA- Water Distribution System Improvements
- City of Mineola – Blackmon Meadows Lift Station and Force Main
- City of Mineola – Stone Street Sewer Improvements
- City of Mineola – Wastewater Treatment Plant Improvements
- City of Mount Pleasant – Arizona Street Sewer Line Improvements
- City of Mount Pleasant – FM 4000 Sewer Interceptor
- City of Mount Pleasant – Silver Creek Lift Station and Force
- City of Mount Vernon – Wastewater Collection System Impr
- City of New Waverly – CDBG Disaster Recovery- Mitigation Program
- City of Palestine – Lift Station and Sewer Force Mains Upgrade
- City of Tyler – 2017-2018 Southside Outfall Sewer Line
- City of Tyler – 2018-2019 Southside Outfall Sewer Line Routing and Concept D
- City of Tyler – Southside Wastewater Treatment Plant Primary Treatment System
- City of Tyler – Southside WWTP Chlorination Dechlorination Improvements
- City of Tyler – Wastewater Collection System Consent Decree Program Mangamen
- City of Van – Chestnut Street Sewer Line Extension
- City of Van – East Lift Station and Force Main Replacement



Whitney Rivers, P.E.

WASTEWATER COLLECTION ENGINEER

EDUCATION

Master of Science in Civil Engineering, The University of Texas at Tyler, 2013
Bachelor of Science in Civil Engineering, The University of Texas at Tyler, 2011

PROFESSIONAL LICENSES + CERTIFICATIONS

Professional Engineer / TX, #123275, 2016

Whitney Rivers, P.E., project manager at KSA is a University of Texas at Tyler graduate with a Masters of Science in Civil Engineering. During her time at UT Tyler, Whitney contributed to a multidisciplinary team on a design project for NASA, and was selected to submit an essay on Ethics and the American Society of Civil Engineering (ASCE) Report Card for the ASCE 2011 National Daniel W. Mead Student Contest. Whitney has experience in both public works and commercial land development.

Whitney has a background in project management, and the preparation of plans that include demolition, site, grading, drainage, storm sewer, and utility plans. Whitney has also prepared contracts and bid documents for Capital Improvement Projects. She has hands-on design experience with keystone and limestone retaining walls, preparing budgets and plans, specifications, and bid documents for projects, and the coordinating between contractors and clients. Whitney also has a background in water tank rehabilitation, well field water transmission mains, and water main relocation and construction.

- City of Hubbard – Water Planning Study
- City of Tyler – Consent Decree Capacity Work Group 2
- City of Tyler – Consent Decree Group 3 Remedial Measures Implementation
- City of Tyler – Creek Crossing Reroute and Repair
- City of Tyler – Group 2 Remedial Measures
- City of Tyler – Group 5 Remedial Measures
- City of Tyler – Remedial Measures Cured-In-Place 42-Inch through 24-Inch Con
- City of Tyler – Remedial Measures Cured-In-Place 54-Inch Construction Contra
- City of Tyler – Remedial Measures Pipeline Construction Contract
- City of Tyler – Southside WWTP Chlorination Dechlorination Improvements
- City of Tyler – TYL Charleston Lift Station Rehabilitation
- City of Tyler – TYL Earl Campbell Gravity Sewer Main
- City of Tyler – Wastewater Collection System Consent Decree Program Mangamen
- Pipeline Analysis, LLC – Phase 2 Capacity Assessment and Remedial Measures
- Texas Parks & Wildlife – Palo Duro Canyon State Park Wastewater Improvements and Head



Sigi West

**REGULATORY COMPLIANCE
SPECIALIST**

Sigi West has been with KSA for the last 22 years, with 20 of those working on permitting and on associated federal and state compliance issues. Sigi has a wide background on permits that include wastewater discharge permits, water treatment filter backwash discharge permits, water treatment/waste water sludge land application permits, Phase II NPDES storm water management, water monitoring plans and updates, water conservation and drought contingency plans (TCEQ & TWDB), risk management plans (EPA), and TCEQ Consumer confidence reports. In those 20 years, Sigi has worked diligently for our clients gathering necessary information, preparing the applications or report, shipping to the appropriate agency, filing all the proper paperwork and responding to any and all questions during the permitting process. She publishes the required public notices and coordinates with appropriate agencies. Sigi continuously coordinates with the TCEQ on many other compliance issues for our clients because of the relationship she has with many contacts currently working at these agencies.

-
- City of Bartlett – 2019-2020 TxCDBG Sewer Line Improvements
 - City of Canton – 500,000 Gal Elevated Storage Tank SR Pha
 - City of Canton – 500,000 Gallon Elevated Storage Tank Des
 - City of Carthage – 2019 TxCDBG Sidewalk Improvements
 - City of Commerce – 2010 Commerce SRTS Sidewalk Construction
 - City of Commerce – 2019-2020 TxCDBG Raw Water Pump Station Improvements
 - City of Coolidge – 2021 WWTP TPDES Discharge Permit Renewal
 - City of Diboll – 2019 WWTP TPDES Permit Renewal
 - City of Elkhart, TX – 10 Year Water and Sewer CIP
 - City of Elkhart, TX – 2012 Texas Capital Fund Downtown Improve
 - City of Elkhart, TX – 2013/2014 TxCDB Water System Improvement
 - City of Elkhart, TX – 2019-2020 TxCDBG Water Transmission Line
 - City of Grand Saline – 2011-2012 TxCDBG Street Paving
 - City of Groveton – 2016 TxCDBG Water System Improvements
 - City of Hawk Cove – 2011 TxCDBG Street Project
 - City of Hawkins – 2012 Wastewater Collection System Rehabi
 - City of Hawkins – 2013 Sewer Line Rehabilitation
 - City of Hawkins – 2013/ 2014 TCDP Sewer Line Rehabilitatio
 - City of Hawkins – 2019-2020 TxCDBG Jeffrey St Force Main Replacement
 - City of Hawkins – 2022 Hawkins Wastewater Treatment Plant Permit Renewal
 - City of Hempstead – 12” water line extension at SH 290 & Jones Road
 - City of Honey Grove – 2019 WWTP Permit Renewal

SECTION 5

References

Perhaps the most important criteria for your selection team is KSA's reputation for excellence. We have worked diligently to build a reputation for completing our projects on time and within budget. These characteristics, coupled with high quality projects designed by service-oriented team members, set us apart when it comes to client satisfaction. The following list contains a few of KSA's most valued assets, our clients. We encourage you to contact them for an assessment of our performance on previous and ongoing projects. Additional references will be provided upon request.



Kate Dietz, Director of Utilities

City of Tyler

1937 North Drive, Tyler, Texas 75703

903.531.1234

kdietz@tylertexas.com

Kevin Johnson, Public Works Director

City of Van

PO Box 487, Van, Texas 75790

903.963.7216

kjohnson@vantx.org

Mercy Rushing, City Manager

City of Mineola

PO Box 179, Mineola, TX 75773

903.569.6183

mrushing@mineola.com

Stephen Williams, CPA, City Manager

City of Carthage

PO Box 400, Carthage, Texas 75633

903.693.3868

swilliams@carthagetexas.com

Teresa Herrera, City Manager

City of Palestine

504 N. Queen Street, Palestine, Texas 75801

903.731.8400

citymanager@palestine-tx.org



Mike Maberry, Director of Public Works

City of Hawkins

PO Box 329, Hawkins, Texas 75765

903.769.2224

mike@hawkinstx.org

Tim Whitley, City Administrator

City of Malakoff

PO Box 1177, Malakoff, Texas 75148

903.489.0699

twhitley@cityofmalakoff.net

Anthony Rasor, Director of Utilities

City of Mount Pleasant

501 North Madison, Mount Pleasant, Texas 75455

903.575.4133

arasor@mpcity.org

Craig Lindholm, City Administrator

City of Mount Vernon

PO Box 597, Mount Vernon, Texas 75457

903.277.5728

clindholm@comvtx.com

SECTION 6

Supplemental Information



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/24/2022

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or its endorsement. 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 GANS & SMITH INSURANCE AGENCY INC P.O. Box 2869 Longview TX 75606		CONTACT PERSON Vickie Hooker, ACSR, CISR Phone: (903) 757-4601 Fax: (903) 753-0782 Email: vhooker@gans-smith.com																						
INSURED KSA ENGINEERS INC BLOC DESIGN-BUILD LLC 140 E TYLER ST STE 600 LONGVIEW TX 75601		INSURANCE AFFORDING COVERAGE <table border="1"> <tr> <th>NUMBER</th> <th>COVERAGE</th> <th>AMOUNT</th> </tr> <tr> <td>NUMBER A:</td> <td>Transportation Insurance Company</td> <td>20443C</td> </tr> <tr> <td>NUMBER B:</td> <td>The Continental Casualty Company</td> <td>35289C</td> </tr> <tr> <td>NUMBER C:</td> <td>Texas Mutual Ins</td> <td></td> </tr> <tr> <td>NUMBER D:</td> <td>The Continental Insurance Company</td> <td></td> </tr> <tr> <td>NUMBER E:</td> <td></td> <td></td> </tr> <tr> <td>NUMBER F:</td> <td></td> <td></td> </tr> </table>		NUMBER	COVERAGE	AMOUNT	NUMBER A:	Transportation Insurance Company	20443C	NUMBER B:	The Continental Casualty Company	35289C	NUMBER C:	Texas Mutual Ins		NUMBER D:	The Continental Insurance Company		NUMBER E:			NUMBER F:		
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NUMBER C:	Texas Mutual Ins																							
NUMBER D:	The Continental Insurance Company																							
NUMBER E:																								
NUMBER F:																								

COVERAGES

CERTIFICATE NUMBER: CL2252408772

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. NOTHING DENYING 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 OF CLAIM MAY HAVE BEEN REDUCED BY PRIOR CLAIMS.

TYPE	TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		4015529054	05/29/2022	05/29/2023	Each Occurrence \$ 1,000,000
	☐ CLAIM-NOISE ☒ OCCUR	Aggregate \$ 100,000				
	Drone Liability: \$1,000,000	Med Pay (Per Person) \$ 15,000				
	General Aggregate Limit \$1,000,000	Personal & Adm Liability \$ 1,000,000				
	☐ POLICY ☒ SELF ☐ LOO					Other: \$ 2,000,000
	☐ OTHER:					Products - Contract and Employee Benefits \$ 1,000,000
B	☒ AUTOMOBILE LIABILITY		4015529135	05/29/2022	05/29/2023	Combined Single Limit \$ 1,000,000
	☐ PER AUTO	Bodily Injury \$ 1,000,000				
	☐ OTHER	Property Damage \$ 1,000,000				
	☐ OTHER	PIP-Basic \$ 2,500				
	☐ SCHEDULED					
B	☒ UMBRELLA LIABILITY		4015529099	05/29/2022	05/29/2023	Each Occurrence \$ 10,000,000
	☐ EXCESS LIABILITY	Aggregate \$ 10,000,000				
	☐ EXCESS LIABILITY					
	☐ EXCESS LIABILITY					
	☐ RETENTION \$ 10,000					
C	☒ WORKERS COMPENSATION AND EMPLOYERS LIABILITY		0002047822	05/29/2022	05/29/2023	Each Occurrence \$ 1,000,000
	☐ WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Each Occurrence \$ 1,000,000				
	☐ WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Each Occurrence \$ 1,000,000				
	☐ WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Each Occurrence \$ 1,000,000				
	☐ WORKERS COMPENSATION AND EMPLOYERS LIABILITY					

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

The general liability & automobile policies includes a blanket automatic additional insured endorsement provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The general liability, automobile, & workers compensation policies includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. The General Liability policy contains "Primary and noncontributory" wording. The policy includes an endorsement providing that 30 days' notice of cancellation [or coverage change] will be furnished to the certificate holder when required by a written contract. Umbrella is follow form.

CERTIFICATE HOLDER

CANCELLATION

*** BID PROPOSAL'S *** Master Certificate

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

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ACORD 25 (201503)

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The firm of KSA Engineers Inc. hereby gives notice that no person in the United States shall on the grounds of race, color, religion, sex, or national origin be denied employment. Notice of this policy will be maintained in plain sight at all offices for the benefit of interested parties, and all subcontractors will be notified of this policy and required to comply. All Equal Employment Opportunity posters will be displayed as required.

Mitchell L. Fortner, P.E. is the Equal Employment Opportunity Officer. His duties include coordinating company efforts, advising and assisting key personnel and staff, and officially serving as the focal point for complaints.

When engaged in the performance of duties under contract or subcontracts funded in whole or in part by Federal Funds, the firm will make efforts to contact and utilize minority-owned businesses in the project area whenever feasible. KSA will submit all reports required in a timely fashion and will require its subcontractors to do the same.

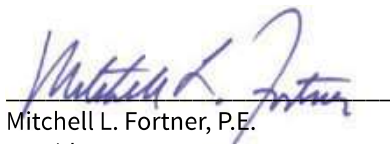
KSA will require each sub-contract bid and/or proposal for work on contracts and subcontracts in the amounts of \$10,000 or more to comply with Section 3 of the 1968 Housing and Urban Development Act for Equal Employment Opportunity.

KSA will utilize project area lower income residents (if qualified) whenever feasible and needed to complete work on the aforementioned category of contract or subcontracts of \$10,000 or more. Special emphasis in such cases will be made to recruit minorities and women. Outreach efforts will be developed in each case in coordination with the local EEO/Affirmative Action Coordinator of the client or as the client recommends.

All personnel actions of KSA shall be made on a nondiscriminatory basis without regard to race, color, religion, sex or national origin.

As required or necessitated by specific contracts or subcontracts, there may be appended to this Policy Statement a determination of approximate manpower needs to complete the project, proposed recruitment sources if needed, and goals for recruitment of project area residents with emphasis on lower income persons, minorities, and women.

KSA Engineers, Inc.

A handwritten signature in blue ink, appearing to read "Mitchell L. Fortner", is written over a horizontal line.

Mitchell L. Fortner, P.E.
President



City of Gladewater, TWDB WWTF Improvements



City of Ennis, TWDB WWTP Improvements

City of Jacksonville

Statement of Qualifications for RFQ #2024-100-03 Professional Engineering Services

MARCH 28, 2024

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Please use the following reference guide to locate information within the SOQ related to the Rating Sheet criteria:

Experience

1. Has previously designed federally funded projects: SPI qualifies for Maximum Points. Through our 87-year history, SPI has designed over 1,000 municipal infrastructure projects. Examples of our most current infrastructure projects are included in the Experience Section, pages 6-11, of this SOQ.
2. Has worked on federally funded municipal infrastructure projects. SPI qualifies for Maximum Points. SPI has completed over 200 federal and state funded projects since the late 1990s. Supporting information can be found on pages 12-14 of the SOQ.
3. Has worked on projects that were located in this general region. SPI qualifies for Maximum Points. SPI has worked on numerous projects in this specific region of Texas. Support information can be found on pages 12-14 of the SOQ. SPI has worked on 80 federally-funded projects near the City of Jacksonville.
4. Extent of experience in project construction management. SPI qualifies for Maximum Points. SPI provides Construction Management Services for the majority of our projects. This includes an on-site project Construction Representative. The Construction Representative is responsible for ensuring a project is constructed in compliance with the plans and specifications. The SPI Project Manager will perform Construction Administration duties such as coordinating with the Client's Grant Administrator, processing change orders, pay applications, and final project closeout documentation. Supporting information is included in the Experience Section of this SOQ.

Work Performance

1. Past projects completed on schedule. SPI qualifies for Maximum Points. SPI has successfully worked to have all state and federally funded projects completed on schedule, which is critical for the municipality in scoring for successive grant opportunities. Supporting information is included in the Work Performance Section, pages 15-18 of this SOQ.
2. Manages projects within budgetary constraints. SPI qualifies for Maximum Points. SPI has successfully completed countless projects within prescribed budgets. Supporting information is included in the Work Performance Section, pages 15-18 of this SOQ.
3. Work product is of the Highest quality. SPI qualifies for Maximum Points. SPI adopted and utilizes our own internal quality control program. These commitments to quality are further outlined in the Work Performance section, page 15-18, of this SOQ.

Capacity to Perform

1. Staff Level/Experience of Staff. SPI qualifies for Maximum Points. SPI Staff assigned to our projects have an average of 15 years experience with infrastructure projects. Key personnel for SPI can be found in the Capacity to Perform Section, pages 19-20, of this SOQ. Resumes for each individual can be found in the Resume Section, pages 23-27.
2. Adequacy of Resources. SPI qualifies for Maximum Points. SPI employs the latest in computer aided design and drafting software to complete projects. A complete list of our technological resources can be found on page 21 in this SOQ.
The Key Personnel listing in the Capacity to Perform section of this SOQ also states the % availability of each staff member.
3. Professional Liability Insurance. SPI qualifies for Maximum Points. A copy of our current insurance certificate is included on page 29 of this SOQ.
4. Certifications. SPI Qualifies for Maximum points. SAM search results, Form CIQ, and Lobbying Certifications and Disclosures are attached to this SOQ.

March 28, 2024

James Hubbard, City Manager
City of Jacksonville
315 S. Ragsdale St.
Jacksonville, TX 75766



COVER LETTER

Re: Statement of Qualifications for Professional Engineering Services

Dear Mr. Hubbard:

On behalf of Schaumburg & Polk, Inc. (SPI), I would like to express our appreciation for the opportunity to present our qualifications to provide professional services to the City of Jacksonville. SPI is registered with the Texas Board of Professional Engineers (TBPE Firm Registration No. F-000520) and is in good standing per the Texas Engineering Practice Act.

Please accept this letter of transmittal as our Statement of Availability and Commitment that SPI has the staff and resources to undertake this project. The undersigned Principal of this firm certifies that SPI is committed to undertaking all responsibilities necessary for the project. SPI will interact with staff and elected officials by whatever means desired by the City including reporting responsibilities, in-person meetings, attendance at Council Meetings, public meetings, and virtual conferences.

The official point of contact for SPI is Mr. Simmons, and he can be contacted in the following ways:

Mr. Jeffrey Simmons, P.E.	jsimmons@spi-eng.com
Project Manager	903-595-3913 Phone
Schaumburg & Polk, Inc.	
320 S. Broadway, Suite 200	
Tyler, TX 75702	

In addition, Dr. Robert Haberle will be directly involved in any project assigned to SPI. Robert's role will be to assure that clear lines of communication exist between the Client, Engineer, and Contractor. Robert will work to keep the project on schedule and to assure an excellent outcome.

SPI has been providing civil engineering services to municipalities and water supply corporations in Texas since 1937. SPI provides professional surveying and civil engineering services for a wide range of projects, including roadway design, water system planning and design, wastewater system planning and design, and civil infrastructure design (municipal facilities). While SPI is proud of our long tradition of providing civil engineering services for public infrastructure projects, we have also established a reputation as a firm that produces excellent quality of life projects! These projects include city parks, multi-use trails, and a boardwalk in one of the most heavily visited bird sanctuaries in the State of Texas.

SPI has ongoing, or recently completed, TWDB funded infrastructure improvements projects in the Cities of Daingerfield, Gladewater, Rusk, Cushing, Alto, Alba, Reklaw, West Tawakoni, Chandler, Jefferson, Ennis, Wills Point, D&M WSC, Craft-Turney WSC, and Kellyville-Berea WSC. SPI is also currently pursuing TWDB funded projects for the Cities of White Oak, New Summerfield, Stryker Lake WSC, and another run of TWDB funding in the City of Alba. In our 87-year history we have completed hundreds of projects utilizing federal and state funding.

We confirm that SPI has not had a record of substandard work within the last five years and that SPI has not engaged in any unethical practices within the last five years.

We hope this information and the attached Statement of Qualifications will be helpful to you and others during your selection process. We invite you to visit our website at www.spi-eng.com.

Sincerely,
Schaumburg & Polk, Inc.

Jeremy Buechter, P.E.
Executive Vice President



FIRM PROFILE

Firm Name

Schaumburg & Polk, Inc.

Type of Business

Subchapter "C" corporation
incorporated in the State of Texas

Contact Person

Jeffrey Simmons, P.E.
Project Manager
jsimmons@spi-eng.com

Robert Haberle, DC, CPM
Community & Government Relations
rhaberle@spi-eng.com

Address

320 S. Broadway Ave, Suite 200
Tyler, TX 75702

Phone

903-595-3913

Fax

903-595-2093

Number of Years in Business

87 years

Number of Employees

80 Employees

Firm Registration Number

Texas F-000520

Firm Surveying Registration Number

Texas 10022000

Types of Services Offered

SPI specializes in providing engineering and construction management services for public infrastructure projects. SPI is a recognized expert in the field of government funded construction projects that are funded by local, State, and Federal agencies.

SPI provides engineering services including, but not limited to: water production, storage, treatment, and distribution; municipal and industrial wastewater collection, conveyance and treatment; permitting and regulatory compliance; environmental assessment; roadway planning, design and construction administration; street and drainage improvements; facilities renovation and restoration. As a full-service engineering firm, SPI's project services can include planning studies, project development, preliminary and final design, bidding, construction administration, and construction representation services.

Services provided by SPI include:

- Computer aided drafting in AutoCAD and Microstation
- GIS data collection and mapping
- LIDAR Drone surveying
- Computer modeling of systems
- Boundary and topographic surveying
- Right-of-way and land acquisition services
- Electrical design including SCADA, lighting, motor control and backup power
- Structural design
- Conditions assessments
- Environmental investigations and permitting
- Regulatory compliance
- Civil engineering for public infrastructure
- Bid and Construction phase services
- Cost estimating
- Value engineering and alternative delivery method analysis
- Public involvement
- Materials testing
- Pavement design
- Subsurface utility engineering

History

Schaumburg & Polk, Inc. (SPI) was founded by George J. Schaumburg, P.E. in 1937 and has been providing uninterrupted engineering services since 1947. In May 1973, the firm was reorganized under the name Schaumburg & Polk, Inc. With offices in Beaumont, Houston, Kyle, Port Arthur, Richardson, Terrell, and Tyler, the firm provides professional engineering, program management, and construction management services throughout the State of Texas. Principals of the firm include Professional Engineers Jeffrey G. Beaver, Allen R. Ross, and Jeremy Buechter. Our dedicated staff provides expertise and integrated services for the public and private sector.

Office Locations

SPI will provide engineering services from our Tyler office. SPI also has offices in Beaumont, Houston, Kyle, Port Arthur, Richardson, and Terrell with staff that are available on an as-needed basis.

ENGINEERING A
BETTER FUTURE

Water/Wastewater



SPI has designed many of the original municipal wastewater collection and treatment facilities in East Texas. **We have also successfully completed many ground water production, ground and surface water treatment, storage, and distribution projects which meet our clients' specific needs.** Successful water/wastewater projects are achieved through innovative technology, cost-effective design, and great communication with our clients.

Drainage



SPI uses state-of-the-art modeling software to perform computations of stormwater runoff for the existing condition drainage and to develop needs for a "proposed" drainage system as well as analysis of open and closed drainage systems and identification of problem areas and development of a CIP program.

Transportation



From concept to completion, SPI can provide program management, planning, engineering design, and construction management for transportation projects. Our services include preliminary planning, environmental studies, project development and design of urban streets and rural highways, bridges, construction management, and program management.

LIDAR Surveying & Mapping



SPI uses state-of-the-art technology and software to provide customized LIDAR surveying and mapping services to support our client's needs from conception to completion. One inherent benefit of using LIDAR Technology, rather than photogrammetry, for aerial survey and mapping is the ability to measure surfaces below vegetation and tree canopy. Usually, if the sky can be seen through the canopy of the trees, then the ground can be mapped by this technology. The LIDAR system SPI has selected may be deployed in multiple ways which allow for extreme flexibility in the methods by which the data can be collected.

Land & Site Development



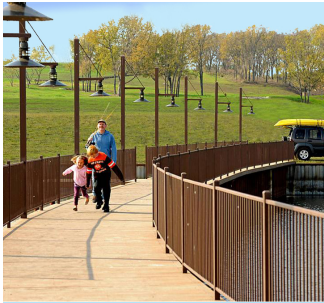
SPI has planned and designed improvements to develop thousands of acres of Texas land. SPI offers a comprehensive range of infrastructure design and permitting services for residential, commercial, multi-use, and industrial clients. We listen to our clients and understand the importance of tailoring their needs to the characteristics of the land.

Construction Management



SPI clients are being challenged to complete construction programs with insufficient staff resources in addition to ever more complex projects. SPI's professional construction managers provide the necessary support to clients such as functioning as advisors on the owner's behalf and representing their interests and concerns exclusively. We can oversee our clients' projects as an extension to their staff, or we can provide construction consulting support during the implementation of innovative project delivery systems.

Program Management



SPI has defined successful Program Management as completing projects on schedule and within budget. SPI's approach to program management consists of early definition of goals, preparation of a work plan that includes schedule and budget, and clearly establishing lines of communication. SPI Program Management focuses on critical issues, starting with planning and programming, continuing through design management, moving into right-of-way acquisition and utility coordination, through construction. Finally, SPI understands that schedules are "lost" a day at a time; our monitoring program will prevent that from occurring.

Tank Inspection & Rehabilitation



SPI offers engineering services to perform the annual inspections of water storage tanks required by the Texas Commission on Environmental Quality (TCEQ). The scope of services provides an exterior inspection of each tank including coating system, foundation, access ladders, hatches, roof vents, tank structure, obstruction light, and overflow piping; provide an interior inspection from the roof hatch of each tank of the water quality and coating system; and prepare and submit an inspection report.

TWDB CWSRF Sanitary Sewer System Rehabilitation Phase 1 and 2

City of Daingerfield

This project is a part of a multi-phase rehabilitation plan for the Daingerfield WWTP and Collection System. Assisted by SPI, the City was able to procure low-interest funding through the TWDB CWSRF program for this project. Design is ahead of schedule and includes replacement of approx. 2,480 LF of gravity sewer lines, lift station upgrades, approx. 1,636 LF of 8-in force main replacement, and rehabilitation of the WWTP consisting of a new dewatering press unit, Aerator replacement, Oxidation Ditch modifications, Clarifier mechanism replacement, new sludge pump station, Weir Box modifications, Electrical upgrades, and other miscellaneous items of construction at the WWTP. This project is anticipated to start construction in February, 2025 with a construction budget of \$2,905,934.00.

Funding Source: Texas Water Development Board

Reference: Michelle Jones, City Manager
903-645-3906

TWDB Mockingbird & Quitman Sewerline Improvements City of Alba

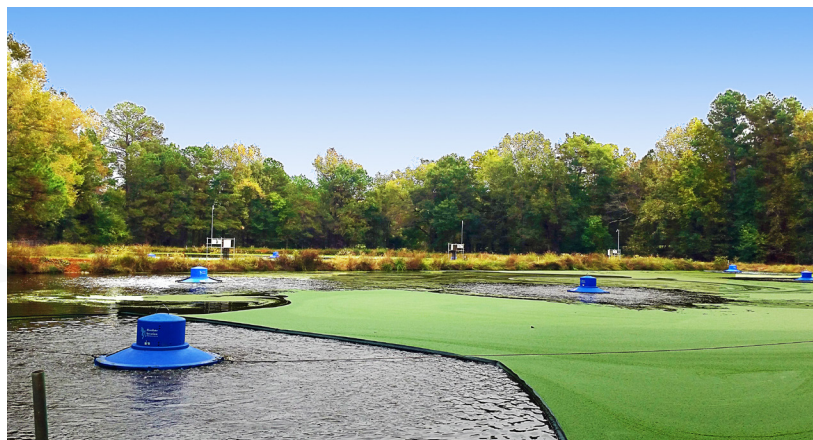
The sewer mains on Mockingbird St. and Quitman Ave. in Alba, Texas were old, rapidly deteriorating lines that were in need of replacement. These mains are critical infrastructure that serve most of the City and directly feed the WWTP. SPI assisted the City of Alba with the procurement of a funding source through the TWDB CWSRF Program for approximately \$990,000. Improvements consisted of approximately 3,800 LF of new 10" gravity sewer main, all new service lines and reconnections, manholes, and pavement repair. The Mockingbird St. section of sewer is approximately 16' deep and directly beneath the center of the road. As a result, significant pavement repair was required on the project at approximately 6,200 SY. The project design was completed in January 2020 and construction was completed May 2021 at a final cost of \$739,540.

Funding Source: Texas Water Development Board

Reference: Paul Kelbe, Director of Public Works
903-765-2396



City of Alba



City of Cushing

TWDB CWSRF Phase 2 WWTP Improvements

City of Ennis

This project was a part of a multi-phase rehabilitation plan for the Ennis WWTP, put together by SPI. Assisted by SPI, the City was able to procure low interest funding through the TWDB CWSRF program for this project. Design was completed ahead of schedule and consisted of a new screenings washer compactor, improvements to the existing influent lift station (including installation of a new influent force main), concrete rehabilitation of the existing wet well, concrete rehabilitation of a 40' ID Primary Clarifier, rehabilitation of a 70' ID Secondary Clarifier, rehabilitation of a 60' ID mechanical gravity sludge thickener, construction of a 33'-4" ID mechanical gravity sludge thickener, installation of aerobic digestion equipment, and other miscellaneous items of construction. Due to budget constraints, the project was awarded without the new mechanical gravity sludge thickener. This project was completed in February 2021, at a final cost of \$3,928,858.

Funding Source: Texas Water Development Board

Reference: Ed Green, P.E., Director of Public Works
972-875-1234

TWDB WWTP Closure

City of Jefferson

The City of Jefferson's abandoned WWTP had three abandoned sludge ponds as well as an abandoned concrete tank and debris. Testing on the existing sludge found it was classified at Texas Class 2 Waste. A closure plan was developed by SPI and approved by the TCEQ in April of 2015. The volume of sludge for removal and disposal was approximately 13,700 CY, and the sludge was required to be deposited in a registered landfill or application site. The WWTP closure was completed April 2018 at a final cost of \$290,917.

Testing of soils and verification of clean closure was conducted by East Texas Testing Labs (ETTL) as a subconsultant to SPI.

Funding Source: Texas Water Development Board

Reference: Allan Whatley, Director of Public Works
903-665-3922

TWDB ANRA Regionalization of ACFWSD1 WWTF Project No. 73829

Angelina & Neches River Authority (ANRA)

SPI received authorization from ANRA to provide engineering design services for this TWDB CWSRF project through an executed contract dated February 12, 2019. This regionalization project generally includes the decommissioning of the existing Angelina County Fresh Water Supply District No. 1 (ACFWSD1) WWTF, installing and retrofitting lift station(s) with new submersible solids handling non-clog pumps, installing 30,991 LF of 3" D2242 PR 160 SDR-26 PVC force main to transfer flow to ANRA's North Angelina County Regional Wastewater Facility (NACRWF), and replacing the existing chlorine contact basin at NACRWF as an additive alternate bid item.

On May 30, 2023, SPI received an approval from TWDB for the submitted Engineering Feasibility Report (EFR) which analyzed multiple transmission routes and lift station options. The approved recommended final design for this project includes installing the new intermediate lift station (Rivercrest Rd.) as a duplex pumping system, capable of handling flows up to 66 GPM with a total dynamic head (TDH) of 211 ft. Additional installations to include all associated piping, hand rails, hatches, floats, and an above ground valve vault, a 36-kW emergency propane generator with foundation slab, 500-gallon propane storage tank, intruder resistant fencing, and SCADA control panel to integrate with ANRA's existing system along with new electrical services as needed.

As part of decommissioning the existing ACFWSD1 WWTF, the existing influent lift station (Trinity Trail) which is a triplex system, will be converted into a duplex pumping system capable of handling flows up to 66 GPM and a TDH of 184 ft. Flow from this lift station will discharge into the above mentioned Rivercrest Rd lift station. Similarly, Trinity Trail lift station will also receive a 36-kW emergency propane generator, a 500-gallon propane generator, replacement of the lift station's guide rail, new stainless discharge piping, new check and gate valves, two (2) additional floats, SCADA control panel for integration and electrical services as needed. Notably, the interior surfaces for Rivercrest Rd and Trinity Trail lift stations will receive Geopolymer liner (Geokrete by Vortex) to eliminate and protect against the formation of Hydrogen Sulfide.

Based on the TWDB CWSRF loan documents, the current construction budget is \$1,743,918 with a \$163,856 contingency for a total budget of \$1,907,77. Construction is estimated to begin June 2024.

Funding Source: Texas Water Development Board

Reference: Chris Key, Operations Manager
936-633-7544

TWDB Wastewater System Improvements

City of Alto

Assisted by SPI, the City of Alto was able to procure a low interest loan with loan forgiveness through the Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) program totalling \$2,200,000. The project included smoke testing of existing infrastructure and an engineering feasibility report prepared by SPI that identified and prioritized needed improvements throughout the City of Alto's sanitary sewer system. As a result of the planning efforts, two separate projects were identified including collection system improvements and WWTF improvements. The projects were bid separately through two construction contracts. Specific items of work in Contract 1: Collection System Improvements included replacement of two separate segments of gravity sewer, manholes, service reconnections, and other miscellaneous items of construction. Contract 2: WWTF Improvements included design and construction of new air piping and disc diffusers to replace the existing aeration system, replacement of blowers, rehabilitation of the existing clarifiers, reconstruction of the existing sludge lift station, chlorination improvements, and other miscellaneous items of construction.

Funding Source: Texas Water Development Board

Reference: April Compte, City Secretary
936-858-4711

TWDB WWTP Rehabilitation Construction Phase

City of Huntington

SPI assisted the City of Huntington in the design, bidding, and construction of a Texas Water Development Board Clean Water State Revolving Fund project totalling \$1,800,000. This project included a complete rehabilitation and replacement of existing components at the City's existing wastewater treatment plant. These improvements included the construction of a new aeration system and final clarifier. Other components that were rehabilitated included the existing influent lift station, (2) existing clarifiers, blowers, sludge return pumps, and equilization pond aerators. This project was bid and awarded in 2021 under budget to Horton Excavating and is now complete in construction.

Funding Source: Texas Water Development Board

Reference: Bill Stewart, City Administrator
936-422-4195

TWDB WWTP Improvements

City of Corrigan

SPI submitted a Project Information Form (PIF) for the City of Corrigan in 2022. The project scored at the top of the TWDB's Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP). SPI assisted with the TWDB's financial application and at the end of 2022, the City closed on a loan with the TWDB totalling \$6,850,000 with 70% loan forgiveness. SPI assembled an engineering feasibility report (EFR) outlining recommendations for the City's WWTP including acquiring adjacent property to the WWTP, constructing a new aeration basin, constructing a new clarifier, constructing a new digester, rehabilitation of all existing components, and expansion to the chlorine contact basin. These improvements are expected to start construction in 2024 and complete construction by 2026 and will double the WWTP's existing treatment capacity from 0.3 MGD to 0.6 MGD.

Funding Source: Texas Water Development Board

Reference: Darrin Hudman, City Manager
936-398-4126





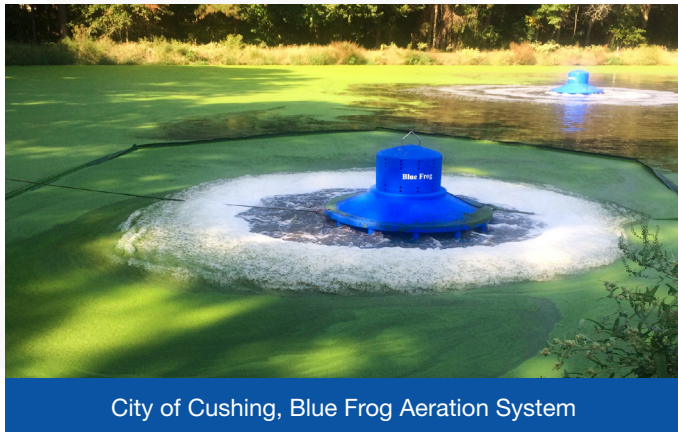
City of Ennis, WWTP Improvements



City of Gladewater, WWTP Improvements



City of Alba, WWTF Improvements



City of Cushing, Blue Frog Aeration System

TWDB CWSRF Sanitary Sewer Improvements

City of Gladewater

SPI worked with City staff to evaluate the condition of the sanitary sewer collection system and performed an inspection of the collection system in areas designated by the City. The analysis of the collection system consisted of smoke testing approximately nine miles of sanitary sewer line and approximately 160 manholes. SPI collected GIS data for every manhole inspected as a part of this project. The GIS data and inspections reports were used to compile an Engineering Feasibility Report (EFR) containing a prioritized list of sanitary sewer collection system improvements.

The proposed improvements include approximately 1,591 LF of 10" sewer line, one 5' diameter manhole, one 4' diameter vented manhole, five 4' diameter manholes, and 100 LF of 18" steel encasement. The estimated construction cost is \$198,154.

Additionally, SPI evaluated the existing treatment units within the wastewater treatment facility for physical condition, needed maintenance, inadequate treatment capacities, anticipated lifecycle of existing components, safety concerns, future expansion requirements, and overall compliance with the TCEQ design criteria. Based on these evaluations, a comprehensive list of all the recommended improvements to the plant was created and separated into two separate phases to be constructed over the next 20 years. Phase 1 of the proposed improvements was completed under budget at a cost of \$2,829,000 which included upgrades to screening and grit handling, influent lift station rehabilitation, sludge dredging, sludge handling with a new belt filter press, disinfection rehabilitation, concrete paving, and rehabilitation of all onsite buildings.

Funding Source: [Texas Water Development Board](#)

Reference: Charles Smith, Interim City Manager
903-845-2196

WASTEWATER IMPROVEMENTS PROJECTS

CDBG Bar Screen Installation (Second)

City of Ennis

As part of the multi-phase capital improvements plan for the City of Ennis, SPI designed, bid, and administered the construction of a new mechanical bar screen in an existing concrete channel at Ennis' 4 MGD Oak Grove WWTP as a part of the City's 2015 CDBG project. The project and screen have worked so well for the City that another redundant mechanical bar screen was included in the City's 2017 CDBG project. Similar to the 2015 CDBG project, this bar screen was an E&I Catenary style mechanical bar screen installed in an existing 20' deep concrete basin. This project finished at a cost of \$257,249, within budget and ahead of schedule in August 2020.

Glenmere Drive, Camden Drive, Turpin Drive, La Mesa Drive Water lines and Le Mesa Drive Wastewater Replacement

City of Highland Village

This water and wastewater project consisted of 3,640 linear feet of small diameter water line and 1,180 linear feet of wastewater line. SPI provided the surveying and engineering services for this project. The design and construction were completed in 2022. The construction cost was approximately \$767,457.

St. Mary Street, Bost Street, and Sherman Street Water and Wastewater Lines

City of Rockwall

The St. Mary Street, Bost Street, and Sherman Street Water and Wastewater Lines project consisted of approximately 2,500 linear feet of 8" diameter water line and approximately 1,600 linear feet of 8" diameter sanitary sewer line. This project is part of the City of Rockwall water system and wastewater system that provides improved service to an older part of the City. Several design issues were addressed in this project as the project included crossing several drainage facilities and a creek, while utilizing existing City right-of-way and maintaining continuous service to the residents. SPI Garland provided all the surveying and engineering services necessary for the design and construction of this project. The construction cost was approximately \$1,000,000 and the construction of the project was completed in 2021.

Sanitary Sewer Improvements, Phase 1

City of Kilgore

This project included replacement of deteriorating and undersized sewer lines in the areas near the intersection of Henderson Blvd (SH 42) and Dudley Road (FM 1249). Many of the upgrades were constructed in a residential area to the west of the intersection. This included Riverside Dr., Broadway Blvd, Florey St, along with the improvements along Henderson St. and Dudley Blvd. The new sewerline was constructed 5' off the back of the existing curb through these residential areas, and was trenched to still allow residents access to their homes. Two steel encased bores were required beneath TxDOT highways. The improvements consisted of 879 LF of 12" sewer line, 1,914 LF of 10" sewer line, 4,330 LF of 6" sewer line, (24) 4' diameter manholes, (5) 4' diameter drop manholes, 75 LF of 18" steel encased boring, 150 LF of 12" steel encased boring, service reconnections, and pavement repair. SPI also assisted the owner with getting construction permits for TxDOT's Right-of-Way and TCEQ design approval. Construction was completed in March 2019 at a construction cost of \$1,574,808.

Heritage Parkway Sanitary Sewer and Pavement Replacement and Allen Heights Sanitary Sewer Replacement Project

City of Allen Engineering Department

This project replaces a 40 year old sanitary sewer. This project has two segments. The first segment is the Heritage Parkway Sanitary Sewer and Pavement Replacement segment which includes design of a new 24" sanitary sewer line in Heritage Parkway generally from Aylesbury Drive northeasterly to Allen Heights Blvd. to replace the existing 21" and 18" sanitary sewer line which are deteriorating. The new sanitary sewer pipe will be installed parallel to the existing 21" and 18" sanitary sewer pipe in order to not disrupt the existing sanitary sewer flows and save expense on a pump bypass system. This segment will include a new aerial crossing of Mustang Creek (south of Bethany Drive). In addition to the construction of the 24" sanitary sewer line, the Heritage Parkway concrete roadway pavement will be removed and replaced as the existing concrete pavement is failing, in addition to being impacted by the construction of the new 24" sanitary sewer line. The limits of the new roadway pavement will generally be from Aylesbury Drive to Carlisle Drive. Existing storm drainage infrastructure will not be changed.

The second segment of the project is the Allen Heights Sanitary Sewer Replacement segment which is to replace the existing 18" sanitary sewer line (the majority of which is located within the Allen Heights Blvd. right of way) with a new 18" sanitary sewer line. This segment begins at the end of the Heritage Parkway Sanitary Sewer Replacement segment at Allen Heights Blvd. and proceeds north along Allen Heights Blvd. to Mustang Creek (North) to replace the existing 18" sanitary sewer line, which is also deteriorating. It is anticipated that this segment of the project will be completed by pipe-bursting a new 18" sanitary sewer line inside of the existing 18" sanitary sewer line. This segment will also include a new aerial crossing of Mustang Creek (north of Bethany Drive) to serve the Woods at Allen Heights subdivision. The project is currently in design and scheduled for construction in the first quarter of 2024. The construction cost is estimated at \$7.3 million.

WWTP 48" Sewer Line

City of Ennis

SPI completed an initial planning assessment on the City's existing deteriorated 24" main gravity feed to the WWTP. The existing sewer line was located in a cross-country drainage that was very difficult to access and maintain. This sewer line was identified as a critical source of infiltration and inflow (I&I), and loading on the sewer line had exceeded functional capacity. A significant collapse and breach in the line resulted in a sanitary sewer overflow (SSO) that was reported to the TCEQ. The City installed a temporary repair to the sewer line, but was under a strict TCEQ deadline to complete a final repair. A fast-track design and construction schedule was developed that allowed the City to maintain compliance with this TCEQ requirement. Design for a new multi-phase 48" sewer main was completed ahead of schedule. Using a multi-phase approach and alternate bid considerations for pipe materials, the project's qualified low bidder was under budget for Phase 1 which consisted of 4,175 LF of 48" gravity sewer PVC, 160 LF of 24" gravity sewer PVC, over 20 manholes, misc. pavement repair, and ROW clearing. The project was completed under budget, and ahead of schedule in September 2020 at a cost of \$1,422,719. The City incorporated Phase 2 and Phase 3 construction within their Capital Improvements Plan.



Liska Gravity Sewer Line Replacement, Phases 1 and 2, Bidding and Construction

City of Ennis

This project included the bidding and construction tasks associated with Phase 1 and Phase 2 of the Liska Gravity sewer Line Replacement. Improvements included 4,127 LF 24" PVC gravity sanitary sewer line with trench safety, 18 manholes, and tv inspection.

Construction was completed April 2021 at a cost of \$1,314,301.





FEDERALLY FUNDED, CDBG, STATE FUNDED PROJECTS

Federally Funded Projects, CDBG, or State-Funded Projects - Partial Listing

SPI has completed over 200 federally funded construction projects. Many of these projects were in the North East and South East Texas Regional Planning Groups (ETCOG, NCTCOG, DETCOG, ATCOG, HOTCOG). SPI provided project engineering design, bidding and construction management services for all of the projects listed below:

CDBG Improvements Projects

Chambers County, CDBG West Greenwood Street Imp
Cherokee County, CDBG DR 10 Emergency Power Gens
Cherokee County, CDBG GLO Disaster Recovery Projects
Cherokee County, CDBG Water Improvements
City of Alba, CDBG Old Alma Road Improvements
City of Alba, CDBG Drainage Improvements
City of Alma, CDBG Sanitary Sewer Improvements, TCF
City of Alma, CDBG Street Improvements
City of Alto, CDBG DR Emergency Generators
City of Alto, CDBG Sanitary Sewer System Imp
City of Alto, CDBG Sewer Improvements
City of Alto, CDBG WWTF Improvements
City of Anahuac, CDBG DR Elevated Water Tank
City of Anahuac, CDBG DR Drainage Improvements
City of Atlanta, CDBG Sanitary Sewer Improvements
City of Berryville, CDBG Water and Street Improvements
City of Berryville, CDBG Water System Improvements 2008
City of Berryville, CDBG Street Improvements, 2020
City of Big Sandy, CDBG Ground Storage Tank, New Water Well & Hydropneumatic Tank
City of Blooming Grove, CDBG Potable Water Imp Ph 1 & 2
City of Blooming Grove, CDBG Sanitary Sewer Imp
City of Blooming Grove, CDBG Water System Imp
City of Blooming Grove, CDBG WWTP Improvements
City of Campbell, CDBG Sewer System Improvements
City of Campbell, CDBG Wastewater Plant Imp
City of Celeste, CDBG 1998 Water Improvements
City of Celeste, CDBG 2003 Water and Sewer Imp
City of Center, CDBG Sewer Improvements
City of Chandler, CDBG New Water Well
City of Chandler, CDBG Waterline Improvements
City of Coffee City, CDBG New Community Center
City of Coffee City, CDBG Street Improvements
City of Colmesneil, CDBG Street Improvements 2017
City of Cuney, CDBG DR Emergency Generator
City of Cuney, CDBG GLO Disaster Recovery Street Rehab
City of Cuney, CDBG Water and Sewer Improvements
City of Cushing, CDBG & TWDB WWTP Improvements
City of Daingerfield, CDBG Waterline Improvements
City of Daingerfield, CDBG Water and Sewer Imp, 2019
City of Devers, CDBG DR Grinder Pump Replacement
City of Devers, CDBG WWTP Improvements, 2020
City of Emhouse, CDBG Water Improvements

City of Emhouse, CDBG Waterline Improvements
City of Emory, CDBG Street Improvements
City of Ennis, CDBG Bar Screen 2015
City of Ennis, CDBG Bar Screen 2017
City of Ennis, CDBG Sidewalks
City of Ferris, CDBG Water System Improvements
City of Ferris, CDBG Water Transmission Rockett SUD
City of Frankston, CDBG Street Imp and Generator
City of Frost, CDBG Elevated Storage Tank Rehabilitation
City of Frost, CDBG Sanitary Sewer Improvements
City of Gladewater, CDBG Waterline Improvements
City of Grapeland, CDBG DR Building Renovations
City of Grapeland, CDBG TCF Utility System Imp
City of Grapeland, CDBG Water Improvements
City of Groves, CDBG Sewer System Improvements
City of Groves, CDBG 2019 Sanitary Sewer Imp
City of Groves, CDBG DR Taft Lift Station Improvements
City of Huntington, CDBG Street Rehabilitation
City of Huntington, CDBG Waterline Improvements
City of Huntsville, CDBG Waterline Improvements 2018
City of Huxley, CDBG 100,000 Gallon Standpipe
City of Jacksonville, CDBG Downtown Sidewalk Imp
City of Jacksonville, CDBG DR 2 Emergency Generators
City of Jacksonville, CDBG Water and Sewer Imp
City of Jacksonville, CDBG Downtown Revitalization
Sidewalk Improvements
City of Jefferson, CDBG Sanitary Sewer Improvements
City of Jefferson, CDBG TCF CEFCO
City of Jefferson, CDBG Planning & Capacity Bldg Fund
City of Jefferson, CDBG Disaster Recovery Drainage
City of Jefferson, CDBG Sewer 2022
City of Kemp, CDBG Sewer Improvements
City of Kemp, CDBG Sewer System Improvements
City of Kirbyville, CDBG Wastewater System Improvements
City of Kirbyville, CDBG DR Drainage Improvements 2015
City of Kirbyville, CDBG DR Sanitary Sewer Imp 2015
City of Liberty, CDBG DR 6 Emergency Generators
City of Log Cabin, CDBG Water System Improvements
City of Lumberton, CDBG DR 2 Emergency Generators

Projects highlighted in yellow are within a 60-mile radius of the City of Jacksonville.

City of Lumberton, CDBG DR Drainage Improvements
 City of Lumberton, CDBG DR Culvert Crossing Repl
 City of Lumberton, CDBG DR Lift Station Generators
 City of Lumberton, CDBG Service Line Rehabilitation
 City of Lumberton, CDBG DR Flood & Drainage, 2020
 City of Lumberton, CDBG DR Streets, 2020
 City of Lumberton, CDBG DR Drainage and Street Imp
 City of Mabank, CDBG 2019-2020 Sewer Improvements
 City of Mont Belvieu, CDBG Water System Improvements
 City of Morgan, CDBG Water Improvements
 City of Nacogdoches, CDBG Collection System Imp, 2003
 City of Nacogdoches, CDBG Collection System Imp, 2007
 City of Nacogdoches, CDBG Collection System Imp, 2013
 City of Nederland, CDBG DR Street Improvements
 City of New London, CDBG Potable Water Improvements
 City of New London, CDBG Sewer Improvements
 City of New London, CDBG Water Improvements
 City of New London, CDBG Water Improvements
 City of New Summerfield, CDBG Waterline Improvements
 City of Orange, CDBG DR Street Improvements
 City of Orange, TDRA DRP East Town Streets Imp
 City of Ore City, CDBG Water Improvements
 City of Palestine, CDBG Water, Sewer, & Street Imp
 City of Pine Forest, CDBG Wastewater System Imp
 City of Pinehurst, CDBG DR Lift Station Improvements
 City of Pinehurst, CDBG DR Bridge Replacement
 City of Pinehurst, CDBG DR Sanitary Sewer LS Imp
 City of Pinehurst, CDBG Generator
 City of Pinehurst, CDBG Gravity Sewer Rehabilitation
 City of Pinehurst, CDBG Lift Station Modifications
 City of Pinehurst, CDBG Water System Improvements
 City of Pinehurst, CDBG WWTF Improvements
 City of Pinehurst, CDBG WWTF Imp Polymer Filter Beds
 City of Pinehurst, CDBG WWTF Sludge Drying Beds
 City of Pinehurst, CDBG 2017 Sewer Rehabilitation
 City of Pinehurst, CDBG DR WWTP Improvements, 2020
 City of Pinehurst, CDBG DR Streets, 2020
 City of Pinehurst, CDBG DR Collection System, 2020
 City of Port Neches, CDBG DR Elevated Tank, 2020
 City of Reklaw, CDBG & TWDB New Water Well
 City of Reklaw, CDBG Street Improvements
 City of Reklaw, CDBG Water Improvements
 City of Reklaw, CDBG Plant 2 Improvements
 City of Rice, CDBG Street Improvements
 City of Rusk, CDBG 200,000 Gal GST & 8" Water Line
 City of Rusk, CDBG Downtown Sidewalk Improvements
 City of Rusk, CDBG DR Emergency Generator
 City of Rusk, CDBG New Water Well, Water Plant & 10"
 Distribution Line
 City of Rusk, CDBG Street Improvements
 City of Scottsville, CDBG New Water Well
 City of Terrell, CDBG Sanitary Sewer Imp, Bachelor Creek
 City of Terrell, CDBG Sewer Improvements
 City of Terrell, CDBG Sewer Improvements 2005
 City of Terrell, CDBG Water Improvements

City of Terrell, CDBG Water System Improvements
 City of Terrell, CDBG Water System Improvements
 City of Terrell, CDBG First Time Sewer Improvements
 City of Vidor, CDBG DR Street Improvements
 City of Vidor, CDBG DR Flood & Drainage Facilities
 City of Vidor, CDBG DR Planning Study
 City of Waskom, CDBG Water Improvements
 City of West Orange, 1994 CDBG Sanitary Sewer Imp
 City of West Orange, 1997 CDBG Sanitary Sewer Imp
 City of West Orange, 1999 CDBG Sanitary Sewer Imp
 City of West Orange, 2002 CDBG Sanitary Sewer Imp
 City of West Orange, 2006 CDBG Sanitary Sewer Imp
 City of West Orange, 2009 CDBG Sanitary Sewer Imp
 City of West Orange, 2012 CDBG Sanitary Sewer Imp
 City of West Orange, 2017 CDBG Service Line Imp
 City of West Orange, CDBG TDRA DRP Streets Rehab
 City of West Orange, CDBG DR 2 Emergency Generators
 City of West Orange, CDBG DRP, Condemned Structure
 Demolition
 City of West Orange, CDBG DRP, Culvert Replacements
 City of West Orange, CDBG DRP, Street Rehabilitation
 City of West Orange, CDBG 2019-2020 Street Rehab
 City of West Orange, CDBG DR Streets, 2020
 City of West Orange, CDBG DR Drainage, 2020
 City of West Tawakoni, CDBG New GST and Rehabilitation
 City of Zavalla, CDBG Water System Improvements
 G-M WSC, CDBG Pendelton Harbor Water Line
 G-M WSC, CDBG Surface Water Treatment Plant
 Liberty County, CDBG DR 8 Emergency Generators
 Liberty County, CDBG DR Roadway Improvements
 Liberty County, CDBG GLO Disaster Recovery Projects
 Madison County, CDBG DR New Water Service
 Madison County, CDBG GLO DR Water System Imp
 Montgomery County, CDBG DR Drainage Improvements
 Nacogdoches County, CDBG DR Shelter Improvements
 Nacogdoches County, CDBG Roadway Improvements
 Nacogdoches County, CDBG GLO Disaster Recovery
 Orange County, CDBG TDRA DRP County Bridge Repl
 Orange County, CDBG TDRA DRP County Road Imp
 Orange County, CDBG DR Drainage Improvements
 Orange County, CDBG DR New Community Shelter
 Riverside WSC, CDBG Water System Improvements
 Sabine County, CDBG DR New Surface Water Plant
 Stryker Lake WSC, CDBG New Water Well
 Stryker Lake WSC, CDBG Water Plant #2 Improvements
 Walker County SUD, CDBG Storage Tank Improvements
 Walker County SUD, CDBG Water Improvements
 Walker County, CDBG GLO DR Emergency Generators
 Other State/Federal Funded Projects
 Angelina WSC, TWDB RWAFF Water System Improvements
 Bolivar Peninsula, TWDB DWSRF Water System Imp
 City of Alba, TWDB WWTF Improvements
 City of Alba, TWDB Mockingbird & Quitman Sewer Line
 City of Alto, TWDB Wastewater System Improvements

City of Beaumont, TWDB CWSRF, 23rd Street Interceptor Rehab Force Main/Lift Station
City of Beaumont, TWDB CWSRF, Calder Interceptor Rehabilitation
City of Beaumont, TWDB CWSRF, Dowlen Road Sanitary Sewer Rehabilitation
City of Beaumont, TWDB CWSRF, East Lucas Interceptor Rehabilitation
City of Beaumont, TWDB CWSRF, Folsom Interceptor
City of Beaumont, TWDB CWSRF, North Trunk Line Rehab
City of Beaumont, TWDB CWSRF, Prison Force Main Sewer Improvements
City of Beaumont, TWDB CWSRF, Treatment Facility Clarifiers/Thickeners
City of Beaumont, TWDB CWSRF, Wetland Treatment Facility
City of Como, STEP Potable Water Improvements
City of Emory, TPWD Recreational Trail
City of Ennis, TWDB CWSRF WWTP Improvements
City of Ennis, TWDB CWSRF WWTP Improvements Ph 2
City of Eustace, USDA-RD Funds, Water System Imp
City of Gladewater, TWPD Boating Access Improvements
City of Gladewater, TWDB Backwash Pond Improvements
City of Gladewater, TWDB Intake Structure Upgrades
City of Gladewater, TWDB Pump Chamber Improvements
City of Gladewater, TWDB Tank Rehabilitation
City of Gladewater, TWDB Waterline Improvements
City of Gladewater, WWTP & Collection System Rehab
City of Gladewater, TxDOT Airport Pavement Rehab
City of Groves, TWDB CWSRF, New WWTP
City of Huntington, TWDB CWSRF WWTP Improvements
City of Jefferson TWDB DWSRF Water Improvements
City of Jefferson, TWDB Downtown Water/Sewer Upgrades
City of Jefferson, TPWD Boating Access Improvements
City of Jefferson, TWDB CWSRF Sewer Improvements
City of Kemp, USDA New .350 MGD WWTP
City of Kilgore, FEMA Culvert Wingwall Replacement
City of Kilgore, FEMA Pedestrian Bridge Replacement
City of Kilgore, FEMA Retaining Wall Replacement
City of Kilgore, TPWD Recreational Trails Phase 1
City of Kilgore, TPWD Recreational Trails Phase 2
City of Kirbyville, TWDB CWSRF Wastewater System Imp
City of Kirbyville, TWDB DWSRF Water Improvements
City of Liberty, TWDB CWSRF Wastewater System Imp
City of Lone Oak, STEP Water Improvements
City of Nacogdoches, ARPA Collection System Imp
City of Nacogdoches, TWDB CWSRF Sanitary Sewer Imp
City of Nederland, TWDB CWSRF Demolition
City of Nederland, TWDB CWSRF Lift Station
City of Nederland, TWDB CWSRF Sanitary Sewer Year 1
City of Nederland, TWDB CWSRF Sanitary Sewer Year 2
City of Nederland, TWDB CWSRF Sanitary Sewer Year 3
City of Nederland, TWDB CWSRF Sludge Dewatering
City of Nederland, TWDB CWSRF Wagner Addition
City of Nederland, TWDB CWSRF Wastewater Plant
New Summerfield, ARPA Hwy 110 N. Waterline

City of Pinehurst, TWDB, WQEL, CDBG, Flow Equalization Basin
City of Port Lavaca, TWDB CWSRF Lynn Bayou Siphon Replacement
City of Port Lavaca, TWDB CWSRF Lynn's Bayou Sewer Improvements
City of Port Lavaca, TWDB CWSRF Transfer Station and Force Main
City of Port Lavaca, TWDB CWSRF WWTF Improvements
City of Reklaw, TWDB New Water Well
City of Rice, GLO Street Improvements
City of Rice, GLO Boston-Gilmer Street Improvements
City of Rusk, TPWD Recreational Trail
City of Rusk, TWDB Tanks
City of Terrell, FEMA CR 305 Reconstruction
City of Terrell, FEMA Street Rehabilitation 2016
City of Terrell, FEMA Street Rehabilitation 2017
City of Terrell, Safe Routes to Schools
City of Vidor, FEMA Street and Drainage Improvements
City of West Tawakoni, TWDB Storage Tank Rehabilitation
City of Whitehouse, TPWD New Sports Complex
City of Wills Point, TWDB WTP Improvements
Craft-Turney WSC, TWDB New Water Well
D&M WSC, TWDB Eden Water Plant Improvements
Evadale WCID#1, TWDB Water System Improvements
Fannett Sewer Service and WSC, USDA First Time Wastewater Service and Treatment Plant
G-M WSC, TWDB Improvements 2017
Jefferson County, STEP Water and Sanitary Sewer Imp
Kellyville-Berea WSC, TWDB New Water Well
Lake Livingston WSC, TWDB DWSRF Water Lines
Lower Neches Valley Authority, TWDB DWSRF, West Regional Water Treatment Facility
McClelland WSC, FHA Grant Water System Improvements
Orange County TxDOT Hangar & HAT
Texas Parks & Wildlife Department, Caddo Lake State Park Water System Improvements
Texas Parks & Wildlife Department, Daingerfield State Park Sewer Improvements
Texas Parks & Wildlife Department, Fairfield State Park WWTP Improvements
Texas Parks & Wildlife Department, JD Murphree WMA, Wastewater System Improvements
Texas Parks & Wildlife Department, North Toledo Bend WMA, Pump Station and Levee Modification
Texas Parks & Wildlife Department, Texas Freshwater Fisheries Center Water Infrastructure Improvements
Texas Parks & Wildlife Department, Tyler SP, Renovate Water & Sewer System
Texas Parks & Wildlife Department, Tyler State Park WWTF Rehabilitation
UNRMWA, TPWD Boating Access Improvements



City of Jefferson, Sanitary Sewer Improvements

Past Projects Completed on Schedule

TWDB DWSRF and CWSRF funded projects typically have a very rigid schedule for completion of the project. SPI works with the client and TWDB staff to define the work schedule for data collection, property acquisition, environmental review, plan development, bidding and construction. SPI has successfully completed over 200 Federally Funded projects on schedule, which is critical to the Owner in scoring for successive funding opportunities.

The SPI team understands that schedules are “lost” a day at a time. The key to on-time project delivery is preparation of and adherence to the schedule. The SPI team will develop a schedule that:

- Considers and coordinates all project activities and tasks.
- Is based on a logical and achievable sequence of activities and tasks.
- Has acceptance and buy-in from the team members performing project activities and tasks and the Owner’s staff.
- Meets the overall project objectives.

Ongoing schedule utilization allows us to manage the project proactively rather than reactively. We will update the project schedule regularly because we recognize that a schedule is an evolving document. An expeditious schedule will be developed that does not sacrifice quality. Milestone project reviews, as discussed in the QC/QA process, provide opportunities to update the schedule as well as being an effective way to accelerate

or recover lost time in the project schedule. This allows the SPI team to deliver the project to the Owner in the shortest possible time frame.

Manages Projects within Budgetary Constraints

During design, SPI will maintain clear communication with the funding agency and the Owner. We will responsibly ensure that the project is a success for the Owner, while complying with regulatory and funding requirements. For example, we will create alternate bid items and unit costs to allow the contract to fully expend the allowable budget without exceeding the budget. We understand how to work within the funding structure to avoid unnecessary delays and costs. Our track record proves that we finish projects on time and within budget, making you eligible for future funding opportunities.

As part of the QC/QA process, SPI will review the design with you multiple times throughout the design phase so that the finished product is exactly what you expected. The design will be approved by the Owner and the funding agency prior to releasing for bid.



Work Product is of the Highest Quality

The quality of the work product is maintained by commitment to the following:

Communication

SPI understands the importance of establishing the lines of communication based on the client's organization and management. It is preferable to stream communications through one contact to avoid confusion between and within the client's organization. Typically, communication is between SPI's project manager and the Owner's designated staff representative (Client Manager, Public Works Director, Operator, or other).

Incorporating experience and knowledge of the Owner's staff

SPI will work with the Owner to identify items of importance and will incorporate milestones for review of the project before proceeding with details of plans and specifications. We know the successful completion of the project requires open and honest communication to bring together the experience and knowledge of the Owner, suppliers and manufacturers, contractor, financing agency, and our staff.

Technically competent

The experience of SPI and the individuals assigned to the project will provide the technical competency required to meet the needs of the Owner.

Quality of the Constructed Product

The above three elements are key in developing a quality constructed product. The element of communication must extend to bidders in the bid phase and the selected contractor during construction.

Timely service

Timeliness of service is an important aspect of a project. Timeliness of service for major projects is best achieved by determining the major milestones and scheduling the tasks required to meet the milestones.

Quality Assurance / Quality Control

SPI adopted and utilizes our own internal quality control program, "Quality in the Constructed Product." The policies and procedures prescribed in this program are used to assure a complete, accurate, and quality product. Quality is defined in this program as "the fulfillment of project responsibilities in the delivery of products and services in a manner that meets or exceeds the stated requirements and expectations of the Owner". The program goes on to state that "...quality hinges on the degree to which the requirements of each project participant is met." These tenets of the program highlight what the SPI team believes is unique and important about the relationship we develop with our clients.



Methodology and Approach

Once a potential project has been identified, the SPI Project Manager will utilize several processes to efficiently manage the project. These management processes have been developed over time and are partially based on the significant project experience of SPI's senior staff. Management responsibilities generally include everything from preparing the scope of work, monitoring schedules, attending all project meetings, overseeing budget, quality control, coordinating with subconsultants, and committing firm resources as needed. As mentioned previously, SPI is a medium-sized civil engineering and surveying firm whose business focus since its inception is the municipal engineering sector. Focusing on municipal projects makes SPI unique and more specialized than most consulting firms. Consequently, SPI has the experience and is well suited to perform the design services needed to successfully complete CIP Civil Design projects for the City of Jacksonville. The following design approach information should further clarify our qualifications.

SPI has a proven record of honoring schedule commitments with its clients. The firm's responsiveness has resulted in longstanding working relationships with its clients. SPI works with our clients to define the work schedule for data collection, plan development, as well as bidding and construction. SPI will prepare a project design schedule in partnership with your staff, taking into account the unique characteristics and special services required for the project. It is important to work together on such items in order to address the City of Jacksonville's scheduling concerns and priorities. Long lead time items, such as environmental permitting or right of way acquisition, will be a priority in setting a realistic schedule for the project. Milestone project reviews in accordance with our SPI QA/QC process provide opportunities to update the schedule as well as effective ways to accelerate or recover lost time in the project schedule.

CONTRACT - Identify the type of services the City of Jacksonville requires and assemble the team members that are best qualified to provide the necessary services.

- Perform site visit and evaluate site conditions and identify technical issues.
- Develop a scope and project approach based upon site visit, identify all design elements and all tasks, and ensure clear communication.
- Develop plan sheet list that incorporates the project design needs.
- Provide scope to the City of Jacksonville for review. Incorporate the City of Jacksonville's comments into scope, develop fee, OPCC, and finalize contract.

SURVEY - Obtaining accurate and complete field survey information is crucial for providing a quality design.

- Perform survey, obtain 811 utility locates, and request record drawings.

PRELIMINARY DESIGN - Develop a layout and/or project outline of the project based upon the type of service requested, contract requirements, survey data and record plans.

- Evaluate the project options to determine the most efficient approach to provide a Value Engineered product to the City of Jacksonville.
- Submit to the City of Jacksonville for review and coordinate with other affected departments and/or agencies.
- Meet with the City of Jacksonville staff to discuss project, solicit comments, answer questions, and confirm compliance with all project needs.

FINAL DESIGN - Design cost-effective constructable plans, utilize approved materials, and design alternatives.

- Modify plans, final design calculations, design plans, special details, specifications, OPCC and QA/QC.
- Submit to the City of Jacksonville for review and coordinate with other affected agencies.
- Meet with the City of Jacksonville staff to discuss project design, solicit comments, and answer questions.
- Address comments and submit bid plans and specifications for approval.

BID AND CONSTRUCTION - Construction services are a continuation of design and part of value engineering.

- Assist with bidding and construction as requested by the City of Jacksonville.
- The bid phase may include specifications, design plans, bid proposal, advertising, conducting a prebid meeting, addendums, and answering questions.
- The construction phase may include conducting a pre-construction meeting, shop drawings, change orders, field meetings, construction progress meetings, documenting field changes, and preparing record drawings.
- Respond to any questions that arise to ensure the construction process continues smoothly.

Quality Assurance/Quality Control

SPI has developed and adopted a Quality Assurance and Quality Control (QA/QC) process which is utilized on all of our projects. The premise of SPI's QA is that all work is checked by another qualified individual not involved in the preparation of the work (i.e., an "Independent Third Party") at each design milestone. This checking process is documented, and is the heart of our Quality Control process. SPI always strives to produce high quality project documents. SPI's QA/QC program helps to meet that goal. SPI has a reputation for developing clear and concise construction drawings.

Our Quality Assurance/Quality Control (QA/QC) program is a milestone based policy that requires certain deliverables at each milestone. It is understood that some contracts may be written around different completion stages of milestone. Compliance with this policy requires up to four QA milestone reviews. SPI has developed a QC checklist to be completed for each project milestone of 30%, 60%, 90%, and 100% design.

QA/QC is a process that is incorporated in all projects at various stages of project design. The technical quality control is performed by the project manager, and an independent reviewer not directly involved with the project. It is required that the plans are not sent to the client until after the QA/QC review. The QA/QC comments are saved as records in the project files.

Another factor in SPI's approach to providing a quality project include consistent evaluation of a cost-effective design. Providing a cost effective solution for projects is one of SPI's standard principles. We will work closely with our clients to continually strive to develop a cost effective and easily constructible project. Some of our "value engineering" processes we use to achieve these results are to review the original project scope and needs, evaluate existing conditions and site constraints, review right of way and/or easement needs, consider various construction materials and methods, develop a concise and easily understandable set of construction plans (to minimize contractor issues), and look for ways to reduce costs by considering various bidding alternatives. For example, with regard to design plan considerations for cost efficiency, it is important to pursue and secure information for existing utilities (to minimize construction conflicts) and develop construction sequencing and/or traffic control plans that provide some flexibility to contractors for ease of construction.

QA/QC MILESTONES



Key Personnel



Jeremy Buechter, P.E.
Principal-in-Charge QA-QC

- Joined SPI in 2001
- Registered Professional Engineer, Texas License No. 92554
- B.S. Civil Engineering – University of Cincinnati, Ohio, 1997
- 25 years experience in design, construction management and inspection of water and wastewater treatment plants, drainage, roadway improvements, utility projects, parks projects, and other municipal projects
- 5% Availability



Jeffrey Simmons, P.E.
Project Manager

- Joined SPI in 2016
- Registered Professional Engineer, Texas License No. 96748
- Registered Professional Engineer, Louisiana License No. 35757
- B.S. Computer Engineering, Texas A&M University, 2000
- 22 years experience with parks projects, water and wastewater treatment, highway, municipal street design and construction; municipal water and sanitary sewer improvements
- 30% Availability



Travis Reed, P.E.
Project Engineer

- Joined SPI in 2007
- Registered Professional Engineer, Texas License No. 115983
- B.S. Civil Engineering – University of Texas at Tyler, 2011
- 16 years experience utilizing Civil 3D drafting and design of sanitary sewer, streets, highways, airports, drainage, utilities, and land development
- 25% Availability

The SPI staff provides **continuity** as well as experience. Most of the personnel assigned to this project have worked together for over ten years!



Chris Osburn
Staff Engineer

- Joined SPI in 2021
- Registered Engineer-in-Training Texas # 55754
- B.S. Civil Engineering, University of Texas at Tyler, 2016
- 8 years experience with design of water and sewer utilities, drainage, land development, and site design using Civil 3D
- 20% Availability



Nathan Underwood
Production Manager

- Joined SPI in 1999
- Certificate in Drafting and Design and Certificate in Computer Drafting, Emphasis on Computer Graphics, Trinity Valley Community College
- 25 years experience in water distribution, and sewer collection systems, as well as site development, paving, and drainage projects



Mickey Cheavens
Design Technician

- Joined SPI in 2016
- B.S. Civil Engineering – University of Texas at Tyler, 2017
- 6 years experience utilizing Civil 3D drafting and design of sanitary sewer, streets, highways, airports, drainage, utilities, and land development
- 20% Availability



Robert Haberle, DC, CPM | Community & Government Relations

- Joined SPI in 2011
- BGS Liberal Arts, The University of Texas at Tyler
- Doctor of Chiropractic and BS Human Anatomy, Parker University
- Certified Public Manager, Stephen F. Austin University
- 14 years experience as a municipal employee, 7 years elected official
- Serves on Boards for Texas Workforce Commission, Jacksonville EDC, Nacogdoches EDC, Tyler Area Business Education Council, Tyler Area Chamber of Commerce

Adequacy of Resources

SPI employs the latest in computer aided design and drafting software to complete projects. Some of these technical resources include the following:

- ArcGIS/ESRI
- AutoDesk Infrastructure Design Suite (Premium)
- AutoCAD
- AutoCAD Civil 3D
- AutoCAD Map 3D
- Civil 3D (SSA) Storm and Sewer Analysis; Hydroflow Hydrographs
- HYDRA modeling
- HEC-II
- HEC-RAS
- HEC-HMS
- KY Pipe

SPI prides itself on its knowledgeable and talented staff. With over 60 employees company-wide, we are able to utilize staff members on an as-needed basis.

Affirmative Action Statement

SPI has a diverse workforce and a history of affirmative action through the utilization of Women Business Enterprise and Minority Business Enterprise firms as partners and subcontractors.

SPI has an established Affirmative Action Plan in accordance with the intent of the rule's regulations and guidelines of the various federal, state, and local laws and agencies having oversight in the equal opportunity area. The Affirmative Action Plan established by SPI provides for full implementation of SPI's policy on Equal Employment Opportunity. It is the goal of the written plan to provide equal opportunity for any individual regardless of race, color, religion, sex, national origin, marital status, as the terms, conditions, and benefits of employment.

The legal basis of the plan is Title VII of the Civil Rights Act of 1964 (As Amended by the Equal Opportunity Act of 1972).

We will be happy to provide a detailed company personnel profile and an underutilized business reference list at your request.

Statement of Conflict

We know of no current or potential conflicts of interest involving SPI or its key employees regarding the City of Jacksonville and the proposed projects.

Statement Regarding Firm Resources

"Schaumburg & Polk, Inc. has the resources, professional engineers, skilled technicians, and supporting staff and equipment to carry out the scope of work described in the RFQ in a timely manner."

City of Huntington

Bill Stewart, CPM, City Administrator
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City of Gladewater

Charles Smith, CPM, Interim City Manager
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City of White Oak

Jimmy Purcell, City Coordinator
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City of Kilgore

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City of Jacksonville

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City of Grapeland

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City of New London

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City of Nacogdoches

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City of Berryville

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berryvillemayor@gmail.com

City of Alto

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County of Smith

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City of Rice

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City of Reklaw

Bob Parrott, Mayor
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936-369-4333

City of Emory

Angie Allen, City Administrator
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M&M Water Supply Corporation

Tyler Vick, General Manager
4616 East State Hwy 103
Lufkin, TX 75901
936-635-75902
rvick3254@gmail.com



- **Joined SPI in 2001**
- **25 years experience**
- **Texas Registered Professional Engineer #92554**
- **B.S. Civil Engineering, University of Cincinnati, Ohio, 1997**
- **National Merit Scholar**
- **Former President of Texas Society of Professional Engineers (TSPE), East Texas Chapter**

Jeremy Buechter, P.E.

Executive Vice President / QA-QC

Mr. Buechter has over 20 years of experience in all aspects of SPI Engineering and design. He graduated from the University of Cincinnati in 1997 with a B.S. Degree in Civil Engineering and is currently a Registered Professional Engineer in the State of Texas.

Mr. Buechter is the Executive Vice President / Principal-in-Charge QA-QC and is responsible for the oversight of all SPI Tyler projects. He has provided project management and design services on a wide range of civil engineering projects and has extensive experience in municipal utilities, public works, infrastructure and all phases of construction project engineering. He has been the Program Manager for numerous multi-phase capital improvements programs for infrastructure improvements.

Mr. Buechter has served or currently serves as a Project Manager for the following abbreviated projects:

- ARPA East End Lift Station Improvements, City of Marshall.
- ARPA West Side Lift Station Improvements, City of Marshall.
- Snoopy Lift Station Phase 1, City of Ennis.
- CDBG 2022 Sanitary Sewer Improvements, City of Jefferson.
- CDBG Waterline Improvements, City of Terrell.
- CDBG Phase 1 and 2 Water Improvements, City of Blooming Grove.
- CDBG New Water Well, City of Berryville.
- CDBG New Meters and Water Well, City of Scottsville.
- CDBG Sanitary Sewer Improvements, City of Jefferson.
- Bucees Blvd Sonoma Trail Street Construction, City of Terrell/Ennis.
- TPWD Boating Access Improvements, City of Gladewater.
- TPWD Boating Access, City of Jefferson.
- Water Infrastructure Improvements, TPWD Texas Freshwater Fisheries Center.
- Caddo Lake State Park Water System Improvements, Texas Parks & Wildlife Department.
- Ford St. Storm Drainage, City of Nacogdoches.
- Water Tank Rehabilitation, City of White Oak.



- **Joined SPI in 2016**
- **22 years experience**
- **Registered Professional Engineer, Texas #96748**
- **Registered Professional Engineer, Louisiana #35757**
- **B.S. Computer Engineering, Texas A&M University, 2000**

Jeff Simmons, P.E.

Project Manager

Mr. Simmons is a Professional Engineer for the firm of Schaumburg and Polk, Inc. He graduated with a B.S. Degree in Computer Engineering from Texas A&M University in 2000 and is currently a Registered Professional Engineer in the State of Texas and Louisiana.

Mr. Simmons' project experience spans all phases of project development from concept to completion. This involvement includes providing proposals, estimates, design, bid, construction administration, overseeing projects, and code compliance for projects. He sets project schedules and objectives, and is directly responsible for the final product. Mr. Simmons has experience in transportation engineering involving facilities from highways to local streets, recreational park improvement projects, water and wastewater treatment; municipal water and sanitary sewer improvements. Jeff also has successful experience in both loan and grant funded projects and has worked for governmental agencies, industry and local municipalities. Prior to joining SPI, Mr. Simmons worked for TxDOT Tyler and Palestine, and other consultants.

Mr. Simmons has worked on or is working on the following abbreviated list of relevant projects:

- TWDB CWSRF Sanitary Sewer System Rehabilitation.
- ARPA Waterline Improvements and Generator, City of Berryville.
- CDBG Water and Street Improvements, City of Berryville.
- CDBG Sewer Improvements, City of Campbell.
- CDBG Water Improvements, City of Scottsville.
- CDBG Street Improvements, City of Coffee City.
- CDBG Downtown Sidewalk Improvements, City of Jacksonville.
- Old Bascom Road Water Line Improvements, City of Tyler.
- Arnold Street Sewer, City of Ennis.
- Downtown Revitalization, City of Palestine.
- Street Improvements, City of Rusk.
- Boating Access Improvements, Lake Striker 8-Ball Boat Ramp, Angelina & Nacogdoches Counties WCID #1.
- TWDB DWSRF Backwash Pond Upgrades, City of Gladewater.
- N. Toledo Bend WMA, Texas Parks & Wildlife Department.
- Preston St. Gravity Sewerline, City of Ennis.
- New Water Well, Craft Turney Water Supply Corporation.



- **Joined SPI in 2007**
- **16 years experience**
- **Texas Registered Professional Engineer #115983**
- **B.S. Civil Engineering, The University of Texas at Tyler, 2011**
- **President of Texas Society of Professional Engineers (TSPE), East Texas Chapter Association (ARCSA)**

Travis Reed, P.E.

Project Engineer

Mr. Reed is a Professional Engineer for the firm of Schaumburg and Polk, Inc. He graduated with a Bachelor's Degree in Civil Engineering from the University of Texas at Tyler and is a Registered Professional Engineer in the State of Texas. He began his career with SPI as a summer intern in 2007. Upon graduation in 2011, he became a full time member of the SPI Team.

Mr. Reed has experience in all aspects of planning, design, bidding and construction management for projects including water distribution, water treatment, water storage tank design and rehabilitation, sewer collection systems (gravity and force main), sewer treatment and street construction. He also had experience in hydraulic modeling for water distribution analysis for sizing, layout and storage tank capacities. As a project manager, Mr. Reed spends invaluable time with clients during all phases of a project to ensure projects are planned, designed and built to the project specifications, as well as, the owner's expectations, while meeting budget requirements.

Mr. Reed has worked on or is working on the following abbreviated list of relevant projects:

- TWDB Lift Station, Angelina & Neches River Authority (ANRA).
- ARPA Tank Rehabilitation, City of Alto.
- ARPA Dredging, City of Groveton.
- ARPA Collection System Improvements, City of Nacogdoches.
- CDBG Drainage Improvements, City of Alba.
- CDBG Street Improvements, City of Alba.
- CDBG Waterline Improvements, City of Huntington.
- CDBG New Meters and Water Well, City of Scottsville.
- CDBG Water and Street Improvements, City of Berryville.
- CDBG New Water Well, City of Berryville.
- CDBG & TWDB Wastewater Treatment Facility Improvements, City of Cushing.
- CDBG Roadway Rehabilitation, City of Emory.
- TWDB Mockingbird and Quitman Sewerline Replacement, City of Alba.
- TWDB New Water Well, Kellyville-Berea WSC.
- TWDB Wastewater System Improvements, City of Alto.
- TWDB Elevated Storage Tank, G-M Water Supply Corporation.
- Water Study & Mapping, Navarro Mills WSC.



- **Joined SPI in 2021**
- **Registered Engineer-in-Training Texas # 55754**
- **B.S. Civil Engineering, University of Texas at Tyler, 2016**



- **Joined SPI in 1999**
- **25 years experience**
- **Certificate in Drafting and Design and Certificate in Computer Drafting, Emphasis on Computer Graphics, Trinity Valley Community College**

Chris Osburn, EIT

Staff Engineer

Chris has over 6 years experience as a civil design engineer. Prior to joining SPI, he has gained experience and training in the design of civil projects that include residential and commercial developments, TxCDBG projects, and municipal infrastructure projects. Providing value for the company by utilizing his knowledge in engineering, production of construction drawings and documents, project management, and overseeing a design team.

Mr. Osburn has worked on or is working on the following abbreviated list of relevant projects:

- ARPA 2023 Upgrades, County of Morris.
- ARPA East End Lift Station Improvements, City of Marshall.
- ARPA West Side Lift Station Improvements, City of Marshall.
- TWDB DWSRF, City of Daingerfield.
- TWDB Sewer Improvements, City of Daingerfield.

Nathan Underwood

Production Manager

Nathan Underwood joined SPI in 1999 as senior design technician in the Tyler office. He has expertise with AutoCAD & Autodesk Civil 3D and has been responsible for design and production on numerous projects throughout his career. At the beginning of 2016, Mr. Underwood became the SPI Tyler Production Manager, and is responsible for tracking project progression, scheduling, coordinating, and managing the production staff. Nathan has vast experience in water distribution, and sewer collection systems, as well as site development, paving, and drainage projects.

Mr. Underwood has worked on or is working on the following abbreviated list of relevant projects:

- New Youth Building for First Baptist Church, Kilgore - Mark A. Thacker, AIA.
- Mineola Community Bank, Lindale - Mark A. Thacker, AIA.
- Utility Extensions to New Fire Station, City of Ennis.
- Sanitary Sewer Extension to Public Safety Facility, City of Ennis.
- Liska 24" Sanitary Sewer Line Improvements, City of Ennis.
- 48" Parallel Sanitary Sewer Line to Wastewater Treatment Plan, City of Ennis.
- Arnold St. 18" Sanitary Sewer Line Improvements, City of Ennis.
- Avenue E 48" Sanitary Sewer Line Improvements, City of Ennis.
- Downtown Water & Sanitary Sewer Improvements, City of Jefferson.
- Broadway St. (SH 49) Waterline Improvements, City of Jefferson.
- 2018, 2021, and 2022 Pavement Rehabilitation Program, City of Jefferson.



- **Joined SPI in 2016**
- **8 years experience**
- **B.S. Civil Engineering, The University of Texas at Tyler, 2017**



- **Joined SPI in 2011**
- **BGS Liberal Arts, The University of Texas at Tyler**
- **Doctor of Chiropractic and BS Human Anatomy, Parker University**
- **Certified Public Manager, Stephen F. Austin University**
- **15 years experience as a municipal employee, 8 years elected official**

Mickey Cheavens

Project Designer

Mr. Cheavens has a B.S. in Civil Engineering from the University of Texas at Tyler. He began his career with SPI as an intern, and upon graduation, he became a full time member of the SPI Team. Mr. Cheavens has experience utilizing Civil 3D drafting and design of sanitary sewer, streets, highways, airports, drainage, utilities, and land development.

Mr. Cheavens has worked on or is working on the following abbreviated list of relevant projects:

- TWDB Pineland Plant & Transmission Lines, G-M Water Supply Corporation.
- TWDB Hwy 83 Elevated Storage Tank, G-M Water Supply Corporation.
- TxCDBG Water and Sewer Improvements, City of Jacksonville.
- CDBG Street Improvements, Old Alma Road, City of Alma.
- CDBG Bar Screen, City of Ennis.
- Old Bascom Road Waterline Improvements, City of Tyler.
- Engineering Feasibility Report for New Water Well, Jackson WSC.
- Water Well No. 7 Rehabilitation, East Texas Municipal Utility District.

Robert Haberle, DC, CPM

Community & Government Relations

Robert joined SPI in 2011 as Community Relations Specialist for SPI. His varied employment history includes being Mayor of an East Texas City, a firefighter, paramedic, a chiropractor, and now community and government relations specialist for SPI. Robert has served on numerous boards throughout his career, and currently serves on Boards for Texas Workforce Commission, Jacksonville EDC, Nacogdoches EDC, Tyler Area Business Education Council, and Tyler Area Chamber of Commerce. One word to describe Robert is: SERVICE.

Robert's role at SPI is to serve our Clients and ensure they get the information and assistance they need. He meets with City Staff and elected officials, regularly attends council meetings, helps Cities find funding for various projects, and acts as a constant point of contact for our clients.

Robert assists clients in procuring funds through the following sources:

- Texas Community Development Block Grants
- Texas Capital Fund Downtown Revitalization
- TWDB Drinking and Clean Water State Revolving Funds
- TWDB D-Fund
- TDA STEP Grants
- GLO Disaster Recovery
- TPWD Boating Access Grants
- TPWD Blanket Contract Engineering Agreements
- TPWD Recreational Trails Grants
- USDA Rural Development Grants
- Client-Funded Improvements Projects

Our survey department provides direct support with topographic surveying and boundary surveying for the engineering projects completed by our firm utilizing state-of-the-art survey equipment. SPI survey equipment includes Trimble GPS receivers and data collectors along with a Trimble Robotic Theodolite. Our firm has completed approximately 400 topographic projects and approximately 200 boundary survey projects. The topographic surveys included surveys of streets and alleys for sewer, water, paving and drainage projects. The boundary surveys included surveys for land acquisition, easement acquisition and annexation documents.

SPI uses state-of-the-art technology and software to provide customized LiDAR surveying and mapping services to support our client's needs from conception to completion. One inherent benefit of using LiDAR Technology, rather than photogrammetry, for aerial survey and mapping is the ability to measure surfaces below vegetation and tree canopy. Usually, if the sky can be seen through the canopy of the trees, then the ground can be mapped by this technology. The LiDAR system SPI utilizes may be deployed multiple ways which allows for extreme flexibility in the methods by which the data can be collected. This system can be mounted on an Unmanned Aerial Vehicle (UAV) drone, Truck or ATV, or be carried on a backpack where the use of vehicles or a UAV is impractical or forbidden. This LiDAR system is paired with a high-resolution camera when carried on the UAV to provide High-Resolution Aerial Imagery in addition to the high-resolution ground scans provided by the LiDAR System.

Effective uses for LIDAR include:

- Topographic Surveying
- Stockpile Volumetric Analysis
- Landfill Surveys
- Utility Inspection
- Change Detection
- Construction Progress Tracking
- As-Built Surveys
- Roadway and Utility Route Analysis
- Land Development and Planning
- Waterway and Floodplain Mapping
- Municipal and City Parks and Trails Planning
- Storm Damage Assessments

For the typical topographic surveys and boundary surveys, the initial approach is basically the same. We begin by communicating with the client to get a full understanding of the project and the client's requirements. Prior to commencing field work, a property deed plot is prepared in the office for the individual properties that are part of the project. With regard to boundary surveys, this deed plot will also include all of the adjoining properties. The individual properties are then joined and analyzed for discrepancies.

The field work is then initiated by establishing a control network throughout the project at the project site. This control network is completed using GPS methods tied to the Western Data VRS Network. Horizontal datum is based on the State Plane Coordinates (NAD 83) for the State of Texas, North Central Zone, 4202. Vertical datum is based on NAVD 1988. After establishment of the control network, the field crew begins locating sufficient numbers of existing property corners (monuments) within the project area. The data from the monument locations is used to analyze the property information and set the properties and subdivisions into the coordinate system.

For topographic surveying projects, the field crew acquires data for all existing conditions and ground shots suitable for creating an accurate and detailed topographic map and a triangulation network for contours. In addition, we can arrange for franchise utility locations to be identified so we can then locate the marked utilities and include it in the field data acquired. A final base map is created with all of the topographic information and contours, and a digital copy is delivered to the client. The deliverable will also include an ASCII file of the field survey information obtained for the project.

For boundary survey projects, our firm will coordinate with the client to determine the type of survey that is appropriate for the given project (i.e. an ALTA/ACSM survey or a simple boundary survey completed per the standards of the MANUAL OF PRACTICE FOR LAND SURVEYING IN THE STATE OF TEXAS). Typically, a Title Commitment is required for the property being surveyed. Schedule B of the Title Commitment highlights any such easements of record, and these easements will be reviewed and shown on the boundary survey, if applicable. The final deliverable for the boundary survey is completed in accordance with the inclusion and accuracy standards required for the survey. The final product will be signed and sealed by our Registered Professional Land Surveyor.



CERTIFICATE OF INSURANCE

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

6/12/2023

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600		CONTACT NAME: Callie Renaud PHONE (A/C, No, Ext): 713 490-4600 FAX (A/C, No): 713-490-4700 E-MAIL ADDRESS: callie.renaud@usi.com		
INSURED Schaumburg & Polk Inc. 8865 College Street Beaumont, TX 77707-2898		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Arch Insurance Company		11150
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
INSURER F :				

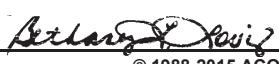
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB ☐ OCCUR						AGGREGATE \$
	☐ CLAIMS-MADE						\$
	☐ DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N						E.L. EACH ACCIDENT \$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			PAAEP0149401	06/10/2023	06/10/2024	\$2,000,000 per claim \$2,000,000 annl aggr.

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

CERTIFICATE HOLDER**CANCELLATION**

Schaumburg & Polk, Inc., Consulting Engineers 8865 College Street Beaumont, TX 77707	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 

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ACORD 25 (2016/03) 1 of 1
#S40363076/M40361570

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JBCZP



SAM REGISTRATION

Last updated by Jeffrey Beaver on Jan 08, 2024 at 11:43 AM

SCHAUMBURG & POLK, INC.



SCHAUMBURG & POLK, INC.

Unique Entity ID HTJRK4U11815	CAGE / NCAGE 84TF0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jan 7, 2025	
Physical Address 8865 College ST STE 100 Beaumont, Texas 77707-2846 United States	Mailing Address 8865 College ST STE 100 Beaumont, Texas 77707-2846 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 14	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Jan 10, 2024	Submission Date Jan 8, 2024	Initial Registration Date Jul 9, 2018
--	---------------------------------------	---

Entity Dates

Entity Start Date May 1, 1973	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

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.gov) 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 displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov 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)
--	--	--

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	Debt Subject To Offset
No	No
EFT Indicator	CAGE Code
0000	84TF0

Points of Contact

Electronic Business

	8865 College ST., Suite 100
Jeff Beaver, CEO	Beaumont, Texas 77707
	United States

Government Business

	8865 College ST., Suite 100
Jeffrey Beaver, CEO	Beaumont, Texas 77707
	United States

Service Classifications

NAICS Codes

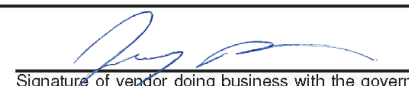
Primary	NAICS Codes	NAICS Title
Yes	541330	Engineering Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Louisiana	(blank)	(blank)
Texas		

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. NONE		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. N/A Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. N/A A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more. N/A		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7  Signature of vendor doing business with the governmental entity 03/28/24 Date		



LOBBYING CERTIFICATIONS

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, Schaumburg & Polk, 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

Jeremy Buechter, P.E., Executive Vice President

Printed Name and Title of Contractor's Authorized Official

03/28/24

Date



DISCLOSURE OF LOBBYING ACTIVITIES

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 N/A ____ 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 N/A	Report Type: ____ a. initial filing ____ b. material change N/A
Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier____, if Known: N/A Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
Federal Department/Agency: N/A	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known: N/A	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
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: Jeremy Buechter, P.E. Title: Executive Vice President Telephone No.: 903.595.3913 Date: 03/28/24	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	



“ SPI assisted us with navigating multiple funding sources for loans and grant money, as well as all Federal and State Agency coordination for all project review and approval processes. SPI provided quality work in a responsive manner from project conception through the completion of construction. We would highly recommend SPI. ”

Jerry Pickard - General Manager, G-M Water Supply Corporation

LOCATIONS

BEAUMONT

8865 College St, Suite 100
Beaumont, TX 77707
T: 409.866.0341

HOUSTON

11767 Katy Fwy, Suite 900
Houston, TX 77079
T: 281.920.0487

KYLE

187 Elmhurst Dr., Suite F
Kyle, TX 78640
T: 903.570.0193

RICHARDSON

2201 N Central Expressway, Ste. 205
Richardson, TX 75080
T: 972.864.8200

PORT ARTHUR

1 Plaza Square, Suite 208
Port Arthur, TX 77642
T: 409.866.1365

TERRELL

617 W. Moore Ave., Ste. A
Terrell, TX 75160
T: 972.563.0205

TYLER

320 S. Broadway Ave, Suite 200
Tyler, TX 75702
T: 903.595.3913



Request for Qualifications

Engineering Design Services

Double Creek WWTP

Response to RFQ No. 2024-100-03

March 28, 2024



Stokes & Associates, Inc.
Consultant Engineers



March 28, 2024

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

Re: Request for Qualifications for Engineering Services
TWDB - Double Creek Wastewater Treatment Plant Upgrade and Expansion
RFQ # 2024-100-03

Dear Mr. Hubbard,

Stokes & Associates, Inc., Consultant Engineers, is pleased to provide the enclosed Statement of Qualifications for professional engineering services for upgrade and expansion of the City's Double Creek Wastewater Treatment Plant.

Stokes & Associates (S&A) is a 53 year-old civil and environmental engineering firm located in Henderson, Rusk County, Texas. Our Company specializes in design of water and wastewater treatment plants and related water resources projects for municipal and governmental entities. **S&A has had the honor and privilege of working for the City for over 40 years'. S&A also provided the original design for the Double Creek WWTP in 1985.**

S&A experience brings the following benefits to this Project for the City of Jacksonville:

- ◆ An experienced team with key members that delivered the original 1985 design for the Double Creek WWTP resulting in a seamless transition to the new and expanded plant construction.
- ◆ Stokes brings an in-depth understanding of the proposed project having collaborated with staff to develop conceptual planning, budget estimating and preparation of a preliminary engineering report in an effort to support the City's desire to expand the plant and to secure funding through the TWDB.
- ◆ 40 plus years' of hands-on experience in working with city staff and department heads to deliver successful projects.
- ◆ Key team member's average 40 plus years' experience in water and wastewater.
- ◆ All Team members work and live in East Texas.
- ◆ All engineering work will be performed by our team and in our office.
- ◆ 35 years' experience for projects funded by TWDB

S&A has extensive experience in working with State and Federally funded Projects. Our Firm recently submitted the formal application to the TWDB for the funding of the Double Creek wastewater treatment plant upgrade and expansion. Our Company also continues to work with staff in support of a separate TWDB project that will replace approximately 9,500 linear feet of deteriorated concrete gravity sewer pipe.

Our Company has provided sound engineering advice for design and construction of wastewater treatment plants and wastewater collection system projects for the past 53 years for the following communities in East Texas including Jacksonville, Marshall, Henderson, Nacogdoches, Carthage, Kilgore, Overton, Troup, Center, Jefferson, New Boston, Mt. Enterprise, Winona, East Texas MUD, and Rusk.

We are confident that our Team's vast experience in design of municipal wastewater projects will exceed your expectation for successful completion of this public works project.

We appreciate the opportunity to submit this information and look forward to hearing from you soon. If you have any questions or require additional information, please do not hesitate to call.

Respectfully submitted,



Neal Holland, President/Principal
Stokes & Associates, Inc.

FIRM OVERVIEW



COMPANY HISTORY – Stokes & Associates, Inc. is a comprehensive civil and environmental engineering firm located in Henderson, Rusk County, Texas. **The Firm's 53 years** of successfully serving Texas municipalities, governmental entities and private industry is testimony to its long-standing reputation.

Our office is located at 205 South Marshall Street near downtown Henderson. The Firm's Texas Registration No. is F-967.

The Company's professional staff consists of registered professional engineers, graduate engineers, surveyors, geotechnical engineers, environmental consultants, architects, scientists, and associated technical and administrative staff. The Firm provides a broad scope of engineering services including engineering design and project management services for: water and wastewater treatment plants, water and wastewater utilities, water and wastewater pump stations, large water resource projects, water distribution and fire protection modeling, transportation and drainage, hydrology and hydraulics, mass grading, site development, environmental permitting, boundary and topographic surveying, and GIS mapping.

The Firm's design professionals are highly qualified to meet or exceed the expectation for completion of any civil or environmental project. We take great pride in providing engineered projects that are on time, incorporate common sense design and are within budget.

ENGINEERING DISCIPLINES – The Firm specializes in all aspects of Civil and Environmental engineering design as referenced below. Our unique diversity has allowed us to provide “Complete Design Services” for our clients for projects including:



WATER

Raw water impoundment reservoirs
Surface water treatment plants
Raw water and treated water pump stations
Ground and Elevated Water Storage Tanks
Water wells
Treated water and raw water transmission mains
Water distribution and infrastructure systems
Fire protection modeling and design
SCADA system controls
Design/Build water resource projects
TCEQ review and compliance assistance
Water procurement and water rights permitting





WASTEWATER

Wastewater treatment plants

Wastewater pre-treatment facilities

Wastewater collection systems

Wastewater inflow and infiltration investigations

Wastewater pump stations

Wastewater solids handling facilities

TCEQ permitting, review and compliance assistance





STREET AND DRAINAGE

Concrete bridges (major and minor)
Culvert design
Hydraulic modeling and design
Subgrade stabilization design
Asphalt pavement design (full depth)
Asphalt pavement design (flexible base)
Concrete pavement design
Asphalt pavement rehabilitation projects
Chip seal overlays
Guard rail and safety treatment systems
TxDOT permitting

STORM DRAINAGE

Hydraulic modeling and design
Hydrologic modeling and design
Culvert design
Stormwater modeling and design
Stormwater detention and retention
Stormwater pollution prevention plans
Master drainage plans
EPA review and compliance permitting





HAZARD MITIGATION

Emergency Generators / Backup Power Supply
Flood Mitigation / Storm Water Infrastructure
Detention / Retention Basins





BUILDING AND SITE DEVELOPMENT

Design/Build building projects
Topographic surveys
Mass grading modeling and design closure
Site development design
Parking and paving design
Retaining wall design
EPA review and compliance permitting
Project Management services

PERMITTING

Air quality permits
Wastewater permitting
Solid waste landfill permitting and



EXPERIENCE WITH STATE and FEDERALLY FUNDED PROJECTS – Our Firm has successfully completed numerous projects financed with State and Federal Funds and include Texas Water Development Board, Hazard Mitigation Grant Program, TDHCA Block Grant Program, Texas Capital Fund, Texas Department of Rural Affairs, US Department of Agriculture, Housing and Urban Development, Texas General Land Office, and Texas Parks and Wildlife. A sample list of experience is referenced below.

Jacksonville 2024 Double Creek WWTP Expansion, Project Financing by TWDB
Jacksonville 2022 Wastewater Collection System Upgrades, Project Financing by TWDB
Jacksonville 2004 Wastewater Collection System Upgrades, Project Financing by TWDB
Jacksonville 2003 Double Creek WWTP Improvements, Project Financing by TWDB
Jacksonville 2003 Canada Street WWTP Renovation, Project financing by TWDB
Jacksonville 2003 Sewer System Improvements, Project financing provided by TDHCA
Jacksonville 2005 Sewer System Improvements, Project financing provided by TDHCA
Jacksonville 2007 Sewer System Improvements, Project financing provided by TDHCA

Mt. Enterprise Wastewater Treatment Plant and Collection System, Project financing by TDHCA
Mt. Enterprise 2008 Sewer System Improvements, Project financing provided by TDHCA
Mt. Enterprise 2012 Street Improvements, Project financing provided by TDHCA

Houston and Rusk Counties, Disaster Recovery Generator Program, Financing provided by TDA

New Boston Hazard Mitigation Generator Project, Project financing provided by FEMA
New Boston 2003 Water System Improvements, Project financing provided by TDHCA
New Boston 2006 Water System Improvements, Project financing provided by TDHCA
New Boston 2010 Sewer Improvements, Project financing provided by TDHCA
New Boston 2013 Water and Sewer Improvements, Project financing provided by TCF

Carthage Raw Water Transmission Main, Project financing provided by TWDB

Nacogdoches Water System Improvements, Project financing provided by TWDB

Rusk Wastewater Treatment Plant Upgrade, Project financing provided by TWDB

City of Marshall 2015 Spring Street Water Improvements, Project Financing provided by TDHCA

Henderson 2002 Zion and Redbud Street Improvements, Project financing by TDHCA
Henderson 2003 Sewer System Improvements, Project financing provided by TDHCA
Henderson 2003 Young vs. Martinez Street Improvements, Project financing by HUD
Henderson 2005 Sewer System Improvements, Project financing provided by TDHCA
Henderson 2011 N. Mill Street Reconstruction, Project financing provided by TCF
Henderson 2011 Street Reconstruction, Project financing provided by TDHCA

Carthage 2003 WWTP Emergency Generator, Project financing provided by FEMA
Carthage 2003 Sewer and Water Improvements, Project financing provided by TDHCA
Carthage 2005 Water System Improvements, Project financing provided by TDHCA

Jefferson 2005 Wastewater Treatment Plant, Project financing provided by USDA
Jefferson 2002 Community Master Plan, Project financing provided by TDHCA
Jefferson 2003 Y vs. M Street Improvements, Project financing provided by TDA
Jefferson Sewer System Improvements, Project financing by TDHCA

Troup Wastewater Collection System Rehabilitation, Project financing provided by TDHCA
Troup 2005 Sewer and Water System Improvements, Project financing provided by TDHCA

PRODUCTION CAPABILITY - Stokes & Associates experience has produced a seasoned group of design professionals who can work closely with staff thru many facets of project development including conceptual design, project estimating, report preparation, coordination and intercession with regulatory authorities, preliminary schematics, flow diagrams, hydraulic profiles, pilot testing, preliminary and final design, preparation of contract documents and technical specifications, complete project management services, interim or full time project inspection and project start-up and contract closeout.

In addition to the Firm's in-office staff we regularly employ sub-consultant expertise in excess of 25 persons. These professional services include Archeological, Geotechnical, Structural, Electrical, Architectural, Landscape, HVAC, Plumbing and conventional and aerial Surveying.

STATE LICENSING AND ETHICS – The Firm along with its professional staff are licensed through the Texas Board of Professional Engineers and Land Surveyors, as applicable. The Firm and all professional staff are in excellent standing with the Board. The Company's Texas Firm registration number is F-967.

In the Company's 53-year history none of the employees, directors, or Firm have been involved in a lawsuit. The Firm is registered through the System for Award Management (SAM) agency which is a government-wide registry for vendors doing business with the Federal government. All businesses doing work with or receiving funding through the federal government must be cleared through this agency.

COMPLIANCE WITH TWDB'S DBE (M/WBE) REQUIREMENTS - Stokes & Associates actively pursues opportunities to partner with local minority and women-owned business enterprise (M/WBE) firms. Our proposed team includes several M/WBE partners with specific roles that bring clear benefits to the City of Jacksonville. The table below provides a summary of our M/WBE partners for this project, including their role, and firm history/experience.

FIRM NAME	TYPE	ROLE	FIRM HISTORY/EXPERTISE
Electrical Expertise, Inc.	WBE	Electrical/I&C	Electrical Expertise was formed in 1976 and is located in Henderson Texas. From its inception, the firm has been focused on performing consulting engineering for electrical distribution and controls (ED&C) design, SCADA systems design, and instrumentation & controls (I&C) design. EEI specializes in delivering these services almost exclusively for water and wastewater projects.
Dietz Engineers, LLC	DBE	Structural	Dietz Engineers, LLC, is a structural engineering firm in Tyler, Texas. The company grew out of the former firm Kassaw and Dietz, Inc., which was established in 1976 by Jerry D. Kassaw in Tyler. Donna M. Dietz joined his firm five years later. In 1998, the firm became Kassaw and Dietz, Inc., with Ms. Dietz becoming President in 2003. The firm changed its name to Dietz Engineers in 2010.
ETTL Engineers & Consultants, Inc.	WBE SBE	Geotechnical	Founded in 1965, ETTL is a multi-discipline firm providing professional and technical project management, geotechnical and environmental drilling, laboratory soil testing, geotechnical engineering, construction materials testing, and environmental consulting services.

TWDB Project Services – Stokes services shall include coordinating with the Client for all preliminary design, final design, and construction management responsibilities for the Project including but not limited to the following:

- Preliminary engineering design services;
- Topographic and boundary surveying;
- Easement and deed description documents;
- Environmental investigation and mitigation, if applicable;
- Preparation and submittal of TPDES Major Permit amendment to TCEQ;
- 50% plan review with Owner;
- Final design documents;
- Construction contract document preparation;
- Preparation of bid documents;
- Preparation of Technical specification documents;
- 90% plan review with Owner;

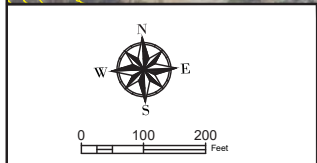
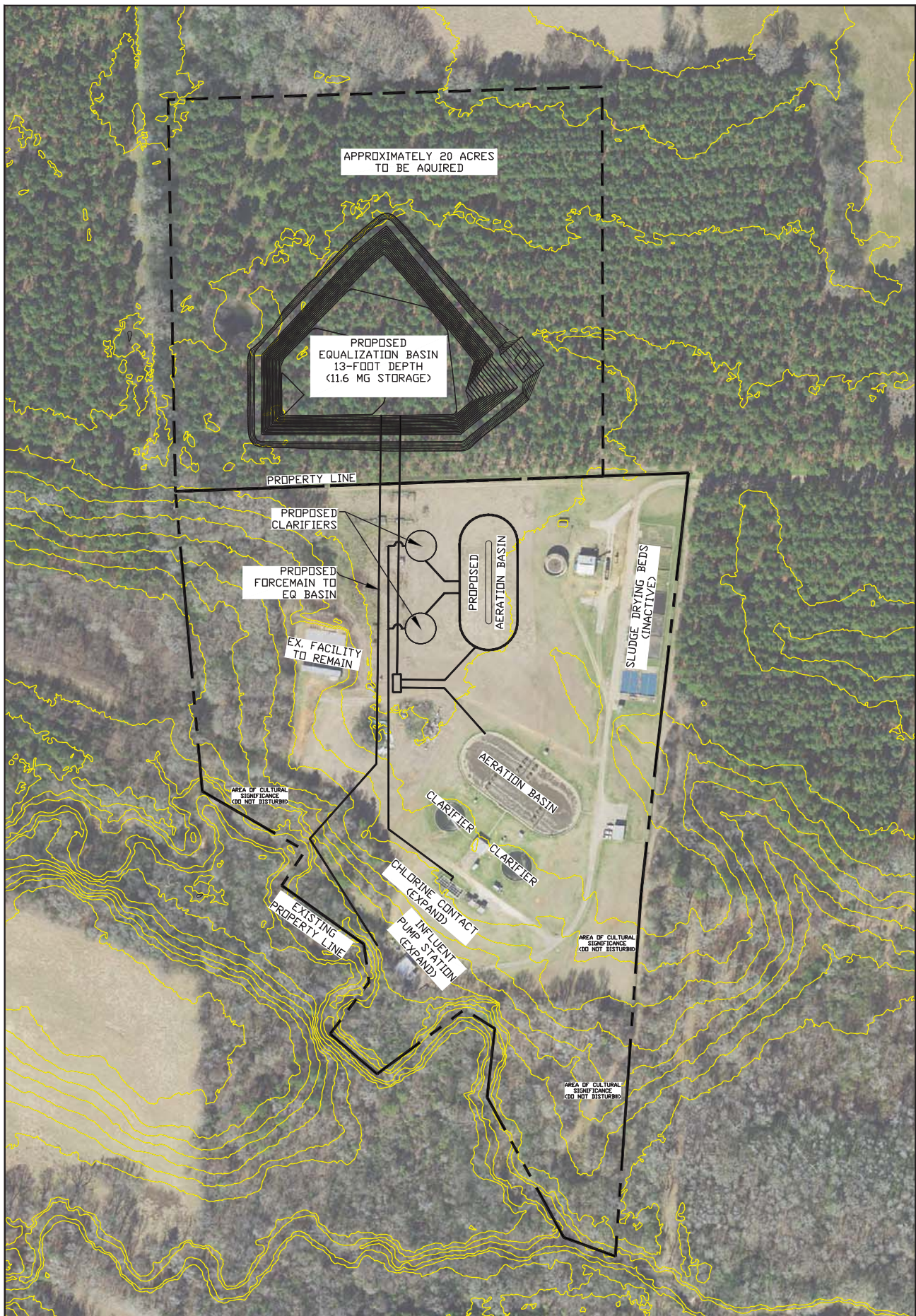
- Coordinate with local, State and Federal regulatory agencies for review and approval;
- Bidding phase including Bid review and award recommendation to Owner;
- Pre-construction conference with Owner, Contractor and TWDB representative;
- Full-time construction inspection services;
- Monthly construction progress meetings with the Owner and TWDB;
- Submittal review services;
- Construction administrative/management services;
- Final inspection and project compliance phase;
- Project commissioning and closeout;

Knowledge and Understanding of the Project - The Double Creek WWTP Upgrade and Expansion project will increase the treatment capacity from 2.90 MGD to approximately 5.80 MGD pending review and approval TCEQ and TWDB. Additionally, the Project will include an equalization basin for managing excess flows to mitigate inflow and infiltration. The City closed the Canada Street WWTP several years ago and has not replaced the lost capacity of 1.50 MGD from the plant closure. Therefore, the Double Creek WWTP has reached its design capacity. In addition, the Double Creek WWTP has exceeded the 90% flow limit since at least 2019 and as a result, has been cited by the TCEQ. As per the TCEQ, “whenever flow measurements for a treatment facility reach 90% of the permitted daily average flow or annual average flow for three (3) consecutive months, the permittee shall obtain necessary authorization from the Commission to commence construction of the necessary additional treatment facilities”. This violation has been listed as a requirement as part of the last TPDES permit renewal and the City has agreed to expand the treatment plant to accommodate the increased flows. The City is also under an Administrative Order for sanitary sewer overflows within the collection system. Improvements to one of the City’s major sewer trunk mains and sewer lift station are currently being addressed by Stokes with an ongoing TWDB project.

Stokes & Associates submitted the proposed project to the TWDB for the 2023 and 2024 funding cycle. The City was successful in the latest attempt and was invited to submit an application for the 2024 funding cycle through the Clean Water State Revolving Fund. Stokes submitted the formal application to the TWDB in January 2024.

The existing plant was originally designed by Stokes & Associates and constructed in 1985. The plant is currently permitted as TPDES No. WQ0010693-003 with a design capacity of 2.90 MGD. As part of the project, a major permit amendment will be prepared and submitted to the TCEQ to obtain the increased flow limits. This amendment will be the first item to be accomplished since it is estimated to take approximately twelve (12) months for issuance by the TCEQ.

The plant utilizes an activated sludge process designed to operate in an extended aeration mode. The proposed expansion will include the design and construction of an additional oxidation ditch, two clarifiers, sludge pump station, expansion of the existing chlorine contact basin and reconstruction of the influent pump station and associated electrical improvements. The proposed design will also include an approximate 11.0 MG equalization basin on property that will be acquired adjacent to the existing plant site. This basin will allow the plant operators to pump excess flow that enters the plant headworks from the City’s collection system into the holding pond to be treated after the peak influent flow has receded. The basin will be HDPE lined as per TCEQ requirements and will include piping, pumps, etc. for conveyance of the flow to the basin and to return the stored influent back to the plant for treatment. The proposed site plan is attached that depicts the existing plant and proposed improvements.



STOKES & ASSOCIATES, INC.
 CONSULTANT ENGINEERS
 P.O. BOX 1114 HENDERSON, TEXAS 75653
 TEXAS FIRM REGISTRATION NO. F-967

Tel (903) 657-7558
 Fax (903) 657-7864

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CITY OF JACKSONVILLE CHEROKEE COUNTY, TEXAS

**DOUBLE CREEK WWTP UPGRADE & EXPANSION
 EQUALIZATION BASIN**

DWN BY: xxx DATE: January 19, 2024 File Name & Layout Name: EX AND PR SURFACE(2--22--22).dwg/11x17_Portrait

REFERENCES

Below is a brief list of references that will support the Firm's performance relevant to past projects.

Davis Brown, Director of Operations
Randy Boyd, Public Utilities Director
City of Henderson
300 W Main St.
Henderson, Texas 75652
903-657-6551

Case Opperman, P.E., City Engineer
City of Nacogdoches
P.O. Box 635030
Nacogdoches, Texas 75963-5030
936-559-2515

Mark Mayo, City Manager
City of Luling
509 E. Crockett
Luling, Texas 78648
830-875-2481

John Clary, Executive Director
Henderson Economic Development Corporation
400 W Main St.
Henderson, Texas 75652
903-657-6551

Fred Milton, Former Board Member
Riverbend Water Resources District
228 Texas Avenue, Suite A
New Boston, Texas 75570
903-276-7516

Kyle Dooley, Executive Director/CEO
Eli Hunt, Operations Manager
Riverbend Water Resources District
228A Texas Ave.
New Boston, Texas 75570
903-831-0091

Greg Gibson, Rusk County Commissioner
Rusk County
115 N. Main
Henderson, Texas 75652
903-404-3363

Eric Powell, City Engineer
City of Marshall
605 E End Boulevard S
Marshall, Texas 75670
903-935-4489

Rush Harris, Executive Director
Marshall Economic Development Corporation
100 N. Bolivar, Ste 206
Marshall, Texas 75670
903-934-8035

Michael Bell, Vice President
Region III Operations Corrections
Management and Training Corporation
Henderson, Texas 75652
512-639-3586

RELEVANT EXPERIENCE

PROJECT 1

City of Jacksonville – Double Creek Wastewater Treatment Plant

TPDES Permit No. WQ0010693003

Annual Average Flow: 2.9 MGD

Contact: Randall Chandler, Director of Public and Community Services

(903) 339-3400

Email: randall.chandler@jacksonvilletx.org



Stokes & Associates provided the master planning, budget estimating, original design in 1985, and subsequent upgrade in 2003 for this 2.9 MGD wastewater treatment plant. The plant includes an extended aeration basin with floating aerators, belt filter press with solids handling system, (2) clarifiers, chlorine contact chamber, head-works structure with mechanical fine screen, influent pump station, electrical controls and equipment, disinfection system, and plant emergency generator.

Total Cost: \$4,250,000

PROJECT 2

City of Henderson – Southside Wastewater Treatment Plant

TPDES Permit No. WQ0010187001

Annual Average Flow: 3.0 MGD

Contact: Davis Brown, Director of Operation (903) 657-6551

Randy Boyd, Public Utilities Director (903) 657-6551

Davis Brown dbrown@henderson.tx.us

Randy Boyd rboyd@henderson.tx.us



Stokes & Associates has provided numerous facility upgrades for this plant including the addition of an extended aeration basin with floating aerators, enclosed 2 M belt filter press with solids handling system, sludge thickener and blower system, (2) clarifier mechanical equipment replacements, sludge return pump station, chlorine contact chamber expansion, head-works mechanical fine screen, influent pumps and electrical control equipment replacement, disinfection system upgrade, and plant emergency generator installation.

Total Cost: \$6,000,000

PROJECT 3

City of Henderson – Northside Wastewater Treatment Plant

TPDES Permit No. WQ0010187002

Annual Average Flow: 1.0 MGD

Contact: Davis Brown, Director of Operations (903) 657-6551

Randy Boyd, Public Utilities Director (903) 657-6551

Davis Brown dbrown@hendersontx.us

Randy Boyd rboyd@hendersontx.us



Stokes & Associates team provided the master planning, budget estimating and original design for this 1.0 MGD plant that includes an extended aeration basin with floating aerators, solids handling system, (2) clarifiers, chlorine contact chamber, head-works structure with mechanical fine screen, influent pump station and electrical control equipment, disinfection system, and plant emergency generator installation.

Total Cost: \$3,750,000

PROJECT 4

City of New Boston – Rice Creek Wastewater Treatment Plant

TPDES Permit No. WQ0010482002

Annual Average Flow: 1.5 MGD

Contact: Mark Mayo, Luling City Manager, Former City Administrator New Boston 830-351-3243 (Cell)

Email: citymanager@cityofluling.net



Stokes & Associates team provided the master planning, budget estimating, and final design for the Rice Creek Wastewater Treatment Plant. This facility provides domestic wastewater service for a 3000 bed maximum security prison and surrounding undeveloped area. Construction of this facility allowed the City to free-up needed capacity at the City's 1.7 MGD primary plant located just south of town. Treatment components include a head-works structure with mechanical fine screen, influent pump station and electrical control equipment, extended aeration basin with floating aerators, (2) clarifiers, sludge return pump station, sludge thickener, belt filter press and solids handling system, disinfection basin, plant emergency generator, and office/lab building.

Total Cost: \$5,000,000

PROJECT 5

City of New Boston – Primary Wastewater Treatment Plant

TPDES Permit No. WQ0010482001

Annual Average Flow: 1.7 MGD

Contact: Mark Mayo, Luling City Manager, Former City Administrator New Boston 830-351-3243 (Cell)

Email: citymanager@cityofluling.net



Stokes & Associates team has provided numerous facility upgrades for this plant that initially included increasing the plant capacity by 800,000 GPD. This was accomplished by raising the walls of the activated sludge aeration basin and converting this component to extended aeration. Floating aerators were also added to facilitate the treatment detention to 20 hours.

A second plant expansion was performed with the construction of a 3000 bed maximum security prison that is located outside the western limits of the City of New Boston. This new construction required the City to expand the plant by an additional 250,000 GPD bringing the annual average daily permitted flow to 1,700,000 gallons. This facility upgrade included construction of a new 250,000 gallon extended aeration basin with floating aerators, (1) clarifier, sludge return pump station, centrifuge with solids handling system, chlorine contact chamber expansion, head-works mechanical fine screen, influent pumps and electrical control equipment upgrade, disinfection system upgrade, and plant emergency generator installation. Stokes also provided the planning and design of the 2019 Plant modifications, consisting of expansion of the head-works structure to include (2) mechanical fine screens and the addition of a 10 MG equalization basin to manage inflow and infiltration. Total Cost: \$5,500,000

PROJECT 6

City of Marshall – Wastewater Treatment Plant

TPDES Permit No. WQ0010583002

Annual Average Flow: 8.0 MGD

Contact: Eric Powell, City Engineer (903) 935-4489

Email: powell.eric@marshalltexas.net



Stokes & Associates team is providing facility upgrades for this plant to include master planning, budget estimating, and design for upgrade of the plant head-works structure and pumps, mechanical fine screen, final clarifier, trickling filters, new laboratory office building, grit removal system, sludge handling system, UV disinfection system, reclaimed water system, and bio-tower. Stokes recently submitted a PIF application through the TWDB for funding assistance of these capital improvements.

Total Estimated Cost: \$21,000,000

PROJECT 7

Marshall Economic Development Corporation – 170 Acre Business Park Mass Grading and Drainage

Contact: Rush Harris, CEcD, Executive Director (903) 935-4489

Email: rushharris@marshalledc.org



Stokes & Associates provided the civil engineering design for an approximate 170 acre undeveloped lot in their Business Park. The project included mass grading involving 1.2 million cubic yards of earthwork, installation of 2 concrete road crossings, construction of a detention basin with 5' diameter RCP piping, rock-lined drainage channel, and erosion control measures.

Construction Cost: \$2,600,000

PROJECT 8

Henderson Economic Development Corporation – 300 Acre Business Park - Paving Grading and Drainage

Contact: John Clary, Executive Director (903) 722-4039

Email: john@hendersonedc.com



Master planning and engineering design, plans, and specifications for construction of water and wastewater infrastructure for an approximate 300 acre business park in Henderson, Rusk County, Texas. The work generally includes installation of approximately 10,400 LF of 12" and 8" diameter PVC water main including valves, fittings, water services, fire hydrants, encased bores and approximately 8,400 LF of 8" diameter PVC sanitary sewer gravity main, manholes, services, 7,400 LF of 3" and 4" diameter PVC sewer force main and two duplex lift stations with emergency generators, construction of a 36' wide 3,750' long concrete curb and gutter roadway with lighted sidewalk and including all storm-water infrastructure.

Construction Cost: \$5,400,000.

OTHER WASTEWATER PROJECTS

City of Jacksonville 2022- 2023 Wastewater Capital Improvements - Master planning, engineering design, plans, specifications bidding and construction management for replacement of approximately 9500' sewer trunk and upgrade of the Lake Shore lift station.

***Project financing provided by TWDB.**

Estimated Project Cost \$5.8 million

City of Jacksonville 2024 Double Creek Wastewater Treatment Plant Expansion - Master planning, engineering design, plans, specifications bidding and construction management for upgrade and expansion of the City' wastewater treatment plant.

***Project financing provided by TWDB.**

Estimated Project Cost \$11.3 million

Mt. Enterprise Wastewater Treatment Plant and Collection System- Engineering design, plans, specifications, bidding, construction management and easement acquisition for construction of and aerated lagoon wastewater treatment plant, 20,000 feet of 8" and 6" diameter sewer main, manholes and residential sewer service connections.

***Project financing provided by TDHCA - ORCA.**

Construction Cost: \$900,000

City of Kilgore Wastewater Treatment Plant Upgrade – Engineering design, plans, specifications, bidding and construction management for a new 2-meter belt filter press, sludge building and sludge disposal system including a 32' deep fine screen, grit removal system, 16 MGD influent pump station and 9,700 feet of 36" diameter treated wastewater outfall pipe.

Construction Cost: \$2,295,000

City of Troup Wastewater Treatment Plant Upgrade – Engineering design, plans, specifications bidding and construction management for wastewater treatment plant upgrade including, oxidation ditch rehabilitation and upgrade, aeration equipment, (2) new clarifiers, chlorine contact chamber rehabilitation, sludge return pump station, sludge drying bed system and electrical controls.

Jefferson Wastewater Treatment Plant - Engineering design, plans, specifications, discharge permit application and property acquisition for construction of a new 0.62 MGD wastewater plant that includes an oxidation ditch, aerators, clarifiers, chlorine contact chamber, influent pump station and a sludge dewatering belt press facility.

***Project financing provided by USDA.**

Construction cost: \$1,950,000.

City of Rusk Wastewater Treatment Plant Upgrade – Engineering design, plans, specifications, bidding and construction management for a wastewater treatment plant upgrade for a total treatment capacity of 1.75 MGD including an extended aeration oxidation ditch, clarifier upgrades, chlorine contact chamber, sludge return pump station and sludge drying beds.

***Project financing provided by TWDB.**

Construction Cost: \$1,750,000

City of Canton Wastewater Treatment Plant – Engineering design, plans, specifications, bidding and construction management for a new 1.3 MGD wastewater treatment plant including influent pump station, extended aeration oxidation ditch, clarifiers, chlorine contact chamber sludge, return sludge pump station and sludge drying beds.

Smith County Municipal Utility District – Engineering design, plans, specifications, bidding and construction management for a wastewater pre-treatment facility in support of Brookshire Brother's ice cream and pastry facility in Smith County. The project included an equalization tank, dissolved air flotation (DAF) unit, blowers, chemical feed system, pumps and piping.

Henderson Wastewater Collection System Rehabilitation – Master planning, engineering design for four (4) wastewater projects including plans, specifications, bidding and construction management for construction of approximately 26,400 linear feet of 24", 18", 16", 15", 8" and 6" diameter gravity sewer main including manholes, road bores and associated re-connection to the existing system. Construction cost \$1,238,000

Kilgore South Sewer Main Improvements Project - Engineering design, plans, specifications, bidding, construction management and easement acquisition for construction of approximately 22,700 linear feet of 24", 20", 16", 12", 10" and 6" diameter sewer main including 61 manholes and 500 linear feet of 30" diameter dry bore. Construction cost: \$1,631,514.

Town of Little Elm Eldorado Parkway Sewer System Improvements – Master planning, engineering design, plans, specifications, bidding, construction management and easement acquisition for construction of approximately 18,500 linear feet of 14" diameter sewer force main including 2,500 linear feet of HDPE directional bore of Lake Lewisville and design of two (2) 2 MGD wastewater lift stations with emergency standby power. Estimated Construction Cost \$3,250,000

WATER RESOURCE PROJECTS

Riverbend Water Resources District – Preliminary engineering design services for a 120 million gallons per day regional water treatment facility for RWRD. Working as a sub-consultant to Pape-Dawson engineers of San Antonio the Stokes design team are responsible for preliminary engineering design of all raw water infrastructure including raw water intake in Wright Patman Lake, 1.3 miles of dual 84" diameter raw water pipelines and a 120 MGD raw water pump station.

Estimated Project Cost \$200,000,000. **Financing provided by Texas Water Development Board**

Riverbend WRD High Service Booster Pump Station and Ground Storage Tanks – Design engineer and project management for a water resources project including preliminary feasibility study, engineering design, plans and specifications for construction of a high service water booster pump station and two (2) 500,000 gallon ground water storage tanks for the Red River Army Depot.

Construction Cost: \$2,400,000.

Tenaska Gateway Electric Generating Station Water System - Design engineer and Managing Partner of Design/Build team for water resource project between Tenaska Gateway Partners and Sabine River Authority including raw water intake structure in Toledo Bend Reservoir, 7.5 MGD raw water pump station, 72 miles of raw water and return water pipelines including preliminary routing and cost estimating, preliminary and final surveying, construction staking, easement acquisition, electrical/electronic controls, SCADA system and plant interface.

Construction cost: \$20,000,000.

Brazos Valley Electric Generating Station - Design engineer and Managing Partner of Design/Build team for water resource project including raw water intake structure, raw water pump station, raw water transmission main, preliminary routing and cost estimating, preliminary and final surveying, construction staking, power plant interface, SCADA system using fiber optics, electrical/electronic system, wastewater discharge main and emergency standby generator.

Construction cost: \$10,000,000.

Southern Company – Nacogdoches Biomass Power Plant - Design engineer and Managing Partner of Design/Build team for water resource project including raw water intake structure in Lake Striker, 2.5 MGD raw water pump station, 16" diameter raw water transmission main, preliminary routing and cost estimating, preliminary and final surveying, construction staking, power plant interface, SCADA system using fiber optics, electrical/electronic system, 3 miles of wastewater discharge main and emergency standby generator.

Construction cost: \$7,000,000.

East Texas Electric Cooperative – Woodville Renewable Power Project - Design engineer and construction manager for a water resource project to provide reclaimed wastewater to a new biomass power plant for cooling water purposes including 800 gpm deep water well, 1.0 MGD reclaimed wastewater pump station, 3 miles of 10" diameter reclaimed water supply main, 2.75 mile discharge pipeline, outfall structure in Turkey Creek, preliminary and final surveying, construction staking, power plant interface, SCADA system using fiber optics, electrical and electronic controls.

Construction cost: \$4,500,000.

Marshall Surface Water Treatment Plant - Engineering design, plans and specifications for the Rehabilitation and Expansion of an existing 9 MGD surface water treatment plant to a 19 MGD plant including flow meter, in-line mixer, flow splitter, conversion of sedimentation basins into solids contact clarifiers, contact disinfection basin, bulk chemical and day feed building, chemical feed equipment including chlorine gas and chlorine dioxide, clear well baffling, backwash pumps and emergency generator.

Construction cost: \$4,300,000

Henderson Sabine River Surface Water Treatment Plant and Infrastructure Improvements - Stokes & Associates' provided the 5 year master planning for the design and construction of 16.5 miles of 24" diameter raw water transmission main, 40 acre off-channel storage reservoir, 4.5 MGD surface water treatment plant including intake structure, raw water pumps, flow splitter, solids contact clarifiers, disinfecting contact basin, filters, filter-to-waste system, sludge handling facilities, clear well storage tanks, high service pump station, office/laboratory building, chemical feed equipment and 9 miles of 18" diameter treated water transmission mains. Construction cost: \$12,000,000

Nacogdoches Water System Improvements - Engineering design, hydraulic modeling, plans, specifications and easement acquisition for construction of approximately 9.5 miles of 12" and 8" diameter water mains, including fire hydrants and 170 residential water service connections.

***Project financing provided by TWDB.** Construction cost \$2,200,000

**FIRM**

Stokes & Associates, Inc.

INDUSTRY TENURE

43 years

EDUCATION

Kilgore College AAA

AFFILIATIONS

AWWA

Kilgore College

Design/Technology Board

Past Board Member

Neal Holland, PRINCIPAL

Site/Civil

I am the Owner and President of Stokes & Associates Inc; a 53-year-old consultant civil engineering firm located in Henderson, Texas. I am responsible for the business affairs of the Company including the strategic selection and management of staff to execute projects that align with client goals. I am also responsible for business development of the Company's municipal and industrial clients for projects involving: water and wastewater infrastructure/treatment, transportation and drainage, and Design/Build water resource projects. I have been with the Company for over 43 years, serving as President since 2000. Through my vision and leadership to grow the Company I was responsible for the development, conceptual planning and contacting of the Firm's largest water resource projects totaling over \$50 million dollars. It is an honor and privilege to be a part of an incredible Team that is helping to improve and preserve our environment while providing safe and sustainable drinking water for our communities.

RELEVANT EXPERIENCE**City of New Boston, WWTP 10 MG Equalization Basin, New Boston, Tx.**

The Stokes & Associates' design team provided the planning, design and construction of a 10 MG equalization basin for mitigating excessive flows to the City's sanitary sewer collection system. The work included clearing and mass grading of a 5 acre site for the basin, flow splitter box at the plant headworks, (2) mechanical influent screens, piping, controls, and pump station to pace the flow back into the treatment plant oxidation ditch to prevent TCEQ permit violations for excessive flow.

TENASKA Gateway, Tenaska Power Raw Water Facility, Mt. Enterprise

Tx. Marketing, conceptual planning and client contracting. Provided general oversight and management for the Company's staff for delivering 7.5 MGD raw water from Toledo Bend Reservoir to a 900 MW gas fired combined cycle power plant for cooling water. The work included 72 miles of raw transmission and return water mains, 63' deep 20' diameter caisson, 7.5 MGD raw water pump station, and 600 LF of 30" diameter steel intake piping installed by micro-tunneling from caisson to Sabine River channel. The pipeline was constructed on private property requiring topographic and boundary surveying, wetlands delineation and permitting, 150 easements and project commissioning.

Southern Power, Nacogdoches Generating Facility, Reklaw Tx.

Marketing, conceptual planning and client contracting. Provided general oversight and management for the Company's staff for delivering 2.0 MGD raw water from Lake Striker Reservoir in Rusk County, Texas to the State's largest biomass power plant for cooling water. The work included 13 miles of raw transmission and return water mains, Intake structure and raw water pump station on Lake Striker. The pipeline was constructed in public rights of way requiring topographic surveying, wetlands delineation and permitting, and project commissioning.



Steve B. Wick, PE

Water/Wastewater Treatment

I started my engineering career in Southern California after graduating from Texas Tech University 1986. It is here where I gained valuable experience with large site development projects involving mass grading, storm water analysis, surface water hydrology and hydraulics, detention and retention basins, environmental impact studies, feasibility studies, and environmental permitting. I have 36 years' of practical design experience; 32 years' of which have been with Stokes & Associates, Inc. My work at S&A is focused on municipal and private sector clients that include: water and wastewater infrastructure/treatment, large scale raw water and treated water pipelines, ground and elevated water storage tanks, and water and wastewater pump stations.

EDUCATION

BSCE Civil Engineering
Texas Tech University 1986

REGISTRATIONS

Professional Engineer, Texas
Registration No. 78475

Professional Eng., California
Registration No. C 49869

AFFILIATIONS

Water Environment
Association of Texas

RELEVANT EXPERIENCE

City of Jacksonville Double Creek WWTP, Mr. Wick was responsible for the master planning, budget estimating, and design of the 2003 plant upgrade for this 2.9 MGD wastewater treatment plant. The plant includes an extended aeration basin with floating aerators, belt filter press with solids handling system, (2) clarifiers, chlorine contact chamber, head-works structure with mechanical fine screen, influent pump station, electrical controls and equipment, disinfection system, and plant emergency generator.

City of New Boston Rice Creek WWTP, Steve provided the master planning, budget estimating, and final design for the 1.5 MGD Rice Creek Wastewater Treatment Plant. This facility provides domestic wastewater service for a 3000-bed maximum security prison and surrounding undeveloped area. Construction of this facility allowed the City to free-up needed capacity at the City's 1.7 MGD primary plant located just south of town. Treatment components include a head-works structure with mechanical fine screen, influent pump station and electrical control equipment, extended aeration basin with floating aerators, (2) clarifiers, sludge return pump station, sludge thickener, belt filter press and solids handling system, disinfection basin, plant emergency generator, and office/lab building.

City of Marshall 8.0 MGD WWTP, Steve is responsible for providing facility upgrades for this plant to include master planning, budget estimating, and design of the plant head-works structure and pumps, mechanical fine screen, final clarifier, trickling filters, new laboratory office building, grit removal system, sludge handling system, UV disinfection system, reclaimed water system, and bio-tower. Stokes recently submitted a PIF application through the TWDB for funding assistance for these capital improvements estimated to cost \$21,000,000



Joe N. Harle, PE

Site/Civil

Water Resources and Detention

INDUSTRY TENURE

50 years

EDUCATION

Bachelor of Science, Civil Engineering, University of Texas at Austin, 1973

REGISTRATIONS

Professional Engineer, Texas, No. 42972 and Louisiana, No. 18406

PROFESSIONAL MEMBERSHIPS

ASCE (Life Member),
AWWA (Life Member),
Association of State Dam Safety Officials

I have 50 years of consulting engineering experience covering a broad range of projects in the public and private sectors relating to surface water hydrology and hydraulics, water supply development, raw and treated water pump station and pipeline planning and design, and planning and design of dams and spillways. I have extensive experience with FEMA flood studies, dam and spillways for public and private sector clients, detention and sediment control for the mining industry, and planning and design of water supply for the electric power industry. I am also proficient in computer modeling using software developed by HEC, NRCS, TWDB, TCEQ, and others.

RELEVANT EXPERIENCE

RIVERBEND WATER RESOURCES DISTRICT, Preliminary Engineering (30% Design) of RWRD RWSIP Raw Water Supply System, New Boston, TX. Project Manager and Sr. Design Engineer for preliminary engineering (30% Design) of the raw water supply system including dredged channel, shoreline intake structure, intake pipelines, raw water pump station, and raw water equalization facility.

TENASKA Gateway, Tenaska Power Raw Water Facility, Mt. Enterprise TX. Project Manager and Sr. Design Engineer for the design/build contract for the raw water supply system for a new 900 MW power plant in Rusk County, Texas. The project included a 63' deep caisson of 20' diameter, 600 LF of 30" steel pipe intake installed by micro-tunneling, a raw water pump station of 7.5 mgd capacity, and 72 miles of raw water transmission and return water mains.

Steag Power, Brazos Valley Electric Generating Facility, Richmond, TX. Project Manager and Sr. Design Engineer for the design/build contract for the raw water supply system for a new 700 MW power plant in Fort Bend County, Texas. The project included a raw water pump station of 7 mgd capacity and 10 miles of raw water transmission and return water mains.

Texas Municipal Power Agency, Surface Water Control Structures for Sediment Control at Lignite Surface Mine, Grimes County, TX. Lead engineer for preliminary and design engineering for sediment control lakes up to 200 acres surface area and 37' high dams. Assisted in acquisition of required RCT and MSHA permits.

Dams and Reservoirs, Texas. More than 40 projects in Texas relating to planning and design of dams and spillways including hydrology and hydraulics and state/federal permitting (TCEQ, RCT, MSHA, FEMA). Projects have ranged in size from small private lakes to a 14,000-acre public water supply reservoir.



Phil Elledge, PE

Water/Wastewater Treatment

I have 43 years of engineering experience specializing in water/wastewater treatment and water resource projects for municipal and private clients. I have served as a Project Manager and lead design engineer for projects involving water and wastewater treatment plants, raw and treated water pipelines, water and wastewater pump stations, storm-water hydrology and hydraulics, transportation and drainage. I have worked closely with local, state and federal regulatory agencies such as TCEQ, FEMA and the US Army Corps of Engineers in completing projects in a timely and productive manner.

EDUCATION

BSCE Civil Engineering
University of Illinois 1981

REGISTRATIONS

Professional Engineer, Texas
Registration No. 65520

AFFILIATIONS

American Society of Civil Engineers
National and Texas Society of
Professional Engineers
Texas Water Utilities Association
American Water Works Association

RELEVANT EXPERIENCE

City of Big Sandy – Wastewater Treatment Plant Design/Permitting
City of Canton – Wastewater Treatment Plant Design / Permitting
City of Chandler – Wastewater Treatment Plant Design / Permitting
City of Jacksonville – Water / Wastewater Master Plan
City of Jacksonville – Double Creek WWTP Design/Permitting
City of Jacksonville – Canada Street WWTP Design/Permitting
City of Jefferson – Water / Sewer Improvements
City of Marshall – Wastewater Treatment Plant Design
City of New Boston – Wastewater Treatment Plant Design
City of New London – Wastewater Treatment Plant Evaluation / Permitting
City of New London – Sexton City WWTP Design / Permitting
City of New Summerfield – WWTP Design / Collection System
City of Overton - Wastewater Treatment Plant Design/Permitting
City of Palestine – Wells Creek Wastewater Treatment Facility
City of Rusk – Water / Sewer Master Plan
City of Troup – Wastewater Treatment Plant Design / Permitting
City of Tyler – Water Utilities – Sewer Line Replacement
City of Whitehouse – 1996 WWTP Expansion/Permitting
City of Whitehouse – 2006 WWTP Expansion/Permitting
City of Van – Wastewater Treatment Plant Design / Permitting
Liberty City Water Supply Corporation – Water / Sewer Master Plan
Rusk County Agriculture / Youth Expo Center – Wetland WWTP



Stephen G. Bennett

Site/Civil

EDUCATION

BS Civil Engineering
University of Texas, Arlington
1978

REGISTRATIONS

Professional Engineer,
Texas, No. 93808

I am a seasoned professional in the field of site development, hydraulics and hydrology having spent the last 45 years designing large scale projects in this industry. I have a passion for all things relating to complex earthwork challenges, drainage, and storm-water management. I also have extensive experience in transportation projects involving design of roadways and drainage systems. I know how to work in partnership with my colleagues to deliver results for the Client. My principal areas of expertise include commercial and residential site development, transportation, surface water hydrology and hydraulics, FEMA flood studies, drainage and mass grading, detention and retention ponds, and water and wastewater utilities. I have worked closely with local, state and federal regulatory agencies such as TCEQ, FEMA and the US Army Corps of Engineers in completing projects in a timely and productive manner. I am proficient in computer modeling using TCEQ-PMF, Civil Geo, HEC-1, HEC-2, HEC-HMS, HEC-RAS, TR-20 and WINSTORM

RELEVANT EXPERIENCE

City of Jacksonville Lead civil design engineer for a 28,000 square feet public safety complex in Jacksonville, Texas. The new facility houses fire, police and an emergency operations command center. The Civil work included mass grading an approximate 4 acre site, volumetric calculations, storm-water piping, detention basin, public utilities, and TxDOT permitting.

Management and Training Corporation – East Texas Treatment Facility Lead civil design engineer for a 36,000 square feet housing facility for persons who have fulfilled their time of incarceration and are looking to re-enter society. The Civil work included mass grading an approximate 7 acre site, volumetric calculations, storm-water piping, and public utilities.

Wal-Mart Super Centers/Sam's Club Lead design engineer for multiple Wal-Mart Super Centers and Sam's Club facilities for the cities of Tyler, Kilgore, Longview, Brownsville and Port Isabel. The Civil work included mass grading, volumetric calculations, storm-water piping, detention basins, public utilities, and TxDOT permitting.

Earl Campbell Parkway Lead design engineer including design and construction management services for Earl Campbell Parkway in Tyler, Texas. This project included approximately 1.6 miles of 4 lane, divided concrete paving. The Civil work included mass grading of the roadway and rights of way, volumetric calculations, signalization, storm-water piping, detention basins, and TxDOT permitting.

Emergency Action Plans/Dam Breach Analysis Lead design engineer for EAP for Lake Forest Park and Willow Lake in Henderson, and Greenbriar Lake in Wood County. Greenbriar Lake is an intermediate sized, high hazard lake dam with a 40' high dam, watershed of 59.3 square miles and a normal pool volume of 2,307 ac-ft. I worked closely with local, state and federal regulatory agencies such as TCEQ, FEMA and the US Army Corps of Engineers in the course of the hydrologic studies and in producing a full EAP report for approval.



Willard R. Jordan, PE

Site/Civil

Electrical Controls and Instrumentation

I have 53 years of engineering experience in the design of electrical, SCADA and instrumentation systems for water and wastewater treatment plants, pump stations and airport lighting systems. My responsibilities include development of overall project concept and function for water/wastewater treatment plant electrical and instrumentation systems, development of detailed specifications and construction documents, coordination with lead design consultants and construction contractors, review of construction submittals, and assist with project commissioning. Throughout my career I have performed the duties listed above on approximately 1 billion dollars of construction projects.

FIRM

Electrical Expertise
WBE/HUB

INDUSTRY TENURE

53 years

EDUCATION

Bachelor of Science, Electrical
Engineering,
Lamar University, 1970

REGISTRATIONS

Professional Engineer
Texas No. 37135
Louisiana, No. 15031

RELEVANT EXPERIENCE

Intake Structures and Pump Stations: Below is a partial listing of my experience as it pertains to the design of Intake Structures and the related electrical commercial power, standby power systems, controls, instrumentation, and SCADA systems.

City of Tyler, TX – Lake Tyler Raw Water Pump Station

Three 1500HP, 5KV, VT pumps with Variable Frequency Drives and associated controls, instrumentation, and radio telemetered SCADA

City of Tyler, TX – Lake Palestine Raw Water Pump Station

Two 800HP, 5KV, VT pumps with Variable Frequency Drives, Standby Emergency Generator, and associated controls, instrumentation, and radio telemetered SCADA

City of Longview, TX – Lake-O-Pines Raw Water Pump Station

Two 800HP, 5KV, VT pumps with Variable Frequency Drives and associated controls, instrumentation, and radio telemetered SCADA

United Irrigation District, Palm Valley, TX – Rio Grande River Raw Water Pump Station Replaced existing 480V, switchgear, installed VFD for 500 HP SCH Pump U/G service, feeders and interfacing with controls, instrumentation, and radio telemetered SCADA

Water and Wastewater Treatment Plant Electrical Systems: Below is a partial listing of my experience as it pertains to the design of water and wastewater treatment plants and the related electrical commercial power, standby power systems, controls, instrumentation, and SCADA systems.

City of New Boston, City of Longview, Letourneau Tech, City of Cedar Hill, City of Tyler, City of Laredo, City of Marshall, City of Bowie, Texas A&M Univ., City of McKinney, Laguna Madre WSC, Wellborn SUD/MUD, Trinity Industries, City of Keller, City of Hurst, City of White Oak, City of Henderson, City of Gladewater, Harlingen WWS, City of Jacksonville, N. Alamo WSC, N. Cameron WSC, Electro-water Minerals



Samuel B. Carter

Site/Civil

I began my engineering career at Stokes & Associates, Inc. after graduating from the University of Texas at Tyler in 2016. I have 8 years of practical design experience encompassing all aspects of project delivery including conceptual design, coordinating field surveys, final design and project commissioning. I have a strong municipal competence in the areas of site design, hydraulics and hydrology, mass grading, volumetric computations, transportation, storm-water drainage systems, detention, water distribution and wastewater collection systems. Throughout my career I have worked closely on projects for private, municipal and industrial clients. I have extensive experience with municipal infrastructure project related to regulatory compliance with TCEQ, US Army Corps of Engineers, US EPA and FEMA.

EDUCATION

BS Civil Engineering
University of Texas, Tyler
2016

RELEVANT EXPERIENCE

City of New Boston Lead civil design engineer for a 10 MG wastewater equalization basin for the City of New Boston. The Civil work included site clearing and grubbing, mass grading, volumetric calculations, HDPE impermeable liner, return water pump station and TCEQ permitting.

City of New Boston Rice Creek WWTP Lead civil design engineer for site development, grading and component layout for a 1.5 MGD wastewater treatment plant. The general components included an Influent pump station, oxidation ditch, clarifiers, tertiary disc filtration basin, chlorine contact chamber, sludge dewatering, facility, office, and laboratory.

Management and Training Corporation – Texas Civil Commitment Center Lead civil design engineer for expansion of a prison facility Littlefield, Texas. The project is comprised of three (3) Tier III housing facilities totaling 325 beds, kitchen and dining facility, and education building. The Civil work included preliminary planning and site development, mass grading, volumetric calculations, storm-water piping, detention, parking, paving, and public utilities.

Fairmont Landings Commercial Development and Private Airstrip Lead civil design engineer for 200 acre commercial/retail site development project on Toledo Bend Reservoir. Civil design included site development of commercial and retail property, 3000 linear feet of concrete and asphalt streets, 3000' private airstrip, mass grading, volumetric calculations, storm-water piping, and detention basins.

Henderson Economic Development Corporation – 300 Acre Business Park Lead civil design engineer for a 300 acre business park in Henderson including preliminary and final site development planning. Civil design included a 3300'-40' wide concrete roadway with right-of-way grading, volumetric calculations, storm-water piping, detention basin, and water and wastewater infrastructure.

Marshall Economic Development Corporation – 170 Acre Business Park Lead civil design engineer for a 170 acre business park including preliminary and final site development planning. Civil design included mass grading, volumetric calculations, storm-water piping, and detention basin.



STOK&AS01C

LPRINGLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/28/2024

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 have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1057464 INSURICA 4802 Kinsey Drive Tyler, TX 75703	CONTACT NAME: Lynda Pringle	
	PHONE (A/C, No, Ext): (903) 939-6417	FAX (A/C, No): (903) 509-8818
	E-MAIL ADDRESS: Lynda.Pringle@INSURICA.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : West American Insurance Company	44393
	INSURER B : Ohio Casualty Insurance Company	24074
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

Stokes & Associates, Inc.
P. O. Box 1114
Henderson, TX 75653

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:	X	X	BZW57859689	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BZW57859689	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			USO57859689	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	XWW57859689	7/1/2023	7/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Jacksonville
315 S. Ragsdale St.
Jacksonville, TX 75766

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

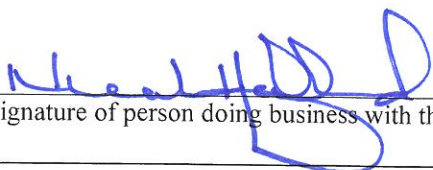
AUTHORIZED REPRESENTATIVE

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See Section 176.006, Local Government Code,</i> A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor	OFFICE USE ONLY Date Received:	
1. Name of person who has a business relationship with a governmental entity. N/A		
2. ☐ Check this box if you are filing an update to a previously filed questionnaire. <i>(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</i>		
3. Name of local government officer with whom filer has employment or business relationship. _____ Name of Officer <i>This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</i> A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No		

D. Describe each employment or business relationship with the local government officer named in this section.

4.


Signature of person doing business with the governmental entity

3/28/2024
Date

STATEMENT OF QUALIFICATIONS



AWC

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**Engineering Services for the
City of Jacksonville, Texas
RFQ # 2024-100-03**

March 28, 2024



March 28, 2024

City of Jacksonville
Attn: James Hubbard, City Manager
315 S. Ragdale Street
Jacksonville, Texas 75766

RE: Engineering Services for the City of Jacksonville RFQ#2024-100-03

To whom it may concern:

ARCENEUX WILSON & COLE LLC (AWC) is pleased to present our statement of qualifications for your evaluation to provide engineering services for the City of Jacksonville. **AWC** has maintained a strong, 30+ year presence in Port Arthur, Texas and has an outstanding record of high quality and ethically produced work for communities and businesses in the Beaumont-Port Arthur-Orange region, Galveston, Barbers Hill, Pasadena, Fort Hood, Fort Polk, El Paso, Deep East Texas and Southwest Louisiana. We are a highly experienced firm licensed in the State of Texas to provide full-service engineering and surveying solutions for all manner of clients with a deep record of successfully providing these services for municipal and county governments.

Our strong regional presence means that **AWC** has the ability and responsiveness to provide the County with the necessary expertise and experience no matter what situation may arise. We blend local community and Texas regional experience, technical excellence, innovation, and creativity for the benefit of all clients.

Our firm has completed a significant number of roadway, water, and wastewater projects in Southeast Texas, many of which were funded through the Texas GLO, HMGP, CDBG, FEMA, ARRA and EDA grants. We have extensive knowledge of the engineering and administrative processes required to secure and obtain project funding as well as successfully execute and complete all manner of projects according to federal and state program guidelines. This statement of qualifications contains a variety of relevant projects that **AWC** completed successfully and on time, with each project facing and overcoming unique challenges in different stages of the project, such as design, permitting, bid management, and construction management.

We trust that our statement of qualifications meets or exceeds your expectations. We look forward to meeting with you to explain how the selection of **ARCENEUX WILSON & COLE** will provide a resilient master plan for the improvement of the sanitary system and wastewater treatment plant in Jacksonville.

Very truly yours,

ARCENEUX WILSON & COLE LLC

Keestan Cole, PE, CFM
Vice-President

STATEMENT OF QUALIFICATIONS FOR
CIVIL ENGINEERING SERVICES FOR
THE CITY OF JACKSONVILLE
2024-100-03



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AWC

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SECTION 1 – FIRM INFORMATION

Arceneaux Wilson & Cole

ARCENEUX WILSON & COLE LLC (AWC) is a Texas-based multidisciplinary civil engineering and land surveying firm located in Port Arthur, Texas. Established in 1988 as Arceneaux & Gates Consulting Engineers, Inc., AWC has provided engineering study, consulting, planning, design, surveying, and construction management services to governmental agencies, industrial corporations, municipalities and private developers across the entirety of Texas, Louisiana, Virginia, and many other locations in the United States.

Capable of handling projects of any size, AWC was recognized in 2016 by the American Council of Engineering Companies (ACEC), Texas Society of Professional Engineers and the Texas Public Works Association for Outstanding Project of the Year in completing a record setting Direct Pipe® Utility Crossing of the US Army Corps of Engineers Hurricane Levee in Port Arthur and the adjacent Sabine-Neches Ship Channel. The 3,500-foot-long, 48-inch diameter segment is the longest and largest diameter installation of its kind in North America.

With service capabilities and completed projects ranging from drainage modeling and floodplain management to wastewater collection and roadway design, project funding experience through government grant programs and private funding, and clients ranging from government entities to individuals, AWC is exceptionally qualified to handle any engineering, surveying, and planning project needs.





Executive Leadership



Ron Arceneaux, PE, RPLS - Mr. Arceneaux is active in all phases of our project work to ensure that the quality and goals of the project are met with timely actions based on sound engineering principles. He has over 40 years of experience in the administration of privately funded projects, and public works projects funded by Municipal, State and Federal agencies including FEMA and GLO Disaster Recovery Projects. He has completed major local watershed master plans, urban drainage, and water/wastewater system analysis and design.



Joe M. Wilson Jr., PE - Mr. Wilson has over 34 years of experience with industrial, commercial, and residential projects. His expertise is in the areas of project management, scheduling, and supervision. With special emphasis on site development design, drainage design, roadway design, water main transmission design, sanitary sewer system design and sanitary sewer lift station design. He has completed major watershed master plans, urban drainage and water/wastewater system analysis and design.



Keestan X. Cole, PE, CFM - Mr. Cole has 16 years of experience in public works and utility engineering, with expertise in the areas of design and analysis of low-pressure sewage collection systems, water distribution system improvements, storm sewer collection systems, surface drainage, paving, and lift stations. He has been the engineering consultant for the Orange County Drainage District since May of 2017 assisting the district with internal drainage improvement projects, funding assistance and reviewing drainage plans for proposed projects with Orange County. Keestan is also a Certified Floodplain Manager.



Key Team Members

Keith Zotzky, PE, CFM – Mr. Zotzky has more than 15 years of experience. He completed various projects including hydraulic fracture analysis, sanitary sewer collection system design, water distribution system design, water & wastewater treatment plant design, full drainage channel design, full road design, and other various drainage designs. He has experience with hydraulic & hydrologic modeling for drainage channel improvements. He is fluent in various computer aided design programs including HEC-RAS, HEC-HMS, HEC-GeoRAS, Hydraflow, KY Pipe, and AutoCAD Civil 3D. He is also a Certified Floodplain Manager.

Marc A. Ochoa, PE, CFM – Mr. Ochoa has over 20 years of experience in public works and utility engineering, with particular expertise in the area of urban drainage including master drainage plans, hydrology, hydraulics, storm sewer networks and detention basin design. He is proficient in the use of HEC-RAS and Autodesk Storm software applications and is a Certified Floodplain Manager.

Derek Graffagnino, EIT - Mr. Graffagnino has more than 15 years of experience in public works and utility engineering with expertise in design, analysis, project inspection and project management. He has a strong background in water distribution system improvements, water treatment plants, wastewater treatment plants, sewage collection systems, lift stations, surface drainage, storm sewer collection systems, and paving. Also, he has valuable municipal expertise as an assistant manager with coordination, supervision, management, and design of the public water/wastewater maintenance and operations utility improvements.





Key Team Members



Stacy Lynn Jacobs, PLS – Mrs. Jacobs is a Colorado Licensed Professional Surveyor with an extensive three-decade career demonstrating versatility in various roles within the field of Land Surveying. Serving as a Survey Department Manager and Project Manager, she skillfully manages both field and office personnel, overseeing a spectrum of projects, including Boundary Surveys, ALTA/ACSM Land Title Surveys, and Subdivision Plats. Mrs. Jacobs' expertise extends to drafting legal descriptions, resolving boundary calculations, and conducting chain of title and title report research. Her contributions as a Mapping Supervisor in Las Vegas further highlight her proficiency in managing drafting teams across Surveying disciplines. Mrs. Jacobs' career underscores a commitment to excellence, combining technical expertise with managerial acumen in delivering top-notch surveying services.



Joe Pattie – Mr. Pattie has over 46 years of experience in conceptual planning and land development for commercial and residential projects. Typical projects for Mr. Pattie involve conceptualization and feasibility of project ideas, such as the planning of bank branch expansions, building apartment complexes, establishing residential subdivisions, and other property development. These projects move from the planning, zoning, and design phases all the way through permitting and completed construction with Mr. Pattie managing the development of the project and utilization of client resources from start to finish.



Adam King – Mr. King's 15+ year IT career has seen him contributing to the growth of AWC and the support of its personnel through technological innovation. His FAA Part 107 certification as a drone pilot allows AWC to leverage the use of cutting-edge technology for data collection and analysis. In addition to his expertise in high-density laser scanning and engineering software, he provides crucial, ongoing support for the engineering tools and produce deliverables of AWC while seeking to constantly create a better product and experience for all AWC clients.





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SECTION 2 – RESUMES



Keestan X. Cole, PE, CFM

VICE PRESIDENT

RELEVANT PROJECT EXPERIENCE



CHENIERE LNG 24-INCH DIRECT PIPE WATER SUPPLY LINE PORT ARTHUR, TX

- Led the two-year permitting approval process for the pipeline installation crossing under protected resources including a USACE levee and the Sabine Neches Canal.
- Pioneered the use of Direct Pipe Technology for the directional boring of a 3,502-foot section of 48-inch pipe casing.
- Installed over 10-miles of 24-inch PVC and HDPE waterline, including a 6,500-foot directional drill under Sabine Lake.



18TH STREET STORM SEWER & ROAD IMPROVEMENTS PORT ARTHUR, TX

- Completed comprehensive road rehabilitation and stormwater drainage enhancement.
- Converted a 20-foot-wide road to a modern 24-foot asphalt thoroughfare with concrete curb and gutter systems, mitigating persistent drainage issues within the area.
- Transitioned 8,400 feet of open ditch to an underground storm sewer network, fortified against a 10-year storm event, mitigating flooding and protecting nearby properties.



SABINE PASS PORT AUTHORITY DOCK EXTENSION AND MARINE FUELING PROTECTION SYSTEM SABINE PASS, TX

- Led the comprehensive transformation of the Sabine Pass Port Authority Dock and Marine Fueling System to accommodate barge mooring and withstand Category-4 hurricanes.
- Extended dock by 435-feet, implemented inland piling system, and added 650-feet of steel bulkhead for fueling protection.
- Facilitated industrial expansion and transportation by enabling barge and large work boat traffic.



MASTER PLANNING AND GRASSROOTS DEVELOPMENT OF 400-ACRE INDUSTRIAL SITE PORT ARTHUR, TX

- Collaborated with Port Arthur Economic Development Corporation to develop the PAEDC Industrial Business Park
- Implemented master plan, overseeing engineering and construction of utilities, including electrical, water, sanitation, sewer, roads, paving, and drainage facilities.
- Included the installation of 16,800-feet of utilities and roadways, providing space for eighteen industrial occupants.

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

Keestan's experience in the civil engineering field began in 2004, with expertise in many areas of design and analysis including: low-pressure sewage collection systems, lift stations, underground utilities, land development, water distribution system improvements, storm sewer collection systems, marine and bulkhead shore protection, surface drainage, paving, and horizontal directional drilling.

Certifications

Registered Professional Engineer
Texas # 114225
Louisiana #38483
Certified Floodplain Manager

Achievements

2008 Junior Civil Engineer
of the Year
2016 TSPE Young Engineer
of the Year
2017 40 Under 40

Contact Information

Email

Keestan.Cole@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



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Joe M. Wilson JR., PE
PRESIDENT

RELEVANT PROJECT EXPERIENCE



PROJECT MANAGEMENT

- Texas General Land Office Hurricane Disaster Relief projects for multiple cities and counties in excess of 50 million dollars.
- Program manager for City of Orange Annexation.



STORM WATER MANAGEMENT

- Design of detention facilities
- Storm sewer system design
- Development of site drainage plans
- Design of storm water drainage structures
- Design of levees



WATER SYSTEM DESIGN

- Water main transmission design
- Water system distribution systems
- Design of HDD for water transmission lines



SANITARY SEWER DESIGN

- Sanitary sewer lift station designs
- Sanitary sewer force main design
- Gravity sanitary sewer system design



ROAD DESIGN

- Design of alignments for roadways
- Pavement design
- Development of grading plans for roadway
- Traffic control plans



SITE DESIGN

- Dimensional control plans
- Site grading
- Design of storm water pollution prevention plans
- Parking lot design

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

34 years experience with industrial, commercial, and residential projects. His expertise is in the areas of project management, scheduling, and supervision.

Certifications

Registered Professional Engineer
Texas # 92067

Registered Professional Engineer
Louisiana # 36967

Registered Professional Engineer
Ohio #E080516

Professional Engineer
Virginia #62551

Registered Professional Engineer
South Dakota #15273

Licensed Professional Engineer
Mississippi #33955

Registered Engineer
Tennessee #116873

Contact Information

Email

Joe.Wilson@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



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Ron J. Arceneaux, PE, PLS

COPORATE SECRETARY

RELEVANT PROJECT EXPERIENCE



PROJECT MANAGEMENT FOR LARGE WATERSHED PLANNING PROJECTS SUCH AS: GALVESTON COUNTY, TX

- Alligator Bayou Watershed Study, JCDD7
- City of Port Arthur Drainage Master Plan
- Tiger Creek Watershed Study, Orange County DD
- Anderson Gully Watershed Study, Orange County DD
- Heatherbrook Trail Relief Sewer, Park Central MUD



PARK CENTRAL AREA / NEW TOWN IN TOWN, FOR THE PARK CENTRAL MUNICIPAL UTILITY DISTRICT PORT ARTHUR, TX

Project management and District Engineer on this project for:

- Planning, design, construction management and grant/ loan administration for the 1,200-acre master planned mixed use community.
- As the District Engineer, administered a \$15.5 million bond issue program for water, sewer, paving and drainage projects.
- Management duties included close coordination with, and reporting to, State and Federal agencies



AIRPORT BUSINESS PARK PORT ARTHUR, TX

Performed project management for planning, design and construction management services for:

- Creation of a 100-acre business park adjacent to Jefferson County Airport.

Scope of responsibilities included:

- Preparation of preliminary and final subdivision plat
- Preparation of detailed plans
- Contract documents and technical specifications
- Coordination for all reviews by agencies having jurisdiction.

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

40 years of supervising, planning, and designing of water transmission, utility systems, drainage, maritime and transportation projects for public and private concerns. More so, he is cultivated in the administration of privately funded projects, and public works projects funded by state and federal agencies. Through networking with regional leaders, elected officials and businesses, he has established the necessary contacts to aid in data collection, identification of policy and decision makers, and familiarity with agency interaction.

Certifications

Registered Professional Engineer
Texas # 50052
Professional Land Surveyor
Texas # 4572

Achievements

1980 TSPE Young Engineer
of the Year
1996 TSPE Engineer
of the Year
1990 Chamber of Commerce
Small Business of the Year

Contact Information

Email

Ron.Arceneaux@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



AWC
ARCENEUX WILSON & COLE
engineering | surveying | planning



Keith Zotzky, PE, CFM
VICE PRESIDENT, ENGINEERING SERVICES

RELEVANT PROJECT EXPERIENCE



GALVESTON ISLAND 24-INCH WATER TRANSMISSION MAIN GALVESTON, TX

- Constructed over 31,000 linear feet of water line, including 24-inch, 10-inch, 8-inch, and 6-inch lines within the project area.
- Navigated challenges such as TxDOT highways, a US Army Corps of Engineers regulated water body, and busy city streets, utilizing over 5,000 linear feet of horizontal directional drilling.
- Established water supply redundancy for Galveston Island's west end, enhancing access to potable water and safeguarding against disruptions caused by infrastructure issues or natural disasters.



OUTFALL LIFT STATION & WASTEWATER TREATMENT PLANT UPGRADES PORT ARTHUR, TX

- Reconstructed the Main Wastewater Treatment Plant and Main Outfall Lift Station, enhancing operational efficiency and compliance with environmental regulations.
- Increased pumping capacity to 45-MGD, ensuring adequate wastewater management and meeting TCEQ standards.



POTABLE WATER SYSTEM MASTER PLAN PORT ARTHUR, TX

- Developed a comprehensive water system model using KYPipe software, facilitating the implementation of an infrastructure improvement plan and aiding in securing state and federal funding.
- Upgraded the water plant from 20-MGD to 40-MGD, leading to an increase in water supply revenue exceeding \$150-million.
- Funding secured by this plan led to 57 additional water lines being rehabilitated for additional water system improvements.



PIONEER PARK LIFT STATION AND 12 ADDITIONAL SANITARY SEWER SYSTEM LIFT STATION IMPROVEMENTS PORT ARTHUR, TX

- Enhanced 13 existing sanitary sewer lift stations in Port Arthur to mitigate flooding risks to the stations during natural disasters.
- Hardened the infrastructure of the Pioneer Park Station by converting from traditional pump systems to submersible pumps.
- Implemented federally funded flood mitigation for 12 additional lift stations, including relocating electrical systems, upgrading ventilation, and raising access hatches above floodplain levels for equipment protection during extreme stormwater events.

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

Keith's career in civil engineering began in 2011 when he worked primarily on drainage and roadway projects and in the years following has diversified his expertise to encompass projects including: sanitary sewer collection systems, water distribution systems, water and wastewater treatment plants, drainage design, roadway design, lift station rehabilitation, water and wastewater systems analysis, hydraulic and hydrologic modeling for city-wide system improvements.

Certifications

Registered Professional Engineer
Texas # 124808
Louisiana # 42495
Certified Floodplain Manager
Texas # 3774-19N
Certified Windstorm Inspector

Achievements

2019 NSPE-TX Young Engineer
of the Year
2020 - 2023 TSPE President
Sabine Chapter

Contact Information

Email

Keith.Zotzky@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



AWC
ARCENEUX WILSON & COLE
engineering | surveying | planning



Marc A. Ochoa, PE, CFM
SENIOR PROJECT MANAGER

RELEVANT PROJECT EXPERIENCE



SEALY AVENUE RECONSTRUCTION GALVESTON, TX

- Addressed the challenges of aging road infrastructure by up-grading utilities and implementing a new drainage system.
- Improved safety and consistency with standardized 6-inch curbing and utilized specialized design techniques and geotechnical studies to engineer roadway durability for heavy vehicle traffic.
- Installed approximately 3,000-feet of roadway with corresponding lengths of drainage, sanitary, and water underground utilities.



RECONSTRUCTION OF 45TH STREET FROM BROADWAY TO SEAWALL GALVESTON, TX

- Oversaw the reconstruction of 6,800 linear feet of asphalt roadway on 45th Street, replacing deteriorating asphalt with durable concrete for aesthetic appeal and functionality.
- Upgraded drainage by replacing bridge box sections with traditional structures, enhancing infrastructure quality, and improving safety with sidewalk additions and the removal of varying-depth bridge box roadway indentations.
- Implemented aesthetic and functional enhancements including landscaping, efficient irrigation, and drainage improvements.



A3A DETENTION POND & DRAINAGE ANALYSIS GROVES, TX

- This study for the A3A drainage area aimed to mitigate flooding by evaluating the benefits of a 30-acre detention pond.
- Drainage analysis led to the implementation of a comprehensive flood control plan with an innovative outfall structure, reducing flood levels during storms and protecting nearby properties.
- Drainage analysis allowed for the securing of a FEMA grant.



CITY OF PORT ARTHUR MASTER DRAINAGE PLAN PORT ARTHUR, TX

- Developed City of Port Arthur Master Drainage Plan as part of Capital Planning Program for short and long-term drainage improvement projects in addition to updating previous studies.
- Established drainage criteria standards to guide future development projects and upgrades to existing facilities, including updating storm sewer system inventory.
- Created a comprehensive GIS database of the entire city drainage system with condition coding and inspection photography.

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

Marc's career in civil engineering began in 1998 with a diverse background ranging from surveying and drafting to land development and roadwork. As the former Water and Wastewater Operations and Maintenance Manager for the City of Beaumont, he gained invaluable insights into running municipal water systems and managing real world implementations of engineering principles. His expertise includes drainage analysis, roadway design, storm-water detention, as well as water and wastewater systems.

Certifications

Registered Professional Engineer
Texas # 98426
Certified Floodplain Manager

Achievements

2009 TSPE Young Engineer
of the Year
2015 PELI Participant
2019-2024 TSPE State Director

Contact Information

Email

Marc.Ochoa@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



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Derek J. Graffagnino, EIT

GRADUATE ENGINEER

RELEVANT PROJECT EXPERIENCE



WOODWORTH BOULEVARD STREETScape IMPROVEMENT PORT ARTHUR, TX

- Coordinated with a multi-disciplinary team including architects, civil engineers, electrical engineers, landscape architects, and irrigation experts to deliver an innovative streetscape design.
- Installation of 5,500 linear feet of asphalt pavement and 2,500 linear feet of storm sewer pipe.
- Construction of 9,200 square yards of sidewalks and 6,900 square yards of brick paving.
- Addressed public safety concerns with high-visibility crossings, protected intersections, and ADA-compliant sidewalks.



GREENWAY PARK DRAINAGE STUDY AND DITCH IMPROVEMENT ORANGE, TX

- Addressed flooding in residential areas by upgrading drainage infrastructure.
- Coordinated with TxDOT for outfall considerations and managed challenges with collapsed pipes.
- Achieved significant reduction in stormwater retention by half a foot through effective design and innovative implementation.



ORANGE COUNTY WATER CONTROL IMPROVEMENT DISTRICT NO. 2 ORANGE COUNTY, TX

- \$17-million wastewater treatment plant upgrade in collaboration with the City of West Orange to serve industrial expansion.
- Implemented Sequencing Batch Reactor (SBR) system, increasing treatment capacity from 1.22-million to 1.52-million gallons.
- Ensured compliance with TCEQ standards through tertiary treatment measures, reducing operational costs and optimizing facility design while providing continued service during upgrades.



CITY OF PORT ARTHUR WATER DISTRIBUTION LINES PORT ARTHUR, TX

- Improved the water distribution system, replacing 57 aging lines and boosting pressure, curbing losses, and enhancing reliability.
- This \$20-million, city-wide project included the replacement of 127,700 linear feet of lines alongside the installation of 730 valves and 275 hydrants.
- Funded by TWDB's Drinking Water State Revolving Fund grant to facilitate a critical improvement for Port Arthur's water system.

Education

Bachelor of Science
in Civil Engineering



LAMAR UNIVERSITY

Experience

With experience in the civil engineering field since 2003, Derek began with a role in project management at TxDOT. This field experience, as well as his subsequent training in subdivision developments, drainage, water design analysis, paving, and stormwater prevention help to inform his designs at Arceneaux Wilson & Cole. Derek showcases proficiency in water distribution systems, treatment plants, sewage collection systems, and municipal expertise in coordination, supervision, and management of public utility improvements.

Certifications

Registered Engineer in Training
Texas # 72200

Achievements

2015 Nominated Young Engineer
of the Year

Contact Information

Email

Derek.Graffagnino@awceng.com

Phone

409.724.7888

Address

3120 Central Mall Drive
Port Arthur, TX 77642



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SECTION 3 - PROJECT EXPERIENCE

DRAINAGE IMPROVEMENTS FOR THE NORTH PORT ACRES AREA



PROJECT PROFILE

PORT ARTHUR, TEXAS

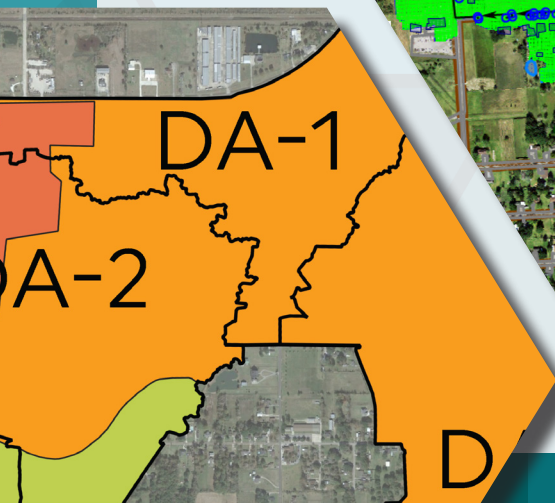
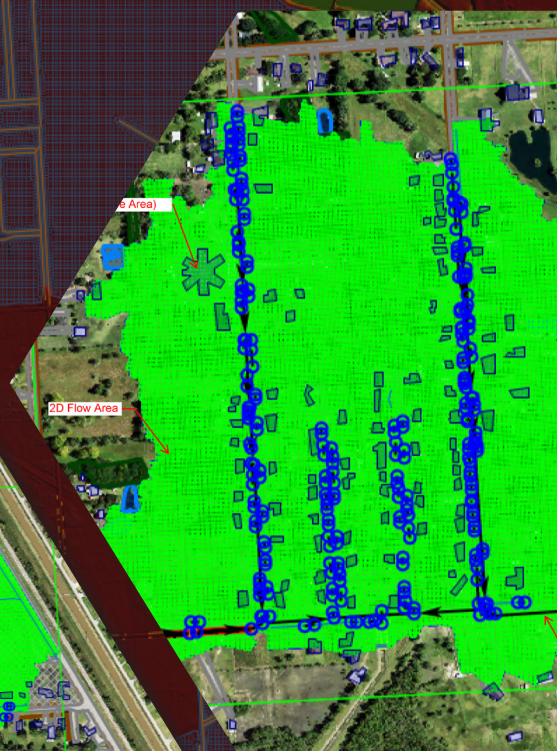
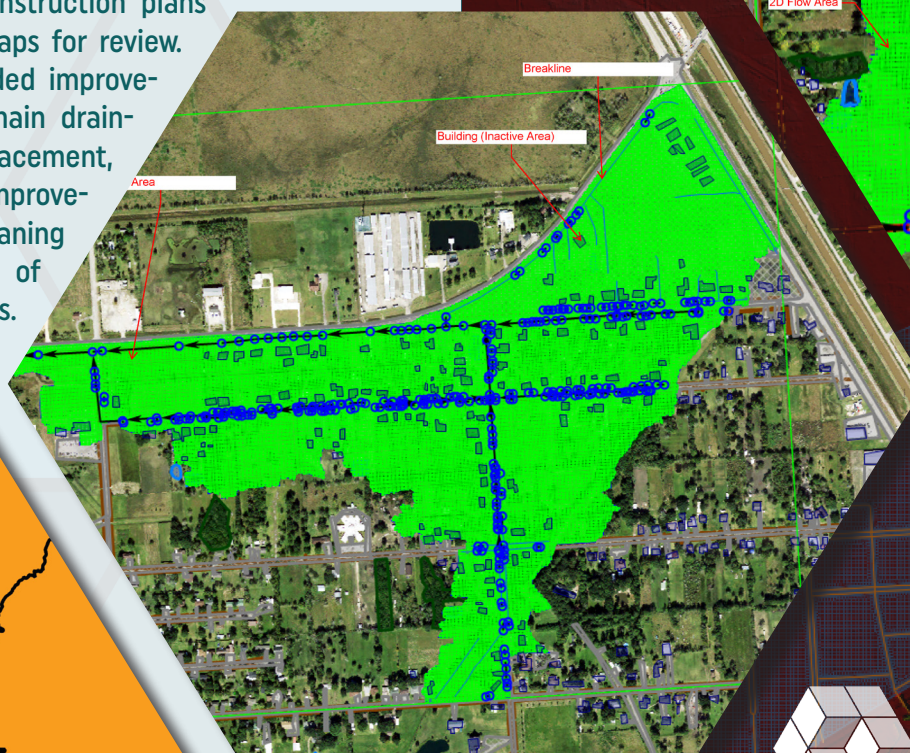
Overall Project Amount
\$16,400,000

Unlocking Grants with Engineering Analysis

AWC provided hydrology and hydraulic analysis for over 400 properties in the Port Acres area. The project was funded by the City of Port Arthur and was essential for gaining access to FEMA Disaster Recovery funding from Hurricane Harvey. The analysis provided critical information to develop construction plans for necessary drainage improvements in the Port Acres area.

Drainage System Analysis

AWC conducted a drainage system analysis of northern Port Acres near 67th Street and Garnet Avenue. This area experienced flooding during Hurricane/Tropical Storm Harvey in August 2017 and subsequent intense rainfall events in early 2018. The analysis provided recommendations and construction cost estimates for improvements to the system to convey a 25-year storm with a 24-hour duration. Phase Two of this project developed construction plans and inundation maps for review. These recommended improvements included main drainage trunk line replacement, driveway culvert improvements, and cleaning and regrading of roadside ditches.



AWC

PIONEER PARK & OTHER LIFT STATION MITIGATION & REHABILITATIONS



PROJECT PROFILE

Overall Project Amount
\$2,052,313

PORT ARTHUR, TEXAS

A total of 13 lift stations were rehabilitated via HMGP grant funding to withstand future flood risks and improve performance. The Pioneer Park lift station was revamped for increased flow capacity, enhancing efficiency, and many other local upgrades. This was achieved through converting the station to have a single large wet well, replacing traditional pumps with submersible pumps, upgrading and relocating the electrical system, new fencing, and new concrete. The Pioneer Park lift station became a model for future projects due to its innovation and success, providing a standard for implementing disaster-hardened infrastructure. The remaining 12 lift stations were also rehabilitated to reduce flood risks. The improvements for these sites include replacement of the existing electrical controls and relocating the electrical system above the floodplain, upgrading the existing ventilation system to be within TCEQ standards, and raising the existing access hatches to be above the floodplain.



When floodwaters rose above historic levels during Hurricane Harvey, many Port Arthur lift stations became inoperable due to their vulnerabilities to standing water. This project was essential due to the urgent need to strengthen the existing lift stations and mitigate the risk of future flooding events. Hurricane Harvey's impact exposed vulnerabilities in the water and wastewater infrastructure of Port Arthur at a time when reliability was paramount, necessitating upgrades to ensure public safety, protect property, and maintain efficient wastewater management systems in the face of increasingly unpredictable weather patterns and flood risks. With the successful implementation of the Pioneer Park Lift Station rehabilitation and the 12 other lift station upgrades, Port Arthur infrastructure became more prepared than ever to face future challenges.



AWC

OUTFALL LIFT STATION & WASTEWATER TREATMENT PLANT UPGRADES

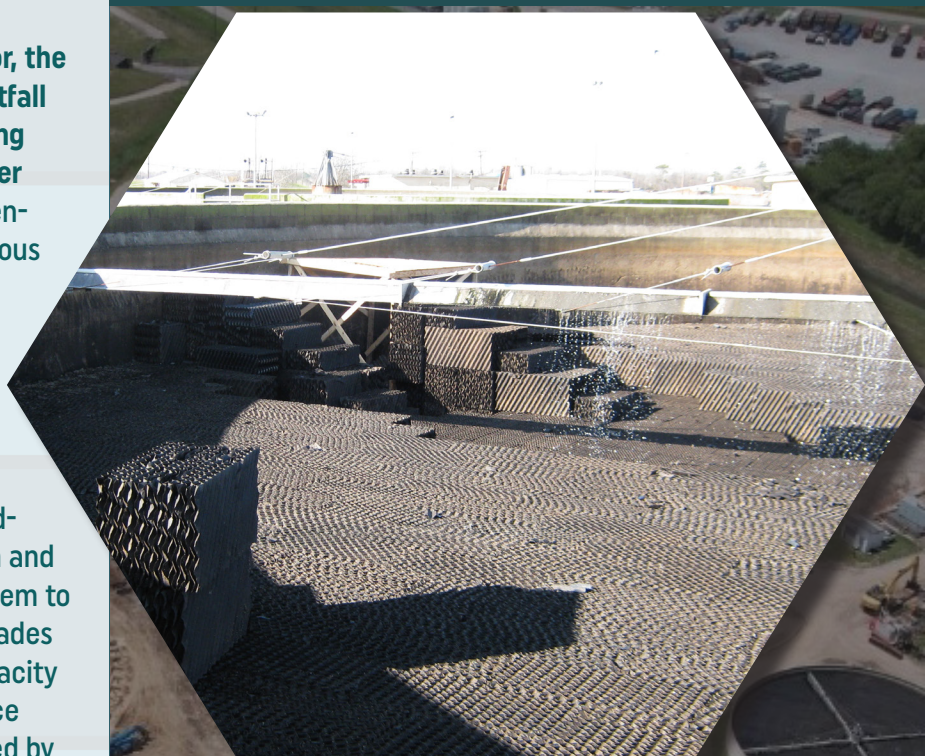
PORT ARTHUR, TEXAS



PROJECT PROFILE

Overall Project Amount
\$65,000,000

Undertaken as a pivotal infrastructure endeavor, the Main Wastewater Treatment Plant and Main Outfall Lift Station Upgrades aimed to address the aging and failing structures of the existing wastewater treatment plant and lift station. This comprehensive project included the reconstruction of various components such as effluent pump stations, headworks, primary clarifiers, aeration basins, and trickling filters. Additionally, the lift station underwent major reconstruction, involving the replacement of pumps, piping, valves, electrical systems, and modifications to the wet well. The project also allowed for the additional construction of a 4,100-foot force main and the design of a temporary bypass pumping system to maintain operations during upgrades. The upgrades were imperative to provide a firm pumping capacity of 45-MGD and bring the system into compliance with current environmental regulations enforced by the TCEQ.



The project's successful implementation, following a challenging 8-year process of planning, engineering, and funding acquisition, garnered significant acclaim, shining a spotlight on the city's dedication to modernizing crucial infrastructure and meeting rigorous environmental standards. This extensive endeavor exemplifies the proactive approach necessary for sustainable wastewater management practices, ensuring the system's capacity to meet future demands while complying with evolving regulations. By reconstructing and adding key components of the wastewater treatment plant and main outfall lift station, the project not only enhances operational efficiency but also establishes a foundation for long-term environmental stewardship and resiliency.



AWWC

EL VISTA DRAINAGE SYSTEM EVALUATION



PROJECT PROFILE

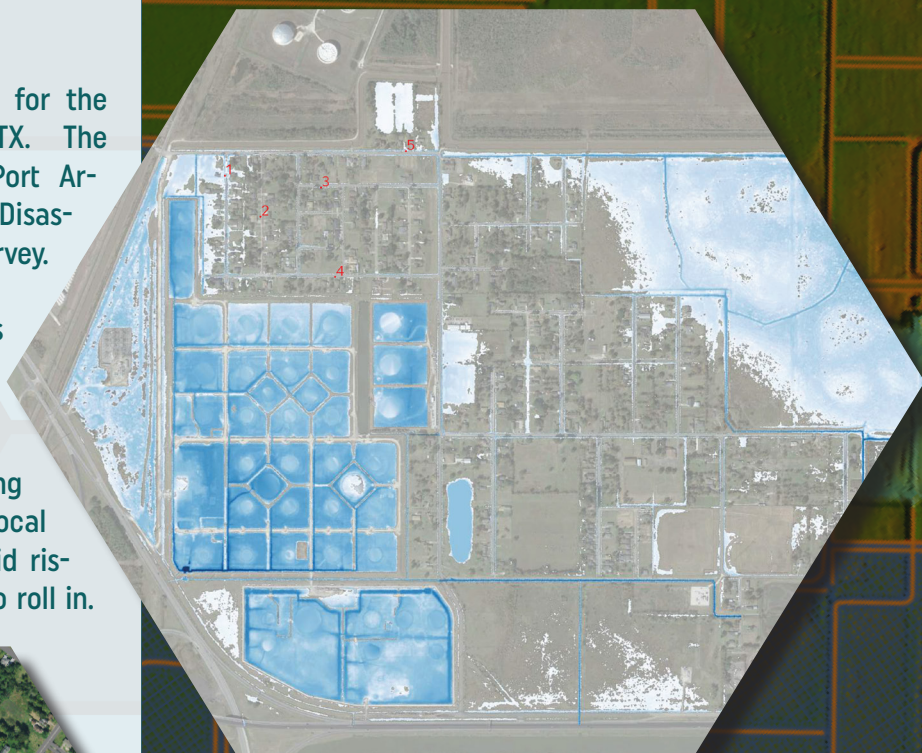
PORT ARTHUR, TEXAS

Overall Project Amount
\$13,200,000

FEMA Disaster Recovery Funding

AWC provided a drainage system analysis for the El Vista Subdivision Area in Port Arthur, TX. The project was funded by the City of Port Arthur and utilized for requesting FEMA Disaster Recovery funding from Hurricane Harvey.

The El Vista subdivision of Port Arthur was prone to heavy flooding during moderate and heavier rain events. This drainage system analysis provided a solution to alleviate the constant damage done to homes during these significant rain events, giving the local residents a much better chance to avoid rising floodwaters when storms would begin to roll in.



Analysis Results and Recommendations

This project included an analysis of the existing El Vista drainage system to determine the system capabilities and recommend improvements to the system. Utilizing the results of the existing system analysis AWC provided recommendations and construction cost estimates for improvements to the system to convey a 25-year storm with a 24-hour duration. These recommended improvements included replacement of the main drainage trunk line, driveway culvert improvements, and cleaning and regrading of road side ditches to expedite the outflow of water from each rain event.



AWC

HARDIN COUNTY DETENTION POND



PROJECT PROFILE

HARDIN COUNTY, TEXAS

Overall Project Amount
\$4,500,000

Start to Finish Project Services

AWC provided surveying, engineering design, and construction project management services to construct a 30-Acre Detention Pond for Hardin County, Texas. Funding for this project was secured through the Texas General Land Office. The Hardin County Detention Pond is located just east of FM 326 near Sour Lake in an area that has experienced significant flooding from numerous rain events.



Precise Calculations for Project Efficiency

This project included design of the 30-acre detention pond to serve as additional drainage for the area, including cross sections of the areas to be excavated, volumetric calculations of material to be removed, temporary access agreements from surrounding landowners, an outfall structure to integrate into the surrounding drainage system, and a Stormwater Pollution Prevention Plan.



Permitting and Acquisition Research

AWC provided in-house surveying services to assist with the additional research and fieldwork needed to facilitate the purchase of required land for construction of the detention pond. Construction administration services, including coordination with the Texas General Land Office and final closeout documents, were also provided. Additional acquisition of a Nationwide Permit through the Army Corps of Engineers was required for the completion of this project, requiring a significant amount of time and interaction with the US-ACE to ensure the project was completed successfully.



AWC



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**Texas Board of Professional
Engineers and Land Surveyors**

CERTIFICATE OF REGISTRATION

This acknowledges that

Arceneaux Wilson & Cole, LLC

**has fulfilled the requirements of the Texas Board of Professional Engineers
and Land Surveyors to offer and perform engineering services in the state of Texas.**

**Registration Number
F-16194**

**Expiration Date
7/31/2024**

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See Section 176.006, Local Government Code,</i> A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor	OFFICE USE ONLY Date Received:	
1. Name of person who has a business relationship with a governmental entity. N/A		
2. ☐ Check this box if you are filing an update to a previously filed questionnaire. <i>(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</i>		
3. Name of local government officer with whom filer has employment or business relationship. Name of Officer <i>This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</i> A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No		

D. Describe each employment or business relationship with the local government officer named in this section.

4.



Signature of person doing business with the governmental entity

03/25/2024

Date

LIST OF MUNICIPAL AND RELATED CLIENTS

The listing shown below represents current municipal or governmental clients for whom AWC provides professional engineering services:

- Orange County
- Orange County Drainage District
- Meeker Water Supply District
- Brookeland Fresh Water Supply District
- Orange County WCID No. 2
- City of Galveston
- City of Beaumont
- City of Port Arthur
- City of Groves
- City of Pine Forest
- City of Vidor
- City of Orange
- City of Pasadena
- Port Arthur Economic Development Corporation
- Nederland Economic Development Corporation
- Hardin County
- Lower Neches Valley Authority
- Texas General Land Office (Disaster Recovery)

REFERENCES

REFERENCE 1

Organization:	City of Orange
Contact Name:	Adam Jack
Contact Title:	Public Works Director
Street Address:	812 N 16th Street
City, State & Zip Code:	Orange, Texas 77630
Phone Number:	409-883-1900
Email Address:	ajack@orangetexas.gov

REFERENCE 2

Organization:	Orange County Drainage District
Contact Name:	Don Carona
Contact Title:	Executive Manager of Special Projects
Street Address:	8081 Old Hwy 90
City, State & Zip Code:	Orange, Texas 77630
Phone Number:	409-745-3225
Email Address:	Dcarona@OrangeCountyDrainage.com

REFERENCE 3

Organization:	Orange County Water Control & Improvement Dist. 2
Contact Name:	Russell Love
Contact Title:	Superintendent
Street Address:	2526 Western Ave
City, State & Zip Code:	West Orange, Texas 77630
Phone Number:	409-883-4003
Email Address:	Superintendent@ocwcid2.com

REFERENCES

REFERENCE 4

Organization:	Jack Brooks Regional Airport - Jefferson County
Contact Name:	Alex Rupp
Contact Title:	Airport Manager
Street Address:	4875 Parker Dr
City, State & Zip Code:	Beaumont, Texas 77705
Phone Number:	409-719-4900
Email Address:	arupp@co.jefferson.tx.us

REFERENCE 5

Organization:	City of Galveston
Contact Name:	Tyson Arnold, PE
Contact Title:	Senior Assistant City Engineer
Street Address:	3015 Market Street
City, State & Zip Code:	Galveston, Texas 77550
Phone Number:	409-797-3640
Email Address:	jarnold@galvestontx.gov

REFERENCE 6

Organization:	Orange County
Contact Name:	Corey Oldbury, PE
Contact Title:	Orange County Engineer
Street Address:	11475 D FM 1442
City, State & Zip Code:	Orange, Texas 77630
Phone Number:	409-882-7905
Email Address:	



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	28.33	26.67	16.67	8.33	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	26.25	23.33	14.17	6.83	9.00	79.58
AWC	22.92	20.42	11.92	7.83	8.83	71.92
SPI	27.92	27.92	17.67	7.83	9.00	90.33
Stokes	30.00	30.00	16.25	7.25	10.00	93.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	30.00	15.00	5.00	10.00	90.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	25.00	20.00	15.00	10.00	10.00	80.00
AWC	20.00	15.00	10.00	10.00	10.00	65.00
SPI	30.00	30.00	20.00	10.00	10.00	100.00
Stokes	30.00	30.00	15.00	5.00	10.00	90.00



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	30.00	20.00	15.00	10.00	10.00	85.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	23.75	20.00	12.50	5.50	7.00	68.75
AWC	18.75	16.25	10.75	5.50	6.50	57.75
SPI	23.75	23.75	15.00	5.50	7.00	75.00
Stokes	30.00	30.00	18.75	8.75	10.00	97.50



THE CITY OF JACKSONVILLE

2024-100-01

QUALIFICATION FOR BOND COUNSEL REQUEST AND STATEMENT OF QUALIFICATIONS

	<u>Experience & Personnel Experience</u>	<u>Understanding of the City's Needs and Services to be provided</u>	<u>Compatibility with end users and City Staff Needs</u>	<u>Satisfaction of Clients/end users</u>	<u>Availability</u>	Total Scores
	30%	30%	20%	10%	10%	
Norton Rose	30.00	30.00	20.00	10.00	10.00	100.00
Jackson Walker	25.00	30.00	20.00	10.00	10.00	95.00

2024-100-02

Financial Advisor Request for Qualifications and Statement of Qualifications

	30%	30%	20%	10%	10%	Total Scores
Hilltop Securities	30.00	30.00	20.00	10.00	10.00	100.00

2024-100-03

Engineering Service Double Creek Wastewater Plant & Equalization Basin

	30%	30%	20%	10%	10%	Total Scores
KSA	30.00	30.00	15.00	5.00	10.00	90.00
AWC	30.00	30.00	15.00	8.00	10.00	93.00
SPI	30.00	30.00	18.00	8.00	10.00	96.00
Stokes	30.00	30.00	15.00	8.00	10.00	93.00



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>4/9/2024</u>	ITEM NUMBER:	<u>15.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Chris Silvey, BUILDING INSPECTOR</u>
INITIATED BY:	<u>Chris Silvey, BUILDING INSPECTOR</u>	EXHIBITS:	<u>RFP 2024-601-01 Demolitions Council Packet</u>

EXECUTIVE SUMMARY:

The City of Jacksonville recently identified and condemned 14 structures at the Zoning Board of Adjustments held on March 5, 2024. An RFP was published, and bids were submitted on April 3, 2024, for the demolitions. The staff has scored the bid proposal and is requesting approval of the contractor's bids.

RECOMMENDED ACTION:

Staff recommends approval of Groups 1, 2, and 3 be awarded to CKC Rock & Land Services.

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 contracts over \$50,000.



THE CITY OF JACKSONVILLE

DEMOLITION CONTRACTORS		Rise Up Refuse, LLC		BreezyDay LLC		Chandler Trucking & Services		Garcia's Contractor Services		Clear Grade Excavation, LLC		DEAA		CKC Rock & Land Services		Little Big Dump	
		Group 1	\$ 34,109.00	Group 1	\$ 72,600.00	Group 1	\$ 46,250.00	Group 1	\$ 44,217.00	Group 1	\$ 50,000.00	Group 1	\$ 28,865.92	Group 1	\$ 26,500.00	Group 1	\$ 30,500.00
		Group 2	\$ 28,500.00	Group 2	\$ 73,000.00	Group 2	\$ 33,400.00	Group 2	\$ 32,925.00	Group 2	\$ 63,300.00	Group 2	\$ 25,484.53	Group 2	\$ 22,000.00	Group 2	\$ 25,000.00
		Group 3	\$ 31,998.00	Group 3	\$ 84,000.00	Group 3	\$ 41,500.00	Group 3	\$ 38,270.00	Group 3	\$ 53,500.00	Group 3	\$ 23,835.46	Group 3	\$ 22,350.00	Group 3	\$ 27,000.00
		Group 4	\$ 104,945.00	Group 4	\$ 250,000.00	Group 4	\$ -	Group 4	\$ 693,184.00	Group 4	\$ 397,000.00	Group 4	\$ -	Group 4	\$ 285,000.00	Group 4	\$ 225,000.00
		Group 5	\$ 69,745.00	Group 5	\$ 160,000.00	Group 5	\$ 44,995.00	Group 5	\$ 353,788.00	Group 5	\$ 197,000.00	Group 5	\$ 89,460.00	Group 5	\$ 165,000.00	Group 5	\$ 175,000.00
		TOTAL	\$ 269,297.00	TOTAL	\$ 639,600.00	TOTAL		TOTAL		TOTAL	\$ 760,800.00	TOTAL	\$ 167,645.91	TOTAL	\$ 520,850.00	TOTAL	\$ 482,500.00
	Group 1																
1	565 N Ragsdale	\$	6,999.00	\$	17,000.00	\$	9,200.00	\$	11,368.00	\$	11,700.00	\$	5,590.79	\$	7,000.00	\$	7,500.00
2	626 Canada	\$	11,111.00	\$	22,000.00	\$	16,300.00	\$	13,284.00	\$	18,900.00	\$	8,917.81	\$	6,500.00	\$	9,000.00
3	613 MLK BLVD	\$	8,000.00	\$	16,800.00	\$	11,500.00	\$	10,850.00	\$	9,700.00	\$	7,785.00	\$	7,000.00	\$	7,000.00
4	628 Palestine	\$	7,999.00	\$	16,800.00	\$	9,250.00	\$	8,715.00	\$	9,700.00	\$	6,572.32	\$	6,000.00	\$	7,000.00
6	Total Cost	\$	34,109.00	\$	72,600.00	\$	46,250.00	\$	44,217.00	\$	50,000.00	\$	28,865.92	\$	26,500.00	\$	30,500.00
7	Total Score		48		10		50		35.5		18		90		90		50
8	Group 2																
9	921 Crockett	\$	5,000.00	\$	13,000.00	\$	5,100.00	\$	3,800.00	\$	9,700.00	\$	3,374.55	\$	4,500.00	\$	4,000.00
10	923 Crockett	\$	5,000.00	\$	13,000.00	\$	5,700.00	\$	4,200.00	\$	9,700.00	\$	3,374.55	\$	4,500.00	\$	4,000.00
11	205 Dorothy	\$	5,500.00	\$	14,500.00	\$	7,250.00	\$	7,050.00	\$	10,500.00	\$	5,461.54	\$	4,000.00	\$	4,000.00
12	404 Dorothy	\$	6,500.00	\$	16,000.00	\$	7,250.00	\$	8,675.00	\$	16,700.00	\$	6,572.32	\$	4,500.00	\$	7,000.00
13	406 Dorothy	\$	6,500.00	\$	16,500.00	\$	8,100.00	\$	9,200.00	\$	16,700.00	\$	6,701.57	\$	4,500.00	\$	6,000.00
14	Total Cost	\$	28,500.00	\$	73,000.00	\$	33,400.00	\$	32,925.00	\$	63,300.00	\$	25,484.53	\$	22,000.00	\$	25,000.00
15	Total Score		48		10		50		35.5		48		80		90		60
16	Group 3																
17	505 Johnson	\$	8,000.00	\$	16,000.00	\$	8,100.00	\$	9,861.20	\$	12,700.00	\$	6,701.57	\$	5,000.00	\$	8,000.00
18	502 Griffin	\$	7,000.00	\$	17,500.00	\$	7,200.00	\$	4,272.00	\$	9,700.00	\$	3,239.98	\$	4,450.00	\$	7,000.00
19	117 Gillespie	\$	5,000.00	\$	16,500.00	\$	9,000.00	\$	7,689.60	\$	10,700.00	\$	3,935.64	\$	5,000.00	\$	4,000.00
20	123 Gillespie	\$	4,999.00	\$	17,000.00	\$	8,550.00	\$	9,950.20	\$	10,700.00	\$	5,326.97	\$	3,450.00	\$	4,000.00
21	215 Gillespie	\$	6,999.00	\$	17,000.00	\$	8,650.00	\$	6,497.00	\$	9,700.00	\$	4,631.30	\$	4,450.00	\$	4,000.00
2	Total Cost	\$	31,998.00	\$	84,000.00	\$	41,500.00	\$	38,270.00	\$	53,500.00	\$	23,835.46	\$	22,350.00	\$	27,000.00
23	Total Score		48		10		50		35.5		18		90		90		50
24	Group 4																
25	1521 E Rusk	\$	104,945.00	\$	250,000.00	\$	-	\$	693,184.00	\$	397,000.00	\$	-	\$	285,000.00	\$	225,000.00
26	Total Cost	\$	104,945.00	\$	250,000.00	\$	-	\$	693,184.00	\$	397,000.00	\$	-	\$	285,000.00	\$	225,000.00
27	Total Score		78		60		30		25.5		38		30		60		60
28	Group 5																
29	612 MLK BLVD	\$	69,745.00	\$	160,000.00	\$	44,995.00	\$	353,788.00	\$	197,000.00	\$	89,460.00	\$	165,000.00	\$	175,000.00
3	Total Cost	\$	69,745.00	\$	160,000.00	\$	44,995.00	\$	353,788.00	\$	197,000.00	\$	89,460.00	\$	165,000.00	\$	175,000.00
31	Total Score		68		50		100		4.75		18		80		50		20



THE CITY OF JACKSONVILLE

Demolition Contractors
Services of qualified demolition contractors for removal of
structures

Group 1	Cost of Service (70 points)				References (10 points)				Past Experience (20 points)				(Total)				Average
BreezyDay LLC	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	0	0	0	0	10	10	10	10	0	0	0	0	10	10	10	10	10
Group 2	0	0	0	0	10	10	10	10	0	0	0	0	10	10	10	10	10
Group 3	0	0	0	0	10	10	10	10	0	0	0	0	10	10	10	10	10
Group 4	50	50	50	50	10	10	10	10	0	0	0	0	60	60	60	60	60
Group 5	40	40	40	40	10	10	10	10	0	0	0	0	50	50	50	50	50
Texas Tree & Landscape	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	40	40	40	40	8	8	8	8	0	0	0	0	48	48	48	48	48
Group 2	40	40	40	40	8	8	8	8	0	0	0	0	48	48	48	48	48
Group 3	40	40	40	40	8	8	8	8	0	0	0	0	48	48	48	48	48
Group 4	70	70	70	70	8	8	8	8	0	0	0	0	78	78	78	78	78
Group 5	60	60	60	60	8	8	8	8	0	0	0	0	68	68	68	68	68
Chandler Tucking & Services	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	20	20	20	20	10	10	10	10	20	20	20	20	50	50	50	50	50
Group 2	20	20	20	20	10	10	10	10	20	20	20	20	50	50	50	50	50
Group 3	20	20	20	20	10	10	10	10	20	20	20	20	50	50	50	50	50
Group 4	0	0	0	0	10	10	10	10	20	20	20	20	30	30	30	30	30
Group 5	70	70	70	70	10	10	10	10	20	20	20	20	100	100	100	100	100
Garcia's Contractor Services	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	30	30	30	30	6	5	5	6	0	0	0	0	36	35	35	36	35.5
Group 2	30	30	30	30	6	5	5	6	0	0	0	0	36	35	35	36	35.5
Group 3	30	30	30	30	6	5	5	6	0	0	0	0	36	35	35	36	35.5
Group 4	20	20	20	20	6	5	5	6	0	0	0	0	26	25	25	26	25.5
Group 5	0	0	0	0	6	5	5	6	0	0	0	0	6	2	5	6	4.75
Clear Grade Excavation, LLC	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	10	10	10	10	8	8	8	8	0	0	0	0	18	18	18	18	18
Group 2	10	10	10	10	8	8	8	8	0	0	0	0	18	18	18	18	18
Group 3	10	10	10	10	8	8	8	8	0	0	0	0	18	18	18	18	18
Group 4	30	30	30	30	8	8	8	8	0	0	0	0	38	38	38	38	38
Group 5	10	10	10	10	8	8	8	8	0	0	0	0	18	18	18	18	18
DEAA	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	60	60	60	60	10	10	10	10	20	20	20	20	90	90	90	90	90
Group 2	50	50	50	50	10	10	10	10	20	20	20	20	80	80	80	80	80
Group 3	60	60	60	60	10	10	10	10	20	20	20	20	90	90	90	90	90
Group 4	0	0	0	0	10	10	10	10	20	20	20	20	30	30	30	30	30
Group 5	50	50	50	50	10	10	10	10	20	20	20	20	80	80	80	80	80
CKC Rock & Land Services	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	70	70	70	70	0	0	0	0	20	20	20	20	90	90	90	90	90
Group 2	70	70	70	70	0	0	0	0	20	20	20	20	90	90	90	90	90
Group 3	70	70	70	70	0	0	0	0	20	20	20	20	90	90	90	90	90
Group 4	40	40	40	40	0	0	0	0	20	20	20	20	60	60	60	60	60
Group 5	30	30	30	30	0	0	0	0	20	20	20	20	50	50	50	50	50
Little Big Dump	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	CS	KL	RJ	KM	
Group 1	50	50	50	50	0	0	0	0	0	0	0	0	50	50	50	50	50
Group 2	60	60	60	60	0	0	0	0	0	0	0	0	60	60	60	60	60
Group 3	50	50	50	50	0	0	0	0	0	0	0	0	50	50	50	50	50
Group 4	60	60	60	60	0	0	0	0	0	0	0	0	60	60	60	60	60
Group 5	20	20	20	20	0	0	0	0	0	0	0	0	20	20	20	20	20

BID SHEET

Group 1	
Property Address	Bid Amount
565 n Ragsdale	\$
626 Canada	\$
613 Martin Luther King Jr Blvd	\$
628 Palestine	\$
Total Bid	\$

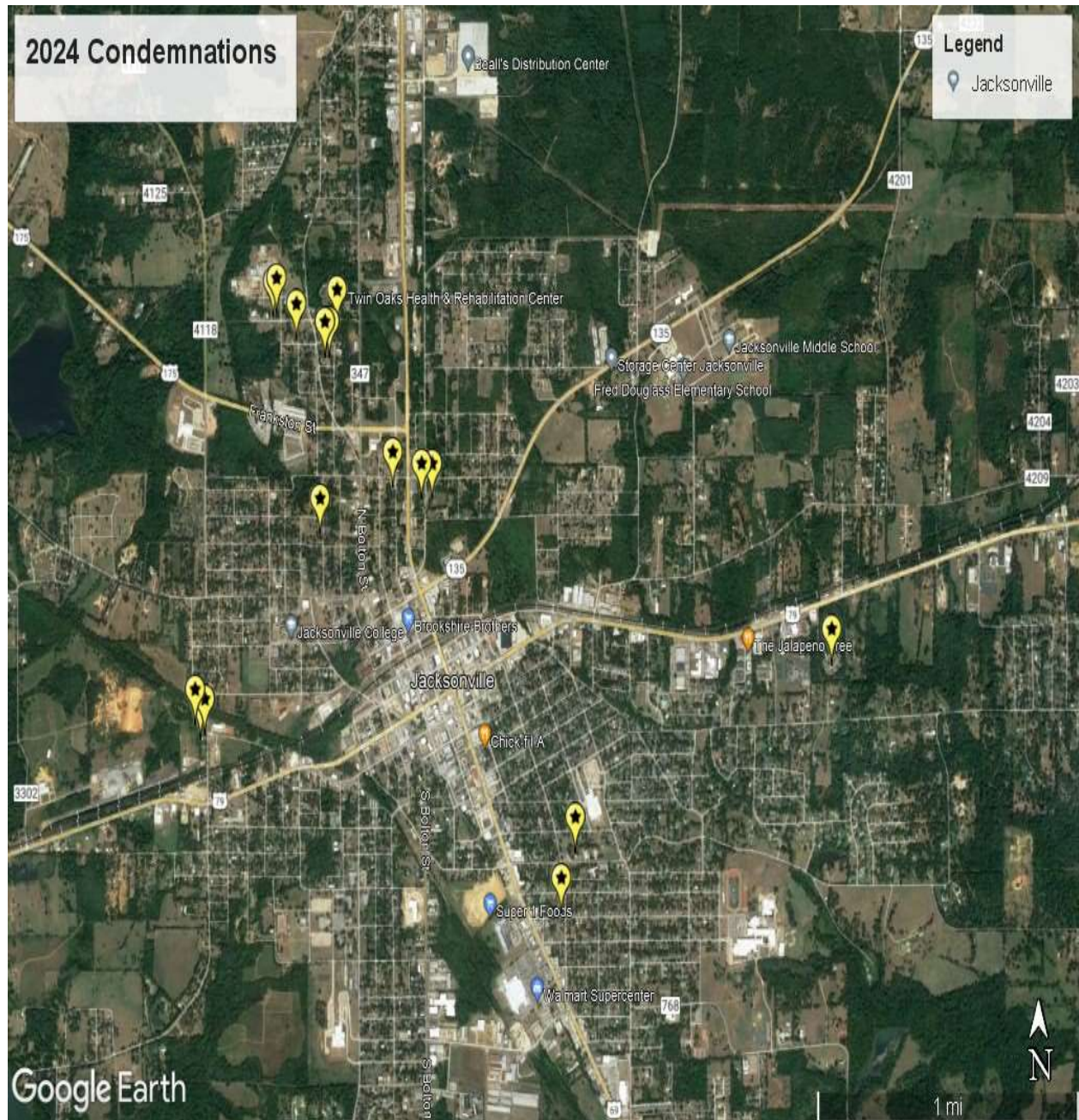
Group 2	
Property Address	Bid Amount
921 Crockett	\$
923 Crockett	\$
205 Dorothy	\$
404 Dorothy	\$
406 Dorothy	\$
Total Bid	\$

Group 3	
Property Address	Bid Amount
505 Johnson	\$
502 Griffin	\$
117 Gillespie	\$
123 Gillespie	\$
215 Gillespie	\$
Total Bid	\$

Group 4	
Property Address	Bid Amount
1521 E Rusk	\$
Total Bid	\$

Group 5	
Property Address	Bid Amount
612 Martin Luther King Jr	\$
Total Bid	\$

LOCATION EXHIBIT





Group 1: 565 N RAGSDALE



Group 1: 626 CANADA



Group 1: 613 MARTIN LUTHER KING JR



Group 1: 628 PALESTINE



Group 2: 921 CROCKETT



Group 2: 923 CROCKETT



Group 2: 205 DOROTHY



Group 2: 404 DOROTHY



Group 2: 406 DOROTHY



Group 3: 505 JOHNSON



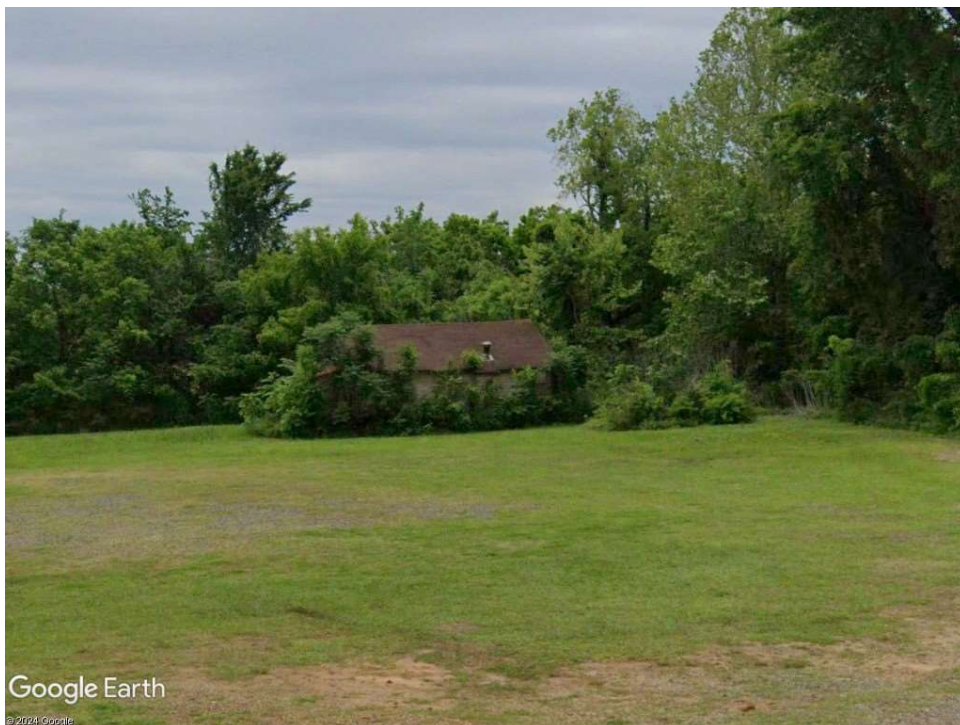
Group 3: 502 GRIFFIN



Group 3: 117 GILLESPIE



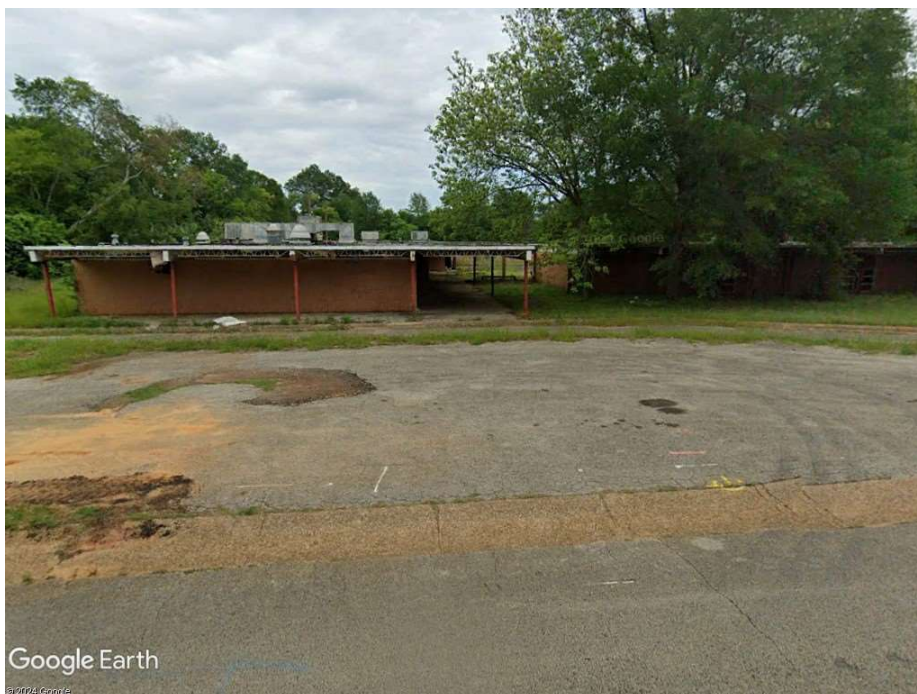
Group 3: 123 GILLESPIE



Group 3: 215 GILLESPIE



Group 4: 1521 E RUSK



Group 5: 612 MARTIN LUTHER KING JR



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	4/9/2024	ITEM NUMBER:	17.
DEPARTMENT:	Council and Board	PREPARED BY:	Greg Lowe, City Secretary
INITIATED BY:	James Hubbard, CITY MANAGER	EXHIBITS:	Feb 2024 Financial Report, Police Dept. Mar 2024, JFD Monthly Report_Mar.2024, C&PS - March 2024, Library Report March 2024, Museum Report March 24

EXECUTIVE SUMMARY:

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

RECOMMENDED ACTION:

No action required.

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 charter requires the city manager make a monthly report to the council.

DELIBERATELY BETTER.



Monthly Financial Report for the period ending February 29, 2024

OVERVIEW

February 29th marks the end of the fifth period of the FY24 budget year. Therefore, the year-to-date budget percentage for budgetary comparison is 41.7%.

As of February 29th, 2024 general & utility fund combined revenue is \$11,735,228. This amount is greater than budgeted expectations at 49.3% of the annual budgeted amount. FY 2024 revenue is increased \$397,538, or 3.5%, over FY 2023.

General & utility fund combined expenditures of \$8,211,793 are less than revenue received. This amount is also less than budgeted expectations at 28.4% of the annual budgeted amount. FY 2024 expenditures are increased \$646,286, or 8.5%, over FY 2023.

YEAR TO DATE (YTD) ACTIVITY

- ↑ Property Taxes are 89.6% of the Y-T-D projection
- ↕ Sales Taxes are 37.3% of the Y-T-D projection
- ↑ Sanitation Fees are 42.2% of the Y-T-D projection
- ↑ EMS/Ambulance Service Fees are 55.8% of the Y-T-D projection
- ↕ Water Sales are 35.6% of the Y-T-D projection
- ↕ Sewer Sales are 35.9% of the Y-T-D projection

COMPARISON TO LAST YEAR

- ↑ Property Taxes are 110.0% of prior year
- ↕ Sales Taxes are 91.2% of prior year
- ↑ Sanitation Fees are 109.1% of prior year
- ↑ EMS/Ambulance Service Fees are 139.0% of prior year
- ↑ Water Sales are 100.1% of prior year
- ↑ Sewer Sales are 125.7% of prior year

GENERAL FUND REVENUE

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

	February 2024				Year-To-Date				Annual			Prior Year		
	Signal	Actual	Projected	%	Signal	Actual	Projected	%	Actual	Projected	%	Actual	Projected	%
Taxes		\$ 1,703,994	\$ 714,179	238.6%		\$ 5,815,777	\$ 3,570,897	162.9%	\$ 5,815,777	\$ 8,570,153	67.9%	\$ 5,534,950	\$ 8,113,397	68.2%
Franchise Fees		124,335	114,000	109.1%		638,044	570,000	111.9%	638,044	1,368,000	46.6%	630,648	1,330,000	47.4%
Intergovernmental Revenue		-	4,167	0.0%		-	20,833	0.0%	-	50,000	0.0%	308,419	358,419	86.0%
Fines & Forfeiture		53,174	41,904	126.9%		217,708	209,521	103.9%	217,708	502,850	43.3%	182,244	488,492	37.3%
License & Permits		4,650	5,756	80.8%		17,430	28,781	60.6%	17,430	69,074	25.2%	13,578	48,358	28.1%
Fees & Charges For Services		237,252	208,822	113.6%		1,099,723	1,044,111	105.3%	1,099,723	2,505,865	43.9%	980,754	2,530,813	38.8%
Investment Income		36,591	27,220	134.4%		157,563	136,099	115.8%	157,563	326,638	48.2%	135,404	253,277	53.5%
Miscellaneous Receipts		32,367	14,630	221.2%		200,394	73,148	274.0%	200,394	175,555	114.1%	140,599	214,093	65.7%
Transfers In		127,675	127,675	100.0%		638,377	638,377	100.0%	638,377	1,532,105	41.7%	834,881	2,003,716	41.7%
Total Revenues		\$ 2,320,039	\$ 1,258,353	184.4%		\$ 8,785,015	\$ 6,291,767	139.6%	\$ 8,785,015	\$ 15,100,240	58.2%	\$ 8,761,477	\$ 15,340,565	57.1%

YEAR-TO-DATE OVERVIEW

February 29th, 2024 marks the end of the fifth period of the FY24 budget year. General fund non-property tax revenue of \$4,296,169 is \$91,456 greater than projected. Total revenue, including property taxes, is \$2,493,248 greater than projected and is increased 0.3% over last fiscal year.

PROPERTY TAXES

Tax collection of \$4,488,846 ended the period \$2,401,792 greater than projected and is increased \$408,124, or 10.0%, over last fiscal year.

The majority of property tax receipts are received during the first five months of the fiscal year. Taxes are due by January 31st annually, after that time accounts become past due and penalties and interest begin accruing.

SALES TAXES

Through February 29th \$1,326,930 of sales tax revenue has been received. Receipts are \$(156,913) less than projected and are decreased \$(127,297) from last fiscal year.

FRANCHISE FEES

Year-to-date franchise fees total \$638,044. Receipts are \$68,044 greater than projected and are increased 1.2%, or \$7,396, over last fiscal year.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue is comprised of local, county, state, and federal grants and reimbursements received by the city. Through February 29th, 2024 no intergovernmental revenue has been received.

MUNICIPAL COURT

Revenue of \$217,708 ended the period \$8,187 greater than projected and collections are increased \$35,464 over fiscal year 2023.

LICENSES & PERMITS

Revenue of \$17,430 is \$(11,350) less than the year-to-date projection but is increased \$3,853 over FY 2023 receipts.

FEES & CHARGES FOR SERVICES

Fees & charges for services revenue year-to-date is \$1,099,723, which is \$55,612 greater than the year-to-date projection and is increased \$118,968, or 12.1%, over last fiscal year's receipts. This category is primarily made up of sanitation fees, EMS/ambulance service fees, and Lake Jacksonville leases.

INVESTMENT INCOME

Revenue of \$157,563 is \$21,464 greater than the year-to-date projection. Interest received on the city's investments is increased \$22,159 over FY 2023.

MISCELLANEOUS RECEIPTS

As of February 29th \$200,394 of miscellaneous revenue was received. Collections are \$127,246 greater than the year-to-date projection and are increased \$59,795 over prior year. Unbudgeted sale of capital property, \$130k, explains the variance to budget and prior year.

TRANSFERS IN

Monthly transfers reimburse the general fund for the transferring fund's share of general, administrative, and other applicable expenses.

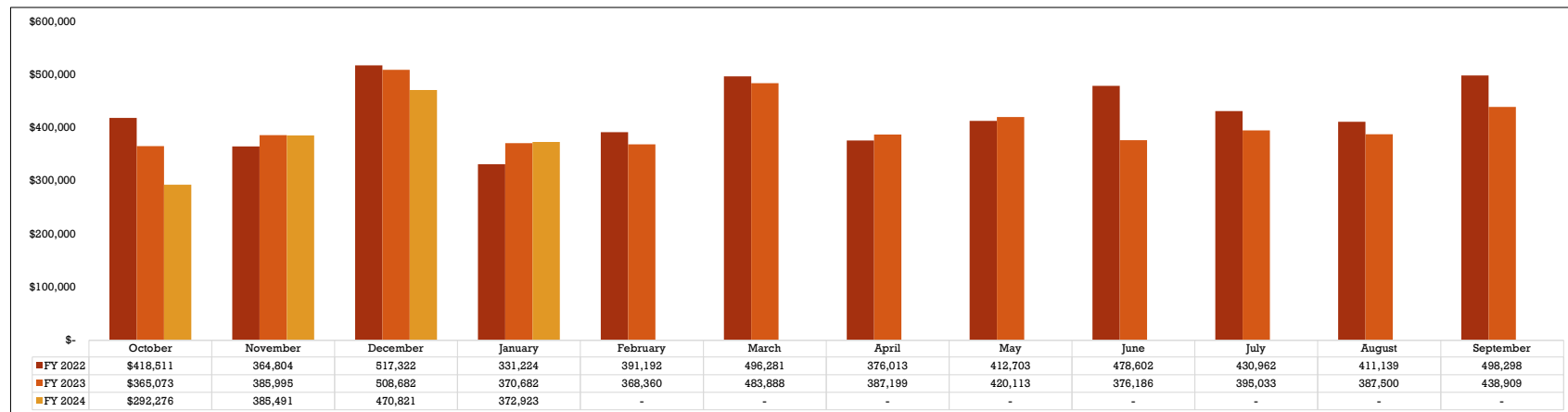
Total FY 2024 Transfers to General Fund:

- Water/Wastewater Utility \$1,472,014
- Hotel/Motel Occ Tax 52,551
- Court Security 7,540



Sales Tax History: Fiscal Years 2022 - 2024

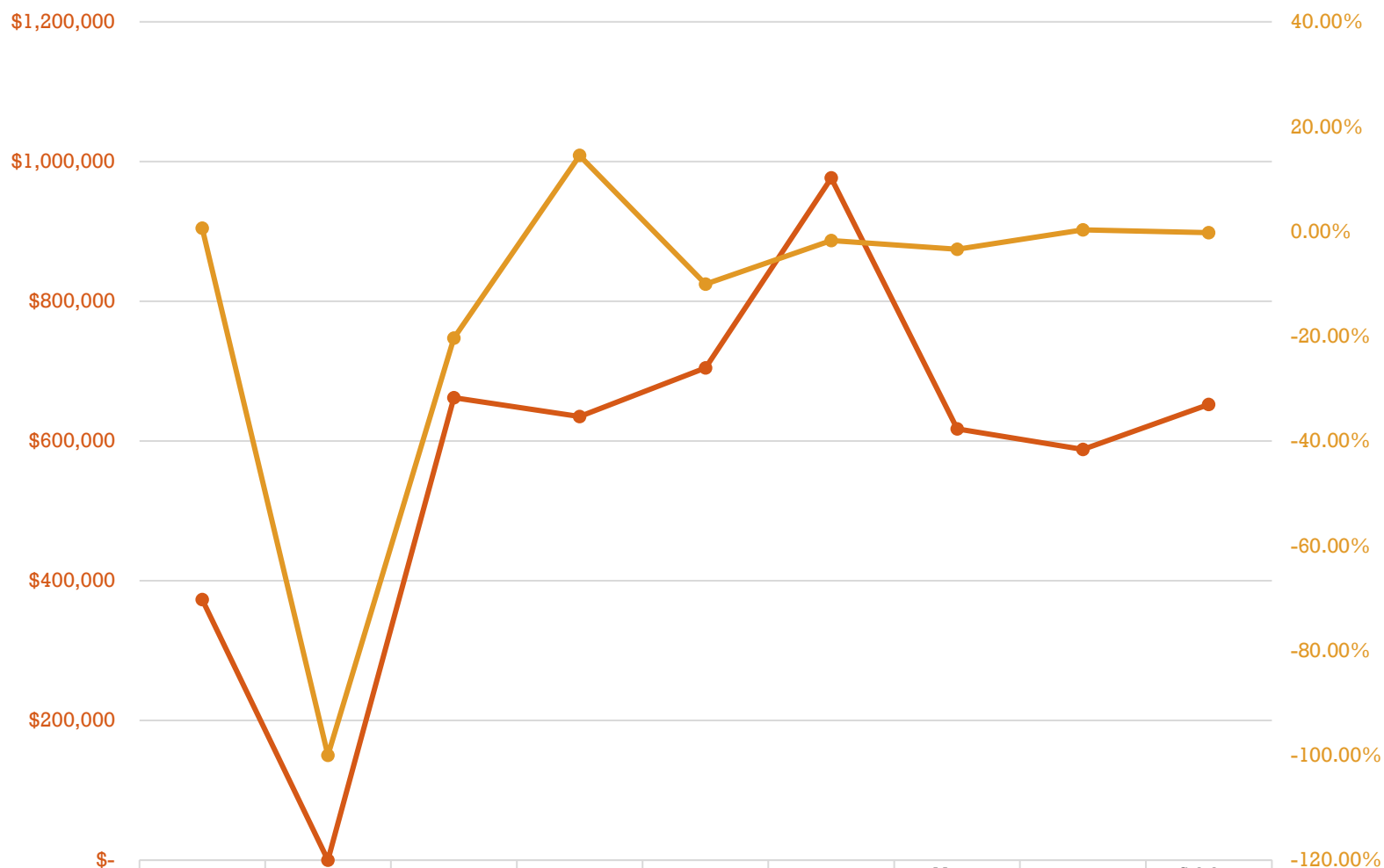
FY 2022					FY 2023					FY 2024				
	CITY	JEDCO	TOTAL	CUMULATIVE TOTAL		CITY	JEDCO	TOTAL	CUMULATIVE TOTAL		CITY	JEDCO	TOTAL	CUMULATIVE TOTAL
	66.67%	33.33%	100.00%			66.67%	33.33%	100.00%			66.67%	33.33%	100.00%	
October	\$ 279,008	\$ 139,504	\$ 418,511	\$ 418,511	October	\$ 243,382	\$ 121,691	\$ 365,073	\$ 365,073	October	\$ 194,851	\$ 97,425	\$ 292,276	\$ 292,276
November	243,203	121,601	364,804	783,316	November	257,330	128,665	385,995	751,068	November	256,994	128,497	385,491	677,767
December	344,882	172,441	517,322	1,300,638	December	339,121	169,561	508,682	1,259,750	December	313,881	156,940	470,821	1,148,588
January	220,816	110,408	331,224	1,631,863	January	247,121	123,561	370,682	1,630,432	January	248,616	124,308	372,923	1,521,512
February	260,794	130,397	391,192	2,023,054	February	245,573	122,787	368,360	1,998,791	February	-	-	-	1,521,512
March	330,854	165,427	496,281	2,519,335	March	322,592	161,296	483,888	2,482,679	March	-	-	-	1,521,512
April	250,676	125,338	376,013	2,895,348	April	258,133	129,066	387,199	2,869,878	April	-	-	-	1,521,512
May	275,135	137,568	412,703	3,308,051	May	280,075	140,038	420,113	3,289,991	May	-	-	-	1,521,512
June	319,068	159,534	478,602	3,786,653	June	250,791	125,395	376,186	3,666,177	June	-	-	-	1,521,512
July	287,308	143,654	430,962	4,217,615	July	263,355	131,678	395,033	4,061,210	July	-	-	-	1,521,512
August	274,093	137,046	411,139	4,628,754	August	258,334	129,167	387,500	4,448,710	August	-	-	-	1,521,512
September	332,198	166,099	498,298	5,127,052	September	292,606	146,303	438,909	4,887,620	September	-	-	-	1,521,512
##### \$1,709,017 \$5,127,052					\$3,258,413 \$1,629,207 \$4,887,620					\$1,014,341 \$ 507,171 \$1,521,512				





City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

Sales Tax FY 2024 - January - Period 4



	Jacksonville	Athens	Corsicana	Henderson	Kilgore	Marshall	Mount Pleasant	Palestine	Sulphur Springs
\$ Sales Tax Received Mar-2024	372,923.28	0.00	661,884.60	634,733.04	704,427.88	976,407.16	617,183.90	587,662.72	652,058.77
% Inc(+) Dec(-) from prior year	0.60%	-100.00%	-20.39%	14.48%	-10.09%	-1.78%	-3.43%	0.30%	-0.24%



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

Comparator Cities Calendar Year 2023-2024 Sales Tax Comparison % Δ

	Jacksonville			Athens	Corsicana	Henderson	Kilgore	Marshall	Mount Pleasant	Palestine	Sulphur Springs	Weighted Average
	2024 - 2021	2024 - 2022	2024 - 2023	2024 - 2023								
	% 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-23	29.1%	13.3%	-5.7%	6.0%	1.4%	5.1%	3.1%	14.2%	8.1%	14.6%	-0.8%	5.7%
Nov-23	16.7%	3.6%	-11.9%	8.5%	-15.1%	0.9%	16.5%	-2.7%	-5.4%	0.6%	-0.2%	-1.1%
Dec-23	-2.9%	-30.2%	-19.9%	15.9%	-16.7%	14.9%	8.2%	16.2%	6.7%	-5.5%	-7.9%	2.3%
Jan-24	25.4%	5.7%	-0.1%	16.3%	-20.6%	21.3%	-10.7%	1.4%	-4.1%	-16.0%	6.8%	-2.1%
Feb-24	17.9%	-9.0%	-7.4%	78.7%	6.5%	-12.7%	-5.1%	2.8%	-12.3%	6.8%	-0.3%	7.3%
Mar-24	17.0%	12.6%	0.6%	-100.0%	-20.4%	14.5%	-10.1%	-1.8%	-3.4%	0.3%	-0.2%	-14.0%
Apr-24												
May-24												
Jun-24												
Jul-24												
Aug-24												
Sep-24												
	2024 - 2021	2024 - 2022	2024 - 2023	2024 - 2023								
	% 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-23	29.1%	13.3%	-5.7%	6.0%	1.4%	5.1%	3.1%	14.2%	8.1%	14.6%	-0.8%	5.7%
Nov-23	22.2%	7.9%	-9.1%	7.3%	-7.8%	2.8%	9.8%	4.6%	0.9%	7.2%	-0.5%	2.0%
Dec-23	14.5%	-5.5%	-12.2%	9.8%	-10.9%	6.5%	9.3%	8.1%	2.7%	3.3%	-2.8%	2.1%
Jan-24	17.1%	-2.9%	-9.4%	11.3%	-13.4%	10.0%	4.1%	6.5%	1.0%	-2.6%	-0.4%	1.1%
Feb-24	17.3%	-4.4%	-9.0%	28.7%	-9.4%	4.5%	2.0%	5.7%	-2.0%	-0.4%	-0.4%	2.5%
Mar-24	17.2%	-2.1%	-7.6%	9.4%	-11.1%	5.8%	0.1%	4.5%	-2.2%	-0.3%	-0.4%	0.1%
Apr-24												
May-24												
Jun-24												
Jul-24												
Aug-24												
Sep-24												

"Month" is month in which revenue is received.



GENERAL FUND EXPENDITURES

Department	February 2024			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 213,176	\$ 273,040	78.1%	\$ 254,260	\$ 366,635	69.3%
Administration	237,238	936,155	25.3%	239,450	710,949	33.7%
I.T.	50,101	233,023	21.5%	118,092	261,977	45.1%
Communications	24,027	50,485	47.6%	30,361	68,033	44.6%
H.R.	88,995	219,103	40.6%	71,539	194,177	36.8%
Finance	217,046	490,090	44.3%	163,924	401,679	40.8%
Municipal Court	78,015	203,294	38.4%	87,042	239,275	36.4%
Police	1,440,586	3,616,763	39.8%	1,155,596	3,398,284	34.0%
Dispatch	171,714	458,051	37.5%	119,432	333,090	35.9%
Code Enforcement	91,764	261,553	35.1%	74,368	211,290	35.2%
Animal Services	95,160	278,436	34.2%	84,911	272,014	31.2%
Fire & EMS	1,407,805	3,646,628	38.6%	1,441,847	3,797,738	38.0%
Public & Community Services	34,001	122,693	27.7%	35,935	100,342	35.8%
Development Services	70,275	303,244	23.2%	73,629	319,796	23.0%
Traffic & Lighting	76,247	293,243	26.0%	82,832	295,790	28.0%
Streets	207,363	842,135	24.6%	209,730	718,104	29.2%
Sanitation	340,237	1,008,099	33.8%	321,350	1,017,355	31.6%
Library	173,175	440,588	39.3%	145,306	406,778	35.7%
Texana Museum	22,700	44,507	51.0%	13,511	36,922	36.6%
Parks	146,331	795,713	18.4%	168,636	674,810	25.0%
Recreation	27,718	167,043	16.6%	20,026	155,037	12.9%
Cemetery	40,677	168,569	24.1%	39,129	177,504	22.0%
Lake	11,722	131,984	8.9%	18,931	138,449	13.7%
Total Expenditures	\$ 5,266,070	\$ 14,984,439	35.1%	\$ 4,969,835	\$ 14,296,028	34.8%

YEAR-TO-DATE OVERVIEW

February 29th, 2024, marks the end of the fifth period of the FY 2024 budget year. The year-to-date budget percentage for budgetary comparison is therefore 41.7%. Total general fund expenditures of \$5,266,070 are below budgetary expectations at 35.1% expended.

NON-DEPARTMENT

Non-Department expenditures, currently at 78.1% of budgeted expectations, represent the annual payment for our property, plants, and equipment liability insurance.

COMMUNICATIONS

Communications department expenditures, currently at 47.6% of budgeted expectations, represent the payment, in full, of annual software costs.

FINANCE

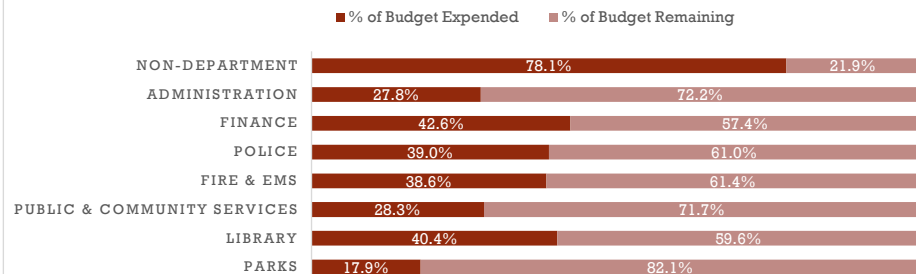
Finance department expenditures, currently at 44.3% of budgeted expectations, represent the payment of two quarters appraisal, billing, and collection services to Cherokee County and payment in full of software costs.

MUSEUM

The museum department is ahead of budgeted expectations, at this time, related to the unbudgeted purchase of a new gas air conditioning unit at the museum.

All other departments finished the period either at or below budgeted expectations.

BUDGET COMPARISON





UTILITY FUND REVENUES

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

	February 2024					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		-	75,000	0.0%			73,104	375,000	19.5%		73,104	900,000	8.1%		-	-	0.0%	
Fines & Forfeiture		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%	
License & Permits		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%	
Fees & Charges For Services		563,137	629,220	89.5%			2,703,282	3,146,100	85.9%		2,703,282	7,550,640	35.8%		2,461,992	6,610,300	37.2%	
Investment Income		33,290	20,344	163.6%			169,041	101,722	166.2%		169,041	244,132	69.2%		100,112	249,249	40.2%	
Miscellaneous Receipts		2,432	1,729	140.6%			4,786	8,646	55.4%		4,786	20,750	23.1%		14,108	114,565	12.3%	
Transfers In		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%	
Total Revenues		\$ 598,859	\$ 726,294	82.5%			\$ 2,950,213	\$ 3,631,468	81.2%		\$ 2,950,213	\$ 8,715,522	33.9%		\$ 2,576,213	\$ 6,974,114	36.9%	

YEAR-TO-DATE OVERVIEW

Total utility fund revenue of \$2,950,213 ended February \$(681,255) less than the monthly projection but \$374,000 greater than prior year collections.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue is comprised of local, county, state, and federal grants and reimbursements received by the city. Through February 29th, 2024 \$73,104 in ARPA intergovernmental revenue has been received.

WATER SALES

Revenue totaling \$1,433,423 is \$(245,734) less than the year-to-date projection. Water sales, through February 29th, are up about 0.1% when compared to FY 2023.

For the month of February, the city billed out 61,119,550 gallons of water. This amount is (7.5)% less than gallons billed February 2023. Year-to-date, the city has billed out 321,745,805 gallons. This amount is 86.9% of FY 2023 year-to-date billing.

SEWER CHARGES

Revenue of \$1,182,886 is \$(188,558) less than the monthly projection. However, billing is up about 25.7%, or \$242,102, when compared to February 2023. Sanitary sewer billings are driven by water consumption.

OTHER CHARGES FOR SERVICE

Revenue of \$14,333 ended February \$(3,250) less than projected. This revenue source is primarily driven by charges for tap fees (the cost of connecting a home or business to the city's water and sewer systems).

FINES AND FORFEITURES

Revenue (penalties assessed on past due utility bills) of \$72,641 ended February \$(5,276) less than the year-to-date projection. Late payment penalty revenue is driven by payment timing and the size of the past due balance.

INVESTMENT INCOME

Interest earnings of \$169,041 finished the month up about 66.2% over the projection and \$68,929 greater than prior year receipts. This is related to earnings on the TWDB project funds.

MISCELLANEOUS RECEIPTS

Miscellaneous revenue includes revenue from sources not classified elsewhere, such as sale of items not normally held for resale, collections, and recoveries.



UTILITY FUND EXPENDITURES

	February 2024			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Department						
Non-Department	\$ 1,252,470	\$ 7,758,715	16.1%	\$ 1,144,030	\$ 8,247,733	13.9%
Administration						
Communications	10,379	28,055	37.0%	10,126	26,674	38.0%
Finance						
Utility Billing	231,904	592,030	39.2%	223,440	622,104	35.9%
Public & Community Services						
Water Production	232,333	814,443	28.5%	255,584	775,603	33.0%
Water Distribution	308,037	969,076	31.8%	221,703	968,190	22.9%
Wastewater Collection	189,232	1,489,370	12.7%	209,146	525,102	39.8%
Wastewater Treatment	331,009	870,301	38.0%	179,727	812,888	22.1%
	390,357	1,389,959	28.1%	351,915	1,015,482	34.7%
Total Expenditures	\$ 2,945,723	\$ 13,911,949	21.2%	\$ 2,595,671	\$ 12,993,776	20.0%

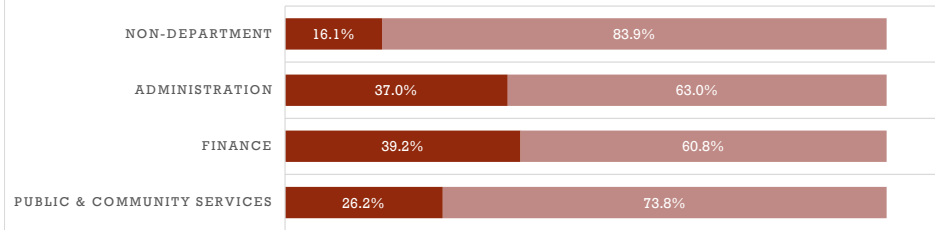
OVERVIEW

February 29th, 2024, marks the end of the fifth period of the FY 2024 budget year. The year-to-date budget percentage for budgetary comparison is therefore 41.7%. Year to date expenditures total \$2,945,723, or 21.2%, of the budget.

All departments finished the period either at or below budgeted expectations.

BUDGET COMPARISON

■ % of Budget Expended ■ % of Budget Remaining





City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

Department	Account ID	Capital Project	FY 2024 Budget	Y-T-D Activity
Administration	103-100-01-58880-037	Roof at former City Hall ARPA Funded	\$ 80,000	\$ 32,875
Administration Total			80,000	32,875
Information Technology	101-101-01-58881-000	Computer Replacement Program	43,600	5,554
Information Technology	103-101-01-58881-037	IT Infrastructure- ARPA Funded \$100K FY23	-	2,258
IT Total			43,600	7,811
Civic Center	120-102-05-58880-000	Civic Center (Engineering)	96,030	8,902
Civic Center	120-102-05-58880-000	Civic Center (Construction/Maintenance)	550,000	454,665
Civic Center	120-102-05-58880-000	Civic Center (Other)	40,714	29,676
Civic Center Total			686,744	493,244
Police	101-400-02-58880-000	Concrete Pad for Donated Storage Building	-	5,825
Police	101-400-02-58881-000	Tasers for New Officers	-	3,295
Police	101-400-02-58881-000	Laptops for New Units	-	5,760
Police	104-400-02-58883-000	Police Vehicle Upfitting, From FY23 Budget	80,000	-
Police	104-400-02-58883-000	Police Vehicles	279,000	-
Police Total			359,000	14,880
Code Enforcement	101-402-02-58883-000	Graphics for New Code Enforcement Unit VIN8357	-	3,675
Code Enforcement Total			-	3,675
Fire / EMS	101-500-02-58882-000	Operative IQ	8,720	-
Fire / EMS	103-500-02-58880-000	Fire Station 2 Remodel	200,000	-
Fire / EMS	104-500-02-58883-000	Ambulance	265,750	771
Fire / EMS Total			474,470	771
Public & Community Services	103-600-01-58881-037	Back-up Generator City Hall & PCS ARPA Funded	50,000	-
Public & Community Services Total			50,000	-
Development Services	103-601-01-55805-037	Demolition ARPA Funded	192,222	-
Development Services Total			192,222	-
Streets & Infrastructure	101-603-03-58881-000	20ft Utility Trailer	5,000	-
Streets & Infrastructure	101-603-03-58881-000	Walk Behind Concrete Saw	6,640	-
Streets & Infrastructure	103-603-03-52710-000	Streets Projects- not yet identified	111,615	-
Streets & Infrastructure	103-603-03-52710-000	Allocation for Street Improvement Projects	100,000	-
Streets & Infrastructure	103-603-03-52710-000	Additional Streets Proposed for 2024 Overlay and Seal Coat (under review)	855,937	-
Streets & Infrastructure	103-603-03-52710-000	2024 Overlay & Seal Coat	369,383	-
Streets & Infrastructure	103-603-03-52710-000	Street Reconstruction Project	863,933	102,325
Streets & Infrastructure	103-603-03-52710-000	Canada Street Improvement Project	2,400,000	-
Streets & Infrastructure	103-603-03-52710-000	Hwy. 79 @ Brookside Creek & roadway	56,000	-
Streets & Infrastructure	103-603-03-52710-000	Forest Trail & Meadow Hill Creek Wall Repair	37,000	-
Streets & Infrastructure	103-603-03-55812-037	Street Reconstruction Project (Engineering)	150,000	13,525
Streets & Infrastructure	103-603-03-55812-037	Canada Street Improvement Project (Engineering)	350,000	130,000
Streets & Infrastructure	104-603-03-58881-000	Side by Side	21,918	20,773
Streets & Infrastructure	104-603-03-58881-000	6-8 yd. Dump Truck	160,000	-
Streets & Infrastructure Total			5,487,426	266,623



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

Department	Account ID	Capital Project	FY 2024 Budget	Y-T-D Activity
Library	101-700-04-58887-000	Library Books & Materials	42,000	18,808
Library	103-700-04-58880-037	Library Facade Project- ARPA Funded	100,000	-
Library Total			142,000	18,808
Parks	103-800-04-58880-037	Batting Cage Storage Area (partnership with JBSA)- ARPA Funded	20,000	9,595
Parks	103-800-04-58884-037	Lincoln Park- ARPA Funded	100,000	22,750
Parks	103-800-04-58884-037	Hazel Tilton Park- ARPA Funded	90,000	5,000
Parks	103-800-04-58884-044	Lincoln Park- Sale of Lake Lots Funded	150,000	-
Parks	103-800-04-58884-044	Hazel Tilton Park- Sale of Lake Lots Funded	310,865	-
Parks	104-800-04-58881-000	Kubota RTX 900 side by side & sprayer	20,365	16,451
Parks	104-800-04-58881-000	Toro 4000 w/ cab 10ft mower	116,124	-
Parks	110-800-04-58884-041	Buckner Park Improvements	117,150	117,899
Parks Total			924,504	171,694
Recreation	101-801-04-58882-000	Security cameras at Buckner Pool	-	8,947
Recreation Total			-	8,947
Cemetery	103-802-04-55824-037	Tree removal (cemeteries) ARPA Funded	100,000	41,700
Cemetery Total			100,000	41,700
Lake Jacksonville	101-803-04-58882-000	Buoys for Lake Jacksonville	5,000	-
Lake Jacksonville	103-803-04-58884-000	Lake Jacksonville replacement of damaged picnic tables, BBQ pits, and litter receptacles	30,000	-
Lake Jacksonville	103-803-04-58884-000	New camp host RV pad/ 20x20 camp office	47,500	-
Lake Jacksonville	103-803-04-58884-037	Lake Jacksonville Hut repairs ARPA Funded (YR. 1)	50,000	-
Lake Jacksonville	110-803-04-55812-011	Concession Park Ramp (Study/Design)	41,500	-
Lake Jacksonville	110-803-04-58884-011	Concession Park Ramp (Construction/Maintenance)	1,500,000	-
Lake Jacksonville Total			1,674,000	-
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Study/Design)	165,000	174,413
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Engineering)	105,000	-
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Land/Right-of-way)	150,000	-
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Construction/Maintenance)	4,485,500	-
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Contingency)	250,780	-
Non Department	201-000-06-52712-000	South Bolton Trunk Main and Lake Shore Lift Station (Other)	175,184	-
Non Department Total			5,331,464	174,413
Water Production	201-609-06-52714-000	Water Well Concrete Pad Sites for Ton Cylinders	12,000	-
Water Production	201-609-06-52714-000	Replace Booster Pump at Water Well #5	58,111	-
Water Production	201-609-06-58880-000	Cleaning of Drying Beds at Surface Water Treatment Plant	30,000	-
Water Production	201-609-06-58880-000	Outside Lights at Wells	8,850	-
Water Production	201-609-06-58881-000	Chlorinator change over	58,303	-
Water Production	201-609-06-58881-000	Air Compressor	7,800	-
Water Production	201-609-06-58881-000	Electric Pallet Jack	6,000	-
Water Production Total			181,064	-
Water Distribution	201-610-06-52712-000	US Hwy 175 Utility relocation	500,000	1,498
Water Distribution	201-610-06-52712-000	Fire Hydrant Replacement Program- ARPA Funded	400,000	-
Water Distribution	201-610-06-52712-000	Loop 456 and Timberline Water Main Replacement	50,000	-
Water Distribution	201-610-06-58881-000	Small Air Compressor W/ Generator	5,050	-
Water Distribution	201-610-06-58881-000	Tapping Machine	12,612	-
Water Distribution Total			967,662	1,498



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

Department	Account ID	Capital Project	FY 2024 Budget	Y-T-D Activity
Wastewater Collection	201-611-06-52702-000	Live Oak Apartments/Sunnydale St. Supplemental Environmental Project (SEP) Lift station	250,000	-
Wastewater Collection	201-611-06-58881-000	Bobcat E42 R2-Series Compact Excavator	75,000	72,443
Wastewater Collection Total			325,000	72,443
Wastewater Treatment	201-612-06-52702-000	Woodside LS Upgrade	38,515	16,650
Wastewater Treatment	201-612-06-52702-000	Tremont Lift Station (Construction/Maintenance)	12,000	-
Wastewater Treatment	201-612-06-52702-000	Tremont Lift Station (Equipment/Vehicle/Furnishings)	65,000	-
Wastewater Treatment	201-612-06-52711-000	Aeration Upgrade (Yr. 1 for 4)	88,000	-
Wastewater Treatment	201-612-06-52711-000	100 Hp Influent Pump for WWTP (FY23 budget, budget not rolled over)	-	47,972
Wastewater Treatment	201-612-06-58880-000	Upgrade Lighting in Double Creek WWTP Building's	6,400	-
Wastewater Treatment	201-612-06-58881-000	SCADA for Double Creek WWTP	50,000	-
Wastewater Treatment	201-612-06-58881-000	Kubota Zero Turn Lawn Mower	18,190	17,462
Wastewater Treatment Total			278,105	82,083
GRAND TOTAL			\$ 17,297,260	\$ 1,391,465



FUND BALANCE SUMMARY (unaudited)

Fund	Beginning Fund Balance 09/30/2023	Revenue	Expense	Ending Fund Balance 2/29/2024	Target Fund Balance	Over / (Under) Target Fund Balance
101 GENERAL FUND	\$ 4,616,900.83	\$ 8,772,364.37	\$ 5,260,498.82	\$ 8,128,766.38	\$ 2,996,887.81	\$ 5,131,878.57
DESIGNATED DONATIONS- STATE OF THE CITY DONATIONS	1,020.00	-	-	1,020.00		
DESIGNATED DONATIONS- POLICE DONATIONS	19,811.15	4,500.00	4,589.83	19,721.32		
DESIGNATED DONATIONS- ANIMAL SHELTER DONATIONS	4,835.35	3,424.53	270.62	7,989.26		
DESIGNATED DONATIONS- FIRE/EMS DONATIONS	(1,995.00)	400.00	-	(1,595.00)		
DESIGNATED DONATIONS- PARKS & REC DONATIONS	2,152.00	-	-	2,152.00		
DESIGNATED DONATIONS- LIBRARY DONATIONS	7,311.22	2,024.20	519.98	8,815.44		
DESIGNATED DONATIONS- LIBRARY NWSPPR DGTZTN	21,960.00	-	-	21,960.00		
DESIGNATED DONATIONS- MUSEUM DONATIONS	8,041.13	402.05	191.23	8,251.95		
DESIGNATED DONATIONS- MUSEUM RENOVATION	-	1,900.00	-	1,900.00		
102 DEBT SERVICE FUND	247,672.24	1,836,444.51	1,024,668.48	1,059,448.27	211,101.71	848,346.56
103 CAPITAL PROJECTS FUND (GENERAL)	6,182,651.13	373,935.79	568,360.46	5,988,226.46		
104 VEHICLE / EQUIPMENT REPLACEMENT FUND	1,281,675.97	26,769.78	37,994.53	1,270,451.22		
110 GRANT FUND	389,541.87	268,134.05	131,926.26	525,749.66		
Total Major Governmental Funds	12,781,577.89	11,290,299.28	7,029,020.21	17,042,856.96		
111 HOTEL / MOTEL OCCUPANCY TAX FUND	806,051.57	140,691.01	332,377.25	614,365.33		
112 COURT TECHNOLOGY FUND	-	(20,535.73)	-	(20,535.73)		
113 COURT SECURITY FUND	151,868.53	8,349.62	3,141.65	157,076.50		
114 COURT CHILD SAFETY TRUST FUND	12,440.42	1,100.26	-	13,540.68		
115 POLICE STATE FORFEITURE FUND	12,567.05	258.84	-	12,825.89		
116 POLICE FEDERAL FORFEITURE FUND	6,705.07	138.14	-	6,843.21		
118 POLICE LEOSE FUND	-	2,536.65	-	2,536.65		
119 WAR MEMORIAL FUND	10,394.55	214.16	-	10,608.71		
120 VENUE PROJECT FUND	383,098.39	325,365.53	631,277.66	77,186.26		
Total Nonmajor Governmental Funds	1,383,125.58	458,118.48	966,796.56	874,447.50		
201 WATER & WASTEWATER UTILITY FUND	8,154,375.00	2,950,212.79	2,945,722.52	8,158,865.27	3,430,343.58	4,728,521.69
Total Enterprise Funds	8,154,375.00	2,950,212.79	2,945,722.52	8,158,865.27		
301 BEAUTIFICATION FUND	22,789.84	4,202.94	4,937.65	22,055.13		
Total Fiduciary Fund	22,789.84	4,202.94	4,937.65	22,055.13		
Grand Total- All Funds	\$ 22,341,868.31	\$ 14,702,833.49	\$ 10,946,476.94	\$ 26,098,224.86		



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D	INC/(DEC) Prior Year
101 -GENERAL FUND- DETAIL									
REVENUE									
41-TAXES									
101-41400	AD VALOREM TAX- CURRENT	\$ 4,898,701	\$ 4,898,701	\$ 1,362,701	\$ 4,455,143	90.9%	\$ 443,558	\$ 3,999,733	\$ 455,410
101-41401	AD VALOREM TAX- PRIOR	95,868	95,868	7,966	53,893	56.2%	41,975	41,260	12,633
101-41402	AD VALOREM TAX- PENALTY & INTEREST	72,500	72,500	11,239	26,760	36.9%	45,740	35,677	(8,917)
101-41403	AD VALOREM TAX- MISCELLANEOUS	9,800	9,800	1,067	1,067	10.9%	8,733	4,052	(2,986)
101-41404	SALES TAX	3,539,673	3,539,673	313,881	1,316,665	37.2%	2,223,008	1,446,125	(129,459)
101-41405	SALES TAX- TIMELY FILING DISCOUNT	550	550	49	242	43.9%	308	218	24
101-41406	MIXED BEVERAGE TAX	21,000	21,000	1,798	10,023	47.7%	10,977	7,885	2,138
101-41408	PROPERTY TAX REBATE	(67,939)	(67,939)	-	(53,309)	78.5%	(14,630)	-	(53,309)
101-41409	PAYMENT IN LIEU OF TAX	-	-	5,293	5,293	0.0%	(5,293)	-	5,293
*** REVENUE CATEGORY TOTALS ***		8,570,153	8,570,153	1,703,994	5,815,777	67.9%	2,754,376	5,534,950	280,827
42-FRANCHISE FEES									
101-42410	ROW RENTAL FEES- ELECTRICITY	526,000	526,000	-	272,503	51.8%	253,497	275,977	(3,474)
101-42411	ROW RENTAL FEES- GAS UTILITIES	200,000	200,000	27,276	49,684	24.8%	150,316	73,678	(23,994)
101-42412	ROW RENTAL FEES- TELECOM	17,000	17,000	1,664	8,230	48.4%	8,770	8,720	(490)
101-42413	ROW RENTAL FEES- CABLE TV	95,000	95,000	24,806	49,615	52.2%	45,385	50,624	(1,008)
101-42414	SANITATION FRANCHISE FEES	110,000	110,000	-	49,581	45.1%	60,419	44,316	5,265
101-42415	LANDFILL CONTRACT FEES	420,000	420,000	70,589	208,430	49.6%	211,570	177,333	31,097
*** REVENUE CATEGORY TOTALS ***		1,368,000	1,368,000	124,335	638,044	46.6%	729,956	630,648	7,396
43-INTERGOVERNMENTAL REVENUE									
101-43426	JEDCO FINANCING	50,000	50,000	-	-	0.0%	50,000	-	-
101-43427	MISCELLANEOUS GRANT REVENUE	-	-	-	-	0.0%	-	308,419	(308,419)
*** REVENUE CATEGORY TOTALS ***		50,000	50,000	-	-	0.0%	50,000	308,419	(308,419)
44-FINES & FORFEITURE									
101-44440	MUNICIPAL COURT- ADMINISTRATION FEES	240,000	240,000	19,013	96,297	40.1%	143,703	90,284	6,013
101-44444	MUNICIPAL COURT- FINES	250,000	250,000	32,898	115,984	46.4%	134,016	87,275	28,709
101-44445	MUNICIPAL COURT- JUDICIAL ADMIN FUND	600	600	69	170	28.4%	430	267	(97)
101-44446	MUNICIPAL COURT- JURY FUND	250	250	23	103	41.1%	147	86	17
101-44447	MUNICIPAL COURT- TRUANCY PREVENTION & DIVERSION	12,000	12,000	1,170	5,153	42.9%	6,847	4,331	822
*** REVENUE CATEGORY TOTALS ***		502,850	502,850	53,174	217,708	43.3%	285,142	182,244	35,464
45-LICENSE & PERMITS									
101-45450	BEER & WINE PERMIT-OFF PREMISE	300	300	60	90	30.0%	210	120	(30)
101-45451	BUILDING PERMITS	48,274	48,274	3,677	9,839	20.4%	38,435	5,892	3,947
101-45452	DEMOLITION PERMITS	1,600	1,600	-	400	25.0%	1,200	500	(100)
101-45453	ELECTRICAL PERMITS & LICENSES	7,500	7,500	543	2,512	33.5%	4,988	2,356	156
101-45454	EXCAVATION PERMITS	750	750	-	150	20.0%	600	275	(125)
101-45456	HOUSE MOVING PERMITS	150	150	-	-	0.0%	150	100	(100)
101-45457	MECHANICAL PERMITS	1,000	1,000	-	555	55.5%	445	437	119
101-45458	OUTDOOR BURNING PERMITS	1,200	1,200	100	550	45.8%	650	300	250
101-45459	PLAT PERMITS	350	350	-	-	0.0%	350	180	(180)
101-45460	PLUMBING & GAS PERMITS	5,500	5,500	246	2,335	42.5%	3,165	2,569	(234)
101-45461	SIGN PERMITS	1,500	1,500	-	400	26.7%	1,100	375	25
101-45462	SPRINKLER SYSTEM PERMITS	350	350	25	125	35.7%	225	150	(25)
101-45465	VENDOR PERMITS	200	200	-	-	0.0%	200	100	(100)
101-45466	ZONING PERMITS	400	400	-	475	118.8%	(75)	225	250
*** REVENUE CATEGORY TOTALS ***		69,074	69,074	4,650	17,430	25.2%	51,644	13,578	3,853
46-FEES & CHARGES FOR SERVICES									
101-46470	AMBULANCE FEES	715,000	715,000	103,183	398,754	55.8%	316,246	286,948	111,806



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101-46471	AMBULANCE MEMBERSHIP FEES	26,650	26,650	2,096	10,610	39.8%	16,040	10,757	(147)
101-46472	ACCOUNT TRANSFER FEES	6,000	6,000	200	1,200	20.0%	4,800	800	400
101-46473	LAKE LOT LEASE FEES	90,000	90,000	200	34,681	38.5%	55,319	33,260	1,421
101-46474	FUEL PUMP SALES	100,000	100,000	386	2,437	2.4%	97,563	3,469	(1,032)
101-46475	CAMPGROUND RENTAL FEES	82,000	82,000	5,695	22,895	27.9%	59,105	27,830	(4,935)
101-46477	SANITATION FEES	1,401,876	1,401,876	120,905	591,682	42.2%	810,195	542,575	49,106
101-46478	GARBAGE CAN RENTAL FEES	-	-	-	12	0.0%	(12)	3,311	(3,299)
101-46479	SPECIAL PICK UP FEES	20,000	20,000	1,230	6,340	31.7%	13,660	6,353	(13)
101-46489	NSF CHECK FEES	-	-	-	30	0.0%	(30)	-	30
101-46493	POLICE DEPT FEES	2,500	2,500	163	326	13.0%	2,174	247	79
101-46494	ANIMAL SERVICES FEES	14,000	14,000	115	2,412	17.2%	11,588	6,974	(4,562)
101-46496	CEMETERY LOT SALES	25,550	25,550	2,020	8,900	34.8%	16,650	7,770	1,130
101-46497	INDUSTRIAL PARK RENTAL	3,089	3,089	-	3,526	114.1%	(437)	43,089	(39,563)
101-46498	LIBRARY FEES	12,000	12,000	1,059	4,414	36.8%	7,586	4,372	42
101-46500	RENTAL FEES	7,200	7,200	-	11,505	159.8%	(4,305)	3,000	8,505
*** REVENUE CATEGORY TOTALS ***		2,505,865	2,505,865	237,252	1,099,723	43.9%	1,406,143	980,754	118,968
47-INVESTMENT INCOME									
101-47510	INTEREST INCOME	350,000	350,000	36,591	157,563	45.0%	192,437	135,404	22,159
101-47511	UNREALIZED GAIN/LOSS ON INVESTMENTS	(23,362)	(23,362)	-	-	0.0%	(23,362)	-	-
*** REVENUE CATEGORY TOTALS ***		326,638	326,638	36,591	157,563	48.2%	169,075	135,404	22,159
48-MISCELLANEOUS RECEIPTS									
101-48515	MISCELLANEOUS REVENUE	20,000	20,000	272	821	4.1%	19,179	13,361	(12,540)
101-48516	PRIOR YEARS REIMBURSEMENTS	-	-	441	441	0.0%	(441)	-	441
101-48517	REBATES & DISCOUNTS	20,000	20,000	-	18,262	91.3%	1,738	18,384	(121)
101-48518	INSURANCE PROCEEDS	59,200	59,200	30,946	37,846	63.9%	21,354	2,840	35,006
101-48522	SALE OF CAPITAL EQUIPMENT	20,534	20,534	-	-	0.0%	20,534	41,067	(41,067)
101-48523	SALE OF CAPITAL PROPERTY	-	-	-	130,373	0.0%	(130,373)	-	130,373
101-48525	SALE OF CAPITAL VEHICLES	10,821	10,821	-	-	0.0%	10,821	14,381	(14,381)
101-48528	CASH OVER/SHORT	-	-	-	-	0.0%	-	70	(70)
101-48533	DESIGNATED DONATIONS- CRIME PREVENTION DONATIONS	-	-	-	-	0.0%	-	160	(160)
101-48534	DESIGNATED DONATIONS- POLICE DONATIONS	15,000	15,000	350	4,500	30.0%	10,500	7,600	(3,100)
101-48535	DESIGNATED DONATIONS- ANIMAL SHELTER DONATIONS	10,000	10,000	50	3,425	34.2%	6,575	206	3,219
101-48536	DESIGNATED DONATIONS- FIRE/EMS DONATIONS	10,000	10,000	-	400	4.0%	9,600	-	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	308	2,024	50.6%	1,976	1,040	984
101-48540	DESIGNATED DONATIONS- MUSEUM DONATIONS	4,000	4,000	-	402	10.1%	3,598	1,610	(1,208)
101-48544	DESIGNATED DONATIONS- SESQUICENTENNIAL	-	-	-	-	0.0%	-	39,880	(39,880)
101-48545	DESIGNATED DONATIONS- SANITATION	1,000	1,000	-	-	0.0%	1,000	-	-
101-48546	DESIGNATED DONATIONS- MUSEUM RENOVATION	-	-	-	1,900	0.0%	(1,900)	-	1,900
*** REVENUE CATEGORY TOTALS ***		175,555	175,555	32,367	200,394	114.1%	(24,839)	140,599	59,795
49-TRANSFERS IN									
101-49552	TRANSFER FROM COURT SECURITY FUND	7,540	7,540	628	3,142	41.7%	4,398	3,142	(0)
101-49553	TRANSFER FROM UTILITY FUND	1,472,014	1,472,014	122,668	613,339	41.7%	858,675	646,697	(33,358)
101-49554	TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	52,551	52,551	4,379	21,896	41.7%	30,655	18,376	3,520
101-49555	TRANSFER FROM GRANT FUND	-	-	-	-	0.0%	-	166,667	(166,667)
*** REVENUE CATEGORY TOTALS ***		1,532,105	1,532,105	127,675	638,377	41.7%	893,728	834,881	(196,504)
*** TOTAL REVENUE ***		15,100,240	15,100,240	2,320,039	8,785,015	58.2%	6,315,225	8,761,477	23,538
10 -GENERAL FUND- DETAIL									
EXPENSE									
51-EMPLOYEE SERVICES									
101-51600	SUPERVISION	1,213,058	1,213,058	95,606	444,845	36.7%	768,213	437,628	7,216



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101-51601	OPERATIONAL	5,196,969	5,196,969	359,479	1,892,976	36.4%	3,303,993	1,721,307	171,669
101-51602	PERMANENT PART-TIME	189,564	189,564	9,936	50,249	26.5%	139,315	40,161	10,089
101-51604	SEASONAL PART-TIME POOL	59,786	59,786	-	-	0.0%	59,786	-	-
101-51607	OVERTIME- TRANSFER TRUCK	-	-	-	-	0.0%	-	12,981	(12,981)
101-51609	FIELD TRAINING OFFICER STIPEND	14,727	14,727	1,850	5,616	38.1%	9,111	3,895	1,721
101-51611	K9 CARE STIPEND	7,060	7,060	542	2,688	38.1%	4,372	2,843	(155)
101-51612	ON CALL STIPEND	7,300	7,300	540	2,713	37.2%	4,588	2,095	618
101-51613	BI-LINGUAL PAY	28,800	28,800	2,550	11,014	38.2%	17,786	11,025	(11)
101-51614	CERTIFICATION PAY	123,297	123,297	10,713	46,227	37.5%	77,070	45,125	1,102
101-51615	DIFFERENTIAL PAY	23,100	23,100	2,888	15,044	65.1%	8,056	6,913	8,131
101-51616	EDUCATION PAY	34,800	34,800	3,300	15,039	43.2%	19,761	11,450	3,589
101-51617	LONGEVITY PAY	37,082	37,082	2,860	12,419	33.5%	24,663	14,219	(1,800)
101-51620	AUTO ALLOWANCE	14,000	14,000	1,592	4,867	34.8%	9,133	4,367	500
101-51621	CELL PHONE ALLOWANCE	4,800	4,800	480	1,699	35.4%	3,101	1,544	155
101-51622	CLOTHING ALLOWANCE	4,000	4,000	-	3,500	87.5%	500	4,000	(500)
101-51623	OVERTIME- CALL-OUT	-	-	-	-	0.0%	-	4,582	(4,582)
101-51624	OVERTIME- COURT	-	-	-	-	0.0%	-	1,736	(1,736)
101-51625	OVERTIME- FIRE PREVENTION	-	-	-	-	0.0%	-	1,810	(1,810)
101-51627	OVERTIME-INCREASED MANPOWER	-	-	-	-	0.0%	-	1,777	(1,777)
101-51629	OVERTIME	656,655	656,655	63,705	267,184	40.7%	389,471	76,917	190,267
101-51630	OVERTIME- TRAINING	-	-	-	-	0.0%	-	5,316	(5,316)
101-51632	OVERTIME- SCHEDULED (MANDATED)	-	-	-	-	0.0%	-	82,996	(82,996)
101-51633	OVERTIME- SHIFT COVERAGE	-	-	-	-	0.0%	-	44,797	(44,797)
101-51634	OVERTIME- SPECIAL EVENTS	-	-	-	-	0.0%	-	5,554	(5,554)
101-51636	OVERTIME- TRAFFIC STEP	-	-	-	-	0.0%	-	452	(452)
101-51638	FICA	580,766	580,766	40,741	204,704	35.2%	376,062	188,301	16,404
101-51639	DENTAL INSURANCE	36,162	36,162	2,850	12,562	34.7%	23,600	11,876	686
101-51640	HEALTH INSURANCE	667,472	667,472	52,417	232,521	34.8%	434,951	217,144	15,377
101-51641	LIFE INSURANCE	2,022	2,022	223	108	5.3%	1,914	642	(534)
101-51642	TMRS	773,991	773,991	57,384	281,485	36.4%	492,506	262,420	19,065
101-51643	WORKER'S COMPENSATION	177,863	177,863	11,787	55,382	31.1%	122,481	60,721	(5,340)
101-51644	CONTRA WAGE EXPENSE	(60,951)	(60,951)	(195)	(12,171)	20.0%	(48,780)	(65,368)	53,197
101-51645	UNEMPLOYMENT	-	-	-	-	0.0%	-	4,101	(4,101)
101-51646	CONTRACT LABOR	235,405	235,405	6,250	41,421	17.6%	193,985	33,549	7,871
101-51647	BENEFIT ADMINISTRATION	4,518	4,518	603	1,114	24.7%	3,404	636	478
101-51648	EMPLOYEE TESTING	7,225	7,225	392	900	12.5%	6,325	4,901	(4,000)
101-51649	OTHER EMPLOYEE COSTS	16,670	16,670	3,240	14,752	88.5%	1,918	2,675	12,076
101-51650	RECRUITING & RETENTION	2,400	2,400	-	375	15.6%	2,025	-	375
101-51652	VOLUNTEER FIRE PENSION	2,600	2,600	800	3,400	130.8%	(800)	2,600	800
*** EXPENSE CATEGORY TOTALS ***		10,061,141	10,061,141	732,531	3,612,630	35.9%	6,448,511	3,269,687	342,943
52-MAINTENANCE									
101-52700	R/M BUILDINGS & STRUCTURES	130,615	130,615	11,749	44,613	34.2%	86,002	29,939	14,674
101-52701	R/M EQUIPMENT & MACHINERY	139,028	139,028	5,009	60,966	43.9%	78,062	49,334	11,632
101-52705	R/M MOTOR VEHICLES	100,097	100,097	6,801	35,112	35.1%	64,985	52,209	(17,097)
101-52706	R/M OFFICE EQUIPMENT	700	700	-	-	0.0%	700	-	-
101-52707	R/M PARKS	109,225	109,225	3,557	18,851	17.3%	90,374	24,864	(6,013)
101-52708	R/M RADIO COMMUNICATION	6,500	6,500	2,466	3,223	49.6%	3,277	182	3,041
101-52709	R/M SIDEWALKS CULVERTS BRIDGES	25,000	25,000	-	6,250	25.0%	18,750	10,159	(3,909)
101-52710	R/M STREETS & ALLEYS	300,000	300,000	701	8,976	3.0%	291,024	12,272	(3,295)
101-52715	DAMAGES & CLAIMS	57,100	57,100	10,134	45,097	79.0%	12,003	12,221	32,876
*** EXPENSE CATEGORY TOTALS ***		868,265	868,265	40,417	223,088	25.7%	645,177	191,180	31,908
53-UTILITIES									
101-53730	ELECTRICITY	330,143	330,143	23,432	84,490	25.6%	245,653	93,152	(8,662)
101-53731	NATURAL GAS	28,150	28,150	5,907	9,795	34.8%	18,355	16,075	(6,280)
101-53732	PHONE/CABLE/INTERNET	166,426	166,426	12,714	63,938	38.4%	102,488	76,445	(12,507)
101-53733	WATER/SEWER & GARBAGE	70,232	70,232	3,420	12,070	17.2%	58,162	14,460	(2,391)
*** EXPENSE CATEGORY TOTALS ***		594,951	594,951	45,474	170,293	28.6%	424,658	200,132	(29,839)



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		Total Budget	Budget	Activity	Activity	Budget	Remaining	Y-T-D	Prior Year
54-SUPPLIES									
101-54740	AMBULANCE SUPPLIES	48,000	48,000	4,781	22,851	47.6%	25,149	14,244	8,607
101-54741	ANIMAL CARE SUPPLIES	6,000	6,000	389	2,204	36.7%	3,796	1,223	982
101-54742	ANIMAL FOOD	5,000	5,000	424	1,497	29.9%	3,503	491	1,006
101-54743	BOOK SUPPLIES	6,010	6,010	-	2,305	38.4%	3,705	2,737	(432)
101-54744	BOTANICAL SUPPLIES	2,500	2,500	-	247	9.9%	2,253	2,624	(2,377)
101-54745	CASH OVER/SHORT	-	-	-	61	0.0%	(61)	395	(335)
101-54746	CHEMICAL SUPPLIES	51,600	51,600	260	2,079	4.0%	49,521	3,204	(1,125)
101-54749	FIRE ARM TRAINING SUPPLIES	9,000	9,000	-	-	0.0%	9,000	4,235	(4,235)
101-54750	FIRE FIGHTING FOAM	1,155	1,155	-	1,200	103.9%	(45)	-	1,200
101-54751	FIRE HOSE SUPPLIES	5,200	5,200	-	-	0.0%	5,200	4,161	(4,161)
101-54752	FOOD	21,566	21,566	2,009	11,771	54.6%	9,795	9,554	2,218
101-54755	INVESTIGATION SUPPLIES	3,920	3,920	395	1,023	26.1%	2,897	2,240	(1,217)
101-54756	JANITORIAL SUPPLIES	27,827	27,827	3,595	13,163	47.3%	14,664	10,803	2,360
101-54757	K-9 CARE SUPPLIES	10,600	10,600	339	826	7.8%	9,774	1,360	(534)
101-54762	MINOR TOOLS & EQUIPMENT	47,582	47,582	10,334	24,464	51.4%	23,118	17,087	7,378
101-54763	MISCELLANEOUS SUPPLIES	18,313	18,313	1,785	4,304	23.5%	14,009	5,247	(942)
101-54764	MOTOR VEHICLE FUEL	233,785	233,785	87	60,499	25.9%	173,286	58,208	2,291
101-54765	OFFICE EQUIP/FURNITURE/FIXTR	4,329	4,329	-	1,990	46.0%	2,339	2,749	(759)
101-54766	OFFICE SUPPLIES	25,263	25,263	1,106	6,509	25.8%	18,754	7,198	(689)
101-54767	OXYGEN SUPPLIES	6,575	6,575	1,014	3,937	59.9%	2,638	2,499	1,438
101-54768	PLAQUES & AWARDS	2,500	2,500	-	960	38.4%	1,540	1,874	(914)
101-54769	POSTAGE	13,164	13,164	1,114	3,948	30.0%	9,216	4,439	(492)
101-54770	PRINTING SUPPLIES	10,646	10,646	-	2,035	19.1%	8,611	2,081	(46)
101-54771	PROGRAMMING SUPPLIES	3,873	3,873	157	2,123	54.8%	1,750	1,878	245
101-54772	PROTECTIVE CLOTHING	3,900	3,900	227	3,455	88.6%	445	72,762	(69,306)
101-54773	PUBLIC EDUCATION SUPPLIES	3,400	3,400	-	-	0.0%	3,400	-	-
101-54774	RECREATION SUPPLIES	2,048	2,048	-	-	0.0%	2,048	70	(70)
101-54775	RESALE GASOLINE	76,798	76,798	-	392	0.5%	76,406	5,849	(5,457)
101-54776	SAFETY EQUIPMENT	5,000	5,000	-	-	0.0%	5,000	-	-
101-54777	STREET SIGN SUPPLIES	24,000	24,000	38	346	1.4%	23,654	2,445	(2,099)
101-54778	TECHNOLOGY SUPPLIES	8,818	8,818	-	2,872	32.6%	5,946	614	2,258
101-54779	WEARING APPAREL	74,854	74,854	10,207	27,462	36.7%	47,392	22,593	4,869
101-54781	DESIGNATED DONATIONS	45,000	45,000	520	5,572	12.4%	39,428	64,136	(58,564)
*** EXPENSE CATEGORY TOTALS ***		808,226	808,226	38,779	210,096	26.0%	598,130	328,998	(118,902)
55-SERVICES									
101-55800	ACCOUNTING & AUDITING	25,650	25,650	18,000	18,000	70.2%	7,650	19,500	(1,500)
101-55801	APPRAISAL DISTRICT	155,623	155,623	-	73,853	47.5%	81,770	63,958	9,895
101-55802	BAD DEBT EXPENSE	16,500	16,500	-	-	0.0%	16,500	-	-
101-55803	BANKING FEES	600	600	30	155	25.8%	446	-	155
101-55804	BILLING & COLLECTION SERVICES	133,416	133,416	16,151	56,822	42.6%	76,594	39,328	17,494
101-55805	CONSTRUCTION CONTRACTS	100,000	100,000	66	66	0.1%	99,934	-	66
101-55806	CONSULTING SERVICES	16,652	16,652	833	7,819	47.0%	8,833	4,167	3,652
101-55807	CONTINGENCY	250,000	250,000	-	-	0.0%	250,000	-	-
101-55809	CREDIT CARD PROCESSING FEES	29,402	29,402	2,331	8,527	29.0%	20,875	7,287	1,240
101-55810	ELECTION COSTS	13,000	13,000	-	-	0.0%	13,000	12,596	(12,596)
101-55812	ENGINEERING SERVICES	15,500	15,500	1,422	1,422	9.2%	14,078	-	1,422
101-55813	FEES & PERMITS	195	195	-	30	15.4%	165	-	30
101-55815	INSURANCE-PROPERTY, PLANT, & EQUIPMENT	176,937	176,937	-	197,003	111.3%	(20,066)	172,815	24,188
101-55816	IT SUPPORT	-	-	-	-	0.0%	-	60,000	(60,000)
101-55817	JANITORIAL SERVICES	2,000	2,000	-	-	0.0%	2,000	144	(144)
101-55819	LEASE/RENTAL OF EQUIPMENT	40,949	40,949	400	6,799	16.6%	34,150	14,706	(7,907)
101-55820	LEASE/RENTAL OF PROPERTY	6,000	6,000	1,000	1,500	25.0%	4,500	2,500	(1,000)
101-55821	LEGAL ADVERTISING	17,293	17,293	-	5,174	29.9%	12,119	5,288	(114)
101-55822	LEGAL SERVICES	500	500	1,271	3,344	668.8%	(2,844)	526	2,818
101-55824	MISCELLANEOUS SERVICES	32,040	32,040	3,894	17,557	54.8%	14,483	6,260	11,296
101-55826	PUBLIC COMMUNICATION	2,118	2,118	-	435	20.5%	1,683	275	160
101-55828	SOFTWARE	154,234	154,234	1,588	93,249	60.5%	60,985	89,615	3,634
101-55830	SUPPORT OF COMMUNITY SERVICES	5,000	5,000	267	548	11.0%	4,452	500	48



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101-55833	VETERINARY SERVICES	10,000	10,000	112	688	6.9%	9,312	-	688
101-55834	SOLID WASTE & SLUDGE DISPOSAL	925,000	925,000	84,398	332,638	36.0%	592,362	296,457	36,181
*** EXPENSE CATEGORY TOTALS ***		2,128,608	2,128,608	131,763	825,627	38.8%	1,302,981	795,921	29,706
56-TRAVEL & EDUCATION EXPENDITURES									
101-56851	MEMBERSHIP DUES	30,010	30,010	3,382	10,975	36.6%	19,035	7,664	3,311
101-56852	TRAINING EXPENSES	83,961	83,961	5,357	28,642	34.1%	55,319	27,591	1,051
101-56853	TRAVEL & LODGING EXPENSES	51,597	51,597	5,462	21,162	41.0%	30,435	12,701	8,461
*** EXPENSE CATEGORY TOTALS ***		165,568	165,568	14,201	60,778	36.7%	104,790	47,956	12,823
57-DEBT SERVICE									
101-57862	CAPITAL LEASE INTEREST	13,322	13,322	-	9,647	72.4%	3,674	13,456	(3,808)
101-57863	CAPITAL LEASE PRINCIPAL	223,758	223,758	-	124,398	55.6%	99,360	120,590	3,808
*** EXPENSE CATEGORY TOTALS ***		237,080	237,080	-	134,045	56.5%	103,034	134,045	(0)
58-CAPITAL EXPENDITURES									
101-58880	CAPITAL BUILDINGS & STRUCTURES	-	-	-	5,825	0.0%	(5,825)	-	5,825
101-58881	CAPITAL MACHINERY & EQUIPMENT	55,240	55,240	11,314	14,609	26.4%	40,631	-	14,609
101-58882	CAPITAL MISCELLANEOUS	13,720	13,720	-	8,947	65.2%	4,773	-	8,947
101-58883	CAPITAL MOTOR VEHICLES	-	-	-	3,675	0.0%	(3,675)	7,571	(3,896)
101-58887	LIBRARY BOOKS & MATERIALS	42,000	42,000	2,738	18,808	44.8%	23,192	10,717	8,091
101-58891	CAPITAL PROPERTY	-	-	-	-	0.0%	-	1,500	(1,500)
*** EXPENSE CATEGORY TOTALS ***		110,960	110,960	14,052	51,863	46.7%	59,097	19,787	32,076
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	3,641	3,641	-	(24,851)	-682.5%	28,492	(20,371)	(4,479)
*** EXPENSE CATEGORY TOTALS ***		9,641	9,641	500	(22,351)	-231.8%	31,992	(17,871)	(4,479)
*** TOTAL EXPENSE ***		\$ 14,984,439	\$ 14,984,439	\$ 1,017,718	\$ 5,266,070	35.1%	\$ 9,718,369	\$ 4,969,835	\$ 296,235

102 -DEBT SERVICE FUND- DETAIL
REVENUE

102-41400	AD VALOREM TAX- CURRENT	\$ 1,509,811	\$ 1,509,811	\$ 419,985	\$ 1,373,077	90.9%	\$ 136,734	\$ 1,337,433	\$ 35,644
102-41401	AD VALOREM TAX- PRIOR	24,540	24,540	2,735	18,224	74.3%	6,316	13,344	4,880
102-41402	AD VALOREM TAX- PENALTY & INTEREST	25,000	25,000	3,642	9,107	36.4%	15,893	7,901	1,206
102-47510	INTEREST INCOME	43,000	43,000	4,104	20,474	47.6%	22,526	14,229	6,245
102-47511	UNREALIZED GAIN/LOSS ON INVESTMENTS	(566)	(566)	-	-	0.0%	(566)	-	-
102-49553	TRANSFER FROM UTILITY FUND	844,872	844,872	70,406	352,030	41.7%	492,842	364,442	(12,412)
102-49554	TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	-	-	-	-	0.0%	-	41,487	(41,487)
102-49561	TRANSFER FROM VENUE PROJECT FUND	152,478	152,478	12,707	63,533	41.7%	88,946	27,658	35,874
*** TOTAL REVENUE ***		2,599,135	2,599,135	513,579	1,836,445	70.7%	762,690	1,806,494	29,950

102 -DEBT SERVICE FUND- DETAIL
EXPENSE

102-55803	BANKING FEES	-	-	225	225	0.0%	(225)	-	225
102-57864	CONTINUING DISCLOSURE	3,500	3,500	-	-	0.0%	3,500	-	-
102-57865	DEBT SERVICE INTEREST	821,152	821,152	414,393	414,393	50.5%	406,759	433,746	(19,353)
102-57866	DEBT SERVICE PRINCIPAL	1,709,000	1,709,000	608,000	608,000	35.6%	1,101,000	595,000	13,000
102-57867	PAYING AGENT FEES	2,650	2,650	400	2,050	77.4%	600	1,500	550
*** TOTAL EXPENSE ***		\$ 2,536,302	\$ 2,536,302	\$ 1,023,018	\$ 1,024,668	40.4%	\$ 1,511,634	\$ 1,030,246	\$ (5,578)



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103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
REVENUE									
103-43427	MISCELLANEOUS GRANT REVENUE	\$ 1,292,222	\$ 1,292,222	\$ -	\$ 242,452	18.8%	\$ 1,049,770	\$ 56,401	\$ 186,061
103-47510	INTEREST INCOME	123,301	123,301	24,694	131,484	106.6%	(8,183)	88,220	43,264
103-47511	UNREALIZED GAIN/LOSS ON INVESTMENTS	(4,241)	(4,241)	-	-	0.0%	(4,241)	-	-
103-48523	SALE OF CAPITAL PROPERTY	-	-	-	-	0.0%	-	207,936	(207,936)
*** TOTAL REVENUE ***		1,411,282	1,411,282	24,694	373,936	26.5%	1,037,346	352,557	21,379
103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
EXPENSE									
103-52710	R/M STREETS & ALLEYS	4,793,869	4,793,869	101,633	102,325	2.1%	4,691,544	-	102,325
103-55803	BANKING FEES	-	-	-	-	0.0%	-	50	(50)
103-55805	CONSTRUCTION CONTRACTS	192,222	192,222	-	-	0.0%	192,222	-	-
103-55812	ENGINEERING SERVICES	500,000	500,000	10,000	143,525	28.7%	356,476	-	143,525
103-55824	MISCELLANEOUS SERVICES	100,000	100,000	-	41,700	41.7%	58,300	8,000	33,700
103-57862	CAPITAL LEASE INTEREST	-	-	-	-	0.0%	-	9,301	(9,301)
103-58880	CAPITAL BUILDINGS & STRUCTURES	400,000	400,000	-	42,470	10.6%	357,530	-	42,470
103-58881	CAPITAL MACHINERY & EQUIPMENT	50,000	50,000	-	2,258	4.5%	47,742	53,814	(51,556)
103-58883	CAPITAL MOTOR VEHICLES	-	-	-	-	0.0%	-	56,401	(56,401)
103-58884	CAPITAL PARK IMPROVEMENTS	778,365	778,365	5,250	27,750	3.6%	750,615	-	27,750
103-59903	TRANSFER TO GRANT FUND	500,000	500,000	41,667	208,333	41.7%	291,667	266,306	(57,973)
*** TOTAL EXPENSE ***		\$ 7,314,456	\$ 7,314,456	\$ 158,550	\$ 568,360	7.8%	\$ 6,746,096	\$ 393,873	\$ 174,488
104 -VEHICLE & EQUIPMENT REPLACEMENT FUND - DETAIL									
REVENUE									
104-47510	INTEREST INCOME	\$ 50,000	\$ 50,000	\$ 4,955	\$ 26,770	53.5%	\$ 23,230	\$ -	\$ 26,770
104-48525	SALE OF CAPITAL VEHICLES	65,000	65,000	-	-	0.0%	65,000	-	-
*** TOTAL REVENUE ***		115,000	115,000	4,955	26,770	23.3%	88,230	-	26,770
104 -VEHICLE & EQUIPMENT REPLACEMENT FUND - DETAIL									
EXPENSE									
104-58881	CAPITAL MACHINERY & EQUIPMENT	318,407	318,407	-	37,224	11.7%	281,183	-	37,224
104-58883	CAPITAL MOTOR VEHICLES	624,750	624,750	771	771	0.1%	623,979	-	771
*** TOTAL EXPENSE ***		\$ 943,157	\$ 943,157	\$ 771	\$ 37,995	4.0%	\$ 905,162	\$ -	\$ 37,995
Fund: 110 - GRANT FUND- DETAIL									
REVENUE									
110-43420	DEPT OF JUSTICE GRANT REVENUE	\$ 53,421	\$ 53,421	\$ -	\$ 13,393	25.1%	\$ 40,028	\$ 65,450	\$ (52,057)
110-43421	TX DEPT OF STATE HEALTH SERVICES GRANT REVENUE	8,250	8,250	-	-	0.0%	8,250	-	-
110-43425	TX STATE LIB & ARC COMMISS GRANT REVENUE	7,610	7,610	-	-	0.0%	7,610	-	-
110-43431	TXDOT GRANT REVENUE	9,000	9,000	195	508	5.6%	8,492	368	139
110-43433	TX PARKS & WILDLIFE GRANT REVENUE	756,040	756,040	-	-	0.0%	756,040	-	-
110-43435	TX DEPT OF AGRICULTURE GRANT REVENUE	-	-	-	45,900	0.0%	(45,900)	110,800	(64,900)
110-49556	TRANSFER FROM GEN CAPITAL PROJECTS FUND	500,000	500,000	41,667	208,333	41.7%	291,667	266,306	(57,973)
*** TOTAL REVENUE ***		1,334,321	1,334,321	41,862	268,134	20.1%	1,066,187	442,925	(174,791)
Fund: 110 - GRANT FUND- DETAIL									
EXPENSE									
110-51601	OPERATIONAL	51,951	51,951	-	11,664	22.5%	40,287	65,000	(53,336)



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110-51629	OVERTIME	9,000	9,000	195	508	5.6%	8,492	-	508
110-51636	OVERTIME- TRAFFIC STEP	-	-	-	-	0.0%	-	368	(368)
110-53732	PHONE/CABLE/INTERNET	6,480	6,480	-	-	0.0%	6,480	-	-
110-54740	AMBULANCE SUPPLIES	8,250	8,250	-	-	0.0%	8,250	-	-
110-54760	LIBRARY SUPPLIES	-	-	-	136	0.0%	(136)	-	136
110-54765	OFFICE EQUIP/FURNITURE/FIXTR	-	-	-	-	0.0%	-	5,000	(5,000)
110-54771	PROGRAMMING SUPPLIES	1,130	1,130	-	-	0.0%	1,130	-	-
110-54779	WEARING APPAREL	1,470	1,470	-	1,729	117.6%	(259)	-	1,729
110-55812	ENGINEERING SERVICES	41,500	41,500	-	-	0.0%	41,500	31,670	(31,670)
110-58884	CAPITAL PARK IMPROVEMENTS	1,617,150	1,617,150	15,000	117,899	7.3%	1,499,251	8,424	109,475
110-58885	CAPITAL SDWLKS/CLVRTS/BRDGS	-	-	-	-	0.0%	-	243,007	(243,007)
110-58887	LIBRARY BOOKS & MATERIALS	-	-	-	(9)	0.0%	9	-	(9)
110-59900	TRANSFER TO GENERAL FUND	-	-	-	-	0.0%	-	166,667	(166,667)
*** TOTAL EXPENSE ***		\$ 1,736,931	\$ 1,736,931	\$ 15,195	\$ 131,926	7.6%	\$ 1,605,005	\$ 520,136	\$ (388,209)

**201 -WATER & WASTEWATER UTILITY FUND- DETAIL
REVENUE**

201-43427	MISCELLANEOUS GRANT REVENUE	\$ 900,000	\$ 900,000	\$ -	\$ 73,104	8.1%	\$ 826,896	\$ -	\$ 73,104
201-46472	ACCOUNT TRANSFER FEES	3,000	3,000	400	850	28.3%	2,150	900	(80)
201-46480	WATER SALES	4,029,975	4,029,975	284,607	1,433,423	35.6%	2,596,552	1,431,873	1,550
201-46481	WATER TAP FEES	6,000	6,000	-	750	12.5%	5,250	2,250	(1,500)
201-46482	SEWER SALES	3,291,465	3,291,465	262,059	1,182,886	35.9%	2,108,580	940,784	242,102
201-46483	SEWER TAP FEES	7,500	7,500	-	1,500	20.0%	6,000	2,000	(500)
201-46484	PENALTIES	185,000	185,000	14,721	71,681	38.7%	113,319	74,135	(2,455)
201-46486	RECONNECT FEES	100	100	-	-	0.0%	100	31	(31)
201-46488	METER TAMPERING FEES	600	600	-	467	77.8%	133	440	27
201-46489	NSF CHECK FEES	2,000	2,000	150	960	48.0%	1,040	750	210
201-46491	SERVICE APPLICATION FEES	13,000	13,000	1,200	5,460	42.0%	7,540	5,175	285
201-46501	METER PURCHASE FEE	12,000	12,000	-	2,306	19.2%	9,694	3,655	(1,348)
201-46504	WATER BORE FEES	-	-	-	3,000	0.0%	(3,000)	-	3,000
201-47510	INTEREST INCOME	250,000	250,000	33,290	169,041	67.6%	80,959	100,112	68,929
201-47511	UNREALIZED GAIN/LOSS ON INVESTMENTS	(5,868)	(5,868)	-	-	0.0%	(5,868)	-	-
201-48515	MISCELLANEOUS REVENUE	1,500	1,500	-	-	0.0%	1,500	1,003	(1,003)
201-48517	REBATES & DISCOUNTS	4,000	4,000	-	2,354	58.9%	1,646	4,246	(1,891)
201-48518	INSURANCE PROCEEDS	15,250	15,250	-	-	0.0%	15,250	-	-
201-48522	SALE OF CAPITAL EQUIPMENT	-	-	-	-	0.0%	-	8,860	(8,860)
201-48547	SCRAP METAL REVENUE	-	-	2,432	2,432	0.0%	(2,432)	-	2,432
*** TOTAL REVENUE ***		8,715,522	8,715,522	598,859	2,950,213	33.9%	5,765,309	2,576,213	374,000

**201 -WATER & WASTEWATER UTILITY FUND- DETAIL
EXPENSE**

51-EMPLOYEE SERVICES									
201-51600	SUPERVISION	147,869	147,869	11,375	56,466	38.2%	91,403	54,208	2,258
201-51601	OPERATIONAL	781,501	781,501	59,335	299,072	38.3%	482,429	301,820	(2,748)
201-51612	ON CALL STIPEND	9,125	9,125	140	710	7.8%	8,415	1,940	(1,230)
201-51613	BI-LINGUAL PAY	1,800	1,800	150	670	37.2%	1,130	675	(5)
201-51614	CERTIFICATION PAY	6,900	6,900	625	2,790	40.4%	4,110	2,588	203
201-51616	EDUCATION PAY	3,900	3,900	325	1,451	37.2%	2,449	2,813	(1,362)
201-51617	LONGEVITY PAY	11,122	11,122	911	4,038	36.3%	7,084	4,363	(324)
201-51620	AUTO ALLOWANCE	2,001	2,001	167	667	33.3%	1,334	667	-
201-51621	CELL PHONE ALLOWANCE	2,100	2,100	175	700	33.3%	1,400	700	-
201-51623	OVERTIME- CALL-OUT	-	-	-	-	0.0%	-	26,912	(26,912)
201-51626	OVERTIME- HOLIDAY WORKED	-	-	-	-	0.0%	-	9,223	(9,223)
201-51629	OVERTIME	189,721	189,721	14,996	47,510	25.0%	142,211	30,252	17,257
201-51632	OVERTIME- SCHEDULED (MANDATED)	-	-	-	-	0.0%	-	19,217	(19,217)
201-51638	FICA	88,447	88,447	6,621	31,088	35.1%	57,359	34,412	(3,323)
201-51639	DENTAL INSURANCE	6,466	6,466	563	2,466	38.0%	4,010	2,367	89



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201-51640 HEALTH INSURANCE		104,851	104,851	9,191	40,171	38.3%	64,680	36,428	3,743
201-51641 LIFE INSURANCE		366	366	45	14	3.9%	352	136	(121)
201-51642 TMRS		122,897	122,897	9,376	43,173	35.1%	79,724	48,141	(4,968)
201-51643 WORKER'S COMPENSATION		23,096	23,096	1,475	7,387	32.0%	15,709	7,451	(64)
201-51646 CONTRACT LABOR		4,800	4,800	2,100	2,100	43.8%	2,700	1,375	725
*** EXPENSE CATEGORY TOTALS ***		1,506,962	1,506,962	117,569	540,464	35.9%	966,498	585,687	(45,223)
52-MAINTENANCE									
201-52700 R/M BUILDINGS & STRUCTURES		165,501	165,501	3,103	118,408	71.5%	47,093	30,485	87,922
201-52701 R/M EQUIPMENT & MACHINERY		57,364	57,364	5,039	17,727	30.9%	39,636	13,860	3,867
201-52702 R/M LIFT STATIONS		470,000	470,000	17,479	21,602	4.6%	448,398	20,971	630
201-52703 R/M METERS TAPS SVC CONNECTS		100,000	100,000	1,572	29,042	29.0%	70,958	38,146	(9,104)
201-52704 R/M MISCELLANEOUS		-	-	-	-	0.0%	-	108	(108)
201-52705 R/M MOTOR VEHICLES		6,110	6,110	102	632	10.3%	5,478	1,414	(782)
201-52710 R/M STREETS & ALLEYS		45,000	45,000	3,418	17,604	39.1%	27,396	10,354	7,249
201-52711 R/M WASTEWATER PLANTS		160,000	160,000	1,886	58,655	36.7%	101,345	4,271	54,384
201-52712 R/M WATER & WASTEWATER MAINS		6,494,214	6,494,214	121,929	319,331	4.9%	6,174,883	83,882	235,448
201-52713 R/M WATER STORAGE TANKS		30,000	30,000	-	-	0.0%	30,000	-	-
201-52714 R/M WATER WELLS		140,460	140,460	6,109	19,546	13.9%	120,914	4,877	14,669
201-52715 DAMAGES & CLAIMS		15,250	15,250	199	1,559	10.2%	13,691	1,309	250
*** EXPENSE CATEGORY TOTALS ***		7,683,899	7,683,899	160,836	604,104	7.9%	7,079,795	209,678	394,425
53-UTILITIES									
201-53730 ELECTRICITY		525,000	525,000	39,505	133,672	25.5%	391,328	163,185	(29,513)
201-53731 NATURAL GAS		606	606	103	206	34.0%	400	203	3
201-53732 PHONE/CABLE/INTERNET		18,431	18,431	1,015	6,055	32.9%	12,376	7,502	(1,447)
201-53733 WATER/SEWER & GARBAGE		42,600	42,600	2,977	11,211	26.3%	31,389	8,337	2,874
*** EXPENSE CATEGORY TOTALS ***		586,637	586,637	43,600	151,144	25.8%	435,493	179,226	(28,082)
54-SUPPLIES									
201-54745 CASH OVER/SHORT		-	-	11	19	0.0%	(19)	1	18
201-54746 CHEMICAL SUPPLIES		307,075	307,075	12,190	92,886	30.2%	214,189	81,657	11,229
201-54752 FOOD		2,800	2,800	629	1,862	66.5%	938	1,855	7
201-54753 GROUNDWATER PURCHASES		35,000	35,000	-	7,259	20.7%	27,741	7,976	(717)
201-54756 JANITORIAL SUPPLIES		5,550	5,550	338	1,319	23.8%	4,231	1,060	259
201-54758 LAB EQUIPMENT & SUPPLIES		8,865	8,865	473	2,170	24.5%	6,695	2,959	(789)
201-54762 MINOR TOOLS & EQUIPMENT		21,726	21,726	2,435	4,732	21.8%	16,993	9,177	(4,445)
201-54763 MISCELLANEOUS SUPPLIES		4,395	4,395	238	1,905	43.3%	2,490	2,526	(621)
201-54764 MOTOR VEHICLE FUEL		58,215	58,215	121	16,755	28.8%	41,460	18,592	(1,837)
201-54765 OFFICE EQUIP/FURNITURE/FIXTR		532	532	-	-	0.0%	532	465	(465)
201-54766 OFFICE SUPPLIES		3,974	3,974	1,256	2,430	61.2%	1,544	759	1,672
201-54768 PLAQUES & AWARDS		867	867	-	-	0.0%	867	275	(275)
201-54769 POSTAGE		658	658	20	128	19.4%	530	165	(37)
201-54778 TECHNOLOGY SUPPLIES		61,240	61,240	-	159	0.3%	61,081	61,294	(61,135)
201-54779 WEARING APPAREL		17,076	17,076	1,317	4,186	24.5%	12,890	5,635	(1,449)
*** EXPENSE CATEGORY TOTALS ***		527,972	527,972	19,028	135,810	25.7%	392,163	194,394	(58,584)
55-SERVICES									
201-55800 ACCOUNTING & AUDITING		17,100	17,100	12,000	12,000	70.2%	5,100	13,000	(1,000)
201-55803 BANKING FEES		840	840	38	248	29.5%	593	-	248
201-55804 BILLING & COLLECTION SERVICES		50,000	50,000	-	7,978	16.0%	42,022	16,959	(8,981)
201-55809 CREDIT CARD PROCESSING FEES		113,440	113,440	6,340	38,502	33.9%	74,938	27,764	10,738
201-55811 ELECTROINC PAYMENT- UB CREDITS		24,240	24,240	2,140	10,673	44.0%	13,567	16,112	(5,439)
201-55812 ENGINEERING SERVICES		56,508	56,508	-	5,778	10.2%	50,730	-	5,778
201-55813 FEES & PERMITS		38,000	38,000	751	34,953	92.0%	3,047	35,100	(147)
201-55815 INSURANCE-PROPERTY, PLANT, & EQUIPMENT		91,226	91,226	-	100,441	110.1%	(9,215)	91,107	9,334
201-55818 LAB SERVICES		168,044	168,044	745	25,907	15.4%	142,137	22,855	3,052



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		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D	INC/(DEC) Prior Year
201-55819	LEASE/RENTAL OF EQUIPMENT	34,904	34,904	-	368	1.1%	34,536	326	42
201-55821	LEGAL ADVERTISING	1,050	1,050	-	-	0.0%	1,050	375	(375)
201-55824	MISCELLANEOUS SERVICES	30,199	30,199	-	3,686	12.2%	26,513	12,903	(9,218)
201-55826	PUBLIC COMMUNICATION	5,000	5,000	-	-	0.0%	5,000	3,164	(3,164)
201-55828	SOFTWARE	3,646	3,646	-	63,128	1731.6%	(59,483)	-	63,128
201-55834	SOLID WASTE & SLUDGE DISPOSAL	200,000	200,000	23,637	97,669	48.8%	102,331	76,922	20,747
*** EXPENSE CATEGORY TOTALS ***		834,196	834,196	45,651	401,329	48.1%	432,866	316,586	84,743
56-TRAVEL & EDUCATION EXPENDITURES									
201-56851	MEMBERSHIP DUES	627	627	-	-	0.0%	627	210	(210)
201-56852	TRAINING EXPENSES	13,989	13,989	635	749	5.4%	13,240	2,272	(1,523)
201-56853	TRAVEL & LODGING EXPENSES	2,995	2,995	-	-	0.0%	2,995	-	-
*** EXPENSE CATEGORY TOTALS ***		17,611	17,611	635	749	4.3%	16,862	2,482	(1,733)
57-DEBT SERVICE									
201-57862	CAPITAL LEASE INTEREST	4,991	4,991	-	2,068	41.4%	2,923	3,074	(1,006)
201-57863	CAPITAL LEASE PRINCIPAL	154,592	154,592	-	54,781	35.4%	99,811	53,775	1,006
*** EXPENSE CATEGORY TOTALS ***		159,583	159,583	-	56,849	35.6%	102,734	56,849	(0)
58-CAPITAL EXPENDITURES									
201-58880	CAPITAL BUILDINGS & STRUCTURES	45,250	45,250	-	-	0.0%	45,250	11,350	(11,350)
201-58881	CAPITAL MACHINERY & EQUIPMENT	232,955	232,955	-	89,905	38.6%	143,050	-	89,905
*** EXPENSE CATEGORY TOTALS ***		278,205	278,205	-	89,905	32.3%	188,300	11,350	78,555
59-TRANSFERS OUT									
201-59900	TRANSFER TO GENERAL FUND	1,472,014	1,472,014	122,668	613,339	41.7%	858,675	646,697	(33,358)
201-59901	TRANSFER TO DEBT SERVICE FUND	844,871	844,871	70,406	352,030	41.7%	492,841	364,442	(12,412)
201-59905	TRANSFER TO UT CAPITAL PROJECTS FUND	-	-	-	-	0.0%	-	28,280	(28,280)
*** EXPENSE CATEGORY TOTALS ***		2,316,885	2,316,885	193,074	965,369	41.7%	1,351,516	1,039,419	(74,050)
*** TOTAL EXPENSE ***		\$ 13,911,949	\$ 13,911,949	\$ 580,393	\$ 2,945,723	21.2%	\$ 10,966,226	\$ 2,595,671	\$ 350,051
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL									
REVENUE									
203-47510	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 10,420	\$ (10,420)
203-48515	MISCELLANEOUS REVENUE	-	-	-	-	0.0%	-	8,877	(8,877)
203-49553	TRANSFER FROM UTILITY FUND	-	-	-	-	0.0%	-	28,280	(28,280)
*** TOTAL REVENUE ***		-	-	-	-	0.0%	-	47,577	(47,577)
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL									
EXPENSE									
203-52700	R/M BUILDINGS & STRUCTURES	-	-	-	-	0.0%	-	15,687	(15,687)
203-52712	R/M WATER & WASTEWATER MAINS	-	-	-	-	0.0%	-	467,730	(467,730)
203-55812	ENGINEERING SERVICES	-	-	-	-	0.0%	-	60,066	(60,066)
203-55824	MISCELLANEOUS SERVICES	-	-	-	-	0.0%	-	1,991	(1,991)
*** TOTAL EXPENSE ***		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 545,474	\$ (545,474)



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	116 POLICE FEDERAL FORFEITURE FUND
Beginning Fund Balance	\$ 806,052	\$ -	\$ 151,869	\$ 12,440	\$ 12,567	\$ 6,705
REVENUE						
TAXES	127,337	-	-	-	-	-
FRANCHISE FEES	-	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-
FINES & FORFEITURE	-	4,315	5,194	833	-	-
LICENSE & PERMITS	-	-	-	-	-	-
FEES & CHARGES FOR SERVICES	1,180	-	-	-	-	-
INVESTMENT INCOME	12,174	-	3,155	267	259	138
MISCELLANEOUS RECEIPTS	1	-	-	-	-	-
TRANSFERS IN	-	(24,851)	-	-	-	-
Total	140,691	(20,536)	8,350	1,100	259	138
EXPENSE						
EMPLOYEE SERVICES	10,533	-	-	-	-	-
MAINTENANCE	37	-	-	-	-	-
UTILITIES	847	-	-	-	-	-
SUPPLIES	3,255	-	-	-	-	-
SERVICES	21,468	-	-	-	-	-
TRAVEL & EDUCATION EXPENDITURE	250	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-	-
TRANSFERS OUT	295,987	-	3,142	-	-	-
Total	332,377	-	3,142	-	-	-
Surplus (Deficit)	(191,686)	(20,536)	5,208	1,100	259	138
Ending Fund Balance	\$ 614,365	\$ (20,536)	\$ 157,077	\$ 13,541	\$ 12,826	\$ 6,843



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NON MAJOR FUNDS SUMMARY					Keep Jacksonville Beautiful
	118 POLICE LEOSE	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	TOTAL	301 BEAUTIFICATION FUND
Beginning Fund Balance	\$ -	\$ 10,395	\$ 383,098	\$ 1,383,126	\$ 22,790
REVENUE					
TAXES	-	-	36,180	163,517	-
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	2,537	-	-	-	-
FINES & FORFEITURE	-	-	-	10,342	-
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	5,306	6,486	-
INVESTMENT INCOME	-	214	8,722	24,929	435
MISCELLANEOUS RECEIPTS	-	-	1,066	1,067	1,268
TRANSFERS IN	-	-	274,091	249,240	2,500
Total	2,537	214	325,366	455,582	4,203
EXPENSE					
EMPLOYEE SERVICES	-	-	25,527	36,060	-
MAINTENANCE	-	-	4,915	4,952	-
UTILITIES	-	-	7,701	8,548	-
SUPPLIES	-	-	16,587	19,842	4,938
SERVICES	-	-	19,772	41,239	-
TRAVEL & EDUCATION EXPENDITURES	-	-	-	250	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	493,244	493,244	-
TRANSFERS OUT	-	-	63,533	362,661	-
Total	-	-	631,278	966,797	4,938
Surplus (Deficit)	2,537	214	(305,912)	(511,215)	(735)
Ending Fund Balance	\$ 2,537	\$ 10,609	\$ 77,186	\$ 871,911	\$ 22,055



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Summary of Cash and Investment Activity				
	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 6,888,808.56	\$ 6,888,808.56	\$ 6,888,808.56	100.00%
Investments	18,712,865.42	18,712,865.42	18,712,865.42	100.00%
Total	25,601,673.98	25,601,673.98	25,601,673.98	100.00%
Activity				
Cash	(299,537.38)	(299,537.38)	(299,537.38)	
Investments				
Net Accretion & Amortization				
Purchases	2,206,596.07	2,206,596.07	2,206,596.07	
Maturities/Calls	(1,137,570.64)	(1,137,570.64)	(1,137,570.64)	
Changes to Market Value	-	-	(27,871.27)	
Net Monthly Activity	769,488.05	769,488.05	741,616.78	
Ending Balances				
Cash	6,589,271.18	6,589,271.18	6,589,271.18	100.00%
Investments	19,781,890.85	19,781,890.85	19,754,019.58	99.86%
Total	\$ 26,371,162.03	\$ 26,371,162.03	\$ 26,343,290.76	99.89%



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 Prosperity Bank	\$1,301		\$ 100.000	0.150%	\$ 1,301	\$ 1,301	\$ 1,301	\$ -	1
N/A	N/A	N/A	Cash In Austin Bank	738,476		100.000	5.370%	738,476	738,476	738,476	-	1
N/A	N/A	N/A	Cash In BOK Financial	5,849,494		100.000	5.060%	5,849,494	5,849,494	5,849,494	-	1
N/A	N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	23,705		100.000	4.410%	23,705	23,705	23,705	-	1
N/A	N/A	N/A	LOGIC	2,008,934		100.000	5.481%	2,008,934	2,008,934	2,008,934	-	1
N/A	N/A	N/A	TexSTAR	2,008,640		100.000	5.304%	2,008,640	2,008,640	2,008,640	-	1
N/A	N/A	N/A	TexasDAILY	2,258,745		100.000	5.320%	2,258,745	2,258,745	2,258,745	-	1
N/A	N/A	N/A	Lone Star	2,258,733		100.000	5.330%	2,258,733	2,258,733	2,258,733	-	1
N/A	N/A	N/A	Texas FIT	6,937,134		100.000	5.260%	6,937,134	6,937,134	6,937,134	-	1
03/07/2023	3/7/2024	3715LER7	CD - First Technology Fed Cr Un San Jose Ca	249,000		100.000	5.150%	249,000	249,000	248,983	(17)	7
3/4/2022	3/15/2024	39573LCX4	CD - Greenstate Cr Un North Liberty Iowa	249,000		100.000	1.600%	249,000	249,000	248,651	(349)	15
3/14/2022	3/18/2024	PER200JA8	CD - Comenity Bank Wilmington De	200,000		100.000	1.600%	200,000	200,000	198,956	(1,044)	18
9/8/2023	3/18/2024	48714LCZ0	CD - Kearny Bk New Jersey	249,000		100.000	5.390%	249,000	249,000	249,005	5	18
3/24/2023	3/25/2024	39981MAC6	CD - Grow Finl Fed Cr Un Tampa Fla	249,000		100.000	5.350%	249,000	249,000	248,973	(27)	25
4/6/2022	4/8/2024	14042TFB8	CD - Capital One Bk Usa Natl Assn Glen Allen Va	112,000		100.000	2.200%	112,000	112,000	111,632	(368)	39
4/21/2022	4/22/2024	02007GPS6	CD - Ally Bk Sandy Utah	249,000		100.000	2.410%	249,000	249,000	247,957	(1,043)	53
10/31/2022	4/30/2024	91334AAA1	CD - United Heritage Cr Un Austin Tex	249,000		100.000	4.650%	249,000	249,000	248,741	(259)	61
5/30/2023	5/30/2024	37892MAG9	CD - Global Fed Cr Un Anchorage Alask	248,000		100.000	5.300%	248,000	248,000	247,869	(131)	91
12/14/2023	6/14/2024	67886WAJ6	CD - Oklahomas Cr Un Okla City Okla	248,000		100.000	5.690%	248,000	248,000	248,258	258	106
12/16/2022	6/17/2024	98138MAZ3	CD - Workers Fed Cr Un Littleton Ma Sh	249,000		100.000	5.050%	249,000	249,000	248,905	(95)	109
6/21/2023	6/20/2024	68584JAC3	CD - Oregon Cmnty Cr Un	249,000		100.000	5.450%	249,000	249,000	248,983	(17)	112
6/29/2022	7/1/2024	05961SNS9	CD - Banc Calif NA Irvine Ca	249,000		100.000	3.220%	249,000	249,000	247,277	(1,723)	123
8/25/2023	8/23/2024	20825WCK4	CD - Connexus Cr Un Wausau Wis	249,000		100.000	5.540%	249,000	249,000	249,254	254	176
9/14/2023	9/20/2024	15643VAC6	CD - Centris Fed Cr Un Omaha Neb	241,000		100.000	5.730%	241,000	241,000	241,612	612	204
1/31/2022	1/31/2025	70962LBA9	CD - Pentagon Federal Cr Un Tysons Corner Va	249,000		100.000	1.290%	249,000	249,000	240,554	(8,446)	337
2/23/2022	3/3/2025	02589ABM3	CD - American Express Natl Bk	248,000		100.000	1.850%	248,000	248,000	240,228	(7,772)	368
2/15/2022	2/14/2025	3133ENPG9	US Agency- Federal Farm Credit Bank	250,000		100.000	1.800%	250,000	250,000	242,293	(7,708)	351



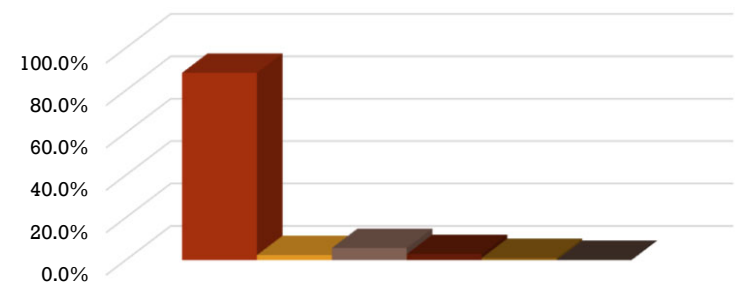
Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
Totals/Weighted Average				\$ 26,371,162			5.032%	\$26,371,162	\$26,371,162	\$ 26,343,291	\$ (27,871)	21
Benchmark - 4-week Treasury Bill Rates Coupon Equivalent							5.400%					



Summary of Cash and Investment Activity

Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$23,281,162	88.3%
31 to 90 days	610,000	2.3%
91 to 180 days	1,492,000	5.7%
181 days to 1 year	740,000	2.8%
1 to 2 years	248,000	0.9%
More than 2 years	-	0.0%
	<u>\$26,371,162</u>	<u>100.0%</u>

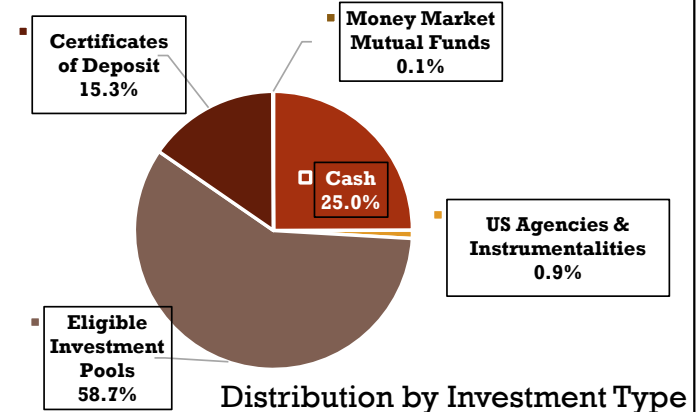


Distribution by Maturity

■ 1 to 30 days
 ■ 31 to 90 days
 ■ 91 to 180 days
■ 181 days to 1 year
 ■ 1 to 2 years
 ■ More than 2 years

Distribution by Investment Type

	Book Value	Percent
Cash	\$6,589,271	25.0%
US Agencies & Instrumentalities	250,000	0.9%
Eligible Investment Pools	15,472,186	58.7%
Certificates of Deposit	4,036,000	15.3%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	23,705	0.1%
Repurchase Agreements	-	0.0%
	<u>\$26,371,162</u>	<u>100.0%</u>



Distribution by Investment Type



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	\$ 10,663	\$ 10,663	\$ 10,663	\$ 23,705	\$ 23,705	\$ 23,705
N/A	N/A	LOGIC	Investment Pool	2,212,389	2,212,389	2,212,389	2,008,934	2,008,934	2,008,934
N/A	N/A	TexSTAR	Investment Pool	1,824,175	1,824,175	1,824,175	2,008,640	2,008,640	2,008,640
N/A	N/A	Texas Range	Investment Pool	1,824,333	1,824,333	1,824,333	2,258,745	2,258,745	2,258,745
N/A	N/A	Lone Star	Investment Pool	1,824,243	1,824,243	1,824,243	2,258,733	2,258,733	2,258,733
N/A	N/A	Texas FIT	Investment Pool	6,731,062	6,731,062	6,731,062	6,937,134	6,937,134	6,937,134
03/07/2023	3/7/2024	CD - First Technology Fed Cr Un San Jose Ca	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,983
3/4/2022	3/15/2024	CD - Greenstate Cr Un North Liberty Iowa	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,651
3/14/2022	3/18/2024	CD - Comenity Bank Wilmington De	Certificate of Deposit	200,000	200,000	200,000	200,000	200,000	198,956
9/8/2023	3/18/2024	CD - Kearny Bk New Jersey	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,005
3/24/2023	3/25/2024	CD - Grow Finl Fed Cr Un Tampa Fla	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,973
4/6/2022	4/8/2024	CD - Capital One Bk Usa Natl Assn Glen Allen Va	Certificate of Deposit	112,000	112,000	112,000	112,000	112,000	111,632
4/21/2022	4/22/2024	CD - Ally Bk Sandy Utah	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	247,957
10/31/2022	4/30/2024	CD - United Heritage Cr Un Austin Tex	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,741
5/30/2023	5/30/2024	CD - Global Fed Cr Un Anchorage Alask	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	247,869
12/14/2023	6/14/2024	CD - Oklahomas Cr Un Okla City Okla	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	248,258
12/16/2022	6/17/2024	CD - Workers Fed Cr Un Littleton Ma Sh	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,905
6/21/2023	6/20/2024	CD - Oregon Cmnty Cr Un	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,983
6/29/2022	7/1/2024	CD - Banc Calif NA Irvine Ca	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	247,277
8/25/2023	8/23/2024	CD - Connexus Cr Un Wausau Wis	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,254
9/14/2023	9/20/2024	CD - Centris Fed Cr Un Omaha Neb	Certificate of Deposit	241,000	241,000	241,000	241,000	241,000	241,612
1/31/2022	1/31/2025	CD - Pentagon Federal Cr Un Tysons Corner Va	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	240,554
2/23/2022	3/3/2025	CD - American Express Natl Bk	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	240,228
2/15/2022	2/14/2025	US Agency- Federal Farm Credit Bank	Certificate of Deposit	250,000	250,000	250,000	250,000	250,000	242,293



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

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								
Total of Investments				18,712,865	18,712,865	18,712,865	19,781,891	19,781,891	19,754,020
Cash					6,888,809	6,888,809		6,589,271	6,589,271
Total Investments & Cash					\$ 25,601,674	\$ 25,601,674		\$ 26,371,162	\$ 26,343,291



City of Jacksonville, Texas
Financial Statement
As of February 29, 2024

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	114 COURT CHILD SAFETY TRUST FUND
Description	Security Type									
LOGIC	Investment Pool	\$ 905,525	\$ 134,539	\$ 137,155	\$ 162,416	\$ 282,721	\$ 73,522	\$ (2,629)	\$ 20,190	\$ 1,740
TexSTAR	Investment Pool	905,392	134,520	137,134	162,392	282,680	73,511	(2,628)	20,187	1,740
TexasDAILY	Investment Pool	1,018,127	151,269	154,210	182,613	317,878	82,664	(2,955)	22,701	1,957
Lone Star	Investment Pool	1,018,121	151,269	154,209	182,612	317,876	82,664	(2,955)	22,701	1,956
Texas FIT	Investment Pool	905,358	134,515	5,065,699	162,386	282,669	73,508	(2,628)	20,187	1,740
FNC	Money Market Mutual Funds	10,685	1,588	1,618	1,916	3,336	868	(31)	238	21
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	1,931,910	287,036	292,615	346,510	603,177	156,856	(5,608)	43,076	3,712
Total of Investments		6,695,118	994,735	5,942,641	1,200,847	2,090,337	543,593	(19,435)	149,281	12,866
Cash		333,454	49,543	50,506	59,809	104,110	27,074	(968)	7,435	641
Total Investments & Cash		7,028,572	1,044,278	5,993,147	1,260,655	2,194,447	570,666	(20,403)	156,716	13,507

Transaction Information		115 POLICE STATE FORFEITURE FUND	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE FUND	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Description	Security Type									
LOGIC	Investment Pool	1,649	880	325	1,364	12,378	269,295	2,808	5,056	2,008,934
TexSTAR	Investment Pool	1,648	880	325	1,364	12,376	269,256	2,808	5,055	2,008,640
TexasDAILY	Investment Pool	1,854	989	365	1,534	13,917	302,782	3,157	5,685	2,258,745
Lone Star	Investment Pool	1,854	989	365	1,534	13,917	302,780	3,157	5,685	2,258,733
Texas FIT	Investment Pool	1,648	880	325	1,364	12,376	269,246	2,807	5,055	6,937,134
FNC	Money Market Mutual Funds	19	10	4	16	146	3,178	33	60	23,705
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	3,517	1,877	693	2,910	26,408	574,533	5,991	10,787	4,286,000
Total of Investments		12,189	6,505	2,401	10,084	91,517	1,991,070	20,761	37,383	19,781,891
Cash		607	324	120	502	4,558	5,948,660	1,034	1,862	6,589,271
Total Investments & Cash		\$ 12,796	\$ 6,829	\$ 2,520	\$ 10,587	\$ 96,075	\$ 7,939,730	\$ 21,795	\$ 39,245	\$ 26,371,162.03



Summary of Cash and Investment Activity

Summary of Investment Earnings

Description	101 GENERAL FUND	102 DEBT SERVICE FUND	104 VEHICLE / EQUIPMENT REPLACEMENT FUND	103 CAPITAL PROJECTS FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND
Bank Interest	\$ 2,179.84	\$ 323.87	\$ 330.17	\$ 390.98	\$ 680.59	\$ 176.99	\$ (6.33)	\$ 48.60	\$ 4.19
LOGIC	4,027.19	598.34	609.98	722.32	1,257.36	326.98	(11.69)	89.79	7.74
TexSTAR	3,894.25	578.59	589.84	698.48	1,215.86	316.18	(11.30)	86.83	7.48
TexasDAILY	3,886.75	577.48	588.70	697.13	1,213.51	315.57	(11.28)	86.66	7.47
Lone Star	3,922.11	582.73	594.06	703.48	1,224.55	318.45	(11.39)	87.45	7.54
Texas FIT	3,860.27	573.54	21,094.55	692.38	1,205.25	313.42	(11.21)	86.07	7.42
FNC Money Market Mutual Funds	1.78	0.26	0.27	0.32	0.55	0.14	(0.01)	0.04	0.00
FNC Brokered CD's, US Agencies	6,006.65	892.44	909.79	1,077.36	1,875.38	487.69	(17.44)	133.93	11.54
Total	27,778.84	4,127.27		4,982.46	8,673.06	2,255.43	(80.64)	619.38	53.38

Summary of Investment Earnings

Description	115 POLICE STATE FORFEITURE FUND	116 POLICE FEDERAL FORFEITURE FUND	118 POLICE LEOSE FUND	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Bank Interest	3.97	2.12	0.78	3.28	29.80	25,667.01	6.76	12.17	29,854.79
LOGIC	7.33	3.91	1.44	6.07	694.18	1,197.65	12.49	22.49	9,573.58
TexSTAR	7.09	3.78	1.40	5.87	53.23	1,158.12	12.08	21.74	8,639.52
TexasDAILY	7.08	3.78	1.39	5.85	53.13	1,155.89	12.05	21.70	8,622.87
Lone Star	7.14	3.81	1.41	5.91	53.61	1,166.40	12.16	21.90	8,701.32
Texas FIT	7.03	3.75	1.38	5.81	52.77	1,148.01	11.97	21.55	29,073.98
FNC Money Market Mutual Funds	0.00	0.00	0.00	0.00	0.02	0.53	0.01	0.01	3.94
FNC Brokered CD's, US Agencies	10.94	5.84	2.15	9.05	82.11	1,786.33	18.63	33.54	13,325.93
Total	\$ 50.57	\$ 26.99	\$ 9.96	\$ 41.84	\$ 1,018.85	\$ 33,279.93	\$ 86.14	\$ 155.11	\$ 107,795.93

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 2024

POPULATION DATA		
January-23	14,923	
January-24	14,193	
Annual Growth	-730	-4.89%

PART 1 UCR CRIMES

Offense Category	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 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	2	1	1	100.00	3	0.21	5	0.34	-2	-40.00
Robbery	2	0	2	*NC	2	0.14	2	0.13	No Change	0.00
Individual	1	0	1	*NC	1	0.07	0	0.00	1	*NC
Business	1	0	1	*NC	1	0.07	2	0.13	-1	-50.00
Assaults	24	18	6	33.33	62	4.37	70	4.69	-8	-11.43
Aggravated	3	4	-1	-25.00	11	0.78	16	1.07	-5	-31.25
Other Assaults	21	14	7	50.00	51	3.59	54	3.62	-3	-5.56
Burglary	5	4	1	25.00	13	0.92	14	0.94	-1	-7.14
Habitation	4	3	1	33.33	10	0.70	8	0.54	2	25.00
Building	1	1	No Change	0.00	3	0.21	6	0.40	-3	-50.00
Theft	19	15	4	26.67	60	4.23	71	4.76	-11	-15.49
Burglary Vehicle	0	0	No Change	*NC	1	0.07	3	0.20	-2	-66.67
Burglary Coin-Op Machine	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Thefts	32	15	17	113.33	59	4.16	68	4.56	-9	-13.24
Motor Vehicle Theft	1	2	-1	-50.00	5	0.35	15	1.01	-10	-66.67
TOTAL OFFENSES	64	40	24	60.00	145	10.22	177	11.86	-32	-18.08

TRAFFIC ACCIDENT SUMMARY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Motor Vehicle Accidents	33	21	12	57.14	86	6.06	78	5.23	8	10.26
Injury Accidents	5	7	-2	-28.57	18	1.27	20	1.34	-2	-10.00
Number Transported	1	10	2	-90.00	19	1.34	15	1.01	4	26.67
Fatality Accidents	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 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Calls for Service	2,397	2,136	261	12.22	5,993	422.25	4,410	295.52	1583	35.90
Citations	320	315	5	1.59	946	66.65	771	51.67	175	22.70
Offense Reports	141	126	15	11.90	384	27.06	447	-612.33	-63	-14.09
Response Time Avg. Emergency	4.31	7.42	-3.11	-41.91	5.80		6.21		-0.41	-6.60
Response Time Avg. Non-Emer.	4.96	9.51	-4.55	-47.84	6.33		7.27		-0.94	-12.93

COMMUNICATIONS DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
NCIC/TCIC Entries	442	431	11	2.55	527	37.13	1,198	80.28	-671	-56.01
911 Calls - Total	388	347	41	11.82	1,110	78.21	921	61.72	189	20.52
911 Calls - Police	236	214	22	10.28	659	46.43	545	36.52	114	20.92
911 Calls - Fire	83	76	7	9.21	236	16.63	196	13.13	40	20.41
911 Calls - EMS	141	133	8	6.02	447	31.49	408	27.34	39	9.56

CRIMINAL INVESTIGATION DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Cases Assigned	54	44	10	22.73	182	12.82	183	12.26	-1	-0.55
Cases Cleared	41	45	-4	-8.89	146	10.29	206	13.80	-60	-29.13
Cases Filed (Misdemeanor)	42	43	-1	-2.33	156	10.99	186	12.46	-30	-16.13
Cases Filed (Felony)	32	29	3	10.34	99	6.98	111	7.44	-12	-10.81
Cases Filed (Juvenile)	3	4	-1	-25.00	9	0.63	1	0.07	8	800.00

ARRESTS

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
DWI Arrest	7	19	-12	-63.16	38	2.68	21	1.41	17	80.95
Adult Arrests	196	182	14	7.69	500	35.23	151	10.12	349	231.13
City Warrant Cleared	142	142	No Change	0.00	414	29.17	324	21.71	90	27.78
Drug Related Arrests	34	42	-8	-19.05	93	6.55	85	5.70	8	9.41
Juvenile Arrests	2	1	1	100.00	7	0.49	2	0.13	5	250.00

POLICE PERSONNEL

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
TCOLE Training Hours	1,821	151	1,670	1105.96	2,074	146.13	601	40.27	1473	245.09
Community Meetings	10	4	6	150.00	17	1.20	27	1.81	-10	-37.04
Lake Patrol Hours	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Volunteer Hours	73	42	31	73.81	154	10.85	163	10.92	-9	-5.52
Volunteer Security Checks	45	31	14	45.16	106	7.47	498	33.37	-392	-78.71
Open Records Requests	124	96	28	29.17	380	26.77	386	25.87	-6	-1.55
Special Events	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC

CODE ENFORCEMENT ACTIVITY

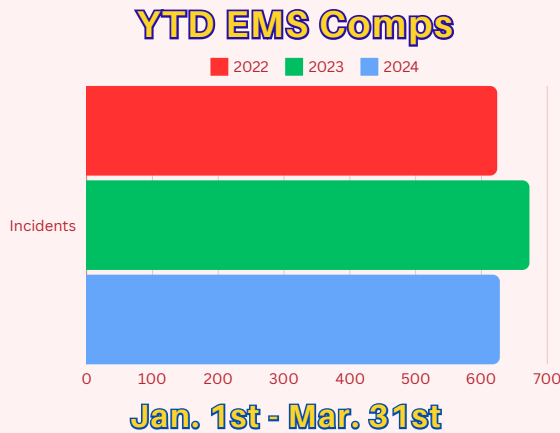
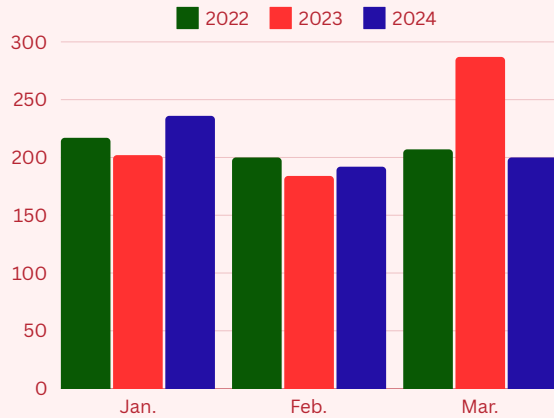
ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Inspections - Trash	33	17	16	94	153	10.78	113	7.57	40	35.4
- Junk Vehicles	1	7	-6	-86	46	3.24	28	1.88	18	64.3
- Grass/Weeds	16	0	16	*NC	46	3.24	27	1.81	19	70.4
- Illegal Signs	23	41	-18	-44	121	8.53	124	8.31	-3	-2.4
- Unsafe Conditions	2	0	2	*NC	2	0.14	5	0.34	-3	-60.0
- Vendors	0	2	-2	-100	2	0.14	7	0.47	-5	-71.4
- Other	14	23	-9	-39	63	4.44	18	1.21	45	250.0
Resolved - Trash	21	55	-34	-62	154	10.85	70	4.69	84	120.0
- Junk Vehicles	4	19	-15	-79	37	2.61	17	1.14	20	117.6
- Grass/Weeds	12	26	-14	-54	54	3.80	15	1.01	39	260.0
- Illegal Signs	23	42	-19	-45	122	8.60	123	8.24	-1	-0.8
- Unsafe Conditions	1	0	1	*NC	1	0.07	5	0.34	-4	-80.0
- Vendors	0	2	-2	-100	2	0.14	7	0.47	-5	-71.4
- Other	7	23	-16	-70	43	3.03	16	1.07	27	168.8

ANIMAL SERVICES ACTIVITY

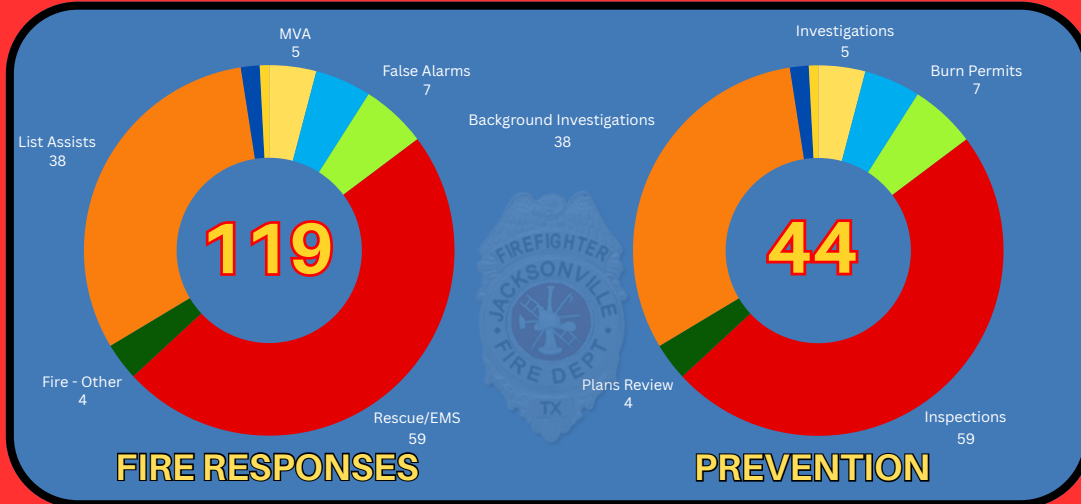
ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2024	2024 Per 1000/capita	YTD 2023	2023 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Dogs - Intake	37	34	3	9	108	7.61	83	5.56	25	30.1
Dogs - Adopted / Rescued	22	14	8	57	49	-67.12	49	3.28	No Change	0.0
Dogs - Reclaimed by Owner	8	3	5	167	18	1.27	27	1.81	-9	-33.3
Cats - Intake	13	12	1	8	33	2.33	39	2.61	-6	-15.4
Cats - Adopted / Rescued	10	8	2	25	28	1.97	14	0.94	14	100.0
Cats - Reclaimed by Owner	0	1	-1	-100	1	0.07	0	0.00	1	*NC
Calls for Service Total	97	118	-21	-18	329	23.18	328	21.98	1	0.3
Barking Dogs	0	1	-1	-100	1	0.07	5	0.34	-4	-80.0
Loose Animals	78	112	-34	-30	291	20.50	263	17.62	28	10.6
Other Wildlife - Livestock	1	5	-4	-80	8	0.56	13	0.87	-5	-38.5
Value of Donated Materials	\$150	\$200	-50	-25	\$700	49.32	\$1,720	115.26	-\$1,020	-59.3
Volunteer Hours	7	7	No Change	0	15	1.06	52	3.48	-37	-71.2
Community Service Hours	152	196	-44	-22	596	41.99	782	52.37	-185.5	-23.7

March - 2024

EMS INCIDENTS 200



Avg. Response Time: **EMS**



Contact Us

- (903) 586-7131
- fireadmin@jacksonvilletx.org
- www.jacksonvillefire.org
- 911 South Bolton St.
Jacksonville, TX 75766





Community & Public Services Reported Concerns



Monthly Report

March-24

Gov Pilot Work Orders

Building

CONCERN

Building

Illegal Use of Occupancy

Misc. - Issue Internal Use

General

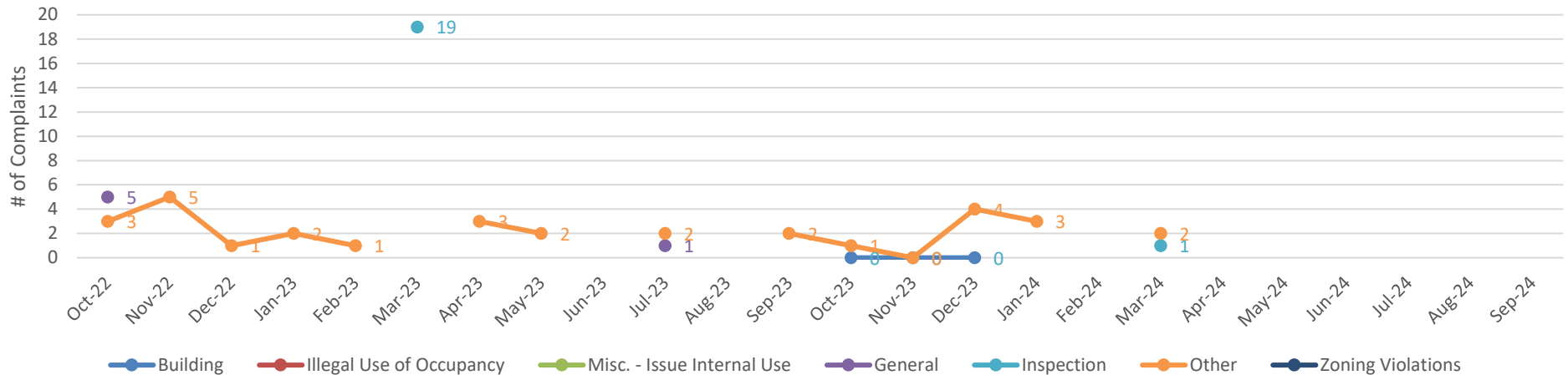
Inspection

Other

Zoning Violations

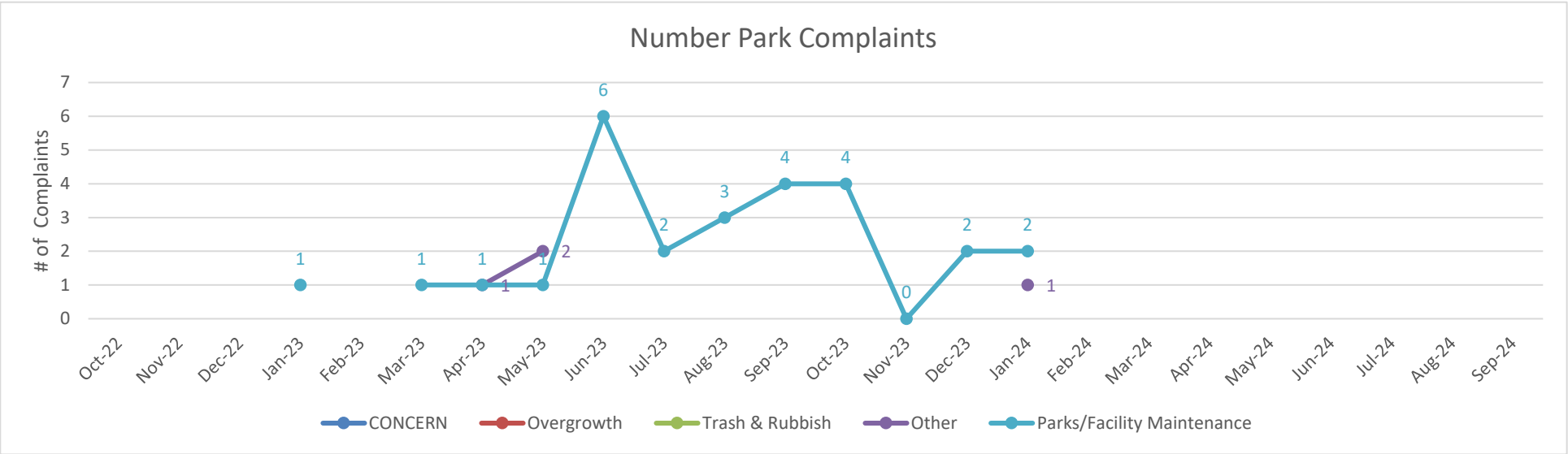
Mar-24	Oct. 1 - YTD	Notes:
0	0	
0	0	
0	0	
0	0	
1	2	
2	12	
0	0	

Number Building Complaints



Parks
CONCERN
Overgrowth
Trash & Rubbish
Other
Parks/Facility Maintenance

Mar-24	Oct. 1 - YTD	Notes:
0	0	
0	0	
0	1	
0	8	

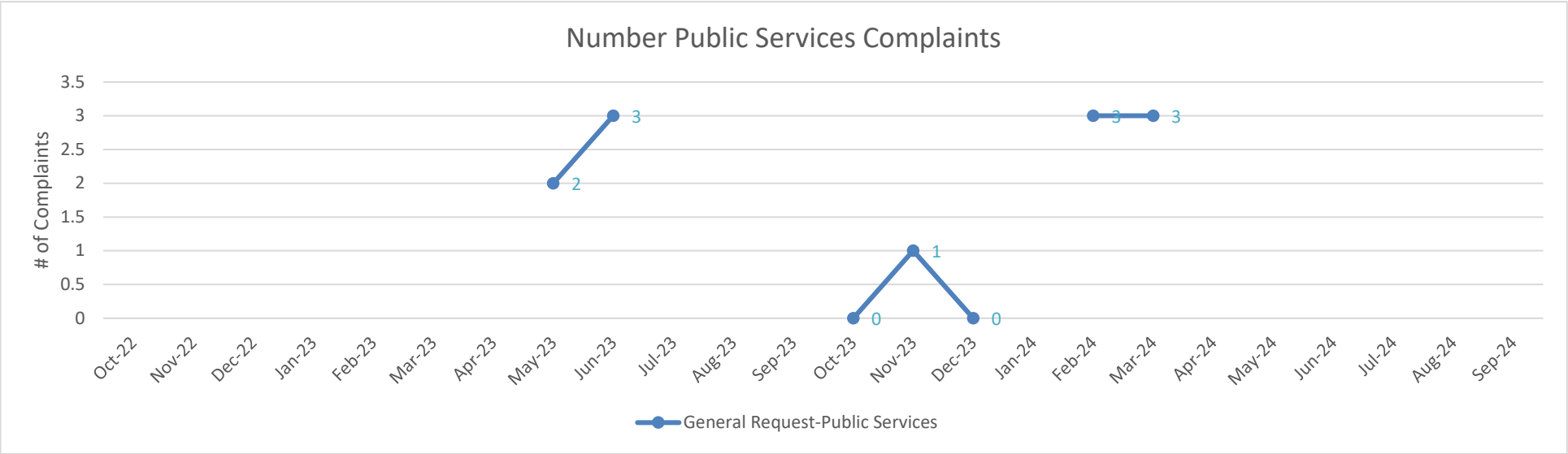


Public Services

CONCERN

General Request-Public Services

Mar-24	Oct. 1 - YTD	Notes:
0	7	



Sanitation

CONCERN

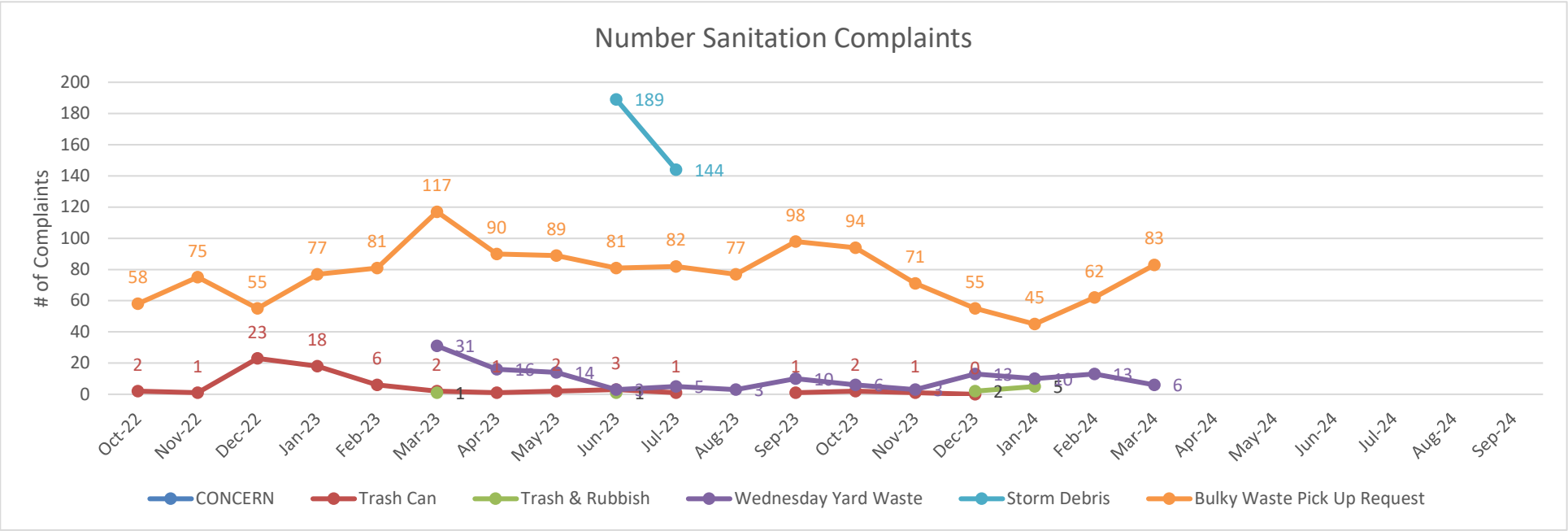
Trash Can

Trash & Rubbish

Wednesday Yard Waste

Bulky Waste Pick Up Request

Mar-24	Oct. 1 - YTD	Notes:
0	3	7 Christmas Trees
0	7	
6	57	
83	493	



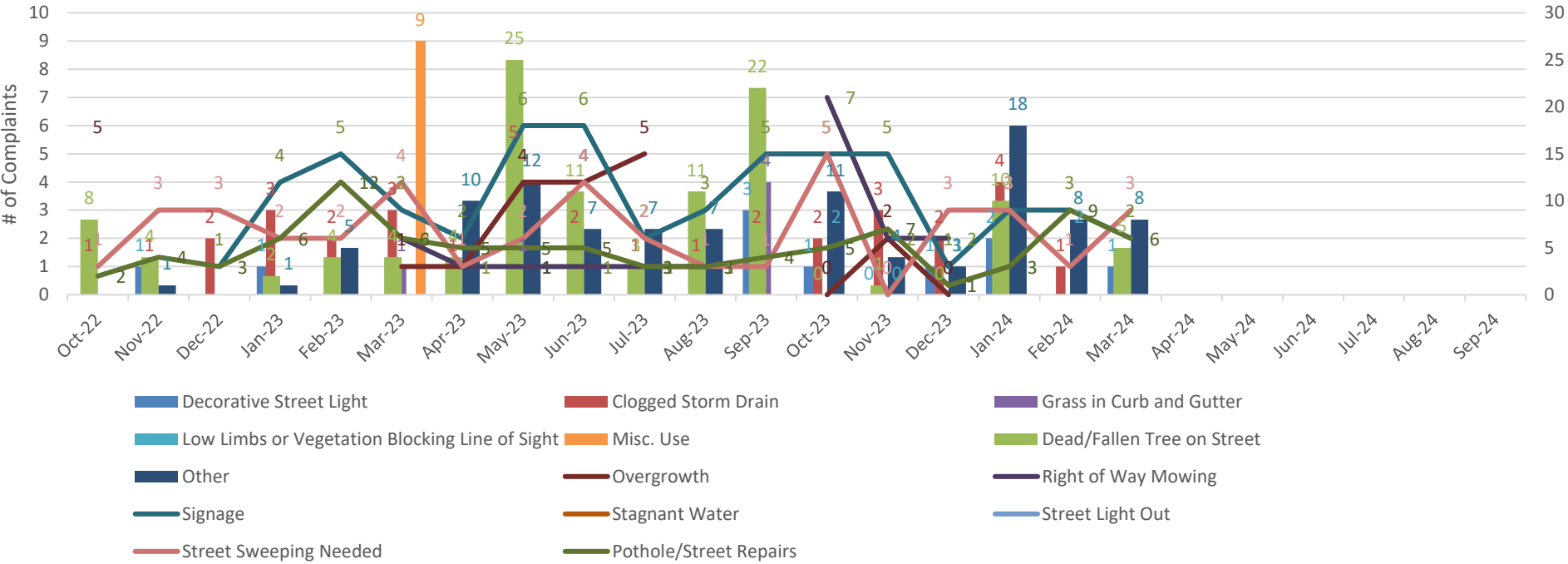
Streets

CONCERN

- Decorative Street Light
- Clogged Storm Drain
- Dead/Fallen Tree on Street
- Grass in Curb and Gutter
- Low Limbs or Vegetation Blocking Line of Sight
- Misc. Use
- Other
- Overgrowth
- Pothole/Street Repairs
- Right of Way Mowing
- Signage
- Stagnant Water
- Street Light Out
- Street Sweeping Needed

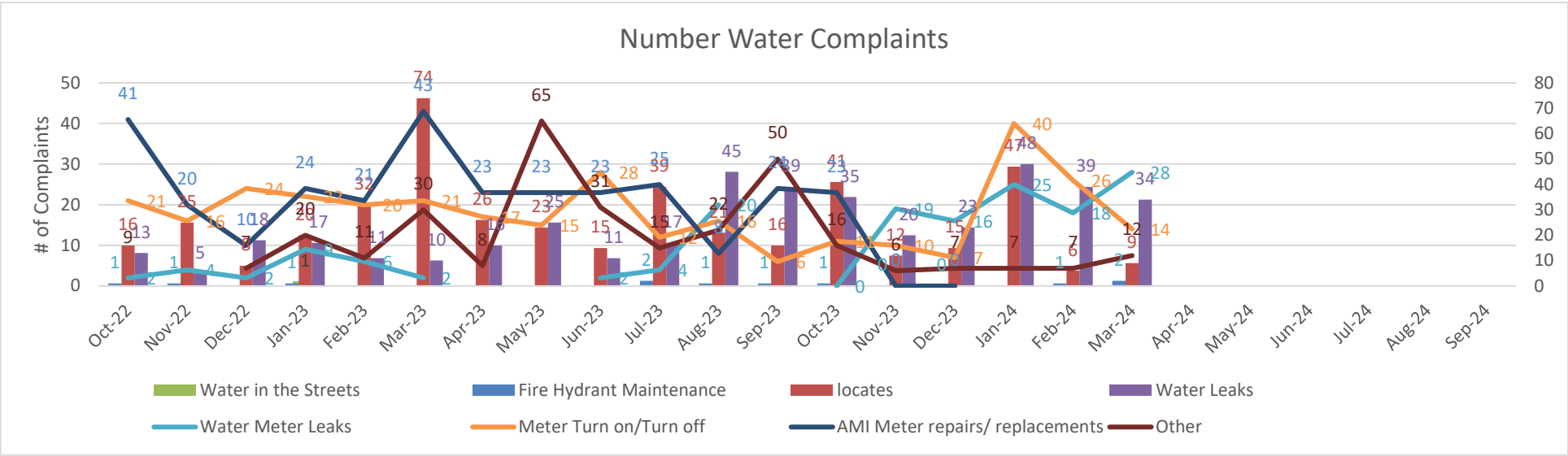
Mar-24	Oct. 1 - YTD	Notes:
1	6	
1	12	
5	21	
0	0	
0	5	
0	0	
8	59	
0	2	
6	37	
0	11	
2	21	
0	0	
0	0	
3	18	

Number Street Complaints



Water
CONCERN
Fire Hydrant Maintenance
locates
Water in the Streets
Water Leaks
Water Meter Leaks
Meter Turn on/Turn off
AMI Meter repairs/ replacements
Other

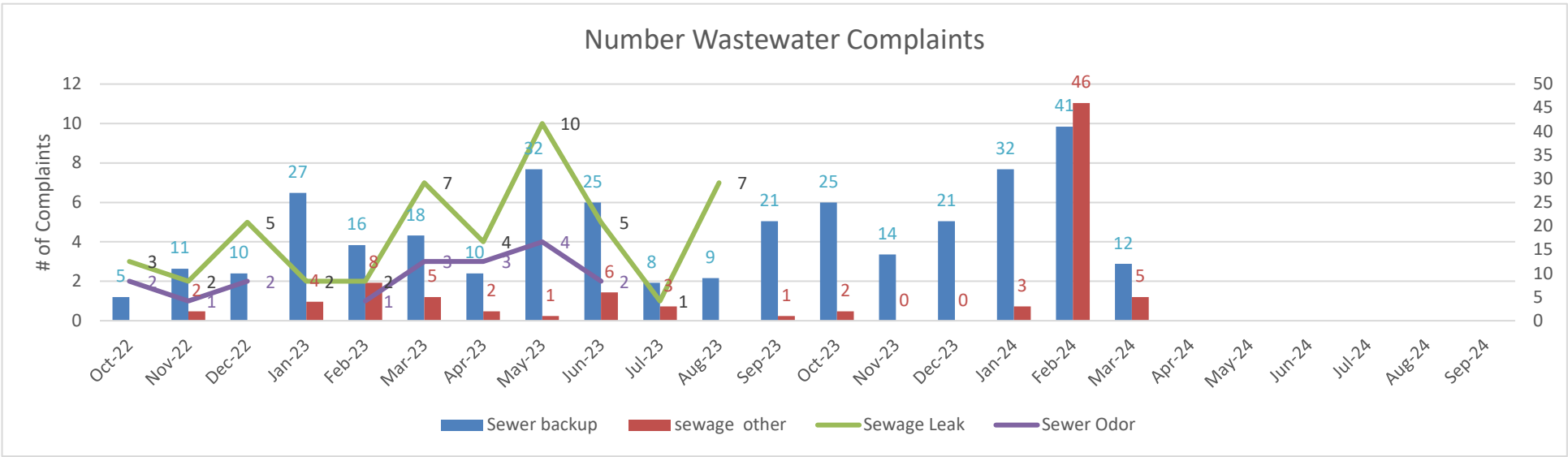
Mar-24	Oct. 1 - YTD	Notes:
2	6	
9	139	
0	0	
34	233	
28	134	
14	122	
0	23	
12	67	



Wastewater Collection

CONCERN
Sewer backup
sewage other
Sewage Leak
Sewer Odor

Mar-24	Oct. 1 - YTD	Notes:
12	157	
5	61	
0	0	
0	0	



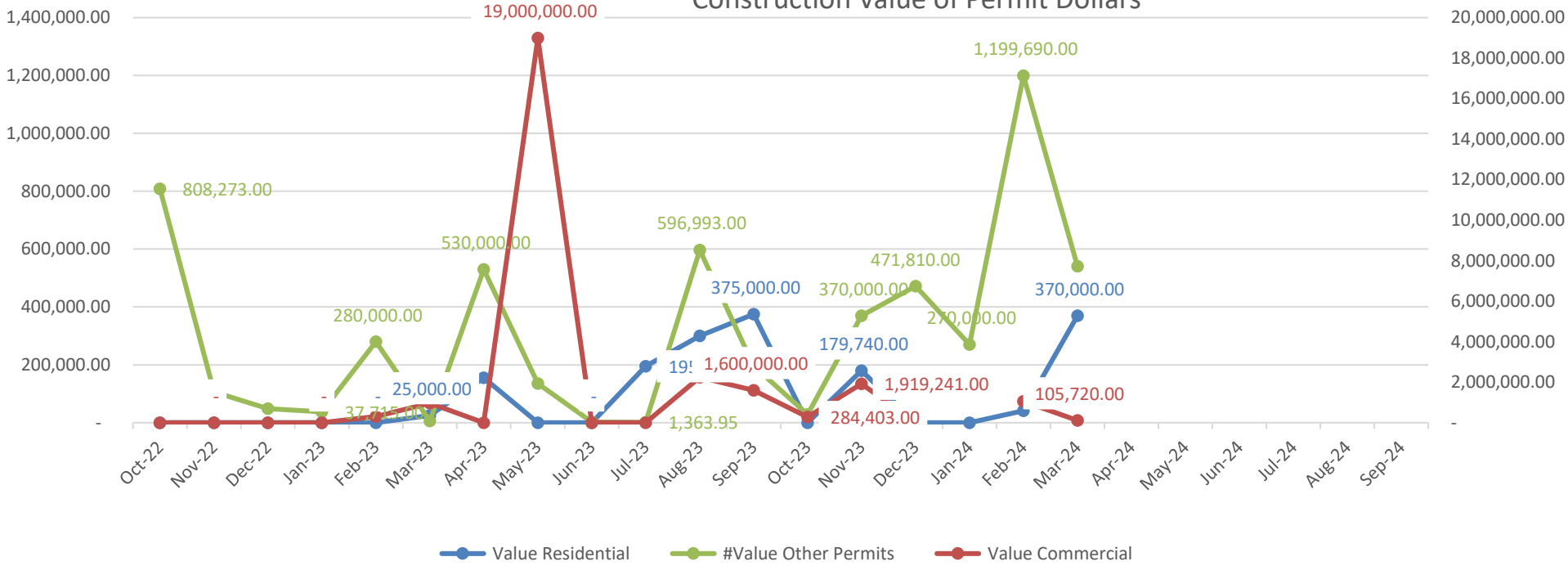
Gov Pilot Totals	234	1724
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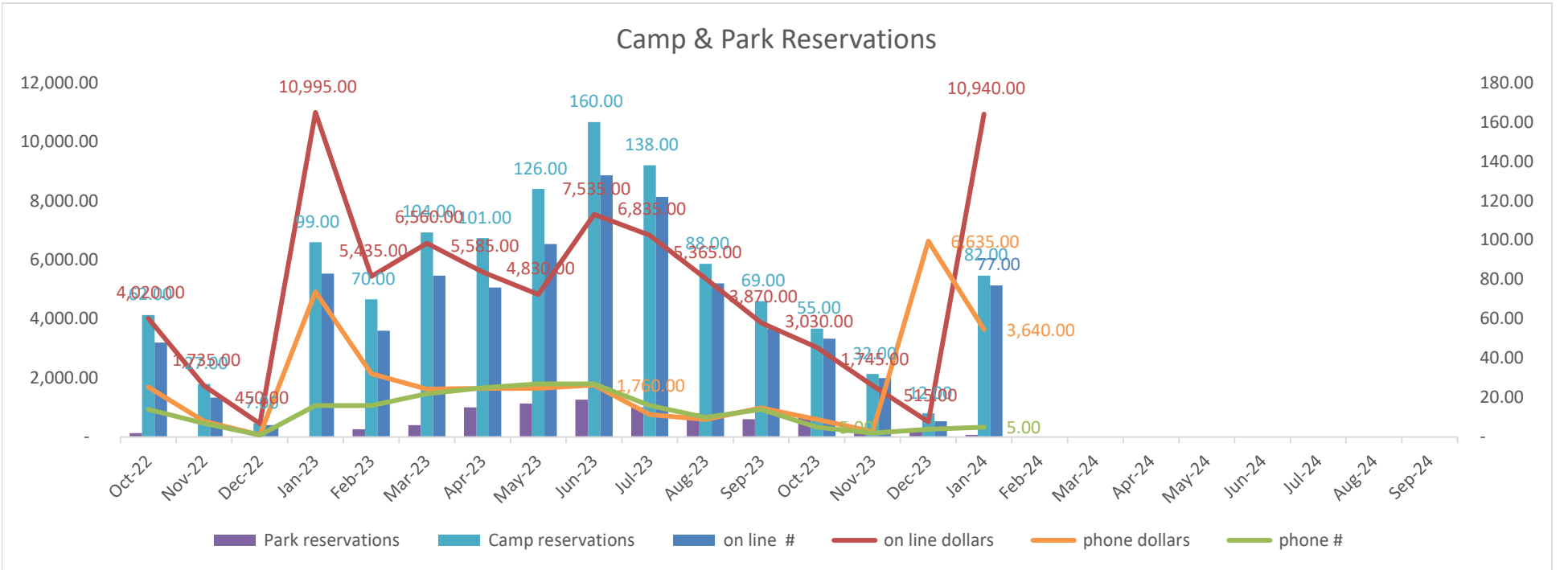
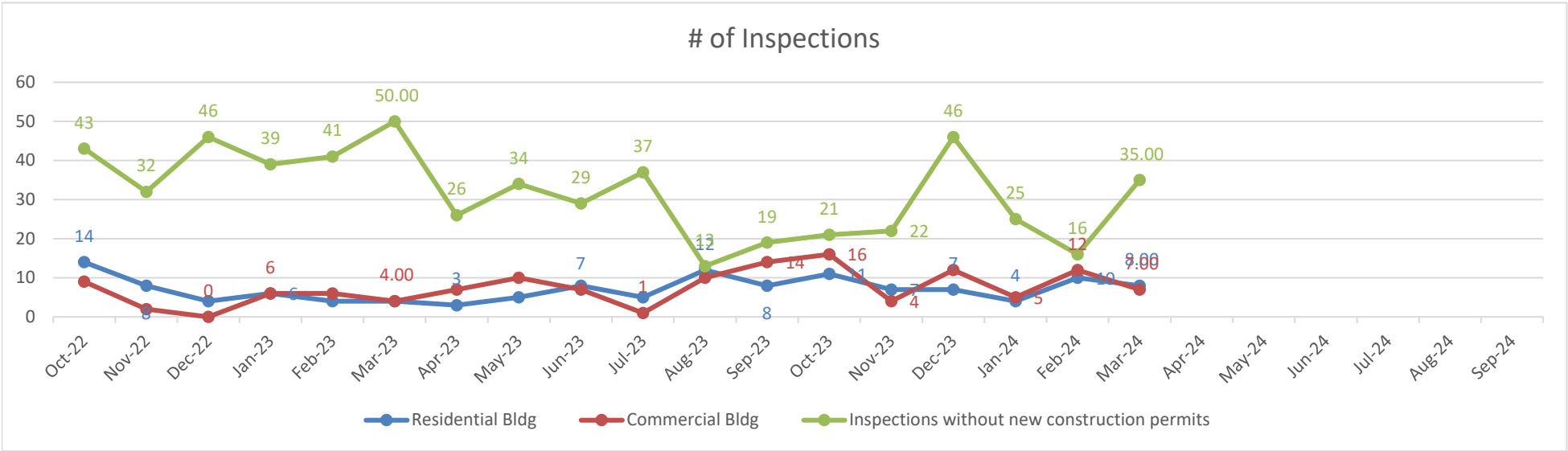
Building Department

Number Building Permits Issued



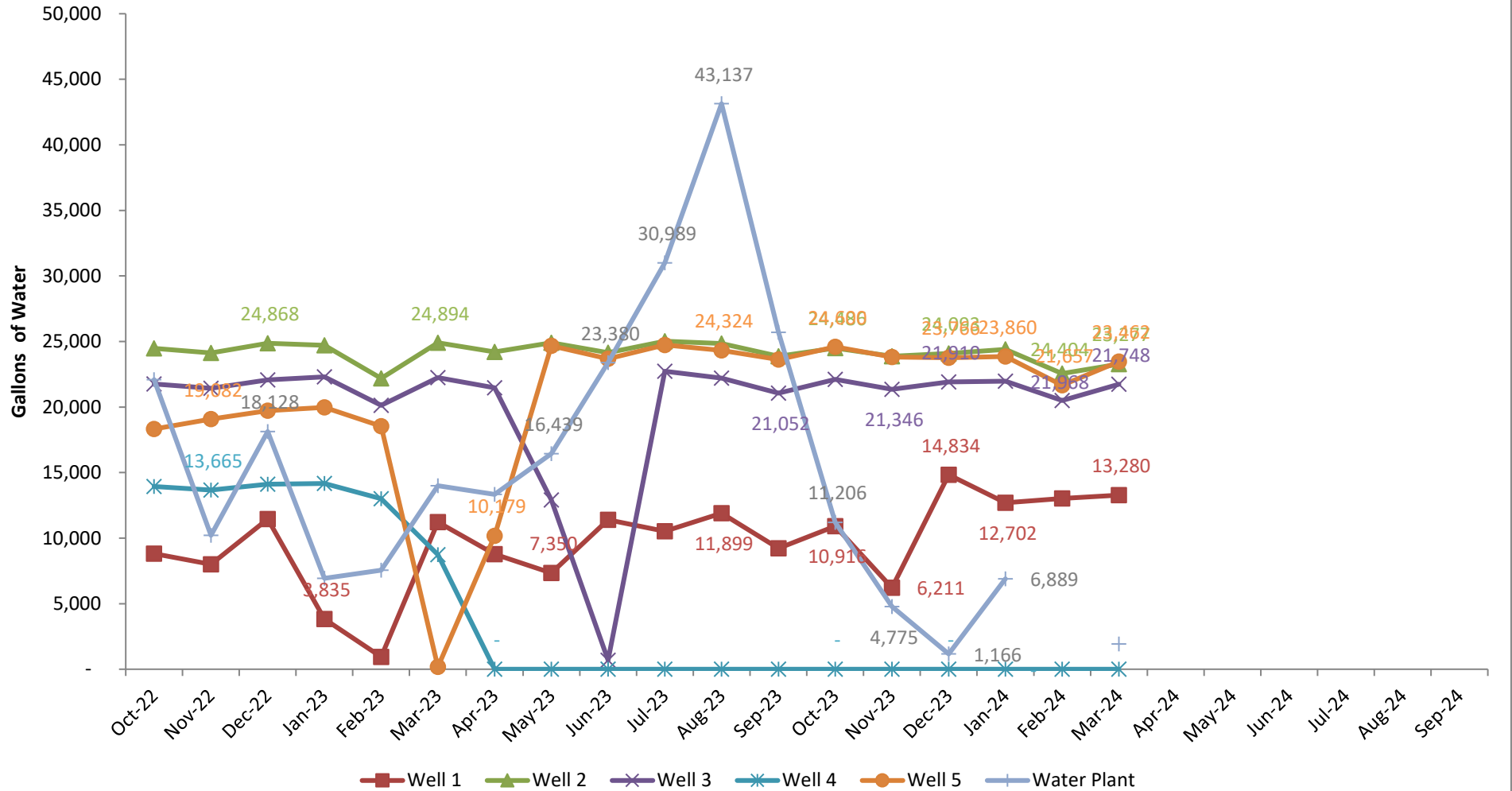
Construction Value of Permit Dollars





Water Production Department

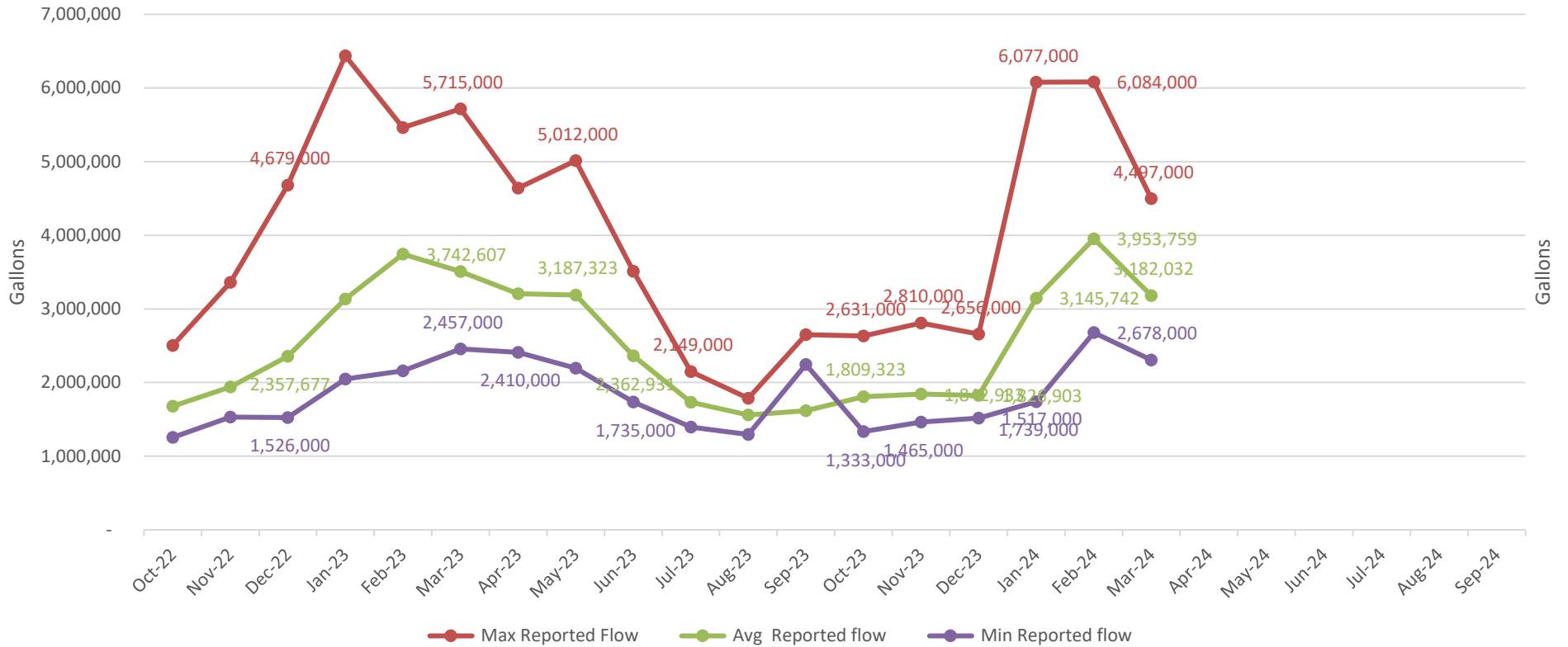
Monthly Water Production

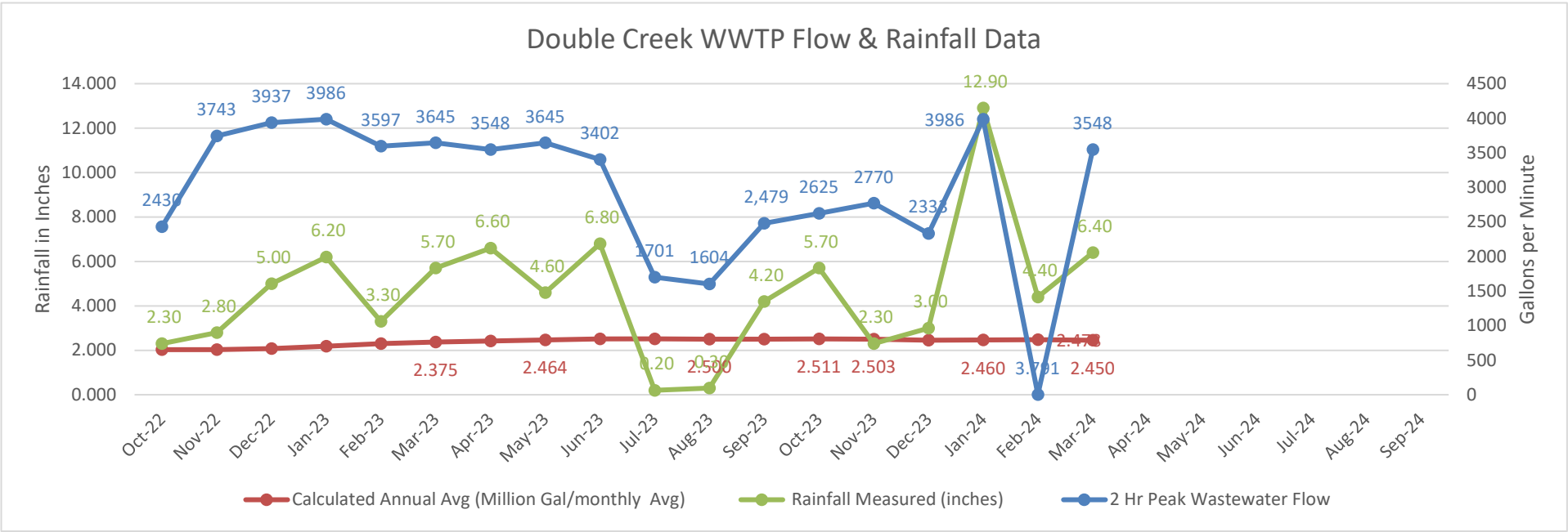


** information from Water Plant Daily Production Logs

Wastewater Treatment Department

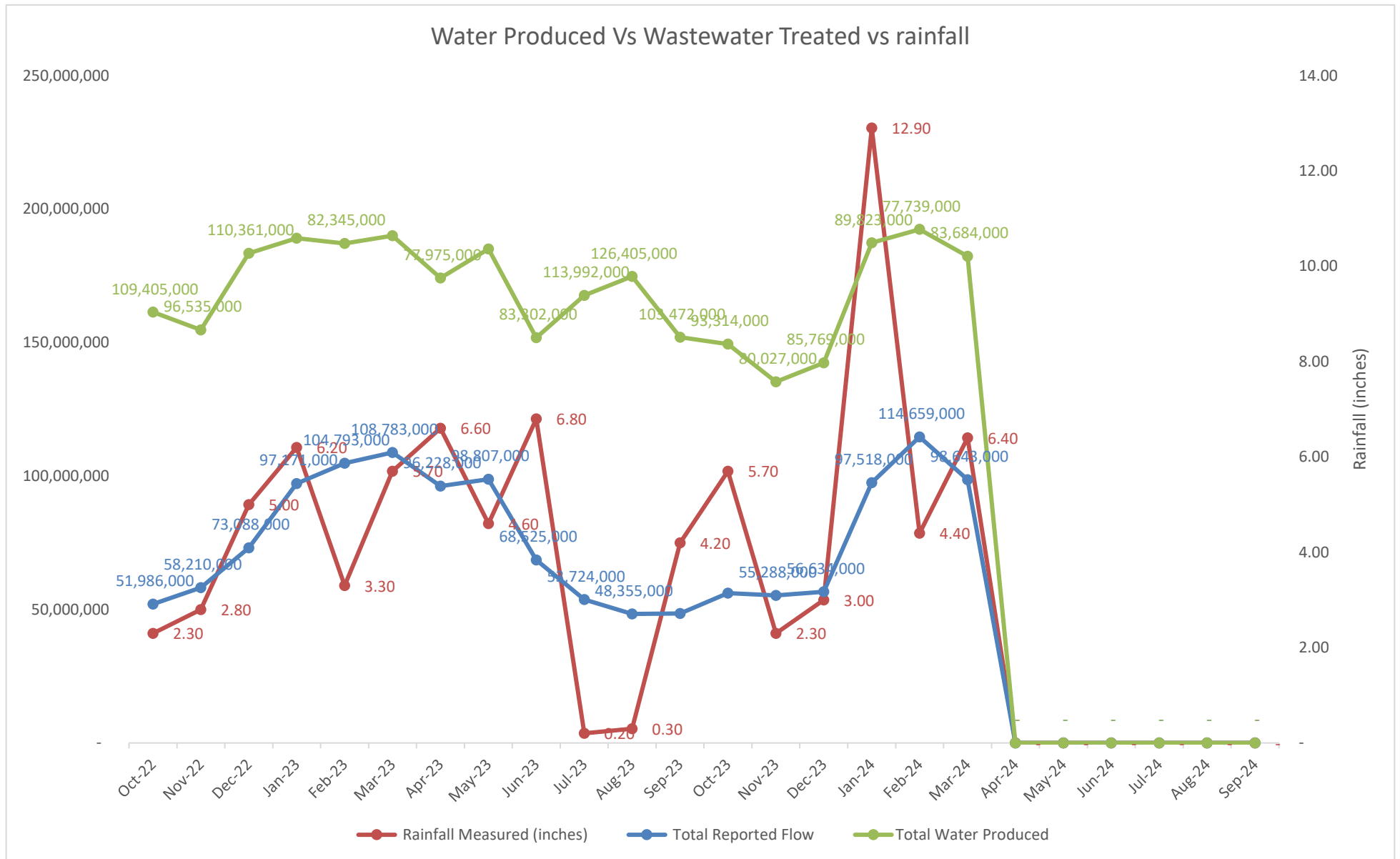
Double Creek WWTP reported Flows





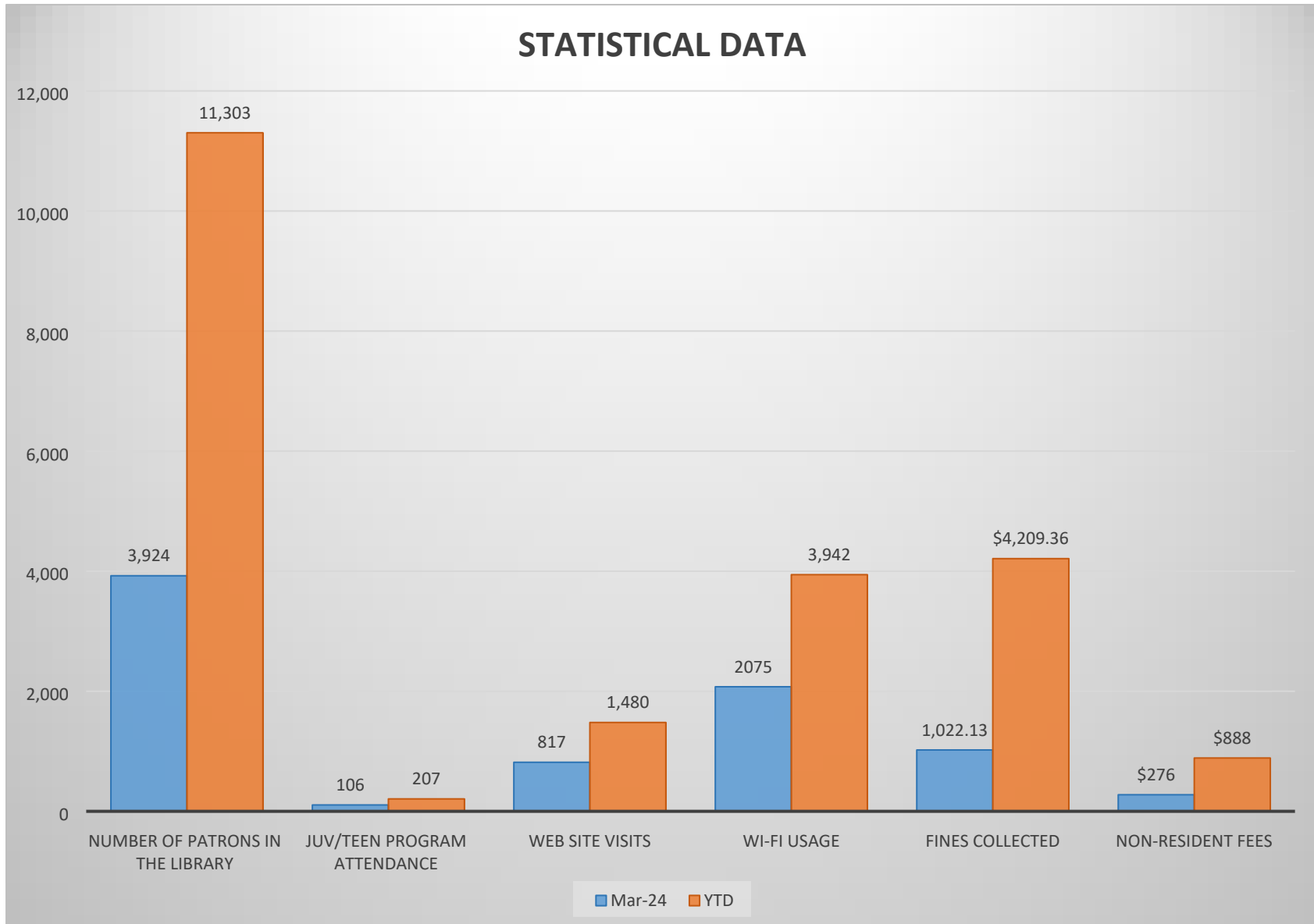
** information from WasteWater Plant Daily Log Reports

Water Vs Wastewater Treatment Comparison



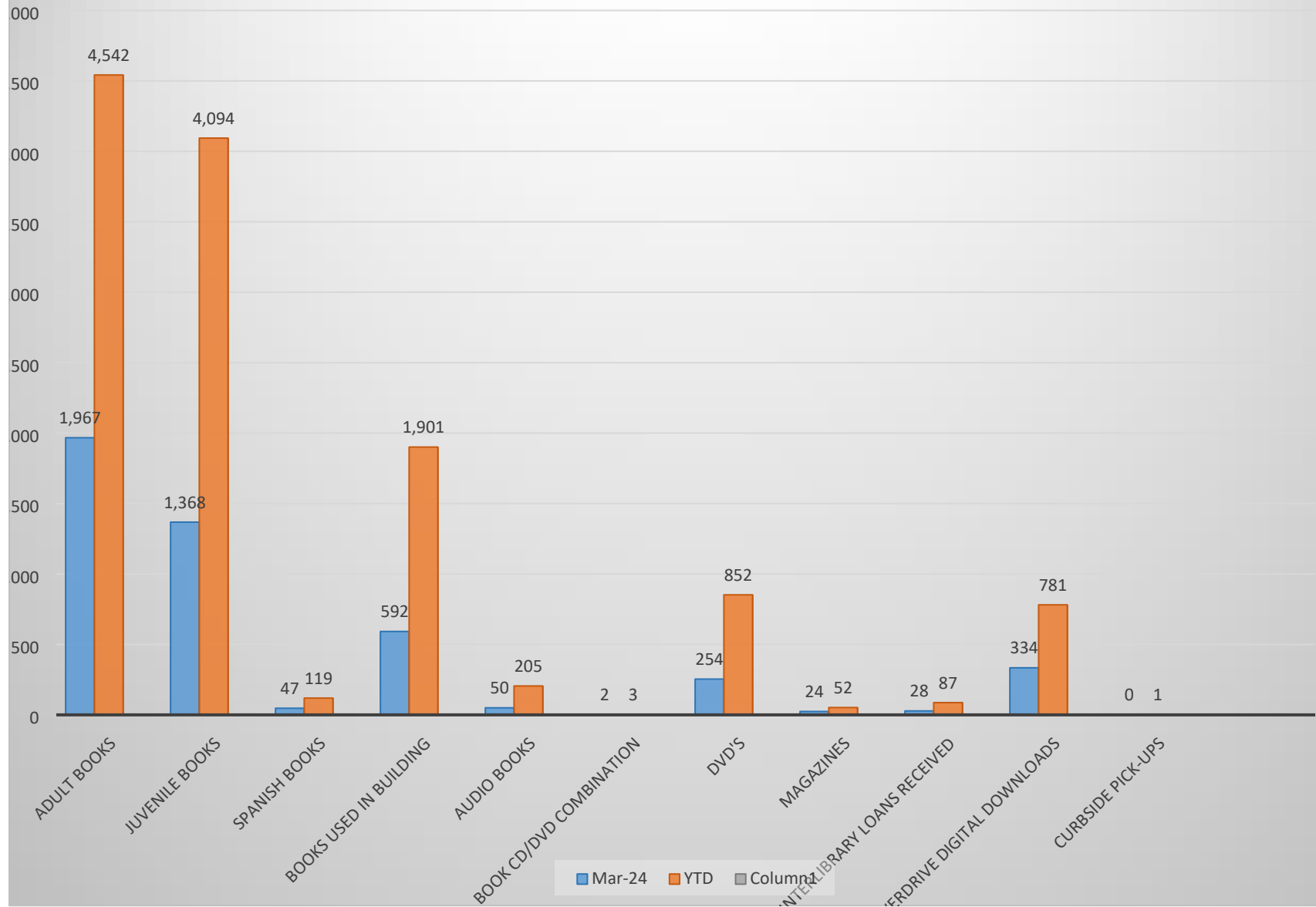
CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2024

STATISTICAL DATA



CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2024

Total Item Circulation



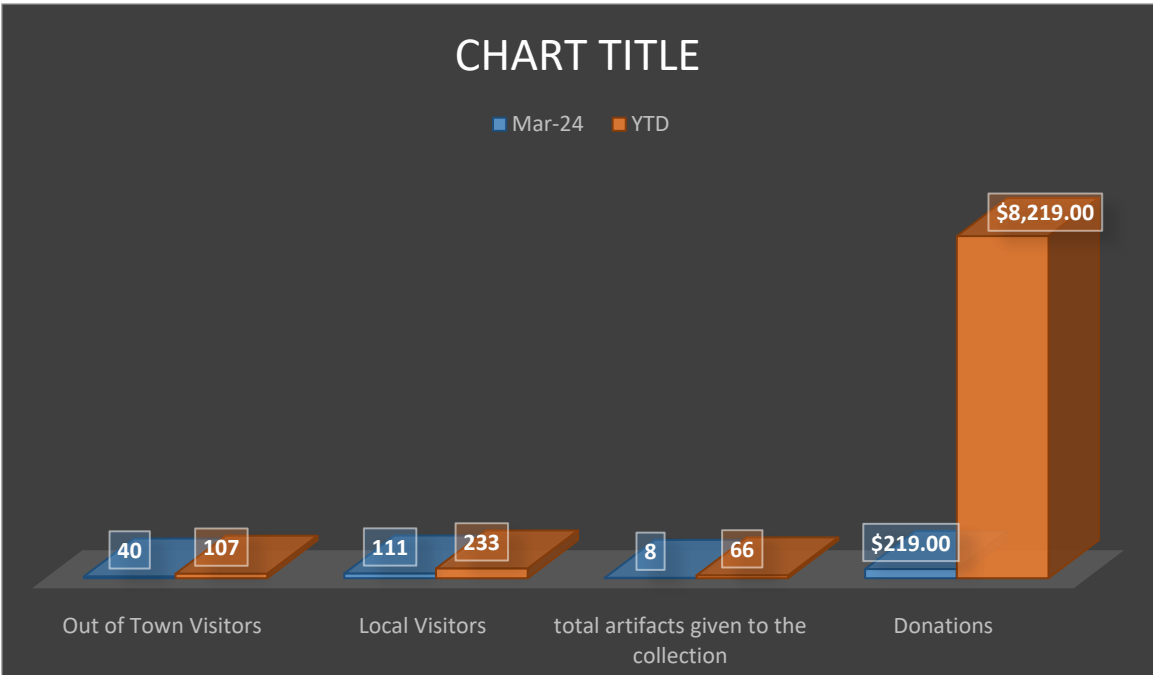
**CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
March 2024**

Items provided to other libraries through Interlibrary Loan: 22 monthly / YTD 77 total.

Book and DVD gifts to the library for the month of March 26: items / YTD 49 items.

The data for this report was gathered on March 26, 2024.

CITY OF JACKSONVILLE
Vanishing Texana Museum
MONTHLY REPORT
March 2024



March 2024 total museum visitors - 145

Artifacts loaned for March = 6

Special Events for March - 2