



**AGENDA
CITY COUNCIL MEETING
APRIL 14, 2026**

1371 WEST FM 550 - McLendon-Chisholm, Texas 75032 5:30 PM

1. CALL TO ORDER

2. EXECUTIVE SESSION

The City Council for the City of McLendon-Chisholm, Texas, reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, §551.071 - Consultation with attorney

2.1. To Discuss matters as authorized by Texas Government Code, Chapter §551.072 - Real Property; Land acquisition for property generally located between Via Toscano and San Donato Lane in McLendon-Chisholm Texas

2.2. Discuss a site plan amendment for a 1.5-acre property generally located at the southeast corner of FM 550 and State Highway 205, identified as Rockwall County Property ID No. 101321, described as Block 1, Lot 1-R, and zoned Planned Development (PD) within the City of McLendon-Chisholm, to remove the previously required fire lane access south of the property.

2.3. Update on potential sale of Sonoma Verde Water Pipes

3. INVOCATION AND PLEDGE

4. RULES OF DECORUM

5. PROCLAMATIONS

5.1. Child Abuse Prevention Month

5.2. Justin Holland

5.3. Mark Russo

5.4. Steve Hatfield

5.5. Jackie Pullen

5.6. Senator Bob Hall & Staff

5.7. Congressman Pat Fallon & Staff

6. PUBLIC HEARING

7. CITIZEN COMMENTS

8. CONSENT AGENDA

8.1. Approval of Minutes from March 24, 2026 City Council meeting.

8.2. Quarterly Reports

9. ITEMS FOR DISCUSSION

9.1. Presentation and update regarding Oncor's ongoing maintenance efforts.

9.2. Discuss and consider approval of a site plan amendment for a 1.5 - acre property generally located at the southeast corner of FM 550 and State Highway 205, identified as Rockwall County Property ID No. 101321, described as Blocik 1, Lot 1-R, and zoned Planned Development (PD) within the City of McLendon-Chisholm, to remove previously required fire lane access south of the property.

9.3. Discuss and consider approval of a resolution designating a disaster recovery management service provider to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.

9.4. Discuss, consider and select an Engineering/Architectural service provider(s) to complete an application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and /or Texas Water Development Board.

9.5. Discuss and consider an ordinance amending the current 2025-2026 fiscal year budget; transferring solid waste revenues and expenditures from the General Fund to the Utility Fund, and preparing to transition utility billing operations in-house.

9.6. Discuss and consider appointing members to the Economic Development Committee, the Comprehensive Plan Advisory Committee, and the Park Board.

9.7. Receive an update regarding water pipes located in the Sonoma Verde development.

10. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

The City Council will have an opportunity to address items of community interest including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of McLendon-Chisholm; information regarding a social,

ceremonial, or community event organized or sponsored by an entity other than the City of McLendon-Chisholm that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of McLendon-Chisholm; and announcements involving an imminent threat to the public health and safety of people in the City of McLendon-Chisholm that has arisen after posting the agenda.

11. ADJOURN

I, Angela Jennings, do hereby certify that the above Notice of Meeting of the City Council of McLendon-Chisholm, Texas was posted or before 5:00 p.m., April 7, 2026 on the outside bulletin board at City Hall, a place convenient and readily accessible to the public at all times.



Statement of Revenue & Expenses

General Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---------------------------------------|----------------|----------------------|------------------------|-------------|----------------|------------------|------------------|-----------------------|------------------------|-------------|
| Revenue | | | | | | | | | | |
| 302 Franchise Income | \$17,591 | \$39,249 | \$349,550 | 11% | \$5,607 | \$24,347 | \$318,426 | 8% | \$301,000 | 8% |
| 303 Development Revenue | 3,999 | 36,194 | 166,000 | 22% | 4,715 | 44,745 | 170,224 | 26% | 322,000 | 14% |
| 304 Permit and Inspection Revenue | 53,218 | 197,510 | 1,392,786 | 14% | 92,807 | 313,117 | 1,394,620 | 22% | 985,700 | 32% |
| 306 Interest Income | 14,530 | 47,937 | 173,900 | 28% | 15,488 | 51,563 | 211,142 | 24% | 216,000 | 24% |
| 307 Sign Permit Income | 255 | 255 | - | - | 390 | 689 | 789 | 87% | - | - |
| 309 Food Enforcement | - | - | - | - | - | 300 | 600 | 50% | - | - |
| 310 Sales Tax Revenue | 75,316 | 187,152 | 712,000 | 26% | 50,018 | 162,148 | 764,040 | 21% | 525,000 | 31% |
| 313 Donations | - | - | 1,100 | - | - | 15 | 10,894 | 0% | 100 | 15% |
| 315 Trash / Recycling Revenue | - | - | 735,000 | - | 56,681 | 169,352 | 708,852 | 24% | 680,000 | 25% |
| 317 Ad Valorem Tax | 528,629 | 579,470 | 836,500 | 69% | 454,260 | 502,022 | 840,749 | 60% | 735,474 | 68% |
| 321 Code Enforcement | - | 4,035 | 8,000 | 50% | 550 | 2,804 | 5,389 | 52% | 2,000 | 140% |
| 32700 Other Revenue | | | | | | | | | | |
| 32701 Copies Public Information Incom | - | - | 300 | - | - | - | - | - | 300 | - |
| 32702 Credit Card Fee Revenue | 1,417 | 4,546 | 35,500 | 13% | 3,874 | 7,877 | 33,306 | 24% | 25,000 | 32% |
| 32703 Hotel Occupancy Tax | - | - | 2,800 | - | - | 1,315 | 1,315 | 100% | 3,500 | 38% |
| 32704 Miscellaneous Income | 25 | 1,555 | 2,500 | 62% | 20 | 1,426 | 4,192 | 34% | 200 | 713% |
| Total 32700 Other Revenue | 1,443 | 6,102 | 41,100 | 15% | 3,894 | 10,618 | 38,813 | 27% | 29,000 | 37% |
| 399 Administration Fee | - | - | 317,200 | - | - | - | - | - | - | - |
| Total Revenue | 694,980 | 1,097,903 | 4,733,136 | 23% | 684,410 | 1,281,719 | 4,465,637 | 29% | 3,797,774 | 34% |
| Expenditures | | | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | | | |
| 401 Municipal Court | - | - | 500 | - | - | - | - | - | 800 | - |
| 402 Election Expense | - | - | 8,000 | - | - | 900 | 7,081 | 13% | 8,500 | 11% |
| 410 Contracted Services | 46,652 | 135,496 | 1,075,350 | 13% | 77,528 | 244,031 | 1,061,611 | 23% | 992,350 | 25% |
| 411 Vehicles Expenses | 209 | 1,354 | 3,500 | 39% | 215 | 278 | 2,561 | 11% | 2,000 | 14% |
| 412 Supplies | 163 | 697 | 8,000 | 9% | 100 | 770 | 3,132 | 25% | 14,000 | 5% |
| 418 Membership Fees | 468 | 733 | 8,500 | 9% | 831 | 1,031 | 6,669 | 15% | 6,000 | 17% |
| 422 Public Notice Expense | 1,666 | 2,978 | 6,500 | 46% | 213 | 213 | 7,448 | 3% | 3,000 | 7% |
| 423 Community Functions | 2,901 | 13,188 | 16,500 | 80% | 110 | 4,654 | 17,291 | 27% | 9,000 | 52% |



Statement of Revenue & Expenses

General Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|---------------|----------------------|------------------------|-------------|---------------|-----------------|------------------|-----------------------|------------------------|-------------|
| 426 Appraisal District Collection | - | 3,616 | 12,000 | 30% | - | 3,119 | 12,474 | 25% | 12,000 | 26% |
| 429 Street Lights | 193 | 578 | 3,000 | 19% | 230 | 685 | 2,563 | 27% | 3,000 | 23% |
| Total 400 Operating Expenditures | 52,252 | 158,639 | 1,141,850 | 14% | 79,227 | 255,681 | 1,120,831 | 23% | 1,050,650 | 24% |
| 431 Public Works | 288 | 628 | 10,000 | 6% | - | - | - | - | - | - |
| 500 Facility Expenses | | | | | | | | | | |
| 502 Electricity | 257 | 840 | 3,500 | 24% | 233 | 797 | 3,378 | 24% | 3,500 | 23% |
| 506 Water | 333 | 3,390 | 15,000 | 23% | 1,156 | 3,575 | 12,287 | 29% | 8,000 | 45% |
| 514 Building Maint/Improvements | 802 | 3,925 | 30,000 | 13% | 2,084 | 5,944 | 42,243 | 14% | 20,000 | 30% |
| 516 Lawn Maintenance | 1,278 | 3,835 | 16,000 | 24% | 1,278 | 3,835 | 15,340 | 25% | 16,000 | 24% |
| 520 Telephone & Internet | 535 | 1,806 | 7,500 | 24% | 561 | 1,689 | 6,911 | 24% | 10,000 | 17% |
| Total 500 Facility Expenses | 3,206 | 13,796 | 72,000 | 19% | 5,312 | 15,841 | 80,159 | 20% | 57,500 | 28% |
| 600 General & Administrative Exp | | | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | - | - | 500 | - | - | - | 1,269 | - | 500 | - |
| 606 Employee Costs | 66,082 | 202,741 | 884,153 | 23% | 47,729 | 144,546 | 741,488 | 19% | 725,886 | 20% |
| 618 Insurance | - | 9,389 | 13,500 | 70% | - | 10,938 | 12,163 | 90% | 12,150 | 90% |
| 619 Software Subscriptions | 793 | 42,162 | 100,000 | 42% | 1,237 | 18,195 | 41,234 | 44% | 47,000 | 39% |
| 622 Office Supplies - City Hall | 435 | 1,899 | 15,000 | 13% | 907 | 3,209 | 9,035 | 36% | 9,000 | 36% |
| 623 Office Equipment | 913 | 1,503 | 7,500 | 20% | 2,251 | 5,225 | 11,801 | 44% | 4,000 | 131% |
| 624 Office Equip Maintenance | - | - | 7,000 | - | 1,913 | 2,263 | 5,041 | 45% | 5,500 | 41% |
| 625 Printed Materials | - | 3,442 | 2,000 | 172% | - | 662 | 16,929 | 4% | 5,500 | 12% |
| 626 Postage | 357 | 564 | 2,000 | 28% | - | 425 | 4,240 | 10% | 2,100 | 20% |
| 628 Bank Fees | 2,643 | 6,711 | 31,250 | 21% | 2,376 | 5,745 | 36,186 | 16% | 28,000 | 21% |
| 630 Legal & Professional | 29,408 | 72,758 | 310,850 | 23% | 19,298 | 91,217 | 317,438 | 29% | 392,000 | 23% |
| 646 Mileage Expense | - | - | - | - | - | - | - | - | 100 | - |
| 647 Council Meetings Expenses | 225 | 695 | 5,000 | 14% | 525 | 1,307 | 5,075 | 26% | 3,000 | 44% |
| 648 Training | - | 124 | 15,000 | 1% | 3,316 | 11,818 | 41,320 | 29% | 25,000 | 47% |
| 652 Staff Appreciation | 239 | 696 | 3,000 | 23% | - | 1,105 | 3,272 | 34% | 6,500 | 17% |



Statement of Revenue & Expenses

General Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|------------------|----------------------|------------------------|-------------|------------------|------------------|------------------|-----------------------|------------------------|--------------|
| 655 Code Of Ordinances | - | - | 500 | - | - | - | - | | 500 | - |
| 699 Expense Accounts | 65 | 862 | 17,500 | 5% | 287 | 1,231 | 24,316 | 5% | 13,200 | 9% |
| Total 600 General & Administrative Exp | 101,160 | 343,545 | 1,414,753 | 24% | 79,839 | 297,886 | 1,270,808 | 23% | 1,279,936 | 23% |
| 60626 HSA Expenses | 4 | 4 | - | | - | - | - | | - | |
| 651 Travel | | | | | | | | | | |
| 651.1 Mileage | - | 304 | 5,000 | 6% | - | - | - | | - | |
| 651.2 Airfare | - | 750 | 3,000 | 25% | - | - | - | | - | |
| 651.3 Transportation | - | - | 1,000 | - | - | - | - | | - | |
| 651.4 Lodging | - | 2,434 | 7,500 | 32% | - | - | - | | - | |
| 651.5 Parking | - | 184 | 250 | 74% | - | - | - | | - | |
| 651.6 Meals | - | 1,492 | 3,500 | 43% | - | - | - | | - | |
| Total 651 Travel | - | 5,164 | 20,250 | 26% | - | - | - | | - | |
| 700 Capital Expenditures | 62,926 | 272,872 | 372,500 | 73% | 8,940 | 129,203 | 311,195 | 42% | 55,641 | 232% |
| Payroll Expenses | - | - | - | | - | - | - | | - | |
| Total Expenditures | 219,835 | 794,648 | 3,031,353 | 26% | 173,318 | 698,610 | 2,782,993 | 25% | 2,443,727 | 29% |
| Net Operating Income | 475,145 | 303,255 | 1,701,783 | 18% | 511,092 | 583,108 | 1,682,644 | 35% | 1,354,047 | 43% |
| Other Revenue | | | | | | | | | | |
| 900 Transfers In | - | - | - | | - | - | - | | 457,669 | - |
| Total Other Revenue | - | - | - | | - | - | - | | 457,669 | - |
| Other Expenditures | | | | | | | | | | |
| 901 Transfers Out | 139,633 | 481,871 | 1,701,783 | 28% | -25,364 | 448,653 | 1,696,829 | 26% | 1,826,371 | 25% |
| Total Other Expenditures | 139,633 | 481,871 | 1,701,783 | 28% | -25,364 | 448,653 | 1,696,829 | 26% | 1,826,371 | 25% |
| Surplus(Deficit) | \$335,512 | -\$178,617 | \$- | | \$536,455 | \$134,455 | -\$14,184 | -948% | -\$14,655 | -917% |



Statement of Revenue & Expenses

Debt Service Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|-----------------|----------------------|------------------------|--------------|-----------------|-----------------|-----------------|-----------------------|------------------------|--------------|
| Revenue | | | | | | | | | | |
| 306 Interest Income | \$16 | \$49 | \$3,000 | 2% | \$683 | \$1,961 | \$3,192 | 61% | \$3,800 | 52% |
| 317 Ad Valorem Tax | 73,345 | 80,418 | 116,050 | 69% | 68,692 | 75,928 | 127,208 | 60% | 111,220 | 68% |
| Total Revenue | 73,361 | 80,467 | 119,050 | 68% | 69,375 | 77,889 | 130,400 | 60% | 115,020 | 68% |
| Expenditures | | | | | | | | | | |
| 600 General & Administrative Exp | | | | | | | | | | |
| 628 Bank Fees | - | - | 1,000 | - | - | 5 | 355 | 1% | - | |
| 660 Bond Interest Expense | 3,006 | 9,019 | 36,075 | 25% | 4,029 | 12,088 | 38,950 | 31% | 48,350 | 25% |
| Total 600 General & Administrative Exp | 3,006 | 9,019 | 37,075 | 24% | 4,029 | 12,093 | 39,305 | 31% | 48,350 | 25% |
| 700 Capital Expenditures | - | - | 100,000 | - | - | - | 100,000 | - | 100,000 | - |
| Total Expenditures | 3,006 | 9,019 | 137,075 | 7% | 4,029 | 12,093 | 139,305 | 9% | 148,350 | 8% |
| Net Operating Income | 70,354 | 71,449 | -18,025 | -396% | 65,346 | 65,796 | -8,906 | -739% | -33,330 | -197% |
| Other Revenue | | | | | | | | | | |
| 81004 Bond Premium Amortization | - | - | - | | - | - | 7,789 | - | - | |
| 900 Transfers In | - | - | - | | - | - | - | | 14,655 | - |
| Total Other Revenue | - | - | - | | - | - | 7,789 | - | 14,655 | - |
| Other Expenditures | | | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | | - | |
| Surplus(Deficit) | \$70,354 | \$71,449 | -\$18,025 | -396% | \$65,346 | \$65,796 | -\$1,117 | -5893% | -\$18,675 | -352% |



Statement of Revenue & Expenses

Public Safety Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|--------------|----------------------|------------------------|-------------|----------------|-----------------|----------------|-----------------------|------------------------|--------------|
| Revenue | | | | | | | | | | |
| 313 Donations | \$- | \$- | \$- | | \$- | \$- | \$200 | - | \$1,000 | 20% |
| 31301 Donated Assets | - | - | - | | - | - | 14,700 | - | - | |
| Total 313 Donations | - | - | - | | - | - | 14,900 | - | 1,000 | 1490% |
| 316 County Contract | - | - | 164,034 | - | 157,534 | 157,534 | 157,534 | 100% | 157,534 | 100% |
| 319 Grants | - | - | - | | - | 16,496 | 57,051 | 29% | - | |
| Total 319 Grants | - | - | - | | - | 16,496 | 57,051 | 29% | - | |
| 326 Fire Protection and EMS Service Fees | | | | | | | | | | |
| 32602 Monthly Charges | - | 3,000 | 36,000 | 8% | 360 | 360 | 27,000 | 1% | - | |
| Total 326 Fire Protection and EMS Service Fees | - | 3,000 | 36,000 | 8% | 360 | 360 | 27,000 | 1% | - | |
| 32700 Other Revenue | | | | | | | | | | |
| 32704 Miscellaneous Income | - | - | - | | - | 15 | 15 | 100% | - | |
| Total 32700 Other Revenue | - | - | - | | - | 15 | 15 | 100% | - | |
| Total Revenue | - | 3,000 | 200,034 | 2% | 157,894 | 174,405 | 256,500 | 68% | 158,534 | 162% |
| Cost of Goods Sold | | | | | | | | | | |
| Total Cost of Goods Sold | - | - | - | | - | - | - | | - | |
| Gross Profit | - | 3,000 | 200,034 | 2% | 157,894 | 174,405 | 256,500 | 68% | 158,534 | 162% |
| Expenditures | | | | | | | | | | |
| 430 Operating Expenditures - Public Safety | | | | | | | | | | |
| 43002 Fuel | 1,437 | 4,593 | 18,000 | 26% | 953 | 1,897 | 18,327 | 10% | 18,000 | 102% |
| 43003 Maintenance & Repair - Vehicles | 574 | 12,843 | 50,000 | 26% | 2,172 | 12,128 | 59,756 | 20% | 40,000 | 149% |
| 43005 Gear and Supplies | 2,022 | 12,370 | 60,000 | 21% | 8,385 | 30,081 | 46,611 | 65% | 46,500 | 100% |
| 43006 Compliance | 118 | 4,591 | 15,000 | 31% | -461 | 6,453 | 13,450 | 48% | 8,000 | 168% |
| 43007 Communications | - | - | 20,000 | - | - | - | 13,916 | - | 25,000 | 56% |
| 43008 Dispatch | - | 10,000 | 10,000 | 100% | - | 10,000 | 10,000 | 100% | 10,000 | 100% |
| 43009 Training | 652 | 5,471 | 15,000 | 36% | - | 3,196 | 19,026 | 17% | 12,000 | 159% |
| 43030 EMS | - | 2,188 | 7,125 | 31% | - | 2,293 | 6,921 | 33% | 10,000 | 69% |
| Total 430 Operating Expenditures - Public Safety | 4,803 | 52,057 | 195,125 | 27% | 11,050 | 66,047 | 188,007 | 35% | 169,500 | 111% |



Statement of Revenue & Expenses

Public Safety Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|--|--------------|----------------------|------------------------|-------------|--------------|-----------------|----------------|-----------------------|------------------------|-------------|
| 43013 Fire Marshal Equipment | - | - | 10,000 | - | - | - | - | - | - | - |
| 500 Facility Expenses | | | | | | | | | | |
| 502 Electricity | 765 | 2,729 | 12,000 | 23% | 724 | 2,482 | 11,051 | 22% | 12,000 | 92% |
| 506 Water | 142 | 488 | 3,000 | 16% | 154 | 711 | 2,074 | 34% | 6,000 | 35% |
| 514 Building Maint/Improvements | 297 | 1,358 | 20,000 | 7% | 2,045 | 6,732 | 20,934 | 32% | 12,000 | 174% |
| 516 Lawn Maintenance | - | - | - | - | - | - | 12 | - | - | - |
| 520 Telephone & Internet | 474 | 1,280 | 7,500 | 17% | 551 | 1,654 | 6,557 | 25% | 10,000 | 66% |
| Total 520 Telephone & Internet | 474 | 1,280 | 7,500 | 17% | 551 | 1,654 | 6,557 | 25% | 10,000 | 66% |
| Total 500 Facility Expenses | 1,678 | 5,855 | 42,500 | 14% | 3,475 | 11,579 | 40,628 | 28% | 40,000 | 102% |
| 600 General & Administrative Exp | | | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | | | | | | | | | | |
| 60401 Manuals/Books Expense | - | - | - | - | - | - | 202 | - | - | - |
| Total 604 Municipal Manuals, Books & Maps | - | - | - | - | - | - | 202 | - | - | - |
| 606 Employee Costs | | | | | | | | | | |
| 60601 Staff Salaries | 80,675 | 247,365 | 962,500 | 26% | 76,369 | 242,648 | 1,039,624 | 23% | 1,090,760 | 95% |
| 60602 Paid Time Off | 8,059 | 11,023 | 61,750 | 18% | 4,721 | 15,759 | 84,179 | 19% | 28,000 | 301% |
| Total 60602 Paid Time Off | 8,059 | 11,023 | 61,750 | 18% | 4,721 | 15,759 | 84,179 | 19% | 28,000 | 301% |
| 60604 Holiday Pay | 7,338 | 11,008 | 60,000 | 18% | 11,219 | 12,876 | 52,185 | 25% | 43,000 | 121% |
| 60609 Payroll Tax Expense | 7,333 | 20,498 | 82,750 | 25% | 6,821 | 20,783 | 88,654 | 23% | 82,500 | 107% |
| 60612 Retirement Plan Contributions | 6,626 | 18,279 | 76,250 | 24% | 6,719 | 19,567 | 62,372 | 31% | 77,725 | 80% |
| 60613 Health Insurance Expense | 11,085 | 32,698 | 120,000 | 27% | 10,543 | 19,623 | 107,577 | 18% | 188,900 | 57% |
| 60614 Dental Insurance Expense | 524 | 1,572 | 6,500 | 24% | - | - | 5,102 | - | 10,400 | 49% |
| 60615 Vision Insurance | 85 | 254 | 1,000 | 25% | - | 171 | 1,053 | 16% | 1,150 | 92% |
| 60616 Disability Insurance | 315 | 2,113 | 10,500 | 20% | - | 10,347 | 10,347 | 100% | 6,400 | 162% |



Statement of Revenue & Expenses

Public Safety Fund

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|---|----------------|----------------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|------------------------|-------------|
| 60617 OPEB Expense | - | - | - | | - | - | 3,135 | - | - | |
| 60619 HRA Rembursements | 2,734 | 7,818 | 22,500 | 35% | - | 537 | 20,683 | 3% | 21,000 | 98% |
| 60624 Workers' Comp Insurance | 7,378 | 40,870 | 33,492 | 122% | - | 33,423 | 33,423 | 100% | 30,080 | 111% |
| Total 606 Employee Costs | 132,152 | 393,497 | 1,437,242 | 27% | 116,393 | 375,732 | 1,508,334 | 25% | 1,579,915 | 95% |
| 618 Insurance | | | | | | | | | | |
| 61801 General Liability Insurance Exp | - | 16,575 | 17,500 | 95% | - | 16,624 | 16,624 | 100% | 13,600 | 122% |
| 61802 Property Insurance | - | 20,469 | 22,500 | 91% | - | 20,591 | 20,591 | 100% | 14,260 | 144% |
| Total 618 Insurance | - | 37,044 | 40,000 | 93% | - | 37,215 | 37,215 | 100% | 27,860 | 134% |
| 619 Software Subscriptions | - | - | 1,000 | - | - | - | 5,603 | - | 2,250 | 249% |
| 623 Office Equipment | 125 | 868 | 2,000 | 43% | 135 | 405 | 1,829 | 22% | 1,775 | 103% |
| 624 Office Equip Maintenance | - | 179 | 800 | 22% | - | 189 | 908 | 21% | 950 | 96% |
| 625 Printed Materials | - | 112 | - | - | - | - | 85 | - | - | - |
| 626 Postage | - | - | 50 | - | - | - | 3 | - | 250 | 1% |
| Total 626 Postage | - | - | 50 | - | - | - | 3 | - | 250 | 1% |
| 652 Staff Appreciation | 867 | 1,440 | 3,000 | 48% | 1,478 | 1,616 | 4,100 | 39% | 2,750 | 149% |
| Total 600 General & Administrative Exp | 133,144 | 433,140 | 1,484,092 | 29% | 118,006 | 415,158 | 1,558,279 | 27% | 1,615,750 | 96% |
| 60626 HSA Expenses | 8 | 8 | - | | - | - | - | | - | |
| 700 Capital Expenditures | | | | | | | | | | |
| 70004 Fire Equipment | - | - | - | | - | - | - | | 145,000 | - |
| 70010 Vehicles | - | 5,268 | 7,500 | 70% | - | 130,275 | 159,031 | 82% | - | |
| Total 700 Capital Expenditures | - | 5,268 | 7,500 | 70% | - | 130,275 | 159,031 | 82% | 145,000 | 110% |
| Total Expenditures | 139,633 | 496,326 | 1,739,217 | 29% | 132,530 | 623,059 | 1,945,946 | 32% | 1,970,250 | 99% |
| Net Operating Income | -139,633 | -493,326 | -1,539,183 | 32% | 25,364 | -448,653 | -1,689,445 | 27% | -1,811,716 | 93% |
| Other Revenue | | | | | | | | | | |
| 81003 Gain on Sale of Asset | - | - | - | | - | - | -7,383 | - | - | |
| 81010 Miscellaneous Income | - | 11,455 | - | | - | - | - | | - | |
| 900 Transfers In | 139,633 | 481,871 | 1,539,183 | 31% | -25,364 | 448,653 | 1,696,829 | 26% | 1,811,716 | 94% |



Statement of Revenue & Expenses

Public Safety Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Dec 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---------------------------------|---------|----------------------|------------------------|-------------|---------|-----------------|----------------|-----------------------|------------------------|-------------|
| Total Other Revenue | 139,633 | 493,326 | 1,539,183 | 32% | -25,364 | 448,653 | 1,689,445 | 27% | 1,811,716 | 93% |
| Other Expenditures | | | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | | - | |
| Surplus(Deficit) | \$- | \$- | \$- | | \$- | \$- | \$- | | \$- | |



Statement of Revenue & Expenses

Utilities Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Nov 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|--|----------------|----------------------|------------------------|-------------|---------------|-----------------|------------------|-----------------------|------------------------|-------------|
| Revenue | | | | | | | | | | |
| 306 Interest Income | \$1,616 | \$4,249 | \$90,000 | 5% | \$7,986 | \$23,626 | \$76,891 | 31% | \$47,000 | 50% |
| 315 Trash / Recycling Revenue | 62,814 | 185,620 | - | | - | - | - | | - | |
| 322 Sewer Utility Revenue | 97,881 | 272,701 | 1,046,000 | 26% | 67,250 | 211,032 | 888,963 | 24% | 996,000 | 21% |
| Total Revenue | 162,311 | 462,570 | 1,136,000 | 41% | 75,236 | 234,658 | 965,854 | 24% | 1,043,000 | 22% |
| Expenditures | | | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | | | |
| 410 Contracted Services | | | | | | | | | | |
| 41012 Remediation Services | - | - | - | | - | - | 1,256,713 | - | - | |
| 41015 Residential Trash/Recycling | 53,000 | 160,166 | - | | - | - | - | | - | |
| Total 410 Contracted Services | 53,000 | 160,166 | - | | - | - | 1,256,713 | - | - | |
| Total 400 Operating Expenditures | 53,000 | 160,166 | - | | - | - | 1,256,713 | - | - | |
| 413 Sewer Operation & Maintenance | | | | | | | | | | |
| 41304 O&M Agreement | 14,679 | 43,962 | 180,000 | 24% | 13,698 | 36,336 | 161,186 | 23% | 90,000 | 40% |
| 41305 Nonstandard O&M Expense | 6,765 | 21,594 | 120,000 | 18% | 11,310 | 24,530 | 92,659 | 26% | 148,750 | 16% |
| 41308 Electricity | 8 | 25 | 120 | 21% | 8 | 25 | 99 | 25% | 120 | 21% |
| 41310 Sewer Treatment | 80,801 | 176,939 | 780,000 | 23% | 72,822 | 197,407 | 607,001 | 33% | 550,000 | 36% |
| Total 413 Sewer Operation & Maintenance | 102,253 | 242,519 | 1,080,120 | 22% | 97,839 | 258,297 | 860,946 | 30% | 788,870 | 33% |
| 500 Facility Expenses | | | | | | | | | | |
| 520 Telephone & Internet | 797 | 2,591 | 6,250 | 41% | 473 | 1,421 | 6,387 | 22% | 5,200 | 27% |
| Total 500 Facility Expenses | 797 | 2,591 | 6,250 | 41% | 473 | 1,421 | 6,387 | 22% | 5,200 | 27% |
| 600 General & Administrative Exp | | | | | | | | | | |
| 628 Bank Fees | 5 | 22 | 100 | 22% | 12 | 29 | 88 | 33% | 100 | 29% |



Statement of Revenue & Expenses

Utilities Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Nov 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|-----------------|----------------------|------------------------|-------------|------------------|-----------------|---------------------|-----------------------|------------------------|-------------|
| 630 Legal & Professional | 1,467 | 4,401 | 17,600 | 25% | 1,430 | 4,290 | 17,160 | 25% | 18,000 | 24% |
| Total 600 General & Administrative Exp | 1,472 | 4,423 | 17,700 | 25% | 1,442 | 4,319 | 17,248 | 25% | 18,100 | 24% |
| 629 Administrative Fee | - | - | 317,200 | - | - | - | - | - | - | - |
| Total Expenditures | 157,522 | 409,699 | 1,421,270 | 29% | 99,755 | 264,037 | 2,141,294 | 12% | 812,170 | 33% |
| Net Operating Income | 4,789 | 52,870 | -285,270 | -19% | -24,518 | -29,379 | -1,175,440 | 2% | 230,830 | -13% |
| Other Revenue | | | | | | | | | | |
| 81001 Sewer Tap Fees | 18,000 | 33,000 | 300,000 | 11% | 6,000 | 60,000 | 264,000 | 23% | 348,000 | 17% |
| 81002 Sewer Tap Fee Rebates | -10,800 | -19,800 | -150,000 | 13% | -3,600 | -36,000 | -158,400 | 23% | -195,000 | 18% |
| 81011 Late Fee Income | 15 | 45 | - | - | - | - | - | - | - | - |
| Total Other Revenue | 7,215 | 13,245 | 150,000 | 9% | 2,400 | 24,000 | 105,600 | 23% | 153,000 | 16% |
| Other Expenditures | | | | | | | | | | |
| 901 Transfers Out | - | - | - | - | - | - | - | - | 200,000 | - |
| Total Other Expenditures | - | - | - | - | - | - | - | - | 200,000 | - |
| Surplus(Deficit) | \$12,004 | \$66,115 | -\$135,270 | -49% | -\$22,118 | -\$5,379 | -\$1,069,840 | 1% | \$183,830 | -3% |



Statement of Revenue & Expenses

ARPA Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | Oct 24 - Nov 24 | FY 2025 Totals | YTD % of Annual Total | FY 2025 Amended Budget | % of Budget |
|---|----------------|----------------------|------------------------|-------------|---------------|-----------------|----------------|-----------------------|------------------------|-------------|
| Revenue | | | | | | | | | | |
| 306 Interest Income | \$1,742 | \$5,337 | \$- | | \$3,133 | \$9,548 | \$30,559 | 31% | \$10,000 | 95% |
| 319 Grants | - | - | - | | 9,926 | 152,617 | 199,679 | 76% | 817,669 | 19% |
| Total Revenue | 1,742 | 5,337 | - | | 13,059 | 162,165 | 230,238 | 70% | 827,669 | 20% |
| Expenditures | | | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | | | |
| 410 Contracted Services | - | - | - | | - | 2,500 | 3,750 | 67% | 50,000 | 5% |
| Total 400 Operating Expenditures | - | - | - | | - | 2,500 | 3,750 | 67% | 50,000 | 5% |
| 600 General & Administrative Exp | | | | | | | | | | |
| 630 Legal & Professional | - | - | - | | 13,059 | 29,665 | 90,608 | 33% | - | |
| Total 600 General & Administrative Exp | - | - | - | | 13,059 | 29,665 | 90,608 | 33% | - | |
| 700 Capital Expenditures | - | - | - | | - | 130,000 | 130,000 | 100% | - | |
| Total Expenditures | - | - | - | | 13,059 | 162,165 | 224,358 | 72% | 50,000 | 324% |
| Net Operating Income | 1,742 | 5,337 | - | | - | - | 5,880 | - | 777,669 | - |
| Other Revenue | | | | | | | | | | |
| Total Other Revenue | - | - | - | | - | - | - | | - | |
| Other Expenditures | | | | | | | | | | |
| 901 Transfers Out | - | - | - | | - | - | 1,746 | - | 777,669 | - |
| Total Other Expenditures | - | - | - | | - | - | 1,746 | - | 777,669 | - |
| Surplus(Deficit) | \$1,742 | \$5,337 | \$- | | \$- | \$- | \$4,134 | - | \$- | |



Statement of Revenue & Expenses

Capital Projects Fund

| | Dec 25 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Dec 24 | FY 2025 Totals | YTD % of Total | FY 2025 Amended Budget | % of Budget |
|---------------------------------|--------------|----------------------|------------------------|-------------|--------------|----------------|----------------|------------------------|-------------|
| Revenue | | | | | | | | | |
| Total Revenue | \$- | \$- | \$- | | \$- | \$- | | \$- | |
| Expenditures | | | | | | | | | |
| 700 Capital Expenditures | 6,363 | 11,180 | 162,600 | 7% | 2,610 | 6,830 | 38% | 520,000 | 1% |
| Total Expenditures | 6,363 | 11,180 | 162,600 | 7% | 2,610 | 6,830 | 38% | 520,000 | 0 |
| Net Operating Income | -6,363 | -11,180 | -162,600 | 7% | -2,610 | -6,830 | 38% | -520,000 | 0 |
| Other Revenue | | | | | | | | | |
| 900 Transfers In | - | - | 162,600 | - | - | - | | 520,000 | - |
| Total Other Revenue | - | - | 162,600 | - | - | - | | 520,000 | - |
| Other Expenditures | | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | | - | |
| Surplus(Deficit) | -\$6,363 | -\$11,180 | \$- | | -\$2,610 | -\$6,830 | 38% | \$- | |



Statement of Revenue & Expenses

Impact Fee Fund

| | Dec 25 | Current Year to Date | FY 2025 Totals |
|---|--------------|----------------------|-----------------|
| Revenue | | | |
| 303 Development Revenue | \$- | \$- | \$33,688 |
| 306 Interest Income | 141 | 402 | 393 |
| Total Revenue | 141 | 402 | 34,081 |
| Expenditures | | | |
| 600 General & Administrative Exp | | | |
| 622 Office Supplies - City Hall | - | - | 75 |
| 628 Bank Fees | - | - | 10 |
| Total 600 General & Administrative Exp | - | - | 85 |
| Total Expenditures | - | - | 85 |
| Net Operating Income | 141 | 402 | 33,996 |
| Other Revenue | | | |
| Total Other Revenue | - | - | - |
| Other Expenditures | | | |
| Total Other Expenditures | - | - | - |
| Surplus(Deficit) | \$141 | \$402 | \$33,996 |



Statement of Revenue & Expenses

General Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|------------------|------------------------|-------------|----------------|------------------|------------------|-----------------------|
| Revenue | | | | | | | | |
| 302 Franchise Income | \$7,523 | \$46,772 | \$349,550 | 13% | \$5,558 | \$29,905 | \$318,426 | 9% |
| 303 Development Revenue | 8,784 | 44,978 | 166,000 | 27% | 985 | 45,730 | 170,224 | 27% |
| 304 Permit and Inspection Revenue | 22,419 | 219,929 | 1,392,786 | 16% | 128,741 | 441,857 | 1,394,620 | 32% |
| 306 Interest Income | 14,955 | 62,892 | 173,900 | 36% | 16,422 | 67,985 | 211,142 | 32% |
| 307 Sign Permit Income | - | 255 | - | - | - | 689 | 789 | 87% |
| 309 Food Enforcement | - | - | - | - | - | 300 | 600 | 50% |
| 310 Sales Tax Revenue | 60,799 | 247,950 | 712,000 | 35% | 39,986 | 202,134 | 764,040 | 26% |
| 313 Donations | -50 | -50 | 1,100 | -5% | - | 15 | 10,894 | 0% |
| 315 Trash / Recycling Revenue | - | - | - | - | 56,866 | 226,218 | 708,852 | 32% |
| 317 Ad Valorem Tax | 152,068 | 731,538 | 836,500 | 87% | 240,663 | 742,685 | 840,749 | 88% |
| 321 Code Enforcement | - | 4,035 | 8,000 | 50% | - | 2,804 | 5,389 | 52% |
| 32700 Other Revenue | | | | | | | | |
| 32701 Copies Public Information Incom | - | - | 300 | - | - | - | - | |
| 32702 Credit Card Fee Revenue | 1,146 | 5,692 | 35,500 | 16% | 3,013 | 10,891 | 33,306 | 33% |
| 32703 Hotel Occupancy Tax | - | - | 2,800 | - | - | 1,315 | 1,315 | 100% |
| 32704 Miscellaneous Income | 26 | 1,581 | 2,500 | 63% | - | 1,426 | 4,192 | 34% |
| Total 32700 Other Revenue | 1,172 | 7,273 | 41,100 | 18% | 3,013 | 13,632 | 38,813 | 35% |
| 399 Administration Fee | - | - | 317,200 | - | - | - | - | |
| Total Revenue | 267,670 | 1,365,572 | 3,998,136 | 34% | 492,235 | 1,773,954 | 4,465,637 | 40% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 401 Municipal Court | - | - | 500 | - | - | - | - | |
| 402 Election Expense | - | - | 8,000 | - | - | 900 | 7,081 | 13% |
| 410 Contracted Services | 26,145 | 163,211 | 415,350 | 39% | 85,960 | 329,992 | 1,061,611 | 31% |
| 411 Vehicles Expenses | 31 | 1,385 | 3,500 | 40% | 937 | 1,216 | 2,561 | 47% |
| 412 Supplies | 72 | 769 | 8,000 | 10% | 460 | 1,230 | 3,132 | 39% |
| 418 Membership Fees | 879 | 1,612 | 8,500 | 19% | - | 1,031 | 6,669 | 15% |
| 422 Public Notice Expense | 570 | 3,548 | 6,500 | 55% | 262 | 475 | 7,448 | 6% |
| 423 Community Functions | 556 | 13,743 | 16,500 | 83% | 2,125 | 6,779 | 17,291 | 39% |
| 426 Appraisal District Collection | 0 | 3,616 | 12,000 | 30% | - | 3,119 | 12,474 | 25% |
| 429 Street Lights | 192 | 770 | 3,000 | 26% | 210 | 895 | 2,563 | 35% |
| Total 400 Operating Expenditures | 28,445 | 188,655 | 481,850 | 39% | 89,955 | 345,636 | 1,120,831 | 31% |
| 431 Public Works | - | 628 | 10,000 | 6% | - | - | - | |
| 500 Facility Expenses | | | | | | | | |
| 502 Electricity | 243 | 1,083 | 3,500 | 31% | 227 | 1,024 | 3,378 | |



Statement of Revenue & Expenses

General Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|------------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| 506 Water | 342 | 3,732 | 15,000 | 25% | 276 | 3,851 | 12,287 | 31% |
| 514 Building Maint/Improvements | 1,582 | 5,507 | 30,000 | 18% | 3,749 | 9,693 | 42,243 | 23% |
| 516 Lawn Maintenance | 1,278 | 5,113 | 16,000 | 32% | 1,278 | 5,113 | 15,340 | 33% |
| 520 Telephone & Internet | 994 | 2,800 | 7,500 | 37% | 551 | 2,240 | 6,911 | 32% |
| Total 500 Facility Expenses | 4,440 | 18,236 | 72,000 | 25% | 6,081 | 21,922 | 80,159 | 27% |
| 600 General & Administrative Exp | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | - | - | 500 | - | - | - | 1,269 | - |
| 606 Employee Costs | 94,048 | 296,789 | 884,153 | 34% | 74,180 | 218,725 | 741,488 | 29% |
| 618 Insurance | - | 9,389 | 13,500 | 70% | - | 10,938 | 12,163 | 90% |
| 619 Software Subscriptions | 1,414 | 43,576 | 100,000 | 44% | 696 | 18,892 | 41,234 | 46% |
| 622 Office Supplies - City Hall | 197 | 2,096 | 15,000 | 14% | 1,001 | 4,210 | 9,035 | 47% |
| 623 Office Equipment | 221 | 1,724 | 7,500 | 23% | 235 | 5,460 | 11,801 | 46% |
| 624 Office Equip Maintenance | - | - | 7,000 | - | - | 2,263 | 5,041 | 45% |
| 625 Printed Materials | - | 3,442 | 2,000 | 172% | - | 662 | 16,929 | 4% |
| 626 Postage | 105 | 669 | 2,000 | 33% | 317 | 742 | 4,240 | 17% |
| 628 Bank Fees | 1,830 | 8,541 | 31,250 | 27% | 4,182 | 9,927 | 36,186 | 27% |
| 630 Legal & Professional | 35,599 | 110,357 | 310,850 | 36% | 42,283 | 133,499 | 317,438 | 42% |
| 647 Council Meetings Expenses | 663 | 1,358 | 5,000 | 27% | 679 | 1,986 | 5,075 | 39% |
| 648 Training | 75 | 199 | 15,000 | 1% | 3,832 | 15,649 | 41,320 | 38% |
| 652 Staff Appreciation | - | 696 | 3,000 | 23% | 637 | 1,743 | 3,272 | 53% |
| 655 Code Of Ordinances | - | - | 500 | - | - | - | - | - |
| 699 Expense Accounts | 300 | 1,162 | 17,500 | 7% | 3,268 | 4,499 | 24,316 | 19% |
| Total 600 General & Administrative Exp | 134,452 | 479,996 | 1,414,753 | 34% | 131,309 | 429,195 | 1,270,808 | 34% |
| 60626 HSA Expenses | - | 4 | - | | - | - | - | |
| 651 Travel | | | | | | | | |
| 651.1 Mileage | - | 304 | 5,000 | 6% | - | - | - | |
| 651.2 Airfare | - | 750 | 3,000 | 25% | - | - | - | |
| 651.3 Transportation | 81 | 81 | 1,000 | 8% | - | - | - | |
| 651.4 Lodging | 2,200 | 4,634 | 7,500 | 62% | - | - | - | |
| 651.5 Parking | - | 184 | 250 | 74% | - | - | - | |
| 651.6 Meals | 170 | 1,662 | 3,500 | 47% | - | - | - | |
| Total 651 Travel | 2,451 | 7,615 | 20,250 | 38% | - | - | - | |
| 700 Capital Expenditures | 85,833 | 358,705 | 372,500 | 96% | - | 129,203 | 311,195 | 42% |
| Total Expenditures | 255,620 | 1,053,839 | 2,371,353 | 44% | 227,345 | 925,955 | 2,782,993 | 33% |



Statement of Revenue & Expenses

General Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---------------------------------|----------------|-----------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| Net Operating Income | 12,050 | 311,733 | 1,626,783 | 19% | 264,890 | 847,999 | 1,682,644 | 50% |
| Other Revenue | | | | | | | | |
| Total Other Revenue | - | - | - | | - | - | - | |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 660,061 | - |
| 901 Transfers Out | 192,127 | 674,233 | 1,701,783 | 40% | 195,409 | 644,062 | 1,696,829 | 38% |
| Total Other Expenditures | 192,127 | 674,233 | 1,701,783 | 40% | 195,409 | 644,062 | 2,356,890 | 27% |
| Surplus(Deficit) | -\$180,078 | -\$362,499 | -\$75,000 | 483% | \$69,482 | \$203,937 | -\$674,245 | -30% |



Statement of Revenue & Expenses

Debt Service Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---|-----------------|-----------------|------------------------|--------------|-----------------|-----------------|-----------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$16 | \$65 | \$3,000 | 2% | \$686 | \$2,647 | \$3,192 | 83% |
| 317 Ad Valorem Tax | 21,087 | 101,505 | 116,050 | 87% | 36,375 | 112,303 | 127,208 | 88% |
| Total Revenue | 21,103 | 101,570 | 119,050 | 85% | 37,061 | 114,950 | 130,400 | 88% |
| Expenditures | | | | | | | | |
| 600 General & Administrative Exp | | | | | | | | |
| 628 Bank Fees | - | - | 1,000 | - | - | 5 | 355 | 1% |
| 660 Bond Interest Expense | 3,006 | 12,025 | 36,075 | 33% | 4,029 | 16,117 | 38,950 | 41% |
| Total 600 General & Administrative Exp | 3,006 | 12,025 | 37,075 | 32% | 4,029 | 16,122 | 39,305 | 41% |
| 700 Capital Expenditures | | | | | | | | |
| 70008 Bond Principal | - | - | 100,000 | - | - | - | 100,000 | - |
| Total 700 Capital Expenditures | - | - | 100,000 | - | - | - | 100,000 | - |
| Total Expenditures | 3,006 | 12,025 | 137,075 | 9% | 4,029 | 16,122 | 139,305 | 12% |
| Net Operating Income | 18,097 | 89,545 | -18,025 | -497% | 33,032 | 98,829 | -8,906 | -1110% |
| Other Revenue | | | | | | | | |
| 81004 Bond Premium Amortization | - | - | - | | - | - | 7,789 | - |
| Total Other Revenue | - | - | - | | - | - | 7,789 | - |
| Other Expenditures | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | |
| Surplus(Deficit) | \$18,097 | \$89,545 | -\$18,025 | -497% | \$33,032 | \$98,829 | -\$1,117 | -8851% |



Statement of Revenue & Expenses

Public Safety Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---|--------------|-----------------|------------------------|-------------|---------------|-----------------|----------------|-----------------------|
| Revenue | | | | | | | | |
| 313 Donations | \$- | \$- | \$- | | \$- | \$- | \$14,900 | - |
| 316 County Contract | - | - | 164,034 | - | - | 157,534 | 157,534 | 100% |
| 319 Grants | - | - | - | | - | 16,496 | 57,051 | 29% |
| Total 319 Grants | - | - | - | | - | 16,496 | 57,051 | 29% |
| 326 Fire Protection and EMS Service Fees | | | | | | | | |
| 32602 Monthly Charges | - | 3,000 | 36,000 | 8% | - | 360 | 27,000 | 1% |
| Total 326 Fire Protection and EMS Service Fees | - | 3,000 | 36,000 | 8% | - | 360 | 27,000 | 1% |
| 32700 Other Revenue | | | | | | | | |
| 32704 Miscellaneous Income | - | - | - | | - | 15 | 15 | 100% |
| Total 32700 Other Revenue | - | - | - | | - | 15 | 15 | 100% |
| Total Revenue | - | 3,000 | 200,034 | 2% | - | 174,405 | 256,500 | 68% |
| Cost of Goods Sold | | | | | | | | |
| Total Cost of Goods Sold | - | - | - | | - | - | - | |
| Gross Profit | - | 3,000 | 200,034 | 2% | - | 174,405 | 256,500 | 68% |
| Expenditures | | | | | | | | |
| 430 Operating Expenditures - Public Safety | | | | | | | | |
| 43002 Fuel | 1,384 | 5,978 | 18,000 | 33% | 1,847 | 3,744 | 18,327 | 20% |
| 43003 Maintenance & Repair - Vehicles | 49 | 12,892 | 50,000 | 26% | 6,632 | 18,760 | 59,756 | 31% |
| 43005 Gear and Supplies | 4,270 | 16,874 | 60,000 | 28% | 3,580 | 33,661 | 46,611 | 72% |
| 43006 Compliance | 87 | 4,679 | 15,000 | 31% | 297 | 6,750 | 13,450 | 50% |
| 43007 Communications | - | - | 20,000 | - | - | - | 13,916 | - |
| 43008 Dispatch | - | 10,000 | 10,000 | 100% | 1,740 | 11,740 | 10,000 | 117% |
| 43009 Training | 113 | 5,584 | 15,000 | 37% | - | 3,196 | 19,026 | 17% |
| 43030 EMS | 1,188 | 3,376 | 7,125 | 47% | 1,543 | 3,835 | 6,921 | 55% |
| Total 430 Operating Expenditures - Public Safety | 7,092 | 59,383 | 195,125 | 30% | 15,639 | 81,685 | 188,007 | 43% |
| 43013 Fire Marshal Equipment | - | - | 10,000 | - | - | - | - | |
| 500 Facility Expenses | | | | | | | | |
| 502 Electricity | 853 | 3,582 | 12,000 | 30% | 767 | 3,250 | 11,051 | 29% |
| 506 Water | 150 | 638 | 3,000 | 21% | 168 | 880 | 2,074 | 42% |
| 514 Building Maint/Improvements | 1,613 | 2,970 | 20,000 | 15% | 2,239 | 8,971 | 20,934 | 43% |
| 516 Lawn Maintenance | - | - | - | | - | - | 12 | - |



Statement of Revenue & Expenses

Public Safety Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|--|----------------|-----------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| 520 Telephone & Internet | 896 | 2,175 | 7,500 | 29% | 551 | 2,205 | 6,557 | 34% |
| Total 520 Telephone & Internet | 896 | 2,175 | 7,500 | 29% | 551 | 2,205 | 6,557 | 34% |
| Total 500 Facility Expenses | 3,511 | 9,366 | 42,500 | 22% | 3,726 | 15,305 | 40,628 | 38% |
| 600 General & Administrative Exp | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | | | | | | | | |
| 60401 Manuals/Books Expense | - | - | - | | - | - | 202 | - |
| Total 604 Municipal Manuals, Books & Maps | - | - | - | | - | - | 202 | - |
| 606 Employee Costs | | | | | | | | |
| 60601 Staff Salaries | 123,238 | 370,603 | 962,500 | 39% | 122,465 | 365,113 | 1,039,624 | 35% |
| 60602 Paid Time Off | 804 | 11,827 | 61,750 | 19% | 1,755 | 17,514 | 84,179 | 21% |
| Total 60602 Paid Time Off | 804 | 11,827 | 61,750 | 19% | 1,755 | 17,514 | 84,179 | 21% |
| 60604 Holiday Pay | 21,896 | 32,904 | 60,000 | 55% | 19,643 | 32,518 | 52,185 | 62% |
| 60609 Payroll Tax Expense | 11,139 | 31,636 | 82,750 | 38% | 10,690 | 31,473 | 88,654 | 36% |
| 60612 Retirement Plan Contributions | 9,568 | 27,847 | 76,250 | 37% | 10,476 | 30,043 | 62,372 | 48% |
| 60613 Health Insurance Expense | 11,212 | 43,909 | 120,000 | 37% | 9,548 | 29,171 | 107,577 | 27% |
| 60614 Dental Insurance Expense | 524 | 2,097 | 6,500 | 32% | 635 | 635 | 5,102 | 12% |
| 60615 Vision Insurance | 85 | 338 | 1,000 | 34% | 294 | 465 | 1,053 | 44% |
| 60616 Disability Insurance | 718 | 2,831 | 10,500 | 27% | - | 10,347 | 10,347 | 100% |
| 60617 OPEB Expense | - | - | - | | - | - | 3,135 | - |
| 60619 HRA Rembursements | 1,620 | 9,438 | 22,500 | 42% | 55 | 592 | 20,683 | 3% |
| 60624 Workers' Comp Insurance | - | 40,870 | 33,492 | 122% | - | 33,423 | 33,423 | 100% |
| Total 606 Employee Costs | 180,804 | 574,301 | 1,437,242 | 40% | 175,562 | 551,295 | 1,508,334 | 37% |
| 618 Insurance | | | | | | | | |
| 61801 General Liability Insurance Exp | - | 16,575 | 17,500 | 95% | - | 16,624 | 16,624 | 100% |
| 61802 Property Insurance | - | 20,469 | 22,500 | 91% | - | 20,591 | 20,591 | 100% |
| Total 618 Insurance | - | 37,044 | 40,000 | 93% | - | 37,215 | 37,215 | 100% |
| 619 Software Subscriptions | - | - | 1,000 | - | - | - | 5,603 | - |
| 623 Office Equipment | 354 | 1,221 | 2,000 | 61% | 135 | 540 | 1,829 | 30% |
| 624 Office Equip Maintenance | 259 | 438 | 800 | 55% | 176 | 365 | 908 | 40% |
| 625 Printed Materials | - | 112 | - | - | - | - | 85 | - |
| 626 Postage | - | - | 50 | - | - | - | 3 | - |
| Total 626 Postage | - | - | 50 | - | - | - | 3 | - |
| 652 Staff Appreciation | 103 | 1,543 | 3,000 | 51% | 171 | 1,787 | 4,100 | |



Statement of Revenue & Expenses

Public Safety Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|-----------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| Total 600 General & Administrative Exp | 181,519 | 614,659 | 1,484,092 | 41% | 176,044 | 591,202 | 1,558,279 | 38% |
| 60626 HSA Expenses | - | 8 | - | | - | - | - | |
| 651 Travel | | | | | | | | |
| 651.1 Mileage | 4 | 4 | - | | - | - | - | |
| Total 651 Travel | 4 | 4 | - | | - | - | - | |
| 700 Capital Expenditures | | | | | | | | |
| 70010 Vehicles | - | 5,268 | 7,500 | 70% | - | 130,275 | 159,031 | 82% |
| Total 700 Capital Expenditures | - | 5,268 | 7,500 | 70% | - | 130,275 | 159,031 | 82% |
| Total Expenditures | 192,127 | 688,688 | 1,739,217 | 40% | 195,409 | 818,468 | 1,945,946 | 42% |
| Net Operating Income | -192,127 | -685,688 | -1,539,183 | 45% | -195,409 | -644,062 | -1,689,445 | 38% |
| Other Revenue | | | | | | | | |
| 81003 Gain on Sale of Asset | - | - | - | | - | - | -7,383 | - |
| 81010 Miscellaneous Income | - | 11,455 | - | | - | - | - | |
| 900 Transfers In | 192,127 | 674,233 | 1,539,183 | 44% | 195,409 | 644,062 | 1,696,829 | 38% |
| Total Other Revenue | 192,127 | 685,688 | 1,539,183 | 45% | 195,409 | 644,062 | 1,689,445 | 38% |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 290,081 | - |
| Total Other Expenditures | - | - | - | | - | - | 290,081 | - |
| Surplus(Deficit) | \$- | \$- | \$- | | \$- | \$- | -\$290,081 | - |



Statement of Revenue & Expenses

Utilities Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|--|----------------|-----------------|------------------------|-------------|---------------|-----------------|-------------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$1,911 | \$6,159 | \$90,000 | 7% | \$8,319 | \$31,945 | \$76,891 | 42% |
| 315 Trash / Recycling Revenue | 61,596 | 247,216 | 735,000 | 34% | - | - | - | |
| 322 Sewer Utility Revenue | 103,099 | 375,800 | 1,046,000 | 36% | 69,802 | 280,833 | 888,963 | 32% |
| Total Revenue | 166,605 | 629,175 | 1,871,000 | 34% | 78,121 | 312,779 | 965,854 | 32% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 410 Contracted Services | | | | | | | | |
| 41012 Remediation Services | - | - | - | | - | - | 1,256,713 | - |
| 41015 Residential Trash/Recycling | 53,000 | 213,166 | 660,000 | 32% | - | - | - | |
| Total 410 Contracted Services | 53,000 | 213,166 | 660,000 | 32% | - | - | 1,256,713 | - |
| Total 400 Operating Expenditures | 53,000 | 213,166 | 660,000 | 32% | - | - | 1,256,713 | - |
| 413 Sewer Operation & Maintenance | | | | | | | | |
| 41304 O&M Agreement | 14,249 | 58,211 | 180,000 | 32% | 12,295 | 48,632 | 161,186 | 30% |
| 41305 Nonstandard O&M Expense | 4,451 | 26,045 | 120,000 | 22% | 1,505 | 26,035 | 92,659 | 28% |
| 41308 Electricity | 8 | 33 | 120 | 28% | 8 | 33 | 99 | 33% |
| 41310 Sewer Treatment | 40,000 | 251,991 | 780,000 | 32% | 68,941 | 266,347 | 607,001 | 44% |
| Total 413 Sewer Operation & Maintenance | 58,709 | 336,280 | 1,080,120 | 31% | 82,750 | 341,047 | 860,946 | 40% |
| 500 Facility Expenses | | | | | | | | |
| 520 Telephone & Internet | 797 | 3,387 | 6,250 | 54% | 474 | 1,894 | 6,387 | 30% |
| Total 500 Facility Expenses | 797 | 3,387 | 6,250 | 54% | 474 | 1,894 | 6,387 | 30% |
| 600 General & Administrative Exp | | | | | | | | |
| 628 Bank Fees | 5 | 27 | 100 | 27% | 5 | 34 | 88 | 39% |
| 629 Administrative Fee | - | - | 317,200 | - | - | - | - | |
| 630 Legal & Professional | | | | | | | | |
| 63001 Accounting & Payroll Services | 1,467 | 5,868 | 17,600 | 33% | 1,430 | 5,720 | 17,160 | 33% |
| Total 630 Legal & Professional | 1,467 | 5,868 | 17,600 | 33% | 1,430 | 5,720 | 17,160 | 33% |
| Total 600 General & Administrative Exp | 1,472 | 5,895 | 334,900 | 2% | 1,435 | 5,754 | 17,248 | 33% |
| Total Expenditures | 113,977 | 558,729 | 2,081,270 | 27% | 84,658 | 348,695 | 2,141,294 | 16% |
| Net Operating Income | 52,628 | 70,446 | -210,270 | -34% | -6,537 | -35,916 | -1,175,440 | 3% |
| Other Revenue | | | | | | | | |
| 81001 Sewer Tap Fees | - | 33,000 | 300,000 | 11% | 15,000 | 75,000 | 264,000 | 28% |
| 81002 Sewer Tap Fee Rebates | - | -19,800 | -150,000 | 13% | -9,000 | -45,000 | -158,400 | 28% |



Statement of Revenue & Expenses

Utilities Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Annual Total |
|---------------------------------|-----------------|-----------------|------------------------|--------------|---------------|-----------------|---------------------|-----------------------|
| 81011 Late Fee Income | 15 | 60 | - | | - | - | - | |
| Total Other Revenue | 15 | 13,260 | 150,000 | 9% | 6,000 | 30,000 | 105,600 | 28% |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 165,693 | - |
| Total Other Expenditures | - | - | - | | - | - | 165,693 | - |
| Surplus(Deficit) | \$52,643 | \$83,706 | -\$60,270 | -139% | -\$537 | -\$5,916 | -\$1,235,533 | 0% |



Statement of Revenue & Expenses

ARPA Fund

| | Jan 26 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Nov 24 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|----------------------|------------------------|-------------|---------------|-----------------|----------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$1,708 | \$7,045 | \$- | | \$3,043 | \$12,591 | \$30,559 | 41% |
| 319 Grants | 78,048 | 78,048 | - | | 11,332 | 163,949 | 199,679 | 82% |
| Total Revenue | 79,756 | 85,093 | - | | 14,375 | 176,540 | 230,238 | 77% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 410 Contracted Services | - | - | - | | - | 2,500 | 3,750 | 67% |
| Total 400 Operating Expenditures | - | - | - | | - | 2,500 | 3,750 | 67% |
| 600 General & Administrative Exp | | | | | | | | |
| 630 Legal & Professional | - | - | - | | 14,375 | 44,040 | 90,608 | 49% |
| Total 600 General & Administrative Exp | - | - | - | | 14,375 | 44,040 | 90,608 | 49% |
| 700 Capital Expenditures | - | - | - | | - | 130,000 | 130,000 | 100% |
| Total Expenditures | - | - | - | | 14,375 | 176,540 | 224,358 | 79% |
| Net Operating Income | 79,756 | 85,093 | - | | - | - | 5,880 | - |
| Other Revenue | | | | | | | | |
| Total Other Revenue | - | - | - | | - | - | - | |
| Other Expenditures | | | | | | | | |
| 901 Transfers Out | 78,048 | 78,048 | - | | - | - | 1,746 | - |
| Total Other Expenditures | 78,048 | 78,048 | - | | - | - | 1,746 | - |
| Surplus(Deficit) | \$1,708 | \$7,045 | \$- | | \$- | \$- | \$4,134 | - |



Statement of Revenue & Expenses

Capital Projects Fund

| | Jan 26 | Oct 25 - Jan 26 | FY 2026 Adopted Budget | % of Budget | Jan 25 | Oct 24 - Jan 25 | FY 2025 Totals | YTD % of Total |
|---------------------------------|---------------|-----------------|------------------------|-------------|----------|-----------------|----------------|----------------|
| Revenue | | | | | | | | |
| Total Revenue | \$- | \$- | \$- | | \$- | \$- | \$- | |
| Expenditures | | | | | | | | |
| 700 Capital Expenditures | 66,868 | 78,048 | 162,600 | 48% | - | 6,830 | 6,830 | 100% |
| Total Expenditures | 66,868 | 78,048 | 162,600 | 48% | - | 6,830 | 6,830 | 100% |
| Net Operating Income | -66,868 | -78,048 | -162,600 | 48% | - | -6,830 | -6,830 | 100% |
| Other Revenue | | | | | | | | |
| 900 Transfers In | 78,048 | 78,048 | 162,600 | 48% | - | - | - | |
| Total Other Revenue | 78,048 | 78,048 | 162,600 | 48% | - | - | - | |
| Other Expenditures | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | |
| Surplus(Deficit) | \$11,180 | \$- | \$- | | \$- | -\$6,830 | -\$6,830 | 100% |



Statement of Revenue & Expenses

Impact Fee Fund

| | Jan 26 | Current Year to Date | FY 2025 Totals |
|---|--------------|----------------------|-----------------|
| Revenue | | | |
| 303 Development Revenue | \$- | \$- | \$33,688 |
| 306 Interest Income | 142 | 544 | 393 |
| Total Revenue | 142 | 544 | 34,081 |
| Expenditures | | | |
| 600 General & Administrative Exp | | | |
| 622 Office Supplies - City Hall | - | - | 75 |
| 628 Bank Fees | - | - | 10 |
| Total 600 General & Administrative Exp | - | - | 85 |
| Total Expenditures | - | - | 85 |
| Net Operating Income | 142 | 544 | 33,996 |
| Other Revenue | | | |
| Total Other Revenue | - | - | - |
| Other Expenditures | | | |
| Total Other Expenditures | - | - | - |
| Surplus(Deficit) | \$142 | \$544 | \$33,996 |



Statement of Revenue & Expenses

General Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|------------------|------------------------|-------------|----------------|------------------|------------------|-----------------------|
| Revenue | | | | | | | | |
| 302 Franchise Income | \$7,439 | \$54,210 | \$349,550 | 16% | \$157,432 | \$187,337 | \$318,426 | 59% |
| 303 Development Revenue | 33,456 | 78,434 | 166,000 | 47% | 10,990 | 56,720 | 170,224 | 33% |
| 304 Permit and Inspection Revenue | 149,256 | 369,185 | 1,392,786 | 27% | 137,390 | 579,247 | 1,394,620 | 42% |
| 306 Interest Income | 13,421 | 76,313 | 173,900 | 44% | 15,202 | 83,187 | 211,142 | 39% |
| 307 Sign Permit Income | - | 255 | - | - | 100 | 789 | 789 | 100% |
| 309 Food Enforcement | - | - | - | - | - | 300 | 600 | 50% |
| 310 Sales Tax Revenue | 74,863 | 300,459 | 712,000 | 42% | 69,174 | 271,308 | 764,040 | 36% |
| 313 Donations | 60 | 10 | 1,100 | 1% | - | 15 | 10,894 | 0% |
| 315 Trash / Recycling Revenue | - | - | - | - | 58,908 | 285,126 | 708,852 | 40% |
| 317 Ad Valorem Tax | 196,579 | 928,117 | 836,500 | 111% | 56,741 | 799,426 | 840,749 | 95% |
| 321 Code Enforcement | - | 4,035 | 8,000 | 50% | - | 2,804 | 5,389 | 52% |
| 32700 Other Revenue | | | | | | | | |
| 32701 Copies Public Information Incom | - | - | 300 | - | - | - | - | - |
| 32702 Credit Card Fee Revenue | 1,938 | 7,631 | 35,500 | 21% | 3,081 | 13,971 | 33,306 | 42% |
| 32703 Hotel Occupancy Tax | - | - | 2,800 | - | - | 1,315 | 1,315 | 100% |
| 32704 Miscellaneous Income | - | 1,581 | 2,500 | 63% | 803 | 2,230 | 4,192 | 53% |
| Total 32700 Other Revenue | 1,938 | 9,212 | 41,100 | 22% | 3,884 | 17,516 | 38,813 | 45% |
| 399 Administration Fee | 27,141 | 132,875 | 317,200 | 42% | - | - | - | - |
| Total Revenue | 505,154 | 1,954,105 | 3,998,136 | 49% | 509,822 | 2,283,776 | 4,465,637 | 51% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 401 Municipal Court | - | - | 500 | - | - | - | - | - |
| 402 Election Expense | - | - | 8,000 | - | - | 900 | 7,081 | 13% |
| 410 Contracted Services | 39,801 | 203,012 | 415,350 | 49% | 79,865 | 409,856 | 1,061,611 | 39% |
| 411 Vehicles Expenses | 15 | 1,400 | 3,500 | 40% | - | 1,216 | 2,561 | 47% |
| 412 Supplies | 42 | 811 | 8,000 | 10% | 453 | 1,683 | 3,132 | 54% |
| 418 Membership Fees | 1,903 | 3,515 | 8,500 | 41% | 5,388 | 6,419 | 6,669 | 96% |
| 422 Public Notice Expense | 740 | 4,288 | 6,500 | 66% | - | 475 | 7,448 | 6% |
| 423 Community Functions | 328 | 14,071 | 16,500 | 85% | 2,200 | 8,979 | 17,291 | 52% |
| 426 Appraisal District Collection | 3,616 | 7,232 | 12,000 | 60% | 3,119 | 6,237 | 12,474 | 50% |
| 429 Street Lights | 211 | 981 | 3,000 | 33% | 210 | 1,106 | 2,563 | 43% |
| Total 400 Operating Expenditures | 46,656 | 235,311 | 481,850 | 49% | 91,235 | 436,870 | 1,120,831 | 39% |
| 431 Public Works | 244 | 873 | 10,000 | 9% | - | - | - | - |
| 500 Facility Expenses | | | | | | | | |
| 502 Electricity | 1,091 | 2,174 | 3,500 | 62% | 295 | 1,319 | 3,378 | 96% |



Statement of Revenue & Expenses

General Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|-----------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| 506 Water | 281 | 4,014 | 15,000 | 27% | 276 | 4,126 | 12,287 | 34% |
| 514 Building Maint/Improvements | 2,697 | 8,204 | 30,000 | 27% | 3,041 | 12,734 | 42,243 | 30% |
| 516 Lawn Maintenance | 1,278 | 6,391 | 16,000 | 40% | 1,278 | 6,392 | 15,340 | 42% |
| 520 Telephone & Internet | 152 | 2,951 | 7,500 | 39% | 559 | 2,799 | 6,911 | 41% |
| Total 500 Facility Expenses | 5,499 | 23,734 | 72,000 | 33% | 5,448 | 27,370 | 80,159 | 34% |
| 600 General & Administrative Exp | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | - | - | 500 | - | - | - | 1,269 | - |
| 606 Employee Costs | 64,531 | 361,320 | 884,153 | 41% | 172,936 | 391,661 | 741,488 | 53% |
| 618 Insurance | - | 9,389 | 13,500 | 70% | - | 10,938 | 12,163 | 90% |
| 619 Software Subscriptions | 3,576 | 47,152 | 100,000 | 47% | 2,657 | 21,548 | 41,234 | 52% |
| 622 Office Supplies - City Hall | 276 | 2,371 | 15,000 | 16% | 1,164 | 5,373 | 9,035 | 59% |
| 623 Office Equipment | 221 | 1,945 | 7,500 | 26% | 790 | 6,250 | 11,801 | 53% |
| 624 Office Equip Maintenance | - | - | 7,000 | - | - | 2,263 | 5,041 | 45% |
| 625 Printed Materials | - | 3,442 | 2,000 | 172% | 754 | 1,416 | 16,929 | 8% |
| 626 Postage | - | 669 | 2,000 | 33% | 215 | 957 | 4,240 | 23% |
| 628 Bank Fees | 2,644 | 11,185 | 31,250 | 36% | 2,411 | 12,337 | 36,186 | 34% |
| 630 Legal & Professional | 29,699 | 140,056 | 310,850 | 45% | 22,334 | 155,834 | 317,438 | 49% |
| 633 Penalties & Fees | 305 | 305 | - | - | - | - | - | - |
| 647 Council Meetings Expenses | 450 | 1,808 | 5,000 | 36% | 373 | 2,359 | 5,075 | 46% |
| 648 Training | 50 | 249 | 15,000 | 2% | 6,172 | 21,822 | 41,320 | 53% |
| 652 Staff Appreciation | 57 | 753 | 3,000 | 25% | - | 1,743 | 3,272 | 53% |
| 655 Code Of Ordinances | - | - | 500 | - | - | - | - | - |
| 699 Expense Accounts | 76 | 1,238 | 17,500 | 7% | 4,479 | 8,978 | 24,316 | 37% |
| Total 600 General & Administrative Exp | 101,884 | 581,880 | 1,414,753 | 41% | 214,284 | 643,478 | 1,270,808 | 51% |
| 60626 HSA Expenses | 4 | 8 | - | - | - | - | - | - |
| 651 Travel | | | | | | | | |
| 651.1 Mileage | 937 | 1,241 | 5,000 | 25% | - | - | - | - |
| 651.2 Airfare | - | 750 | 3,000 | 25% | - | - | - | - |
| 651.3 Transportation | - | 81 | 1,000 | 8% | - | - | - | - |
| 651.4 Lodging | 91 | 4,725 | 7,500 | 63% | - | - | - | - |
| 651.5 Parking | 238 | 422 | 250 | 169% | - | - | - | - |
| 651.6 Meals | 590 | 2,252 | 3,500 | 64% | - | - | - | - |
| Total 651 Travel | 1,855 | 9,470 | 20,250 | 47% | - | - | - | - |
| 700 Capital Expenditures | 634,133 | 992,838 | 372,500 | 267% | - | 129,203 | 311,195 | 42% |



Statement of Revenue & Expenses

General Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---------------------------------|-------------------|-------------------|------------------------|-------------|-----------------|------------------|-------------------|-----------------------|
| Total Expenditures | 790,274 | 1,844,113 | 2,371,353 | 78% | 310,966 | 1,236,921 | 2,782,993 | 44% |
| Net Operating Income | -285,120 | 109,992 | 1,626,783 | 7% | 198,856 | 1,046,854 | 1,682,644 | 62% |
| Other Revenue | | | | | | | | |
| Total Other Revenue | - | - | - | | - | - | - | |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 660,061 | - |
| 901 Transfers Out | -47,851 | 668,876 | 1,701,783 | 39% | 169,678 | 813,740 | 1,696,829 | 48% |
| Total Other Expenditures | -47,851 | 668,876 | 1,701,783 | 39% | 169,678 | 813,740 | 2,356,890 | 35% |
| Surplus(Deficit) | -\$237,269 | -\$558,884 | -\$75,000 | 745% | \$29,178 | \$233,114 | -\$674,245 | -35% |



Statement of Revenue & Expenses

Debt Service Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---|------------------|-----------------|------------------------|-------------|------------------|-----------------|-----------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$26 | \$90 | \$3,000 | 3% | \$282 | \$2,929 | \$3,192 | 92% |
| 317 Ad Valorem Tax | 27,294 | 128,799 | 116,050 | 111% | 8,580 | 120,883 | 127,208 | 95% |
| Total Revenue | 27,320 | 128,890 | 119,050 | 108% | 8,862 | 123,812 | 130,400 | 95% |
| Expenditures | | | | | | | | |
| 600 General & Administrative Exp | | | | | | | | |
| 628 Bank Fees | 350 | 350 | 1,000 | 35% | 350 | 355 | 355 | 100% |
| 660 Bond Interest Expense | 3,006 | 15,031 | 36,075 | 42% | 4,029 | 20,146 | 38,950 | 52% |
| Total 600 General & Administrative Exp | 3,356 | 15,381 | 37,075 | 41% | 4,379 | 20,501 | 39,305 | 52% |
| 700 Capital Expenditures | | | | | | | | |
| 70008 Bond Principal | 100,000 | 100,000 | 100,000 | 100% | 100,000 | 100,000 | 100,000 | 100% |
| Total 700 Capital Expenditures | 100,000 | 100,000 | 100,000 | 100% | 100,000 | 100,000 | 100,000 | 100% |
| Total Expenditures | 103,356 | 115,381 | 137,075 | 84% | 104,379 | 120,501 | 139,305 | 87% |
| Net Operating Income | -76,037 | 13,509 | -18,025 | -75% | -95,517 | 3,311 | -8,906 | -37% |
| Other Revenue | | | | | | | | |
| 81004 Bond Premium Amortization | - | - | - | | - | - | 7,789 | - |
| Total Other Revenue | - | - | - | | - | - | 7,789 | - |
| Other Expenditures | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | |
| Surplus(Deficit) | -\$76,037 | \$13,509 | -\$18,025 | -75% | -\$95,517 | \$3,311 | -\$1,117 | -297% |



Statement of Revenue & Expenses

Public Safety Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|-----------------|------------------------|-------------|---------------|-----------------|----------------|-----------------------|
| Revenue | | | | | | | | |
| 313 Donations | \$- | \$- | \$- | | \$- | \$- | \$14,900 | - |
| 316 County Contract | 164,034 | 164,034 | 164,034 | 100% | - | 157,534 | 157,534 | 100% |
| 319 Grants | 2,494 | 2,494 | - | | - | 16,496 | 57,051 | 29% |
| Total 319 Grants | 2,494 | 2,494 | - | | - | 16,496 | 57,051 | 29% |
| 326 Fire Protection and EMS Service Fees | | | | | | | | |
| 32602 Monthly Charges | 12,330 | 15,330 | 36,000 | 43% | - | 360 | 27,000 | 1% |
| Total 326 Fire Protection and EMS Service Fees | 12,330 | 15,330 | 36,000 | 43% | - | 360 | 27,000 | 1% |
| 32700 Other Revenue | | | | | | | | |
| 32704 Miscellaneous Income | - | - | - | | - | 15 | 15 | 100% |
| Total 32700 Other Revenue | - | - | - | | - | 15 | 15 | 100% |
| Total Revenue | 178,858 | 181,858 | 200,034 | 91% | - | 174,405 | 256,500 | 68% |
| Cost of Goods Sold | | | | | | | | |
| Total Cost of Goods Sold | - | - | - | | - | - | - | |
| Gross Profit | 178,858 | 181,858 | 200,034 | 91% | - | 174,405 | 256,500 | 68% |
| Expenditures | | | | | | | | |
| 430 Operating Expenditures - Public Safety | | | | | | | | |
| 43002 Fuel | 1,680 | 7,658 | 18,000 | 43% | 2,047 | 5,791 | 18,327 | 32% |
| 43003 Maintenance & Repair - Vehicles | 11,533 | 24,425 | 50,000 | 49% | 16,447 | 35,206 | 59,756 | 59% |
| 43005 Gear and Supplies | 4,279 | 21,402 | 60,000 | 36% | 1,636 | 35,297 | 46,611 | 76% |
| 43006 Compliance | - | 5,954 | 15,000 | 40% | 1,534 | 8,284 | 13,450 | 62% |
| 43007 Communications | - | - | 20,000 | - | - | - | 13,916 | - |
| 43008 Dispatch | - | 10,000 | 10,000 | 100% | - | 11,740 | 10,000 | 117% |
| 43009 Training | 972 | 6,556 | 15,000 | 44% | - | 3,196 | 19,026 | 17% |
| 43030 EMS | - | 3,376 | 7,125 | 47% | - | 3,835 | 6,921 | 55% |
| Total 430 Operating Expenditures - Public Safety | 18,464 | 79,372 | 195,125 | 41% | 21,664 | 103,350 | 188,007 | 55% |
| 43013 Fire Marshal Equipment | - | - | 10,000 | - | - | - | - | - |
| 500 Facility Expenses | | | | | | | | |
| 502 Electricity | 1,221 | 4,803 | 12,000 | 40% | 1,144 | 4,394 | 11,051 | 40% |
| 506 Water | 228 | 866 | 3,000 | 29% | 143 | 1,022 | 2,074 | 49% |
| 514 Building Maint/Improvements | 488 | 3,458 | 20,000 | 17% | 2,415 | 11,386 | 20,934 | 54% |
| 516 Lawn Maintenance | - | - | - | | - | - | 12 | - |
| 520 Telephone & Internet | 174 | 2,349 | 7,500 | 31% | 551 | 2,757 | 6,557 | 42% |



Statement of Revenue & Expenses

Public Safety Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|--|---------|-----------------|------------------------|-------------|---------|-----------------|----------------|-----------------------|
| Total 520 Telephone & Internet | 174 | 2,349 | 7,500 | 31% | 551 | 2,757 | 6,557 | 42% |
| Total 500 Facility Expenses | 2,111 | 11,477 | 42,500 | 27% | 4,253 | 19,558 | 40,628 | 48% |
| 600 General & Administrative Exp | | | | | | | | |
| 604 Municipal Manuals, Books & Maps | | | | | | | | |
| 60401 Manuals/Books Expense | - | - | - | - | - | - | 202 | - |
| Total 604 Municipal Manuals, Books & Maps | - | - | - | - | - | - | 202 | - |
| 606 Employee Costs | | | | | | | | |
| 60601 Staff Salaries | 80,385 | 450,987 | 962,500 | 47% | 80,390 | 445,504 | 1,039,624 | 43% |
| 60602 Paid Time Off | 1,752 | 13,579 | 61,750 | 22% | 5,657 | 23,171 | 84,179 | 28% |
| Total 60602 Paid Time Off | 1,752 | 13,579 | 61,750 | 22% | 5,657 | 23,171 | 84,179 | 28% |
| 60604 Holiday Pay | 3,784 | 36,688 | 60,000 | 61% | 4,615 | 37,133 | 52,185 | 71% |
| 60609 Payroll Tax Expense | 6,556 | 38,192 | 82,750 | 46% | 6,770 | 38,243 | 88,654 | 43% |
| 60612 Retirement Plan Contributions | 5,263 | 33,110 | 76,250 | 43% | 6,304 | 36,347 | 62,372 | 58% |
| 60613 Health Insurance Expense | 10,402 | 54,311 | 120,000 | 45% | 10,856 | 40,027 | 107,577 | 37% |
| 60614 Dental Insurance Expense | 961 | 3,058 | 6,500 | 47% | 635 | 1,271 | 5,102 | 25% |
| 60615 Vision Insurance | 156 | 494 | 1,000 | 49% | 96 | 561 | 1,053 | 53% |
| 60616 Disability Insurance | - | 2,831 | 10,500 | 27% | - | 10,347 | 10,347 | 100% |
| 60617 OPEB Expense | - | - | - | - | - | - | 3,135 | - |
| 60619 HRA Rembursements | 962 | 10,400 | 22,500 | 46% | 2,529 | 3,121 | 20,683 | 15% |
| 60624 Workers' Comp Insurance | - | 40,870 | 33,492 | 122% | - | 33,423 | 33,423 | 100% |
| Total 606 Employee Costs | 110,220 | 684,521 | 1,437,242 | 48% | 117,852 | 669,147 | 1,508,334 | 44% |
| 618 Insurance | | | | | | | | |
| 61801 General Liability Insurance Exp | - | 16,575 | 17,500 | 95% | - | 16,624 | 16,624 | 100% |
| 61802 Property Insurance | - | 20,469 | 22,500 | 91% | - | 20,591 | 20,591 | 100% |
| Total 618 Insurance | - | 37,044 | 40,000 | 93% | - | 37,215 | 37,215 | 100% |
| 619 Software Subscriptions | - | - | 1,000 | - | - | - | 5,603 | - |
| 623 Office Equipment | 167 | 1,388 | 2,000 | 69% | - | 540 | 1,829 | 30% |
| 624 Office Equip Maintenance | - | 438 | 800 | 55% | - | 365 | 908 | 40% |
| 625 Printed Materials | - | 112 | - | - | - | - | 85 | - |
| 626 Postage | - | - | 50 | - | - | - | 3 | - |
| Total 626 Postage | - | - | 50 | - | - | - | 3 | - |
| 652 Staff Appreciation | 37 | 1,580 | 3,000 | 53% | 267 | 2,053 | 4,100 | 50% |



Statement of Revenue & Expenses

Public Safety Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|-----------------|------------------------|-------------|----------------|-----------------|------------------|-----------------------|
| Total 600 General & Administrative Exp | 110,423 | 725,082 | 1,484,092 | 49% | 118,119 | 709,321 | 1,558,279 | 46% |
| 60626 HSA Expenses | 8 | 16 | - | | - | - | - | |
| 651 Travel | | | | | | | | |
| 651.1 Mileage | - | 4 | - | | - | - | - | |
| Total 651 Travel | - | 4 | - | | - | - | - | |
| 700 Capital Expenditures | | | | | | | | |
| 70004 Fire Equipment | - | 40,971 | - | | - | - | - | |
| 70010 Vehicles | - | 5,268 | 7,500 | 70% | 25,641 | 155,916 | 159,031 | |
| 70011 70011 Water System Acquisition | - | - | - | | - | - | - | 98% |
| Total 700 Capital Expenditures | - | 46,239 | 7,500 | 617% | 25,641 | 155,916 | 159,031 | |
| Payroll Expenses | - | - | - | | - | - | - | 98% |
| Total Expenditures | 131,006 | 862,189 | 1,739,217 | 50% | 169,678 | 988,145 | 1,945,946 | |
| Net Operating Income | 47,851 | -680,331 | -1,539,183 | 44% | -169,678 | -813,740 | -1,689,445 | 51% |
| Other Revenue | | | | | | | | |
| 81001 Sewer Tap Fees | - | - | - | | - | - | - | 48% |
| 81003 Gain on Sale of Asset | - | - | - | | - | - | -7,383 | |
| 81010 Miscellaneous Income | - | 11,455 | - | | - | - | - | |
| 900 Transfers In | -47,851 | 668,876 | 1,539,183 | 43% | 169,678 | 813,740 | 1,696,829 | |
| Total Other Revenue | -47,851 | 680,331 | 1,539,183 | 44% | 169,678 | 813,740 | 1,689,445 | 48% |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 290,081 | - |
| Total Other Expenditures | - | - | - | | - | - | 290,081 | |
| Surplus(Deficit) | \$- | \$- | \$- | | \$- | \$- | -\$290,081 | - |



Statement of Revenue & Expenses

Utilities Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|--|----------------|-----------------|------------------------|-------------|---------------|-----------------|-------------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$1,831 | \$7,990 | \$90,000 | 9% | \$7,382 | \$39,327 | \$76,891 | 51% |
| 315 Trash / Recycling Revenue | 62,487 | 309,702 | 735,000 | 42% | - | - | - | |
| 322 Sewer Utility Revenue | 93,876 | 469,676 | 1,046,000 | 45% | 88,650 | 369,483 | 888,963 | 42% |
| Total Revenue | 158,193 | 787,368 | 1,871,000 | 42% | 96,032 | 408,810 | 965,854 | 42% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 410 Contracted Services | | | | | | | | |
| 41012 Remediation Services | - | - | - | | - | - | 1,256,713 | - |
| 41015 Residential Trash/Recycling | 53,000 | 266,166 | 660,000 | 40% | - | - | - | |
| Total 410 Contracted Services | 53,000 | 266,166 | 660,000 | 40% | - | - | 1,256,713 | - |
| Total 400 Operating Expenditures | 53,000 | 266,166 | 660,000 | 40% | - | - | 1,256,713 | - |
| 413 Sewer Operation & Maintenance | | | | | | | | |
| 41304 O&M Agreement | 12,190 | 70,400 | 180,000 | 39% | 13,299 | 61,931 | 161,186 | 38% |
| 41305 Nonstandard O&M Expense | 7,305 | 33,350 | 120,000 | 28% | 8,510 | 34,545 | 92,659 | 37% |
| 41308 Electricity | 8 | 42 | 120 | 35% | 8 | 41 | 99 | 42% |
| 41310 Sewer Treatment | 40,000 | 317,162 | 780,000 | 41% | 50,071 | 316,418 | 607,001 | 52% |
| Total 413 Sewer Operation & Maintenance | 59,503 | 420,954 | 1,080,120 | 39% | 71,889 | 412,936 | 860,946 | 48% |
| 500 Facility Expenses | | | | | | | | |
| 520 Telephone & Internet | 797 | 4,184 | 6,250 | 67% | 513 | 2,407 | 6,387 | 38% |
| Total 500 Facility Expenses | 797 | 4,184 | 6,250 | 67% | 513 | 2,407 | 6,387 | 38% |
| 600 General & Administrative Exp | | | | | | | | |
| 628 Bank Fees | 8 | 35 | 100 | 35% | 12 | 46 | 88 | 52% |
| 629 Administrative Fee | 26,433 | 132,167 | 317,200 | 42% | - | - | - | |
| 630 Legal & Professional | | | | | | | | |
| 63001 Accounting & Payroll Services | 1,467 | 7,335 | 17,600 | 42% | 1,430 | 7,150 | 17,160 | 42% |
| 63009 Engineering | 9,120 | 9,120 | - | | - | - | - | |
| Total 630 Legal & Professional | 10,587 | 16,455 | 17,600 | 93% | 1,430 | 7,150 | 17,160 | 42% |
| Total 600 General & Administrative Exp | 37,028 | 148,657 | 334,900 | 44% | 1,442 | 7,196 | 17,248 | 42% |
| Total Expenditures | 150,328 | 839,961 | 2,081,270 | 40% | 73,844 | 422,539 | 2,141,294 | 20% |
| Net Operating Income | 7,865 | -52,593 | -210,270 | 25% | 22,188 | -13,728 | -1,175,440 | 1% |
| Other Revenue | | | | | | | | |
| 81001 Sewer Tap Fees | 33,000 | 66,000 | 300,000 | 22% | 33,000 | 108,000 | 264,000 | 41% |



Statement of Revenue & Expenses

Utilities Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Annual Total |
|---------------------------------|-----------------|------------------|------------------------|-------------|-----------------|-----------------|---------------------|-----------------------|
| 81002 Sewer Tap Fee Rebates | -19,800 | -39,600 | -150,000 | 26% | -19,800 | -64,800 | -158,400 | 41% |
| 81011 Late Fee Income | - | 60 | - | | - | - | - | |
| Total Other Revenue | 13,200 | 26,460 | 150,000 | 18% | 13,200 | 43,200 | 105,600 | 41% |
| Other Expenditures | | | | | | | | |
| 85002 Depreciation Expense | - | - | - | | - | - | 165,693 | - |
| Total Other Expenditures | - | - | - | | - | - | 165,693 | - |
| Surplus(Deficit) | \$21,065 | -\$26,133 | -\$60,270 | 43% | \$35,388 | \$29,472 | -\$1,235,533 | -2% |



Statement of Revenue & Expenses

ARPA Fund

| | Feb 26 | Current Year to Date | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Nov 24 | FY 2025 Totals | YTD % of Annual Total |
|---|----------------|----------------------|------------------------|-------------|---------------|-----------------|----------------|-----------------------|
| Revenue | | | | | | | | |
| 306 Interest Income | \$1,526 | \$8,571 | \$- | | \$2,735 | \$15,326 | \$30,559 | 50% |
| 319 Grants | 1,570 | 79,618 | - | | 12,162 | 176,111 | 199,679 | 88% |
| Total Revenue | 3,096 | 88,189 | - | | 14,898 | 191,438 | 230,238 | 83% |
| Expenditures | | | | | | | | |
| 400 Operating Expenditures | | | | | | | | |
| 410 Contracted Services | - | - | - | | - | 2,500 | 3,750 | 67% |
| Total 400 Operating Expenditures | - | - | - | | - | 2,500 | 3,750 | 67% |
| 600 General & Administrative Exp | | | | | | | | |
| 630 Legal & Professional | - | - | - | | 14,898 | 58,938 | 90,608 | 65% |
| Total 600 General & Administrative Exp | - | - | - | | 14,898 | 58,938 | 90,608 | 65% |
| 700 Capital Expenditures | - | - | - | | - | 130,000 | 130,000 | 100% |
| Total Expenditures | - | - | - | | 14,898 | 191,438 | 224,358 | 85% |
| Net Operating Income | 3,096 | 88,189 | - | | - | - | 5,880 | - |
| Other Revenue | | | | | | | | |
| Total Other Revenue | - | - | - | | - | - | - | |
| Other Expenditures | | | | | | | | |
| 901 Transfers Out | 1,570 | 79,618 | - | | - | - | 1,746 | - |
| Total Other Expenditures | 1,570 | 79,618 | - | | - | - | 1,746 | - |
| Surplus(Deficit) | \$1,526 | \$8,571 | \$- | | \$- | \$- | \$4,134 | - |



Statement of Revenue & Expenses

Capital Projects Fund

| | Feb 26 | Oct 25 - Feb 26 | FY 2026 Adopted Budget | % of Budget | Feb 25 | Oct 24 - Feb 25 | FY 2025 Totals | YTD % of Total |
|---------------------------------|----------------|-----------------|------------------------|-------------|------------|-----------------|-----------------|----------------|
| Revenue | | | | | | | | |
| 303 Development Revenue | \$2,250 | \$2,250 | \$- | | \$- | \$- | \$- | |
| Total Revenue | 2,250 | 2,250 | - | | - | - | - | |
| Expenditures | | | | | | | | |
| 700 Capital Expenditures | 1,570 | 79,618 | 162,600 | 49% | - | 6,830 | 6,830 | |
| Payroll Expenses | - | - | - | | - | - | - | 100% |
| Total Expenditures | 1,570 | 79,618 | 162,600 | 49% | - | 6,830 | 6,830 | |
| Net Operating Income | 680 | -77,368 | -162,600 | 48% | - | -6,830 | -6,830 | 100% |
| Other Revenue | | | | | | | | |
| 900 Transfers In | 1,570 | 79,618 | 162,600 | 49% | - | - | - | |
| Total Other Revenue | 1,570 | 79,618 | 162,600 | 49% | - | - | - | |
| Other Expenditures | | | | | | | | |
| Total Other Expenditures | - | - | - | | - | - | - | |
| Surplus(Deficit) | \$2,250 | \$2,250 | \$- | | \$- | -\$6,830 | -\$6,830 | |



Statement of Revenue & Expenses

Impact Fee Fund

| | Feb 26 | Current Year to Date | FY 2025 Totals |
|---|--------------|----------------------|-----------------|
| Revenue | | | |
| 303 Development Revenue | \$- | \$- | \$33,688 |
| 306 Interest Income | 155 | 699 | 393 |
| Total Revenue | 155 | 699 | 34,081 |
| Expenditures | | | |
| 600 General & Administrative Exp | | | |
| 622 Office Supplies - City Hall | - | - | 75 |
| 628 Bank Fees | - | - | 10 |
| Total 600 General & Administrative Exp | - | - | 85 |
| Total Expenditures | - | - | 85 |
| Net Operating Income | 155 | 699 | 33,996 |
| Other Revenue | | | |
| Total Other Revenue | - | - | - |
| Other Expenditures | | | |
| Total Other Expenditures | - | - | - |
| Surplus(Deficit) | \$155 | \$699 | \$33,996 |



Community Waste Disposal Monthly Report to the City of McLendon-Chisholm

Wanda Smith *Municipal Coordinator*





Municipal Recycling Program



Single Stream Recycling

Participation in the Residential Curbside Recycling Program continues to demonstrate that residents of the City of McLendon-Chisholm are dedicated to the preservation of the Texas environment for future generations.

The chart below details the statistics of the CWD Residential Curbside Recycling Program.

| | Jan-2026 | Dec-2025 | Nov-2025 | Oct-2025 | Sep-2025 | Aug-2025 | Jul-2025 | Jun-2025 | May-2025 | Apr-2025 | Mar-2025 | Feb-2025 |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Homes | 1,911 | 1,911 | 1,906 | 1,896 | 1,892 | 1,877 | 1,852 | 1,843 | 1,835 | 1,812 | 1,807 | 1,792 |
| Resi Rcy Tonnage | 56.87 | 41.97 | 39.59 | 44.25 | 27.46 | 43.59 | 47.69 | 45.12 | 41.38 | 34.03 | 31.72 | 49.8 |
| Pounds / Home / Month | 59.52 | 43.92 | 41.54 | 46.68 | 29.03 | 46.45 | 51.5 | 48.96 | 45.1 | 37.56 | 35.11 | 55.58 |



Municipal Service Inquiries



Residential Solid Waste Services

The Solid Waste Industry has a standard service inquiry ratio of 1.0 inquiries per 1,000 service opportunities.

| | Jan-2026 | Dec-2025 | Nov-2025 | Oct-2025 | Sep-2025 | Aug-2025 | Jul-2025 | Jun-2025 | May-2025 | Apr-2025 | Mar-2025 | Feb-2025 |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Service Opportunities | 17,129 | 17,129 | 17,090 | 16,938 | 16,964 | 16,856 | 16,622 | 16,540 | 16,484 | 16,276 | 16,224 | 16,094 |
| Service Inquiries | 43 | 41 | 12 | 13 | 15 | 20 | 14 | 11 | 22 | 12 | 28 | 15 |
| Per 1,000 Service Opps | 2.51 | 2.39 | 0.7 | 0.77 | 0.88 | 1.19 | 0.84 | 0.67 | 1.33 | 0.74 | 1.73 | 0.93 |



Customer Service Inquiries - Detail



Good Service is Good Business

CWD's Customer Service Community is available to provide solutions via phone or online. Our efficient team is here to support the City of McLendon-Chisholm and we continually strive for top-notch performance to ensure residents receive the most value out of their waste and recycling services.

City Account Grievances for the Period of 01/01/02026 - 01/31/02026

| Date | Account | Address | Service Type | Service Code |
|-------------|---------|----------------------|--------------|--------------|
| 01/02/02026 | 209227 | 1110 CAMBRIDGE CT | RESI | NOTE |
| 01/02/02026 | 210115 | 1519 CORRARA DR | RESI | NOTE |
| 01/02/02026 | 208992 | 1544 INTESSA CT> | RESI | NOTE |
| 01/02/02026 | 208997 | 1863 MOSCATEL LN | RESI | NOTE |
| 01/02/02026 | 208991 | 3020 ROCHELLE RD | RESI | NOTE |
| 01/02/02026 | 208295 | 916 HAMILTON CT | RESI | NOTE |
| 01/03/02026 | 210067 | 1155 FRONTIER TRL | RESI | NOTE |
| 01/03/02026 | 209162 | 1186 LIVORNO DR | RESI | NOTE |
| 01/03/02026 | 208828 | 539 S SMITH RD | RESI | NOTE |
| 01/05/02026 | 208333 | 396 WINDING RIDGE LN | RESI | NOTE |
| 01/09/02026 | 209422 | 1711 GODELLO DR | RESI | NOTE |
| 01/09/02026 | 209713 | 221 MEADOWPARK> | RESI | NOTE |
| 01/09/02026 | 209069 | 399 WINDING RIDGE LN | RESI | NOTE |
| 01/09/02026 | 209919 | 901 CAMPTON CT | RESI | NOTE |
| 01/10/02026 | 210081 | 409 HERRON CIRCLE | RESI | NOTE |

| | | | | |
|-------------|--------|-----------------------|------|------|
| 01/12/02026 | 208411 | 1702 AMARONE LN | RESI | NOTE |
| 01/12/02026 | 209061 | 1848 NAVARRE WAY | RESI | NOTE |
| 01/12/02026 | 208944 | 1863 NAVARRE WAY | RESI | NOTE |
| 01/12/02026 | 208481 | 1918 GALENDA DR | RESI | NOTE |
| 01/13/02026 | 208800 | 1437 VIA TOSCANA LN> | RESI | NOTE |
| 01/13/02026 | 209773 | 320 HERRON CIR> | RESI | NOTE |
| 01/16/02026 | 208232 | 103 LOST COLT DR> | RESI | NOTE |
| 01/16/02026 | 210091 | 1050 E FM 550 | RESI | NOTE |
| 01/16/02026 | 208275 | 12 CHAPEL HILL LN> | RESI | NOTE |
| 01/16/02026 | 208805 | 1497 STATE HWY 205 | RESI | NOTE |
| 01/23/02026 | 209291 | 355 LEDSTONE CT | RESI | NOTE |
| 01/23/02026 | 209953 | 4047 W FM 550 | RESI | NOTE |
| 01/23/02026 | 209794 | 411 CATTLE BARRON DR> | RESI | NOTE |
| 01/23/02026 | 208555 | 412 CHILLINGTON CT | RESI | NOTE |
| 01/23/02026 | 208394 | 601 W FM 550 | RESI | NOTE |

Total RESI: 30

| | | | | |
|-------------|--------|----------------------|--------------|---------------------------------|
| 01/02/02026 | 208811 | 1507 PISA CT | RESI-RECYCLE | SERVICE RECYCLE CART |
| 01/03/02026 | 208325 | 1472 CORRARA DR | RESI-RECYCLE | 95G RL REC SERVICE MISSED 01/01 |
| 01/05/02026 | 209713 | 221 MEADOWPARK> | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/09/02026 | 209298 | 1534 SALVATORE LN | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/09/02026 | 208553 | 1809 RADDA DR | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/16/02026 | 208234 | 1033 KINGSBRIDGE LN> | RESI-RECYCLE | 95G RL REC SERVICE MISSED 01/15 |
| 01/16/02026 | 208451 | 1061 FRONTIER TRL | RESI-RECYCLE | 95G RL REC SERVICE MISSED 01/15 |
| 01/16/02026 | 208279 | 1200 E FM 550> | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/16/02026 | 209871 | 804 ABINGTON WAY> | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/19/02026 | 209755 | 2959 ROCHELLE RD> | RESI-RECYCLE | 95G RL REC SERVICE MISSED |
| 01/22/02026 | 209699 | 208 MEADOWCREEK> | RESI-RECYCLE | 95G RL REC SERVICE MISSED |

Total RESI-RECYCLE: 11

| | | | | |
|-------------|--------|---------------------------|------------|---------------------------|
| 01/05/02026 | 208660 | 1761 S STATE HWY 205 | RESI-TRASH | 95G ASL TRASH SERV MISSED |
| 01/08/02026 | 209594 | 1730 S STATE HIGHWAY 205> | RESI-TRASH | 95G RL TRASH SERV MISSED |

Total RESI-TRASH: 2

Total Inquiries: 43



Community Waste Disposal Monthly Report to the City of McLendon-Chisholm

Wanda Smith *Municipal Coordinator*





Municipal Recycling Program



Single Stream Recycling

Participation in the Residential Curbside Recycling Program continues to demonstrate that residents of the City of McLendon-Chisholm are dedicated to the preservation of the Texas environment for future generations.

The chart below details the statistics of the CWD Residential Curbside Recycling Program.

| | Feb-2026 | Jan-2026 | Dec-2025 | Nov-2025 | Oct-2025 | Sep-2025 | Aug-2025 | Jul-2025 | Jun-2025 | May-2025 | Apr-2025 | Mar-2025 |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Homes | 1,968 | 1,968 | 1,911 | 1,906 | 1,896 | 1,892 | 1,877 | 1,852 | 1,843 | 1,835 | 1,812 | 1,807 |
| Resi Rcy Tonnage | 53.77 | 56.87 | 41.97 | 39.59 | 44.25 | 27.46 | 43.59 | 47.69 | 45.12 | 41.38 | 34.03 | 31.72 |
| Pounds / Home / Month | 54.64 | 57.79 | 43.92 | 41.54 | 46.68 | 29.03 | 46.45 | 51.5 | 48.96 | 45.1 | 37.56 | 35.11 |



Municipal Service Inquiries



Residential Solid Waste Services

The Solid Waste Industry has a standard service inquiry ratio of 1.0 inquiries per 1,000 service opportunities.

| | Feb-2026 | Jan-2026 | Dec-2025 | Nov-2025 | Oct-2025 | Sep-2025 | Aug-2025 | Jul-2025 | Jun-2025 | May-2025 | Apr-2025 | Mar-2025 |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Service Opportunities | 17,610 | 17,610 | 17,129 | 17,090 | 16,938 | 16,964 | 16,856 | 16,622 | 16,540 | 16,484 | 16,276 | 16,224 |
| Service Inquiries | 4 | 43 | 41 | 12 | 13 | 15 | 20 | 14 | 11 | 22 | 12 | 28 |
| Per 1,000 Service Opps | 0.23 | 2.44 | 2.39 | 0.7 | 0.77 | 0.88 | 1.19 | 0.84 | 0.67 | 1.33 | 0.74 | 1.73 |



Customer Service Inquiries - Detail



Good Service is Good Business

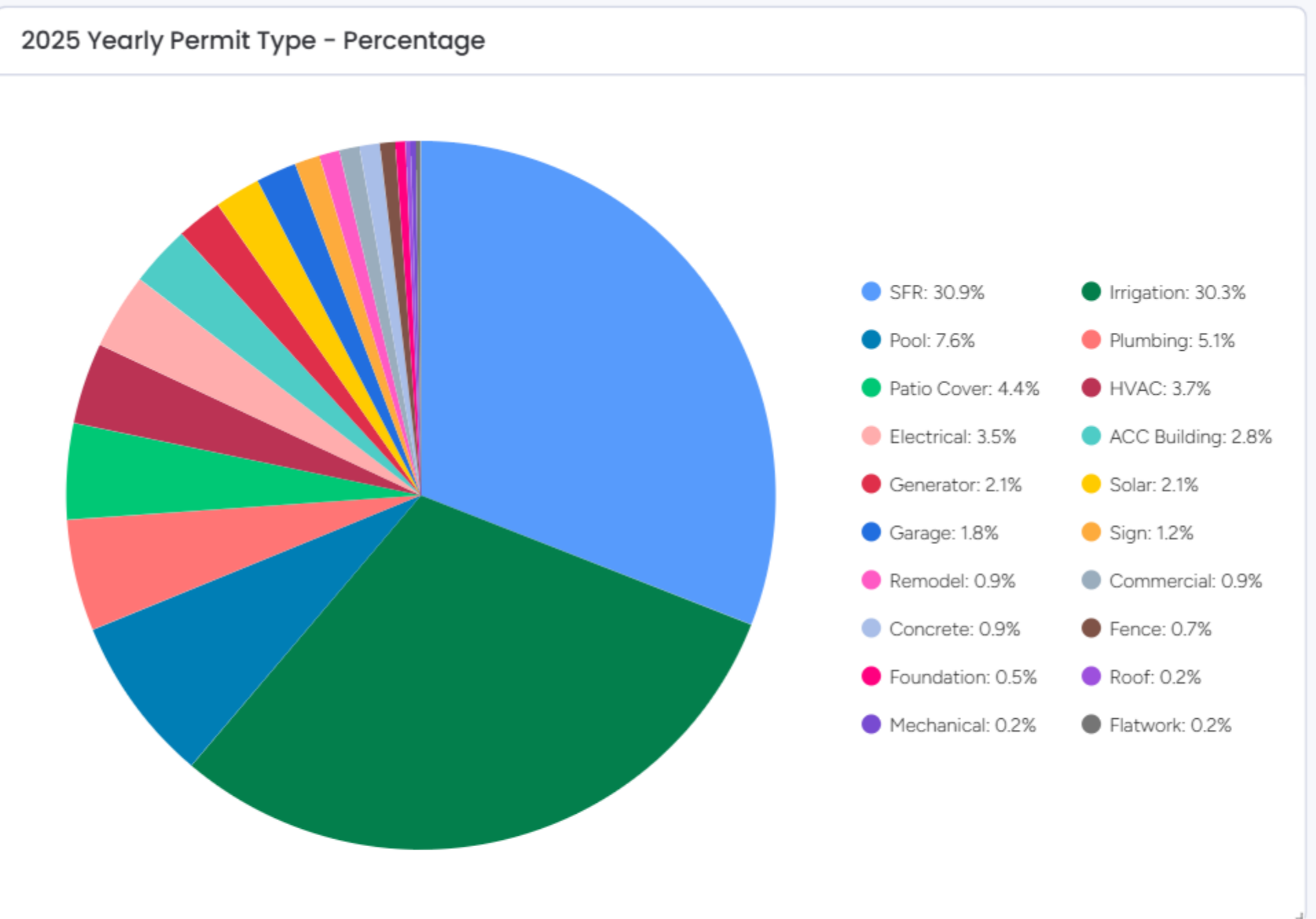
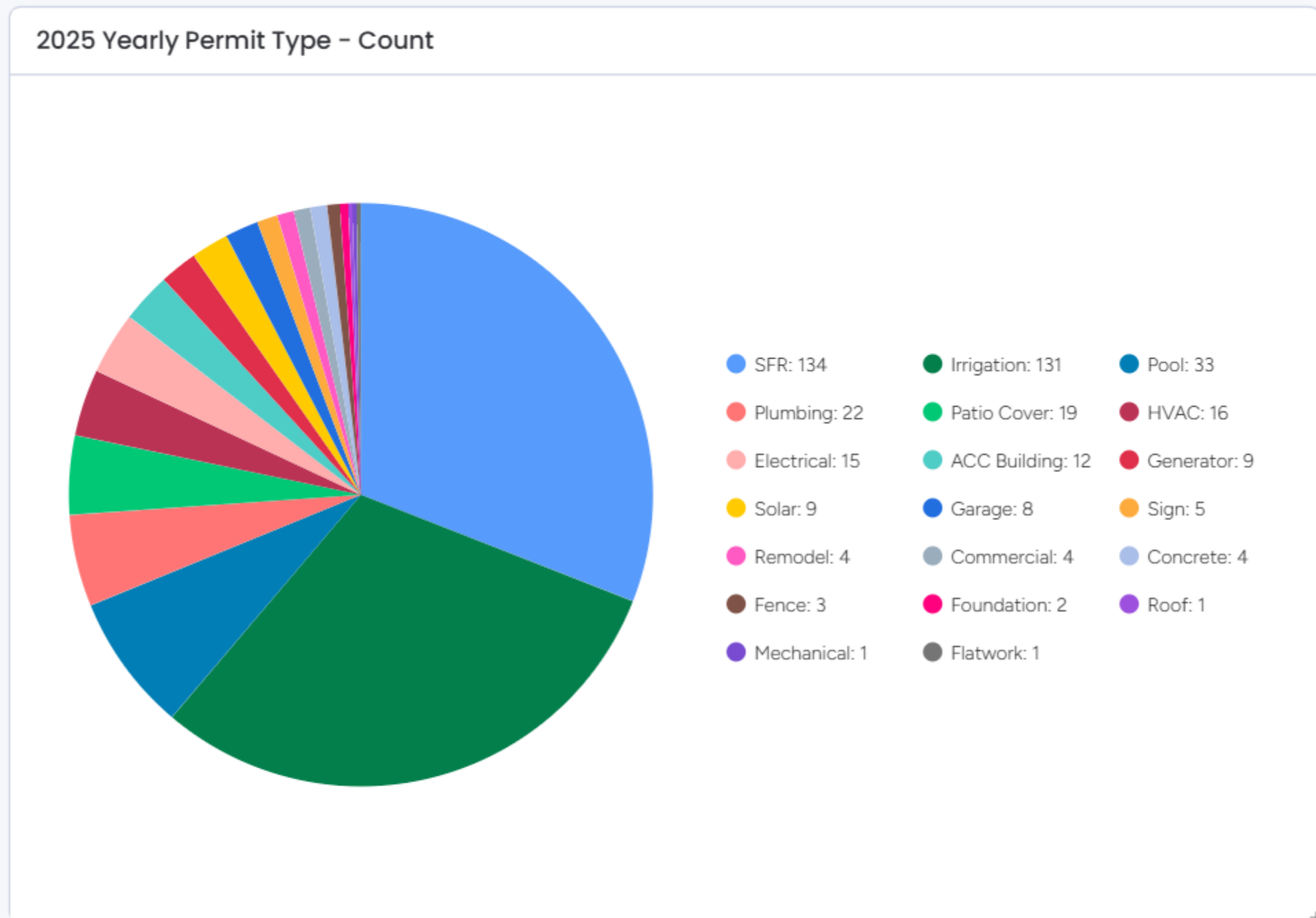
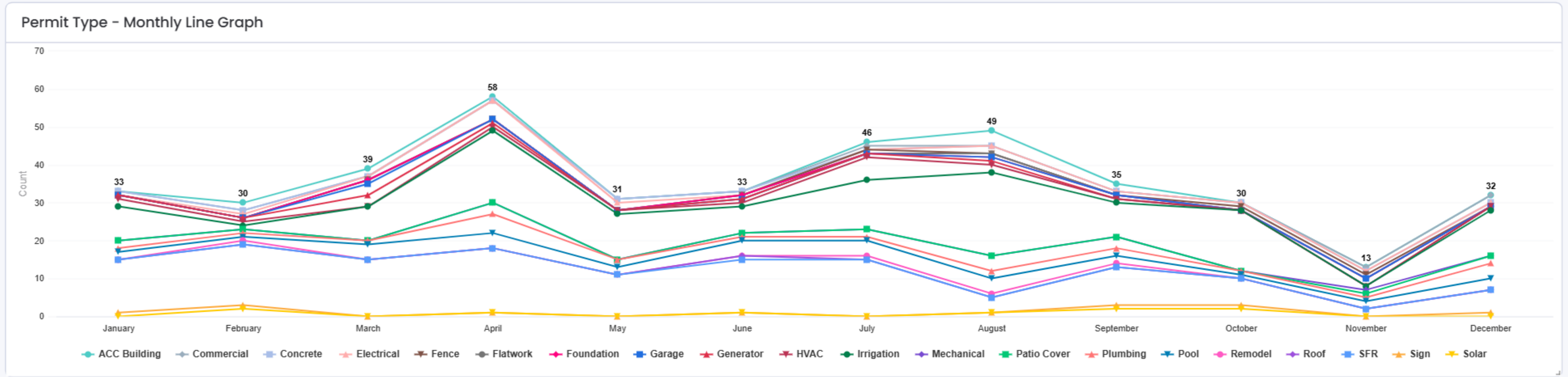
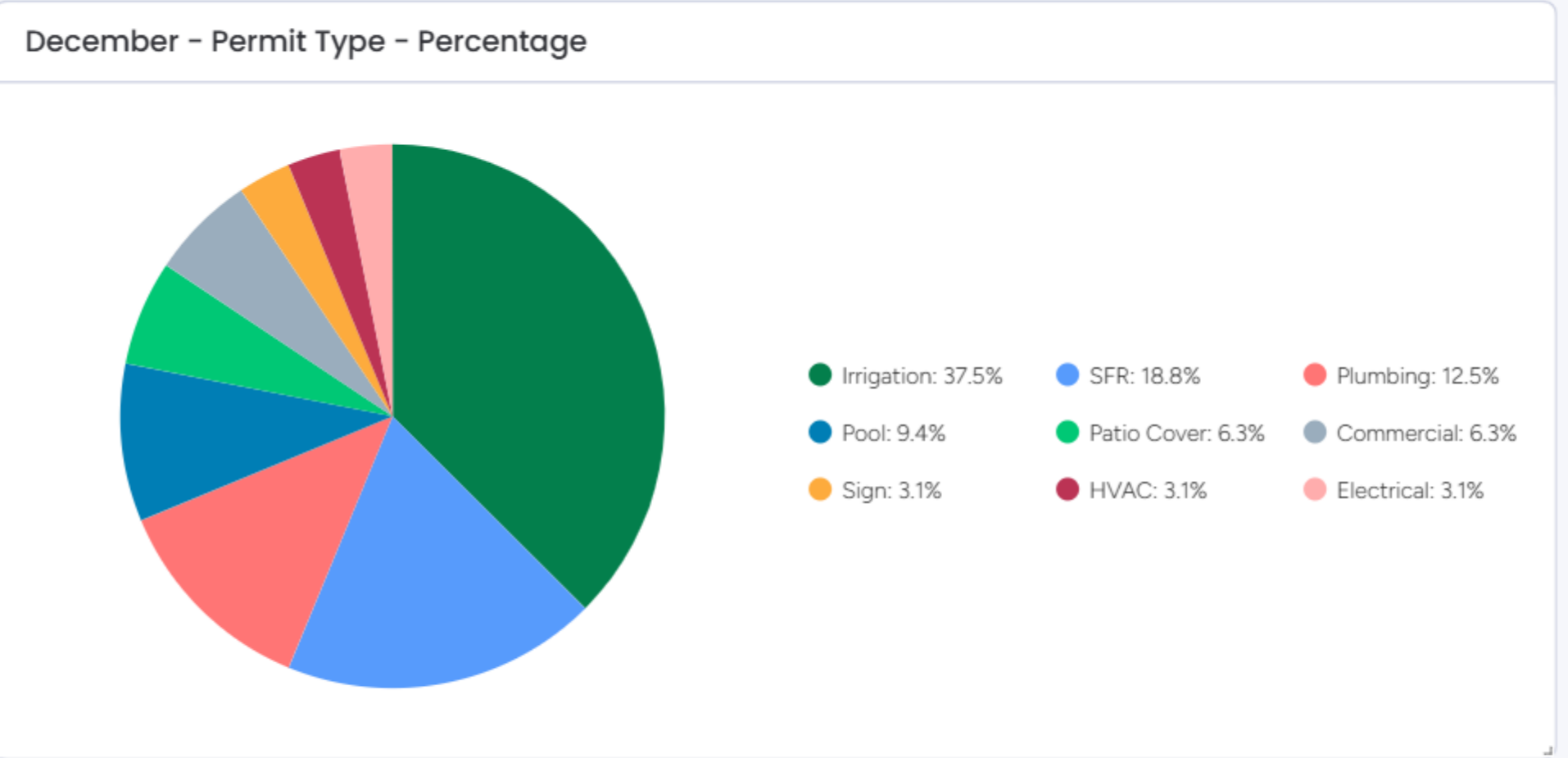
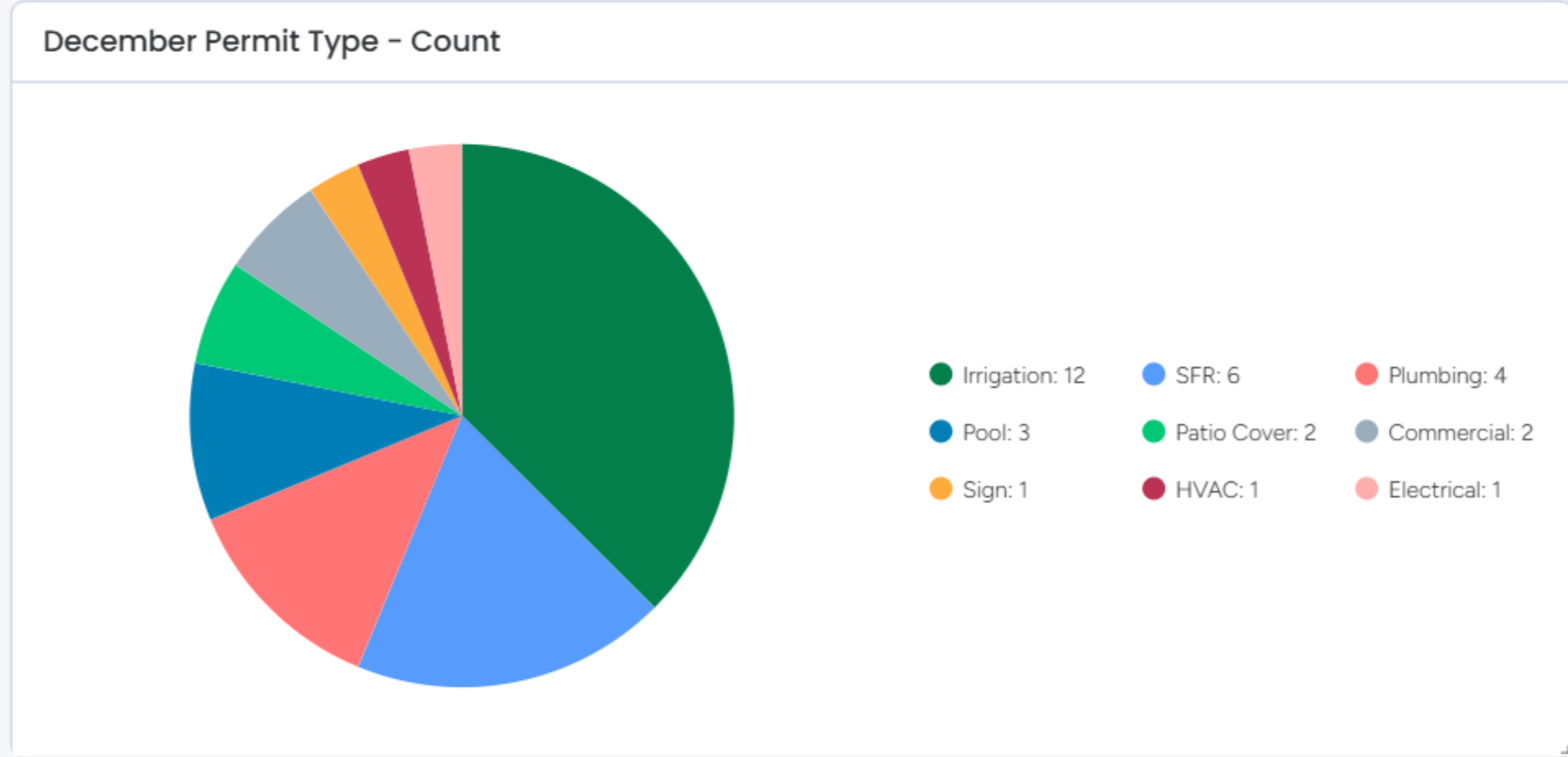
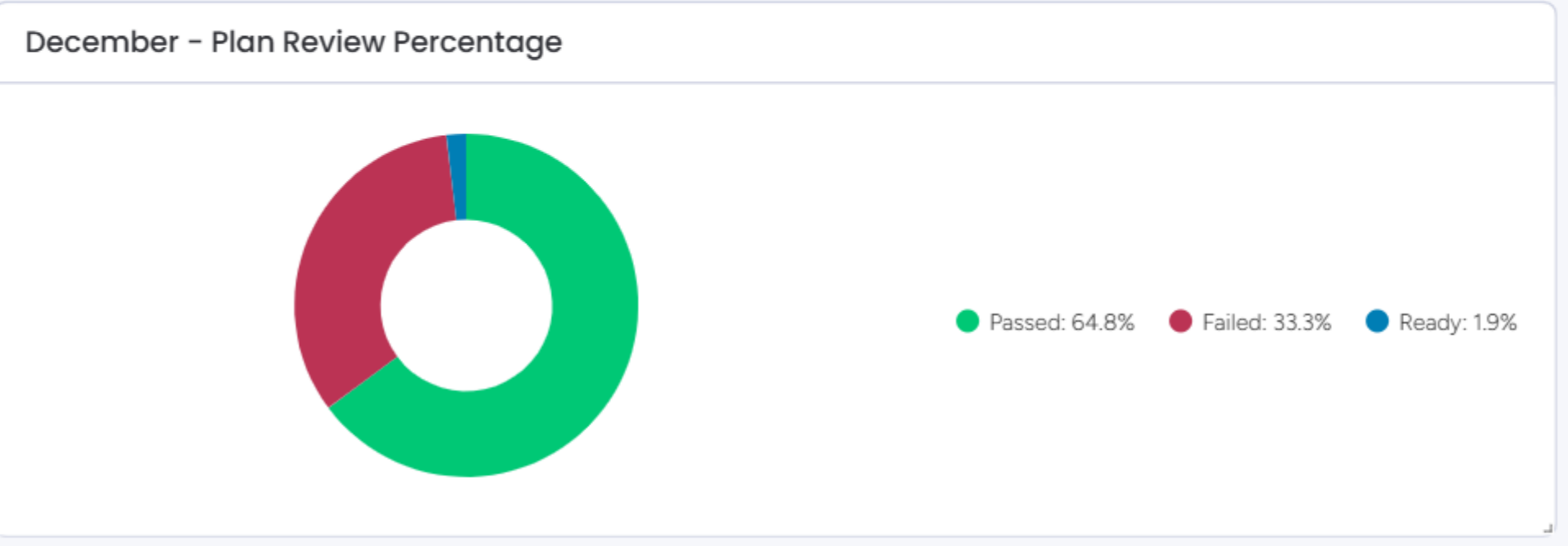
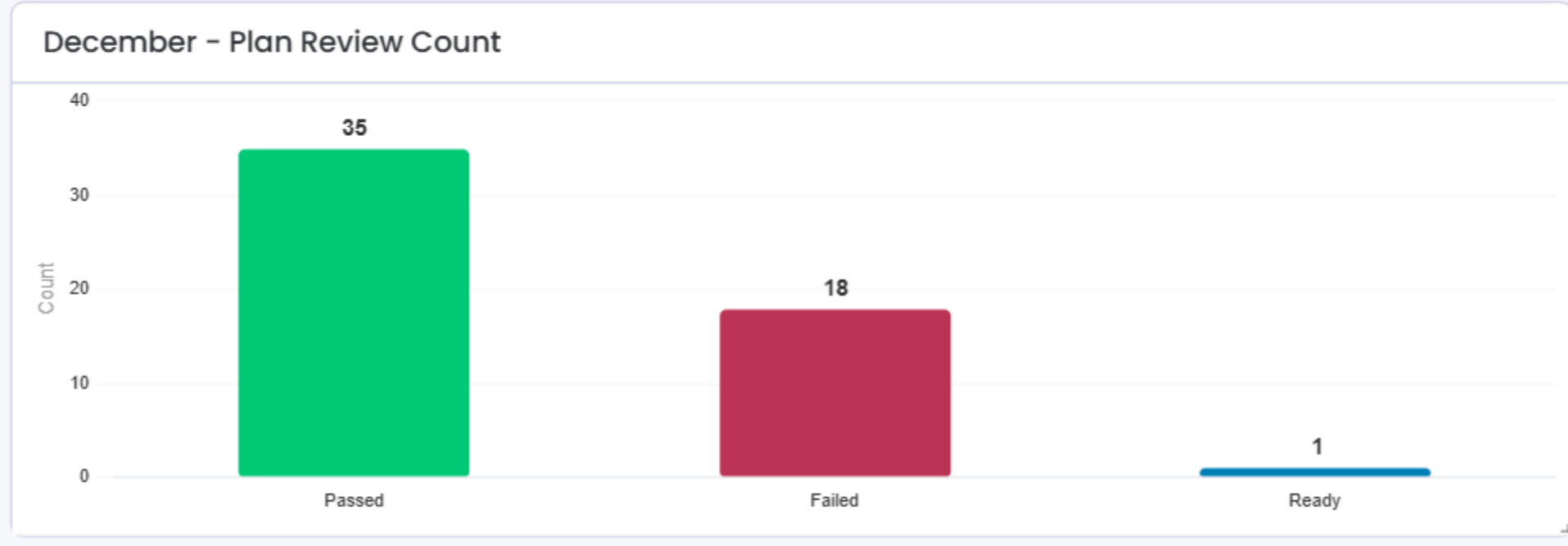
CWD's Customer Service Community is available to provide solutions via phone or online. Our efficient team is here to support the City of McLendon-Chisholm and we continually strive for top-notch performance to ensure residents receive the most value out of their waste and recycling services.

City Account Grievances for the Period of 02/01/2026 - 02/28/2026

| Date | Account | Address | Service Type | Service Code |
|------------|---------|-----------------------|--------------|--------------------------------|
| 02/12/2026 | 209743 | 2671 RIDGELAKE LN> | RESI-TRASH | 95G RL TRASH SERV MISSED |
| 02/13/2026 | 209460 | 1090 E FM 550 RD | RESI-TRASH | 95G ASL TRASH SERV MISSED2/12 |
| 02/16/2026 | 209743 | 2671 RIDGELAKE LN> | RESI-TRASH | 95G ASL TRASH SERV MISSED 2/12 |
| 02/20/2026 | 208804 | 817 CHISHOLM RIDGE DR | RESI-TRASH | 95G RL TRASH SERV MISSED 2/19 |

Total RESI-TRASH: 4

Total Inquiries: 4



Address

1142 Via Toscana Lane
 1728 Secco Way
 347 Success Drive
 1622 Secco Way
 2104 Nerello Way
 1728 Secco Way
 1724 Salvatore Lane - Patio Cover & Extension
 1814 Verona Lane
 1818 Verona Lane
 2104 Nerello Way
 347 Success Drive
 1818 Verona Lane
 347 Success Drive
 1814 Verona Lane
 1622 Secco Way
 2104 Nerello Way
 1981 FM 1139 - Plumbing
 123 Settlement Lane - Garage
 1922 Benedetto Way
 1922 Benedetto Way
 347 Success Drive
 218 Settlement Lane
 177 STE 102 W FM 550 - Village at Chisholm - Domino's
 177 STE 102 W FM 550 - Village at Chisholm - Domino's
 110 Sweet Tea Road
 110 Sweet Tea Road
 1142 Via Toscana Lane
 1818 Verona Lane
 1622 Secco Way
 519 Birthright Lane
 1724 Salvatore Lane - Patio Cover & Extension
 1720 Grenache Drive
 1720 Grenache Drive
 1622 Secco Way
 2104 Nerello Way
 411 S HWY 205 - Gas Line
 222 Settlement Lane
 127 Endowment Lane - Patio Cover
 1404 Arezzo Lane - Pool
 222 Settlement Lane
 210 Settlement Lane - Irrigation
 230 Settlement Lane - Irrigation
 225 League Road
 844 Abington Way - Garage
 1918 Benedetto Way

Type

200 - Frame Ext/Int w Mid-Roof-2
 220 - Plumbing Top Out-3
 295 - Building Final-1
 295 - Building Final-1
 295 - Building Final-1
 200 - Frame Ext/Int w Mid-Roof-3
 295 - Building Final-1
 295 - Building Final-3
 295 - Building Final-3
 293 - Mechanical Final-1
 293 - Mechanical Final-1
 293 - Mechanical Final-3
 290 - Plumbing Final-1
 290 - Plumbing Final-3
 290 - Plumbing Final-1
 290 - Plumbing Final-1
 290 - Plumbing Final-1
 150 - Pre-pour Foundation-1
 020 - Gas Meter Release-1
 020 - Electric Meter Release-1
 292 - Electric Final-1
 285 - Drywall Installation-1
 Plumbing Underground -1
 100 - Plumbing Rough-1
 020 - Electric Meter Release-1
 020 - Gas Meter Release-1
 285 - Drywall Installation-1
 292 - Electric Final-3
 293 - Mechanical Final-1
 100 - Plumbing Rough-1
 292 - Electric Final-1
 020 - Gas Meter Release-2
 020 - Electric Meter Release-2
 292 - Electric Final-1
 292 - Electric Final-1
 020 - Gas Meter Release-2
 020 - Gas Meter Release-1
 150 - Pre-pour Foundation-1
 513 - Swimming Pool Final-1
 020 - Electric Meter Release-1
 516 - Irrigation Rough-1
 516 - Irrigation Rough-1
 292 - Electric Final-1
 020 - Electric Meter Release-1
 020 - Electric Meter Release-1

| | |
|---|--------------------------------|
| 1918 Benedetto Way | 020 - Gas Meter Release-1 |
| 2125 Nerello Way | 292 - Electric Final-1 |
| 1858 Costa Verde Drive | 290 - Plumbing Final-1 |
| 1858 Costa Verde Drive | 292 - Electric Final-1 |
| 1720 Grenache Drive | 014 - Flatwork-1 |
| 1918 Benedetto Way | 014 - Flatwork-1 |
| 225 League Road - Irrigation | 516 - Irrigation Rough-1 |
| 225 League Road | 290 - Plumbing Final-1 |
| 1704 Secco Way - Irrigation | 517 - Irrigation Final-1 |
| 1858 Costa Verde Drive | 295 - Building Final-1 |
| 225 League Road | 295 - Building Final-1 |
| 1922 Benedetto Way | 014 - Flatwork-1 |
| 1851 Costa Verde Drive | 014 - Flatwork-1 |
| 1854 Costa Verde Drive | 014 - Flatwork-1 |
| 2125 Nerello Way | 295 - Building Final-1 |
| 2125 Nerello Way | 290 - Plumbing Final-1 |
| 225 League Road | 293 - Mechanical Final-1 |
| 2125 Nerello Way | 293 - Mechanical Final-1 |
| 1858 Costa Verde Drive | 293 - Mechanical Final-1 |
| 1525 Vista Court | 293 - Mechanical Final-1 |
| 2204 Grillo Lane | 295 - Building Final-1 |
| 225 League Road | 293 - Mechanical Final-2 |
| 225 League Road | 295 - Building Final-2 |
| 347 Success Drive | 295 - Building Final-2 |
| 2204 Grillo Lane | 293 - Mechanical Final-1 |
| 1525 Vista Court | 295 - Building Final-1 |
| 1854 Costa Verde Drive | 020 - Electric Meter Release-1 |
| 1728 Secco Way | 285 - Drywall Installation-1 |
| 511 Birthright Lane | 010 - T-pole-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 242 - Electric Rough In-Wall-1 |
| 225 League Road - Irrigation | 516 - Irrigation Rough-2 |
| 1020 Kingsbridge Lane | 020 - Gas Meter Release-1 |
| 225 League Road | 290 - Plumbing Final-2 |
| 225 League Road | 292 - Electric Final-2 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | Plumbing Underground -2 |
| 1525 Vista Court - Pool | 101 - Gas Rough-1 |
| 104 Fireside Drive - Remodel | Plumbing Underground -2 |
| 110 Sweet Tea Road | 020 - Gas Meter Release-2 |
| 110 Sweet Tea Road | 020 - Electric Meter Release-2 |
| 1854 Costa Verde Drive | 020 - Gas Meter Release-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 221 - Plumbing In Wall-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 100 - Plumbing Rough-2 |
| 507 Birthright Lane | 150 - Pre-pour Foundation-1 |
| 347 Success Drive | 290 - Plumbing Final-2 |
| 347 Success Drive | 292 - Electric Final-2 |
| 1644 Vista Court | 150 - Pre-pour Foundation-1 |
| 1525 Vista Court | 290 - Plumbing Final-1 |

| | |
|---|---|
| 1525 Vista Court | 292 - Electric Final-1 |
| 2204 Grillo Lane | 292 - Electric Final-1 |
| 2204 Grillo Lane | 290 - Plumbing Final-1 |
| 1940 Benedetto Way | 010 - T-pole-1 |
| 1918 Benedetto Way | 020 - Electric Meter Release-2 |
| 1918 Benedetto Way | 020 - Gas Meter Release-2 |
| 1918 Benedetto Way | 014 - Flatwork-2 |
| 1644 Vista Court | 150 - Pre-pour Foundation-2 |
| 1186 Livorno Drive - Patio Cover | 150 - Pre-pour Foundation-2 |
| 1186 Livorno Drive - Patio Cover | 150 - Pre-pour Foundation-1 |
| 123 Settlement Lane - Garage | 130 - Electrical Underground-1 |
| 1918. Benedetto Way | 220 - Plumbing Top Out-1 |
| 1854 Costa Verde Drive | Stucco Lath-1 |
| 1736 Secco Way | 250 - Mechanical Rough w Venting-2 |
| 1736 Secco Way | 220 - Plumbing Top Out-2 |
| 1736 Secco Way | 200 - Frame Ext/Int w Mid-Roof-2 |
| 1142 Via Toscana Lane | 200 - Frame Ext/Int w Mid-Roof-3 |
| 1760 Secco Way - Irrigation | 516 - Irrigation Rough-1 |
| 423 Barnfield Way | 100 - Plumbing Rough-1 |
| 2125 Nerello Way | 295 - Building Final-2 |
| 1851 Costa Verde Drive | 020 - Gas Meter Release-1 |
| 119 Endowment Lane | 100 - Plumbing Rough-1 |
| 1851 Costa Verde Drive | 020 - Electric Meter Release-1 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 100 - Plumbing Rough-1 |
| 1525 Vista Court - Pool | 101 - Gas Rough-2 |
| 1566 Vista Court - Pool | 130 - Electrical Underground-1 |
| 70 Windsor Drive - Pool, Pergola & Outdoor Kitchen | 512 - Pool Deck/Belly Steel and Bonding-1 |
| 411 S HWY 205 - Gas Line | 290 - Plumbing Final-1 |
| 230 Settlement Lane | 020 - Electric Meter Release-1 |
| 230 Settlement Lane | 020 - Gas Meter Release-1 |
| 2125 Nerello Way | 290 - Plumbing Final-2 |
| 2125 Nerello Way | 292 - Electric Final-2 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 150 - Pre-pour Foundation-1 |
| 2125 Nerello Way | 293 - Mechanical Final-2 |
| 1851 Costa Verde Drive | 020 - Electric Meter Release-2 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 150 - Pre-pour Foundation-1 |
| 1720 Grenache Drive - Irrigation | 516 - Irrigation Rough-1 |
| 2104 Nerello Way | 290 - Plumbing Final-2 |
| 2104 Nerello Way | 292 - Electric Final-2 |
| 507 Birthright Lane | 014 - Flatwork-1 |
| 2204 Grillo Lane | 290 - Plumbing Final-2 |
| 1142 Via Toscana Lane | 014 - Flatwork-1 |
| 2252 Grillo Lane | 290 - Plumbing Final-1 |
| 2252 Grillo Lane | 292 - Electric Final-1 |
| 2356 Flora Drive | 290 - Plumbing Final-1 |
| 2356 Flora Drive | 292 - Electric Final-1 |
| 1854 Costa Verde Drive - Irrigation | 516 - Irrigation Rough-1 |

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|--|---|
| 2204 Grillo Lane | 292 - Electric Final-2 |
| 119 Endowment Lane | 100 - Plumbing Rough-2 |
| 119 Endowment Lane | 150 - Pre-pour Foundation-1 |
| 2109 Nerello Way | 020 - Electric Meter Release-1 |
| 2109 Nerello Way | 020 - Gas Meter Release-1 |
| 351 Success Drive | 020 - Electric Meter Release-1 |
| 435 Estate Lane | 020 - Electric Meter Release-1 |
| 427 Estate Lane | 020 - Electric Meter Release-1 |
| 2204 Grillo Lane | 295 - Building Final-2 |
| 2252 Grillo Lane | 293 - Mechanical Final-1 |
| 2356 Flora Drive | 293 - Mechanical Final-1 |
| 1736 Secco Way | 220 - Plumbing Top Out-3 |
| 1736 Secco Way | 200 - Frame Ext/Int w Mid-Roof-3 |
| 2104 Nerello Way | 295 - Building Final-2 |
| 2252 Grillo Lane | 295 - Building Final-1 |
| 2356 Flora Drive | 295 - Building Final-1 |
| 1858 Costa Verde Drive | 295 - Building Final-2 |
| 844 Abington Way - Garage | 295 - Building Final-1 |
| 1760 Secco Way - Irrigation | 517 - Irrigation Final-1 |
| 844 Abington Way - Garage | 293 - Mechanical Final-1 |
| 1142 Via Toscana Lane | 020 - Electric Meter Release-1 |
| 1525 Vista Court - Pool | 509 - Swimming Pool Pre-Plaster-1 |
| 1142 Via Toscana Lane | 020 - Gas Meter Release-1 |
| 1851 Costa Verde Drive - Irrigation | 516 - Irrigation Rough-1 |
| 355 Success Drive | 020 - Gas Meter Release-1 |
| 1922 Benedetto Way - Irrigation | 516 - Irrigation Rough-1 |
| 844 Abington Way - Garage | 290 - Plumbing Final-1 |
| 844 Abington Way - Garage | 292 - Electric Final-1 |
| 1050 E FM 550 - Electrical | 292 - Electric Final-1 |
| 1854 Costa Verde Drive - Irrigation | 516 - Irrigation Rough-2 |
| 1720 Grenache Drive - Irrigation | 516 - Irrigation Rough-2 |
| 2217 Grillo Lane | 010 - T-pole-1 |
| 355 Success Drive | 020 - Electric Meter Release-1 |
| 1914 Benedetto Way | 014 - Flatwork-1 |
| 304 Pioneer Court - Pool | 512 - Pool Deck/Belly Steel and Bonding-1 |
| 202 Settlement Lane | 020 - Gas Meter Release-1 |
| 202 Settlement Lane | 020 - Electric Meter Release-1 |
| 70 Windsor Drive - Pool, Pergola & Outdoor Kitchen | 101 - Gas Rough-1 |
| 2356 Flora Drive | 290 - Plumbing Final-2 |
| 226 Settlement Lane | 020 - Gas Meter Release-1 |
| 1142 Via Toscana Lane | 020 - Gas Meter Release-2 |
| 1851 Costa Verde Drive - Irrigation | 516 - Irrigation Rough-2 |
| 403 Estate Lane - Fence | 012 - Fence Final-1 |
| 226 Settlement Lane | 020 - Electric Meter Release-1 |
| 1940 Benedetto Way | 100 - Plumbing Rough-1 |
| 423 Barnfield Way | 150 - Pre-pour Foundation-1 |
| 1525 Vista Court | 014 - Flatwork-3 |

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| 2356 Flora Drive | 293 - Mechanical Final-2 |
| 2356 Flora Drive | 295 - Building Final-2 |
| 519 Birthright Lane | 150 - Pre-pour Foundation-1 |
| 2252 Grillo Lane | 293 - Mechanical Final-2 |
| 222 Settlement Lane | 293 - Mechanical Final-1 |
| 210 Settlement Lane | 293 - Mechanical Final-1 |
| 1814 Verona Lane | 295 - Building Final-4 |
| 1114 Newcastle Drive - HVAC | 293 - Mechanical Final-1 |
| 2252 Grillo Lane | 295 - Building Final-2 |
| 222 Settlement Lane | 295 - Building Final-1 |
| 210 Settlement Lane | 295 - Building Final-1 |
| 2252 Grillo Lane | 292 - Electric Final-2 |
| 1918 Benedetto Way - Irrigation | 516 - Irrigation Rough-1 |
| 222 Settlement Lane | 290 - Plumbing Final-1 |
| 222 Settlement Lane | 292 - Electric Final-1 |
| 210 Settlement Lane | 290 - Plumbing Final-1 |
| 210 Settlement Lane | 292 - Electric Final-1 |
| 1922 Benedetto Way - Irrigation | 517 - Irrigation Final-1 |
| 1720 Grenache Drive - Irrigation | 517 - Irrigation Final-1 |
| 226 Settlement Lane - Irrigation | 516 - Irrigation Rough-1 |
| 1854 Costa Verde Drive - Irrigation | 517 - Irrigation Final-1 |
| 355 Success Drive - Irrigation | 516 - Irrigation Rough-1 |
| 351 Success Drive | 020 - Gas Meter Release-1 |
| 423 Barnfield Way | 150 - Pre-pour Foundation-2 |
| 1744 Secco Way | 290 - Plumbing Final-1 |
| 1744 Secco Way | 292 - Electric Final-1 |
| 1566 Vista Court - Pool | 515 - Pool Deck Steel and Bonding-1 |
| 104 Parade Point - Plumbing | 290 - Plumbing Final-1 |
| 1744 Secco Way | 295 - Building Final-1 |
| 1704 Secco Way | 295 - Building Final-1 |
| 1704 Secco Way | 293 - Mechanical Final-1 |
| 1744 Secco Way | 293 - Mechanical Final-1 |
| 1704 Secco Way | 290 - Plumbing Final-1 |
| 1704 Secco Way | 292 - Electric Final-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 252 - Mechanical Above Ceiling w Venting-1 |
| 1520 Siena Lane - Pool, BBQ & Patio | 130 - Electrical Underground-1 |
| 1520 Siena Lane - Pool, BBQ & Patio | 512 - Pool Deck/Belly Steel and Bonding-1 |
| 2348 Flora Drive | 010 - T-pole-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | In-wall -1 |
| 2140 Nerello Way | 010 - T-pole-1 |
| 1736 Secco Way | 285 - Drywall Installation-1 |
| 1854 Costa Verde Drive | 293 - Mechanical Final-1 |
| 844 Abington Way - Garage | 293 - Mechanical Final-2 |
| 528 Birthright Lane | 293 - Mechanical Final-1 |
| 1760 Secco Way | 293 - Mechanical Final-1 |
| 1760 Secco Way | 295 - Building Final-1 |
| 524 Birthright Lane | 295 - Building Final-2 |

| | |
|---|--|
| 512 Birthright Lane | 295 - Building Final-2 |
| 528 Birthright Lane | 295 - Building Final-1 |
| 844 Abington Way - Garage | 295 - Building Final-2 |
| 1854 Costa Verde Drive | 295 - Building Final-1 |
| 1854 Costa Verde Drive | 290 - Plumbing Final-1 |
| 1854 Costa Verde Drive | 292 - Electric Final-1 |
| 1851 Costa Verde Drive - Irrigation | 517 - Irrigation Final-1 |
| 844 Abington Way - Garage | 290 - Plumbing Final-2 |
| 844 Abington Way - Garage | 292 - Electric Final-2 |
| 524 Birthright Lane | 290 - Plumbing Final-2 |
| 512 Birthright Lane | 292 - Electric Final-2 |
| 512 Birthright Lane | 290 - Plumbing Final-2 |
| 528 Birthright Lane | 290 - Plumbing Final-1 |
| 528 Birthright Lane | 292 - Electric Final-1 |
| 1760 Secco Way | 290 - Plumbing Final-1 |
| 1760 Secco Way | 292 - Electric Final-1 |
| 1940 Benedetto Way | 150 - Pre-pour Foundation-1 |
| 210 Settlement Lane | 290 - Plumbing Final-2 |
| 2220 Grillo Lane | 010 - T-pole-1 |
| 2220 Grillo Lane | 100 - Plumbing Rough-1 |
| 304 Pioneer Court - Pool | 130 - Electrical Underground-1 |
| 202 Settlement Lane - Irrigation | 516 - Irrigation Rough-1 |
| 416 Barnfield Way | Stucco Lath-1 |
| 104 Fireside Drive - Remodel | 220 - Plumbing Top Out-1 |
| 210 Settlement Lane | 295 - Building Final-2 |
| 351 Success Drive - Irrigation | 516 - Irrigation Rough-1 |
| 427 Estate Lane - Irrigation | 516 - Irrigation Rough-1 |
| 1020 Kingsbridge Lane | 014 - Flatwork-1 |
| 70 Windsor Drive - Pool, Pergola & Outdoor Kitchen | 151 - Pre-pour Pier-1 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 252 - Mechanical Above Ceiling w Venting-1 |
| 1854 Costa Verde Drive | 295 - Building Final-2 |
| 2349 Flora Drive | 220 - Plumbing Top Out-1 |
| 2349 Flora Drive | 250 - Mechanical Rough w Venting-1 |
| 2349 Flora Drive | 241 - Electric Rough-1 |
| 2349 Flora Drive | 203 - Masonry Ties-1 |
| 2349 Flora Drive | 200 - Frame Ext/Int w Mid-Roof-1 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 200 - Frame Ext/Int w Mid-Roof-1 |
| 120 Herron Circle - Sign | 295 - Building Final-1 |
| 2109 Nerello Way - Irrigation | 516 - Irrigation Rough-1 |
| 1914 Benedetto Way | 020 - Electric Meter Release-1 |
| 120 Herron Circle - Sign | 292 - Electric Final-1 |
| 119 Endowment Lane | 014 - Flatwork-1 |
| 1854 Costa Verde Drive | 292 - Electric Final-2 |
| 1854 Costa Verde Drive | 290 - Plumbing Final-2 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 242 - Electric Rough In-Wall-1 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 221 - Plumbing In Wall-1 |
| 177 STE 106 W FM 550 - Village at Chisholm - Soulform Pilates | 222 - Plumbing Above Ceiling-1 |

177 STE 102 W FM 550 - Village at Chisholm - Domino's
1918 Benedetto Way - Irrigation
1704 Secco Way
1704 Secco Way
1525 Vista Court
1854 Costa Verde Drive
230 Settlement Lane
1922 Benedetto Way
1831 FM 1139
1525 Vista Court
1704 Secco Way
230 Settlement Lane
1922 Benedetto Way
1831 FM 1139
519 Birthright Lane
230 Settlement Lane
1922 Benedetto Way
1831 FM 1139
240 Harvest Ridge - Water Heater
435 Estate Lane
1854 Costa Verde Drive
230 Settlement Lane
1922 Benedetto Way
241 Briar Glen Lane - Electrical
1831 FM 1139
2220 Grillo Lane
1903 Vidal Lane
1903 Vidal Lane
2217 Grillo Lane
241 Briar Glen Lane - Gas line
241 Briar Glen Lane - Gas line
1760 Secco Way
1566 Vista Court
177 STE 102 W FM 550 - Village at Chisholm - Domino's
2348 Flora Drive
2431 (NEW) Carpano Lane
1752 (NEW) Secco Way
226 Settlement Lane
355 Success Drive
202 Settlement Lane
1760 Secco Way
226 Settlement Lane
355 Success Drive
202 Settlement Lane
202 Settlement Lane
226 Settlement Lane
355 Success Drive

020 - Electric Meter Release-1
517 - Irrigation Final-1
290 - Plumbing Final-2
292 - Electric Final-2
292 - Electric Final-2
295 - Building Final-3
295 - Building Final-1
295 - Building Final-1
295 - Building Final-1
295 - Building Final-2
295 - Building Final-2
293 - Mechanical Final-1
293 - Mechanical Final-1
293 - Mechanical Final-1
014 - Flatwork-1
290 - Plumbing Final-1
290 - Plumbing Final-1
290 - Plumbing Final-1
290 - Plumbing Final-1
020 - Gas Meter Release-1
292 - Electric Final-3
292 - Electric Final-1
292 - Electric Final-1
292 - Electric Final-1
292 - Electric Final-1
100 - Plumbing Rough-2
020 - Electric Meter Release-1
020 - Gas Meter Release-1
100 - Plumbing Rough-1
101 - Gas Rough-2
290 - Plumbing Final-1
290 - Plumbing Final-2
020 - Electric Meter Release-2
020 - Gas Meter Release-1
010 - T-pole-2
010 - T-pole-1
010 - T-pole-1
292 - Electric Final-1
292 - Electric Final-1
292 - Electric Final-1
293 - Mechanical Final-2
290 - Plumbing Final-1
290 - Plumbing Final-1
290 - Plumbing Final-1
295 - Building Final-1
295 - Building Final-1
295 - Building Final-1

| | |
|---|--------------------------------------|
| 226 Settlement Lane | 293 - Mechanical Final-1 |
| 355 Success Drive | 293 - Mechanical Final-1 |
| 202 Settlement Lane | 293 - Mechanical Final-1 |
| 1760 Secco Way | 295 - Building Final-2 |
| 355 Success Drive | 295 - Building Final-2 |
| 202 Settlement Lane | 295 - Building Final-2 |
| 104 Fireside Drive - Remodel | 241 - Electric Rough-1 |
| 528 Birthright Lane | 295 - Building Final-2 |
| 1741 Bertino Way - Patio Cover | 200 - Frame Ext/Int w Mid-Roof-1 |
| 104 Fireside Drive - Remodel | 200 - Frame Ext/Int w Mid-Roof-1 |
| 104 Fireside Drive - Remodel | 293 - Mechanical Final-1 |
| 202 Settlement Lane | 293 - Mechanical Final-2 |
| 528 Birthright Lane | 290 - Plumbing Final-2 |
| 202 Settlement Lane | 290 - Plumbing Final-2 |
| 528 Birthright Lane | 293 - Mechanical Final-2 |
| 355 Success Drive | 290 - Plumbing Final-2 |
| 528 Birthright Lane | 292 - Electric Final-2 |
| 1914 Benedetto Way - Irrigation | 516 - Irrigation Rough-1 |
| 129 Settlement Lane - Garage | 014 - Flatwork-1 |
| 1741 Bertino Way - Patio Cover | 150 - Pre-pour Foundation-1 |
| 202 Settlement Lane | 292 - Electric Final-2 |
| 2431 (NEW) Carpano Lane | 100 - Plumbing Rough-1 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | 243 - Electric Rough Above Ceiling-1 |
| 511 Birthright Lane | 100 - Plumbing Rough-1 |
| 1142 Via Toscana Lane - Irrigation | 516 - Irrigation Rough-1 |
| 1914 Benedetto Way - Irrigation | 516 - Irrigation Rough-2 |
| 2307 Flora Drive | 014 - Flatwork-1 |
| 2220 Grillo Lane | 150 - Pre-pour Foundation-1 |
| 1741 Bertino Way - Patio Cover | 014 - Flatwork-1 |
| 1914 Benedetto Way | 020 - Gas Meter Release-1 |
| 226 Settlement Lane | 292 - Electric Final-2 |
| 226 Settlement Lane | 293 - Mechanical Final-2 |
| 226 Settlement Lane | 295 - Building Final-2 |
| 1741 Bertino Way - Patio Cover | 200 - Frame Ext/Int w Mid-Roof-2 |
| 1922 Benedetto Way | 295 - Building Final-2 |
| 508 Birthright Lane | 295 - Building Final-1 |
| 508 Birthright Lane | 293 - Mechanical Final-1 |
| 508 Birthright Lane | 290 - Plumbing Final-1 |
| 2217 Grillo Lane | 150 - Pre-pour Foundation-1 |
| 2217 Grillo Lane | 014 - Flatwork-1 |
| 1922 Benedetto Way | 292 - Electric Final-2 |
| 177 STE 102 W FM 550 - Village at Chisholm - Domino's | Above Ceiling-1 |
| 508 Birthright Lane | 292 - Electric Final-1 |
| 355 Success Drive - Irrigation | 517 - Irrigation Final-1 |
| 1142 Via Toscana Lane - Irrigation | 516 - Irrigation Rough-2 |

Invoice Resolution

4359421 Failed-1
4361798 Passed
4361289 Failed-3
4362933 Failed-7
4363839 Failed-17
4361796 Passed
4362206 Passed
4362498 Failed-1
4361878 Passed
4363841 Passed
4361273 Passed
4361872 Passed
4361269 Failed-1
4362499 Passed
4362924 Failed-1
4363842 Failed-3
4362349 Passed
4323157 Passed
4360718 Passed
4360719 Passed
4361272 Failed-2
4361292 Passed
4361347 Failed-1
4361349 Failed-2
4361444 Failed-3
4361445 Failed-1
4361817 Passed
4361849 Passed
4362926 Passed
4336687 Passed
4362201 Passed
4362918 Passed
4362919 Passed
4362927 Failed-3
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Municipal Monthly Report – December 2025

Burgess has completed the following services for the City of McLendon-Chisholm for the month of December 2025.

Municipal Plan Reviews - 51

Municipal Permits Issued - 39

Total Inspections – 372

- Passed – 267
- Failed – 105

Thank You,

Melissa Dennis
Municipal Services Manager
Burgess Construction Consultants, Inc.
195 Murray Farm Rd - Ste 200
Fairview, TX 75069
o. 469-424-4786



City of McLendon-Chisholm

Staff Report

Date: April 14, 2026

Agenda Item: Receive a presentation and discuss updates regarding Oncor's ongoing maintenance efforts.

Background:

Receive an update from Oncor regarding electric service operations within the City of McLendon-Chisholm. The presentation will include information on recent and ongoing power outages and efforts being undertaken to improve system reliability.

Presenter: Fabrice Kabona, City Manager



City of McLendon-Chisholm Staff Report

Date: April 14, 2026

Agenda Item: Discuss and consider approval of a site plan amendment for a 1.5-acre property generally located at the southeast corner of FM 550 and State Highway 205, identified as Rockwall County Property ID No. 101321, described as Block 1, Lot 1-R, and zoned Planned Development (PD) within the City of McLendon-Chisholm, to remove the previously required fire lane access south of the property.

Background:

At the December 12, 2023 City Council meeting, Council approved the Final Plat for the subject property with the condition that a fire lane access be provided south of the property, connecting to the access easement that provides access from FM 550, prior to the issuance of a Certificate of Occupancy (CO).

Following the February 10, 2026 meeting, staff met with the applicant on several occasions to further discuss the project and potential improvements to the development. As part of these discussions, the applicant offered to work with staff to enhance the proposed façade design in order to support a higher-quality development consistent with the City's vision for the corridor. Because this item is being considered as a site plan amendment, the adopted State Highway 205 Overlay District automatically applies. The applicant will be required to comply with all applicable overlay district standards; however, they have requested exceptions to setback and landscaping requirements.

Based on these discussions, and at the request of the applicant, this item has been placed on the agenda for consideration of a site plan amendment to remove the requirement for the fire lane access south of the property. The site will continue to provide ingress and egress access as shown on the exhibit, including a primary access point from SH 205 and a secondary access connection to the east linking to the adjacent property. The proposed access configuration has been reviewed and approved by the City's Fire Marshal.

Options/Alternatives:

1. City Council may approve the proposed site plan amendment, as presented.
2. City Council may deny the proposed site plan amendment.

Recommendation:

Staff recommend approval of the proposed site plan amendment, as presented.

Attachments:

- Proposed Site Plan
- Site Plan Application
- PD Zoning
- Proposed Façade Plan
- Proposed Landscape Plan

Presenter: Fabrice Kabona, City Manager



City of McLendon-Chisholm
1371 West FM 550 - McLendon-Chisholm, Texas 75032
TEL: (972)524-2077 FAX: (972)524-9128

SITE PLAN APPROVAL APPLICATION

Date of Application: 1/21/26 Receipt # _____

Fee: \$600 per lot + \$10 per acre (acreage rounded to the next whole acre) + ALL consultant Costs. Consultant costs include City Planner, City Engineer, Legal Fees and any other outside consultant costs incurred by the City. N/A

Address and/or Location of Request:
The Southern quadrant of the intersection of SH 205 and FM 550

Property Legal Description:
Lot 1-R, Block 1 of the SH 205/550 Addition Situated in the King Latham Survey, Ab. 133, City of McLendon-Chisholm, Rockwall County, TX.

County Parcel ID: 101321

Existing Zoning: General Business Requested Zoning: General Business

Applicant's Name: CAMERON SLOWN

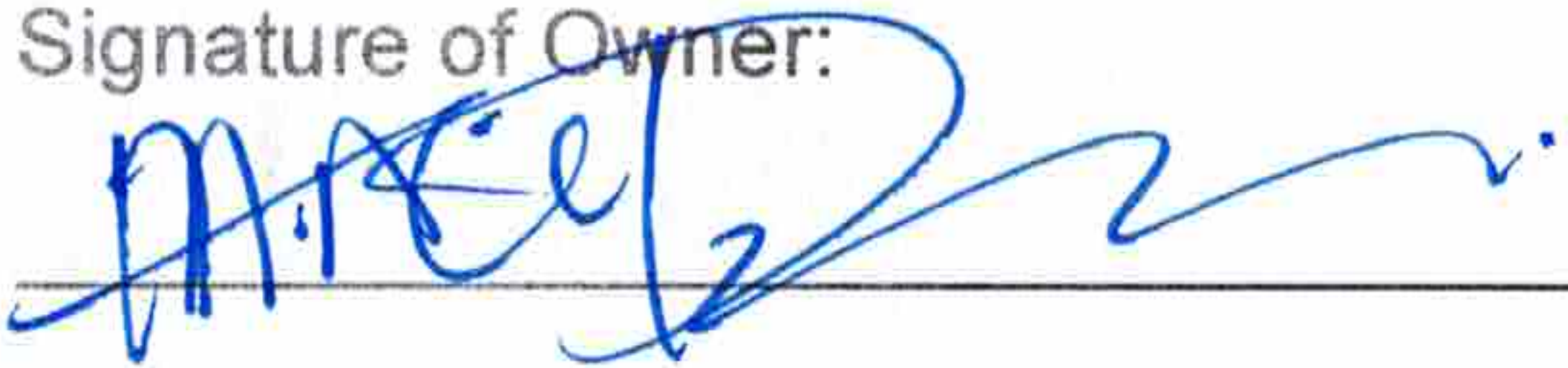
Phone No. 817-889-5050 Email: CSLOWN@TNPINC.COM

Status of Applicant: Owner or Authorized Agent

Applicant's Address:
825 Watters Creek Blvd., Suite M300, Allen, TX 75013

Owner's Address: 2357 Jupiter Road, Plano, TX 75074

I certify that I am the owner of the property described in this petition/application and Cameron Slown is the authorized agent to file this application on my behalf.

Signature of Owner:  Date 01/21/2025

Signature of Applicant:  Date 1/21/2026

Development Fees N/A

The City recognizes that professional guidance is necessary when undertaking any land use project including platting, zoning or Board of Adjustment applications. Therefore, the City will provide a one-hour or 2 one-half hour complimentary professional consultation with the City Planner and/or City Engineer. These complimentary consultation(s) will be arranged by City Staff. Limit of one complimentary consultation per property.

The applicant must pay the actual fee (very small & simple projects) or deposit the estimated fee with the City prior to consultant review of any application. Should the actual consultant cost exceed the estimate, the applicant will be invoiced for amounts owed. Unused deposit monies will be refunded to applicant within 60 days of project conclusion.

ALL Consulting Costs - Includes City Planning, City Engineer, City Attorney and any other outside consultant costs incurred by the City. All outstanding fees must be paid by the applicant prior to their application being placed on the agenda of the Planning & Zoning Commission, City Council or BOA. Consultants invoice the City monthly after work is completed, so it is possible for plat applicants to receive notice of outstanding fees after a plat has been considered. The City will invoice for any remaining consulting charges. Building permits will not be issued with fees outstanding.

I hereby certify that I am the owner, or duly authorized agent of the owner, for the purpose of this application. All information submitted herein is true and correct and the application fee of **\$3,500.00** to cover the cost of this application, and an initial deposit of \$_____ for consulting fees has been paid to the City of McLendon-Chisholm on this _____ day of _____, 202_.

Further, I hereby certify that I understand and agree to the development and consulting fees and costs as stated above and agree to pay all outstanding fees and costs to the City prior to the application being placed on the agenda for consideration by the Planning & Zoning Commission and/or City Council.

Signature of Applicant (Owner/Authorized Agent):



City Secretary: _____

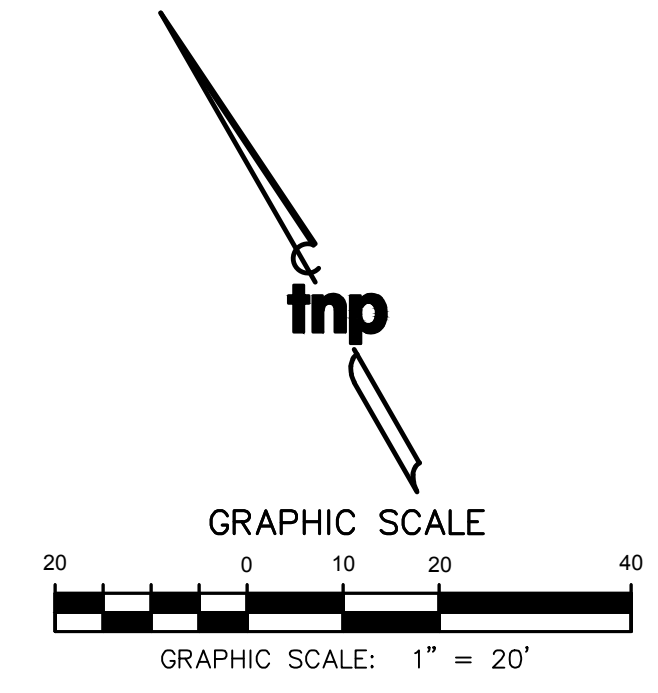
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CHECKLIST FOR SITE PLAN APPLICANT

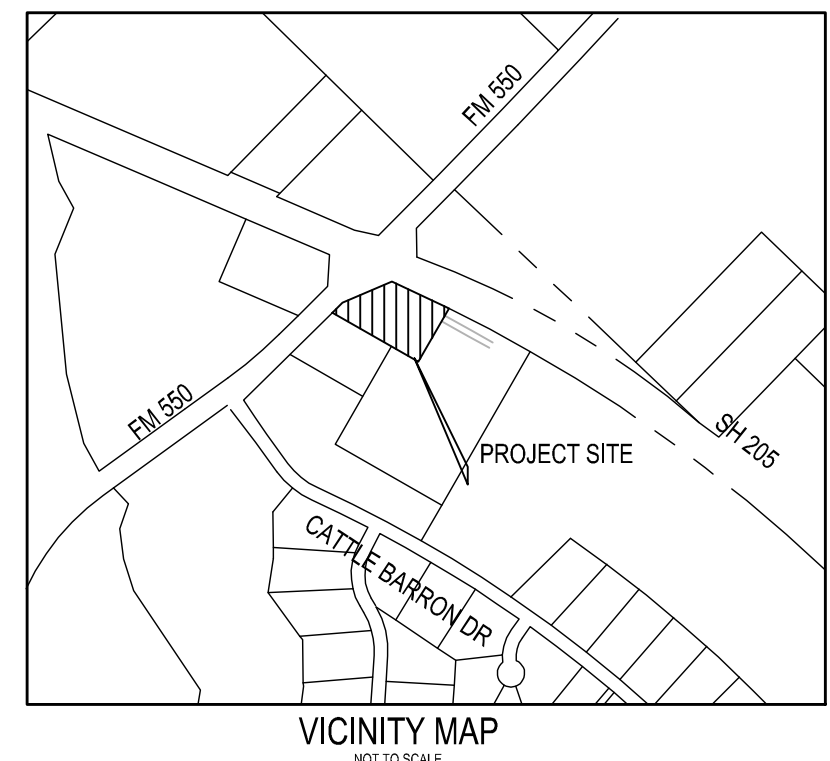
The site plan shall contain the information listed below, and any or all of the required features may be incorporated on a single drawing the drawing is clear and capable of evaluation by the City Council and the staff personnel required to enforce and interpret this ordinance.

1. The boundary lines and dimensions of the property, existing subdivision lots, available utilities, fire hydrants, easements, roadways, sidewalks, emergency access easements, and public rights-of-way.
2. Topography of the property proposed for development in contours of not less than two feet, together with any proposed grade elevations, if different from existing elevations.
3. Floodplains, watercourses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings.
4. The location and use of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and the property line, street line, and/or alley.
5. Total number, location, and arrangement of off-street parking and loading spaces, where required.
6. All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan.
7. Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure.
8. The locations, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting.
9. The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them.
10. If multiple types of land uses are proposed, a delineation of the specific areas to be devoted to various land uses.

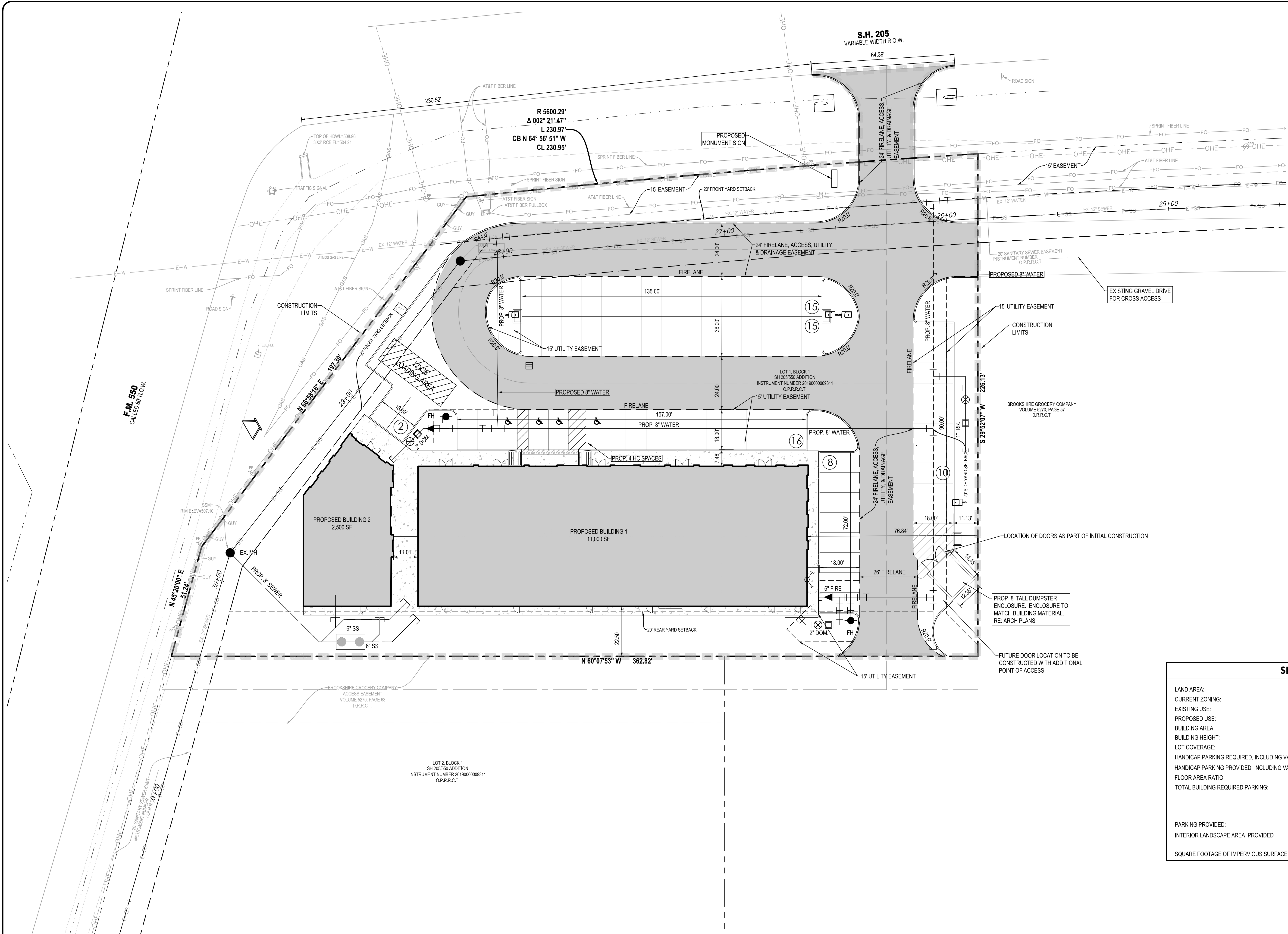
11. Vicinity map, north point, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property.
12. Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties.
13. Buildings on the exterior of the site and within 25 feet of all property lines.
14. The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow.
15. The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas.
16. Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements, including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.
17. Legal description of the total site area proposed for rezoning, development or specific use permit.
18. Signature, title and date of applicant, at the conclusion of the written documents certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the general nature and character of the applicant's proposals.
19. A development timetable if development is to be in phases.
20. The percentage of the site that will be covered by building and structures.
21. Filing Fee of \$600.00 for the requested site plan approval + 10 per acre + ALL consultant costs.



| LEGEND | |
|--------|---|
| | PROPERTY LINE |
| | PROP. FIRE HYDRANT ASSEMBLY |
| | PROP. WATER LINE |
| | PROP. SANITARY SEWER |
| | PROP. WATER METER |
| | PROP. BACKFLOW PREVENTER |
| | EX. SANITARY SEWER MANHOLE |
| | EX. WATER LINE |
| | EX. SEWER LINE |
| | PROP. FIRE LANE, ACCESS, DRAINAGE, AND UTILITY EASEMENT |
| | CONSTRUCTION LIMITS |



| SITE INFORMATION | |
|---|---|
| LAND AREA: | 1.51 AC (65,571.531 S.F.) |
| CURRENT ZONING: | GENERAL BUSINESS |
| EXISTING USE: | NONE |
| PROPOSED USE: | GENERAL RETAIL |
| BUILDING AREA: | 13,500 S.F. |
| BUILDING HEIGHT: | 29' - 0" |
| LOT COVERAGE: | (13,500)/(1.51 x 43560) = 205-21% |
| HANDICAP PARKING REQUIRED, INCLUDING VAN ACCESSIBLE | 3 |
| HANDICAP PARKING PROVIDED, INCLUDING VAN ACCESSIBLE | 4 |
| FLOOR AREA RATIO | (13,500)/(1.51 x 43560) = 205-21% |
| TOTAL BUILDING REQUIRED PARKING: | RETAIL: 1/250 FOR 1ST 5,000 SF + 1/200 FOR REMAINDER SQUARE FOOTAGE |
| | 5,000/250=20 |
| | 8,500/200=42.5 |
| | 63 TOTAL |
| PARKING PROVIDED: | 66 |
| INTERIOR LANDSCAPE AREA PROVIDED | 12,274 S.F. (0.28 AC.) |
| | 12,274 / 65,571 = 18.7% |
| SQUARE FOOTAGE OF IMPERVIOUS SURFACE | 53,297 S.F. (1.22 AC.) |



NOT FOR CONSTRUCTION

Drawing: T:\Projects\MFS21277-Eng-CADD\Sheets\MFS21277-SITE PLAN.dwg at Oct.07. 2025-7:35am by cslown

| no. | revision | by | date |
|-----|----------|----|------|
| | | | |
| | | | |



teague nall and perkins, inc
 825 Watters Creek Blvd., Suite M300
 Allen, Texas 75013
 214.461.9867 ph 214.461.9864 fx
 www.tnppinc.com
 TBPELS: ENGR F-230; SURV 10011600, 10011601, 1019438
 GBPE: PEF007431; TBAA: BR 2673



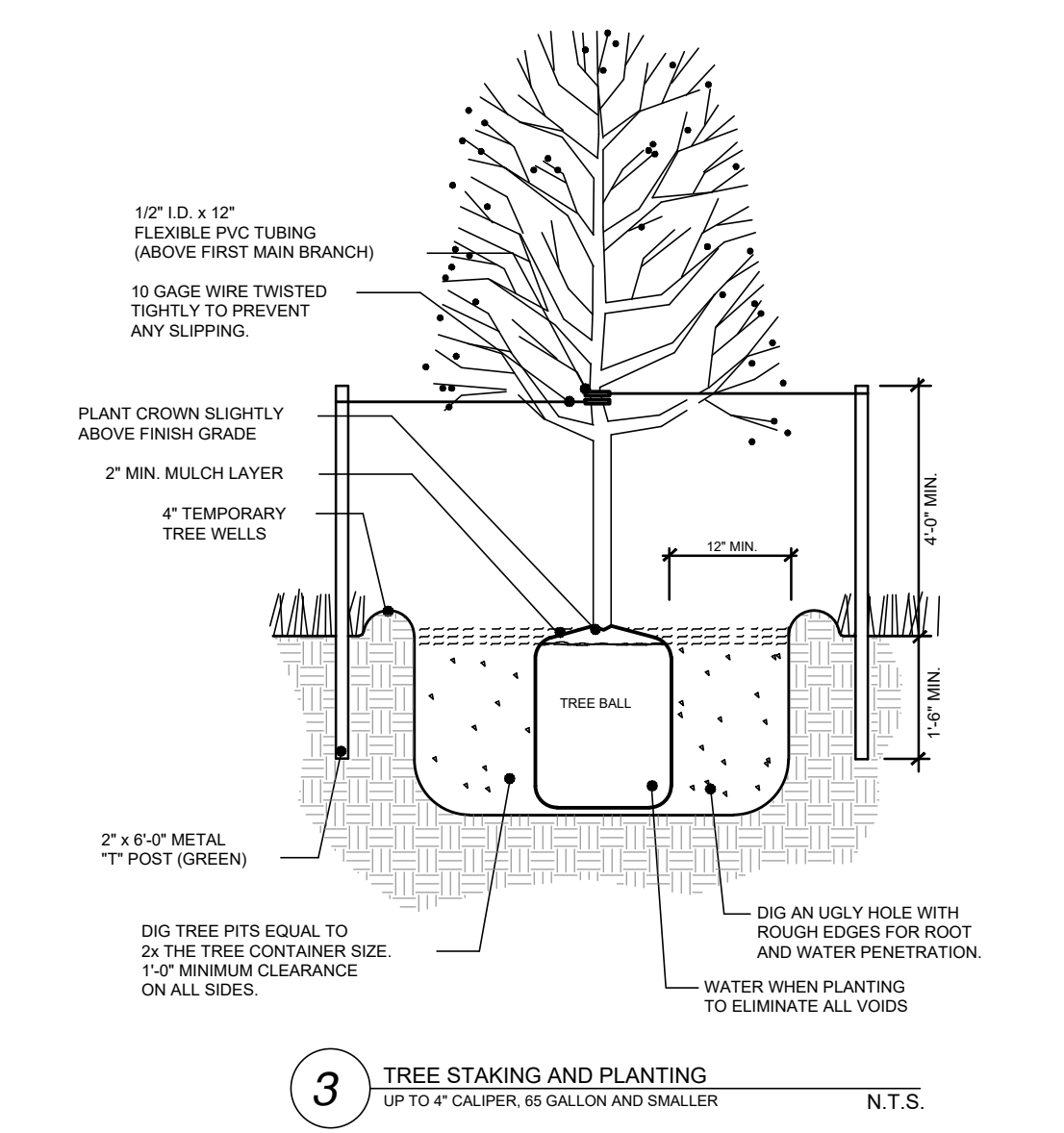
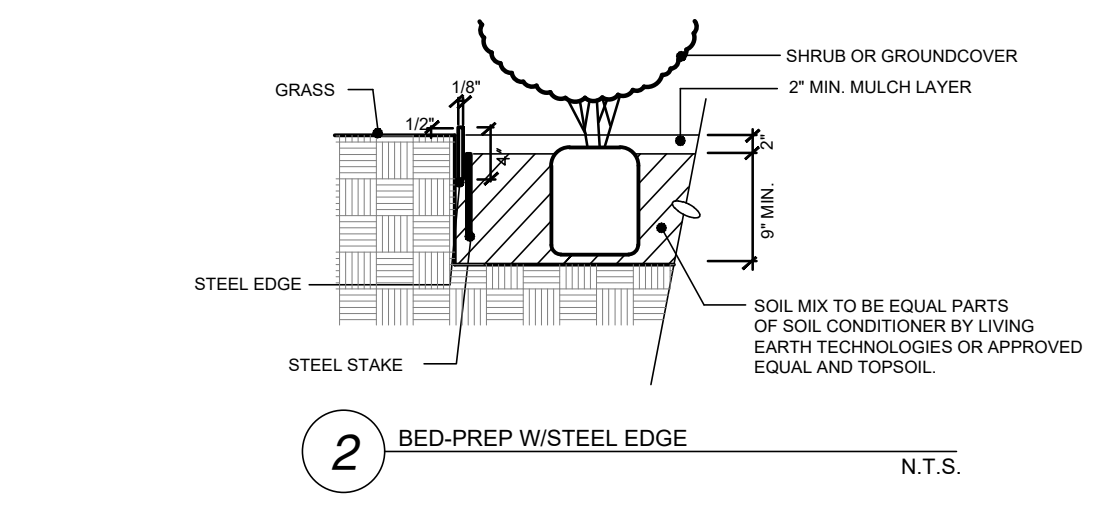
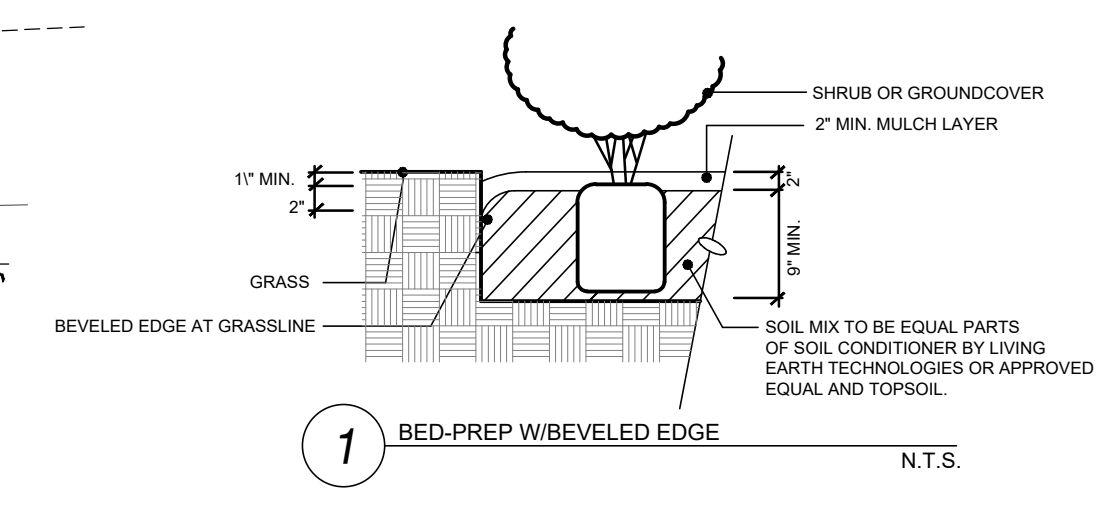
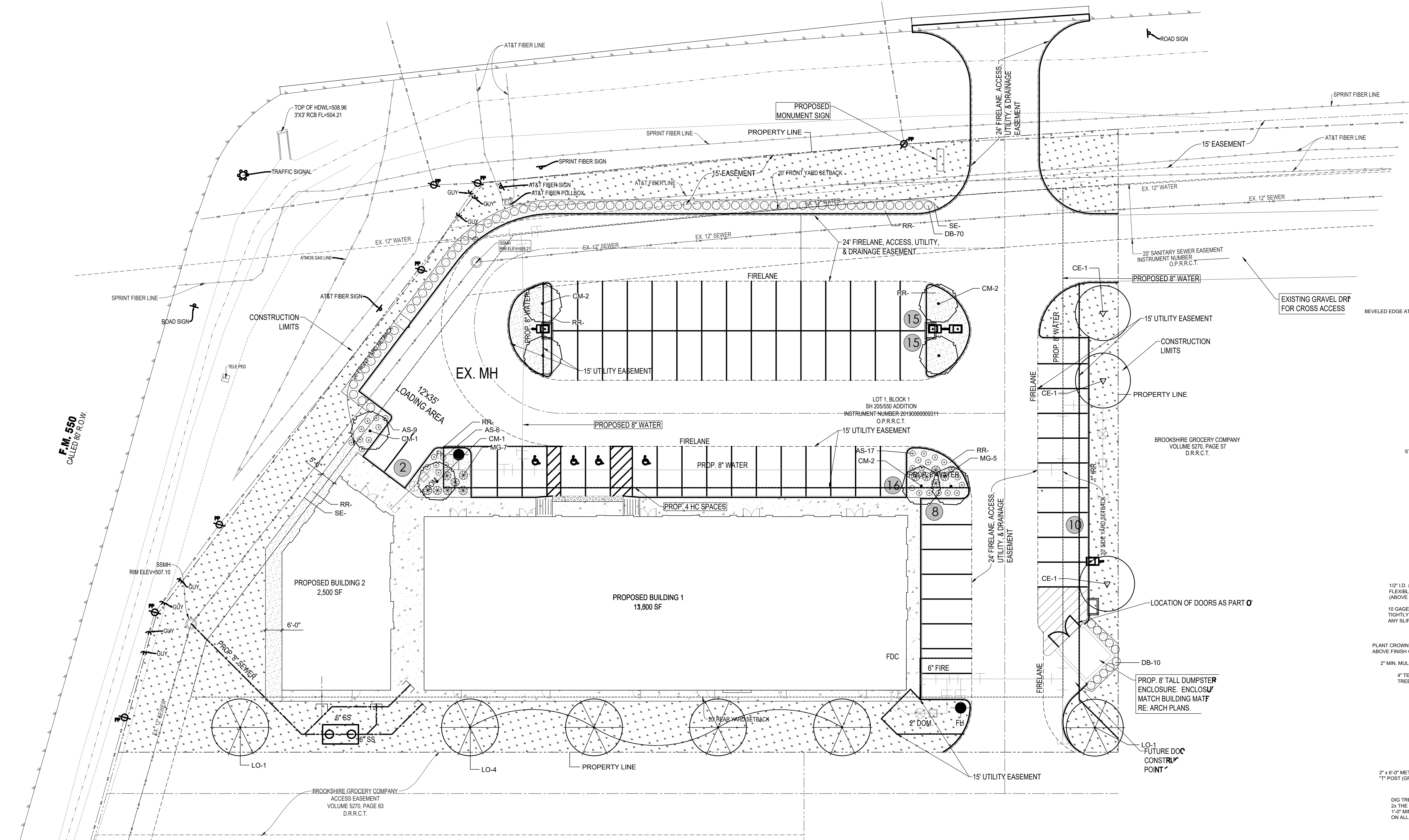
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1" = 20'
vert
N/A
OCT 2025

TEXAS GROUP 2020, LLC.
 2357 JUPITER ROAD
 PLANO, TX 75074

McLENDON-CHISHOLM, TX
 Improvements for
MFS GROUP RETAIL CENTER
 SITE PLAN

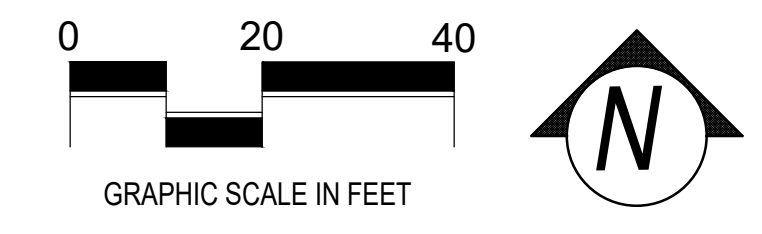
tnp project
MFS21277
sheet
5
of
26

S.H. 205
VARIABLE WIDTH R.O.W.



| PLANT LEGEND | | | | | |
|-------------------------|---------------------------------------|---------------------------|--------|-------------------------------|--|
| SYM | BOTANICAL NAME | COMMON NAME | QUAN | SIZE | REMARKS |
| SHADE TREES | | | | | |
| LO | Quercus virginiana | Live Oak | 6 | 3" Cal. | 12-14' Ht. |
| CE | Ulmus crassifolia | Cedar Elm | 3 | 3" Cal. | 12-14' Ht. |
| ORNAMENTAL TREES | | | | | |
| CM | Lagerstroemia indica 'Dynamite Red' | Dynamite Red Crape Myrtle | 8 | 8' to 10' Ht., 4' - 5' spread | Multi trunk, 3 - 5 canes, 1" cal., cane min. |
| LARGE SHRUBS | | | | | |
| AS | Salvia greggii 'Navajo Bright Red' | Autumn Sage | 32 | 3 gal | Plant 24" O.C. |
| DB | Ilex cornuta 'Burfordii' | Dwarf Burford Holly | 80 | 3 Gal. | 24" min. ht, 18" min. spread, Plant 36" - 42" O.C. |
| MU | Muhlenbergii | Muhly Grass | 12 | 3 Gal. | 24" min. ht, 18" min. spread, Plant 36" O.C. |
| GROUNDCOVERS | | | | | |
| SS | Cynodon spp. | Common Bermuda | 14,776 | S.F. | Solid sod |
| RR | Size: 1.5" - 2" Dia. Color: Brown/tan | River Rock | 3,532 | S.F. | 3" - 4" Depth, Install over filter fabric |
| SE | | Steel Edging | 425 | L.F. | 12 gauge thickness, Color: green |

- PLANTING NOTES**
- ALL PLANT MATERIAL LOCATIONS SHALL BE STAKED IN THE FIELD BY THE CONTRACTOR AND APPROVED BY THE OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
 - FINE GRADING SHALL BE PERFORMED IN ALL AREAS TO BE SEED/SODDED. FINE GRADING SHALL INCLUDE THE REMOVAL OF DEBRIS, ROCKS, ETC. FROM THE SITES AND INSURE POSITIVE DRAINAGE IN ALL AREAS SEED/SODDED.
 - THE CONTRACTOR SHALL VERIFY ALL BUILDING SETBACK LINES, EASEMENT LINES, AND VISIBILITY LINES IN THE FIELD PRIOR TO CONSTRUCTION.
 - THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES, SHOWN ON THIS PLAN AND NOT SHOWN ON THESE PLANS, IN THE FIELD PRIOR TO COMMENCEMENT OF WORK.
 - PROVIDE POSITIVE DRAINAGE AWAY FROM ALL SITE FEATURES.
 - STEEL EDGING OR A NATURAL BEVELLED EDGE SHALL BE INSTALLED AT ALL LOCATIONS WHERE PLANT MATERIALS MEET TURF AREAS.



LANDSCAPE PLAN
SCALE: 1" = 20'-0"

ISSUES:

| | |
|----------|------------------|
| 01-27-26 | ISSUE FOR PERMIT |
| | |
| | |
| | |
| | |

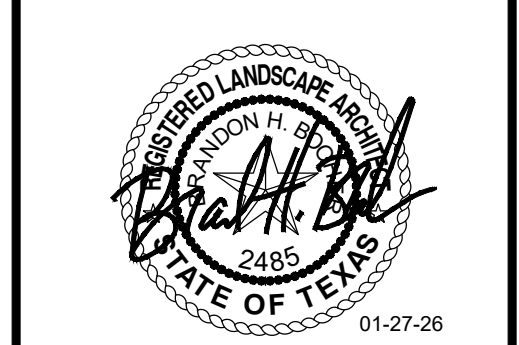
REVISIONS:

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

CLIENT:
TEXAS GROUP 2020, LLC
2357 JUPITER ROAD
PLANO, TX 75074

MFS GROUP RETAIL CENTER
MCLENDON-CHISHOLM, TEXAS

mgb landscape architects
MEEKS DESIGN GROUP, INC.
1755 N. COLLINS BLVD., SUITE 300
RICHARDSON, TX 75080
PH (972) 690-7474
F (972) 690-7878

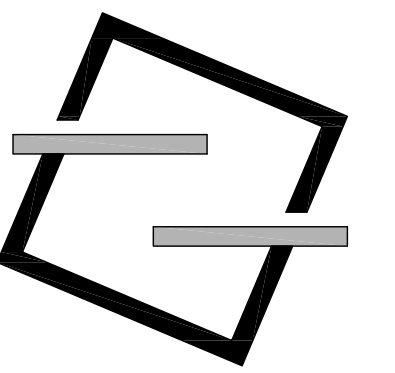


ISSUE FOR PERMIT

MFS GROUP RETAIL CENTER
MCLENDON-CHISHOLM, TEXAS
JOB NUMBER: POL-2301

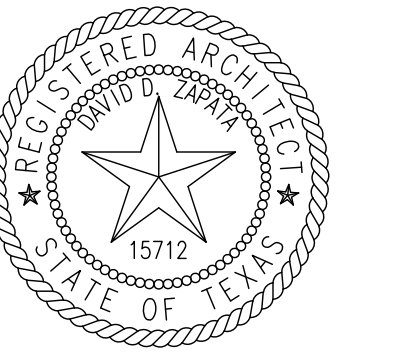
LANDSCAPE PLAN

LP-1

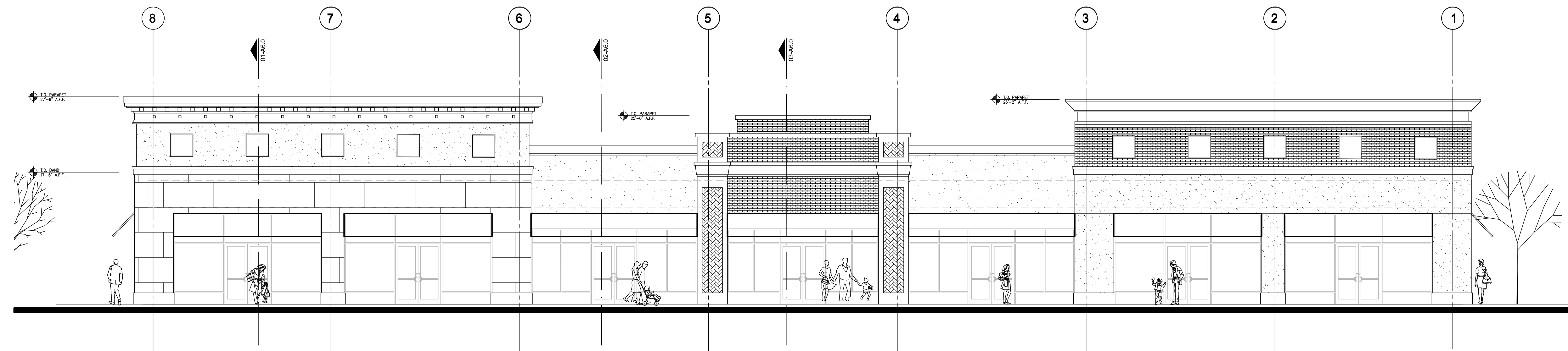


zstudio design
 architectural solutions
 2225 S. 1st St.
 Garland, Texas 75041
 972.897.3966

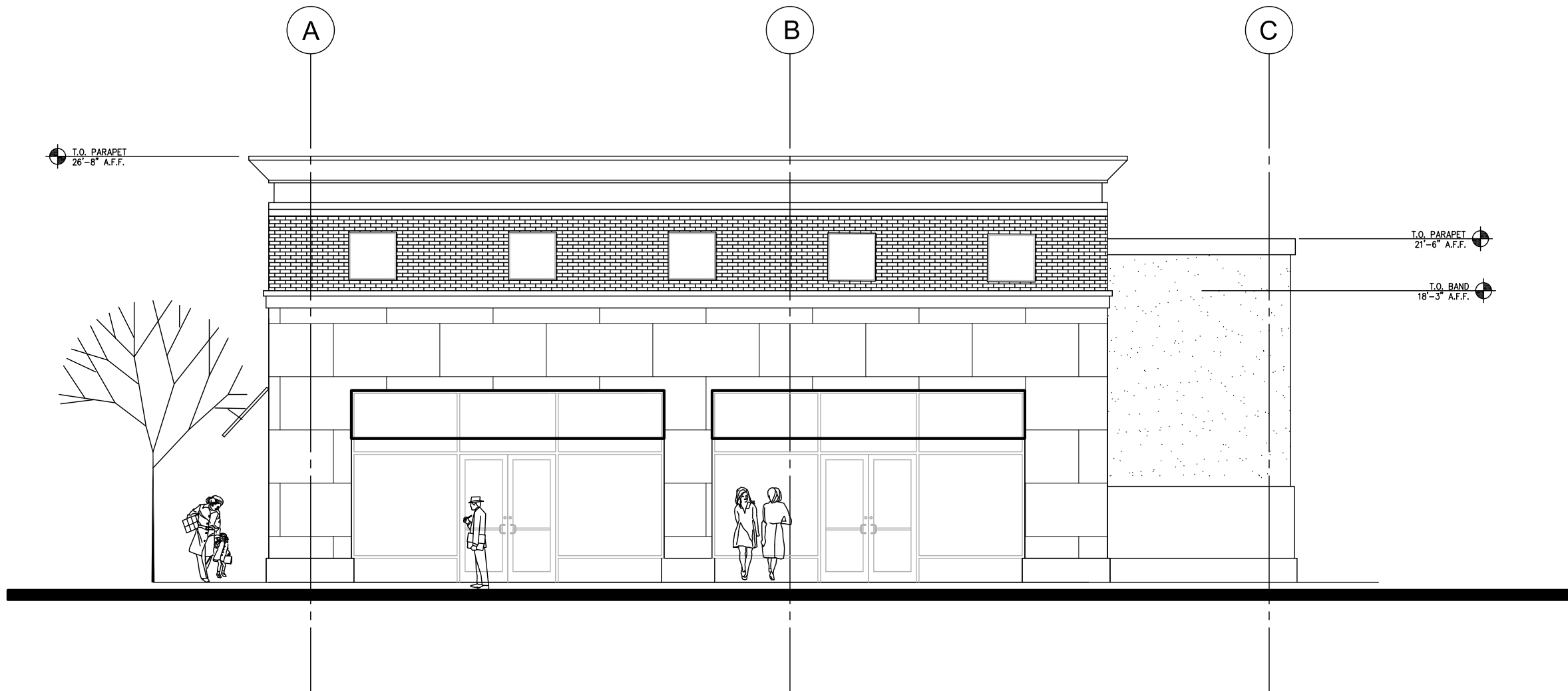
davidz@zstudio-design-arch.com



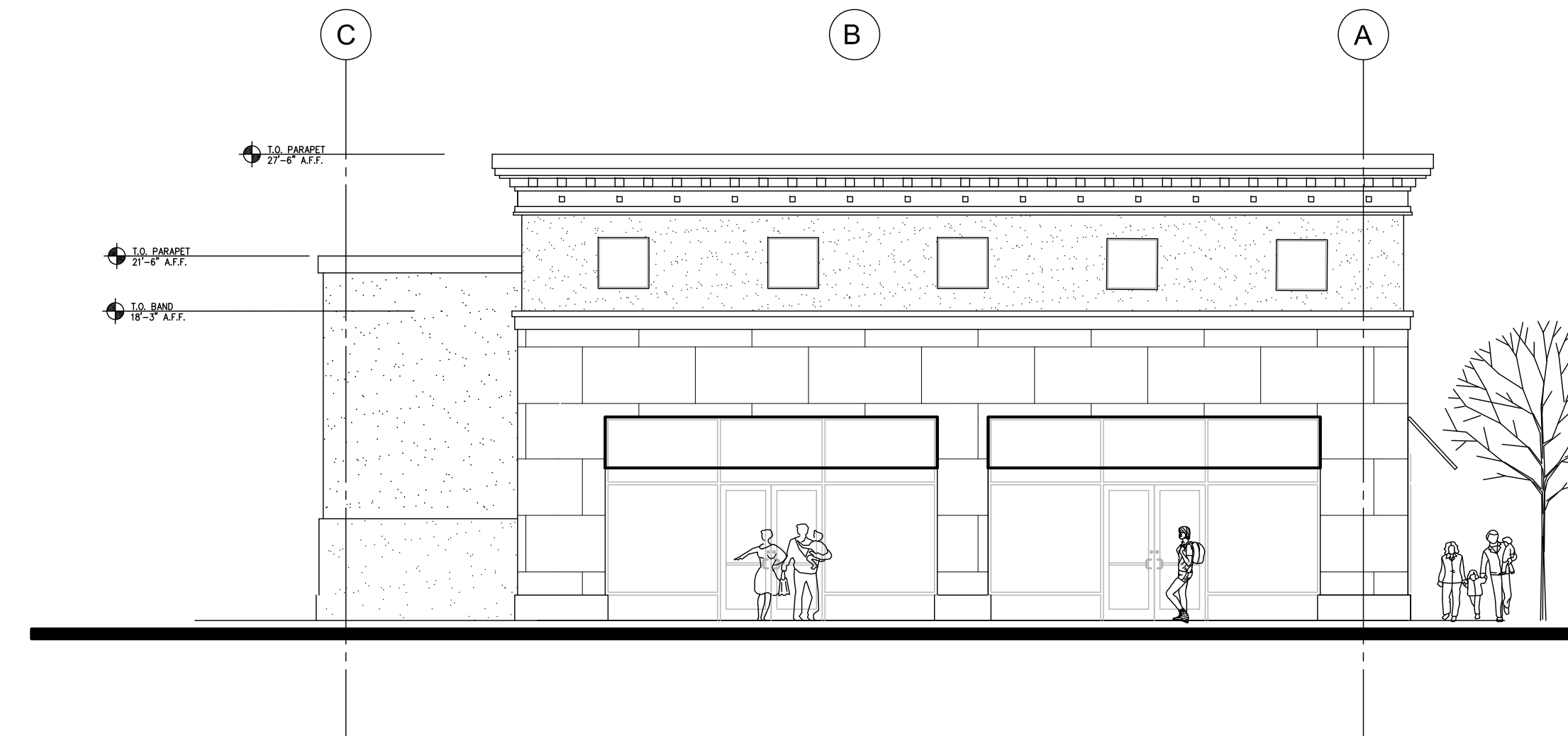
**McLENDON-CHISHOLM
 RETAIL CENTER**
 130 and 150 South State Hwy 205
 McLendon Chisholm, TX. 75032



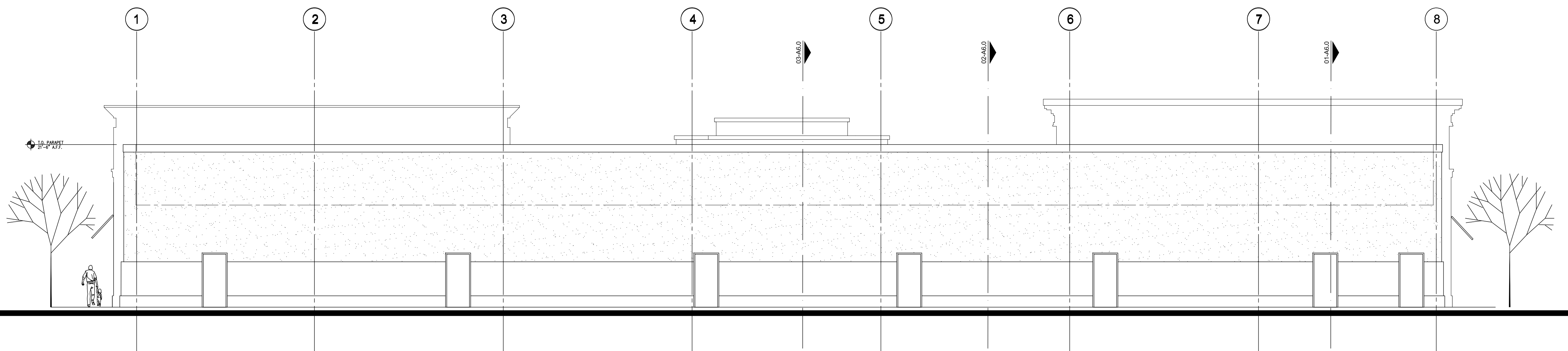
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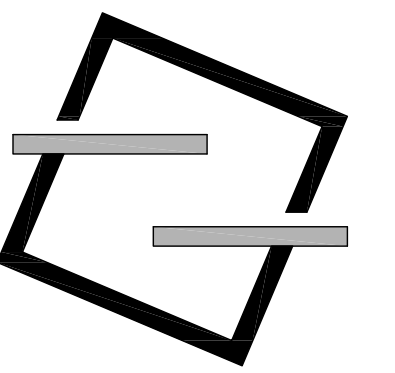
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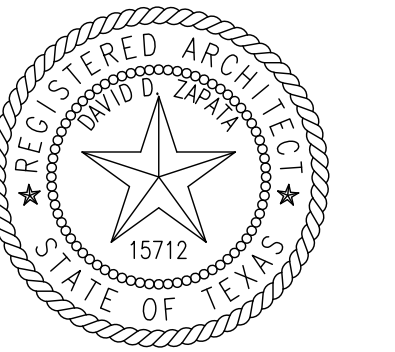
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davidz@zstudio-design-arch.com



**McLENDON-CHISHOLM
 RETAIL CENTER**
 130 and 150 South State Hwy 205
 McLendon Chisholm, TX. 75032

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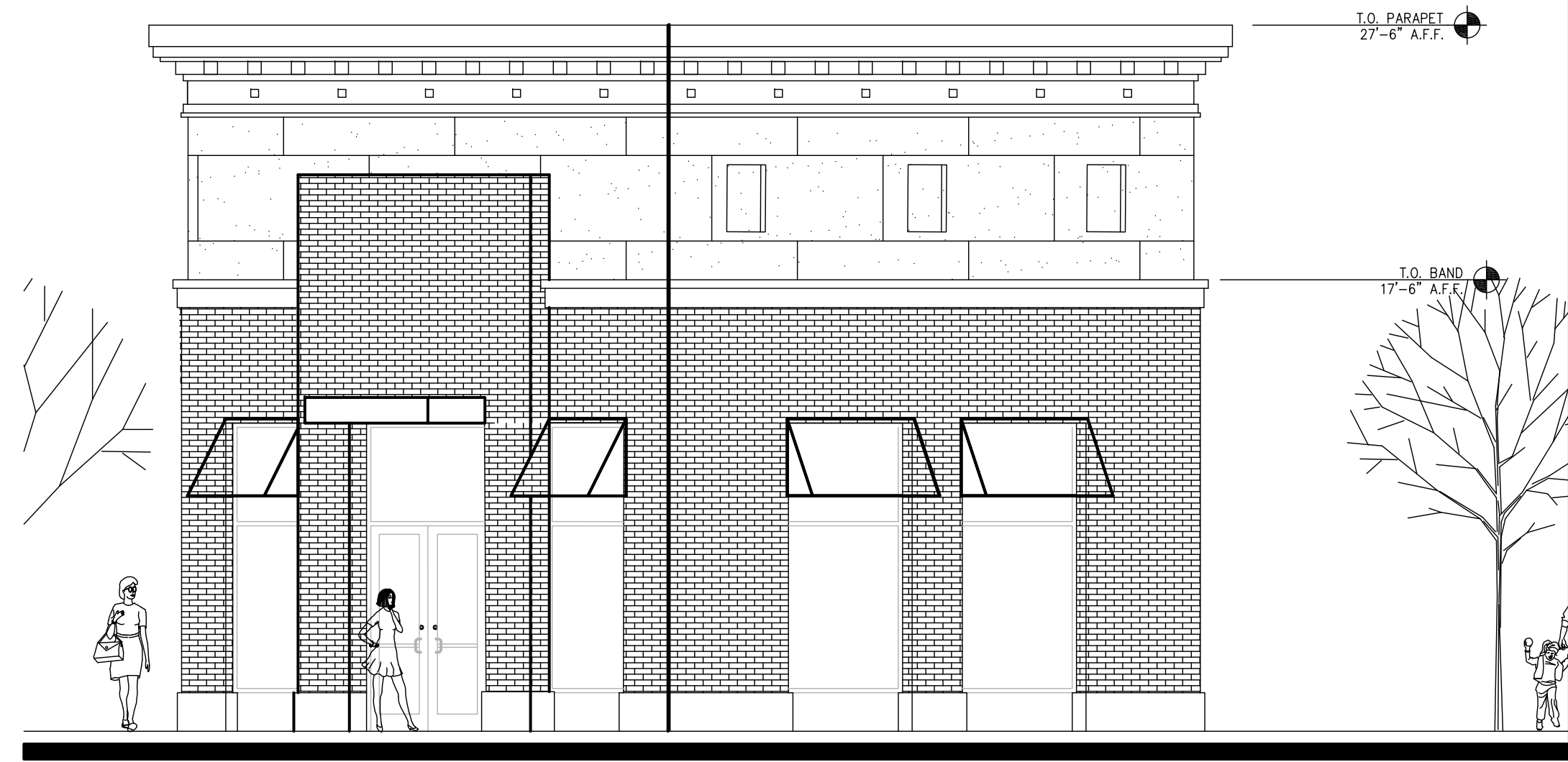
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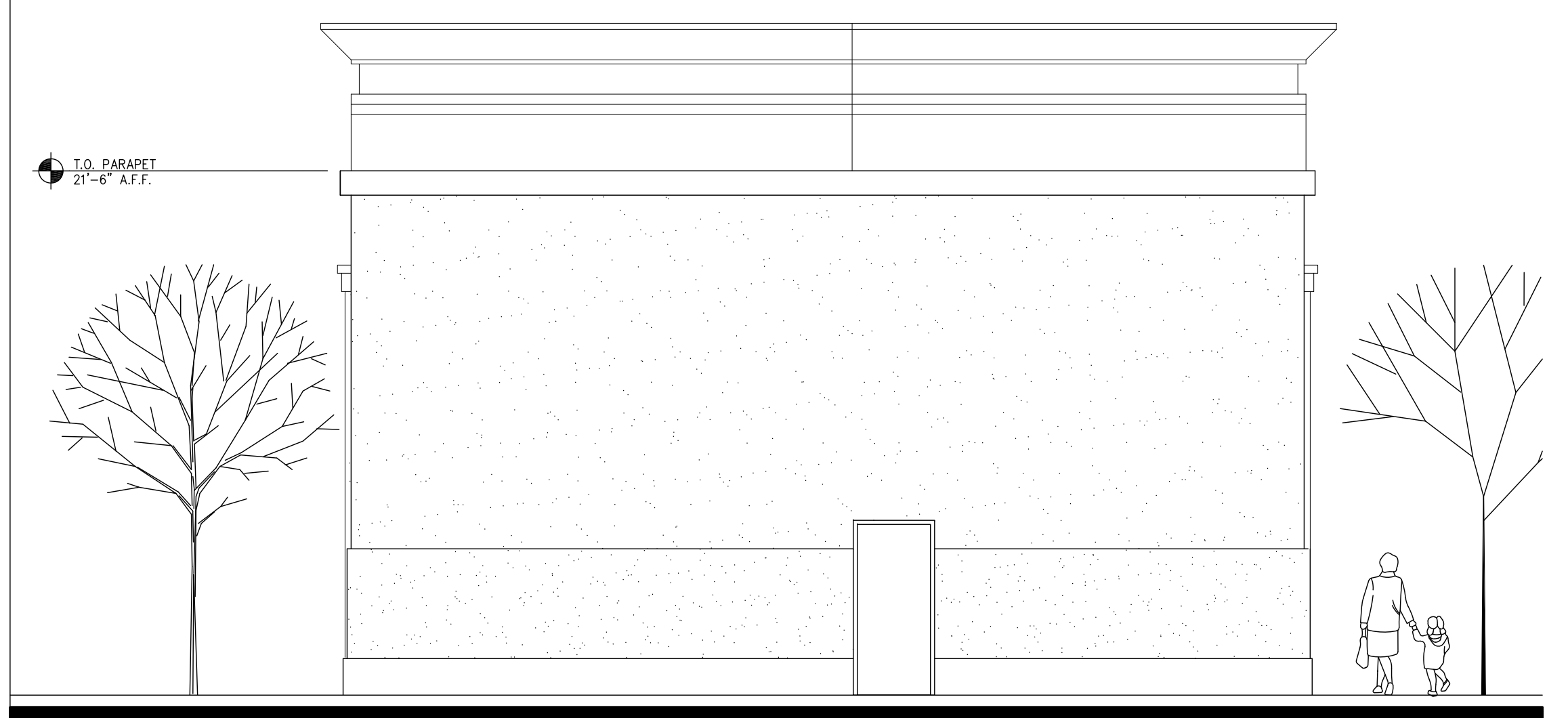
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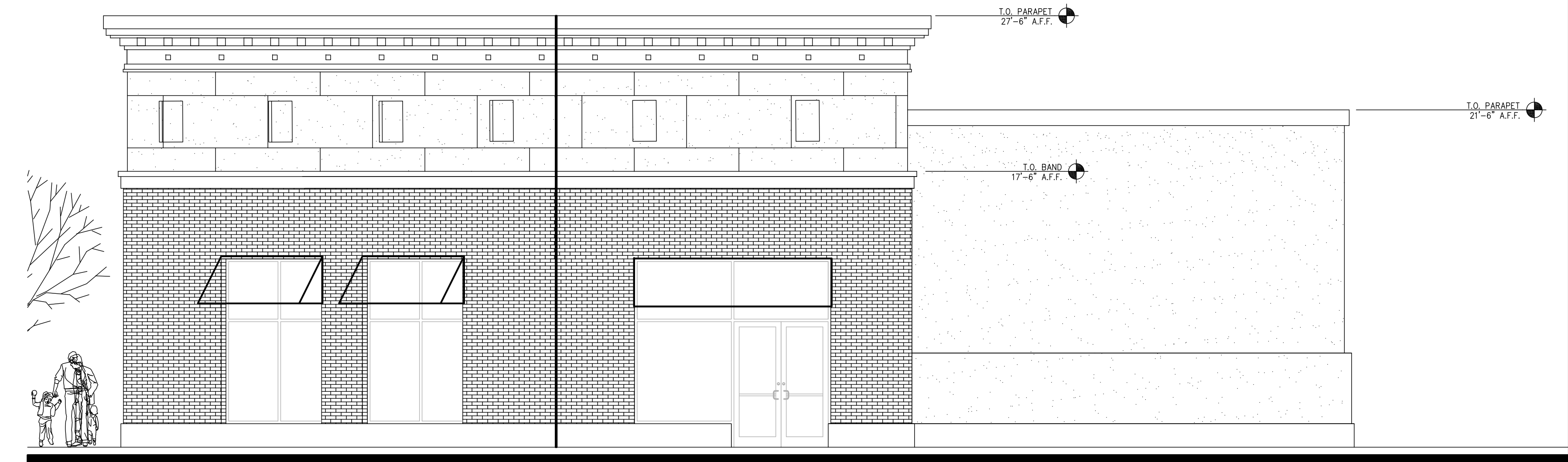
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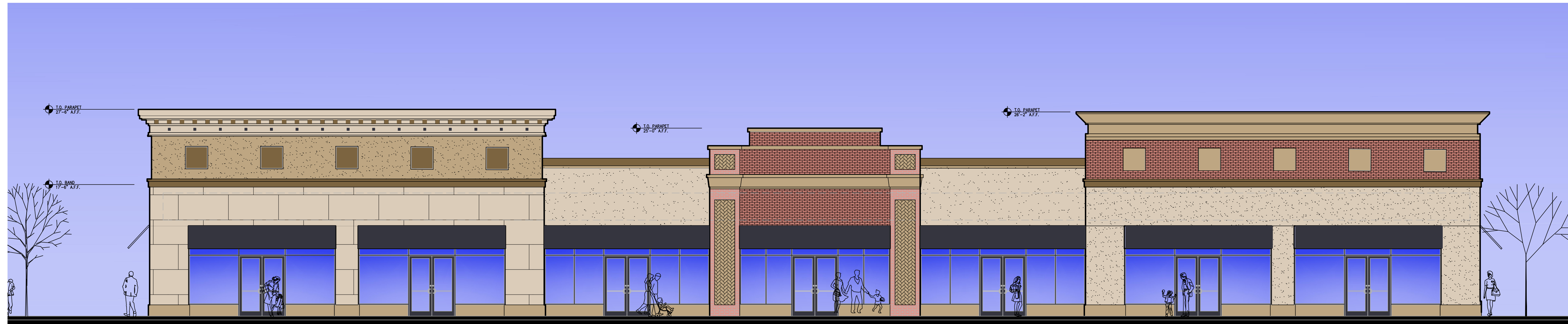
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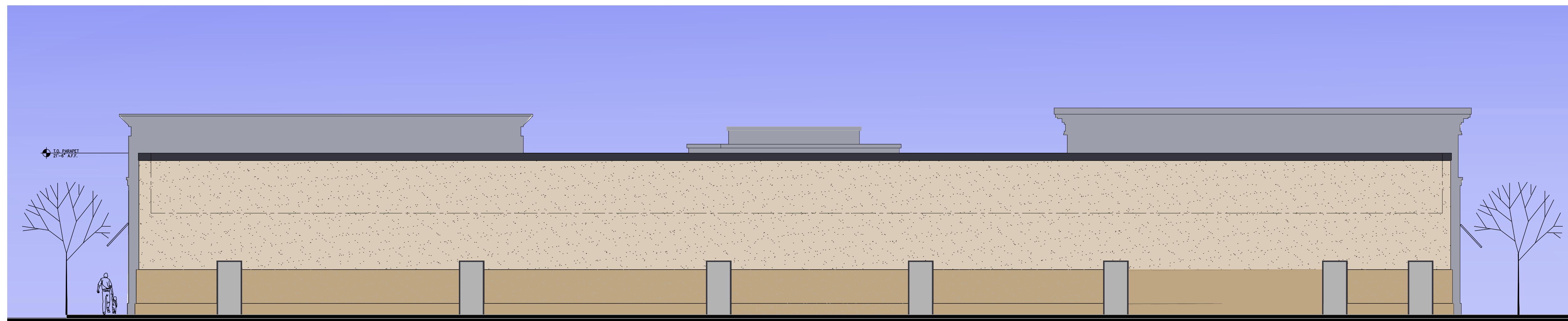
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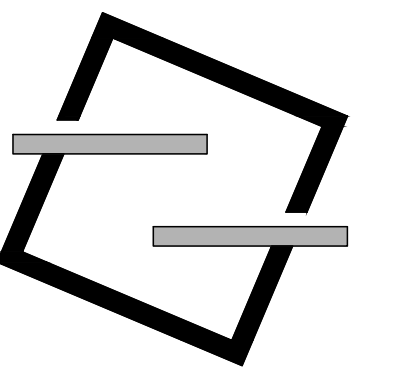
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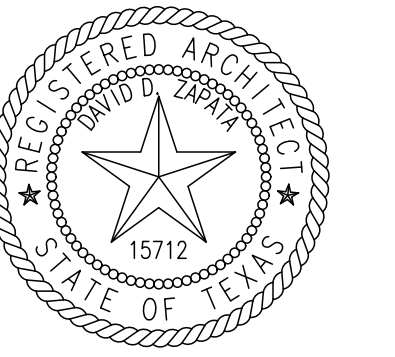


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**McLENDON-CHISHOLM
 RETAIL CENTER**
 130 and 150 South State Hwy 205
 McLendon Chisholm, TX. 75032

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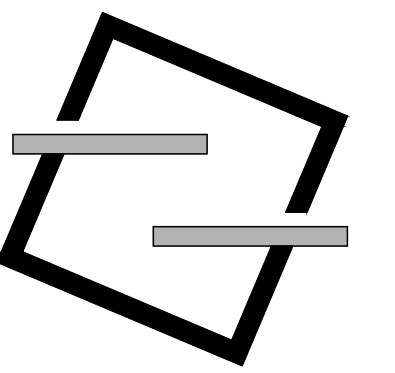
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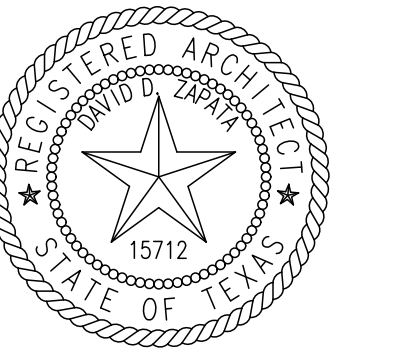
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**McLENDON-CHISHOLM
 RETAIL CENTER**
 130 and 150 South State Hwy 205
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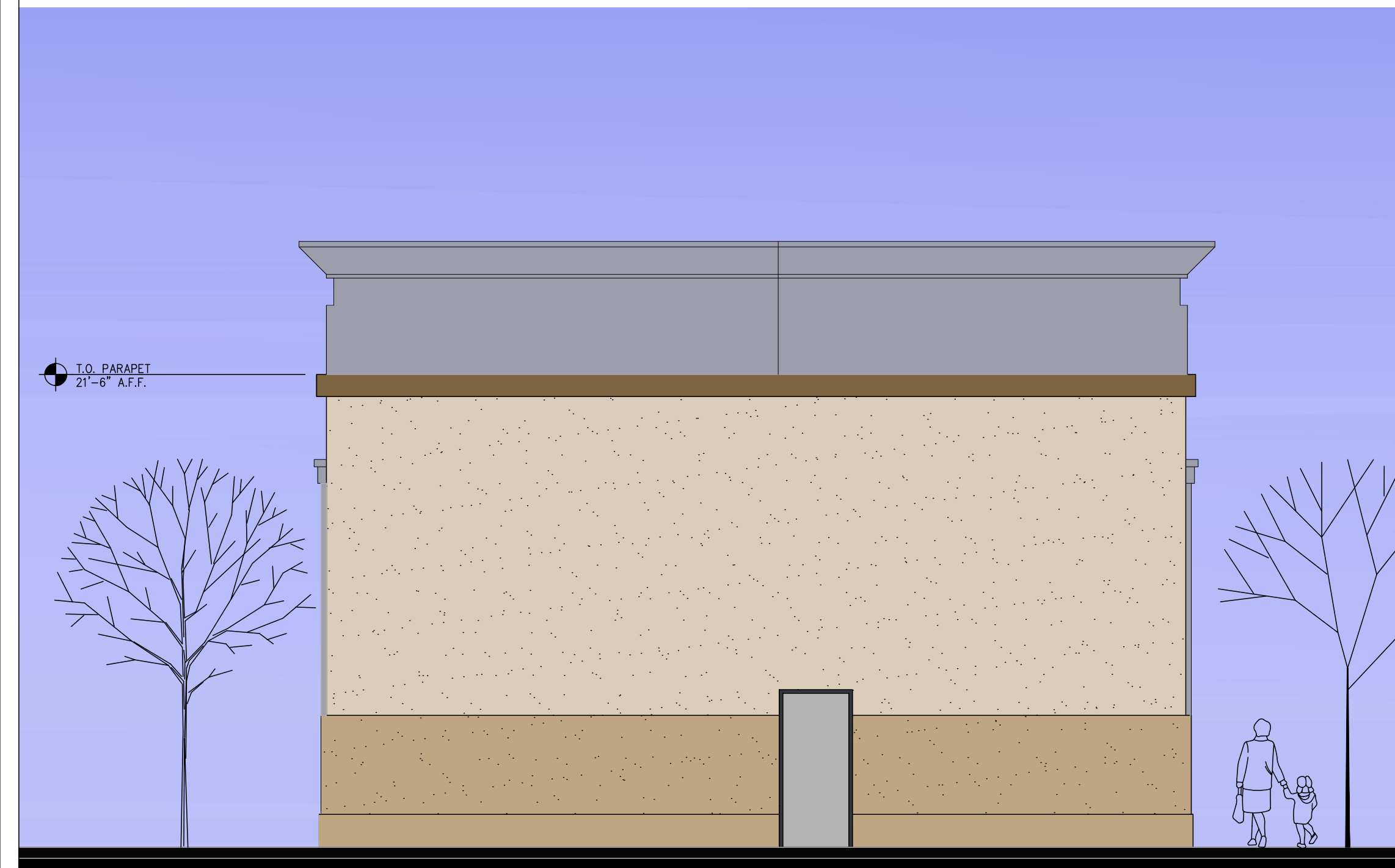
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ORDINANCE NO. 2020-01

AN ORDINANCE OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AS HERETOFORE AMENDED, BY GRANTING A CHANGE IN ZONING FROM "GB" GENERAL BUSINESS DISTRICT TO A "PD" PLANNED DEVELOPMENT DISTRICT ON APPROXIMATELY 1.50 ACRE TRACT AT THE SOUTHWEST CORNER STATE HIGHWAY 205 AND F.M. 550 IN THE K. LATHAM SURVEY, ABSTRACT NO. 133, AS MORE PARTICULARLY DESCRIBED IN EXHIBIT 1 ATTACHED HERETO; PROVIDING DEVELOPMENT STANDARDS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a change in zoning from a "GB" General Business District to a "PD" Planned Development District on approximately 1.50 acres (Rockwall County Appraisal District Property ID No. 101321) generally situated on the southwest corner of the intersection of State Highway 205 and F.M. 550 in the K. Latham Survey, Abstract No. 133, McLendon-Chisholm, Texas, Rockwall, as more particularly described in Exhibit 1 attached hereto, has been requested by MFS Group, LLC for the purpose of developing the site for GB General Business District uses; and

WHEREAS, the Planning and Zoning Commission of the City of McLendon-Chisholm, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of McLendon-Chisholm, has given the requisite notice by publication and otherwise, and after holding a required public hearing and affording a full and fair hearing to all property owners generally and to all interested persons interested and situated in the affected area and in the vicinity thereof, recommended to the City Council of the City of McLendon-Chisholm that the request be approved; and

WHEREAS, the City Council of the City of McLendon-Chisholm, as the governing body and in compliance with the laws of the State of Texas and the ordinances of the City of McLendon-Chisholm, has given the requisite notice by publication and otherwise, and after holding a required public hearing and affording a full and fair hearing to all property owners generally and to all interested persons interested and situated in the affected area and in the vicinity thereof, and in the exercise of its legislative discretion, has concluded that the Zoning Ordinance and Zoning Map should be amended as provided herein.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF McLENDON-CHISHOLM, TEXAS:

SECTION 1. The recitals set forth in the WHEREAS clauses of this Ordinance are true and correct, constitute findings and determinations by the City Council acting in its legislative capacity and are incorporated herein.

SECTION 2. The Zoning Ordinance and Zoning Map of the City of McLendon-Chisholm, Texas, heretofore duly passed by the governing body of the City of McLendon-Chisholm, as heretofore amended, be and are hereby amended by granting a change in zoning from a "GB" General Business District to a "PD" Planned Development District on approximately 1.50 acres (Rockwall County Appraisal District Property ID No. 101321) generally situated on the southwest corner of State Highway 205 and F.M. 550 in the K. Latham Survey, Abstract No. 133, McLendon-Chisholm, Texas, Rockwall, as more particularly described in Exhibit 1 attached hereto (the "**Property**"), has been requested by MFS Group, LLC for the purpose of developing the site for GB General Business District uses; and

SECTION 3. That the Development Standards set forth in Exhibit 2 attached hereto and incorporated herein shall be applicable to all land uses, structures, the use and occupancy of all structures, and the development, construction, operation, and maintenance of all improvements on the Property.

SECTION 4. That the Property shall be used only in the manner and for the purposes provided herein and by the ordinances of the City of McLendon-Chisholm, Texas, as heretofore amended, and as amended herein.

SECTION 5. That all provisions of the ordinances of the City of McLendon-Chisholm in conflict with the provisions of this Ordinance as applicable to the Property, to the extent of such conflict, be and the same are hereby repealed and all other provisions of the ordinances of the City of McLendon-Chisholm not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 6. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 7. That any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of McLendon-Chisholm, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 8. That an offense committed before the effective date of this Ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 9. This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED and APPROVED by the City Council of the City of McLendon-Chisholm, Texas, on the 10th day of March 2020.

APPROVED:



Keith Short, Mayor



ATTEST:



Rochelle Green, City Secretary

**CITY OF MCLENDON-CHISHOLM
ORDINANCE NO. 2020 –
APPROVED 03/10/2020**

EXHIBIT 1

Metes and Bounds Description of the Property, 1.50 Acre Tract

LEGAL DESCRIPTION

BEING all of Lot 1 in Block 1 of the SH 205/550 Addition, an Addition to the City of McLendon Chisholm, Rockwall County, Texas according to the conveyance plat thereof, recorded in Document No. 20190000009311, Real Estate Records, Rockwall County, Texas.

**CITY OF MCLENDON-CHISHOLM
ORDINANCE NO. 2020 –
APPROVED 03/10/2020**

EXHIBIT 2

DEVELOPMENT STANDARDS

(1) **Uses Allowed.**

(a) The only uses allowed in this Planned Development District are:

Those uses allowed in the City of McLendon-Chisholm "GB" General Business District as provided in the City's Zoning Ordinance; with the following prohibited/modified uses:

The following uses are prohibited:

Amusement center, indoor (S)
Veterinarian office, large animal practice (S)
Auto repair garage
Auto sales, new and used
Auto service station
Farm machinery and implement sales and service
Motorcycle sales
Ambulance service
Auction house, indoor
Building material sales/lumber yard
Contractor, no outside storage permitted
Contractor outside storage, permitted
Contractor storage or equipment yard
Cosmetic tattoo establishment
Extended-stay hotel/motel
Exterminating service
Factory outlet, retail or wholesale store
Hotel or motel
Kennel
Landscape Service
Laundry, self service
Pawn shop
Mini-warehouse
Cargo container

The following uses are modified:

Restaurant, drive-in/drive-thru (allowed by right); limited to one with a maximum floor area of 2,500 square feet and must include a minimum of 200 square feet of outdoor seating area; Restaurant, with or without alcohol sales (allowed by right), must include a minimum of 200 square feet of outdoor seating area.

(2) **Parking Required.**

- (a) Parking spaces shall conform to the size and shape requirements of the Zoning Ordinance.
- (b) Required parking spaces may be shared between and by all uses on the Property.
- (c) For all "GB" General Business District allowed zoning uses, parking shall be provided in accordance with the requirements of the City of McLendon-Chisholm Zoning Ordinance.
- (d) In addition, covered outside seating in association with an allowed restaurant use does not require parking for the first 200 square feet of area; any additional covered seating must be parked per the requirements for a restaurant use; non-covered outside seating does not require parking.

(3) **Density, area, yard, height and lot coverage requirements:** Per GB General Business District regulations, as amended.

(4) **Screening.** Visual screening shall be provided between commercial buildings and parking areas when adjacent to residential uses. Visual screening shall be a minimum of six feet in height and may be living and irrigated hedge materials or constructed in accordance with Section 6-8 of the McLendon-Chisholm Zoning Ordinance. All dumpsters shall be screened from State Highway 205 and from adjacent residential property by solid screening that complies with the Section 6-8 of the McLendon-Chisholm Zoning Ordinance.

(5) **Development plan and elevations.** A development plan that complies with Section 5.1D.2. must be submitted to and recommended by the Planning and Zoning Commission and approved by the City Council prior to the issuance of a building permit. Elevations illustrating compliance with Section 4-13, as modified in this Ordinance, must also be submitted to and recommended by the Planning and Zoning Commission and approved by the City Council prior to the issuance of a building permit. Development plans must show emergency apparatus/vehicle access roads and turnarounds that conform to the adopted Fire Code.

(6) **Commercial Development Standards.** Any development on the Property must comply with Section 4-13 Commercial development standards of the Zoning ordinance with the following exceptions:

E. Building form. 1. The minimum area of a single floor shall be 2,500 sf. The maximum area allowed for a single floor shall be 12,000 sf, no single tenant may exceed 5,000 sf. The maximum length for any building wall shall be 200 ft. No single tenant may exceed 5,000 square feet in either a larger building or a stand-alone building.

G. External façade materials. Does not apply except as noted below:

Windows and glazing shall be a maximum of 30% of each building elevation.

K. Off-street parking and loading requirements.

2. No more than three (3) rows of angled or parallel parking shall be allowed between the primary building and the street right-of-way.

(7) **Signs.** Signage shall be in accordance with the City's ordinances and sign regulations.

(8) **Landscaping.** Per GB General Business District requirements.

(8) **Other Law.** The development, construction and use of the Property and all structures thereon shall be in compliance with all applicable City, State, and Federal Regulations for inspections, permitting, licensing and building, construction and fire codes, except as modified by this ordinance.



City of McLendon-Chisholm Staff Report

Date: April 14, 2026

Agenda Item: Discuss, consider, and approval of a resolution designating a disaster recovery management service provider to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.

Background:

The City of McLendon-Chisholm is pursuing participation in Federal Emergency Management Agency (FEMA) Public Assistance (PA) and/or Hazard Mitigation Assistance (HMA) programs administered through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB). These programs provide funding opportunities for disaster recovery and mitigation-related projects.

To comply with federal procurement requirements, the City completed a Request for Proposals (RFP) process to solicit qualified firms for disaster recovery management services. Proposals were received and evaluated based on qualifications, experience, past performance, and ability to meet federal compliance requirements.

The attached resolution formalizes the selection of GrantWorks, Inc. to assist the City with program administration, application development, and project management.

Fiscal Impact:

No immediate financial impact. Costs associated with services will be tied to specific FEMA-funded projects and are typically eligible for reimbursement under program guidelines.

Options/Alternatives:

1. City Council may approve the Resolution, as presented.
2. City Council may deny the Resolution.

Recommendation:

Staff recommend approval of the Resolution, as presented.

Attachments:

- Resolution
- GrantWorks Proposal

Presenter: Fabrice Kabona, City Manager



CITY OF MCLENDON-CHISHOLM, TEXAS

**DISASTER RECOVERY MANAGEMENT SERVICES
FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE
PROGRAM FUNDING SUPPORT**

MARCH 16, 2026

GrantWorks



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

March 16, 2026

Fabrice Kabona
City Manager
City of McLendon-Chisholm
1371 West FM 550
McLendon-Chisholm, Texas 75032

**Subject: City of McLendon-Chisholm, Texas Request for Proposal:
Disaster Recovery Management Services: FEMA Public Assistance and Hazard
Mitigation Assistance Program Funding Support**

Dear Mr. Kabona:

GrantWorks, Inc. appreciates the opportunity to respond to your Request for Proposals for Disaster Recovery Management Services. We aim to free the City of McLendon-Chisholm from cumbersome paperwork while providing timely and accurate decision-making information to help you plan for your current and future needs.

We understand that the City seeks a competent consultant to coordinate and mobilize experienced personnel to provide Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) resources to facilitate damage assessments, project management, scope development, cost estimating, quality assurance, reporting, and assist with Project Worksheet (PW) and application development for grant reimbursement.

GrantWorks is Texas' foremost application and grant management services provider, with a history of securing and administering more than \$12 billion in assistance. Our team's bench of 250+ disaster recovery and grant management professionals are available to support the City of McLendon-Chisholm with all of your disaster response, recovery, hazard mitigation, and resiliency needs.

This proposal demonstrates that GrantWorks has deep experience managing every aspect of FEMA PA and HMA implementation—from project formulation, application development, project submittal, preliminary environmental review, compliance with state and federal regulations, implementation of funded construction projects, reimbursement requests, compliance monitoring, and closeout and audit processes. We believe we are the most qualified bidder to provide the services associated with the City's FEMA PA and HMA projects for the following reasons:

Established Team – GrantWorks has a dedicated FEMA Services department that includes PA and HMA project managers and a talented hazard mitigation planning group. This specialized team has extensive experience working for and with FEMA, Texas Division of Emergency Management (TDEM), Texas Water Development Board (TWDB), and other state and local government entities. Our primarily Texas-based team operates from 2 primary offices and 79 field locations throughout the state and is immediately available to provide detailed technical assistance and effective project management services to support the City's goals.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 30% of our staff hold advanced degrees in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy, including former FEMA and TDEM employees. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

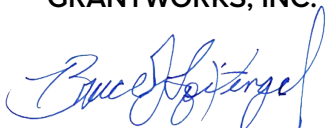
Proven Experience – GrantWorks has managed all aspects of disaster recovery grant administration, including Public Assistance, and Post-Disaster Mitigation Section 406 and 404 programs. Our specialists have a strong track record of helping municipalities secure and manage FEMA PA and HMA funding including grants from the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and other funding sources.

Implementation Excellence – FEMA Services is fortified by a Project Support Services team which includes specialists in GIS/mapping, labor standards, environmental services, procurement, URA/acquisition, construction management, and field-based client services to support our project teams. This strong foundation of advisors allows our PA and HMA project managers to focus on project implementation.

Commitment – GrantWorks is known for our commitment to responsive and collaborative administration and implementation services—a practice that is reflected in the long-standing relationships we enjoy with many of our local-government clients. We extend this pledge to the City of McLendon-Chisholm, and we look forward to continuing to deliver high-quality disaster recovery, planning, mitigation, and resiliency support to your community.

GrantWorks can help you create well-run, efficient, and successful disaster recovery and hazard mitigation programs that comply with all TDEM, FEMA, and TWDB requirements. We have the resources and expertise to assist with your current disaster recovery needs immediately following contract signing, and we are ready to help generate and implement projects that satisfy the City's disaster recovery, mitigation, and resiliency goals throughout the duration of this contract and beyond. Thank you for your consideration.

Yours sincerely,
GRANTWORKS, INC.



Bruce J. Spitzengel
President

CITY OF MCLENDON-CHISHOLM, TEXAS

**DISASTER RECOVERY MANAGEMENT SERVICES:
FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION
ASSISTANCE PROGRAM FUNDING SUPPORT**

MARCH 16, 2026



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.

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SECTION 1 -
EXPERIENCE

SECTION 1 – EXPERIENCE

1.1 Brief History

GrantWorks

GrantWorks' mission is to help communities become stronger, smarter, and more resilient. We achieve this by helping our clients maximize the transformation potential of grant funding. Founded in 1979, GrantWorks is the leading provider of disaster recovery, hazard mitigation, community development, housing, economic development, transportation, and coastal grant program management for Texas local governments. We have helped over 720 city, county, and state governments design and deliver a wide range of grant-funded projects and programs.

Over our 46-year history, we have successfully leveraged a proven combination of people, processes, and tools to secure and manage over \$12 billion in federal and state grants, including nearly \$6 billion in disaster recovery assistance.

GrantWorks aims to provide the best service and meet the highest standards in all that we do. Our firm is financially stable, well capitalized, and can perform the functions this Request for Proposal (RFP) requires.

1.2 Program/Project Experience

1.2.1 FEMA Expertise

GrantWorks has extensive experience helping local governments secure and manage disaster relief and hazard mitigation funding through FEMA's HMGP, PDM, BRIC, FMA, and PA programs. Effective disaster recovery consulting requires not only the capability to secure funding on the front end, but also the expertise to provide compliant administration and management to protect funding from clawback due to negative audit findings, non-compliance, insufficient documentation, or inadequate eligibility justifications.

1.2.2 FEMA Public Assistance and Hazard Mitigation Assistance Services and Expertise

GrantWorks has been helping communities successfully navigate the complexities of federally funded projects, programs, and requirements since 1979. We offer the City of McLendon-Chisholm a proven partner with nearly two decades of financial and grant administration experience specific to disaster recovery and mitigation and the following additional key benefits:

- ▶ A dedicated FEMA Disaster Recovery and Response team led by both Valarie Philipp, PE—a licensed Professional Engineer with a 20-year record of helping local governments navigate the complexities of disaster response and recovery, and Rebecca Whitlock—a seasoned program and project manager who oversees mitigation and resiliency client support.



GW_104TX_V11

- ▶ Specialized administration and implementation teams comprised of dedicated Public Assistance Project Managers, Hazard Mitigation Project Managers, Hazard Mitigation Planning Professionals, Grant Writers, a cadre of Disaster Response and Recovery professionals, and CDBG-DR and MIT Grant Managers available to assist with unmet needs further down the recovery process.
- ▶ Established relationships with FEMA Region VI and TDEM staff that advance our organizational proficiency with grant management regulations, policies, and processes.
- ▶ GrantWorks has aligned our Disaster Recovery, Hazard Mitigation, Community Development, Economic Development, and Planning expertise to facilitate the combination of complementary funding opportunities among grant sources with shared program objectives.

The administration of FEMA assistance requires an understanding of the agency’s unique and often complex processes and procedures. GrantWorks maintains expert proficiency in emerging FEMA policy and guidance, regulatory requirements, evolving legislation, and compliance with a wide range of government agency and disaster-related grant program specifications. Our staff features former government employees from TDEM, FEMA, HUD, and other federal and state agencies who bring valuable perspectives on agency-specific grant programs. We are experienced in the four phases of disaster recovery—Mitigation, Preparedness, Response, and Recovery—and our team routinely demonstrates competence in the codes, systems, and services shown in **Figure 1** and **Figure 2**.

| UNDERSTANDING OF GOVERNING CODE | FEMA/STATE GRANT MANAGEMENT SYSTEMS |
|--|--|
| <ul style="list-style-type: none"> ✓ 2 CFR 200 ✓ Robert T. Stafford Disaster Relief & Emergency Assistance Act ✓ Sandy Recovery Improvement Act of 2013 ✓ Disaster Recovery Reform Act of 2018 ✓ National Flood Insurance Program | <ul style="list-style-type: none"> ✓ FEMA Grants Portal for PA Funding ✓ FEMAGO - FEMA Grant Outcomes ✓ eGrants ✓ NEMIS - National Emergency Management Information System ✓ FEMA BCA Toolkit ✓ FEMA GIS - FEMA Geospatial Resource Center ✓ GLO TIGR - Texas Integrated Grant Reporting ✓ TDEM GMS - Grants Management System |

Figure 1: FEMA Technical Competence

| FEMA SERVICES CAPABILITIES | |
|--|--|
| <ul style="list-style-type: none"> ✓ Preliminary Damage Assessments (PDAs) ✓ Damage Inventory (DI) formulation ✓ Project Worksheet (PW) Development ✓ Essential Elements of Information (EEI) ✓ Damage Description & Dimension Assessments ✓ Scope of Work Development ✓ Cost Estimating ✓ Environmental & Historic Preservation (EHP) ✓ Benefit-Cost Analysis (BCA) ✓ Insurance Claims Recovery | <ul style="list-style-type: none"> ✓ Hazard Mitigation Planning ✓ Requests for Reimbursement ✓ Appeals & Audits ✓ Section 406 PA Mitigation ✓ Section 428 PA Alternative Procedures (PAAP) ✓ Repetitive Loss (RL) and Severe Repetitive Loss (SRL) ✓ 50% Rule ✓ Closeout |

Figure 2: FEMA Services

1.2.3 Active FEMA Public Assistance Projects

GrantWorks has multiple projects related to past disaster declarations from 2017 through 2024, including Hurricanes Harvey, Florence, Laura, Beryl, Helene, and Milton (**Figure 3**). The projects are in various stages of completion from additional version preparation, time extensions, reimbursements, and closeout.

Figure 3: Active FEMA PA Contracts

| Active FEMA Public Assistance Clients, 25 Active Contracts, \$372 million grants managed | |
|--|---|
| Client | Contract |
| Florida Division of Emergency Management (sub to KPMG) | DR-4834 Hurricane Milton DR-4828 Hurricane Helene |
| City of Bay City, TX | DR-4798 Hurricane Beryl |
| Town of Bayside, TX | DR-4332 Hurricane Harvey |
| Charlotte County, FL | DR-4834 Hurricane Milton DR-4828 Hurricane Helene DR- 4806 Hurricane Debby DR-4734 Hurricane Idalia DR-4673 Hurricane Ian |
| Eckerd College, FL | DR-4834 Hurricane Milton DR-4828 Hurricane Helene |
| Edgewater, FL | DR-4834 Hurricane Milton |
| Englewood Area Fire Control District, FL | DR-4834 Hurricane Milton DR-4828 Hurricane Helene |
| Flamingo Isles Municipal Utility District, Hitchcock, TX | DR-4572 Hurricane Laura |
| La Marque, TX | DR-4798 Hurricane Beryl |
| Milam County, TX | DR-4332 Hurricane Harvey |
| New Bern Housing Authority, New Bern, NC | DR-4393 Hurricane Florence |
| City of Patton Village, TX | DR-4798 Hurricane Beryl DR-4332 Hurricane Harvey |
| Town of Refugio, TX | DR-4332 Hurricane Harvey |
| City of Seadrift, TX | DR-4332 Hurricane Harvey |
| Town of Woodsboro, TX | DR-4332 Hurricane Harvey |
| Venice, FL | DR-4834 Hurricane Milton DR-4828 Hurricane Helene |

1.2.4 FEMA Hazard Mitigation Assistance Experience

The GrantWorks Team has successfully facilitated numerous state and federal HMA grants under FEMA’s HMGP, BRIC, PDM, and FMA programs. GrantWorks provides full-service grant administration, project development, application assistance, implementation, and planning services. **Figure 4** demonstrates our experience across various FEMA hazard mitigation project types.

Figure 4: FEMA Hazard Mitigation Experience by Project Type

Homeowner Elevations & Reconstructions, 4 projects, \$116.7 million

| Client | Mitigation Measures |
|----------------------|---|
| Brazoria County, TX | HMGP Homeowner elevations & reconstructions |
| Galveston County, TX | HMGP & FMA Homeowner elevations |

Critical Facility Generators, 31 projects, \$12+ million

| Client | Mitigation Measures |
|----------------------------|---|
| City of Bay City, TX | Generators to support Hurricane Staging Center, City Hall, public works building, airport, and water and wastewater facilities |
| City of Hughes Springs, TX | Generator to support wastewater treatment plant |
| City of Josephine, TX | Generator to support the water system |
| City of Mineral Wells, TX | Generators to support the water system |
| City of Palacios, TX | Generators to support the water system |
| City of Point Comfort, TX | Generators to support the Police Department, Hurricane Staging/Distribution Center, community center, and water and wastewater facilities |
| City of Port Lavaca, TX | Generators to support the water system |
| City of Seadrift, TX | Fixed and portable generators to support the fire station, justice center, and water system |
| City of Victoria, TX | Generators to support the Police Department and community center |
| City of Wharton, TX | Generators to support the water system |
| City of Woodsboro, TX | Generators to support the water and wastewater systems |
| City of Zavalla, TX | Generators to support water wells |
| Bee County, TX | Generators to support the Courthouse, Communications HUB, and municipal offices |
| Jim Wells County, TX | Fixed and portable generators to support the Courthouse and emergency communication towers |
| Matagorda County, TX | Fixed and portable generators to support the water system |
| Refugio County, TX | Generator to support the Courthouse |

Hazard Mitigation Plans, 45 projects, \$3.7 million

8 Single Jurisdiction and 37 Multi-jurisdiction Plans with 210+ participating entities.

Community Safe Rooms, 3 projects, \$6.8 million

| |
|--|
| Calhoun County Independent School District, Calhoun County, TX |
| Refugio County, TX |
| Victoria County, TX |

Figure 4: FEMA Hazard Mitigation Experience by Project Type

| Infrastructure and Drainage, 3 projects, \$6.2 million | | |
|--|---|-----------------------------------|
| Clients | Mitigation Measure | |
| City of Bay City, TX | Cottonwood Creek Diversion Channel | |
| City of Rockport, TX | Enterprise & Maple Community Stormwater Alleviation Project | |
| Hopkins County, TX | Infrastructure Improvements | |
| Warning Siren Systems, 8 projects, \$428,489 | | |
| City of Avenger, TX | City of Nash, TX | |
| City of Hughes Springs, TX | City of Rosser, TX | |
| City of Kemp, TX | Cities of Atlanta, TX and Queen City, TX | |
| City of Linden, TX | Anderson County, TX and City of Elkhart, TX | |
| Successful Building Resilient Infrastructure and Communities (BRIC) Subapplications | | |
| Clients | Mitigation Measure | Award Disposition |
| Kenedy County, TX | Sarita Drainage Master Plan | Funded |
| Kenedy County, TX | Multi-Hazard Mitigation Plan | Funded |
| City of Santa Fe, NM | Cerillos Road Stormwater Project | Further Review/Award Pending |
| City of Santa Fe, NM | Critical Infrastructure Microgrids | Further Review/Award Pending |
| Town of Combes, TX | Nixon Road Drainage Project | Selected for National Competition |

1.2.5 Non-FEMA Disaster Recovery and Mitigation Program Experience

GrantWorks also supports non-FEMA disaster recovery and mitigation programs. This expertise allows us to help clients consider and apply for additional funding that might be available for community needs that are not met by FEMA assistance. GrantWorks provides grant application, administration, and project management services for the following HUD-funded disaster recovery and mitigation programs:

- ▶ **Sarasota County, Florida CDBG-DR Resilient SRQ Program:** \$201.5 million
- ▶ **Sarasota County, Florida Program Management Services for CDBG-DR Program:** \$210 million
- ▶ **Volusia County, Florida CDBG-DR Staff Augmentation Program:** \$329 million
- ▶ **CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:**
 - > 50+ local government projects funded, \$454 million
- ▶ **CDBG-DR 2018 South Texas Floods and 2019 Lower Rio Grande Floods Program:**
 - > State-level Housing Assistance and Reimbursement Program in South Texas, \$79.9+ million
- ▶ **CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:**
 - > 65+ local government projects funded, \$183+ million
 - > 25+ State-level projects and oversight of major subrecipient programs, \$3.2+ billion
 - > State-level Housing Assistance Program (Rehabilitation/Reconstruction/Elevations), \$565+ million
- ▶ **CDBG-DR 2016 Floods Program:**
 - > 12+ local government projects funded, \$43 million
- ▶ **CDBG-DR 2015 Floods Program:**
 - > 24+ local government projects funded, \$180+ million

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

- > 90+ local government projects funded, \$436 million, including:
- > City of Galveston infrastructure, \$212 million
- > Galveston Housing Authority Multifamily Rebuild, \$155 million
- > City of Houston infrastructure, \$26 million
- > Galveston Rental Housing Replacement Programs, \$26 million

CDBG-CV Community Resiliency Program:

- ▶ 5 local government projects funded, \$17.7 million

Texas HOME Non-Rental Housing Program:

- ▶ Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance, 700+ contracts, \$228+ million, 3,500+ substandard houses rehabilitated or reconstructed

1.3 Project Examples

The GrantWorks Team is pleased to provide the following project examples demonstrating our experience in FEMA PA and HMA. We include detailed project descriptions on the following pages.

- ▶ DR-4332 Hurricane Harvey Marine and Waterfront Infrastructure Repairs, City of Seadrift, Texas
- ▶ DR-4332 Hurricane Harvey FEMA PA, Town of Refugio, Texas
- ▶ DR-4572 Hurricane Laura Marine Bulkhead Repairs and FEMA PA Technical Assistance, Flamingo Isles Municipal Utility District, Hitchcock, Texas
- ▶ DR-4332 Hurricane Harvey FEMA PA Road Repairs, City of Patton Village, Texas
- ▶ DR-4332 Hurricane Harvey Single Family Home Elevations & Reconstructions, Brazoria County, Texas
- ▶ FEMA HMGP Water Plant and Lift Station Generators, City of Sealy, Texas
- ▶ FEMA HMGP Regional Emergency Operations Center, Victoria County, Texas
- ▶ FEMA HMGP and Hurricane Harvey CDBG-DR Drainage Improvements, City of Bay City, Texas



DR-4332 - HURRICANE HARVEY FEMA PUBLIC ASSISTANCE WATERFRONT INFRASTRUCTURE REPAIRS

CITY OF SEADRIFT, TEXAS

THE CHALLENGE

The City of Seadrift suffered heavy damage during Hurricane Harvey and now holds a FEMA Public Assistance portfolio of 20 projects, with \$9.5 million obligated for recovery. Additionally, Seadrift applied for funding from the FEMA Hazard Mitigation Grant Program to harden its infrastructure. Grantworks is the primary management consultant assisting with eight large infrastructure projects and two mitigation grants.

THE SOLUTION

GrantWorks provides start-to-finish consulting services to assist with FEMA projects for the City. Our scope includes assisting with damage inventories, project scoping, coordination with FEMA and TDEM, site visits, and implementing FEMA PA and HMA projects that address damages sustained during Hurricane Harvey and resiliency going forward. GrantWorks reviewed procurement documents for compliance and attended dozens of site visits to identify projects eligible for FEMA PA, including opportunities to use 406 Hazard Mitigation funds. PA projects include:

PW 0443 Municipal Harbor Rehabilitation: \$534,000 for replacement of rip rap, removal and replacement of 65 timber pilings, replacement of select fill behind the existing bulkhead, and repair of asphalt pavement.

PW 5298 Debris Removal: \$55,500 funded a side scan survey of the areas and debris removal.

CLIENT:

City of Seadrift, Texas

GRANT PROGRAMS:

FEMA Public Assistance
FEMA Hazard Mitigation Grant Program

GRANT AMOUNT:

\$9,876,000

PROJECT DATES:

March 2018 – Present

SERVICES PROVIDED:

Grant Writing
Grant Administration
Project Management
Damage Assessment
Project Scoping
PW Development
Claim Negotiation
2 CFR 200 Compliance
Procurement
Construction Management
Cost Estimating
QA and Inspections
Cost Tracking
Project Closeout

PW 3228 Seawall Repairs and Improvements: With 3,600 LF of seawall damaged from the storm, FEMA helped fund a \$6.4 million project to repair/improvement 1.2 miles of seawall. The scope includes the construction of a concrete bulkhead with a concrete cap, anchors, filter fabric, armor rock, and 2,170 LF of storm drainage infrastructure.

PW 3840 Pier Restoration: The end one-third of a municipal fishing pier was damaged, including T-head, pylons, planks, railings, and lighting. \$120,000 was obligated for repairs.

PW 3993 Shoreline Erosion/Street Repairs: Surge, wave action, and surface flooding damaged the roadway adjacent to an unprotected span of shoreline. \$323,000 will fund the street repairs and the addition of a concrete erosion mat to fortify the shoreline.

PW 4200 Harbor Lift Stations: Electrical service interruption caused the failure of two lift stations. Replacement pumps and associated controls were installed for \$151,673, using \$136,000 in FEMA PA funds.

PW 4157 Bayfront Park Restroom: The 9-ft storm surge eroded the foundation and structure of the restroom facilities at a waterfront park, damaging all interior fixtures. \$250,000 was used to replace the restroom and add a retaining area to mitigate erosion during future storms.

THE RESULTS

GrantWorks reviewed and finalized FEMA project worksheets for each of the projects, ensured compliance with 2 CFR 200 for all competitive procurements, and assisted with funding advance and reimbursement requests as well as budget under and over-runs, ensuring the City was correctly and fully reimbursed for each recovery effort.

Apart from the seawall, the largest project included is the rehabilitation of the City's municipal harbor moorings and jetty, which is used as their commercial fleet harbor. This project's scope of work included repairing the pier, installing a replacement restroom in Bayfront Park, removing debris in the harbor, and repairing two critical lift stations.

GrantWorks also assisted with the award, administration and closeout of two successful HMGP applications that included braiding CDBG-DR funding into the process to fund and complete the storm shutter projects. The successful completion of these projects showcases Grantworks' expertise in infrastructure project administration.



DR-4332 - HURRICANE HARVEY FEMA PUBLIC ASSISTANCE

TOWN OF REFUGIO, TEXAS

THE CHALLENGE

The Town of Refugio, with a population of 7,000, was hit hard by the storm, and nearly every structure in Refugio sustained some damage. Wind and water had caused extensive damage at the Volunteer Fire Station, and making matters worse, fire and rescue resources in the neighboring town of Woodsboro had also been destroyed by the storm. Restoring community safety resources was a critical starting point for this community's long-term journey to recovery.

THE SOLUTION

GrantWorks provides FEMA PA technical support to the Town of Refugio and the neighboring communities of Woodsboro and Bayside. Our scope includes assisting with damage inventories and project scoping, coordinating with TDEM and FEMA, participating in site visits, and implementing FEMA PA and HMA projects. GrantWorks reviewed procurement documents for compliance, attended hundreds of site visits with FEMA to identify the damage, reviewed project eligibility for FEMA PA and 406 Hazard Mitigation funding, and confirmed costs to repair. GrantWorks also assisted the City with combining insurance funds to help with repairs and working with a foundation to help offset costs.

THE RESULTS

GrantWorks worked within the parameters of FEMA's new PA Delivery Model and used the Grants Manager/Grants Portal for the first time during a major disaster. The new system had shortfalls in developing complete site evaluations and project scopes.

CLIENT:

Town of Refugio, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$8.5 million

PROJECT DATES:

September 2017 – Present

SERVICES PROVIDED:

- Grant Administration
- Technical Assistance
- Project Management
- Damage Assessment
- Project Scoping
- PW Development
- Application Assistance
- Coordination with Insurance
- Procurement
- QA and Inspections
- Cost Tracking
- Project Closeout

GrantWorks coordinated the effort to bring together the FEMA Site Inspectors, Program Delivery Managers, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant applications.

Regarding large projects, there were disconnects between what was developed at the field level within FEMA and their regional processing center, confusing the appropriate policy for evaluating each project's scope of work. In each case, we formulated the project scopes with local engineering consultants to present to FEMA at the regional level for approval.

Town of Refugio Volunteer Fire Station

The Town used FEMA funds to build a new station replicating its pre-disaster design, function, and capacity within the existing footprint. The Town incorporated updates to meet current codes and standards and ADA compliance. Applicable FEMA SOPs:

- ▶ 50% Rule
- ▶ Public Assistance Alternative Procedures for Direct Administrative Costs
- ▶ Cost Estimating Format (CEF) for Large Projects



Town of Refugio Volunteer Fire Station



DR-4572 HURRICANE LAURA MARINE FEMA PUBLIC ASSISTANCE BULKHEAD REPAIRS
FLAMINGO ISLES MUNICIPAL UTILITY DISTRICT, HITCHCOCK, TEXAS

THE CHALLENGE

Following the landfall of Hurricane Laura during the COVID-19 pandemic, Flamingo Isles MUD was subject to tidal flows, which devastated waterways and marine bulkheads. Due to the COVID-19 epidemic, FEMA attempted to perform virtual site visits and project formulation, which produced mixed results, leaving the MUD with poorly developed projects.

THE SOLUTION

The MUD contracted with GrantWorks to assist with FEMA PA project formulation for reimbursement. Our scope included assisting the MUD with a review of project worksheets developed previously, reviewing any denied projects on the damage inventory, and then coordinating with TDEM and FEMA to establish scopes of work.

In particular, the project to dredge the waterways had been moved prematurely into the FEMA environmental review queue before the U.S. Army Corps of Engineers issued a permit, which resulted in FEMA denying the project. GrantWorks worked with the client to file an appeal, and FEMA reinstated the project. Then, GrantWorks moved the project back into the design and permitting phase to develop a dredging package.

THE RESULTS

GrantWorks has moved forward with processing the three marine bulkhead repair project worksheets, reviewing documentation for the reimbursement of repairs, and assisting in preparing the project packages with the design engineers and contractors.

CLIENT:

Flamingo Isles MUD, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$672,700

PROJECT DATES:

January 2023 – January 2025

SERVICES PROVIDED:

- Grant Administration
- Technical Assistance
- Project Management
- Project Scoping
- Project Closeout



DR-4332 HURRICANE HARVEY FEMA PUBLIC ASSISTANCE ROAD REPAIRS

CITY OF PATTON VILLAGE, TEXAS

THE CHALLENGE

Following Hurricane Harvey, GrantWorks provided comprehensive disaster recovery consulting services to the City of Patton Village, Texas.

THE SOLUTION

Our scope included coordinating with project engineers, TDEM, and FEMA to review project worksheets to repair roadways damaged by flooding, including scoping and providing project management guidance. This included site visits to help define the intention of the original draft of the project worksheets developed before GrantWorks' involvement. We worked within the parameters of FEMA's new PA Delivery Model and used the Grants Manager/Grants Portal for the first time during a major disaster. Despite some complications with the new system, GrantWorks coordinated the effort to bring together TDEM, FEMA, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant applications.

THE RESULTS

GrantWorks coordinated efforts to work with TDEM and FEMA to develop clear scopes for the road repairs in Patton Village. GrantWorks found that the original construction cost for the repairs had omissions in the scope. GrantWorks worked with the local engineers to develop a new design package that reflected a 34% increase in the project's value. We then submitted a scope change request to FEMA for review and a new obligation of funds.

CLIENT:

City of Patton Village, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$1.4 million

PROJECT DATES:

August 2020 – August 2023

SERVICES PROVIDED:

Grant Administration
Technical Assistance
Project Management
Project Scoping
Project Closeout



FEMA HMGP SINGLE-FAMILY HOME ELEVATIONS AND RECONSTRUCTIONS

BRAZORIA COUNTY, TEXAS

THE CHALLENGE

GrantWorks' administration of the FEMA HMGP grant program in Brazoria County, Texas, for single-family home elevations and reconstructions demonstrates the team's disaster recovery and hazard mitigation proficiency. The program focuses on raising flood-prone homes to help them withstand future storms and floods. This initiative is part of long-term resilience efforts following Hurricane Harvey.

THE SOLUTION

The County engaged GrantWorks to provide pre-award grant application assistance, post-award grant administration, and project management services to mitigate damage exposure during future disaster events.

THE RESULTS

GrantWorks worked closely with the County to identify and select eligible at-risk properties and to obtain all documentation and data required to apply for funding, which resulted in a \$60 million FEMA HMGP award to elevate and reconstruct 300 flood-prone homes.

Upon award, our experienced staff helped procure contractors, draft necessary contracts and agreements, and manage the grant scope, schedule, and budget. GrantWorks produces and manages project-related documentation and oversees the prompt and accurate report submission of required



SCAN ME

SCAN TO SEE THE IMPACT OF OUR WORK

CLIENT:

Brazoria County, Texas

GRANT PROGRAM:

FEMA HMGP

GRANT AMOUNT:

\$60 million

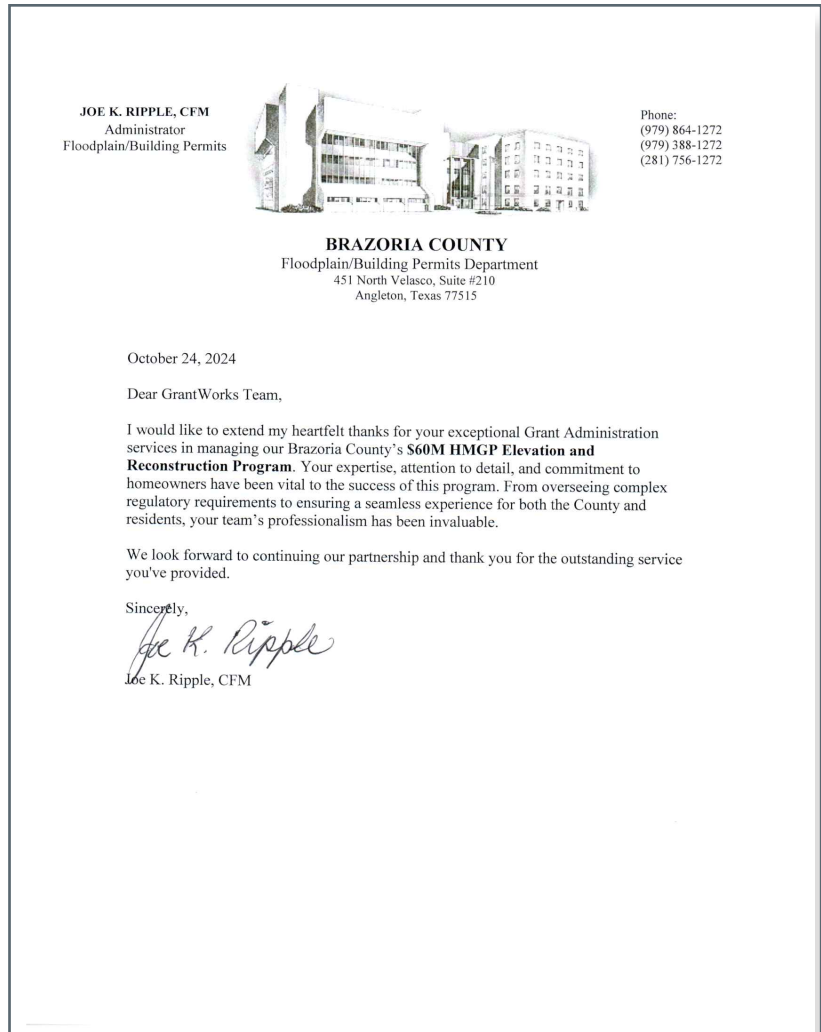
PROJECT DATES:

November 2018 – May 2026

SERVICES PROVIDED:

- Application Assistance
- Grant Administration
- Project Management
- Financial Management
- Eligibility Determination
- Case Management
- 2 CFR 200 Compliance
- Record Keeping
- Procurement
- Construction Management
- Labor Standards Monitoring
- Data Management & Reporting
- Closeout

reports. The project management team confirms that homes meet FEMA's pre-approved Benefit-Cost Effectiveness standard of \$175,000 and conducts Benefit-Cost Analysis for properties outside the FEMA parameter. We guide homeowners and contractors on eligibility considerations and proactively coordinate with local permitting and code enforcement entities. To date, we have elevated 72 homes and reconstructed 7. Another 136 are in various stages of the approval process.



Pre-Elevation

Post-Elevation



*"The whole process was amazing and I felt the entire time we were in good hands. From GrantWorks to Allied Foundation, the support we received has been overwhelming."
- Rita Romero, Homeowner*



COC_002_V2



TEXAS FEMA HMGP: WATER PLANT AND LIFT STATION GENERATORS

CITY OF SEALY, TEXAS

THE CHALLENGE

The City of Sealy sought to improve community resiliency by installing five (5) permanent generators at the water treatment plant and lift stations. Providing a back-up power source for these critical facilities would enable the city to continue to carry out essential functions during and following severe weather events, mitigate potential equipment damage caused by power outages, and prevent system failures that could result in harmful health impacts.

THE SOLUTION

The City of Sealy selected GrantWorks to assist with preparing applications and subsequent implementation of the awarded grant based on its experience with critical facility-related construction projects.

THE RESULTS

Extended turnaround times for agency reviews challenged this project. Recognizing that delays could result in increased costs due to supply chain issues and the uncertain procurement environment during the COVID-19 pandemic, GrantWorks worked diligently with the project engineers to expedite required modifications to the scope of work to deliver the project ahead of schedule and within budget. The city also benefited from a reimbursement structure that enabled the community to reallocate reimbursed funds to other project costs as needed. The successful implementation of this project stands as proof of the city's resilience and commitment to maintaining critical services throughout unprecedented events like Winter Storm Uri and the COVID-19 pandemic.

CLIENT:

Town of Sealy, Texas

GRANT PROGRAM:

FEMA HMGP

GRANT AMOUNT:

\$648,510

PROJECT DATES:

March 2024 to January 2026

DISASTERS:

Winter Storm Uri and Texas
COVID-19 Pandemic

SERVICES PROVIDED:

Application Preparation
Grant Administration
Project Management
Financial Management
2 CFR 200 Compliance
Procurement
Record Keeping
Data Management & Reporting
Construction Management
Closeout



FEMA HMGP REGIONAL EMERGENCY OPERATIONS CENTER, PHASE 1

VICTORIA COUNTY, TEXAS

THE CHALLENGE

A safe room is a storm shelter designed to meet FEMA Funding Criteria and provide near-absolute protection in extreme wind events, including tornadoes and hurricanes. Victoria County had previously secured funding to develop a FEMA safe room to function as a Regional Emergency Operations Center. The County sought technical support and assistance to manage the often complex FEMA funding process.

THE SOLUTION

The County selected GrantWorks to provide FEMA HMA consulting services, including grant administration and project management for designing and delivering the safe room project.

THE RESULTS

GrantWorks is coordinating with the County to revise and update program documentation to meet FEMA funding standards, including:

- ▶ Revise SOW with construction considerations for Phase II
- ▶ Revise Cost Estimate and BCA for consistency with design and engineering requirements
- ▶ Revised Work Schedule to update timeline for completing Phase II construction

GrantWorks will also perform Phase 1 responsibilities, including securing signed and sealed Construction Design Plans, completing the Peer Review Report, EHP clearance activities, and delivering a Technical Recommendation Report.

CLIENT:

Victoria County, Texas

GRANT PROGRAM:

FEMA HMGP

GRANT AMOUNT:

Phase 1 - \$295,789 + \$32,865 match

PROJECT DATES:

November – Present

SERVICES PROVIDED:

Grant Administration
Cost Estimates
Benefit-Cost Analysis
Project Management
Scope Development
Financial Management
Environmental and Historic Preservation (EHP)
Record Keeping
Data Management & Reporting



FEMA HMGP & HURRICANE HARVEY CDBG-DR DRAINAGE IMPROVEMENTS

CITY OF BAY CITY, TEXAS

THE CHALLENGE

The City of Bay City built the Cottonwood Creek Diversion Channel to prevent downtown flooding, but design deficiencies plagued the project. Applications for grant assistance to improve the channel had been unsuccessful. Hurricane Harvey tested the channel's vulnerability, and as predicted, debris quickly accumulated on the existing bar screens, inhibited the water flow into the channel, and resulted in extensive flooding in the central business district.

THE SOLUTION

GrantWorks helped develop the scope and prepared the FEMA HMGP application for this project. Phase I included engineering design of improvements for the diversion channel and outflow facilities, procurement of a hydraulic study, environmental consultation, and updating BCA. Phase II of the project included the construction of an automatic bar screen cleaner and flap gates to prevent future debris accumulation during severe weather events.

THE RESULTS

The project helps mitigate the risk of flooding the area's streets, businesses, residences, and critical facilities. The most significant challenge faced with this project stemmed from funding contingencies related to the completion of an upstream CDBG-DR project. Since GrantWorks also provided administration services for the CDBG-DR project, we overcame this obstacle by communicating the shared goals of the community, state, and federal stakeholders.

CLIENT:

City of Bay City, Texas

GRANT PROGRAM:

FEMA HMGP and Hurricane Harvey CDBG-DR

GRANT AMOUNT:

Phase 1: \$96,500

Phase 2 (pending): \$727,545

PROJECT DATES:

February 2020 – April 2023

SERVICES PROVIDED:

Application Assistance
Project Scoping
Grant Administration
Financial Management
Damage Assessments
Stakeholder Coordination
2 CFR 200 Compliance
Procurement
Record Keeping
Environmental Services
Labor Standards Monitoring
Data Management & Reporting
Closeout



FEMA BRIC RENEWABLE MICROGRIDS TO POWER CRITICAL INFRASTRUCTURE

CITY OF SANTA FE, NEW MEXICO

THE CHALLENGE

The City of Santa Fe is seeking to power essential facilities with renewable microgrids that will ensure water, wastewater, transportation, and emergency services during a disaster.

THE SOLUTION

GrantWorks provided project scoping, grant writing services, and technical assistance to develop an FY 2022 FEMA Building Resilient Infrastructure and Communities (BRIC) application to fund a stand-alone solar power generation systems capable of powering critical infrastructure facilities. Each facility will have a power generation system, including solar array panels, a power storage bank, and a distribution system. Specific infrastructure envisioned for this program includes water and wastewater facilities, emergency operations centers and shelters, Santa Fe Regional Airport, and fire stations.

With this project, the City of Santa Fe will not only build resiliency and reduce human suffering and property loss during disasters but also shift more of the City's daily operations to renewable power, reducing climate impacts.

THE RESULTS

GrantWorks assisted with two of the five successful FY 2022 BRIC sub-applications submitted by the State of New Mexico. The renewable microgrids project was "identified for further review" in the first round of project selection and is currently pending award.

CLIENT:

City of Santa Fe, New Mexico

GRANT PROGRAM:

FEMA BRIC

GRANT AMOUNT:

\$1.23 million

PROJECT DATES:

2021 – Present

SERVICES PROVIDED:

Project Scoping

Grant Writing

Technical Assistance

1.4 References

We take pride in our performance, helping implement projects on time, within budget, and compliant with state and federal requirements. The best way to evaluate our work performance is to speak to our clients. We have provided references for projects from past/present clients in Figure 5.

Figure 5: References



CITY OF SEADRIFT

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Former Mayor Pro Tem
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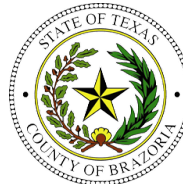
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CITY OF JOSEPHINE

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SECTION 2 -
WORK PERFORMANCE

SECTION 2 – WORK PERFORMANCE

We provide a broad base of resources to empower local governments as they navigate complex federal and state grant processes to prepare for, respond to, and mitigate against the impact of disaster events. Our project managers use powerful strategies such as those listed in **Figure 6**, to deliver fully compliant projects on time and within budget.



GW_123_V5

Figure 6: Project Management Strategies

2.1 Communication

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

Grant managers are empowered with sophisticated tools such as tracking systems, checklists, and email management protocols to keep the project team connected and on track. They maintain detailed project calendars with key dates for submittals of project documentation, reporting, and milestone targets. These measures facilitate timely response to client and TDEM/FEMA requests and ensure that we do not overlook tasks and that no request goes unanswered.

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

Grant managers also participate in one-on-one portfolio management reviews with GrantWorks leadership. These meetings cover all aspects of project performance. They discuss upcoming tasks and deliverables, review key performance indicators, and assess each manager's portfolio to balance workloads with the capacity to provide efficient and responsive client support.

2.2 Responsiveness

Our responsiveness is fortified by the extensive experience of our project teams. Our specialized PA and HMA grant specialists and project managers have an expert-level understanding of FEMA practices and procedures and PA, HMGP, FMA, and BRIC program requirements. This broad knowledge base enables GrantWorks to address client and agency issues and requests for information quickly and accurately.

2.3 Timeliness

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

- ▶ Each project is launched with a discussion among the project team to delineate client goals and objectives, identify potential risks and issues, and consider alternative project activities.
- ▶ We identify and obtain necessary permits, easements, and rights-of-way early in the project timeline to minimize the impact of unforeseen delays due to scope/design changes, acquisition complications, procurement challenges, environmental/historical review considerations, or any outside factors that could hinder project progress.
- ▶ We carefully track milestones, key metrics, and critical path tasks to conform with expected performance conventions and to adhere to the project schedule.
- ▶ When changes in project scope, design, or schedule are needed, we work closely with the project engineers, clients, and agency staff to evaluate options and quickly mobilize to prepare and submit proposed contract amendments and implement the changes within the terms of the grant agreement.

- ▶ GrantWorks has an in-house team of project delivery specialists that it can tap to provide expedited support with mapping/GIS production, environmental and historic preservation consultation, procurement assistance, and cost estimating and construction management.

2.4 Quality Management

From best practices from hundreds of successful grant applications, to our organizational goal of maintaining fully supported, audit-ready project files throughout each grant contract, we reflect our pursuit of quality and continuous improvement in everything we do. GrantWorks’ systematic approach to quality management is grounded in our commitment to client satisfaction and deeply embedded in our operating conventions. **Figure 7** outlines how we implement quality management measures in the project management process.

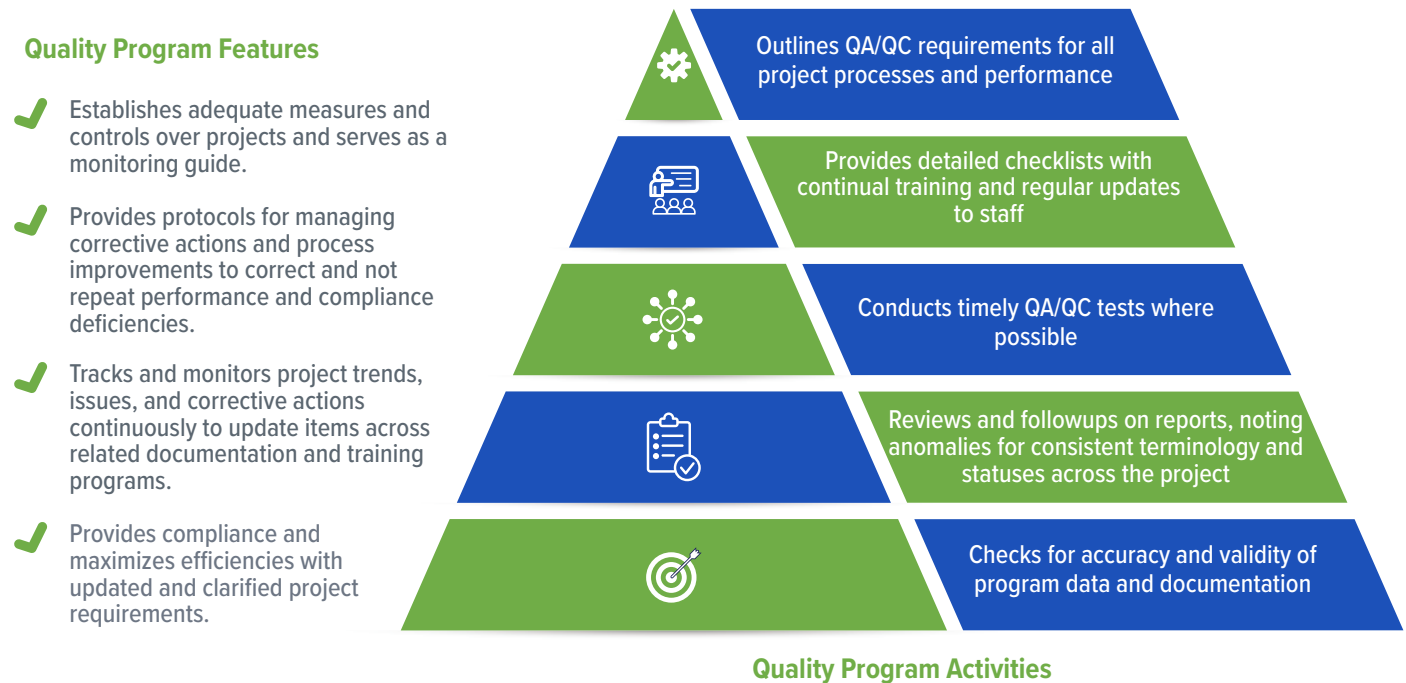


Figure 7. GrantWorks’ Approach to Quality Management

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

2.5 Technical Competence

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

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

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

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

2.6 Managing Budgetary Constraints

As shown in **Figure 8**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

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

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

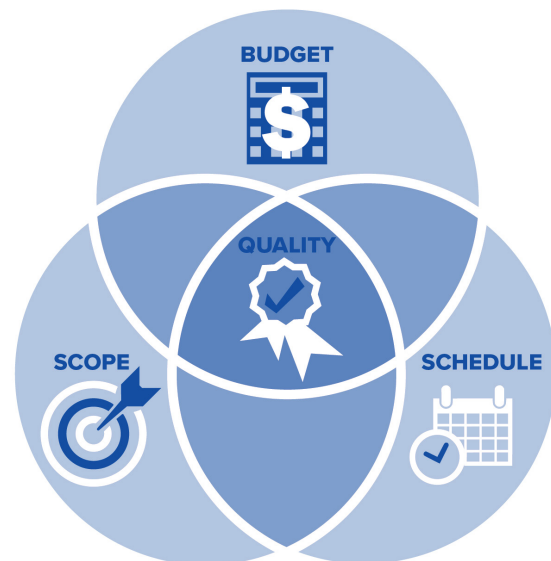


Figure 8: *Project Management Constraints.* When faced with budget constraints, our Project Managers know how to adjust schedules and scopes to keep quality high.

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

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

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

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

2.7 Capacity to Facilitate Public Meetings, Hearings, and Workshops

A critical aspect of many projects is public input about and, more importantly, public acceptance of project goals and approaches. GrantWorks will coordinate and host at least one workshop 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, with a final public hearing when the work is substantially complete. We focus our public meeting support on facilitating successful outcomes for all.

Our meeting support services include:

- ▶ Planning/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, such as room selection, set up, sign-in/greeting, and preparation of minutes or record transcripts
- ▶ Providing follow-up, such as responsiveness summaries or responses to information requests

GrantWorks has the resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program to optimize your project's success.



SECTION 3 -
CAPACITY TO PERFORM

SECTION 3 – CAPACITY TO PERFORM

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 9**).

Figure 9: Why the City of McLendon-Chisholm Should Select GrantWorks

| KEY STRENGTHS AND BENEFITS: Why Should the City of McLendon-Chisholm Select GrantWorks? | |
|---|---|
| Dedicated FEMA Services team with specialized Public Assistance and Hazard Mitigation Grant Managers skilled in project worksheet development, project formulation, qualification, and grant application development for FEMA HMGP, BRIC, FMA, and other mitigation grant programs. | ✓ |
| Highly experienced Hazard Mitigation Planners with diverse application, planning, and management experience that enables to approach each community’s issues and solutions from various perspectives. | ✓ |
| In-house project support professionals specializing in GIS/Mapping, Environmental Services, Procurement, Labor Standards, URA/Acquisition, Construction Management, and Business Technology. | ✓ |
| Knowledge of FEMA PA and HMA programs and extensive experience working with state agencies, including TDEM, TWDB, and GLO, to facilitate funding, manage necessary changes to scope and schedule, and deliver fully compliant administration and documentation support. | ✓ |
| Extensive disaster recovery and mitigation experience that spans infrastructure, housing, and planning projects. | ✓ |
| Skilled at incorporating local codes and ordinances (zoning, floodplain, permitting, building codes) into project plans, schedules, and processes. | ✓ |
| A Texas-based team that understands federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, local government codes). | ✓ |

3.1 Qualifications and Experience of Staff

GrantWorks has an experienced staff of 250+ full-time employees skilled in administering state and federal grant programs. Over 30% of our team hold advanced degrees in grant-relevant disciplines such as public administration, city planning, engineering, business administration, environmental science, and construction management. Over two dozen team members have joined the company after successful careers with federal agencies, local and state government, and grant-related consultancy (including FEMA and TDEM). As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunities for professional development and growth. Nearly half hold professional accreditations and certifications, including those illustrated in **Figure 10**.



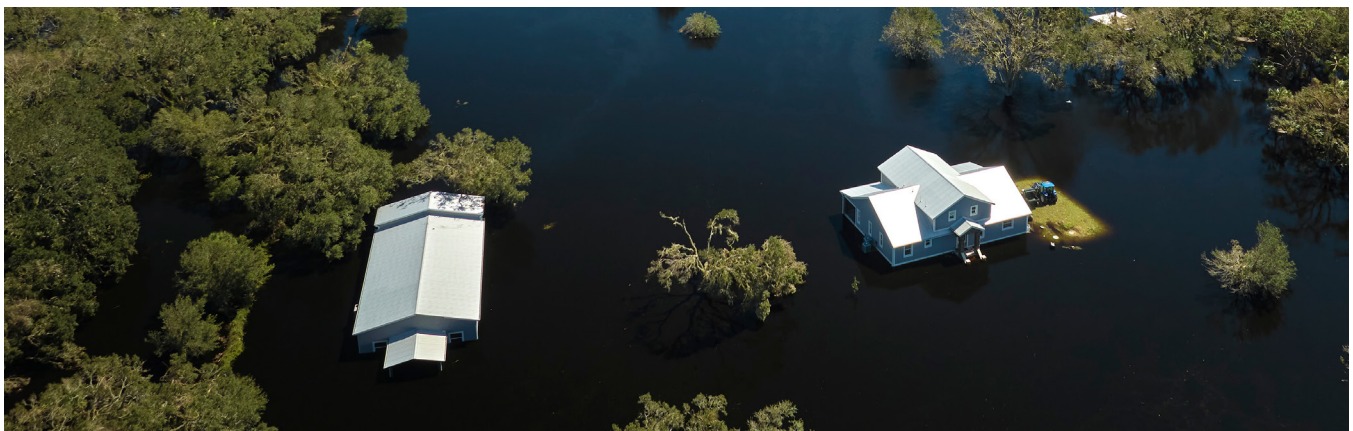
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Figure 10: GrantWorks Staff Certifications

Our Texas roots enable us to support local governments and relevant state agencies in implementing programs within federal and State of Texas statutory frameworks. GrantWorks’ local presence also means that we can act quickly and complete all activities promptly and efficiently. Our knowledgeable staff work closely with all stakeholders to satisfactorily complete each project as required. Our highly skilled staff can quickly and effectively implement the services described in this RFP. We are confident that we can add the capacity needed to execute these services quickly and efficiently.

Dedicated FEMA Services Team

As an organization, GrantWorks has administered FEMA and other disaster recovery and hazard mitigation programs for over 20 years. Our dedicated FEMA Services team has secured grants under HMGP, BRIC, FMA grant programs, and other mitigation funding sources. They have managed broad-scale PA and recovery programs, have extensive experience working for and with both FEMA and TDEM, and possess an advanced understanding of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills. GrantWorks FEMA Services also includes an accomplished planning team focused on building community resiliency. We have provided an organization chart for the GrantWorks’ FEMA Services ProjectManagement Team in Figure 11.



3.1.1 FEMA Services Organization Chart

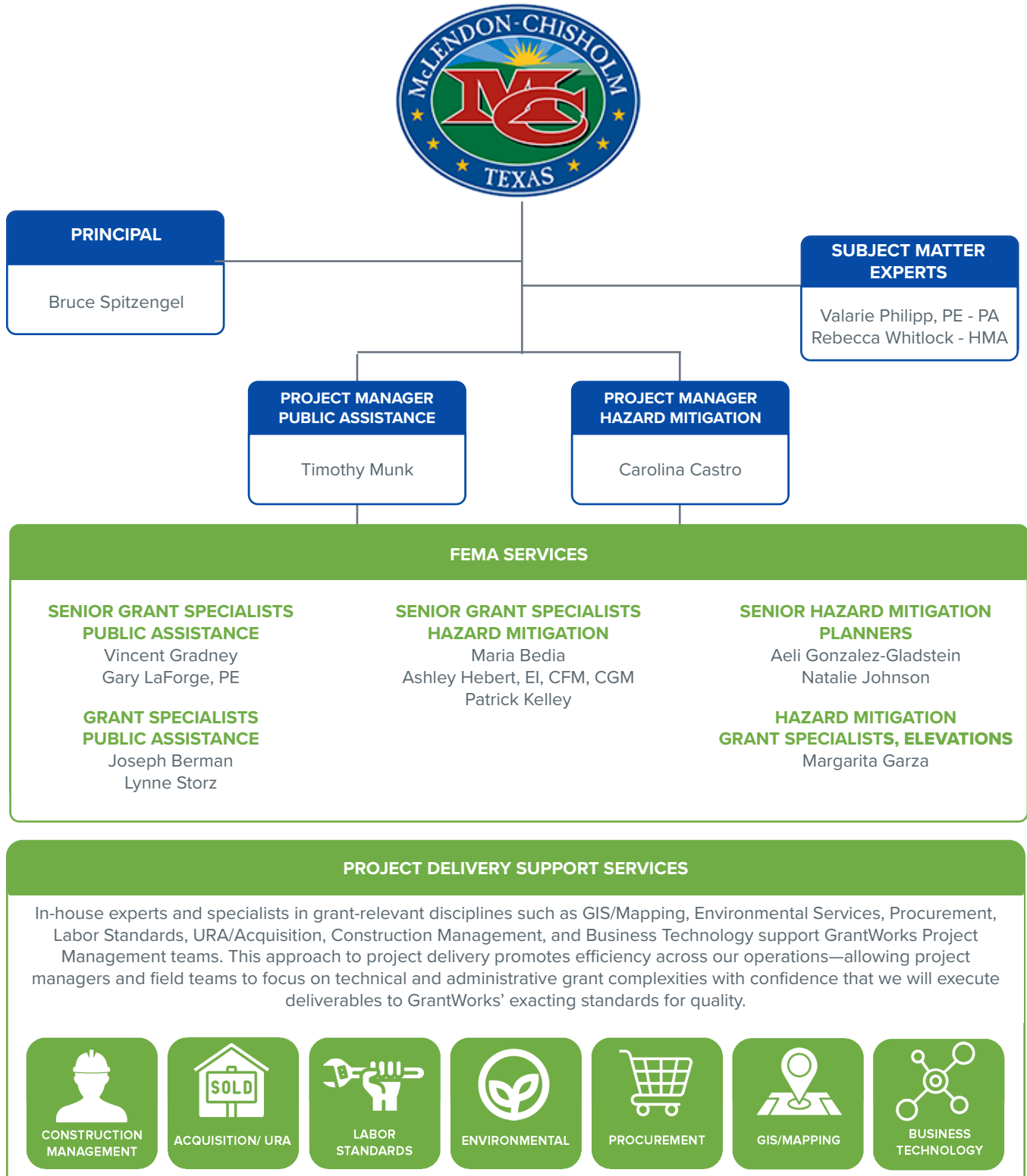


Figure 11: The GrantWorks’ FEMA Services Team Organization Chart.

3.1.2 Program Management and Leadership



Bruce Spitzengel - Principal in Charge

*MA, Geography, Kansas State University, Manhattan, KS
BA, Liberal Arts, Kansas State College, Manhattan, KS*

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City then as CDBG Manager for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. In the last 46 years, Bruce has cultivated a winning combination of people, processes and tools to become one of the nation's leading providers of grant services. Under Bruce's leadership, GrantWorks has become a full-service project management firm specializing in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance.



Valarie Philipp, PE - Subject Matter Expert, Public Assistance

*ME, Structural Engineering, University of Florida, Gainesville, FL
BS, Civil Engineering, University of Florida, Gainesville, FL*

Valarie Philipp's mission is to lead, consult, and provide expertise to governmental entities through the cycle of emergency preparedness, response, recovery, and mitigation to secure successful recovery from disaster events and ensure resilience in the future. She has more than 20 years of experience supporting clients through the FEMA disaster recovery process and has managed over \$1 billion in FEMA Public Assistance grant funding from over 25 declared disasters. Valarie is a licensed engineer registered in Florida and Georgia.



Rebecca Whitlock - Subject Matter Expert, Hazard Mitigation

BA, General Studies, Austin Community College, Austin, TX

Rebecca Whitlock is a talented and creative program manager with a can-do attitude and a passion for problem-solving and process improvement. Rebecca appreciates the opportunity to apply her 23 years of management experience to help fellow Texans. "This work can be heartbreaking and inspiring at the same time," she said. "These homeowners demonstrate incredible resilience in the face of hardship. It is my privilege to help them complete this leg of their disaster recovery journey."



Timothy Munk - Project Manager, Public Assistance

BS, Mechanical Engineering, Lamar University, Beaumont, TX

Tim Munk has over 20 years of experience in engineering, construction, and disaster recovery. He has prepared and overseen the preparation of Project Worksheets for all categories of work. Tim has worked with local, county, and state governments, including road departments, utilities, school boards, emergency responders, and private nonprofit entities. Tim has written plans, evaluated risks, and conducted exercises for counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, and California. He excels in providing comprehensive all-hazard planning services in all FEMA PA disaster recovery phases. He has vast knowledge of federal regulations, policies, and laws applicable to the PA program. Tim has also been involved in several hazard mitigation planning projects.



Carolina Castro - Project Manager, Hazard Mitigation

BS, Bioenvironmental Science, Texas A&M University, College Station, TX

Carolina “Carly” Castro is the Director of the GrantWorks Hazard Mitigation team. Carly has extensive experience working with communities to manage their approved mitigation projects. She joined GrantWorks as a Hazard Mitigation Project Manager in 2019, was promoted to Senior Hazard Mitigation Project Manager in May 2022, and was named Director of Hazard Mitigation in April 2023. As a Project Manager, she facilitates conversations between stakeholders, technical professionals, and state and federal agents. She works with community representatives to identify their needs and suitable paths through available hazard mitigation assistance programs.



Vincent Gradney - Senior Grant Specialist, Public Assistance

BBA, Texas Southern University, Houston, TX

Vincent Gradney has six years of experience as a Senior Grant Specialist for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, and recovery program delivery and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.



Gary LaForge, PE - Senior Grant Specialist, Public Assistance

BA, Agricultural Science, University of Illinois, Champaign-Urbna, IL

Gary LaForge has 19 years of experience providing grant-related technical support and subject matter expertise. He has served as a FEMA Public Assistance Consultant for the City of Troy, Alabama, and has supported FEMA response to a wide variety of disasters including Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria. Gary is a licensed Professional Engineer.



Joseph Berman - Grant Specialist, Public Assistance

BS, Risk Management, University of Florida, Gainesville, FL

Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph has written FEMA Project Worksheets for over \$100 million in FEMA Public Assistance grant funding from disasters declared since 2005. He has provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years and has assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina.



Lynne Storz - Grant Specialist, Public Assistance

*MS, Urban & Regional Planning, Portland State University, Portland, OR
BS, Sociology, Portland State University, Portland, OR*

Lynne Storz has been in emergency and disaster preparedness, response, and recovery for over 19 years. During this time, she has provided technical assistance in support of the FEMA Public Assistance Program to numerous state, county, and municipal governments. Lynne is a subject matter expert in grants management, cost recovery, FEMA disaster closeouts, and procurement compliance. Lynne also has experience in project management for debris monitoring operations and disaster debris management planning and training. She has worked on FEMA projects in Florida, California, Georgia, Louisiana, New Jersey, North Carolina, and Pennsylvania.



Maria Bedia - Senior Grant Specialist, Hazard Mitigation

*MBA, University of the Incarnate Word, San Antonio, TX
BBA, University of the Incarnate Word, San Antonio, TX*

Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations where she witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria has experience with and knowledge of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs and is skilled working in FEMA GO and TDEM's Grants Management System portals. Maria has supported projects throughout the entire grant life cycle, from application and/or project worksheet development, through grant administration, project management, reporting, and closeout.



Ashley Hebert, EI, CFM, CGM - Senior Grant Specialist, Hazard Mitigation

BS, Mechanical Engineering, University of Louisiana, Lafayette, LA

Ashley Hebert has extensive FEMA PA and HMA training and experience. He worked as a FEMA Cadre of On-Call Response/Recovery (CORE) employee for 16 years in positions ranging from Project Officer to Lead Hazard Mitigation Grant Program Specialist. During his tenure with FEMA, Ashley served the State of Louisiana as a point of contact for project technical assistance. In 2013, he transferred into a contractor position and served the State of New York as a Lead in preparing BCAs for projects. Ashley has worked on five major disasters, including hurricanes Katrina, Rita, and Sandy. Ashley has worked on five major disasters, including hurricanes Katrina, Rita, and Sandy.



Patrick Kelley - Senior Grant Specialist, Hazard Mitigation

NCO Leadership School, Elmendorf AFB, AL

Patrick Kelley has 40+ years of experience and a demonstrated emergency management and public safety history. He is skilled in emergency operations, crisis management, disaster planning and management, public safety standards development (emergency preparedness and emergency services), and budgeting and financial accounting. Patrick has overseen large projects and managed regional emergency management for a major non-profit. At the state level, he was responsible for hazard mitigation activities for three regions in Texas, including 174 counties, and covered 1,000,000 residents. He established over 5,000 individual safe rooms within the Texas Tornado Belt. Patrick is a proven leader who has directed numerous military and domestic teams.



Aeli Gonzalez Gladstein - Senior Hazard Mitigation Planner

*MS, City and Regional Planning, Pratt Institute, New York, NY
MS, Sustainable Environmental Systems, Pratt Institute, New York, NY
BA, Arts and Humanities, University of Maryland, College Park, MD*

Aeli Gonzalez Gladstein is a Hazard Mitigation Planner with expertise in resiliency planning. He has managed projects totaling over \$55 million, funded through various agencies. Aeli focuses on building relationships with his clients and works to ensure their total satisfaction. He uses his experience to manage the technical and financial aspects of projects, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting efficiently and effectively in developing bid packages, and ensuring overall grant compliance with state and federal regulations.



Natalie Johnson - Senior Hazard Mitigation Planner

*MA, Geological Resource and Environmental Studies, Texas State University, San Marcos, TX
BS, Resource and Environmental Studies, Texas State University, San Marcos, TX*

Natalie Johnson is a Hazard Mitigation Planner with With seven years of planning experience. Before joining GrantWorks, she spent five years with the Texas Division of Emergency Management (TDEM) as a Hazard Mitigation Planner. In this position, her primary responsibility was to serve as a liaison between local jurisdictions and FEMA, provide expertise in hazard mitigation planning and ensure Local Hazard Mitigation Plans received FEMA approval. Natalie has completed HMPs for the City of Carl's Corner, Lamar County, Shelby County, and Willacy County.



Margarita Garza - Hazard Mitigation Grant Specialist, Elevations

AAS, Brazosport College, Lake Jackson, TX

Margarita Garza is responsible for application administration and homeowner case management. She provides customer support to homeowners, explains program policies and protocols, and keeps them abreast of project progress and developments. She coordinates contract signings, records program data, performs Duplication of Benefits reviews, and provides Deed Restriction assistance. Margarita is a Registered Notary and she is fluent in Spanish.

3.1.3 Project Delivery Support Services

In-house experts and specialists support GrantWorks Project Management teams in grant-relevant disciplines such as GIS/mapping, environmental services, procurement, labor standards, URA/acquisition, construction management, and business technology. This approach to project delivery promotes efficiency across our operations—allowing project managers and field teams to focus on technical and administrative grant complexities with confidence that they will execute deliverables to GrantWorks' exacting standards for quality.

Geographic Information Systems/Mapping



GrantWorks has an in-house team of GIS and Mapping analysts who support a range of grant administration practices, including planning, application development, needs assessment, eligibility determination, impact analysis, LMI demography, and more. We have the internal capacity to produce sophisticated and meaningful maps, graphics, and analyses that interpret data in a spatial context in support of client and project goals.

This team also produces city limits, land uses, zoning, and infrastructure maps. They conduct on-site fieldwork in communities, digitize and update existing paper maps, and create databases to consolidate client spatial information into a single system. GrantWorks will work with the City to determine the number and quality of maps needed.

Procurement



GrantWorks has a wealth of institutional knowledge on 2 CFR 200 compliant procurement. Our project team will review existing procurement policies and provide guidance on grant-compliant procurement practices. Our in-house team of procurement specialists can guide the development of detailed bid packages that not only meet program specifications and comply with local, state, and federal requirements but also facilitate proposals from qualified contractors that are well-suited for the project type. GrantWorks has drawn from 46 years of successful procurement experience to assemble a library of bid documentation to secure a variety of grant-relevant professional services, including construction, architecture, engineering, environmental science, historic preservationists, specialized environmental, IT specialists, and other disciplines.

GrantWorks' standardized approach for vetting contractors is documented in our Standard Operating Procedures (SOP) to ensure transparency throughout the project. We work backward from the construction Notice to Proceed (NTP) dates and coordinate with all parties to set milestones for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of advance bid notices. Our procurement team collects and reviews contractor qualifications to verify compliance and eligibility under the grant guidelines and conducts debarment and SAM registry checks before contract execution.

Environmental Services



The GrantWorks Environmental Services team has performed thousands of environmental and historic preservation reviews for federally funded construction projects. Our capabilities include conducting environmental reviews (including determination of review level necessary), consultation with regulatory agencies, site visit(s), preparation and publication of public notices Finding of No Significant Impact (FONSI)/Request for Release of Funds (RROF) completion of FEMA and TDEM required EHP forms and supporting documentation, drafting responses to public comments, and coordination of advanced environmental services when needed.

During the pre-award phase, GrantWorks will complete Preliminary Environmental and Historic Preservation reviews necessary to qualify projects under National Environmental Policy Act (NEPA) requirements. Post-award, our environmental team will monitor EHP compliance and provide ongoing support for any environmental/historic requirements not satisfied during the application process.

Real Property Acquisition



Property acquisition as hazard mitigation is increasingly popular as it provides a permanent solution to the cycle of repetitive loss associated with flood-prone properties. When weighing the benefits of an acquisition program, it is critical to account for potential responsibilities under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). GrantWorks has an in-house team of URA specialists who will work alongside application specialists and grant managers to assist with eligibility, feasibility, cost-effectiveness, BCA, and other considerations. This team can also help design and implement a URA-compliant program that follows all federal and state real property acquisition requirements for any properties acquired.

Construction Oversight



GrantWorks has curated a bench of subject matter experts to support project management teams with compliance assurance, contractor performance monitoring, problem-solving, and scope/budget modification when necessary. While grant managers will perform most construction management activities, this resource provides an additional layer of expertise to ensure the smooth delivery of client projects.

Business Technology



GrantWorks' proprietary grant management operating platform—GW 20/20—ensures the City will enjoy sound data management and programmatic transparency. Our GW 20/20 Business Technology team can customize a secure, credential-based online dashboard that provides comprehensive project and performance data insight. Grant requirements, project types, and award financials trigger powerful tools such as reporting schedules, compliance guidelines, eligibility criteria, economic impact intelligence, and potential risks and hazards.

Labor Standards



FEMA Hazard Mitigation funding recipients sometimes braid funding streams to broaden the impact assistance. While FEMA Hazard Mitigation grants are not subject to labor standards monitoring as defined by Davis-Bacon and Related Acts (DBRA), the use of CDBG-DR, CDBG-MIT, or other grant types to fund local match requirements or expand the project scope can trigger wage compliance monitoring and reporting requirements.

GrantWorks has the in-house resources to support labor standards compliance, with a dedicated team of experienced specialists who monitor employee payrolls, coordinate and analyze on-site employee interviews, and complete all state and federal labor documentation and reporting requirements.

Stakeholder Engagement



GrantWorks can coordinate and host workshops to discuss community needs and determine goals and objectives during the planning process, and make presentations to the local public official body, and hold a final public hearing when the work is substantially complete. We focus our public meeting support services on facilitating successful outcomes for all.

Our meeting support services include:

- ▶ Planning/facilitating public meetings, hearings, and workshops.
- ▶ Developing presentations and handouts.
- ▶ Preparing talking points.
- ▶ Presenting risk communication information.
- ▶ Preparing meeting announcements and notices of public comment periods.
- ▶ Providing meeting planning and support.
- ▶ Providing follow-up surveys, responses, and summaries.

GrantWorks has the resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program to optimize your project's success.

3.2 Resumes

GrantWorks has provided resumes for its program and project management staff who may be 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.

3.3 Present and Projected Workloads

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping local government entities like the City of McLendon-Chisholm apply for and manage grants. Over the years, we have built a reputation as a trusted partner with a long history of working with 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.

Through ongoing management and team support, we help our project managers provide the highest service quality by balancing their workloads (**Figure 12**). We also consider each project manager's tenure and capacity.

Our leadership team is actively engaged in every project GrantWorks undertakes. They meet with project managers for biweekly portfolio reviews to evaluate project progress and assess potential project risks. They make staffing adjustments, as needed, to address any challenges and maintain sufficient and appropriate resources available across the project manager's portfolio.

The project management team also holds weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. These team meetings also provide a forum for discussing and evaluating project management-related challenges and solutions.

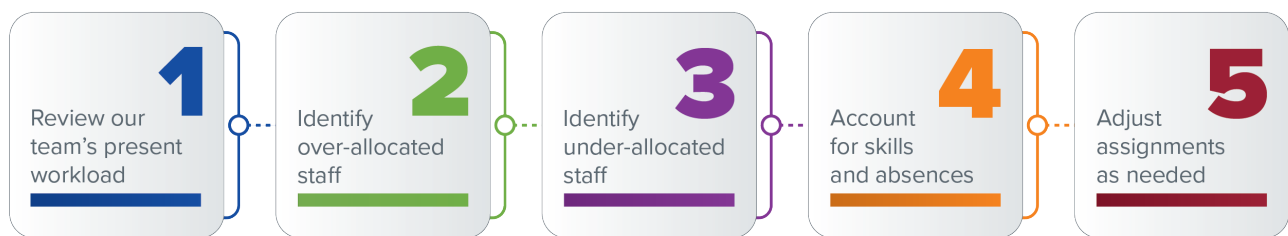


Figure 12: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects progress.

3.4 Approach to FEMA Public Assistance and Hazard Mitigation Assistance

As the City's FEMA PA and HMA provider of choice, our first task will be to determine the status of the City's projects and obtain information on the steps the City has taken for any pre-existing disasters or discuss planning and preparedness for future disasters and non-disaster mitigation priorities. We strive to remain a cooperative, informed, and active member of your project implementation team and are always ready to support the City.

Proposed Methodology for Knowledgeable and Efficient Program Delivery

Our team members have hands-on experience performing the day-to-day tasks required to successfully implement FEMA PA, HMA, and other disaster programs. We propose to use our local/regional staff as the primary day-to-day points of contact and to provide continuous, reliable logistical and technical assistance from our capable project support teams. By allocating Texas-based resources to the project, the City will have access to team members familiar with the unique pressures it faces in its recovery efforts and subject matter experts for the various programs available to the City. Our core tasks include:

- ▶ Maintain regular contact with TDEM and FEMA, as well as City stakeholders.
- ▶ Assist in processing all costs, including labor, equipment, materials, and contract documents from the City and any external contractor partners.
- ▶ Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- ▶ Assist you in working with the state and federal agencies to resolve any problems with your grant application or funded project.

When work ends, GrantWorks will advise the City on when and how to request grant closeout from state and federal agencies. We will assist in reconciling financial data in all applicable systems, prepare the City for state and federal audits, and be available to participate in future audits as necessary.

The GrantWorks Team will work with the City of McLendon-Chisholm through every step of the disaster recovery grant process. Our cost-effective strategy is comprised of pre-award and post-award workflows to ensure efficient management and regulatory compliance. We keep updated on all available FEMA PA and HMA guidance and requirements. Years of disaster recovery and hazard mitigation program experience and an organized project approach allow us to produce cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Coordinating and Managing Work Activities

With any new task assignment, our team will work with the City to define the scope of work and execute the management plan to meet task requirements quickly and efficiently. Coordination and communication are critical, and we intend to develop a strong bond with City staff that will allow us to work in an integrated fashion and anticipate your needs. Key project personnel will be committed to being readily accessible and available on short notice to respond to the needs of the City. We successfully coordinate and manage work activities by following these key steps:

STEP 1: CONDUCTING TASK SCOPING MEETINGS

Before developing a task order, our Project Manager and/or Grant Administrator will meet with the City and designated staff to review the proposed scope, develop a complete understanding of the project dynamics, including the known and unknown factors that may influence the project's success, and identify the technical specialties required to complete the project. We will also thoroughly discuss and clearly define schedule and budget constraints. Armed with this information, we will quickly develop a comprehensive task order scope and fee schedule to meet the needs and satisfaction of the City so that notices to proceed can be quickly issued.

STEP 2: HOLDING TASK KICKOFF MEETINGS

Project task meetings will allow the City and GrantWorks Grant Administrators to define the project and set clear expectations for all project team members. The project kickoff is an opportunity to share information and initiate the team's integrated approach to the project within parameters defined by the scope, schedule, and budget. We will identify areas of study that need coordination and develop a coordination plan. Appropriate City representatives should be present at this meeting so all issues are adequately vetted before commencing the project. Meeting minutes documenting decisions and pending action items will be given to attendees and circulated before meetings. At subsequent team meetings, team members with assigned action items will be held accountable for reporting on their progress.

STEP 3: EFFECTIVE MANAGEMENT OF THE WORK ACTIVITIES

We will work with the City to manage tasks and meet all deadlines. Individual management plans for each task will include scope, budget, schedule, communication protocol, and technical assignments. Ensuring expertise within the team is accurately matched and delivered to the project is paramount. Our Grant Administrator will perform this critical function to match the right resources for each task. The Project Manager and/or Grant Administrator assign work and develop performance measures to adhere to scope, budget, and schedule. They are responsible for producing project deliverables following the City's requirements and following quality control procedures.

3.4.1 FEMA Public Assistance Work Plan

The GrantWorks Team will ensure that the full depth and breadth of GrantWorks’ resources are available to support each disaster, and the projects implemented through FEMA Public Assistance for the City of McLendon-Chisholm. GrantWorks’ FEMA PA Work Plan details how we will perform project work for the City. Our Work Plan lists categorical tasks, proposed personnel assignments, a description of major deliverables, and a timeline from pre-disaster through closeout and audit. A detailed outline of the GrantWorks approach to FEMA Public Assistance is included on the following pages.

Public Assistance Delivery Model

FEMA introduced an updated PA Program Delivery Model (PAPDM) starting with the 2017 disasters, including Hurricane Harvey in Texas (DR-4332), which is still being used today with various modifications. The PAPDM requires careful tracking of each step of the project process, including requests for Essential Elements of Information (EEI), site inspections, and process approvals online in the FEMA Grants Portal in the standard application process. During COVID, FEMA also implemented the Streamlined Project Application process and project self-certification options in the FEMA Grants Portal, which are also available for all disasters. Upon the occurrence of a disaster during our tenure, our priority will be to review the identified damages in coordination with property schedules and all cost-tracking mechanisms to ensure that we do not overlook any damaged elements that are required to be input into the FEMA Grants Portal for processing and safekeeping.

Task Order Management

Project Manager Tim Munk will serve as the point of contact for the City’s PA services and coordinate with GrantWorks staff and subconsultant firms to provide appropriate resources and the most highly qualified personnel to meet individual project needs. Our team is well-versed in responding to on-call assignments to allow for timely project kickoff and effective project delivery. **Figure 13** shows the GrantWorks Team’s task order management process.

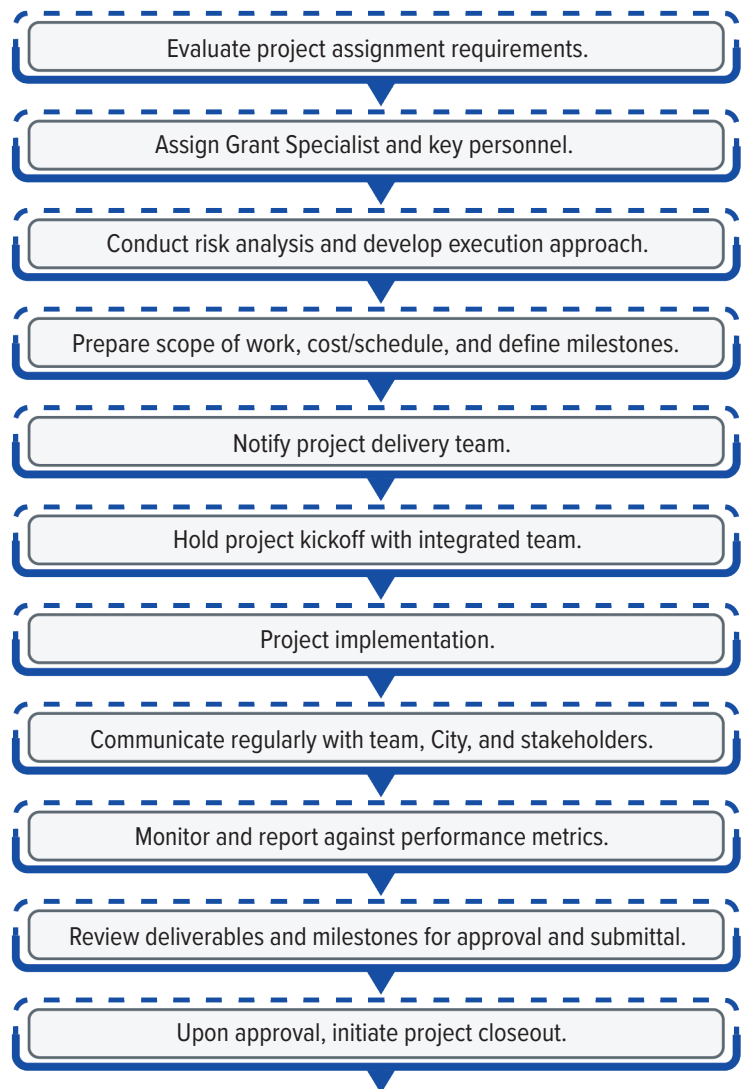


Figure 13: GrantWorks’ Task Order Management Process

Meeting Goals and Objectives

We base our ability to perform the services defined in the RFP and deliver a high-quality project on four foundational principles:

- ▶ Communicating clearly with the City contract administrative staff to thoroughly understand all task order objectives.
- ▶ Identifying and assigning the right people with the appropriate qualifications to each task.
- ▶ Requiring effective and responsive communication among the team.
- ▶ Implementing strict project controls that keep projects on schedule and within budget.



| PRE-DISASTER PHASE SCHEDULE: CONTRACT AWARD TO DAY 1 POST-DISASTER |
|---|
| OVERVIEW: |
| During the Pre-Disaster Phase, the GrantWorks Team assists the City in being prepared to respond to a disaster. |
| TASKS: |
| ▶ Develop a photographic/video database of existing conditions (including public outreach). |
| ▶ Identify areas of emphasis (e.g., low water crossings, docks, ramps, etc.) |
| ▶ Conduct research and brief directors and executive-level personnel on the extent and limitations of state and federal disaster recovery/relief programs. |
| ▶ Meet with principal parties to introduce Public Assistance, provide pre-event training, and orient staff to actions required to maximize state and federal program reimbursements. |
| ▶ Develop a baseline inventory of assets from historical records and insurance Statement of Values data. In the event of a declaration, having this baseline will facilitate disaster recovery by starting with a full list of assets and saving time gathering the critical data required for the FEMA Damage Inventory documentation. |
| ▶ Ensure the City complies with all federal and state regulations, rules, and policies related to disaster response, recovery, and program administration applicable to the Code of Federal Regulations (i.e., 2 CFR § 200, 44 CFR § 200, and any other relevant regulations). |
| ▶ Train on the procurement process and review the City's procurement policies. |
| ▶ Review existing or develop Interlocal, Memorandum of Understanding, and Memorandum of Agreements. |
| ▶ Review of maintenance programs and historical records. |
| ▶ Data management and development of file reporting. |
| DELIVERABLES: |
| ▶ Documentation of existing conditions. |
| ▶ Train City department staff on what constitutes Category B projects and the proper documentation needed to ensure FEMA reimbursement. |
| BENEFITS TO THE CITY OF MCLENDON-CHISHOLM: |
| The City is prepared to implement a disaster response and corresponding cost recovery that aligns with FEMA and the State requirements. Training ensures the timely submission of FEMA Essential Elements of Information (EEI) and Disaster Information (DI) formulation. |

**PHASE 1: MOBILIZATION AND POST-DISASTER DAMAGE ASSESSMENT
SCHEDULE: 1 – 30 DAYS**

OVERVIEW:

During this phase, the GrantWorks Team focuses on understanding the needs of the City for the event, the extent of disaster damages, and disaster-wide or “global” issues that affect most or all City project worksheets at that time. We heavily emphasize minimizing the effects on day-to-day staff operations and the economic impacts of disaster recovery efforts while maintaining visibility on the status of FEMA, TDEM, and City recovery efforts.

TASKS:

- ▶ Provide personnel within an agreed-upon time frame post-event and assist in submitting a Request for Public Assistance through FEMA.
- ▶ Schedule and hold a project assessment kickoff meeting to plan the development of the Damage Inventory.
- ▶ Work with the City, TDEM, and FEMA to identify disaster impacts and recovery priorities, focusing on-site inspections and damage by each location.
- ▶ Attend briefings and meetings with FEMA, TDEM, and other agencies in conjunction with and on behalf of the City, including the Exploratory Call, Recovery Scoping Meeting, and subsequent status meetings to update progress.
- ▶ Register to access the online grants management systems (new applicant registration or new disaster addition) with FEMA (Grants Portal) and TDEM (FloridaPA.org) to document all necessary information for the development of the grants.
- ▶ Report all disaster-related impacts and complete the development of the Damage Inventory submitted to FEMA within 60 days of the Recovery Scoping Meeting.
- ▶ Collect, evaluate, and archive program policies and procedures as needed or develop program guidelines, policies and procedures, implementation plans, and other pertinent documents.
- ▶ Develop database/electronic system for tracking and managing project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant and funding programs, and information sharing.
- ▶ Research, monitor, report, document, manage, analyze, assess, design, and perform other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

DELIVERABLES:

- ▶ Project Kickoff Meeting and Agenda
- ▶ Project Management/Implementation Plan, including Communication Plan and Document Management Plan, within 14 days from the initial date of the disaster declaration.
- ▶ Project Policies and Procedures.
- ▶ Database/Electronic Grant Management System.

BENEFITS TO THE CITY OF MCLENDON-CHISHOLM:

GrantWorks’ experience in the FEMA Public Assistance grant program enables the City to be well-equipped for recovery. GrantWorks’ ingenuity will provide the City with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

**PHASE 2: PROJECT FORMULATION
SCHEDULE: 1 – 60 DAYS**

OVERVIEW:

Phase 2 emphasizes the actual preparation of damage summary outlines. This process jointly involves the efforts of the City, TDEM, and FEMA. These efforts are the product of the detailed field assessments in Phase 1, layered with the GrantWorks Team’s comprehensive programmatic knowledge of associated regulations, policies, and statutes to maximize eligibility and expedite the administration of the City’s recovery operation. This phase will necessitate coordination with City staff to identify any duplication of benefits before project formulation.

TASKS:

- ▶ Comprehensive administration of FEMA programs and projects contemplated by project worksheets.
- ▶ Collaborate with the City on project formulation, including damage assessments, information gathering, the scope of work development, and project submittals.
- ▶ Coordinate with City staff to obtain all costs and necessary backup documentation to develop, revise, and submit project worksheets.
- ▶ Proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation Section 406 funding within the current regulatory framework.
- ▶ Provide ongoing guidance to maximize FEMA Public Assistance funding.
- ▶ Research, develop, and prepare grant applications and other applicable public assistance documents.
- ▶ Review data and records for compliance with federal requirements.

DELIVERABLES:

- ▶ Document collection and organization for costs incurred to date and ongoing.
- ▶ Participate in the FEMA Recovery Scoping Meeting and complete the Damage Inventory within 60 days if not completed in Phase 1.

BENEFITS TO THE CITY OF MCLENDON-CHISHOLM:

GrantWorks staff will use Lessons Learned and Best Management Practices—acquired through decades of experience managing federal and state-funded projects—and information gathered during the kickoff and subsequent meetings to develop tailored processes and templates. The team will lay a foundation for successful, timely projects by working closely with and communicating effectively with the City.

**PHASE 3: PROJECT WORKSHEET REIMBURSEMENT AND MONITORING
SCHEDULE: 60 DAYS – CLOSEOUT**

OVERVIEW:

During this task, the GrantWorks Team will assist the City by creating project files to support closeout activity by FEMA and TDEM. Many project worksheets should have at least an initial version obligated or have been awarded in the earlier part of this stage. This phase emphasizes the execution of repair and restoration activities while pursuing project obligations and reimbursement through the Public Assistance program. Additionally, we may identify latent damages and change orders to increase or decrease eligible scope and funding.

TASKS:

- ▶ Coordinate and manage deliverables with TDEM and FEMA.
- ▶ Assist with detailed quarterly reporting for TDEM, FEMA, and/or other agency grants.
- ▶ Provide detailed periodic management reports on the status of project worksheets, including developments, revisions, submissions/approvals, open issues, financial reviews, etc.
- ▶ Provide cash management reports showing the projected schedule for reimbursement requests and the actual status of reimbursement received. Also, evaluate funding needs based on small project limits of up to \$1 million to be reimbursed upon obligation.
- ▶ When necessary, submit requests for extensions to TDEM, FEMA and/or other federal agencies in a timely manner so that eligibility is not forfeited.
- ▶ Assist with insurance claim submission and tracking of projects submitted to FEMA to avoid duplication of benefits and document the final amount of insurance proceeds applied to each project.
- ▶ Assist in getting the necessary legal documents for proper filing.
- ▶ Advise on document retention strategies.
- ▶ Track the status of FEMA and other agency reimbursements and serve as a co-liaison between FEMA, TDEM, engineering consultants, other agencies, and the City.
- ▶ Assist in responding to Requests for Information from FEMA, TDEM, or other agencies.
- ▶ Assist in submitting appeals to FEMA or entertaining arbitration, if required.
- ▶ Prepare public procurement documentation and additional procurement assistance, including preparing and writing requests for qualifications and proposals, or other applicable procurements for identified projects that align with project worksheets, other public assistance projects, and federal and state requirements.
- ▶ Review data and records for compliance with federal requirements.
- ▶ Submit amendment requests to change a project's scope of work or costs.

DELIVERABLES:

- ▶ Quarterly and Periodic Management Reports.
- ▶ Cash Management Reports.

BENEFITS TO THE CITY OF MCLENDON-CHISHOLM:

The City will benefit from GrantWorks' expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA Public Assistance requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the tools to make the City of McLendon-Chisholm's FEMA Public Assistance program efficient, monitored, and controlled. GrantWorks will track each project from initial development through obligation and full reimbursement. At each step, we will incorporate consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available.

**PHASE 4: FINAL RECONCILIATION AND CLOSEOUT
SCHEDULE: CLOSEOUT – AUDIT**

OVERVIEW:

During Phase 4, the GrantWorks Team assists the City in coordinating with TDEM to close projects upon work and reimbursement completion formally. Once all the City’s projects are closed, FEMA and TDEM work together to close the Public Assistance award for the disaster.

TASKS:

- ▶ Advise the City on how to manage the closeout process.
- ▶ Provide problem resolution to address issues as they arise.
- ▶ Address federal and non-federal audit requests.
- ▶ Compile final source documentation from the document management database, which has an electronic copy of all relevant source documentation, correspondence, and grant management materials, reducing or eliminating reliance on hard copy files.
- ▶ Review data and records for compliance with federal requirements.
- ▶ Ensure proof of payment for all transactions is available and reconciled to disaster claims for closeout.
- ▶ Review all change orders, contracts, and/or Force Account records to confirm that we have captured all possible funding to maximize the grant and recognize all costs required to complete the eligible scope of work.
- ▶ Prepare the final project worksheet closeout version with FEMA and TDEM to capture the final cost reconciliation, change orders, subsequent environmental and historic preservation reviews, hazard mitigation, etc., and align the cost and scope of work.

DELIVERABLES:

- ▶ Final “Audit-Ready” Project Files.
- ▶ Project Completion Certification.

BENEFIT TO THE CITY OF MCLENDON-CHISHOLM:

GrantWorks ensures that our FEMA Public Assistance Team has completed all project work and executed all project management processes. The City receives formal recognition from FEMA and TDEM for successfully completing its projects.

3.4.2 FEMA Hazard Mitigation Work Plan

GrantWorks’ FEMA HMA Detailed Project Management Plan details how we perform Hazard Mitigation project work. Our plan lists categorical tasks, proposed personnel assignments, a description of major deliverables, and a proposed timeline.

| FEMA HMA PHASE 1: PRE-AWARD – APPLICATION DEVELOPMENT SCHEDULE: CONTRACT AWARD TO DAY 1 OF POST-DISASTER |
|---|
| OVERVIEW: |
| GrantWorks will provide guidance and technical support to align projects with FEMA HMA program priorities to tell a meaningful and competitive project story. |
| TASKS: |
| Application Development Support: |
| ▶ Coordinate with City staff and local stakeholders to determine overall mitigation objectives for each project element. |
| ▶ Assist in the determination of project feasibility and effectiveness. |
| ▶ Develop a detailed scope of work, budget, and schedule. |
| ▶ Produce maps/tables/graphics to illustrate the project through data and numbers. |
| ▶ Complete preliminary Environmental and Historic Preservation (EHP) reviews to monitor compliance with the National Environmental Policy Act (NEPA). |
| ▶ Provide guidance linking social and environmental benefits, nature-based solutions, addressing future conditions, enhancing environmental value, etc. |
| ▶ Schedule, coordinate, and facilitate citizen participation workshops/public meetings to solicit input regarding community needs and recovery priorities, including assistance with notices, agendas, presentation materials, and documentation. |
| ▶ Submit applications for consideration by TDEM and FEMA via the FEMAGO portal. |
| Benefit-Cost Analysis: |
| ▶ Coordinate with engineers and/or local staff to calculate Benefit-Cost Analysis (BCA) using FEMA’s BCA Toolkit. |
| FEMA/TDEM Requests for Information: |
| ▶ Provide timely and thorough responses to FEMA/TDEM and prioritize agency questions and requests to accelerate the programmatic review and sub-application selection processes. |
| DELIVERABLES: |
| ▶ Project scope of work, budget, and schedule |
| ▶ Benefit-Cost Analysis |
| ▶ Preliminary Environmental and Historic Preservation Reviews |
| ▶ Public meeting(s), including notices, agendas, and presentation materials. |
| ▶ RFI responses to FEMA/TDEM. |
| ▶ Complete the application for City review. |
| ▶ Complete application for submittal to FEMA/TDEM |
| ▶ Submittal confirmation for FEMA/TDEM |
| BENEFITS TO THE CITY OF MCLENDON-CHISHOLM: |
| The City has compliant applications for FEMA/TDEM projects that meet all requirements. |

| FEMA HMA PHASE 2: POST-AWARD – PROJECT LAUNCH SCHEDULE: 1 – 30 DAYS |
|---|
| OVERVIEW: |
| During this phase, we will establish an effective grant management program to enable continuous project oversight and optimize delivery speed, quality, and value. We develop tailored processes, templates, and communication protocols that lay a foundation for successful project implementation. |
| TASKS: |
| Kick Off Meeting: |
| <ul style="list-style-type: none"> ▶ Prepare agenda and schedule/facilitate meetings to identify community priorities, anticipated deliverables, schedules, communication protocols, and next steps |
| Program Set-Up: |
| <ul style="list-style-type: none"> ▶ Develop tailored processes, templates, and communication protocols to lay a foundation for successful grant administration. ▶ Assess internal procedures and processes related to financial management, recordkeeping/document management, and procurement for capacity and compliance with FEMA/TDEM rules and help establish and maintain financial processes that comply with state and federal regulations. ▶ Advise City staff on compliance with federal and state regulations, rules, and policies related to disaster recovery and program administration applicable Code of Federal Regulations (i.e., 2 CFR §200, TDEM and FEMA guidance, and any other relevant regulations or notices). ▶ Develop and deliver customized program plans and procedures, including a Communication Plan, an initial reporting matrix with sample templates, and a Grant Management/Implementation Plan to establish a comprehensive, transparent operations road map. ▶ Develop/modify document management and retention protocols to lay the foundation for creating an audit-ready project file. ▶ Provide policy guidance and operational templates (as needed) for key compliance considerations such as procurement, financial management, labor standards, environmental clearance, and URA/acquisition procedures. ▶ Review existing procurement policies and any project-related procurements performed to date (engineering, etc.), and offer advice where findings may indicate a conflict with federal or state standards for eligibility, allowability, allocability, and cost reasonableness. ▶ Develop compliance and monitoring policies and procedures to provide audit-ready files using a risk-based, collaborative strategy consistent with state/federal requirements. ▶ Establish client and grant administrator access to FEMAGO. |
| DELIVERABLES: |
| <ul style="list-style-type: none"> ▶ Project Kickoff Meeting and Agenda. ▶ Administrative Project File Checklist. ▶ Project Management/Implementation Plan, including Communication Plan and Document Management Plan. ▶ Policy and Operational Guidance/Templates. ▶ Reporting Matrix. ▶ Database/Electronic Grant Management System. ▶ Project Startup Documents. |
| BENEFITS TO THE CITY OF MCLENDON-CHISHOLM: |
| GrantWorks’ experience in FEMA HMA and grant space enables the City to be well-equipped to recover. GrantWorks’ ingenuity will provide the City with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery. |

FEMA HMA PHASE 3: POST-AWARD – PROJECT IMPLEMENTATION AND MONITORING
SCHEDULE: 1 – 60 DAYS

OVERVIEW:

GrantWorks' FEMA services grant specialists are experts in project implementation, compliance monitoring, engineer/ contractor coordination, audit support, and other federal grant management requirements. GrantWorks guides and assists with financial management, recordkeeping, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We use detailed document tracking systems to ensure that projects stay on track and comply with state and federal regulations.

TASKS:

Grant Administration Services:

- ▶ **Technical Guidance and Compliance Monitoring:** GrantWorks establishes grant-compliant document management, procurement, reporting, labor standards, auditing, and closeout procedures. Deliver technical assistance to support the compliant implementation of mitigation activities. Provide technical monitoring, including attending site visits and meetings.
- ▶ **Communication:** Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties. Schedule and coordinate meetings with all project interests, as necessary. Provide the City's elected officials, staff, and the public with regular updates.
- ▶ **Recordkeeping and Administration:** Prepare start-up grant documents, forms, notices, and agenda items for review or action. Review contracts for federal and state grant compliance. Prepare forms, notices, agendas, etc. Assist in responding to Requests for Information and other correspondence issued by FEMA/TDEM. Submit contract amendments and change orders when needed. Maintain contracts, files, correspondence, etc., in a digital document management system.
- ▶ **Procurement:** Coordinate with the City Purchasing Department to arrange and document the engineer, architect, and contractor selection process. Assist with implementing 2 CFR 200 compliant procurement protocols, bid package development, and contracting.
- ▶ **Reporting:** Prepare and upload quarterly progress reports (QPRs) and other updates as FEMA and TDEM require.
- ▶ **Schedule and Budget Adherence:** Track all deliverable deadlines and project milestones and oversee contractor progress for alignment with the project schedule. Validate expenditures for consistency with project goals and objectives.
- ▶ **Labor Standards:** Certify payroll, as necessary, and maintain documentation to support compliance.
- ▶ **Environmental and Historic Preservation Review (EHP):** Monitor compliance with the National Environmental Policy Act (NEPA) and provide ongoing support for any EHP requirements not satisfied during the sub-application process. Process review and clearance documentation following NEPA.
- ▶ **Financial Management:** Perform invoice processing and facilitate milestone payments for completed work. Review invoices for program eligibility and benchmark conformance and confirm that quantities match contracts. Track invoice submittal and payments and maintain audit-ready financial documentation of pay requests submitted to FEMA/TDEM.
- ▶ **Construction Oversight:** Provide project engineers with instructions and forms packet so they know what information the state agency requires. Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract. Evaluate construction progress activities against the established budget, scope, schedule, 2 CFR 200, and state and federal requirements.

DELIVERABLES:

| | |
|--|---|
| ▶ Start-up Grant Documents, Forms, Notices, and Agendas. | ▶ Bid Packages/Procurements Documents |
| ▶ Engineer/Contractor Package | ▶ Requests for Reimbursement/Invoice Processing |
| ▶ Monthly Project Status Reports | ▶ Requests for Information Responses |
| ▶ Quarterly Progress Reports (QPRs) | ▶ Payroll Certifications (if applicable) |
| ▶ Contract Amendment Requests (if applicable) | |

BENEFITS TO THE CITY OF MCLENDON-CHISHOLM:

GrantWorks staff will use Lessons Learned and Best Management Practices—acquired through decades of experience managing federal and state-funded projects—and information gathered during the kickoff and subsequent meetings to develop tailored processes and templates. The team will lay a foundation for successful, timely projects by working closely with and communicating effectively with the City.

FEMA HMA PHASE 4: POST-AWARD – PROJECT CLOSEOUT
SCHEDULE: 60 DAYS – CLOSEOUT

OVERVIEW:

GrantWorks staff believe projects should ‘begin with the end in mind.’ This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the life cycle, making final closeout steps routine and predictable. We build an audit-ready program from the beginning, structured for closeout, including critical checkpoint checklists and transparent reporting.

TASKS:

Continuous Closeout Practices:

- ▶ Work with FEMA/TDEM to resolve potential issues during the grant application process or implementation of the funded project.
- ▶ Perform internal reconciliation of records.
- ▶ Resolve any FEMA/TDEM issues and concerns quickly and effectively.
- ▶ Attend any scheduled state or federal audit visits.
- ▶ Maintain project records.

Final Closeout Report:

- ▶ The Closeout report demonstrates that we fully implemented the approved scope of work, liquidated the obligated funds consistent with the scope of work, met all Environmental and Historic Preservation Review (EHP) compliance grant conditions, submitted required quarterly financial and performance reports, and closed out the project following federal award and sub-award provisions.

Archive Records:

- ▶ Archive hard copy and electronic files and maintain records.

DELIVERABLES:

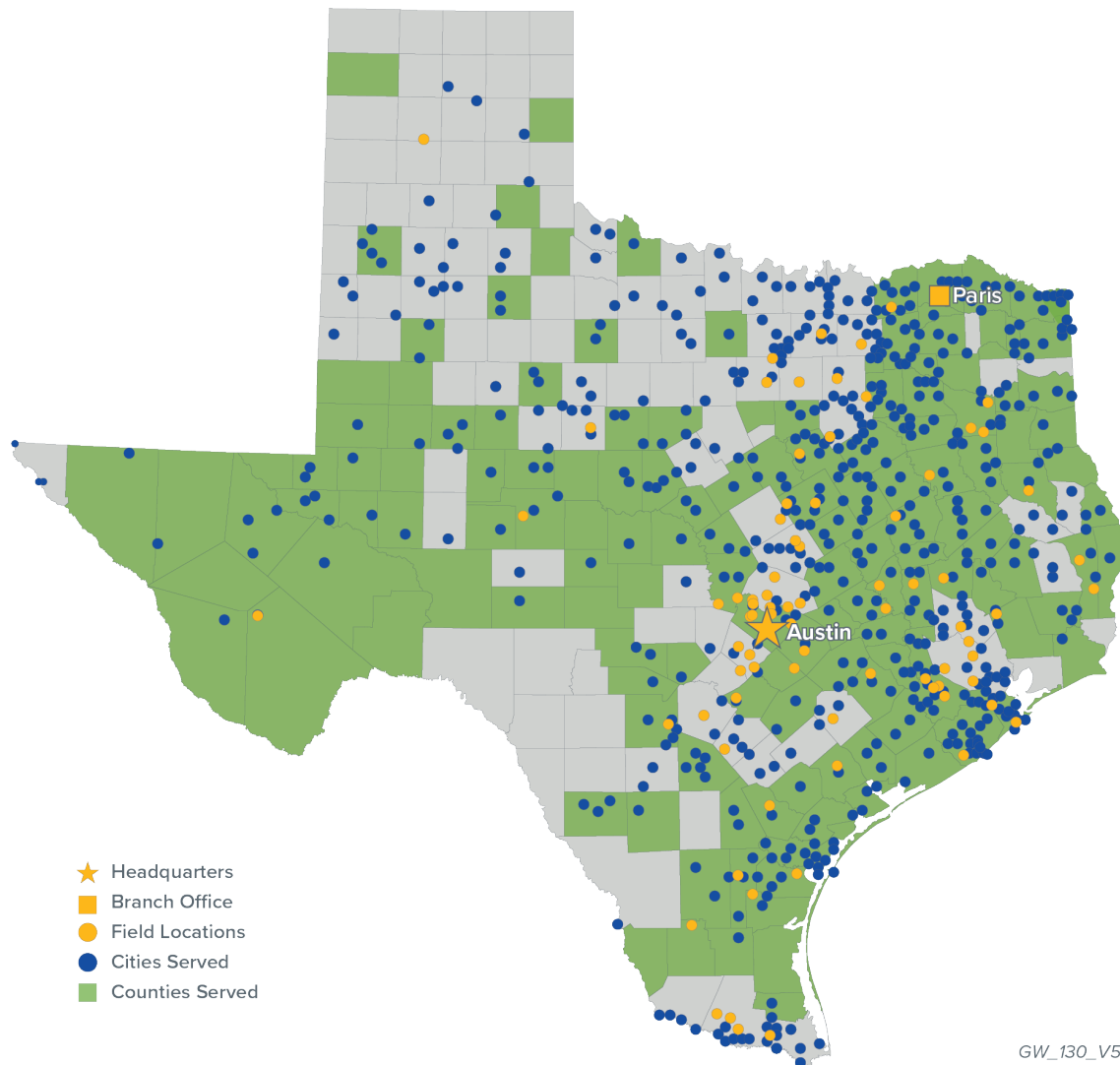
- ▶ Final Requests for Reimbursement
- ▶ Final Acceptance of Work
- ▶ Program/Project Closeout Package
- ▶ Any Documentation Needed to Support the Audit Process
- ▶ Audit-Ready Project Files

BENEFITS TO THE CITY OF MCLENDON-CHISHOLM:

The City will benefit from GrantWorks’ expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA HMA requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the equipment to make the City’s FEMA HMA program efficient, monitored, and controlled. GrantWorks will track each project from initial development through engineering design to include the development of amendments in the event of scope changes, code and standard considerations, and change orders. At each step, we will develop consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available for amendments as necessary. The scope changes and amendments will be processed using the project files and submitted with tracking documentation included to FEMA and TDEM.

3.4.3 Adequacy of Resources to Commit to the Project

In Texas, GrantWorks employs 250+ staff members who work from our Austin headquarters, Paris branch office, and 79 field locations strategically situated throughout the State (**Figure 14**). Field locations include 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, Cypress, 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, Paris, 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.



GW_130_V5

Figure 14: GrantWorks Texas Corporate, Branch, and Field Office Locations



SECTION 4 -
PROPOSED COST OF SERVICES

SECTION 4 – PROPOSED COST OF SERVICES

4.1 Cost of Services

GrantWorks is pleased to present the following rate schedule in **Figure 15**. These rates will apply to both FEMA Public Assistance and FEMA Hazard Mitigation Assistance support.

Figure 15: Schedule of Hourly Rates - Remote and On-Site.

| LABOR CATEGORY | HOURLY RATE - REMOTE | HOURLY RATE - FULLY BURDENED (INCLUDING TRAVEL) |
|-------------------------|----------------------|---|
| Principal | \$250.00 | \$284.00 |
| Project Manager | \$160.00 | \$194.00 |
| Subject Matter Expert | \$195.00 | \$229.00 |
| Senior Grant Specialist | \$145.00 | \$179.00 |
| Grant Specialist | \$125.00 | \$159.00 |
| Junior Grant Specialist | \$115.00 | \$149.00 |
| Application Specialist | \$115.00 | \$149.00 |
| Senior Planner | \$140.00 | \$174.00 |
| Planner | \$120.00 | \$154.00 |

As part of the procurement process, administrators must disclose and certify the profit percentage 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.

4.1.1 Hazard Mitigation Assistance Cost Structure

The proposed pre-award fees in **Figure 16** below are established based on the complexity of each project type which may result in either a non-phase or phased project. We may submit mitigation construction or drainage projects under one application for design and construction; however, they may be awarded as Phase 1 and Phase 2 projects. We will base post-award fees on the obligated amounts under Phase 1 and Phase 2 of these projects.

Figure 16: Proposed Pre-Award and Post-Award Fee

| PROJECT ACTIVITY | PROPOSED PRE-AWARD COST (\$)* | PROPOSED POST-AWARD COST (\$) |
|---|---------------------------------------|-------------------------------|
| Drainage Plans/Studies | \$3,500 | 5% of grant and match amounts |
| Public Information/Mitigation/ Outreach | \$3,500 | 5% of grant and match amounts |
| Generators | \$3,500 + \$500 per generator for BCA | 5% of grant and match amounts |
| Warning Sirens | \$4,000 | 5% of grant and match amounts |
| Mitigation Construction & Drainage: | | |
| Under \$500,000 | \$6,000 + \$3,500 BCA | 5% of grant and match amounts |
| \$500,000 to \$2 million | \$8,000 + \$3,500 BCA | 5% of grant and match amounts |
| Over \$2 million | \$10,000 + \$3,500 BCA | 5% of grant and match amounts |
| Safe Room | \$7,500 + \$3,500 BCA | 5% of grant and match amounts |
| Structure Acquisition/Demolition/ Evaluation and Reconstruction | \$585 per structure | 5% of grant and match amounts |

Fees shown in **Figure 16** do not include costs for services that must be furnished by a third-party professional, including but not limited to an accountant, appraiser, archaeologist, architect, attorney, auditor, biologist, or other natural scientist, engineer, historic preservationist, or surveyor.

Pre-Award Costs

Proposed pre-award fees are combined with post-award services and are only applicable to executed contracts, including pre- and post-award services. Pre-award services include completing the preliminary Environmental and Historic Preservation Review (EHP). An engineer will complete the EHP Reviews under post-award services, if applicable.

GrantWorks will bill pre-award services fees upon submitting the grant application to the State. GrantWorks will assist the City of McLendon-Chisholm in requesting reimbursement of the pre-award services fee from the State if the project is funded, though we cannot guarantee reimbursement. We will not charge post-award fees unless the City of McLendon-Chisholm receives a grant award. If the application is not selected for funding in this grant, we will resubmit it at no additional charge at the next available funding opportunity. Any additional submissions of a previous project will be \$1,000 per application.

Post-Award Costs

GrantWorks will bill post-award services fees on the hourly rate schedule in **Figure 15** above as work is completed based on the project type and corresponding scope of services. We may also bill extraordinary and unexpected services outside the standard scope of services as additional services with the same hourly table. Additional services will be performed following approval by both GrantWorks and the client. These additional services may include but are not limited to amendment processing, informal environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.). GrantWorks covers fees associated with civil rights/fair housing advertisements, final public hearings, and initial environmental review services.

4.1.2 Creation of Not-to-Exceed (NTE) Task Order

A Not-to-Exceed (NTE) task order will be established post-award to ensure cost control and transparency. This task order will specify the scope of work, budget, and deliverables to be performed under the agreement, aligning with project and funding requirements. Through proactive communication and meticulous project management, GrantWorks provides clients with confidence that all services will be executed efficiently and effectively.

4.1.3 Reimbursement Eligibility

FEMA PA, HMGP, BRIC, and FMA programs are eligible for reimbursement at 100% federal funding based on actual costs incurred, up to 5% of the total award amount, per provision Section 1215 of the Disaster Recovery Reform Act of 2018. Management costs over 5% will be out-of-pocket expenses and will not be eligible for reimbursement unless, specific to the HMA grants, which FEMA approves as part of the non-federal match.

4.1.4 Mitigation Projects - Property Acquisition/Structure Demolition, Elevation, and Reconstruction

Should the City of McLendon-Chisholm decide to pursue funding for property acquisition, structure demolition, elevation, and/or reconstruction, GrantWorks is happy to negotiate the cost and scope of services before the final selection based on the number of households served.

STRUCTURE ELEVATION

- ▶ **Pre-Award Services:** \$585* per structure
- ▶ **Post Award Management Services:** 5% of the total project cost. The 5% management fee will include the cost of pre-award services to develop grant applications and is covered at 100% for HMA. Additionally, there is a per-parcel fee of 3% for additional items outside project management, such as property verification, supplemental property management, property financial examinations, milestone inspections, assist corrective action implementation, monitoring and reporting, windstorm verification, insurance liaising, etc. This is part of the project cost and is covered at 75%.

PROPERTY ACQUISITION AND STRUCTURE DEMOLITION

- ▶ **Pre-Award Services:** \$585* per structure
- ▶ **Post Award Management Services:** 5% of the total project cost. The 5% management fee will include the cost of pre-award services to develop grant applications and is covered at 100% for HMA. Additionally, there is a per-parcel fee of 3% for additional items outside project management, such as property verification, supplemental property management, property financial examinations, milestone inspections, assist corrective action implementation, monitoring and reporting, windstorm verification, insurance liaising, etc. This is part of the project cost and is covered at 75%.

4.1.5 Additional Services

If authorized by the City, GrantWorks shall furnish Additional Services of the following types which are not considered normal or customary Basic Services; these will be paid for by the City per the hourly schedule provided. Additional Services must be authorized by the City in writing.

1. Services resulting from significant changes in the general scope of the project necessitating the revision of previously accepted reports, documents, and studies or requiring programmatic amendments to the City's Contract with FEMA and/or TDEM.
2. Reassessment of the environmental assessment procedures, republication of environmental notices, and other actions necessary to re-secure clearance from the FEMA and/or TDEM required by an amendment, other Contract modification, or a change in FEMA and/or TDEM policy or practice.
3. New and/or additional acquisition activities resulting from unknown needs prior to project initiation, site changes, and/or condemnation proceedings including initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.
4. Additional services resulting from new or revised program guidelines or regulations as mandated by the state or federal administering agency during the term of this Agreement.
5. Additional monitoring visits (other than the normal interim and final) which are conducted by the state or federal administering agencies as necessitated by actions or non-actions other than those of GrantWorks.

6. Preparing to serve, or serving, as a consultant or witness for City in any litigation, other legal or administrative proceeding involving this project.
7. Preparation of financial statements and records such as audits, check registers, and ledgers that are required for project implementation and are typically generated by the City in the normal course of business.
8. Additional or extended services made necessary by 1) a significant amount of defective work of any construction contractor, consulting engineer, and/or architect; 2) prime construction contractor utilizing more than three (3) sub-contractors; 3) more than two (2) prime construction contracts; 4) force account documentation for labor, equipment, and materials valued at over \$25,000; 5) default of any construction contractor, consulting engineer and/or architect.

Fees for any professional services required to carry out project-related activities that must be furnished by a third-party professional including but not limited to accountant, appraiser, archaeologist, architect, attorney, auditor, biologist or other natural scientist, engineer, historic preservationist, or surveyor, shall be in addition to the fees payable to GrantWorks. Expenditures for such services shall require prior approval by the City.

4.2 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.

4.3 Equal Employment Opportunity

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



ATTACHMENT 1 -
RESUMES

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided resumes for the following key personnel:

- ▶ Bruce Spitzengel - Principal in Charge
- ▶ Valarie Philipp, PE - Subject Matter Expert, Public Assistance
- ▶ Rebecca Whitlock - Subject Matter Expert, Hazard Mitigation
- ▶ Timothy Munk - Project Manager, Public Assistance
- ▶ Carolina Castro - Project Manager, Hazard Mitigation
- ▶ Vincent Gradney - Senior Grant Specialist, Public Assistance
- ▶ Joseph Berman - Grant Specialist, Public Assistance
- ▶ Lynne Storz - Grant Specialist, Public Assistance
- ▶ Gary LaForge, PE - Senior Grant Specialist, Public Assistance
- ▶ Maria Bedia - Senior Grant Specialist, Hazard Mitigation
- ▶ Ashley Hebert, EI, CFM, CGM - Senior Grant Specialist, Hazard Mitigation
- ▶ Patrick Kelley, CBCP - Senior Grant Specialist, Hazard Mitigation
- ▶ Aeli Gonzalez Gladstein - Senior Hazard Mitigation Planner
- ▶ Natalie Johnson - Senior Hazard Mitigation Planner
- ▶ Margarita Garza - Hazard Mitigation Grant Specialist, Elevations

BRUCE SPITZENDEL

PRINCIPAL-IN-CHARGE



PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 250+ employees in 2 primary offices and 79 field locations, with headquarters in Austin, Texas. GrantWorks is Texas' most successful local government grant services provider due to Bruce's expertise in ARPA, HUD CDBG, CDBG-DR, EDA, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$12 billion in grant funding for 720+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 46 years of grant and CDBG experience.

RELEVANT EXPERIENCE

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

49 YEARS
GRANT MANAGEMENT
EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

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

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

HIGHLIGHTS

Over 46 years of grant experience
Expert in project development, needs identification, and infrastructure projects

VALARIE PHILIPP, PE

SUBJECT MATTER EXPERT - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Valarie Philipp's mission is to lead, consult, and provide expertise to governmental entities through the cycle of emergency preparedness, response, recovery, and mitigation to secure successful recovery from disaster events and ensure resilience in the future. She has more than 20 years of experience supporting clients through the FEMA disaster recovery process and has managed over \$1 billion in FEMA Public Assistance grant funding from over 25 declared disasters. Valarie is a licensed engineer registered in Florida and Georgia.

RELEVANT EXPERIENCE

VICE PRESIDENT OF DISASTER RECOVERY PROGRAMS, GRANTWORKS, INC., PALM CITY, FLORIDA, AUGUST 2023 - PRESENT

Valarie manages GrantWorks FEMA Public Assistance and Hazard Mitigation Assistance program services nationwide. She provides expert leadership and guidance for various FEMA contracts.

ASSOCIATE MANAGING DIRECTOR, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, FEBRUARY 2018 – JUNE 2023

Valarie was the management and operations lead for most FEMA Public Assistance grant recovery efforts in the continental US, working in 14 states within FEMA Regions II, III, IV, VI, VII, IX, and X. She managed 55 projects with 14 staff members supporting client efforts to recover disaster funding through the FEMA process due to multiple disaster occurrences dating back to 2016 including Hurricanes Matthew, Irma, Dorian, Isaias, Ian, Nicole, the 2023 South Florida Flood Event and the COVID-19 Pandemic. Her tasks include proposal development, managing accounts receivable, and upkeep of client contract renewals and extensions for the entire practice.

ACTING PRACTICE LEAD, FEMA PUBLIC ASSISTANCE DIVISION, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2019 – OCTOBER 2021

During this period, Valarie served as the Acting Practice Lead for the Public Government Recovery space. She was responsible for maintaining and expanding client revenue, staffing projects, managing personnel time and expense, maintaining low accounts receivable balance, supporting client contracting, developing quality proposals to garner more work, participating in client outreach via business development and conference opportunities, reporting to executive

20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Engineering, Structural Engineering, University of Florida, Gainesville, Florida, 1997

Bachelor of Science, Civil Engineering, University of Florida, Gainesville, Florida, 1996

HIGHLIGHTS

Five years as Associate Managing Director (2.5 years as Acting Practice Lead for FEMA Recovery)

Nine years as Project Manager of Disaster Recovery

Three years State Public Assistance Coordinator

Two years FEMA TAC Public Assistance Coordinator

Managed an average of 5-25 staff for FEMA Public Assistance, 200+ for FEMA Debris Monitoring

Familiar with state, county, and city government, healthcare, education, and private nonprofits

Skilled in the FEMA Grants Portal and EMGrants State platforms

CERTIFICATIONS/ REGISTRATIONS

Registered Professional Engineer, Civil Engineering, Florida

Registered Professional Engineer, Civil Engineering, Georgia

leadership, and budget planning for future practice endeavors. Valarie obtained client task bookings for future revenue from mid-2019 through the end of 2021, exceeding \$1.2 million, \$6 million, and \$3 million annually, respectively.

PROJECT MANAGER, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2009 – OCTOBER 2018

Valarie managed various South Florida clients who are still recovering from the 2004-2005 Hurricanes Charley, Frances, Jeanne, Katrina, and Wilma, as well as the 2016 Hurricane Matthew and 2017 Hurricane Irma. She was responsible for staff oversight and participated in work product delivery, including new/versions of Project Worksheets, Time Extensions, Reimbursement Requests, Appeals, Closeouts, and general grant management functions such as quarterly reports and client project and financial status reporting. Additionally, Valarie was responsible for Project Management duties for ten individual Disaster Debris Monitoring projects in Broward and Palm Beach Counties in response to the 2017 Hurricane Irma. Tasks included client management, staffing projects, training monitors in the field, invoicing, daily reporting of operations, and issue resolution.

PUBLIC ASSISTANCE COORDINATOR, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, MIAMI, FLORIDA, MAY 2006 – MARCH 2009

Valarie worked as the lead Public Assistance Coordinator for FDEM. She was responsible for recovery efforts in Miami-Dade County, which included 218 municipal and private nonprofit organizations applying for more than \$560 million in federal funds related to Hurricanes Katrina and Wilma. Valarie oversaw Public Assistance program activities for six State of Florida-declared disasters, that impacted the Miami metro area in 2004 and 2005.

TECHNICAL ASSISTANCE CONTRACTOR (TAC) ATCS, PLC (FEMA SUB TO FLOUR), FLORIDA, 2004 – 2006

Valarie was a FEMA Technical Assistance Contractor (TAC) from 2004-2006, under the Flour disaster cadre, performing various tasks to support disaster recovery in South Florida. She assisted Palm Beach County's response to Hurricanes Frances and Jeanne, including building damage assessments, cost estimating, Project Worksheets (PWs) development, and managing assessment teams. She also assisted Miami-Dade and Broward Counties following Hurricanes Katrina and Wilma, serving as the Deputy Public Assistance Coordinator (PAC) for debris operations for Katrina to determine debris eligibility, managed ten debris specialists, and performed QA/QC to help resolve special projects for both disasters.

EMPLOYMENT HISTORY

- ▶ Vice President of Disaster Recovery Programs, GrantWorks, Inc., Palm City, Florida, August 2023 – Present
- ▶ Associate Managing Director, Witt O'Brien's LLC, Palm City, Florida, February 2018 – June 2023
- ▶ Acting Practice Lead, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, April 2019 – October 2021
- ▶ Project Manager, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, April 2009 – October 2018
- ▶ Public Assistance Coordinator, Witt O'Brien's LLC, Miami, Florida, May 2006 – March 2009
- ▶ Technical Assistance Contractor (TAC) ATCS, PLC (FEMA sub to Flour), Florida, 2004 – 2006
- ▶ Structural Engineer, Wiss, Janney, Elstner Associates, Atlanta, Georgia, 1997 – 2004

REBECCA WHITLOCK

SUBJECT MATTER EXPERT - HAZARD MITIGATION



PROFESSIONAL QUALIFICATIONS

Rebecca Whitlock is responsible for the management and administration of home elevation and reconstruction programs. She is a talented and creative project and program manager with a can-do attitude and a passion for problem solving and process improvement. Rebecca appreciates the opportunity to apply her 25 years of management experience to help fellow Texans. “This work can be heartbreaking and inspiring at the same time,” she said. “These homeowners demonstrate incredible resilience in the face of hardship. It is my privilege to help them complete this leg of their disaster recovery journey.”

RELEVANT EXPERIENCE

SENIOR DIRECTOR, FEMA SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2024 – PRESENT

As Senior Director of FEMA Services, Rebecca oversees GrantWorks’ FEMA project management team, providing strategic leadership and expert guidance across various FEMA contracts. Her role focuses on enhancing operational excellence, ensuring compliance, and delivering successful community mitigation projects. Key responsibilities include:

- ▶ **Program Leadership & Strategy:** Directs the execution of FEMA programs, ensuring alignment with federal mitigation goals and community needs.
- ▶ **Team Management:** Leads and mentors the FEMA Services project management team, fostering a collaborative and high-performing environment.
- ▶ **Financial & Compliance Oversight:** Manages program budgets and oversees compliance with federal, state, and local regulations, ensuring fiscal responsibility and adherence to grant guidelines.
- ▶ **Contract Oversight:** Ensures efficient management of FEMA contracts, focusing on meeting deliverables, timelines, and compliance standards.
- ▶ **Stakeholder Engagement:** Serves as a liaison with federal, state, and local agencies to maintain clear communication and achieve program objectives.

25 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Business Management,
Austin Community College, Austin,
Texas, 1997

HIGHLIGHTS

Process Improvement
Leadership
Time Management
Internal Safety and Culture

CERTIFICATIONS/ REGISTRATIONS

Notary Public, State of Texas, 2018
PMP Certification, PMI, In Progress

PROFESSIONAL AFFILIATIONS

Vice President, Brazosport Business
Roundtable, 2025
Executive Board President, Round
Rock High School, Soccer Booster,
2021 – 2024
Executive Board Vice President,
Round Rock High School,
Dragonette Booster, 2016 – 2018

- ▶ **Continuous Improvement:** Develops innovative strategies to improve program delivery, optimize resources, and address complex challenges.

SENIOR PROGRAM MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2024 – DECEMBER 2024

As the Senior Program Manager for Elevations & Reconstructions, Rebecca's role centers on the comprehensive management and oversight of home elevation and reconstruction programs, specifically through the Hazard Mitigation Grant Program (HMGP).

GLO EXECUTIVE COORDINATOR, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2021 – JANUARY 2024

As the Executive Coordinator, Rebecca works behind the scenes to ensure reports are written and delivered to the Texas General Land Office (GLO) promptly, keeps our organization chart and team rosters up to date, and oversees our onboarding and offboarding - collaborating with the GLO to make sure our new team members have all the tools they require to hit the ground running! Rebecca also owns our monthly billing of hours process, coordinating the time sheets of 86 employees and drafting our invoice calculation across 21 projects.

CORPORATE FACILITIES CULTURE AND STANDARDS MANAGER, CLEARRESULT, AUSTIN, TEXAS, JUNE 2021 – AUGUST 2021

Rebecca was primarily focused on meeting the workspace needs of the internal stakeholders while promoting continuity of the look and feel of all office locations and effecting positive and cultural change while enhancing the employee experience. The primary responsibilities include the following:

- ▶ Served as a brand ambassador, ensuring company culture and branding are carried consistently across our portfolio.
- ▶ Partnered on developing and delivering on a culture reset, which involves a more substantial commitment to diversity, equity, and inclusion.
- ▶ Delivered and accelerated the People-focused culture, emphasizing the future of (post-pandemic) work, leadership development, and insights.
- ▶ Provided project management and facilitation of cross-functional team planning for assigned business-level projects and initiatives
- ▶ Effectively drove the scoping and design of projects/initiatives to ensure precise, achievable, and impactful plans that can be implemented and materially solve problems or realize opportunities.
- ▶ Led strategic culture initiatives involving one or more functions and teams.

EMPLOYMENT HISTORY

- ▶ Senior Director, FEMA Services, GrantWorks, Inc., Austin, Texas, December 2024 – Present
- ▶ Senior Program Manager, GrantWorks, Inc., Austin, Texas, July 2024 – December 2024
- ▶ GLO Executive Coordinator, GrantWorks, Inc., Austin, Texas, September 2021 – Present
- ▶ Corporate Facilities Culture & Standards Manager, CLEARResult, Austin, Texas, June 2021 – August 2021
- ▶ Executive Planning & Operations Manager, CLEARResult, Austin, Texas, May 2019 – June 2021
- ▶ Executive Assistant, BOD Liaison, CLEARResult, Austin, Texas, November 2016 – May 2019
- ▶ Chief of Staff, Dell Technologies, Austin, Texas, June 1999 – October 2015

TIMOTHY MUNK

PROJECT MANAGER - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Tim Munk is the Director of Public Assistance. Tim has 19 years of FEMA Public Assistance and Hazard Mitigation Assistance program experience and has worked in engineering and construction for over four decades. He has prepared and overseen the preparation of project worksheets in all categories of work. Tim has worked with local, county, and state government entities, including road departments, utilities, school boards, local and state police and fire departments, the National Guard, and nonprofit organizations. He has prepared over 250 project worksheets.

Tim has extensive construction and repair, utilities, HVAC systems, water and wastewater treatment, and roadway repair experience. He has written plans, evaluated risks, and conducted exercises for local counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, California, and Puerto Rico. Tim excels in providing comprehensive all-hazard planning services in FEMA Public Assistance disaster recovery phases. He has a vast knowledge of federal regulations, policies, and laws applicable to the Public Assistance program, including the new PA Delivery Model.

He has served as a report specialist, deputy PAC, program analyst, and closeout specialist for several disasters nationwide. He has done extensive work on the Alternate and Improved Projects team for Hurricane Katrina, flooding in Oklahoma, and the devastating floods in Colorado in 2013 to repair roads and utilities. He coordinated facility flooding and wind damage efforts in North Dakota, Massachusetts, and Texas.

RELEVANT EXPERIENCE

DIRECTOR OF PUBLIC ASSISTANCE, FEMA SERVICES, GRANTWORKS, INC., HOUSTON, TEXAS, OCTOBER 2020 – PRESENT

Tim coordinates the FEMA Public Assistance Program providing technical assistance support for disaster-related operations throughout Texas. He assists local communities in applying for and implementing funding to repair infrastructure damaged by disasters, including roads, bridges, hospitals, schools, and water treatment facilities. Projects under his management include:

19 YEARS

FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, Lamar University, Beaumont, Texas, 1980

HIGHLIGHTS

Extensive program knowledge of the Stafford Act, 44 CFR, 2 CFR, SRIA Legislation, PAAP programs, PAPPG, and others.

CERTIFICATIONS/REGISTRATIONS

Certified FEMA Project Specialist

PROFESSIONAL AFFILIATIONS

FEMA University Courses, including:
Introduction to the Public Assistance Process

Public Assistance Operations

Introduction to Debris Operations

PA OPS I

Cost Estimating Format

Introduction to the Incident Command System, National Incident Management System

Project Manager, FEMA PA, City of Patton Village, Patton Village, Texas, January 2021 – January 2022

This project includes restoring the roadway base and surfaces for the City, including the design, procurement, and construction of four miles of roadway for \$1.4 million in construction costs.

Project Manager, FEMA PA Texas Severe Winter Storms, Texas Statewide, February 2021 – May 2021

Tim assists GrantWorks clients with the winter storms experienced during the winter of 2021. The coordination includes helping clients identify FEMA categories of work they may be eligible for during the preliminary damage assessment phase of the disaster and how to apply for assistance through state agencies and FEMA.

PROJECT SPECIALIST/PA COORDINATOR (PAC), HEALTH AND SOCIAL SERVICES (HSS) TEAM, INTEGRATED SOLUTIONS CONSULTING (ISC)/AECOM, PUERTO RICO, APRIL 2018 – APRIL 2019

Tim was assigned to the health and human services sector and supported the mental health facilities. He coordinated with local, state, and federal agencies, completed damage assessments, compiled an initial project list, and developed preliminary cost estimates. Tim evaluated situational criteria and provided determinations based on existing policies/regulations. He addressed special considerations, and temporary facilities, identified hazard mitigation opportunities, and formulated projects aligned with the PA program. Tim served as Interim Lead/PAC in months of absence with no assigned lead.

CONSULTANT/PROJECT SPECIALIST/CLOSEOUT SPECIALIST, INTEGRATED SOLUTIONS CONSULTING (ISC)/AECOM RECOVERY, CALIFORNIA, AND TEXAS, DECEMBER 2015 – MONTH 2017

2017 Floods, Alameda, and Santa Clara Counties, California: Tim consulted for Integrated Solutions Consulting (ISC) and prepared local emergency response preparedness plans, mitigation, and recovery efforts. ISC deployed Tim to Alameda County and Santa Clara County following flooding in 2017. He wrote project worksheets totaling \$100 million.

Closeout Program Delivery Support, City of Denton, Texas: ISC/AECOM Recovery deployed Tim to Denton CRC and provided closeout program delivery support.

EMPLOYMENT HISTORY

- ▶ Director of Public Assistance, FEMA Services, GrantWorks, Inc., Houston, Texas, October 2020 – Present
- ▶ Project Specialist/PAC, Integrated Solutions Consulting (ISC)/AECOM Recovery, City, Puerto Rico, April 2018 – April 2019
- ▶ Consultant/Project Specialist/Closeout Specialist, Integrated Solutions Consulting (ISC)/AECOM Recovery, California and Texas, December 2015 – Month 2017
- ▶ Financial and Disaster Specialist, Leidos/Tetra Tech, Norman, Oklahoma, and Boulder County, Colorado, January 2014 – December 2015
- ▶ Independent Consultant, TBD Services, Melbourne, Florida, June 2009 – October 2013
- ▶ Project Manager, Global Contingency & Emergency Management Services Division, IAP Worldwide Services, Inc., Melbourne, Florida, September 2005 – September 2008

CAROLINA CASTRO

PROJECT MANAGER - HAZARD MITIGATION



PROFESSIONAL QUALIFICATIONS

Carolina “Carly” Castro joined GrantWorks as a Hazard Mitigation Project Manager in February 2019 and was named Director of Hazard Mitigation in May 2023. Carly has extensive experience developing hazard mitigation applications and working with communities to manage their approved mitigation projects. As a Project Manager, she facilitates conversations between stakeholders, technical professionals, and state and federal agents. She works with community representatives to identify their needs and suitable paths through available hazard mitigation assistance programs.

RELEVANT EXPERIENCE

DIRECTOR OF HAZARD MITIGATION, GRANTWORKS, INC., AUSTIN, TEXAS, AUGUST 2019 – PRESENT

By preparing financial and quarterly status reports, Carly tracks technical and financial project requirements to comply with the TDEM and FEMA regulations. She develops hazard mitigation assistance grant applications and budgets based on locality objectives and needs. Specifically, Carly works on critical facility generators and hazard mitigation plans with experience with hurricane-safe rooms and facility hardening/retrofits. She also reviews contracts, proposals, procurement documentation, and the professional qualifications of selected bidders. Carly also prepares the scope of work modification documentation and associated environmental assessment for agency review.

ASSISTANT PROJECT MANAGER/SENIOR PROJECT MANAGER, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2016 – JULY 2019 AND FEBRUARY 2019 – JULY 2019

Carly managed projects from project initiation, budget development, milestone tracking, review of purchase orders, and closure documentation. To achieve compliance and project resolution, she communicated client goals, interests, and positions in negotiation with participating agencies, organizations, or interested parties. She developed the scope of work for projects, including agency consultation requirements, timeline forecasting, milestone completion, and contingency planning. Carly collaborated across multiple internal and external stakeholder organizations to maintain timelines or adjust projected completion dates for various ongoing projects. She

10 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science,
Bioenvironmental Sciences, Texas
A&M University, College Station,
Texas, May 2014

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multi-jurisdictional planning processes, and conducting stakeholder outreach. Creates hazard risk assessments and mitigation action strategies.

TRAINING

40-Hour Hazardous Waste
Operations and Emergency
Response, July 2014 – Present
38-Hour U.S. Army Corps of
Engineers Wetland Delineation
Training Program, February 2017

supported multiple active projects at different life cycle stages throughout its expanding southwest territory and prepared weekly project summary trackers for client distribution. Carly provided quality assurance (QA) reviews of the National Environmental Policy Act (NEPA) deliverables and Phase I Environmental Site Assessments (ESA) following ASTM E1527-13. She prepared standard operating procedures and training documents to streamline tasks and deliverables and mentored staff through individual training, training materials, and QA reviews.

PROJECT SCIENTIST, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2014 – AUGUST 2016

Carly conducted research, performed analyses, and interpreted environmental data for NEPA investigations to complete Environmental Assessments and ESA reports. She prepared Categorical Exclusion documentation for environmental and community impacts of telecommunications projects following the Federal Communications Commission requirements. She also evaluated project sites for potential wetland indicators and habitats associated with state and federally listed threatened or endangered species protected by the Endangered Species Act. Carly coordinated with landowners, vendors, and laboratories to complete Phase II ESA to assess soil, groundwater, and soil-vapor samples for contaminants. She conducted site reconnaissance to develop a profile and evaluated sites for potential sources of contaminants. Carly performed migratory bird evaluations to monitor project compliance with the Migratory Bird Treaty Act. She consulted municipal, state, and federal agencies for regulatory and permitting requirements.

EMPLOYMENT HISTORY

- ▶ Director of Hazard Mitigation, FEMA Services, GrantWorks, Inc., Austin Texas, April 2023 – Present
- ▶ Senior Project Manager, FEMA Services, GrantWorks, Inc. Austin, Texas, May 2022 – April 2023
- ▶ Hazard Mitigation Project Manager, FEMA Services, GrantWorks, Inc. Austin, Texas, August 2019 – May 2022
- ▶ Senior Project Manager, Trileaf Corporation, Austin, Texas, February 2019 – July 2019
- ▶ Assistant Project Manager, Trileaf Corporation, Austin, Texas, September 2016 – July 2019
- ▶ Project Scientist, Trileaf Corporation, Austin, Texas, September 2014 – August 2016

VINCENT GRADNEY

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Vincent Gradney has six years of experience as a FEMA contractor for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, recovery program delivery, and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE, GRANTWORKS, INC., HOUSTON, TEXAS, MARCH 2024 - PRESENT

Vincent is a Public Assistance Senior Grant Specialist at GrantWorks.

FEMA PA SITE INSPECTOR, FEMA/SERCO CONTRACTOR, TELESFORO CONSULTING, SEPTEMBER 2023 – MARCH 2024

Vincent is a seasoned technical analyst for FEMA site inspection and grant management programs. Vincent performs extensive research and analysis for site assessments and develops comprehensive reports to identify eligible damages under FEMA Program Guidelines. He leads validation efforts with applicants and partner agencies, and conducts engineering, project design, and cost estimate reviews to facilitate the application of the FEMA Public Assistance Policy for grant submission.

- ▶ Lead Inspector for a lagging \$12M Industrial Roofing Project. Organized and executed multi-agency collaborative effort with clients to facilitate validation and documentation of eligible damages on 50+ structures.
- ▶ Provides in-depth technical review, analysis, and re-work of languishing infrastructure damages impacting multiple government entities and school systems – Reduced outstanding Inspection requirements by 70%.
- ▶ Served as a Subject Matter Expert to assist other Site Inspection Teams in FEMA Public Assistance Policy, Procedures, and

6 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business Administration, Management/Marketing, Texas Southern University, Houston, Texas, 1996

Commissioned Officer, Air National Guard Academy of Military Science, McGhee Tyson, Tennessee, 1997

HIGHLIGHTS

Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities.

TRAINING

FEMA Development Services (25+ Courses), Various Locations, Texas, 2015 - 2021

Methods to execute the Federal Grant Program.

**DISASTER RECOVERY SPECIALIST, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC,
DECEMBER 2022 – PRESENT**

Vincent is a consultant to clients' Disaster Program Management & Cost Recovery Teams and a key Advisor to clients on project formulation and recovery processes. He validates eligible costs according to FEMA Public Assistance guidelines. Vincent analyzes disaster operational expenditures, contracts, labor, and supporting documentation. Provides project management oversight and executes strategies for Project Worksheet formulation and submissions.

- ▶ Lead Consultant for City of Venice Florida's \$14M Hurricane Ian Disaster Recovery Operations. Advises client on FEMA Public Assistance eligibility requirements, conducts Grants Portal Management, and performs comprehensive reviews, formulation, and submission of projects to recover disaster-related expenses.
- ▶ Conducted comprehensive review, analysis, and submission of Suffolk County, New York's \$52.6M COVID-19 Vaccine Project Formulation and Expense Recovery Operations – documented and reported Vaccine Strategy, Community Engagement, and Distribution Objectives in FEMA's Equitable Vaccine Report

PROJECT RECOVERY MANAGER, CONTRACTOR, HAGERTY CONSULTING, NOVEMBER 2021 – MAY 2022

Vincent is a consultant to Austin Public Health's Financial Management & Cost Recovery Leads. He advised the client on a \$30M in COVID-19 project formulation and recovery. Vincent facilitated the validation of eligible costs to FEMA Public Assistance guidelines. He also researched and analyzed costs regarding force account labor, invoicing, contracts, and procurement, provided project management and oversight for priorities and deliverables, and resolved project performance issues.

- ▶ Recommended improvements to timesheet and activity logs, QA/QC processes, and reporting.
- ▶ Advised client on constraints, limiting factors, and resources needed to meet project timelines.
- ▶ Introduced strategies, tools, and reports to solicit cooperation and increase departmental production.
- ▶ Recommended courses of action to meet the City of Austin recovery objectives.

GUIDEHOUSE FEMA SENIOR DISASTER PROJECT CONSULTANT CONTRACTOR, GREEN KEY RESOURCES, MARCH 2021 – AUGUST 2021

Vincent served as a Disaster Response and Recovery expert, providing FEMA Program Policy and Guidance consultation to COVID-19 Recovery operations for all facets of Cook County, Illinois, \$99.2M response efforts. He performed Project Workbook collection, development, analysis, reconciliation, and validation of eligible expenses for submission on behalf of the client. He also validated and determined eligibility for labor and non-labor COVID-19 operations expenses.

- ▶ Led and conducted extensive federal policy reviews, research, and analysis, and formulated responses to FEMA-generated Request for Information on six key cases defending eligible vaccination expenses on behalf of the client.
- ▶ Performed collection, review, and reconciliation of labor/non-labor invoices and validation of reimbursable expenses for Project Workbook development on ten projects for submission of Public Assistance funding.
- ▶ FEMA Category B Expert – provided advanced technical assistance and documentation requirements for eligibility determinations.

GARY LAFORGE, PE

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Gary LaForge provides expert-level FEMA grant-related technical support. He has served as a FEMA Public Assistance Consultant for clients nationwide, including North Carolina (Havelock and Morehead City). He has supported FEMA's response to a wide variety of disasters, including Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria. His expertise helps state and local governments navigate grant-funded disaster preparedness, response, and recovery activities through the FEMA Public Assistance and the Hazard Mitigation Grant Programs. He primarily focuses on municipal services, including road construction, stormwater management, flood control, hydraulics and hydrology, domestic water supply, distribution and treatment, and wastewater collection and treatment. Gary has extensive training in capital improvement programs, municipal implementation programs, inspection techniques, and stormwater management. His experience includes using GIS and modeling software to simulate the collection or distribution system of interest and the expertise to understand why the model does not match the actual system measurements.

RELEVANT EXPERIENCE

SENIOR PROJECT MANAGER, LAFORGE & ASSOCIATES, LINCOLN, ILLINOIS, JULY 2006 - PRESENT

Gary provides training in water, wastewater, stormwater, NPDES compliance, and inspection, planning for watershed improvements and floodplain management. Utilizes his expertise as a consultant to the FEMA on the Public Assistance Programs for Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria recovery (both as a Project Specialist and Public Assistance Coordinator).

- ▶ Contracted for FEMA PA by the City of Troy, Alabama
- ▶ Provides master planning expertise in water, wastewater, stormwater, flood control system analysis, and identification of Capital Improvement Plan components.
- ▶ Provides component design and construction inspection and administration services in the water resources area of civil engineering (water, wastewater, stormwater, and flood control)
- ▶ Pavement assessment and development of Transportation Maintenance Programs.

19 YEARS

FEMA DISASTER RECOVERY AND RESPONSE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Agricultural Engineering, University of Illinois, Champaign-Urbana, Illinois

Bachelor of Arts, Agricultural Sciences, University of Illinois, Champaign-Urbana, Illinois

HIGHLIGHTS

Subject matter expert in the areas of water, wastewater, and solid waste during post-disaster restoration efforts in the U.S. Virgin Islands

Registered Professional Engineer – Illinois and North Carolina

SUBJECT MATTER EXPERT, WITT O'BRIEN'S, LLC, FEBRUARY 2018 – OCTOBER 2023

- ▶ Water, wastewater and stormwater subject matter expert working with the waste management authority and water and power authorities in the US Virgin Islands to evaluate the operations and help restore the system following Hurricanes Irma and Maria.
- ▶ Water, wastewater and stormwater subject matter expert working with the City of Havelock, NC to evaluate the operations and help with restoration following Hurricane Florence.
- ▶ Provided assistance and expertise in water, wastewater and solid waste to recover and restore the US Virgin Islands.
- ▶ Aided with the FEMA Public Assistance Program as related to the reimbursement and recovery of the City of Houston; City of Galveston; City of Havelock; Village of Morehead City; City of Orlando; State of Louisiana; Middle Tennessee Electric Membership Corporation; Consumers Power, Inc.; and Clay Electric in Florida.
- ▶ Assessed facility and system conditions and provided short-term and long-term planning for the restoration and upgrades of systems.

SENIOR PROJECT MANAGER, HANSON PROFESSIONAL SERVICES, INC., SEPTEMBER 2007 - AUGUST 2009

- ▶ Directed several Construction and Municipal National Pollutant Discharge Elimination System (NPDES) Programs.
- ▶ Consultant to FEMA on the Public Assistance Program for Hurricanes Ike, Gustav, Rita, and Katrina recovery (Project Specialist and Public Assistance Coordinator positions) in Houston, Texas,
- ▶ Directed several Floodplain Analysis Projects in Missouri.
- ▶ Reviewed and Coordinated Water System Analysis Projects in Missouri and Illinois.
- ▶ Directed the Water Resources Division in the St. Louis Office.

OTHER EXPERIENCE

- ▶ Vice President, Hampton, Lenzini & Renwick, Inc., June 2017 - January 2018
- ▶ Vice President, Green & Bradford, Inc., April 2015 - June 2017
- ▶ Public Works Director/City Engineer, Village of Mahomet, Illinois, May 2011 - April 2015
- ▶ Disaster Recovery Specialist, Witt Group Holdings, December 2010 - May 2011
- ▶ Senior Project Manager, AEI-CASC Engineering, Inc., August 2005 - September 2007
- ▶ Assistant/Acting City Engineer, City of Seal Beach, California, January 2005 - July 2005
- ▶ Senior Project Manager, Pacific Advanced Civil Engineering, Inc. July 2004 - January 2005
- ▶ Associate Engineer/NPDES Coordinator, City of Costa Mesa, California, October 2002 - July 2004
- ▶ Project Manager, Brooks, Hersey & Associates, Inc., June 2001 - October 2002
- ▶ Senior Project Manager/Department Head, Hunn & Associates, September 200 - May 2001

LYNNE STORZ

GRANT SPECIALIST - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Lynne Storz guides state and local governments through receiving FEMA Public Assistance Grants for all categories of work. The guidance provided included initial FEMA contact, documentation gathering, documentation formatting, eligibility review and recommendation, documentation submittal, and support in answering FEMA questions or requests. Extensive experience working with Police, Fire, EMS, and other department heads in gathering documentation and presenting their reimbursement requests in the format required by FEMA. Activities include training client personnel on the documentation required, filling out FEMA forms, reviewing all documentation, and uploading documentation into FEMA's Grants Portal database.

RELEVANT EXPERIENCE

GRANT SPECIALIST – PUBLIC ASSISTANCE, FEMA SERVICES, GRANTWORKS, INC., MARCH 2024 – PRESENT

Lynne is currently a Public Assistance Grant Specialist at GrantWorks.

PROJECT MANAGER/SUBJECT MATTER EXPERT, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, 2004 – MARCH 2024

Project Manager, Hurricane Ida FEMA PA Program, Upper Dublin Township, Pennsylvania, 2021 – Present

Lynne was Project Manager for FEMA PA program technical assistance and project formulation for ten projects. The total disaster damages in all categories were \$35 million.

Subject Matter Expert Hurricane Ida FEMA PA Program, Montgomery County, Pennsylvania, 2021 – Present

Lynne was a Subject Matter Expert and provided FEMA technical assistance and project formulation services. She supported 21 projects totaling \$13.1 million.

Subject Matter Expert, Hurricane Ian FEMA PA Program, Edgewater, Florida, 2021 – Present

Lynne was a Subject Matter Expert for the City's FEMA PA program, where she provided technical assistance and project formulation services for 12 projects that were damaged by Hurricane Ian, totaling \$2.9 million.

19 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, Portland State University, Portland, Oregon

Bachelor of Science, Sociology, Portland State University, Portland, Oregon

HIGHLIGHTS

Subject matter expert in grants management, cost recovery, project closeouts, and procurement compliance

CERTIFICATION/ REGISTRATIONS

FEMA Classroom Training G-318 (Mitigation Planning)

NIMS ICS 300 (Intermediate ICS For Expanding Incidents)

NIMS ICS 400 (Advanced ICS)

Project Manager, Hurricane Florence FEMA PA Program, Pine Knoll Shores, North Carolina, 2021 – Present

Lynne was the Project Manager for the City's FEMA PA program, where she provided technical assistance for a \$3.2 million Excess Funds project for damage incurred from Hurricane Florence. Assistance included procurement compliance for approved excess funds projects.

Project Manager, Hurricanes Florence, Dorian, and Isias FEMA PA Program, Morehead City, North Carolina, 2018 – 2022

As Project Manager, Lynne provided FEMA PA technical assistance and project formulation services for 14 projects. These projects included historic cemetery repair/restoration and hazardous tree removal in the cemeteries. The total disaster damage in all categories was \$2.7 million.

Subject Matter Expert, Hurricane Irma FEMA PA Program Associated with COVID-19, Oakland Park, Florida, 2017 – Present

Lynne was a Subject Matter Expert and provided FEMA PA technical assistance and project formulation for 24 projects, resulting in \$2.4 million in cost recovery and the preparation of three COVID-19-related projects.

Public Assistance Coordinator, 2004-2012 Multiple Disasters FEMA PA Program, Florida Department of Transportation, Florida 2007 – 2013

Lynne provided long-term disaster recovery, emergency management, and planning expertise to the FL DOT. She provided technical assistance and planning to local governments in FEMA PA and the FHWA Emergency Relief Programs. As Public Assistance Coordinator (PAC) for FDOT, Lynne provided oversight for project closeouts, appeals, and project worksheet coordination, securing approximately \$100 million in grant reimbursement. Additionally, she helped more than 80 local governments prepare documents for Detailed Damage Inspection Reports (DDIR) submitted to the FHWA for reimbursement. Lynne assisted in developing FEMA PA and FHWA Emergency Relief training, which was delivered to more than 3,000 local government and FDOT personnel.

Project Manager, Disaster Debris Project Management and Planning, Multiple Clients, Multiple Locations, US, 2004 – Present

Lynne has managed several debris monitoring operations throughout the southeast U.S. Using this experience she developed disaster debris management plans based on individual client requirements. After consulting with the client and the participating departments involved in the debris operations, she prepared each plan. Planning efforts typically involved discussion with outside agencies (state and federal governments/agencies) and private entities, as required, and discussion and coordination with the internal departments ranging from public works, solid waste, transportation, planning, GIS, finance/accounting (grants management) to environmental resources and historic preservation. Lynne developed plans for the following local, state, and tribal governments: Seminole Tribe of Florida, State of Maine, Florida Department of Transportation (7 Districts and Central Offices), New Hanover County, NC, City of Fernandina Beach, FL, Broward Health Hospital, Florida; City of Alexandria, LA, City of North Miami FL, Cooper City, FL, Town of Davie, FL, City of San Jose, CA, and City of Savannah, GA.

JOSEPH BERMAN

GRANT SPECIALIST - PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph's accomplishments include:

- ▶ FEMA Grant Projects (PW) written for over \$100 million in FEMA Public
- ▶ Assistance grant funding from disasters declared since 2005.
- ▶ Provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years.
- ▶ FEMA Grant Projects (PW) written for clients in Florida and Georgia for COVID-19 recovery totaling \$20 million.
- ▶ FEMA Grant Projects (PW) written for clients in Florida for Hurricane Irma recovery totaling \$20 million
- ▶ Assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina.

RELEVANT EXPERIENCE

GRANT SPECIALIST - PUBLIC ASSISTANCE, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2024 - PRESENT

Joe is a Public Assistance Grant Specialist and a member of the GrantWorks Team.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S, LLC, FLORIDA AND GEORGIA, MARCH 2020 – PRESENT

Joseph worked with the Pinellas County Budget Department, the Hernando County Finance Department in Florida, and Hospital Administrators at Archibold Medical Center and Upson Regional Medical Center in Georgia to identify and develop FEMA Emergency Protective Measures Projects for COVID-19-related expenses. He developed FEMA grant applications for COVID-19 Testing, COVID-19 Vaccination Administration, COVID-19 Non-Congregate Sheltering, COVID-19 Barriers & Signs, COVID-19 Disinfection & Sanitation, COVID-19 Screening, COVID-19 Personal Protection Equipment (PPE), COVID-19 Emergency Management, COVID-19 Emergency Transportation and Sheriff Department COVID-19 Costs. Joseph worked with the FEMA Consolidated Resource Center to clarify and

20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Risk Management & Insurance, Florida State University, Tallahassee, Florida, 1982

HIGHLIGHTS

Ten years consulting as a Disaster Recovery Specialist.

Two years State of Florida Public Assistance Coordinator, Project Specialist & Closeout Specialist.

Eight years FEMA TAC Public Assistance Specialist.

Over 30 years of work experience as a licensed property & casualty, Life & health insurance broker in the State of FL, specializing in commercial business insurance.

Familiar with state, county, and city government, healthcare, education, and private nonprofits

Skilled in the FEMA Grants Portal and EMGrants State platforms.

CERTIFICATION/REGISTRATIONS

Florida Property & Casualty Agent's License 2-20

Florida Life & Health Agent's License 2-18

resolve eligibility issues. He identified and categorized COVID-19 costs according to the FEMA COVID-19 Public Assistance Policy. As a result of consulting efforts, Joseph identified, documented, and submitted \$20.5M COVID-19 project grants to FEMA for review, approval, and obligation.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S LLC, HILLSBOROUGH COUNTY, FLORIDA, NOVEMBER 2017 – SEPTEMBER 2019

Joseph worked with Hillsborough County's Capital Projects Budget Director to identify and develop a FEMA Damage Inventory following Hurricane Irma. He worked with 36 county department representatives to inspect, develop damage descriptions, and collect the supporting documentation required by FEMA Policy. Joseph uploaded damage category narratives and closeout-ready supporting documentation into the FEMA Portal. He also worked with the assigned FEMA PDMG to clarify and resolve questions. As a result of consulting efforts, Joseph identified, documented, and submitted \$19.4M of Category A through G project grants to FEMA review, approval, and obligation.

ROVING DEBRIS MANAGER, WITT O'BRIEN'S LLC, SIX MUNICIPALITIES IN THE SOUTH FLORIDA AREA, SEPTEMBER 2017 – OCTOBER 2017

Joseph was a Roving Debris Manager for six municipalities in the South Florida area following Hurricane Irma. He was responsible for truck capacity certification, truck placarding, and the recording of debris contractor documentation. Joseph assisted in the training and managing debris ROW, Leaner/Hanger, Debris Management Site, and Final Disposal monitoring crews. He ensured the debris monitoring process conformed to FEMA Public Assistance Policy.

STATE OF FLORIDA PROJECT COORDINATOR (PAC) AND STATE OF FLORIDA PROJECT SPECIALIST CONTRACTOR, DISASTER STRATEGIES & IDEAS, DUVAL COUNTY, FLORIDA, DECEMBER 2016 – APRIL 2017

Following Hurricane Matthew, Joseph worked with Duval County and Jacksonville Electrical Authority applicants. He assisted the FEMA Project Specialist in writing and reviewing Project Worksheets for Category A through G. Joseph advocated for applicants to ensure a favorable outcome with FEMA.

DEBRIS ASSISTANT MANAGER, WITT O'BRIEN'S LLC, CITY OF STUART, CITY OF FERNANDINA BEACH, AND NASSAU COUNTY, FLORIDA, NOVEMBER 2016 – DECEMBER 2016

Following Hurricane Matthew, Joseph was responsible for the end-of-day reconciliation of debris monitor tickets and a summary of debris contractors' activities.

STATE PROJECT CLOSEOUT SPECIALIST, SUPERSTORM SANDY AND EIGHT PRIOR NJ-FEMA DISASTERS, WITT O'BRIEN'S LLC, NEW JERSEY, JULY 2014 – JULY 2016

Joseph was assigned to the NJ State agencies team to contact closeout activities for Categories A through G. Wrote final Closeout PWs and managed PWs through the njemgrants.org portal.

MARIA BEDIA

SENIOR GRANT SPECIALIST - HAZARD MITIGATION



PROFESSIONAL QUALIFICATIONS

Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations where she witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria spent 15 years in grant administration and planning roles in Nueces County government, with broad responsibilities including strategic planning, project coordination, and contract management for a variety of state and federal grants. She is experienced with and knowledgeable of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs. She is skilled in working in the FEMA Grants Portal and TDEM's Grants Management System. Maria has supported projects through the entire grant life cycle, from application and/or project worksheet development through grant administration, project management, reporting, and closeout.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANTWORKS INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

Maria provides application development and grant administration support to help communities secure and implement FEMA Hazard Mitigation Assistance (HMA). In addition to serving as a technical resource on program rules, policies, and procedures, her responsibilities include financial and technical project management, reviewing contracts and contractor pay estimates for accuracy, completeness, and compliance, and drafting project progress reports, change orders, and contract amendments for client review and approval.

STRATEGIC PLANNING MANAGER, PORT OF CORPUS CHRISTI AUTHORITY, CORPUS CHRISTI, TEXAS, FEBRUARY 2022 – MARCH 2024

Maria led the functional area of strategic projects within the Planning Department, which included strategic project initiation and coordination. Maria researched and analyzed trends and studies related to Port development and initiated the implementation of Phase 1 of the Port's enterprise asset management system. She managed grant development activities and monitored grant-funded projects and programs for state and federal compliance.

15 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2013

Bachelor of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2010

HIGHLIGHTS

Project Planning
Grant Compliance
Public Presentations
FEMA Grants Portal
TDEM Grants Management System (GMS)

TRAINING

Certificate in Asset Management, Institute of Asset Management (IAM), Bristol, England, 2023

Certificate in Local Government Procedures, Texas Department of Transportation, Austin, Texas, 2022

Management Incubator, Rice Business Executive Education, Houston, Texas, 2020

PROFESSIONAL AFFILIATIONS

Member, Project Management Institute, 2024

Vice President, Brazosport Business Roundtable, 2025

VARIOUS ROLES, NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 1998 – JANUARY 2022

- ▶ In 2018 the County Commissioners Court appointed Maria as the Grants Administrator. During this time, she was responsible for all contracts from federal and state granting agencies. Duties included application development, performance and financial reporting, compliance reviews, and project closeout. She supervised one (1) employee.
- ▶ As the Grants Writer/Coordinator from 2009-2018, Maria wrote grant proposals and assisted in implementing awarded projects, delivering projects on time and within scope and budget.
- ▶ During Maria's tenure as Office Manager from 1998-2009 in the Sheriff's Office, she supervised six employees in accounts payable, personnel, timekeeping, and auditing. She assisted in preparing the annual departmental budget and prepared documents, agenda items, and presentations for the Commissioners Court.

VOLUNTEER, ARC NATIONAL DISASTER RESOURCE MANAGEMENT CENTER (DRMC), CENTRAL TEXAS CHAPTER, AUSTIN, TEXAS, 2010 – 2012

- ▶ Recertified electronic equipment returned to the RMC after use in national disaster operations and provided recommendations to improve procedures
- ▶ Responded to both local and nationally declared disasters in Logistics (Log) and Life Safety and Asset Protection (LSAP) Manager positions
- ▶ Submitted appropriate changes for Logistical Procedures

DIRECTOR, EMERGENCY SERVICES, AMERICAN RED CROSS, CAPITAL AREA CHAPTER, TALLAHASSEE, FLORIDA, 2008 – 2010

- ▶ Directed 28 county Chapter Disaster Response Services, Service to Armed Forces, International Services, and Community Preparedness Services
- ▶ Responsible for the Chapter Disaster Response, development and execution of the Chapter Disaster Response Plan and Continuity of Operations Plan (COOP)
- ▶ Primary ARC chapter contact for all County and Regional Emergency Management organizations
- ▶ Responsible for all ARC responses within the 28-county region that included Mass Care, logistics, individual client assistance, and long-term recovery for clients

EMPLOYMENT HISTORY

- ▶ Associate Director, FEMA Services, GrantWorks, Inc., Corpus Christi, Texas, December 2024 - Present
- ▶ Hazard Mitigation Grant Specialist, Grantworks Inc., Corpus Christi, Texas, April 2024 – December 2024
- ▶ Strategic Planning Manager, Port of Corpus Christi Authority, Corpus Christi, Texas, February 2022 – March 2024
- ▶ Various Roles, Nueces County, Corpus Christi, Texas, October 1998 – January 2022

ASHLEY HEBERT, EI, CFM, CGM **SENIOR GRANT SPECIALIST - HAZARD MITIGATION**



PROFESSIONAL QUALIFICATIONS

Ashley Hebert has extensive FEMA PA and HMA training and experience. He worked as a FEMA Cadre of On-Call Response/Recovery (CORE) employee for 16 years in positions ranging from Project Officer to Lead Hazard Mitigation Grant Program Specialist. During his tenure with FEMA, Ashley served the State of Louisiana as a point of contact for project technical assistance. In 2013, he transferred into a contractor position and served the State of New York as a Lead in preparing BCAs for projects. Ashley has worked on six major disasters, including hurricanes Katrina, Rita, and Sandy. Ashley has worked on five major disasters, including hurricanes Katrina, Rita, Ike, Gustav, Sandy, and Harvey.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANTWORKS, INC., GEORGETOWN, TEXAS, AUGUST 2021 – PRESENT

Ashley tracks technical and financial project requirements to comply with the TDEM and FEMA regulations by preparing financial and quarterly status reports. He develops HMGP applications and budgets based on locality objectives and needs. He develops BCAs for various types of projects. Ashley works on critical facility generators and hazard mitigation plans and has experience with hurricane-safe rooms and facility hardening/retrofits. He reviews contracts, proposals, procurement documentation, and the professional qualifications of selected bidders. He also prepares scope of work modification documentation and environmental assessments for agency review.

HAZARD MITIGATION PROJECT MANAGER, TIDAL BASIN GOVERNMENT CONSULTING, ALASKA, AND PUERTO RICO, NOVEMBER 2019 – AUGUST 2021

Ashley provided technical assistance to applicants for hazard mitigation project applications to develop projects and BCAs for the State of Alaska on an as-needed basis. He also reviewed hazard mitigation project applications for clients in Puerto Rico, developed BCAs, and responded to all received RFIs.

LEAD BENEFIT COST ANALYST, ICF INTERNATIONAL, FAIRFAX, VIRGINIA JULY 2020 – JUNE 2021

Ashley provided technical assistance to applicants for Hazard Mitigation (404), Public Assistance Mitigation (406), and BCAs for 404 programs.

19 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, University of Louisiana at Lafayette, Louisiana, 2004

HIGHLIGHTS

Former FEMA Cadre of On-Call Response Recovery (CORE) employee

Over 16 years of disaster experience including Individual Assistance, Public Assistance, and the 404 Hazard Mitigation Grant Program.

Helped to implement many projects to elevate, reconstruct, or acquire houses Completed cost estimates, benefit-cost analysis (BCA), and review of project deliverables for many drainage improvement projects

Helped develop \$2.4 billion in HMGP projects in Louisiana

CERTIFICATIONS/ REGISTRATIONS

EI – Licensed Engineer Intern, LA No. 21597

Contracting Officer Technical Representative – 2007 to 2010

Certified Floodplain Manager

Certified Grants Manager (Federal Track)
Trained in Community Relations for FEMA

HAZARD MITIGATION SPECIALIST, WITT O'BRIEN'S, HOUSTON, TEXAS, OCTOBER 2018 – JULY 2020

Ashley worked with the University of Texas Medical Branch at Galveston and Sienna Plantation Levee Improvement District to help develop HMGP projects and BCAs totaling over \$119 million for submittal to TDEM and FEMA.

COST ANALYSIS SPECIALIST, THE SULZER GROUP, BATON ROUGE, LOUISIANA, SEPTEMBER 2016 – AUGUST 2018

As a Cost Estimator, Ashley performed Cost Reasonable Analysis for Public Assistance Closeout for 100 projects for the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). He also reviewed invoices and produced estimates for PA projects that did not follow the proper procurement process for projects over \$10,000.

HMGP COST-BENEFIT SPECIALIST/LEAD HAZARD MITIGATION GRANT PROGRAM SPECIALIST/ TECHNICAL SPECIALIST/PROJECT OFFICER, DEPARTMENT OF HOMELAND SECURITY, FEMA, NEW ORLEANS, LOUISIANA, OCTOBER 2005 – OCTOBER 2013

Ashley was responsible for the Benefit-Cost (BC) review for most of the new DR 1603 (Katrina) allocation totaling \$390 million, released on November 14, 2011. He developed and implemented ongoing Mitigation Program changes to adapt and improve processes. He also advised FEMA Louisiana Recovery Office team members and state and local partners on the 404 Hazard Mitigation Grant Program.

EMPLOYMENT HISTORY

- ▶ Senior Grant Manager - Hazard Mitigation, GrantWorks, Inc., Georgetown, Texas, August 2021 – Present
- ▶ Hazard Mitigation Project Manager, Tidal Basin Government Consulting, Alaska and Puerto Rico, November 2019 – August 2021
- ▶ Lead Benefit-Cost Analyst, ICF International, Fairfax, Virginia, July 2020 – June 2021
- ▶ Public Assistance Cost Analyst, Serco, Inc., Winchester, Virginia, May 2019 – November 2019
- ▶ Hazard Mitigation Specialist, Witt O'Brien's, Houston, Texas, October 2018 – July 2020
- ▶ Project Manager, Wilson & Associates Consulting, LLC, Austin, Texas, September 2018
- ▶ Cost Analysis Specialist, The Sulzer Group, Baton Rouge, Louisiana, September 2016 – August 2018
- ▶ Cost Analysis Specialist, Bryant Hammett & Associates, LLC, Baton Rouge, Louisiana, April 2016 – September 2016
- ▶ Mechanical Engineering Technical Assistance, Turnkey Disaster Management LLC, New York, New York, January 2016 – April 2016
- ▶ Cost Analysis Specialist, GCR, Inc., Baton Rouge, Louisiana, July 2015 – January 2016
- ▶ Benefit-Cost Analysis Project Consultant, Shread-Kuyrkendall & Associates, St. Bernard, and Plaquemines Parishes, Louisiana, January 2015 – July 2015
- ▶ Quality Assurance/Quality Control, New York Rising Project, Nova Catastrophe Services, New York, New York, December 2013 – December 2014
- ▶ Cost-Benefit Team Lead, Innovative Emergency Management (IEM), Albany, New York, October 2013 – December 2013
- ▶ HMGP Cost-Benefit Specialist/Lead Hazard Mitigation Grant Program Specialist/Technical Specialist/ Project Officer, U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA), New Orleans, Louisiana, October 2005 – October 2013

PATRICK KELLEY, CBCP

SENIOR GRANT SPECIALIST - HAZARD MITIGATION



PROFESSIONAL QUALIFICATIONS

Patrick Kelley has extensive experience developing mitigation project applications, business continuity processes, disaster response exercises, and project management. As a former TDEM employee, he has a deep understanding of state and federal requirements, rules, and regulations concerning public assistance and mitigation programs. Patrick is skilled in emergency operations, crisis management, response and disaster planning/management, public safety standards development (emergency preparedness/emergency services), and budgeting/financial accounting.

Patrick has provided oversight on large projects of more than \$6 million. He has also managed Regional Emergency Management for a major non-profit. At the state level, Patrick was responsible for mitigation activities for three Texas regions, including 174 counties. He covered approximately 1,000,000 residents, including establishing over 5,000 individual safe rooms within the Texas Tornado Belt. Patrick has an extensive background in emergency planning, response, and recovery for all types of facilities. Patrick is a proven leader who has directed numerous teams, both military and domestically. He is certified as a FEMA Level 1 Continuity of Operations Professional (COOP1).

Patrick has experience in the following:

- ▶ State agencies grant systems and FEMA NEMIS
- ▶ Logistical support during disaster responses to many different disaster events, including hurricanes, tornadoes, floods, terrorist attacks, and earthquakes
- ▶ Management experience that includes supervision of various numbers of personnel over lengthy periods from 30 days to three years
- ▶ Constantly evaluating past experiences and new methodologies to obtain the best processes for a client
- ▶ Experienced in developing Benefit-Cost Analyses (BCAs)

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANTWORKS, INC., SAN MARCOS, TEXAS, SEPTEMBER 2022 – PRESENT

Patrick administers hazard mitigation funds awarded to applicants by the Texas Division for Emergency Management or Texas Water

40+ YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, St. Anselm's College
Manchester, New Hampshire, 1975 - 1977

NCO Leadership School, Elmendorf
AFB, Alaska, 1973

Coursework, Alaska University,
Elmendorf AFB, Alaska, 1972 - 1973

Coursework, San Antonio Junior
College, San Antonio, Texas, 1965 - 1966

HIGHLIGHTS

Former TDEM employee
12 years Hazard Mitigation experience
FEMA BRIC, HMGP, FMA program
specialist

Benefit-Cost Analyses (BCAs)
Risk Mitigation

CERTIFICATIONS/ REGISTRATIONS

FEMA Level 1 COOP Professional
Certification

PROFESSIONAL AFFILIATIONS

Member, Association of Contingency
Planners (ACP)

Development Board. He interacts effectively with local, state, and federal agency officials and staff members in meetings and through written memos, e-mails, formal letters, and telephone conversations. Patrick pays attention to detail regarding financial and technical aspects of project management, including review of contracts, contractor pay estimates, service provider invoices, progress reports, change orders, contract amendments, etc. He develops applications for HMA programs and provides technical assistance regarding program rules, policies, and procedures, including environmental compliance, basic cost-effectiveness, and phasing. Patrick reviews and interprets project-related correspondence, documents, reports, and forms. He updates and maintains project performance, budget, and status tracking and document filing systems. Patrick also conducts Local Planning Team meetings.

ASSISTANT HAZARD MITIGATION OFFICER, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, 2010 – 2022

As the State Representative, Patrick assisted qualified jurisdictions in developing, approving, and monitoring FEMA HMPG. He used HMGP Project Management for grants. He also conducted site inspections for large and small Project Worksheets (PWs). Patrick reviewed and collaborated with applicants to resolve outstanding issues and close their case files. Patrick assisted the Public Assistance Department as needed.

EMPLOYMENT HISTORY

- ▶ Senior Grant Manager, Hazard Mitigation, GrantWorks, Inc., San Marcos, Texas, September 2022 – Present
- ▶ Assistant Hazard Mitigation Officer, Texas Division of Emergency Management, Austin, Texas, 2010 – 2022
- ▶ Director, Emergency Services, American Red Cross, Tallahassee, Florida, 2008 – 2010
- ▶ Coordinator, Planning & Preparedness, Greater Miami and the Florida Keys, American Red Cross, Florida, 2005 – 2007
- ▶ Manager, Logistics, National American Red Cross Disaster Services, 1985 – 2006
- ▶ Business Continuity Coordinator, Franklin Templeton Investments, San Mateo, California, 1998 – 2002
- ▶ Business Continuity Coordinator, Vision Service Plan, Rancho Cordova, California, 1996 – 1998
- ▶ Disaster Preparedness NCO/Officer, USAF Disaster Preparedness, Various USAF Bases, U.S., 1981 – 1986
- ▶ Flight Chief, USAF Law Enforcement, Various USAF Bases, U.S., 1977 – 1981

AELI GONZALEZ-GLADSTEIN

SENIOR HAZARD MITIGATION PLANNER



PROFESSIONAL QUALIFICATIONS

Aeli Gonzalez-Gladstein joined GrantWorks' Community Development Team as a Project Manager in April 2021 and transferred to the FEMA Services Team in May 2022. He has managed over \$55 million in projects, funded through various agencies, including FEMA, the Texas General Land Office (GLO), and the Texas Department of Agriculture (TDA).

Aeli coordinates teams and balances multiple objectives, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting in developing bid packages, and monitoring overall grant compliance with state and federal regulations.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PLANNER, FEMA SERVICES GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2022 – PRESENT

Aeli's responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. He works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Aeli organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2021 – MAY 2022

Aeli coordinated and managed multiple complex infrastructure projects at various stages of implementation, building relationships with local and state government officials, as well as members of the public. He worked closely with multiple stakeholders and partners to achieve outcomes beneficial to Texas communities and residents. Partners in this process include municipal and county clients, project engineers, construction contractors, and state agencies. Aeli managed the financial aspects of several projects at once, including reviewing contract pay applications and professional service invoices, maintaining ledgers, and tracking budgets. He communicated with multiple stakeholders through memos, emails, formal letters, phone calls, meetings, and public presentations.

10 YEARS

PROJECT MANAGEMENT AND ENVIRONMENTAL PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, City and Regional Planning, Pratt Institute, Brooklyn, New York, 2021

Master of Science, Sustainable Environmental Systems, Pratt Institute Brooklyn, New York, 2017

Bachelor of Arts, School of Arts and Humanities, University of Maryland, College Park, Maryland, 2003

HIGHLIGHTS

Data analysis and visualization
General and post-disaster planning
Extreme weather adaptation/mitigation
Grant implementation and management

CERTIFICATIONS/ REGISTRATIONS

Certified Administrator, Texas
Community Development Block Grants,
Texas Department of Agriculture, 2021

PLANNING FELLOW, PRATT CENTER FOR COMMUNITY DEVELOPMENT, BROOKLYN, NEW YORK, SEPTEMBER 2019 – JUNE 2020

Aeli conducted research and supported advocacy around Center priorities, including innovative value capture mechanisms, environmental justice indicators, associated visualization, and racial equity indicators in the context of gentrification and displacement

PLANNING PRESERVATION FELLOW, MUNICIPAL ART SOCIETY OF NEW YORK, BROOKLYN, NEW YORK, APRIL 2019 – AUGUST 2019

Aeli researched and contributed to advocacy and testimony around multiple rezoning areas (i.e., Bushwick, Riker's Island, East Side Coastal Resilience). He contributed to case studies, reporting, and visualization related to the Fight for Light campaign.

ADJUNCT LECTURER, BROOKLYN COLLEGE – CITY UNIVERSITY OF NEW YORK, BROOKLYN, NEW YORK, JANUARY 2017 – JUNE 2017

Aeli planned and taught undergraduate courses in the Department of Health and Nutrition Sciences. He provided instruction while encouraging the development of professional skills among students through innovative assignments and in-class exercises.

TRAINING AND SERVICE

- ▶ Graduate Trustee, Pratt Institute Board of Trustees, Brooklyn, New York, August 2019 – August 2020
- ▶ Executive Board Member, Farm School NYC, New York, New York, January 2011 – March 2016
- ▶ Superstorm Sandy Relief, Red Hook Initiative, Brooklyn, New York, October 2012 – March 2013
- ▶ Leadership New York Fellow, CORO Leadership New York, New York, New York, September 2008 – August 2009
- ▶ AmeriCorps Member, Avodah, Brooklyn, New York, August 2004 – August 2005

EMPLOYMENT HISTORY

- ▶ Senior Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, January 2025 - Present
- ▶ Hazard Mitigation Planner, FEMA Services, GrantWorks, Inc., Austin, Texas, May 2022 – January 2025
- ▶ Community Development Project Manager, GrantWorks Inc., Austin, Texas, April 2021 – May 2022
- ▶ Planning Fellow, Pratt Center for Community Development, Brooklyn, New York, September 2019 – June 2020
- ▶ Planning and Preservation Fellow, Municipal Art Society of New York, New York, New York, April 2019 – August 2019
- ▶ Adjunct Lecturer, Brooklyn College – City University of New York, Brooklyn, New York, January 2017 – June 2017
- ▶ Graduate Policy Fellow, NYC Councilmember Brad Lander, Brooklyn, New York, April 2016 – August 2016
- ▶ Organic Recycling Outreach Specialist, Lower East Side Ecology Center, New York, New York, February 2015 – June 2015
- ▶ Project Manager, Wisser Management Consulting, New York, New York, February 2014 – June 2014
- ▶ Multiple Leadership Positions, Center for Court Innovation, New York, New York, August 2004 – May 2012

NATALIE JOHNSON

SENIOR HAZARD MITIGATION PLANNER



PROFESSIONAL QUALIFICATIONS

Natalie Johnson joined GrantWorks with five years of planning experience at TDEM, where she served as a liaison between local jurisdictions and FEMA, provided hazard mitigation planning expertise, and facilitated the FEMA approval process for Local Hazard Mitigation Plans.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PLANNER, FEMA SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – PRESENT

Natalie's primary responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. She works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Natalie organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Natalie transitioned from a contracted to a full-time permanent position in October 2017. She served as the Regional Planning Representative for TDEM Regions 2 and 6 on the State Hazard Mitigation Advisory Committee. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She also helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates in this position. She consulted with staff, government agencies, community organizations, and the public to explain and provide technical assistance on mitigation program specifics and requirements. Other responsibilities included:

- ▶ Technical writing, editing, and formatting
- ▶ Supporting and collaborating in the planning, development, analysis, documentation, and implementation of mitigation planning projects

7 YEARS

HAZARD MITIGATION PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geological Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2019

Bachelor of Science, Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2015

Associate of Arts, Geography, Austin Community College, Austin, Texas, 2013

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multi-jurisdictional planning processes, and conducting stakeholder outreach

- ▶ Making recommendations and coordinating activities to produce a more effective program
- ▶ Facilitating the TDEM G-318 Hazard Mitigation Planning Workshop
- ▶ Calculating monthly performance measure statistics
- ▶ Participating in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- ▶ Studying and analyzing operations and problems, preparing reports of findings, and preparing justification for procedural or policy change
- ▶ Helping to develop policy and procedure manuals, templates, and other guidance documents
- ▶ Identifying gaps in resources and recommending improvements

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Within three months of beginning her internship with the Mitigation Planning Section, TDEM offered Natalie a Mitigation Planner, which she accepted. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates. She served as a liaison to staff, government agencies, community organizations, and the public to explain and provide technical assistance on preparedness and mitigation program specifics and requirements. Other responsibilities included:

- ▶ Technical writing, editing, and formatting
- ▶ Supporting and collaborating in the planning, development, analysis, documentation, and implementation of mitigation planning projects
- ▶ Recommending and coordinating activities to produce a more effective program
- ▶ Facilitating the TDEM G-318 Hazard Mitigation Planning Workshop
- ▶ Calculating monthly performance measure statistics.
- ▶ Participating in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- ▶ Assist in developing policy and procedure manuals, templates, and other guidance documents.
- ▶ Identify gaps in resources and recommend improvements.

EMPLOYMENT HISTORY

- ▶ Senior Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, January 2025 - Present
- ▶ Hazard Mitigation Planner, FEMA Services, GrantWorks, Inc. Austin, Texas, January 2022 – January 2025
- ▶ Mitigation Planner II, Texas Division of Emergency Management, Austin, Texas, June 2019 – January 2022
- ▶ Mitigation Planner II Contractor, Texas Division of Emergency Management, Austin, Texas, October 2017 – June 2019
- ▶ Mitigation Intern, Texas Division of Emergency Management, Austin, Texas, August 2017 – October 2017
- ▶ Substitute Teacher, Texas School of the Blind and Visually Impaired, Austin, Texas, March 2016 – March 2017
- ▶ Realtor/Office Assistant, Welcome Home Leasing, Austin, Texas 2008 – 2016

MARGARITA GARZA

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS



PROFESSIONAL QUALIFICATIONS

Margarita Garza is a skilled project manager with a wide range of knowledge in dealing with a variety of administrative needs to support elevations and reconstruction projects. Margarita currently oversees Hazard Mitigation Elevation Programs for two counties. She ensures that the homeowners are up to date with any changes that may affect them, as well as handling the date collections while the applications are in the process of being approved.

RELEVANT EXPERIENCE

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS, GRANTWORKS, INC., CLUTE, TEXAS, FEBRUARY 2021 – PRESENT

Margarita is responsible for application administration and homeowner case management. She provides customer support to homeowners, explains program policies and protocols, and keeps them abreast of project progress and developments. She coordinates contract signings, records program data, performs Duplication of Benefits reviews, and provides Deed Restriction assistance.

RECEPTIONIST/BILLING SPECIALIST/TRANSLATOR, BRAZOSPORT PEDIATRIC CLINIC/BOTTENFIELD PEDIATRIC ASSOCIATES, LAKE JACKSON, TEXAS, FEBRUARY 2018 – FEBRUARY 2020

- ▶ Prepared charts for the following day
- ▶ Sent medical records doctor to doctor or patient requesting
- ▶ Answered and directed calls to appropriate personnel
- ▶ Kept up with No-Shows and sent them letters of our policy
- ▶ Called and confirmed for the next day, scheduling appointments
- ▶ Verified insurance and benefits with multiple carriers
- ▶ Billed insurance, verified ICD9 coding was correct
- ▶ Worked on denials and insurance claims
- ▶ Helped Spanish-speaking patients communicate with providers

DISTRICT ADMINISTRATION ASSISTANT COORDINATOR/CLIENT SERVICE PROFESSIONAL LEADER, H&R BLOCK DISTRICT OFFICE, ANGLETON, TEXAS, DECEMBER 2014 – FEBRUARY 2018

- ▶ Greeted clients in a professional, friendly manner and set appointments
- ▶ Answered and directs calls to appropriate personnel

10 YEARS

ADMINISTRATIVE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate, Applied Science,
Brazosport College, Lake Jackson,
Texas, 2024

HIGHLIGHTS

Bilingual – Spanish
Team-player
Self-motivated
Excels under pressure

REGISTRATIONS/ CERTIFICATIONS

Registered Notary, Notary Public
Commission, 2022

TRAINING

Introduction to Hazard Mitigation
Fundamentals of Emergency
Management, 2021

- ▶ In charge of collecting and processing payments
- ▶ Directed clients to the appropriate tax professional to meet client's needs
- ▶ Assisted in organizing marketing events and helped non-profit organizations partner with HR
- ▶ Accountable for ordering supplies and maintaining inventory for 22 offices
- ▶ Responsible for calling new hires, verifying information, and briefing them on company policy

TEACHER'S AID, BOYS AND GIRLS CLUB OF AMERICA, FREEPORT, TEXAS, AUGUST 2012 – MAY 2013

- ▶ Submitted daily lesson plans and attendance sheets
- ▶ Aided teacher in providing one on one help to those that require further assistance
- ▶ Developed positive relationships with the students to create a safe trustworthy environment
- ▶ Maintained open communication with a director to inform them of any activities available for the kids to keep them active

EMPLOYMENT HISTORY

- ▶ Hazard Mitigation Grant Specialist, Elevations, GrantWorks, Inc., Clute, Texas, February 2021 – Present
- ▶ Receptionist/Billing Specialist/Translator, Brazosport Pediatric Clinic/Bottenfield Pediatric Associates, Lake Jackson, Texas, February 2018 – February 2020
- ▶ District Administration Assistant Coordinator/Client Service Professional Leader, H&R Block District Office, Angleton, Texas, December 2014 – February 2018
- ▶ Teacher's Aid, Boys and Girls Club of America, Freeport, Texas, August 2012 – May 2013



ATTACHMENT 2 -
REQUIRED FORMS

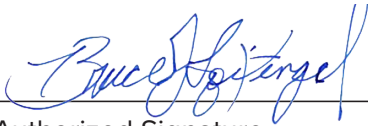
ATTACHMENT 2 – REQUIRED FORMS

GrantWorks has provided the following required forms:

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

STATEMENT OF CONFLICTS OF INTEREST

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



Authorized Signature

March 16, 2026

Date

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM FOR AWARD MANAGEMENT VERIFICATION



Entity Information Search Results 1 Total Results

| Filter by: | | |
|-----------------|-----------------|--|
| Keyword (EXACT) | Status | |
| "UZ9NMVF8SGD8" | Active,Inactive | |

| | | |
|---|---|---|
| GRANTWORKS, INC. ● Active Registration | | Entity |
| Unique Entity ID: UZ9NMVF8SGD8 | Physical Address: 2201 NORTHLAND DR AUSTIN , TX 78756 USA | Expiration Date: Jul 16, 2026 |
| CAGE/NCAGE: 5JH22 | | Purpose of Registration: All Awards |



Entity Information Search Results 1 Total Results

Filter by:

| | |
|------------------------|-----------------|
| Keyword (EXACT) | Status |
| "Bruce Spitzengel" | Active,Inactive |

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

Physical Address:

Expiration Date:

CAGE/NCAGE: 5JH22

2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Jul 16, 2026

Purpose of Registration:

All Awards

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GRANTWORKS, INC.



GRANTWORKS, INC.

| | | |
|---|---|--|
| Unique Entity ID UZ3NMFSSGDD | CAGE / NCAGE SJH22 | Purpose of Registration All Awards |
| Registration Status Active Registration | Expiration Date Jul 16, 2025 | |
| 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 | LRL http://www.grantworks.net |

Registration Dates

| | | |
|--|--|--|
| Activation Date Jul 16, 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 USAAspending.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 | | |

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GRANTWORKS, INC.

Socio-Economic Types

Check the registrant's Rops & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

| | |
|------------------------------------|------------------------------|
| Accepts Credit Card Payments No | Debt Subject To Offset No |
| EFT Indicator 0000 | CAGE Code 5JH22 |

Points of Contact

Electronic Business

| | |
|---|--|
| & Cecelia Johnson, Sr Vice President | 2281 Northland Drive Austin, Texas 78756 United States |
| Bruce Spitzengel, President | 2281 Northland Drive Austin, Texas 78756 United States |

Government Business

| | |
|------------------------------------|--|
| & Bruce Spitzengel, President | 2281 Northland Drive Austin, Texas 78756 United States |
| Cecelia Johnson, Sr Vice President | 2281 Northland Drive Austin, Texas 78756 United States |

Past Performance

| | |
|---|--|
| & Cecelia Johnson, Sr Vice President | 2281 Northland Drive Austin, Texas 78756 United States |
| Bruce Spitzengel, President | 2281 Northland Drive Austin, Texas 78756 United States |

Service Classifications

NAICS Codes

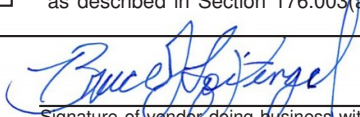
| Primary | NAICS Codes | NAICS Title |
|---------|-------------|--|
| Yes | 541011 | Administrative Management And General Management Consulting Services |

Disaster Response

Yes, this entity appears in the disaster response registry.

| Bonding Levels | Dollars |
|----------------|---------|
| (blank) | (blank) |

| States | Countries | Metropolitan Statistical Area |
|--------|-----------|-------------------------------|
| Any | (blank) | (blank) |

| CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity | | FORM CIQ |
|--|---------------------------|--|
| <p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p> | OFFICE USE ONLY | |
| <p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">N/A</p> | Date Received | |
| <p>2 <input type="checkbox"/> 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.)</p> | | |
| <p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">_____ Name of Officer</p> | | |
| <p>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.</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> | | |
| <p>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.</p> | | |
| <p>6 <input type="checkbox"/> 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).</p> | | |
| <p>7</p> <p style="text-align: center;">  _____ Signature of vendor doing business with the governmental entity </p> | | <p>March 16, 2026 _____ Date</p> |

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

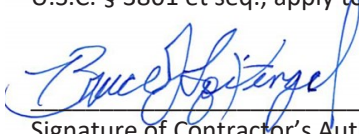
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, GrantWorks, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official


Bruce J. Spitzengel, President
Printed Name and Title of Contractor's Authorized Official

March 16, 2026
Date

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| | | |
|---|---|--|
| Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance | Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award | Report Type: _____ a. initial filing _____ b. material change |
| Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known: | If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: | |
| Federal Department/Agency: | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ | |
| Federal Action Number, if known: | 9. Award Amount, if known: \$ | |
| 10. a. Name and Address of Lobbying Registrant (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>March 16, 2026</u> | |
| Federal Use Only | Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97) | |

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

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

(To be completed by awarded vendor)

| CERTIFICATE OF INTERESTED PARTIES | | FORM 1295 | | | | | | | | | | | | | | | |
|--|---------------------------------|--|---|-------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties. | | OFFICE USE ONLY | | | | | | | | | | | | | | | |
| 1 Name of business entity filing form, and the city, state and country of the business entity's place of business. | | Must file online at www.ethics.state.tx.us/File | | | | | | | | | | | | | | | |
| 2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. | | | | | | | | | | | | | | | | | |
| 3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract. | | | | | | | | | | | | | | | | | |
| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable) | | | | | | | | | | | | | | |
| | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">Controlling</td> <td style="text-align: center; padding: 2px;">Intermediary</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | Controlling | Intermediary | | | | | | | | | | | | |
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| 5 Check only if there is NO Interested Party. <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| 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) <div style="text-align: center; margin-top: 10px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div> | | | | | | | | | | | | | | | | | |
| ADD ADDITIONAL PAGES AS NECESSARY | | | | | | | | | | | | | | | | | |



GrantWorks

2201 NORTHLAND DRIVE | AUSTIN, TEXAS 78756
OFFICE: 512-420-0303 | FAX: 512-420-0302
www.grantworks.net

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE (PA) AND/OR HAZARD MITIGATION ASSISTANCE (HMA) PROGRAM(S); PROVIDING FOR CONTRACTUAL CONDITIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of McLendon-Chisholm, Texas, seeks to participate in Federal Emergency Management Agency (FEMA) Public Assistance (PA) and/or Hazard Mitigation Assistance (HMA) programs administered through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB); and

WHEREAS, participation in such programs requires the engagement of qualified professionals experienced in the administration of federally funded projects; and

WHEREAS, the City has completed a Request for Proposals (RFP) process for professional services in accordance with applicable federal procurement requirements; and

WHEREAS, proposals received have been reviewed and evaluated based on qualifications, experience, integrity, compliance with public policy, past performance, and financial and technical capacity; and

WHEREAS, the City Council finds that the selection of a qualified professional service provider is in the best interest of the City and necessary for effective program implementation;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF McLENDON-CHISHOLM, TEXAS THAT:

SECTION 1. The City Council hereby selects GrantWorks, Inc. to provide application and project-related disaster recovery management services for FEMA PA and/or HMA program(s).

SECTION 2. Any contract or agreement for services with the selected provider shall be subject to successful negotiation of terms and conditions acceptable to the City and in compliance with all applicable federal, state, and local requirements.

SECTION 3. The recitals contained herein are hereby found to be true and correct and are incorporated into the body of this resolution as if fully set forth herein.

SECTION 4. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED THIS 14th DAY OF APRIL, 2026

APPROVED:

Bryan McNeal, Mayor

ATTEST:

Angela Jennings, City Secretary



City of McLendon-Chisholm

Staff Report

Date: April 14, 2026

Agenda Item: Discuss, consider, and select Engineering/Architectural service provider(s) to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.

Background:

The City of McLendon-Chisholm is pursuing participation in Federal Emergency Management Agency (FEMA) Public Assistance (PA) and/or Hazard Mitigation Assistance (HMA) programs administered through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB). These programs provide funding opportunities for disaster recovery and mitigation-related projects.

In order to comply with federal procurement requirements, the City initiated and completed a Request for Qualifications (RFQ) process to solicit Engineering and/or Architectural services. Statements of Qualifications were received and evaluated based on criteria including experience, technical capacity, past performance, and ability to comply with federal requirements.

The attached resolution formalizes the selection Shaumburg & Polk, Inc. to assist the City with application preparation and project-related services associated with FEMA PA and/or HMA programs.

Fiscal Impact:

No immediate financial impact. Costs associated with services will be tied to specific FEMA-funded projects and are typically eligible for reimbursement under program guidelines.

Options/Alternatives:

1. City Council may approve the Resolution, as presented.
2. City Council may deny the Resolution.

Recommendation:

Staff recommend approval of the Resolution, as presented.

Attachments:

- Resolution
- Shaumburg & Polk, Inc Statement of Qualifications

Presenter: Fabrice Kabona, City Manager

REQUEST FOR QUALIFICATIONS FOR:

FEMA Public Assistance (PA) / Hazard Mitigation Assistance (HMA)

Professional Engineering Services



For:
City of McLendon-Chisholm

Date:
March 16, 2026

ENGINEERING A BETTER FUTURE

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REQUIRED FORMS

Please use the following reference guide to locate information within the SOQ related to the Rating Sheet criteria:

Experience

1. **Related experience/background with FEMA/TDEM and other federally funded programs/projects:** SPI qualifies for Maximum Points. Through our 89-year history, SPI has designed over 1000 federally funded projects. Examples of our most recent HMGP and other federally funded projects are shown in the Experience Section, pages 6-22, of this SOQ.
2. **Related Experience / Background (Specific Project Type):** SPI qualifies for maximum points based on its extensive experience. SPI has successfully completed hundreds of projects of this type since the late 1990s. Supporting documentation is provided on pages 16-22 of the SOQ.
3. **References from current/past clients.** SPI qualifies for Maximum Points. References from current and past clients can be found on pages 24-25.

Work Performance

1. **Proven track record for delivering projects on schedule.** SPI qualifies for Maximum Points. SPI has successfully worked to have all federally funded projects completed on schedule, which is critical in scoring for successive grant opportunities. Supporting information is included in the Work Performance Section, page 27, of this SOQ.
2. **Manages projects within budgetary constraints.** SPI qualifies for Maximum Points. SPI has successfully completed countless projects within prescribed budgets. Supporting information is included in the Work Performance Section, page 27 of this SOQ.
3. **Work product is of the Highest quality.** SPI qualifies for Maximum Points. SPI has adopted, and currently utilizes, our own internal quality control program. These commitments to quality are further outlined in page 28, of this SOQ.
4. **Methodology and Approach.** This represents a unique funding opportunity tied to previously allocated disaster recovery funds. We recognize that any proposed project must be aligned with the objectives and Action Plans of prior funding efforts. The following outlines our methodology for supporting a project from inception through closeout. These commitments to quality are further outlined in page 29, of this SOQ. Quality Assurance/Quality Control on page 30.

Capacity to Perform

1. **Staff Level/Experience of Staff.** SPI qualifies for maximum points in this category. The SPI staff assigned to our projects have an average of 15 years of experience with infrastructure projects. Detailed information on key personnel can be found in the Capacity to Perform section (pages 32-33) of this SOQ. Individual resumes are provided in the Resumes section (pages 35-43). The Capacity to Perform section also includes the percentage availability of each key staff member assigned to this project.
2. **Adequacy of Resources.** SPI qualifies for Maximum Points. SPI employs the latest in computer aided design and drafting software to complete projects. A complete list of our technological resources can be found on page 44 in this SOQ.
3. **Professional Liability Insurance.** SPI qualifies for Maximum Points. A copy of our current insurance certificate is included on page 46 of this SOQ.
4. **Submission Requirements.** SPI Qualifies for Maximum points. SAM search results, Form CIQ, and Certification Regarding Lobbying and Disclosure of Lobbying Activities are attached to this SOQ.

INTRODUCTION

November 13, 2025

City of McLendon-Chisholm
Attn: Fabrice Kabona, City Manager
1371 West FM 550
McLendon-Chisholm, TX 75032



COVER LETTER

Dear Mr. Kabona,

On behalf of Schaumburg & Polk, Inc. (SPI), I would like to express our appreciation for the opportunity in presenting our qualifications to provide professional engineering services to the City of McLendon-Chisholm. SPI is registered with the Texas Board of Professional Engineers and Land Surveyors (TBPELS Firm Registration No. F-000520) and is in good standing per the Texas Engineering Practice Act.

SPI understands that this RFQ is not for a single project but rather for on-call services related to various HMA-funded initiatives. We recognize that our role may involve delivering a comprehensive range of civil engineering services on behalf of the City of McLendon-Chisholm including, but not limited to, assisting with the development of the City's application as required. We will collaborate with the City to define the scope, prepare initial cost estimates, and create relevant exhibits for the applications. Our team will also provide initial engineering support for environmental reviews, preliminary engineering assessments, surveying, and scheduling. Additionally, we will offer all necessary engineering services throughout the final design, bidding, award, and construction phases.

Expert Team

Our experience with various federally funded programs is extensive, as evidenced by the attached Statement of Qualifications. We believe we have the capability and capacity to provide all the engineering services related to the City of McLendon-Chisholm's proposed project(s).

The official point of contact for SPI is Mr. Jeremy White, and he can be contacted in the following ways:

Mr. Jeremy M. White, P.E., CFM,
Vice President / Principal-in-Charge
Schaumburg & Polk, Inc.
819 W. Moore Avenue
Terrell, TX 75160

jwhite@spi-eng.com
972.563.0205 Phone

Our Experience

SPI recognizes that the application process involves collaboration with staff and the City's Grant Administrator to maximize benefits for the residents in the City's service area. Given the competitive nature of FEMA grants, the City of McLendon-Chisholm is ideally positioned to achieve strong results. Our team has cultivated the relationships necessary to support a successful application and ensure smooth project implementation. We are eager to join your team in this funding endeavor. Our extensive experience with various federally funded programs, detailed in the attached SOQ, demonstrates our capability and capacity to provide all the engineering services required for your proposed application.

We have a great deal of experience with federal and state disaster related funding, having completed many successful competitive applications over the years. We believe we can assist in making a solid, competitive application for the City. We have worked on numerous projects in the surrounding area where SPI's services have included the application phase all the way through and including construction phase services for our clients.

The team we have assembled has a proven record of success and we are available to begin work immediately. SPI strives for a superior designed project as we complete projects on schedule and within the prescribed budget. We have the unparalleled experience of over eighty-eight years in this industry and have included a list of our clients who can verify our work performance.

We are committed to serving the City of McLendon-Chisholm and would appreciate your selection of Schaumburg & Polk, Inc. for this important project.

A handwritten signature in blue ink that reads "Jeremy M. White, P.E., CFM".

Jeremy M. White, P.E., CFM, Vice President
jwhite@spi-eng.com / 972.563.0205



Providing civil engineering services in Texas since 1937

Firm Name

Schaumburg & Polk, Inc.

Type of Business

Subchapter "C" corporation incorporated in the State of Texas

Contact Person

Jeremy M. White, P.E., CFM
Principal-in-Charge
jwhite@spi-eng.com
972.563.0205

Address

819 W. Moore Avenue
Terrell, TX 75160

Date of Firm Formation

1937 (89 years in business)

Number of Employees

Over 80 Employees

Firm Registration Number

Texas F-000520

Firm Surveying Registration Number

Texas 10022000

FIRM PROFILE



Types of Services Offered

SPI specializes in providing engineering, planning engineering design, construction management, and surveying services for public infrastructure projects. SPI is a recognized expert in the field of federally funded construction projects that are administered by local, State, and Federal agencies. We provide professional surveying and civil engineering services for municipalities for a wide range of projects, including roadway (paving and drainage) infrastructure design, water system planning and design, wastewater system planning and design, pedestrian hike and bike trail planning and design, and civil infrastructure design for site development projects (for municipal facilities).

SPI also employs LiDAR drone technology and an FAA licensed drone pilot to provide survey and mapping services. One inherent benefit of using LiDAR technology, rather than Photogrammetry, is the ability to measure surfaces below vegetation and tree canopy. This technology can significantly reduce field-time by as much as half and expedite the project design. In addition to design efficiencies, this technology also allows SPI to track construction progress with high resolution aerial imagery.

Our Value

A unique benefit SPI provides is a proven track record in securing funding through agencies such as Community Development Block Grant (CDBG), Federal Emergency Management Agency (FEMA), Texas Departments of Emergency Management (TDEM), Texas Water Development Board (TWDB) and Texas Parks & Wildlife Department (TPWD). SPI has also assisted many communities with developing municipal bond issues to fund infrastructure projects.

Building enduring client relationships is at the heart of SPI's mission. We achieve this through a dedication to high-quality client service and engineering designs tailored to specific needs. Our long-standing client relationships are a testament to our ability to consistently deliver successful projects, from initial concept through construction. We leverage our extensive experience in the region to proactively address challenges and ensure optimal outcomes. Our primary goal is not just to complete projects, but to cultivate lasting partnerships built on trust and exceptional service.

Offices

SPI will provide engineering services from our Terrell office. SPI also has offices in Beaumont, Houston, Kyle, Richardson, Tyler and Waco with staff that are available on an as-needed basis.

| Discipline | Terrell | Tyler | Richardson | Beaumont | Houston | Kyle | Waco | Total |
|------------------|---------|-------|------------|----------|---------|------|------|-------|
| Licensed P.E. | 5 | 8 | 3 | 7 | 5 | 3 | 1 | 32 |
| EIT | 2 | 4 | | 3 | 1 | 3 | | 13 |
| Design Tech. | 1 | 3 | 4 | 2 | | 2 | | 12 |
| Const. Rep. | 1 | 2 | 1 | 1 | | | | 5 |
| Administrative | 1 | 1 | 1 | 1 | 1 | 1 | | 6 |
| RPLS | | | 1 | | | | | 1 |
| Public Relations | 1 | 1 | | 1 | | | 1 | 4 |
| Marketing | | 1 | | | 1 | | | 2 |
| HR / Accounting | | 1 | | 2 | | | | 3 |
| Intern | | 2 | | 3 | | | | 5 |
| Total | 11 | 23 | 10 | 20 | 8 | 9 | 2 | 83 |

WATER / WASTEWATER

- Surface Water Treatment Facility
- Groundwater Development and Production
- Water Storage Tank Rehabilitation
- Water Storage Facilities
- NACE Trained Tank Inspection
- High Service Pump Stations
- Water Distribution Systems
- Wastewater Treatment Facilities
- Solids Management Facilities
- Wastewater Discharge Permitting
- Lift Stations and Force Mains
- Wastewater Collection Systems
- Operation and Maintenance Programs



STREETS & DRAINAGE

- Thoroughfare, Collector, and Local Street Design
- Concrete and Asphalt Pavement Design
- Rural and Urban Street Design
- Sidewalks and Other Bicycle/Pedestrian Facilities
- Transportation Systems Planning
- Feasibility Studies
- Route Studies and Schematic Design (Minor Roadways, Major Roadways)
- Minor and Major Bridge Layouts
- Construction Administration
- Low Impact Development (LID) Design
- Projects with Federal Funding (LGPP-certified)
- Collective Pavement Programs by Inter-local Agreement

SURVEYING & MAPPING

- Topographic Surveying
- Stockpile Volumetric Analysis
- Landfill Surveys
- Utility Inspection
- Change Detection
- Construction Progress Tracking
- As-Built Surveys
- Roadway and Utility Route Analysis
- Land Development and Planning
- Waterway and Floodplain Mapping
- Storm Damage Assessments
- Control Network
- Construction Staking
- Platting
- Parcel Acquisition Documents



STATE AND FEDERALLY FUNDED INFRASTRUCTURE

- Surface Water Treatment Facilities
- Groundwater Development and Production
- High Service Pump Stations
- Water Distribution Systems
- Wastewater Treatment Facilities
- Emergency Generators
- Solids Management Facilities
- Lift Stations
- Wastewater Collection Systems
- Drainage Infrastructure Improvements
- Road and Bridge Improvements
- Emergency Shelters and Facilities



Assistant with Loans and/or Grant Funding Agencies such as:

- Texas General Land Office (GLO) - Disaster Recovery Fund Grants
- Texas Department of Agriculture (TDA) - Texas CDBG Grants
- TWDB - State Revolving Fund - (Clean Water and Drinking Water SRF)
- TWDB - Rural Water Assistance Fund (RWA - Drinking Water)
- Federal Emergency Management Agency - (FEMA)
- Open Market - Local Bank

QUALITY OF LIFE PROJECTS

- Site Development (Institutional, Commercial, Municipal)
- Planning
- Utilities
- Roads and Parking Facilities
- Drainage
- Low Impact Development (LID)
- Surveying and Platting
- Parks and Recreation
- Accessible Route Design
- Hike and Bike Trails
- Athletic Field Facilities



HYDRAULICS & HYDROLOGY

- Hydrology / Hydraulics Studies
- Storm Sewer Collection System Design
- Stormwater Detention and Retention Design
- Culvert and Bridge Design
- Open Channel Conveyance System Design
- Stormwater Pump Stations
- Levee and Dam Design
- Floodplain Analysis and Reclamation
- FEMA CLOMR / LOMR Processing

ADDITIONAL SERVICES - At SPI, we're dedicated to providing comprehensive civil engineering solutions that help municipalities thrive. Beyond our core offerings, our offices offer a range of specialized services tailored to the unique needs of the communities we serve. Please note that the availability of the following services may vary depending on the specific office location. We encourage you to contact your nearest office for detailed information about the services offered in your area.

- Program Management
- Construction Inspection
- Dam Inspection and Reconstruction
- MS4 Stormwater Management Plan
- Site Development
- City Engineer Services
- Traffic Counts

PROJECT EXPERIENCE

FEMA - Terrell Convenience Station Crossing / City of Terrell

This project included design, bid, and construction phase engineering to replace an insufficient drainage structure on a private road which provides access to the City of Terrell for their Convenience Station service center. The project was partly funded with a FEMA disaster recovery grant related to declared 2015 and 2016 flood events. During those floods, the existing drainage structure and the roadway was washed away. To provide temporary access to the Convenience Station, the City had installed 3- 48" diameter corrugated metal pipes. The City also procured the services of a FEMA grant consultant to assist in the administration of the project funding.

SPI worked closely with the City and the grant consultant to scope the project. During early design, SPI sized the proposed drainage structure to accommodate a 25-year storm event in accordance with the City of Terrell Construction Standards Specifications (TCSS). Four 8' x 5' reinforced concrete box culverts were determined to be the most cost-effective structure to satisfy the required hydraulic design. Ultimate construction consisted of the multiple box culverts with parallel wing walls and reshaped, re-graded channel slopes and embankments to restore positive flow. The pavement was reconstructed about 50 feet across the box culverts and to about 50 feet from either end to provide smooth transition to the existing road. The new pavement section included select backfill, 12" thick concrete base, and 2" thickness hot-mix asphalt surfacing. New guard fence and safety terminal ends were installed across the structure. To expedite construction, a temporary construction detour was built to accommodate Convenience Station traffic during construction.

During construction, rain delays slowed the schedule. The project was also delayed from meeting the original scheduled completion date due to cooler temperatures which prevented installation of the final hot-mix asphalt surfacing. There were no change orders on the project. The project was completed to the satisfaction of FEMA and the City received their reimbursement grant. Construction was completed January 2020 at a cost of \$343,225.

FEMA 2016 Street Rehabilitation / City of Terrell

This project consisted of cement treating the existing base (9,004 square yards), priming, and overlaying with 2 inches of hot-mix asphalt (285 tons) on portions of fifteen streets in the City of Terrell. Construction was completed September 2016 at a cost of \$455,670.

FEMA 2017 Streets Rehabilitation / City of Terrell

The project consisted of the rehabilitation of 25 streets in the City of Terrell. Rehabilitation consisted of cement treating the existing base, cleaning and reshaping the ditches, installing 4,070 square yards of new base, and applying prime coat and 2,800 tons of hot-mix asphalt surfacing. The project was fast-tracked in an attempt to be completed before spring wet-weather season arrived. Construction was completed April 2017 at a cost of \$527,016.

FEMA 2018 Streets and Drainage / City of Vidor

SPI was selected for six FEMA PA projects through DR-4332. The projects include road and ditch repairs on Elgie Road from Tannahill to Pine Street, Elgie Street from Maple Street to the end of Elgie, road repairs in two locations on Concord Street, and road repairs on Oakland and Lakeside.

FEMA CR 305 Reconstruction / City of Terrell

This project consisted of the rehabilitation of 5,915 linear feet of County Road 305 in the City of Terrell. Work consisted of clearing trees and brush from the right of way, cutting and restoring the ditches on both sides of the road, scarifying, reshaping, and re-compacting the road bed, and installing new rock base. The project also included installation of 258 feet of 18 inch cross-drain and driveway culvert pipe with safety end treatment and applying prime coat and hot-mix asphalt surfacing for 4,365 linear feet of the roadway surface. The quantities for the rehabilitation of County Road 305 amount to 9,858 square yards of rehabilitated streets. Project was completed September 2017 at a cost of \$352,733.

FEMA Replacement of Culvert Wingwall, Fritz Swanson Road at Peavine Creek / City of Kilgore

This project was for replacement of a culvert wingwall at Fritz-Swanson Road and Peavine Creek. It included the replacement of an existing wingwall with a new sheet pile wingwall, flexible pavement repair, flowable backfill, and embankment. Alternate bids were included in construction, to include a concrete wingwall, metal beam guard rail, stone riprap, downstream anchor terminal and guard rail. Construction was completed two months ahead of schedule in February 2017 at a cost of \$125,375.



City of Kilgore, FEMA Replacement of Pedestrian Bridges

FEMA Replacement of Pedestrian Bridges, Meadowbrook Country Club and Turkey Creek / City of Kilgore

This FEMA-funded project was for the replacement of two 6' wide pedestrian bridges at Meadowbrook Country Club and Turkey Creek. Construction included the replacement of existing abutments, wingwalls, concrete sidewalk approaches and other miscellaneous items of construction. The pedestrian bridges are 100' and 110' in length, with wooden decking on steel truss framing with steel handrails. Construction was completed in July 2017 at a cost of \$257,400.



City of Terrell, 2017 FEMA Street Improvements

FEMA Parkview, Lantrip Retaining Wall Replacement / City of Kilgore

This project consisted of demolishing and disposing of existing concrete retaining wall, sawcut and remove 2' width of concrete bottom, installation of 70 LF of 7' tall concrete retaining wall per TxDOT standards, and other miscellaneous improvements. This project was completed at a construction cost of \$64,951.



City of Terrell, FEMA CR 305 Rehabilitation



City of Kilgore, FEMA Wingwall Rehabilitation

TWDB (DFUND) US 175 Elevated Storage Tank / City of Mabank

This project is part of a Texas Water Development Board DFUND program totaling \$28 million which consisted of both water and wastewater projects. The complete program includes improvements at the surface water treatment plant and the raw water pump station, up-sizing of the main transmission water line from the plant, replacement of the existing water plant discharge line, a new elevated storage tank, upgrades to the wastewater treatment plant, and up-sizing/replacement of several gravity sewer lines.

SPI prepared an Engineering Feasibility Report (EFR) that included a system-wide analysis of the City's surface water treatment, transmission, and distribution infrastructure. The water system was modeled utilizing KY Pipe software. The analysis identified deficiencies in the current system and needed improvements to for proposed upgrades and improvements. As a part of the analysis, population forecasts were studied and estimations made. Numerous site visits were conducted to collect equipment specifications, evaluate site constraints, and study potential impacts of proposed improvements.

Proposed upgrades and/or improvements were recommended to the water treatment plant including up sizing the filters. Other upgrades/improvements were recommended including upgrades/improvements to the raw water pump station and intake, up sizing and adding new transmission lines, construction of a new elevated storage tank, and various pump station improvements. The EFR was completed in May of 2023 and in December 2023 SPI received TWDB approval of the EFR and an Environmental Determination.

Construction projects were identified in the EFR and opinions of probable construction cost were prepared. One of the projects identified in the EFR was the new US 175 Elevated Storage Tank (EST). Design began on the project in May of 2023, 6 months prior to receiving design approval from the TWDB.

This was done in the best interest of our client since they were in urgent need of additional pressure to satisfy the growth and development being experienced. Design was completed in January of 2024. SPI recommended to the City to solicit competitive bid proposal rather than the convention competitive bid construction contract delivery method. Proposals were received for composite tanks and for multi-leg tanks to allow the city more options. SPI guided and oversaw the entire bidding process. A pre-construction meeting was recently conducted and the project is just beginning in construction.

The project required acquisition of approximately 2 acres of private property to locate the EST and access drives. SPI's registered professional surveyor prepared property descriptions and a plat for the new property. Major components of the project include 750,000 gallon welded steel multi-column elevated storage tank, 20-inch water line connection into existing distribution system, including an electrical motor operated control valve and vault, backup diesel generator, electrical and SCADA controls, access drive and fencing with automatic gate. The project was advertised December of 2023 for construction as a competitive sealed proposal with alternates of a 500,000 gallon and 1,000,000 gallon size.

There were also alternates for the tank style to be a Composite concrete pedestal or a multi-column tank. The multi-column tank style was chosen by the City. The Project was awarded in February 2024 for a total construction price of \$5,905,510. The Notice to Proceed for Construction was issued March 2024 and construction is anticipated to take 450 calendar days. SPI will administer the construction contract, and provide construction representation services on behalf of the City of Mabank.

TWDB W. Market Sanitary Sewer Improvements / City of Mabank

This project was one of several water and wastewater projects funded through a loan from the Texas Water Development Board's (TWDB) Texas Development Fund (DFUND) program. SPI applied for this funding on behalf of the City and assisted the City from application and all the way through loan closing, and obtaining an executed agreement between the City and the TWDB. The total loan amount was \$28.3 million.

The project consisted of replacing 1,505 LF of existing old and failing 6-inch sanitary sewer main with new 10-inch PVC main. All of the sewer main was installed by open-cut trenching. Concrete driveways that were cut were restored with new reinforced concrete placement. Bypass pumping was required during construction to maintain service in the community.

Included in the work was replacement of six 5-foot diameter sanitary sewer manholes. All new manholes were fiberglass with concrete bottoms and tops. Also included were seven new service connections, clean outs, and service laterals. Three connections to existing mains were required. All of the sewer main included a pre and post CCTV inspection. There was one street crossing and several asphalt driveways that required pavement repair.

The project was completed under budget by 11.5%. Substantial construction was completed on schedule. However, punch-list work was slow to progress and delayed final construction completion by a month.

Noteworthy Items: These improvements replaced a failing sewer main that also had some reverse flow. In addition, the increased capacity helped relieve issues being experienced by the City upstream. Completion Status: Construction completed, July 2024.

TWDB SH 198 N Sanitary Sewer Improvements / City of Mabank

This project consists of the replacement of 6" diameter sanitary sewer main with mostly 10" and some 8" diameter sewer main pipe. The project includes manhole replacements, service laterals, clean outs and associated appurtenances. The limits of construction begin downstream at an existing sanitary sewer lift station located on the south side of a stream channel just east of FM 90 and northwest of the Atwoods Ranch and Home Goods retail store. SPI also designed and managed construction on this lift station project which was completed in 2023.

From the lift station, the gravity sewer line will follow the existing stream channel eastward, cross SH 198 about 320 feet north of Eagle Parkway (1,250 linear feet), and then turn northeastward following SH 198 in a private easement adjacent to the TxDOT right of way for approximately 6,410 feet. Therefore, the total length of the SH 198 N improvements is approximately 7,660 linear feet.

The design required obtaining a permit from TxDOT for the SH 198 bore and encasement. That permit has been obtained. Design is completed and has been reviewed and approved for construction by the TCEQ and the TWDB. Construction began in February of 2025 and is anticipated to be completed in October of 2025. Construction is requiring close coordination and communication with the Contractor and private property owners. Several of the easements are located on commercial properties and construction directly impacts their businesses. SPI is providing full-time construction inspection on this project to ensure that the impacts to the local businesses is minimized, and that the project progresses toward completion on schedule. Design (2023) / Currently in Construction 25% complete.

TWDB Eden Plant Rehabilitation / D&M Water Supply Corporation

SPI completed a hydraulic model and system wide study on the D&M distribution system. The result of this project was a prioritized list of recommended improvements for the next 20 years to put them back in TCEQ compliance now and for the future. The highest priority recommendation was to rehabilitate the existing Eden Plant and place it back in service. SPI was able to assist D&M with the procurement of a funding source through the TWDB SRF Program for \$1,900,000 and acquisition of additional property for the improvements, including required environmental engineering.

The proposed improvements included the drilling of a new public water supply well, rehabilitation of an existing 250,000 gallon ground storage tank, demolition of an existing 50,000 gallon standpipe, remove and replace (2) 5,000 gallon hydropneumatic tanks, a new CMU pump station building, and (3) new high service pumps. Design and required regulatory approvals were completed in April 2019, and construction was completed October 2020 at a construction cost of \$1,314,621.

TWDB CWSRF Sanitary Sewer System Rehabilitation Phase 1 and 2 / City of Daingerfield

This project is a part of a multi-phase rehabilitation plan for the Daingerfield WWTP and Collection System. Assisted by SPI, the City was able to procure low-interest funding through the TWDB CWSRF program for this project. Design is ahead of schedule and includes replacement of approx. 2,480 LF of gravity sewer lines, lift station upgrades, approx. 1,636 LF of 8-in force main replacement, and rehabilitation of the WWTP consisting of a new dewatering press unit, aerator replacement, oxidation ditch modifications, clarifier mechanism replacement, new sludge pump station, weir box modifications, electrical upgrades, and other miscellaneous items of construction. This project is anticipated to start construction in February 2025 with a construction budget of \$2,905,934.

TWDB WWTP Improvements / City of Ennis

This project is a part of a multi-phase rehabilitation plan for the Ennis WWTP. Assisted by SPI, the City was able to procure low-interest funding through the TWDB CWSRF program for this project.

Design was completed ahead of schedule and consisted of a new screenings washer compactor, improvements to the existing influent lift station (including installation of a new influent force main), concrete rehabilitation of the existing wet well, concrete rehabilitation of a 40' ID Primary Clarifier, rehabilitation of a 70' ID Secondary Clarifier, rehabilitation of a 60' ID mechanical gravity sludge thickener, construction of a 33'-4" ID mechanical gravity sludge thickener, installation of aerobic digestion equipment, and other miscellaneous items of construction.

Due to budget constraints, the project was awarded without the new mechanical gravity sludge thickener. This project was completed in February 2021 at a final cost of \$3,928,858

TWDB Water Well #4 Improvements / City of Chandler

SPI assisted the City with procuring funding through the TWDB for this project. The project consisted of new public water supply infrastructure, including a proposed 250,000-gallon ground storage tank, (2) 500 GPM high service pumps, miscellaneous yard piping, and necessary electrical improvements to connect Well No. 7C and Well No. 4. Alternate Bid Items included tank options of welded steel, bolted galvanized, glass fused to steel, and concrete tanks. Also, 200,000 gallon, 150,000 gallon, and 500,000 gallon ground storage tank (GST) options were bid as alternates to the base bid for a 250,000 gallon GST. A secondary ground storage tank was also bid for redundancy at the plant. Construction was completed in April 2020 at a cost of \$569,741.

TWDB CWSRF Sanitary Sewer System Rehabilitation Phase 1 and 2 / City of Daingerfield

This project is a part of a multi-phase rehabilitation plan for the Daingerfield WWTP and Collection System. Assisted by SPI, the City was able to procure low-interest funding through the TWDB CWSRF program for this project. Design is ahead of schedule and includes replacement of approx. 2,480 LF of gravity sewer lines, lift station upgrades, approx. 1,636 LF of 8-in force main replacement, and rehabilitation of the WWTP consisting of a new dewatering press unit, aerator replacement, oxidation ditch modifications, clarifier mechanism replacement, new sludge pump station, weir box modifications, electrical upgrades, and other miscellaneous items of construction. This project is anticipated to start construction in February 2025 with a construction budget of \$2,905,934. This is for Phase 1. Phase 2 is currently in the Planning Phase awaiting approval of the Engineering Feasibility Report by the TWDB.

TWDB Mockingbird & Quitman Sewerline Improvements / City of Alba

The sewer mains on Mockingbird St. and Quitman Ave. in Alba, Texas were old, rapidly deteriorating lines that were in need of replacement. These mains are critical infrastructure that serve most of the City and directly feed the WWTP. SPI assisted the City of Alba with the procurement of a funding source through the TWDB CWSRF Program for approximately \$990,000. Improvements consisted of approximately 3,800 LF of new 10" gravity sewer main, all new service lines and reconnections, manholes, and pavement repair. The Mockingbird St. section of sewer was approximately 16' deep and directly beneath the center of the road. As a result, significant pavement repair was required on the project at approximately 6,200 SY. The project design was completed in January 2020 and construction was completed May 2021 at a final cost of \$739,540.

FEMA DR-4485 HMGP Emergency Generators / City of Kaufman

This is a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP), DR-4485-0104, administered by the Texas Department of Emergency Management (TDEM). SPI was selected by the City of Kaufman to provide engineering services to install 12 permanent generators at different locations in the City. There are 11 diesel powered generators at different lift stations and 1 natural gas generator at the Kaufman Civic Center. Grant has been awarded to the amount of \$1,407,521.73 with \$1,055,641.30 federal share and \$351,880.43 a local share. SPI worked with the City to identify the correct location to install the generators. SPI worked together with the City and grand administrator to provide cost estimates, plans, specs, and will help in the bidding and construction phase. The project is 60% completed.

FEMA DR-4485 HMGP Emergency Generators / City of Lott

This is a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP), DR-4485-0104, administered by the Texas Department of Emergency Management (TDEM); SPI was selected by the City of Lott to provide engineering services to install 2 permanent generators at Civic Center/Fire Station and at Lift Station. A natural gas generator was proposed to Civic Center and a propane gas generator was proposed at Lift Station. SPI worked together with the City and grand administrator to provide cost estimates, plans, specs, and will help in the bidding and construction phase. Engineering contract was executed on 12th May 2025. The project is 95% completed and waiting for amendment approval from TDEM.

FEMA DR-4485 HMGP Covid-19 / City of Marshall

This project will provide for the installation of a new 95kW 120/240v three-phased trailer mounted diesel generator to service the lift stations during power outages. Additionally, electrical improvements are proposed at each lift station to accommodate connection to the mobile generator in times of need. Also proposed is an 80kW 120/240v three-phased permanent generator with a 200A automatic transfer switch to power the West End Lift Station. A new concrete generator pad will be built at the West End Lift Station. Additionally, electrical improvements are proposed at each lift station to accommodate connection to the mobile generator in times of need. Grant has been awarded in the amount of \$256,460.

FEMA DR-4485 HMGP Covid-19 / City of Crockett

This project includes professional services for six emergency sirens in the City of Crockett. Services include design, bidding, and construction phase services. Engineering contract was executed on June 2024. Plans are currently 60% complete.

FEMA Lift Station Generators / City of Gladewater

The City of Gladewater proposes to purchase and install two permanent emergency generators, and one portable generator to service 10 lift stations throughout the city. Electrical improvements are also proposed at each lift station to accommodate permanent connection to the generator. The two permanent generators will be installed with fuel tanks, automatic transfer switches, concrete pads, and fencing to power two of the city's sanitary sewer lift stations which includes Moore Lift Station and Dallas Lift Station. Grant has been awarded in the amount of \$546,500.

FEMA Emergency Generators / City of White Oak

This project includes professional services for an emergency generator to White Oak's North Pump Station. Services include design, bidding, and construction phase services. Engineering contract was executed on July 2024.

FEMA Emergency Generators / City of Rusk

This project includes installing a new permanent generator, automatic transfer switch, concrete pad, fencing, electrical upgrades, and utility lines at the new City of Rusk City Hall Building. The proposed project will prevent future failure to function and ensure continuous operation of service by providing an all-weather power source. Engineering contract was executed November 2024.



City of Kirbyville, DR Drainage Improvements



City of Lumberton, DR Drainage Improvements



City of Pinehurst, DR Collection Improvements



City of Vidor, FEMA Street Improvements

FEMA DR-4332 TDEM Hazard Mitigation / City of Vidor

SPI was selected by the City of Vidor for all pre-award and post-award engineering services related to DR-4332. SPI assisted the City, in coordination with the City’s grant administrator/public assistance firm, on the application phase for TDEM. SPI assisted the City in developing and prioritizing the projects for submission to TDEM. The awarded project was the Old Spanish Trail culvert crossing replacement with a bridge elevated out of the flood potential. Other projects SPI and the City considered and completed applications for included: North Archie Street Reconstruction, Anderson Gully Study and Improvements, Terry Gully Detention, Alamo Street Bridge Repairs, Orange Street Reconstruction and Drainage Improvements, and Heritage Drive Area Drainage and Pavement Improvements. SPI assisted with scoping and cost estimating for all projects listed.

FEMA DR-4332 TDEM Hazard Mitigation / City of Pinehurst

SPI was selected by the City of Pinehurst for all pre-award and post-award engineering services related to DR-4332. SPI assisted the City in developing engineering-related application phase information for submission to TDEM. The City pursued projects related to city-wide drainage and wastewater system hardening at the wastewater treatment facility and several lift stations. The drainage project required an initial city-wide study of the ditch and culvert systems. The study identified required capacity improvements for ditches and culverts throughout the City. The wastewater treatment facility and lift station projects involved raising electrical components to prevent future inundation.

FEMA DR-4332 TDEM Hazard Mitigation / Orange County

SPI was selected by the City of West Orange for all pre-award and post-award engineering services related to DR-4332. SPI assisted the City, in coordination with the City’s grant administrator/public assistance firm, on the application phase for TDEM. SPI assisted the City in developing and prioritizing the projects for submission to TDEM. The projects included City-wide drainage improvements, culvert replacements, and outfall improvements. SPI assisted with scoping and cost estimating for all the projects. This project was not initially selected for funding.

FEMA DR-4332 TDEM Hazard Mitigation / City of Lumberton

SPI was selected by the City of Lumberton for all pre-award and post-award engineering services related to DR-4332. SPI assisted the City, in coordination with the City's grant administrator/public assistance firm, on the application phase for TDEM. SPI assisted the City in developing and prioritizing the projects for submission to TDEM. The awarded project includes a seventy-acre detention facility with hydrology and hydraulic study phase. SPI assisted the City in developing an application, through Hardin County, for FEMA HMGP funding through the Texas Division of Emergency Management (TDEM). SPI had, under previous disaster related funding, provided a Comprehensive Drainage Study for the City. The project, which was three fold, consisted of: 1) construction of two detention ponds, 2) acquisition of 21,200 linear feet of drainage easements along existing outfall channels, and 3) a Comprehensive Drainage Study (CDS). Utilizing HEC-RAS and HEC-HMS, the two detention ponds were designed to enhance the natural drainage patterns and improve hydraulic characteristics within two of the six drainage basins found within the City. The CDS addressed current and future drainage needs for the City by taking into consideration existing and potential drainage issues. The CDS continues to be a tool for City Leaders to determine capital project expenditures for immediate and future improvements. The CDS was funded through CDBG DR Critical Infrastructure funding. The proposed HMGP project will update the modeling of the system as it relates to the proposed detention facility.



City of Lumberton, DR Street Improvements



LNVA, FEMA Mitigation



City of Pinehurst, DR Street Improvements



City of Kirbyville, DR Sewer Improvements

FEMA DR-4332 CDBG

Disaster Recovery

SPI was involved and engaged with our clients and potential funding agencies in the earliest possible stages of the Harvey recovery process. We assisted with project development, cost estimates, exhibits, and any engineering related task necessary to help our clients obtain the funding they needed to recover. The following clients selected SPI for the following projects:

[City of Vidor](#) – \$5.56 million project includes improvements throughout the community, including North Archie Street Reconstruction, Alamo Street Bridge Repairs, Anderson Gulley Study and Report, Aery Street Repairs, Tiger Creek Crossing at Texas and Pine Streets, and Elgie Street drainage improvements.

[City of Lumberton](#) – \$2.5 million street and drainage improvement project, which consists of approximately 8,410 linear feet of street rehabilitation and approximately 12,000 linear feet of drainage and culvert improvements.

[City of West Orange](#) – \$7.34 million street and drainage improvement project, which consists of approximately 29,533 linear feet of street rehabilitation and 59,335 linear feet of drainage and culvert improvements.

[City of Pinehurst](#) – \$6.89 million projects include 20,294 linear feet of sanitary sewer rehabilitation, remove and replace 70 manholes, 42,091 linear feet of street rehabilitation, and improvements at the City's wastewater treatment plant.

[City of Port Neches](#) – \$2.97 million project includes the removal and replacement of one elevated water storage tank.

[City of Groves](#) – \$4.1 million project includes major renovation to the Taft Avenue Lift Station.

[Austin County](#) – \$3.8 million project includes replacement of six bridges located throughout the County.

[City of Orange](#) – \$7.2 million Wastewater and Facilities

[Orange County](#) – \$10 million Flood and Drainage Improvements

[Rose Hill Acres](#) – \$2.0 million Streets and Drainage

[City of Taylor Landing](#) – \$1.17 million Country Club Road Rehabilitation



City of Cuney, DR Generators



Cherokee County, DR Generators



City of Grapeland, DR Water Improvements



City of Kirbyville, DR WWTP Improvements

Belton Lane Drainage / City of Anahuac

This project was funded by ORCA/TDRA as a result of Hurricane Ike. The Belton Lane Drainage Project involved the complete replacement of all utilities within the right-of-way of Belton Lane. Approximately 4,750 linear feet of full roadway replacement, six and eight inch water lines including services, six and eight inch sanitary sewer lines including services, storm sewer ranging in size from fifteen inch diameter culverts to ten by ten foot boxes, pavement markings, roadway signs, all geotechnical investigation, stormwater pollution prevention plan, and traffic control plan were included. This project also included coordination with overhead utilities and underground gas lines. Perennial Environmental provided the USACE permitting services. Public Management, Inc. provided the Grant Administration.

TDRA DR Streets Rehabilitation / City of West Orange

As a result of damage caused by Hurricane Ike, the City of West Orange selected twenty-seven streets located throughout the City for rehabilitation. SPI performed an initial evaluation to determine the most effective method of correction to each individual street. The City was kept apprised of the evaluation as the project proceeded. Upon evaluation and confirmation by the City, SPI selected three types of pavement rehabilitation to be utilized. Type 1 streets received only an HMAC overlay, Type 2 streets were scarified and reshaped followed by an HMAC overlay, and Type 3 streets required milling of the existing ACP surface and replacement with new HMAC. Additionally, some areas required concrete base failure repairs prior to the Type 3 rehabilitation, and some of the Type 2 streets required additional reconstruction. SPI worked closely with the City, grant administrator, environmental service provider, TDRA, and HNTB throughout the project.

New Community Shelter / Orange County

This project was funded by ORCA/TDRA as a result of Hurricane Ike. SPI provided the program management and site/civil work for a new, \$10.6 million disaster shelter. SPI provided all site work design including water, sewer, drainage, and paving. SPI also coordinated the work of the project architect, structural engineer, and environmental service provider. One unique aspect of this project is that Orange County provided partial funding of the project. Grant administration provided by David J. Waxman, Inc.

Drainage Structure Improvements / City of Lumberton

This project was funded by ORCA/TDRA as a result of Hurricane Ike. Remove and replace two main drainage structures at street crossings. These two drainage structures failed to adequately convey flows. Project included removing and replacing the entire street section, including 5 X 7 and 6 X 7 box culverts, headwalls, slope stability, complete pavement replacement, traffic control plan, replace sanitary sewer and service connections, replace ten inch water main, and storm water pollution prevention plan in two separate locations. Grant administration provided by David J. Waxman, Inc.

Pendleton Harbor Waterline (TDA CDBG Drought Recovery Funds) / Sabine County; G-M Water Supply Corporation

SPI worked with Sabine County, G-M WSC and Pendleton Harbor to provide a new 6" waterline along SH 21 to extend potable water service to Pendleton Harbor's existing water system due to drought related issues with the existing water plant intake. The new waterline required a 1900 linear foot directional drill under a portion of Toledo Bend at Carrice Creek area, as well as permitting through the Texas Department of Transportation to install the waterline in TxDOT ROW.

Disaster Recovery, Emergency Generators / Various

SPI was responsible for the design and installation of scores of generators throughout East Texas. These projects were funded by the GLO as a result of power outages caused by Hurricanes Rita and Ike. SPI performed load demand studies at multiple water and wastewater treatment plants, lift stations, water well and pump station sites, and public shelters. SPI used this information to design a generator size and automatic transfer switch for backup power in the event of a power outage.

The following is a list of projects:

1. **City of Alto** - Emergency Power Generator, transfer switches at four sites, Grant Administrator: GrantWorks, Environmental: Gary Traylor & Associates
2. **City of Anahuac** - Elevated Water Tank includes the replacement of a 150,0000 gallon elevated water storage tank. Grant Administrator: Public Management, Environmental: Community Development Resources
3. **Cherokee County** - Ten Emergency Power Generators for several Water Supply Corporations, Volunteer Fire Departments, and community Shelters. Grant Administrator: Gary Traylor & Associates, Environmental: Tim Glendening & Associates.
4. **City of Cuney** - Emergency Generator. Grant Administrator: Gary Traylor & Associates, Environmental: Talon/LPE
5. **City of Devers** - Grinder Pump Replacement. Grant Administrator: Public Management, Environmental: TLC Engineering Co.
6. **City of Jacksonville** - Two Emergency Power Generators. Grant Administrator: Gary Traylor & Associates, Environmental: Gary Traylor & Associates
7. **City of Liberty** - Six Emergency Generators, SCADA, Power Pole Replacement. Grant Administrator: Public Management, Environmental: Gary Traylor & Associates.
8. **Liberty County** - Eight Emergency Generators, Water system improvements, Community Shelter, nearly 40 miles of Drainage channels. Grant Administrator: Public Management, Environmental: HoweCo.
9. **Madison County** - New water service to an area in the southeastern part of the County. Grant Administrator: GrantWorks
10. **City of Lumberton** - Two Emergency Generators, culvert crossings. Grant Administrator: David J. Waxman, Environmental: Tim Glendening & Associates
11. **Montgomery County** - Drainage improvements to nearly 70,000 linear feet of ditch and culverts. Grant Administrator: Self-Administered.
12. **Nacogdoches County** - Shelter improvements and emergency generators. Grant Administrator: David J. Waxman, Inc.
13. **City of Nederland** - Street improvements, sanitary sewer rehabilitation, generators. Grant Administrator: Self-Administered
14. **Orange County** - Multiple culvert crossings, seventeen miles of road resurfacing. Grant Administrator: David J. Waxman.
15. **City of Orange** - Seven miles of street improvements. Grant Administrator: Self-Administered.
16. **City of Pinehurst** - Lift Station Controls. Grant Administrator: David J. Waxman, Environmental: Langford Community Management
17. **City of Rusk** - Emergency Generator. Grant Administrator: Gary Traylor & Associates, Environmental: Community Development Resources
18. **Sabine County** - New surface water plant. Grant Administrator: David J. Waxman.
19. **Walker County** - Emergency generators for three large water suppliers throughout the County. Grant Administrator: Gary Traylor & Associates
20. **City of West Orange** - Two Emergency Power Generators, Street Resurfacing, culvert crossings. Grant Administrator: Gary Traylor & Associates. Environmental: Future Link Technologies.

These communities entrusted SPI with the Engineering Services associated with nearly \$60 million in Disaster Recovery Projects.

These projects were distributed to those teams and project managers throughout our branches who could most effectively and expeditiously deliver the desired results. SPI assembled a team of Sub-Consultants in support of these projects. The Sub-Consultants were approved by TDRA via our Historically Under-Utilized Business (HUB) Sub-Consulting Plan (HSP).

ARPA HWY 110 Waterline Replacement / City of New Summerfield

Project consisted of 4471 LF of 4" Waterline, Gate Valves, Flush Valve Assemblies, Bores, Service Connections, and other miscellaneous work. Construction was completed in May 2023 under budget at a final cost of \$172,456.

ARPA Waterline Improvements and Generator / City of Berryville

The project generally included upgrading waterlines throughout the City of Berryville water distribution system that were overloaded with service connections according to TCEQ standards. Specific items of work included, but were not limited to: furnishing and installing approximately 2,469 LF of new 4" PVC pipe, directional bores, driveway bores, gate valves, interconnection to existing waterlines, and other miscellaneous items of construction.

During design of the project, SPI met with City personnel to determine specific requirements of the project and discuss current TCEQ violations, coordinated with TCEQ to resolve outstanding violations, prepared cost estimations on the project, prepared plans and specifications for bidding, and updated City of Berryville GIS mapping. SPI conducted all phases of bidding including advertisement in local papers and online, direct contacts to general contractors, distribution of plans and specifications, bid opening coordination, bid tabulation, and recommendation of award.

Under SPI management, construction of the project was completed ahead of schedule in July 2023 and under the anticipated budget. Final construction cost was \$145,398. Additionally, the improvements satisfied violations issued to the City by TCEQ and the Berryville water system no longer has outstanding violations.

TDA CDBG Water Improvements / City of Cuney

At an existing water well site, improvements included the installation of a new 150 GPM well pump and motor, well discharge assembly piping, the rehabilitation of the existing 88,000 gallon standpipe, chlorination piping, and miscellaneous yard piping improvements. Construction was completed June 2020 at a cost of \$209,750.

TDA CDBG Plant 2 Improvements / City of Reklaw

This project consisted of the installation of a 3,500 gallon pressure tank for potable water, a 30,000 gallon AWWA welded steel ground storage tank, and necessary yard piping. During the project, the well pump failed. The well pump, including wiring, was replaced as a result. Two check valves, new piping insulation, rock for driveway, outside lighting, and 2 gate valves were installed. Construction was completed in June 2021 at a total construction cost of \$206,800.

TDA CDBG Water Improvements / City of Grapeland

This project included the construction of 180 LF of 8" C-900 PVC waterline, four new 8" gate valves, two new 6" gate valves, six interconnections and two new fire hydrants to loop a portion of the water distribution. The project also included complete rehabilitation of Well #1, Water Plant #1, Aerator Tower and Booster Pump #1, regulatory compliance improvements to Water Plant #2 GST, and other miscellaneous items of construction. Construction was completed January 2020 at a cost of \$253,072

ARPA West Side Lift Station Improvements / City of Marshall

This project completes Phase I of a multi-phase Lift Station Regionalization Plan developed by SPI for the remaining twenty-three (24) Lift Stations serving the City. The project consisted of lift station improvements including property acquisition, site upgrades, pump replacement, new Generator, electrical upgrades, approx. 1,500 LF of force main replacement, and approx. 260 LF of gravity sewer line replacement to facilitate future demand. The project is approaching substantial completion with a construction cost of \$1,623,539.

ARPA East End Lift Station Improvements / City of Marshall

This project is part of a multi-phase Lift Station Regionalization Plan for the twenty-four (24) Lift Stations throughout the City. Upon the completion of a system-wide lift station evaluation performed by SPI, Phase I projects included the abandonment of one (1) existing lift station and associated force main and the construction of approx. 1,915 LF of new 24-in gravity sewer line, connecting the Lift Stations influent gravity sewer line to the receiving manhole downstream of the original discharge location. This project was completed in February 2024 and under budget with a construction cost of \$545,385.92.

ARPA Collection System Improvements / City of Nacogdoches

SPI assisted the City of Nacogdoches with the design of sewer line replacements throughout the City. This project will utilize grant funds through the American Rescue Plan Act (ARPA) of 2021. The project includes the replacement of an existing 8" sewerline beneath Highway 59 requiring significant traffic control and coordination efforts with TxDOT. Design should be completed by July 2025 with a total estimated construction cost of approximately \$1.8 million dollars.

TDA CDBG Hitchcock WWTP / City of Hitchcock

SPI was selected for all pre-award and post-award engineering services related to the City's wastewater treatment plant and collection improvements project funded under the CDBG-MIT and the American Rescue Plan Act (ARPA) programs. This project consisted of installing a new bar screen, solids dewatering, aeration basin cleaning, line work, and the replacement of the existing clarifier, manual gates to the splitter box, and the existing solids collection mechanism. Construction was completed in January 2024.

TDA CDBG Bar Screen Installation (Second) / City of Ennis

As part of the multi-phase capital improvements plan for the City of Ennis, SPI designed, bid, and administered the construction of a new mechanical bar screen in an existing concrete channel at Ennis' 4 MGD Oak Grove WWTP as a part of the City's 2015 CDBG project. The project and screen have worked so well for the City that another redundant mechanical bar screen was included in the City's 2017 CDBG project. Similar to the 2015 CDBG project, this bar screen was an E&I Catenary style mechanical bar screen installed in an existing 20' deep concrete basin. This project finished at a cost of \$257,249, within budget and ahead of schedule in August 2020.

TWDB WWTP Rehabilitation Construction Phase / City of Huntington

SPI assisted the City of Huntington in the design, bidding, and construction of a Texas Water Development Board Clean Water State Revolving Fund project totaling \$1,800,000. This project included a complete rehabilitation and replacement of existing components at the City's existing wastewater treatment plant. These improvements included the construction of a new aeration system and final clarifier. Other components that were rehabilitated included the existing influent lift station, (2) existing clarifiers, blowers, sludge return pumps, and equalization pond aerators. This project was bid and awarded in 2021 under budget and construction is now complete.

Ninth-Grace Drainage Corridor Improvements / City of Terrell

SPI’s project scope included easement document preparation, design, bid, and construction phase services. The construction work consisted of clearing and regrading an existing natural creek channel between Ninth Street to Grace Lane and beyond for about 500 feet. However, because of failed negotiations between the City and a couple of property owners on the downstream end, the improvements were terminated about 150 feet beyond (south of) Grace Lane.

Though not in SPI’s initial contract, the City amended our agreement to include preparation of permanent drainage easements and temporary access easements. These documents were used by the City to negotiate and acquire the needed easements and access. A total of seven permanent drainage easements were acquired. Temporary access agreements were negotiated for three properties.

The corridor was heavily congested with trees, brush, vines, trash, and dilapidated fencing. Over the years, the channel had filled with sediment resulting in flooding on some adjacent properties. The purpose of the improvements was to clear, clean, regrade, and open the channel up and improve its alignment. Large, mature trees were left in place whenever possible. However, some very large trees in excess of 30-inches in diameter were removed where homes or other property improvements were endangered.

Just prior to construction, SPI worked with the Contractor and the City to remark all trees designated to remain in place, point out features difficult to find in the congested brush, and help the Contractor re-establish the centerline alignment. Following initial clearing and opening up of the corridor, SPI worked with the Contractor to tweak the channel alignment to obtain a final version.

A 24-inch diameter corrugated metal pipe culvert beneath Grace Lane was removed and replaced with two 30-inch diameter reinforced concrete pipe culverts.

The new culverts included end treatments and concrete rip-rap on the upstream and downstream ends to prevent erosion and gather flow from side borrow ditches. Grace Lane was repaired over the culverts and surfaced with hot-mix asphalt pavement.

The initial 200-foot of channel portion immediately downstream of Ninth Street was lined with concrete to address the steep side slopes necessary because of site constraints. Similarly, the initial 100-foot of channel immediately downstream of Grace Lane was lined with concrete. New chain-link and wood privacy fences were installed on properties where needed, or agreed upon with the property owner. Once cleared and finish graded, the entire corridor was seeded and protected with bio-degradable erosion control mat.

Construction was completed two months ahead of schedule. SPI acquired, prepared, and delivered to the City all close-out documents including recommendation for payment of final Contractor’s pay request, Record Drawings, Affidavit of All Bills Paid, and Certificate of Construction Completion.



Algoa Alto Loma Culvert Replacement / Galveston County

SPI was selected by Galveston County to provide design and construction phase services for culvert replacements in the Algoa/Alta Loma communities. The County Road and Bridge maintenance division identified ten locations where metal culvert crossings over channels showed high levels of erosion, corrosion and settlement. SPI coordinated the surveying and geotechnical analysis at these locations and reached out to private utility companies to identify any potential conflicts. SPI conducted a number of site visits in dry and wet conditions to confirm the data received from these efforts and to establish flow and ponding characteristics around the culverts. Further observations at the sites helped identify damaged features to existing structures, channel and roadway that could be repaired and mitigated in the project.

Being near the bay along the northern Texas Gulf Coast, the area has a high-water table and receives tidal backflow. In addition, storm surge during tropical events inundates the channels with salt water.

SPI designed various culvert crossing configurations, ranging from single 4' wide x 3' tall, double 9' wide x 5' tall and triple 8' wide x 8' tall box sizes. Each required analyzing the flow rate and velocities resulting from constriction of the channel upstream of culvert inlet and expansion of the channel downstream of the culvert outlet. The appropriate headwall or wingwall structure and erosion protection was then designed to mitigate effects from scour at the culverts' inlet and outlet. Proper catchment of adjacent drainage ditches flowing into the channel were designed using inlets or culverts with safety end treatments, such that their discharges would not erode the channel slope.

Additionally, SPI designed the realignment of roadway that curved across two culvert crossings. This improved the conveyance of the channel, removed roadway obstacles and improved the safety and visibility for traffic. Other obstacles, such as steep roadside slopes and concrete headwalls, that could not be removed, required

designing traffic guard fencing with appropriate end treatment, signage, pavement markings and reflective posts. SPI designed a traffic detour plan, to plan on full road closure during construction. This included a temporary truck route and coordinating a temporary road with the County Road and Bridge maintenance division. SPI's storm water pollution prevention plan specified inlet protection and rock filter dams, type 1 and type 3.

SPI completed the design in September 2023 and the County prepared for advertisement. The awarded low bid was \$1.7 million.



Galveston County
Algoa Alto Loma Culvert Replacement



Angelina and Nacogdoches Counties
TPWD Boating Access Improvements WCID # 1



City of Jacksonville TPWD Buckner Park

TPWD Boating Access Improvements WCID #1 / Angelina and Nacogdoches Counties

The purpose of this project was to improve access and increase use. This project included approximately 2,870 SY of asphalt paving, 875 SF of concrete boat ramp, 750 CY of mechanical dredging, fabric shade structure, 1,200 SF of concrete sidewalks, wooden pier, underdrain system, and electrical and lighting. Construction was completed by May 2021, at a cost of \$622,835.

TPWD Buckner Park / City of Jacksonville

Schaumburg & Polk, Inc. (SPI) worked with the City to secure funding for this project through Texas Parks and Wildlife. SPI provided design, bidding, construction administration, and grant administration services. We worked with the city and suppliers to develop a set of construction plans which was completed in January 2024 for a playground area at Buckner Park.

FEMA BENEFITS COST ANALYSIS DEVELOPMENT

Our team has extensive experience preparing Benefit-Cost Analyses (BCAs) that meet FEMA’s stringent requirements for Hazard Mitigation Assistance (HMA) funding. For the City of Rice, we will utilize FEMA’s BCA Toolkit and supporting guidance to develop defensible, well-documented analyses that quantifies the economic benefits of proposed mitigation projects. Our process includes compiling project-specific data, gathering localized risk and loss estimates, and incorporating historical damage data, where applicable. We work collaboratively with City staff to ensure accuracy and completeness, while identifying opportunities to strengthen the project’s cost-effectiveness.

SPI’s experience with FEMA programs positions us to proactively navigate common BCA challenges—including data gaps, complex project types, and multi-benefit solutions—while aligning with FEMA’s standards. Our goal is to help the City of Rice submit competitive applications that clearly demonstrate the value of proposed investments, increasing the likelihood of funding approval and implementation success.

REFERENCES

Government Entity/ Company Name: City of Kaufman
Address: 209 South Washington St., Kaufman, TX 75142
Reference Contact Person & Title: Jordan Elder, Utility Superintendent - Public Works Department
Phone: 972.962.8007
Email: jelder@kaufmantx.org

Brief description of the work performed:

Procure and install permanent generators to mitigate critical facilities from power loss due to natural hazards under the FEMA HMGP, DR-4485-0104, administered by TDEM

Government Entity/ Company Name: City of Lott
Address: 117 E. Gassaway Ave., Lott, TX 76656
Reference Contact Person & Title: Lynne Greger, City Secretary
Phone: 254.584.2681
Email: lottcitysecretary@lott-tx.gov

Brief description of the work performed:

Procure and install permanent generators to mitigate critical facilities from power loss due to natural hazards under the FEMA HMGP, DR-4485-0104, administered by TDEM

Government Entity/ Company Name: City of Kirbyville
Address: 107 S Elizabeth Ave, Kirbyville, Texas 75956
Reference Contact Person & Title: Honorable Frank George, City Mayor
Phone: 409.423.6191
Email: flgeorge50@gmail.com

Brief description of the work performed:

Water, Sanitary Sewer, Drainage, GLO-MIT Competition

Government Entity/ Company Name: City of Lumberton
Address: 836 North Main St., Lumberton, Texas 77657
Reference Contact Person & Title: Steve Clark, City Manager
Phone: 409.755.3700
Email: steve@cityoflumberton.com

Brief description of the work performed:

Street and Drainage Improvements funded by CDBG-DR

Government Entity/ Company Name: City of Vidor
Address: 1395 N. Main Street, Vidor, Texas 77662
Reference Contact Person & Title: Aleta Cappen, Interim City Manager
Phone: 409.769.5473
Email: acappen@cityofvidor.com

Brief description of the work performed:

Street, Bridge and Drainage Improvements funded by DR-4332 CDBG Disaster Recovery as a result of Hurricane Harvey.

City of Kaufman

Jordan Elder, Utility
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209 South Washington St.
Kaufman, TX 75142
972.962.8007
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City of Lott

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City of Mabank

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SRA - Lake Tawakoni

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Terrell, TX 75161
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City of Balch Springs

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City of Grapeland

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City of Rusk

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City of Italy

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City of Alba

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City of New London

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City of Kilgore

Josh Selleck, City Manager
815 N. Kilgore Street
Kilgore, TX 75662
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City of Jacksonville

James Hubbard, City Manager
P.O. Box 1390
Jacksonville, TX 75766
903.541.2812
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City of Jefferson

Allan Whatley, Director of Public
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102 N. Polk Street
Jefferson, TX 75657
903.665.3922
allanwhatley75@att.net

City of Reklaw

Bob Parrott, Mayor
P.O. Box 250
Reklaw, TX 75784
936.369.4333
secretary@reklawtexas.org

City of Alma

Linda Blazek, City Administrator
104 Interurban Drive
Alma, TX 75119
972.935.6777
linda@cityofalmatx.gov

City of Highland Village

Scott Kriston, Director of Public
Works
1000 Highland Village Rd.
Highland Village, TX 75077
972.599.5091
skriston@highlandvillage.org

PROJECT APPROACH

SPI understands that the City of McLendon-Chisholm is seeking professional engineering services to support the FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) Programs. This represents a unique funding opportunity tied to previously allocated disaster recovery funds. We recognize that any proposed project must be aligned with the objectives and Action Plans of prior funding efforts. The following outlines our methodology for supporting a project from inception through closeout.

Application Preparation

- Conduct site visits to assess project area conditions and identify needs.
- Develop a preliminary project scope and concept plan.
- Prepare an initial cost estimate based on preliminary scope.
- Meet with City staff to review and finalize project scope and priorities.
- Prepare final cost estimates for inclusion in the grant application.
- Assist the grant administrator with preparation of mapping exhibits.
- Provide additional application support and technical assistance as requested.

Preliminary and Final Design Plans & Specifications

- Develop a detailed project schedule and coordinate with the grant administrator.
- Conduct an on-site meeting with City staff to review scope, budget, and schedule.
- Perform topographic and design survey services.
- Prepare plans, calculations and cost estimates at the 30%, 60% and 90% stages of design.
- Conduct review meetings with City staff at each design stage.
- Prepare final construction plans, contract documents, and specifications, as well as a final cost estimate.
- Complete in-house Quality Control/Quality Assurance (QC/QA) reviews by an independent Professional Engineer.
- Revise plans and specifications based on staff and (QC/QA) review comments.

Preparation of the Bid Packet (Bidding/Award/Contract Execution)

- Coordinate with the grant administrator to ensure pre-bid clearances from TDA.
- Advertise the project for competitive bids and distribute bid documents to plan rooms and contractors.
- Respond to bidder inquiries and prepare addenda as necessary.
- Conduct a public bid opening and review bid submissions for accuracy and compliance.
- Tabulate and evaluate bids; verify low bidder qualifications and bonding.
- Prepare an award recommendation and attend City Council meetings for contract award.
- Prepare contract documents and coordinate contract execution between the contractor and the City.
- Coordinate with the grant administrator for required pre-construction clearances from TDA.

Construction Administration and Inspections (Construction Management/Review)

- Conduct the pre-construction conference and issue the Notice to Proceed.
- Review material submittals and shop drawings for compliance.
- Perform regular site inspections to monitor progress and quality of work.
- Provide continuous communication with City staff regarding project status.
- Coordinate and perform required construction materials testing.
- Respond to contractor Requests for Information (RFIs).
- Review and approve monthly contractor pay requests; forward to the City and grant administrator for processing.
- Prepare and process change orders, if necessary.
- Conduct pre-final and final project inspections; ensure punch list items are completed.
- Prepare as-built (record) drawings for City records.
- Assist the grant administrator with project closeout reporting.
- Assist the City with addressing any warranty issues, including conducting a one-year warranty inspection.

SPI has developed and implemented a comprehensive Quality Assurance and Quality Control (QA/QC) process, which is applied consistently across all projects. The foundation of SPI's QA program is the principle that all work must be reviewed by a qualified individual who was not involved in the preparation of the work—an Independent In-House Third-Party. This independent checking process is fully documented and represents the core of our Quality Control efforts.

SPI is committed to delivering high-quality project documents and has earned a strong reputation for producing clear and concise construction drawings. Our QA/QC program is a milestone-based policy designed to ensure quality at every stage of the design process. Depending on the contract structure, up to four QA/QC milestone reviews may be required, typically at the 30%, 60%, 90%, and 100% design stages.

At each of these milestones, SPI completes a structured Quality Control checklist to document the review process. Reviews are conducted by the Project Manager and an Independent Reviewer who is not directly involved in the design. Deliverables are not released to the client until the internal QA/QC review is completed. All comments and review records are saved in the project files for traceability and accountability.

In addition to technical quality, SPI places strong emphasis on cost-effective design solutions. This principle is integral to our approach and is reinforced through continuous collaboration with our clients to identify cost-saving opportunities and promote constructibility. SPI routinely applies “value engineering” methods to:

- Reassess the original project scope and goals
- Evaluate existing site conditions and constraints
- Analyze right-of-way and easement needs
- Compare alternative construction materials and methods
- Develop streamlined, contractor-friendly construction documents
- Explore cost-reduction strategies through bid alternatives

For example, to enhance cost efficiency in design planning, SPI prioritizes early coordination on existing utility data to minimize construction conflicts. We also develop flexible construction sequencing and traffic control plans that allow contractors greater freedom, thereby simplifying construction and reducing potential delays.

SPI's structured QA/QC program, combined with our focus on value engineering and client collaboration, ensures that each project is delivered to the highest standards of quality, efficiency, and constructibility.

QA/QC MILESTONES



SPI will provide engineering services from our Terrell office. SPI also has offices in Beaumont, Houston, Kyle, Port Arthur, Richardson, Tyler and Waco with staff that are available on an as-needed basis.

Proven Track Record for Delivering Projects on Schedule

SPI will consult with the City and the Grant Administrator to define the specific project.

Federally funded projects typically have a very rigid schedule for completion of the project. SPI works with the client and grant administrator to define the work schedule for data collection, land acquisition, environmental review, plan development, bidding, and construction.

The SPI team understands that schedules are “lost” a day at a time. The key to on-time project delivery is preparation and adherence to the schedule. The SPI team will develop a schedule that:

- Considers and coordinates all project activities and tasks.
- Is based on a logical and achievable sequence of activities and tasks.
- Has acceptance and buy-in from the team members performing project activities and tasks and the City staff.
- Meets the overall project objectives.

Ongoing schedule utilization allows us to manage the project proactively rather than reactively. We will update the project schedule regularly because we recognize that a schedule is an evolving document. An expeditious schedule will be developed that does not sacrifice quality. Milestone project reviews, as discussed in the QA/QC process, provide opportunities to update the schedule, as well as effective ways to accelerate or recover lost time in the project schedule. This allows the SPI team to deliver the project to the City in the shortest possible time frame.



Manages Projects within Budgetary Constraints

During design, SPI will maintain clear communication with the Grant Administrator and the City. We will responsibly ensure that the project is a success for the City, while complying with the myriad regulatory and funding requirements. For example, we will create alternate bid items and unit costs to allow the contract to fully expend the allowable budget without exceeding the budget. We understand how to work within the funding structure to avoid unnecessary delays and costs. Our track record proves that we finish projects on time and within budget, making you eligible for future funding opportunities.

As part of the QA/QC process, SPI will review the design with you at least three different times throughout the design phase so that the finished product is exactly what you expected. As required, the design will be approved by all regulatory agencies that may be involved prior to releasing for bid.



The quality of the work product is maintained by commitment to the following:

Communication

SPI understands the importance of establishing the lines of communication based on the client’s organization and management. It is preferable to stream communications through one contact to avoid confusion between and within the client’s organization. Communication is typically with the organization’s manager and designated staff or with previous knowledge of the client’s main contact.

Incorporating experience and knowledge of the Owner’s staff

SPI will work with the Owner to identify items of importance and will incorporate milestones for review of the project before proceeding with details of plans and specifications. We know that the successful completion of the project requires open and honest communication to bring together the experience and knowledge of the Owner, suppliers and manufacturers, contractor, financing agency, and our staff.

Technically competent

The experience of SPI and the individuals assigned to the project will provide the technical competency required to meet the needs of the Owner.

Quality of the Constructed Product

The above three elements are key in developing a quality constructed product. The element of communication must also extend to bidders in the bid phase and the selected contractor during construction.

Timely service

Timeliness of service is an important aspect of a project. Timeliness of service for major projects is best achieved by determining the major milestones and scheduling the tasks required to meet the milestones.

Quality Assurance / Quality Control

SPI adopted and utilizes our own internal quality control program, “Quality in the Constructed Product.” The policies and procedures prescribed in this program are used to assure a complete, accurate, and quality product. Quality is defined in this program as “the fulfillment of project responsibilities in the delivery of products and services in a manner that meets or exceeds the stated requirements and expectations of the Owner.” The program goes on to state that “... quality hinges on the degree to which the requirements of each project participant is met.” These tenets of the program highlight what the SPI team believes is unique and important about the relationship we develop with our clients.



CAPACITY TO PERFORM



Jeremy M. White, P.E., CFM

Principal-in-Charge

- 18 years experience
- Experience in capital project management, design, bidding, and construction management of streets, drainage, water and sanitary sewer construction projects.
- 20% Availability

PROFESSIONAL CREDENTIALS

Licensed Professional Engineer

Texas License No. 111785

Certified Floodplain Manager
Certification No. 2789-15N

B.S. Civil Engineering - Texas Tech University, 2007



Kaleb Gilbert, P.E.

Project Manager

- 14 years experience
- Civil Engineer experienced in design, project management, and construction quality assurance, delivering code-compliant, cost-effective infrastructure from concept to completion.
- 30% Availability

PROFESSIONAL CREDENTIALS

Licensed Professional Engineer

Texas License No. 126430

M.S. Civil Engineering - Texas Tech University, 2014

B.S. Applied/Engineering Physics - Angelo State University, 2012



Sujan Baral, P.E.

Project Engineer

- 8 years experience
- Experience with design, bidding, and construction of water, sanitary sewer, storm water, lift station, paving, and drainage projects.
- 35% Availability

PROFESSIONAL CREDENTIALS

Licensed Professional Engineer

Texas License No. 140424

M.S. Civil Engineering - Louisiana Tech University, 2018

B.S. Civil Engineering - Pokhara University, Nepal 2014



Jeremy M. Bell, P.E.

Project Engineer

- 7 years experience
- Experience with design, bidding and construction of water, sanitary sewer, storm water, lift station, paving, and drainage projects.
- 35% Availability

PROFESSIONAL CREDENTIALS

Licensed Professional Engineer

Texas License No. 143965

B.S. Civil Engineering - Texas A&M Commerce, 2018



Matthew Alonzo, P.E.

Senior Design Engineer

- 24 years experience
- Experience with design, bidding, and construction of water, wastewater, sewer, pump station, and drainage projects.
- 20% Availability

PROFESSIONAL CREDENTIALS

Licensed Professional Engineer

Hawaii License No. 11886-C

M.S. Civil Engineering -

University of Hawaii at Manoa, 2004

B.S. Civil Engineering -

University of Hawaii at Manoa, 2000



Aashutosh Bhatt, EIT

Staff Engineer

- 2 year experience
- Experience with design, bidding, and construction of water, sanitary sewer, and lift station projects.
- 20% Availability

PROFESSIONAL CREDENTIALS

Texas EIT

Certification No. 81358

B.S. Civil Engineering -

University of Texas at Arlington, 2023



Zachary Elsey, EIT

Staff Engineer

- 1 year experience
- Experience with strong skills in Civil3D and experience in drainage and street improvement projects and infrastructure development.
- 20% Availability

PROFESSIONAL CREDENTIALS

Texas EIT

Certification No. 83801

B.S. Civil Engineering - Texas

Tech University 2024



Aaron Andrews

Construction Representative

- 17 years experience
- Experience in the construction industry storm water from railroad, roadway, electrical, and water/storm water/wastewater construction. He has experience in Heavy Job, Computer Ease, and Blue Beam Studio and has OSHA 30 certification.
- 30% Availability

CERTIFICATION

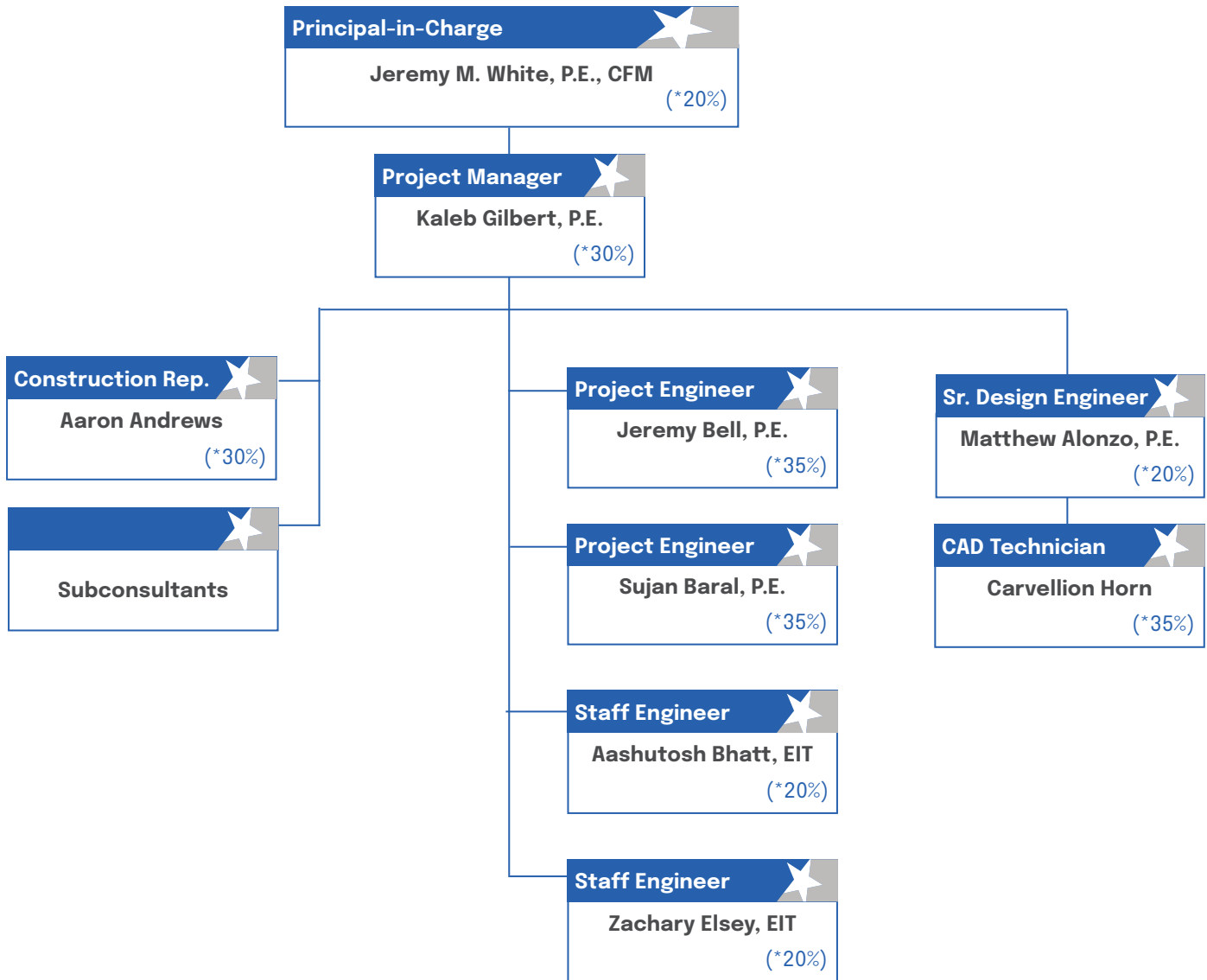
OSHA 30 Certification

TXAPA Inspector Asphalt Education Program

RESUMES

The following organizational chart identifies the team members who will serve the City of McLendon-Chisholm for this project. Backed by our depth of resources, each of these team members can execute your scope of work effectively. **Key team members' position/title within the firm and relevant experience is indicated in their brief resumes on the following pages. Resumes for additional team members can be provided if necessary.**

*The organization chart section also includes the percentage availability of each key staff member assigned to this project (*_%).*





Jeremy M. White, P.E., CFM

QA/QC

Mr. White has over 18 years of civil engineering experience with consulting engineering firms as well as serving on the public side as Assistant City Engineer for the City of Rockwall. He has served as a project manager on the consultant and public side for many projects that include roadway, drainage, hike and bike trails, site planning, water, and wastewater improvement projects for municipalities.

PROJECT EXPERIENCE

FEMA HMGP DR Emergency Generators / City of Kaufman

FEMA HMGP DR Emergency Generators / City of Lott

TDA CDBG Market Street Sidewalk / City of Mabank

TDA CDBG Mobile City Street Improvements / City of Mobile City

TDA CDBG Fruitvale Streets Reconstruction / City of Fruitvale

TDA CDBG Lift Station and Sanitary Sewer Force Main Improvements
/ City of Mabank

TWDB W. Market Street Sanitary Sewer Improvements / City of Mabank

TWDB SH 198 Sanitary Sewer Improvements / City of Mabank

TWDB US 175 Elevated Storage Tank (750,000 gallon) / City of Mabank

TWDB WTP and Raw Water Pump Station Improvements / City of Mabank

TWDB 14-inch Water Transmission Line / City of Mabank

TWDB WWTP Improvements / City of Mabank

TWDB East of 9th Street Sanitary Sewer Improvements / City of Mabank

FM 429 Lift Station Evaluation / Sabine River Authority – Lake Tawakoni Division

FM 429 WWTP Improvements / Sabine River Authority – Lake Tawakoni Division

Hickory Tree Road Reconstruction / City of Balch Springs

Klutts Road Rehabilitation / City of McLendon-Chisholm

Klutts Road Culvert Repairs / City of McLendon-Chisholm

Tripp-Rebecca Road Improvements / Town of Sunnyvale

Meadowview Road Culvert Replacement / City of Heath

EDUCATION

B.S. Civil Engineering, Texas Tech University, 2007

CERTIFICATIONS

Texas Licensed Professional Engineer No. 111785

Certified Floodplain Manager, Certification No. 2789-15N

ORGANIZATIONS

Member of Texas Society of Professional Engineers (TSPE)

Member of Texas Floodplain Management Association (TFMA)

Member of Texas American Water Works Association (TAWWA)



Kaleb Gilbert, P.E.

Project Manager

Mr. Kaleb J. Gilbert has over 14 years of civil engineering experience in design, project management, and construction quality assurance/acceptance experience in civil & structural engineering. Proven expertise in leading design projects from concept through completion, ensuring compliance with codes, standards, and client requirements. Skilled at coordinating multidisciplinary teams, managing budgets and schedules, and delivering high-quality, cost-effective solutions for complex infrastructure projects.

PROJECT EXPERIENCE

EDUCATION

M.S. Civil Engineering, Texas Tech, 2014

B.S. Applied/Engineering Physics, Angelo State University, 2012

CERTIFICATIONS

Texas Licensed Professional Engineer No. 126430

TDA CDBG Park Improvements / City of Corsicana

TDA CDBG Street Improvements / City of Golinda

TDA CDBG Street & Drainage Improvements / Town of Oak Ridge

TDA CDBG Street & Drainage Improvements / Wolfe City

TDA CDBG Street & Water Line Improvements / City of Greenville

I-635 LBJ East Project / City of Dallas & Garland Construction quality assurance/acceptance for the I-635 and I-30 reconstruction: a \$1.74 billion design-build project in TXDOT Dallas District consisting of 12 miles of interstate general purpose lanes, managed lanes, and frontage roads with 80 bridges including the I-635/I-30 interchange and expansion of the High Five interchange.

Southern Gateway Project / City of Dallas

Construction quality assurance/acceptance for the I-35E reconstruction and US 67 widening: a \$666 million design-build project in TXDOT Dallas District consisting of 11 miles of interstate general purpose lanes, 46 bridges, and a deck park.

Liberty Master Planned Community / City of Melissa

Design, project management, and construction administration for a \$250 million master planned community, Texas Highway 5 widening, and DART crossing project.

Aubrey Creek Estates / City of Aubrey

Design, project management, and construction administration for a \$75 million residential subdivision and US 377 widening project.

Exit Realty Office / City of Lubbock

Steel & foundation design, civil site development, and construction surveying for a 12,000-sf office building.



Sujan Baral, P.E.

Project Engineer

Mr. Sujan Baral has a M.S. in Civil Engineering from Louisiana Tech University and is a licensed Professional Engineer in the State of Texas. Upon graduation in 2018, he joined Zarinkelk Engineering Services in Houston, TX. He joined SPI Team on 2021 and has been working as an engineer for various municipal engineering projects. He has 8 years plus of experience with planning, design, bidding, and construction of water, waste water, storm water, and street improvement projects.

PROJECT EXPERIENCE

- FEMA HMGP DR Emergency Generators** / City of Kaufman
- FEMA HMGP DR Emergency Generators** / City of Lott
- TDA CDBG-DR Flood and Drainage Facilities** / City of Vidor
- TDA CDBG-DR Street Improvements** / City of Taylor
- TDA CDBG-DR Street Improvements** / Rose Hill Acres
- TDA CDBG-MIT Flood and Drainage Facilities** / City of West Orange
- TDA CDBG Drainage Improvement Project** / Orange County
- TDA CDBG-MIT Corley Diversion Project Phase 1 -Drainage District 6 (DD6)** / Jefferson County
- TWDB Wastewater Treatment Plant Improvements** / City of Mabank
- TWDB US 175 Elevated Storage Tank** / City of Mabank
- TWDB Water Treatment Plant, Raw Water Transmission Line, Etc.** / City of Mabank
- TWDB WWTP Activated Sludge Process Design** / City of Mabank
- TWDB CWSRF # 73891** / City of Madisonville
- Blackjack Pressure Plan Re-establishment Feasibility Study** /College Mound SUD
- WWTP Headworks Improvement Project** / City of West Tawakoni
- Lift Station Design- HWY 365 Lift Station** / City of Port Arthur
- Hydraulic Water Modeling and System Capacity Analysis** / College Mound SUD
- Force Main Improvement for HWY 365 Lift Station** / City of Port Arthur
- Montrose Lift Station** / City of Port Arthur
- Kenefick Street Improvement Project** / City of Kenefick
- Burnett Street LS Rehabilitation** / Orange County W.C.I.D # 2
- Meeks Drive GST** / City of Orange
- WWTP Permit Renewal** / City of Point
- Southwest EST Rehabilitation** / City of Beaumont

EDUCATION

M.S. Civil Engineering,
Louisiana Tech University,
2018

B.S. Civil Engineering,
Pokhara University, Nepal
2014

CERTIFICATIONS

Texas Licensed Professional
Engineer No. 140424

ORGANIZATIONS

Member of Texas Society
of Professional Engineers
(TSPE)



Jeremy Bell, P.E.

Project Manager

Mr. Bell has a B.S. in Construction Engineering from Texas A&M Commerce and is a licensed Professional Engineer in the State of Texas. He began his career with SPI as an intern, and upon graduation in 2018, he became a full time member of the SPI Team. He has 7 years experience with design, bidding, and construction of water, sanitary sewer, storm water, lift station, paving, and drainage projects.

PROJECT EXPERIENCE

- TDA CDBG Park Improvements** / City of Corsicana
- TDA CDBG Street Improvements** / City of Golinda
- TDA CDBG Street & Drainage Improvements** / Town of Oak Ridge
- TDA CDBG Street & Drainage Improvements** / Wolfe City
- TDA CDBG Street & Water Line Improvements** / City of Greenville
- TDA CDBG Street Improvements** / City of Winona
- TDA CDBG Sanitary Sewer Improvements** / City of Alma
- TDA CDBG Utilities Improvements Projects** / City of Grapeland
- TDA CDBG Street Improvements CD 7217391** / City of Rice
- TDA CDBG Water System Improvements** / City of Ferris
- TDA CDBG Street Rehabilitation** / City of Alma
- TDA CDBG Street Reconstruction** / City of Fruitvale
- TDA CDBG Sidewalk Improvements** / City of Wills Point
- TDA CDBG Bucee's Blvd / Sonoma Trail Street** / City of Ennis
- TWDB New 250,000 Gallon Ground Storage Tank** / City of West Tawakoni
- TWDB S Alley Utilities EFR** / City of Terrell
- TWDB Water Treatment Plant, Raw Water Transmission Line, Etc.** / City of Mabank
- TWDB Wastewater Treatment Plant Improvements** / City of Mabank
- TWDB Water Treatment Plant Improvements** / City of Wills Point
- Rosehill Road Reconstruction** / City of Terrell
- Meadowview Road Culvert Replacement** / City of Heath
- Tripp-Rebecca Road Improvements** / Town of Sunnyvale
- 2022 Asphalt Streets Reconstruction** / City of Ennis
- Klutts Road Rehabilitation** / City of McLendon-Chisholm
- Ovilla ARPA Improvements** / City of Ovilla
- Hickory Tree Road Reconstruction** / City of Balch Springs
- Water Treatment Plant Cooling Tower Replacement** / City of Italy

EDUCATION

B.S. Civil Engineering, Texas A&M Commerce, 2018

CERTIFICATIONS

Texas Licensed Professional Engineer No. 143965



Matthew J. Alonzo, P.E.

Senior Design Engineer

Mr. Alonzo has a M.S. and B.S. in Civil Engineering from the University of Hawaii at Manoa and is a licensed Professional Engineer. He has 24 years of experience in municipal, State, and Federal projects in road rehabilitation and reconstruction, water, sanitary sewer, drainage, utilities, environmental studies, and permitting. Prior to joining SPI in 2021, Mr. Alonzo worked for the Department of Defense, Naval Facilities Engineering Systems Command (NAVFAC) Hawaii in the Cost and Specifications branch where he managed project costs during all phases of design and technical review of the project specifications. Since joining SPI, Mr. Alonzo has served as a Project Manager and Senior Project Engineer providing in-house technical design guidance to younger engineers. Mr. Alonzo also served as a design review consultant for the City of Alvarado.

EDUCATION

M.S. Civil Engineering,
University of Hawaii at Manoa,
2004

B.S. Civil Engineering, University
of Hawaii at Manoa, 2000

CERTIFICATIONS

Hawaii Licensed Professional
Engineer No. 11886-C

ORGANIZATIONS

Member of American Society
of Civil Engineers (ASCE)

PROJECT EXPERIENCE

TDA CDBG Longleaf Drainage Improvements / Gun Barrel City

TDA CDBG Street Reconstruction / City of Campbell

TDA CDBG Medora-Cottage Sidewalk / City of Terrell

TDA CDBG Market Street Sidewalk / City of Mabank

TWDB S Alley Utilities Improvements / City of Terrell

TWDB WTP and Raw Water Pump Station Improvements / City of Mabank

TWDB W. Market St Sanitary Sewer Improvements / City of Mabank

TWDB SH 198 Sanitary Sewer Improvements / City of Mabank

TWDB WWTP Improvements / City of Mabank

Hickory Tree Road Reconstruction / City of Balch Springs

Ninth-Grace Drainage Corridor / City of Terrell

Street CIP 2021 / City of Ennis

TDA Pine Street Reconstruction / City of Grapeland

Kings Creek Drive Rehab Design / City of Terrell

TDA CDF Grove Sidewalk / City of Terrell

Arnold Street Improvements / City of Ennis

Arboretum Estates FM 148 Water Line / City of Terrell



Aashutosh Bhatt, EIT

Staff Engineer

Mr. Bhatt holds a Bachelor of Science in Civil Engineering from the University of Texas at Arlington and currently serves as a Staff Engineer at SPI. He has two years of design and engineering experience gained through his internship with Mead & Hunt in Arlington, Texas.

During his internship at Mead & Hunt, Aashutosh was responsible for:

- Assisting engineers in the design and construction administration of water and wastewater projects.
- Reviewing contractor submittals and researching equipment for new projects
- Compiling specifications for engineering projects
- Performing engineering calculations
- Assisting in the preparation of engineering reports
- Performing water modeling and feasibility studies for Special Utility Districts (SUDs) and municipalities

EDUCATION

B.S. Civil Engineering, University of Texas at Arlington, 2023

CERTIFICATIONS

Texas EIT NO. 81358
TCEQ Water Operator
License No. W00058584

ORGANIZATIONS

Member of Texas American Water Works Association (TAWWA)

PROJECT EXPERIENCE

FEMA HMGP DR Emergency Generators / City of Kaufman

FEMA HMGP DR Emergency Generators / City of Lott

TWDB SH 198 N San Sewer Improvements / City of Mabank

TWDB TCEQ EPP Revisions / City of Mabank

TWDB US 175 Elevated Storage Tank / City of Mabank

TWDB WWTP, Raw Water Transmission Line, Etc. / City of Mabank

TWDB WWTP Improvements / City of Mabank

TWDB WTP Improvements / City of Wills Point

CCN Application Process - Water and Wastewater Systems / City of New Fairview

Study FM 429 Black Jack / College Mound SUD

Hickory Tree Road Reconstruction / City of Balch Spring

Triangle Pressure Plan Analysis / College Mound SUD

Future Water Model, CIP and Impact Fees / College Mound SUD

Surface Water Monitoring Plan / City of Mabank

Water Conservation & Drought Contingency Plan / City of Mabank

MS4 Permit Renewal / City of Heath

W3 Luxury Living / City of Grand Prairie

H2S04 Fan Testing and Report / City of Arlington

Surface Water Monitoring Plan Update / City of Mabank

Drought Contingency Plan Renewal / City of Mabank



Zachary Elsey, EIT

Staff Engineer

1 year experience

Mr. Elsey is a recent graduate and a new member of the SPI team. He brings strong technical skills in Civil3D and valuable experience in drainage and street improvement projects. Eager to contribute to infrastructure development, he is dedicated to completing each task accurately and efficiently.

At SPI, Zachary has contributed to multiple road reconstruction projects, with a focus on utility design and drainage facilities. He has also played a key role in preparing applications for a wide range of project types.

Zachary has grown up in the Rockwall County community and has a unique and vested interest in contributing the community that he was raised in. He is excited for the opportunity to contribute to planning and projects that will give a lasting impact to the City.

EDUCATION

B.S. Civil Engineering, Texas Tech University, 2024

CERTIFICATIONS

Texas EIT Certification
No. 83801

Member of Texas Floodplain Management Association (TFMA) 2024-Present

PROJECT EXPERIENCE

TDA CDBG Park Improvements / City of Corsicana

TDA CDBG Street Improvements / City of Golinda

TDA CDBG Street & Drainage Improvements / Town of Oak Ridge

TDA CDBG Street & Drainage Improvements / Wolfe City

TDA CDBG Street & Water Line Improvements / City of Greenville

Hickory Tree Road Reconstruction / City of Balch Spring

Tripp-Rebecca Road Improvements / Town of Sunnyvale

Meadowview Road Culvert Replacement / City of Heath

SRA Toledo Bend Reservoir-2025 Traffic Count / Sabine River Authority

Drainage Improvements TO #3 / City of Star Harbor

TxDOT TA Applications / City of Ferris

TxDOT TA Applications / City of Mabank

Barron Street Water Line Replacement / City of Covington

Valdez - Mancillas Development / Private Developer



CERTIFICATIONS

OSHA 30 Certification

Asphalt Education Program

I24-5 Texas Asphalt Pavement Association's Inspector (TXAPA)

Advanced Training

Overview of Water Treatment

Electronic De-ionization
Media Filtration
Clarification
Disinfection
Resin Bed Demineralizers
Reverse Osmosis Water
Systems
Sedimentation
Ultra-filtration
Water Softening

Aaron Andrews

Construction Representative

Mr. Andrews has 17 years of experience in the construction industry ranging from railroad, roadway, electrical and water/storm water/wastewater construction. He has experience in Heavy Job, Computer Ease, and Blue Beam Studio and has OSHA 30 certification. As an SPI Construction Representative, Aaron is responsible for on-site construction monitoring for documentation of construction in accordance with plans and specifications. Prior to joining SPI, Aaron gained several years of hands-on experience as a Superintendent and Project Manager for a North Central Texas paving and construction company.

Responsibilities of the Construction Representative include:

- Attend and participate in pre-construction conference and all construction meetings
- Receive and review progress schedules, submittals and schedules of values
- Make visits to the site at intervals appropriate to the various stages of construction, as agreed upon in the Engineering contract
- Reviews change order requests from Contractor and coordinates with Design Engineer
- Process pay applications from Contractor
- Conduct on-site observations of work in progress and maintain Construction Observation Reports for each site visit, documenting site conditions, personnel on site, and work completed that day
- Observe and maintain documentation of materials testing

PROJECT EXPERIENCE

Ridge Point Estates Subdivision Inspection Services / City of McLendon-Chisolm

Klutts Road Rehabilitation / City of McLendon-Chisolm

Klutts Road Culvert Repairs / City of McLendon-Chisolm

Legacy Park Ph. 1 Subdivision Inspection / City of McLendon-Chisolm

Misc. Pavement Repair Inspection / City of McLendon-Chisolm

Arnold Street Reconstruction / City of Ennis

TDA CDBG Downtown Revitalization / City of Palestine

TDA CDBG Street Improvements / City of Mobile City

TDA CDBG Longleaf Drainage Improvements / Gun Barrel City

TDA CDBG Street Reconstruction / City of Fruitvale

TDA CDBG Old Alma Road Reconstruction / City of Alma

Avenue E Sewer Rehabilitation / City of Ennis

Arnold Street and I45 Lift Station / City of Ennis

Ovilla ARPA Improvements / City of Ovilla

TWDB New Elevated Storage Tank and Transmission Mains / City of Ennis

TWDB West Market Sanitary Sewer Improvements / City of Mabank

TWDB US 175 Elevated Storage Tank / City of Mabank

TWDB SH 198 Sanitary Sewer Improvements / City of Mabank

TWDB Stabilization Pond Embankment Rehabilitation / City of Mabank

Present and Projected Workload

The SPI Terrell office currently has projects in various stages of completion. Several are nearing completion of the design phase and are moving into construction.

Most projects have a six-to-nine month design period and a nine-to-twelve month (or longer) construction time frame. The level of effort required for each project varies with the scope and current status. However, SPI has the capacity to provide all the required engineering services needed for all of City of McLendon-Chisholm's proposed projects.

Office Locations

SPI will provide engineering services from our Terrell office. SPI also has offices in Beaumont, Houston, Kyle, Port Arthur, Richardson, Tyler and Waco with staff that are available on an as-needed basis.

Labor Resources

With a team of over 80 employees, SPI can draw on other skilled and knowledgeable staff members to step in as needed, with the City's approval, should any unforeseen circumstances arise. SPI experiences minimal employee turnover, with staff members averaging 15 years employment with the firm. We have employees that have been with SPI over 30 years.

Our local Terrell office maintains a staff of 13 senior professionals and technicians, as follows:

Licensed Professional Engineers: 6
 Engineers In Training: 2
 Sr. Design Engineer: 1
 Design Technicians: 1
 Construction Representatives: 1
 Public Relations Representative: 1
 Administrative: 1

Equipment Resources

Office Equipment: SPI employs the latest in computer aided design and drafting software to complete projects.

Examples of these technical resources include, but are not limited to the following:

- LiDAR Drone
- ArcGIS/ESRI
- AutoDesk Infrastructure Design Suite (Premium)
- AutoCAD
- AutoCAD Civil 3D
- AutoCAD Map 3D
- AutoCAD Raster Design
- AutoCAD Utility Design
- ArcGIS
- Civil 3D (SSA) Storm and Sewer Analysis; Hydroflow Hydrographs
- HEC-RAS
- HEC-HMS
- Winstorm
- KY Pipe 2010 and 2014

REQUIRED DOCUMENTS

Last updated by Jeffrey Beaver on Jan 05, 2026 at 10:21 AM

SCHAUMBURG & POLK, INC.



SCHAUMBURG & POLK, INC.

| | | |
|---|--|--|
| Unique Entity ID HTJRK4U11815 | CAGE / NCAGE 84TF0 | Purpose of Registration All Awards |
| Registration Status Active Registration | Expiration Date Jan 5, 2027 | |
| Physical Address 8865 College ST STE 100 Beaumont, Texas 77707-2846 United States | Mailing Address 8865 College ST STE 100 Beaumont, Texas 77707-2846 United States | |

Business Information

| | | |
|---|--|-----------------------------------|
| Doing Business as (blank) | Division Name (blank) | Division Number (blank) |
| Congressional District Texas 14 | State / Country of Incorporation Texas / United States | URL (blank) |

Registration Dates

| | | |
|---------------------------------------|---------------------------------------|---|
| Activation Date Jan 7, 2026 | Submission Date Jan 5, 2026 | Initial Registration Date Jul 9, 2018 |
|---------------------------------------|---------------------------------------|---|

Entity Dates

| | |
|---|---|
| Entity Start Date May 1, 1973 | 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 | | |

Last updated by Jeffrey Beaver on Jan 05, 2026 at 10:21 AM

SCHAUMBURG & POLK, INC.

Socio-Economic Types

Self Certified Small Disadvantaged Business

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

| | |
|---|-------------------------------------|
| Accepts Credit Card Payments No | Debt Subject To Offset No |
| EFT Indicator 0000 | CAGE Code 84TF0 |

Points of Contact

Electronic Business

| | |
|-----------------------|---|
| 👤 Jeff Beaver, CEO | 8865 College ST., Suite 100 Beaumont, Texas 77707 United States |
|-----------------------|---|

Government Business

| | |
|--------------------------|---|
| 👤 Jeffrey Beaver, CEO | 8865 College ST., Suite 100 Beaumont, Texas 77707 United States |
|--------------------------|---|

Service Classifications

NAICS Codes

| | | |
|-----------------------|------------------------------|--|
| Primary Yes | NAICS Codes 541330 | NAICS Title Engineering Services |
|-----------------------|------------------------------|--|

Disaster Response

Yes, this entity appears in the disaster response registry.

| | |
|----------------|---------|
| Bonding Levels | Dollars |
| (blank) | (blank) |

| | | |
|------------------------|----------------------------|--|
| States Texas | Counties (blank) | Metropolitan Statistical Areas (blank) |
|------------------------|----------------------------|--|

| CONFLICT OF INTEREST QUESTIONNAIRE | | FORM CIQ |
|---|------------------------|--------------------------------------|
| For vendor doing business with local governmental entity | | |
| <p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p> | OFFICE USE ONLY | |
| <p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">Schaumburg & Polk, Inc.</p> | <p>Date Received</p> | |
| <p>2 <input type="checkbox"/> 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.)</p> | | |
| <p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> | | |
| <p>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.</p> <p style="text-align: center;">N/A</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | |
| <p>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.</p> <p style="text-align: center;">N/A</p> | | |
| <p>6 <input type="checkbox"/> 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). N/A</p> | | |
| <p>7 <u>Gregory M. White, P.E., CFM</u></p> <p>Signature of vendor doing business with the governmental entity</p> | | <p><u>03.16.2026</u></p> <p>Date</p> |



Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Schaumburg & Polk, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Jeremy M. White, P.E., CFM

Signature of Contractor's Authorized Official

Jeremy M. White, P.E., CFM / Vice President

Printed Name and Title of Contractor's Authorized Official

03.16.2026

Date

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| | | |
|--|--|---|
| Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance N/A | Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award N/A | Report Type: _____ a. initial filing _____ b. material change N/A |
| Name and Address of Reporting Entity: _____ Prime _____ Subawardee _____ Tier _____, if Known: _____ Congressional District, if known: N/A | If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: N/A | |
| Federal Department/Agency: N/A | 7. Federal Program Name/Description: N/A CFDA Number, if applicable: _____ | |
| Federal Action Number, if known: N/A | 9. Award Amount, if known: N/A \$ _____ | |
| 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A | b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: <u>Jeremy M. White, P.E., CFM</u> Print Name: <u>Jeremy M. White, P.E., CFM</u> Title: <u>Vice President</u> Telephone No.: <u>972.563.0205</u> Date: <u>03.16.2026</u> | |
| Federal Use Only | Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97) | |

OFFICE LOCATIONS

BEAUMONT

8865 College St, Suite 100
Beaumont, TX 77707
409.866.0341

HOUSTON

11767 Katy Fwy, Suite 900
Houston, TX 77079
281.920.0487

KYLE

165 Elmhurst Drive, Suite B
Kyle, TX 78640
512.262.0440

PORT ARTHUR

1 Plaza Square, Suite 208
Port Arthur, TX 77642
409.866.1365

RICHARDSON

2201 N Central Expressway,
Suite 205
Richardson, TX 75080
972.864.8200

TERRELL

819 W. Moore Avenue
Terrell, TX 75160
972.563.0205

TYLER

320 S. Broadway Ave, Suite 200
Tyler, TX 75702
903.595.3913

WACO

1124 Washington Ave, Unit 2
Waco, TX 76701
254.644.3776



SPI-ENG.COM

info@spi-eng.com

ENGINEERING A BETTER FUTURE

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF McLENDON-CHISHOLM, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE (PA) AND/OR HAZARD MITIGATION ASSISTANCE (HMA) PROGRAM(S); PROVIDING FOR CONTRACTUAL CONDITIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of McLendon-Chisholm, Texas, seeks to participate in Federal Emergency Management Agency (FEMA) Public Assistance (PA) and/or Hazard Mitigation Assistance (HMA) programs administered through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB); and

WHEREAS, participation in such programs requires the engagement of qualified professionals experienced in the administration of federally funded projects; and

WHEREAS, the City has completed a Request for Qualifications (RFQ) process for Engineering and/or Architectural services in accordance with applicable federal procurement requirements; and

WHEREAS, the Statements of Qualifications received have been reviewed and evaluated based on qualifications, experience, integrity, compliance with public policy, past performance, and financial and technical capacity; and

WHEREAS, the City Council finds that the selection of a qualified professional service provider is in the best interest of the City and necessary for effective program implementation;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF McLENDON-CHISHOLM, TEXAS THAT:

SECTION 1. The City Council hereby selects Shaumburg & Polk, Inc. to provide application and project-related Engineering and/or Architectural services for FEMA PA and/or HMA program(s).

SECTION 2. Any contract or agreement for services with the selected provider shall be subject to successful negotiation of terms and conditions acceptable to the City and in compliance with all applicable federal, state, and local requirements.

SECTION 3. The recitals contained herein are hereby found to be true and correct and are incorporated into the body of this resolution as if fully set forth herein.

SECTION 4. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED THIS 14th DAY OF APRIL, 2026

APPROVED:

Bryan McNeal, Mayor

ATTEST:

Angela Jennings, City Secretary



City of McLendon-Chisholm

Staff Report

Date: April 14, 2025

Agenda Item: Staff update on FY26 Budget Amendment

Financial Impact: N/A

Background: The proposed budget amendment transfers solid waste (trash) revenues and expenditures from the General Fund to the Utility Fund, which is accounted for as an enterprise fund. These activities are more appropriately classified within the Utility Fund and should have been recorded there when the City initially established trash billing through Inframark.

As the City proceeds with implementation of its ERP system and prepares to transition utility billing operations in-house, I believe it is both timely and prudent to align these revenues and expenditures within the appropriate fund to ensure accurate financial reporting and consistency with best practices.

Presenter: Mr. Jeff White, Finance Director

CITY OF MCLENDON-CHISHOLM ORDINANCE NO. 2026-[XX]

AN ORDINANCE OF THE CITY OF MCLENDON-CHISHOLM, TEXAS AMENDING THE CURRENT 2025-2026 FISCAL YEAR BUDGET; FINDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES. PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of the City of McLendon-Chisholm, Texas, (the "City Council") has utilized diligent thought, attention and determination in creating the 2025-2026 budget; and

WHEREAS, on Sept 9, 2025, the City Council of the City of McLendon-Chisholm passed Ordinance No. 2025-26, adopting the budget for the fiscal year beginning October 1, 2025; and,

WHEREAS, upon examination and review of revenues and expenditures, the City Manager and City Council has determined it necessary to amend and modify the operating budgets of the General Fund and Utility Fund as set forth herein (Exhibit A) and,

WHEREAS, the City Council finds that the proposed Budget Amendment is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code section 102.010; and

WHEREAS, the City Council finds that it is necessary and proper for good government, peace or order of the City of McLendon-Chisholm to adopt an ordinance amending the current budget.

WHEREAS, the City Council finds the amendments in the line items identified in Exhibit "A" are reasonable, necessary and for legitimate municipal purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MCLENDON-CHISHOLM, TEXAS:

SECTION 1. FINDINGS. The City Council finds the statements made in the preamble above are true and correct. The City Council does authorize amendments to the budget and does authorize expenditures as an amendment to the original budget, finding this is a situation which could not have been included in the original budget through the use of reasonably diligent thought and attention.

SECTION 2. BUDGET LINE ITEMS. The City Council approves budget amendments in Exhibit "A" which is attached and incorporated herein for all purposes and described as Budget Amendment #1 which includes the General Fund Budget and the Utility Fund Budget.

SECTION 3. BUDGET TOTAL. The City Council further finds the amended budget line items in Exhibit "A" will not cause the total expenditures in the budget to exceed the total revenues.

SECTION 4. The Amended Budget for 2025-2026 is hereby approved by the City Council.

SECTION 5. That all provisions of the ordinances of the City of McLendon-Chisholm in conflict with the provisions of this ordinance be and the same are hereby repealed and all ordinances not in conflict shall remain in full force and effect, but such repeal shall not abate any pending prosecution for viola on of the repealed ordinance, nor shall the appeal prevent a prosecution from being commenced for any viola on if occurring prior to the repealing of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 6. That should any sentence, paragraph, subdivision, clause, phrase or sec on of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance, as a whole, or any part or provision hereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Ordinance as a whole.

SECTION 7. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provide.

SECTION 8. The mayor is authorized to make the amendments as set forth above and file, or cause to be filed, a true and correct copy of this Ordinance, with the attached Exhibit "A", with the city secretary and in the office of the County Clerk of Rockwall County, Texas.

DULY PASSED by the City Council of the City of McLendon-Chisholm, Texas, on the 14th day of April 2026.

APPROVED:

Bryan McNeal, Mayor

ATTEST:

Angela Jennings, City Secretary

Exhibit A

GENERAL FUND

REVENUES

| <u>Description</u> | <u>Account ID</u> | <u>FY26 Adopted Budget</u> | <u>FY26 Amended Budget</u> | <u>Difference</u> |
|-------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Trash/Recycling Revenue | 100-315-31500 | 735,000.00 | - | (735,000.00) |

EXPENSES

| <u>Description</u> | <u>Account ID</u> | <u>FY26 Adopted Budget</u> | <u>FY26 Amended Budget</u> | <u>Difference</u> |
|-------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Residential Trash / Recycling | 100-410-41015 | 660,000.00 | - | 660,000.00 |

Utility Fund

REVENUES

| <u>Description</u> | <u>Account ID</u> | <u>FY26 Adopted Budget</u> | <u>FY26 Amended Budget</u> | <u>Difference</u> |
|-------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Residential Trash / Recycling | 300-315-31500 | - | 735,000.00 | 735,000.00 |

EXPENSES

| <u>Description</u> | <u>Account ID</u> | <u>FY26 Adopted Budget</u> | <u>FY26 Amended Budget</u> | <u>Difference</u> |
|-------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Residential Trash / Recycling | 100-410-41015 | - | 660,000.00 | (660,000.00) |



City of McLendon-Chisholm

Staff Report

Date: April 14, 2026

Agenda Item: Discuss and consider appointing members to the Economic Development Committee, the Comprehensive Plan Advisory Committee, and the Park Board.

Background:

City Council has established advisory committees to support key initiatives and provide community input on matters of strategic importance.

The Economic Development Committee is intended to support the City's efforts in attracting, retaining, and expanding businesses, as well as advising on policies and initiatives that promote sustainable economic growth.

The Comprehensive Plan Advisory Committee will assist in the development and update of the City's Comprehensive Plan by providing feedback, community perspective, and recommendations throughout the planning process.

Staff has solicited interest and received applications to serve on each committee.

Proposed Appointments:

Economic Development Committee (Five Members):

- Carl Ackerman
- Ryan Kluge
- Norman Willis Jr.
- Mark Kipphut
- Kevin Carson

Comprehensive Plan Advisory Committee (Five Members):

- Mark Russo
- Gary Nickel
- Justin Ruggiano
- Rebecca Freeze

- David Black

Park Board (Five Members):

- Vincent Woods
- Skyler Finley
- Jackie Tinker
- Erika McNeil
- Ashley Ghowland
- Shari London (**Alternate**)

Options/Alternatives:

1. City Council may approve proposed appointments, as presented.
2. City Council may modify the proposed appointments by selecting different individuals.

Recommendation:

Staff recommends that the City Council appoint the above-listed individuals to serve on the Economic Development Committee, the Comprehensive Plan Advisory Committee, and the Park Board.

Presenter: Fabrice Kabona, City Manager