

Agenda
October 16th, 2025 @ 6:00 p.m.
Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



1. Call to Order
2. Roll Call: Bennett, Dumont, Figueroa, Fladmark, Sayre, Stykes
- (a) Establish Quorum**
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest
5. **Appointments, Presentations, Proclamations and Recognitions**
 (a) Receive status reports from the Tool Fire Department, Fire Chief Rodney McClain
6. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so **(3 Minute Maximum)** *The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.*

 Public Hearings – *The Tool City Council shall open relevant public hearings to receive citizen testimony regarding the following items. The public comment period begins on the first date notice is published and extends to the close of the public hearing. Public comments may be submitted either in writing to the City of Tool City Council, Office of the City Secretary, 701 N. Tool Dr., Tool, TX 75143, or electronically via email at contact@tooltexas.org. Please be aware that any contact information you provide, including your name, phone number, email address and physical address will become part of the city's public record.*
7. **Open, announce the time and conduct a public hearing to receive testimony on the following:**
8. Discuss a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the front setbacks for the construction of a carport, in an R-1, Residential District
9. Discuss a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the side setbacks for the construction of a patio cover, in an R-1, Residential District
10. **Close public hearing and announce the time**

 Consent Agenda - *Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.*
11. Approve Minutes: September 18th, 2025 Regular Meeting
12. Approve Monthly Activity Reports for September 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control.

Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

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13. Discuss and Take Action on a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the front setbacks for the construction of a carport, in an R-1, Residential District
14. Discuss and Take Action on a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the side setbacks for the construction of a patio cover, in an R-1, Residential District
15. Consider, Discuss and Take Action to enter into an agreement with i3 Verticals for the purposes of Municipal Court software
16. Receive an update regarding the Paradise Bay Subdivision Drainage Phase 1A Project
17. Consider and nominate five candidates, in accordance with Section 6.03 of the Texas Property Tax Code, to serve on the Henderson County Appraisal Board of Directors

Resolution Adoption

18. Consider, Discuss and Take Action, on first reading, to Adopt Resolution 2025-06R, Official City Newspaper
19. Consider, Discuss and Take Action on Resolution 2025-07R, CDBG-MIT Funding, and select planning and management service provider(s) to complete application and project implementation for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) funding administered by the Texas General Land Office

Executive Session

20. Convene into executive session pursuant to Texas Government Code Chapter 551 (2) sections:
 - a. Section 551.074 to consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Chief of Police.
21. Reconvene in open session and take any action necessary resulting from executive session
22. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*
23. **Council Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*
24. **Closing**
 - A. Next Meeting: November 20th, 2025
 - B. Adjourn

A meeting that is “open to the public”, pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should

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determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city's attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city's official newspaper was notified.

Attest:

SEAL

Mike Dumont, Mayor

Kimberley Price, City Secretary



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
8

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Development Application, Notification Report, Pictures of Property, Appendix 3A Excerpt; Public Notice

Summary of Agenda Item to be considered:

Staff has received a request from BG and Judy Pierce, of 1411 Carol Lane, in relation to a variance request for a carport to encroach the front setbacks of their build line.

According to Tool's Planning Zoning Ordinance, Appendix 3A, the building and its attachments must sit back at least 20' (feet) from the front property line. (recognized as the "setback").

Agenda Item, as listed on the agenda:

Discuss a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the front setbacks for the construction of a carport, in an R-1, Residential District

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



Phone: 903-432-3522
Fax: 903-432-3867
Email: permits@tooltexas.org

City of Tool
701 N. Tool Drive
Tool, TX 75143

DEVELOPMENT APPLICATION

GENERAL INFORMATION

Request is for a: ☐ Preliminary Plat ☐ New Site Plan ☐ ROW Abandonment
☐ Final Plat ☐ Site Plan Revision ☐ Easement Abandonment
☐ Minor Plat ☐ Zoning Change
☐ Amending Plat ☒ Zoning Variance
☐ Replat ☐ Zoning Appeal

Property Address: 1411 Carol Ln Tool, TX 75143

Legal Description: LT 34AB 488TS Mitchell Sur, Isle of View I, BLK 1 LT 34

Present Zoning: R1 Requested Zoning: _____

Proposed Use: Carport, Patio

of Lots Involved: 1 Total Acreage: _____

Please provide any additional detail relating to your request:

- Side Setback for Patio cover Primary Structure
- Front Setback for Carport

OWNER CONTACT INFORMATION

Property Owner(s): BG & Judy Pierce Phone: 214-729-3058
Mailing Address: 1411 Carol Ln Alt. Phone: _____
City, State, Zip: Tool, TX 75143
Email: bg@cclake.biz

OWNER'S REPRESENTATIVE CONTACT INFORMATION (if applicable)

Representative: _____ Phone: _____
Mailing Address: _____ Alt. Phone: _____
City, State, Zip: _____
Email: _____

I understand that it is necessary for me, or my representative, to be present at the Planning and Zoning Commission or Zoning Board of Adjustment meeting when this request(s) is heard. I also understand that failure to appear at the meeting will result in the case being denied. I also understand that fees paid are not refundable. I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner or lawful tenant of the property described in the application or, alternatively, that I am authorized to represent the owner(s)/tenant(s) of the property for which the certificate of occupancy is requested.

I have read and understand the supplemental information on the reverse side of this application.

Signature: _____

Date: 9-24-2025

FOR OFFICE USE ONLY

App Complete?	Yes	No	Recvd by:		Date Recvd:		Permit #:	
App Fee:			Payment Date:		Recvd By:		Receipt #:	

VARIANCES

For a variance to be granted, the Zoning Board of Adjustments must find that the following conditions must be met:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the intended use of his/her land;
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
4. That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.

NOTE: A variance or special exception shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege in developing a parcel of land not permitted by this Ordinance to other parcels of land in the particular zoning district. No variance or special exception may be granted which results in undue hardship upon another parcel of land.

In addition to the application and fee, the applicant requesting a variance must **submit with their application, responses to the following questions.**

1. What regulation are you seeking a variance from?
2. What special circumstances affect your property that are generally not seen in other areas in the same zoning district?
3. How would a strict interpretation of the regulation deprive you of reasonable use of your land?
4. Can the intended use be made of the property without the variance?
5. How would a strict interpretation of the regulation deprive you of a substantial property right?
6. Will a variance impair the health, safety or general welfare of neighboring properties?
7. Will a variance prevent neighboring property owners of the reasonable use of their land?

After review by City of Tool staff application is complete, the applicant will be notified, and the request will be placed on the next eligible Zoning Board of Adjustment agenda.

ABANDONMENTS

Applications for an abandonment of a right of way (such as a street or alley) must include the submission of an "Abandonment Plat", signed and sealed by a registered surveyor, which includes:

1. The exact acreage or area involved in the abandonment;
2. The metes & bounds description of the proposed abandonment;
3. A north directional indicator;
4. Labeled streets; and
5. The identity of property owners of those lots immediately adjacent to the portion that is to be abandoned.

After review by City of Tool staff and local utility companies to ensure the right of way is able to be abandoned, the applicant will be notified, and the request will be placed on two consecutive City Council agendas for a first reading and approval.

SUBDIVISION/PLATS

Applicants for any subdivision/plat request must provide the following with their completed application:

1. Four (4) copies of a draft plat:
 - a. in accordance with the requirements of the City of Tool Subdivision Ordinance;
 - b. signed and sealed by a surveyor registered within the State of Texas;
 - c. a notarized owner(s) signature;
2. A copy of any existing restrictive covenants/deed restrictions for the property(ies);
3. A copy of any proposed restrictive covenants/deed restrictions for the property(ies); and
4. The application fee.

After review by City of Tool staff and local utility companies to ensure compliance with local and state regulations, the plat will be placed on a City of Tool Planning and Zoning Commission and a City Council agenda for approval.

SITE PLANS

Applicants for any new site plan or site plan revision must provide the following with their completed application (number of copies to be determined by City Staff):

1. Verification that all taxes and assessments on the subject property have been paid;
2. Copies of the site plan (on 24 inches x 36 inches sheet, and drawn to a known engineering scale that is large enough to be clearly legible);
3. If required, complete sets of engineering/construction plans (including the site plan and plat) for all site work and for all required public improvements;
4. Preliminary plat/final plat submission (as per the Subdivision Ordinance), if the property has not yet been platted, or a replat submission if additional easements or rights-of-way will need to be established for the proposed development;
5. Landscaping plans;
6. Building facade (i.e., elevation) plans (applicable in the PD and CBD districts only);
7. Application and administrative fee for a Tree Removal Permit (if applicable);
8. Any additional information/materials as deemed necessary City staff; and
9. The application fee.

After review by City of Tool staff the developer will be contacted regarding any recommended changes. In the case of site plans for PD overlay districts, the site plan will be placed on a City of Tool Planning and Zoning Commission and City Council agendas for approval.

NOTIFICATION REPORT

Applicant Name:

Address:

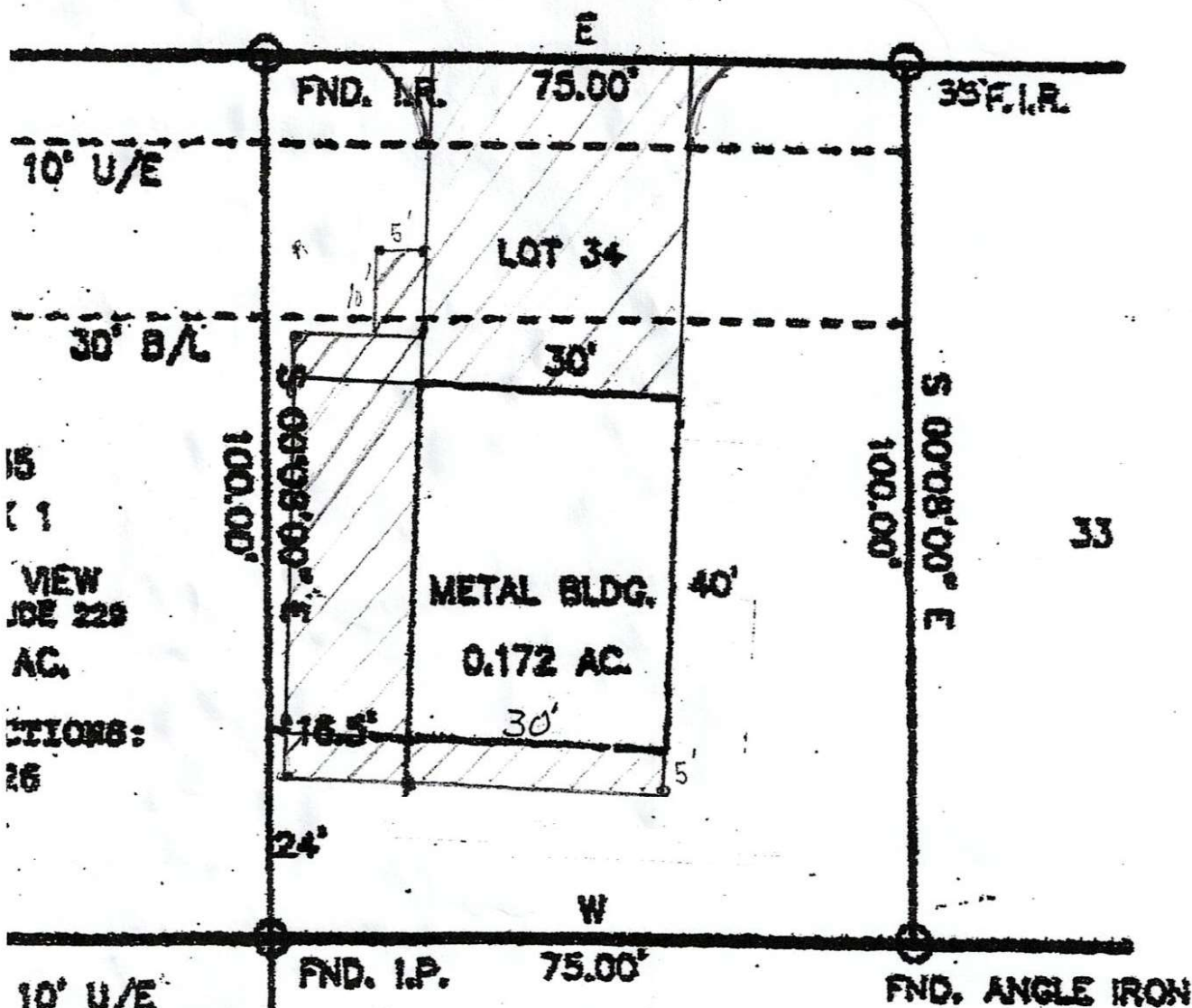
Property Owner	Address	Subdivision	Block	Lot	For	Against	No Response
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	10			
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	11			
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	8			
BG & Judy Pierce	1411 Carol Ln Tool, TX 75143	Isle of View	1	35			
BG & Judy Pierce	1411 Carol Ln Tool, TX 75143	Isle of View	1	33			
Wendy Holian	1505 Carol Ln Tool, TX 75143	Isle of View	1	31			
James Friedmann & Manjusha Shankaradas	1500 Cedar Ave Tool, TX 75143	Sport N Rest	3	5-7 & N2 of Lot 8			
Jack Powell Busby	1508 Maple Dr. Tool, TX 75143	Sport N Rest	2	16			

Judith E Fagan	Tool, Texas 75143	Sport N Rest	1	1
Mario Tovar	1460 Guam Ave Tool, TX 75143	Paradise Bay		1460
Linda Ann Johnson & Norman T	1500 Guam Ave Tool, TX 75143	Paradise Bay		1461-1463
Jerry Keith Smith	1464 Guam Ave Tool, TX	Paradise Bay		1464
BG & Judy Pierce	1411 Carol LN Tool, TX 75143	Isle of View	1	32
Timothy Lyn Phillips & Sarah Jane Bridges	1416 Cedar dr Tool, TX 75143	Sport N Rest	3	2
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	9
Sonny Chester & Shirley Bigham	1424 Cedar dr Tool, TX 75143	Sport N Rest	3	4
Monica Sood Narula & Rajesh J	76 Isle of View Tool, Tx 75143	Isle of View	3	7
Tess Partners LTD	Isle Of View Tool, TX 75143	Isle of Vieww	3	6

[illegible]

1411 CAROL LN

CAROL LANE



15
[1
VIEW
IDE 229
AC.
CTIONS:
26

1
AC.
HOUSE
1
1
1

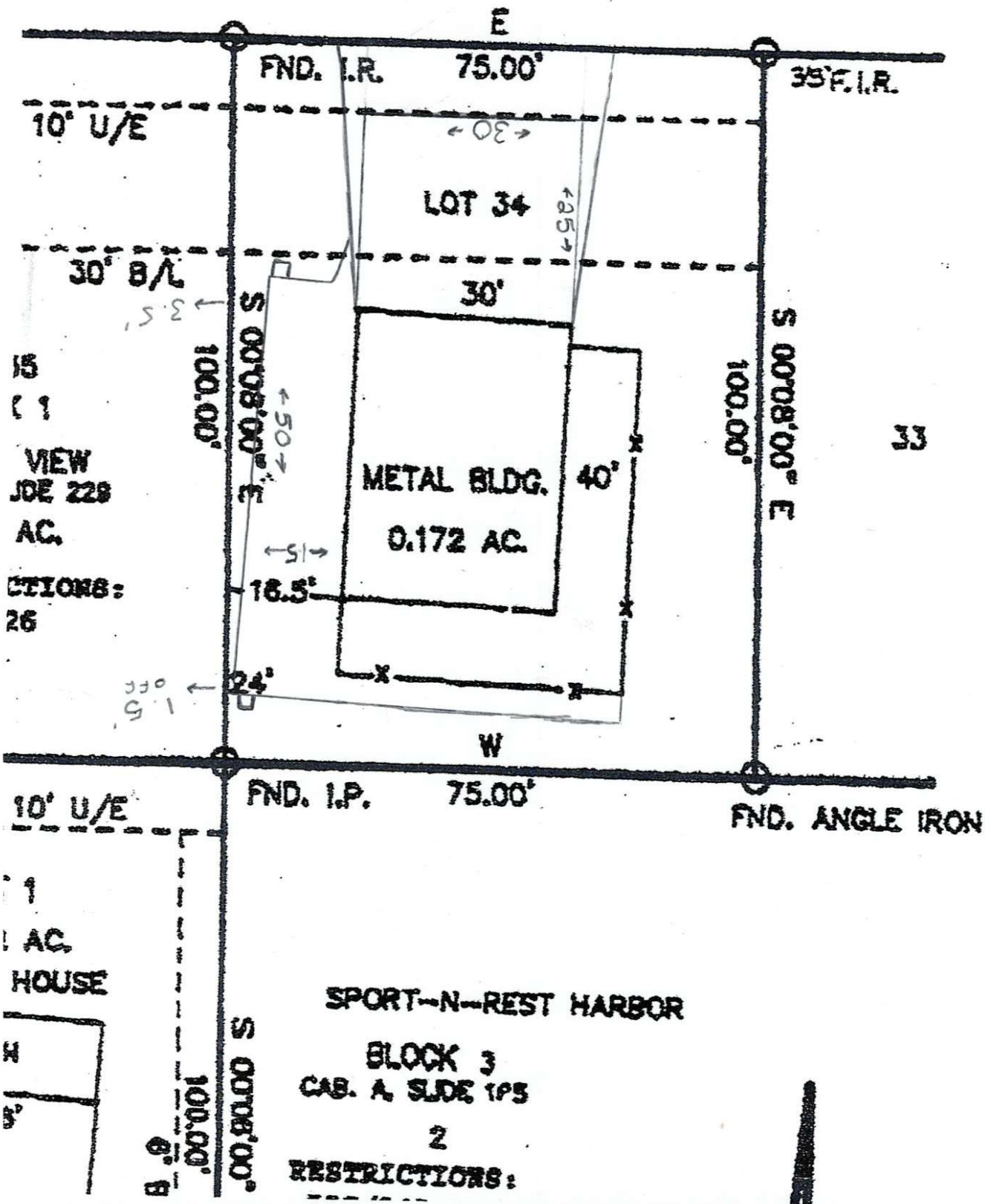
SPORT-N-REST HARBOR

BLOCK 3
CAB. A. SLIDE 195

2

DEPT/TYPE.

CAROL LANE





STS Metal Buildings, LLC

107 Fairway Street

Chandler, Texas 75758

Phone 903 515 9008 Email stsmetalbuildings@gmail.com

Proposal/Contract

July 16, 2025

TO: BG & Judy Pierce
1411 Carol Ln.
Tool, TX 75980
(214) 384-4050

It is with great pleasure that we offer this proposal to erect a 15' X 50' porch with continuous slope roof, also add a continuous gable roof in front of the existing OH door to create a new 30' X 25' carport with trim to match; and obtain, drill and set weld plates with anchors;

This proposal provides for all necessary labor and materials to complete this project including steel framing, building material, and erection of material. Project specifications are outlined on pages 1 through 3 of this proposal.

This proposal excludes any permit and utility fees, or connection performances or payment bonds, and other work not indicated in this contract. Any additional requirements other than those indicated in this proposal shall be considered an additional cost to the owner.

The owner shall provide electrical and water service to the building site for construction. Owner must also provide a firm access to the job site for passage of the building material delivery trucks. Damage to existing asphalt or concrete driveways will not be the responsibility of STS Metal Buildings.

Page 1 of 4

PROPOSAL/CONTRACT

All materials and work are guaranteed to be as specified and completed in a substantial workmanlike manner for the amount of: \$27,910.91 Total. This proposal is good for **14 days** due to metal price fluctuations.

Twenty-Seven Thousand, Nine Hundred Ten Dollars and Ninety-One Cents.

Payment shall be made as follows:

\$16,129.75 due upon signing of contract.
\$5,376.58 due upon steel erection of frame.
\$5,376.58 due upon completion.
\$1028.00 due upon completion of setting weld plates

Option:

\$1,627.42 due upon completion of re-screw of walls _____ Initials

Any alterations or deviations from the proposal as specified will be executed only upon written change orders and shall amend the contract amount.

All agreements shall be contingent upon strikes, accidents, weather conditions, or delays beyond the contractor's control which interferes with the proper execution of work.

STS shall guarantee this work for a period of one year from the date of acceptance against defective workmanship. STS shall also maintain OSHA compliance during all construction procedures.

Respectfully submitted,
Robert E Smith
Robert E Smith

ACCEPTANCE OF PROPOSAL/CONTRACT

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made in full as outlined above. I understand and agree that the new metal sheets and trim are not going to match exactly due to age and discoloration of existing structure.

Signature _____

BG Pierce

Date _____

7-17-2025

Signature _____

Judy Pierce

Date _____

7-17-2025

SPECIFICATIONS

Porch, Carport:

Total - \$26,882.91

- 26-gauge Silicone Polyester colored Ag panel. See Below
- 11-gauge 4" x 4" Post
- 14-gauge Cee Purlins welded in place
- 14-gauge Receiver Channel welded in place
- Long life Tek screws
- All trim to color match existing structure
- Wall Sheet Color _____. Initial _____
- Roof Sheet Color Galvalume _____. Initial _____
- Trim Color Charcoal Grey _____. Initial _____
- Soffit Color N/A _____. Initial _____

NOTE: Trash dumpster will be the responsibility of the customer on jobsite.

Drill Concrete Weld Plates and Placement:

Total - \$1028.00

- Drill and Set weld plates with Anchors

Option: Initial for this option

Re-Screw of Building:

Total - \$1,627.42

_____ Initials

- Oversize Long Life wood screws walls

N/A

I release STS Metal Buildings LLC to start work on the aforementioned building and agree to the price listed above in this contract. If there are any changes outside the scope of work in this contract, it will be agreed to in writing between BG and Judy Pierce and STS Metal Buildings LLC.

I also understand this proposal does NOT include anything outside the listed scope of work.

Signature _____

BG Pierce

Date _____

7-17-2025

Signature _____

Judy Pierce

Date _____

7-17-2025

APPENDIX 3A

AREA, SETBACK, HEIGHT, AND COVERAGE REGULATIONS

SINGLE-FAMILY DWELLING, DETACHED

ZONING DISTRICT	MIN. LOT AREA [1] (square feet)	MIN. LOT WIDTH (at front bldg. line) (linear feet)	MIN. LOT DEPTH (average) (linear feet)	FRONT SETBACK [2] (linear feet)	SIDE SETBACK [3] (linear feet)	REAR SETBACK [4] (linear feet)	HGT. LIMIT [5] (linear feet)	MAX. GROUND COVERAGE (% of lot area)	MIN. AREA OF MAIN BLDG. (square feet)	ACCESSORY STRUCTURES
RA*	1 acre (43,560 s.f.)	150		25	25 / 25 [^]	25	35**	15	1,000	Note 1 Also see App. 3C
R-1	5,000	50	100	20	10 / 5 [^]	5	30	65	800	Note 2 Also see App. 3C
MH-2	5,000	50	100	20	10 / 5 [^]	5	30	50	800	Note 3 Also see App. 3C

Numbers in brackets are references to Notes in Appendix 3B.
This chart is not complete for all districts and uses.

[^] The first number is the minimum side yard setback from a public street; the second number is the minimum side yard setback for interior lots.

*Special regulations for agricultural uses in the RA district:

No agricultural structures shall be closer than one hundred (100) feet to any residential structure.

An agricultural structure shall not exceed forty-five (45) feet in height.

Note 1: An accessory structure shall not exceed two (2) stories or twenty five (25) feet in height.

Note 2: An accessory structure shall not exceed two (2) stories or twenty-five (25) feet in height.

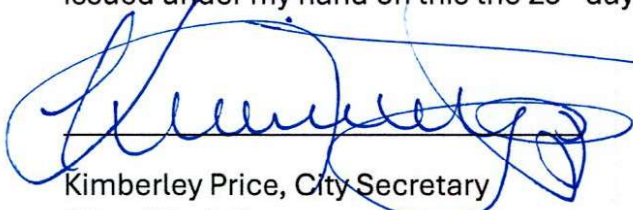
Note 3: An accessory structure shall not exceed fifteen (15) feet in height.

PUBLIC HEARING CITY OF TOOL

NOTICE IS HEREBY GIVEN THAT The City of Tool will hold a public hearing at a meeting that begins at 6 p.m. on Thursday, October 16th, 2025 at the Oran White Civic Center located at 701 N. Tool Dr., Tool, TX 75143. At such time, the City Council will conduct a public hearing regarding a Variance Application, for 1411 Carol Lane, Tool, TX 75143, for the purpose of a principal structure encroaching the front setbacks of 20 feet, for the purpose of constructing a carport, in accordance with Appendix 3A, in the City of Tool Code of Ordinances.

The purpose of the hearing will be to consider comments, both written and oral, regarding the above request. Written comments may be submitted to the City Secretary at 701 N. Tool Dr., Tool, TX 75143, no later than 4:30 p.m., three (3) days prior to the hearing date. Oral comments will be heard by speakers present at the hearing according to their order on a listing to be established for such purpose by the City Secretary.

Issued under my hand on this the 29th day of September, 2025.



Kimberley Price, City Secretary
City of Tool, Texas





City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
9

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Development Application, Notification Report, Pictures of Property, Appendix 3A Excerpt; Public Notice

Summary of Agenda Item to be considered:

Staff has received a request from BG and Judy Pierce, of 1411 Carol Lane, in relation to a variance request for a carport to encroach the side setbacks of their build line.

According to Tool's Planning Zoning Ordinance, Appendix 3A, the building and its attachments must sit back at least 5' (feet) from the side property line. (recognized as the "setback").

Agenda Item, as listed on the agenda:

Discuss a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the side setbacks for the construction of a patio cover, in an R-1, Residential District

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



Phone: 903-432-3522
Fax: 903-432-3867
Email: permits@tooltexas.org

City of Tool
701 N. Tool Drive
Tool, TX 75143

DEVELOPMENT APPLICATION

GENERAL INFORMATION

Request is for a: ☐ Preliminary Plat ☐ New Site Plan ☐ ROW Abandonment
☐ Final Plat ☐ Site Plan Revision ☐ Easement Abandonment
☐ Minor Plat ☐ Zoning Change
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☐ Replat ☐ Zoning Appeal

Property Address: 1411 Carol Ln Tool, TX 75143

Legal Description: LT 34AB 488TS Mitchell Sur, Isle of View I, BLK 1 LT 34

Present Zoning: R1 Requested Zoning: _____

Proposed Use: Carport, Patio

of Lots Involved: 1 Total Acreage: _____

Please provide any additional detail relating to your request: Primary Structure
- Side Setback for Patio cover
- Front Setback for Carport

OWNER CONTACT INFORMATION

Property Owner(s): BG & Judy Pierce Phone: 214-729-3058
Mailing Address: 1411 Carol Ln Alt. Phone: _____
City, State, Zip: Tool, TX 75143
Email: bg@cclake.biz

OWNER'S REPRESENTATIVE CONTACT INFORMATION (if applicable)

Representative: _____ Phone: _____
Mailing Address: _____ Alt. Phone: _____
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I have read and understand the supplemental information on the reverse side of this application.

Signature: _____

Date: 9-24-2025

FOR OFFICE USE ONLY

App Complete?	Yes	No	Recvd by:		Date Recvd:		Permit #:	
App Fee:			Payment Date:		Recvd By:		Receipt #:	

VARIANCES

For a variance to be granted, the Zoning Board of Adjustments must find that the following conditions must be met:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the intended use of his/her land;
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
4. That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.

NOTE: A variance or special exception shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege in developing a parcel of land not permitted by this Ordinance to other parcels of land in the particular zoning district. No variance or special exception may be granted which results in undue hardship upon another parcel of land.

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SUBDIVISION/PLATS

Applicants for any subdivision/plat request must provide the following with their completed application:

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 - a. in accordance with the requirements of the City of Tool Subdivision Ordinance;
 - b. signed and sealed by a surveyor registered within the State of Texas;
 - c. a notarized owner(s) signature;
2. A copy of any existing restrictive covenants/deed restrictions for the property(ies);
3. A copy of any proposed restrictive covenants/deed restrictions for the property(ies); and
4. The application fee.

After review by City of Tool staff and local utility companies to ensure compliance with local and state regulations, the plat will be placed on a City of Tool Planning and Zoning Commission and a City Council agenda for approval.

SITE PLANS

Applicants for any new site plan or site plan revision must provide the following with their completed application (number of copies to be determined by City Staff):

1. Verification that all taxes and assessments on the subject property have been paid;
2. Copies of the site plan (on 24 inches x 36 inches sheet, and drawn to a known engineering scale that is large enough to be clearly legible);
3. If required, complete sets of engineering/construction plans (including the site plan and plat) for all site work and for all required public improvements;
4. Preliminary plat/final plat submission (as per the Subdivision Ordinance), if the property has not yet been platted, or a replat submission if additional easements or rights-of-way will need to be established for the proposed development;
5. Landscaping plans;
6. Building facade (i.e., elevation) plans (applicable in the PD and CBD districts only);
7. Application and administrative fee for a Tree Removal Permit (if applicable);
8. Any additional information/materials as deemed necessary City staff; and
9. The application fee.

After review by City of Tool staff the developer will be contacted regarding any recommended changes. In the case of site plans for PD overlay districts, the site plan will be placed on a City of Tool Planning and Zoning Commission and City Council agendas for approval.

NOTIFICATION REPORT

Applicant Name:

Address:

Property Owner	Address	Subdivision	Block	Lot	For	Against	No Response
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	10			
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	11			
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	8			
BG & Judy Pierce	1411 Carol Ln Tool, TX 75143	Isle of View	1	35			
BG & Judy Pierce	1411 Carol Ln Tool, TX 75143	Isle of View	1	33			
Wendy Holian	1505 Carol Ln Tool, TX 75143	Isle of View	1	31			
James Friedmann & Manjusha Shankaradas	1500 Cedar Ave Tool, TX 75143	Sport N Rest	3	5-7 & N2 of Lot 8			
Jack Powell Busby	1508 Maple Dr. Tool, TX 75143	Sport N Rest	2	16			

Judith E Fagan	Tool, Texas 75143	Sport N Rest	1	1
Mario Tovar	1460 Guam Ave Tool, TX 75143	Paradise Bay		1460
Linda Ann Johnson & Norman T	1500 Guam Ave Tool, TX 75143	Paradise Bay		1461-1463
Jerry Keith Smith	1464 Guam Ave Tool, TX	Paradise Bay		1464
BG & Judy Pierce	1411 Carol LN Tool, TX 75143	Isle of View	1	32
Timothy Lyn Phillips & Sarah Jane Bridges	1416 Cedar dr Tool, TX 75143	Sport N Rest	3	2
Carl Holloway	1416 Carol Ln Tool, TX 75143	Isle of View	3	9
Sonny Chester & Shirley Bigham	1424 Cedar dr Tool, TX 75143	Sport N Rest	3	4
Monica Sood Narula & Rajesh J	76 Isle of View Tool, Tx 75143	Isle of View	3	7
Tess Partners LTD	Isle Of View Tool, TX 75143	Isle of Vieww	3	6

[illegible]

Search Here: Enter Address, Name, or ID

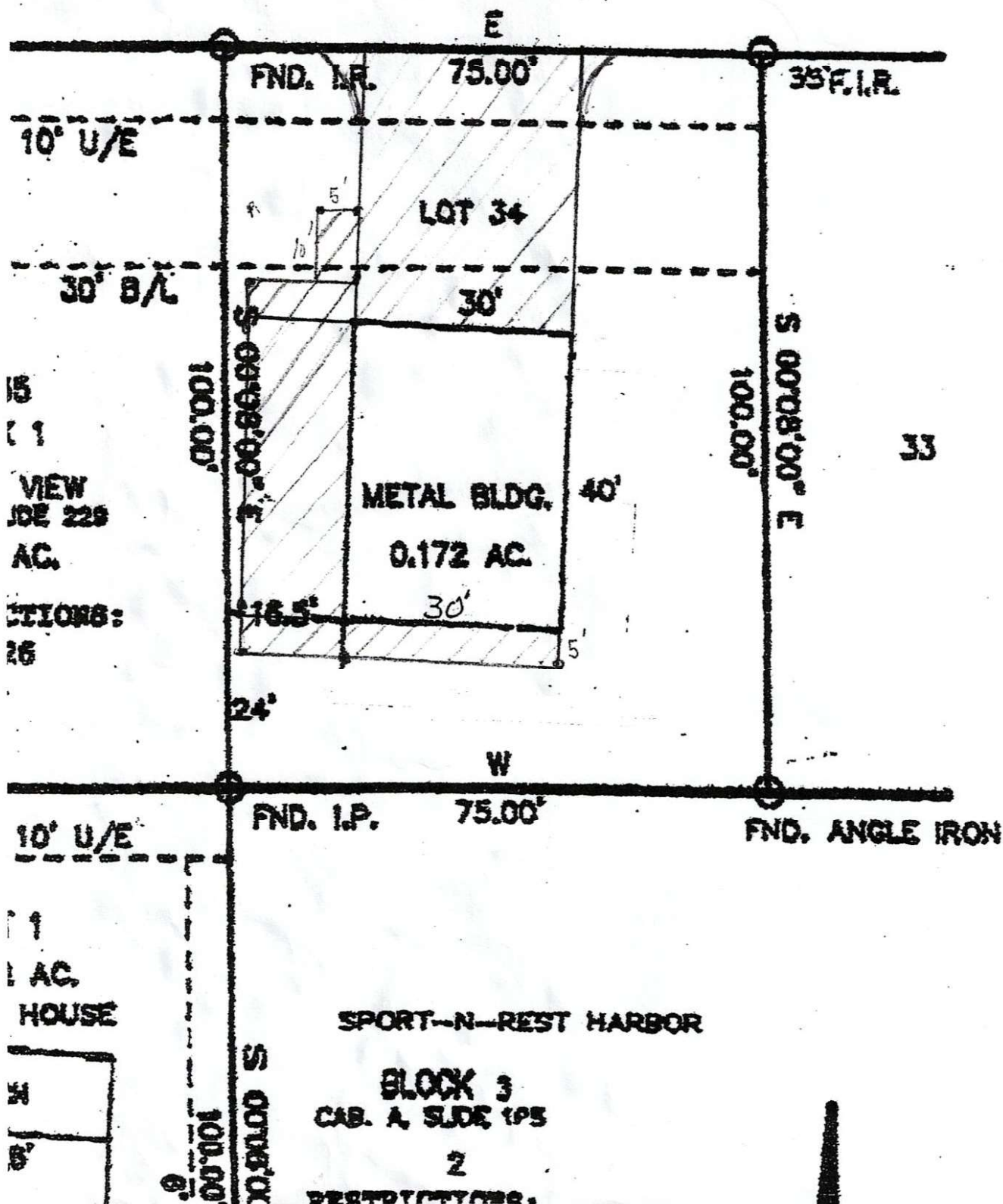


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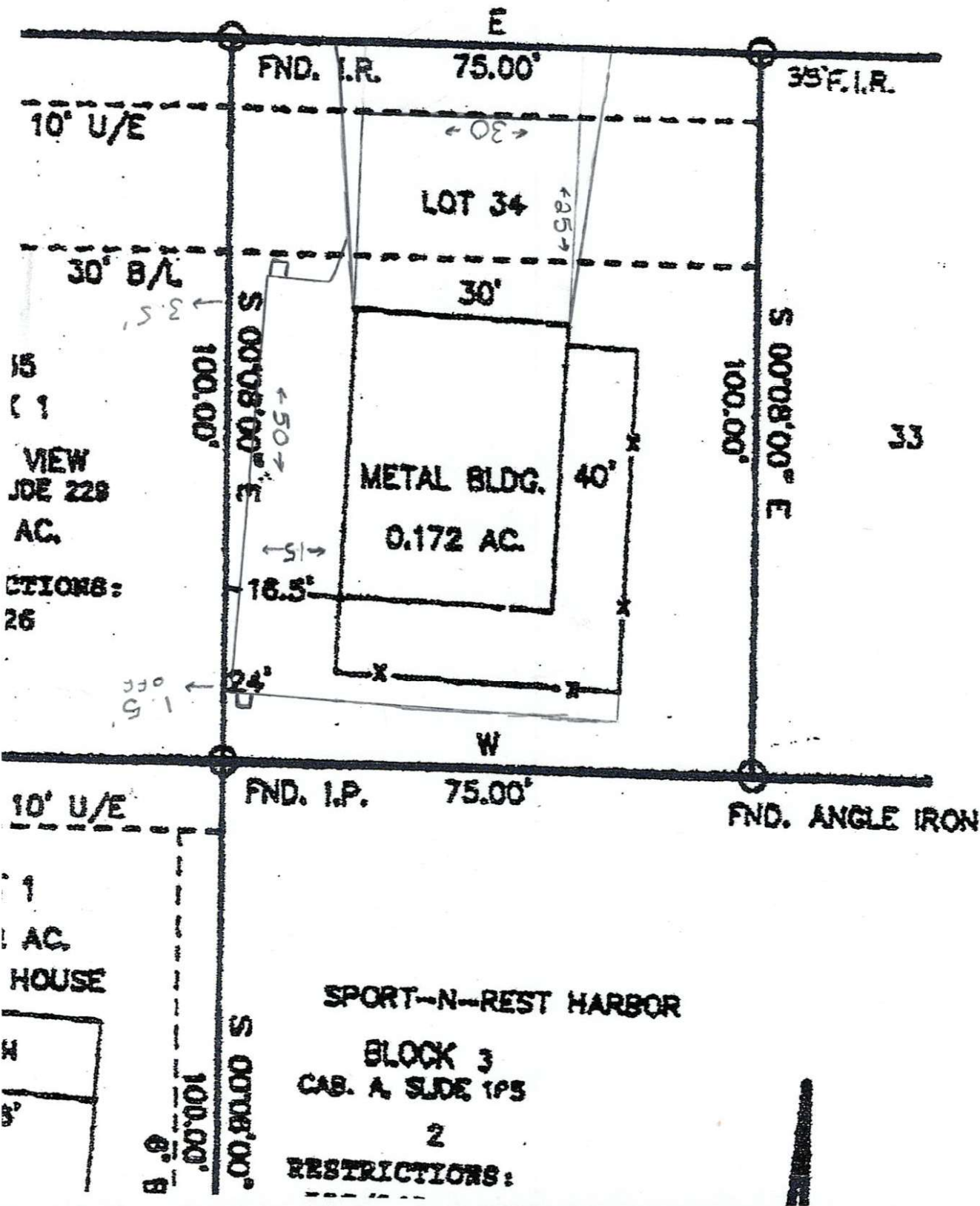


CAROL LANE



1411 CAROL LN

CAROL LANE





STS Metal Buildings, LLC

107 Fairway Street

Chandler, Texas 75758

Phone 903 515 9008 Email stsmetalbuildings@gmail.com

Proposal/Contract

July 16, 2025

TO: BG & Judy Pierce
1411 Carol Ln.
Tool, TX 75980
(214) 384-4050

It is with great pleasure that we offer this proposal to erect a 15' X 50' porch with continuous slope roof, also add a continuous gable roof in front of the existing OH door to create a new 30' X 25' carport with trim to match; and obtain, drill and set weld plates with anchors;

This proposal provides for all necessary labor and materials to complete this project including steel framing, building material, and erection of material. Project specifications are outlined on pages 1 through 3 of this proposal.

This proposal excludes any permit and utility fees, or connection performances or payment bonds, and other work not indicated in this contract. Any additional requirements other than those indicated in this proposal shall be considered an additional cost to the owner.

The owner shall provide electrical and water service to the building site for construction. Owner must also provide a firm access to the job site for passage of the building material delivery trucks. Damage to existing asphalt or concrete driveways will not be the responsibility of STS Metal Buildings.

Page 1 of 4

PROPOSAL/CONTRACT

All materials and work are guaranteed to be as specified and completed in a substantial workmanlike manner for the amount of: \$27,910.91 Total. This proposal is good for **14 days** due to metal price fluctuations.

Twenty-Seven Thousand, Nine Hundred Ten Dollars and Ninety-One Cents.

Payment shall be made as follows:

\$16,129.75 due upon signing of contract.
\$5,376.58 due upon steel erection of frame.
\$5,376.58 due upon completion.
\$1028.00 due upon completion of setting weld plates

Option:

\$1,627.42 due upon completion of re-screw of walls _____ Initials

Any alterations or deviations from the proposal as specified will be executed only upon written change orders and shall amend the contract amount.

All agreements shall be contingent upon strikes, accidents, weather conditions, or delays beyond the contractor's control which interferes with the proper execution of work.

STS shall guarantee this work for a period of one year from the date of acceptance against defective workmanship. STS shall also maintain OSHA compliance during all construction procedures.

Respectfully submitted,
Robert E Smith
Robert E Smith

ACCEPTANCE OF PROPOSAL/CONTRACT

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made in full as outlined above. I understand and agree that the new metal sheets and trim are not going to match exactly due to age and discoloration of existing structure.

Signature _____

BG Pierce

Date _____

7-17-2025

Signature _____

Judy Pierce

Date _____

7-17-2025

SPECIFICATIONS

Porch, Carport: Total - \$26,882.91

- 26-gauge Silicone Polyester colored Ag panel. See Below
- 11-gauge 4" x 4" Post
- 14-gauge Cee Purlins welded in place
- 14-gauge Receiver Channel welded in place
- Long life Tek screws
- All trim to color match existing structure
- Wall Sheet Color _____. Initial _____
- Roof Sheet Color Galvalume. Initial _____
- Trim Color Charcoal Grey. Initial _____
- Soffit Color N/A. Initial _____

NOTE: Trash dumpster will be the responsibility of the customer on jobsite.

Drill Concrete Weld Plates and Placement: Total - \$1028.00

- Drill and Set weld plates with Anchors

Option: Initial for this option

Re-Screw of Building:

Total - \$1,627.42

_____ Initials

- Oversize Long Life wood screws walls

N/A

I release STS Metal Buildings LLC to start work on the aforementioned building and agree to the price listed above in this contract. If there are any changes outside the scope of work in this contract, it will be agreed to in writing between BG and Judy Pierce and STS Metal Buildings LLC.

I also understand this proposal does NOT include anything outside the listed scope of work.

Signature

BG Pierce

Date

7-17-2025

Signature

Judy Pierce

Date

7-17-2025

APPENDIX 3A

AREA, SETBACK, HEIGHT, AND COVERAGE REGULATIONS

SINGLE-FAMILY DWELLING, DETACHED

ZONING DISTRICT	MIN. LOT AREA [1] (square feet)	MIN. LOT WIDTH (at front bldg. line) (linear feet)	MIN. LOT DEPTH (average) (linear feet)	FRONT SETBACK [2] (linear feet)	SIDE SETBACK [3] (linear feet)	REAR SETBACK [4] (linear feet)	HGT. LIMIT [5] (linear feet)	MAX. GROUND COVERAGE (% of lot area)	MIN. AREA OF MAIN BLDG. (square feet)	ACCESSORY STRUCTURES
RA*	1 acre (43,560 s.f.)	150		25	25 / 25 [^]	25	35**	15	1,000	Note 1 Also see App. 3C
R-1	5,000	50	100	20	10 / 5 [^]	5	30	65	800	Note 2 Also see App. 3C
MH-2	5,000	50	100	20	10 / 5 [^]	5	30	50	800	Note 3 Also see App. 3C

Numbers in brackets are references to Notes in Appendix 3B.
This chart is not complete for all districts and uses.

[^] The first number is the minimum side yard setback from a public street; the second number is the minimum side yard setback for interior lots.

*Special regulations for agricultural uses in the RA district:

No agricultural structures shall be closer than one hundred (100) feet to any residential structure.

An agricultural structure shall not exceed forty-five (45) feet in height.

Note 1: An accessory structure shall not exceed two (2) stories or twenty five (25) feet in height.

Note 2: An accessory structure shall not exceed two (2) stories or twenty-five (25) feet in height.

Note 3: An accessory structure shall not exceed fifteen (15) feet in height.

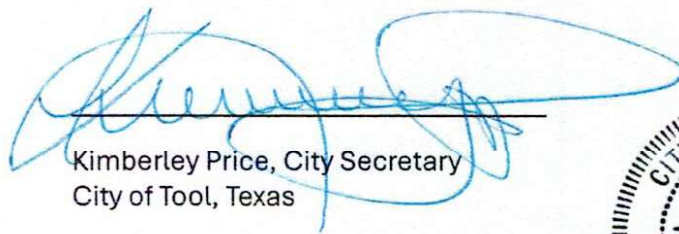
For public posting

PUBLIC HEARING CITY OF TOOL

NOTICE IS HEREBY GIVEN THAT The City of Tool will hold a public hearing at a meeting that begins at 6p.m. on Thursday, October 16th at the Oran White Civic Center located at 701 N. Tool Dr., Tool, TX 75143. At such time, the City Council will conduct a Public Hearing regarding a Variance Application, for 1411 Carol Ln, Tool, TX 75143, for the purpose of a principal structure encroaching the side setbacks of 5 feet, in accordance with Appendix 3A, in the City Of Tool Code of Ordinances.

The purpose of the hearing will be to consider comments, both written and oral, regarding the above request. Written comments may be submitted to the City Secretary at 701 N. Tool Dr., Tool, TX 75143, no later than 4:30 p.m., three (3) days prior to the hearing date. Oral comments will be heard by speakers present at the hearing according to their order on a listing to be established for such purpose by the City Secretary.

Issued under my hand on this the 9th day of September, 2025



Kimberley Price, City Secretary
City of Tool, Texas





City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Kimberley Price, City Secretary

Department: Administration

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Minutes from September 18th, 2025 Regular Meeting

Agenda
Item No.
11

Summary of Agenda Item to be considered:

Staff is presenting the minutes from the September 18th, 2025 Regular Meeting

Agenda Item, as listed on the agenda:

Approve Minutes: September 18th, 2025 Regular Meeting

Recommended Motion to Consider:

“I move that we approve the minutes from the September 18th, 2025 as presented.”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



1. Call to Order @ 6:01p.m.
2. Roll Call: Bennett, Dumont, Figueroa, Fladmark, Sayre, Stykes. All Present. Quorum was established with Mayor Dumont Presiding.
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest. Councilmember Bennett stated that she had a conflict of interest on Item 26. All other Councilmembers stated that they had no known conflicts of interest.

5. **Appointments, Presentations, Proclamations and Recognitions**

- a) Receive status reports from the Tool Fire Department, Fire Chief Rodney McClain. Fire Chief Rodney McClain presented the Calls for Service Report for the month of August.

6. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so (**3 Minute Maximum**) *The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.*

A. None

Public Hearings – *The Tool City Council shall open relevant public hearings to receive citizen testimony regarding the following items. The public comment period begins on the first date notice is published and extends to the close of the public hearing. Public comments may be submitted either in writing to the City of Tool City Council, Office of the City Secretary, 701 N. Tool Dr., Tool, TX 75143, or electronically via email at contact@tooltexas.org. Please be aware that any contact information you provide, including your name, phone number, email address and physical address will become part of the city's public record.*

7. **Open, announce the time and conduct a public hearing to receive testimony on the following @ 6:04 p.m.**
8. Discuss a variance request by Gary and Lisa Lackey, of 201 Tanglewood Drive, to allow a pool safety fence to be 48" tall. Gary Lackey presented his variance request highlighting that the state and his Homeowner's Association require a four foot fence while the City of Tool requires a five foot fence. Councilmember Bennett stated that the variance should be granted and that the City of Tool's ordinance should mirror the state's ordinance. Councilmember Fladmark inquired if the swimming pool was above ground or in ground.
9. Discuss a variance request by Rob Williams, of 817 Shoreline Drive, to erect an accessory structure, located at 601 Cedar Crest Drive, before the existence of a principal structure on the lot. Rob Williams presented this variance request highlighting that his intent was to sale his current property and store building materials in the accessory structure while building a new house. Rob Williams continued by stating that the property had already been replatted and received a 911 address. Councilmember Fladmark inquired regarding the size of the shop to which Rob Williams stated that a shop of this size was needed.

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



10. Discuss a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new home, located at 601 Cedar Crest Drive, in an R-1, Residential District. Rob Williams presented this item highlighting that the house would require a five foot variance due to moving all structures closer to the front of the property since there was a utility easement at the back of the property. Councilmember Bennett stated that she felt as though granting this variance would improve the look of the property. Mayor Dumont stated that he agreed with Councilmember Bennett that the new shop would help clean up the property.
11. Discuss a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new shop, located at 601 Cedar Crest Drive, in an R-1, Residential District. Rob Williams presented this item and highlighted the reduction in size of the proposed shop.
12. Proposed Tax Rate of \$.375061 per \$100 valuation. City Controller Kimberly Kroha stated that she was proposing the same tax rate as this past fiscal year which was \$.375061 per \$100 valuation.
13. Proposed 2025-2026 Fiscal Year Budget. Mayor Dumont stated that the proposed budget was \$3,269,581.28.
14. **Close public hearing and announce the time @ 6:28 p.m.**

Consent Agenda - *Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.*

15. Approve Minutes: July 31st, 2025 Budget Workshop and August 21st, 2025 Regular Meeting. Councilmember Fladmark provided his recommended changes to the minutes. Councilmember Fladmark continued by thanking City Secretary Kimberley Price for her hard work on the minutes. Motion to Approve Minutes: July 31st, 2025 Budget Workshop and August 21st, 2025 Regular Meeting as amended was made by Councilmember Fladmark with second by Councilmember Sayre. Motion Passed 5/0.
16. Approve Monthly Activity Reports for August 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control. City Administrator Kizzee presented his Executive Summary and highlighted the Neighborhood a Week program, Police Department remodel, Maintenance Barn remodel, and Paradise Bay Drainage project. City Administrator concluded by discussing a Hazard Mitigation Plan. Councilmember Figueroa thanked the Police Chief Robert Walker for his help in authorizing the patrol of streets at night for the area that has a "Meth Sold Here" sign. Councilmember Fladmark thanked City Controller Kroha for including a balance type for the bank accounts citing that it helps everyone to know how and what the money can be spent on. Councilmember Stykes inquired regarding the audit fees and the audit process. Motion to Approve Monthly Activity Reports for August 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control was made by Councilmember Figueroa with second by Councilmember Bennett. Motion Passed 5/0.

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

17. Discuss and Take Action on a variance request by Gary and Lisa Lackey, of 201 Tanglewood Drive, to allow a pool safety fence to be 48" tall. Motion to Approve the variance request by Gary and Lisa Lackey, of 201 Tanglewood Drive, to allow a pool safety fence to be 48" tall was made by Councilmember Figueroa with second by Councilmember Sayre. Motion Passed 5/0.
18. Discuss and Take Action on a variance request by Rob Williams, of 817 Shoreline Drive, to erect an accessory structure, located at 601 Cedar Crest Drive, before the existence of a principal structure on the lot. Motion to Approve a variance request by Rob Williams, of 817 Shoreline Drive, to erect an accessory structure, located at 601 Cedar Crest Drive, before the existence of a principal structure on the lot was made by Councilmember Bennett with second by Councilmember Figueroa. Motion Passed 5/0.
19. Discuss and Take Action on a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new home, located at 601 Cedar Crest Drive, in an R-1, Residential District. Motion to Approve a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new home, located at 601 Cedar Crest Drive, in an R-1, Residential District was made by Councilmember Sayre with second by Councilmember Bennett.
20. Discuss and Take Action on a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new shop, located at 601 Cedar Crest Drive, in an R-1, Residential District. Motion to Approve a variance request by Rob Williams, of 817 Shoreline Drive, to encroach the front setbacks for a new shop, located at 601 Cedar Crest Drive, in an R-1, Residential District was made by Councilmember Fladmark with second by Councilmember Sayre. Motion Passed 5/0.
21. Approve the Notice of Election for the General Election that will take place on November 4th, 2025. Motion to Approve Notice of Election for the General Election that will take place on November 4th, 2025 was made by Councilmember Bennett with second by Councilmember Fladmark. Motion Passed 5/0.

Ordinance Readings

22. Consider, Discuss and Take Action, on first reading, to Adopt Ordinance 2025-05T, Tax Rate for Fiscal Year 2025-2026. Councilmember Fladmark stated that this budget would raise less revenue from property taxes than last year's budget by an amount of \$-229,212, which is a -12.19 percent decrease from last year's budget. Councilmember Fladmark concluded by stating that the property tax revenue to be raised from new property added to the tax roll this year is \$54,350. Mayor Dumont called for each Councilmember to provide a record vote for this item.

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



Councilmember Fladmark - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

Councilmember Sayre - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

Mayor Dumont - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

Councilmember Bennett - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

Councilmember Figueroa - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

Councilmember Stykes - "I move that the property tax rate be increased by the adoption of a tax rate of 0.375061, which is effectively a 0.00 percent increase in the tax rate."

23. Consider, Discuss and Take Action, on first reading, to Adopt Ordinance 2025-06B, Budget for Fiscal Year 2025-2026. Mayor Dumont called for each Councilmember to provide a record vote for this item.

Councilmember Fladmark – "I make a motion to vote "Yes" on the Proposed 2025-2026 Fiscal Year Budget"

Councilmember Sayre - "I make a motion to vote "Yes" on the Proposed 2025-2026 Fiscal Year Budget"

Councilmember Bennett - "I make a motion to vote "Yes" on the Proposed 2025-2026 Fiscal Year Budget"

Councilmember Figueroa - "I make a motion to vote "Yes" on the Proposed 2025-2026 Fiscal Year Budget"

Councilmember Stykes - "I make a motion to vote "Yes" on the Proposed 2025-2026 Fiscal Year Budget"

Resolution Adoption

24. Consider, Discuss and Take Action, on second reading, to Adopt Resolution 2025-04R, Council Rules of Procedure, repealing Resolution 2025-03R, Council Rules of Procedure, as presented by Councilmembers Michael Fladmark and Vera Bennett. Councilmember Fladmark stated that the primary change to this Resolution was language regarding a motion to reconsider. Mayor Dumont stated that he had spoken with the City Attorney, and it was recommended not to tie the City Council's hands on reconsiderations. Mayor Dumont stated that he believed that a reconsideration should be allowed within the following two regular council meetings by someone who voted in the affirmative. Councilmember Fladmark stated that he felt that 60 days was too long for a reconsideration. Councilmember Bennett

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



stated that the City Council was already not following Roberts' Rules of Order as they should and concluded by stating that in regard to a Class B penalty for items discussed in Executive Session, the penalty should be removed as it was no longer proper. Motion to Consider, Discuss and Take Action, on second reading, to Adopt Resolution 2025-04R, Council Rules of Procedure, repealing Resolution 2025-03R, Council Rules of Procedure, as presented by Councilmembers Michael Fladmark and Vera Bennett was made by Councilmember Fladmark with second by Councilmember Stykes. Motion Passed 5/0.

25. Consider, Discuss and Take Action, on first reading, to adopt Resolution 2025-05R, Emergency Funds for 2025-2026 Fiscal Year. City Controller Kroha presented this item by highlighting the need for funding prior to the city receiving its larger Ad Valorem payments in December. City Controller stated that she was requesting \$112,000.00 from the Emergency Fund and stated that the money would be deposited back into the Emergency Fund once Ad Valorem payments were received. Councilmember Figueroa discussed that the funding from the Emergency Fund until Ad Valorem payments were received was needed since the City of Tool's fiscal year is October thru September. Councilmember Bennett stated that during the budget process, a contingency line item was added to the budget to assist with these situations in the future. City Administrator Kizzee stated that the contingency line item may be needed for the next two budget cycles. Councilmember Figueroa discussed income from outside sources highlighting police fines, Right of Way fees and Hotel Occupancy Tax fees. Councilmember Fladmark thanked City Administrator Kizzee and City Controller Kroha on the creation of needed accounts and that he appreciated their hard work. Motion to on first reading, Adopt Resolution 2025-05R, Emergency Funds for 2025-2026 Fiscal Year was made by Councilmember Bennett with second by Councilmember Figueroa. Motion Passed 5/0.
26. Consider, Discuss, and Take Action, on first reading, to Adopt Resolution 2025-06R, Mayoral Pay. Mayor Dumont stated that this was an administrative function that was required by the auditors in the form of a Resolution. Motion to on first reading, to Adopt Resolution 2025-06R, Mayoral Pay was made by Councilmember Sayre with second by Councilmember Stykes. Motion Passed 4/0. Councilmember Bennett Abstained.
27. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*
 - A. Chief of Police Walker discussed the Police Department remodel
 - B. City Secretary Price discussed the upcoming Meet the Candidate Night
28. **Council Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*
 - A. Councilmember Fladmark stated that the City of Tool was funded for the FY 2025-2026 and was able to keep the same tax rate

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



- B. Councilmember Sayre stated the need for more stop signs in Paradise Bay. Councilmember Sayre concluded by thanking the Police Department for their hard work and stated that they deserve all of their respect
- C. Councilmember Bennett thanked Director of Maintenance and Operations Frank Martin for his hard work on the Neighborhood a Week program. Councilmember Bennett continued by thanking City Administrator Kizzee and the City Staff for their hard work. Councilmember Bennett continued by discussing the Eight at Tool Vendor Market, National Night Out hosted by the City of Tool and Early Voting for the November Election. Councilmember Bennett concluded by thanking everyone for coming to the meeting.
- D. Councilmember Figueroa stated that he went to the Eight at Tool Vendor Market and that market was wonderful. Councilmember Figueroa concluded by stating that he was happy with the passing of the tax rate and budget and concluded by thanking the Police Department for their hard work.
- E. Councilmember Stykes thanked everyone for coming to the meeting and thanked the City Staff for their hard work.
- F. Mayor Dumont thanked everyone for coming to the meeting and concluded by discussing the Neighborhood a Week program

29. Closing

- A. Next Meeting: October 16th, 2025
- B. Adjourn @ 7:22 p.m.

A meeting that is “open to the public”, pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city’s attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city’s official newspaper was notified.

Attest:

SEAL

Minutes

September 18th, 2025 @ 6:00 p.m.

Regular Council Meeting

Oran White Civic Center

701 N Tool Drive

Tool, TX 75143



Mike Dumont, Mayor

Kimberley Price, City Secretary



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Staff

Department: _____

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☒ Report ☐ Resolution

Attachments: Monthly Reports for the Executive Summary, Financial & Expenditure, Municipal Court, Police, Maintenance, Building, Code Enforcement and Animal Control

Agenda
Item No.
12

Summary of Agenda Item to be considered:

Staff would like to present the monthly reports for the month of September.

Agenda Item, as listed on the agenda:

Approve Monthly Activity Reports for September 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control

Recommended Motion to Consider:

“I move that we accept the monthly activity reports for September 2025, as presented.”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



Executive Summary

From the City Administrator

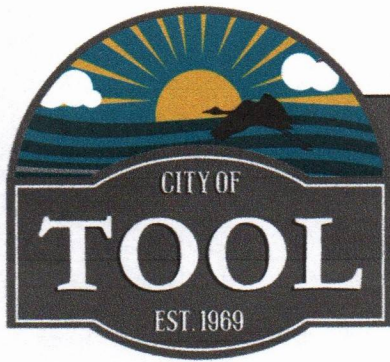
Dear Council and Mayor,

Here is a Monthly Executive Summary of the past 30 days for the City.

- ◇ The remodel of the Tool Police Department continues this month, with flooring and miscellaneous work being completed in October. This project is anticipated to be completed by the fourth quarter of 2025.
- ◇ The Paradise Bay Subdivision Drainage Phase 1A Project began the week of September 15th. The staking and surveying was completed by Precise Field Services, LLC. during the week of September 8th. Raymond's Concrete and Land Services has entered into the contract for the work and shall start the week of September 15th. Residents along Tupuna Drive have been notified via mail and the work has been completed. Additional lighting and striping is being considered, according to TXDOT standards.
- ◇ The City of Tool has hired its newest Code Enforcement Officer, Kenny Boyle, who is in the Police Department. Our former Code Enforcement Officer will move to the Building Department and focus on those duties.
- ◇ The Maintenance Barn project is undergoing construction, with the next steps including water and sewer service, and the metal building taking approximately two to three weeks.
- ◇ The new West Cedar Creek MUD lift station being constructed adjacent to City Hall, will have its fence erected in the next two months, according to the WCCMUD General Manager.
- ◇ The City of Tool's Maintenance Department is continuing its "Neighborhood-A-Week" program, in which they focus on one neighborhood each week. The two neighborhoods/areas we have completed or are currently in are Cedarcrest Shores, then they have moved to Westwood Beach/Isle of View III.
- ◇ The parking lot will be striped in the next two to three weeks, according to the contractor's schedule.
- ◇ The finalized, adopted City of Tool budget will be reuploaded to the City's website in the next two weeks.

Also, here's a recap of the other business interests and prospects in the city:

- ◇ Staff met with the developers of the 81 acres on January 16th, February 25th, May 27th, June 10th and July 9th. The Developers gave an update on the project, saying they are still working on acquiring assets to go towards the project. This group continues to have discussions with the city regarding the project. The developers say they are a year away from platting and getting permits for building. However, staff remains ready and willing to work with the developers as they take steps forward to completing this project.
- ◇ Staff has engaged with the city attorney, and other parties, regarding an annexation agreement for Fig's Steakhouse. Staff is hoping to bring this item to the Council in the fourth quarter of 2025.



Financial and Expenditure Cover Page

Council and Mayor,

Please see the attached monthly financial reports. This information is for the period ending September 30th, 2025, for discussion at the council meeting on October 16th, 2025.

Income

-
- 4020 Building Permits Fees revenues was collected at 96.8% of budgeted revenues. Compared to last year, approximately the same revenue was collected.
- 4064 Fines & Forfeitures revenues was 13% greater than budgeted.
- 4070 and 4071 (Ad Valorem Revenues) was collected at slightly more than 100% of budgeted amounts.
- 4120 & 4122 Sales Tax revenues were 1.5% more than budgeted.
- 4110 Hotel Occupancy Tax was under budget by 7%.
- 4121 Mixed Beverage Tax was 9% greater than budgeted.

Expenditures

- 5060 Audit Fees were over by \$27K in this fiscal year. This was due to two audits being completed at the same time, but only one audit was budgeted.
- 5097 (Computers) & (5170) Equipment ended up being under budget by 5% by year end.
- 5510-0 and 5510-6 Water Utilities was over budget by \$1159 and \$8496 respectively. This was due to the new construction of City Hall, and maintaining the Eight at Tool Park..
- 5171-6 Hot Funds Expenditures for the Park is over budget. This is due to amounts appropriated to the Park to spend for events. This Budget Ordinance request will come to Council in November's meeting.
- 5300-10 (Legal Fees) is trending higher than expected due to a lot of activity and correspondence with the city attorney.

Other Items

- The 2023-2024 Fiscal Year audit work has been resumed and the staff is working diligently to get this completed soon
- The 2025-2026 was approved at the last council meeting and the city is operating in this fiscal year's budget at this time.
- The city will have an overage. However, according to Interpretation No 6 of GASB code, a city can and is likely to accrue expenses and revenues in the year in which they are measurable and available or expended and this could change the overage.
- The \$200K budgeted transfer to the Capital Improvement Fund was made and is reflected in the budget reports and cash balances.

Respectfully submitted,

Kimberly Kroha, CPA
City Controller

Account Name	9/30/2025
General Fund	\$ 31,422.51
Ad Valorem	\$ 74,835.36
Emergency Fund	\$ 388,648.69
Municipal Court	\$ 33,938.67
Security Fund (Municipal Court)	\$ 31,587.03
Tech Fund (Municipal Court)	\$ 2,234.53
Interest & Sinking Fund	\$ 7,746.81
Police Seizure Fund	\$ 135.09
Public Funds MM 9 / City Hall Construction Fund	\$ 12,640.62
Public Funds MM 10/ Escrow Draw 380 Agreement	\$ 226,557.73
TexStar	\$ 931.96
Capital Improvement Fund	\$ 702,119.50
Park Construction Account	\$ 42,882.90
The Eight At Tool Inc / PF IntCK 11	\$ -
Hotel/Motel Tax Fund	\$ 100,566.61
Total Cash on Hand	\$ 1,656,248.01

Check Listing

CITY OF TOOL

September 1-30, 2025

Fund	Date	Num	Vendor	Amount
1010-4 Municipal Court Acct	09/11/2025	3140	Graves, Humphries, Stahl, Limited	-1,914.93
1010-4 Municipal Court Acct	09/30/2025	3141	Graves, Humphries, Stahl, Limited	-1,941.86
				<u>-\$3,856.79</u>
1010-9 Park Construction	09/30/2025	8123	Hayes Engineering	-1,800.00
				<u>-\$1,800.00</u>
1010 - General Fund				
1011 - General Fund	09/09/2025	39326	MetLife Small Business Center	-1,106.70
1012 - General Fund	09/09/2025	39328	PEAC Solutions	-283.50
1013 - General Fund	09/09/2025	39313	Blue Cross and Blue Shield of Texas	-12,631.70
1014 - General Fund	09/09/2025	39332	TMPA	-14.77
1015 - General Fund	09/09/2025	39323	King Sand & Gravel	-2,946.68
1016 - General Fund	09/09/2025	39317	Dearborn National	-200.76
1017 - General Fund	09/09/2025	39324	Lowe's Credit Account	-61.71
1018 - General Fund	09/09/2025	39331	The Monitor	-125.00
1019 - General Fund	09/09/2025	39315	Cintas Corporation	-473.12
1020 - General Fund	09/09/2025	39319	GreatAmerica Financial Services	-970.34
1021 - General Fund	09/09/2025	39316	Coreplus	-2,790.91
1022 - General Fund	09/09/2025	39329	TDLR	-100.00
1023 - General Fund	09/09/2025	39318	Elbow Grease Cleaning Service	-400.00
1024 - General Fund	09/09/2025	39321	Humane Society of Cedar Creek Lake	-1,625.00
1025 - General Fund	09/09/2025	39330	Texas Materials Group Inc	-3,885.60
1026 - General Fund	09/09/2025	39333	TTC Security Services	-64.99
1027 - General Fund	09/09/2025	39312	Blake Armstrong, PC	-6,777.20
1028 - General Fund	09/09/2025	39314	Bureau Veritas North America, Inc	-418.89
1029 - General Fund	09/09/2025	39320	Hobbs Pest Management, Inc.	-175.00
1030 - General Fund	09/09/2025	39327	Michael Dumont	-100.00
1031 - General Fund	09/09/2025	39335	WEST CEDAR CREEK M.U.D.	-17,145.00
1032 - General Fund	09/09/2025	39337	WEST CEDAR CREEK M.U.D.	-3,331.95
1033 - General Fund	09/09/2025	39338	MES SERVICE COMPANY LLC	-154.39
1034 - General Fund	09/11/2025	39339	Jason Lee	-115.57
1035 - General Fund	09/11/2025	39340	Tanya Norris	-376.00
1036 - General Fund	09/11/2025	39341	Raymond's Concrete and Land Services LLC	-6,000.00
1037 - General Fund	09/16/2025	39344	End2End Public Safety	-834.30
1038 - General Fund	09/16/2025	39350	The Monitor	-320.00
1039 - General Fund	09/16/2025	39343	Cintas Corporation	-238.57
1040 - General Fund	09/16/2025	39345	MES SERVICE COMPANY LLC	-3,698.93

Check Listing

CITY OF TOOL

September 1-30, 2025

Fund	Date	Num	Vendor	Amount
1041 - General Fund	09/16/2025	39347	Republic Services	-100.00
1042 - General Fund	09/16/2025	39348	Stitches Galore and More LLC	-231.00
1043 - General Fund	09/16/2025	39349	SYMBOLARTS LLC	-1,397.50
1044 - General Fund	09/16/2025	39342	Bureau Veritas North America, Inc	-5,280.20
1045 - General Fund	09/16/2025	39346	Precise Field Services LLC	-875.00
1046 - General Fund	09/16/2025	39351	Henderson County Sheriff's Dept.	-60.00
1047 - General Fund	09/17/2025	39352	Elbow Grease Cleaning Service	-200.00
1048 - General Fund	09/23/2025	39354	Cintas Corporation	-234.55
1049 - General Fund	09/23/2025	39360	PEAC Solutions	-300.10
1050 - General Fund	09/23/2025	39359	New Beginnings Custom Homes LLC	-32,050.00
1051 - General Fund	09/23/2025	39363	TMPA	-14.77
1052 - General Fund	09/23/2025	39362	Texas Police Chiefs Association	-249.00
1053 - General Fund	09/23/2025	39353	Bureau Veritas North America, Inc	-76.92
1054 - General Fund	09/23/2025	39357	King Sand & Gravel	-1,576.90
1055 - General Fund	09/23/2025	39355	Dearborn National	-240.11
1056 - General Fund	09/23/2025	39358	Michael Dumont	-100.00
1057 - General Fund	09/25/2025	39364	TTC Security Services	-5,771.12
1058 - General Fund	09/30/2025	39368	MetLife Small Business Center	-1,209.70
1059 - General Fund	09/30/2025	39371	Quill Corproation	-149.96
1060 - General Fund	09/30/2025	39366	Cintas Corporation	-473.12
1061 - General Fund	09/30/2025	39365	Blue Cross and Blue Shield of Texas	-15,161.51
1062 - General Fund	09/30/2025	39369	Net Data	-7,233.00
1063 - General Fund	09/30/2025	39367	Elbow Grease Cleaning Service	-200.00
1064 - General Fund	09/30/2025	39370	Precise Field Services LLC	-500.00
1065 - General Fund	09/30/2025	39372	The Eight at Tool Inc	-24,840.96
1066 - General Fund	09/30/2025	39373	Valvoline Inc	-302.32
1067 - General Fund	09/30/2025	39374	Raymond's Concrete and Land Services LLC	-5,000.00
				<u>-\$171,194.32</u>

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
Revenues	
4000 Revenues	
4012 Garage Sale Permits	20.00
4020 Building Permits	11,867.02
4025 Short Term Rental Annual Permit	400.00
4064 Fines & Forfeitures	12,866.60
4064a - Municipal 3rd Party Payout	14,810.31
4064b - Municipal Jury Fund (MJF)	11.98
4064c - Municipal Truancy & Prev (MTPF)	597.55
4064d - Municipal Court Security Fund (MSF)	585.59
4064e - Municipal Court Technology Fund (MTF)	478.07
Total for 4064 Fines & Forfeitures	\$29,350.10
4068 Service Fee Retained by City	158.53
4070 HCAD Ad Valorem	5,977.42
4071 HCAD Interest & Sinking	1,552.53
Total for 4070 HCAD Ad Valorem	\$7,529.95
4110 Hotel Occupancy Tax	1,533.48
4120 State Sales Tax-Rev. Sharing	18,076.45
4121 State Mixed Beverage Sale Tax R	851.23
4122 Sales & Use Tax - Street Maint	18,076.44
Total for 4000 Revenues	\$87,863.20
4101 Interfund Transfers	
4101-b From Capital Improvement Fund	69,376.26
Total for 4101 Interfund Transfers	\$69,376.26
Park Event Revenue	
4601 Food Truck Rental Fees	500.00
Total for Park Event Revenue	\$500.00
Total Revenues	\$157,739.46
Expenditures	
5010 Accounting Services	
5010-1 Accounting Services-Admin	474.50
Total for 5010 Accounting Services	\$474.50
5030 Animal Care	
5030-9 Animal Control	1,625.00
Total for 5030 Animal Care	\$1,625.00
5045 Auto Allowance	
5045-1 Executive Auto Allowance-Admin	369.24

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
Total for 5045 Auto Allowance	\$369.24
5050 Auto Fuel	
5050-2 Auto Fuel-Police	2,702.38
5050-3 Auto Fuel-Maint	786.91
5050-6 Auto Fuel-Park	107.02
5050-8 Auto Fuel-Building/Code	51.89
Total for 5050 Auto Fuel	\$3,648.20
5070 Bank Charges	
5070-1 Bank Charges-Admin	658.53
Total for 5070 Bank Charges	\$658.53
5082 Capital Expenditures	
5082b Maintenance Barn	18,138.06
5082c Police Department Building Remodel	39,797.12
5082d Paradise Bay Subdivision Drainage (Phase 1A)	11,000.00
Total for 5082 Capital Expenditures	\$68,935.18
5097 Computers,Software & Supplies	
5097-1 Computers,Software & Supplies-Admin	119.99
5097-2 Computers,Software & Supplies-Police	2,232.30
Total for 5097 Computers,Software & Supplies	\$2,352.29
5101-0 Contract Services IT-Multi Dept	2,790.91
5103 Permit and InspectBuilding/Code	2,443.20
5104-2 Contract Services PD-Police	64.99
5104-8 Contract Services-(GIS, Engineering, & Survey)	1,375.00
5120-4 Court Costs & Arrest Fees - Judicial	
5120-4a Court Costs (Omnibase)	246.66
5120-4b Court Costs-(Inmate Housing Fees)	60.00
5120-4c Court Costs (GHS Collections)	4,238.19
5120-4e Court Costs (Due to Comptroller)	10,325.46
Total for 5120-4 Court Costs & Arrest Fees - Judicial	\$14,870.31
5140 Dues & Subscriptions	
5140-1 Dues & Subscriptions-Admin.	45.00
5140-8 Dues & Subscriptions-Build/Code	100.00
Total for 5140 Dues & Subscriptions	\$145.00
5160 Employee Benefits - Retirement	
5160-1 Employee Benefits/Retirement-Admin	784.81
5160-2 Employee Benefits/Retirement-Police	1,484.46
5160-3 Employee Benefits/Retirement-Maint	445.02
5160-4 Employee Benefits/Retirement-Judicial/Court	150.44

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
5160-6 Employee Benefits/Retirement-Park	112.37
5160-8 Employee Benefits/Retirement-Build/Code	301.01
Total for 5160 Employee Benefits - Retirement	\$3,278.11
5170 Equipment Purchases	
5170-1 Equipment Purchases-Admin	28.99
5170-3 Equipment Purchases-Maint.	211.98
Total for 5170 Equipment Purchases	\$240.97
5171-6 Events - HOT FUND-Park	24,840.96
5200-0 HCAD Collections-Multi Dept	11,447.50
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	
5230-1 Admin	
5230-1a Employee Medical Insurance-Admin	3,009.24
5230-1b Employee Dental & Vision Insurance-Admin	212.92
5230-1c Employee Life Insurance-Admin	29.75
Total for 5230-1 Admin	\$3,251.91
5230-2 Police	
5230-2a Employee Medical Insurance-Police	5,753.55
5230-2b Employee Dental & Vision Insurance-Police	308.54
5230-2c Employee Life Insurance-Police	49.70
Total for 5230-2 Police	\$6,111.79
5230-3 Maint	
5230-3a Employee Medical Insurance-Maint.	2,293.24
5230-3b Employee Dental & Vision Insurance-Maint.	153.60
5230-3c Employee Life Insurance-Maint.	49.72
Total for 5230-3 Maint	\$2,496.56
5230-4 Employee Insurance Benefits-Judicial	
5230-4a Employee Medical Insurance-Judicial	1,162.08
5230-4b Employee Dental & Vision Insurance-Judicial	51.76
5230-4c Employee Life Insurance-Judicial	4.32
Total for 5230-4 Employee Insurance Benefits-Judicial	\$1,218.16
5230-6 Park	
5230-6a Employee Medical Insurance-Park	719.68
5230-6b Employee Dental & Vision Insurance-Park	51.20
5230-6c Employee Life Insurance-Park	19.46
Total for 5230-6 Park	\$790.34
5230-8 Employee Insurance Benefits-Building/Code	
5230-8c Employee Life Insurance-Build/Code	30.90

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
Total for 5230-8 Employee Insurance Benefits-Building/Code	\$30.90
Total for 5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	\$13,899.66
5264 Vehicle Loan Interest	
5264 - 2 Vehicle Loan Interest - Police	
5264 - 2a - Vehicle Loan Interest - Police -Tahoes (3)	458.00
5264-2b Vehicle Loan Principal-Police Tahoes (3)	2,539.27
Total for 5264 - 2 Vehicle Loan Interest - Police	\$2,997.27
5264-8 Vehicle Loan Interest - Building/Code	
5264-8a Vehicle Loan Interest-Building/Code	122.69
5264-8b Vehicle Loan Principal-Building/Code	533.77
Total for 5264-8 Vehicle Loan Interest - Building/Code	\$656.46
Total for 5264 Vehicle Loan Interest	\$3,653.73
5265 Janitorial/Cleaning	
5265-0 Janitorial/Cleaning-Multi Dept	509.66
Total for 5265 Janitorial/Cleaning	\$509.66
5290 Lease Equipment Expense	
5290-1 Lease Equipment Expense-Admin	1,845.08
Total for 5290 Lease Equipment Expense	\$1,845.08
5300 Legal Fees (Professional)	
5300-10 Legal Fees-Council/Mayor	168.75
5300-1 Legal Fees-Admin	956.25
5300-4 Legal Fees-Judicial	2,034.70
Total for 5300 Legal Fees (Professional)	\$3,159.70
5330 Maintenance-Equipment	
5330-3 Maintenance-Equipment-Maint	117.12
5330-4 Maintenance-Equipment-Judicial	7,233.00
5330-6 Maintenance-Equipment-Parks	75.98
Total for 5330 Maintenance-Equipment	\$7,426.10
5340 Maintenance-Vehicle	
5340-2 Maintenance-Vehicle-Police	3,062.76
Total for 5340 Maintenance-Vehicle	\$3,062.76
5350 Maintenance-Road Materials	
5350-3 Maintenance-Road Materials-	8,262.41
Total for 5350 Maintenance-Road Materials	\$8,262.41
5357-0 Employee Recognition/Events	399.00
5370 Office Supplies Expense	
5370-10 Office Supplies-Council/Mayor	50.87

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
5370-1 Office Supplies-Admin	1,150.48
5370-2 Office Supplies-Police	160.61
5370-3 Office Supplies-Maint.	87.92
Total for 5370 Office Supplies Expense	\$1,449.88
5371-0 Building Supplies	1,363.02
5380 Postage	
5380-1 Postage-Admin.	142.38
5380-2 Postage-Police	5.18
5380-4 Postage-Judicial	289.58
5380-8 Postage - Build/Code	651.86
Total for 5380 Postage	\$1,089.00
5390 Records Management	
5390-1 Records Management-Admin	170.00
5390-2 Records Management-Police	666.40
Total for 5390 Records Management	\$836.40
5400 Printing	
5400-1 Printing- Admin.	300.10
Total for 5400 Printing	\$300.10
5430 Salaries	
5430-10 Salaries-Council/Mayor	100.00
5430-1 Salaries-Admin	18,911.02
5430-2 Salaries-Police	38,690.09
5430-3 Salaries-Maint	10,722.99
5430-4 Salaries-Other-Judicial	3,625.16
5430-6 Salaries-Park	2,707.74
5430-8 Salaries-Building/Code-	7,253.42
Total for 5430 Salaries	\$82,010.42
5460 Telephone and Internet	
5460-0 Tel/Internet-Multi Dept.	1,041.27
5460-1 Tel/Internet-Admin.	213.50
5460-2 Tel/Internet-Police	453.46
5460-3 Tel/Internet-Maint.	84.79
5460-8 Tel/Internet-Building/Code	109.78
Total for 5460 Telephone and Internet	\$1,902.80
5480 Training/Education Expense	
5480-1 Training/Education Expense-Admin.	550.00
5480-2 Training/Education Expense-Police	287.00
Total for 5480 Training/Education Expense	\$837.00

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
5490 Uniforms	
5490-2 Uniforms-Police	-0.50
5490-3 Uniforms-Maint	190.00
5490-4 Uniforms-Judicial	231.00
5490-6 Uniforms-Park	34.08
5490-9 Uniforms-Animal Control	79.32
Total for 5490 Uniforms	\$533.90
5500 Utilities/Electricity	
5500-0 Utilities/Electricity-Multi Dept	1,386.34
5500-3 Utilities/Electricity-Multi Dept-Maint	53.23
5500-6 Utilities/Electricity-Park	645.00
Total for 5500 Utilities/Electricity	\$2,084.57
5510 Utilities/Water	
5510-0 Utilities/Water-Multi Dept	470.60
5510-6 Utilities/Water-Park	2,722.42
Total for 5510 Utilities/Water	\$3,193.02
5540-0 Website-Multi Dept.	
5540-1 Website-Multi Dept.-Admin	300.00
Total for 5540-0 Website-Multi Dept.	\$300.00
Total for 5000 Expenditures	\$277,678.10
6000 Payroll Expenses	
xxxxx6500 Payroll Taxes Total	0.00
6500-1 Payroll Taxes - Admin	1,446.71
6500-2 Payroll Taxes- Police	2,672.10
6500-3 Payroll Taxes- Maint	820.30
6500-4 Payroll Taxes- Judicial	277.33
6500-6 Payroll Taxes-Park-6	207.15
6500-8 Payroll Taxes- Building/Code	559.50
Total for xxxxx6500 Payroll Taxes Total	\$5,983.09
Total for 6000 Payroll Expenditures	\$5,983.09
Total Expenditures	\$283,661.19
Net Revenues	-\$125,921.73
Other Revenues	
4800 Interest Earned	
4800-a Interest Income-Ad Valorem	878.94
4800-b Interest Income-Capitol Improvement	1,977.20
4800-c Interest Income-Emergency Fund	1,309.09
4800-d Interest Income-General Fund	0.40

Profit and Loss
CITY OF TOOL
September 1-30, 2025

Account	Total
4800-e Interest Income-Hotel-Motel Tax	334.86
4800-f Interest Income-Municipal Fund	6,516.72
4800-g Interest Income-Municipal Security	0.25
4800-h Interest Income-Public Funds MM 9	42.34
4800-i Interest Income-Public Funds MM 10	768.43
4800-j Interest Income-TexStar	3.26
4800-k Interest Income-Municipal Tech	0.02
4800-l Interest Earned - Park Construction Acct	143.62
Total for 4800 Interest Earned	\$11,975.13
4801-Credit Card Rebate	70.25
Total for Other Revenues	\$12,045.38
Other Expenses	
9990-0 GF Transfer to CIP Fund-Multi Dept.	200,000.00
Total for Other Expenditures	\$200,000.00
Net Other Expenditures	-\$187,954.62
Net Increase to Fund Balance	-\$313,876.35

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
Income													
4000 Revenues													0.00
4010 Animal Registrations/ Fees	20.00	30.00	30.00	40.00	30.00	30.00					10.00		190.00
4011 Alarm Permit	120.00	50.00		50.00						100.00			320.00
4012 Garage Sale Permits	45.00	10.00	5.00	10.00	5.00	10.00	20.00		35.00	5.00	20.00	20.00	185.00
4013 Animal Surrender Fees	425.00				150.00								575.00
4020 Building Permits	15,262.80	9,279.79	4,449.75	14,475.42	-1,062.79	10,975.00	9,680.65	9,351.05	6,632.44	7,306.17	8,286.41	11,867.02	106,503.71
4025 Short Term Rental Annual Permit	200.00		600.00	400.00		200.00	600.00	600.00	400.00	400.00	200.00	400.00	4,000.00
4030 Civic Center Rental	3,850.00	50.00	150.00			1,400.00		100.00	50.00	750.00	7,100.00		13,450.00
4040 Cable TV/Telephone Franchise Fees	5,750.50	1,582.10		5,556.17	1,508.92		5,322.48	1,435.30		5,764.44	810.42		27,730.33
4050 Contributions/Donations													0.00
4050-1 Contributions-General Fund			0.00					0.00					0.00
4050-1b Event Donations/Contributions/Fees								0.00	0.00				0.00
4050-2 contributions - Police dept.					1,131.87								1,131.87
Total 4050 Contributions/Donations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,131.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,131.87
4064 Fines & Forfeitures	21,020.53	17,171.68	18,862.24	18,073.72	24,900.30	25,209.85	19,394.34	24,373.04	20,573.81	16,882.91	16,274.71	12,866.60	235,603.73
4064a - Municipal 3rd Party Payout	16,275.27	10,197.30	15,657.63	13,101.37	19,118.67	18,125.19	15,878.25	14,189.35	14,079.24	12,798.02	12,412.37	14,810.31	176,642.97
4064b - Municipal Jury Fund (MJF)	17.76	10.43	14.52	12.80	17.84	17.52	15.09	13.51	13.81	11.54	11.56	11.98	168.36
4064c - Municipal Truancy & Prev (MTPF)	885.81	524.94	725.50	640.28	887.97	847.33	771.94	2.20	28.00	589.39	636.57	597.55	7,137.48
4064d - Municipal Court Security Fund (MSF)	868.14	514.45	711.05	627.47	870.41	830.52	737.00	656.44	677.53	564.85	565.11	585.59	8,208.56
4064e - Municipal Court Technology Fund (MTF)	708.67	419.98	580.42	512.22	710.55	677.97	601.66	535.82	553.13	461.08	461.28	478.07	6,700.85
Total 4064 Fines & Forfeitures	\$ 39,776.18	\$ 28,838.78	\$ 36,551.36	\$ 32,967.86	\$ 46,505.74	\$ 45,708.38	\$ 37,398.28	\$ 39,770.36	\$ 35,925.52	\$ 31,307.79	\$ 30,361.60	\$ 29,350.10	\$ 434,461.95
4068 Service Fee Retained by City	167.85	60.95	10.45	113.00	47.02	200.17	57.00	170.09	65.71	158.41	137.31	158.53	1,346.49
4070 HCAD Ad Valorem	3,540.36	76,628.06	570,276.05	408,502.32	252,823.29	36,760.13	26,518.31	10,533.86	17,278.30	7,708.33	7,847.71	5,977.42	1,424,394.14
4071 HCAD Interest & Sinking	1,171.25	29,111.37	186,113.93	133,200.48	82,609.86	11,647.36	7,676.66	3,742.49	5,192.99	2,132.65	2,425.24	1,552.53	466,576.81
Total 4070 HCAD Ad Valorem	\$ 4,711.61	\$ 105,739.43	\$ 756,389.98	\$ 541,702.80	\$ 335,433.15	\$ 48,407.49	\$ 34,194.97	\$ 14,276.35	\$ 22,471.29	\$ 9,840.98	\$ 10,272.95	\$ 7,529.95	\$ 1,890,970.95
4090 Trinity Valley Electric					73,274.91								73,274.91
4100 Miscellaneous Revenue	-32.60	32.60				23.52	4,159.18	10.78					4,193.48
4110 Hotel Occupancy Tax	11,492.64	140.53	1,934.38	6,668.60	3,877.22		5,632.51	2,121.83	1,889.44	6,743.36	2,692.42	1,533.48	44,726.41
4120 State Sales Tax-Rev. Sharing	16,227.51	18,605.19	14,301.33	15,226.63	20,239.19	13,225.93	14,841.61	19,063.42	15,777.84	16,517.24	20,859.31	18,076.45	202,961.65
4121 State Mixed Beverage Sale Tax R	267.12	523.84	370.29	518.48	470.64	419.86	461.13	709.46	632.27	892.37	1,122.31	851.23	7,239.00
4122 Sales & Use Tax - Street Maint	16,227.51	18,605.19	14,301.33	15,226.62	20,239.19	13,225.93	14,841.60	19,063.42	15,777.84	16,517.24	20,859.31	18,076.44	202,961.62

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
4140 TU/Oncor Electric			17,294.74				290.45						17,585.19
4150 Waste Services	10,684.88			10,518.97			9,512.70			9,791.43			40,507.98
4301 L.E.O.S.E						1,380.08							1,380.08
Total 4000 Revenues	\$ 125,196.00	\$ 183,548.40	\$ 846,388.61	\$ 643,474.55	\$ 501,850.06	\$ 135,206.36	\$ 137,012.56	\$ 106,672.06	\$ 99,657.35	\$ 106,094.43	\$ 102,732.04	\$ 87,863.20	\$ 3,075,695.62
4101 Interfund Transfers													0.00
4101-a From Emergency Fund								59,219.50	3,962.00		63,108.80		126,290.30
4101-b From Capital Improvement Fund								68,400.00		216.44		69,376.26	137,992.70
Total 4101 Interfund Transfers	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 127,619.50	\$ 3,962.00	\$ 216.44	\$ 63,108.80	\$ 69,376.26	\$ 264,283.00
4700 Property Abatement Reimbursements	1,200.00	0.00		0.00		3,084.00							4,284.00
Park Event Revenue													0.00
4600 Farmers Market Space Reservation Revenue								800.00	225.00	125.00			1,150.00
4601 Food Truck Rental Fees							600.00	800.00	200.00	1,000.00	300.00	500.00	3,400.00
Total Park Event Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 1,600.00	\$ 425.00	\$ 1,125.00	\$ 300.00	\$ 500.00	\$ 4,550.00
Total Revenues	\$ 126,396.00	\$ 183,548.40	\$ 846,388.61	\$ 643,474.55	\$ 501,850.06	\$ 138,290.36	\$ 137,612.56	\$ 235,891.56	\$ 104,044.35	\$ 107,435.87	\$ 166,140.84	\$ 157,739.46	\$ 3,348,812.62
Expenditures													
5000 Expenditures													0.00
5010 Accounting Services													0.00
5010-1 Accounting Services-Admin	418.94	418.94	425.33	604.54	968.15	85.60	411.00	405.00	405.00	461.50	474.50	474.50	5,553.00
Total 5010 Accounting Services	\$ 418.94	\$ 418.94	\$ 425.33	\$ 604.54	\$ 968.15	\$ 85.60	\$ 411.00	\$ 405.00	\$ 405.00	\$ 461.50	\$ 474.50	\$ 474.50	\$ 5,553.00
5020 Advertising Expense													0.00
5020-1 Advertising-Admin	389.05	1,463.82	276.60		215.00	300.00		1,025.88	77.50	125.00	320.00		4,192.85
Total 5020 Advertising Expense	\$ 389.05	\$ 1,463.82	\$ 276.60	\$ 0.00	\$ 215.00	\$ 300.00	\$ 0.00	\$ 1,025.88	\$ 77.50	\$ 125.00	\$ 320.00	\$ 0.00	\$ 4,192.85
5030 Animal Care													0.00
5030-9 Animal Control	1,625.00	1,875.00	2,961.00	1,625.00	1,625.00	1,625.00	1,575.00	1,625.00	1,625.00	1,625.00	1,625.00	1,625.00	21,036.00
Total 5030 Animal Care	\$ 1,625.00	\$ 1,875.00	\$ 2,961.00	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 1,575.00	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 21,036.00
5045 Auto Allowance													0.00
5045-1 Executive Auto Allowance-Admin	369.24	369.24	369.24	553.86	369.24	369.24	369.24	369.24	369.24	553.86	369.24	369.24	4,800.12
Total 5045 Auto Allowance	\$ 369.24	\$ 369.24	\$ 369.24	\$ 553.86	\$ 369.24	\$ 369.24	\$ 369.24	\$ 369.24	\$ 369.24	\$ 553.86	\$ 369.24	\$ 369.24	\$ 4,800.12
5050 Auto Fuel													0.00
5050-2 Auto Fuel-Police	2,613.85	2,023.66	2,280.09	2,493.88	2,435.48	2,033.06	2,600.32	2,082.40	2,174.18	2,421.52	2,098.71	2,702.38	27,959.53
5050-3 Auto Fuel-Maint	438.39	633.16	189.30	232.42	280.28	530.67	292.15	501.42	379.01	553.46	418.96	786.91	5,236.13
5050-6 Auto Fuel-Park									149.88	51.98	198.13	107.02	507.01

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5050-8 Auto Fuel-Building/Code	160.85	218.18	172.89	122.64	215.24	155.39	113.69	138.11	25.00	223.37	281.93	51.89	1,879.18
Total 5050 Auto Fuel	\$ 3,213.09	\$ 2,875.00	\$ 2,642.28	\$ 2,848.94	\$ 2,931.00	\$ 2,719.12	\$ 3,006.16	\$ 2,721.93	\$ 2,728.07	\$ 3,250.33	\$ 2,997.73	\$ 3,648.20	\$ 35,581.85
5060 Audit Fees													0.00
5060-1 Audit Fees -Admin	0.00	8,140.08	4,408.25	7,271.00	2,990.90	5,861.19	6,586.50	14,604.81	11,806.75				61,669.48
Total 5060 Audit Fees	\$ 0.00	\$ 8,140.08	\$ 4,408.25	\$ 7,271.00	\$ 2,990.90	\$ 5,861.19	\$ 6,586.50	\$ 14,604.81	\$ 11,806.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,669.48
5070 Bank Charges													0.00
5070-1 Bank Charges-Admin	484.74	481.01	451.32	504.23	429.32	545.50	610.55	525.55	517.65	536.23	660.64	658.53	6,405.27
Total 5070 Bank Charges	\$ 484.74	\$ 481.01	\$ 451.32	\$ 504.23	\$ 429.32	\$ 545.50	\$ 610.55	\$ 525.55	\$ 517.65	\$ 536.23	\$ 660.64	\$ 658.53	\$ 6,405.27
5081 City Park Expenditures													0.00
5082 Capital Expenditures													0.00
5082a Emergency Sirens							63,108.80	59,219.50	3,962.00				126,290.30
5082b Maintenance Barn								69,057.52				18,138.06	87,195.58
5082c Police Department Building Remodel												39,797.12	39,797.12
5082d Paradise Bay Subdivision Drainage (Phase 1A)												11,000.00	11,000.00
Total 5082 Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,108.80	\$ 128,277.02	\$ 3,962.00	\$ 0.00	\$ 0.00	\$ 68,935.18	\$ 264,283.00
5096 Property Abatements													0.00
5096-8 Unsafe Building Fund-Building	1,515.59	5,086.84	259.59	17,793.08		31.00							24,686.10
Total 5096 Property Abatements	\$ 1,515.59	\$ 5,086.84	\$ 259.59	\$ 17,793.08	\$ 0.00	\$ 31.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,686.10
5097 Computers,Software & Supplies													0.00
5097-1 Computers,Software & Supplies-Admin		70.20		16.60		5,362.28		87.00	7.69	309.00		119.99	5,972.76
5097-2 Computers,Software & Supplies-Police			25.98	34.99					4,491.00			2,232.30	6,784.27
5097-3 Computers,Software & Supplies-Maint									5.94				5.94
5097-4 MTF (FUND) Computers,Software & Supplies-Judicial - MTF Fund						100.00			8.49	1,815.11			1,923.60
5097-8 Computers,Software & Supplies-Building/Code						2,191.73			225.15				2,416.88
Total 5097 Computers,Software & Supplies	\$ 0.00	\$ 70.20	\$ 25.98	\$ 51.59	\$ 0.00	\$ 7,654.01	\$ 0.00	\$ 87.00	\$ 4,738.27	\$ 2,124.11	\$ 0.00	\$ 2,352.29	\$ 17,103.45
5101-0 Contract Services IT-Multi Dept	2,670.71	9,717.03	2,670.71	2,690.71	2,820.71	2,690.71	2,690.71	2,690.71	2,690.71	2,737.71	2,764.71	2,790.91	39,626.04
5102-0 Contract Services Acct-Multi Dept	953.75	761.25	903.75	612.50	437.50	275.00		312.50		250.00			4,506.25
5103 Permit and InspectBuilding/Code	5,902.48	8,863.53	1,313.34	8,082.78	1,326.67	1,037.39	4,758.22	9,642.32	3,916.13	7,067.66	5,457.12	2,443.20	59,810.84
5104-2 Contract Services PD-Police	3,397.91			18,300.00	13,680.00							64.99	35,442.90
5104-8 Contract Services-(GIS, Engineering, & Survey)				2,000.00			1,200.00					1,375.00	4,575.00
5120-4 Court Costs & Arrest Fees - Judicial													0.00
5120-4a Court Costs (Omnibase)	53.23	54.18	132.22	139.16	174.79	170.55	122.59	112.32	111.57	100.46	161.81	246.66	1,579.54

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5120-4b Court Costs-(Inmate Housing Fees)	120.00	440.00	510.00	390.00	90.00	30.00	420.00	270.00	360.00			60.00	2,690.00
5120-4c Court Costs (GHS Collections)	957.86	678.84	1,993.19	1,612.73	3,428.63	2,993.82	2,321.79	1,864.44	1,641.85	1,914.93	1,941.86	4,238.19	25,588.13
5120-4d Court Costs (Bailiff Pay)							150.00		75.00				225.00
5120-4e Court Costs (Due to Comptroller)	15,348.42	9,464.28	13,532.21	11,002.63	15,515.24	14,960.82	13,433.88	12,212.59	12,325.81	10,782.63	10,308.70	10,325.46	149,212.67
Total 5120-4 Court Costs & Arrest Fees - Judicial	\$ 16,479.51	\$ 10,637.30	\$ 16,167.62	\$ 13,144.52	\$ 19,208.66	\$ 18,155.19	\$ 16,448.26	\$ 14,459.35	\$ 14,514.23	\$ 12,798.02	\$ 12,412.37	\$ 14,870.31	\$ 179,295.34
5121-0a GO Bond (Series 2020 JP Morgan) Principal					280,000.00								280,000.00
5121-0b GO Bond (Series 2020 JPMorgan) Interest					5,567.50						3,733.50		9,301.00
5121-0c CO Bond (Series 2020 Combo) Principal					105,000.00								105,000.00
5121-0d CO Bond (Series 2020 Combo) Interest					32,865.00						31,762.50		64,627.50
5122-0 General Debt Service-Multi Dept								400.00					400.00
5140 Dues & Subscriptions													0.00
5140-0 Dues & Subscriptions-Multi									129.00				129.00
5140-1 Dues & Subscriptions-Admin.	240.00	2,672.80	225.00		599.60		194.90	944.00		115.00	112.00	45.00	5,148.30
5140-2 Dues & Subscriptions-Police	498.00										432.00		930.00
5140-4 MTF (FUND) Dues & Subscriptions-Judicial - Judicial/Court (MTF FUND)				55.00					3,000.00				3,055.00
5140-8 Dues & Subscriptions-Build/Code					25.00	15,516.00			170.00	67.35		100.00	15,878.35
Total 5140 Dues & Subscriptions	\$ 738.00	\$ 2,672.80	\$ 225.00	\$ 55.00	\$ 624.60	\$ 15,516.00	\$ 194.90	\$ 944.00	\$ 3,299.00	\$ 182.35	\$ 544.00	\$ 145.00	\$ 25,140.65
5150 Election Expense		3,325.01							44.44				3,369.45
5160 Employee Benefits - Retirement													0.00
5160-1 Employee Benefits/Retirement-Admin	724.10	763.76	725.36	1,089.79	754.50	790.50	789.55	797.33	790.31	1,190.00	789.74	784.81	9,989.75
5160-2 Employee Benefits/Retirement-Police	1,326.33	1,506.37	1,505.12	2,290.94	1,507.21	1,911.34	1,592.79	1,547.32	1,622.58	2,314.18	1,447.21	1,484.46	20,055.85
5160-3 Employee Benefits/Retirement-Maint	503.34	534.79	412.87	618.24	427.86	445.02	416.88	460.84	448.15	678.47	417.27	445.02	5,808.75
5160-4 Employee Benefits/Retirement-Judicial/Cour	126.12	137.61	126.12	189.18	131.38	136.64	136.64	136.64	136.64	211.86	150.44	150.44	1,769.71
5160-6 Employee Benefits/Retirement-Park						75.06	115.46	112.76	110.83	182.09	115.66	112.37	824.23
5160-8 Employee Benefits/Retirement-Build/Code	297.32	320.30	297.32	445.98	309.74	322.16	254.50	171.38	171.38	459.07	315.48	301.01	3,665.64
Total 5160 Employee Benefits - Retirement	\$ 2,977.21	\$ 3,262.83	\$ 3,066.79	\$ 4,634.13	\$ 3,130.69	\$ 3,680.72	\$ 3,305.82	\$ 3,226.27	\$ 3,279.89	\$ 5,035.67	\$ 3,235.80	\$ 3,278.11	\$ 42,113.93
5170 Equipment Purchases													0.00
5170-0 Equipment Purchases-Multi						1,197.47							1,197.47
5170-1 Equipment Purchases-Admin						602.52	720.00	191.30	143.68			28.99	1,686.49
5170-2 Equipment Purchases-Police			5,724.76		47.00			50.85			3,030.00		8,852.61
5170-3 Equipment Purchases-Maint.			44.98	29.98		12,260.25	3,075.00	44.96			81.00	211.98	15,748.15
5170-6 Equipment Purchases-Park	1,418.72		897.85	286.81		14,597.66	2,683.02	1,182.89	63.89	239.98	216.46		21,587.28

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5170-8 Equipment Purchases-Building/Code	333.80	37.98		89.98		671.11				4.74			1,137.61
5170-9 Equipment Purchases-Animal Control			4.75										4.75
Total 5170 Equipment Purchases	\$ 1,752.52	\$ 37.98	\$ 6,672.34	\$ 406.77	\$ 47.00	\$ 29,329.01	\$ 6,478.02	\$ 1,470.00	\$ 207.57	\$ 244.72	\$ 3,327.46	\$ 240.97	\$ 50,214.36
5171-0 City Events	628.96	194.92	1,559.59		284.87	19.02		4,597.47	10,303.55		17.95		17,606.33
5171-6 Events - HOT FUND-Park				90.00	9.99	1,167.81	705.12	1,224.91	5,141.43			24,840.96	33,180.22
5175-3 Equipment Rentals-Maint						326.48				586.00			912.48
5190 Filing/Notary Fees													0.00
5190-1 Filing/Notary Fees-Admin					108.90						145.63		254.53
Total 5190 Filing/Notary Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 108.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 145.63	\$ 0.00	\$ 254.53
5200-0 HCAD Collections-Multi Dept			11,447.50	1,537.66	14.36	11,447.50	768.83		11,447.50	768.81		11,447.50	48,879.66
5215 Test/License Expense								800.00					800.00
5220 Insurance Property & Liability													0.00
5220-0 Insurance Property & Liability-Multi Dept.	580.25			580.25	17.75		580.25	0.00		580.25			2,338.75
5220-1 Insurance-Prop.&Liab-Admin	1,305.00			1,305.00	1,607.75		1,305.00			1,305.00			6,827.75
5220-2 Insurance-Prop.&Liab-Police	1,810.75			1,810.75			1,810.75			1,810.75			7,243.00
5220-3 Insurance-Prop.&Liab-Maint	1,264.00			1,264.00	17.50		1,264.00			1,264.00			5,073.50
5220-6 Insurance Property & Liability-Parks								348.00					348.00
Total 5220 Insurance Property & Liability	\$ 4,960.00	\$ 0.00	\$ 0.00	\$ 4,960.00	\$ 1,643.00	\$ 0.00	\$ 4,960.00	\$ 348.00	\$ 0.00	\$ 4,960.00	\$ 0.00	\$ 0.00	\$ 21,831.00
5225 Insurance/Auto													0.00
5225-2 Insurance/Auto-Police	3,159.50			2,539.25			2,539.25			2,539.25			10,777.25
5225-3 Insurance/Auto- Maintenance	512.25			417.00			417.00			417.00			1,763.25
5225-8 Insurance/Auto-Build & Code	267.25			218.75			218.75			218.75			923.50
Total 5225 Insurance/Auto	\$ 3,939.00	\$ 0.00	\$ 0.00	\$ 3,175.00	\$ 0.00	\$ 0.00	\$ 3,175.00	\$ 0.00	\$ 0.00	\$ 3,175.00	\$ 0.00	\$ 0.00	\$ 13,464.00
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))													0.00
5230-1 Admin													0.00
5230-1a Employee Medical Insurance-Admin	2,596.92	2,622.02	2,622.02	2,548.25	2,647.12	2,596.92	2,622.02	2,622.02	2,647.12	2,548.25	2,622.02	3,009.24	31,703.92
5230-1b Employee Dental & Vision Insurance-Adm	269.09	211.37	211.37	211.37	211.37	211.37	211.37	211.37	211.37	211.37	211.37	212.92	2,595.71
5230-1c Employee Life Insurance-Admin	42.60	28.40	28.40	25.60	28.40	28.40	28.40	28.40	28.40	25.60	28.40	29.75	350.75
Total 5230-1 Admin	\$ 2,908.61	\$ 2,861.79	\$ 2,861.79	\$ 2,785.22	\$ 2,886.89	\$ 2,836.69	\$ 2,861.79	\$ 2,861.79	\$ 2,886.89	\$ 2,785.22	\$ 2,861.79	\$ 3,251.91	\$ 34,650.38
5230-2 Police													0.00
5230-2a Employee Medical Insurance-Police	5,202.81	5,038.68	5,038.68	5,458.83	5,165.44	5,503.17	5,629.93	5,629.93	5,720.81	3,728.43	4,895.96	5,753.55	62,766.22
5230-2b Employee Dental & Vision Insurance-Poli	415.90	305.33	305.33	305.73	305.62	356.23	356.23	356.23	356.23	119.23	305.34	308.54	3,795.94

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5230-2c Employee Life Insurance-Police	64.22	64.22	64.22	62.72	71.32	71.32	71.32	71.32	71.32	19.48	49.70	49.70	730.86
Total 5230-2 Police	\$ 5,682.93	\$ 5,408.23	\$ 5,408.23	\$ 5,827.28	\$ 5,542.38	\$ 5,930.72	\$ 6,057.48	\$ 6,057.48	\$ 6,148.36	\$ 3,867.14	\$ 5,251.00	\$ 6,111.79	\$ 67,293.02
5230-3 Maint													0.00
5230-3a Employee Medical Insurance-Maint.	2,167.59	1,989.72	1,989.72	1,922.08	2,014.82	1,964.62	1,989.72	1,989.72	2,014.82	1,922.08	1,989.72	2,293.24	24,247.85
5230-3b Employee Dental & Vision Insurance-Maint.	152.67	152.67	152.67	152.67	152.67	152.67	152.67	152.67	152.67	152.67	152.67	153.60	1,832.97
5230-3c Employee Life Insurance-Maint.	49.72	49.72	49.72	41.12	49.72	49.72	49.72	49.72	49.72	41.12	49.72	49.72	579.44
Total 5230-3 Maint	\$ 2,369.98	\$ 2,192.11	\$ 2,192.11	\$ 2,115.87	\$ 2,217.21	\$ 2,167.01	\$ 2,192.11	\$ 2,192.11	\$ 2,217.21	\$ 2,115.87	\$ 2,192.11	\$ 2,496.56	\$ 26,660.26
5230-4 Employee Insurance Benefits-Judicial													0.00
5230-4a Employee Medical Insurance-Judicial	899.97	899.97	899.97	401.49	899.97	899.97	899.97	899.97	899.97	401.49	899.97	1,162.08	10,064.79
5230-4b Employee Dental & Vision Insurance-Judicial	50.89	50.89	50.89	-4.13	50.89	50.89	50.89	50.89	50.89	2.86	50.89	51.76	508.50
5230-4c Employee Life Insurance-Judicial	4.32	4.32	4.32	-3.81	4.32	4.32	4.32	4.32	4.32	-10.80	4.32	4.32	28.59
Total 5230-4 Employee Insurance Benefits-Judicial	\$ 955.18	\$ 955.18	\$ 955.18	\$ 393.55	\$ 955.18	\$ 955.18	\$ 955.18	\$ 955.18	\$ 955.18	\$ 393.55	\$ 955.18	\$ 1,218.16	\$ 10,601.88
5230-6 Park													0.00
5230-6a Employee Medical Insurance-Park								632.31	632.31	632.31	632.31	719.68	3,248.92
5230-6b Employee Dental & Vision Insurance-Park								50.89	50.89	50.89	50.89	51.20	254.76
5230-6c Employee Life Insurance-Park								19.46	19.46	19.46	19.46	19.46	97.30
Total 5230-6 Park	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 702.66	\$ 702.66	\$ 702.66	\$ 702.66	\$ 790.34	\$ 3,600.98
5230-8 Employee Insurance Benefits-Building/Code													0.00
5230-8a Employee Medical Insurance-Build/Code	632.31	661.57	661.57	661.57	690.83	632.31	661.57	661.57	690.83	661.57	-632.31		5,983.39
5230-8b Employee Dental & Vision Insurance-Build/Code	300.16	197.08	197.08	197.08	197.08	197.08	95.83	95.83	95.83	95.83	-95.83		1,573.05
5230-8c Employee Life Insurance-Build/Code	113.01	113.01	113.01	113.01	113.01	113.01	7.10	7.10	7.10	7.10	-7.10	30.90	730.26
Total 5230-8 Employee Insurance Benefits-Building/Code	\$ 1,045.48	\$ 971.66	\$ 971.66	\$ 971.66	\$ 1,000.92	\$ 942.40	\$ 764.50	\$ 764.50	\$ 793.76	\$ 764.50	-\$ 735.24	\$ 30.90	\$ 8,286.70
Total 5230 Employee Insurance Benefits (Medical, Dental, Life)	\$ 12,962.18	\$ 12,388.97	\$ 12,388.97	\$ 12,093.58	\$ 12,602.58	\$ 12,832.00	\$ 12,831.06	\$ 13,533.72	\$ 13,704.06	\$ 10,628.94	\$ 11,227.50	\$ 13,899.66	\$ 151,093.22
5250 Workers Comp Insurance													0.00
5250-1 Workers Comp Insurance-Admin.	187.50			187.50		113.50	187.50			187.50			863.50
5250-2 Workers Comp Insurance-Police	2,731.50			2,731.50		1,654.50	2,731.50			2,731.50			12,580.50
5250-3 Workers Comp Insurance-Maint.	1,392.00			1,392.00		843.00	1,392.00			1,392.00			6,411.00
5250-8 Workers Comp Insurance-Building/Code	135.50			135.50		82.00	135.50			135.50			624.00
Total 5250 Workers Comp Insurance	\$ 4,446.50	\$ 0.00	\$ 0.00	\$ 4,446.50	\$ 0.00	\$ 2,693.00	\$ 4,446.50	\$ 0.00	\$ 0.00	\$ 4,446.50	\$ 0.00	\$ 0.00	\$ 20,479.00
5264 Vehicle Loan Interest													0.00
5264 - 2 Vehicle Loan Interest - Police													0.00
5264 - 2a - Vehicle Loan Interest - Police -Tahoes (	577.04	547.65	555.83	545.14	534.41	523.64	512.81	485.29	491.03	480.06	453.48	458.00	6,164.38

CITY OF TOOL

Profit and Loss

October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5264-2b Vehicle Loan Principal-Police Tahoes (3)	2,420.23	2,449.62	2,441.44	2,452.13	2,462.86	2,473.63	2,484.46	2,511.98	2,506.24	2,517.21	2,543.79	2,539.27	29,802.86
Total 5264 - 2 Vehicle Loan Interest - Police	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 2,997.27	\$ 35,967.24
5264-8 Vehicle Loan Interest - Building/Code													0.00
5264-8a Vehicle Loan Interest-Building/Code	141.50	154.87	142.44	150.27	147.94	135.95	138.51	140.92	138.56	136.19	133.79	122.69	1,683.63
5264-8b Vehicle Loan Principal-Building/Code	514.96	501.59	514.02	506.19	508.52	520.51	517.95	515.54	517.90	520.27	522.67	533.77	6,193.89
Total 5264-8 Vehicle Loan Interest - Building/Code	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 656.46	\$ 7,877.52
Total 5264 Vehicle Loan Interest	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 3,653.73	\$ 43,844.76
5265 Janitorial/Cleaning													0.00
5265-0 Janitorial/Cleaning-Multi Dept	270.00	342.50	593.48	342.50	485.00	462.50	510.00	427.50	480.00		600.00	509.66	5,023.14
5265-6 Janitorial/Cleaning-Park	125.00	125.00	125.00	125.00	100.00	100.00	637.41	15.98	139.98	298.62	100.00		1,891.99
Total 5265 Janitorial/Cleaning	\$ 395.00	\$ 467.50	\$ 718.48	\$ 467.50	\$ 585.00	\$ 562.50	\$ 1,147.41	\$ 443.48	\$ 619.98	\$ 298.62	\$ 700.00	\$ 509.66	\$ 6,915.13
5270 - 4 MJF (FUND) Juror Fees - Judicial/Court	100.00												100.00
5290 Lease Equipment Expense													0.00
5290-1 Lease Equipment Expense-Admin	80.82		80.82			80.82		991.63	889.70	80.82	1,852.47	1,845.08	5,902.16
Total 5290 Lease Equipment Expense	\$ 80.82	\$ 0.00	\$ 80.82	\$ 0.00	\$ 0.00	\$ 80.82	\$ 0.00	\$ 991.63	\$ 889.70	\$ 80.82	\$ 1,852.47	\$ 1,845.08	\$ 5,902.16
5300 Legal Fees (Professional)													0.00
5300-1 Legal Fees-Admin	700.00	1,205.00	860.00	1,862.50	3,209.70	2,062.20	300.00	550.00	350.00	2,475.00	4,892.50	956.25	19,423.15
5300-10 Legal Fees-Council/Mayor	100.00	850.00	50.00	450.00	100.00	500.00	150.00	550.00	200.00	200.00	787.50	168.75	4,106.25
5300-4 Legal Fees-Judicial	850.00	1,508.57	750.00	3,117.20	1,077.50	1,834.70	2,969.40	2,034.70	2,981.07	1,750.00	1,697.20	2,034.70	22,605.04
Total 5300 Legal Fees (Professional)	\$ 1,650.00	\$ 3,563.57	\$ 1,660.00	\$ 5,429.70	\$ 4,387.20	\$ 4,396.90	\$ 3,419.40	\$ 3,134.70	\$ 3,531.07	\$ 4,425.00	\$ 7,377.20	\$ 3,159.70	\$ 46,134.44
5302 Marketing													0.00
5302-1 Marketing-Admin				65.21						58.36			123.57
5302-10 Marketing-Council/Mayor						866.30							866.30
Total 5302 Marketing	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65.21	\$ 0.00	\$ 866.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 58.36	\$ 0.00	\$ 0.00	\$ 989.87
5320 Maintenance Building													0.00
5320-0 Maintenance Building-Multi Dept	106.91	125.00	4,185.23		125.00		318.59	1,399.06	450.95		348.56		7,059.30
5320-1 Maintenance Building-Admin	697.16		65.65		450.00	352.68	59.48	111.92	11.48				1,748.37
Total 5320 Maintenance Building	\$ 804.07	\$ 125.00	\$ 4,250.88	\$ 0.00	\$ 575.00	\$ 352.68	\$ 378.07	\$ 1,510.98	\$ 462.43	\$ 0.00	\$ 348.56	\$ 0.00	\$ 8,807.67
5330 Maintenance-Equipment													0.00
5330-2 Maintenance-Equipment-Police							204.00	270.00					474.00
5330-3 Maintenance-Equipment-Maint	8.77	6.31				25.06	190.30	206.04	47.35	393.60	1,531.27	117.12	2,525.82
5330-4 Maintenance-Equipment-Judicial												7,233.00	7,233.00

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5330-6 Maintenance-Equipment-Parks							108.18			237.71	55.42	75.98	477.29
Total 5330 Maintenance-Equipment	\$ 8.77	\$ 6.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.06	\$ 502.48	\$ 476.04	\$ 47.35	\$ 631.31	\$ 1,586.69	\$ 7,426.10	\$ 10,710.11
5336-6 Park Grounds	393.82					45.10	2,074.92	89.24	25.99	591.52			3,220.59
5340 Maintenance-Vehicle													0.00
5340-2 Maintenance-Vehicle-Police	279.03	482.96	262.26	240.44	818.48	844.01	219.17	1,675.34	967.20	4,132.59	1,364.53	3,062.76	14,348.77
5340-3 Maintenance-Vehicle-Maint	40.00			219.34	1,239.96		9.50	19.00	9.09	9.50			1,546.39
5340-8 Maintenance-Vehicle-Building/Code			1,161.21		9.50					121.47	142.98		1,435.16
Total 5340 Maintenance-Vehicle	\$ 319.03	\$ 482.96	\$ 1,423.47	\$ 459.78	\$ 2,067.94	\$ 844.01	\$ 228.67	\$ 1,694.34	\$ 976.29	\$ 4,263.56	\$ 1,507.51	\$ 3,062.76	\$ 17,330.32
5350 Maintenance-Road Materials													0.00
5350-3 Maintenance-Road Materials-				500.00				346.75	29.96	4,082.52	6,832.28	8,262.41	20,053.92
Total 5350 Maintenance-Road Materials	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 346.75	\$ 29.96	\$ 4,082.52	\$ 6,832.28	\$ 8,262.41	\$ 20,053.92
5355 Meals													0.00
5355-1 Meals-Admin	741.56	36.96			137.66	150.00		285.76	60.21				1,412.15
5355-4 Meals-Judicial										129.68			129.68
Total 5355 Meals	\$ 741.56	\$ 36.96	\$ 0.00	\$ 0.00	\$ 137.66	\$ 150.00	\$ 0.00	\$ 285.76	\$ 60.21	\$ 129.68	\$ 0.00	\$ 0.00	\$ 1,541.83
5357-0 Employee Recognition/Events			1,604.90			334.78				132.59		399.00	2,471.27
5365 Miscellaneous Expense				2.52	185.00				1,673.75	81.20	50.00		1,992.47
5365-1 Admin		0.00											0.00
Total 5365 Miscellaneous Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.52	\$ 185.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,673.75	\$ 81.20	\$ 50.00	\$ 0.00	\$ 1,992.47
5366 Neighborhood Infrastructure Reinvestment													0.00
5366-8 Neighborhood Infrastructure Reinvestment-Building& Code		3,000.00	400.00					105.49	35.00				3,540.49
Total 5366 Neighborhood Infrastructure Reinvestmen	\$ 0.00	\$ 3,000.00	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.49	\$ 35.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,540.49
5370 Office Supplies Expense													0.00
5370-1 Office Supplies-Admin	827.64	731.26	1,004.83	858.91	1,977.76	-3,491.42	427.79	163.13	455.47	77.48	171.97	1,150.48	4,355.30
5370-10 Office Supplies-Council/Mayor		24.33	46.14					45.12			425.20	50.87	591.66
5370-2 Office Supplies-Police	67.38			27.63	31.28	20.42	23.80	203.00	164.08	437.74	93.09	160.61	1,229.03
5370-3 Office Supplies-Maint.	64.37	62.89	3.02	33.25		91.90	13.98	6.99	47.31	50.30	155.82	87.92	617.75
5370-4 Office Supplies-Judicial				61.98	425.00				116.34				603.32
5370-6 Office Supplies-Park										27.89			27.89
5370-8 Office Supplies-Building/Code	92.35		32.90	24.61	15.00			142.25	210.37	117.17			634.65
5370-9 Office Supplies--Animal Control							72.01						72.01
Total 5370 Office Supplies Expense	\$ 1,051.74	\$ 818.48	\$ 1,086.89	\$ 1,006.38	\$ 2,449.04	-\$ 3,379.10	\$ 537.58	\$ 560.49	\$ 993.57	\$ 710.58	\$ 846.08	\$ 1,449.88	\$ 8,131.61

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5371-0 Building Supplies				2.14	10.46	4,143.67	659.27	883.27	861.27	1,019.87	931.90	1,363.02	9,874.87
5380 Postage													0.00
5380-1 Postage-Admin.		25.00	100.00	78.75		103.00			28.00	241.41	142.58	142.38	861.12
5380-2 Postage-Police			15.00						25.00	5.42	19.33	5.18	69.93
5380-4 Postage-Judicial				50.00		253.00			25.00	21.76	142.64	289.58	781.98
5380-8 Postage - Build/Code						150.00	300.00	100.00	25.00	31.41	101.45	651.86	1,359.72
Total 5380 Postage	\$ 0.00	\$ 25.00	\$ 115.00	\$ 128.75	\$ 0.00	\$ 506.00	\$ 300.00	\$ 100.00	\$ 103.00	\$ 300.00	\$ 406.00	\$ 1,089.00	\$ 3,072.75
5390 Records Management													0.00
5390-1 Records Management-Admin	140.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	470.00	1,272.00	170.00	170.00	3,412.00
5390-2 Records Management-Police												666.40	666.40
Total 5390 Records Management	\$ 140.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 470.00	\$ 1,272.00	\$ 170.00	\$ 836.40	\$ 4,078.40
5400 Printing													0.00
5400-1 Printing- Admin.	256.57	259.34	281.05	256.57	264.36	256.57	282.60	273.80	281.59	275.89	283.50	300.10	3,271.94
Total 5400 Printing	\$ 256.57	\$ 259.34	\$ 281.05	\$ 256.57	\$ 264.36	\$ 256.57	\$ 282.60	\$ 273.80	\$ 281.59	\$ 275.89	\$ 283.50	\$ 300.10	\$ 3,271.94
5430 Salaries													0.00
5430-1 Salaries-Admin	18,905.80	19,941.27	18,938.44	28,453.36	18,906.45	19,048.12	19,025.18	19,212.65	19,043.55	28,674.55	19,029.75	18,911.02	248,090.14
5430-10 Salaries-Council/Mayor	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
5430-2 Salaries-Police	34,629.63	39,330.65	39,298.25	59,814.79	37,730.39	46,056.50	38,380.19	37,284.90	39,098.26	56,363.41	36,760.72	38,690.09	503,437.78
5430-3 Salaries-Maint	13,141.85	13,962.99	10,779.48	16,140.99	10,722.99	10,722.98	10,045.11	11,104.36	10,798.31	16,348.12	10,054.52	10,722.99	144,544.69
5430-4 Salaries-Other-Judicial	3,292.72	3,592.72	3,292.72	4,939.08	3,292.72	3,292.72	3,292.72	3,292.72	3,292.72	5,105.30	3,625.16	3,625.16	43,936.46
5430-6 Salaries-Park						1,808.56	2,782.40	2,717.26	2,670.73	4,387.95	2,787.12	2,707.74	19,861.76
5430-8 Salaries-Building/Code-	7,762.84	8,362.84	7,762.83	11,644.27	7,762.84	7,762.84	6,132.36	4,129.46	4,129.46	11,061.98	7,601.94	7,253.42	91,367.08
Total 5430 Salaries	\$ 77,832.84	\$ 85,290.47	\$ 80,171.72	\$ 121,092.49	\$ 78,515.39	\$ 88,791.72	\$ 79,757.96	\$ 77,841.35	\$ 79,133.03	\$ 122,041.31	\$ 79,959.21	\$ 82,010.42	\$ 1,052,437.91
5460 Telephone and Internet													0.00
5460-0 Tel/Internet-Multi Dept.	1,143.28	1,001.77	989.31	886.11	886.37	1,227.91	1,468.92	890.70	1,269.52	1,085.04	1,123.29	1,041.27	13,013.49
5460-1 Tel/Internet-Admin.	185.24	213.50	213.50	213.50	213.50	213.53	213.53	213.53	213.53	213.53	213.50	213.50	2,533.89
5460-2 Tel/Internet-Police	364.74	366.41	409.92	458.52	458.52	466.92	450.18	450.18	451.78	453.50	453.46	453.46	5,237.59
5460-3 Tel/Internet-Maint.	84.75	84.79	84.79	84.79	84.79	84.81	84.81	84.81	84.81	84.81	84.79	84.79	1,017.54
5460-8 Tel/Internet-Building/Code	109.74	109.78	109.78	109.78	109.78	109.80	109.80	109.80	109.80	109.80	109.78	109.78	1,317.42
Total 5460 Telephone and Internet	\$ 1,887.75	\$ 1,776.25	\$ 1,807.30	\$ 1,752.70	\$ 1,752.96	\$ 2,102.97	\$ 2,327.24	\$ 1,749.02	\$ 2,129.44	\$ 1,946.68	\$ 1,984.82	\$ 1,902.80	\$ 23,119.93
5470 Travel Expense								333.71					333.71
5470-1 Travel-Admin	47.16		494.99										542.15

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
5470-2 Travel-Police									124.85				124.85
5470-4a Travel-Judicial					422.21		147.37			847.52	-224.00		1,193.10
5470-4b Travel-Judicial (MTPF)					49.82	230.30							280.12
5470-8 Travel-Building/Code				137.76	3.84	10.00				763.82			915.42
Total 5470 Travel Expense	\$ 47.16	\$ 0.00	\$ 494.99	\$ 137.76	\$ 475.87	\$ 240.30	\$ 147.37	\$ 333.71	\$ 124.85	\$ 1,611.34	-\$ 224.00	\$ 0.00	\$ 3,389.35
5480 Training/Education Expense													0.00
5480-1 Training/Education Expense-Admin.	1,179.88		45.00		45.00	360.00			45.00		583.50	550.00	2,808.38
5480-10 Training/Education Expense-Council/Mayor					79.00								79.00
5480-2 Training/Education Expense-Police	860.00			695.00				197.00	220.00			287.00	2,259.00
5480-4 Training/Education Expense-Judicial			250.00	500.00	60.00	75.00	25.00						910.00
5480-8 Training/Education Expense-Building/Code			149.00	100.00	250.00	650.00			550.00	722.80			2,421.80
Total 5480 Training/Education Expense	\$ 2,039.88	\$ 0.00	\$ 444.00	\$ 1,295.00	\$ 434.00	\$ 1,085.00	\$ 25.00	\$ 197.00	\$ 815.00	\$ 722.80	\$ 583.50	\$ 837.00	\$ 8,478.18
5490 Uniforms													0.00
5490-2 Uniforms-Police	1,447.76	78.00	158.00	17.60					317.66	459.71	351.27	-0.50	2,829.50
5490-3 Uniforms-Maint	190.32	253.92	253.92	317.40	548.92	184.56	226.03	185.12	190.00	237.50	190.00	190.00	2,967.69
5490-4 Uniforms-Judicial												231.00	231.00
5490-6 Uniforms-Park						31.68	21.62	33.16	34.08	42.60	34.08	34.08	231.30
5490-8 Uniforms-Building/Code										210.00			210.00
5490-9 Uniforms-Animal Control						77.16	96.45	77.16	79.32	99.15	79.32	79.32	587.88
Total 5490 Uniforms	\$ 1,638.08	\$ 331.92	\$ 411.92	\$ 335.00	\$ 548.92	\$ 293.40	\$ 344.10	\$ 295.44	\$ 621.06	\$ 1,048.96	\$ 654.67	\$ 533.90	\$ 7,057.37
5500 Utilities/Electricity													0.00
5500-0 Utilities/Electricity-Multi Dept	1,070.37	935.76	756.88	667.91	1,019.67	1,129.08	1,265.80	931.21	961.81	1,125.16	1,342.65	1,386.34	12,592.64
5500-3 Utilities/Electricity-Multi Dept-Maint	45.90	43.37	44.74	44.84	55.71	94.07	77.31	54.38	53.06	54.94	54.64	53.23	676.19
5500-6 Utilities/Electricity-Park	21.44	99.07	25.44	119.65	138.00	176.00	164.00	136.00	261.00	607.00	644.00	645.00	3,036.60
Total 5500 Utilities/Electricity	\$ 1,137.71	\$ 1,078.20	\$ 827.06	\$ 832.40	\$ 1,213.38	\$ 1,399.15	\$ 1,507.11	\$ 1,121.59	\$ 1,275.87	\$ 1,787.10	\$ 2,041.29	\$ 2,084.57	\$ 16,305.43
5510 Utilities/Water													0.00
5510-0 Utilities/Water-Multi Dept	372.41	394.32	435.88	443.02	899.42	18.69	303.65	245.07	287.52	1,233.83	453.36	470.60	5,557.77
5510-3 Utilities/Water-Maint					80.00								80.00
5510-6 Utilities/Water-Park		291.45	291.45	320.45	596.48	-6.79	584.44	1,064.91	779.72	3,473.67	2,878.59	2,722.42	12,996.79
Total 5510 Utilities/Water	\$ 372.41	\$ 685.77	\$ 727.33	\$ 763.47	\$ 1,575.90	\$ 11.90	\$ 888.09	\$ 1,309.98	\$ 1,067.24	\$ 4,707.50	\$ 3,331.95	\$ 3,193.02	\$ 18,634.56
5540-0 Website-Multi Dept.													0.00
5540-1 Website-Multi Dept.-Admin	300.00	300.00	850.00	300.00	300.00	300.00	613.40	300.00	300.00	300.00	300.00	300.00	4,463.40

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
Total 5540-0 Website-Multi Dept.	\$ 300.00	\$ 300.00	\$ 850.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 613.40	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 4,463.40
Total 5000 Expenditures	\$ 164,675.32	\$ 174,713.21	\$ 169,414.74	\$ 246,132.49	\$ 588,202.45	\$ 225,593.95	\$ 236,594.09	\$ 301,158.47	\$ 194,959.37	\$ 217,730.35	\$ 196,253.01	\$ 277,678.10	\$ 2,993,105.55
6000 Payroll Expenses													0.00
Taxes						0.00	0.00	-232.34	232.34				0.00
xxxxx6500 Payroll Taxes Total			0.00	-730.03	-256.11	986.14	0.00	0.00				0.00	0.00
6500-1 Payroll Taxes - Admin	1,446.30	1,525.50	1,448.80	2,586.08	1,534.05	1,259.40	1,455.42	1,469.77	1,456.83	2,193.61	1,455.76	1,446.71	19,278.23
6500-2 Payroll Taxes- Police	2,691.69	3,049.70	3,085.37	5,483.06	3,114.63	3,084.82	2,945.90	2,852.26	2,991.02	4,343.89	2,851.60	2,672.10	39,166.04
6500-3 Payroll Taxes- Maint	1,005.34	1,068.17	824.64	1,444.62	924.04	695.74	768.44	849.50	826.08	1,250.62	769.17	820.30	11,246.66
6500-4 Payroll Taxes- Judicial	251.90	274.84	251.90	442.05	294.69	207.89	251.89	251.89	251.90	390.55	277.32	277.33	3,424.15
6500-6 Payroll Taxes-Park-6						151.01	232.34	459.23	-16.20	335.69	213.21	207.15	1,582.43
6500-8 Payroll Taxes- Building/Code	593.85	639.76	593.86	1,063.96	676.48	485.85	469.14	315.90	315.90	880.31	605.86	559.50	7,200.37
Total xxxxx6500 Payroll Taxes Total	\$ 5,989.08	\$ 6,557.97	\$ 6,204.57	\$ 10,289.74	\$ 6,287.78	\$ 6,870.85	\$ 6,123.13	\$ 6,198.55	\$ 5,825.53	\$ 9,394.67	\$ 6,172.92	\$ 5,983.09	\$ 81,897.88
Total 6000 Payroll Expenses	\$ 5,989.08	\$ 6,557.97	\$ 6,204.57	\$ 10,289.74	\$ 6,287.78	\$ 6,870.85	\$ 6,123.13	\$ 5,966.21	\$ 6,057.87	\$ 9,394.67	\$ 6,172.92	\$ 5,983.09	\$ 81,897.88
Total Expenses	\$ 170,664.40	\$ 181,271.18	\$ 175,619.31	\$ 256,422.23	\$ 594,490.23	\$ 232,464.80	\$ 242,717.22	\$ 307,124.68	\$ 201,017.24	\$ 227,125.02	\$ 202,425.93	\$ 283,661.19	\$ 3,075,003.43
Net Operating Income	-\$ 44,268.40	\$ 2,277.22	\$ 670,769.30	\$ 387,052.32	-\$ 92,640.17	-\$ 94,174.44	-\$ 105,104.66	-\$ 71,233.12	-\$ 96,972.89	-\$ 119,689.15	-\$ 36,285.09	-\$ 125,921.73	\$ 273,809.19
Other Income													
4800 Interest Earned													0.00
4800-a Interest Income-Ad Valorem	1,070.67	900.16	1,352.14	2,949.13	3,378.09	2,855.65	2,588.88	2,517.07	2,048.25	1,836.52	1,544.29	878.94	23,919.79
4800-b Interest Income-Capitol Improvement	2,240.02	2,174.07	1,725.55	1,835.00	1,626.65	2,085.48	2,164.82	2,203.75	1,872.37	2,008.38	2,080.49	1,977.20	23,993.78
4800-c Interest Income-Emergency Fund	1,606.36	1,547.58	1,442.81	1,750.46	1,747.74	1,734.97	1,741.07	1,603.77	1,331.59	1,428.33	1,479.83	1,309.09	18,723.60
4800-d Interest Income-General Fund	0.46	0.67	0.53	0.53	0.37	0.53	0.44	0.51	0.36	0.37	0.40	0.40	5.57
4800-e Interest Income-Hotel-Motel Tax				3.71	59.50	345.53	366.26	407.87	355.55	350.38	372.25	334.86	2,595.91
4800-f Interest Income-Municipal Fund	119.31	39.41	73.27	74.91	80.77	158.12	199.97	105.92	105.60	146.93	3,028.77	6,516.72	10,649.70
4800-g Interest Income-Municipal Security	0.20	0.21	0.21	0.24	0.20	0.22	0.23	0.26	0.24	0.25	0.27	0.25	2.78
4800-h Interest Income-Public Funds MM 9	2,807.59	1,634.32	1,369.77	998.51	576.27	247.01	60.35	52.53	42.87	45.99	47.64	42.34	7,925.19
4800-i Interest Income-Public Funds MM 10	906.73	880.64	824.82	875.78	737.05	761.82	791.92	841.53	762.08	821.50	848.92	768.43	9,821.22
4800-j Interest Income-TexStar	3.72	3.43	3.43	3.40	3.06	3.37	3.27	3.38	3.27	3.38	3.41	3.26	40.38
4800-k Interest Income-Municipal Tech	0.06	0.01	0.02	0.02	0.02	0.03	0.04	0.04	0.05	0.05	0.02	0.02	0.38
4800-l Interest Earned - Park Construction Acct	2,154.23	1,812.53	1,515.91	1,193.59	623.16	437.93	285.03	142.90	100.99	193.18	161.63	143.62	8,764.70
Total 4800 Interest Earned	\$ 10,909.35	\$ 8,993.03	\$ 8,308.46	\$ 9,685.28	\$ 8,832.88	\$ 8,630.66	\$ 8,202.28	\$ 7,879.53	\$ 6,623.22	\$ 6,835.26	\$ 9,567.92	\$ 11,975.13	\$ 106,443.00
4801-Credit Card Rebate						65.23	180.44	162.77	133.40	124.46	116.12	70.25	852.67
Gain on Sale of Vehicle				1,200.00									1,200.00

CITY OF TOOL
Profit and Loss
October 2024 - September 2025

	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total
Total Other Revenues	\$ 10,909.35	\$ 8,993.03	\$ 8,308.46	\$ 10,885.28	\$ 8,832.88	\$ 8,695.89	\$ 8,382.72	\$ 8,042.30	\$ 6,756.62	\$ 6,959.72	\$ 9,684.04	\$ 12,045.38	\$ 108,495.67
Other Expenditures													
9990-0 GF Transfer to CIP Fund-Multi Dept.												200,000.00	200,000.00
Total Other Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200,000.00	\$ 200,000.00
Net Other Revenues	\$ 10,909.35	\$ 8,993.03	\$ 8,308.46	\$ 10,885.28	\$ 8,832.88	\$ 8,695.89	\$ 8,382.72	\$ 8,042.30	\$ 6,756.62	\$ 6,959.72	\$ 9,684.04	-\$ 187,954.62	-\$ 91,504.33
Net Increase to Fund Balance	-\$ 33,359.05	\$ 11,270.25	\$ 679,077.76	\$ 397,937.60	-\$ 83,807.29	-\$ 85,478.55	-\$ 96,721.94	-\$ 63,190.82	-\$ 90,216.27	-\$ 112,729.43	-\$ 26,601.05	-\$ 313,876.35	\$ 182,304.86

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Revenues				
4000 Revenues			0.00	
4010 Animal Registrations/ Fees	190.00	1,000.00	810.00	19.00%
4011 Alarm Permit	320.00	350.00	30.00	91.43%
4012 Garage Sale Permits	185.00	170.00	-15.00	108.82%
4013 Animal Surrender Fees	575.00	1,000.00	425.00	57.50%
4020 Building Permits	106,503.71	110,000.00	3,496.29	96.82%
4025 Short Term Rental Annual Permit	4,000.00	3,200.00	-800.00	125.00%
4030 Civic Center Rental	13,450.00	5,500.00	-7,950.00	244.55%
4040 Cable TV/Telephone Franchise Fees	27,730.33	31,205.00	3,474.67	88.87%
4050 Contributions/Donations		0.00	0.00	
4050-2 contributions - Police dept.	1,131.87	0.00	-1,131.87	
Total 4050 Contributions/Donations	\$ 1,131.87	\$ 0.00	-\$ 1,131.87	
4064 Fines & Forfeitures	235,603.73	217,000.00	-18,603.73	108.57%
4064a - Municipal 3rd Party Payout	176,642.97	146,000.00	-30,642.97	120.99%
4064b - Municipal Jury Fund (MJF)	168.36	100.00	-68.36	168.36%
4064c - Municipal Truancy & Prev (MTPF)	7,137.48	7,000.00	-137.48	101.96%
4064d - Municipal Court Security Fund (MSF)	8,208.56	7,000.00	-1,208.56	117.27%
4064e - Municipal Court Technology Fund (MTF)	6,700.85	5,800.00	-900.85	115.53%
Total 4064 Fines & Forfeitures	\$ 434,461.95	\$ 382,900.00	-\$ 51,561.95	113.47%
4068 Service Fee Retained by City	1,346.49	1,000.00	-346.49	134.65%
4070 HCAD Ad Valorem	1,424,394.14	1,420,231.50	-4,162.64	100.29%
4071 HCAD Interest & Sinking	466,576.81	458,928.50	-7,648.31	101.67%
Total 4070 HCAD Ad Valorem	\$ 1,890,970.95	\$ 1,879,160.00	-\$ 11,810.95	100.63%
4090 Trinity Valley Electric	73,274.91	73,274.91	0.00	100.00%
4100 Miscellaneous Revenue	4,193.48	0.00	-4,193.48	
4110 Hotel Occupancy Tax	44,726.41	48,000.00	3,273.59	93.18%
4120 State Sales Tax-Rev. Sharing	202,961.65	200,000.00	-2,961.65	101.48%
4121 State Mixed Beverage Sale Tax R	7,239.00	6,640.00	-599.00	109.02%
4122 Sales & Use Tax - Street Maint	202,961.62	200,000.00	-2,961.62	101.48%
4140 TU/Oncor Electric	17,585.19	17,294.74	-290.45	101.68%
4150 Waste Services	40,507.98	40,000.00	-507.98	101.27%
4301 L.E.O.S.E	1,380.08	695.00	-685.08	198.57%
Total 4000 Revenues	\$ 3,075,695.62	\$ 3,001,389.65	-\$ 74,305.97	102.48%
4101 Interfund Transfers			0.00	
4101-a From Emergency Fund	126,290.30	0.00	-126,290.30	
4101-b From Capital Improvement Fund	137,992.70	0.00	-137,992.70	
Total 4101 Interfund Transfers	\$ 264,283.00	\$ 0.00	-\$ 264,283.00	
4700 Property Abatement Reimbursements	4,284.00	4,470.00	186.00	95.84%
Park Event Revenue			0.00	

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
4600 Farmers Market Space Reservation Revenue	1,150.00	0.00	-1,150.00	
4601 Food Truck Rental Fees	3,400.00	0.00	-3,400.00	
Total Park Event Revenue	\$ 4,550.00	\$ 0.00	-\$ 4,550.00	
Total Income	\$ 3,348,812.62	\$ 3,005,859.65	-\$ 342,952.97	111.41%
Gross Profit	\$ 3,348,812.62	\$ 3,005,859.65	-\$ 342,952.97	111.41%
Expenses				
5000 Expenditures			0.00	
5010 Accounting Services			0.00	
5010-1 Accounting Services-Admin	5,553.00	5,577.05	24.05	99.57%
Total 5010 Accounting Services	\$ 5,553.00	\$ 5,577.05	\$ 24.05	99.57%
5020 Advertising Expense			0.00	
5020-1 Advertising-Admin	4,192.85	5,000.00	807.15	83.86%
Total 5020 Advertising Expense	\$ 4,192.85	\$ 5,000.00	\$ 807.15	83.86%
5030 Animal Care			0.00	
5030-9 Animal Control	21,036.00	25,000.00	3,964.00	84.14%
Total 5030 Animal Care	\$ 21,036.00	\$ 25,000.00	\$ 3,964.00	84.14%
5045 Auto Allowance			0.00	
5045-1 Executive Auto Allowance-Admin	4,800.12	4,800.00	-0.12	100.00%
Total 5045 Auto Allowance	\$ 4,800.12	\$ 4,800.00	-\$ 0.12	100.00%
5050 Auto Fuel			0.00	
5050-2 Auto Fuel-Police	27,959.53	29,040.00	1,080.47	96.28%
5050-3 Auto Fuel-Maint	5,236.13	6,000.00	763.87	87.27%
5050-6 Auto Fuel-Park	507.01	3,000.00	2,492.99	16.90%
5050-8 Auto Fuel-Building/Code	1,879.18	3,300.00	1,420.82	56.94%
Total 5050 Auto Fuel	\$ 35,581.85	\$ 41,340.00	\$ 5,758.15	86.07%
5060 Audit Fees			0.00	
5060-1 Audit Fees -Admin	61,669.48	35,000.00	-26,669.48	176.20%
Total 5060 Audit Fees	\$ 61,669.48	\$ 35,000.00	-\$ 26,669.48	176.20%
5070 Bank Charges			0.00	
5070-1 Bank Charges-Admin	6,405.27	4,600.00	-1,805.27	139.25%
Total 5070 Bank Charges	\$ 6,405.27	\$ 4,600.00	-\$ 1,805.27	139.25%
5082 Capital Expenditures		0.00	0.00	
5082a Emergency Sirens	126,290.30	0.00	-126,290.30	
5082b Maintenance Barn	87,195.58	0.00	-87,195.58	
5082c Police Department Building Remodel	39,797.12	0.00	-39,797.12	
5082d Paradise Bay Subdivision Drainage (Phase 1A)	11,000.00	0.00	-11,000.00	
Total 5082 Capital Expenditures	\$ 264,283.00	\$ 0.00	-\$ 264,283.00	
5096 Property Abatements			0.00	
5096-8 Unsafe Building Fund-Building	24,686.10	40,000.00	15,313.90	61.72%
Total 5096 Property Abatements	\$ 24,686.10	\$ 40,000.00	\$ 15,313.90	61.72%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5097 Computers,Software & Supplies			0.00	
5097-0 Computers,Software & Supplies-Multi		200.00	200.00	0.00%
5097-1 Computers,Software & Supplies-Admin	5,972.76	3,700.00	-2,272.76	161.43%
5097-2 Computers,Software & Supplies-Police	6,784.27	6,000.00	-784.27	113.07%
5097-3 Computers,Software & Supplies-Maint	5.94	100.00	94.06	5.94%
5097-4 MTF (FUND) Computers,Software & Supplies-Ju	1,923.60	2,000.00	76.40	96.18%
5097-8 Computers,Software & Supplies-Building/Code	2,416.88	6,000.00	3,583.12	40.28%
Total 5097 Computers,Software & Supplies	\$ 17,103.45	\$ 18,000.00	\$ 896.55	95.02%
5101-0 Contract Services IT-Multi Dept	39,626.04	30,000.00	-9,626.04	132.09%
5102-0 Contract Services Acct-Multi Dept	4,506.25	7,500.00	2,993.75	60.08%
5103 Permit and InspectBuilding/Code	59,810.84	61,000.00	1,189.16	98.05%
5104-2 Contract Services PD-Police	35,442.90	40,700.00	5,257.10	87.08%
5104-8 Contract Services-(GIS, Engineering, & Survey)	4,575.00	7,000.00	2,425.00	65.36%
5120-4 Court Costs & Arrest Fees - Judicial			0.00	
5120-4a Court Costs (Omnibase)	1,579.54	1,500.00	-79.54	105.30%
5120-4b Court Costs-(Inmate Housing Fees)	2,690.00	3,000.00	310.00	89.67%
5120-4c Court Costs (GHS Collections)	25,588.13	20,000.00	-5,588.13	127.94%
5120-4d Court Costs (Bailiff Pay)	225.00	1,000.00	775.00	22.50%
5120-4e Court Costs (Due to Comptroller)	149,212.67	146,000.00	-3,212.67	102.20%
Total 5120-4 Court Costs & Arrest Fees - Judicial	\$ 179,295.34	\$ 171,500.00	-\$ 7,795.34	104.55%
5121-0a GO Bond (Series 2020 JP Morgan) Principal	280,000.00	280,000.00	0.00	100.00%
5121-0b GO Bond (Series 2020 JPMorgan) Interest	9,301.00	9,301.00	0.00	100.00%
5121-0c CO Bond (Series 2020 Combo) Principal	105,000.00	105,000.00	0.00	100.00%
5121-0d CO Bond (Series 2020 Combo) Interest	64,627.50	64,627.50	0.00	100.00%
5122-0 General Debt Service-Multi Dept	400.00	14,324.65	13,924.65	2.79%
5140 Dues & Subscriptions		0.00	0.00	
5140-0 Dues & Subscriptions-Multi	129.00	0.00	-129.00	
5140-1 Dues & Subscriptions-Admin.	5,148.30	4,600.00	-548.30	111.92%
5140-2 Dues & Subscriptions-Police	930.00	750.00	-180.00	124.00%
5140-4 MTF (FUND) Dues & Subscriptions-Judicial - Ju	3,055.00	3,500.00	445.00	87.29%
5140-8 Dues & Subscriptions-Build/Code	15,878.35	16,000.00	121.65	99.24%
Total 5140 Dues & Subscriptions	\$ 25,140.65	\$ 24,850.00	-\$ 290.65	101.17%
5150 Election Expense	3,369.45	3,500.00	130.55	96.27%
5160 Employee Benefits - Retirement		0.00	0.00	
5160-1 Employee Benefits/Retirement-Admin	9,989.75	12,472.48	2,482.73	80.09%
5160-2 Employee Benefits/Retirement-Police	20,055.85	24,514.25	4,458.40	81.81%
5160-3 Employee Benefits/Retirement-Maint	5,808.75	7,273.16	1,464.41	79.87%
5160-4 Employee Benefits/Retirement-Judicial/Court	1,769.71	2,238.38	468.67	79.06%
5160-6 Employee Benefits/Retirement-Park	824.23	1,045.15	220.92	78.86%
5160-8 Employee Benefits/Retirement-Build/Code	3,665.64	5,131.66	1,466.02	71.43%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5160 Employee Benefits - Retirement	\$ 42,113.93	\$ 52,675.08	\$ 10,561.15	79.95%
5170 Equipment Purchases			0.00	
5170-0 Equipment Purchases-Multi	1,197.47	5,000.00	3,802.53	23.95%
5170-1 Equipment Purchases-Admin	1,686.49	5,000.00	3,313.51	33.73%
5170-2 Equipment Purchases-Police	8,852.61	10,000.00	1,147.39	88.53%
5170-3 Equipment Purchases-Maint.	15,748.15	20,000.00	4,251.85	78.74%
5170-6 Equipment Purchases-Park	21,587.28	18,000.00	-3,587.28	119.93%
5170-8 Equipment Purchases-Building/Code	1,137.61	2,000.00	862.39	56.88%
5170-9 Equipment Purchases-Animal Control	4.75	450.00	445.25	1.06%
Total 5170 Equipment Purchases	\$ 50,214.36	\$ 60,450.00	\$ 10,235.64	83.07%
5170-MSF Equipment Purchases-Court-Municipal Security Fund		100.00	100.00	0.00%
5171-0 City Events	17,606.33	20,000.00	2,393.67	88.03%
5171-6 Events - HOT FUND-Park	33,180.22	5,000.00	-28,180.22	663.60%
5175-3 Equipment Rentals-Maint	912.48	5,000.00	4,087.52	18.25%
5190 Filing/Notary Fees			0.00	
5190-1 Filing/Notary Fees-Admin	254.53	400.00	145.47	63.63%
Total 5190 Filing/Notary Fees	\$ 254.53	\$ 400.00	\$ 145.47	63.63%
5200-0 HCAD Collections-Multi Dept	48,879.66	48,865.00	-14.66	100.03%
5215 Test/License Expense	800.00	0.00	-800.00	
5220 Insurance Property & Liability			0.00	
5220-0 Insurance Property & Liability-Multi Dept.	2,338.75	3,300.00	961.25	70.87%
5220-1 Insurance-Prop.&Liab-Admin	6,827.75	7,500.00	672.25	91.04%
5220-2 Insurance-Prop.&Liab-Police	7,243.00	11,880.00	4,637.00	60.97%
5220-3 Insurance-Prop.&Liab-Maint	5,073.50	6,600.00	1,526.50	76.87%
5220-6 Insurance Property & Liability-Parks	348.00	0.00	-348.00	
Total 5220 Insurance Property & Liability	\$ 21,831.00	\$ 29,280.00	\$ 7,449.00	74.56%
5225 Insurance/Auto			0.00	
5225-2 Insurance/Auto-Police	10,777.25	11,200.00	422.75	96.23%
5225-3 Insurance/Auto- Maintenance	1,763.25	1,760.00	-3.25	100.18%
5225-8 Insurance/Auto-Build & Code	923.50	770.00	-153.50	119.94%
Total 5225 Insurance/Auto	\$ 13,464.00	\$ 13,730.00	\$ 266.00	98.06%
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))		0.00	0.00	
5230-1 Admin			0.00	
5230-1a Employee Medical Insurance-Admin	31,703.92	29,460.00	-2,243.92	107.62%
5230-1b Employee Dental & Vision Insurance-Admin	2,595.71	2,500.00	-95.71	103.83%
5230-1c Employee Life Insurance-Admin	350.75	440.00	89.25	79.72%
Total 5230-1 Admin	\$ 34,650.38	\$ 32,400.00	-\$ 2,250.38	106.95%
5230-2 Police			0.00	
5230-2a Employee Medical Insurance-Police	62,766.22	62,500.00	-266.22	100.43%
5230-2b Employee Dental & Vision Insurance-Police	3,795.94	4,900.00	1,104.06	77.47%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5230-2c Employee Life Insurance-Police	730.86	975.00	244.14	74.96%
Total 5230-2 Police	\$ 67,293.02	\$ 68,375.00	\$ 1,081.98	98.42%
5230-3 Maint			0.00	
5230-3a Employee Medical Insurance-Maint.	24,247.85	22,300.00	-1,947.85	108.73%
5230-3b Employee Dental & Vision Insurance-Maint.	1,832.97	1,840.00	7.03	99.62%
5230-3c Employee Life Insurance-Maint.	579.44	1,320.00	740.56	43.90%
Total 5230-3 Maint	\$ 26,660.26	\$ 25,460.00	-\$ 1,200.26	104.71%
5230-4 Employee Insurance Benefits-Judicial			0.00	
5230-4a Employee Medical Insurance-Judicial	10,064.79	7,650.00	-2,414.79	131.57%
5230-4b Employee Dental & Vision Insurance-Judicia	508.50	1,790.00	1,281.50	28.41%
5230-4c Employee Life Insurance-Judicial	28.59	330.00	301.41	8.66%
Total 5230-4 Employee Insurance Benefits-Judicial	\$ 10,601.88	\$ 9,770.00	-\$ 831.88	108.51%
5230-6 Park			0.00	
5230-6a Employee Medical Insurance-Park	3,248.92	8,240.00	4,991.08	39.43%
5230-6b Employee Dental & Vision Insurance-Park	254.76	460.00	205.24	55.38%
5230-6c Employee Life Insurance-Park	97.30	110.00	12.70	88.45%
Total 5230-6 Park	\$ 3,600.98	\$ 8,810.00	\$ 5,209.02	40.87%
5230-8 Employee Insurance Benefits-Building/Code			0.00	
5230-8a Employee Medical Insurance-Build/Code	5,983.39	12,480.00	6,496.61	47.94%
5230-8b Employee Dental & Vision Insurance-Build/C	1,573.05	1,990.00	416.95	79.05%
5230-8c Employee Life Insurance-Build/Code	730.26	900.00	169.74	81.14%
Total 5230-8 Employee Insurance Benefits-Building/Co	\$ 8,286.70	\$ 15,370.00	\$ 7,083.30	53.91%
Total 5230 Employee Insurance Benefits (Medical, Denta	\$ 151,093.22	\$ 160,185.00	\$ 9,091.78	94.32%
5250 Workers Comp Insurance			0.00	
5250-1 Workers Comp Insurance-Admin.	863.50	770.00	-93.50	112.14%
5250-2 Workers Comp Insurance-Police	12,580.50	11,000.00	-1,580.50	114.37%
5250-3 Workers Comp Insurance-Maint.	6,411.00	5,500.00	-911.00	116.56%
5250-8 Workers Comp Insurance-Building/Code	624.00	770.00	146.00	81.04%
Total 5250 Workers Comp Insurance	\$ 20,479.00	\$ 18,040.00	-\$ 2,439.00	113.52%
5264 Vehicle Loan Interest			0.00	
5264 - 2 Vehicle Loan Interest - Police			0.00	
5264 - 2a - Vehicle Loan Interest - Police -Tahoes (3)	6,164.38	6,217.36	52.98	99.15%
5264-2b Vehicle Loan Principal-Police Tahoes (3)	29,802.86	29,749.98	-52.88	100.18%
Total 5264 - 2 Vehicle Loan Interest - Police	\$ 35,967.24	\$ 35,967.34	\$ 0.10	100.00%
5264-8 Vehicle Loan Interest - Building/Code			0.00	
5264-8a Vehicle Loan Interest-Building/Code	1,683.63	1,793.91	110.28	93.85%
5264-8b Vehicle Loan Principal-Building/Code	6,193.89	6,243.93	50.04	99.20%
Total 5264-8 Vehicle Loan Interest - Building/Code	\$ 7,877.52	\$ 8,037.84	\$ 160.32	98.01%
Total 5264 Vehicle Loan Interest	\$ 43,844.76	\$ 44,005.18	\$ 160.42	99.64%
5265 Janitorial/Cleaning			0.00	

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5265-0 Janitorial/Cleaning-Multi Dept	5,023.14	5,500.00	476.86	91.33%
5265-6 Janitorial/Cleaning-Park	1,891.99	2,500.00	608.01	75.68%
Total 5265 Janitorial/Cleaning	\$ 6,915.13	\$ 8,000.00	\$ 1,084.87	86.44%
5270 - 4 MJF (FUND) Juror Fees - Judicial/Court	100.00	2,000.00	1,900.00	5.00%
5290 Lease Equipment Expense			0.00	
5290-1 Lease Equipment Expense-Admin	5,902.16	7,124.27	1,222.11	82.85%
Total 5290 Lease Equipment Expense	\$ 5,902.16	\$ 7,124.27	\$ 1,222.11	82.85%
5300 Legal Fees (Professional)			0.00	
5300-1 Legal Fees-Admin	19,423.15	12,500.00	-6,923.15	155.39%
5300-10 Legal Fees-Council/Mayor	4,106.25	2,000.00	-2,106.25	205.31%
5300-4 Legal Fees-Judicial	22,605.04	24,000.00	1,394.96	94.19%
Total 5300 Legal Fees (Professional)	\$ 46,134.44	\$ 38,500.00	-\$ 7,634.44	119.83%
5301 LEOSE			0.00	
5301-2 Police		695.00	695.00	0.00%
Total 5301 LEOSE	\$ 0.00	\$ 695.00	\$ 695.00	0.00%
5302 Marketing			0.00	
5302-0 Marketing-Multi HOT		3,000.00	3,000.00	0.00%
5302-1 Marketing-Admin	123.57	120.00	-3.57	102.98%
5302-10 Marketing-Council/Mayor	866.30	3,000.00	2,133.70	28.88%
5302-6 Marketing-Park		3,000.00	3,000.00	0.00%
Total 5302 Marketing	\$ 989.87	\$ 9,120.00	\$ 8,130.13	10.85%
5305 - MTPF Public Awareness & Education - Police		2,000.00	2,000.00	0.00%
5320 Maintenance Building			0.00	
5320-0 Maintenance Building-Multi Dept	7,059.30	15,000.00	7,940.70	47.06%
5320-1 Maintenance Building-Admin	1,748.37	2,000.00	251.63	87.42%
Total 5320 Maintenance Building	\$ 8,807.67	\$ 17,000.00	\$ 8,192.33	51.81%
5330 Maintenance-Equipment			0.00	
5330-2 Maintenance-Equipment-Police	474.00	10,000.00	9,526.00	4.74%
5330-3 Maintenance-Equipment-Maint	2,525.82	6,000.00	3,474.18	42.10%
5330-4 Maintenance-Equipment-Judicial	7,233.00	0.00	-7,233.00	
5330-6 Maintenance-Equipment-Parks	477.29	2,000.00	1,522.71	23.86%
Total 5330 Maintenance-Equipment	\$ 10,710.11	\$ 18,000.00	\$ 7,289.89	59.50%
5336-6 Park Grounds	3,220.59	5,500.00	2,279.41	58.56%
5340 Maintenance-Vehicle			0.00	
5340-2 Maintenance-Vehicle-Police	14,348.77	12,000.00	-2,348.77	119.57%
5340-3 Maintenance-Vehicle-Maint	1,546.39	800.00	-746.39	193.30%
5340-8 Maintenance-Vehicle-Building/Code	1,435.16	3,000.00	1,564.84	47.84%
5340-9 Maintenance-Vehicle-		1,000.00	1,000.00	0.00%
Total 5340 Maintenance-Vehicle	\$ 17,330.32	\$ 16,800.00	-\$ 530.32	103.16%
5350 Maintenance-Road Materials			0.00	

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5350-3 Maintenance-Road Materials-	20,053.92	41,300.00	21,246.08	48.56%
Total 5350 Maintenance-Road Materials	\$ 20,053.92	\$ 41,300.00	\$ 21,246.08	48.56%
5355 Meals		0.00	0.00	
5355-1 Meals-Admin	1,412.15	2,000.00	587.85	70.61%
5355-4 Meals-Judicial	129.68	0.00	-129.68	
Total 5355 Meals	\$ 1,541.83	\$ 2,000.00	\$ 458.17	77.09%
5357-0 Employee Recognition/Events	2,471.27	2,000.00	-471.27	123.56%
5365 Miscellaneous Expense	1,992.47	0.00	-1,992.47	
5366 Neighborhood Infrastructure Reinvestment			0.00	
5366-8 Neighborhood Infrastructure Reinvestment-Bui	3,540.49	5,000.00	1,459.51	70.81%
Total 5366 Neighborhood Infrastructure Reinvestment	\$ 3,540.49	\$ 5,000.00	\$ 1,459.51	70.81%
5370 Office Supplies Expense			0.00	
5370-1 Office Supplies-Admin	4,355.30	4,300.00	-55.30	101.29%
5370-10 Office Supplies-Council/Mayor	591.66	400.00	-191.66	147.92%
5370-2 Office Supplies-Police	1,229.03	1,300.00	70.97	94.54%
5370-3 Office Supplies-Maint.	617.75	350.00	-267.75	176.50%
5370-4 Office Supplies-Judicial	603.32	1,000.00	396.68	60.33%
5370-6 Office Supplies-Park	27.89	50.00	22.11	55.78%
5370-8 Office Supplies-Building/Code	634.65	1,000.00	365.35	63.47%
5370-9 Office Supplies--Animal Control	72.01	200.00	127.99	36.01%
Total 5370 Office Supplies Expense	\$ 8,131.61	\$ 8,600.00	\$ 468.39	94.55%
5371-0 Building Supplies	9,874.87	5,300.00	-4,574.87	186.32%
5380 Postage			0.00	
5380-1 Postage-Admin.	861.12	1,400.00	538.88	61.51%
5380-2 Postage-Police	69.93	55.00	-14.93	127.15%
5380-3 Postage-Maint.		150.00	150.00	0.00%
5380-4 Postage-Judicial	781.98	600.00	-181.98	130.33%
5380-8 Postage - Build/Code	1,359.72	2,200.00	840.28	61.81%
Total 5380 Postage	\$ 3,072.75	\$ 4,405.00	\$ 1,332.25	69.76%
5390 Records Management			0.00	
5390-1 Records Management-Admin	3,412.00	1,800.00	-1,612.00	189.56%
5390-2 Records Management-Police	666.40	350.00	-316.40	190.40%
Total 5390 Records Management	\$ 4,078.40	\$ 2,150.00	-\$ 1,928.40	189.69%
5400 Printing		0.00	0.00	
5400-1 Printing- Admin.	3,271.94	3,700.00	428.06	88.43%
5400-2 Printing - Police		150.00	150.00	0.00%
5400-4 MTF Printing - Judicial (MTF FUND)		80.00	80.00	0.00%
Total 5400 Printing	\$ 3,271.94	\$ 3,930.00	\$ 658.06	83.26%
5430 Salaries			0.00	
5430-1 Salaries-Admin	248,090.14	249,449.51	1,359.37	99.46%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5430-10 Salaries-Council/Mayor	1,200.00	1,200.00	0.00	100.00%
5430-2 Salaries-Police	503,437.78	490,284.90	-13,152.88	102.68%
5430-3 Salaries-Maint	144,544.69	150,463.22	5,918.53	96.07%
5430-4 Salaries-Other-Judicial	43,936.46	44,767.59	831.13	98.14%
5430-6 Salaries-Park	19,861.76	24,902.99	5,041.23	79.76%
5430-8 Salaries-Building/Code-	91,367.08	102,633.17	11,266.09	89.02%
Total 5430 Salaries	\$ 1,052,437.91	\$ 1,063,701.38	\$ 11,263.47	98.94%
5460 Telephone and Internet		0.00	0.00	
5460-0 Tel/Internet-Multi Dept.	13,013.49	13,400.00	386.51	97.12%
5460-1 Tel/Internet-Admin.	2,533.89	3,300.00	766.11	76.78%
5460-2 Tel/Internet-Police	5,237.59	4,300.00	-937.59	121.80%
5460-3 Tel/Internet-Maint.	1,017.54	1,375.00	357.46	74.00%
5460-8 Tel/Internet-Building/Code	1,317.42	1,600.00	282.58	82.34%
Total 5460 Telephone and Internet	\$ 23,119.93	\$ 23,975.00	\$ 855.07	96.43%
5470 Travel Expense	333.71	0.00	-333.71	
5470-1 Travel-Admin	542.15	2,000.00	1,457.85	27.11%
5470-10 Travel-Council/Mayor		250.00	250.00	0.00%
5470-2 Travel-Police	124.85	800.00	675.15	15.61%
5470-3 Travel-Maint.		150.00	150.00	0.00%
5470-4a Travel-Judicial	1,193.10	200.00	-993.10	596.55%
5470-4b Travel-Judicial (MTPF)	280.12	0.00	-280.12	
5470-8 Travel-Building/Code	915.42	1,200.00	284.58	76.29%
5470-9 Travel-Animal Control		100.00	100.00	0.00%
Total 5470 Travel Expense	\$ 3,389.35	\$ 4,700.00	\$ 1,310.65	72.11%
5480 Training/Education Expense			0.00	
5480-1 Training/Education Expense-Admin.	2,808.38	6,000.00	3,191.62	46.81%
5480-10 Training/Education Expense-Council/Mayor	79.00	500.00	421.00	15.80%
5480-2 Training/Education Expense-Police	2,259.00	4,000.00	1,741.00	56.48%
5480-3 Training/Education Expense-Maint		500.00	500.00	0.00%
5480-4 Training/Education Expense-Judicial	910.00	1,000.00	90.00	91.00%
5480-8 Training/Education Expense-Building/Code	2,421.80	5,000.00	2,578.20	48.44%
5480-9 Training/Education Expense-Animal Control		300.00	300.00	0.00%
Total 5480 Training/Education Expense	\$ 8,478.18	\$ 17,300.00	\$ 8,821.82	49.01%
5490 Uniforms			0.00	
5490-2 Uniforms-Police	2,829.50	3,000.00	170.50	94.32%
5490-3 Uniforms-Maint	2,967.69	2,550.00	-417.69	116.38%
5490-4 Uniforms-Judicial	231.00	250.00	19.00	92.40%
5490-6 Uniforms-Park	231.30	300.00	68.70	77.10%
5490-8 Uniforms-Building/Code	210.00	250.00	40.00	84.00%
5490-9 Uniforms-Animal Control	587.88	1,000.00	412.12	58.79%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5490 Uniforms	\$ 7,057.37	\$ 7,350.00	\$ 292.63	96.02%
5500 Utilities/Electricity			0.00	
5500-0 Utilities/Electricity-Multi Dept	12,592.64	14,300.00	1,707.36	88.06%
5500-3 Utilities/Electricity-Multi Dept-Maint	676.19	700.00	23.81	96.60%
5500-6 Utilities/Electricity-Park	3,036.60	7,000.00	3,963.40	43.38%
Total 5500 Utilities/Electricity	\$ 16,305.43	\$ 22,000.00	\$ 5,694.57	74.12%
5510 Utilities/Water			0.00	
5510-0 Utilities/Water-Multi Dept	5,557.77	4,400.00	-1,157.77	126.31%
5510-3 Utilities/Water-Maint	80.00	0.00	-80.00	
5510-6 Utilities/Water-Park	12,996.79	4,500.00	-8,496.79	288.82%
Total 5510 Utilities/Water	\$ 18,634.56	\$ 8,900.00	-\$ 9,734.56	209.38%
5540-0 Website-Multi Dept.		0.00	0.00	
5540-1 Website-Multi Dept.-Admin	4,463.40	4,200.00	-263.40	106.27%
Total 5540-0 Website-Multi Dept.	\$ 4,463.40	\$ 4,200.00	-\$ 263.40	106.27%
Total 5000 Expenditures	\$ 2,993,105.55	\$ 2,807,901.11	-\$ 185,204.44	106.60%
Payroll Expenditures: Taxes				
6500-1 Payroll Taxes - Admin	19,278.23	21,955.96	2,677.73	87.80%
6500-2 Payroll Taxes- Police	39,166.04	44,028.49	4,862.45	88.96%
6500-3 Payroll Taxes- Maint	11,246.66	14,546.32	3,299.66	77.32%
6500-4 Payroll Taxes- Judicial	3,424.15	4,476.76	1,052.61	76.49%
6500-6 Payroll Taxes-Park-6	1,582.43	2,690.30	1,107.87	58.82%
6500-8 Payroll Taxes- Building/Code	7,200.37	9,263.21	2,062.84	77.73%
Total xxxxx6500 Payroll Taxes Total	\$ 81,897.88	\$ 96,961.04	\$ 15,063.16	84.46%
Total Payroll Expenditures	\$ 81,897.88	\$ 96,961.04	\$ 15,063.16	\$ 0.84
Total Expenditures	\$ 3,075,003.43	\$ 2,904,862.15	-\$ 170,141.28	105.86%
Net Revenues	\$ 273,809.19	\$ 100,997.50	-\$ 172,811.69	271.10%
Other Income				
4800 Interest Earned			0.00	
4800-a Interest Income-Ad Valorem	23,919.79	30,000.00	6,080.21	79.73%
4800-b Interest Income-Capitol Improvement	23,993.78	15,000.00	-8,993.78	159.96%
4800-c Interest Income-Emergency Fund	18,723.60	20,000.00	1,276.40	93.62%
4800-d Interest Income-General Fund	5.57	50.00	44.43	11.14%
4800-e Interest Income-Hotel-Motel Tax	2,595.91	2,200.00	-395.91	118.00%
4800-f Interest Income-Municipal Fund	10,649.70	1,000.00	-9,649.70	1064.97%
4800-g Interest Income-Municipal Security	2.78	2.00	-0.78	139.00%
4800-h Interest Income-Public Funds MM 9	7,925.19	15,000.00	7,074.81	52.83%
4800-i Interest Income-Public Funds MM 10	9,821.22	7,000.00	-2,821.22	140.30%
4800-j Interest Income-TexStar	40.38	50.00	9.62	80.76%
4800-k Interest Income-Municipal Tech	0.38	0.50	0.12	76.00%
4800-l Interest Earned - Park Construction Acct	8,764.70	7,500.00	-1,264.70	116.86%

CITY OF TOOL
ALL DEPTS Budget vs Actuals FY 2024-2025
October 2024 - September 2025

	Total				
	Actual	Budget	Remaining	% of Budget	
Total 4800 Interest Earned	\$ 106,443.00	\$ 97,802.50	-\$ 8,640.50	108.83%	
4801-Credit Card Rebate	852.67	0.00	-852.67		
Gain on Sale of Vehicle	1,200.00	1,200.00	0.00	100.00%	
Total Other Revenues	\$ 108,495.67	\$ 99,002.50	-\$ 9,493.17	109.59%	
Other Expenditures					
9990-0 GF Transfer to CIP Fund-Multi Dept.	200,000.00	200,000.00	0.00	100.00%	
Total Other Expenditures	\$ 200,000.00	\$ 200,000.00	\$ 0.00	100.00%	
Net Other Revenues	-\$ 91,504.33	-\$ 100,997.50	-\$ 9,493.17	90.60%	
Net Increase to Fund Balance	\$ 182,304.86	\$ 0.00	-\$ 182,304.86		

MAINTENANCE BARN BUILDING BUDGET

701 N TOOL DR, TOOL, TX 75143

BUILDER: RAYMOND'S CONCRETE AND LAND SERVICES LLC

(AS OF 09/30/2025)

Construction Phase Description	Percentage of Total Contract	Budget Amount	Change Orders	Adjusted Budget	Amount Spent	Remaining Budget
Plans as Drawn By Engineer	0.3%	1,500.00	-	1,500.00	1,500.00	-
Soil Report	0.5%	2,400.00	-	2,400.00	2,400.00	-
Slab Engineering	0.3%	1,500.00	-	1,500.00	1,500.00	-
Mud Sewer System Connection	4.1%	18,400.00	-	18,400.00	17,145.00	1,255.00
TOTAL GENERAL CONDITIONS	5.3%	\$ 23,800.00	-	\$ 23,800.00	\$ 22,545.00	1,255.00
Sanitation/ Porta Potty	0.2%	1,000.00	-	1,000.00		1,000.00
TVEC	1.7%	7,500.00	-	7,500.00		7,500.00
TOTAL SITE FACILITIES DURING CONSTRUCTION	1.9%	\$ 8,500.00	-	\$ 8,500.00	\$ -	\$ 8,500.00
		-	-	-		-
Foundation	13.8%	62,000.00	-	62,000.00	62,000.00	-
Dirt Work	1.7%	7,500.00	-	7,500.00		7,500.00
Flatwork	6.9%	30,750.00	-	30,750.00		30,750.00
Final Grade	0.8%	3,500.00	-	3,500.00		3,500.00
TOTAL CONCRETE	23.2%	\$ 103,750.00	-	\$ 103,750.00	\$ 62,000.00	41,750.00
		-		-		-
LUMBER , AND LABOR MATERIALS (INCL LABOR)	5.4%	\$ 24,350.00		\$ 24,350.00		\$ 24,350.00
Metal Building Materials, Roll Up & Ext Doors	18.5%	82,880.42		82,880.42		82,880.42
Metal Structure Construction Labor	10.3%	46,000.00		46,000.00		46,000.00
TOTAL METAL BUILDING CONSTRUCTION	28.8%	\$ 128,880.42		\$ 128,880.42	\$ -	\$ 128,880.42
		-		-		-
HVAC	0.6%	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
		-		-		-
PLUMBING	2.2%	\$ 10,000.00		\$ 10,000.00		\$ 10,000.00
ELECTRICAL	8.9%	\$ 40,000.00		\$ 40,000.00	1,000.00	\$ 39,000.00
A/V SECURITY	1.2%	\$ 5,500.00		\$ 5,500.00		\$ 5,500.00
INTERIOR WALLS	2.8%	\$ 12,500.00		\$ 12,500.00		\$ 12,500.00
MAKE READY (REPUBLIC DUMPSTERS, HAUL OFF, FINAL CLEAN)	0.6%	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
						-
PERFORMANCE BOND	2.9%	\$ 13,000.00		\$ 13,000.00		\$ 13,000.00
Worker's Compensation	0.6%	2,500.00		2,500.00		2,500.00
Builder's Risk Policy and Liability	0.6%	2,500.00		2,500.00		2,500.00
TOTAL INSURANCES	1.1%	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
BUILDER'S FEE	10.0%	\$ 45,000.00		\$ 45,000.00		\$ 45,000.00
MISC CONTINGENCY	5.0%	\$ 22,497.66		\$ 22,497.66	993.06	\$ 21,504.60
TOTAL MAINTENANCE BARN BUILDING BUDGET	100.0%	447,778.08	-	447,778.08	86,538.06	361,240.02

POLICE DEPARTMENT BUILDING REMODEL

701 N TOOL DR, TOOL. TX 75143

BUILDER: NEW BEGINNINGS CUSTOM HOMES LLC

(AS OF 09/30/2025)

Construction Phase Description	Percentage of Total Contract	Budget Amount	Change Orders	Adjusted Budget	Amount Spent	Remaining Budget
Demo Existing Floor/Prep/Install New Plank	22.9%	16,000.00	-	16,000.00		16,000.00
Demo Existing Wall/Reframe New Walls & Support Beams	9.3%	6,500.00	-	6,500.00	6,500.00	-
Patin all Interior Walls and Ceiling and Building Exterior	17.9%	12,500.00	-	12,500.00	12,500.00	-
Trash Dumpster/Haul Off	2.1%	1,500.00	-	1,500.00	1,500.00	-
Install Doors and Trim as Needed	2.9%	2,000.00		2,000.00	2,000.00	-
Patch Drywall as Needed	7.9%	5,500.00		5,500.00	5,500.00	-
Allowance for Electrical Work	2.1%	1,500.00		1,500.00	2,200.00	(700.00)
Contractor Fee	5.3%	3,700.00		3,700.00	1,850.00	1,850.00
BUILDING CONSTRUCTION	70.3%	\$ 49,200.00	-	\$ 49,200.00	\$ 32,050.00	17,150.00
			-	-		-
FURNITURE	13.6%	\$ 9,500.00	-	\$ 9,500.00	\$ 1,976.00	\$ 7,524.00
		-	-	-		-
SECURITY & HARDWARE	10.0%	\$ 7,000.00	-	\$ 7,000.00	\$ 5,771.12	1,228.88
		-		-		-
MISC CONTINGENCY	6.1%	\$ 4,300.00		\$ 4,300.00		\$ 4,300.00
TOTAL POLICE DEPARTMENT BUILDING REMODEL	100.0%	70,000.00	-	70,000.00	39,797.12	30,202.88

Tool Municipal Court

SEP Monthly Report

Money Collected:	● Cash:	\$10,898.52
	● Check:	\$1,700.70
	● Money Order:	\$1,433.90
	● Online Payments:	\$21,491.68
	Total:	\$ 35,524.80
	Money Collected	\$ 35,524.80
	Remitted to State	\$10,325.46
	OMNI	\$246.66 ● LFT2
	Security Fund	\$585.59 ● EBSF
	Technology Fund	\$478.07 ● ECTF
	Collection Fees	\$4,238.19 ● EC30
	Jury Fund	\$11.98 ● EMJF
	Truancy Fund	\$597.55 ● TPF
	Money Kept by City	\$ 19,041.30
Number of Citations :		126
Number of Trials:		12
Number of Hearing:		217
Warrants:	● Entered:	54
	● Cleared:	28

Close Case:	● CLOSED:	181
	● Community Service:	2
	● Time Served:	34

Tool Police Department



Monthly Report to the Mayor and City Council

Reporting Period: September 2025

Honorable Mayor and Members of the City Council,

The Tool Police Department respectfully submits the following monthly activity report for September 2025. This report provides a breakdown of traffic enforcement, calls for service, and criminal investigations handled by your police department over the course of the month.

Traffic Enforcement & Calls for Service

- **Traffic Violations:** 236
- **Citations Issued:** 130
- **Warnings Issued:** 105
- **Calls for Service:** 328

Traffic enforcement remained steady this month, with officers focusing on high-traffic areas and problem zones throughout the city. Patrol units maintained consistent visibility on major roadways, particularly during peak hours, to deter reckless driving and ensure compliance with state and local traffic laws. The balance between citations and warnings reflects the department's continued commitment to education and voluntary compliance, while still holding violators accountable when appropriate.

The 328 calls for service covered a range of incidents, including disturbances, welfare checks, traffic hazards, suspicious activity, and agency assists. Response times remained within acceptable standards, and officers were able to handle the majority of calls without requiring outside assistance.

Criminal Investigations and Offense Reports

During the reporting period, officers generated and investigated several offense reports, including:

- **1 – Failed to Identify (Fugitive):** An individual was detained during a traffic stop and provided false identifying information. Through further investigation, officers determined the subject had outstanding warrants and took the individual into custody.
- **1 – Forgery:** Officers initiated an investigation involving counterfeit or altered financial instruments. The case has been forwarded to the appropriate investigative unit for follow-up and potential prosecution.
- **2 – Assault Causing Bodily Injury:** Officers responded to two separate assault incidents where victims sustained injuries. Arrests were made where probable cause existed, and

cases were referred for prosecution.

- 1 – Harassment: A harassment report was filed involving ongoing unwanted communication. Officers took statements and issued a criminal trespass warning to the suspect while the case is under review.
- 1 – Theft: A theft report was taken involving property unlawfully removed from a residence. The case remains under active investigation.

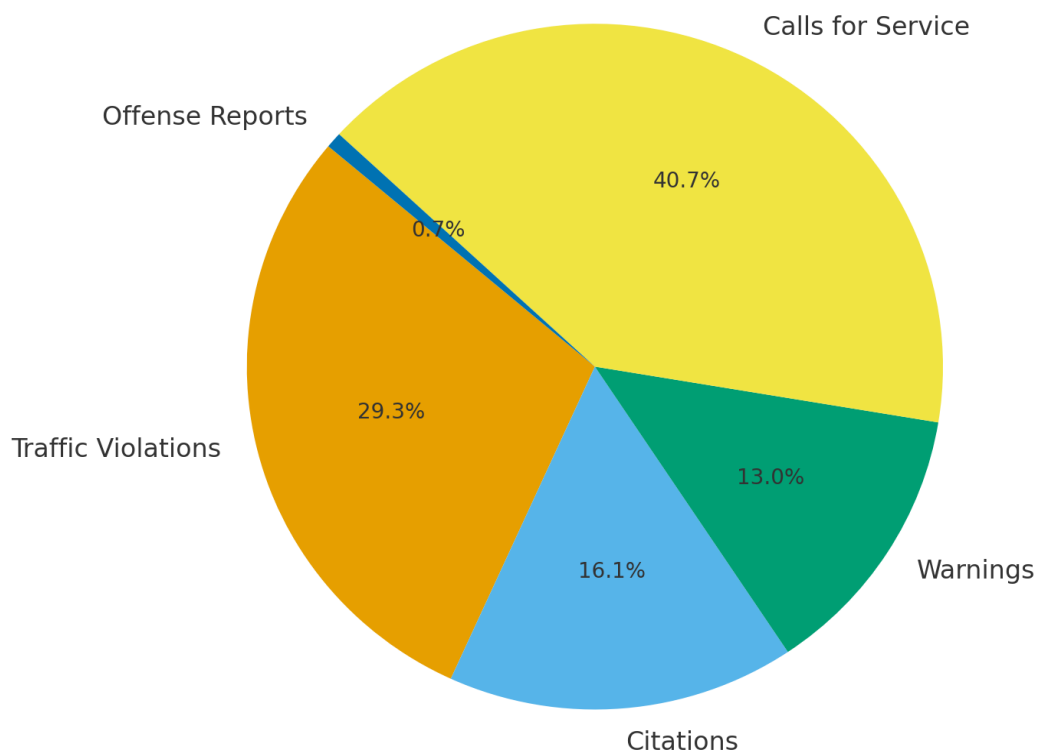
Department Commitment

The Tool Police Department continues to provide professional law enforcement services to the citizens of our community. Officers remain dedicated to proactive patrols, timely response to calls, and thorough investigations to ensure the safety and security of residents, businesses, and visitors.

We appreciate the continued support of the Mayor, City Council, and City Administration as we work to maintain a safe environment for everyone in Tool.

Monthly Activity Breakdown

Tool Police Department - Monthly Activity Breakdown (September)





September 2025 - Maintenance Report

Week Of	Road Repairs	Culverts & Ditches	Trees	City Property Maint.	Citizen Work Orders	Misc.	Park	Material Expense
Sept. 2nd	3		3	2	2	2	5	\$ 200.00
Sept. 8th	6				4	5	5	\$ 250.00
Sept. 15th	3			2		4	5	\$ 925.00
Sept. 22nd		7			3	1	5	\$ 500.00
Sept. 29th	4				2	2	5	\$ 325.00
TOTALS	16	7	3	4	11	14	250	\$2,200



701 N. Tool Dr.

Office: 903.432.3522

www.tooltexas.org

Tool, TX 75143

Fax: 903.432.3867

fmartin@tooltexas.org

City Of Tool Maint Report for the week of: 9/1/2025 - 09/05/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Labor Day								
	Closed -- Holiday								
Tuesday	Maint Office	Sched.				0.5	0.5	0.5	Farnk Vacation 8hrs.
	City Hall & P.D.	Bld. Maint.					0.5	0.5	Brad in Late
	Old indian Trl	Weedeat/Speed Limit Sign	Trk./Weedeater				1	1	
	Tepoto	Trim Trees	Trk./Saw				3.5	3.5	W/O - MISD Bus Driver
	Maui	Trim Trees	Trk./Saw				2.5	2.5	
	Park	Park Maint				5.5			
Wednesday	Maint Office	Sched				0.5	0.5	0.5	Frank Vacation 8hrs.
	Park	Park Maint				6.5			Brad Doctor - 1 hr.
	Plantation	Trim Trees	Trk./Saw				7.5	7.5	W/O
Thursday	Maint Office	Sched.				0.5	1	1	Frank Vacation 8hrs.
	Park	Park Maint				7.5			
	Tangle/Hillcrest/Lake/Shady	Patch Corners	Trk./Hand Tools	Cold Mix	\$ 100.00		4	4	
	Hillcrest/Oak Creek	Mail Box Drop Off	Trk./Hand Tools	Cold Mix	\$ 50.00		1.5	1.5	
	Tapuana/Kontiki	Patch Corners	Trk./Hand Tools	Cold Mix	\$ 50.00		1.5	1.5	
Friday	Maint Office	Sched.				0.5	0.5	0.5	Frank Vacation 8hrs.
	Park	Park Maint.				7.5			Brushhogged N.& S. Ends of Park
	City Hall & Lots	Scag					6.5	6.5	
	317 Sunset	3 Dogs @ large	A/C Trk.				1	1	A/C Call - 3 H.S.
Total					\$ 200.00	29	32	32	



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City Of Tool Maint Report for the week of: 9/8/2025 - 9/12/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched	Phone Calls/Time Sheets			1	1	1	
	Park	Park Maint				7			
	Tepoto	Huge Limb Hitting Bus	Trk./Saw				2	2	W/O -- MISD Bus Driver
	Paearl Harbor	Corner Damaged	Trk./Hand Tools	Cold Mix			1	1	
	Guam/Rim of the World	Patch	Trk./Hand Tools	Cold Mix			2	2	
	Earl Kay/Hardy/Forest Hill	Patch	Trk./Hand Tools	Cold Mix			2	2	
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls				1		Brad Vac. 8hrs.
	Park	Park Maint.					3		Troy off Sick 8hrs.
	201 W. Will White Rd.	Mow Lots	Mahindra/Brushhog				2		W/O - For Code - Per Julius
	Behind OWCC	Haul Off Old Dirt	Loader				1		
	Behind OWCC	Burn Brush Pile	Loader				1		
Wednesday	Maint Office	Reports/Emails/Sched.	Phone Calls				1	1	Brad Vac. 8hrs.
	Park	Park Maint						6	
	Behind OWCC	Burn/Haul off Dirt	Loader				1.5		
	OWCC	Insurance Meeting					1.5	1	
	1108 Woodland Trl	Mailboxes/Edge Damaged	Trk./Hand Tools/Loader	Cold Mix	\$ 250.00		2.5		W/O
	MaOint Barn/Old Indian Trl.	Ck.Equip./Grind Material	Loader/Grinder				1.5		Weedeat Per Mayor
Thursday	Maint Office	Reports/Emails/Sched.	Phone Calls				1		Brad Vac. 8hrs. --- Troy Doc. Off 8hrs.
	Park	Park Maint					1		
	Maint Barn / Valero	Ck.Equip. / Repair/Fuel					2		
	Buy Low	Parts	Trk.						
	City ROW	Mow ROW	Mahrinda/ J.D. Cutter				3		
	Behind OWCC	Haul off Old Dirt	Loader				1		
Friday	Jones Dr.	Repair Street Sign Pole	Trk.						W/O
	Maint Office	Reports/Emails/Sched	Phone Calls				1	1	Brad Vac. 8hrs.
	Park	Park Maint						7	
	City ROW	Mow ROW	Kubota/Mahrinda				6		
	Behind OWCC	Haul off Old Dirt	Loader				1		

Total	\$ 250.00	8	40	24
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City Of Tool Maint Report for the week of: 9/15 - 9/19/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched.	Phone Calls				1	1	Brad Vac. 8hrs.
	Park	Park Maint.						6.5	
	Maint Barn / Valero	Ck.Equip./Fuel	Kubota/Mahrinda				1		
	City ROW	Mow ROW	Kubota/Mahrinda				6		
	1308 Utopia Ct.	Dog @ Large	A/C Trk.					0.5	A/C Call - 1 H.S.
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint.				7			
	Maint Barn	Ck.Equip.	Dmp.Trk./Backhoe/Saw				1	1	
	Rolling Hills Rd.	Cut/DigOut/Rebase	Dmp.Trk./Backhoe/Saw	Base Rock	\$ 500.00		4	4	
	Shore Line	Ditch/Saw Cut for Rebase	Dmp.Trk./Backhoe/Saw				2	2	
Wednesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	Troy Off Doc. 2hrs.
	Park	Park Maint.				7			
	Maint Barn / Valero	Ck.Equip./Fuel	Dmp.Trk./Backhoe/Saw				1	1	
	Shore Line	Cut/Dig Out/Rebase	Dmp.Trk./Backhoe/Saw				4.5	2.5	
	800 - 805 Oak Cir.	Move Dumpster	Loader				1	1	
	800 Oak Cir.	Secure Work Station					0.5	0.5	
Thursday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint.				7			
	OWCC	Set up for Meeting							
	Lowe's	Cutting Blade / Supplies	Trk.				1	1	
	Doe Run	Cut/DigOut/Patch	Dmp.Trk./Backhoe/Saw	Base/Cold Mix	\$ 300.00		3	3	
	Hills Ln./Oak Ridge	Patch Pot holes	Trk./Hand Tools	Cold Mix	\$ 125.00		2	2	
Friday	Maint Barn	Ck.Equip.	Dmp.Trk./Backhoe/Saw				1	1	
	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint.				7			
	City Hall / Lots / Maint.Barn	Mow&Weedeat					6	6	
	Maint Barn / Valero	Mowers & Equip.					1	1	
Friday									
	Cedar Crest Shores	Inspect Drainage							

Total	\$ 925.00	32	40	38
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City Of Tool Maint Report for the week of: 9/22/25 - 9/26/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched.	Time Sheets/Phone Calls			1	1	1	
	Park	Park Maint				7			
	Maint Barn / Valero	Ck.Equip. /Fuel	Dmp.Trk./Backhoe				1	1	
	Shoreline Dr.	Ditch/Repair&Clean Culvert	Dmp.Trk./Backhoe				1	1	W/O
	Ridgewood Dr.	Ditch/Repair&Clean Culvert	Dmp.Trk./Backhoe				2	2	W/O
	Cedar Crest Dr.	Ditch/Repair&Clean Culvert	Dmp.Trk./Backhoe				3	3	W/O
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1		Troy Doc. In @ 1:00
	Park	Park Maint				7			
	Groom & Sons	Pick up Culverts	Trk./Trl.				2.5		
	Maint Barn	Load Equip.					1		
	Cedar Crest Dr.	Clean out Culvert	Trk./Trl./Boring Mach.				3.5	3	
Wednesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	Rained
	Park	Park Maint				7			
	All City Culverts	Ck. & Clear	Trk. / Hand Tools				1	1	
	Maint Barn	Ck. & Unload Equip.	Dmp.Trk./Backhoe/Boring				1.5	1.5	
	Cedar Crest Dr.	Ditch / Clean out Culverts	Dmp. Trk./Backhoe				4.5	4.5	
Thursday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint				7			
	Maint Barn	Ck.Equip.	Dmp.Trk./Backhoe				1	1	
	Ridgewood Dr	Clean out Culvert/Ditch	Dmp.Trk./Backhoe				6	6	
Friday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	
	Park	Park Maint				7			
	Maint Barn	Ck.Equip.	Dmp.Trk./Backhoe				1	1	
	812 Cedar Crest Dr.	Replace Culvert / Ditch	Dmp.Trk./Backhoe				6	6	

Total	\$	-	40	40	35
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City Of Tool Maint Report for the week of: 9/29/25 - 9/30/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	
	Park	Park Maint				7			
	Old Indian @ Woodcanyon	Clean out Ditch&Culverts	Dmp.Trk./Backhoe				3	3	W/O
	OldIndian&Whispering Spg.	Overlay Base Rock	Dmp.Trk./Backhoe	Cold Mix	\$ 250.00		2.5	2	W/O
	Woodcanyon	Remove Dirt Build Up/Edge	Dmp.Trk./Backhoe				0.5	0.5	
	Maint Barn	Ck.Equip./Grind Material	Dmp.Trk./Backhoe/Grinder				1	1	
	914 Doe Run	Dog @ Large	A/C Trk.					0.5	A/C Call - 1 H.S.
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint				7			
	700 Old Indian Trl.	Large Drop off @ Mail Box	Trk./Hand Tools	Base Rock	\$ 25.00		1	1	W/O - Post Master
	709 - 712 Scenic	Large Drop off @ Mail Box	Trk./Hand Tools	Cold Mix	\$ 50.00		2	2	W/O - Post Master
	Leaning Oak @ Hill Top	Level up Ground for Drainage	Trk./Hand Tools	Old Dirt			2	2	
	Rolling Hills	Scrap off Excess Base	Backhoe				2	2	
Wednesday									
Thursday									
Friday									

Total	\$ 325.00	16	16	16
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September 2025 Building Report - City of Tool

Type of Construction	Permit Number	Subdivision	Project Address	Permit Issued Date	Project Fees Paid	Project Fees Charged	Balance	Estimated Cost of Project (Valuation \$)
Fence Permit (Residential)	25-000162	Paradise Bay	309 Kapuna Dr	09/09/2025	\$75.00	\$75.00	\$0.00	
New Building Permit (Residential)	25-000174	Heather Woods	617 Inner Cir	09/24/2025	\$3,757.45	\$3,757.45	\$0.00	\$1,200,000.00
Garage Sale Permit (Residential)	25-000184	Royal Oaks	308 Kingsway	09/04/2025	\$5.00	\$5.00	\$0.00	
New Building Permit (Residential)	25-000185	Paradise Bay	1530 Kalura Way	09/16/2025	\$1,458.45	\$1,458.45	\$0.00	\$175,000.00
New Building Permit (Residential)	25-000186	Paradise Bay	1156 Luzon St	09/16/2025	\$1,742.80	\$1,742.80	\$0.00	\$180,009.00
Roofing Permit (Residential)	25-000187	Cedarcrest Shores	921 Woodland Trl	09/05/2025	\$200.00	\$200.00	\$0.00	\$4,118.00
Roofing Permit (Residential)	25-000188	Cedarcrest Shores	1125 Doe Run Rd	09/10/2025	\$200.00	\$200.00	\$0.00	\$17,500.00
Accessory Building/Storage Building, (Residential)	25-000189	Westwood Beach	908 Angies Crossing	09/15/2025	\$75.00	\$75.00	\$0.00	\$3,000.00
Construction Permit Extension, (Residential)	25-000190	Paradise Bay	1713 Luau Ct	09/11/2025	\$0.00	\$0.00	\$0.00	
Construction Permit Extension, (Residential)	25-000191			09/10/2025	\$100.00	\$100.00	\$0.00	
Roofing Permit (Residential)	25-000192	Royal Oaks	205 Royal Way	09/09/2025	\$200.00	\$200.00	\$0.00	\$9,000.00
New Building Addition (Commercial)	25-000193		800 Oak Circle	09/22/2025	\$3,599.45	\$3,599.45	\$0.00	\$400,000.00
Electrical Permit (Commercial)	25-000194	Island Oaks	1901 Austin Aisle	09/12/2025	\$200.00	\$200.00	\$0.00	\$4,198.00
Garage Sale Permit (Residential)	25-000195			09/15/2025	\$5.00	\$5.00	\$0.00	
Plumbing Permit (Residential)	25-000197	Arnold Hills	311 Oak Ln	09/17/2025	\$400.00	\$400.00	\$0.00	\$4,000.00
Electrical Permit (Residential)	25-000198	Tradewinds	1801 Scenic Dr	09/19/2025	\$200.00	\$200.00	\$0.00	
Garage Sale Permit (Residential)	25-000199		1501 Smith Rd	09/18/2025	\$5.00	\$5.00	\$0.00	
Garage Sale Permit (Residential)	25-000200	Paradise Bay	500 Kalura Way	09/19/2025	\$5.00	\$5.00	\$0.00	
New Building Permit (Residential)	25-000202	Arnold Hills	0 Oak Trail Dr	09/29/2025	\$1,490.90	\$1,490.90	\$0.00	\$450,000.00
Construction Permit Extension, (Residential)	25-000203	Arnold Hills	304 Hillcrest Dr	09/24/2025	\$0.00	\$100.00	\$100.00	
Roofing Permit (Residential)	25-000204	Arnold Hills	311 Oak Ln	09/25/2025	\$200.00	\$200.00	\$0.00	\$18,000.00

Case Number	Case Title	Status	Case Officer	Date Starter	Violations	Address
25-000202	Required Permit	Active	H. Hamaker	09/02/2025	2	1216 S Tool Dr
25-000203	Pet Registration	cancel	A. Anderson	09/02/2025	0	813 Hawaii
25-000204	Tall Weeds and Grass	Active	H. Hamaker	09/02/2025	1	813 Hawaii
25-000205	Tall Weeds and Grass	Closing Status	H. Hamaker	09/03/2025	1	608 Old Indian Trl
25-000206	Dumping on Property	Closing Status	H. Hamaker	09/03/2025	1	1801 Scenic Dr
25-000207	Tall Weeds and Grass	Closing Status	H. Hamaker	09/08/2025	1	0 Groves Ct
25-000208	Tall Weeds and Grass	Closing Status	H. Hamaker	09/08/2025	2	2318 Avant Rd
25-000209	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	1	0 Avant Rd
25-000210	Encroachments and Obstructions	Closing Status	H. Hamaker	09/08/2025	2	1900 Deer Trail Cir
25-000211	RV's & Travel Trailers on Residential Property	Active	H. Hamaker	09/08/2025	1	1912 Trails End
25-000212	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	2	905 Tupuna Dr
25-000213	Encroachments and Obstructions	Active	H. Hamaker	09/08/2025	2	215 Kanakoa Dr
25-000214	Tall Weeds and Grass	Closing Status	H. Hamaker	09/08/2025	1	38 Kanakoa Dr
25-000215	Tall Weeds and Grass	active	H. Hamaker	09/08/2025	1	206 Kanakoa Dr
25-000216	Tall Weeds and Grass	Closing Status	H. Hamaker	09/08/2025	1	202 Kanakoa Dr
25-000217	Tall Weeds and Grass	Closing Status	H. Hamaker	09/08/2025	1	44 Keoki
25-000218	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	3	1100 Maloma Ct
25-000219	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	1	0 Maloma Ct
25-000220	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	1	94 Maloma Ct
25-000221	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	1	1036 Waikiki Trl
25-000222	Tall Weeds and Grass	Active	H. Hamaker	09/08/2025	1	1045 Midway Rd
25-000223	Dumping on Property	Closing Status	H. Hamaker	09/09/2025	3	401 Hillcrest Dr
25-000224	Tall Weeds and Grass	Closing Status	H. Hamaker	09/09/2025	1	145 Lake Dr
25-000225	Tall Weeds and Grass	Closing Status	H. Hamaker	09/09/2025	1	712 Apache Trl
25-000226	Tall Weeds and Grass	Active	H. Hamaker	09/09/2025	2	1030 Chancellor Dr
25-000227	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	1	0 Kingsway
25-000228	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	1	0 Kingsway
25-000229	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	1016 Royal Way
25-000230	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	1009 Royal Way
25-000231	Dumping on Property	Active	H. Hamaker	09/11/2025	2	1013 Royal Way
25-000232	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	3	1119 Royal Cir
25-000233	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	3	0 Kingsway
25-000234	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	830 Queens Dr
25-000235	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	902 Queens Dr
25-000236	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	609 Kingsway
25-000237	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	2	Lot 68 Kingsway, Royal Oaks
25-000238	Tall Weeds and Grass	Active	H. Hamaker	09/11/2025	3	0 Kingsway
25-000239	Junked Vehicle, Boat and or Trailer	Active	H. Hamaker	09/23/2025	1	825 Cedarcrest Dr
25-000240	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	1	57 Cedarcrest Dr
25-000241	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	1	77 Westwind
25-000242	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	1	Lt 433 Westwind Rd
25-000243	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Westwind Rd
25-000244	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	710 Westwind Rd
25-000245	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	2	7209 Royal Crest Ln
25-000246	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	64 Westwind Rd
25-000247	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	2	0 Hilltop Dr
25-000248	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	2	0 Hilltop Dr
25-000249	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Leaning Oak Dr
25-000250	Dumping on Property	Active	H. Hamaker	09/23/2025	2	913 Leaning Oak Dr
25-000251	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	524 Ridgewood Dr
25-000252	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Leaning Oak Dr
25-000253	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Shore Line Dr
25-000254	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	2	1128 Hidden Valley Dr
25-000255	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Shore Line Dr
25-000256	Dumping on Property	Active	H. Hamaker	09/23/2025	2	1120 Hidden Valley Dr
25-000257	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Hidden Valley Dr
25-000258	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	2	1020 Hidden Valley Dr
25-000259	Dumping on Property	Active	H. Hamaker	09/23/2025	3	1005 Woodland Trl
25-000260	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	4	1124 Holiday Dr
25-000261	Tall Weeds and Grass	Active	H. Hamaker	09/23/2025	3	0 Holiday Dr
25-000262	Dumping on Property	Active	H. Hamaker	09/23/2025	3	913 Holiday Dr
25-000263	Required Permit	Active	H. Hamaker	09/25/2025	1	105 Still Harbor Cir
25-000264	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 N Old Indian Trail
25-000265	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 N Old Indian Trail
25-000266	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	1017 Old Indian Trl
25-000267	Dumping on Property	Active	H. Hamaker	09/25/2025	3	924 N Old Indian Trl
25-000268	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	2	0 Lide Ln
25-000269	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 Wood Canyon
25-000270	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 Wood Canyon
25-000271	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 Bradley's Bend
25-000272	Tall Weeds and Grass	Active	H. Hamaker	09/25/2025	3	0 Bradley's Bend
25-000273	Dangerous Building	Active	H. Hamaker	09/25/2025	3	0 Lide In



701 N. Tool Dr.
Tool, TX 75143

Office: 903.432.3522
Fax: 903.432.3867

www.tooltexas.org
fmartin@tooltexas.org

September Animal Control Report

CALLS FOR SERVICE	3
UNABLE TO LOCATE	
OWNER RECOVERED	
HUMANE SOCIETY	5
TRAPS SET	
ANIMALS TRAPPED	
Animal Complaints	
Extra Patrols	



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
13

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments:

Summary of Agenda Item to be considered:

Staff has received a request from BG and Judy Pierce, of 1411 Carol Lane, in relation to a variance request for a carport to encroach the front setbacks of their build line.

According to Tool's Planning Zoning Ordinance, Appendix 3A, the building and its attachments must sit back at last 20' (feet) from the front property line. (recognized as the "setback").

Agenda Item, as listed on the agenda:

Discuss and Take Action on a variance request by BG and Judy Pierce 1411 Carol Lane, to encroach the front setbacks for the construction of a carport, in an R-1, Residential District

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments:

Agenda
Item No.
14

Summary of Agenda Item to be considered:

Staff has received a request from BG and Judy Pierce, of 1411 Carol Lane, in relation to a variance request for a carport to encroach the side setbacks of their build line.

According to Tool's Planning Zoning Ordinance, Appendix 3A, the building and its attachments must sit back at least 5' (feet) from the side property line. (recognized as the "setback").

Agenda Item, as listed on the agenda:

Discuss and Take Action on a variance request by BG and Judy Pierce of 1411 Carol Lane, to encroach the side setbacks for the construction of a patio cover, in an R-1, Residential District

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Kimberley Price, City Secretary

Department: _____

Is this a Budgeted Item? ☒ Yes ☐ No

☒ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Email from i3 Verticals; Master Proposal from i3 Verticals

Agenda
Item No.
15

Summary of Agenda Item to be considered:

Staff is presenting a contract renewal for i3 Verticals Public Sector, which includes functions such as NET Data, i-Ticket, GHS Collections and miscellaneous payment processing. The agreement is for 5 years and will expire in October 2030.

This contract will cost approximately between \$7,000-\$8,000 in the next five years. These funds will come from the restricted fund, Municipal Security Fund.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action to enter into an agreement with i3 Verticals for the purposes of municipal court software

Recommended Motion to Consider:

“I make a motion to enter into an agreement with i3 Verticals for the purposes of municipal court software”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date

From: [Stacy Hamaker](#)
To: [Kimberly Kroha](#); [Kimberley Price](#)
Subject: FW: City of Tool Master Binder - AMS
Date: Friday, September 5, 2025 10:00:00 AM
Attachments: [City of Tool Master Binder 09.05.2025.pdf](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
Importance: High



Stacy Hamaker

Court Clerk

Phone: 903-432-3522 x 103

Email:

shamaker@tooltexas.org

701 N. Tool Dr.

Tool, TX 75143

www.tooltexas.org

"If you are the
smartest person in the
room, then you are in
the wrong room."

— Confucius

From: Robin Williams <rowilliams@i3verticals.com>
Sent: Wednesday, September 3, 2025 1:08 PM
To: Stacy Hamaker <shamaker@tooltexas.org>
Subject: City of Tool Master Binder - AMS
Importance: High

Hey, Stacy!

It was so nice to visit with you last week!

Attached is the contract renewal for the City of Tool that we discussed. You are currently in a year-to-year agreement, which expires on 09/30/2025.

This binder has an effective date of 10/01/2025.

Please let me know when you get this on the next Council agenda. Once it has been approved, I will need the signed copy sent back to me.

If, for some reason, you can't get it on this month's agenda, you will roll over to another year-to-year. Then, when you can get this on the agenda and signed, we will lock it in with the same effective date.

Let me know if you or anyone else has any questions!

Thanks, and have a great rest of your week!

Robin



Robin Minyard Williams
RELATIONSHIP MANAGER
JUSTICETECH

Email: rowilliams@i3verticals.com

Office: 800-465-5127 | Cell: 903-348-5155

|



MASTER AGREEMENT

Effective as of October 1st, 2025 (the "Effective Date").

By and Between

I3-Software and Services, LLC ("i3")

40 Burton Hills Blvd.

Nashville, TN 37215

Attention: Dave Graves

Telephone No.: (800)-465-5127

E-mail Address: dgraves@i3verticals.com

And

City of Tool ("Client")

701 N. Tool Drive

Tool, TX 75143

Attention: Stacy Hamaker, Court Clerk

Telephone No.: (93) 42-3522 ext. 103

E-mail Address: shamaker@tooltexas.org

Client and i3 may each be referred to individually as a "Party" and together as the "Parties."

The purpose of this Master Agreement ("Agreement") is to provide a framework within which i3 and its family of companies may provide software, Software as a Service and other services and equipment to Client (each a "Solution"). This Agreement is comprised of this Signature Page, the General Terms and Conditions, any Solution-specific additional terms and conditions in each Annex noted below and the applicable quote or proposal (each an "Ordering Document"), each of which is incorporated by reference and expressly made a part of the Agreement.

☒ **NET Data Applications Annex**

☐ **GFA, Payroll, Payroll Online Annex**

☐ **Clerk Connect Annex**

☒ **i-Ticket Annex**

☐ **uVisionPLUS PRO Annex**

☐ **Law Enforcement Annex**

☐ **CJT Case Management Annex**

☒ **GHS Collections Annex**

☐ **TrueSign Annex**

☐ **iLEMS Annex**

☐ **ODR Annex**

☐ **InterOP Annex**

☐ **EZCourt Pay Payment Platform**

☒ **Credit/Debit Payment Processing**

This Agreement may be executed in counterparts, and each counterpart will be deemed an original. Facsimiles, any documents executed, scanned and transmitted electronically either with or without electronic signatures will be deemed original signatures for purposes of this Agreement.

The parties have executed this Master Agreement as of the Effective Date.

i3:

By: _____
Signature

Name: _____

Title: _____

Date: _____

Client:

By: _____
Signature

Name: _____

Title: _____

Date: _____

Reviewed by: *SC*



GENERAL TERMS AND CONDITIONS

1. SaaS Solution Subscription; Solution Software License.

- (a) **Software as a Service.** i3 will provide Client with a subscription for cloud-based access, exercisable through Client and its Users, to the i3 Solution identified in the applicable Annex and Ordering Document, including hosting, maintenance and support thereof. i3 hereby grants to Client and its Users, a non-exclusive, non-transferable, revocable, limited license, without the right to sublicense, to access, use, and display the SaaS Solution. i3 reserves the right to require Client to update Client's software to remain compatible the SaaS Solution. Client is responsible for each of its Users' acts and omissions.
- (b) **Solution Software License.** For Clients with software code to the Solution or any part thereof identified in the Ordering Document ("Solution Software") installed on their machines or equipment, i3 hereby grants a non-exclusive, non-transferable, revocable, limited license, without the right to sublicense, to maintain and use one (1) copy of the Solution Software in no more than the number of single-user computers, workstations, servers or terminals of a local area network as set forth in the Ordering Document. Client may make one copy of the Solution Software, and related User Documentation, solely for back up or archival purposes.
- (c) **Scope.** Permitted access, number and type of Users granted to Client hereunder is limited as set forth in the Ordering Document. Client is required to purchase one user access for each server.
- (d) **Add-Ons.** Client may add Users ("Add-Ons") for an additional fee. Such Fees will be calculated based upon the pricing set forth in the applicable Solution Annex for the remaining months in the Subscription Term beginning on the first day of the calendar month in which such User or Add-On is included.
- (e) **Updates.** i3 may update features or functionality that Client accesses ("Enhancements") provided that such Enhancements will be at no cost to Client and will not materially degrade existing features and functionality. From time-to-time i3 may also release new features, functionality, software, or user types that are only available under a different pricing model or on a version of Solution Software other than the version Client currently accesses ("New Features"). In the event Client desires to purchase New Features, i3 will update Client's account, pricing model, or Solution Software version to facilitate the provision of such New Features.
- (f) **Restrictions on Use.**
 - i. Client agrees to only use the Solution for its internal business use and agrees not grant any third party access. Client agrees that only Users will be permitted access to the Solution.
 - ii. Client will not edit, alter, abridge or otherwise modify, in any manner, the content of any Solution, including, without limitation, all copyright and proprietary rights notices. Client may not, and may not permit others to, reverse engineer, decompile, decode, decrypt, disassemble, or in any way derive source code from, the Solution. Nor may Client modify, translate, adapt, alter, or create derivative works from the Solution; copy (other than the one permitted back-up copy), distribute, publicly display, transmit, sell, rent, lease or otherwise exploit the Solution; distribute, sublicense, rent, lease, loan, or grant any third party access to or use of the Solution; attempt to access other areas outside permitted access to the Solution or its network or platform; or systematically access or extract or "Scrape" information from the Solution (except features designed for exporting data) including by the use of engine, software, agent, spider, bot or other device or mechanism. The Solutions are made available for use solely in the United States of America.

- iii. i3 will be entitled to rely upon, with no obligation to verify, the completeness and accuracy of all information, data, reports, plans and specifications provided by Client, including without limitation, reports, plans, specifications, data, field notes, test data, calculations, estimates, schedules, spreadsheets, or other documents furnished by Client. Client acknowledges that its right to utilize these documents will continue only so long as Client is not in default of the terms and conditions of this Agreement, including Client's performance obligations.

2. Additional Services.

- (a) **Maintenance and Support.** i3 will perform standard system maintenance for Solutions including bug fixes and minor enhancements and provide any additional support as set forth in the applicable Annex and Ordering Document.
 - (b) **Configuration and Training.** i3 will provide configuration and installation services and training to Client as set forth in the applicable Annex and Ordering Document.
 - (c) **Custom Programming: Professional Services.** Client may request that i3 perform professional services including software development, customization, and/or integration services (hereinafter, "Professional Services") not included in the Solution that will be further described in the Ordering Document or in a Scope of Work for Professional Services.
 - (d) **Equipment.** i3 may provide Equipment to Client as set forth in the Ordering Document. Client acknowledges that i3 may substitute equipment of at least equivalent functionality and performance if any of the specified equipment in the proposal is unavailable at the time of shipment. All shipping is FOB i3 shipping point.
 - (e) **Credit Card Processing.** Client acknowledges that Credit Card Processing Services will be governed by the terms of a separate Merchant Application and Payment Processing Agreement.
 - (f) **Training.** Training may consist of both a classroom setting at i3 facilities and onsite at Client's facilities. The number of training Hours quoted in an Ordering Document is an estimate. Circumstances that may lead to training hours in excess of the estimate include: i) Client interruption, ii) Client personnel not being prepared, or iii) unavailability of Client personnel to attend the entire training schedule. Additional hours may be purchased at the time of training at i3's then current hourly rate. When training is at Client's site, Client will provide a centralized, suitable training area. Written cancellation must be received by i3 within ten (10) business days in advance of scheduled training to avoid a cancellation fee equal to 50% of the training cost for the scheduled time plus any travel expenses or cancellation charges incurred.
3. **Fees.** Client will pay i3 the Fees as set forth in the Ordering Document. If Client fails to pay the Fees by the due date specified on the invoice, i3 will be entitled to interest from the day on which the Fees are due at the rate of interest of 1.5%/month.
4. **Term and Termination.** Unless the applicable Annex provides otherwise:
- (a) Either Party may terminate this Agreement without cause after the Initial Term of the most recent Annex by giving the other Party ninety (90) days written notice of its intention to terminate.
 - (b) Either Party may terminate this Agreement based on a material breach of the Agreement; however, the Party alleged to be in material breach must be notified in writing of the alleged material breach and given thirty (30) days to cure the alleged material breach.

5. Security; Client Data; Intellectual Property.

(a) Security.

- (i) As a part of each SaaS Solution, i3 will maintain industry standard administrative, physical, and technical safeguards for the security and integrity of any data or information input, edited, authored, generated, managed, or otherwise submitted by Client or its Users into Client's subscription account ("Client Data"), which may include maintaining a backup server at a separate location, the use of firewalls, or other standards. In the event i3 learns that there has been unauthorized access to Client's subscription account on i3's systems or premises, i3 will give



notice to Client, unless prohibited by law. Upon such occurrence, i3 will promptly take such steps it reasonably deems appropriate to contain and control unauthorized access and prevent unauthorized access to or misuse of the Client Data, and unless prohibited by law, will continue to provide regular updates relating to the occurrence.

- (ii) Client acknowledges that Client is responsible for the supervision, management and control of its use of the Solutions, including but not limited to maintaining proper machine configuration and operating methods and procedures, establishing adequate backup procedures, anti-virus protection, administrative, physical and technical safeguards and other procedures.
- (iii) Client will acquire, install, operate and maintain, at its expense, all communication lines, equipment, software, services and related technology necessary to use and maintain the applicable Solution as determined by i3.
- (iv) Client acknowledges that it has sole control over access to and responsibility for the security and integrity of its network and data including the operating procedures, controls, back-up procedures (either on or off site), anti-virus protection, administrative, physical and technical safeguards and other procedures necessary to protect its network and prevent loss of data.
- (v) Client will notify i3 promptly if it becomes aware of any breach of security of its network or the Solutions, or the disabling, avoidance or circumvention of any access control or security device, process or procedure.
- (vi) Client will not cause, facilitate or permit any attempt to breach the security of any of the networks, software and systems within Client's network, or the disabling, avoidance or circumvention of any access control or security device, process or procedure established or required by i3 or any of its affiliates. Client will notify i3 immediately if it becomes aware of: i) any breach of confidentiality or security of and/or the data within its network, or ii) any attempted breach of the security of any Solution or Solution Software, or the disabling, avoidance or circumvention of any access control or security device, process or procedure established or required by i3 or any of its affiliates.

(b) Client Data.

- (i) Client will have full access to data it submits, uploads, transfers or otherwise maintains via the Solution.
- (ii) i3 will provide the Solution in accordance with applicable laws and government regulations, including without limitation those related to data privacy and the exportation of technical or personal data. Client is responsible for the accuracy, truthfulness, consistency, completeness, and any output from the Solution. Client consents to i3's use of all Client Data, and acknowledges that i3 will neither have the responsibility to review, nor any liability as to the accuracy of, any information or content provided to it.
- (iii) Client will not attempt to access other areas outside the applicable Solution, or any part of the network or servers provided to Client by i3.
- (iv) Client will maintain backup media in a secure location either on site or off site and perform backup procedures as necessary to prevent loss of data in the event of system malfunction.

(c) Intellectual Property.

- (i) Client agrees that the Solutions are i3's property and proprietary information. Client agrees that it will not provide or make available to third parties the Solution or any part thereof, including use of the Solution, any physical embodiment of Solution, or any materials supplied by i3 in connection with Solution. Client will take all steps necessary to protect the confidentiality of the Solution and the proprietary rights of i3.
- (ii) Each Solution, and all i3 deliverables pursuant to this Agreement will be the property of i3; provided, however, that a copy of the final documents will be made available to Client upon request. These documents are not intended, nor represented to be, suitable for reuse by Client or any others, and are solely intended for Client's internal use. Any modification or reuse

without specific written verification and adoption by i3 for the specific purposes intended will be at User's sole risk.

6. Limited Warranty.

- (a) i3 warrants that: (a) the Solution will be free from material defects in design and functionality provided such Solution (1) has been properly installed and used, and (2) has not been modified by persons other than i3; (b) it will use commercially reasonable efforts to correct material defects that are reported by Client or its Users and (c) Services will be provided in a timely, professional, and workmanlike manner with a level of care, skill, practice, and judgment consistent with commercially reasonable industry standards and practices for similar services.
 - (b) THE FORGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. i3 EXPRESSLY DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.
 - (c) CLIENT ACKNOWLEDGES THAT EACH SAAS SOLUTION IS PROVIDED VIA THIRD PARTY CLOUD HOSTING PROVIDER AND AGREES THAT (A) FROM TIME TO TIME, THE SAAS SOLUTION MAY BE INACCESSIBLE OR INOPERABLE FOR ANY REASON, INCLUDING: (1) EQUIPMENT MALFUNCTIONS; (2) PERIODIC MAINTENANCE PROCEDURES; OR (3) CAUSES BEYOND THE CONTROL OF i3 OR WHICH ARE NOT REASONABLY FORESEEABLE BY i3 INCLUDING THE INTERRUPTION OF TRANSMISSION LINKS; AND (B) i3 DOES NOT MANUFACTURE EQUIPMENT, HARDWARE, OR THIRD-PARTY SOFTWARE, MAKES NO WARRANTY AS TO EQUIPMENT, HARDWARE OR THIRD-PARTY SOFTWARE PROVIDED TO THE CLIENT, ALL OF WHICH IS SOLD OR LICENSED "AS-IS." CLIENT AGREES TO LOOK SOLELY TO THE WARRANTIES AND REMEDIES, IF ANY, PROVIDED BY THE MANUFACTURER(S) OF SUCH EQUIPMENT OR THIRD PARTY SOFTWARE.
 - (d) Client will be fully and exclusively responsible for the accuracy of information obtained from use the System and the use of such information. Client agrees that i3 will not be liable for Client-caused data errors.
7. **Indemnity.** i3 will indemnify and hold harmless Client, its officials, directors and employees from and against third-party claims and damages, including reasonable attorney fees, arising out of the performance of the services described herein, only to the extent caused the grossly negligent acts or omissions or willful misconduct of i3, except to the extent caused by the negligence or willful misconduct of Client. The parties will cooperate with each other with respect to resolving any claim, liability or loss for which indemnification may be required hereunder, including by making, or causing the indemnified party to make, all commercially reasonable efforts to mitigate any such claim, liability, or loss. Neither Party will have an obligation to indemnify the other Party for any losses to the extent they are caused by the actions or failure to act of the indemnified Party, including without limitation, the failure to take actions to mitigate such losses.
8. **Insurance.** i3 will maintain in force adequate workers' compensation, commercial general liability, errors and omissions, cyber insurance and other forms of insurance.
9. **Limitation of Liability.** TO THE EXTENT PERMITTED BY APPLICABLE LAW, i3 AND ITS SUBSIDIARIES, AFFILIATES, SHAREHOLDERS, DIRECTORS, OFFICERS, EMPLOYEES WILL HAVE NO LIABILITY TO CLIENT, ITS USERS, OR ANY THIRD PARTY, FOR INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST SAVINGS AND LOST REVENUES, WHETHER OR NOT CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT, OR OTHER THEORY OF LIABILITY, EVEN IF ANY OF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY OF THE EXCLUDED DAMAGES. IN NO EVENT WILL i3'S LIABILITY ARISING OUT OF ANY CLAIM RELATED TO THIS AGREEMENT OR THE SUBJECT MATTER HEREOF EXCEED THE AGGREGATE AMOUNT PAID BY CLIENT FOR THE APPLICABLE PRODUCT OR SERVICE GIVING RISE TO THE CLAIM IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM.

- 10. Confidentiality.** Each Party acknowledges that it may learn or obtain Confidential Information (as defined below) about the other during the course of this Agreement. Each Party will: (i) maintain it in confidence, except to the extent necessary to carry out the purposes of this Agreement, in which event written confidentiality restrictions will be imposed upon the third parties to whom such disclosures are made; (ii) use at least the same degree of care in maintaining its secrecy as you uses in maintaining the secrecy of its own Confidential Information, but in no event less than a reasonable degree of care; and (iii) return all documents, copies, computer memory media, and all other materials containing any portion of the Confidential Information upon its request. “Confidential Information” means (a) all information about the business of the other Party or its affiliates, whether or not marked as proprietary, secret or confidential, and (b) all information or data relating to the Party’s operations, employees, products, pricing, merchant agreements, services, clients, customers, or potential customers, that is not generally known. Confidential Information will not include information that: (i) is or becomes a part of the public domain through no act or omission by the Receiving Party; (ii) is independently developed by the Receiving Party without use of or reference to the Confidential Information of the Disclosing Party; (iii) is disclosed to the Receiving Party by a third party that was not bound by a confidentiality obligation to the Disclosing Party; or (iv) is demanded by a lawful order from any court or anybody empowered to issue such an order.
- 11. Non-Solicitation by Client.** During the Term of this Agreement and for a period of twelve (12) months following the termination or expiration of this Agreement, Client will not: (1) provide, directly or indirectly, any information relating to any of i3’s customers which are known to Client to be customers of i3 to any person or entity that provides credit card merchant processing or related services; (2) solicit or otherwise encourage any customer of i3, either directly or indirectly, for its own purposes or those of another, without the prior written consent of i3, (3) to use the credit card merchant processing or related services of any person or entity other than i3; or (4) solicit or otherwise encourage any employee, agent, vendor or independent contractor of i3 to curtail, suspend or otherwise terminate such person’s or entity’s business relationship with i3, and will not offer to employ or employ any of i3’s employees or any person who was an employee of i3 in the twelve (12) months prior to such offer or hiring by Client.
- 12. Audit.** For the purpose of verifying compliance with this Agreement, i3 will have the right, during normal business hours and upon reasonable advance notice and without material disruption to Client’s business, to audit and inspect the use made of the Solution and the manner in which each are accessed by Client. If Client’s records pursuant to this Section or otherwise indicate that (i) more Users are accessing the Solution than Client has paid for, or (ii) more Solutions are being accessed by Users than Client has been billed for, Client will pay i3 the shortfall in Fees retrospectively to the date of the applicable increase.
- 13. Miscellaneous.**
- (a) Notice.** All notices to a Party hereunder will be in writing, and delivered by certified mail, return receipt requested, overnight courier service, or by facsimile with confirmation by the above-described mailing methods to the address(es) set forth in this Master Agreement. Notice will be deemed delivered and received on the date it is actually received.
 - (b) Force Majeure.** Any failure or delay by i3 in the performance of its obligations pursuant to this Agreement will not be deemed a default or breach of the Agreement or a ground for termination to the extent such failure or delay is due to computer or Internet or telecommunications breakdowns, denial of service attacks, fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil unrest, rebellions or revolutions in the United States or any nation where the obligations under this Agreement are to be executed, strikes, supplier and third party failure, lockouts, or labor difficulties, or any similar cause beyond the reasonable control of i3.
 - (c) Independent Contractors.** i3 and Client hereby acknowledge and agree that this Agreement does not create and does not intend to create a partnership, association, joint venture, or other legal entity or form an employment relationship.
 - (d) Assignment.** This Agreement will be binding upon the successors and assigns of the parties, provided, however, that Client may not assign this agreement to a third party without the prior written consent of i3.



- (e) **Survival.** The obligations, agreements and covenants contained in Sections 5, 7, 9, 10 and 11 hereof will survive the termination or expiration of this Agreement.
- (f) **Severability.** If any provision or portion thereof of this Agreement or its application in a particular circumstance is held to be invalid or unenforceable to any extent in any jurisdiction. The parties agree that any such unenforceable term, provision or restriction will be deemed modified to the extent necessary to permit its enforcement to the maximum extent permitted by applicable law.
- (g) **Governing Law.** This Agreement will be governed by and interpreted, construed and enforced in accordance with the Laws of the State in which the Client is located, excluding any conflicts of law, rule or principle that would refer the governance, interpretation, construction or enforcement of this Agreement to the laws of another jurisdiction.

14. Definitions.

- (a) **“Documentation”** means the manuals, specifications, and other materials describing the functionality, features, and operating characteristics of the Solution Software, if any, including any updates thereto provided by i3.
- (b) **“Users”** means those individuals that Client provides (or that i3 provides at Client's request) user identifications and passwords to Client's account.
- (c) **“Third Party Software”** means software and services authored by a third party.



NET Data Applications ANNEX

This NET Data Applications Annex supplements the terms of the Master Agreement.

1. i3 Responsibilities.

(a) i3 hereby grants a limited, subscription, cloud-based access to the NET Data Applications:

i. iCON Municipal CMS, iTicket, GHS RCMAaaS, GovRec Payments

as set forth in the Ordering Document and pursuant to the terms of the Master Agreement.

(b) i3 will provide Client toll-free telephone support to assist Client's with problem resolution Monday- Friday, 8 a.m. to 5 p.m. CST (excluding Federal holidays and those recognized by the State of Texas).

2. Client's Additional Responsibilities.

(a) Client acknowledges that it has examined the NET Data Applications and determined that they are adaptable to Licensee's intended purpose.

(b) Client is fully and exclusively responsible for the accuracy of information obtained from use the Solution and its use of such information. Client agrees that i3 will not be liable for Client-caused data errors.

3. **Term and Termination.** This Annex is effective for a period of five (5) years ("Initial Term"), and will automatically renew for additional, successive one (1) year periods (each a "Renewal Term").

(a) Either party may terminate this Agreement by providing notice to the other in writing prior to ninety (90) days before the expiration of the then-current term. In the absence of any such ninety (90) day notice, the Agreement shall continue to automatically renew for additional Renewal Terms in the same manner at the end of any term.

(b) Either Party may terminate this Agreement based on a material breach of the Agreement however, the breaching Party must be notified in writing of the alleged breach and given ninety (90) days to cure the alleged breach.

(c) Upon termination of this Annex, Client agrees to immediately discontinue using the NET Data Applications and to return all user manuals and written or electronic data provided by i3. Upon Client's request if made within sixty (60) days of the effective date of termination of this Annex, i3 will take commercially reasonable steps to make available to Client a copy of all Client's data in electronic format. i3 will provide no more than 2 data extractions at no additional charge to Client. Additional extractions hereunder are to be invoiced to Client at i3's standard hourly billing rate. After sixty (60) days, i3 will have no obligation to maintain or provide data to Client and may remove all Client's data in its possession or control.

4. Service Availability.

(a) i3 will use reasonable best efforts to maintain the following Services availability:

i. For any consecutive one (1) year period, the Solution used within scope will be fully operational, available, and capable of supporting Client's workload at a 99.5% (24 hours per day, 365 days per year) availability level except for Scheduled Outages as specified.

ii. "Scheduled Outages" will be performed during the hours of 5 p.m. to 8 a.m. CST as necessary for upgrades, maintenance, or for any other agreed upon purpose.

- iii. The NET Data Applications are "available" when the servers are operational and capable of serving Users, independent of any Client's network links outside our control, and will be available from at least 8 a.m. to 5 p.m. Central, Monday-Friday, except for federal and Texas holidays.
 - iv. Should this service fail to meet the above listed availability requirements, Client may terminate this Annex.
- (b) i3 is not responsible for any Solution or system failures during any period of time in which any of the following "Exclusions" exist:
- i. Client Resource Problems – Problems resulting from Client resources not under i3 management or control.
 - ii. Failure of any hardware not under i3's management (customer PC's, portage boxes, etc.).
 - iii. Scheduled Maintenance – Scheduled maintenance windows and other agreed-upon periods of time that are necessary for repairs or maintenance.
 - iv. Network Changes – Changes made by Client to the networking environment that were not communicated to or approved in writing by i3.
 - v. Agreed Temporary Exclusions – Any temporary exclusions requested by i3 and approved by Client to implement changes in the ICON Solution.
 - vi. Client Actions – Downtime or Issues resulting from actions or inactions of Client contrary to i3's reasonable recommendations.
 - vii. Client Responsibilities – Downtime or issues resulting from any failure by Client to fulfill its responsibilities or obligations.
 - viii. Internet Connectivity Loss – Loss of Internet connectivity to Client site for any reason.
 - ix. Third-Party Software – Downtime or issues due to malfunctions or errors related to any third-party software in use by the Client.
5. **Annex Governs.** The terms of the Master Agreement remain in effect. To the extent there is any conflict between this Annex and the Master Agreement, applicable to the Services provided hereunder, the terms of this Annex will control.



i-TICKET ANNEX

This i-Ticket Annex supplements the terms of the Master Agreement.

- 1. i3 Responsibilities.** i3 will provide i-Ticket services to electronically file citations, issued in Client's jurisdiction and provided by the Texas Department of Public Safety or Client's Law Enforcement Offices, to Client's Court(s) software system ("i-Ticket Solution").
- 2. Client's Additional Responsibilities.**
 - (a)** Client will provide i3 with electronic access, including sufficient connectivity capabilities, to the information necessary to allow i3 to upload citations into its justice court(s) software system and perform its obligation hereunder.
 - (b)** Client acknowledges that it has examined the i-Ticket Solution and determined that it is adaptable to its intended purpose.
 - (c)** Client will be responsible for the accuracy of information obtained from use i-Ticket and the use of such information. Client agrees that i3 will not be liable for Client-caused data errors.
- 3. Compensation.** Client agrees to pay i3 a fees defined in the "Ordering Document" for the i-Ticket Solution. Client will remit payment to i3 on a monthly basis by check.
- 4. Term and Termination.** This term of this agreement will be identical to the term of the NET Data Applications Annex between i3 and Client. If an NET Data Applications Annex is not entered into by i3 and Client, the term will be one (1) year and will renew automatically for additional, successive one (1) year periods (each a "Renewal Term").

Either Party may terminate this Annex without cause after the Initial Term by giving the other Party ninety (90) days written notice of their intention to terminate.

Either Party may terminate this Agreement based on a material breach of the Agreement however, the breaching Party must be notified in writing of the alleged breach and given ninety (90) days to cure the alleged breach.

Upon termination of this Annex, Client agrees to immediately discontinue using the i-Ticket Solution and to return all user manuals and written or electronic data provided by i3.
- 5. Annex Governs.** The terms of the Master Agreement remain in effect. To the extent there is any conflict between this Annex and the Master Agreement, applicable to the Services provided hereunder, the terms of this Annex will control.



GRAVES HUMPHRIES STAHL, LTD. COLLECTION SERVICES ANNEX

This Collection Services Annex supplements the terms of the Master Agreement. For purposes of this Annex, i3 is doing business as “Graves Humphries Stahl, Ltd” (“GHS”).

1. i3 Responsibilities.

- (a) GHS will use its best efforts to provide services to collect delinquent court imposed fines, fees, court costs, restitution, debts, accounts receivable and other amounts (“Fines and Fees”), in accordance with Article 103.0031, Texas Code of Criminal Procedure (“Services”).
- (b) GHS will refer all payments for Fines and Fees and correspondence relating thereto directly to the court that assessed or levied the Fines and Fees collected.
- (c) GHS reserves the right to return accounts to Client if (i) GHS is unable to collect the Fines and Fees within one (1) year of Referral by Client or (ii) GHS determines that the offender is the subject of a pending bankruptcy proceeding (“Returned Fines and Fees”). Each parties’ obligations under this Annex will terminate with respect to Returned Fines and Fees upon return to Client.

2. Client’s Additional Responsibilities.

- (a) Client will refer Fines and Fees to GHS when such Fines and Fees are “delinquent” as provided for in Article 103.0031, Texas Code of Criminal Procedure.
- (b) Client will provide GHS with GHS’ preferred method of electronic access to, including sufficient connectivity capabilities, the information necessary to collect the Fines and Fees.

3. Compensation. Client agrees to pay GHS, as compensation for the Services under this Annex, as set forth below. All payments for Fines and Fees collected hereunder the property of GHS at the time of payment. Client will remit the Compensation to GHS on a monthly basis by check.

- (a) Twenty percent (20%) of the Fines and Fees imposed on all unadjudicated offenses committed on or before June 18, 2003.
- (b) Thirty percent (30%) of the Fines and Fees imposed on all adjudicated offenses regardless of the date of the offense as provided by Article 103.0031, Texas Code of Criminal Procedure.
- (c) Thirty percent (30%) of the Fines and Fees imposed on all unadjudicated offenses occurring after June 18, 2003, as provided by Article 103.0031, Texas Code of Criminal Procedure.
- (d) In the event Fines and Fees are disposed of through the performance of community service, credit for jail time served, or removed at the court’s discretion pursuant to Article 45.0491, Texas Code of Criminal Procedure, no compensation shall be paid to GHS.

4. Term and Termination. This Annex is effective for a period of five (5) years (“Initial Term”), and will automatically renew for additional, successive one (1) year periods (each a “Renewal Term”). Either party may terminate this Agreement by providing notice to the other in writing prior to ninety (90) days before the expiration of the then-current term. In the absence of any such ninety (90) day notice, the Agreement shall continue to automatically renew for additional Renewal Terms in the same manner at the end of any term. Client agrees that i3 will have an additional six (6) months following the termination date to complete work on all cases turned over to i3 prior to the notice of termination.

5. Annex Governs. The terms of the Master Agreement remain in effect. To the extent there is any conflict between this Annex and the Master Agreement applicable to the Services provided hereunder, the terms of this Annex will control.

Inter-Local Agreement between Sulphur Springs Police Department, Franklin County Sheriff's Office, and City of Tool

**for access to a hosted Secure Facility with Information Technology Resources
and NET Data or GHS System/s and Government Software**

WHEREAS, the Sulphur Springs Police Department the primary service agency (hereinafter referred to as "PSA") has a Secure Facility with Information Technology Resources that are available to host NET Data System/s and Government Software for cooperating agencies; and

WHEREAS, Franklin County Sheriff's Office, the backup service agency (**hereinafter referred to as "BSA"**) has Secure Facility with Information Technology Resources that are available to host NET Data System/s and Government Software for cooperating agencies; and

WHEREAS, City of Tool, the requesting service agency (**hereinafter referred to as "RSA"**) wishes to make use of the PSA and BSA Secure Facility with Information Technology Resources that are available to host NET Data System/s and Government Software to fulfill their purpose and mission; and

WHEREAS, PSA and BSA has an obligation to the Texas Department of Public Safety (DPS) to ensure its facility resources, services and criminal justice information are secured in a manner consistent with FBI Criminal Justice Information Systems (CJIS) policies and procedures; and

WHEREAS, cooperation among adjoining and adjacent cities and counties is not only a proper exercise of governmental powers and duties under and pursuant to, Texas Government Code Chapter 791.003 (1), 791.003 (3) (n), and 791.011 (c) (2), but will also permit and be conducive to the furnishing of such services in the most cost-effective way possible and,

WHEREAS, all parties wish to enter into this agreement to mutually benefit from certain economies realized through the sharing of secure facility resources and administrative functions associated with the routine operation of government to support public safety.

NOW, THEREFORE, in consideration of their mutual rights and obligations as set forth below, the PSA, BSA, and RSA agree as follows:

1. **Term:** This agreement will have a term of (1) year from the date of execution and will automatically renew without further action of any party, unless otherwise terminated as allowed in this Agreement. This Agreement may be terminated in its entirety by either party by providing a (180) day written notice to the other party.

2. **Fees:** All parties agree the PSA and BSA will neither charge nor owe the RSA any fees for access to secure Information Technology Resources and NET Data Systems and Government Software. Any financial obligations that may occur from any vendor used by the PSA and/or BSA for providing this service/s or by the RSA for obtaining access to this service/s under this Agreement is the sole responsibility of the party by which contracted with the vendor and will be payable from current revenues available to the respective vendor.

3. **Duties and Covenants of the PSA and BSA:** The PSA and BSA agrees to host a Secure Facility with Information Technology Resources and NET Data Systems and Government Software to provide a cost-effective solution for the administrative functions associated with the routine operation of government for the RSA. The hosted Secure Facility will include:

- Key fobbed facility access to NET Data's authorized IT employees for maintenance, operation and management of NET Data's System. NET Data IT employees will not be authorized unless the CJIS Security Addendum Certification, fingerprint and background checks, and CJIS Security Awareness Training requirements have been met as stated in the CJIS Security Policy.
- NET Data System/s and Government Software.
- NET Data's FIPS-142 connection portage device for secure access.
- NET Data's communication service for connectivity to NET Data's FIPS-142 Portage device, System/s, and Government Software.

4. **Duties and Covenants of the RSA:** the RSA agrees:

- To not permit any other person or entity, other than the RSA's authorized employees access to the PSA and/or BSA's secured Facility with Information Technology Resources and NET Data's System's and Government Software.
- To ensure all employees that have access are authorized in accordance to all Federal, State and Local Government laws, rules and regulations.
- To ensure that all authorized employees abide by all present and hereafter enacted Federal, State, and Local Government laws, rules and regulations concerning the collection, storage, retrieval, use, destruction, disclosure and dissemination of CJI and/or CHRI data.
- To advise authorized employees that any unauthorized retrieval, use or dissemination of confidential information is a violation of state law (Texas Government Code Section 411.085) and can lead to the filing of criminal charges against the authorized employee, in addition to cancellation of access to the stated services in this Agreement provided by the PSA and BSA.
- Upon discovery, notify the PSA, BSA and NET Data of a violation by an employee of the RSA, of any applicable Federal, State and Local Government laws, rules and regulations relating to the collection, storage, retrieval, use, destruction, disclosure and/or dissemination of CJI and/or CHRI data.



- Though the RSA's data will be physically stored at the PSA and BSA the data belongs to the RSA. The RSA is solely responsible for its accuracy, quality and reporting, including compliance with Federal, State and Local Government laws, rules and regulations.

5. **Severability:** The parties agree that in the event any provision of this Agreement is held by a court of competent jurisdiction to be in contradiction of any laws of the State or the United States, the parties will immediately rectify the offending portions of this Agreement. The remainder of the Agreement will be in full force and effect.

6. **Authorization:** All parties agree that this Agreement must be authorized by the governing body of each party to the Agreement.

THIS AGREEMENT made and entered into this _____ day of _____, 2025, by and between the BSA, PSA, and the RSA.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

Name, title of signatory authority (PSA)

Date: _____

Attest: _____

Name, title of signatory authority (BSA)

Date: _____

Attest: _____

Name, title of signatory authority (RSA)

Date: _____

Attest: _____



COST PROPOSAL

“Ordering Document”

Date Issued: 09/05/2025

Issued To: City of Tool

Name: Stacy Hamaker, Court Clerk

Office: Municipal Court

Address: 701 N. Tool Drive, Tool, TX 75143

Phone: (903) 432-3522 ext. 103

PRODUCTS & SERVICES INITIAL FEES	QTY	PRICE	TOTAL
iCON Municipal Court Case Management	1	\$0	\$0
iTicket - Municipal	1	\$0	\$0
GovRec Payment Services	1	\$0	\$0
GHS RCMAaS - JPs	1	\$0	\$0
Encryption Hardware Maintenance (VPN)	1	\$0	\$0
		SUBTOTAL	\$0
1st YEAR RECURRING SaaS & MAINTENANCE FEES	QTY	PRICE	TOTAL
iCON Municipal Court Case Management	1	\$5,200	\$5,200
iTicket - Municipal	1	\$1,248	\$1,248
Encryption Hardware Maintenance (VPN)	1	\$785	\$785
		SUBTOTAL	\$7,233
		1st YEAR TOTAL	\$7,233

CONSIDERATION:

The proposed pricing for the 1st year of the term is listed above. Any pricing for subsequent years will not exceed a 5% increase.

i3:

By: _____

Signature

Name: _____

Title: _____

Date: _____

Client:

By: _____

Signature

Name: _____

Title: _____

Date: _____



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Maintenance

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☒ Report ☐ Resolution

Attachments: Pictures of the Paradise Bay Subdivision Drainage Phase 1A Project

Agenda
Item No.
16

Summary of Agenda Item to be considered:

Staff is presenting an update on the Paradise Bay Subdivision Drainage Phase 1A Project and other priorities to move forward.

To date, the City of Tool has completed Phase 1A of Paradise Bay Drainage initiatives. This work was completed along Tupuna Drive. The next phase of the overall Paradise Bay Drainage initiatives are slated to be Phase 2, which is Guam Street.

Staff believes that we should re-engage with engineers regarding this work, identify funding and then move this initiative forward. After the work, staff will re-evaluate all options in terms of future drainage in Paradise Bay and around the city of Tool.

Agenda Item, as listed on the agenda:

Receive an update regarding the Paradise Bay Subdivision Drainage Phase 1A Project

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Staff

Department: _____

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: Nominating Resolution for Henderson County Appraisal Board of Directors & Henderson County Appraisal Board of Directors Schedule

Agenda
Item No.
17

Summary of Agenda Item to be considered:

Staff is presenting a nominating resolution for the Directors of the Henderson County Appraisal Board. The City of Tool has 54 out of a possible 5000 votes for the board.

Action Requested to be taken by Council:

Consider and nominate five candidates, in accordance with Section 6.03 of the Texas Property Tax Code, to serve on the Henderson County Appraisal Board of Directors

The deadline for agenda requests is by the end of the day on the first Wednesday of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



Henderson County Appraisal District

BOARD OF DIRECTORS

Larry Massingill, Chairman
Greg Wyatt, Vice Chairman
Charles B. Tidmore, Secretary
Maurice Cox
Adam Davis
Jess Laird
Greg Figueroa
Pat Wallace
Peggy Goodall, Henderson Co. Tax A/C

CHIEF APPRAISER

Bill Jackson, CTA/RPA

September 30, 2025

City Secretary
City of Tool
701 N Tool Drive
Tool, TX 75143

RE: Henderson County Appraisal District
Board of Directors

Dear City Secretary,

In accordance with Section 6.03 of the Texas Property Tax Code, as amended by the 88th Legislature of the State of Texas, enclosed please find a Nominating Resolution for the position on the Board of Directors which becomes open January 1, 2026.

Also enclosed is a selection schedule as well as information on the qualifications for the Board of Directors nomination. Please note that this resolution should be returned to our office before October 15, 2025. At that time, we will prepare a ballot to be used for your final vote.

Should you have any questions in this regard, please do not hesitate to contact our office.

Sincerely,

Victoria Bates
Administrative Coordinator

Enc.

2026

**NOMINATING RESOLUTION
HENDERSON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS**

Whereas, the **CITY OF TOOL** entitled to nominate a candidate to fill a directorship on the **HENDERSON COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS**, as authorized by Section 6.03 Texas Property Tax Code, as amended by the 88th Legislature of the State of Texas, and

whereas, the **CITY OF TOOL** desires to exercise its right to nominate a candidate to fill a directorship,

therefore, be it resolved that the **CITY OF TOOL** does hereby nominate the following individual to serve on the **HENDERSON COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS**.

Nominee Name/Address: _____

Nominee Name/Address: _____

Nominee Name/Address: _____

Nominee Name/Address: _____

Nominee Name/Address: _____

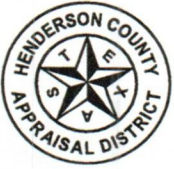
Board of Directors

PASSED AND APPROVED THIS _____ DAY OF _____ 2025

Presiding Officer of Unit, Title: _____

Attest: _____

COMPLETE AND RETURN BEFORE OCTOBER 15, 2025



Henderson County Appraisal District

1751 Enterprise St. | P.O. Box 430
(903) 675-9296 | www.henderson-cad.org

To: Henderson County Taxing Entities

Re: Board of Director Selection for Henderson County Appraisal District

It is time to select the Board of Directors for the District. The Directors will serve terms as indicated in the attached election cycles timeline beginning January 1, 2026. You may nominate one person for each of the two (2) positions. Enclosed are the qualifications for candidates, your number of votes, and a nominating resolution. The Board of Directors serves staggered two-year terms. Two will be appointed Directors for 2026. The remaining three Directors are serving three-year terms and are being reappointed January 1, 2028.

The Following is The Selection Schedule with Deadlines.

September 30 - Chief Appraiser calculates and notifies each taxing entity of the number of votes it may cast.

October 15 - Each taxing entity may nominate one candidate for each position. Therefore, each entity may nominate from one to two candidates. The presiding officer of the taxing unit submits **the names and addresses** of the nominees by **written resolution** to the Chief Appraiser.

October 31 - Chief Appraiser prepares and delivers ballots to each taxing entity.

December 15 - Taxing entity casts votes and submits them, **by resolution**, to the Chief Appraiser.

December 31 - Chief Appraiser counts votes and notifies all taxing entities and candidates of the outcome.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Jackson'.

Bill Jackson, RPA, CTA
Chief Appraiser

Enclosures (6)

BOARD OF DIRECTORS QUALIFICATIONS

To be eligible to serve on a board of directors, an individual must be a resident of the CAD and must have resided in the CAD for at least two years immediately preceding the date of taking office. This residency requirement does not apply to a county TAC serving as a voting director. An employee of a taxing unit that participates in the CAD is not eligible to serve on the board of directors, unless that individual also is a member of the governing body of the taxing unit or an elected official of a taxing unit.

Membership on the governing body of a taxing unit does not make an otherwise eligible individual ineligible to serve on the board of directors.

Owing delinquent property taxes disqualifies a person from serving on the CAD board of directors. The person is ineligible if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency. This disqualification does not apply if the person is paying the delinquent taxes and any penalties and interest under an installment payment agreement or has deferred or abated a suit to collect the delinquent taxes.

A person who has appraised property for compensation for use in proceedings or represented property owners for compensation in proceedings in the CAD at any time within the preceding five years is ineligible to serve on the board of directors.

A person is ineligible to serve on the board of directors if the individual is related within the second degree of consanguinity (blood) or affinity (marriage) to the following:

- an appraiser who appraises property for use in a proceeding under the Tax Code; or
- a person who represents property owners for compensation in proceedings under the Tax Code in the CAD.

A director who continues to hold office knowing he or she is related in this manner to the above named persons commits a Class B misdemeanor offense.

An individual is not eligible to be appointed to or to serve on the board of directors if an individual has a substantial interest in a business entity that is party to a contract, or the individual is a party to a contract with the CAD. This prohibition also applies to contracts with a taxing unit that participates in the CAD if the contract relates to the performance of an activity governed by the Tax Code. A CAD may not enter into a contract with a board member or with a business entity in which a board member has a substantial interest. A taxing unit may not enter into a contract relating to the performance of an activity governed by the Tax Code with a board member in which the taxing unit participates or with a business entity in which a board member has a substantial interest.

An individual has substantial interest in a business entity if:

- the combined ownership of the director and the director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
- the director or director's spouse is a partner, limited partner or officer of the business entity.

The Chief Appraiser has neither the authority nor the duty of investigating or judging the qualifications of the nominees.

December 2023

- Taxing units appoint members as usual but will only serve a 1-year term.

January 1, 2024

- Entity appointed members take office for a 1-year term.

May 2024

- General election to elect 3 board members by the public bringing board to an 9-member board including TAC as an ex officio voting member.

July 1, 2024

- 3 members that were elected in May take office for a 2.5-year term to expire 12/31/2026.
HendersonCAD didn't have any candidates in the May 2024 election.

December 2024

- Taxing units elect 5 members.

January 1, 2025

- 5 entity elected members take office. 2 members to serve a 1-year term and 3 members to serve a 3-year term, determined by drawing lots at the first meeting.

December 2025

- Taxing units elect 2 members to a 4-year term.

January 1, 2026

- 2 entity elected members take office.

November 2026

- General election to elect all 3 elected positions.

January 1, 2027

- 3 elected members take office. At the January board meeting, the three elected members will draw lots to determine 1 member to serve a 2-year term to expire 12/31/2028 and 2 members to serve a 4-year term to expire 12/31/2030.

December 2027

- Taxing units elect 3 members to serve a 4-year term

January 1, 2028

- 3 entity appointed members take office.

ELECTION CYCLES

Public Elected Members		
May	2024	3 Members
November	2026	3 members (at first meeting they will draw lots to determine 1 member to serve a 2-year term and 2 members to serve a 4-year term)
November	2028	1 Member
November	2030	2 Members
November	2032	1 Member
November	2034	2 Members
November	2036	1 Member
November	2038	2 Members

Entity Elected Members		
December	2023	Business as usual
December	2024	5 members (2 members to a 1-year term and 3 members to a 3-year term)
December	2025	2 Members
December	2027	3 Members
December	2029	2 Members
December	2031	3 Members
December	2033	2 Members
December	2035	3 Members
December	2037	2 Members

2025 Jurisdiction Voting Entitlement

Taxing Unit Name	Votes
Athens ISD	658
Brownsboro ISD	360
Cross Roads ISD	98
Eustace ISD	344
Frankston ISD	40
Kemp ISD	61
La Poynor ISD	73
Mabank ISD	474
Malakoff ISD	826
Murchison ISD	11
Trinidad ISD	18
Van ISD	5
City of Athens	179
City of Brownsboro	14
City of Caney	8
City of Chandler	61
City of Enchanted Oaks	9
City of Eustace	5
City of Frankston	0
City of Log Cabin	10
City of Mabank	20
City of Malakoff	13
City of Payne Springs	9
City of Seven Points	8
City of Star Harbor	13
City of Tool	54
City of Trinidad	10
Trinity Valley Community College	411
Henderson County	1207

1. Place the number of votes you wish to cast for a candidate in the block beside that name under your entity heading.

2. Attach this ballot to the adopted resolution and return to this office **BEFORE** December 15, 2025.

Please note: Any ballots received after the deadline will not be considered, and your vote will be forfeited.

Entity Votes for Appraisal District Board of Directors

Taxing Unit Name	2024 Actual Levy Expected	% of Levy	Times 1000	Times 5 Positions
Athens ISD	\$ 22,769,328	13.16%	132	658
Brownsboro ISD	\$ 12,456,152	7.20%	72	360
Cross Roads ISD	\$ 3,393,287	1.96%	20	98
Eustace ISD	\$ 11,888,304	6.87%	69	344
Frankston ISD	\$ 1,389,898	0.80%	8	40
Kemp ISD	\$ 2,104,052	1.22%	12	61
La Poynor ISD	\$ 2,534,777	1.47%	15	73
Mabank ISD	\$ 16,382,928	9.47%	95	474
Malakoff ISD	\$ 28,582,777	16.52%	165	826
Murchison ISD	\$ 396,616	0.23%	2	11
Trinidad ISD	\$ 612,279	0.35%	4	18
Van ISD	\$ 183,909	0.11%	1	5
City of Athens	\$ 6,189,154	3.58%	36	179
City of Brownsboro	\$ 500,635	0.29%	3	14
City of Caney	\$ 261,175	0.15%	2	8
City of Chandler	\$ 2,104,140	1.22%	12	61
City of Enchanted Oaks	\$ 310,222	0.18%	2	9
City of Eustace	\$ 162,905	0.09%	1	5
City of Frankston	\$ 5,639	0.00%	0	0
City of Log Cabin	\$ 342,238	0.20%	2	10
City of Mabank	\$ 684,844	0.40%	4	20
City of Malakoff	\$ 466,601	0.27%	3	13
City of Payne Springs	\$ 327,342	0.19%	2	9
City of Seven Points	\$ 265,307	0.15%	2	8
City of Star Harbor	\$ 463,869	0.27%	3	13
City of Tool	\$ 1,882,652	1.09%	11	54
City of Trinidad	\$ 360,649	0.21%	2	10
Trinity Valley Community College Dist	\$ 14,208,416	8.21%	82	411
Henderson County	\$ 41,742,679	24.13%	241	1207
TOTALS	\$ 184,790,473	100.00%	1,000	5,000

It takes 834 votes to ensure the candidate makes it onto the board, electing 5

It takes 751 votes to ensure the candidate makes it onto the board, electing 3

It takes 668 votes to ensure the candidate makes it onto the board, electing 2

CURRENT DIRECTORS

2025 Board of Directors	PLACE
Mr. Larry Massingill – Chairman	
Mr. Greg Wyatt- Vice Chairman	
Mr. Charles B. Tidmore- Secretary	
Mr. Adam Davis	
Mr. Maurice Cox	
Mr. Greg Figueroa	
Mr. Jess Laird	
Mr. Pat Wallace	
Peggy Goodall – Henderson County Tax Assessor/Collector	



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th, 2025

Requested By: Kimberley Price, City Secretary

Department: Administration

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: Resolution 2025-06R, Official City Newspaper

Agenda
Item No.
18

Summary of Agenda Item to be considered:

Staff is presenting a Resolution for the assignment of The Monitor as the official newspaper in the City of Tool.

State law requires that at the beginning of the fiscal year the city council of a Type A city designate its official newspaper by resolution or ordinance and contract with that paper to publish required notices. TEX. LOC. GOV'T CODE § 52.004(a).

Our relationship with The Monitor is current and they are knowledgeable of this Resolution.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action, on first reading, to Adopt Resolution 2025-06R, Official City Newspaper

Recommended Motion to Consider:

“I make a motion to adopt, on first reading, to Adopt Resolution 2025-06R, Official City Newspaper”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date

RESOLUTION 2025-06R

Official City Newspaper 26'

WHEREAS, the City of Tool, Texas, is required to adopt an official municipal newspaper at the beginning of each fiscal year pursuant to Chapter 52.004 of the Texas Local Government Code; and

WHEREAS, The Monitor, has a large circulation and meets the statutory requirements for an official newspaper.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Tool, Texas, as follows:

1. The City Council designates The Monitor as the official newspaper for the City of Tool, Texas, for fiscal year 2025-2026; and

2. The City of Tool, Texas, shall publish in The Monitor each Ordinance Caption, Public Notice, or any other matter required by law or Ordinance to be published.

PASSED AND APPROVED this 16th day of October 2025, by the City Council for the City of Tool, Texas.

Mayor Mike Dumont

ATTEST:

seal

Kimberley Price, City Secretary



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: October 16th 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: CDBG-MIT Proposals from Langford and Grantworks; Resolution 2025-07R, CDBG-MIT Resilient Communities Program Selection

Agenda
Item No.
19

Summary of Agenda Item to be considered:

Staff has completed and submitted bids for the CDBG-MIT Resilient Communities Program through the Texas General Land Office, for a comprehensive plan for the City of Tool. This bid is for a plan that will include work that will implement modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards.

- Development, adoption, and implementation of Building Codes that meet or exceed the standards set forth in the International Residential Code 2012 (IRC 2012);
- Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CDBG-MIT requirements of at least 2 feet above base flood elevation;
- Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or comprehensive plan;
- Development and adoption of forward-looking land use plans that integrate hazard mitigation plans;
- Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation plans; or
- Public Service activities focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices, and other strategies. Public information activities leading to Community Rating System (CRS) credit accrual and CRS eligibility are eligible under this activity.

Staff is presenting the two bids received from Grantworks, Inc. and Langford Community Services. Staff, and the Mayor, recommend using Grantworks, Inc. for the work based on the quality of bids.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action on Resolution 2025-07R, CDBG-MIT Funding, and select planning and management service provider(s) to complete application and project implementation for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) funding administered by the Texas General Land Office

Recommended Motion to Consider:

“I make a motion to on the first reading, to approve Resolution 2025-07R, CDBG-MIT Funding, and select planning and management service provider(s) to complete application and project implementation for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) funding administered by the Texas General Land Office.”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date



OCTOBER 8, 2025

CITY OF TOOL, TEXAS

**TEXAS GENERAL LAND OFFICE COMMUNITY
DEVELOPMENT BLOCK GRANT-MITIGATION
RESILIENT COMMUNITIES PROGRAM:
PROFESSIONAL PLANNING AND MANAGEMENT
SERVICES**

GrantWorks

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

CITY OF TOOL, TEXAS

TEXAS GENERAL LAND OFFICE COMMUNITY
DEVELOPMENT BLOCK GRANT-MITIGATION
RESILIENT COMMUNITIES PROGRAM: PROFESSIONAL
PLANNING AND MANAGEMENT SERVICES

OCTOBER 8, 2025



Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.



Bruce J. Spitzengel
President
Cell: 713-252-5872
Email: bruce@grantworks.net

October 8, 2025

Julius Kizzee
City Administrator
City of Tool
701 North Tool Drive
Tool, Texas 75143

Subject: City of Tool, Texas Request for Proposal: Texas General Land Office (GLO) Community Development Block Grant–Mitigation (CDBG-MIT) Resilient Communities Program: Professional Planning and Management Services

Dear Mr. Kizzee:

Thank you for including GrantWorks in your Request for Proposal for planning services. We are Texas' foremost provider of application and grant management services, securing and administering over \$10 billion in assistance for hundreds of localities through thousands of grant contracts. We have the resources and expertise to successfully complete your planning project, adhering to state and federal requirements and the City of Tool's project schedule. GrantWorks can assist the City with comprehensive planning and the development, adoption, and implementation of modern and resilient building codes and flood damage prevention ordinances for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) through the Texas General Land Office.

GrantWorks' 250+ employees have experience covering all aspects of federal and state grant management. Our team has experience working with and for various organizations, including the U.S. Department of Housing and Urban Development (HUD), the Texas Department of Agriculture (TDA), the Texas Department of Housing and Community Affairs (TDHCA), the Texas General Land Office (GLO), and local governments in both public and private sectors. We manage every aspect of CDBG-MIT RCP implementation, including resilient building codes, flood damage prevention ordinances, zoning ordinances, comprehensive plans, and land use plans.

GrantWorks is the best-qualified firm to perform the professional administration and planning services required by the City of Tool for the following reasons:

- ▶ **Highly Qualified Planners** – Our Planning Services department includes 17 staff members with nearly 100 years of planning experience. The department has completed over 240 comprehensive plans and 45 hazard mitigation plans for cities and counties across Texas. The planning team has diverse planning experiences, allowing them to approach the City of Tool's issues and solutions using various perspectives.
- ▶ **Planning Professionals with Extensive Experience** – GrantWorks is Texas' number one planning service provider for smaller communities. As professional planners and administrators, we are uniquely positioned to provide planning documents that are accurate, user-friendly, and visually appealing while meeting GLO's stringent and specific requirements for CDBG-MIT. GrantWorks has never missed a GLO contract deadline.
- ▶ **Proven Experience** – Our team has extensive experience providing similar services to numerous Texas cities of comparable size, and we possess existing knowledge of small cities in Texas, as well as infrastructure expertise. This makes the GrantWorks Team an ideal fit for meeting the City's planning needs. The GrantWorks Team will ensure that your plan includes an achievable vision, clear recommendations, implementation strategies, well-structured plans for drainage, utilities, and other public facilities, as well as other tools to help the City direct its efforts toward achieving its goals.

- ▶ **Practical Planning Approach** – The GrantWorks Team is structured to provide the City of Tool with a practical approach to planning. We will utilize ordinances and other governance mechanisms to create a comprehensive document that the City can use daily to maintain and enhance its distinct hometown atmosphere as high-quality development occurs.
- ▶ **Committed** – We are dedicated to community development through planning and believe that planning is essential to strengthening the Texas communities we call home. We are recognized throughout the state for our commitment to delivering the highest-quality grant administration and planning services, and we extend this pledge to the City. This practice is reflected in our long-standing client relationships, dedication to staff training and certification, and continuous involvement at every step of the grant process.

As a Texas-based business specializing in planning, housing, and community development projects, we appreciate your consideration of our firm.

Sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

TABLE OF CONTENTS

SECTION 1 – EXPERIENCE	3
1.1 Company Overview	3
1.2 Evidence of Developed Plans in the State	4
1.3 Related Experience/Background with GLO CDBG-DR, CDBG-MIT, and Other Grant Experience with Various Agencies.....	9
1.4 Related Experience/Background with Texas CDBG Projects	19
1.5 Familiarity with this Region of the State	19
SECTION 2 – WORK PERFORMANCE.....	24
2.1 Facilitates Completion of Activities on Schedule	25
2.2 Capacity to Complete Number and Quality Maps	26
2.3 Capacity to Schedule, Coordinate, and Facilitate Workshop Meetings.....	26
2.4 Submits Requests to City/GLO in a Timely Manner.....	27
2.5 Responds to City/GLO Requests in a Timely Manner	27
2.6 Work Product is Consistent of High Quality with Low Level of Errors.....	27
2.7 Past Client/GLO Projects with a Low Level of Monitoring Findings/Concerns	29
2.8 Managing Projects with Budgetary Constraints.....	29
SECTION 3 – CAPACITY TO PERFORM	31
3.1 Project Understanding	31
3.2 Methodology and Technical Approach	31
3.3 Work Plan.....	33
3.3.1 Pre-Award Services	33
3.3.2 Post-Award Services	33
3.4 Qualifications/Experience of Staff.....	36
3.4.1 Organization Chart.....	37
3.4.2 Experienced Planning and Management Staff	37
3.4.3 Experienced GIS/Mapping Staff	40
3.5 Resumes of Key Personnel.....	41
3.6 Present and Projected Workloads	41
3.7 Adequacy of Resources.....	42
SECTION 4 – PROPOSED COST OF SERVICES.....	43
4.1 Scope of Services.....	43
4.2 Cost of Services.....	43
4.3 Affirmative Action.....	45

4.4 Equal Employment Opportunity.....45

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL 43

ATTACHMENT 2 – REQUIRED FORMS..... 83



SECTION 1

EXPERIENCE

SECTION 1 – EXPERIENCE

1.1 Company Overview

Since its founding in La Porte in 1979, GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (CDBG) program. We are the foremost provider of community development, housing, planning, disaster recovery, transportation, and coastal grant program management services for local governments in Texas, securing and administering over \$10 billion in assistance for hundreds of localities through thousands of grant contracts.

The GrantWorks Team comprises over 250+ full-time employees, half of whom work from our numerous field offices and have experience administering state and federal grant programs. We have over 100 project managers, 15 Project Management Professionals (PMPs), and 12 American Institute of Certified Planners (AICP), skilled at implementing various grant development projects.

Our Planning Department includes 17 staff members with nearly 100 years of planning experience. The department has completed over 240 comprehensive plans and 45 hazard mitigation plans for cities and counties across Texas. The team has diverse planning experience, allowing the department to approach the City of Tool's issues and solutions from various perspectives.

We provide the best service and meet the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every stage of the grant process reflect our commitment to high-quality performance. Our firm is financially stable, adequately capitalized, and capable of performing the planning services required by this RFP.

Our General Administrative Services include:

▶ Application Preparation & Submission	▶ Acquisition Documentation Assistance
▶ Mapping/Geographic Information Systems	▶ Reporting
▶ Planning	▶ Drawdown Requests
▶ Start-Up Documentation Preparation	▶ Labor Standards
▶ Environmental Review	▶ Contract Amendment & Modification Coordination
▶ Recordkeeping	▶ Closeout Documents & Submission
▶ Contract Administration & Management	▶ Audit & Monitoring Assistance

Our Colonia Fund Specialty Services include:

▶ Door-to-Door Income Surveys	▶ First-Time/OSSF/Housing Rehabilitation Documentation
▶ Application Intake Sessions	▶ Colonia Area Boundary Definition & Profiling
▶ Public Outreach	▶ Spanish Translation
▶ Beneficiary Tracking	▶ Coordination with Service Providers

GrantWorks Team Professional Qualifications

Why should you consider the GrantWorks team for your comprehensive planning project? What sets us apart from most planning consultants or engineering firms?

- ▶ GrantWorks is a firm of planning professionals. Many employees hold post-graduate degrees in Urban & Regional Planning, Construction Management, or Public Administration; 12 are certified by the American Institute of Certified Planners (AICP), the profession’s highest accreditation.
- ▶ Comprehensive planning is a core business—we have a dedicated staff of 17 professionals who work 100% of their time on comprehensive plans.
- ▶ We have in-house mapping expertise in producing and generating digital and printed maps using GIS, CAD, and other graphics software.
- ▶ We provide subcontracted engineering services, bringing a level of analysis and integration that other planning-only consultancies lack.
- ▶ We implement and administer CDBG-MIT RCP projects, successfully navigating the myriad state and federal regulations that govern the Texas General Land Office Program. This allows our planning department to make recommendations designed to be implemented, not sit on a shelf.
- ▶ Our in-house expertise allows us to produce plans that are internally consistent with seamless transitions between various planning elements — infrastructure, housing, land use, economy, recreation, and environment.
- ▶ Collaborating with City staff, officials, and residents, we produce creative, real-world plans that draw on our expertise in project finance and grant funding. Too many plans are pie-in-the-sky dust collectors that never explain how to pay for what they propose.
- ▶ Because those who will use your comprehensive plan have varied exposure to municipal governance and planning, we prepare documents using plain language with clear, aesthetically pleasing graphics.

1.2 Evidence of Developed Plans in the State

Since 2001, the GrantWorks Planning Department has completed over 240 comprehensive plans and managed and administered over \$10 million in planning grants, as shown in **Figure 1**.

Figure 1: GrantWorks Planning Project Experience

2021 – 2024					
Blooming Grove	2024	\$59,682	Los Fresnos	2024	\$136,419
Buckholts	2024	\$59,682	Muenster	2024	\$72,306
Caldwell	2024	\$92,990	Palmview	2024	\$200,000
Calvert	2024	\$59,682	Primera	2024	\$123,953
Clyde	2021	\$43,310	Rancho Viejo	2023	\$55,000
El Campo	2024	\$206,588	Sabine County	2023	\$50,000
Hooks	2021	\$48,8fi	Teague	2021	\$49,999
Huntington	2023	\$10,000	Tioga	2024	\$72,306
Joshua	2023	\$8,750	Tye	2021	\$41,107
Kemp	2024	\$59,682	Wallis	2021	\$44,608

Figure 1: GrantWorks Planning Project Experience

2016 – 2020					
Alma	2017	\$24,041	Jim Hogg County	2017	\$29,000
Anson	2016	\$51,578	Kirbyville	2019	\$51,095
Aransas County	2019	\$34,250	Kountze	2017	\$47,955
Aransas Pass	2016	\$76,745	Littlefield	2018	\$71,305
Bedias	2019	\$42,041	Log Cabin	2019	\$33,858
Bee County	2017	\$29,000	Marlin	2020	\$65,780
Bellmead	2020	\$57,940	Meadow	2019	\$33,858
Blanco	2017	\$49,930	Milford	2017	\$33,858
Blueridge	2019	\$40,491	Natalia	2016	\$45,986
Brookshire	2018	\$63,396	New Summerfield	2018	\$38,412
Cameron	2019	\$80,775	Newton	2016	\$55,080
Carrizo Springs	2019	\$65,775	O'Donnell	2020	\$36,212
Crockett	2018	\$70,360	Pearsall	2020	\$106,966
Diboll	2017	\$53,316	Pecos City	2018	\$62,888
Dublin	2017	\$66,945	Pilot Point	2018	\$59,742
Duval County	2019	\$24,250	Ralls	2018	\$51,095
Fulton	2018	\$40,260	Rogers	2016	\$40,491
Garrison	2016	\$33,858	Rosebud	2020	\$40,611
Grand Saline	2020	\$55,986	San Felipe	2016	\$33,858
Grapeland	2018	\$54,795	Skellytown	2016	\$33,858
Gregory	2016	\$48,336	Tenaha	2019	\$40,491
Hale Center	2018	\$51,095	Thornton	2019	\$33,858
Hamilton	2016	\$57,978	Trinity	2020	\$51,359
Hempstead	2020	\$65,780	Wharton	2016	\$115,389
Hudspeth County	2017	\$50,250	Wolfe City	2019	\$43,676
Ivanhoe	2020	\$39,495			
2011 – 2015					
Agua Dulce	2011	\$34,194	Lexington	2015	\$40,491
Anthony	2013	\$54,930	Linden	2013	\$40,687
Asherton	2015	\$40,491	Lometa	2011	\$34,194
Atlanta	2011	\$77,000	Los Fresnos	2012	\$63,250
Balmorhea	2011	\$34,194	Madisonville	2013	\$65,664
Bayside	2011	\$28,199	Manor	2015	\$65,664
Benavides	2014	\$32,430	Marfa	2015	\$47,110
Bishop	2011	\$63,049	Marion	2013	\$40,491
Bremond	2015	\$33,281	Mart	2015	\$52,665

Figure 1: GrantWorks Planning Project Experience

2011 – 2015					
Bronte	2012	\$34,504	Menard	2012	\$51,992
Buckholts	2015	\$26,235	Murchison	2014	\$33,858
Caddo Mills	2012	\$42,642	Naples	2011	\$38,253
Cranfills Gap	2014	\$28,166	New Deal	2013	\$34,037
Crowell	2013	\$30,445	Newark	2012	\$33,814
Daisetta	2015	\$33,858	Normangee	2015	\$33,858
Dawson	2013	\$34,037	Odem	2011	\$62,566
De Kalb	2013	\$36,484	Oglesby	2013	\$28,166
De Leon	2014	\$51,072	Premont	2011	\$62,566
Driscoll	2013	\$33,858	Primera	2014	\$52,555
Elkhart	2014	\$40,491	Raymondville	2015	\$81,385
Emory	2015	\$42,486	Refugio	2013	\$51,658
Escobares	2012	\$35,821	Rice	2013	\$33,858
Farmersville	2015	\$66,945	Rising Star	2011	\$34,194
Garrett	2011	\$28,199	Robert Lee	2011	\$42,642
George West	2014	\$44,695	Runge	2011	\$42,642
Hubbard	2011	\$51,992	San Patricio County	2013	\$24,250
Huntington	2011	\$62,566	Seymour	2013	\$51,481
Jim Wells County	2015	\$29,000	Willacy County	2015	\$79,000
Josephine	2014	\$34,037	Woodsboro	2012	\$51,992
Kemp	2014	\$44,630	Yantis	2015	\$28,199
2006 – 2010					
Alto	2008	\$38,063	Hearne	2009	\$60,000
Amherst	2006	\$28,140	Henrietta	2006	\$59,500
Aurora	2007	\$31,815	Hitchcock	2007	\$59,400
Austwell	2007	\$21,630	Hughes Springs	2009	\$50,945
Avinger	2009	\$24,885	Ingram	2008	\$40,480
Berryville	2009	\$31,815	Iredell	2006	\$21,630
Big Wells	2009	\$31,815	Lone Oak	2009	\$31,815
Blooming Grove	2009	\$31,815	Lone Star	2009	\$48,730
Bogata	2009	\$39,875	Maud	2010	\$31,815
Bowie	2007	\$58,000	Memphis	2006	\$51,920
Boyd	2007	\$38,063	Moran	2006	\$21,630
Clarksville	2010	\$57,385	Nash	2010	\$49,300
Coahoma	2010	\$31,815	Olney	2010	\$57,385

Figure 1: GrantWorks Planning Project Experience

2006 – 2010					
Corrigan	2009	\$34,680	Orange Grove	2009	\$38,063
Cross Plains	2009	\$38,063	Palacios	2007	\$59,280
Daingerfield	2010	\$55,000	Pecos County	2009	\$125,000
Dell City	2007	\$23,205	Point Comfort	2008	\$30,240
Eagle Lake	2010	\$54,360	Scottsville	2009	\$29,625
El Cenizo	2008	\$40,825	Seadrift	2010	\$39,875
Falfurrias	2010	\$54,400	Sinton	2007	\$59,280
Florence	2009	\$41,688	Sudan	2009	\$37,875
Forsan	2009	\$24,045	Timpson	2010	\$41,108
Ganado	2010	\$50,945	Van	2006	\$51,920
Goldsmith	2008	\$24,885	Wallis	2009	\$39,875
Goldwaite	2009	\$50,945	West Tawakoni	2010	\$39,875
Goree	2008	\$23,205	Wolfe City	2006	\$44,440
Hackberry	2010	\$31,815	Woodville	2009	\$35,280
2001 – 2005					
Bandera	2002	\$13,915	Log Cabin	2004	\$23,800
Blanco	2005	\$36,025	Merkel	2004	\$44,800
Columbus	2005	\$56,580	Morton	2005	\$51,920
De Leon	2002	\$51,520	New Summerville	2005	\$28,140
Devine	2003	\$41,285	Rusk	2005	\$62,000
Elkhart	2002	\$27,830	Spur	2004	\$32,603
Emory	2003	\$31,050	Sterling City	2002	\$34,155
Farmersville	2003	\$44,505	Taft	2005	\$56,580
Freer	2004	\$52,890	Trinity	2005	\$51,920
George West	2002	\$41,860	Tulia	2003	\$38,800
Grand Saline	2003	\$47,200	Turkey	2005	\$21,630
Gregory	2003	\$40,400	Whiteface	2002	\$25,300
Littlefield	2004	\$28,100	Wink	2005	\$26,565
Lockney	2005	\$51,920			
Total					\$10,046,161

GrantWorks has also completed over 45 hazard mitigation plans and managed and administered over \$3.7 million in planning grants, as shown in **Figure 2**.

Figure 2: GrantWorks Hazard Mitigation Plans – 45 Projects, \$3.7 million

CLIENTS	PARTICIPATING JURISDICTIONS
MULTI-JURISDICTION HAZARD MITIGATION PLANS	
City of Alice (2016)	Jim Wells County
Anderson County (2022)	Cities of Elkhart, Frankston, and Palestine.
Bee County (2022)	City of Beeville and Coastal Bend College
Burleson County (2018)	Cities of Caldwell, Somerville, and Snook, Caldwell ISD, Somerville ISD, Snook ISD, and Municipal Utility District #1
Burnet County (2021)	Cities of Bertram, Burnet, Cottonwood Shores, Granite Shoals, Highland Haven, Marble Falls, and Meadowlakes
Cass County (2021)	Cities of Atlanta, Avinger, Bloomburg, Domino, Douglassville, Hughes Springs, Linden, Marietta, and Queen City
Town of Combes (2016)	City of Los Indios, Yoakum County Drainage District #3, Yoakum County Drainage District #5, Harlingen Irrigation District #1, and Adams Garden Irrigation District
Duval County (2017)	Cities of Benavides, Freer, and San Diego, Freer Water Control & Improvements District, San Diego Municipal Utility District, and Duval County Conservation & Reclamation District
Freestone County (2018)	Cities of Teague, Wortham, Fairfield, and Streetman
Goliad County (2016)	Cities of Goliad, Goliad Independent School District, and Goliad Water Supply Corporation
Gonzales County (2014)	Cities of Gonzales, Nixon, Waelder, and Smiley
Kerr County (2016)	Cities of Yoakum and Ingram, Hunt ISD, Center Point ISD, Yoakum ISD, Ingram ISD, Upper Guadalupe River Authority, Schreiner University, and Peterson Regional Hospital
Kerr County (2024)	Cities of Ingram and Kerrville, Kerrville Independent School District, Kerrville Public Utility Board, and Upper Guadalupe River Authority
Kleberg County (2018)	City of Kingsville
Kleberg County (2024)	City of Kingsville
Lamar County (2022)	Cities of Blossom, Deport, Paris, Reno, and Roxton
Lee County (2021)	Cities of Giddings and Lexington
Leon County (2016)	Cities of Buffalo, Centerville, Normangee, Leona, Jewett, Marquez, and Oakwood
Leon County (2023)	Cities of Buffalo, Centerville, Normangee, Leona, Jewett, Marquez, and Oakwood
Live Oak County (2016)	Cities of Three Rivers and George West
Madison County (2019)	Cities of Madisonville and Midway and North Zulch Municipal Utility District
Marion County (2022)	City of Jefferson
Medina County (2016)	Cities of La Coste, Castroville, Devine, Hondo, and Natalia
Panola County (2018)	Cities of Carthage, Beckville, and Gary
Pecos County (2016)	Cities of Fort Stockton and Iraan
Rains County (2022)	Cities of Emory, East Tawakoni, and Point, South Rains Water Supply Corporation, and Bright Star- Salem SUD

Figure 2: GrantWorks Hazard Mitigation Plans – 45 Projects, \$3.7 million

CLIENTS	PARTICIPATING JURISDICTIONS
Refugio County (2014)	Cities of Refugio, Woodsboro, Austwell, and Bayside, Refugio ISD, Woodsboro ISD, Austwell-Tivoli ISD, Water Control and Improvements District #1, and Drainage District #1
Robertson County (2016)	Cities of Bremond, Calvert, Franklin, and Hearne
Sabine County (2021)	Cities of Hemphill and Pineland
San Jacinto County (2017)	Cities of Coldspring, Point Blank, and Shepard
Shelby County (2022)	Cities of Joaquin, Tenaha, Timpson, Huxley, and Center
South Plains Association of Governments (SPAG) (2020)	Cities of Amherst, Earth, Littlefield, New Home, O'Donnell, Olton, Springlake, Sudan, Tahoka, and Wilson, Lamb County Healthcare Center, Littlefield ISD, Lynn County, Lynn County Hospital District, New Home ISD, O'Donnell ISD, Olton ISD, Springlake-Earth ISD, Sudan ISD, Tahoka ISD, and Wilson ISD.
Trinity County (2016)	Cities of Groveton and Trinity
Willacy County (2015)	Cities of Lyford and Raymondville
Willacy County (2022)	Cities of Lyford and Raymondville, Delta Lake Irrigation District, and Willacy County Drainage District
SINGLE JURISDICTION HAZARD MITIGATION PLANS	
Brooks County (2015)	Single Jurisdiction Plan
Calhoun County ISD (2018)	Single Jurisdiction Plan
City of Carl's Corner (2022)	Single Jurisdiction Plan
City of Falfurrias (2014)	Single Jurisdiction Plan
City of Texas City (2019)	Single Jurisdiction Plan
Kenedy County (2025)	Single Jurisdiction Plan
City of Premont (2024)	Single Jurisdiction Plan

1.3 Related Experience/Background with GLO CDBG-DR, CDBG-MIT, and Other Grant Experience with Various Agencies

Over the years, hundreds of local governments have selected GrantWorks as their CDBG, CDBG-DR, and CDBG-MIT Grant Administrator. We have also provided state-level direct administration and monitoring services. In addition to managing more than 2,250 CDBG projects since our founding, GrantWorks has applied for and managed over 210 CDBG-DR grants for similar projects through GLO since 2009, as shown in **Figures 3** through **7**. Project types include management of buyouts and acquisitions, as well as infrastructure projects, such as the scope of work outlined in the City's RFP.

Figure 3: 2018 South Texas Floods, 2019 Lower Rio Grande Valley Floods, and Tropical Storm Imelda CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Alamo	Duranta Avenue Flood Improvements	\$973,285
Alton	Flood & Drainage Facilities	\$1,000,000
Combes	Sewer System Improvements	\$1,000,000
	Sewer System Lift Station Improvements	\$1,000,000

Figure 3: 2018 South Texas Floods, 2019 Lower Rio Grande Valley Floods, and Tropical Storm Imelda CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Donna	Sewer Improvements - Lift Station Backup Pumps	\$1,000,000
La Feria	Flood & Drainage Facilities	\$1,000,000
	Flood & Drainage Facilities	\$1,000,000
Laguna Vista	Flood & Drainage Facilities	\$975,174
Mission	La Cuchilla Flood & Drainage Facilities Improvements	\$997,237
	Flood & Drainage Facilities Improvements	\$999,162
Palmview	Drainage Improvements	\$540,476
	Flood & Drainage Facilities Improvement	\$606,986
Pasadena	Wastewater Treatment Plant Improvements	\$1,000,000
Primera	Sewer System Improvements	\$1,000,000
Raymondville	Flood & Drainage Improvements	\$1,000,000
	Flood & Drainage Improvements	\$1,000,000
Rio Hondo	Drainage Improvements	\$1,000,000
	Drainage Improvements	\$1,000,000
Willacy County	Sebastian Flood & Drainage Improvements	\$1,000,000
	San Perlita: Flood and Drainage Improvements	\$1,000,000

Figure 4: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Alvin	Public Facilities Generators	\$1,012,332
Anderson	Flood & Drainage Improvements	\$167,101
Angleton	Sewer Improvements	\$154,439
Aransas County	Street/Flood & Drainage/Public Facilities Improvements/ Planning Study	\$53,860,274
Aransas Pass	Flood & Drainage Improvements & Sewer Improvements	\$10,696,302
Austin County	Infrastructure Improvements	\$4,301,175
Austin County Buyout	Local Voluntary Buyout Program	\$1,655,654
Bay City	Flood & Drainage Improvements	\$287,006
Bayside	Street Improvements	\$720,132
Bedias	Flood & Drainage Improvements	\$167,101
Bee County	Water & Sewer Facilities Improvements	\$100,645
Brazoria County	Flood & Drainage Improvements	\$10,931,586
Brookshire	Flood & Drainage Improvements/Street Improvements	\$252,637
Brookside Village	Street Improvements	\$999,834
Colorado County	Flood & Drainage Improvements	\$1,527,327

Figure 4: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Columbus	Flood & Drainage Improvements	\$310,663
Danbury	Sewer Facilities Improvements	\$178,095
Eagle Lake	Sewer Improvements	\$220,089
East Bernard	Street Improvements	\$157,563
Edna	Sewer Improvements	\$730,897
Fayette County Buyout	Local Voluntary Buyout Program	\$8,913,618
Fayette County	Water Line Improvements	\$942,778
Fort Bend County	Flood & Drainage Improvements	\$17,417,192
Freeport	Sewer Improvements	\$193,271
Fulton	Street Improvements & Flood & Drainage Improvements	\$4,759,465
Galveston County	Drainage Improvements	\$3,399,435
Ganado	Sewer Generators	\$418,493
Goliad	Street Improvements	\$477,108
Grimes County	Flood & Drainage Improvements	\$334,202
Grimes County Buyout	Local Voluntary Buyout Program	\$1,512,129
Hempstead	Sewer Generators/Water Generators	\$421,314
Hitchcock	Sewer Improvements & Flood & Drainage Improvements	\$1,463,149
Holiday Lakes	Flood & Drainage Improvements	\$599,008
Ingleside	Flood & Drainage Improvements	\$1,954,326
Ingleside Buyout	Local Voluntary Buyout Program	\$1,215,968
Iola	Flood & Drainage Improvements	\$167,101
Iowa Colony	Flood & Drainage Improvements	\$131,675
Jackson County	Flood & Drainage Improvements	\$840,270
Jasper Buyout	Local Voluntary Buyout Program	\$1,000,000
Jasper County Buyout	Local Voluntary Buyout Program	\$6,820,960
Jones Creek	Flood & Drainage Improvements	\$200,859
Kirbyville	Sewer Improvements	\$102,597
La Marque	Flood & Drainage Facilities	\$1,447,527
La Ward	Water & Sewer Improvements	\$297,827
Liberty County	Flood & Drainage Improvements	\$4,921,503
Liberty County Buyout	Local Voluntary Buyout Program	\$6,743,065
Liverpool	Street Improvements	\$191,486
Matagorda County	Flood, Drainage, Water & Sewer Improvements	\$6,948,605

Figure 4: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Mathis	Sewer Improvements	\$100,000
Milam County	Flood & Drainage Improvements/Bridge Improvements	\$510,000
Milam County Buyout	Local Voluntary Buyout Program	\$1,325,839
Palacios	Water Improvements/Street Improvements	\$1,414,860
Patton Village	Street Improvements	\$473,136
Point Comfort	Water Improvements/Street Improvements/Flood & Drainage Improvements	\$1,031,252
Polk County Buyout	Local Voluntary Buyout Program	\$4,746,977
Port Lavaca	Street & Drainage Improvements	\$5,113,395
Portland	Hunt Airport Outfall Project	\$2,540,072
Refugio	Flood & Drainage, Street, Water, & Sewer Improvements	\$8,419,112
Refugio County	Infrastructure Improvements	\$11,957,845
Richwood	Sewer Improvements	\$602,578
Rockport	Street & Drainage Improvements	\$8,320,696
Rosenberg	Sewer Improvements	\$298,611
Santa Fe	Street Improvements/Flood & Drainage Improvements	\$1,389,501
San Jacinto County Buyout	Local Voluntary Buyout Program	\$11,807,489
San Patricio County	Flood & Drainage Improvements	\$2,037,215
Seadrift	Infrastructure Improvements	\$1,536,581
Sinton	Sewer Improvements	\$475,228
Somerville	Flood & Drainage Improvements	\$167,101
Texas City	Flood & Drainage Improvements	\$2,211,686
Texas City Buyout	Local Voluntary Buyout Program	\$2,270,138
Todd Mission	Flood & Drainage Improvements/Street Improvements	\$167,101
Victoria	Flood & Drainage Improvements	\$6,056,722
Victoria Buyout	Local Voluntary Buyout Program	\$2,441,508
Victoria County	Flood & Drainage Improvements	\$3,515,651
Victoria County Buyout	Local Voluntary Buyout Program	\$2,545,545
Walker County	Street Improvements/Flood & Drainage Improvements	\$4,445,805
Waller County Buyout	Local Voluntary Buyout Program	\$2,244,015
Waller County	Street Improvements	\$4,036,599
Wallis	Sewer Improvements/Fire Station Improvements	\$427,602
West Columbia	Sewer Improvements	\$159,795
Wharton	Flood & Drainage Improvements	\$1,650,172

Figure 4: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Wharton Buyout	Local Voluntary Buyout Program	\$1,693,784
Wharton County	Flood & Drainage Improvements	\$2,028,234
Wharton County Buyout	Local Voluntary Buyout Program	\$2,243,565
Woodloch	Sewer Improvements	\$249,958
Woodsboro	Street Improvements	\$1,245,322
Yorktown	Flood & Drainage Improvements	\$793,105

Note: Some Harvey CDBG-DR projects are pending final approval by GLO.

Figure 5: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Arcola	Flood and Drainage Facilities Improvements	\$643,405
Brazoria County	Debris Removal, Drainage Improvements & Road Improvements	\$15,291,481
Brazoria County	Non-Rental Housing Repair, Reconstruction, Elevation & New Construction	\$1,699,053
Clifton	Sewer Facilities	\$2,000,000
Corsicana	Flood & Drainage Facilities Improvements	\$1,000,000
Corsicana	Flood & Drainage Facilities Improvements	\$1,000,000
Corsicana	Multifamily Rental Rehabilitation, Reconstruction, New Construction	\$2,000,000
Cross Plains	Affordable Multi-Family Rental Units	\$2,000,000
Dawson	Flood & Drainage Facilities	\$996,500
Grimes County	Street Improvements	\$866,457
Grimes County	Drainage Improvements	\$2,000,000
Hubbard	Sewer Facilities Improvements	\$691,500
Hubbard	Multi-Family Housing	\$1,389,089
Jewett	Infrastructure Improvements	\$581,284
Jim Wells County	Flood & Drainage Facilities	\$890,500
Jim Wells County	Flood & Drainage Facilities	\$745,000
Kendleton	Flood & Drainage Facilities	\$702,296
Linden	Flood & Drainage Facilities	\$2,000,000
Madison County	Drainage Improvements	\$2,000,000
Madisonville	Multi-Family Housing	\$2,000,000
Navasota	Flood & Drainage Facilities	\$2,000,000
Navasota	Flood & Drainage Facilities	\$999,000

Figure 5: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Normangee	Flood & Drainage Facilities	\$331,500
Orange Grove	Flood & Drainage Facilities	\$672,000
Patton Village	Street Improvements	\$1,920,000
Patton Village	Flood & Drainage Improvements	\$19,000,000
Premont	Flood & Drainage Facilities	\$510,790
Raymondville	Flood & Drainage Facilities	\$992,850
Rosenberg	Sewer Facilities	\$712,525
Rice	Street Improvements	\$357,000
Rice	Street Improvements	\$249,500
San Felipe	Flood & Drainage Facilities	\$2,000,000
Somerville	Street Improvements	\$580,000
Stagecoach	Street Improvements/Flood & Drainage Improvements	\$1,440,000
Wallis	Flood & Drainage Facilities	\$2,000,000
Wharton (City)	Single-Family Homeowner Assistance Program	\$2,000,000
Willacy County	Flood & Drainage Improvements	\$995,500

Figure 6: Hurricane Ike/Dolly Round 2.2 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Alvin	Water Facilities Improvements	\$2,902,609
Bayou Vista	Sewer System, Street & Drainage Improvements	\$2,101,656
Brazoria	Sewer System Improvements	\$190,169
Brazoria County	Infrastructure Improvements	\$132,716
Clarksville City	Infrastructure Improvements	\$351,329
Clute	Infrastructure Improvements	\$1,701,336
Escobares	Street Improvements	\$83,934
Falfurrias	Flood & Drainage Improvements	\$826,250
Galveston	Infrastructure Improvements	\$87,854,043
Galveston Housing Authority	Multi-Family Housing Development	\$88,968,923
Galveston Housing Authority	Scattered Site Single-Family Units	\$31,773,325
Hempstead	Infrastructure Improvements	\$167,888
Hitchcock	Sewer Facilities Improvements	\$8,251,346
Houston	Infrastructure Improvements	\$21,814,141
Hughes Springs	Sewer Facilities Improvements	\$94,755
Kenedy County	Flood & Drainage Improvements	\$1,000,000

Figure 6: Hurricane Ike/Dolly Round 2.2 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Kleberg County	Street & Drainage Improvements	\$1,000,000
La Porte	Flood & Drainage Improvements	\$4,739,052
Madison County	Infrastructure Improvements	\$706,850
Matagorda County	Street Improvements	\$651,315
Milam County	Shelter Improvements	\$209,033
San Patricio County	Flood & Damage Facilities Improvements	\$1,000,000
Santa Fe	Sewer Facilities Improvements	\$3,082,420
Sweeny	Water & Sewer Line Improvements	\$200,290
Texas City	Flood & Drainage Facilities Improvements	\$4,425,720
Trinity	Infrastructure Improvements	\$1,090,204
Waller County	Infrastructure Improvements	\$619,996
Wallis	Infrastructure Improvements	\$766,930
West Columbia	Infrastructure Improvements	\$263,899

Figure 7: Hurricane Ike/Dolly Round 2.1 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Angleton	Sewer Facilities Improvements	\$519,670
Aransas Pass	Flood & Drainage Facilities Improvements	\$259,331
Bayou Vista	Sewer System/Street & Drainage Improvements	\$2,101,656
Brazoria County	Community Shelter/Water & Sewer System Improvements	\$8,704,745
Brooks County	Flood & Drainage Improvements	\$1,006,500
Elkhart	Water Facilities Improvements/Flood & Drainage Facilities Improvements	\$610,943
Freeport	Sewer Facilities Improvements	\$554,001
Galveston	Infrastructure Improvements	\$131,000,000
Hitchcock	Water & Sewer System Improvements	\$2,888,164
Jamaica Beach	Water System, Road & Drainage Improvements	\$2,195,385
Jim Wells County	Water System Improvements	\$252,270
Kleberg County	Street & Drainage Improvements	\$185,117
Leona	Water System Improvements	\$124,470
Madison County	Sewer System, Community Center/Shelter, & Specially Authorized Public Facility Improvements	\$816,416
Matagorda County	Water System Improvements	\$491,165
Milam County	Shelter Improvements	\$250,000

Figure 7: Hurricane Ike/Dolly Round 2.1 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Navasota	Sewer Facilities Improvements	\$478,042
San Patricio County	Drainage Improvements	\$422,234
Santa Fe	Water & Sewer Improvements	\$2,738,741
Texas City	Water, Sewer & Drainage Improvements	\$4,614,680
Tiki Island	Water System Improvements & Community Shelter Construction	\$1,722,664
Trinity	Water & Sewer System Improvements	\$419,950
Waller County	Water Facility Improvements	\$130,279

Additionally, GrantWorks has experience with project delivery services for CDBG-MIT, as illustrated in **Figure 8**. We are currently working on 83 CDBG-MIT projects with a total grant amount of \$586 million.

Figure 8: The GrantWorks Team's Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
2015 State Flood Mitigation			
La Marque	2015	Inflow/Infiltration Manhole & Sewer Line Rehab	\$7,493,145
Raymondville	2015	Expressway Lateral Flood & Drainage Improvements	\$10,000,000
2016 HUD Flood Mitigation			
Clute	2016	Flood & Drainage Improvements	\$19,762,840
Freeport	2016	Sewer Improvements	\$5,931,626
Jacinto City	2016	Drainage Project	\$5,319,718
Kingsville	2016	Citywide Sewer System Improvements	\$7,293,111
Sweeny	2016	Sewer System Improvements	\$5,398,293
2016 State Flood Mitigation			
Brazoria	2016	Citywide Sewer System Improvements	\$3,176,375
Elgin	2016	Flood & Drainage Improvements	\$4,899,840
Tenaha	2016	Sewer System Improvements	\$3,875,691
Trinity	2016	Citywide Water System Improvements	\$4,028,986
HUD Harvey Round 1 Mitigation			
Brazoria	2017	Flood and Drainage Improvements	\$4,311,537
Daisetta	2017	Citywide Sewer Collection System	\$3,366,142
Freeport	2017	Citywide Wastewater & Sanitary Sewer Improvements	\$5,991,468
Hitchcock	2017	Drainage System Improvements	\$3,598,315
Jacinto City	2017	Wastewater Treatment Plant Improvements	\$5,319,718
Kirbyville	2017	Waterline System Improvements	\$3,356,625
La Marque	2017	Drainage System Improvements	\$48,904,004
Mathis	2017	Sewer System Improvements	\$22,830,172

Figure 8: The GrantWorks Team's Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
Oyster Creek	2017	Oyster Creek Improvements	\$5,291,898
Refugio	2017	Drainage System Improvements	\$12,112,636
Refugio County	2017	Drainage System Improvements	\$6,910,131
Rosenberg	2017	Water System Improvements	\$47,585,956
Texas City	2017	Water System Improvements	\$14,965,447
State Harvey Round 1 Mitigation			
Bedias	2021	Drainage & Wastewater System Improvements	\$3,965,736
Beeville	2021	Drainage System Improvements	\$3,844,490
Buckholts	2021	Drainage System Improvements	\$4,479,940
Caldwell	2021	Drainage System Improvements	\$5,094,852
Elgin	2021	Drainage System Improvements	\$10,940,981
Ganado	2021	Drainage System Improvements	\$7,190,981
Goliad	2021	Wastewater System Improvements	\$9,353,554
Hempstead	2021	Drainage Improvements	\$9,395,324
Jim Wells County	2021	Drainage System Improvements	\$9,650,296
Kingsville	2021	Drainage System Improvements	\$36,311,929
Kleberg County	2021	Drainage System Improvements	\$10,000,000
La Ward	2021	Drainage, Sewer, & Water System Improvements	\$3,280,106
Madisonville	2021	Sewer & Wastewater System Improvements	\$6,525,000
Marion	2021	Drainage, Water, & Wastewater System Improvements	\$9,946,174
Matagorda County	2021	Drainage, Water, & Wastewater System Improvements	\$3,111,101
Milano	2021	Drainage System Improvements	\$4,317,323
Palacios	2021	Drainage, Water, & Wastewater System Improvements	\$5,014,832
Pineland	2021	Drainage & Sewer System Improvements	\$3,080,000
Premont	2021	Drainage System Improvements	\$13,115,995
San Augustine	2021	Roads, Drainage, & Water Infrastructure Improvements	\$3,472,500
San Felipe	2021	Drainage System Improvements	\$3,209,122
Snook	2021	Drainage System Improvements	\$4,150,000
Wallis	2021	Drainage System Improvements	\$5,748,125
Yorktown	2021	Drainage System Improvements	\$6,183,237
HMGP Supplemental			
Richmond	2021	Flood & Drainage Facilities/Sewer Facilities	\$7,647,605
Texas City	2021	Flood & Drainage Improvements	\$17,874,592
HUD/State Most Impacted & Distressed (MID) Mitigation Method of Distribution (MOD)			
Aransas Pass	2022	Flood & Drainage Facilities Improvements	\$5,086,700

Figure 8: The GrantWorks Team’s Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
Austin County	2022	Street & Flood & Drainage Improvements	\$6,750,100
Bedias	2022	Flood & Drainage Improvements	\$1,217,700
Beeville	2022	Water Facilities Improvements	\$2,663,500
Bremond	2022	Sewer & Water Facilities Improvements	\$500,000
Brookshire	2022	Drainage Improvements	\$1,310,000
Centerville	2022	Sewer Improvements	\$500,000
Corrigan	2022	Water Improvements	\$561,000
Franklin	2022	Street Improvements	\$500,000
Freeport	2022	Water Improvements	\$1,838,000
Friendswood	2022	Street & Water Facilities Improvements	\$4,636,100
Grimes County	2022	Street, Flood & Drainage Improvements	\$996,700
Hearne	2022	Water Facilities Improvements	\$500,000
Hemphill	2022	Street Improvements	\$924,000
Hitchcock	2022	Wastewater Treatment Plant Improvements	\$3,864,200
Ingleside	2022	Flood & Drainage Facilities	\$5,355,500
League City	2022	Flood & Drainage Facilities & Planning	\$15,561,500
Leon County	2022	Street Improvements	\$500,000
Liberty County	2022	Countywide Master Drainage Plan	\$21,274,200
Madisonville	2022	Street Improvements	\$1,041,400
Mathis	2022	Sewer & Water Facilities Improvements	\$3,330,600
Midway	2022	Public & Water/Flood & Drainage Facilities Improvements	\$982,800
Palacios	2022	Flood & Drainage Facilities Improvements	\$1,384,700
Pineland	2022	Street & Drainage Improvements	\$500,000
Plantersville	2022	Street Improvements	\$500,000
Portland	2022	Flood & Drainage Improvements	\$2,269,600
Refugio	2022	Street, Flood & Drainage Improvements	\$2,813,300
Robertson County	2022	Street Improvements	\$500,000
Somerville	2022	Sewer Improvements	\$1,063,500
Texas City	2022	Flood, Drainage & Public Facilities Improvements	\$8,012,700
Waller County	2022	Water Plant Improvements	\$2,041,703
Waller County	2022	Flood & Drainage Improvements	\$6,732,697
Wharton County	2022	East Bernard, Blue Creek & Boling Drainage Improvements	\$11,758,500

1.4 Related Experience/Background with Texas CDBG Projects

GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program since the program's inception, providing both application and grant administration services to hundreds of communities throughout Texas. GrantWorks has completed over 1,500 Community Development Block Grant projects in more than 720 cities and counties across Texas. We have provided administration, management, and planning services for the following types of TxCDBG-funded programs.

Texas Department of Agriculture

► **Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program:**

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

1.5 Familiarity with this Region of the State

GrantWorks is familiar with the City of Tool and the East Texas Council of Governments (ETCOG) Region. **Figure 9** shows recent local project experience.

Figure 9: Our Relevant ETCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Alba	2022	CD	Street Improvements	\$350,000
Alto	2023	DRP	Sidewalk & Street Improvements	\$500,000
Anderson County	2021	CD	Street Improvements	\$350,000
	2015	CD	Water Improvements	\$275,000
	2014	HMGP	Warning Siren	\$47,984
Arp	2021	CD	Sewer Line Improvements	\$350,000
Athens	2019	CD	Sewer Improvements	\$275,000
Berryville	2014	CD	Water & Street Improvements	\$275,000
	2009	PCB	Planning Studies	\$30,300
	2008	CD	Water System Improvements	\$250,000
Big Sandy	2022	CD	Water & Sewer Improvements	\$350,000
	2015	CEF	Public Facilities	\$350,000
Camp County	2022	CD	Water & Sewer Improvements	\$350,000
	2016	CD	Water Improvements	\$275,000
Caney City	2021	CD	Street Improvements	\$350,000
	2015	CD	Street Improvements	\$275,000
	2009	CD	Street Improvements	\$250,000
Clarksville	2023	ARPA	Administrative Services	\$761,951

Figure 9: Our Relevant ETCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2015	CD	Water Improvements	\$275,000
	2013	DRP	Infrastructure Improvements	\$750,000
	2012	DRP	Main Street Improvements	\$150,000
	2010	CD	Water System Improvements	\$275,000
	2010	PCB	Planning Studies	\$49,900
	2009	PA	Street & Drainage Repairs	\$350,000
	2008	DRP	Main Street Improvements	\$150,000
Coffee City	2016	CD	Street Improvements	\$275,000
	2010	CD	Community Center Construction	\$250,000
Cuney	2021	CD	Wastewater Treatment Plant Improvements	\$350,000
East Mountain	2021	ARPA	Administrative Services	\$213,344
Edgewood Village	2022	CD	Water & Sewer Improvements	\$350,000
Elkhart	2014	PCB	Planning Studies	\$36,810
	2013	CD	Water Improvements	\$275,000
	2012	DRP	Downtown Improvements	\$150,000
	2008	PA	Drainage & Water System Improvements	\$610,943
	2007	CD	Water System Improvements	\$250,000
	2001	CD	Sewer System Improvements	\$250,000
Emory	2021	ARPA	Administrative Services	\$335,254
	2020	CD	First-Time Sewer Service	\$150,774
	2015	PCB	Planning Studies	\$36,810
	2015	DRP	Downtown Revitalization	\$150,000
	2013	CD	Street Improvements	\$275,000
	2007	CD	Sewer System Improvements	\$250,000
	2006	CD	Water & Sewer System Improvements	\$350,000
Frankston	2023	CD	Water Treatment Plant Improvements	\$500,000
	2022	ARPA	Administrative Services	\$217,500
Fruitvale	2023	CD	Street Improvements	\$500,000
	2021	ARPA	Administrative Services	\$45,068
Grand Saline	2025	CD	City Improvements	\$500,000
	2020	PCB	Planning Studies	\$44,659
	2020	MS	Sidewalk & Sewer System Improvements	\$500,000
	2004	CD	Water System Improvements	\$250,000
Gregg County	2020	CTIF	Road & Bridge Improvements	\$637,012
	2018	CD	Water Improvements	\$275,000
Gun Barrell City	2020	CD	Street Improvements	\$275,000

Figure 9: Our Relevant ETCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2021	ARPA	Administrative Services	\$1,538,255
Hallsville	2021	ARPA	Administrative Services	\$1,064,488
	2018	CD	Street Improvements	\$275,000
Henderson County	2021	CD	Water Improvements	\$350,000
Kilgore	2023	CD	Sewer Improvements	\$500,000
	2022	DRP	Sidewalk Improvements & ADA Ramps	\$500,000
Lakeport	2020	CD	Street Improvements	\$274,962
Log Cabin	2022	CD	Water Improvements	\$350,000
	2021	ARPA	Administrative Services	\$191,290
	2019	PCB	Planning Studies	\$30,780
	2016	CD	Street Improvements	\$275,000
	2011	CD	Water & Sewer System Improvements	\$275,000
	2005	CD	Water System Improvements	\$250,000
	2004	CD	Sewer System Improvements	\$250,000
Marion County	2017	CD	Water Improvements	\$275,000
Murchison	2018	CD	Sewer System Improvements	\$275,000
	2014	PCB	Planning Studies	\$30,780
	2009	CD	Sewer System Improvements	\$250,000
New London	2023	CD	Lift Station Rehabilitation	\$500,000
	2016	CD	Water Improvements	\$275,000
	2010	CD	Sewer System Improvements	\$250,000
	2003	CD	Water System Improvements	\$250,000
New Summerfield	2021	ARPA	Administrative Services	\$289,909
	2018	PCB	Planning Studies	\$34,920
	2018	CD	Water System Improvements	\$275,000
	2005	PCB	Planning Studies	\$26,800
	2002	CD	Water System Improvements	\$250,000
Ore City	2017	CD	Water Improvements	\$275,000
Overton	2022	ARPA	Administrative Services	\$620,028
	2001	CD	Water System Improvements	\$250,000
Panola County	2016	CD	Water Improvements & Single-Unit Water Rehabilitation	\$275,000
Rains County	2022	HMGP	Hazard Mitigation Plan Update	\$49,999
	2021	ARPA	Administrative Services	\$2,430,698
	2018	CD	Senior Center Improvements	\$275,000
	2010	CD	Water System Improvements	\$250,000

Figure 9: Our Relevant ETCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2004	CD	Water System Improvements	\$250,000
	2000	CD	Housing Rehabilitation	\$250,000
Reklaw	2022	ARPA	Administrative Services	\$97,875
	2020	CD	Water Improvements	\$275,000
	2020	FAST	Equipment Procurement	\$500,000
	2010	CD	Water System Improvements	\$250,000
Rusk County	2022	HMGP	Hazard Mitigation Management Services	\$700,582
	2021	ARPA	Administrative Services	\$10,567,728
	2020	CD	Water Improvements	\$275,000
	2010	CD	Water Distribution	\$250,000
Scottsville	2016	CD	Water Improvements	\$275,000
	2009	TWDB	Water System Improvements	\$250,000
	2009	PCB	Planning Studies	\$23,700
Smith County	2021	ARPA	Administrative Services	\$45,209,153
	2017	CD	Water Improvements	\$275,000
	2017	FAST	Water System Improvements	\$166,883
	2016	FAST	Water Improvements	\$349,830
	2012	FAST	Water System Improvements	\$63,405
	2011	CD	Water System Improvements	\$275,000
	2005	CD	Water System Improvements	\$75,188
	2004	FAST	First-Time Water Service	\$278,980
Van	2016	DR	Disaster Relief	\$350,000
	2014	CD	Water Improvements	\$275,000
	2007	CD	Sewer System Improvements	\$250,000
	2006	CD	Water System Improvements	\$250,000
	2006	PCB	Planning Studies	\$47,200
Van Zandt County	2021	ARPA	Administrative Services	\$10,991,944
	2020	CD	Water Improvements	\$275,000
	2013	CD	Water Improvements	\$275,000
	2010	FAST	Water Distribution Line Replacement	\$350,000
	2008	CD	Water Well & Transmission Line	\$250,000
Waskom	2015	CEF	Public Facilities	\$350,000
	20145	CD	Sewer System Improvements	\$274,900
	2009	CD	Water System Improvements	\$250,000
	2008	PA	Water System Improvements	\$207,369
	2003	CD	Water System Improvements	\$250,000

Figure 9: Our Relevant ETCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Winnsboro	2019	CD	Street Improvements	\$274,890
Winona	2023	CD	Street Improvements	\$500,000
Wood County	2021	ARPA	Administrative Services	\$8,845,417
	2020	CD	Infrastructure Improvements	\$275,000
	2014	FAST	Water Improvements	\$349,850
	2014	CD	Water System Improvements	\$275,000
	2011	FAST	Water System Improvements	\$333,600
	2007	CD	Water Facilities Improvements	\$250,000
	2005	FAST	First-time Water Services	\$198,180
	2003	FAST	First-time Water Services	\$148,000
Yantis	2019	CD	Sewer Improvements	\$274,131
	2015	PCB	Planning Studies	\$25,635
	2014	CD	Sewer System Improvements	\$275,000
	2008	CD	Water System Improvements	\$250,000

1.6 References from Current/Past Clients

We take pride in our performance, helping to implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references from our current and past clients in **Figure 10**.

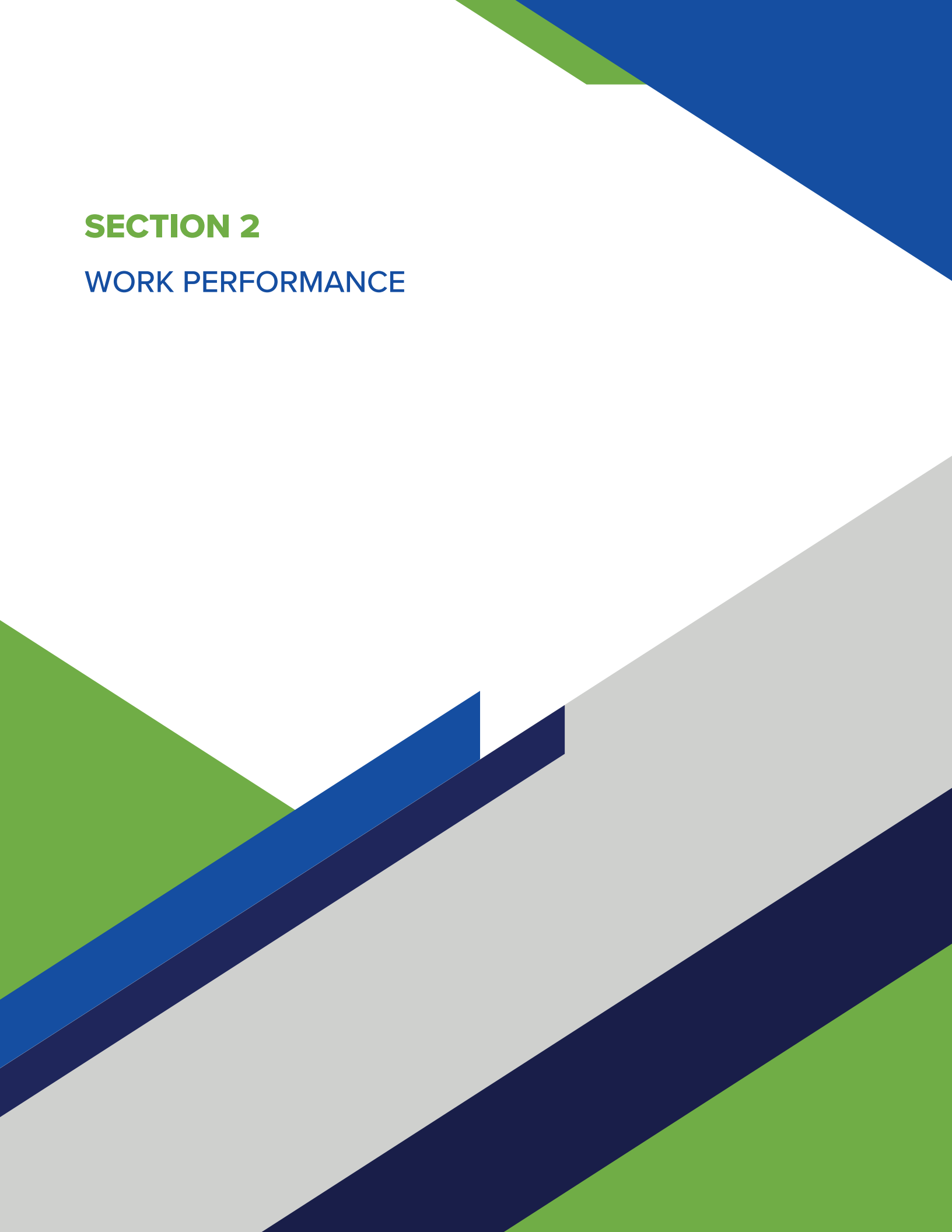
Figure 10: GrantWorks References from Current/Past Clients

CITY	ACTIVITIES COMPLETED	IMPLEMENTATION SUCCESSES	REFERENCE
Atlanta	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and Drainage, CIP, Economic Development, Zoning, and Subdivision Ordinance review	Ongoing water, sewer, and drainage system improvements	Danica Porter City Manager 903-796-2192
Nash	Base Mapping, Public Participation Program, Population, Land Use Analysis, Utilities, Streets and Drainage, Capital Improvement Program (CIP), Economic Development, Parks and Open Space, Thoroughfare Planning, Zoning, and Subdivision Ordinance revisions related to the Texarkana area's metropolitan growth.	Updated zoning ordinance, created the website, and ongoing water, sewer, and drainage system improvements.	Doug Bowers City Administrator 903-838-0751
Wharton	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and	Ongoing water, sewer, and drainage system improvements and single-	Joseph Pace City Manager

Figure 10: GrantWorks References from Current/Past Clients

CITY	ACTIVITIES COMPLETED	IMPLEMENTATION SUCCESSES	REFERENCE
	Drainage, CBD, ED, Parks, Thoroughfares, and CIP/Finance	family and multifamily housing improvements	979-532-2491
Los Fresnos	Base and Utility Mapping, Land Use Analysis, Recreation Plan, Thoroughfares, Growth Scenarios, CIP/Finance, Public Participation, Zoning, and Subdivision Ordinance Revisions	As a result of the recreational study, the City continues to implement recreational improvements, recently acquiring a new park for use as a nature preserve with a hike and bike trail.	Mark Milum City Manager 956-233-5768
Combes	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and Drainage, CIP/Finance, Economic Development, Parks and Open Space, Thoroughfares, Public Facilities, and Zoning Ordinance writing	Ongoing water, sewer, and drainage system improvements, and single-family and multifamily housing improvements,	Aida Gutierrez Town Administrator 956-425-7131





SECTION 2

WORK PERFORMANCE

SECTION 2 – WORK PERFORMANCE

2.1 Facilitates Completion of Activities on Schedule

Our experience provides us with an unrivaled ability to predict and mitigate delays early in the project, chart critical paths to achieve timely completion, and understand the importance of adhering to the path (**Figure 11**). Our Project Managers use several powerful strategies to keep projects on schedule. Below, we have captured some of the most impactful strategies.

- ▶ At the start of each project, our planners meet with the City and other stakeholders to discuss potential alternative project activities.
- ▶ We quickly identify any challenges to avoid delays caused by unforeseen amendments or acquisitions.
- ▶ At each project step, we collaborate with stakeholders to meet the scheduled milestones and ensure that procedures comply with all federal and state requirements.
- ▶ Working closely with local governments and other parties ensures that projects conform to project performance statements and schedules.

Figure 11: GrantWorks Strategies for Keeping Projects on Track.

OUR PROJECT MANAGEMENT APPROACH USES SEVERAL POWERFUL STRATEGIES TO KEEP PROJECTS ON TRACK. SOME OF THE MOST IMPACTFUL STRATEGIES ARE:	
Experienced Program/Project Managers:	Keeping projects on schedule starts at the top. Leaders can make or break success. Thus, selecting the best manager for your project is the key to success. Our experienced project managers can simplify the tasks required to deliver projects on schedule, making it easier for our project teams to understand and execute them.
Understand the Project Plan:	Our project managers take the time needed to develop robust project plans. They also coordinate with all relevant parties (i.e., City/County staff, engineers, and state agencies), incorporate input, ask questions, and consider potential issues.
Communication:	Communication is an essential attribute for keeping projects on track. The project will stay on track if all team members, supporters, sponsors, and clients are aligned. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all stakeholders informed and updated on project progress. We take minutes at all meetings and record them in the project's documentation.
Focus on the Critical Path:	GrantWorks understands that the keys to success lie in focusing on the critical path. We focus on tasks integral to project progression, produce excellent results, and satisfy the contractual requirements of the funding agency and the client's needs.
Follow up with Task Owners:	Following up with task owners ensures success. Our project managers check in with task owners to remind them of upcoming tasks, particularly those on the critical path. They do a quick check-in to ensure the owner is prepared to start on time and has all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.
Embrace Project Supporters:	Project supporters are an often-overlooked asset. We identify supporters and keep them informed, ensuring they understand how to contribute to the project's success. Providing this information makes it easy for them to support the project.
Celebrate Successes:	An essential part of any project is celebrating small wins along the way. GrantWorks does not wait until a project is completed to celebrate success. We examine key performance indicators to determine if the project is progressing in the right direction. This enables us to

Figure 11: GrantWorks Strategies for Keeping Projects on Track.

OUR PROJECT MANAGEMENT APPROACH USES SEVERAL POWERFUL STRATEGIES TO KEEP PROJECTS ON TRACK. SOME OF THE MOST IMPACTFUL STRATEGIES ARE:	
	track the project’s progress and acknowledge the team’s contributions throughout the engagement.
Monitor Metrics:	GrantWorks does not wait until the end to evaluate project success. We identify milestones, track critical path milestones, and monitor progress toward achieving these milestones. We develop interim checkpoints to monitor progress along the way and adjust the schedule as needed.

2.2 Capacity to Complete Number and Quality Maps

GrantWorks offers city mapping and Geographic Information System (GIS) capabilities. GrantWorks’ GIS mapping capabilities allow us to analyze hazards and maps and develop mitigation actions using GIS software. We conduct on-site fieldwork in your community, digitize and update existing paper maps, and create databases that consolidate all the City’s spatial information into a single system. We can easily convert GIS maps and databases into AutoCAD format for the City’s engineers. GrantWorks will work with the City to determine the number and quality of maps needed.

2.3 Capacity to Schedule, Coordinate, and Facilitate Workshop Meetings

A critical aspect of any project is public input and, more importantly, public acceptance of the project’s goals and approaches. GrantWorks can schedule, coordinate, and facilitate workshop meetings to discuss community needs and determine goals and objectives during the planning process. We will also make at least one presentation to the local public official body, accompanied by a related final public hearing, when the work is substantially complete. We support public meetings or hearings to ensure a successful outcome.

Our meeting support services include:

- ▶ Planning and facilitating public meetings and hearings.
- ▶ Developing presentations and handouts.
- ▶ Helping to anticipate and prepare effective responses to difficult questions from the public.
- ▶ Presenting risk communication information.
- ▶ Preparing meeting announcements and notices of public comment periods.
- ▶ Providing meeting support, including room selection, setup, sign-in and greeting, and preparation of minutes or record transcripts.
- ▶ Providing follow-ups, such as responsive summaries or responses to information requests.

GrantWorks has the needed resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program that will help ensure your project’s success.

2.4 Submits Requests to City/GLO in a Timely Manner

GrantWorks' proactive management approach keeps us ahead of the curve. We think, plan, and act in anticipation to ensure that we are constantly communicating, responding, and submitting requests in a timely manner. We allocate adequate staff and resources to implement each project successfully and employ tracking systems, project checklists, weekly and biweekly portfolio reviews, and email management protocols to keep the City, GLO, and the project team connected and on track.

These tools and strategies help us identify potential project risks early, anticipate future project needs, and submit requests promptly. GrantWorks project managers maintain detailed project calendars that include key dates for submitting project documentation and milestone targets. We plan these dates to ensure that all necessary steps to complete tasks or respond to requests are included and completed in a timely manner.

2.5 Responds to City/GLO Requests in a Timely Manner

GrantWorks responds to clients and GLO requests in a timely manner. We feel that it is essential to respond to the City and GLO requests in a timely manner. We aim to address and manage your concerns in a professional, effective, and timely manner.

With decades of experience, our team has a solid knowledge of GLO requirements. We have leveraged that experience to develop effective management strategies that enable us to respond to client requests quickly and accurately. This broad knowledge base helps us effectively and efficiently support our clients, successfully implement all projects, and meet federal and state requirements. Effective stakeholder communication and coordination enable us to respond promptly to requests without compromising quality. Project managers are assigned workloads that allow them to focus on project implementation and client needs. The GrantWorks management team oversees staff workloads and ensures that the project team implements effective time management and communication strategies.

As part of GrantWorks project management training, we teach our employees how to perform our services by providing excellent customer service. Our employees also learn how GrantWorks responds to clients regarding time management, prioritizing client issues, and, in rare circumstances, dealing with disappointed clients. Our project management training helps employees understand why responding to requests is essential from a client's perspective.

2.6 Work Product is Consistent of High Quality with Low Level of Errors

GrantWorks has broken down its systematic approach to maintaining the technical accuracy and quality of its reports and maps on projects into three critical steps:

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

Our approach focuses on mapping out project operational processes and continually performing quality checks to ensure project files are maintained as audit-ready. GrantWorks' standard operating procedures (SOPs) provide a framework for a consistent approach throughout the firm while allowing for flexibility to address the City's specific needs and requirements. Our system is designed to achieve customer satisfaction by preventing nonconformity at every stage. It emphasizes continual process improvement and requires identifying and deploying quality objectives throughout the organization.

We take a proactive approach to ensuring quality management and performance on each project, starting with a request for a scope of services. As part of our quality management program, GrantWorks' technical knowledge

and industry experience allow us to detail the deliverables in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have utilized and refined this proven quality management program, drawing on our experience with thousands of city and county projects over the last four decades.

GrantWorks' Quality Program will provide the following benefits to the City of Tool:

- ▶ It helps establish adequate measures and controls over projects and financial performance, serving as a monitoring guide.
- ▶ It provides protocols for managing corrective actions and relevant process improvements to ensure performance and compliance deficiencies are corrected and not repeated.
- ▶ It continually tracks and monitors project trends, issues, and corrective actions—ensuring items are updated across related documentation and training programs to provide compliance and maximum efficiencies with updated and clarified project requirements.
- ▶ It means our work products are consistently of high quality with few errors.

GrantWorks provides its staff with detailed and ongoing internal training. We educate employees on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management invests extra time and effort in contextualizing regulatory changes and program requirements, ensuring that all staff understand the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet regularly with management. Our staff also benefit from informal peer-to-peer learning and coaching opportunities.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

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

GrantWorks staff also track and monitor subrecipient performance for each project and grant program, including tracking deliverables and compliance testing. We periodically evaluate client compliance with applicable state rules, regulations, policies, and statutes. We retain extensive institutional records of client performance, which we rely on during new application cycles to boost our clients' scores. This information helps project managers anticipate and address past problems before they become issues for future projects.

2.7 Past Client/GLO Projects with a Low Level of Monitoring Findings/Concerns

The GrantWorks Team has followed thousands of grants from obligation through closeout, developing a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to ensure documentation complies with relevant local, state, and federal regulatory terms. We have successfully implemented this approach for past clients on GLO projects, resulting in minimal monitoring findings or concerns.

Our broad knowledge of federal and state program requirements ensures that our technical assistance is well-researched and accurate, resulting in few monitoring findings and concerns. GrantWorks' overall approach identifies and addresses problems long before the state funding agency audits the project.

When a project is monitored, we provide high-touch assistance to our clients regarding potential findings. We have helped GLO recipients avoid and resolve findings by assisting them in drafting and implementing best practices. We also assist our clients in drafting monitoring-related correspondence, enabling them to resolve findings quickly and efficiently.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines, reducing the likelihood of findings during the grant monitoring process. Weekly departmental and one-on-one meetings keep GrantWorks staff informed about the latest state and federal regulations, providing a forum for identifying and discussing programmatic challenges and solutions. We co-locate project and junior staff to enable them to quickly access and learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent checkpoints throughout a grant's lifecycle, ensuring high compliance with the project requirements.

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

2.8 Managing Projects with Budgetary Constraints

GrantWorks staff work with stakeholders to verify that all project elements are program-eligible and within budget. Our staff uses company-developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and engineers to prepare project-specific budgets, track implementation, and draw requests against those budgets. We create and maintain a grant ledger for each project and review the client's local financial policies and procedures. Our recordkeeping methods consistently receive high marks from state and federal monitors.

As shown in **Figure 12**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

GrantWorks' project managers proactively address areas where a project could face challenges and propose solutions to clients and the project team. By setting realistic project goals and refining each project's scope, our project managers can prevent or successfully manage significant constraints that may arise during implementation. Our project managers do this by:

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

Revisiting the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks reviews the project plan to identify cost-saving opportunities, such as reassessing aspects of the project that could be assigned to staff members rather than contracting them out to subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine their flexibility. Due to the positive partnerships and long-standing relationships we have established with the vendor community, we can often negotiate solutions that keep the project on budget.

Reevaluating the Workflow: Our project managers understand that time is money. When cost issues arise, they revisit the project schedule to look for opportunities to enhance efficiency and optimize workflow. Our system of checks and balances ensures that streamlining efforts do not negatively impact outcomes. We ensure communication lines remain open to keep the entire project team updated.

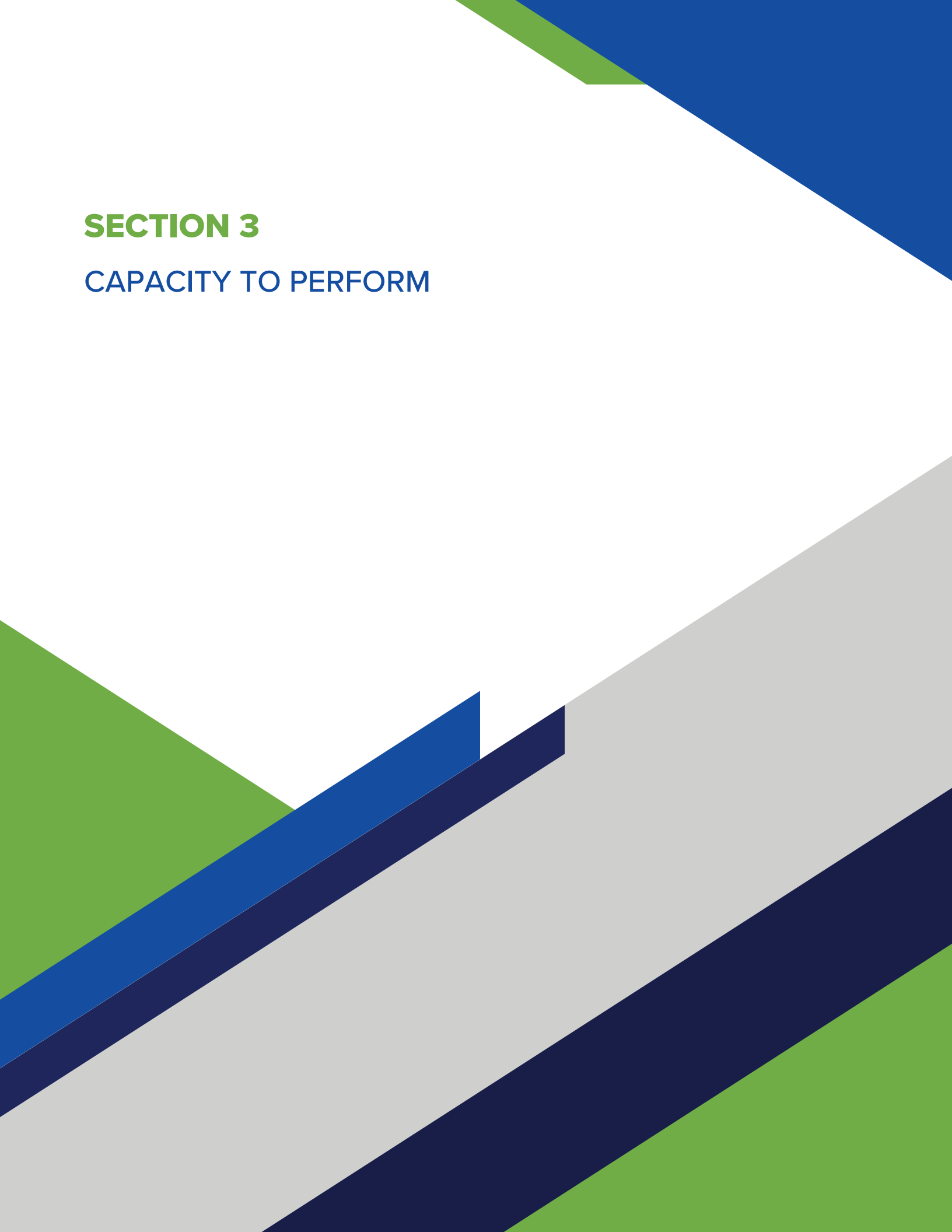
Analyzing Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our project managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the expertise of subject matter experts to determine the root causes of the issue and implement corrective actions.

Being Creative: The ability to think creatively is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions to overcome budgetary constraints. If all viable options are exhausted, we will ensure that the project team fully understands the situation, allowing us to work together to determine a mutually beneficial solution.

Documenting Lessons Learned: Once GrantWorks completes the project, our project managers and project teams take time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. We evaluate the challenges and discuss strategies for managing difficult situations.



Figure 12: Project Management Constraints. *The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.*



SECTION 3

CAPACITY TO PERFORM

SECTION 3 – CAPACITY TO PERFORM

3.1 Project Understanding

GrantWorks will perform all parts of the scope of work. We can assist the City of Tool with developing, adopting, and implementing modern and resilient building codes, flood damage prevention ordinances, and zoning regulations for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) through the Texas General Land Office. We understand that the City is seeking to enter into a professional services contract with a competent planning consultant to assist in the preparation of applications, the overall development of the planning process, and associated planning reports, as well as grant contract compliance. Activities under this program include:

- ▶ Promote sound, sustainable long-term mitigation planning informed by a post-disaster evaluation of hazard risk, particularly in land-use decisions that reflect responsible floodplain management and consider future possible extreme weather events and other natural hazards, as well as long-term risks.
- ▶ Coordinate with local and regional planning efforts to ensure consistency and promote mitigation planning at the community and/or regional levels (e.g., multiple local jurisdictions).
- ▶ Integrate mitigation measures into all activities and achieve objectives outlined in regionally or locally established plans and policies to reduce future risk to the jurisdiction.
- ▶ This results in buildings that are more resilient to the impacts of natural hazards.

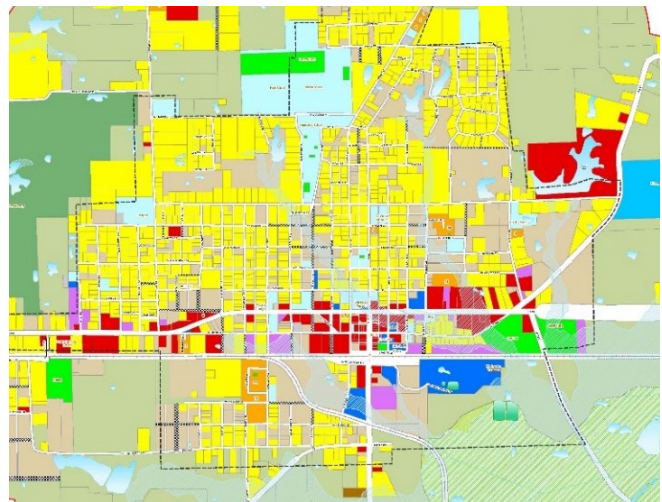
3.2 Methodology and Technical Approach

GrantWorks' planning approach focuses on detailed data collection, a thorough community input process, and clear, feasible implementation strategies.

Planning Requires a Strong Mapping Foundation

Planning work begins with documenting the existing conditions in the community. The project team utilizes GIS to collect data and build an infrastructure database for our clients. We use the data to develop detailed maps that become useful tools for ongoing City management.

Our research involves reviewing previous local and regional planning efforts to integrate successful goals and avoid strategies that have proven ineffective, thereby helping to develop innovative solutions to new and ongoing problems.



Planning for Disaster Resilience with the Community

GrantWorks designs and implements in-person community outreach meetings that fit our client's needs and characters. Remote input is collected via online community surveys, which solicit opinions on preferences for community type; quality and reliability of infrastructure services/systems; condition of current housing and preferences for future housing; pedestrian and bicycle safety; park improvement and amenity preferences; desired commercial and retail development and downtown amenities; and other key planning challenges. Input is communicated back to elected officials and City staff to help guide goals and objectives.



Meetings, workshops, and surveys help produce community-driven priorities for repairing or replacing substandard City infrastructure. GrantWorks planners will focus the discussions and planning to strengthen the City's ability to recover from future disasters. The community input process identifies unknown problems and can facilitate the selection and public acceptance of mitigation actions. We provide citizens and stakeholders with opportunities to communicate and collaborate on infrastructure issues that matter to them in the community.

We condense the City's most pressing needs, derived from mapped data, evaluation of prior plans, workshops, and surveys, into a document that provides projects and timelines designed to strengthen the City's resilience during future disasters. GrantWorks will assist the City in developing a shared vision, visualizing that vision in a future land use map, and supporting the City in implementing it through necessary zoning updates.

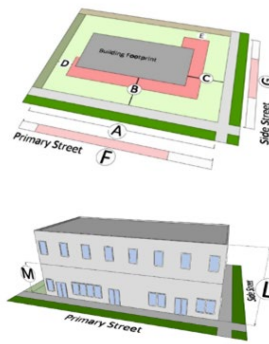
Strategies should be Clear, Feasible, and Actionable.

Our comprehensive plans focus on problem-solving strategies and move beyond suggestions for more planning. We find grant opportunities to actualize strategies and consolidate them into an implementation table that delineates actions, timelines, and cost estimates.

Zoning regulations play a pivotal role in achieving comprehensive plan goals. GrantWorks will update the City's existing zoning to facilitate plan implementation and meet the requirements of the RCP program.



Section 4.05 Community Center (CC) District Standards



	Principal Structure	Accessory Structure	Parking
Lot			
Area (min. square feet)		3,000	
Impervious Cover (max. %)		100	
Width (min. feet)		20 (A)	
Setbacks			
Primary Street (min./max. feet)	0/12 (B)		Parking in the CC District should be located on-street or in the rear of principal structure
Side Street (min. feet)	0/15 (C)	n/a	
Side, Interior (min. feet)	0 (D)		
Rear (min. feet)	10 (E)		
Rear, Alley (min. feet)	0 (F)		
Height			
Max (stories)	2 (I)		
Max (feet)	24 (J)	n/a	n/a
Ground Story Elevation (min. feet)	10 (K)		
Building Facade Coverage			
Primary Street (min. %)	80 (L)	n/a	n/a
Secondary Street (min. %)	50 (M)		

	DISTRICTS						
	A	R1	R	CC	MC	E	PD
Public Uses							
Cemetery or Mausoleum	■	■	■	■	■	■	■
Crematorium or Funeral Home	■	■	■	■	■	■	■
Funeral Organizations	■	■	■	■	■	■	■
Park or Athletic Field	■	■	■	■	■	■	■
Public Administration	■	■	■	■	■	■	■
Public Safety, Fire, Police, and Emergency Services	■	■	■	■	■	■	■
Religious Institutions	■	■	■	■	■	■	■
School (public or private, including day care)	■	■	■	■	■	■	■
Minor Utilities (e.g., on-site stormwater retention or detention, neighborhood-serving telephone switching center, gas/electric/cable transmission lines, water and wastewater pump station or lift station, water well)	■	■	■	■	■	■	■
Major Utilities (e.g., electrical substation, electric or gas generation plant, filter bed, communication towers and facilities, waste treatment plant, water pumping facility, water tower)	■	■	■	■	■	■	■

GrantWorks planning staff will assist the City in navigating the program's requirements to update zoning and adopt the final comprehensive plan.

3.3 Work Plan

3.3.1 Pre-Award Services

Application Development and Submittal

GrantWorks planners prepare, obtain, and compile the documents and exhibits needed for GLO's CDBG-MIT RCP application package. We guide the City through the submission process via the online grants.gov system. We also respond to GLO's requests for information through the final program selection and awards process.

- ▶ Complete all standard application documents.
- ▶ Develop all required narrative documents.
- ▶ Prepare supporting exhibits.
- ▶ Collaborate with other support entities to complete application items.

3.3.2 Post-Award Services

GrantWorks administers and completes the grant planning components that have been approved for funding. We follow all the requirements of the GLO program. GrantWorks is dedicated to supporting Texas communities in preserving their heritage, enhancing economic vitality, and promoting livability. We provide tailored community planning services that cater to the capabilities of residents and officials in small cities and counties, considering their unique challenges of location, size, and staffing.

GrantWorks has created over 240 comprehensive and 45 hazard mitigation plans for Texas communities. We utilize our experience in leading citizens, staff, and elected officials through Needs Assessments and Community Visioning. The planning process yields studies considering population, housing, recreation, land use, and economic development. We emphasize water, sewer, street, and drainage infrastructure analysis, as well as project cost estimates. The City of Tool will find that the planning process provides clear and useful updated and digitized maps, a system for gathering input from residents and businesses, a prioritized list of improvement projects with their costs and suggestions for financing them, and a fresh look at ways to resolve long-running community challenges.

Project Management

GrantWorks bases its strong project management methodology on industry-standard best practices, focusing on proven processes, meticulous controls, and frequent and timely communication.

- ▶ Our planning project management team includes experts in planning, financial management, and other federal grant management requirements.
- ▶ Our team also includes experts in service-oriented activities, including working with nonprofits, small businesses, and other stakeholders.
- ▶ We use detailed document tracking systems to ensure your planning project is on track.
- ▶ GrantWorks will guide and assist with financial management, recordkeeping, reporting, contract closeout, and other aspects of program implementation.
- ▶ We prepare and provide all forms, notices, and agenda items in advance.

Our team helps to create a well-run, efficient, and successful GLO program that complies with all state and federal reporting requirements. GrantWorks understands that communication is a vital component of any successful program. We provide elected officials, staff, and the public with regular updates as needed. Consistent communication and transparency help stakeholders understand the program's status and build confidence in the overall process. As part of our project management services, we will:

- ▶ Maintain regular contact with the designated contact and other parties.
- ▶ Provide advice and technical assistance on program implementation and regulations.
- ▶ Establish and maintain a recordkeeping and filing system consistent with program guidelines.
- ▶ Prepare start-up program documents, forms, notices, and agenda items for review or action.
- ▶ Prepare and submit the necessary GLO documentation to amend or modify the program.
- ▶ Prepare and submit reports and other required updates as needed.
- ▶ Establish procedures to document expenditures associated with the local administration of the project.
- ▶ Assist with compliance requirements, including those found in 2 CFR 200.
- ▶ Track inquiries regarding grant completion dates.
- ▶ Attend site visits and public meetings as needed.
- ▶ Serve as a liaison during any GLO or state staff monitoring visits.



Grant Administration Services

GrantWorks thoroughly understands the anticipated project, its scope of services, and the tasks necessary to complete requests in accordance with state and federal requirements. The issued RFP included a bullet list of general administration, project selection, implementation, and financial services. Below is a list of additional services and tasks that GrantWorks offers.

- ▶ Comprehensive management and administrative services.
- ▶ Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments.
- ▶ Program formulation, project development, assessments, research and data management, defining scope/size, cost estimating, and applicable submittals.
- ▶ Establish, assist, and maintain recordkeeping and complete quarterly reports (as required by the GLO)
- ▶ Coordinating and managing deliverables.
- ▶ Project tracking.
- ▶ Marketing, attending meetings, and responding to requests for information.
- ▶ Proactively identify opportunities to maximize public assistance.
- ▶ Provide ongoing guidance to maximize funding.
- ▶ Generate time extension requests as necessary to prevent eligibility from being forfeited.
- ▶ Assist by getting the necessary legal documents for proper filing.
- ▶ Advise on document retention strategies.
- ▶ Coordinate with your staff to obtain backup documentation required to receive GLO funds.
- ▶ Serve as your liaison for monitoring between other agencies, including resolving any findings.
- ▶ Assist in responding to requests for information from GLO and/or other agencies.
- ▶ Advise with the submission of appeals.
- ▶ Prepare public procurement documentation and provide additional procurement assistance, including, but not limited to, preparing and writing requests for qualifications and proposals.
- ▶ Develop a database/electronic system for tracking and managing GLO projects.
- ▶ Develop program guidelines, policies, procedures, and implementation plans, as well as other relevant documents.
- ▶ Develop and prepare grant-required documentation for compliance.
- ▶ Guide the management of the closeout process to ensure compliance with GLO requirements.

Mapping/Geographic Information Systems

GrantWorks offers the City of Tool access to mapping and Geographic Information System (GIS) capabilities. GrantWorks creates maps of city limits, land uses, zoning, and infrastructure using GIS software. We conduct on-site fieldwork in your community, digitize and update existing paper maps, and create databases that consolidate all the City's spatial information into a single system. We can easily convert GIS maps and databases into AutoCAD format for the City's engineers. GrantWorks will work with the City to determine the number and quality of maps needed.

Communicating and Encouraging Citizen Involvement

Creating a positive relationship with the surrounding community and communicating and encouraging citizen involvement are critical components of any project's success. Failure to understand and address community concerns can significantly impact a project's timing, costs, and overall success. GrantWorks understands the importance of early and focused community involvement in fostering public trust, facilitating project approaches and solutions, and keeping project work on track.

Effective communication begins with identifying and understanding your audience. Our philosophy is proactive, encouraging community outreach as an integral part of the City's project to establish and strengthen relationships with neighbors. On any project, citizens can support the City's goals or become a roadblock to success. GrantWorks uses early assessment, strategic planning, and outreach to identify and address community concerns

and needs. We then use this information to formulate strategies for effectively communicating, encouraging, and interacting with the public about your project.

Our staff is trained and experienced in an array of assessment and planning techniques, which may include:

- ▶ Interviews with key decision-makers, community leaders, elected officials, representatives of local organizations, and interested members of the public.
- ▶ Door-to-door canvassing.
- ▶ Demographic and survey research.
- ▶ Questionnaire development, distribution, and assessment.
- ▶ Strategic planning.
- ▶ Operation houses.
- ▶ Media assessment.
- ▶ Special needs assessment (such as bilingual materials).

We utilize community assessment results to develop community involvement and public participation plan tailored to best meet the City project’s unique requirements. This plan summarizes community informational needs and issues, identifies specific techniques to address them, and outlines a program for integrating community involvement into the City’s project to ensure its overall success.

With a community involvement plan, the City of Tool will have a roadmap for providing the necessary information to build public trust and work toward a mutually beneficial solution with the local community and project stakeholders. GrantWorks staff help foster communication between the community and the project regarding work progress and project milestones, identify and mitigate interim activities that could disrupt the public’s daily routines, or facilitate stakeholder input to decisions regarding project goals and solutions. We take pride in preparing innovative and creative communication materials that clearly and concisely present complex technical subjects to diverse audiences.

3.4 Qualifications/Experience of Staff

As the largest Texas-based firm principally dedicated to grant management for local governments, GrantWorks has the staff and capacity to mobilize quickly to complete multiple simultaneous large- and small-scale projects and scopes of work.

Figure 13: Why the City of Tool Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF TOOL SELECT US?	
Experience in managing federally funded planning projects	✓
With 250+ full-time employees, we are the largest Texas-based firm dedicated to planning and project management for local governments.	✓
Capacity to carry out the work in-house	✓
Experience implementing multiple grant programs in Texas	✓
Knowledge of HUD CDBG, CDBG-DR, and CDBG-MIT programs and GLO tracking and reporting systems	✓
Work regularly with local codes and ordinances (subdivision, mobile home, floodplain, building code)	✓
A Texas-based team that understands federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov’t Code)	✓

Our capacity extends to the number and the quality of staff we bring to the table. Our team has administered CDBG and other community development programs for over 30 years. The numerous state and federal programs we have worked with include TxCDBG, CDBG-DR, the Transportation Infrastructure Fund (TxDOT County Roads), the Texas Historical Commission (THC), the Economic Development Administration, FEMA Public Assistance (PA), and FEMA Hazard Mitigation Grant Program (HMGP). The breadth of our experience provides us with a solid working knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Acts.

GrantWorks' local presence also enables us to act quickly and complete all activities promptly and efficiently. Our Texas roots enable us to support local governments and relevant state agencies, effectively and efficiently implementing programs within the federal and Texas statutory frameworks. Our team's experience with nearby communities familiarizes us with the people and procedures we will follow. Our knowledgeable staff works closely with all stakeholders to ensure we satisfactorily complete each project as required.

GrantWorks believes in hiring and retaining skilled and experienced employees. Many of our employees hold a master's degree in city planning, engineering, construction management, public administration, or related fields relevant to implementing federal grant projects. More than a dozen joined us after successful careers in state and local government or related fields. We encourage mobility among our staff and routinely promote staff from within when training and experience are warranted. GrantWorks' broad-based quality and capacity to enhance our performance and spread effective decision-making across our organization.

3.4.1 Organization Chart

We have provided an organizational chart for the GrantWorks Team in **Figure 14**. Our Vice President of Planning Services, Carlos Beceiro, AICP, will work with the City to develop applications upon receipt of the contract award. With notification of funding, Carlos will work with Danielle Rojas, Director of Planning Services, AICP, to assign a project team to collaborate with the City of Tool. We have summarized our key personnel qualifications and experience below and provided resumes in **Attachment 1**.

3.4.2 Experienced Planning and Management Staff

Key project team members available to work with the City of Tool include:

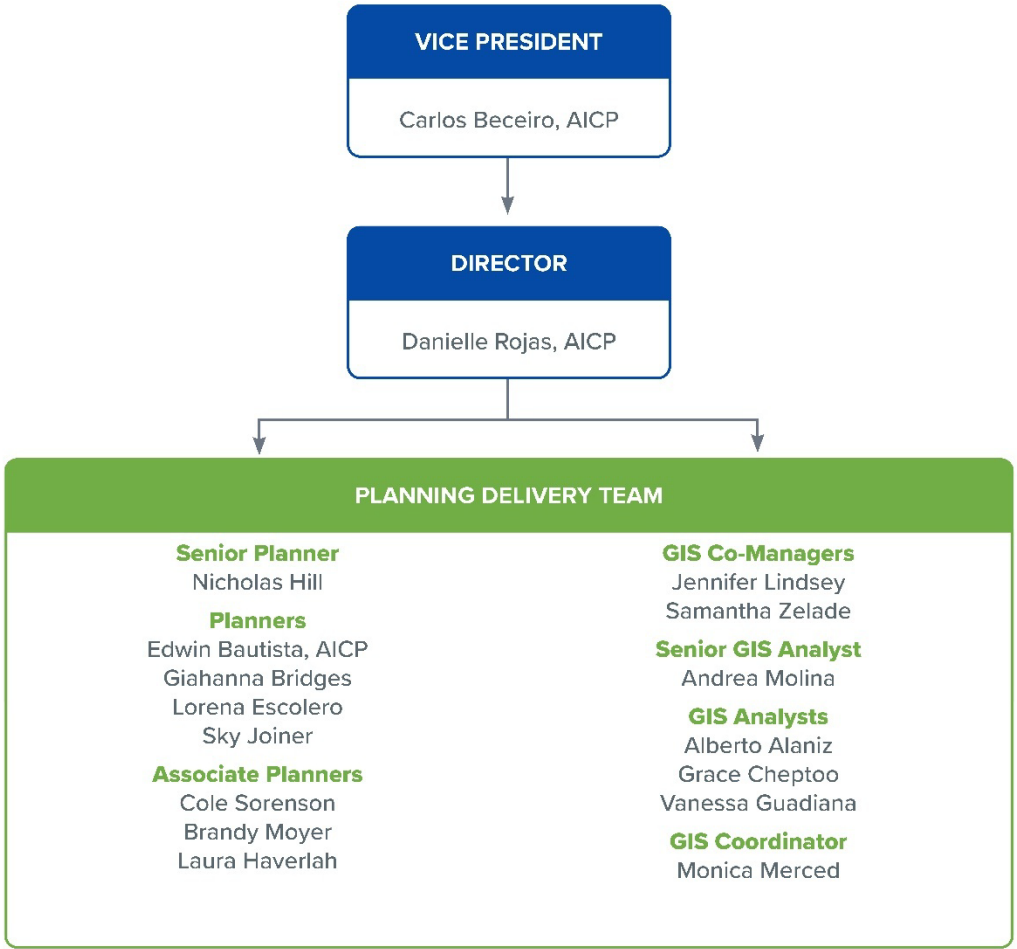
Carlos Beceiro, AICP, Vice President of Planning Services

Carlos Beceiro is an AICP Certified Planner and TDA TxCDBG Administrator with over 18 years of experience in planning. He has successfully written over 40 CDBG-funded plans for various state and federal planning grant programs. Carlos has over 12 years of grant writing experience preparing applications for TxCDBG Planning & Capacity Building and Colonia Planning funds. Carlos's organization ensures that the department's planning and mapping documents are of the highest quality. GrantWorks' plans consistently exceed the requirements of state and federal guidelines. As Vice President of Planning Services, Carlos supervises and mentors GrantWorks' 14-member Planning Services Team. He also manages various privately funded and state-funded planning projects. He oversees the development of deliverables, including comprehensive plans and other planning activities such as community outreach, zoning ordinance development, and GIS mapping products. Carlos earned an MS in Community and Regional Planning and a BA in Archeology from the University of Texas at Austin.

Danielle Rojas, AICP, Director of Planning Services

Danielle Rojas is an AICP Certified Planner and Certified TDA TxCDBG Administrator with over 10 years of professional planning experience. Her experience includes nearly two years of work explicitly focused on land-use regulatory policy, as well as over eight years of developing comprehensive plans for cities and counties throughout Texas. As the Director of Planning Services, Danielle is responsible for administrative and programmatic tasks, including overseeing the planning team and structuring staff work to meet internal and client goals. Danielle also manages CDBG and state-funded Municipal Comprehensive Plans. Danielle has an MS in

Community and Regional Planning and an MA in Latin American Studies from the University of Texas at Austin. She also has a BA in International Relations from Florida State University in Tallahassee.



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Figure 14: GrantWorks Planning Services Department Organization Chart.

Nicholas Hill, Senior Planner

Nicholas Hill is a Senior Planner with growing experience in planning. He assists with developing plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). His responsibilities include project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design). He has an MS in Urban and Regional Planning and a BA in Economics from the University of Michigan. Nicholas also has a Certificate in Real Estate Development from the University of Michigan.

Edwin Bautista, AICP, Planner

Edwin Bautista has six years of management experience and is a Planner at GrantWorks. Edwin develops comprehensive plans and zoning ordinances, leveraging public engagement strategies and GIS mapping to inform community planning efforts. He actively participates in community and stakeholder engagement by hosting public meetings, administering surveys, and conducting interviews with officials to gather diverse perspectives for comprehensive planning. Edwin manages data collection and analysis, ordinance review and revisions, and plan

drafting, using various sources and GIS technology to support effective planning and community development strategies. He holds an MS in Community and Regional Planning and a BA in Urban Studies from the University of Texas at Austin. He is also an AICP Certified Planner.

Giahanna Bridges, Planner

Giahanna Bridges is an experienced Planner and Project Manager with six years of experience. She has proven skills in developing planning studies and reports for new and updated programs, plans, and regulations. Throughout her various roles, which include project manager, program manager, construction plans examiner, and city planner, she has established a reputation as a high-impact professional with excellent implementation strategies, multitasking skills, and strong interpersonal skills. Giahanna has an MA in Urban and Regional Planning and a BA in Political Science from Jackson State University.

Lorena Escolero, Planner

Lorena Escolero is a driven public servant professional with over four years of experience as an urban planning practitioner focusing on housing, equity planning, and resiliency projects. Lorena enjoys helping communities plan and execute successful zoning, placemaking, and affordable housing policy initiatives. Lorena's work primarily involves developing Comprehensive Plans for rural Texas communities through the Community Development Block Grant Program, administered by the Texas Department of Agriculture (TDA), and the Resilient Communities Program, administered by the Texas General Land Office (GLO). She is responsible for project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design). Lorena has an MS in Urban Planning and Policy from Northeastern University and a BA in Cultural Anthropology from Mount Holyoke College.

Sky Joiner, Planner

Sky Joiner is a detail-oriented planner with exceptional people skills. He is skilled and focused on land use and zoning, data analysis, and community engagement in all its myriad forms. Sky has a natural aptitude for both collaborative and independent work, utilizing creativity to solve problems in evolving environments. His earlier background in marketing and writing (both copywriting and technical) provided a firm basis for communication expertise and outreach efforts. Subsequent research involving data collection and analysis (particularly in housing and zoning) centers on the community side of development. Sky has an MS in Urban and Regional Planning from the University of Texas and a BA in English Literature from the University of Alabama.

Laura Haverlah, Associate Planner

Laura Haverlah collaborates with senior staff, GIS technicians, Associate Planners, engineers, and client stakeholders to complete comprehensive plans and zoning ordinances for clients. She hosts public engagement events and activities, interviews public officials, performs a variety of analyses for community planning, including GIS mapping, drafts zoning ordinances and an array of planning studies, and presents planning reports at public meetings. With several years of experience in FEMA floodplain mapping and creating Hazard Mitigation Plans in Texas, Laura offers a unique perspective on resiliency and planning. Laura has a BA in Geography and English from Texas State University.

Cole Sorensen, Associate Planner

With one year of experience, Cole Sorensen is an Associate Planner with GrantWorks Planning Services. He assists with developing plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). His responsibilities include project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design). He holds a BS in City and Regional Planning from California Polytechnic State University.

Laura Haverlah, Associate Planner

Laura Haverlah collaborates with senior staff, GIS technicians, Associate Planners, engineers, and client stakeholders to complete comprehensive plans and zoning ordinances for clients. She hosts public engagement events and activities, interviews public officials, performs a variety of analyses for community planning, including GIS mapping, drafts zoning ordinances and an array of planning studies, and presents planning reports at public meetings. With several years of experience in FEMA floodplain mapping and creating Hazard Mitigation Plans in Texas, Laura offers a unique perspective on resiliency and planning. Laura has a BA in Geography and English from Texas State University.

3.4.3 Experienced GIS/Mapping Staff

Jennifer Lindsey, GIS Co-Manager

Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro. Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. GrantWorks promoted Jennifer to a full-time GIS position in May 2017. Jennifer holds a GIS Level I Certification from Austin Community College and a Bachelor of Arts degree in International Relations from Texas State University in San Marcos.

Samantha Zelade, GIS Co-Manager

Samantha Zelade is a Certified GIS Analyst with over eight years of professional mapping experience. Her key areas of mapping expertise include cartographic design principles, custom map design, and training. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Samantha worked as a GIS Technician for the City of Austin Watershed Protection Department, where she was responsible for data editing, management, analysis, and customer service. Samantha has a Level I Certification in GIS from Austin Community College and a BA in Anthropology and Latin American Studies from the University of Texas at Austin.

Monica Merced, GIS Coordinator

Monica Merced is a Certified GIS Analyst with over seven years of professional mapping experience. Her key areas of expertise include map production, data conversion, data and metadata creation, and maintenance. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Monica worked as a GIS Technician for One Gas-Texas Gas Services, where she digitized new and existing components for systems throughout Texas and in areas of Oklahoma. Monica has a GIS Level I Certificate from Austin Community College and a BS in Psychology from Texas State University.

Andrea Molina, Senior GIS Analyst

Andrea Molina is a GIS Analyst with more than five years of professional mapping experience. Before joining GrantWorks, Andrea worked as a Team Lead for Apex Systems, utilizing Apple Maps, where she coordinated a team of 30 GIS analysts to complete projects of varying priorities. Andrea has a GIS Level I Certification, a BS in Geology from the University of Texas, and is currently pursuing an MS in Geoinformatics at the same institution.

Alberto Alaniz, GIS Analyst

With a comprehensive background in GIS, Alberto Alaniz has created and maintained online mapping services from scratch using ArcGIS software for three years. He ensures that map data is accurate and complete, covering the data engineering process through domains and attributes while using geoprocessing tools and actively analyzing geographic data through geocoding and georeferencing. Since collaboration is a big part of this role, Alberto works closely with different teams to implement projects on time. Alberto is a team player, GIS professional, and front-end developer passionate about problem-solving, data analysis, software learning, and spatial analysis. He has a BS in Geographic Information Systems & Technology from Texas A&M University.

Grace Cheptoo, GIS Analyst

Grace Cheptoo has three years of experience in GIS and mapping. As a GIS Analyst, she analyzes and interprets spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure. Grace builds file geodatabases and digitizes and edits geospatial data. She also digitizes or converts various geospatial formats into editable GIS elements. Grace creates, modifies, and analyzes geospatial data, utilizing cartographic design and data visualization techniques to produce professional maps. She also collects field data and produces and maintains project-specific web mapping applications. Grace has an MS in Environmental Observation & Informatics from the University of Wisconsin and a BA in Geography from Moi University in Kenya.

Vanessa Guadiana, GIS Analyst

With one year of GIS experience, Vanessa Guadiana is a GIS Analyst and an independent thinker with a proactive approach to problem-solving and solution-based ideas. With experience in government and transportation, she has refined her communication skills to cater to diverse audiences, including executives and the general public. Her most recent accomplishments include developing a comprehensive plan for the City of Jonestown and establishing a complete GIS hub, which provides citizens with relevant GIS data. Vanessa has a GIS Level I Certificate from Austin Community College, a BS in Meteorology from Mississippi State University, and a BA in Creative Writing from the University of Texas.

3.5 Resumes of Key Personnel

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

3.6 Present and Projected Workloads

GrantWorks understands the scope of work requested, has the necessary resources, and can carry it out in a timely manner. We have been committed to helping cities, counties, and water supply corporations, such as the City, apply for and manage grants for over 45 years. Over the years, we have established a reputation as a trusted partner with a long history of collaborating with numerous Texas communities. Our deep and mutually respectful relationship with our clients is the key to our success.

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

We help our project managers provide the highest service quality by balancing workloads through ongoing management and team support (**Figure 15**).

- ▶ We achieve this by assigning each project a "weight" based on the project's anticipated scope and complexity. The GrantWorks Management Team assigns project weights using years of experience and lessons learned to inform the process.
- ▶ We also consider each project manager's tenure and capacity.
- ▶ GrantWorks holds weekly staff meetings to ensure that all employees are up-to-date on critical milestones, outstanding information, in-process activities, and next steps toward project completion.
- ▶ Staff also regularly meet with management to evaluate project progress. Our management team reviews all project progress to ensure we have allocated appropriate resources for each project's progression.
- ▶ Our management team ensures that we identify and mitigate potential project risks early, and we dedicate attention to each project.

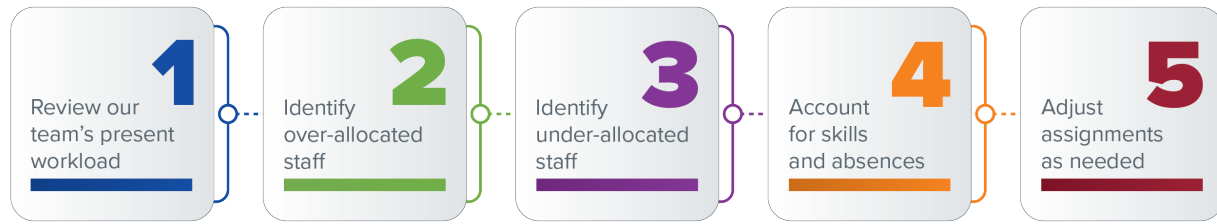


Figure 15: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects progress.

A weekly team meeting also provides a forum for discussing and evaluating project management-related challenges and solutions. Our leadership team is actively engaged in every project GrantWorks undertakes. This team implements staffing and capacity adjustments necessary to ensure the immediate and successful completion of projects without delay.

3.7 Adequacy of Resources

In Texas, GrantWorks has 250+ employees who work out of our corporate headquarters in Austin, a branch office in Paris, and 79 field offices strategically located throughout the state. Our 79 field offices are in Abilene, Alice, Allen, Alpine, Amarillo, Aransas Pass, Aubrey, Bastrop, Beasley, Bedias, Beeville, Belton, Big Sandy, Blum, Bonham, Bryan, Buffalo, Cedar Park, Chandler, Cleveland, Clute, College Station, Conroe, Corpus Christi, Crandall, Crawford, Cyprus, Dallas, Dripping Springs, Edinburg, Floresville, Forrester, Fort Worth, Friendswood, Galveston, Georgetown, Hallettsville, Harlingen, Hebbronville, Houston, Huntsville, Hutto, Jarrell, Jonestown, Katy, Kirbyville, Kyle, Lago Vista, Leander, Manor, Marble Falls, Marion, McAllen, McGregor, McKinney, Missouri City, Nacogdoches, New Braunfels, New Ulm, Newton, Pflugerville, Pharr, Reno, Richmond, Round Rock, San Angelo, San Antonio, San Marcos, Spring, Sugar Land, Temple, Tennessee Colony, Thrall, Victoria, Volente, Waco, Weatherford, Weslaco, and Whitehouse. Our highly skilled staff can quickly and effectively implement the services described in this RFP. With our strong connections in Texas communities, we are confident that we possess the necessary capacity to execute these services effectively.

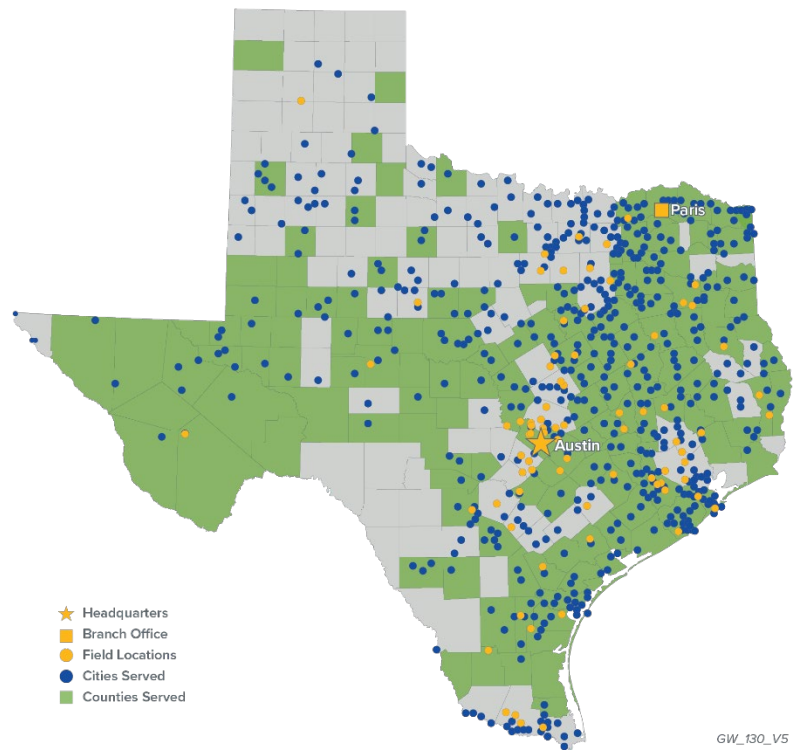
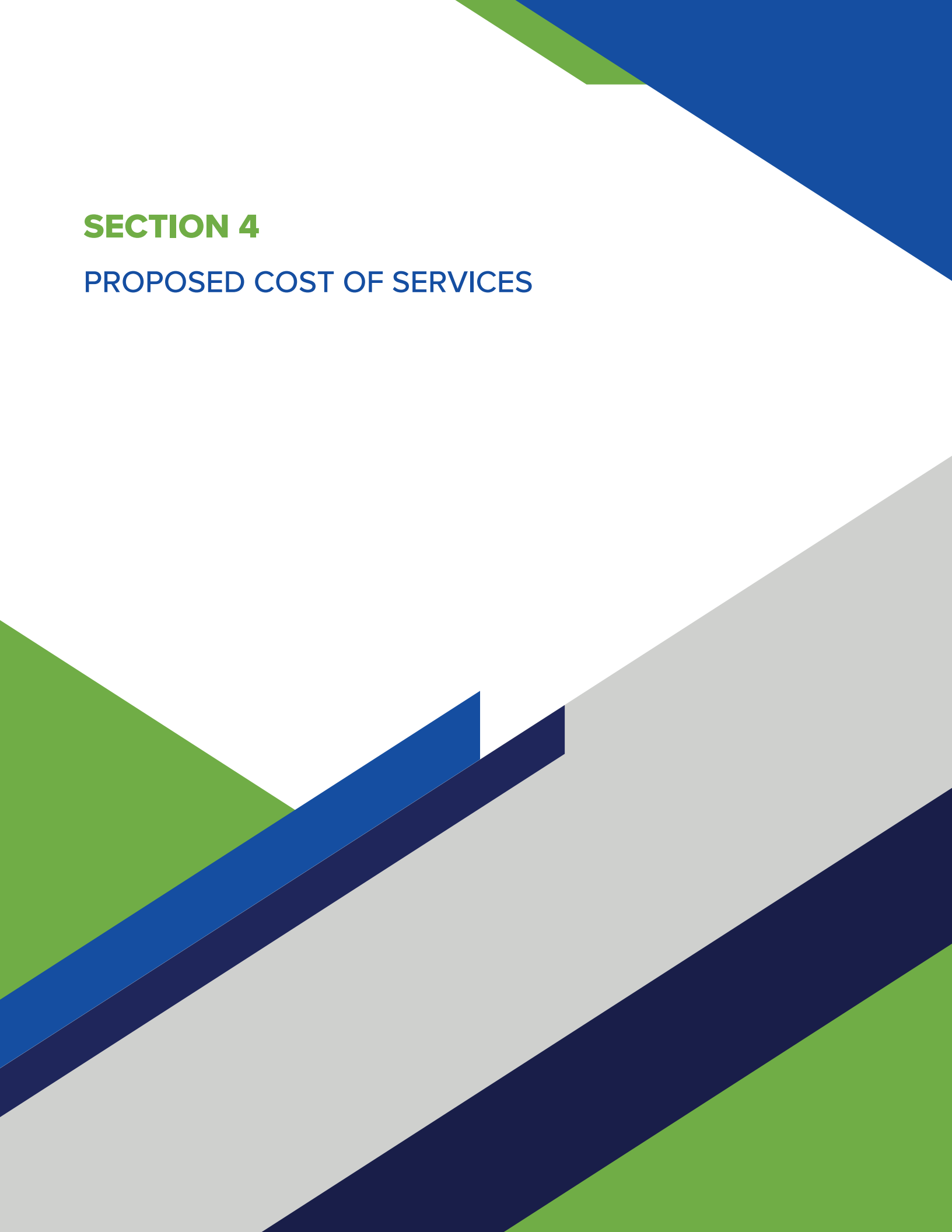


Figure 16: GrantWorks Corporate, Branch, and Field Offices.



SECTION 4

PROPOSED COST OF SERVICES

SECTION 4 – PROPOSED COST OF SERVICES

4.1 Scope of Services

GrantWorks will prepare the grant application for the City of Tool’s GLO CDBG-MIT RCP project. Our services include:

Application Preparation Services: GrantWorks will assist the City in preparing a planning application for submission to the GLO CDBG-MIT RCP fund, assist in organizing and completing application requirements, and respond to any requests by GLO for clarification or supplemental application information. The City will be responsible for costs associated with publishing required application notices.

Planning Services: We will collaborate with the City to define community goals and objectives, outline implementation actions during an agreed-upon planning period, and provide illustrative maps, tables, and graphics to support the recommendations. GrantWorks coordinates and hosts at least three (3) workshops to discuss community needs and determine goals and objectives during the planning process and at least one (1) presentation to the local public official body with a final public hearing at the time work is substantially complete. We will also be in the community several times during the planning process to conduct fieldwork and interview key stakeholders, including City staff, local businesses, and community leaders. We may arrange additional workshops or presentations as needed upon mutual agreement between the City and GrantWorks. GrantWorks will complete all mapping products using CAD-convertible ArcGIS software, which is the industry standard for mapping. Also, we will provide maps in paper and Adobe PDF digital formats.

4.2 Cost of Services

GrantWorks will prepare the planning grant application at no cost to the City. As shown in **Figure 17**, we will also complete planning studies at the specified service cost. As with all proposals, the cost is one factor to be considered. Our fee reflects the level of staffing required to deliver the services specified in the contract.

Figure 17: GrantWorks Cost of Services

SERVICES	LUMP SUM
RCP Plan Development Total Cost	\$267,000
RCP Grant Administration Total Cost	\$33,000
RCP Grand Total (Development + General Administration)	\$300,000
Grant Administration % of Grand Total	11%

As part of the procurement process, GLO requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. GrantWorks’ expected profit is 6.1% of the above-referenced fee based on the company’s 2024 gross revenue and net profit.

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

- ▶ Experience (50 points)
- ▶ Work Performance (25 points)
- ▶ Capacity to Perform (15 points)
- ▶ Proposed Cost of Services (10 points)
- ▶ Total (100 points)

Cost of Services: Planning and Management Services

To be completed by proposing firm:

The Entity may apply for all, none, or any combination of the activities listed below and choose one or more service providers to implement its awarded Planning and Management activities.

- ☒ Development, adoption, and implementation of Building Codes that meet or exceed the standards set forth in the International Residential Code 2012 (IRC 2012);
- ☒ Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CDBG-MIT requirements of at least 2 feet above base flood elevation;
- ☒ Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or comprehensive plan;
- ☒ Development and adoption of forward-looking land use plans that integrate hazard mitigation plans;
- ☒ Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation plans; or
- ☒ Public Service activities focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices, and other strategies. Public information activities leading to Community Rating System (CRS) credit accrual and CRS eligibility are eligible under this activity.

CDBG-MIT funds administered and implemented through the Texas General Land Office fund these planning activities, and the Mitigation Plan development and approval oversight is administered by HUD and implemented through the Texas General Land Office. Grant awards will be \$300,000 per applicant. The proposed program start date is six (6) months after HUD's approval of [the CDBG-MIT RCP Action Plan] (TBD) and will be processed for eligibility on a first come, first served basis. The proposed end date is six (6) years from the start of the program.

Resilient Communities Program will fund the development, adoption, and implementation of modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards.

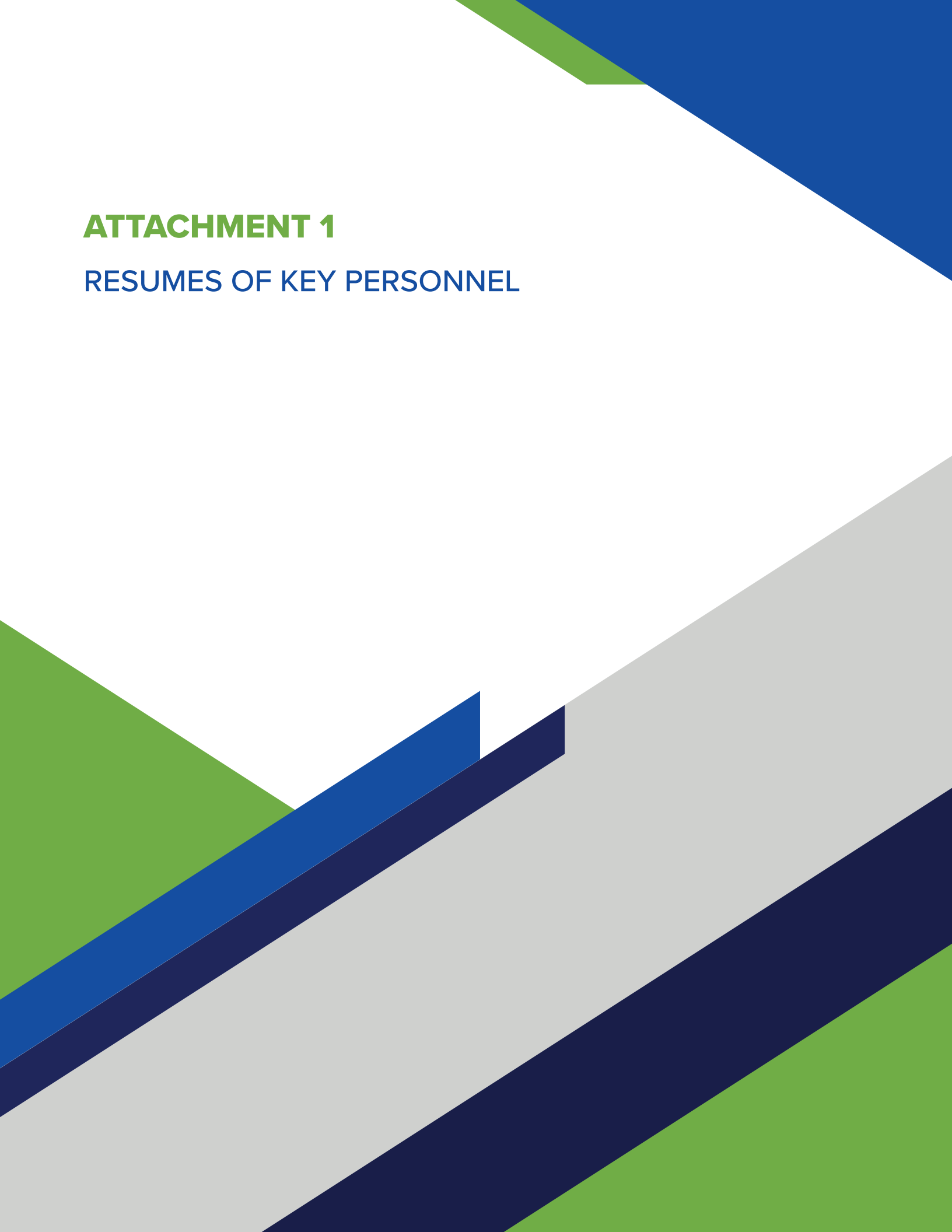
4.3 Affirmative Action

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

4.4 Equal Employment Opportunity

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





ATTACHMENT 1

RESUMES OF KEY PERSONNEL

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided the following resumes of key personnel.

- ▶ Carlos Beceiro, AICP, Vice President of Planning Services
- ▶ Danielle Rojas, AICP, Director of Planning Services
- ▶ Nicholas Hill, Senior Planner
- ▶ Edwin Bautista, AICP, Planner
- ▶ Giahanna Bridges, Planner
- ▶ Lorena Escolero, Planner
- ▶ Sky Joiner, Planner
- ▶ Laura Haverlah, Associate Planner
- ▶ Brandy Moyer, Associate Planner
- ▶ Cole Sorensen, Associate Planner
- ▶ Jennifer Lindsey, GIS Co-Manager
- ▶ Samantha Zelade, GIS Co-Manager
- ▶ Monica Merced, GIS Coordinator
- ▶ Andrea Molina, Senior GIS Analyst
- ▶ Alberto Alaniz, GIS Analyst
- ▶ Grace Cheptoo, GIS Analyst
- ▶ Vanessa Guadiana, GIS Analyst

CARLOS BECEIRO, AICP

VICE PRESIDENT OF PLANNING SERVICES

PROFESSIONAL QUALIFICATIONS

Carlos Beceiro is a Certified Planner and Grant Administrator with over 18 years of experience in planning. He has successfully written over 40 plans for cities and counties throughout Texas and has overseen various other planning projects, including mapping and public outreach services. Carlos has over 12 years of experience in grant writing and preparing applications for state and federal-funded planning programs. Carlos's organizational efforts ensure that the department's planning and mapping documents are of the highest quality. GrantWorks' plans consistently exceed the requirements of state and federal guidelines.

RELEVANT EXPERIENCE

VICE PRESIDENT OF PLANNING SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, JUNE 2006 - PRESENT

As Vice President of Planning Services, Carlos supervises and mentors the GrantWorks'14-member Planning Services Team. He manages various planning projects, both privately funded and state-funded. He also oversees the development of deliverables, including comprehensive plans and other planning activities such as community outreach projects, Zoning Ordinance development, and GIS mapping services. A summary of key planning projects includes the following.

Planner, Comprehensive Plan, City of Kirbyville, Kirbyville, Texas, TDA TxCDBG Contract No. 7219084, September 2019 – August 2021, Grant Amount: \$44,430

The Deep East Texas community of Kirbyville contracted with GrantWorks Planning Services for application and plan writing services to update their 2006 Comprehensive Plan in 2019. Plagued with drainage issues and severe damage from Hurricane Harvey, the community struggled as the COVID-19 pandemic reduced their sales tax revenue and stretched their resources. Economic development and drainage system studies were crucial to the plan, as was further study and development of the recreation and open space system.

Planner, Comprehensive Plan, City of Tenaha, Tenaha, Texas, TDA TxCDBG Contract No. 7219134, September 2019 – April 2021, Grant Amount: \$36,810

Tenaha, another Deep East Texas community, contracted with the GrantWorks team to develop a first-ever Comprehensive Plan. The City lacked many recreational resources and a comprehensive analysis of its infrastructure systems and economic conditions. With population growth projected, the evolving East Texas community needed added capacity in many areas, and a path to reach these goals was mapped out.



18 YEARS

GRANT WRITING AND PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and
Regional Planning, University of
Texas at Austin, Texas, 2006

Bachelor of Arts, Archeology,
University of Texas at Austin,
Texas, 1993

HIGHLIGHTS

Written over 40 successfully
funded planning grants.

Team Leader

Fluent in Spanish

REGISTRATIONS/ CERTIFICATIONS

Certified Planner, American
Institute of Certified Planners
(AICP)

TxCDBG Certified Administrator,
Texas Department of Agriculture,
2023-2024

Planner, Comprehensive Plan, City of Hale Center, Hale Center, Texas, December 2018 – January 2020, TDA TxCDBG Contract No. 7218064, Grant Amount: \$44,430

The growing Panhandle community of Hale Center hired GrantWorks to write its most recent Comprehensive Plan, which suggested improvements to infrastructure within the City parks and strategies for implementing economic development. GrantWorks wrote the plan in close collaboration with the City's Council and City Manager. Since writing the plan, the City has undertaken several projects to implement it, including recent improvements to the City's main recreational area, Caudle Park.

Planner, Comprehensive Plan, City of Los Fresnos, Fresnos, Texas, September 2012 – February 2014, TDA TxCDBG Contract No. 712044, Grant Amount: \$55,000

GrantWorks carefully developed the Los Fresnos plan through meetings with key City stakeholders, including the Community Development Corporation, the Planning and Zoning Committee, the Parks Advisory Board, and the City Council. Input from these groups guided the goals and objectives of each study incorporated into the plan, including Base Studies, Infrastructure Studies, Thoroughfare Studies, and Parks Studies. As Lead Planner, Carlos reviewed the City's Zoning and Subdivision regulations and recommended amendments to implement plans.

Planner, Colonia Comprehensive Plan, Willacy County, Texas, February 2016 – November 2017, TDA TxCDBG Contract No. DR-4223-006, Grant Amount: \$79,000

Willacy County examined its Colonia areas, including the unincorporated communities of Port Mansfield, Sebastian, and Lasara, which contain over 3,000 people in almost 1,350 housing units. The proposals include extending sewers to several of the County's smaller Colonias, such as Tamezvilleis. The County recently implemented this proposal with a Colonia construction grant.

Planner, Hazard Mitigation Action Plan, Lamb County, and Lynn County, Texas, November 2019 – December 2020, Contract No. DR-4272-0017, Grant Amount: \$200,000

Lamb and Lynn Counties, along with over 20 other cities, ISDs, and hospital districts, created a Hazard Mitigation Action Plan. The plan developed hazard histories and mitigation actions for specific hazard areas of floods, hurricanes/tropical storms, wildfires, tornadoes, drought, riverine erosion, extreme heat, hailstorms, severe winter storms, windstorms, and lightning.

WORK EXPERIENCE

- ▶ Vice President of Planning Services, GrantWorks, Inc., Austin, Texas, January 2022 – Present
- ▶ Associate Vice President of Planning Services, GrantWorks, Inc., Austin, Texas, June 2006 – December 2021
- ▶ Proofreader, Texas Legislative Council, Austin, Texas, November 2000 – August 2001
- ▶ Manager, Antone's Record Label, Austin, Texas, July 1998 – September 2000
- ▶ Archeologist, Texas Parks and Wildlife Department, Austin, Texas, October 1993 – May 1997

DANIELLE ROJAS, AICP

DIRECTOR OF PLANNING SERVICES

PROFESSIONAL QUALIFICATIONS

Danielle Rojas is a Certified Planner and TDA TxCDBG Administrator with over 10 years of professional planning experience. Her experience includes nearly two years of work explicitly focused on land-use regulatory policy, as well as over eight years of developing comprehensive plans for cities and counties throughout Texas.

RELEVANT EXPERIENCE

DIRECTOR OF PLANNING SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, FEBRUARY 2016 – PRESENT

As the Director of Planning Services, Danielle is responsible for administrative and programmatic tasks, including overseeing the planning team and structuring staff work to meet internal and client goals. Danielle also manages CDBG and state-funded Municipal Comprehensive Plans. Key projects include the following:

Planner, Comprehensive Plan, City of Ingleside, Rosebud, Texas, TDA TxCDBG Contract No. 7220134, May 2021 – Present, Grant Amount: \$40,611

The central Texas community of Rosebud received grant funding from the Texas Department of Agriculture (TDA) to update its comprehensive plan. Comprehensive plans examine existing conditions and future needs across various topics relevant to a community's long-term public health, safety, and general welfare. Common subject areas include population change, housing stock, land-use regulation, and infrastructure design and performance (including water, wastewater, storm drainage, and streets). Rosebud's plan will also examine the local thoroughfares system, including a Capital Improvements Program and a recommended Zoning Ordinance crafted to support community goals. Danielle provides professional planning services (in-person data collection, public engagement, study drafting, and public presentation) and facilitates communication between TDA, local representatives, and municipal staff. Rosebud's comprehensive planning project is on track for completion on time and within budget.

Planner, Comprehensive Plan, City of Wolfe City, Wolfe City, Texas, TDA TxCDBG Contract No. 7219154, September 2019 – July 2021, Grant Amount: \$43,676

The City of Wolfe City utilized grant funding to rehire GrantWorks, Inc. for an update to its existing comprehensive plan, which was drafted by GrantWorks planners in 2008. The updated plan includes 13 chapters covering common subject areas, recreation and open space, and economic development. The plan also includes a Capital Improvements Plan and a recommended Zoning Ordinance to replace the existing ordinance (originally drafted in 1972). GrantWorks completed the plan on time and



10 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community, and Regional Planning, University of Texas at Austin, Texas, 2013

Master of Arts, Latin American Studies, University of Texas at Austin, Texas, 2013

Bachelor of Arts, International Relations, Florida State University, Tallahassee, Florida, 2008

HIGHLIGHTS

Developed and successfully closed over 17 CDBG Planning & Capacity Building Grants

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

TRAINING

Conflict Resolution Training, 90 hours, University of Texas, Austin, Texas, 2012

PROFESSIONAL AFFILIATIONS

Member, American Institute of Certified Planners (AICP)

Member, American Planning Association (APA)

within budget, and Wolfe City continues to implement the plan through the recommended projects.

Planner, Comprehensive Plan, City of Fulton, Fulton, Texas, TDA TxCDBG Contract No. 7218044, November 2018 – December 2019, Grant Amount: \$40,260

Fulton, a small coastal fishing community in south Texas, faced significant planning and development challenges before Hurricane Harvey. Over the last several decades, the limited availability of land for new development and the increasing demand for luxury vacation housing have led to high property and housing costs. Many residents fear being priced out of their community. Residents also noted occasional tensions between a desire to protect Aransas Bay and its coastline as a valuable environmental resource while relying economically on the fishing and tourism industries. Hours of sustained high winds during Harvey severely damaged or destroyed many structures throughout Fulton, adding extensive reconstruction to the list of community needs. GrantWorks collaborated with City staff, public representatives, and residents to develop a comprehensive plan that supports sustainable, long-term recovery in Fulton. In addition to establishing goals and objectives to address housing and infrastructure needs, Fulton's 13-chapter plan provides Zoning and Subdivision Ordinances to support plan implementation. GrantWorks completed the plan on time and within budget.

Planner, Comprehensive Plan, City of Wharton, Wharton, Texas, TDA TxCDBG Contract No. 7216124, January 2017 – December 2018, Grant Amount: \$115,389

The City of Wharton received funding from the Texas Department of Agriculture (TDA) to develop a comprehensive plan that assesses current needs and guides future development decisions across several key areas: housing, land use, public utilities, parks and recreation facilities, economic development, central business district enhancement, and local thoroughfare improvements. GrantWorks conducted extensive fieldwork and hosted several community workshops to inform the development of the plan. However, in August 2017, Hurricane Harvey resulted in major flooding throughout Wharton. Plan recommendations were adjusted to emphasize short-, medium-, and long-term hazard recovery and mitigation strategies to address the new needs created by extensive flooding. GrantWorks completed the plan on time and within budget.

EMPLOYMENT HISTORY

- ▶ Director of Planning Services, GrantWorks, Inc., Austin, Texas, September 2022 – Present
- ▶ Assistant Director of Planning Services, GrantWorks, Inc., Austin, Texas, September 2018 – September 2022
- ▶ Planner, GrantWorks, Inc., Austin, Texas, February 2016 – August 2018
- ▶ Zoning and Land Use Paralegal, Pennington Law Firm, Columbia, South Carolina, March 2014 – October 2015
- ▶ Graduate Research Assistant, University, Austin, Texas, May 2010 – December 2011 and June 2012 – December 2012
- ▶ Administrative Assistant/Legal Support Services, Gray Robinson, Austin, Texas, August 2005 – August 2009

NICHOLAS HILL

SENIOR PLANNER

PROFESSIONAL QUALIFICATIONS

Nicholas Hill is a Planner with two years of experience in planning. A summary of key planning projects includes the following.

RELEVANT EXPERIENCE

SENIOR PLANNER/PLANNER/ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2023 – PRESENT

As a Planner, Nicholas' work primarily involves assisting with the development of comprehensive plans for rural Texas communities through Community Development Block Grants administered by the Texas Department of Agriculture (TDA). He was responsible for project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

COASTAL ZONING RESEARCH ASSISTANT, COASTAL ZONING RESEARCH PROJECT, UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN, OCTOBER 2022 – MAY 2023

Nicholas conducted a systematic content analysis of the zoning codes for Great Lakes coastal cities to evaluate their implementation of coastal resiliency measures. He collaborated with other research assistants to facilitate the sharing of information, strategies, and outcomes.

BRADEMAS FELLOW, LEAD SAFE HOMES PROJECT, CLEARCORPS, DETROIT, MICHIGAN, MAY 2022 – NOVEMBER 2022

CLEARCorps is a nonprofit dedicated to creating healthy homes in Detroit. Through this project, Nicholas assisted families with children who had elevated blood lead levels in relocating to safer housing. His position included two primary responsibilities. First, he conducted outreach, intake, and management of clients. Nicholas met with each client to gather personal information and identify their housing-related needs, thereby initiating the relocation process. Second, he compiled housing data, synthesized this information to distribute to clients, and contacted property owners and managers to find potential homes for relocation. Nicholas also attended seminars on lead safety, home-based health hazards, and mitigation strategies.

GRADUATE STUDENT INSTRUCTOR, COMMUNICATIONS AND MEDIA DEPARTMENT, UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN, APRIL 2021 – APRIL 2022

Nicholas facilitated conversations about gender and sexuality to engage diverse opinions. He fostered a safe, inclusive classroom environment to promote active participation. He also graded individual and group assignments for undergraduate students. Nicholas supported student learning by setting expectations, assisting with assignments, and providing feedback on Canvas and during office hours.



2 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Certificate, Real Estate
Development, University of
Michigan, Ann Arbor, Michigan,
May 2023

Master of Urban & Regional
Planning, Urban & Regional
Planning, University of Michigan,
Ann Arbor, Michigan, May 2023

Bachelor of Arts, Economics,
University of Michigan, Ann
Arbor, Michigan, May 2021

HIGHLIGHTS

Experience in spatial analysis in
visualization in GIS

Proficient in Spanish

CONSULTANT, DETROIT REVITALIZATION AND BUSINESS IMPACT PROJECT, DETROIT, MICHIGAN, SEPTEMBER 2020 – APRIL 2021

Nicholas consulted on Let's Detroit's marketing, engagement, and expansion strategies. He researched the needs of Let's Detroit and the Detroit community to understand how the project team could best support them. He also disseminated research findings and recommendations at the annual Detroit Revitalization and Business Impact Conference on April 9, 2021.

EMPLOYMENT HISTORY

- ▶ Senior Planner, GrantWorks, Inc., Austin, Texas, June 2025 – Present
- ▶ Planner, GrantWorks, Inc., Austin, Texas, May 2024 – June 2025
- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, May 2023 – May 2024
- ▶ Coastal Zoning Research Assistant, University of Michigan, Ann Arbor, Michigan, October 2022 – May 2023
- ▶ Brademas Fellow, CLEARCorps, Detroit, Michigan, May 2022 – November 2022
- ▶ Graduate Student Instructor, Communications & Media Department, University of Michigan, Ann Arbor, Michigan, April 2021 – April 2022
- ▶ Consultant, Detroit, Michigan, September 2020 – April 2021

EDWIN BAUTISTA, AICP

PLANNER

PROFESSIONAL QUALIFICATIONS

Edwin Bautista brings a rich and diverse professional background, primarily focusing on urban studies, planning, and real estate, complemented by experience in project management and regulation. Edwin's career spans various organizations, including Texas Housers, where he helped elevate housing policies for low-income Texans, setting forth his commitment to social causes and community development. While at Lockwood, Andrews & Newnam Inc., Edwin honed his expertise in land acquisition, quality control, and stakeholder coordination for infrastructure projects, demonstrating his ability to navigate complex regulatory environments and contribute to critical transportation and utility projects.

Edwin's career achievements include facilitating the right-of-way acquisition process for major projects and contributing to civic engagement as an active member of various local community organizations. His bilingual proficiency and certifications further exemplify his versatile skill set and dedication to professional development. A solid educational foundation underpins Edwin's experience, and his work reflects a deep commitment to urban planning and development, characterized by effective communication, leadership, and a proactive approach to problem-solving in both government and commercial sectors.

RELEVANT EXPERIENCE

PLANNER/ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Engages in the development of comprehensive plans and zoning ordinances, leveraging public engagement strategies and GIS mapping to inform community planning efforts
- ▶ Actively participates in community and stakeholder engagement through hosting public meetings, administering surveys, and interviewing officials to gather diverse perspectives for comprehensive planning.
- ▶ Manages data collection and analysis, ordinance review and revisions, and plan drafting, utilizing various sources and GIS technology to support effective planning and community development strategies.

MANAGEMENT ADMINISTRATOR, TEXAS HOUSERS, AUSTIN, TEXAS, AUGUST 2021 – MARCH 2024

- ▶ Managed nonprofit accounting tasks, including preparing payroll and audit reports for state and federal authorities.
- ▶ Wrote business correspondence to vendors, clients, and donors and assisted with fundraising events and marketing.
- ▶ Assisted with community and regional planning tasks, such as collecting and analyzing data for reports and evaluating policies enacted or



6 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and Regional Planning, University of Texas, Austin, Texas, 2023

Bachelor of Arts, Urban Studies, University of Texas, Austin, Texas, 2020

HIGHLIGHTS

Bilingual, Spanish

Creative Problem Solver

Microsoft, Adobe, GIS

REGISTRATIONS/ CERTIFICATIONS

Texas Volunteer Deputy Registrar

Certified Planner, American Institute of Certified Planners, American Planning Association, June 2024

TRAINING

The Art of Community Engagement, Austin, TX, 2023

Urban Politics, Austin, TX, 2023

Community Development, Austin, TX 2022

PROFESSIONAL AFFILIATIONS

Member, American Planning Association, Present

Member, Urban Land Institute Austin Chapter, Present

proposed by local, state, and federal governments that impact housing for low-income Texans.

RIGHT-OF-WAY TECHNICIAN, LOCKWOOD, ANDREWS, & NEWMAN INC., AUSTIN, TEXAS, JANUARY 2019 – AUGUST 2021

- ▶ Experience in the right-of-way industry through consulting for state and local governments and private sector clients working on transportation, utility, and other construction projects.
- ▶ Key contributor to land acquisition projects, quality control checks, and reviews of related documentation.
- ▶ Provided support on research reports, client-specific comprehensive plans, marketing analyses, and internal organizational projects related to process improvements and enhancements
- ▶ Coordinated closely with right-of-way agents, managers, landowners, contractors, clients, and other stakeholders to provide customer service while meeting project goals.

APARTMENT LOCATOR, HOUSING SCOUT, AUSTIN, TEXAS, AUGUST 2017 – JULY 2019

- ▶ Located residential rental properties that met clients' needs while assisting in identifying the best option for satisfying individual client requirements.
- ▶ Gained a thorough understanding of central Austin's real estate market through its many neighborhoods, rental buildings, condominiums, and developments.
- ▶ Maintained positive customer service with clients to facilitate repeat business and referrals.

LEASING CONSULTANT, SYNC RESIDENTIAL, AUSTIN, TEXAS, SEPTEMBER 2021 – DECEMBER 2022

- ▶ Managed all steps of the leasing process from initial inquiry to lease execution.
- ▶ Delivered exceptional customer service to residents and prospective residents by building rapport, ensuring met needs, and resolving concerns.
- ▶ Used problem-solving and decision-making skills to address questions and resolve concerns while ensuring the smooth operation of the leasing office.

EMPLOYMENT HISTORY

- ▶ Planner/Associate Planner, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ Management Administrator, Texas Housers, Austin, Texas, August 2021 – March 2024
- ▶ Right-of-Way Technician, Lockwood, Andrews, & Newman Inc., Austin, Texas, January 2019 – August 2021
- ▶ Licensed Apartment Locator, Housing Scout, Austin, Texas, August 2017 – July 2019
- ▶ Leasing Consultant, Sync Residential, Austin, Texas, September 2021 – December 2022

GIAHANNA BRIDGES

PLANNER

PROFESSIONAL QUALIFICATIONS

Giahanna Bridges is an experienced Planner and Project Manager with six years of experience. She has proven skills in developing planning studies and reports for new and updated programs, plans, and regulations. Throughout her various roles, which include project manager, program manager, construction plans examiner, and city planner, she has established a reputation as a high-impact professional with excellent implementation strategies, multitasking skills, and strong interpersonal skills.

RELEVANT EXPERIENCE

PLANNER, GRANTWORKS, INC., DALLAS, TEXAS, NOVEMBER 2024 – PRESENT

As a Planner with GrantWorks, Giahanna hosts public meetings and workshops for local officials and community members and administers community surveys, primarily online. She interviews public officials, business owners, and residents in person and via telephone and meets with local officials and staff from various state and federal agencies. Giahanna conducts comprehensive field surveys on housing conditions, land uses, and infrastructure, retrieves and interprets statistical information from various sources, and uses GIS to analyze field data and create necessary maps. She reviews local government documents to assess financial and planning needs and proposes revisions to existing zoning and subdivision ordinances. Giahanna develops plan goals and objectives, including Capital Improvement Plans, generates concise and informative planning reports, and presents report summaries and maps to elected officials and the public.

SENIOR PLANNER, URBAN DESIGN, CITY OF DALLAS, DALLAS, TEXAS, AUGUST 2023 – OCTOBER 2024

Giahanna designed, developed, coordinated, and conducted urban design studies, design guidelines, and policy analyses impacting land use, physical facilities, zoning, and transportation. She drafted and presented design proposals for community development, providing technical assistance and collaborating with local transit and planning agencies. She applied statistical and planning theories, interpreted public policy, utilized databases to recommend urban planning actions, and assisted in the preparation of the city-wide Comprehensive Plan. Giahanna consulted with the public, local authorities, and elected officials to recommend planning measures, responded to inquiries, and developed outreach materials for community engagement. She managed and coordinated projects across city departments, external agencies, and stakeholder groups, presenting planning documents and reports to various audiences. She also led and participated in special projects, fostering community engagement and supporting Comprehensive Planning initiatives. Giahanna resolved complex planning issues related to urban design, transportation, and land use,



6 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Urban and Regional Planning, Jackson State University, Jackson, Mississippi, 2018

Bachelor of Arts, Political Science, Jackson State University, Jackson, Mississippi, 2015

HIGHLIGHTS

Extensive software experience (Accela, Posse, EnGov, ArcGIS, etc.)

Strategic Planning and Execution

Grant management

Operational Analysis and Management

REGISTRATIONS/

CERTIFICATIONS

AICP Certification, Tentative Exam Date: Fall 2024

PROFESSIONAL AFFILIATIONS

Member, American Planning Association, Texas Chapter, 2024

providing technical expertise and leadership to support city planning goals. She reviewed project documents and formulated scopes of work and cost estimates.

SENIOR PLANNER, BOARD OF ADJUSTMENTS, CITY OF DALLAS, DALLAS, TEXAS, FEBRUARY 2023 – AUGUST 2023

As a Senior Planner, Giahanna designed, coordinated, and conducted studies on land use, urban design, and transportation. She reviewed, prepared, and presented community development and revitalization design proposals. She also used statistical and planning/design theories, collected and analyzed data, interpreted public policies, and accessed various databases to propose appropriate urban planning and development actions. Giahanna engaged with the public and local authorities, discussing and advising on zoning and other planning issues while responding to inquiries from citizens, board members, and city staff. She managed and facilitated projects across departments to ensure timely and accurate responses and presented to the public and local authorities, outlining recommendations for variances and special exceptions. In addition, Giahanna evaluated zoning applications for compliance with city ordinances, provided recommendations for approval or denial, and coordinated the efforts of consulting professionals. She prepared comprehensive staff reports, PowerPoint presentations, and other materials for the Board of Adjustments to facilitate informed decision-making during public hearings.

SENIOR PLANS EXAMINER, CITY OF DALLAS, DALLAS, TEXAS, AUGUST 2022 – FEBRUARY 2023

Giahanna met with contractors, builders, and property owners to evaluate and approve construction plans, explaining and interpreting building codes and regulations relevant to submitted plans. She advised on methods to modify plans to ensure compliance with codes and regulations and guided building inspectors. Giahanna participated in predevelopment meetings, offering technical expertise on residential and commercial building codes, life safety, accessibility, and energy codes. She engaged with developers, builders, and the public to address inquiries regarding Zoning and Subdivision Ordinances and the overall development process. Giahanna reviewed Certificates of Occupancy to confirm adherence to Zoning Ordinance requirements and examined detailed blueprints and construction drawings of proposed buildings before issuing building permits, discussing technical specifications with engineers, contractors, and owners. She recommended adjustments and corrections to plans as necessary. She assisted building personnel in resolving complaints and compliance issues and resolved complex disputes related to building code compliance through effective communication and field inspections. Giahanna calculated estimated costs for building square footage and processed building permits, ensuring accuracy in construction types, occupancy classifications, sprinkler, fire alarm statuses, and permit details. She also collaborated closely and professionally with Dallas citizens and businesses, providing clear interpretations of complex building codes to enhance livability, sustainability, and fairness across the city.

EMPLOYMENT HISTORY

- ▶ Planner, Grantworks, Inc., Dallas, Texas, November 2024 – Present
- ▶ Senior Planner, Urban Design, City of Dallas, Dallas, Texas, August 2023 – October 2024
- ▶ Senior Planner, Board Of Adjustments, City of Dallas, Dallas, Texas, February 2023 – August 2023
- ▶ Senior Plans Examiner, City of Dallas, Dallas, Texas, August 2022 – February 2023
- ▶ Planner, City of De Soto, Desoto, Texas, March 2022 – August 2022
- ▶ Planner/Grant Program Manager, City of Monroe, Louisiana, Monroe, Louisiana, July 2019 – March 2021
- ▶ Permit Technician, City of Rowlett, Rowlett, Texas, March 2019 – July 2019

LORENA ESCOLERO

PLANNER

PROFESSIONAL QUALIFICATIONS

Lorena Escolero is a driven public servant professional with over four years of experience as an urban planning practitioner focusing on housing, equity planning, and resiliency projects. Lorena enjoys helping communities plan and execute successful zoning, placemaking, and affordable housing policy initiatives.

RELEVANT EXPERIENCE

PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2024 – PRESENT

As a Planner, Lorena's work primarily involves assisting with the development of comprehensive plans for rural Texas communities through the Community Development Block Grant Program, administered by the Texas Department of Agriculture (TDA), and the Resilient Communities Program, administered by the Texas General Land Office (GLO). She is responsible for project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

ASSOCIATE PLANNER, CITY OF REVERE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, REVERE, MASSACHUSETTS, APRIL 2023 – DECEMBER 2024

Lorena led and facilitated planning efforts for land use and affordable housing, including zoning reform associated with compliance with the MBTA Communities Law, Housing Production Plan, our new Smart Growth Overlay Districts, and a Community Land Trust Exploration Planning Committee. She played a pivotal role in implementing various community engagement techniques and strategies, which resulted in meaningful public input for our Housing Production Plan and the Walk, Bike, and Roll Plan. Lorena researched, pursued, and administered grants and other funding opportunities that prepared and accelerated the development of more housing, such as the Complete Neighborhood Partnerships Grant and MassHousing's Commercial Conversion Initiative, which were awarded under her leadership.

CONSERVATION AGENT, CITY OF REVERE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, REVERE, MASSACHUSETTS MAY 2023 – DECEMBER 2024

Lorena was responsible for the professional, technical, and administrative work supporting the Conservation Commission, including but not limited to the following: reviewing project applications, providing technical assistance relating to the Wetlands Protection Act and local Wetland Protection Bylaw, writing orders of conditions and determinations, monitoring construction to ensure appropriate compliance, and carrying out enforcement activities. She served as a liaison with residents, engineers, and developers, coordinating and understanding the permitting processes and regulations for proposed development projects, responding to



4 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban Planning and Policy, Northeastern University, Boston, Massachusetts, May 2022

Bachelor of Arts, Cultural Anthropology, Mount Holyoke College, South Hadley, Massachusetts, May 2019

Study Abroad, Università di Bologna-Alma Mater Studiorum, Bologna, Italy, 2018

HIGHLIGHTS

Grant Management Experience
Knowledge of Housing Policy and Housing Programs
Fluent in Spanish and Basic Italian

AWARDS

Northeastern University's Excellence Award, fellowship (100% coverage of tuition) January 2020

Mount Holyoke College Global Competence Award for notable achievement in language learning, cultural immersion, global perspective, and cross-cultural learning

complaints, and issuing enforcement on an as-needed basis. She also coordinated Conservation Commission applications, agendas, and meetings.

FEDERAL FUNDS MANAGER, FINANCE/PROCUREMENT DIVISION, CITY OF MEDFORD, MASSACHUSETTS, SEPTEMBER 2022 – PRESENT

Lorena administered \$48 million in American Rescue Plan Act (ARPA) funding for eligible pandemic-affected programs and projects. She maintained a working knowledge of the latest federal and state rules, guidelines, and other requirements for funding eligibility. She managed the reporting process for over 100 ARPA-funded projects and programs in accordance with federal requirements. Lorena hosted biannual community engagement meetings and solicited feedback from the public on where to invest the federal COVID-19 response funding.

PROCUREMENT HEAD CLERK, FINANCE/PROCUREMENT DIVISION, CITY OF MEDFORD, MASSACHUSETTS, AUGUST 2021 – AUGUST 2022

Lorena developed various types of bid solicitations and city contracts. She provided expertise to City department heads on local and standard procurement procedures. She helped ensure that supplies, services, and construction required for the efficient operation of the City of Medford were delivered on a fair, competitive, and cost-effective basis and in compliance with all applicable Massachusetts General Laws. Lorena supported all departments with financial reports and record-keeping.

EMPLOYMENT HISTORY

- ▶ Planner, GrantWorks, Inc., Austin, Texas, December 2024 – Present
- ▶ Associate Planner, City of Revere Department of Planning and Community Development, Revere, Massachusetts, April 2023 – December 2024
- ▶ Conservation Agent, City of Revere Department of Planning and Community Development, Revere, Massachusetts, May 2023 – December 2024
- ▶ Federal Funds Manager, Finance/Procurement Division, City of Medford, Massachusetts, September 2022 – May 2023
- ▶ Procurement Head Clerk, Finance/Procurement Division, City of Medford, Massachusetts, August 2021 – August 2022

SKY JOINER PLANNER

PROFESSIONAL QUALIFICATIONS

Sky Joiner is a detail-oriented planner with exceptional people skills. He is skilled and focused on land use and zoning, data analysis, and community engagement in all its myriad forms. Sky has a natural aptitude for both collaborative and independent work, utilizing creativity to solve problems in evolving environments. His earlier background in marketing and writing (both copywriting and technical) provided a firm basis for communication expertise and outreach efforts. Subsequent research involving data collection and analysis (particularly in housing and zoning) centers on the community side of development.

RELEVANT EXPERIENCE

PLANNER/ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

Sky performs a variety of analyses, conducts community and stakeholder engagement efforts, and supports all community planning functions. His work primarily involves helping with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). Sky's responsibilities include project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

COPY EDITOR, CORNERSTONE HOME LENDING, SAN ANTONIO, TEXAS, SEPTEMBER 2022 – NOVEMBER 2023

Sky managed the creating and copyediting flyers, web content, and other materials. He worked closely with colleagues while juggling multiple projects on tight deadlines.

COPYWRITER/PROOFREADER/TUTOR, FREELANCE, SAN ANTONIO, TEXAS, AUGUST 2016 – AUGUST 2022

Sky crafted and edited innumerable types of texts. He also collaborated with diverse clients, from concept to execution.

ADMINISTRATOR/INSURANCE CLERK, ACTION ROAD FAMILY DENTISTRY, BIRMINGHAM, ALABAMA, AUGUST 2015 – JULY 2016

Sky acquired a detailed understanding of a range of insurance requirements. He compiled and tracked data while handling claims.



1 YEAR

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, University of Texas, San Antonio, Texas, 2024

Bachelor, English Literature, University of Alabama, Birmingham, Alabama, 2011

HIGHLIGHTS

Knowledge of GIS, AutoCAD, SketchUp, Adobe, and Microsoft software

Attention to detail

Multi-tasker

EMPLOYMENT HISTORY

- ▶ Planner, GrantWorks, Inc., Austin, Texas, June 2025 – Present
- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, April 2024 – June 2025
- ▶ Copy Editor, Cornerstone Home Lending, San Antonio, Texas, September 2022 – November 2023
- ▶ Copywriter/Proofreader/Tutor, Freelance, San Antonio, Texas, August 2016 – August 2022
- ▶ Administrator/Insurance clerk, Action Road Family Dentistry, Birmingham, Alabama, August 2015 – July 2016

LAURA HAVERLAH

ASSOCIATE PLANNER

PROFESSIONAL QUALIFICATIONS

Laura Haverlah is a dedicated, versatile, and energetic professional with diverse and extensive experience in geographical information systems project management, including developing municipal, county, and statewide data for real-world applications. Laura brings a passion for operations improvement and exemplary leadership to any professional endeavor, recognizing that effective communication and relationship management are the cornerstones of any professional success.

RELEVANT EXPERIENCE

ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, NOVEMBER 2024 – PRESENT

Laura collaborates with senior staff, GIS technicians, Associate Planners, engineers, and client stakeholders to complete comprehensive plans and zoning ordinances for clients. She hosts public engagement events and activities, interviews public officials, performs a variety of analyses for community planning, including GIS mapping, drafts zoning ordinances and an array of planning studies, and presents planning reports at public meetings. With several years of experience in FEMA floodplain mapping and creating Hazard Mitigation Plans in Texas, Laura offers a unique perspective on resiliency and planning.

MITIGATION SPECIALIST, H2O PARTNERS, AUSTIN, TEXAS, MARCH 2021 – JANUARY 2023

Laura was responsible for presenting and creating Hazard Mitigation Plans for various jurisdictions in Texas. She participated in creating the Texas Enhanced State Hazard Mitigation Plan and served as a consultant for five regions of the newly established Texas Regional Flood Plans. Laura was responsible for creating data through analysis and research for input into the plan, developing various types of grants from Wildfire to Mitigation Plans, and creating GIS maps for several projects.

SENIOR GIS ANALYST, ATKINS, AUSTIN, TEXAS, JUNE 2014 – FEBRUARY 2021

As a Senior GIS Analyst, Laura's responsibilities included researching data from the Internet, collecting GIS files, registering and interpreting imagery, reprojecting GIS and CAD files, digitizing GIS and CAD files, creating floodplain maps, and designing and producing cartographic maps. Laura was a specialist in creating the FEMA RiskMap product, both for regulatory and non-regulatory purposes. She was proficient in creating environmental consulting, transportation planning, and cultural resources figures.

GIS SPECIALIST, AECOM, AUSTIN, TEXAS, JANUARY 2012 – JUNE 2014

Laura managed and assisted in producing various FEMA countywide flood studies for Region IX. She produced Digital Flood Insurance Rate Maps,



10+ YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Geography,
Texas State University, San
Marcos, Texas, 2003

Bachelor of Arts, English, Texas
State University, San Marcos,
Texas, 2003

HIGHLIGHTS

Tenured Presenter: TFMA (Texas
Floodplain Managers Association)
Conferences and TRNIS GIS
Forums

Project Coordination

Data Management

Strategic Planning

REGISTRATIONS/ CERTIFICATIONS

Tier 2R Clearance, Homeland
Security, Current

TRAINING

Cartography and Geography in
Geographic Information Systems
and Global Positioning Systems,
Austin Community College, Austin,
Texas, 2010

PROFESSIONAL AFFILIATIONS

Member, Texas Floodplain
Management Association, 2012 –
Present

Member, Supporting Women in
Geography & Information Systems,
2011 – Present

Flood Profiles, and Tables, in addition to multiple supplemental products, including FEMA's new Risk MAP products. Laura acquired, integrated, and analyzed data while ensuring FEMA Guidelines and Specifications and FEMA Data Capture Standards were followed. She was adept at creating processing documents for new procedures and processing methods.

**GIS COORDINATOR, WELD COUNTY REGIONAL COMMUNICATIONS CENTER, GREENLY, COLORADO,
AUGUST 2006 – JANUARY 2007**

Laura spearheaded efforts to upgrade emergency response times for the Greeley Sheriff's Department and other emergency service providers in Weld County by developing and implementing Geographic Information System projects. She created new maps for the police, sheriff, EMS, and fire departments and was instrumental in developing new, more efficient boundary response areas.

EMPLOYMENT HISTORY

- ▶ Associate Planner, Grantworks Inc., Austin, Texas, November 2024 – Present
- ▶ Mitigation Specialist, H2O Partners, Austin, Texas, March 2021 – January 2023
- ▶ Senior GIS Analyst, Atkins, Austin, Texas, June 2014 – February 2021
- ▶ GIS Specialist, AECOM, Austin, Texas, January 2012 – June 2024
- ▶ GIS Coordinator, Weld County Regional Communications Center, Greenly, Colorado, Start August 2006 – January 2007

BRANDY MOYER

ASSOCIATE PLANNER

PROFESSIONAL QUALIFICATIONS

Brandy Moyer is an Associate Planner with five years of planning experience. She is organized, dependable, and successful at managing multiple priorities with a positive attitude. Brandy is willing to take on added responsibilities to meet team goals, all while being a compassionate and assertive communicator.

RELEVANT EXPERIENCE

ASSOCIATE PLANNER, GRANTWORKS INC., ORLANDO, FLORIDA, APRIL 2025 – PRESENT

Brandy's work primarily involves assisting with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). Her responsibilities include project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

SUBSTITUTE TEACHER, LAKE OSWEGO PUBLIC SCHOOLS, LAKE OSWEGO, OREGON, OCTOBER 2024 – APRIL 2025 AND ESCAMBIA COUNTY PUBLIC SCHOOLS, PENSACOLA, FLORIDA, AUGUST 2018 – FEBRUARY 2019

Brandy taught at elementary, middle, and high school levels and provided instruction for students in core subject areas. She managed the classroom and established an orderly classroom environment.

ENVIRONMENTAL SPECIALIST, CITY OF ORLANDO, ORLANDO, FLORIDA, MAY 2017 – FEBRUARY 2018

Brandy ensured industrial user compliance with the Industrial Waste Pretreatment Program, including local, state, and federal regulations. She communicated information effectively to individuals or groups. She also oversaw over 12 permits, including an update to permits on a five-year cycle and updated permits according to analytics analysis. Brandy inspected industrial sites, including Orlando International Airport, Coca-Cola Bottling, and hospital campuses. Brandy obtained a secure driver's license through Homeland Security to drive on the tarmac. She generated BMPs for non-permitted Industrial Users, such as dewatering projects for construction, installed and sampled groundwater monitoring wells, and assisted the section with other projects, i.e., soil sampling. Brandy developed and executed initiatives to improve environmental knowledge and awareness.

INTERN, MID-ATLANTIC SOLID WASTE CONSULTANTS LLC, ORLANDO, FLORIDA, JANUARY 2017 – MAY 2017



5 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Urban and Regional Planning, Landscape Architecture & Community Resilience to Hazards, University of Florida Gainesville, Florida, 2023

Bachelor of Science, Environmental Science, University of West Florida, Pensacola, Florida, 2005

HIGHLIGHTS

Attention to Detail

Research and Analysis

Organization and Planning

Cross-functional Collaboration and Leadership

Policy, Codes, and Statutes

Technical Reports

Environmental Justice

Brandy completed research on over 500 local government waste and recycling services, entering detailed information to develop a proprietary database. She analyzed problems, worked with teams to develop solutions, and scrutinized over 200 Requests for Proposals (RFPs). Brandy generated maps for various projects.

WILDLIFE BIOLOGIST, TURNSTONE ENVIRONMENTAL CONSULTS, NEHALEM, OREGON, APRIL 2016 – AUGUST 2016

Brandy followed strict adherence to Marbled Murrelet surveying protocol and demonstrated high levels of independence and self-discipline. She obtained certification in Klamath, CA, through Mad River Biologists. Brandy was responsible for surveying over 10,000 acres of the Nehalem and Tillamook State Forests during the MAMU nesting season and setting stations for surveying using GPS and topographical maps.

ENVIRONMENTAL COMPLIANCE TECHNICIAN/INSPECTOR, ORANGE COUNTY, FLORIDA, JANUARY 2015 – FEBRUARY 2016

Brandy inspected grease interceptive devices, operated manual and automated sampling equipment, and reviewed customer and contract/franchise hauler operations for compliance with County codes and ordinances. She communicated information effectively to individuals or groups. She also performed inspections of assigned customers and haulers, properly collected several composite samples in each daily assignment, and completed the accompanying reports. Brandy maintained good public relations and maintained records of sufficient detail to allow for their submission as evidence in enforcement actions. She tested components and systems to evaluate performance and identify concerns.

ENVIRONMENTAL SPECIALIST II, FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, TALLAHASSEE, FLORIDA, DECEMBER 2010 – FEBRUARY 2012

Brandy prepared technical documents for Site-Specific Alternative Criteria, as per Chapter 62-302, F.A.C. This required a working knowledge of Word, Excel, ArcGIS 9.3.1, TMDLs, water chemistry, limnology, statistics (calculated in Excel and JMP), biological assessment tools (e.g., Stream Condition Index, Lake Vegetation Index, Landscape Development Intensity Index, Habitat Assessment). Brandy coordinated with industry, analyzed data, planned fieldwork, and orchestrated meetings with federal and sister agencies. She assisted coworkers with extensive scientific literature reviews, attended and prepared materials for public meetings, i.e., public hearings, and collaborated with interdisciplinary teams to address complex environmental challenges and develop innovative solutions.

EMPLOYMENT HISTORY

- ▶ Associate Planner, Grantworks Inc., Orlando, Florida, April 2025 – Present
- ▶ Substitute Teacher, Lake Oswego Public Schools, Lake Oswego, Oregon, October 2024 – April 2025
- ▶ Substitute Teacher, Escambia County Public Schools, Pensacola, Florida, August 2018 – February 2019
- ▶ Environmental Specialist, City of Orlando, Orlando, Florida, May 2017 – February 2018
- ▶ Intern, Mid-Atlantic Solid Waste Consultants LLC, Orlando, Florida, State, January 2017 – May 2017
- ▶ Wildlife Biologist, Turnstone Environmental Consultants, Nehalem, Oregon, April 2016 – August 2016
- ▶ Environmental Compliance Technician/Inspector, Orange County, Florida, January 2015 – February 2016
- ▶ Environmental Specialist II, Florida Department of Environmental Protection, Tallahassee, Florida, December 2010 – February 2012
- ▶ Environmental Specialist II, Florida Department of Health, Orange County, Florida, January 2010 – November 2010
- ▶ Forestry Technician, Turnstone Environmental Consultants, Prairie City, Oregon, August 2009 – November 2009
- ▶ Wildlife Biologist, Turnstone Environmental Consultants for U.S. Fish and Wildlife, Reedsport, Oregon, March 2009 – August 2009
- ▶ Environmental Specialist II, Florida Department of Health, Escambia County, Pensacola, Florida, March 2006 – December 2007
- ▶ Environmental Biologist I, Florida Department of Environmental Protection, Tallahassee, Florida, March 2006 – December 2007

COLE SORENSEN

ASSOCIATE PLANNER

PROFESSIONAL QUALIFICATIONS

Cole Sorensen is an Associate Planner with one year of experience in planning.

RELEVANT EXPERIENCE

ASSOCIATE PLANNER, GRANTWORKS INC., AUSTIN, TEXAS, NOVEMBER 2024 – PRESENT

As an Associate Planner with Planning Services at GrantWorks, Cole's work primarily involves assisting with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). His responsibilities include project management, research (including demographic, historical, and economic studies), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

ASSISTANT AVIATION PLANNER, HELIPLANNERS, TEMECULA, CALIFORNIA, APRIL 2023 – APRIL 2024

Cole collaborated with the Caltrans Aeronautics Program and the FAA on behalf of his clients, focusing on approval processes and conducting site visits with agency personnel. He facilitated project approvals at both state and federal levels to ensure client success. Cole prepared reports and heliport layout plans for clients, led weekly meetings with airport officials, and prepared complex PWs and reconciliations.

EMPLOYMENT HISTORY

- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, November 2024 – Present
- ▶ Assistant Aviation Planner, Heliplanners, Temecula, California, April 2023 – April 2024



2 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, City and
Regional Planning, California
Polytechnic State University, San
Luis Obispo, California, March
2024

HIGHLIGHTS

Attention to Detail
Client Relations
Community Engagement
Technical Writing

JENNIFER LINDSEY

GIS CO-MANAGER

PROFESSIONAL QUALIFICATIONS

Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro. Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. Grant Works promoted Jennifer to a full-time GIS position in May 2017.

RELEVANT EXPERIENCE

GIS CO-MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2017 – PRESENT

As a GIS Co-Manager with Planning Services at GrantWorks, Jennifer conducts feasibility and workflow impact analyses for all new platforms, maintains the entire ESRI product inventory, and manages the central GIS data repository. Jennifer also provides GIS Analyst support for Planning Services and other GrantWorks departments.

GIS TECHNICIAN, TEXAS GAS SERVICE, AUSTIN, TEXAS, FEBRUARY 2017 – MAY 2017

- ▶ Correlated as-built gas system records to digitize legacy networked features for analysis and risk mitigation.
- ▶ Researched gas line ownership, relocation, shut off, and payment delinquency to determine the location and operational status of lines.
- ▶ Used Google Imagery to determine the ground location, parent/child, or primary/secondary relationship of commercial and private gas risers and lines.

GIS INTERN, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2016 – DECEMBER 2016

- ▶ Updated attribute information for the Coastal Resources Protected Lands Project.
- ▶ Researched historical land grant records to determine accurate ReGen boundaries.
- ▶ Cleaned ReGen data by subdividing tracts proportionally and resolving contiguous and non-contiguous overlapping polygons.
- ▶ Created maps of updated Coastal Resource Grant recipient locations for the Coastal Impact Association Project.

NEXT GENERATION 911 INTERN, ACC INCUBATOR, AUSTIN, TEXAS, JUNE 2016 – SEPTEMBER 2016

- ▶ Used GeoComm and ACC Incubator to develop topological rules to analyze and validate 911 data.



8 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, International Relations, Texas State University, San Marcos, Texas, May 2006

HIGHLIGHTS

Blend function and form into all map design elements

Brings focus to clients' goals, perspectives, and landscapes through cartographic principles

Develops manageable data sets that contribute to the sustainable advancement of client's comprehensive plans

TRAINING

ESRI Connect - Austin: ArcGIS Pro Question and Answer, Live Virtual Event, December 2021

Census Training: How to Navigate data.census.gov, Online, September 2019

ACC GIS Micro Course: Collector, Austin, Texas, June 2019

REGISTRATIONS/ CERTIFICATIONS

GIS Level 1 Certification, Austin Community College, Austin, Texas, August 2016

- ▶ Conducted spatial accuracy analysis of address points and road intersections in adherence to the National Standard for Spatial Data Accuracy (NSSDA).
- ▶ Applied West's software MapSAG to analyze geocoding logic.
- ▶ Generated quality control measures for spatial accuracy analysis.
- ▶ Provided Geospatial Assessment Reports for all participating counties to the Commission on State Emergency Communications (CSEC).

EMPLOYMENT HISTORY

- ▶ GIS Co-Manager, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ GIS/Mapping Analyst and Co-Team Lead, GrantWorks, Inc., Austin, Texas, May 2017 – May 2022
- ▶ GIS Technician, Texas Gas Service, Austin, Texas, February 2017 – May 2017
- ▶ GIS Intern, Texas General Land Office, Austin, Texas, September 2016 – December 2016
- ▶ Next Generation 9-1-1 Intern, ACC Incubator, Austin, Texas, June 2016 – September 2016
- ▶ Manager/Server, Blue Dahlia Bistro, Austin, Texas, June 2012 – January 2017
- ▶ Assistant Manager, Wright's Waterlilies, Pukekohe, New Zealand, December 2010 – May 2011
- ▶ Examination Technician, Internal Revenue Service, Austin, Texas, December 2007 – June 2010

SAMANTHA ZELADE

GIS CO-MANAGER

PROFESSIONAL QUALIFICATIONS

Samantha Zelade is a Certified GIS Analyst with over eight years of professional mapping experience. Her key areas of mapping expertise include cartographic design principles, custom map design, and training. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Samantha worked as a GIS Technician for the City of Austin Watershed Protection Department, where she was responsible for data editing, management, analysis, and customer service.

RELEVANT EXPERIENCE

GIS CO-MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2018 – PRESENT

As a GIS Co-Manager with Planning Services at GrantWorks, Samantha is responsible for all new hire onboarding and training. Samantha also provides GIS Analyst support for Planning Services and other GrantWorks departments.

GIS TECHNICIAN, CITY OF AUSTIN WATERSHED PROTECTION DEPARTMENT, AUSTIN, TEXAS, JANUARY 2017 – FEBRUARY 2018

- ▶ Updated appraisal district parcels and impervious cover planimetrics.
- ▶ Performed data edits and provided quality control and quality assurance of edited data.
- ▶ Researched and interpreted appraisal district data, building permits, and commercial site plans.
- ▶ Assigned and administered the drainage utility fee to the City of Austin customers.
- ▶ Responded to customer inquiries and requests from Austin Energy.
- ▶ Stayed up to date with the municipal code and ensured compliance with city and state regulations.

GIS INTERN, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2016 – DECEMBER 2016

- ▶ Assisted in developing, compiling, organizing, analyzing, and visualizing spatial data and aerial imagery for the Coastal Resources Program.
- ▶ Edited spatial and tabular data for land survey projects.
- ▶ Created, published, and updated interactive maps for online use.

MENTOR, BIG BROTHERS BIG SISTERS OF CENTRAL TEXAS, AUSTIN, TEXAS, SEPTEMBER 2015 – PRESENT

- ▶ Mentoring at-risk youths in academic and life skills.
- ▶ Initiating meaningful activities for at-risk youth.

SERVER, GERALDINE'S AT THE VAN ZANDT HOTEL, AUSTIN, TEXAS, NOVEMBER 2015 – DECEMBER 2016

- ▶ Assisted guests with making menu choices in an informative and helpful fashion.



8 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Anthropology and Latin American Studies, University of Texas at Austin, Texas, 2012

HIGHLIGHTS

Provides clean and organized GIS data.

Fluent in Spanish

REGISTRATIONS/ CERTIFICATIONS

GIS Level I Certificate, Austin Community College, Austin, Texas, 2016

TRAINING

Census Training: How to Navigate data.census.gov, Online, September 2019

ACC GIS Micro Course: Collector – Austin, Texas, June 2019

Census Training: Accessing Data in 2019, Online, June 2019

- ▶ Supported other areas of the hotel as requested, including answering telephones and completing financial transactions for other staff members.

EMPLOYMENT HISTORY

- ▶ GIS Co-Manager, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ GIS/Mapping Analyst and Co-Team Lead, GrantWorks, Inc., Austin, Texas, March 2018 – May 2022
- ▶ GIS Technician, City of Austin Watershed Protection Department, Austin, Texas, January 2017 – February 2018
- ▶ GIS Intern, Texas General Land Office, Austin, Texas, September 2016 – December 2016
- ▶ Mentor, Big Brothers Big Sisters of Central Texas, Austin, Texas, September 2015 – Present
- ▶ Server, Geraldine's at the Van Zandt Hotel, Austin, Texas, November 2015 – December 2016

MONICA MERCED

GIS COORDINATOR

PROFESSIONAL QUALIFICATIONS

Monica Merced is a Certified GIS Analyst with over seven years of professional mapping experience. Her key areas of expertise include map production, data conversion, and the creation and maintenance of data and metadata. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Monica worked as a GIS Technician for One Gas-Texas Gas Services, where she digitized new and existing components for systems throughout Texas and in areas of Oklahoma.

RELEVANT EXPERIENCE

GIS COORDINATOR/ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2018 – PRESENT

As a GIS Analyst with Planning Services at GrantWorks, Monica creates and maintains custom databases and maps for Planning Services and other GrantWorks departments. She also assists Planners with extensive in-the-field geospatial data collection for comprehensive plan inventories. Plan mapping products illustrate existing conditions, proposed improvements, and anticipated or desired future conditions in various planning study areas, including population, housing, land use, and infrastructure (water, wastewater, drainage, and streets).

GIS TECHNICIAN, ONE GAS-TEXAS GAS SERVICES, AUSTIN, TEXAS, FEBRUARY 2017 – OCTOBER 2018

As a Contract GIS Technician, Monica digitized gas system facilities using ArcGIS/ArcFM and performed data entry in Maximo.

PERSONAL ASSISTANT, LUNAWORKS, LLC, AUSTIN, TEXAS, JULY 2015 – JANUARY 2017

Monica worked as a Personal Assistant for a property owner with 14 residences, comprising rental homes, Airbnb properties, and demolition projects. Duties included property management of 10 properties by creating leases and working directly with tenants; scheduling and setting up Air B&B reservations; tracking expenses for cleaning services and utilities; applying for city permits for demolition projects; tracking expenses for demolition projects, tenant repairs, and labor services; and completing personal tasks for the property owner as needed.

EMPLOYMENT HISTORY

- ▶ GIS Coordinator/Analyst, GrantWorks, Inc., Austin, Texas, October 2018 – Present
- ▶ GIS Technician, ONE Gas-Texas Gas Services, Austin, Texas, February 2017 – October 2018
- ▶ Nanny, Austin, Texas, April 2015 – February 2017
- ▶ Personal Assistant, LunaWorks, LLC, Austin, Texas, July 2015 – January 2017



7 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology,
Texas State University, San
Marcos, Texas, 2014

Associate of Science, General
Studies, Austin Community
College, Austin, Texas, May 2012

HIGHLIGHTS

Attention to detail.

Efficient with time management

REGISTRATIONS/ CERTIFICATIONS

GIS Level I Certificate, Austin
Community College, Austin,
Texas, August 2018

TRAINING

Census Training: How to
Navigate data.census.gov,
Online, September 2019

ACC GIS Micro Course: Collector,
Austin, Texas, June 2019

Census Training: Accessing Data
in 2019, Online, June 2019

- ▶ Studio Manager, Austin Kula Yoga, Austin, Texas, September 2014 – December 2015

ANDREA MOLINA

SENIOR GIS ANALYST

PROFESSIONAL QUALIFICATIONS

Andrea Molina is a professional Senior GIS Analyst with five years of mapping experience. She is completing an MS in Geoinformatics and a GIS Level I Certificate at the University of Texas at San Antonio. Before joining GrantWorks, Andrea worked as a Team Lead for Apex Systems, utilizing Apple Maps, where she coordinated a team of 30 GIS analysts to complete projects of varying priorities.

RELEVANT EXPERIENCE

SENIOR GIS/MAPPING ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

As a GIS Analyst with Planning Services at GrantWorks, Andrea creates and maintains custom databases and maps for Planning Services and other GrantWorks departments. She also assists Planners with extensive in-the-field geospatial data collection for comprehensive plan inventories. Plan mapping products illustrate existing conditions, proposed improvements, and anticipated or desired future conditions in various planning study areas, including population, housing, land use, and infrastructure (water, wastewater, drainage, and streets).

TEAM LEAD, APEX SYSTEMS, APPLE MAPS, AUSTIN, TEXAS, OCTOBER 2019 – OCTOBER 2021

- ▶ Analyzed PostgreSQL databases to check errors and update mapping applications
- ▶ Managed projects of varying priority and provided metrics to project managers while ensuring deadlines were met and within industry standards
- ▶ Coordinated training and development of 30 GIS analysts while delegating project tasks based on individual strengths, skill sets, and experience levels

GIS DATA ANALYST, APEX SYSTEMS, APPLE MAPS, AUSTIN, TEXAS, JANUARY 2019 – OCTOBER 2019

- ▶ Used QGIS and comparable software to ArcMap to analyze, validate, and digitize road network spatial data and satellite imagery
- ▶ Implemented program automation to maximize productivity and reduce the scope of work
- ▶ Subject Matter Expert for a specialized team analyzing user traffic data to improve route options



5 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geoinformatics,
University of Texas at San Antonio,
San Antonio, Texas, In Process,
2024

Bachelor of Science, Geology,
University of Texas at San Antonio,
San Antonio, Texas, 2018

HIGHLIGHTS

Analytical Thinking

Data Visualization

Deductive Reasoning

REGISTRATIONS/

CERTIFICATIONS

GIS Level I Certificate, University of
Texas at San Antonio, San Antonio,
Texas, Forthcoming 2022

PROFESSIONAL AFFILIATIONS

Member, Association of
Environmental and Engineering
Geologists

EMPLOYMENT HISTORY

- ▶ GIS/Mapping Analyst, GrantWorks Inc., Austin, Texas, October 2021 – Present
- ▶ Team Lead, Apex Systems, Apple Maps, Austin, Texas, October 2019 – October 2021
- ▶ GIS Data Analyst, Apex Systems, Apple Maps, Austin, Texas, January 2019 – October 2019

ALBERTO ALANIZ

GIS ANALYST

PROFESSIONAL QUALIFICATIONS

With a comprehensive background in Geographic Information Systems (GIS), Alberto Alaniz created and maintained online mapping services from scratch using ArcGIS software. His work has focused on ensuring that map data is accurate and complete, encompassing the data engineering process across domains and attributes while utilizing geoprocessing tools and actively analyzing geographic data through geocoding and georeferencing. Since collaboration is a big part of his role, Alberto works closely with different teams to implement projects on time.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Manages diverse client accounts with multiple team members, overseeing various stages of geodatabase projects.
- ▶ Develops file geodatabases and digitizes and edits geospatial data to generate maps that meet client needs.
- ▶ Creates, modifies, and analyzes geospatial data to support project objectives.
- ▶ Integrated diverse geospatial formats into GIS elements via digitization or conversion methods.
- ▶ Employs cartographic design and data visualization techniques to produce professional-quality maps.
- ▶ Reviews and acquires geographic data from various sources, including TNRIS, TCEQ, TxDOT, USGS, USFWS, County Appraisal District, Census, and FEMA.
- ▶ Produces and maintains project-specific web mapping applications to enhance accessibility and usability.

GIS & FRONT-END DEVELOPMENT SPECIALIST, AYUDA, INC., AUSTIN, TEXAS, MARCH 2023 – MARCH 2024

- ▶ Proficient in programming HTML and CSS for building interactive, responsive websites.
- ▶ Experience in creating well-structured, semantic HTML to enhance accessibility and SEO.
- ▶ Knowledge of responsive web design principles, employing media queries and viewport meta tags to ensure optimal user experience across various devices.
- ▶ Esri suite training online courses, ranging from ArcGIS API for Python to creating Python scripts for various spatial analysis tools.
- ▶ Udemy, self-guided learning material for Web GIS Development, web programming for GIS, Leaflet, and a complete web development bootcamp.



3 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Geographic Information Systems and Technology, Texas A&M, College Station, Texas, 2021

Web Development Bootcamp, Udemy, 2024

HIGHLIGHTS

ESRI Suite, SQL

JavaScript, Python

JSON, HTML/CSS

REGISTRATIONS/

CERTIFICATIONS

Certified HUD Counselor, 2024

Exploring GIS Map, ESRI, 2021

Python for Everyone, ESRI, 2021

GIS to Solve Problems, ESRI, 2022

TRAINING

Remote Sensing, Texas A&M University, College Station, 2019

Urban Planning, Texas A&M University College Station 2020

Geodatabases GNSS, Texas A&M University, College Station, 2019

PROFESSIONAL AFFILIATIONS

Member, Sigma Gamma Epsilon, 2021

Member, Geography Society, 2021

Member, AYUDA Inc., Present

GIS COORDINATOR, AYUDA, INC., AUSTIN, TEXAS, MARCH 2023 – MARCH 2024

- ▶ Created and maintained an online mapping service from the ground up using ArcGIS software to support data insights and deliveries.
- ▶ Ensured accuracy and completeness of map data, including location names, geography, and categories.
- ▶ Designed and created GIS application processes for field use utilizing Field Maps, Survey 123, and Workforce.
- ▶ Researched and downloaded geospatial datasets (parcel information) for project support.
- ▶ Managed data updates in central GIS databases and cloud systems.
- ▶ Collaborated with cross-functional teams to ensure timely implementation of partner projects.
- ▶ Completed other tasks like grant writing, financial counseling/workshops, and case management.

GIS ANALYST, MAXAR TECHNOLOGIES, SAN ANTONIO, TEXAS, DECEMBER 2022 – MAY 2023

- ▶ Applied image processing techniques to enhance and interpret remote sensing data.
- ▶ Conducted land cover and land use classification using remote sensing data.
- ▶ Acquired and processed satellite, aerial, and drone imagery for analysis.
- ▶ Prepared reports and visualizations to communicate findings to upper-level GIS professionals.

GIS TECHNICIAN, CITY OF CIBOLO, CIBOLO, TEXAS, SEPTEMBER 2021 – DECEMBER 2022

- ▶ Maintained and created a variety of GIS layers, geodatabases, and associated software, including georeferencing and geocoding digital/printed plats, and performed quality control as needed.
- ▶ Produced and analyzed geographic spatial information, creating sustaining maps for online and in-the-field use.
- ▶ Assisted city staff with inter-departmental collaboration projects and programs, providing maps and geographic data for street stormwater, sewer, and infrastructure.
- ▶ Developed geographic data, prepared reports, and responded to inquiries from the public and third-party engineering firms.
- ▶ Designed and developed the front-end GIS hub on the city website using HTML and CSS.

GIS FIELD TECHNICIAN, DAVEY RESOURCE GROUP, ATHENS, TEXAS, JUNE 2021 – SEPTEMBER 2021

- ▶ Provided local electric company with real-time, updated quality data to help improve service and reliability.
- ▶ Performed GIS editing and manipulation for mapping the electric company's data with Garmin GPS units in the field using Field Maps/Workforce.
- ▶ Performed Quality Assurance/Quality Control (QA/QC) as needed.

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ GIS & Front-end Development Specialist, AYUDA, Inc., Austin, Texas, March 2023 – March 2024
- ▶ GIS Coordinator, AYUDA, Inc., Austin, Texas, March 2023 – March 2024
- ▶ GIS Analyst, Maxar Technologies, San Antonio, Texas, December 2022 – May 2023
- ▶ GIS Technician, City of Cibolo, Cibolo, Texas, September 2021 – December 2022
- ▶ GIS Field Technician, Davey Resource Group, Athens, Texas, June 2021 – September 2021

GRACE CHEPTOO

GIS ANALYST

PROFESSIONAL QUALIFICATIONS

With three years of experience in GIS and mapping, Grace Cheptoo's interests lie in Geographic Information Systems (GIS), remote sensing, and conservation. Over the past three years, she has honed her skills in mapping, digitizing, spatial analysis, data analytics, and image analysis.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Analyzes and interprets spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure construction.
- ▶ Builds file geodatabase and digitizes and edits geospatial data.
- ▶ Integrates various geospatial formats into editable GIS elements by digitizing or conversion.
- ▶ Creates, modifies, and analyzes geospatial data.
- ▶ Uses cartographic design and data visualization techniques to produce professional maps.
- ▶ Conducts fieldwork data collection.
- ▶ Produces and maintains project-specific web mapping applications.

GIS SPECIALIST, JONAH WATER SPECIAL UTILITY DISTRICT, HUTTO, TEXAS, JULY 2023 – NOVEMBER 2023

- ▶ Performed ArcGIS Online administration, which entailed creating users and groups, configuring site settings, and creating web maps and web applications to make data and mapping applications available to stakeholders.
- ▶ Supervised GIS Field Technicians to collect water asset data to build the water utility network.
- ▶ Performed data visualization to display the change in population density from 2000 to 2010 and 2010 to 2020 for the Jonah service area using ArcGIS Pro.
- ▶ Geocode customer service meters to 1-meter accuracy, using ArcGIS Pro geoprocessing tools to support the creation of a new GIS for the Water District.
- ▶ Cleaned and organized spatial data to improve the accuracy of programs and data visualizations.

GEOSPATIAL ANALYST, THE NATURE CONSERVATORY, REMOTE, JUNE 2022 – FEBRUARY 2023

- ▶ Strengthened mangrove management on the Northern Coast of Kenya to develop a blue carbon offset and resilient credit project for the Lamu-Tana seascape



3 YEARS

GIS/MAPPING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Masters, Environmental Observation and Informatics, University of Wisconsin, Madison, Wisconsin, 2022

Bachelor of Geography, Moi University, Kenya, Africa, 2019

HIGHLIGHTS

Data Visualization

Data Management

Cartography

Spatial Analysis

REGISTRATIONS/

CERTIFICATIONS

Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Certificate, 2018

TRAINING

Spatial Data Science: The New Frontier in Analytics, ESRI, 2022

Going Places with Spatial Analysis, ESRI, Redlands, California, 2023

Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Workshop, Mpala Research Centre, Nanyuki, Kenya 2018

PROFESSIONAL AFFILIATIONS

Women+ in Geospatial, Austin, Texas, 2023

- ▶ Gathered available mangrove map products from the literature, open-source GIS datasets, and government agencies and evaluated their accuracy to select the best product for an impact analysis
- ▶ Evaluated the overlap and disagreement of mangrove map products
- ▶ Created geospatial covariates of both raster and point data to support mangrove forest restoration in reducing soil erosion
- ▶ Mapped mangrove restoration sites, docks, and ports in ArcGIS, resulting in a better understanding of socioeconomic indicators driving mangrove deforestation
- ▶ Performed mangrove cover change analysis using image classification and redefined conservation boundaries for the Lamu - Tana project in Kenya
- ▶ Provided GIS technical support for a project in Indonesia focused on peatland restoration by producing maps and tables for the project's progress

GEOSPATIAL INTERN, CENTER FOR HEALTH DISPARITIES RESEARCH, MADISON, WISCONSIN, MARCH 2022 – JUNE 2022

- ▶ Geocoded thousands of addresses by using an ArcGIS Pro interface and manually rematching the unmatched addresses
- ▶ Created 104 maps for state and national ADIs using ArcGIS Pro software, resulting in the addition of new maps to the GIS database
- ▶ Performed spatial Analysis in ArcGIS Pro

REMOTE SENSING CONSULTANT, AFRICAN PARKS-AKAGERA NATIONAL PARK, REMOTE, AUGUST 2021 – JUNE 2022

- ▶ Produced the first landcover map of Akagera National Park for management purposes using a Random Forest classification technique with Sentinel 1 and 2 satellite imagery in Google Earth Engine.
- ▶ Performed supervised classification and accuracy assessment of the classification results to determine accuracy using the Kappa coefficient and overall accuracy. Results demonstrated that both metrics were above 0.7
- ▶ Developed an advanced post-classification process for Sentinel imagery using both Google Earth Engine and ArcMap

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ GIS Specialist, Jonah Water Special Utility District, Hutto, Texas, July 2023 – November 2023
- ▶ Geospatial Analyst, The Nature Conservancy, Remote, June 2022 – February 2023
- ▶ Geospatial Intern, Center for Health Disparities Research, Madison, Wisconsin, March 2022 – June 2022
- ▶ Remote Sensing Consultant, African Parks-Akagera National Park, Remote, August 2021 – June 2022

VANESSA GUADIANA

GIS ANALYST

PROFESSIONAL QUALIFICATIONS

Vanessa Guadiana is an independent thinker with a proactive approach to problem-solving and solution-based ideas. With experience in government and transportation, she has refined her communication skills to cater to diverse audiences, including executives and the public. Her most recent accomplishments include developing a comprehensive plan for the City of Jonestown, as well as establishing a complete GIS hub that provides citizens with relevant GIS data.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS INC., AUSTIN, TEXAS, JULY 2023 – PRESENT

Vanessa is responsible for developing comprehensive GIS plans to map out critical infrastructure and for future planning.

VOLUNTEER, ANIMAL CENTER, AUSTIN, TEXAS, MARCH 2023 – MAY 2023

Based on survey results, Vanessa developed profiles to learn what residents most need of free services.

GIS TECHNICIAN, CITY OF JONESTOWN, JONESTOWN, TEXAS, FEBRUARY 2023 – JULY 2023

Vanessa spearheaded the development of the City's GIS data hub, which was completed with relevant maps focusing on local geography (flood zones, soil data, elevation). She created data dashboards highlighting resident profiles in economics, commuter statistics, and accident data. Vanessa updated all parcel data and shapefiles from outdated versions with the most relevant tax roll data. She also created a zoning search tool for prospective business owners to locate their area of interest and a comprehensive map featuring all layers of important data for cross-research purposes. Vanessa collected field data and designed maps (both online and printed versions) for Jones Brothers Park and Veterans Memorial Park.

CLAIMS EXAMINER, ARRIVE LOGISTICS, AUSTIN, TEXAS, MARCH 2021 – JANUARY 2023

Vanessa served as a liaison between customers, carriers, and insurance companies to resolve claims and maintain good relations, ensuring both parties remained aligned.

STARFLEET TRUCKING, MIDDLEBURY, INDIANA, MAY 2012 – MARCH 2021

Vanessa planned for all scenarios (weather, closures) and kept records of all movements to comply with the laws. She developed a genuine appreciation for the diversity within the North American landscape.



2 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Meteorology,
Mississippi State University,
Starkville, Mississippi, 2021

Bachelor of Arts, Creative Writing,
University of Texas, Richardson,
Texas, 2009

HIGHLIGHTS

Time Efficient

Communication

Cartographic Design Principles

REGISTRATIONS/

CERTIFICATIONS

GIS Certificate Level I, Austin
Texas Community College, Austin,
Texas, 2023

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, July 2023 – Present
- ▶ Volunteer Animal Center, Austin, Texas, March 2023 – May 2023
- ▶ GIS Technician, City of Jonestown, Jonestown, Texas, February 2023 – July 2023
- ▶ Claims Examiner, Arrive Logistics, Austin, Texas, March 2021 – January 2023
- ▶ Starfleet Trucking, Middlebury, Indiana, May 2012 – March 2021



ATTACHMENT 2

REQUIRED FORMS

ATTACHMENT 2 – REQUIRED FORMS

- ▶ Certificate of Insurance
- ▶ Statement of Conflict of Interest
- ▶ System of Award Management Verification
- ▶ Conflict of Interest Questionnaire (Form CIQ)
- ▶ Certification Regarding Lobbying
- ▶ Disclosure of Lobbying Activities
- ▶ Certificate of Interested Parties (Form 1295)
- ▶ Required Contract Provisions

CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of its Professional Liability Certificate of Insurance on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/22/2025

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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

COVERAGES **CERTIFICATE NUMBER: 2087080680** **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions	Y	G28235768 009	7/30/2025	7/30/2026	Each Claim \$5,000,000. Aggregate \$5,000,000. Retention \$25,000.

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

CERTIFICATE HOLDER

Informational Purposes for GrantWorks, Inc. 2201 Northland Dr Austin TX 78756	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2014/01)

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STATEMENT OF CONFLICT OF INTEREST

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



Authorized Signature

October 8, 2025

Date

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM OF AWARD MANAGEMENT VERIFICATION

GrantWorks is not debarred from doing business in the State of Texas. GrantWorks is also not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). We have included verification that GrantWorks and the company's principal are not listed through SAM through a printout of the search results with the record date on the following pages.



Entity Information Search Results 1 Total Results

Filter by:		
Keyword (EXACT)	Status	
uz9nmvf8sgd8	Active	
GRANTWORKS, INC. ● Active Registration		
Unique Entity ID: UZ9NMVF8SGD8	Physical Address:	Expiration Date:
CAGE/NCAGE: 5JH22	2201 NORTHLAND DR	Jul 16, 2026
	AUSTIN, TX	Purpose of Registration:
	78756 USA	All Awards

Entity



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)	Status
"Bruce Spitzengel"	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN , TX

78756 USA

Expiration Date:

Jul 16, 2026

Purpose of Registration:

All Awards

Entity

Last updated by CECELIA JOHNSON on Jul 16, 2025 at 04:54 PM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 16, 2026	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	

Business Information

Doing Business as GRANTWORKS INC	Division Name Grantworks	Division Number (blank)
Congressional District Texas 37	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Jul 18, 2025	Submission Date Jul 16, 2025	Initial Registration Date Jun 16, 2009
--	--	--

Entity Dates

Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.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)
Profit Structure For Profit Organization		

Aug 27, 2025 04:05:27 PM GMT
<https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=null>

Page 1 of 2

Last updated by CECILIA JOHNSON on Jul 16, 2025 at 04:54 PM

GRANTWORKS, INC.

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	No
EFT Indicator	CAGE Code
0000	5JH22

Points of Contact

Electronic Business

 Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Government Business

 Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States
Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States

Past Performance

 Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Service Classifications

NAICS Codes

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

Disaster Response

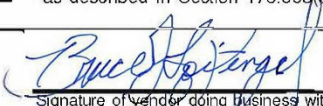
Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

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

CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a completed and signed copy of its Conflict of Interest Questionnaire (Form CIQ) on the following page.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY 	
1 Name of vendor who has a business relationship with local governmental entity. N/A	2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3 Name of local government officer about whom the information is being disclosed. N/A Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7  Signature of vendor doing business with the governmental entity October 8, 2025 Date		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATION REGARDING LOBBYING

GrantWorks has provided a completed and signed copy of its Certification Regarding Lobbying on the following page.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, GrantWorks, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.


Signature of Contractor's Authorized Official

Bruce J. Spitzengel

Printed Name and Title of Contractor's Authorized Official

October 8, 2025

Date

DISCLOSURE OF LOBBYING ACTIVITIES

GrantWorks has provided a completed and signed copy of its Disclosure of Lobbying Activities on the following page.

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance		Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award		Report Type: _____ a. initial filing _____ b. material change	
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:			If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:		
Congressional District, if known:			Congressional District, if known:		
Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: <u>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>10/08/2025</u>		
Federal Use Only			Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)		

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

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

GrantWorks has provided a copy of the Certificate of Interested Parties (Form 1295) on the following page.

REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the required contract provisions.

GrantWorks®

2201 NORTHLAND DRIVE | AUSTIN, TEXAS 78756

OFFICE: 512-420-0303 | FAX: 512-420-0302

www.grantworks.org



PROFESSIONAL GRANT ADMINISTRATION SERVICES

PROPOSAL FOR

CDBG-MIT-GLO THE RESILIENT COMMUNITIES PROGRAM



CITY OF TOOL, TEXAS

City of Tool
Attn: Julius Kizzee
701 N. Tool Drive
Tool, TX 75143

Prepared on September 24, 2025 by:

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

With satellite offices in:

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



City of Tool
Attn: Julius Kizzee
701 N. Tool Drive
Tool, TX 75143

RE: Proposal for Resilient Communities Comprehensive Plan and Development Services and Grant Administration Services - GLO CDBG-MIT

Langford Community Management Services, Inc. (LCMS) is pleased to submit this proposal to provide Comprehensive Plan Development and Grant Management Services for the City of Tool.

We have reviewed the evaluation criteria for the GLO-Resilient Communities Program grant, and with no fund-matching requirements, we recommend the City leverage this opportunity by requesting the full \$300,000 available to build a robust digital comprehensive plan.

Our goal is to help you develop a plan that matches your community's culture and values and can be easily accessed and used to guide decisions long after the grant closes. Historically, comprehensive plans have been delivered in a three-ring binder and ended up on a shelf, but LCMS would like to help you create digital tools and plans that can be used to easily update, share, and leverage your community's data to start making more informed decisions. LCMS's passion is to empower communities to build their best possible future.

From the enclosed information, you will find that the LCMS team has an excellent record of performance in providing quality service in Grant Administration and Plan Development. We have successfully secured twenty-three (23) GLO-RCP contracts to date at the full \$300,000 funding, and we are confident we have the team and project experience to successfully develop the City's Plan and administer the grant for your project.

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

LCMS values the relationship with the city, and we appreciate your consideration of our proposal. We look forward to hearing from you regarding your review of the proposal and the opportunity to work with you on this important project. It would be our pleasure to get this project started as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Judy Langford", is written over a circular blue ink stamp.

Judy Langford
President/Owner
Langford Community Management Services

RCP Team Experience & Capacity to Perform

Summary of Comprehensive Planning Services for the City of Tool, TX

LCMS offers tailored planning services for the City of Tool combining rigorous analysis with community input to create a forward-looking plan. Our process includes:

Community Engagement: We implement a multi-faceted strategy using meetings, workshops, surveys, and the latest digital engagement methods to ensure broad public participation.

Base Studies & Data Analysis: We conduct comprehensive analysis of demographics, infrastructure, economics, land use, transportation, housing, and environmental factors to identify key trends and opportunities.

Vision and Goals: Through facilitated workshops and social engagement tools we establish community goals and a shared vision that guide the plan's development.

Land Use and Zoning: We assess current regulations and recommend updates to promote sustainable growth while preserving Tool's character.

Housing Study: A 10-year projection of housing needs based on current stock analysis and future trends.

Population Forecast: A 20-year demographic projection to inform long-term planning for infrastructure and services.

Economic Development: We provide growth objectives, and strategies for business attraction, infrastructure improvement, and workforce development. This includes an implementation timeline, metrics, and financial projections.

Our approach utilizes advanced GIS technology, delivering both traditional documents and digital resources to support ongoing planning efforts in Tool.

CDBG, GLO & OTHER GRANT EXPERIENCE

LCMS is a renowned grant administration firm, with decades of successfully writing and managing millions of dollars in grants and loans from a wide array of state and federal agencies. Our impressive portfolio includes collaborations with the Texas Department of Agriculture, General Land Office, Texas Department of Housing and Community Affairs, Texas Department of Emergency Management, Texas Department of Economic Development, Texas Parks & Wildlife Department, Texas Department of Transportation, U.S. Department of Transportation, Texas Water Development Board, Texas Commission on Environmental Quality, U.S. Department of Energy, State Energy Conservation Office, Housing and Urban Development, U.S. Department of Agriculture, Texas Historical Commission, U.S. Department of Justice, Federal Emergency Management Agency, and the Economic Development Administration.

What the City Gains:

- ❖ **Proven Expertise:** With a track record of securing and administering substantial funding, LCMS brings unparalleled expertise in navigating the complex

landscape of grant requirements and compliance.

- ❖ **Broad Funding Network:** Our extensive experience with multiple agencies ensures that the city can tap into a diverse range of funding opportunities, maximizing financial resources for development projects.
- ❖ **Successful Project Implementation:** Our proficiency in grant management translates into meticulously executed projects, from planning to completion, ensuring that every dollar is effectively utilized.

Partnering with LCMS means the city obtains not just a consultant but a seasoned ally in achieving sustainable, data-driven growth through strategic funding and comprehensive planning.

LCMS STAFF

Langford's RCP Comprehensive Planning Team consists of professionals mastering community engagement, land use planning, infrastructure, economic development, city administration, and natural resources preservation. This includes expertise in GIS mapping using the ESRI suite of ArcGIS PRO, Community Analyst, and ArcGIS Hub - a cloud-based engagement platform. We will use it to communicate more effectively with the stakeholder group. This platform will have map layers, data sets to engage audiences around a specific project, topic, or goal.

CAPACITY TO PERFORM
Resilient Communities Program - Planning Team

RESILIENT COMMUNITIES TEAM



Judy Langford
President/Owner



Jerri Conrado
RCP Program Manager &
Community Engagement



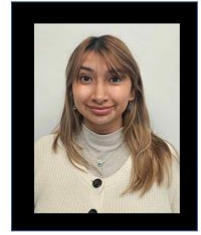
Dennis Ku
Senior Engineer



Tim Jenkins
Senior Planner



Frank Broussard
Community Planner

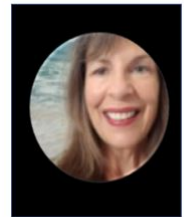


Celeste Alvarez
Community Planner/GIS

With over **125 years of combined experience**, our team is uniquely equipped to deliver strategic, compliant, and results-driven solutions. We are committed to excellence in every phase of program administration—from planning and application to execution and reporting.



Kevin Coleman
Community Relations



Julie Wilkerson
Reimbursements/Billing

The LCMS Team offers broad and extensive experience and knowledge of grant programs and their program rules and requirements. We have assembled a highly qualified team of professionals with over 125 years of combined experience and knowledge in the administration and implementation of funded projects. Our team members have proven track records of providing high-quality administrative services, effective project management, delivery, monitoring and oversight in compliance with applicable State and Federal rules and regulations. (Biographies and resumes of firm principals and staff members resumes attached.)

Grant/Funding Close-Out Services & Documentation (Months 23-24)

What the City Gains: Effective management of financial resources and thorough documentation to ensure accountability and transparency, enhancing trust and credibility with stakeholders.

This strategic development initiative is a monumental step for the city, promising to enhance infrastructure, foster community engagement, and ensure sustainable growth. By actively involving stakeholders, leveraging comprehensive assessments, and implementing a well-structured plan, the city is poised to achieve a future that is not only prosperous but also inclusive and resilient.

CURRENT CLIENTS

GLO - CDBG - MIT Resilient Community Projects currently underway, written and administered by Langford Community Management Services, Inc.

They have been funded **at the full \$300,000 maximum available** and include the following:

City	Stage
Wimberley	Preliminary Plan
Hallettsville	Preliminary Plan
Smithville	Preliminary Plan
Lexington	Preliminary Plan
Ivanhoe	Preliminary Plan
Creedmoor	Preliminary Plan
Martindale	Preliminary Plan
Taylor	Preliminary Plan
Coldspring	Assessments & Base Studies
Sinton	Assessments & Base Studies
Fayetteville	Assessments & Base Studies
Lyford	Assessments & Base Studies
Cisco	Assessments & Base Studies
Huntsville	Initial Engagement
West Columbia	Initial Engagement
Wills Point	Initial Engagement
Kenedy	Initial Engagement
Kilgore	Initial Engagement
Columbus	Initial Engagement
Blanco City	Initial Engagement
Weimar	Initial Engagement
Jourdanton	Initial Engagement
Charlotte	Initial Engagement
Bartlett	Initial Engagement
Schulenburg	Initial Engagement

Work Performance & Overview of Planning Process

LCMS: Building Resilient, Thriving Communities Across Texas

At LCMS, we specialize in crafting resilient community comprehensive plans for rural, small, and mid-sized Texas towns and counties. Our approach goes beyond traditional planning, focusing on building communities that can adapt and flourish in the face of challenges.

Our approach is simple yet powerful: we listen to your community's dreams and turn them into concrete action plans.

Using cutting-edge technology and data analysis, we create comprehensive plans that are as unique as the communities we serve. By using advanced GIS mapping, we bring your town's future to life in vivid detail.

But we don't just hand over a report and walk away. We provide both traditional documents and digital tools that your team can use for years to come, ensuring your plan remains a living, breathing guide for growth.

With LCMS, you're not just getting a plan - you're gaining a roadmap to a more resilient, vibrant future.

Let's work together to make your town's vision a reality.

RCP PLAN DEVELOPMENT

The city is embarking on a transformative journey to enhance its infrastructure, community engagement, and future development through a comprehensive strategic plan. This initiative promises to deliver substantial benefits that will shape the city's future, fostering growth, improving quality of life, and ensuring sustainable development.

Schedule Of Activities

1. **Community & Stakeholder Engagement:**
- Public Meeting #1: Kickoff (Month 1)

Deliverables	Project Year 1												Project Year 2											
	Project Month																							
Community & Stakeholder Engagement																								
Public Meeting #1: Kickoff																								
Key Stakeholder Meeting #1																								
Key Stakeholder Meeting #2																								
Stakeholders Planning Workshop																								
Preliminary Plan Review																								
Planning & Zoning #1																								
City Council #1																								
Planning & Zoning #2																								
City Council #2																								
																								
Community Planning & Engagement Online Platform																								
Base Studies & Assessments																								
Existing Plans Assessment & Draft Goals																								
Community Profile																								
Existing Land use																								
Water System																								
Wastewater System																								
Streets System																								
Stormwater Drainage																								
Plan Production (Preliminary & Final)																								
Introduction																								
Community Profile																								
Population																								
Land Use & Future Development																								
Transportation																								
Housing																								
Public Facilities																								
Infrastructure																								
Implementation Strategy																								
Annexes																								
Zoning																								
Capital Improvements Plan																								
Closeout																								
Grant/funding close-out services																								
Documents & reports																								

What the City Gains: An inclusive platform to kickstart the project with active community involvement, ensuring transparency and collective vision from the onset.

 Key Stakeholder Meetings & Workshops (Months 2-7)

What the City Gains: Valuable insights and collaboration from key stakeholders, ensuring the plan addresses diverse needs and leverages local expertise.

 Preliminary Plan Review & Planning Sessions (Months 8-12)

What the City Gains: A meticulously reviewed and refined plan that aligns with community aspirations and regulatory requirements.

 City Council Engagements (Months 11 & 12)

What the City Gains: Legislative support and alignment with city governance, paving the way for smooth implementation.

2. Community Planning & Engagement Online Platform:

What the City Gains: A state-of-the-art digital platform for continuous community engagement, allowing residents to participate actively, provide feedback, and stay informed throughout the project's lifecycle.

3. Base Studies & Assessments:

 Comprehensive Assessments (Months 1-9)

What the City Gains: Detailed evaluations of existing plans, land use, and critical infrastructure (water, wastewater, streets, stormwater drainage) to inform strategic decisions.

 Community Profile Development (Months 4-5)

What the City Gains: An in-depth understanding of the community's demographics, needs, and aspirations, ensuring the plan is people-centric and future-proof.

4. Plan Production (Preliminary & Final):

 Structured Documentation (Months 7-18)

What the City Gains: A well-documented plan encompassing all aspects of city development - from population growth and land use to transportation, housing, public facilities, and infrastructure.

 Implementation Strategy (Months 19-21)

What the City Gains: A clear, actionable roadmap for executing the strategic plan, ensuring timely and efficient delivery of projects and initiatives.

5. Annexes & Closeout:

 Zoning and Capital Improvements Plan (Months 22-24)

What the City Gains: Updated zoning laws and a capital improvements plan that align with the strategic vision, fostering sustainable and organized urban growth.

LCMS's Comprehensive Planning Services for Rural, Small, and Mid-Sized Texas Cities and Counties

LCMS excels in delivering specialized, comprehensive planning services tailored to the unique needs of rural, small, and mid-sized cities and counties. Our cutting-edge, data-driven approach transforms community aspirations into actionable development policies. Utilizing advanced Geographical Information Systems (GIS) for mapping and data visualization, LCMS provides both traditional plan documents and digitized maps/databases for ongoing use.

Key Benefits

- ❖ **Modernized Planning Process:** An innovative and adaptable planning methodology that allows for quick adjustments to changing conditions, integrating local, state, and federal data. This ensures that the city's development strategies remain current and effective, tailored to the specific dynamics of smaller communities.
- ❖ **Enhanced Decision-Making Tools:** Community leaders are equipped with precise risk information, compelling data visuals, and sophisticated tools. This empowers them to make informed decisions, navigate future challenges effectively, and build resilience against potential disruptions.

- ❖ **Optimized Mitigation and Funding:** The city benefits from optimized mitigation projects and the identification of potential funding sources. This enhances its ability to finance and implement critical development initiatives, ensuring sustainable and resilient growth.
- ❖ **Scalability and Expertise:** LCMS's services are scalable, capable of addressing the needs of both single communities and multi-jurisdictional regions. Our extensive experience in Disaster Recovery and Mitigation projects means we are deeply familiar with the planning area, providing tailored and effective planning solutions.
- ❖ **Full-Service Planning Management:** From administration to development and management, LCMS offers a comprehensive service that ensures consistency and efficiency throughout the planning process. Our centrally managed approach from Liberty Hill offices guarantees a streamlined and cohesive planning experience.
- ❖ **Resilient, Data-Informed Growth:** By partnering with LCMS, the city positions itself for resilient growth. The city will gain the necessary tools and insights to adapt and thrive in an ever-changing environment, optimizing development strategies for long-term prosperity.

With LCMS, rural, small, and mid-sized cities and counties can expect a transformative planning experience that leverages modern technology and data-driven insights. This approach not only modernizes the planning process but also enhances decision-making

and positions the community for sustained, resilient growth. By adopting these advanced planning methodologies, communities are set to achieve their development goals effectively and efficiently, ensuring a prosperous future for all residents.

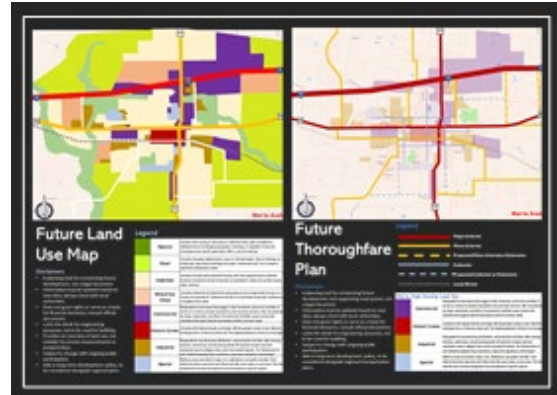


PLANNING PROJECTS

Schulenburg TX 2023-33 Comprehensive Plan

The City of Schulenburg, strategically positioned along I-10 and renowned as "Halfway to Everywhere," has been a valued client of LCMS for over two decades. This enduring relationship exemplifies our commitment to fostering sustained growth and securing grant-funded projects for our partner communities.

In close collaboration with a council-appointed planning committee, LCMS spearheaded the comprehensive community plan. This meticulous process included an in-depth analysis of land use, transportation, housing, and utilities, ensuring a holistic approach to urban development.



A pivotal element of our work is the Future Land Use Plan, a critical component of Schulenburg's Master Plan. This detailed roadmap guides preferred development patterns and serves as an authoritative reference for city officials, the public, and developers. It strategically manages anticipated growth within city limits, maximizing the potential of over 25% of currently vacant or agriculturally designated land.

The LCMS-developed plan prioritizes public safety, health, and well-being while preserving essential community characteristics. It serves as a catalyst for:

- ❖ [Informed Zoning Decisions](#)
- ❖ [Strategic Public Improvements](#)
- ❖ [Targeted Economic Development Initiatives](#)
- ❖ [Successful Grant Funding Acquisitions](#)

Blanco County TX 2024 Hazard Mitigation Plan

Task	Mitigation Action Title	Description	Hazard Mitigated	Asset Type	Applicable Code	New Asset	Responsible Organization	Estimated Cost	Practical Feasibility	Threats Mitigated	Benefit
House Cases											
1	Identify a program to clean up old paint	Implement a program for cleaning old paint from basins and relevant steel work wherever possible. Paints should be given care to avoid that drain on sites.	Heater, Flood, Den Pulse	✱	G1	N	Public Works	\$10,000	Low	3	Medium
2	Installation of emergency power and generator; critical infrastructure for power house	Install emergency generators at critical facilities, possibly being powered from heated sites. The emergency main and emergency shutoff is a priority for the site.	Heater, Flood, Den Pulse		G4	N	Emergency Management	\$200,000	Low	3	High
3	Monitor and update the POC by plan	Coordinate efforts with the local business (B&B and M&B) Districts to create and modify if necessary, the Plan of Distribution plan.	Heater, Flood, Den Pulse		G1, G4	N	Emergency Management	\$2,000	Low, POC, B&B	3	Low
4	Update the emergency plan	Update the emergency action plan that addresses Critical Infrastructure and Key Resources (CICR) for the community. Provide tools to support coordination, and time treatment plan follow-up.	Heater, Flood, Den Pulse		G1, G4	N	Emergency Management	\$10,000	Low	3	Medium
5	Ensure emergency response is robust	Ensure that the emergency response is supported by having a robust baseline and time detection and mitigation capabilities. Review treatment plan follow-up and time detection and mitigation capabilities.	Heater, Flood, Den Pulse		G1, G4	N	City Infrastructure	\$200,000	Low, Heated, Secure	3	Medium
6	Ensure emergency response is robust	Ensure that the emergency response is supported by having a robust baseline and time detection and mitigation capabilities. Review treatment plan follow-up and time detection and mitigation capabilities.	Heater, Flood, Den Pulse		G1, G4	N	City Infrastructure	\$200,000	Low, Heated, Secure	3	Medium
7	Update the 4 most critical items in Plan 1	Conduct a study of four new scenarios and design and assess alternatives for the flood mitigation of critical infrastructure assets at the following sites: 1. B&B District, 2. B&B District, 3. B&B District, 4. B&B District, 5. B&B District, 6. B&B District, 7. B&B District, 8. B&B District, 9. B&B District, 10. B&B District, 11. B&B District, 12. B&B District, 13. B&B District, 14. B&B District, 15. B&B District, 16. B&B District, 17. B&B District, 18. B&B District, 19. B&B District, 20. B&B District, 21. B&B District, 22. B&B District, 23. B&B District, 24. B&B District, 25. B&B District, 26. B&B District, 27. B&B District, 28. B&B District, 29. B&B District, 30. B&B District, 31. B&B District, 32. B&B District, 33. B&B District, 34. B&B District, 35. B&B District, 36. B&B District, 37. B&B District, 38. B&B District, 39. B&B District, 40. B&B District, 41. B&B District, 42. B&B District, 43. B&B District, 44. B&B District, 45. 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Cost-effective mitigation actions were identified with details on implementation, costs, responsible departments, funding sources, and timelines. A FEMA-approved plan is essential for receiving non-emergency disaster assistance. The plan focused on aligning risk reduction with broader objectives, fostering partnerships, communicating funding priorities, identifying long-term strategies, and increasing awareness of threats and vulnerabilities.

Community Engagement Done Differently: Technology-Powered. Community-Driven. Expert-Led.

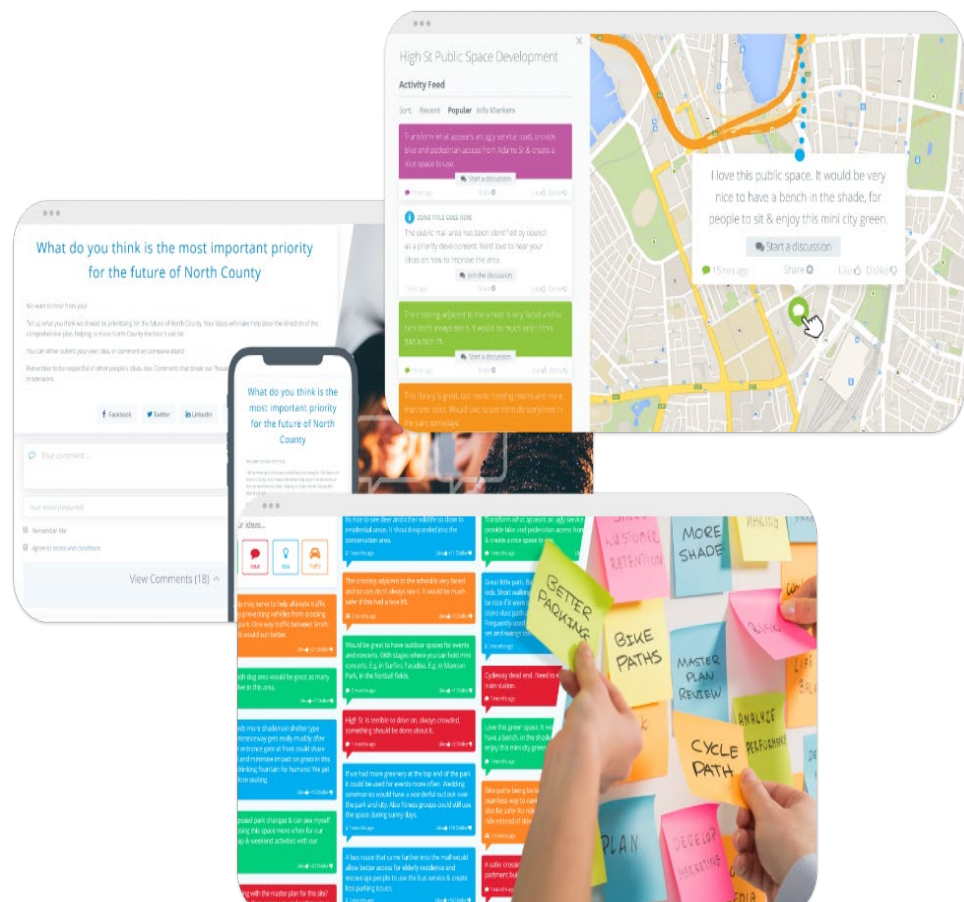
Your community deserves a planning partner that combines deep expertise with innovative engagement approaches to create meaningful, lasting impact. Our planning team brings proven experience in comprehensive community planning, powered by cutting-edge tools. We understand that each community has its own character, challenges, and aspirations. Our process begins with deep listening - engaging stakeholders and residents through multiple channels including interactive online mapping, community forums, and targeted surveys.

Through Social Pinpoint's interactive platform, we provide the community leadership, the core planning team, and key stakeholders with 24/7 access to participate in shaping their community's future. Our experienced planners ensure that every piece of feedback translates into actionable insights while assessing the quality and relevance of community input for informing planning decisions.

Key Features and Benefits:

Langford Planners facilitates a powerful digital platform for gathering meaningful community input during comprehensive planning processes. This interactive tool enables you to reach broader audiences and collect rich, location-specific feedback that can directly inform planning decisions.

Interactive Mapping allows community members to drop pins on specific locations, providing geographically-contextualized feedback about areas of concern, opportunities for improvement, or valued community assets.



Your Community Hub serves as a central location for sharing planning documents, timelines, upcoming events, and other relevant materials. This ensures transparency and keeps the community informed throughout the planning process.

Proposed Cost

Proposed Cost of Service

Pre-Funding Services	
Develop project scope and complete the CDBG-MIT-GLO RCP Application	\$0.00
Post-Funding Services	
Comprehensive Plan Development A digitally enhanced comprehensive plan that is a “living” document, rather than merely a static, hard copy report will be developed with a targeted emphasis on optimizing the resilient community efforts in every way. The new plan will analyze diverse and complicated issues that are not typically accounted for in comprehensive plans like high growth corridor population issues, risk assessment and mitigation, climate change, environmental health, social vulnerability, and economic growth. A key element of the new comprehensive planning process will utilize the latest digital engagement software for proactive community engagement utilizing the latest tools and data collection methods, community participation, and existing community data, the plan will explain and illustrate how to mitigate and be more resilient against those risks identified.	\$267,000
Grant Administration Services (11% allowed by GLO)	\$ 33,000
Total Grant Request	\$300,000
Note: <i>We recommend applying for the full \$300,000 available as there is no local match required and the full amount will allow for a more comprehensive planning service.</i>	

References

1. **City of Smithville**

Robert Tamble – City Manager

Contact Number: (512) 423-9390

citymanager@ci.smithville.tx.us

Grant Funding: CDBG

Projects: *RCP Program - In Process*, Multiple CDBG water/wastewater projects and Innovation Center Project

2. **City of Hallettsville**

Grace Ward – City Administrator

Contact Number: (361) 798-3681

cityadmin@cityofhallettsville.org

Grant Funding: CDBG & ARPA

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

3. **City of Ivanhoe**

Skip Blackstone – City Mayor

Contact Number: (409) 283-3299

skip.blackstone@cityofivanhoe.texas.gov

Grant Funding: CDBG & ARPA

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

Relevant Work Samples

City of Smithville RCP

2024 Resilient Communities Plan: Strategic roadmap for sustainable growth, prioritizing water conservation, resilience and adaptiveness in the face of challenges.

SMALL TOWN BIG HEART
SMITHVILLE, TEXAS

Welcome to Smithville's RCP Engagement Portal!

We're thrilled to announce an important milestone in the RCP planning process! On the portal, you'll find:

- RCP Planning Timeline
- Preliminary Plan Draft Review
- Interactive Map Review
- Zoning Review Progress
- Resiliency Goals/Objectives Review
- Summary of Community Engagement Results
- Visioning Exercise

This initial introduction is intended for key stakeholders, the city council, staff, and the planning department. Your expert and thoughtful feedback on these resiliency elements will help shape a framework that truly reflects your community's needs and aspirations.

- Review the preliminary draft of the 2025-2045 Comprehensive Plan
- Comment on the Land Use map
- Give your input on the Additional Special Study for the city
- Share Your Vision for Smithville

Once the full preliminary plan draft review is completed, the community will be invited to review and provide their comments.

+ Comprehensive Plan Segments

+ Why Resiliency Matters

+ How you can help - Your expert review

+ Things to Consider as you Review

How to participate in the 2025-2045 RCP Comprehensive Plan Preliminary Draft review...

Your specialized knowledge is invaluable to us. We're counting on your expertise to ensure our plan effectively addresses both today's needs and tomorrow's challenges. Please review the comprehensive plan preliminary draft within the review window.

Reviewing is easy! Add a comment, suggestion, or feedback by clicking on the document and adding a marker.

Use the steps below to navigate through the plan.



Step 1: Browse

Familiarize yourself with the complete document by scrolling through from the top.



Step 2: Summary

Use the Summary blocks to navigate the document by topic.



Step 3: AI Service

Use the AI Service to search the document by keyword.

"Smithville: A vibrant, welcoming community where small-town warmth meets innovative opportunity, bridging the spirit of Texas heritage with the dynamic potential of emerging businesses and diverse generations. The community is committed to sustainably growing the local economy, preserving our tight-knit community values, and creating a thriving environment that attracts entrepreneurs, families, and professionals seeking a balanced, authentic Texas lifestyle."

RCP Planning Timeline



Contract Execution

GLO contracts with the community for the grant funding and holds an administrative virtual meeting to explain the requirements. (10/23)



RCP Community Kickoff

RCP Kickoff virtual meeting with Langford project team and community leaders/staff. 1st Public Meeting held to announce RCP grant. (03/11/2024)



Data Collection/Draft Base Studies

- Existing Plans Assessment
 - Draft of Base Studies, including population, housing, public facilities, infrastructure: wastewater, water, stormwater, electrical, and transportation
 - Draft Resiliency Goals and Objectives
- Submit RCP Milestone Package #2 to GLO for approval (12/18/2024)



Community Engagement

RCP community survey, forums, stakeholder meetings, data gathering, and compiling results. (Ongoing)



Preliminary Plan Development

Develop the preliminary plan draft and include all required segments focused on resiliency. Review and collect input from stakeholders, city council, staff, and planning department. Create a complete draft for review. (In progress)



Preliminary Plan Review

Introduce segments of the resiliency goals, base studies, and draft of the plan to stakeholders, community leaders, and residents for review of the preliminary drafts. (In progress - 04/25 - 10/25)



Preliminary Plan Revisions - Final Review

Prepare the final edition of the preliminary draft including all community input, key stakeholders, city council, and staff recommendations and approved revisions. (11/25)



Final Review/Approval/Adoption

Present to the council, stakeholders, and residents at a final Public Meeting #3. (12/25)

See less

Relevant Work Samples (Continued)

City of Hallettsville - Resilient Communities Program

Resilient Communities Plan: Strategic roadmap for sustainable growth, resilience, and adaptiveness to drive community potential and transformative progress. 2025-2045



Open

Help Shape Hallettsville's Future!

The proposed land use map categorizes local land into key zones to help officials make informed development decisions. The goal is to visually connect your ideas, values, and concerns with how land is used today—and how it could be in the future.

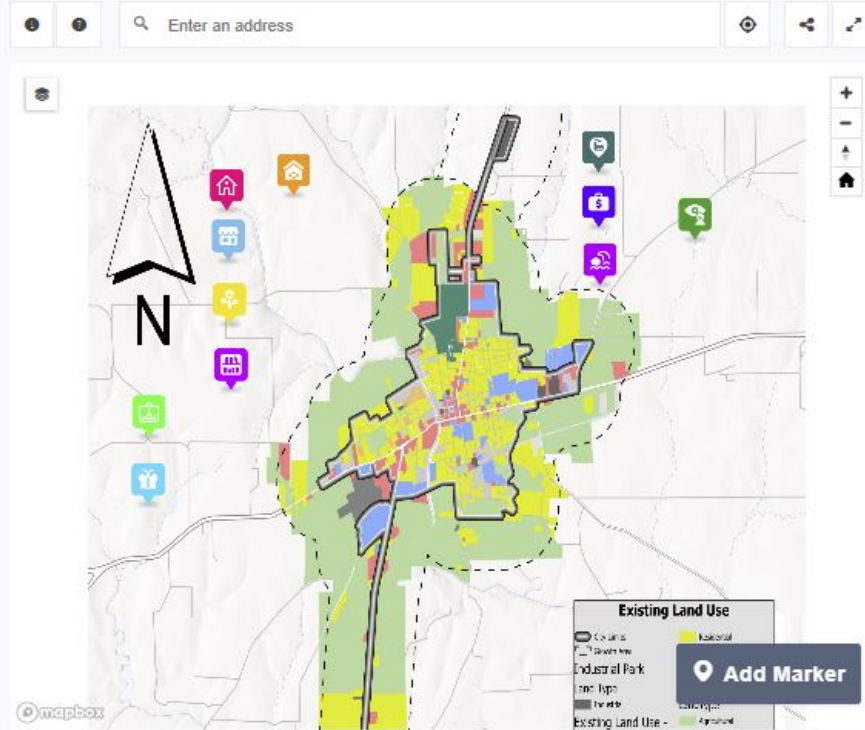
Share what makes Hallettsville special, areas for improvement, local assets, and growth concerns by participating in each category: • Residential • Commercial • Industrial • Public Facilities • Infrastructure • Economic Development • Historical Properties • Parks/Trails/Open Space

Two Ways to Participate:

1. Review Existing Categories: Click on the colored markers on the map and review each land use category. For each marker, consider the provided factors and complete the corresponding survey form.
2. Add New Feedback: Click on the map, drop a pin, and add your comment.

Your input will help guide future land use decisions and shape the direction of our community!

0 contributions so far



Share Your Vision

Here's how to participate: Pick a category: 1. "What I Love" - Things you appreciate about your community 2. "What Needs Attention" - Areas that need improvement or attention 3. "My Vision" - Your hopes for our community's future Write a brief comment (just a sentence or two is fine). Your perspective matters. (max 140 characters). (max 140 characters).

Zoning Ordinances Review

Review in progress.

[Current Assessment Draft >](#)



Community Input

The community survey results for the City of Hallettsville revealed strong resident engagement and clear priorities for the city's future development. Respondents overwhelmingly valued Hallettsville's small-town character, natural beauty, and environmental resources, with over 80% identifying these as critical assets to preserve.

[Survey Summary>](#)

Open

Help Prioritize Focus Areas for Further Study

Considerations

The City of Hallettsville is updating its Comprehensive Plan—a long-term guide for growth, development, and investment. As part of this process, we're selecting special focus areas for deeper study.

Your feedback will help us make smart, community-driven decisions for Hallettsville's future.

Rank in order of priority for the community.

☐	Rank: #
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JUDY LANGFORD

President & Owner

CDBG-MIT Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining
Systems of Record**

**Understanding of Action
Plan Amendments**

**Review of future staffing,
contracts, scoping, and
feasibility**

Financial Management

Educational & Experience

**Bachelor of Science,
The University of Texas**

39 Years of Experience



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

Professional Skills

I have owned LCMS since 1983 and my firm brings full-spectrum grant writing and management services with over 39 years of Texas based grant administration as a firm, and more than a decade of combined experience from her team of grant specialists. We write, review, and administer competitive grants on behalf of rural cities and counties throughout the State of Texas, and have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with State and Federal requirements, which results in few monitoring and concerns. My experience and responsibilities include, but are not limited to; oversight of financial management, monitoring of construction and engineering activities, environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed, conducting public hearings for grant programs at city council and commissioner's court meetings as needed and ensuring the communities we represent comply with applicable State and Federal rules and regulations from application through administration, attendance of trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program, and maintaining and building solid working relationships with pertinent governmental agencies that manage the grant programs of our clients. Our overall approach identifies and addresses problems long before the funding agency audits the project. We specialize in disaster recovery grants that meet the needs of recovering community, and by working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules and have developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. Our firm collaborates with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



ERIN THOMPSON

Disaster Recovery
Program Manager

CDBG-DR Areas of Expertise

Monitoring & Compliance
Creation and Maintaining
Systems of Record
Understanding of Action
Plan Amendments
Financial Management
Federal Procurement

Educational & Experience

Bachelor of Arts, Microbiology
University of California - Davis

Notary Public– State of Texas

TDA Implementation Workshop,
TxCDBG Grants Certification

Fundamentals of Grant Management
FEMA, Emergency Management
Institute Certification

Federal register Notice of Funds
Available (NOFA) Certification



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

Professional Skills

Program Manager, Langford Community Management Services Austin, Texas | June 2019 - Present

Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters. Duties include: Ensuring program compliance within all Community Development Block Grant - Disaster Recovery (CDBG-DR) requirements including current Federal Register Requirements; Assisting Municipalities in establishing and maintaining financial processes; Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments; Establishing and maintaining record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims; Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud; Completion of draw requests for payments and procuring supporting documentation; Facilitating outreach efforts, application intake, and eligibility review for community residents regarding CDBG - DR funding. HMGP Program Management. Facilitate the HMGP team through application preparation project management and compliance requirements for FEMA/TDEM funded projects.

Fundraising Coordinator, Hannah's House, San Diego, California | January 2016-June 2019

Attain, create, organize and maintain fundraising opportunities; prospecting online and in-person. Organizational maintenance of both monetary and in-kind donations. Curator of donor retention. Familiarity with both the Classy.org platform and Network for Good regarding fundraising campaigns, donor tracking, CRM Management and web page/campaign creation. Tracking and sending acknowledgements of donations received. Social media account creation and management. Major Gala/Event planning which comprises venue scouting, securing vendors (catering, photo, specialty desserts, printing & signage, acquiring silent & live auction donation items, floral & decor, live music & DJ services) set up & break down of event. Between 2016 and 2019 I assisted with securing a total of \$559,676 in private foundation grant funding. Proficiency with all aspects of the grant process including research, writing, editing and submission of applications.

Training:

Nonprofit Management Solutions- Mindful Manager Series (10 Course Program) (February 2019)
University of San Diego, Nonprofit Academy, Operational Efficiency & Grant Collaboration (August 2018)
Nonprofit Management Solutions- Development Director Learning Group - Completed (April 2018)

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns,
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level





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

Professional Skills

DISASTER RECOVERY/ARP PROGRAM MANAGER, LANGFORD COMMUNITY MANAGEMENT SERVICES JUNE 2019 - PRESENT

Provides critical leadership and managerial expertise in delivering multiple operation and programs. Her expertise centers on ARPA, CDBG-DR, CDBG-MIT, FEMA, HUD, NHTSA, and other state and federal programs. Manages the ARPA team and provides guidance and support required for successful project implementation. Experienced in disaster recovery, federal procurement, and grant management with the ability to work on current large-scale disaster recovery efforts. Provides internal quality oversight and day-to-day operations management.

GRANT MANAGER, STATE OF TEXAS GENERAL LAND OFFICE (GLO), COMMUNITY DEVELOPMENT AND REVITALIZATION INFRASTRUCTURE | JANUARY 2017-JUNE 2019

Coordinated, reviewed, evaluated and processed grants at various stages to determine appropriateness of grant expenditures and compliance with requirements and standards. Developed Standard Operating Procedures (SOP's) for CDBG-DR infrastructure program. Represented the GLO within Hurricane Harvey impacted communities by providing outreach to assist in implementing short term housing needs for Texans. Collected, organized, analyzed and prepared materials for executive reports, required federal reports, legislative inquiries and public information requests. Served as a liaison and representative for the grant program with the constituents and other entities within assigned communities. Monitored, reviewed, and evaluated compliance with grant program policies and procedures, statutes, and rules with support of disaster recovery teams.

FINANCE AND GRANT CONTRACTOR | CITY OF MINNEAPOLIS, OFFICE OF EMERGENCY MANAGEMENT (OEM) | DECEMBER 2014 - DECEMBER 31, 2016

Coordinated emergency management activities within the finance function of OEM's executive vision and strategy for sustained and significant change to disaster planning operations. Lead, directed, coordinated, evaluated and improved finance and administration functions (including budget development support and grant management and administration). Provided guidance and technical assistance to departments for the development of department level continuity of operations plans and assures compliance with enterprise guidance. Reviewed budgets and monitored expenditures, proposed budget modifications, managed dollars within guidelines of grants received, and ensured fiscal responsibility. Interpreted and applied federal and state laws, policies, rules, and requirements including Uniform Grant Guidance (UGG), Uniform Grants Management Standards (UGMS), Office of Management and Budget (OMB) circulars and Code of Federal Regulations (CFR). Developed and implemented annual plan for Finance section supporting OEM's strategic plan and annual deliverables including assessment of resources needed for plan implementation.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT BUDGET AND GRANT MANAGER | STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY | JUNE 2007-DECEMBER 2014

Worked for the State Administrative Agency (SAA) on FEMA grant programs including the Non-Profit Security Grant Program (NSGP), Urban Area Securities Initiatives (UASI), State Homeland Security Program (SHSP), and Emergency Management Performance Grants (EMPG). Served as the point of contact between the affected federal, state, local and tribal agencies to ensure program requirements are understood and implemented, that federal grant projects receive approval and available funding is secured, and that local grants are initiated in a timely manner. Established, developed, oversaw and implemented procedures for grant activities and program development, including the creation of sub recipient criteria and scope of work development.

JILL PHINNEY

Disaster Recovery / ARPA
Program Manager

CDBG-DR / ARP Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Understanding of Action
Plan Amendments

Review of future staffing,
contracts, scoping, and
feasibility

Financial Management

Educational & Experience

Bachelor of Science, Business
St. Cloud State University, Minnesota

Completed the National Development
Council ED101 and ED201, 2006

FEMA Fundamentals of Grant
Management, 2011

Minnesota Certified Emergency Manager



Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



JERRI CONRADO

Community Engagement Manager

CDGB-MIT- GLO RCP Areas of Expertise

Proposals and Grant
Application Submissions

Monitoring and Compliance

Creation and Maintaining
Systems of Record

Economic Development -
Branding and Marketing

Community Engagement

Public Communications

Financial Management

Educational & Experience

Bachelor of Science, Business
Administration

Public Communications and Global
Marketing Certification

Entrepreneurial - Business Development

Community Branding and Communications



Email: Jerri@lcmsinc.com

Phone: 512-452-0432

Website: www.lcmsinc.com

Professional Skills

Accomplished professional with over 21 years of demonstrated experience in community engagement, public communications, sales and marketing. Known for implementing quantifiable marketing strategies and creating innovative publicity campaigns across diverse industries. Expert data management and analytical skills when managing large, complex projects.

LANGFORD COMMUNITY MANAGEMENT, *Liberty Hill, Texas - 10/2022 - Present - Community Engagement Manager* - Responsible for administering the Texas General Land Office (GLO) - (RCP) Resilient Communities Program. Write, review, submit and administer competitive grants on behalf of CDGB-MIT identified disaster prone rural cities and counties throughout the State of Texas. Build and maintain solid working relationships with pertinent governmental agencies and vendors. Oversees community engagement events internally and externally, including community briefings, presentations to community, key stakeholders and act as liaison with community leaders.

THE CONRADO GROUP, INC., *Business Marketing and Consulting*

Austin, Texas - 1/1999 - 4/2018 -- Sevierville, Tennessee - 4/2018 - 4/2022
President of sales and marketing consulting firm specializing in community engagement, branding, and public communications – Responsible for new business development and daily operations of a full service creative marketing and consulting firm. Delivered consultations to community clients, economic development alliances and business owners. Provided consultative selling and customer support to improve market position, build brand loyalty and increase revenue.

Specialties: Community advertising, branding, marketing, public relations and communications, economic development, tourism and hospitality.

Core Skills and Responsibilities

- Responsible for supervising community relations activities for the GLO- Resilient Communities Program (RCP) Initiatives.
- Provide leadership and support to the (RCP) engagement team.
- Prepare and present request for proposals to communities for the Resilient Communities Program through the General Land Office.
- Oversee community engagement events internally and externally, including community briefings, presentations to community organizations and acting liaison with community "key stakeholders".
- Develops and maintains effective relationships with General Land Office - Resilient Communities Program and other pertinent governmental agencies.





Tim Jenkins AICP PMP
Senior Planner



Email: Tim@lcmsinc.com Phone: (512)375-0943 Website: <https://www.lcmsinc.com>

Summary

Throughout his extensive career, Tim's focus has consistently been on community planning, whether through disaster recovery, urban development, or comprehensive planning initiatives. His experience underscores a commitment to fostering sustainable, resilient communities through strategic planning & innovative solutions.

Relevant Experience

Senior Planner, Langford Community Management

Community Resiliency Plans: Producing comprehensive Community Resiliency Plans for entities participating in the Texas General Land Office's CDBG-DR's Resilient Communities Program (RCP), ensuring communities are better prepared for future challenges

Director of Community Development, City of Hutto, TX

Urban Planning & Zoning: Led the creation of urban plans, policies, & frameworks, focusing on zoning, municipal annexation, & community development. Oversaw inspections & grants, achieving milestones like the Growth Guidance & Heart of Hutto Downtown Plans, & initiating retail development agreements. Comprehensive Plan of the Year & won the Planning Excellence Award for urban planning achievements.

Director of Community Development, City of Port Aransas TX

Urban Planning & Zoning: Led staff & consultants in developing community grants, land planning, & capital project policies. Created policy documents for emergency response, physical development, & coastal management. Supported law enforcement by providing mapping & analysis for Channel & Port of Corpus Christi security. Oversaw customer service policies & advised the Planning & Zoning Commission.

Senior Manager, MPACT Strategic Consulting

Disaster Recovery & Green Infrastructure: Managed Hurricane Harvey Disaster Recovery grants, developed green infrastructure design standards, & conducted benefit-cost analyses for stormwater projects, focusing on sustainable urban development.

Principal, Intrinsic Partners Consulting

Regional Growth Management: Acted as Consultant/Program Manager for the Fort Polk, Louisiana Regional Growth Management Plan, supported by a Defense Department grant, integrating comprehensive planning with community growth needs.

Senior Project Manager, Texas General Land Office

Community Development & Revitalization Oversaw \$500 million in HUD CDBG-DR grants for housing rebuilding post-hurricanes, establishing best practices & ensuring compliance, benefiting community development. Led an award-winning Galveston housing & infrastructure redevelopment investment plan.

Planning Manager, Baker/Aicklen & Hall/Bargainer

Land Use, Parks & Mobility Planning: Spearheaded park master plans & the Hutto Mobility Plan, enhancing recreational spaces & transportation infrastructure. Private development plans in numerous land use plans.

Program Manager, City of Round Rock

Strategic Planning & Redevelopment: Led strategic planning for public works & downtown redevelopment, creating Round Rock's first CDBG Consolidated Plan.

Planning Programs Manager, Central Texas Council of Governments (Belton, TX)

Regional Project Management: Oversaw regional projects, directed Transportation Improvement Programs, & introduced GIS in community development, earning national recognition.

Intelligence, Information Operations & Combat Engineer, US Marine Corps; US Army

23 years total service enlisted in Marines & as a commissioned officer in Army. Service included duty in the Indo-Pacific & European theaters of command & assignments as a combat engineer, tactical intelligence officer, strategic analyst, US Pacific Command briefing officer, plans/operations officer & commander of four units.

Areas of Expertise

- Comprehensive & Long-range Plan Development
- Land Use, Housing, Transportation & Urban Design
- Economic Development
- Emergency Management & Disaster Recovery
- Numerous state, federal & private funding sources
- Critical Infrastructure Protection (HLS - Certified)
- Infrastructure Disaster Management (HLS-Certified)
- Industrial Control Systems Cybersecurity
- Community Infrastructure Resiliency

Education

M.S. Community & Regional Planning
University of Texas
M.S. Strategic Intelligence Analysis
National Intelligence University
B.S. Geography
University of Louisiana
A.S. Construction Inspections
University of Louisiana University

Relevant Certifications

-Project Management Professional (PMP)
No. 1305791
-American Institute of Certified Planners
(AICP) No. 014644
-Texas Department of Emergency
Management Emergency Response Official
-Homeland Security (DHS) Critical
Infrastructure Protection Certificate
-FEMA Infrastructure Disaster Management
Certificate
-Certified Texas Contract Manager (CTCM)



DENNIS C. KU, P.E.

Resilient Community



Office: (512) 452-0432 Phone: (512) 518 - 4280 Website: www.LCMSinc.com

Professional Skills

Puerto Rico Department of Housing Disaster Recovery Grant Management – San Juan, Puerto Rico.

- Serves as a Subject Matter Expert (SME) in support of the Grant Manager and Grantee regarding program implementation.
- Development of program guidelines and subrecipient management procedures for the CDBG-DR program.
- Development of the CDBG-MIT Action Plan and Implementation Plan approved by HUD.

Texas General Land Office Disaster Recovery Program Management – Austin, Texas.

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) for Hurricanes Ike and Dolly and the 2011 Texas Wildfires.

- Served as the Program Manager for the largest infrastructure project in Texas history and was responsible for overseeing the successful design and delivery of approximately \$1.4 Billion of infrastructure projects in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Managed a staff of 37 consisting of GLO and PMC vendor staff with 10 direct reports.
- Served as Contracts Team manager, Lower Rio Grande Valley Area Manager and Applications Team Lead for all infrastructure grant applications.
- Involved with scoping and estimating of over 700 water and wastewater infrastructure projects for over 200 communities impacted by Hurricanes Ike and Dolly.
- Extensive knowledge of Davis-Bacon, Section 3, Uniform Relocation Assistance Act (URA), National Environmental Policy Act (NEPA), and Federal (2 CFR Part 200) and State of Texas Local Government Code procurement requirements.

Hays County 2015 Flood CDBG DR Program, San Marcos, Texas.

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) through the State of Texas General Land Office (GLO) for the 2015 Texas Floods.

- Currently serving as consultant to Hays County and assisting the County in administration, management, and delivery of their \$11.6 Million Housing and Infrastructure program in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Assisted the County with identifying eligible projects, including identifying the County's FEMA funded projects for which CDBG funds could be used as matching funds.

Nassau Bay 2016 Flood Mitigation Assistance Project — Nassau Bay, Texas.

Project consists of elevation of 16 residences above the Base Flood Elevation utilizing FEMA Hazard Mitigation Assistance Grant funds.

- Responsible for producing house footprint drawings and square footage quantities for obtaining bids from lift contractors.
- Developed a system for accurately measuring and presenting house dimensions, square footage calculations, potential obstructions, and special site-specific conditions.

Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

Areas of Expertise

CDBG Rules and Regulations, including Section 3 and Davis-Bacon Act

Disaster Recovery

Federal National Environmental Policy Act requirements

Federal, State, and Local regulations regarding procurement

Water Distribution planning, evaluation, design and construction

Wastewater Treatment and Collection System planning, evaluation, design and construction
Stormwater Hydrology and Hydraulics

Educational & Experience

B.A., Computer Science, University of Texas, Austin, Texas

M.S., Civil Engineering, University of Texas, Austin, Texas

Licenses
Registered Professional Engineer,
Texas # 96419





Frank Broussard

Community Planner/Analyst

Areas of Expertise

GIS Mapping

Natural Resource Mgmt

**Community Planning Writing
and Editing**

Spanish (Basic) Management

Customer Service

Climatology

Energy Resource Mgmt Air

**Quality Mgmt Environmental
Mgmt**

Publications:

Published in issues 40.1 and
40.2 of Louisiana Literature, as
well as Dark Speculations

Magazine Volume I.

"A Game of Echoes"

(full-length novel on Amazon)

Education

**S.S. in Geography Resource
and Environmental Studies,
Minor in Anthropology.
Graduation: Summer 2023
GPA: 3.5, Cum Laude**



Email: Frank@lcmsinc.com Phone: ((281) 939-2154 www.LCMSinc.com

Professional Experience and Skills

EXPERIENCE

**Community Planner/Analyst - Langford Community Management Services,
Austin, Texas (February 2025 - Present)**

- Develop comprehensive resiliency strategies, with a focus on climate adaptation, hazard mitigation, and long-term community sustainability.
- Utilize GIS software for sophisticated spatial analysis, risk assessment, and visualization of complex data sets related to resilience planning.
- Analyze demographic and infrastructure data to model future scenarios and inform decision-making.
- Incorporate resilience strategies into broader urban planning and community development initiatives.
- Create map-based visualizations and presentations to effectively communicate complex resilience concepts to diverse audiences.

**University of Texas Arlington for the Texas Commission on Environmental Quality Research
Engineering Scientist (Contractor) I October 2023 - 2/2025**

- A member of The Water Supply Division
- Specialized in water wells
- Drafted exception letters for PWSs
- Collaborated with privately contracted engineers as well as numerous team members

Core Responsibilities

Develop and implement comprehensive community resilience strategies focused on climate adaptation and hazard mitigation. Conduct spatial analysis and data modeling to inform long-term planning decisions. Perform risk assessments and create mitigation strategies for community vulnerabilities. Transform complex data into clear visualizations, maps and presentations for diverse stakeholders. Integrate resilience planning into broader urban development initiatives.



Email: Celeste@lcmsinc.com Phone: (956)529-8723 www.LCMSinc.com

Professional Experience and Skills

EXPERIENCE

**Community Planner/GIS - Langford Community Management Services,
Austin, Texas (February 2025 - Present)**

- Develop comprehensive resiliency strategies, with a focus on climate adaptation, hazard mitigation, and long-term community sustainability.
- Utilize GIS software for sophisticated spatial analysis, risk assessment, and visualization of complex data sets related to resilience planning.
- Analyze demographic and infrastructure data to model future scenarios and inform decision-making.
- Incorporate resilience strategies into broader urban planning and community development initiatives.
- Create map-based visualizations and presentations to effectively communicate complex resilience concepts to diverse audiences.

Research Assistant -The University of Texas Rio Grande Valley

Project supervisor: Tian Dong January 2024 - February 2025, Edinburg, TX

- Characterizing the Distributions and Spatial Patterns of Clay Dunes (Lomas) Planform Metrics in Northwestern Gulf of Mexico Using Remote Sensing
- Conducting research in the Jab to characterize the distribution and spatial patterns of clay dunes along the Gulf Coast of South Texas.
- Utilize Geographic Information System (GIS) and remote sensing technologies to analyze data collected.
- Developed code using Python to create graphs to display our data.

Collaborative Research: RAPID: Investigating the magnitude and timing of post-fire sediment transport in the Texas Panhandle 2024-2025, Borger, TX

- Analyzed plant regrowth using a LIDAR drone in Lake Meredith National Recreation Area, and created a Digital Elevation Model (DEM).
- Took sediment cores in Lake Meredith using a gravity core instrument. Processed sediment samples for Grain Size Analysis.

Education

BSc Environmental Science,
Interdisciplinary Studies
University of Texas Rio
Grande Valley, College of
Science

Core Responsibilities

Lead spatial analysis and GIS mapping projects for community planning initiatives. Develop and maintain geodatabases, mapping applications, and GIS infrastructure. Design comprehensive plans integrating land use, transportation, and environmental analysis. Create high-quality maps and visualizations for technical documentation and public presentations. Support planning decisions through demographic modeling and spatial data analysis





Kevin Coleman

Client Relations Specialist

Areas of Expertise

Client Relations and
Community Engagement
Policy & Direction
Short and Long Range
Planning
Financial Management
Community Growth and
Development
CRM software
Market and Community
Research

Education

Bachelor of Science - Business
Administration - University
of Kansas

Master of Arts - Public
Administration - University
of Kansas



Email: Kevin@lcmsinc.com Phone: (903) 810-7140 Website: www.LCMSinc.com

Professional Skills

Client Relations Specialist, Langford Community Management Services, Austin, Texas (January 2024 - Present)

Maintain regular contact with community contacts and other key stakeholders to strengthen new and existing relationships. Communicate proactively to keep communities informed of company news, grant opportunities and relevant information. Provide project updates as required. Review community plans for necessary updates and integration into new or revised RCP Comprehensive Plans. Assist in proposals and identify new grant opportunities within the communities. Provide assistance with completion of special projects with the RCP team.

City of Yoakum, TX - City Manager (December 2021 - August 2023)

Under the City's charter, the City Manager defined position is directly charged with the administration of all city services. Direct responsibilities include supervision and budgetary control of all Department Heads and implementation of City Council policy and direction.

City of Kerrville, Texas, Director of Development Services (February 2007-December 2011)

A departmental director position directly charged with the administration of all department functions, including building inspections, planning/zoning, and health and code compliance. Direct responsibilities include supervision of three division heads and administrative staff, oversight of day to day operations and departmental budgeting, as well as coordination of development process both within and outside the department.

Abilene Habitat for Humanity - Abilene, Texas, Executive Director (August 1998 - January 2007)

A management position charged with the oversight of all program staff, administrative staff, volunteer board of directors, and volunteer activities covering all functions of the organization. Direct responsibilities include annual budgeting and cash flow management, long range planning, payroll, administering local and state government grants, and development/maintenance of local funding base. Day to day coordination of construction activities including project design, site coordination, subcontract and staff implementation, project accounting, and daily project management.

Core Responsibilities

- Act as community liaison to establish and build relationships which foster loyalty and retention.
- Identify grant opportunities and assist community with applications as necessary.
- Deliver proposals and manage client communication throughout the process.
- Gather insights and feedback from community contacts.
- Conduct community presentations and education sessions to maximize opportunities.
- Track key metrics related to client retention, satisfaction and account review.

ATTACHMENTS



CERTIFICATE OF LIABILITY INSURANCE

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

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CENTRAL INSURANCE AGENCY INC 65812318 PO BOX 15427 AUSTIN TX 78761	CONTACT NAME:	
	PHONE (512) 451-6551 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hartford Lloyd's Insurance Company	
INSURED LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. 9017 W. Hwy 29 Liberty Hill TX 778642	NAIC# 38253	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Texas Historically Underutilized Business (HUB) Certificate



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

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

LANGFORD COMMUNITY MANAGEMENT

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **February 4, 2025**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



LANGFORD COMMUNITY MANAGEMENT SERVICES, INC.

Unique Entity ID E9ZTZ6ZKMK51	CAGE / NCAGE 5U3R0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Aug 27, 2026	
Physical Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	Mailing Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	

Business Information

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

Registration Dates

Activation Date Aug 29, 2025	Submission Date Aug 27, 2025	Initial Registration Date Dec 21, 2009
--	--	--

Entity Dates

Entity Start Date Jan 1, 1997	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a

finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

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	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	Business or Organization	Subchapter S Corporation
Profit Structure		
For Profit Organization		

Socio-Economic Types

Self Certified Small Disadvantaged Business

Women-Owned Small Business

Women-Owned 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	5U3R0

Electronic Funds Transfer

Account Type	Routing Number	Lock Box Number
Checking	*****93	(blank)
Financial Institution	Account Number	
FROST BANK	*****84	

Automated Clearing House

Phone (U.S.)	Email	Phone (non-U.S.)
5124520432	Teresa@lcmsinc.com	(blank)
Fax		
(blank)		

Remittance Address

Teresa Scalapino

9017 W. State HWY 29

Suite #206

Liberty Hill, Texas 78642

United States

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
*****4904	Applicable Federal Tax	LANGFORD COMMUNITY MANAGEMENT SERVICES INC
Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2024	President	Aug 27, 2025
Address	Signature	

9017 W State Highway 29
Liberty Hill, Texas 78642

Judy Langford

Points of Contact

Accounts Receivable POC

 JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

Electronic Business

 JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

Judy Langford
judy@lcmsinc.com
5127042040

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

2901 County Road 175
Leander, Texas 78641
United States

Government Business

 Judy Langford, Owner
judy@LCMSINC.com
5124520432

JUDY LANGFORD
judy@LCMSINC.com
5124520432

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

2901 County Road 175
Leander, Texas 78641
United States

Service Classifications

NAICS Codes

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

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

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

Location

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

Industry-Specific

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

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

Search

All Words

e.g. 1606N020Q02

Search Results

Saved Searches



Filter By

No results found

Keyword Search

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

Simple Search

Search Editor

☐ Any Words 

☒ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

Classification

Excluded Individual

First Name

Middle Name

Last Name

SSN / TIN

Add Individual

Judy Langford



Reid Howell



Excluded Entity

Entity Name

Langford Community Management Services, Inc.



Unique Entity ID

e.g. HTYR9YJHK65L



CAGE / NCAGE

Enter CAGE/NCAGE Code



Federal Organizations



Exclusion Type

No results found



Exclusion Program



Location



Dates



Reset

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



No matches found

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

Please try another search or go back to previous results.

Go Back



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⚠ WARNING

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SAM.gov

An official website of the U.S. General Services Administration

No results found

Entity Information Search Results 1 Total Results

Filter by:	
UEI	Status
E9TZ6ZKMK51	Active

LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. ● Active Registration			Entity
Unique Entity ID: E9TZ6ZKMK51	Physical Address:	Expiration Date:	
CAGE/NCAGE: 5U3R0	9017 W STATE HIGHWAY 29 STE 206	Aug 27, 2026	
	LIBERTY HILL , TX	Purpose of Registration:	
	78642 USA	All Awards	

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NO CONFLICT OF INTEREST

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

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

Name of Officer

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

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

☐ Yes

☐ No

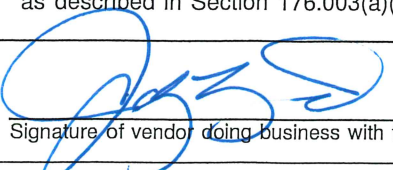
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

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

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

7 
Signature of vendor doing business with the governmental entity

September 1, 2025

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, LCMS, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Judy Langford, President

Printed Name and Title of Contractor's Authorized Official

September 1, 2025

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	3. Report Type: a. initial filing ____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier _____, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Judy Langford</u> Title: <u>President</u> Telephone No.: <u>512-452-0432</u> Date: <u>September 1, 2025</u>	
	Federal Use Only Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

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

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

(To be completed by awarded vendor)

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

Planning and Management Rating Sheet

Grant Recipient: City of Tool Program: CDBG-MIT RCP

Name of Respondent: Grantworks

Evaluator's Name: Julius Kree Date of Rating: 10-07-2025

Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

	Factors	Max.Pts.	Score
1.	Evidence of developed plans in the State	30	30
2.	CDBG, GLO and/or other grant experiences with various agencies	20	20
3.			
4.			
	Subtotal, Experience	50	50
	Comments:		

Work Performance

	Factors	Max.Pts.	Score
1.	Facilitates completion of activities on schedule	10	8
2.	Capacity to complete number and quality maps	5	5
3.	Capacity to schedule, coordinate and facilitate workshop meetings	10	9
	Subtotal, Work Performance	25	22
	NOTE: Information necessary to assess the offeror on this criterion should be gathered by contacting past and current clients.		
	Comments:		

Capacity to Perform

	Factors	Max.Pts.	Score
1.	Experienced planning and management staff within the organization	10	9
2.	Experienced GIS staff within the organization	5	5
	Subtotal, Capacity to Perform	15	14
	Comments:		

Proposed Cost

	Factors	Max.Pts.	Score
	A = Lowest Proposal \$ _____ B = Bidder's Proposal \$ _____ A ÷ B X 10 equals Respondent's Score		
	Subtotal, Proposed Cost	10	10

TOTAL SCORE

	Factors	Max.Pts.	Score
☐	Experience	50	50
☐	Work Performance	25	22
☐	Capacity to Perform	15	14
☐	Proposed Cost	10	10
	Total Score	100	96

Planning and Management Rating Sheet

Grant Recipient: City of Tool Program: CDBG-MIT RCP

Name of Respondent: Langford

Evaluator's Name: Julius Kizze Date of Rating: 10-07-2025

Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

	Factors	Max.Pts.	Score
1.	Evidence of developed plans in the State	30	22
2.	CDBG, GLO and/or other grant experiences with various agencies	20	20
3.			
4.			
Subtotal, Experience		50	42
Comments:			

Work Performance

	Factors	Max.Pts.	Score
1.	Facilitates completion of activities on schedule	10	10
2.	Capacity to complete number and quality maps	5	5
3.	Capacity to schedule, coordinate and facilitate workshop meetings	10	10
Subtotal, Work Performance		25	25
NOTE: Information necessary to assess the offeror on this criterion should be gathered by contacting past and current clients.			
Comments:			

Capacity to Perform

	Factors	Max.Pts.	Score
1.	Experienced planning and management staff within the organization	10	9
2.	Experienced GIS staff within the organization	5	3
Subtotal, Capacity to Perform		15	12
Comments:			

Proposed Cost

	Factors	Max.Pts.	Score
	A = Lowest Proposal \$ _____		
	B = Bidder's Proposal \$ _____		
	$A \div B \times 10$ equals Respondent's Score		
Subtotal, Proposed Cost		10	10

TOTAL SCORE

	Factors	Max.Pts.	Score
☐	Experience	50	42
☐	Work Performance	25	25
☐	Capacity to Perform	15	12
☐	Proposed Cost	10	10
Total Score		100	89

Resolution 2025-07R, CDBG-MIT Resilient Communities Program Selection

A RESOLUTION OF THE CITY OF TOOL, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM (RCP) PROGRAM(S).

WHEREAS, participation in CDBG-MIT RCP program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for planning and management services has been completed in accordance with the GLO requirements;

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

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That _____ is selected to provide application and project-related planning and management services for CDBG-MIT RCP program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON _____

APPROVED:

Mike Dumont, Mayor

ATTEST:

Kimberley Price, City Secretary