

City of Alvin, Texas

Paul Horn, Mayor

Keith Thompson, Mayor Pro-tem, District C
Brad Richards, At Large Pos. 1
Joel Castro, At Large Pos. 2
Scott Reed, District A



Adam Arendell, District B
Glenn Starkey, District D
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA

THURSDAY SEPTEMBER 6, 2018

7:00 P.M.

(Council Chambers)

Alvin City Hall, 216 West Sealy, Alvin, Texas 77511

Persons with disabilities who plan to attend this meeting that will require special services please contact the City Clerk's Office at 281-388-4255 or droberts@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheel chair accessible and a sloped curb entry is available at the east and west entrances to City Hall.

NOTICE is hereby given of a Regular Meeting and Executive Session of the City Council of the City of Alvin, Texas, to be held on **THURSDAY, SEPTEMBER 6, 2018** at 7:00 p.m. in the Council Chambers at: City Hall, 216 W. Sealy, Alvin, Texas.

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. PRESENTATIONS

A. Alvin Upfront Citizens Academy.

5. PUBLIC HEARING

A. Public hearing to receive comment on the proposed tax rate of \$0.7880 per \$100 of valuation for the Fiscal Year 2018-2019 (2018 tax year).

B. Public hearing to receive comment regarding the 2018 Water and Wastewater Land Use Assumptions, Capital Improvement Plan, and Impact Fee Study Update.

C. Public hearing to receive comment on the discontinuance and voluntary annexation of the Walton Development, more formerly described as the Brazoria County Municipal Utility Districts (MUD) 48 and MUD 49.

6. CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION: An item(s) may be removed from the Consent Agenda for full discussion by the request of a member of Council. Item(s) removed will automatically become the first item up for discussion under Other Business.

A. Consider approval of the August 9, 2018 City Council workshop minutes.

B. Consider approval of the August 16, 2018 City Council workshop minutes.

C. Consider approval of the August 16, 2018 City Council meeting minutes.

D. Consider a final plat of Hertenberger Homes (located along FM 1462 near Eunice Lane), being a subdivision of 3.2494 acres in the Francis Moore League Grant, A-100, also being a

partial replat of lot 6 of the Masterson Subdivision recorded in volume 29, page 1, Plat Records of Brazoria County, Texas.

- E. Consider a final plat of Southern Colony Section 4B (located along the east side of FM 521, north of Juliff-Manvel Road), being a subdivision of 28.305 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas, being a replat of lots 13, 18, and 19, T.W. & J.W.B. House Subdivision, a subdivision recorded in volume 7, page 301 Deed Records of Fort Bend County, Texas.
- F. Consider the extension of Agreement for Beautification Services with Keep Alvin Beautiful in the amount of \$3,000 for the remaining FY18, with a two-year renewal starting FY19 in the amount of \$3,000; and authorize the Mayor to sign, subject to legal review.
- G. Consider Resolution 18-R-33, setting two (2) public hearings for October 4, 2018, and October 18, 2018 for the Strategic Partnership Agreements for the Walton Development, more formerly described as Brazoria County Municipal Utility Districts Number 48 and Number 49.

7. OTHER BUSINESS:

Council may approve, discuss, refer, or postpone items under Other Business.

- A. Discuss the 2018 Water and Wastewater Land Use Assumptions, Capital Improvement Plan, and Impact Fee Study Update.
- B. Consider Resolution 18-R-31, authorizing the award of grant administration services to Grant Works, Inc. for the Texas Hazard Mitigation Assistance Project funded through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB), and authorize the City Manager to sign the Agreement, subject to legal review.
- C. Consider Resolution 18-R-32, authorizing Grant Works, Inc. to provide Community Development Block Grant (CDBG) application and project related administrative services for the Community Development Block Grant Disaster Recovery project, and authorize the City Manager to sign the Agreement, subject to legal review.
- D. Consider recommendations from the Hotel Occupancy Tax Fund Committee for the FY19 allocation of Hotel Occupancy Tax Funds.
- E. Discuss the Hotel Occupancy Tax (HOT) Fund Committee.

8. REPORTS FROM CITY MANAGER

- A. Review preliminary list of items for next Council meeting.

9. ITEMS OF COMMUNITY INTEREST

Pursuant to 551.0415 of the Texas Government Code reports or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

- A. Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

10. EXECUTIVE SESSION

City Council will meet in Executive Session pursuant to:

- A. Texas Government Code Section 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee
1. City Manager employment contract.
 2. Update on the search for and appointment of the presiding Municipal Court Judge.

11. RECONVENE TO OPEN SESSION

- A. Take action on Executive Session item if necessary.

12. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website: www.alvin-tx.gov, in compliance with Chapter 551, Texas Government Code on THURSDAY, August 30, 2018 at 4:30 P.M.



(SEAL)

A handwritten signature in blue ink, appearing to read "Dixie Roberts", written over a horizontal line.

Dixie Roberts, City Secretary

Removal Date: _____

**** All meetings of the City Council are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Chapter 551, Texas Government Code. The Council reserves the right to convene into executive session on any of the above posted agenda items that qualify for an executive session by publicly announcing the applicable section of the Open Meetings Act, including but not limited to sections 551.071 (litigation and certain consultation with the attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to city), 551.074 (certain personnel deliberations), or 551.087 (qualifying economic development negotiations).**

**MINUTES
CITY OF ALVIN, TEXAS
CITY PLANNING COMMISSION
July 17, 2018**

BE IT REMEMBERED, that on the above date, the Planning Commission met in the First Floor Conference Room, at Public Services Facility, 1100 West Highway 6, Alvin, Texas, at 6:00 P.M. with the following members present, Martin Vela, Chair; Jake Starkey, Vice Chair; Nicole Kelinske, Secretary; Darrell Dailey; Ashley Davis; Randy Reed; Charles Buckelew; and Chris Hartman. Also present were staff members Michelle Segovia, City Engineer and Shana Church, Executive Secretary. Santos Garza was absent.

1. Call To Order.

Call to order at 6:00 p.m.

2. Petition and Requests from the Public.

There were no petitions or requests from the public.

3. Approve the Minutes of the Planning Commission meeting of June 26, 2018.

Commission Member Nicole Kelinske motioned to approve the minutes of the regular Planning Commission meeting of June 26, 2018. Seconded by Ashley Davis, the motion carried on a vote of 8 ayes and 0 nays.

4. Consider an amending plat of Cline Crossing No. 2, being a subdivision of a 21.5083 acre tract located in the I. & G. N. Railroad Company Survey, abstract number 400, City of Alvin, Brazoria County, Texas, and being all of reserves A, B, C, D, E, F, G, and H, block 1, final plat of Cline Crossing No. 2, according to the map or plat thereof recorded in Brazoria County clerk's file no. 2018019058 of the official records of Brazoria County, Texas. City Engineer recommends amending plat for discussion and approval. Commission Member Starkey motioned to recommend for approval to City Council. Seconded by Member Reed, the motion carried on a vote of 8 ayes, 0 nays.

5. Consider a final plat of Wickline Plaza, being a subdivision of 17.906 acres (779,979 square feet), out of the Francis Moore League, A-100, Brazoria County, Texas. City Engineer recommends final plat for discussion and approval. Commission Member Dailey motioned to recommend for approval to City Council. Seconded by Member Buckelew, the motion carried on a vote of 8 ayes, 0 nays.

6. Consider a final plat of Stonewall Subdivision, being a subdivision of 42.84 acres of land out of the H.T. & B.R.R. Company Survey, abstract no. 526, City of Alvin E.T.J., Brazoria County, Texas. City Engineer recommends final plat for discussion and approval. Commission Member Reed motioned to recommend for approval to City Council. Seconded by Member Hartman, the motion carried on a vote of 8 ayes, 0 nays.

7. Items of Community Interest.

Nicole Kelinske asked if there was any more information on the railroad crossing closure on Avenue E ½ and the Quiet Zone Project. Michelle Segovia stated the Quiet Zone is no longer a project and the Avenue E ½ crossing will most likely be closed as a requirement of the FM 528 Extension Project. Darrell Dailey asked if there has been any talk about putting turn signals at South Street and Johnson Street. There are turn signals on Johnson Street, but no turn signals on South Street. Michelle Segovia stated she will bring that to the attention of the Public Works Director. Chris Hartman asked if the Durant detention pond was intended to have a low spot at the southwest corner. Michelle Segovia stated the pond is not complete. Chris Hartman also stated one of the trucks working at the Mustang Crossing retention pond tracked large clumps of mud on FM 1462. Michelle Segovia said to contact her in the event it happens again. Martin Vela stated the wrecker company near Alamo Collision on E. Highway 6 has stopped traffic to load vehicles in TXDOT right-of-way.

8. Staff report and update.

Michelle Segovia stated City Manager Breland is leaving the City of Alvin effective August 5th. She announced her resignation and is going to be the City Manager of Pflugerville.

9. Items for the next meeting.

Michelle Segovia, City Engineer, stated the Planning Commission should see a plat from Southern Colony Section 4.

10. Adjournment.

Commission Member Dailey motioned to adjourn the meeting, seconded by Member Kelinske. The motion carried on a vote of 8 ayes. The meeting ended at 6:21 p.m.

2018 City of Alvin Citizens Academy

David Chanski, Management Assistant



What is the Citizens Academy?



- Purpose:
 - Provide residents an up-close and in-depth look at the operation of their municipal government while educating and encouraging them to become more engaged and assume a leadership role within the community.
- Design:
 - 6-week course
 - Departmental presentations
 - Hands on learning

Details



- Who:
 - City of Alvin Residents who are at least a senior in high school at AISD
 - Students enrolled at Alvin Community College
 - Alvin Business Owners
- When:
 - October 8 - November 12
 - Mondays 6pm-8pm
- Where:
 - Various City facilities including: City Hall, Police Station, Wastewater Treatment Plant, etc.

How to Apply



- Online
 - www.alvin-tx.gov
- In person
 - 216 W. Sealy
- Deadline
 - Thursday, September 20
- Maximum class size
 - 25

Questions



- Contact: David Chanski, Management Assistant
 - dchanski@cityofalvin.com
 - 281-388-4229
 - 216 W. Sealy
 - Second floor in the Finance suite

City of Alvin
City Council Meeting

9/6/18
uty



Public Comment Card

(Please Print Clearly)

NAME (required):

CHAS GORMLY

RESIDENT AND/OR BUSINESS OWNER IN THE CITY OF ALVIN

☒ YES

☐ NO

PHONE #:

281 794.6655

EMAIL:

cgormly@comcast.net

I wish to speak on the following:

TROOP 400 FLAG RETIREMENT CEREMONY / TRIBUTE
TO FIRST RESPONDERS

Time is limited to three (3) minutes per person.

Please place this card at the City Secretary's place on the dais in the City Council Chamber prior to the beginning of the meeting.

City of Alvin
City Council Meeting



Public Comment Card

(Please Print Clearly)

Rec'd
9/6/18
6:30

NAME (required):

EUGENE BAUER

RESIDENT AND/OR BUSINESS OWNER IN THE CITY OF ALVIN

☒

YES

☐

NO

PHONE #: (832) 642-6233

EMAIL: BAUER - EUGENE@YAHOO.COM

I wish to speak on the following:

POLICE OFFICER - DISRESPECT

Time is limited to three (3) minutes per person.

Please place this card at the City Secretary's place on the dais in the City Council Chamber prior to the beginning of the meeting.

9/6/18
mtg

City of Alvin
City Council Meeting



Public Comment Card

(Please Print Clearly)

NAME (required):

Becky Collins

RESIDENT AND/OR BUSINESS OWNER IN THE CITY OF ALVIN

☐

YES

☒

NO

PHONE #: 512-672-8682

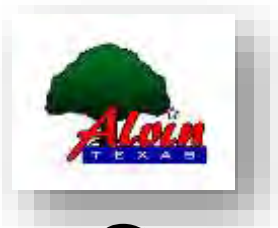
EMAIL: becky.collins@walton.com

I wish to speak on the following:

In favor of item 5c

Time is limited to three (3) minutes per person.

Please place this card at the City Secretary's place on the dais in the City Council Chamber prior to the beginning of the meeting.



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: City Manager

Contact: Junru Roland City Manager

Agenda Item: Public hearing to receive comment on the proposed tax rate of \$0.7880 per \$100 of valuation for the Fiscal Year 2018-2019 (2018 tax year).

Type of Item: ☐ Ordinance ☐ Resolution ☐ Contract/Agreement ☒ Public Hearing ☐ Discussion & Direction

Summary: The City's proposed tax rate (\$0.7880) exceeds the effective tax rate (.763094). As a result, the Local Government Code requires the City Council to set two public hearings on the proposed tax rate, prior to adoption. The second public hearing may not be held earlier than the third day after the date of the first public hearing.

This is the second of the two required public hearings. City Council held the first public hearing at the regularly scheduled City Council meeting on August 16, 2018 at 7:00 p.m.

City Council will consider adopting the proposed tax rate at the regular meeting on September 20, 2018 at 7:00 p.m.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/29/2018 SLH _____

Supporting documents attached:

- Notice of Public Hearing
-

Recommendation: **Announce that** City Council will consider adopting the proposed tax rate of \$0.7880 per \$100 of valuation for the Fiscal Year 2018-2019 (2018 tax year) at the regular meeting of the City Council on September 20, 2018 at 7:00 p.m.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

NOTICE OF 2018 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF ALVIN

A tax rate of \$0.788000 per \$100 valuation has been proposed for adoption by the governing body of CITY OF ALVIN. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of CITY OF ALVIN proposes to use revenue attributable to the tax rate increase for the purpose of increased personnel services costs, increased insurance costs, park improvements, public safety equipment and other costs associated with the growth of the community..

PROPOSED TAX RATE	\$0.788000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.788000 per \$100
EFFECTIVE TAX RATE	\$0.763094 per \$100
ROLLBACK TAX RATE	\$0.837548 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for CITY OF ALVIN from the same properties in both the 2017 tax year and the 2018 tax year.

The rollback tax rate is the highest tax rate that CITY OF ALVIN may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

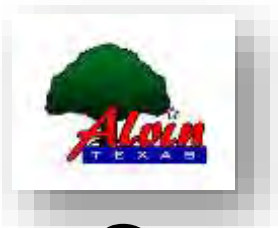
For assistance or detailed information about tax calculations, please contact:

Ro'Vin Garrett, PCC
Brazoria County ax Assessor-Collector
451 N Velasco in Angeton, Texas 77515
281-756-1838
roving@brazoria-county.com
www.brazoriacountytexas.gov/departments/tax-office

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 16, 2018 at 7:00pm at City Hall Council Chambers located at 216 W Sealy in Alvin, Texas 77511.

Second Hearing: September 6, 2018 at 7:00pm at City Hall Council Chambers located at 216 W Sealy in Alvin, Texas 77511.



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Public hearing to receive comment regarding the 2018 Water and Wastewater Land Use Assumptions, Capital Improvement Plan, and Impact Fee Study Update.

Type of Item: ☐ Ordinance ☐ Resolution ☐ Contract/Agreement ☒ Public Hearing ☐ Discussion & Direction

Summary: In accordance with Section 395 of the Texas Local Government Code, an update of the Land Use Assumptions and Capital Improvements Plan relating to Impact Fees was drafted, reviewed, and recommended to City Council by the Council-appointed Impact Fee Advisory Committee on May 15, 2018. This public hearing is required so that the Council may receive input from the public regarding the 2018 Water and Wastewater Land Use Assumptions, Capital Improvements Plan, and Impact Fee Study Update. Following public comments Jimmy Thompson (JET Civil Consulting) and David Kasper (ARKK Engineers, LLC) will present an overview of the Water and Wastewater Impact Fee Study 2018 Update and answer any questions that members of City Council may have.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/29/2018 SLH _____

Supporting documents attached:

- Notice of Public Hearing
 - Water and Wastewater Impact Fee Study 2018 Update
-

Recommendation: Announce that City Council will consider an ordinance to amend the Land Use Assumptions, the Capital Improvements Plan, and to modify the impact fee at the regular meeting of the City Council on October 4, 2018 at 7:00 p.m.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES

The City Council of the City of Alvin will hold a Public Hearing at Alvin City Hall, 216 West Sealy in Alvin, Texas on September 6, 2018 at 7:00 p.m. on the amendment of Impact Fees. The purpose of the hearing is to consider the amendment of the land use assumptions, and a capital improvements plan and the imposition of an impact fee.

Any member of the public has the right to appear at the hearing and present evidence for or against the update. A draft of the Impact Fee Study can be found on the City's website at www.alvin-tx.gov, or can be reviewed in the Office of the City Secretary at Alvin City Hall.

(s)

Dixie Roberts
City Secretary
City of Alvin

Click [HERE](#) to view Draft Impact Fee Study

Legal Ad

Publish: Sunday, August 5, 2018

WATER AND WASTEWATER IMPACT FEE STUDY

2018 UPDATE - DRAFT



CITY OF ALVIN

August, 2018

ARKK Engineers, LLC
TBPE Firm # F-13872
7322 Southwest Fwy. Ste. 1040
Houston, TX 77074

WATER AND WASTEWATER IMPACT FEE STUDY UPDATE CITY OF ALVIN

MAY, 2018

Advisory Committee

Martin Vela - Chair
Jake Starkey – Vice Chair
Chris Hartman
Nicole Kelinske
Charles Buckelew
Darrell Dailey
Ashley Davis
Santos Garza
Randall D. Reed

Staff

Sereniah Breland – City Manager
Michelle Segovia, P.E. – City Engineer
Brian Smith – Public Services Director
Suzanne Hanneman – City Attorney

Table of Contents

<u>SECTION</u>	<u>PAGE NO.</u>
1. INTRODUCTION	1
2. SERVICE AREA	2
3. LAND USE ASSUMPTIONS AND POPULATION PROJECTIONS.....	4
4. CAPITAL IMPROVEMENT PLAN	11
5. IMPACT FEE CALCULATIONS	18

EXHIBITS AND FIGURES

Figure 1 – Service Area Map

Figure 2 – Land Use Assumptions Map

Figure 3 – Capital Improvement Plan (Water) Map 1 of 2 (Freese & Nichols)

Figure 4 – Capital Improvement Plan (Water) Map 2 of 2 (Freese & Nichols)

Figure 5 – Capital Improvement Plan (Wastewater) Map 1 of 1 (Freese & Nichols)

1. INTRODUCTION

Part 1: History

The City of Alvin first adopted Impact Fees and the supporting Land Use Assumptions (LUA) and Capital Improvements Plan (CIP) in 2005. Since the initial adoption, Impact Fees have been amended and reviewed to reflect the City's progress on the CIP, appropriateness of initial LUA, and the Impact Fee collections and implementation. The first update was completed in 2013 by JET Civil Consulting, LLC. The next scheduled update is scheduled to occur in 2018, which is the purpose of this report.

Part 2: State Law Pertaining to Impact Fees

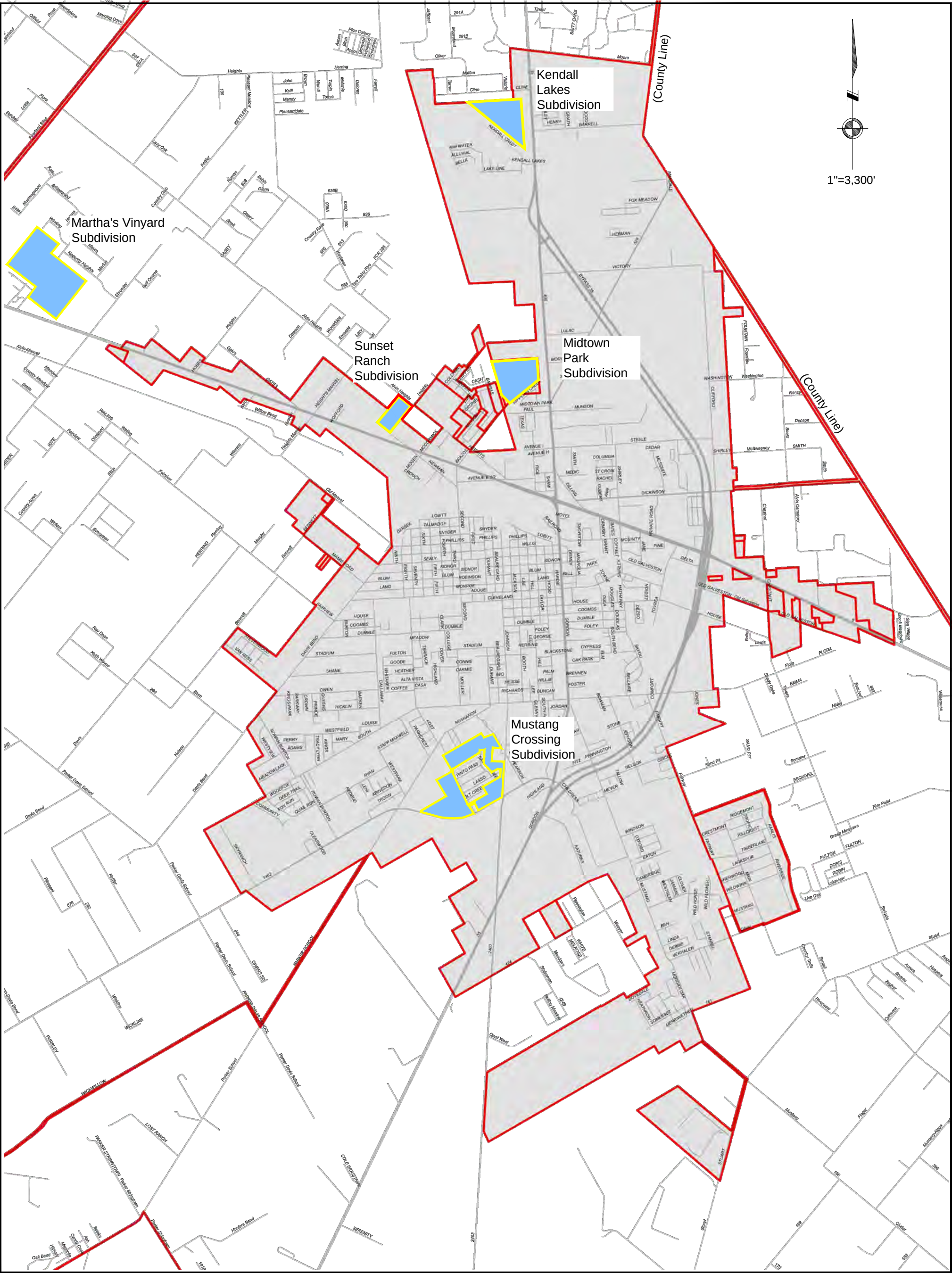
Impact Fees are charged by the City of Alvin for each new connection to the City's water and/or wastewater system. Chapter 395 of the Texas Local Government Code prescribes the required process for cities to follow for adoption, amendment, and update of Impact Fees charged. Updates are performed on a five-year cycle. The update process requires engaging a Registered Professional Engineering firm to prepare the aforementioned documents and calculations. The results are then to be presented to an Advisory Committee appointed by the City Council to review and recommend adoption of land use assumptions, population projections, proposed CIP projects, and the amount of the Impact Fees to be considered and adopted by the City. The City has elected to utilize the City of Alvin Planning Commission, which includes one or more members from the real estate industry, as required by the legislation, to fulfill this requirement.

For purpose of this update, it is recommended that the City adopt a **ten year** planning period from 2018-2027 and consider factors affecting growth rates, intensity of development, known major development projects, and projections by local and state agencies to guide the land use assumptions and resulting CIP. Included in this update study is a review of the growth experience during the previous planning period, projects implemented from the CIP, and the actual cost of water and wastewater projects. Water and wastewater studies and reports performed during this period are also reflected herein.

2. SERVICE AREA

The original land use assumptions adopted in 2005 utilized a service area defined as a Regional Area Zone (RAZ) as provided by the Houston Galveston Area Council (HGAC). The RAZ boundaries were very similar to the City Limits. Since the 2013 Update study, the service area has been adjusted to reflect the existing City Limit line, plus development areas in which the City has executed a development agreement.

The proposed service area is shown on **Figure 1**. Areas that are believed to be annexed within the next five year period have been included in the proposed Service Area.



WATER AND WASTEWATER SERVICE AREA MAP

LEGEND:



SERVICE AREA - CITY OF ALVIN CITY LIMIT



SERVICE AREA - MAJOR DEVELOPMENTS



3. LAND USE ASSUMPTIONS AND POPULATION PROJECTIONS

The purpose of the Land Use Assumptions is to provide the basis for provision and requirement for projects to support new development in the Service Area and to project the number of equivalent service units to fairly allocate the resulting costs through the assessment of Impact Fees. The following factors were considered in the initially adopted Land Use Assumptions and have been reviewed as part of this update process:

- The character, type, density and quantity of existing development.
- Proposed land use.
- The Water and Wastewater Master Plan Update (2016 Freese & Nichols).
- Availability of land for future development.
- Current growth trends in the City.
- Location and configuration of vacant land.
- Employment and population absorption rates.
- Physical holding capacity of the City.
- Known or anticipated development projects.

In addition, this update has considered the following:

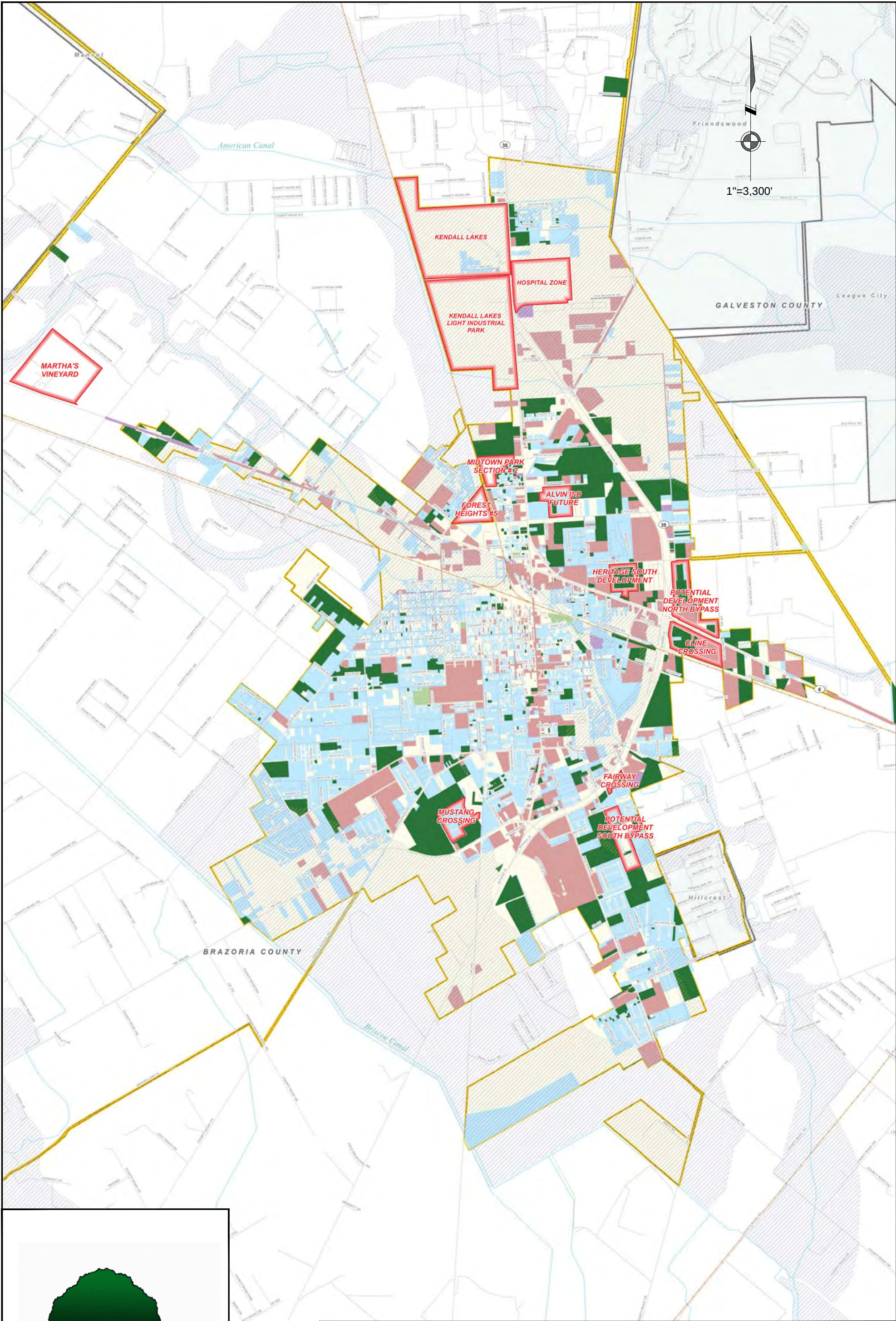
- Actual growth rates for the previous period.
- Recent annexations.

Many new developments are in the planning phase, several projects were completed, and some developments had initial phases started in construction. The following is a list of the major projects started:

- Kendall Lakes
- Mustang Crossing
- Martha's Vineyard
- Midtown Park
- Sunset Ranch

Prior to 2013, several large properties were annexed by the City of Alvin that are situated west of the City in the vicinity of State Highway 288 and F.M. 1462. Several are undeveloped and do not have utility service. One property, Savannah Plantation, has most infrastructure completed with its own water and sewer system. There are no immediate plans to incorporate these areas in to the City's current water or sewer systems, and thus are not included in the Service Area.

See **Figure 2 - Land Use Plan** on the following page.



1"=3,300'

GALVESTON COUNTY

BRAZORIA COUNTY



LANDUSE	
	Vacant-Developable
	Residential
	Park
	Other
	Mixed Use
	Commercial

LAND USE MAP

3.1 BASE DATA

The data developed for the original Land Use Assumptions was based on US Census data and HGAC planning resources and provided results. Updated data was obtained from the 2016 Water and Wastewater Master Plan document as shown in the following **Table 1**:

TABLE 1
POPULATION DATA

	2000	2005	2010	2013	2015	2018 (Base Year)	2027 (Projected 10 Year)	2037 (Projected 20 Year)
Population	21,413	22,892	24,236	25,719	26,759	28,397	33,937	41,368
Connections	8,430	9,741	10,313	10,944	11,388	12,084	14,441	17,604

Since the original LUA's were adopted, the 2010 Census was completed and reflected that the City of Alvin had a population of 24,828. Starting in year 2015, population projection data is sourced from the Freese & Nichols Master Plan study, which references data from the Texas Water Development Board. In this way, the Impact Fee Update Study is consistent with the Water Master Plan Study.

Table 2 on the following page shows population projections for the 10 year and 20 year planning periods for this study.

TABLE 2
POPULATION PROJECTIONS

Year	Population	Connections	Notes
2014	26,234	11,163	
2015	26,759	11,388	Base year- F&N Study
2016	27,294	11,615	
2017	27,840	11,847	
2018	28,397	12,084	Current Study Year
2019	28,965	12,325	
2020	29,544	12,574	
2021	30,135	12,823	
2022	30,738	13,080	
2023	31,352	13,341	
2024	31,979	13,608	
2025	32,619	13,880	
2026	33,271	14,158	
2027	33,937	14,441	Ten Year Projected
2028	34,616	14,730	
2029	35,308	15,025	
2030	36,014	15,325	
2031	36,734	15,632	
2032	37,469	15,944	
2033	38,218	16,263	
2034	38,983	16,588	
2035	39,762	16,922	
2036	40,557	17,258	
2037	41,368	17,604	20 Year Projected

The following **Table 3** provides the housing starts and resulting estimated population increases for the past 5 years.

TABLE 3
PREVIOUS PERIOD HOUSING STARTS

Year	Housing Starts	Est. Population	Percent Increase in Housing Starts
2013	97	25,178	0.8%
2014	134	26,234	1.2%
2015	171	26,759	1.5%
2016	78	27,294	0.7%
2017	154	27,840	1.3%

5 YEAR AVERAGE 1.1%

3.2 TWENTY YEAR GROWTH ASSUMPTIONS

The original Land Use Assumptions projected a growth rate going forward for the 20 year planning period (2005-2014) of 4%. Due to the economic downturn beginning shortly after the original adoption, lower growth rates were actually experienced thru year 2013. Since 2013, the housing market has picked up significantly in the City of Alvin and the Greater Houston area.

The current rate of growth in terms of equivalent service units (ESU's) for the City is averaging around 150 new ESU's per calendar year as evidenced by the impact fees collected for the since 2013:

Calendar Year 2011: Impact Fees collected= \$243,681 / \$2,400 = 96 ESU's

Calendar Year 2012: Impact Fees collected= \$153,616 / \$2,400 = 64 ESU's

Calendar Year 2013:

2013 (Jan-Oct): Impact Fees collected= \$241,905 / \$2,400 = 101 ESU's

2013 (Nov-Dec): Impact Fees collected= \$42,000 / \$2,500 = 17 ESU's

118 ESU's

Calendar Year 2014: Impact Fees collected= \$389,995 / \$2,500 =156 ESU's

Calendar Year 2015: Impact Fees collected= \$457,000 / \$2,500 = 183 ESU's

Calendar Year 2016: Impact Fees collected= \$263,315 / \$2,500 = 105 ESU's

Calendar Year 2017: Impact Fees collected= \$449,970 / \$2,500 = 180 ESU's

With the current total connections in the system expressed in ESU's of approximately 12,084, the growth rates in terms of equivalent connections was **1.3%** for the period 2013-2017. It is recommended that for the 2018 update of the LUA's the City adopt a growth rate of **2.0% per year** in equivalent connections to the water and wastewater system. This growth rate is consistent with the Freese & Nichols Water and Wastewater Master Plan study.

3.3 ULTIMATE POPULATION PROJECTIONS

The original Land Use Assumptions adopted in 2005 provided a build-out or ultimate holding capacity of the City as established in the City's Comprehensive Plan. Primary factors considered were existing development patterns, proposed land uses, and available land. This ultimate build-out population was estimated at 58,600. Since 2005, as a result of additional land being annexed into the City, the ultimate projected population is increased to approximately 60,000 persons based on a density similar to that of the existing City prior to annexations.

3.4 LAND USE ASSUMPTIONS SUMMARY

The updated land use assumptions are summarized as follows:

- The existing estimated population (2018) is 28,397; the estimated 2027 population is 33,937; and the estimated 2037 population is 41,368.
- The existing number of equivalent connections (2018) is 12,084; the estimated 2027 number of connections is 14,441; and the estimated 2037 number of connections is 17,604.
- The projected growth rate for the ten year planning period (2018-2027) for purposes of this update report is 2.0 percent.
- The ultimate population is estimated to be 60,000.
- Based on the 2.0% growth rate, the following table summarizes population increase, total population and resulting increase in ESU's for the ten year and twenty year planning periods.
- The following **Table 4** shows growth by year based on 2.0% rate.

TABLE 4

POPULATION PROJECTION SUMMARY

YEAR	CONNECTIONS (2.0% GROWTH)	POPULATION
2018	12,084	28,397
2027	14,441	33,937
2037	17,604	41,368
Ultimate	25,532	60,000

4. CAPITAL IMPROVEMENT PLAN

The Impact Fee Capital Improvement Plan (CIP) includes projects anticipated to serve growth in the City based on a growth rate of 2.0%, which is consistent with the Water and Wastewater Master Plan study.

4.1 ELIGIBLE FACILITIES

The impact fee legislation allows those projects necessitated by growth during the planning period to be included in the impact fee calculation. Projects included in the CIP include water distribution lines, wells, tanks, and water production and treatment facilities. The original planned projects going back as far as 2005 are shown on **Table 5** with original and final costs and status of completion. Some of the projects on the list were implemented, while others were not warranted due to the reduced rate of growth during the 2009-2013 economic slowdown. The source of the identified projects on **Table 5** is the Water and Wastewater Master Plan prepared by Carter and Burgess, Inc. in 2001. There was \$750,000 included in both the wastewater project and water project lists for developer assistance in the event that lines or facilities were required to be upsized to serve future development. These funds have not been utilized and will not be included in the CIP for the next planning period. Six lift stations were identified in the original CIP, of which only 2 were warranted due to increased flows. The remainder of these projects will be warranted for rehabilitation purposes only and will be removed from the CIP for Impact Fees.

4.2 EXISTING WASTEWATER SYSTEM

The original CIP for Impact Fees adopted in 2005 inventoried the wastewater facilities that existed in the City at that time. The collection system consisted of 506,745 linear feet of gravity flow pipe with diameters ranging from 6 to 33 inches consisting of vitrified clay, PVC, RCP, and ductile iron pipe. There were approximately 2,250 manholes in the system according to the report at that time. Wastewater system expansions that have occurred since 2005 include the following:

2005 – 2013 Period

- Barrell Road Sanitary Sewer: 2800 feet – 18" gravity main
- Recreation Center Area Utilities- 415 feet of 12" gravity main and 880 feet of 6" force main

2013 – 2018 Period

- Impact Fee Study Update 2013
- Wastewater Utility Master Plan

4.3 EXISTING WATER DISTRIBUTION SYSTEM

The City's water system was also inventoried with the 2005 report which listed only production, storage, and pumping facilities. The system at that time consisted of one pressure plane including five water wells, three pump booster stations, six ground storage tanks, and two elevated tanks. Not reported in 2005 were the lengths of water mains and appurtenances within the City's water distribution system. The City in 2013 had approximately 145 miles of water mains in the city with 975 fire hydrants and approximately 2600 valves.

New facilities added to the water system since the 2005 report include the following:

2005 – 2013 Period

- Northside Elevated Storage Tank
- Recreation Area Utilities- 900 feet of 10" inch water mains and 7 fire hydrants

2013 – 2018 Period

- Impact Fee Study Update 2013
- Water Utility Master Plan
- Dyche Lane Elevated Water Storage Tank

4.4 CAPITAL IMPROVEMENT CATEGORIES

Capital Improvement Projects are separated into three categories:

- **Category A**- Expansion of Systems to Currently Unserved Areas
- **Category B** - Upgrading Existing System for Future Flows
- **Category C** - Additions to Existing System for Future Flows

Category A projects are determined to be 100% related to growth, and the costs for these projects are therefore totally eligible for reimbursement by impact fees. Categories B and C include projects that are to be partially funded with impact fees and partially from other funding sources. Category B project costs that are eligible for impact fees are determined by subtracting the capacity of the existing facility to be expanded and only applying the percentage of the cost for the increase. Category C projects are system additions such as new tanks and plant expansions that would serve future growth in areas that currently have service.

The CIP Plan Summary from the 2005 report is included on the following **Table 5** for reference:

TABLE 5 – ORIGINAL (2005) CAPITAL IMPROVEMENT PLAN SUMMARY

<u>WASTEWATER PROJECTS</u>					
<u>Category A Projects</u>					
Barrell Road Sanitary Sewer	2007	\$212,000	100%	\$212,000	
Recreation Center Area Utilities	2005	\$287,000	100%	\$287,000	
FM517 Sanitary Sewer Extension	2013	\$108,000	100%	\$108,000	
Bypass 35 Sanitary Services	2014	\$151,000	100%	\$151,000	
Developer Assistance for WW	Yearly	\$750,000	100%	\$750,000	
<u>Category B Projects</u>					
Interceptor Diversion at LS17	2005	\$54,000	100%	\$54,000	
LS 23 upgrade & FM Diversion	2006	\$240,000	100%	\$240,000	
LS 11 Replacement	2006	\$135,000	100%	\$135,000	
LS 15 Upgrade	2009	\$18,000	20%	\$3,600	
LS 16 Upgrade	2009	\$25,000	50%	\$12,500	
LS 21 Upgrade	2009	\$23,000	50%	\$11,500	
LS 22 Upgrade	2009	\$19,000	20%	\$3,800	
Rowan-Burton WW Upgrade	2010	\$109,000	44%	\$47,960	
Davis Bend Road WW Upgrade	2011	\$128,000	44%	\$56,320	
FM528 WW Improvement	2012	\$203,000	70%	\$142,100	
SH35 WW Improvement	2014	\$166,000	55%	\$91,300	
<u>Category C Projects</u>					
Westside Interceptor and FM	2006	\$3,200,000	100%	\$3,200,000	
Herman Drive Sanitary Sewer	2008	\$109,000	100%	\$109,000	
WWTP Optimization Ph. 1	2006	\$1,569,151	15%	\$235,373	
WWTP Optimization Ph. 2	2007	\$1,169,136	15%	\$175,370	
<u>WATER PROJECTS</u>					
<u>Category A Projects</u>					
South SH 35 Area Waterlines	2008	\$435,000	100%	\$435,000	
Barrell Road Waterline Loop	2006	\$430,000	100%	\$430,000	
CR 424 Waterline	2010	\$663,000	100%	\$663,000	
Recreation Center Waterline					
Extension	2005	\$125,000	100%	\$125,000	
Chestnut Street	2011	\$241,000	100%	\$241,000	
Developer Assistance for Water	Yearly	\$750,000	100%	\$750,000	
<u>Category B Projects</u>					
Durant Street 8" Waterline	2005	\$90,000	56%	\$50,400	
Johnson Street Waterline	2008	\$85,500	58%	\$49,590	
Davis Bend Road Waterline	2012	\$150,000	45%	\$67,500	
<u>Category C Projects</u>					
Northside Elevated Storage	2005	\$1,035,000	100%	\$1,035,000	
Water Plant and Water Well #9	2006	<u>\$1,215,000</u>	100%	<u>\$1,215,000</u>	
TOTALS		\$13,894,787		\$11,087,313	

The eligible projects that have been constructed and funded with impact fees cost are as follows, as shown on **Table 6** below:

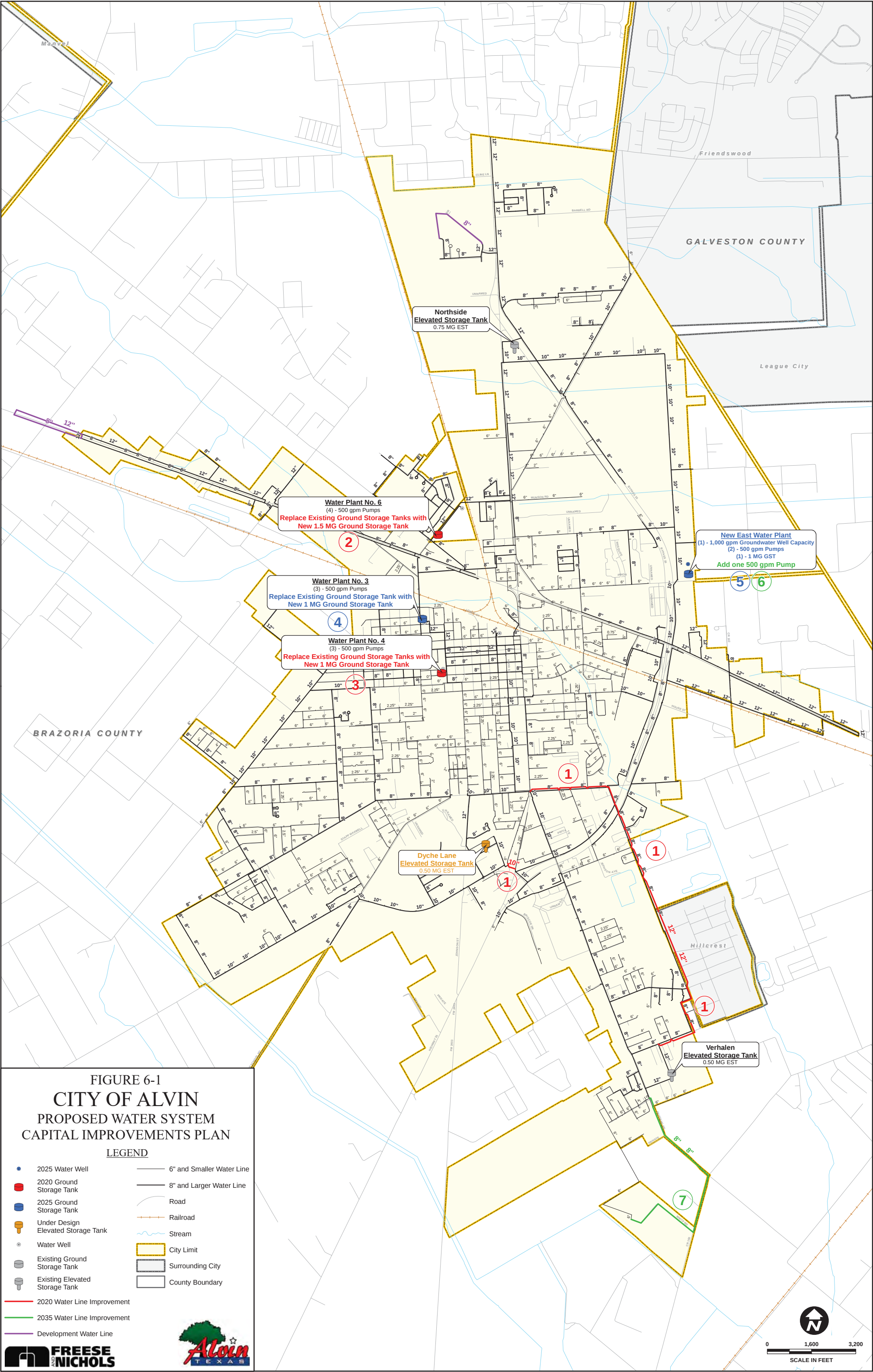
TABLE 6
COMPLETED PROJECTS SUMMARY

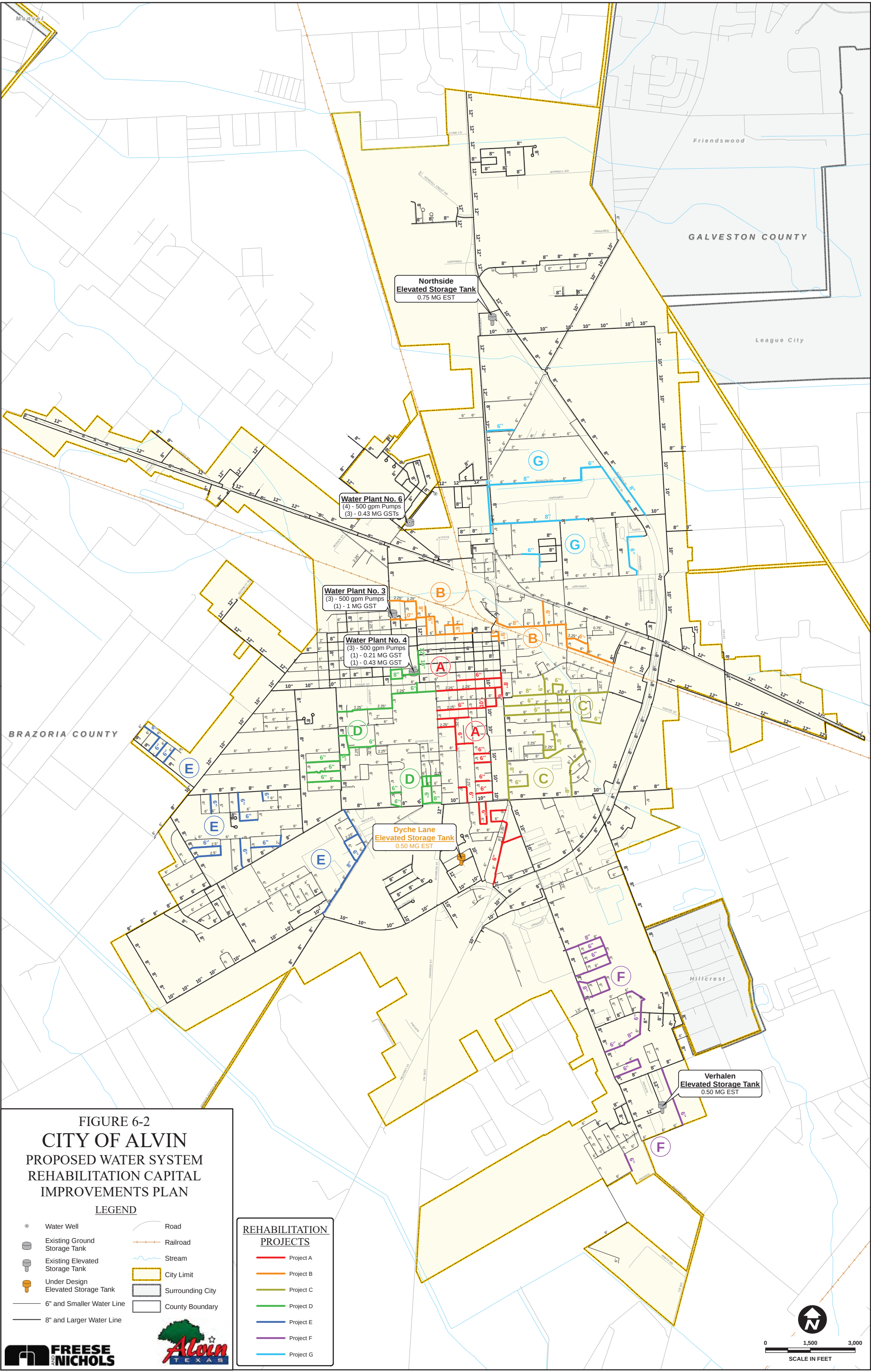
Capital Improvement Project	Actual Cost
<u>WASTEWATER PROJECTS</u>	
Barrell Road Sanitary Sewer	\$359,714
Recreation Center Area Utility Line	\$253,288
Lift Station 23 Upgrade and FM Diversion	\$166,066
Lift Station 11 Replacement	\$262,126
Wastewater Treatment Plant Optimization Ph. 1	\$2,506,500
Impact Fee Study Update	\$7,975
Wastewater Utility Master Plan	<u>\$51,612</u>
Total Wastewater	\$3,607,281
<u>WATER PROJECTS</u>	
Recreation Center Area Utility Line	\$57,502
Northside Elevated Storage Tank	\$1,734,166
Impact Fee Study Update (Water)	\$7,975
Water Utility Master Plan	\$51,612
Dyche Lane Elevated Water Tank	<u>\$1,938,331</u>
Total Water	\$3,789,586

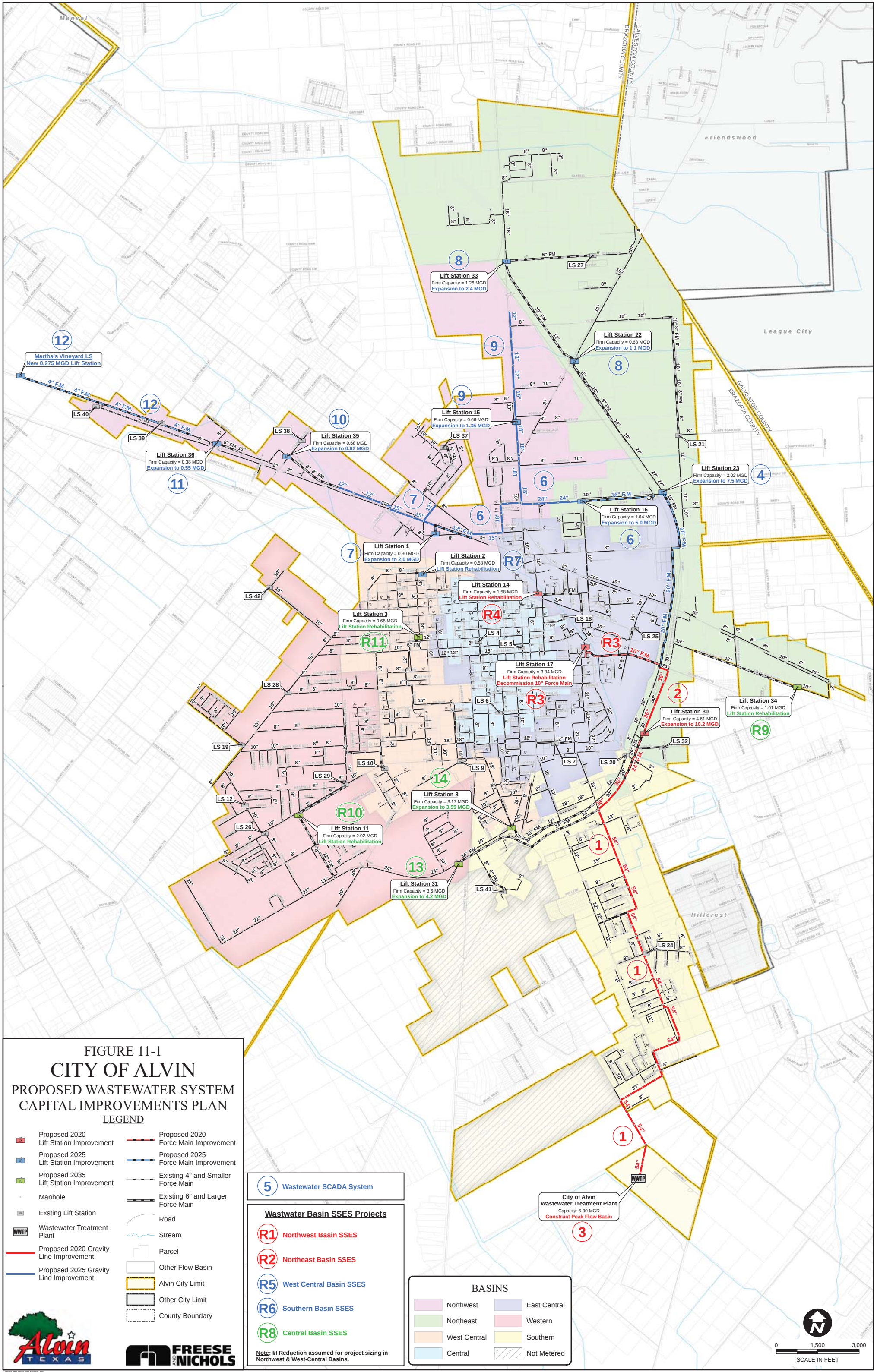
4.5 CAPITAL IMPROVEMENT PROJECTS FOR 2018 UPDATE

The projects eligible for Capital Recovery Fee consideration are shown on **Table 7 (Water)** and **Table 8 (Wastewater)**. These tables show both proposed future CIP improvements, and existing facilities that have excess capacity which can serve some or all of the projected growth during the study period. For the existing facilities, their design capacity was evaluated against existing demands and projected growth to determine the prorated value for growth during the study period.

The capital improvement project maps are shown on the following pages, reprinted from the 2015 Utility Master Plan Update for the City of Alvin prepared by Freese & Nichols.







5. IMPACT FEE CALCULATION

This section includes a summary of the capital improvement project costs, interest costs, service unit equivalency, and a calculation of the maximum impact fee amount. The capital improvement costs included in the impact fee calculation is the portion of the project cost that is directly related to new growth. Some of the projects include replacement of an existing facility with new capacity added that will be available for future growth. **Tables 7 and 8** on the following pages show the proposed CIP Project Costs Summaries, reflecting costs prorated for new development to be used in the impact fee calculation. The costs allocated to new development are then regressed from the 20 year CIP planning period to the 10 year impact fee planning period.

TABLE 7
PROJECT COSTS SUMMARY - WATER

Project Name	Project Cost	Planned Year	Percent of Cost Related to New Development	Project Costs Related to New Development
Fairway Drive and South Street Water Line Improvements	\$ 4,022,400	2019	100%	\$ 4,022,400
Water Plant No. 6 Ground Storage Tank Replacement	\$ 3,159,000	2019	14%	\$ 442,260
Water Plant No. 4 Ground Storage Tank Replacement	\$ 2,106,000	2020	36%	\$ 758,160
Water Plant No. 3 Ground Storage Tank Replacement	\$ 2,106,000	2024	0%	\$ -
East Water Plant (GST, Pumps, Well 9)	\$ 5,304,000	2025	100%	\$ 5,304,000
East Water Plant Pump Expansion	\$ 250,000	2035	100%	\$ 250,000
Mustang Rd / Stuart Rd Loop (WWTP Area)	\$ 1,565,100	2035	100%	\$ 1,565,100
Water Line Improvements Phase 1 (A)	\$ 3,064,600	2021	15%	\$ 459,690
Water Line Improvements Phase 2 (B)	\$ 2,531,900	2023	15%	\$ 379,785
Water Line Improvements Phase 3 (C)	\$ 3,063,900	2025	15%	\$ 459,585
Water Line Improvements Phase 4 (D)	\$ 2,795,300	2027	15%	\$ 419,295
Water Line Improvements Phase 5 (E)	\$ 2,444,000	2029	15%	\$ 366,600
Water Line Improvements Phase 6 (F)	\$ 2,592,800	2031	15%	\$ 388,920
Water Line Improvements Phase 7 (G)	\$ 3,114,800	2032	15%	\$ 467,220
Fire Hydrant Connection Retrofitting (H)	\$ 397,800	2033	15%	\$ 59,670
TOTAL WATER	\$ 38,517,600			\$ 15,342,685
New Connections Served in 20 Year Period by the Water Capital Improvements:				5,520
New Connections Served in the 10 Year Period:				2,357
Percent of Project Cost Assigned to the 10 Year Period:				43%
Project Cost Assigned to the 10 Year Period:				\$ 6,551,215

TABLE 8
PROJECT COSTS SUMMARY - WASTEWATER

Project Name	Project Cost	Planned Year	Percent of Cost Related to New Development	Project Costs Related to New Development
Peak Flow Storage Basin at WWTP	\$ 1,287,000	2019	100%	\$ 1,287,000
54" Eastside Interceptor	\$ 12,991,700	2019	38%	\$ 4,936,846
Lift Station 30 Expansion and Highway 35 Bypass Gravity Mains	\$ 8,975,200	2020	49%	\$ 4,397,848
Lift Station 17 Rehabilitation	\$ 780,000	2019	10%	\$ 78,000
Lift Station 14 Rehabilitation	\$ 780,000	2020	10%	\$ 78,000
Lift Station 23 Expansion	\$ 7,176,500	2021	73%	\$ 5,238,845
Wastewater SCADA System	\$ 2,373,600	2022	29%	\$ 688,344
Lift Station 16 Expansion and Replacement Gravity Mains	\$ 7,253,400	2022	67%	\$ 4,859,778
Lift Station 1 Expansion and Highway 6 Replacement Gravity Mains	\$ 3,150,000	2023	85%	\$ 2,677,500
Lift Stations 22 and 33 Expansion	\$ 1,232,400	2023	43%	\$ 529,932
Lift Station 15 Expansion and Replacement Gravity Mains	\$ 1,889,900	2024	51%	\$ 963,849
Lift Station 35 Expansion	\$ 645,900	2024	17%	\$ 109,803
Lift Station 36 Expansion	\$ 435,300	2025	31%	\$ 134,943
Lift Station 2 Rehabilitation	\$ 390,000	2025	10%	\$ 39,000
Lift Station 31 Expansion	\$ 3,223,500	2026	14%	\$ 451,290
Lift Station 8 Expansion	\$ 1,519,200	2028	11%	\$ 167,112
Lift Station 34 Rehabilitation	\$ 546,000	2030	10%	\$ 54,600
Lift Station 11 Rehabilitation	\$ 624,000	2032	10%	\$ 62,400
Lift Station 3 Rehabilitation	\$ 561,600	2033	10%	\$ 56,160
TOTAL WASTEWATER	\$ 55,835,200			\$ 26,811,250
New Connections Served in 20 Year Period by the Wastewater Capital Improvements:				5,520
New Connections Served in the 10 Year Period:				2,357
Percent of Project Cost Assigned to the 10 Year Period:				43%
Project Cost Assigned to the 10 Year Period:				\$ 11,448,209

5.1 FINANCE COSTS DETERMINATION

Costs incurred to support the debt service for the CIP list above are eligible for reimbursement in accordance with the Impact Fee Legislation. This update reflects an estimated interest rate of 2.5% per annum on bonds such as TWDB State Revolving Fund loans. On that basis, the total interest expense for the Impact Fee calculation are as follows, based on a 20 year finance term:

	<u>WATER</u>	<u>WASTEWATER</u>
Project Cost	\$6,551,215	\$11,448,209
Interest Rate	3.00%	3.00%
Term (years)	20	20
Total Interest	<u>\$2,168,677</u>	<u>\$3,789,749</u>
Total Eligible Cost w/ Interest	\$8,719,892	\$15,237,959

5.2 SERVICE UNIT DETERMINATION

The equivalent meter was selected in the 2005 report as the method to measure consumption by new growth for impact fee purposes. The water meter serves as the service unit for both water and wastewater impact fee calculations. The equivalent meter is defined as the unit equivalent to the hydraulic capacity of a $\frac{3}{4}$ inch meter. The $\frac{3}{4}$ inch meter was selected because it represents the water meter size for an average single family dwelling. Equivalency factors were provided for larger meter sizes as developed by the American Water Works Association. **Table 8** provides these equivalency factors.

TABLE 8
Equivalent Meter Factors

METER SIZE (INCHES)	EQUIVALENCY FACTOR
5/8 OR 3/4	1.0
1"	1.67
1 1/2"	3.33
2"	5.33
3" Compound	10.0
4" Compound	16.67
6" Compound	33.33
8" Compound	53.33
10" Compound	76.67

The total existing meter count is provided by the City's Water Billing Department is shown on **Table 9** below. The meter counts include both residential and commercial meters serviced by City of Alvin.

TABLE 9
EXISTING METER COUNT

Meter Size	Number of Meters
3/4"	7320
1"	382
1-1/2"	99
2"	198
3"	30
4"	9
6"	2

The 2005 report calculated the population per equivalent meter to factor in not only the residential meters but also include the commercial and other meters. The 2005 calculation was as follows:

$$\text{Population per Equivalent meter (2005)} = 23,450/7759 = 3.02$$

For 2013 the calculation is as follows:

$$\text{Population per equivalent meter (2013)} = 25,178/9510 = 2.65$$

The 2016 Water and Wastewater Master Plan study utilized a conversion factor of 2.35 to convert from equivalent connections to population.

$$\text{Population per Equivalent Meter (2018)} = 28,397 / 12,084 = 2.35$$

Using this ratio, we can next determine the estimated expansion of the City's utility system over the ten-year planning period expressed in an increase in equivalent service units or meters. Using the population projections presented in the Land Use Assumptions for 2018 to 2027, the increase is as follows:

$$\text{Increase in Equivalent Connections} = (2027 \text{ population} - 2018 \text{ population}) / 2.35$$

$$= (33,937 - 28,397) / 2.35 = \mathbf{2,357 \text{ Equivalent Connections}}$$

5.3 MAXIMUM IMPACT FEE CALCULATION

The maximum assessable impact fee is determined by dividing the cost of the CIP projects plus interest by the projected increase in equivalent meters for the 10 year planning period. The fee for various meter sizes is then determined by applying the factors provided in **Table 10** for all meters larger than the standard ¾" residential meter. The maximum assessable impact fee for the City of Alvin for water and wastewater is as follows:

WATER

$$\begin{aligned}\text{Maximum Water impact fee} &= (\text{Water Cost} / \text{increase in \# of equivalent meters}) \\ &= (\$8,719,892 / 2,357) \\ &= \mathbf{\$3,700 \text{ per equivalent meter}}\end{aligned}$$

WASTEWATER

$$\begin{aligned}\text{Maximum Wastewater Impact Fee} &= (\text{Wastewater cost} / \text{increase in \# of equiv. meters}) \\ &= (\$15,237,959 / 2,357) \\ &= \mathbf{\$6,465 \text{ per equivalent meter}}\end{aligned}$$

Chapter 395 of the Local Government Code was amended in 2001 to include that the City must provide a credit for the following:

Section 395.014 Paragraph a (7):

(A) a credit for the portion of ad valorem tax and utility service revenues generated by new service units during the program period that is used for the payment of improvements, including the payment of debt, that are included in the Capital Improvements Plan; or

(B) in the alternative, a credit equal to 50 percent of the total projected cost of implementing the capital improvements plan.

The Impact Fee legislation allows the City to charge an impact fee up to the amount shown as the calculated maximum. In 2005, the maximum calculated fees were \$3,107 for water and \$3,699 for wastewater. The City adopted Impact Fee amounts of \$750 for water and \$500 for wastewater. Subsequently in 2007, the City elected to raise the Impact Fee to \$1,440 for water and \$960 for wastewater, for a total fee of \$2,400 where it remained until 2013. In 2013, the impact fee was raised to \$2,500. For this update, the maximum impact fee is:

50% of Water CIP Costs per Equivalent Meter = \$3,700 x 50% =	\$1,850
50% of Wastewater CIP Costs per Equivalent Meter = \$6,464 x 50% =	<u>\$3,232</u>
Total =	\$5,082

5.4 CONCLUSIONS AND RECOMMENDATIONS

After discussion and deliberation of the Impact Fee Advisory Committee, the 2018 fee amounts to be recommended to City Council are as shown on **Table 10** below:

TABLE 10 - PROPOSED CAPITAL RECOVERY FEES

	<i>Current Fee</i>	2018 Update Max Fee w/ 50% Credit	Proposed Fee
Water	\$1,000	\$1,850	\$1,700
Wastewater	\$1,500	\$3,232	\$2,650
	\$2,500	\$5,082	\$4,350

MULTIPLYING FACTORS

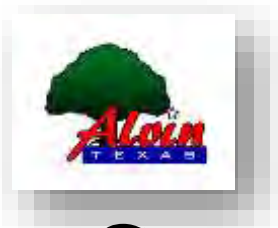
Single Family Dwelling	= 1.0 ESFC (Single Family Equivalent Unit)
Apartment Complex	= 1.0 ESFC per living unit
Hotel, Motel, Resort	= 0.8 ESFC per unit or room
Mobile Home	= 1.0 ESFC per unit or room

Commercial, Retail, Institutional, Light Industrial, and all other non-residential development:

<u>Meter Size:</u>	<u>Factor</u>	<u>Total</u>	<u>Impact Fee</u>
5/8" - 3/4"	1.00 ESFC's		\$4,350
1"	1.67 ESFC's		\$7,264
1.5"	3.33 ESFC's		\$14,485
2", All Types	5.33 ESFC's		\$23,185
3" Compound	10.67 ESFC's		\$46,414
3" Turbine	11.67 ESFC's		\$50,764
4" Compound	16.67 ESFC's		\$72,514
4" Turbine	21.00 ESFC's		\$91,350
6" Compound	33.33 ESFC's		\$144,985
6" Turbine	43.33 ESFC's		\$188,485
8" Compound	53.33 ESFC's		\$231,985
8" Turbine	93.33 ESFC's		\$405,985
10" Compound	76.67 ESFC's		\$333,514
10" Turbine	140.00 ESFC's		\$609,000
12" All Types	176.67 ESFC's		\$768,514

Note 1: When separate dedicated fire system meters and systems are installed, the fire system meters are not charged a separate capital recovery fee.

Note 2: When building fire flow systems are combined with other building water systems, the City Engineer shall determine the equivalency factor based on the meter size that would be required without the fire protection component of the flow.



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Economic Development

Contact: Larry Buehler, Economic Development Dir.

Agenda Item: Public hearing to receive comment on proposed discontinuance and voluntary annexation of parcels of land within the Walton Property, more formerly described as Brazoria County Municipal Utility Districts Numbers 48 and Number 49 – first public hearing.

Type of Item: ☐ Ordinance ☐ Resolution ☐ Contract/Agreement ☒ Public Hearing ☐ Discussion & Direction

Summary: This is the first of two required public hearings for the annexation of the Walton Development. City Council will hold another hearing at a special City Council meeting on September 13, 2018 at 7:00 p.m.

Walton Texas, LP, has proposed a new master planned development located on FM 1462 next to the current Savannah Plantation development. The majority of the approximate 817 acres is inside Municipal Utility Districts (MUDs) Number 48 and Number 49. On July 19, 2018, Walton Texas, LP, filed its Petition for Jurisdictional Annexation and Discontinuance. On August 2, 2018 City Council adopted Resolution 18-R-24 calling for 2 public hearings on this discontinuance and voluntary annexation which will allow for the discontinuance of the MUDs from the boundaries of the City, while allowing the City to retain a five-foot strip around the discontinued property. These two MUDs will become extra territorial jurisdiction (ETJ) MUDs, allowing for faster development and a better method of financing and providing the needed infrastructure.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/29/2018 SLH

Supporting documents attached:

- Notice of Public Hearing

Recommendation: Announce that the second public hearing will be held at a Special Meeting on Thursday September 13, 2018 at 7:00 p.m.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

PUBLISH AUGUST 19 & AUGUST 26, 2018

NOTICE OF FIRST PUBLIC HEARING

The City Council of the City of Alvin, Texas will hold two (2) public hearings to receive public comments on the proposed discontinuance and voluntary annexation of the following generally-described parcels of land. The 1st public hearing will be held on Thursday, September 6, 2018, at 7:00 p.m. at Alvin City Hall 216 W. Sealy. The second public hearing will be held on Thursday, September 13, 2018, at 7:00 p.m. at Alvin City Hall 216 W. Sealy.

Discontinuance Property:

A 295.76-acre tract of land out of the Francis Moore League, Abstract 100, Brazoria County, Texas; and being out of and a portion of that certain called 2,075.08-acre tract of land as conveyed in Special Warranty Deed to SUNTEX FULLER CORPORATION, recorded in Clerk's File Number 99-003294 of the Official Public Records of Real Property in Brazoria County, Texas; A 522.09-acre tract of land out of the Francis Moore League, Abstract 100, Brazoria County, Texas; and being out of and a portion of that certain called 2,075.08-acre tract of land as conveyed in Special Warranty Deed to SUNTEX FULLER CORPORATION, recorded in Clerk's File Number 99-003294 of the Official Public Records of Real Property in Brazoria County, Texas; **Save and Except:** All of a called 4.80 acres described in a document to Century Concrete Partners, Inc. as recorded under Brazoria County Clerk's File Number 2014015716 and all of a called 3.34 acres described in a document to Savannah Plantation Development, LP as recorded under Brazoria County Clerk's File Number 2004047755, with a total of 523.53 acres of land, more or less; and all of an 80-foot Access Easement being 1.44-acre tract of land as recorded under Brazoria County Clerk's File Number 03-040034. With a total of 522.09 acres of land, more or less.

Jurisdictional Annexation Property:

Tract I

A 2.20 acre tract of land out of the Francis Moore League, Abstract 100, Brazoria County, Texas; and being out of and a portion of that certain called 1,401.60 acre tract of land as conveyed in General Warranty Deed to SAVANNAH JOINT VENTURE, as recorded in Clerk's File Number 2009028077 of the Official Public Records of Real Property in Brazoria County (O.P.R.P.B.C.), Texas.

Tract II

A 0.43 acre tract of land out of the Francis Moore League, Abstract 100, Brazoria County, Texas; and being out of and a portion of that certain called 1,401.60 acre tract of land as conveyed in General Warranty Deed to SAVANNAH JOINT VENTURE, as recorded in Clerk's File Number 2009028077 of the Official Public Records of Real Property in Brazoria County (O.P.R.P.B.C.), Texas.

Tract III

A 1.88 acre tract of land out of the Francis Moore League, Abstract 100, Brazoria County, Texas; and being out of and a portion of that certain called 1,401.60 acre tract of land as conveyed in General Warranty Deed to SAVANNAH JOINT VENTURE, as

recorded in Clerk's File Number 2009028077 of the Official Public Records of Real Property in Brazoria County (O.P.R.P.B.C.), Texas.

The above-described property is more particularly described in the maps and materials related to the above referenced annexations, which are available for inspection in the office of the City Secretary at Alvin City Hall, 216 West Sealy, Alvin, Texas, and will be available at the public hearings.

/s/ Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY AUGUST 9, 2018
6:30 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Workshop Session at 6:30 p.m. in the first-floor conference room at City Hall, with the following members present: Mayor Paul A. Horn Council members: Gabe Adame, Adam Arendell, Joel Castro, Brad Richards and Glenn Starkey.

Staff members present: Junru Roland, Interim City Manager/CFO; Suzanne Reed, City Secretary's Office Administrative Assistant; Larry Buehler, Economic Development Director; Michelle Segovia, City Engineer; Ron Smith, EMS Director & Emergency Management Coordinator; Rex Klesel, Fire Chief; Dan Kelinske, Parks & Recreation Director; Brian Smith, Public Services Director and Robert E. Lee, Police Chief.

WORKSHOP ITEMS:

Discuss FY 18-19 Proposed Budget

Mayor Horn recommended to leave the Human Resources and IT Departments as they currently stand and allow the new City Manager, when hired, to make any needed organizational changes.

Discussion was had on the proposed FY 18-19 budget. Tom Stansel, with the Alvin Museum Society, provided an update on the Karpeles Museum on Johnson St. Mayor Horn recommended placing funding in the proposed budget for the Karpeles Museum, should the museum move forward with opening. Mr. Stansel also requested additional funding to provide for a part-time administrative professional for the Alvin Historical Museum, and also requested additional funding for the restoration of the Margaret Rogers House.

Discussion was had on including the purchase/lease of Police Department motorcycles and not funding the Blue Trails Project in the FY19 budget.

ADJOURNMENT

Mayor Horn closed the meeting at _____ p.m.

PASSED and APPROVED this _____ day of _____, 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY AUGUST 16, 2018
6:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Workshop Session at 6:00 p.m. in the first-floor conference room at City Hall, with the following members present: Mayor Paul A. Horn, Mayor Pro-tem Keith Thompson and Council members: Gabe Adame, Joel Castro, Scott Reed, Brad Richards and Glenn Starkey.

Staff members present: Junru Roland, Interim City Manager/CFO; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Larry Buehler, Economic Development Director; Ron Schmitz, EMS Director & Emergency Management Coordinator; Rex Klesel, Fire Chief; Dan Kelinske, Parks & Recreation Director; and Robert E. Lee, Police Chief.

WORKSHOP ITEMS:

Discuss FY 18-19 Proposed Budget.

Mr. Roland reviewed the changes made to the Proposed FY19 Budget:

1. Proposed Reorganization - no change in the current organizational structure
2. HOT Fund
 - a. Unfunded part-time Administrative Assistant position
 - b. Funded Disc Golf Course
 - c. Funded Museum Request
 - i. \$50,000 for extra help
 - ii. \$25,000 for the restoration of the Margaret Rogers House
 - d. \$20,000 for Karpeles Museum
3. General Projects Fund
 - a. Unfunded Blue Trails project \$50,000
 - b. Funded Motorcycles for Police Department - \$50,000
 - c. Rolled over Downtown Parking from FY17/18 forecast to FY18/19

Presentation of the new Fire/EMS building schematic design.

Ron Schmitz along with Rex Klessel and Joiner Architects presented the new Fire and EMS Station 1 schematic design. Members of City Council and staff reviewed the presented schematics.

ADJOURNMENT

Mayor Horn closed the meeting at 6:35 p.m.

PASSED and APPROVED this _____ day of _____, 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING AND
EXECUTIVE SESSION
THURSDAY AUGUST 16, 2018
7:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in a Regular Session at 7:00 p.m. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn and Mayor Pro-Tem Keith Thompson; Council members: Gabe Adame, Adam Arendell, Joel Castro, Scott Reed, Brad Richards and Glenn Starkey.

Staff members present: Junru Roland, City Manager/CFO; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Larry Buehler, Economic Development Director; Michelle Segovia, City Engineer and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council member Castro gave the invocation.

Council member Thompson led the Pledge of Allegiance to the American Flag. Council member Reed led the Pledge to the Texas Flag.

PUBLIC COMMENT

There were no public comments.

PUBLIC HEARING

Public hearing to receive comment on the proposed Fiscal Year 18-19 Annual Budget. This proposed budget is estimated to raise more total property taxes than last year's budget by \$222,139 which is a 2.14% increase from last year's budget. The estimated property tax revenue to be raised from new property added to the tax roll this year is \$180,776.

Mayor Horn opened the public hearing at 7:02 p.m. There were no comments received on this public hearing. Mayor Horn closed the public hearing at 7:03 p.m.

Public hearing to receive comment on the proposed tax rate of \$0.7880 per \$100 of valuation for the Fiscal Year 2018-2019 (2018 tax year).

Mayor Horn opened the public hearing at 7:04 p.m. There were no comments received on this public hearing. Mayor Horn closed the public hearing at 7:04 p.m.

CONSENT AGENDA

Approve minutes of the August 2, 2018 City Council workshop.

Approve minutes of the August 2, 2018 City Council meeting.

Consider Resolution 18-R-25, updating the designation of persons authorized to act on behalf of the City of Alvin in connection with TexPool.

This resolution removes Sereniah Breland, City Manager, as an authorized representative on all current TexPool accounts, effective 8/5/2018. In addition, the resolution adds Dixie T. Roberts, City Secretary, as an authorized representative on all current TexPool accounts.

TexPool is the largest and oldest local government investment pool in the state of Texas. TexPool currently provides investment services to over 2,000 communities throughout Texas. Staff recommends approval of Resolution 18-R-25.

Consider Resolution 18-R-26, updating the designation of persons authorized to act on behalf of the City of Alvin in connection with TexSTAR.

This resolution removes Sereniah Breland, City Manager, as an authorized representative on all current TexSTAR accounts, effective 8/5/2018. TexSTAR is an investment service for Local Governments. Staff recommends approval of Resolution 18-R-26.

Resolution 18-R-27, authorizing certain officers of the City of Alvin to sign and endorse checks and drafts on the City of Alvin bank accounts.

This resolution removes Sereniah Breland, City Manager, as an authorized City Official on the City of Alvin bank accounts, effective August 5, 2018. Staff recommends approval of Resolution 18-R-27.

Consider the extension of a Memorandum of Understanding between the City of Alvin and the Presiding Municipal Court Judge of the Alvin Municipal Court, Donna Starkey, and authorize the Mayor to sign.

Donna Starkey was appointed the Presiding Judge on September 1, 2016 for a two (2) year term, commencing September 1, 2016, and concluding on August 21, 2018.

On June 6, 2018, Judge Starkey submitted her notice of retirement, effective upon the completion of her two (2) year term.

The City, acting through the City Council, exercising its discretion pursuant to the City Charter, Code of Ordinances, and the laws of the State of Texas, are extending the appointment of Donna Starkey as the Presiding Municipal Judge of Alvin Municipal Court. They are extending the term until September 30, 2018, or until such time as the Presiding Judge Position is filled, but in no event, shall the term extend beyond October 31, 2018. Staff recommends approval of the MOU extension with Judge Starkey.

Council member Starkey announced that he filed a conflict of interest form regarding the MOU with the Municipal Court Judge and would recuse himself from the consent agenda.

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Arendell; motion to approve carried on a vote of 6 Ayes, with Council member Starkey abstaining.

OTHER BUSINESS

Acknowledge resignation of Alternate Municipal Court Judge Greg Hill, effective September 5, 2018.

Acknowledge resignation of Alternate Municipal Court Judge Greg Hill, effective September 5, 2018.

Mayor Horn and members of City Council thanked Mr. Hill for his service.

Council member Arendell moved to acknowledge resignation of Alternate Municipal Court Judge Greg Hill, effective September 5, 2018. Seconded by Council member Thompson; motion carried on a vote of 7 Ayes.

Consider a variance request for the property owner at 3610 Sky Ranch Drive to reduce the building setback from a pipeline requirement of Chapter 16, Section 77 (a)(1) of the Code of Ordinances, from 50 feet to 30 feet, for the construction of a barndominium.

On July 31, 2018, the Engineering Department received a variance request from the property owner of 3610 Sky Ranch Drive to reduce the building setback from an existing pipeline from 50 feet to 30 feet for the construction of a barndominium (also could be classified as a garage apartment). As explained in the attached request letter, the Owner is wanting to construct a barndominium in the same location where a barn structure was located (since 1974) prior to being torn down due to damages sustained during Hurricane Harvey. The Owner's plan is to construct the barndominium and to live in it while the main home on the property is being repaired / renovated from flooding damage due to Hurricane Harvey. Chapter 16 Section 77(a)(1) requires that new structures maintain a building setback of fifty (50) feet from any pipeline. The Owner is proposing to maintain a building setback of thirty (30) feet from the pipeline easement which is approximately forty-five (45) feet from the actual pipeline that occupies the easement, as shown on the attached site plan. This is the first variance request that has been received since Chapter 16 was revised in 2013 to include Article IV that is specific to pipelines.

Council member Thompson announced that he filed a conflict of interest form with the City Secretary for this item and would recuse himself from discussion and voting on this item.

Ms. Segovia gave a brief explanation of this variance request and stated that it was supported by staff. The property owners were in attendance.

Council member Arendell moved to grant a variance request for the property owner at 3610 Sky Ranch Drive to reduce the building setback from a pipeline requirement of Chapter 16, Section 77 (a)(1) of the Code of Ordinances, from 50 feet to 30 feet, for the construction of a barndominium. Seconded by Council member Reed; motion carried on a vote of 6 Ayes, with Council member Thompson abstaining.

Consider an Engineering Services Agreement with GC Engineering, Inc., in an amount not to exceed \$156,408, for engineering design services for the Mustang Bayou Bank Repair Project; and authorize the Interim City Manager to sign the agreement upon legal review.

A Request for Qualifications (RFQ) for engineering design services was advertised on April 22nd and April 29, 2018. Statements of Qualifications (SOQs) were received from four (4) engineering firms on May 8, 2018. Qualifications of all firms were reviewed/ranked by a Staff Review Committee, consisting of Engineering, Parks, and Finance Department Staff, in May/June 2018. The top firm was then interviewed on June 7, 2018. Following the interview, the Staff Review Committee selected GC Engineering, Inc. to submit a proposal for the design of the Mustang Bayou Bank Repair Project. City Staff has not worked with GC Engineering in the past, however references were contacted, and they were highly satisfied with the level of service provided by GC Engineering.

The Mustang Bayou Bank Repair Project will repair two (2) areas of damage along the bank of Mustang Bayou that were caused by the flood waters from Hurricane Harvey. The first area of damage is located near National Oak Park, where approximately 112 feet of the right bank is eroded and has failed. The second area is located near the intersection of House Street and Bayou Drive. There is approximately 130 feet of eroded and failed bank within and adjacent to the existing sheetpile wall. This site also contains approximately 50 feet of damage to the Hike and Bike Trail.

The Engineering Services Agreement being considered will provide surveying, geotechnical, and environmental data, preliminary and final engineering design, a complete plan set, bid phase services, and construction phase services for this important recovery project. Due to the location of this project along the bank of the bayou it is assumed that a Hydraulic Impact Analysis (HIA) and United States Army Corps. of Engineers nationwide permitting will not be required. These items have been included as additional services in this agreement, if it is determined that they are required during the preliminary design phase.

Staff plans to seek FEMA reimbursement for the costs associated with this project. Staff recommends approval of this Agreement.

Ms. Segovia gave a brief explanation of this project to City Council. Members of the Brazoria County C&R District 3 were also in attendance for the support of this project.

Council member Thompson moved to approve an Engineering Services Agreement with GC Engineering, Inc. in an amount not to exceed \$156,408 for engineering design services for the Mustang Bayou Bank Repair Project; and authorize the Interim City Manager to sign the Agreement, upon legal review. Seconded by Council member Reed; motion carried on a vote of 7 Ayes.

Consider Addendum No.15 to the Contract for Refuse Collection and Disposal Services between the City of Alvin and Waste Connections of Texas (formerly Progressive Waste Solutions) to adjust rates paid to Waste Connections of Texas due to the net increase in the revised Consumer Price Index Rate for All Urban Consumers (CPI-U) for the Houston-Galveston-Brazoria, TX area, fuel cost adjustments, and operational costs pursuant to the agreement; and authorize the Mayor to sign.

The City's contract with IESI (signed August 18, 2005), with a subsequent name change to Progressive Waste Solutions (August 12, 2012), for refuse collection and disposal service contains a provision for an annual adjustment of compensation paid to the contractor. The contract states that that the contractor shall be compensated in accordance with the CPI-U adjustment and an operating cost adjustment (including a fuel adjustment).

Waste Connections of Texas (formerly Progressive Waste Solutions) submitted their annual renewal letter evaluating the CPI-U and operational costs (including fuel adjustments) per their contract with the City. The adjustments used to calculate the percentage increase for FY18 are as follows:

CPI-U	+2.400%
Fuel adj.	-3.853%
Operating adj.	+4.500%
Net adjustment for FY19:	3.047%

Based on estimated FY19 end of year projections, the 3.047% contractual increase to the City is approximately \$37,000 for FY19.

History of Rate Contractual Rate Adjustments from Waste Connections of Texas	
Fiscal Year	Increase (decrease)
FY15	3.514%
FY16	(0.43%)
FY17	(0.807%)
FY18	1.61%
FY19 (proposed)	3.047%

Should council approve the contractual rate increase of 3.047%, the effective date would be October 1, 2018. The current contract with Waste Connections ends September 30, 2020.

Mr. Roland reviewed this item before City Council and stated that staff recommended approval of said Addendum No 15. Council member Starkey asked for information regarding Waste Connections safety records.

Council member Reed moved to approve Addendum No.15 to the Contract for Refuse Collection and Disposal Services between the City of Alvin and Waste Connections of Texas (formerly Progressive Waste Solutions) to adjust rates paid to Waste Connections of Texas due to the net increase in the revised Consumer Price Index Rate for All Urban Consumers (CPI-U) for the Houston-Galveston-Brazoria, TX area, fuel cost adjustments, and operational costs pursuant to the agreement; and authorize the Mayor to sign. Seconded by Council member Castro; motion carried on a vote of 7Ayes.

Consider Ordinance 18-M, amending Chapter 28, Comprehensive Fee Ordinance for the purpose of setting certain solid waste collection and disposal fees for residential, commercial, and roll-off containers; providing for a ten percent (10%) penalty for late payment; providing for an effective date of October 2018 billing cycles; and setting forth other provisions related thereto.

The City's ordinance requires that solid waste rates be increased, at minimum, based on the annual CPI-U index rate for the Houston-Galveston-Brazoria, Texas area. The ordinance also allows the consideration of other factors to determine if an additional increase in solid waste rates is warranted.

The City accounts for solid waste revenues and expenses in the Sanitation Fund. Over the past few years, the City has been able to sustain a "healthy" fund balance in the Sanitation fund as a result of the CPI-U provision in the City's ordinance. For FY19, the CPI-U has increased by 2.4%. However, instead of increasing the residential and commercial solid waste rates by 2.4% in accordance with the CPI-U provision in the City's ordinance, staff is recommending that council approve and maintain the current solid waste rates for both residential and commercial businesses.

Should council elect to apply the CPI-U adjustment per ordinance, then both residential and commercial rates will reflect a 2.4% increase, effective October 2018 billing cycles.

Mr. Roland reviewed this item before City Council.

Council member Castro moved to approve Ordinance 18-M, amending Chapter 28, Comprehensive Fee Ordinance for the purpose of setting certain solid waste collection and disposal fees for residential, commercial, and roll-off containers; providing for a ten percent (10%) penalty for late payment; providing for an effective date of October 2018 billing cycles; and setting forth other

provisions related thereto. Seconded by Council member Arendell; motion carried on a vote of 7 Ayes.

REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Mr. Junru Roland, Interim City Manager, reviewed the preliminary list for the September 6, 2018 City Council meeting.

ITEMS OF COMMUNITY INTEREST

Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

Mrs. Roberts reviewed items of community interest.

Council member Thompson reminded everyone that school is back in session and urged motorists to drive cautiously.

Council member Reed also encouraged motorists to drive safely as school is back in session.

EXECUTIVE SESSION

Mayor Horn called for an executive session at 7:24 p.m. in accordance to the following:

Texas Government Code Section 551.072 – deliberation regarding the purchase, exchange, lease or value of real property, commonly called the former landfill.

Texas Government Code Section 551.074 – personnel matters regarding the appointment, employment of a City Manager.

RECONVENE TO OPEN SESSION

Take action on Executive Session item if necessary.

Mayor Horn reconvened into open session at 8:34 p.m.

Council member Reed moved to appoint Mr. Junru Roland as City Manager, with contract negotiations and finalization to follow. Second my Council member Thompson; motion carried with a vote of 7 ayes.

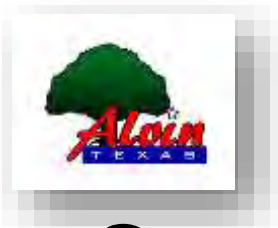
ADJOURNMENT

Mayor Horn adjourned the meeting at 8:35p.m.

PASSED and APPROVED this _____ day of _____, 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Hertenberger Homes (located along FM 1462 near Eunice Lane), being a subdivision of 3.2494 acres in the Francis Moore League Grant, A-100, also being a partial replat of lot 6 of the Masterson Subdivision recorded in volume 29, page 1, Plat Records of Brazoria County, Texas.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On August 1, 2018, the Engineering Department received the final plat of Hertenberger Homes for review. The property is located on the corner of FM 1462 and Eunice Lane in the City of Alvin Extraterritorial Jurisdiction (ETJ) and is being platted for conveyance of lots 2 and 3. This plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on August 21, 2018.

Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 8/29/2018 SLH

Supporting documents attached:

- Final Plat of Hertenberger Homes

Recommendation: Move to approve the final plat of Hertenberger Homes (located along FM 1462 near Eunice Lane), being a subdivision of 3.2494 acres in the Francis Moore League Grant, A-100, also being a partial replat of lot 6 of the Masterson Subdivision recorded in volume 29, page 1, Plat Records of Brazoria County, Texas.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

STATE OF TEXAS
COUNTY OF BRAZORIA

WE, H.L.H. ENTERPRISES, LLC, OWNERS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED THERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT DEDICATED TO THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION HEREIN EXPRESSED. THE OWNER DOES HEREBY WAIVE ALL CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHMENT OF GRADES AS APPROVED FOR THE STREETS AND DRAINAGE EASEMENTS DEDICATED OR OCCASIONED BY US. THE ALTERATION ON THE SURFACE, OR ANY PORTION OF THE STREETS OR DRAINAGE EASEMENTS TO CONFORM TO SUCH GRADES, AND DO HEREBY BIND MYSELF, MY HEIRS, SUCCESSORS AND ASSIGNS, TO WARRANT AND DEFEND THE TITLE TO THE LAND SO DEDICATED.

WITNESS OUR HAND IN _____ COUNTY, TEXAS, THIS ____ DAY OF _____, 20____

BY: _____
HEATH HERTENBERGER, OWNER

STATE OF _____
COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED HEATH HERTENBERGER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN AND HEREIN STATED.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS _____ OF _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF _____
MY COMMISSION EXPIRES ON _____

THIS IS TO CERTIFY THAT I, RICHARD FUSSELL, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4148, OF THE STATE OF TEXAS, HAVE PLATTED THE ABOVE SUBDIVISION FROM AN ACTUAL SURVEY ON THE GROUND; AND THAT ALL BLOCK CORNERS, LOT CORNERS, AND PERMANENT REFERENCED MONUMENTS HAVE BEEN SET, THAT PERMANENT CONTROL POINTS WILL BE SET AT THE COMPLETION OF CONSTRUCTION AND THAT THIS PLAT CORRECTLY REPRESENTS THAT SURVEY MADE BY ME.



RICHARD FUSSELL
REGISTERED PROFESSIONAL LAND SURVEYOR #4148

STATE OF TEXAS
COUNTY OF BRAZORIA
I, JOYCE HUDMAN, COUNTY CLERK, BRAZORIA COUNTY, TEXAS DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WITH ITS AUTHENTICATION WAS FILED FOR REGISTRATION IN MY OFFICE ON _____, 20____, AT _____ O'CLOCK____M. IN DOCUMENT NUMBER _____ BRAZORIA COUNTY MAP RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT ANGLETON, BRAZORIA COUNTY, TEXAS, THE DAY AND DATE LAST WRITTEN ABOVE.

JOYCE HUDMAN
COUNTY CLERK
BRAZORIA COUNTY, TEXAS

BY: _____
DEPUTY

SUBDIVISION APPROVED

MAYOR _____
PAUL HORN

CITY ENGINEER _____
MICHELLE H. SEGOVIA, P.E., CFM

CITY SECRETARY _____
DIXIE ROBERTS, TRMC

DESCRIPTION OF A TRACT OF LAND CONTAINING
3.2495 ACRES (141,547 SQUARE FEET) SITUATED
IN THE FRANCIS MOORE LEAGUE GRANT, ABSTRACT 100
BRAZORIA COUNTY, TEXAS

BEING A TRACT OF LAND CONTAINING 3.2495 ACRES (141,547 SQUARE FEET), SITUATED IN THE FRANCIS MOORE LEAGUE GRANT, ABSTRACT 100, BRAZORIA COUNTY, TEXAS, BEING OUT OF LOT 6, OF THE MASTERSON SUBDIVISION OF THE UPPER 1/3 OF THE FRANCIS MOORE LEAGUE, RECORDED IN VOLUME 29, PAGE 1 OF THE PLAT RECORDS OF BRAZORIA COUNTY, TEXAS, BEING ALL OF A TRACT OF LAND CONVEYED UNTO H.L.H. ENTERPRISES LLC BY DEED RECORDED IN COUNTY CLERK'S FILE NO. 2014048059 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS. SAID 3.2495-ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

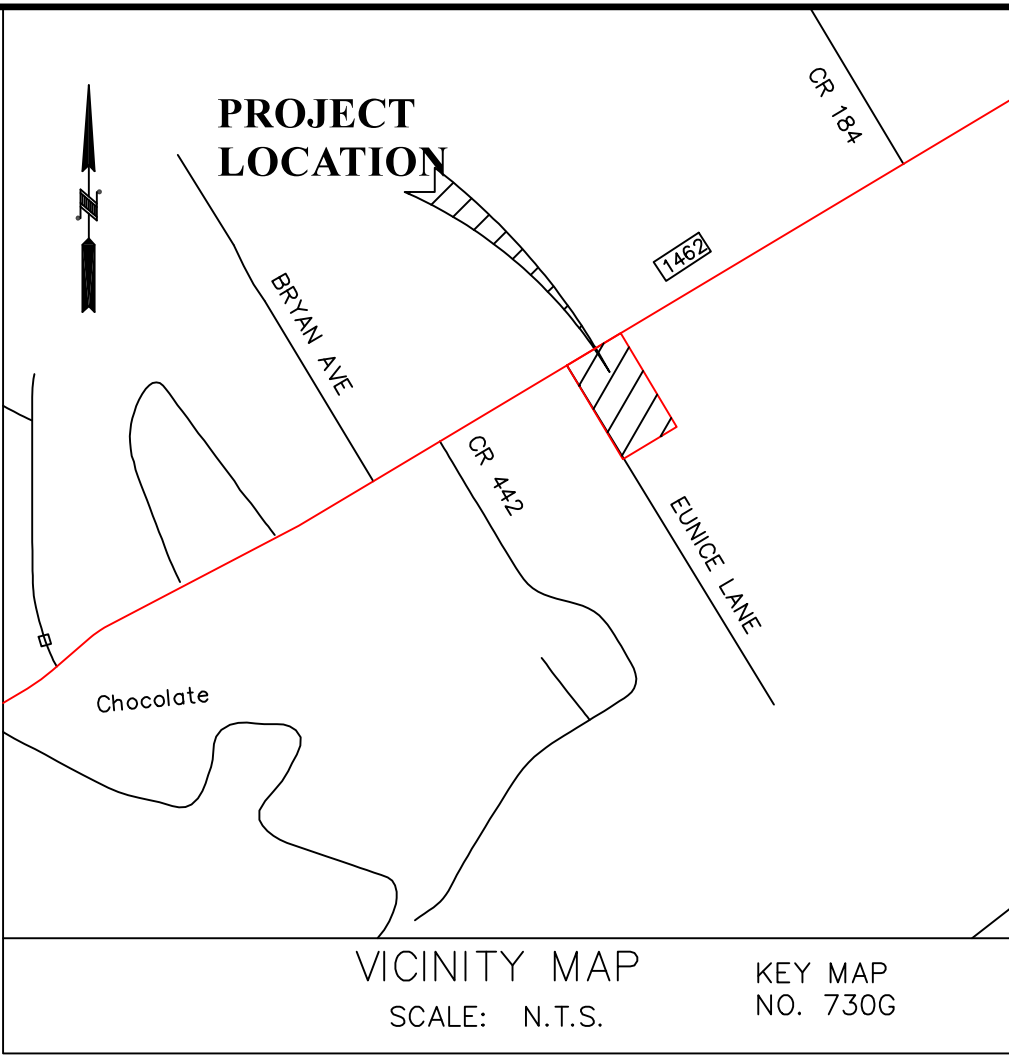
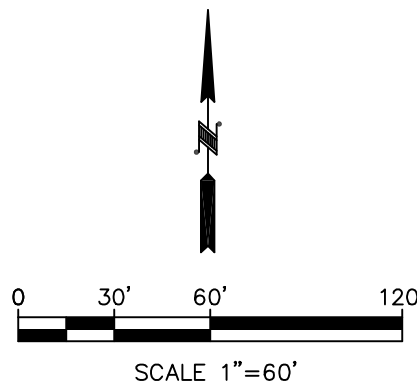
BEGINNING AT A FOUND 5/8-INCH IRON ROD IN THE SOUTHEAST RIGHT-OF-WAY LINE OF F.M. 1462 (120 FEET WIDE) FOR THE NORTH CORNER OF SAID TRACT HEREIN DESCRIBED, FROM WHICH THE NORTH CORNER OF SAID LOT 6 BEARS NORTH 30°06'19" WEST, A DISTANCE OF 45.00 FEET;

THENCE SOUTH 30°06'19" EAST, A DISTANCE OF 484.18 FEET TO A FOUND 1/2-INCH IRON PIPE FOR THE EAST CORNER OF SAID TRACT HEREIN DESCRIBED;

THENCE SOUTH 59°49'52" WEST, A DISTANCE OF 292.41 FEET TO A FOUND 1/2-INCH IRON PIPE FOR THE SOUTH CORNER OF SAID TRACT HEREIN DESCRIBED;

THENCE NORTH 30°06'50" WEST, A DISTANCE OF 483.84 FEET TO A FOUND 1/2-INCH IRON PIPE IN THE SOUTHEAST RIGHT-OF-WAY LINE OF SAID F.M. 1462 FOR THE WEST CORNER OF SAID TRACT HEREIN DESCRIBED;

THENCE NORTH 59°45'52" EAST ALONG THE SOUTHEAST RIGHT-OF-WAY LINE OF SAID F.M. 1462, A DISTANCE OF 292.48 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.2495 ACRES (141,547 SQUARE FEET), MORE OR LESS.



GENERAL NOTES

1. THE BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON TEXAS SOUTH CENTRAL ZONE 4204 (NAD 83).
2. SIDEWALKS SHALL BE CONSTRUCTED AS PART OF THE ISSUANCE OF A BUILDING PERMIT FOR EACH TRACT, IF REQUIRED.
3. STORM DRAINAGE IMPROVEMENTS, WHICH MAY INCLUDE DETENTION, SHALL BE PROVIDED AT THE TIME OF BUILDING PERMIT, IF APPLICABLE.
4. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) MAP NO.48039C0145H, WITH THE EFFECTIVE DATE OF JUNE 05, 1989, THE PROPERTY IS LOCATED IN ZONE "X" (AREAS DETERMINED TO BE **OUTSIDE** OF) THE 100 YEAR FLOODPLAIN.

LEGEND:

- B.L. = BUILDING LINE
- D.R.B.C. = DEED RECORDS OF BRAZORIA COUNTY
- P.R.B.C. = PLAT RECORDS OF BRAZORIA COUNTY
- R.O.W. = RIGHT OF WAY
- VOL. = VOLUME
- PG. = PAGE
- I.R. = IRON ROD
- I.P. = IRON PIPE

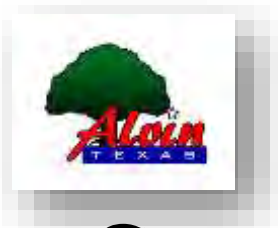
FINAL PLAT OF HERTENBERGER HOMES

A SUBDIVISION OF 3.2494 ACRES (141,547 SQ FT) IN THE
FRANCIS MOORE LEAGUE GRANT, A-100, ALSO BEING A
PARTIAL REPLAT OF LOT 6 OF THE MASTERSON SUBDIVISION
RECORDED IN VOLUME 29, PAGE 1, PLAT RECORDS OF
BRAZORIA COUNTY, TEXAS

www.survey1inc.com
survey1@survey1inc.com
Survey 1, Inc.
Your Land Survey Company
Firm Registration No. 100758-00
P.O. Box 2543 | Alvin, TX 77512 | (281)393-1382
PROJECT NO. 6-64754-18

1 BLOCK 3 LOTS
AUGUST 15, 2018

OWNER:
H.L.H. ENTERPRISES, LLC
5 SONGBIRD DRIVE
ROSHARON, TX 77583
713-825-8980



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Engineering

Contact: Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Southern Colony Section 4B (located along the east side of FM 521, north of Juliff-Manvel Road), being a subdivision of 28.305 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas, being a replat of lots 13, 18, and 19, T.W. & J.W.B. House Subdivision, a subdivision recorded in volume 7, page 301 Deed Records of Fort Bend County, Texas.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☒Plat ☐Discussion & Direction ☐Other

Summary: On August 1, 2018, the Engineering Department received the final plat of Southern Colony Section 4B for review. This final plat consists of 118 lots, 11 reserves, and 6 blocks, and is located in the City of Alvin Extraterritorial Jurisdiction (ETJ) along the east side of FM 521, north of Juliff-Manvel Road. The property is being subdivided for a new single-family residential planned unit development subdivision. This plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on August 21, 2018.

Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 8/29/2018 SLH

Supporting documents attached:

- Final Plat of Southern Colony Section 4B
-

Recommendation: Move to approve the final plat of Southern Colony Section 4B (located along the east side of FM 521, north of Juliff-Manvel Road), being a subdivision of 28.305 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas, being a replat of lots 13, 18, and 19, T.W. & J.W.B. House Subdivision, a subdivision recorded in volume 7, page 301 Deed Records of Fort Bend County, Texas.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

STATE OF TEXAS
COUNTY OF FORT BEND

WE, FORESTAR (USA) REAL ESTATE GROUP INC., A DELAWARE CORPORATION, ACTING BY AND THROUGH THOMAS H. BURLESON, EXECUTIVE VICE PRESIDENT, BEING AN OFFICER OF FORESTAR (USA) REAL ESTATE GROUP INC., A DELAWARE CORPORATION, OWNERS HEREINAFTER REFERRED TO AS OWNERS OF THE 28.305 ACRE TRACT DESCRIBED IN THE ABOVE AND FOREGOING PLAT OF SOUTHERN COLONY SECTION 4B, DO HEREBY MAKE AND ESTABLISH SAID SUBDIVISION PLAT OF SAID PROPERTY ACCORDING TO ALL LINES, DEDICATIONS, RESTRICTIONS AND NOTATIONS ON SAID PLAT AND HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES SHOWN THEREON FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED; AND DO HEREBY BIND OURSELVES, OUR HEIRS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSES FOREVER UNOBSTRUCTED AERIAL EASEMENTS. THE AERIAL EASEMENTS SHALL EXTEND HORIZONTALLY AN ADDITIONAL ELEVEN FEET, SIX INCHES (11' 6") FOR TEN FEET (10' 0") PERIMETER GROUND EASEMENTS OR SEVEN FEET, SIX INCHES (7' 6") FOR FOURTEEN FEET (14' 0") PERIMETER GROUND EASEMENTS OR FIVE FEET, SIX INCHES (5' 6") FOR SIXTEEN FEET (16' 0") PERIMETER GROUND EASEMENTS, FROM A PLANE SIXTEEN FEET (16' 0") ABOVE GROUND LEVEL UPWARD, LOCATED ADJACENT TO AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (I.E. AND A.E.) AS INDICATED AND DEPICTED, HEREON, WHEREBY THE AERIAL EASEMENT TOTALS TWENTY ONE FEET, SIX INCHES (21' 6") IN WIDTH.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSES FOREVER UNOBSTRUCTED AERIAL EASEMENTS. THE AERIAL EASEMENTS SHALL EXTEND HORIZONTALLY AN ADDITIONAL TEN FEET (10' 0") FOR TEN FEET (10' 0") BACK-TO-BACK GROUND EASEMENTS, OR EIGHT FEET (8' 0") FOR FOURTEEN FEET (14' 0") BACK-TO-BACK GROUND EASEMENTS OR SEVEN FEET (7' 0") FOR SIXTEEN FEET (16' 0") BACK-TO-BACK GROUND EASEMENTS, FROM A PLANE SIXTEEN FEET (16' 0") ABOVE GROUND LEVEL UPWARD, LOCATED ADJACENT TO BOTH SIDES AND ADJOINING SAID PUBLIC UTILITY EASEMENTS THAT ARE DESIGNATED WITH AERIAL EASEMENTS (I.E. AND A.E.) AS INDICATED AND DEPICTED HEREON, WHEREBY THE AERIAL EASEMENT TOTALS THIRTY FEET (30' 0") IN WIDTH.

FURTHER, OWNERS DO HEREBY DECLARE THAT ALL PARCELS OF LAND DESIGNATED AS LOTS ON THIS PLAT ARE INTENDED FOR THE CONSTRUCTION OF SINGLE FAMILY RESIDENTIAL DWELLING UNITS THEREON AND SHALL BE RESTRICTED FOR SAME UNDER THE TERMS AND CONDITIONS OF SUCH RESTRICTIONS FILED SEPARATELY.

FURTHER, OWNERS DO HEREBY COVENANT AND AGREE THAT ALL OF THE PROPERTY WITHIN THE BOUNDARIES OF THIS PLAT IS HEREBY RESTRICTED TO PREVENT THE DRAINAGE OF ANY SEPTIC TANKS INTO ANY PUBLIC OR PRIVATE STREET, ROAD OR ALLEY OR ANY DRAINAGE DITCH, EITHER DIRECTLY OR INDIRECTLY.

FURTHER, OWNERS DO HEREBY DEDICATE TO THE PUBLIC A STRIP OF LAND TWENTY (20) FEET WIDE ON EACH SIDE OF THE CENTER LINE OF ANY AND ALL BAYOUS, CREEKS, GULLIES, RAVINES, DRAWS, AND DRAINAGE DITCHES LOCATED IN SAID SUBDIVISION, AS EASEMENTS FOR DRAINAGE PURPOSES. FORT BEND COUNTY OR ANY OTHER GOVERNMENTAL AGENCY SHALL HAVE THE RIGHT TO ENTER UPON SAID EASEMENT AT ANY AND ALL TIMES FOR THE PURPOSES OF CONSTRUCTION AND MAINTENANCE OF DRAINAGE FACILITIES AND STRUCTURES.

FURTHER, OWNERS DO HEREBY COVENANT AND AGREE THAT ALL OF THE PROPERTY WITHIN THE BOUNDARIES OF THIS SUBDIVISION AND ADJACENT TO ANY DRAINAGE EASEMENT, DITCH, GULLY, CREEK OR NATURAL DRAINAGE WAY SHALL HEREBY BE RESTRICTED TO KEEP SUCH DRAINAGE WAYS AND EASEMENTS CLEAR OF FENCES, BUILDINGS, EXCESSIVE VEGETATION AND OTHER OBSTRUCTIONS TO THE OPERATIONS AND MAINTENANCE OF THE DRAINAGE FACILITY AND THAT SUCH ABUTTING PROPERTY SHALL NOT BE PERMITTED TO DRAIN DIRECTLY INTO THIS EASEMENT EXCEPT BY MEANS OF AN APPROVED DRAINAGE STRUCTURE.

FURTHER, OWNERS DO HEREBY CERTIFY THAT THEY ARE THE OWNERS OF ALL PROPERTY IMMEDIATELY ADJACENT TO THE BOUNDARIES OF THE ABOVE AND FOREGOING SUBDIVISION OF SOUTHERN COLONY SECTION 4B WHERE BUILDING SETBACK LINES OR PUBLIC UTILITY EASEMENTS ARE TO BE ESTABLISHED OUTSIDE THE BOUNDARIES OF THE ABOVE AND FOREGOING SUBDIVISION AND DO HEREBY MAKE AND ESTABLISH ALL BUILDING SETBACK LINES AND DEDICATE TO THE USE OF THE PUBLIC, ALL PUBLIC UTILITY EASEMENTS SHOWN IN SAID ADJACENT ACREAGE.

FURTHER, OWNERS DO HEREBY ACKNOWLEDGE THE RECEIPT OF THE "ORDERS FOR REGULATION OF OUTDOOR LIGHTING IN THE UNINCORPORATED AREAS OF FORT BEND COUNTY, TEXAS", AND DO HEREBY COVENANT AND AGREE AND SHALL COMPLY WITH THIS ORDER AS ADOPTED BY FORT BEND COUNTY COMMISSIONERS' COURT ON MARCH 23, 2004, AND ANY SUBSEQUENT AMENDMENTS.

IN TESTIMONY WHEREOF, FORESTAR (USA) REAL ESTATE GROUP INC., A DELAWARE CORPORATION, HAS CAUSED THESE PRESENTS TO BE SIGNED BY THOMAS H. BURESON, EXECUTIVE VICE PRESIDENT, THEREUNTO AUTHORIZED,

THIS _____ DAY OF _____, 2018.

FORESTAR (USA) REAL ESTATE GROUP INC.
A DELAWARE CORPORATION

BY: _____
THOMAS H. BURLESON, EXECUTIVE VICE PRESIDENT

STATE OF TEXAS
COUNTY OF FORT BEND

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THOMAS H. BURESON, EXECUTIVE VICE PRESIDENT OF FORESTAR (USA) REAL ESTATE GROUP INC., A DELAWARE CORPORATION, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,

THIS _____ DAY OF _____, 2018.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

I, HEATHER L. SIDES, A REGISTERED PROFESSIONAL LAND SURVEYOR, AM REGISTERED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THE ABOVE SUBDIVISION WAS PREPARED FROM AN ACTUAL SURVEY OF THE PARENT TRACT PROPERTY, MADE UNDER MY SUPERVISION ON THE GROUND; THAT ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE OF THE PERIMETER BOUNDARY ONLY WILL BE MARKED WITH IRON (OR OTHER SUITABLE PERMANENT METAL) PIPES OR RODS HAVE AN OUTSIDE DIAMETER OF NOT LESS THAN FIVE EIGHTHS (5/8) INCH AND A LENGTH OF NOT LESS THAN THREE (3) FEET WITH PLASTIC CAP MARKED "LJA ENG" UNLESS OTHERWISE NOTED AT THE TIME OF RECORDATION AND THE PLAT CORNERS HAVE BEEN TIED TO THE TEXAS COORDINATE SYSTEM OF NAD 1983, SOUTH CENTRAL ZONE. (SEE NOTE 13)

HEATHER L. SIDES, R.P.L.S., PLS, OFeS
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 5997



I, MICHAEL S. RUSK, A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF TEXAS DO HEREBY CERTIFY THAT THIS PLAT MEETS ALL REQUIREMENTS OF FORT BEND COUNTY TO THE BEST OF MY KNOWLEDGE.

MICHAEL S. RUSK, P.E.
LICENSED PROFESSIONAL ENGINEER
TEXAS LICENSE NO. 89457



CITY OF ALVIN APPROVAL

PAUL HORN, MAYOR

DIXIE ROBERTS, CITY SECRETARY

MICHELLE SEGOVA, CITY ENGINEER

DESCRIPTION OF
SOUTHERN COLONY SEC 4B
28.305 ACRES

A 28.305 ACRE TRACT, LOCATED IN THE WILLIAM HALL LEAGUE, A-31, OUT OF THE 91.1000 ACRE TRACT, DESCRIBED AS TRACT ONE IN THE DEED FROM ELAN DEVELOPMENT COMPANY, L.P., TO FORESTAR (USA) REAL ESTATE GROUP, INC., RECORDED UNDER FILE NUMBER 2017121852, OF THE OFFICIAL PUBLIC RECORDS OF FORT BEND COUNTY, TEXAS, AND OUT OF THE 34.775 ACRE TRACT DESCRIBED IN THE DEED FROM DRH LAND OPPORTUNITIES I, INC. TO D.R. HORTON - TEXAS, LTD., RECORDED UNDER FILE NUMBER 2017124930 OF THE OFFICIAL PUBLIC RECORDS OF FORT BEND COUNTY, TEXAS, AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS (BEARINGS BASED ON TEXAS COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD 83):

BEGINNING AT A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR THE SOUTHEAST CORNER OF LOT 1, BLOCK 2 OF SOUTHERN COLONY SECTION 3B, A SUBDIVISION RECORDED UNDER PLAT NUMBER 20180004, OF THE PLAT RECORDS OF FORT BEND COUNTY, TEXAS, COMMON TO THE SOUTHEAST CORNER OF SAID 34.775 ACRE TRACT, A SOUTHWEST CORNER OF SAID 91.100 ACRE TRACT, AND THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT, IN THE NORTH LINE OF RESTRICTED RESERVE "N" OF SOUTHERN COLONY SECTION 1, A SUBDIVISION RECORDED UNDER PLAT NUMBER 20050137 OF THE PLAT RECORDS OF FORT BEND COUNTY, TEXAS ;

THENCE ALONG THE EAST AND NORTH LINES OF SAID SOUTHERN COLONY SECTION 3B THE FOLLOWING SIX (6) COURSES:

1. NORTH 03° 00' 25" WEST - 121.50', ALONG AN EAST LINE OF SAID 34.775 ACRE TRACT, COMMON TO A WEST LINE OF SAID 91.100 ACRE TRACT, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3B;
2. NORTH 83° 18' 44" EAST - 4.78', CONTINUING ALONG SAID COMMON LINE, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3B;
3. NORTH 06° 43' 15" WEST - 50.00', CONTINUING ALONG SAID COMMON LINE, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR THE NORTHEAST CORNER OF RESERVE "B" OF SAID SOUTHERN COLONY SECTION 3B;
4. NORTH 03° 14' 58" WEST - 929.03', CONTINUING ALONG SAID COMMON LINE, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3B, COMMON TO THE NORTH EAST CORNER OF RESERVE "B", THE BEGINNING OF A NON-TANGENT CURVE;
- 5.55.35', ALONG THE NORTH LINE OF SAID RESERVE "B", ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 1,970.00', A CENTRAL ANGLE OF 01° 38' 35", AND A CHORD WHICH BEARS SOUTH 87° 47' 51" WEST - 55.34' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR THE END OF CURVE;
6. SOUTH 86° 59' 33" WEST - 685.72', CONTINUING ALONG SAID NORTH LINE, AND THE NORTH LINE OF RESERVE "A" OF SAID SOUTHERN COLONY SECTION 3B, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3B;

THENCE NORTH 03° 09' 12" WEST - 646.59', ALONG AN EAST LINE OF SAID SOUTHERN COLONY SECTION 3B (AT 60.00' PASSING A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR A NORTHEAST CORNER OF SOUTHERN COLONY SECTION 3B, COMMON TO THE SOUTHEAST CORNER OF SOUTHERN COLONY SECTION 3A, A SUBDIVISION RECORDED UNDER PLAT NUMBER 20170205 OF THE PLAT RECORDS OF FORT BEND COUNTY, TEXAS), THEN CONTINUING ALONG THE EAST LINE OF SAID SOUTHERN COLONY SECTION 3A AND PARTIALLY ALONG THE EAST LINE OF AFORESAID 34.775 ACRE TRACT, COMMON TO THE WEST LINE OF AFORESAID 91.100 ACRE TRACT, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3A;

THENCE NORTH 86° 50' 49" EAST - 12.71', CONTINUING ALONG SAID COMMON LINE, COMMON TO A SOUTH LINE OF SAID SOUTHERN COLONY SECTION 3A, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR AN ANGLE CORNER OF SAID SOUTHERN COLONY SECTION 3A;

THENCE NORTH 03° 09' 11" WEST - 160.00', CONTINUING ALONG SAID COMMON LINE, COMMON TO THE EAST LINE OF SAID SOUTHERN COLONY SECTION 3A, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" PREVIOUSLY SET FOR THE NORTHEAST CORNER OF SAID SOUTHERN COLONY SECTION 3A, COMMON TO THE NORTHEAST CORNER OF SAID 39.775 ACRE TRACT AND AN ANGLE CORNER OF SAID 91.100 ACRE TRACT;

THENCE NORTH 25° 13' 17" EAST - 98.34' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 03° 09' 11" WEST - 150.00' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 86° 50' 49" EAST - 170.00' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 03° 09' 11" EAST - 59.53' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 86° 50' 49" EAST - 244.05' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 69° 39' 06" EAST - 72.67' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 84° 04' 51" EAST - 204.64' TO 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE MOST NORTHERLY NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT, IN THE WEST LINE OF THE 50.00 ACRE TRACT DESCRIBED AS TRACT 1 IN THE DEED FROM BLS RESOURCES, INC. TO BLSR OPERATING, LTD., RECORDED UNDER FILE NUMBER 2006152319 OF THE OFFICIAL RECORDS OF FORT BEND COUNTY, TEXAS, COMMON TO THE EAST LINE OF THE AFORESAID 91.100 ACRE TRACT;

THENCE SOUTH 03° 03' 31" EAST - 718.32', ALONG SAID COMMON LINE, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT, COMMON TO THE SOUTHWEST CORNER OF SAID 50.00 ACRE TRACT, AND AN ANGLE CORNER OF SAID 91.100 ACRE TRACT;

THENCE NORTH 86° 45' 02" EAST - 589.43', ALONG THE SOUTH LINE OF SAID 50.00 ACRE TRACT, COMMON TO A NORTH LINE OF SAID 91.100 ACRE TRACT, TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE MOST EASTERLY NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 03° 14' 58" EAST - 60.00' TO 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE BEGINNING OF A NON-TANGENT CURVE;

THENCE 39.27', ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 25.00', A CENTRAL ANGLE OF 90° 00' 00", AND A CHORD WHICH BEARS SOUTH 41° 45' 02" WEST - 35.36' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE END OF CURVE;

THENCE SOUTH 03° 14' 58" EAST - 85.00' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE BEGINNING OF A TANGENT CURVE;

THENCE 39.27', ALONG THE ARC OF A TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 25.00', A CENTRAL ANGLE OF 90° 00' 00", AND A CHORD WHICH BEARS SOUTH 48° 14' 58" EAST - 35.36' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 03° 14' 58" EAST - 50.00' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE BEGINNING OF A NON-TANGENT CURVE;

THENCE 39.27', ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 25.00', A CENTRAL ANGLE OF 90° 00' 00", AND A CHORD WHICH BEARS SOUTH 41° 45' 02" WEST - 35.36' TO 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE END OF CURVE;

THENCE SOUTH 86° 45' 03" WEST - 50.00' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE BEGINNING OF A NON-TANGENT CURVE;

THENCE 39.27', ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 25.00', A CENTRAL ANGLE OF 90° 00' 00", AND A CHORD WHICH BEARS NORTH 48° 14' 58" WEST - 35.36' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR THE END OF CURVE;

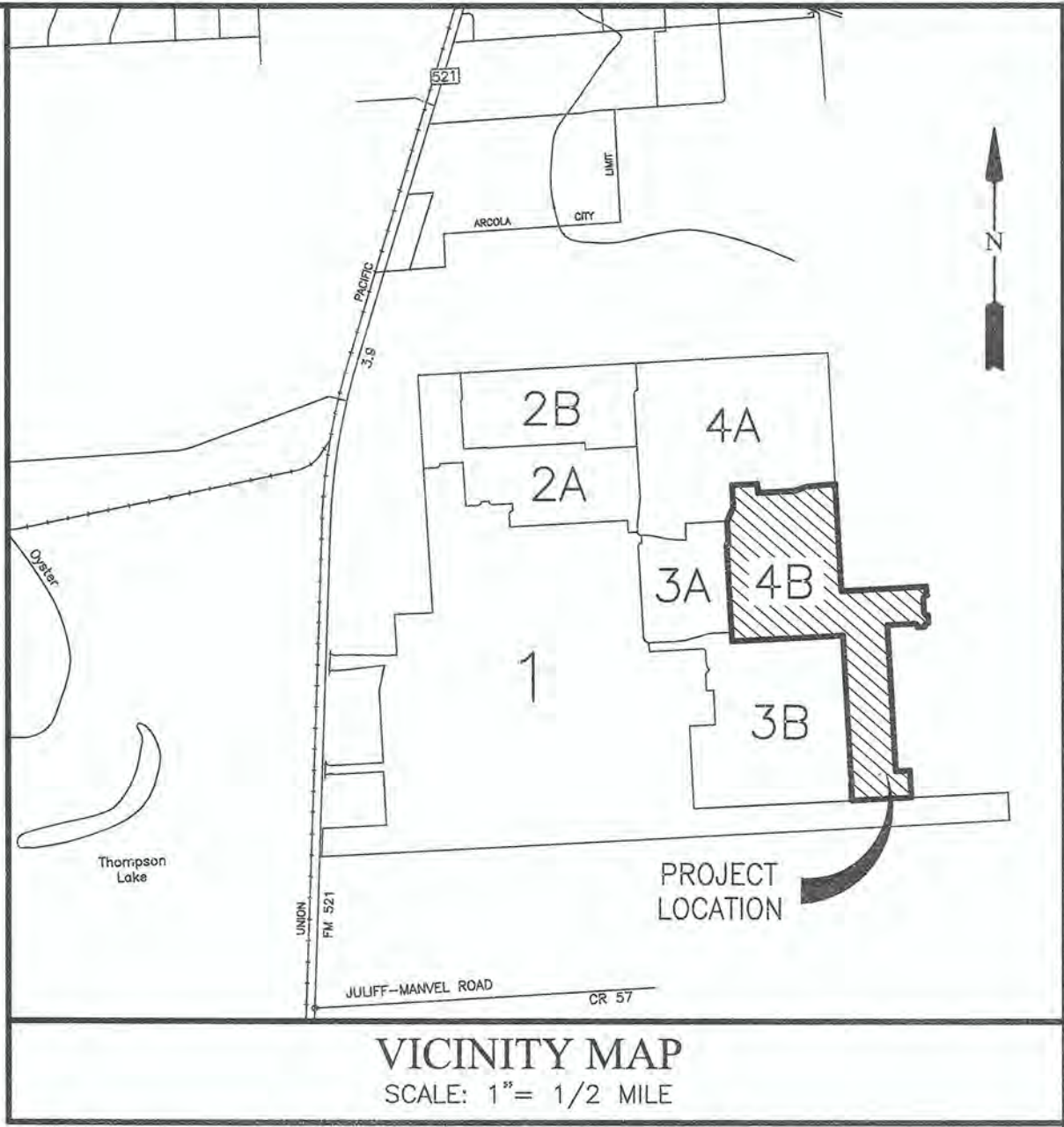
THENCE SOUTH 86° 45' 02" WEST - 174.50' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 03° 14' 58" EAST - 976.28' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 86° 59' 33" EAST - 39.75' TO A 5/8" IRON ROD WITH CAP STAMPED "LJA ENG" SET FOR AN ANGLE CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 03° 00' 27" EAST - 180.00' TO THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT, IN THE NORTH LINE OF AFORESAID RESTRICTED RESERVE "N" OF AFORESAID SOUTHERN COLONY SECTION 1, COMMON TO THE SOUTH LINE OF AFORESAID 91.100 ACRE TRACT;

THENCE SOUTH 86° 59' 33" WEST - 341.76', ALONG SAID COMMON LINE, TO THE POINT OF BEGINNING AND CONTAINING 28.305 ACRES OF LAND.



I, RICHARD W. STOLLEIS, FORT BEND COUNTY ENGINEER, DO HEREBY CERTIFY THAT THE PLAT OF THIS SUBDIVISION COMPLIES WITH ALL OF THE EXISTING RULES AND REGULATIONS OF THIS OFFICE AS ADOPTED BY THE FORT BEND COUNTY COMMISSIONERS' COURT. HOWEVER, NO CERTIFICATION IS HEREBY GIVEN AS TO THE EFFECT OF DRAINAGE FROM THIS SUBDIVISION ON THE INTERCEPTING DRAINAGE ARTERY OR PARENT STREAM OR ON ANY OTHER AREA OR SUBDIVISION WITHIN THE WATERSHED.

RICHARD W. STOLLEIS, P.E.
FORT BEND COUNTY ENGINEER

APPROVED BY THE COMMISSIONERS' COURT OF FORT BEND COUNTY, TEXAS.

THIS _____ DAY OF _____, 2018.

VINCENT M. MORALES, JR.
PRECINCT 1, COUNTY COMMISSIONER

GRADY PRESTAGE
PRECINCT 2, COUNTY COMMISSIONER

ROBERT E. HEBERT
COUNTY JUDGE

W. A. (ANDY) MEYERS
PRECINCT 3, COUNTY COMMISSIONER

JAMES PATTERSON
PRECINCT 4, COUNTY COMMISSIONER

I, LAURA RICHARD, COUNTY CLERK IN AND FOR FORT BEND COUNTY, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORDATION IN MY OFFICE ON _____, 2018 AT _____ O'CLOCK _____M. IN PLAT NUMBER _____ OF THE PLAT RECORDS OF FORT BEND COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE, AT RICHMOND, TEXAS. THE DAY AND DATE LAST ABOVE WRITTEN.

LAURA RICHARD, COUNTY CLERK
FORT BEND COUNTY, TEXAS

BY: _____
DEPUTY

FINAL PLAT
OF
SOUTHERN COLONY
SECTION 4B
A PLANNED UNIT DEVELOPMENT

A SUBDIVISION OF 28.305 ACRES OF LAND SITUATED IN THE WILLIAM HALL LEAGUE, ABSTRACT 31, FORT BEND COUNTY, TEXAS BEING A REPLAT OF LOT 13, 18, & 19, T.W. & J.W.B. HOUSE SUBDIVISION, A SUBDIVISION RECORDED IN VOLUME 7, PAGE 301 DEED RECORDS, OF FORT BEND COUNTY, TEXAS.

118 LOTS 11 RESERVES (2.468 ACRES) 6 BLOCKS
AUGUST 14, 2018 JOB NO. 1019-8004B

OWNERS:
FORESTAR (USA) REAL ESTATE GROUP INC.
A DELAWARE CORPORATION
THOMAS H. BURLESON, EXECUTIVE VICE PRESIDENT
6300 BEE CAVE ROAD, BUILDING II, SUITE 500, AUSTIN, TEXAS 78746
PH. (817) 835-0850

SURVEYOR:
LJA Surveying, Inc.

2929 Briarpark Drive
Suite 175
Houston, Texas 77042

Phone 713.953.5200
Fax 713.953.5026
T.B.P.L.S. Firm No. 10194382



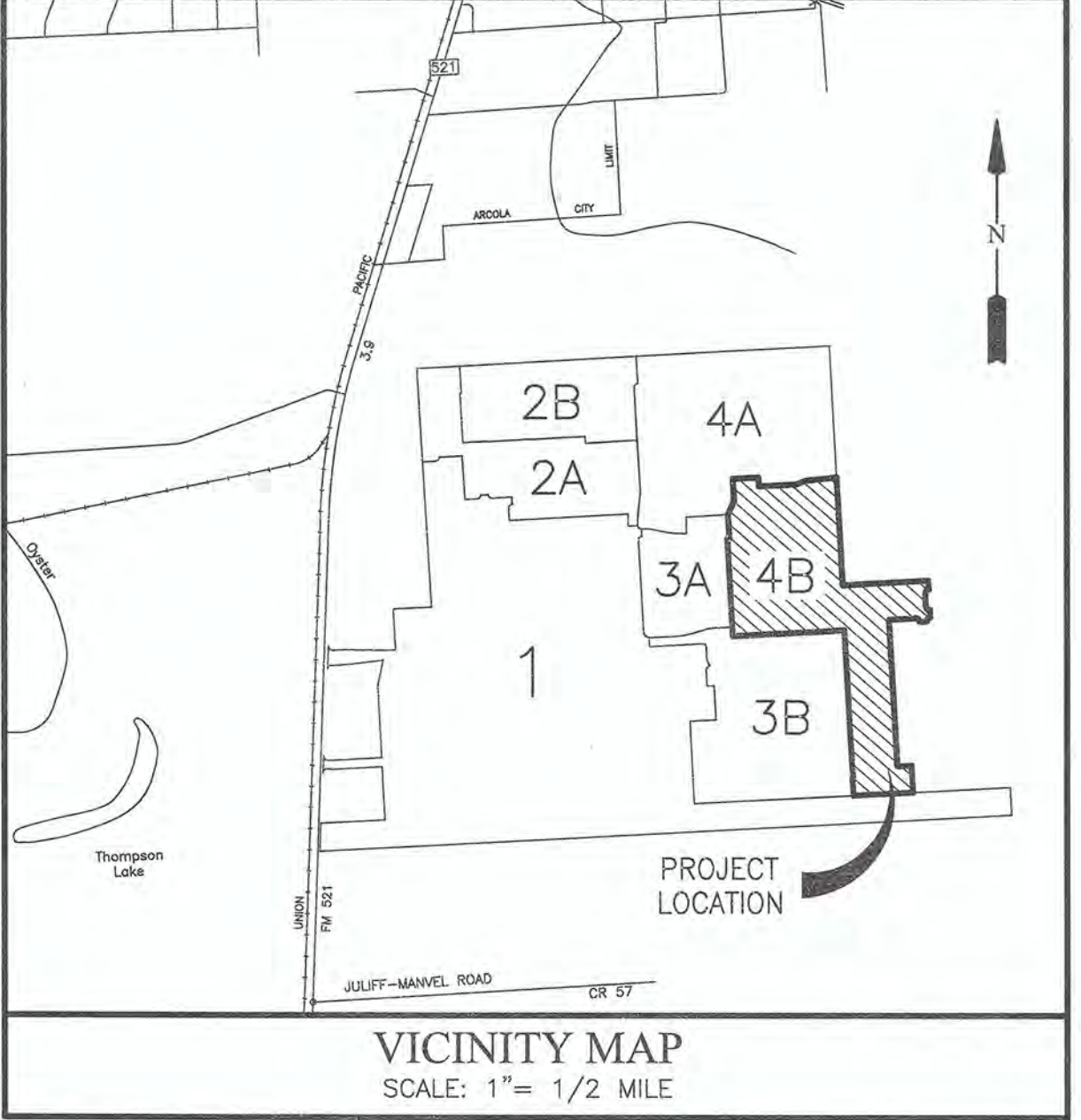
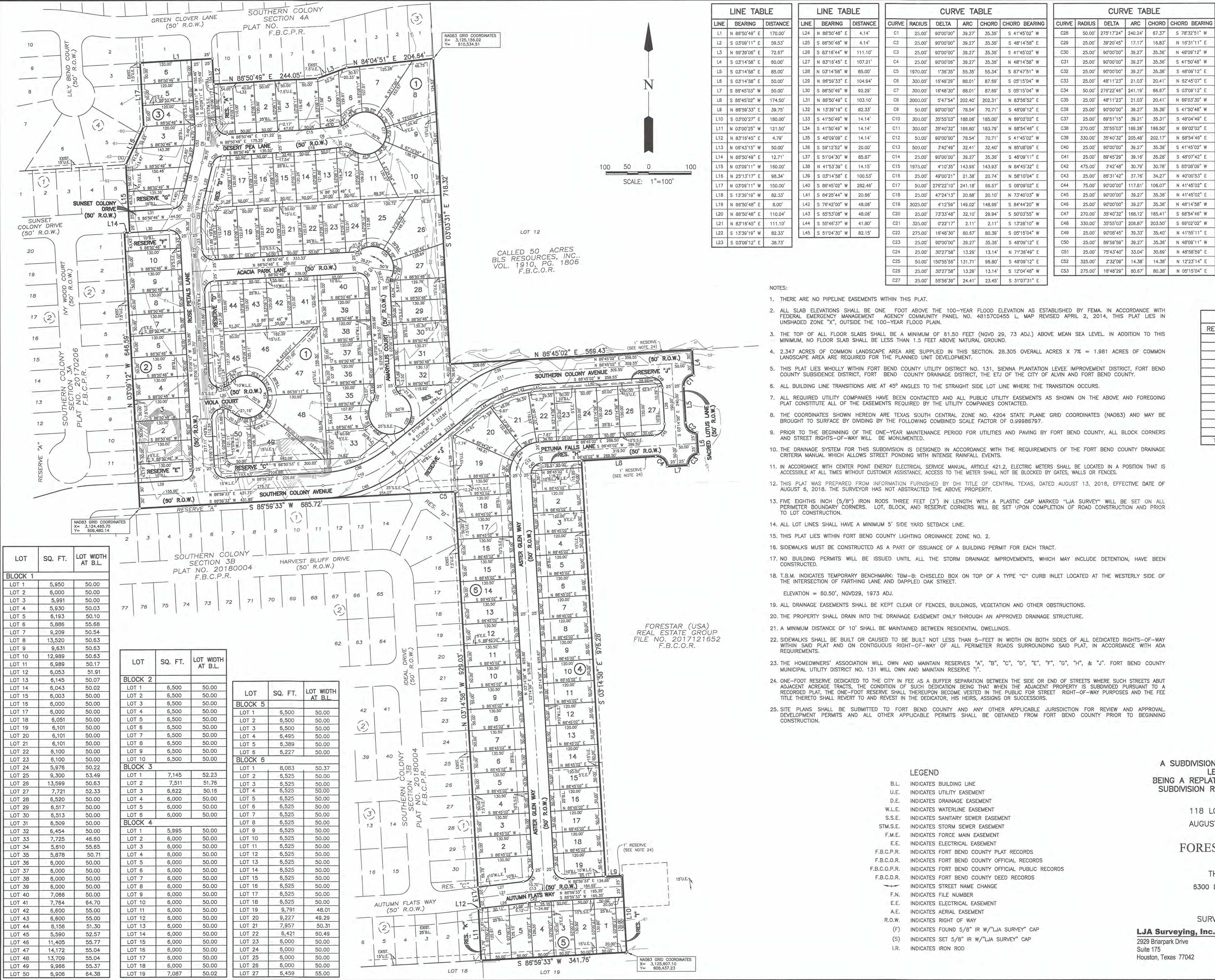
ENGINEER:
LJA Engineering, Inc.

1904 W. Grand Parkway North
Suite 100
Katy, Texas 77449

Phone 713.953.5200
Fax 713.953.5026
FRN-F-1386



SHEET 1 OF 2



- NOTES:
1. THERE ARE NO PIPELINE EASEMENTS WITHIN THIS PLAT.
 2. ALL SLAB ELEVATIONS SHALL BE ONE FOOT ABOVE THE 100-YEAR FLOOD ELEVATION AS ESTABLISHED BY FEMA. IN ACCORDANCE WITH FEDERAL EMERGENCY MANAGEMENT AGENCY COMMUNITY PANEL NO. 4815700455 L, MAP REVISED APRIL 2, 2014, THIS PLAT LIES IN UNSHADED ZONE "X", OUTSIDE THE 100-YEAR FLOOD PLAIN.
 3. THE TOP OF ALL FLOOR SLABS SHALL BE A MINIMUM OF 61.50 FEET (NGVD 29, 73 ADJ.) ABOVE MEAN SEA LEVEL. IN ADDITION TO THIS MINIMUM, NO FLOOR SLAB SHALL BE LESS THAN 1.5 FEET ABOVE NATURAL GROUND.
 4. 2.347 ACRES OF COMMON LANDSCAPE AREA ARE SUPPLIED IN THIS SECTION. 28.305 OVERALL ACRES X 7% = 1.981 ACRES OF COMMON LANDSCAPE AREA ARE REQUIRED FOR THE PLANNED UNIT DEVELOPMENT.
 5. THIS PLAT LIES WHOLLY WITHIN FORT BEND COUNTY UTILITY DISTRICT NO. 131, SIENNA PLANTATION LEVEE IMPROVEMENT DISTRICT, FORT BEND COUNTY SUBSIDENCE DISTRICT, FORT BEND COUNTY DRAINAGE DISTRICT, THE ETJ OF THE CITY OF ALVIN AND FORT BEND COUNTY.
 6. ALL BUILDING LINE TRANSITIONS ARE AT 45° ANGLES TO THE STRAIGHT SIDE LOT LINE WHERE THE TRANSITION OCCURS.
 7. ALL REQUIRED UTILITY COMPANIES HAVE BEEN CONTACTED AND ALL PUBLIC UTILITY EASEMENTS AS SHOWN ON THE ABOVE AND FOREGOING PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES ESTABLISHED.
 8. THE COORDINATES SHOWN HEREON ARE TEXAS SOUTH CENTRAL ZONE NO. 4204 STATE PLANE GRID COORDINATES (NAD83) AND MAY BE BROUGHT TO SURFACE BY DIVIDING BY THE FOLLOWING COMBINED SCALE FACTOR OF 0.99989679.
 9. PRIOR TO THE BEGINNING OF THE ONE-YEAR MAINTENANCE PERIOD FOR UTILITIES AND PAVING BY FORT BEND COUNTY, ALL BLOCK CORNERS AND STREET RIGHTS-OF-WAY WILL BE MONUMENTED.
 10. THE DRAINAGE SYSTEM FOR THIS SUBDIVISION IS DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS OF THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING WITH INTENSE RAINFALL EVENTS.
 11. IN ACCORDANCE WITH CENTER POINT ENERGY ELECTRICAL SERVICE MANUAL, ARTICLE 421.2, ELECTRIC METERS SHALL BE LOCATED IN A POSITION THAT IS ACCESSIBLE AT ALL TIMES WITHOUT CUSTOMER ASSISTANCE. ACCESS TO THE METER SHALL NOT BE BLOCKED BY GATES, WALLS OR FENCES.
 12. THIS PLAT WAS PREPARED FROM INFORMATION FURNISHED BY DHI TITLE OF CENTRAL TEXAS, DATED AUGUST 13, 2018, EFFECTIVE DATE OF AUGUST 6, 2018. THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.
 13. FIVE EIGHTHS INCH (5/8") IRON RODS THREE FEET (3') IN LENGTH WITH A PLASTIC CAP MARKED "LJA SURVEY" WILL BE SET ON ALL PERIMETER BOUNDARY CORNERS. LOT, BLOCK, AND RESERVE CORNERS WILL BE SET UPON COMPLETION OF ROAD CONSTRUCTION AND PRIOR TO LOT CONSTRUCTION.
 14. ALL LOT LINES SHALL HAVE A MINIMUM 5' SIDE YARD SETBACK LINE.
 15. THIS PLAT LIES WITHIN FORT BEND COUNTY LIGHTING ORDINANCE ZONE NO. 2.
 16. SIDEWALKS MUST BE CONSTRUCTED AS A PART OF ISSUANCE OF A BUILDING PERMIT FOR EACH TRACT.
 17. NO BUILDING PERMITS WILL BE ISSUED UNTIL ALL THE STORM DRAINAGE IMPROVEMENTS, WHICH MAY INCLUDE DETENTION, HAVE BEEN CONSTRUCTED.
 18. T.B.M. INDICATES TEMPORARY BENCHMARK; TBM-B; CHISELED BOX ON TOP OF A TYPE "C" CURB INLET LOCATED AT THE WESTERLY SIDE OF THE INTERSECTION OF FATHING LANE AND DAPPLED OAK STREET.
ELEVATION = 60.50', NGVD29, 1973 ADJ.
 19. ALL DRAINAGE EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, VEGETATION AND OTHER OBSTRUCTIONS.
 20. THE PROPERTY SHALL DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
 21. A MINIMUM DISTANCE OF 10' SHALL BE MAINTAINED BETWEEN RESIDENTIAL DWELLINGS.
 22. SIDEWALKS SHALL BE BUILT OR CAUSED TO BE BUILT NOT LESS THAN 5'-FEET IN WIDTH ON BOTH SIDES OF ALL DEDICATED RIGHTS-OF-WAY WITHIN SAID PLAT AND ON CONTIGUOUS RIGHT-OF-WAY OF ALL PERIMETER ROADS SURROUNDING SAID PLAT, IN ACCORDANCE WITH ADA REQUIREMENTS.
 23. THE HOMEOWNERS' ASSOCIATION WILL OWN AND MAINTAIN RESERVES "A", "B", "C", "D", "E", "F", "G", "H", and "J". FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 131 WILL OWN AND MAINTAIN RESERVE "I".
 24. ONE-FOOT RESERVE DEDICATED TO THE CITY IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS WHERE SUCH STREETS ADJUT ADJACENT ACREAGE TRACTS, THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED PURSUANT TO A RECORDED PLAT, THE ONE-FOOT RESERVE SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS OR SUCCESSORS.
 25. SITE PLANS SHALL BE SUBMITTED TO FORT BEND COUNTY AND ANY OTHER APPLICABLE JURISDICTION FOR REVIEW AND APPROVAL. DEVELOPMENT PERMITS AND ALL OTHER APPLICABLE PERMITS SHALL BE OBTAINED FROM FORT BEND COUNTY PRIOR TO BEGINNING CONSTRUCTION.

LEGEND	
B.L.	INDICATES BUILDING LINE
U.E.	INDICATES UTILITY EASEMENT
D.E.	INDICATES DRAINAGE EASEMENT
W.L.E.	INDICATES WATERLINE EASEMENT
S.S.E.	INDICATES SANITARY SEWER EASEMENT
STM.S.E.	INDICATES STORM SEWER EASEMENT
F.M.E.	INDICATES FORCE MAIN EASEMENT
E.E.	INDICATES ELECTRICAL EASEMENT
F.B.C.P.R.	INDICATES FORT BEND COUNTY PLAT RECORDS
F.B.C.O.R.	INDICATES FORT BEND COUNTY OFFICIAL RECORDS
F.B.C.O.P.R.	INDICATES FORT BEND COUNTY OFFICIAL PUBLIC RECORDS
F.B.C.D.R.	INDICATES FORT BEND COUNTY DEED RECORDS
—	INDICATES STREET NAME CHANGE
F.N.	INDICATES FILE NUMBER
E.E.	INDICATES ELECTRICAL EASEMENT
A.E.	INDICATES AERIAL EASEMENT
R.O.W.	INDICATES RIGHT OF WAY
(F)	INDICATES FOUND 5/8" IR W/"LJA SURVEY" CAP
(S)	INDICATES SET 5/8" IR W/"LJA SURVEY" CAP
I.R.	INDICATES IRON ROD

FINAL PLAT
OF
SOUTHERN COLONY
SECTION 4B
A PLANNED UNIT DEVELOPMENT

A SUBDIVISION OF 28.305 ACRES OF LAND SITUATED IN THE WILLIAM HALL LEAGUE, ABSTRACT 31, FORT BEND COUNTY, TEXAS BEING A REPLAT OF LOT 13, 18, & 19, T.W. & J.W.B. HOUSE SUBDIVISION, A SUBDIVISION RECORDED IN VOLUME 7, PAGE 301 DEED RECORDS, OF FORT BEND COUNTY, TEXAS.

118 LOTS 11 RESERVES (2.468 ACRES) 6 BLOCKS
AUGUST 14, 2018 JOB NO. 1019-8004B

OWNERS:
FORESTAR (USA) REAL ESTATE GROUP INC.
A DELAWARE CORPORATION
THOMAS H. BURLESON, EXECUTIVE VICE PRESIDENT
6300 BEE CAVE ROAD, BUILDING II, SUITE 500, AUSTIN, TEXAS 78746
PH. (817) 835-0550

SURVEYOR:

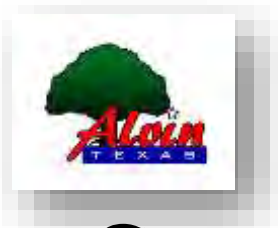
ENGINEER:

LJA Surveying, Inc.
2929 Briarpark Drive
Suite 175
Houston, Texas 77042

Phone 713.953.5200
Fax 713.953.5026
T.B.P.L.S. Firm No. 10194382

LJA Engineering, Inc.
1904 W. Grand Parkway North
Suite 100
Katy, Texas 77449

Phone 713.953.5200
Fax 713.953.5026
FRN-F-1386



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider the extension of Agreement for Beautification Services with Keep Alvin Beautiful in the amount of \$3,000 for the remaining FY18, with a two-year renewal starting FY19 in the amount of \$3,000, and authorize the Mayor to sign.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: Keep Alvin Beautiful (“KAB”) is an organization of volunteers that work to improve the appearance of the City. They encourage the placement, planting, and/or preservation of trees, plants, flowers, shrubbery, etc. for the beautification of the City. KAB plans and coordinates the City wide cleanup(s) with Waste Connections and the City. They display over 80 flags on the Depot grounds and across Gordon Street on ten (10) different occasions throughout the year. KAB also educates and encourages the community to reduce, reuse and recycle. KAB continues the Yard & Business of the Month awards program, where homes & businesses are recognized for their efforts in beautifying and caring for their properties. This program has helped raise awareness, that the aesthetics of individual properties play an important part to the quality of life within the community.

This Agreement shall commence on the effective date of the agreement through September 30, 2018. Thereafter, the terms of this agreement shall automatically renew on October 1, 2018 and October 1, 2019; and shall end on September 30, 2020.

Council approved the current KAB agreement on July 20, 2017. With the exception of an additional holiday to display the U.S. flags in the Depot area; and the effective and renewal dates of the contract, there are no changes to the terms of this Agreement.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☐ **Budgeted Item:** Yes ☐ No ☐ N/A ☐

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/29/2019 SLH

Supporting documents attached:

- Keep Alvin Beautiful Agreement

Recommendation: Move to approve the extension of the Agreement for Beautification Services with Keep Alvin Beautiful in the amount of \$3,000 for the remaining FY 18, with a two-year renewal starting FY 19 in the amount of \$3,000, and authorize the Mayor to sign, subject to legal review.

Reviewed by Department Head, if applicable ☒
Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒
Reviewed by City Manager ☒

AGREEMENT FOR BEAUTIFICATION SERVICES

THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

KNOW ALL MEN BY THESE PRESENTS:

That this Agreement is made on this the ____ day of _____, 201~~8~~⁷, (the effective date) by and between the **CITY OF ALVIN, TEXAS**, a municipal corporation of Brazoria County, Texas (the “City”), and **KEEP ALVIN BEAUTIFUL**, a Texas non-profit corporation (“KAB”), affiliated with Keep Texas Beautiful and Keep America Beautiful.

WITNESSETH

WHEREAS, the City of Alvin appreciates the assistance of volunteer organizations that provide services for the benefit of the Alvin community;

WHEREAS, the services to be provided by Keep Alvin Beautiful to the City of Alvin are of significant value to the City and the community;

WHEREAS, the beautification of streets, highways, business properties, waterways, lots, yards, and other similar places in the City of Alvin are of significant value to the City and the community;

WHEREAS, educational and motivational programs for litter control and solid waste reduction in the community, endeavoring to change the attitudes of the community are of significant value to the City and the community;

WHEREAS, the education of the importance of proper waste disposal, waste reduction and the conservation of our natural resources by encouraging the community to Reduce, Reuse and Recycle, is for the benefit of the Alvin community;

NOW, THEREFORE, for and in consideration of the mutual obligations and consideration set forth herein, the parties hereby agree as follows:

I.

KAB agrees to provide the following services:

- (1) Encourage the placement, planting, and/or preservation of trees, flowers, plants, shrubbery, and other objects or ornamentation in the City. Any proposed planting on public rights-of-way or other public property will be first coordinated and approved with the proper director, which will be either the City of Alvin's Public Services Director or the Parks and Recreation Director. Once KAB has completed a project, the City shall take over responsibility for the maintenance of trees, flowers, plants, shrubbery, or structures;
- (2) Plan and coordinate City Wide Cleanup(s) with Waste Connections and the City of Alvin;
- (3) Display U. S. flags in the Depot area for the following list of holidays. Flags shall be displayed no earlier than forty-eight (48) hours prior to the holiday and removed by sunset the day after the holiday:
 - a. Martin Luther King, Jr. Day
 - b. Presidents' Day
 - c. Memorial Day
 - d. Flag Day
 - e. Fourth of July
 - f. Labor Day
 - g. Columbus Day
 - h. Election Day
 - i. Veterans Day
 - j. Pearl Harbor Day
 - k. Patriot Day

- (4) Prepare and submit the annual Governor's Community Achievement Award (GCAA) report reflecting community-wide accomplishments; and
- (5) Conduct the Yard and Business of the Month Program ~~sponsored by Ron Carter~~
Autoland.

II.

The City agrees to provide the following services:

- (1) Provide a meeting space for KAB's monthly meeting;

- (2) Provide use of Depot Center with waiver of deposits and rental fees for twelve (12) hours for an estimated value of \$1,200.00;
- (3) Provide social media support and newsletter marketing for KAB events, activities, membership drives, etc.;
- (4) Provide storage of decorations at the City's Public Services Facility;
- (5) Provide assistance for the Great Alvin Cleanup(s) in partnership with Waste Connections and KAB by providing the following:
 - a. Truck, trailer, and driver, and two (2) laborers for a maximum of eight (8) hours;
 - b. Provide use of Rotary Pavilion and bathroom with waiver of deposits and rental fees for seven (7) hours for a total rental value of \$260.00;
 - c. Provide possible street closures and two (2) city staff for traffic control;
 - d. Provide five (5) folding tables, ten (10) folding chairs, five (5) additional trash cans and five (5) recycling bins delivered onsite;
 - e. Provide marketing design for flyer, print flyers and advertisements in social media/monthly newsletter; and
 - f. City will waive requirement for insurance.
- (6) Continue to participate in beautification projects, not limited to:
 - a. Ugly Corner – the City provides maintenance of two (2) flowerbeds with irrigation and manicured mowing for the lot, for a total annual value of \$1,500.00;
 - b. Highway 6 Railroad Underpass – the City provides maintenance of four (4) flowerbeds for a total annual value of \$600.00; and
 - c. Mustang Bayou Bridge – the City provides maintenance of four (4) landscape beds and weed control along highway/bridge.

III.

Subject to the provisions and agreements herein, the City agrees to pay KAB the sum of Three Thousand and no/100 (\$3,000.00) within thirty (30) days of the effective date of this Agreement, and within thirty (30) days following the renewal date.

IV.

If KAB seeks to renew this Agreement following the automatic renewals, and to obtain funding from the City for Fiscal Year 2021~~19~~, KAB shall provide a proposed budget to the City on or before June 1, 2020~~18~~.

V.

Two (2) City of Alvin employees shall be members on the KAB Board, pay dues, and be voting members. One of the City employees shall serve as Staff Liaison to Board Members and will share updates concerning City activities and help KAB in coordinating plans and activities with the City.

VI.

It is expressly understood and agreed that KAB is an independent entity and is not an officer, agent, or employee of the City, and that KAB shall not have any control or authority concerning City of Alvin employees.

VII.

This Agreement shall include the remaining portion of Fiscal Year 201~~7~~⁶-201~~8~~⁷, from the effective date of this Agreement through September 30, 201~~8~~⁷, and thereafter, the terms of this Agreement shall renew on October 1, 201~~8~~⁷ and October 1, 2019; and shall end on September 30, 20~~18~~¹⁹. This Agreement may be terminated by either party without cause upon sixty (60) days advance written notice to the other party.

VIII.

Any notice required or provided pursuant to this Agreement shall be in writing and includes electronic communication. Notice by electronic communication shall be effective with a “read receipt” confirmation. Notice by mail shall be effective when deposited in the United States mail, either certified or registered mail. All notices shall be addressed or emailed to the respective party at the addresses set forth below:

City of Alvin	Keep Alvin Beautiful
<u>Interim</u> City Manager	——Registered Agent
216 West Sealy Street	716 South Fairview Circle
Alvin, Texas 77511	Alvin, Texas 77511
<u>jroland@cityofalvin.com</u>	sbreland@cityofalvin.com
<u>apsloan@sbcglobal.net</u>	apsloan@sbcglobal.net

IX.

No part of this Agreement may be assigned or delegated without prior written consent of the other party, and any such attempted assignment of benefits or rights or delegation of obligations or duties shall be a breach of this Agreement.

X.

This Agreement shall be subject to and construed in accordance with the laws and statutes of the State of Texas.

XI.

The Keep Alvin Beautiful organization will maintain a general liability policy with an additional insured and waiver of subrogation feature adding the City of Alvin to this policy. KAB shall indemnify and hold the City harmless for any and all claims resulting from negligent acts, errors or omissions, or willful misconduct by KAB in the performance or nonperformance of this Agreement.

XII.

This Agreement shall be incumbent upon KAB maintaining its 501(c)(3) status. In the event KAB fails to maintain this designation, this Agreement shall be null and void, and KAB shall forfeit any future funding pursuant to this Agreement.~~constitutes the entire agreement between the parties.~~

IN WITNESS WHEREOF, the parties have executed this Agreement in multiple copies, each of which shall be considered an original.

“KAB”
KEEP ALVIN BEAUTIFUL

By: _____
Alice Sloan
President

“THE CITY”
CITY OF ALVIN, TEXAS

By: _____
Paul A. Horn
Mayor

ATTEST/SEAL

By: _____
Nelva Urick
Vice-President

ATTEST/SEAL

By: _____
Dixie Roberts
City Secretary

KEEP ALVIN BEAUTIFUL

2019 BUDGET

\$1,440	Great Alvin Clean-up
300	Miscellaneous supplies, tools, signs, etc.
2,000	Mandatory Training for Good Standing, Workshops, etc.
1,760	Storage Facility
2,000	Schools & Education including Outdoor Learning Center
1,500	Liability and D&O Insurance; Membership in Keep America Beautiful, Keep Texas Beautiful, Alvin-Manvel Chamber of Commerce, and Alvin Museum Society
\$ 9,000	TOTAL



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Economic Development

Contact: Larry Buehler, Economic Development Dir.

Agenda Item: Consider Resolution 18-R-33, setting two (2) public hearings for October 4, 2018, and October 18, 2018, for the Strategic Partnership Agreements for the Walton Development, more formerly described as Brazoria County Municipal Utility Districts Number 48 and Number 49.

Type of Item: ☐ Ordinance ☒ Resolution ☐ Contract/Agreement ☐ Public Hearing ☐ Discussion & Direction

Summary: Walton Texas, LP, has proposed a new master planned development located on FM 1462 next to the current Savannah Plantation development. The majority of the approximate 817 acres is inside Municipal Utility Districts (MUDs) Number 48 and Number 49. On July 19, 2018, Walton Texas, LP, filed its Petition for Jurisdictional Annexation and Discontinuance. On August 2, 2018 City Council adopted Resolution 18-R-24 calling for two (2) public hearings on this discontinuance and voluntary annexation which will allow for the discontinuance of the MUDs from the boundaries of the City, while allowing the City to retain a five-foot strip around the discontinued property. These two MUDs will become extra territorial jurisdiction (ETJ) MUDs, allowing for faster development and a better method of financing and providing the needed infrastructure. The Strategic Partnership Agreements will spell out how fire, police, garbage collections, water, wastewater, and drainage will be provided. This Resolution sets the public hearings for the Strategic Partnership Agreements. Staff recommends approval.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/29/2018 SLH

Supporting documents attached:

- Resolution 18-R-33

Recommendation: Move to approve Resolution 18-R-33, setting two (2) public hearings for October 4, 2018, and October 18, 2018, for the Strategic Partnership Agreements for the Walton Development, more formerly described as Brazoria County Municipal Utility Districts Number 48 and Number 49.

Reviewed by Department Head, if applicable ☐
Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐
Reviewed by City Manager ☒

RESOLUTION NO. 18-R-33

A RESOLUTION OF THE CITY OF ALVIN, TEXAS, SETTING TWO PUBLIC HEARINGS FOR THE STRATEGIC PARTNERSHIP AGREEMENTS FOR THE WALTON DEVELOPMENT, MORE FORMERLY DESCRIBED AS BRAZORIA COUNTY MUNICIPAL UTILITY DISTRICTS NUMBER 48 AND NUMBER 49; PROVIDING FOR OPEN MEETINGS, AND OTHER RELATED MATTERS.

WHEREAS, the owner (Walton Texas, LP) of certain property located within Brazoria County, Texas, more formerly described as Brazoria County Municipal Utility Districts number 48 and number 49 is planning to develop a master planned community within in the jurisdictional control of the City; and

WHEREAS, Strategic Partnership Agreements are a tool that provides how municipal services are provided to developments; and

WHEREAS, the City is required to hold two (2) public hearings prior to Council consideration of Strategic Partnership Agreements;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. Two (2) public hearings are hereby set for October 4, 2018, and October 18, 2018. Notice of such hearings shall be posted and the hearings shall be open to the public to accept public comment on the annexation request.

Section 3. Severability. Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared to be severable.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

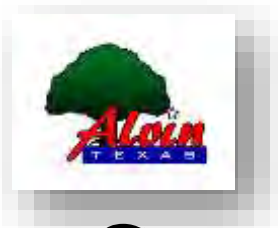
PASSED AND APPROVED this the ____ day of _____, 2018.

CITY OF ALVIN, TEXAS

ATTEST:

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Michelle Segovia

Contact: City Engineer

Agenda Item: Discuss the 2018 Water and Wastewater Land Use Assumptions, Capital Improvement Plan, and Impact Fee Study Update.

Type of Item: ☐Ordinance ☐Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☒Discussion & Direction ☐Other

Summary: In accordance with Section 395 of the Texas Local Government Code, an update of the Land Use Assumptions and Capital Improvements Plan relating to Impact Fees was drafted, reviewed, and recommended to City Council by the Council-appointed Impact Fee Advisory Committee on May 15, 2018.

A public hearing will be held at this meeting so that the Council may receive input from the public regarding the 2018 Water and Wastewater Land Use Assumptions, Capital Improvements Plan, and Impact Fee Study Update.

Following the public hearing, Jimmy Thompson (JET Civil Consulting) and David Kasper (ARKK Engineers, LLC) will present an overview of the Water and Wastewater Impact Fee Study 2018 Update and answer any questions that members of City Council may have.

City Council will consider an ordinance to amend the Land Use Assumptions, the Capital Improvements Plan, and to modify the impact fee at the regular meeting of the City Council on October 4, 2018 at 7:00 p.m.,

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** _____

Supporting documents attached:

- Study Update
-

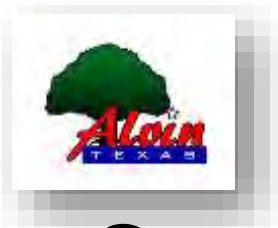
Recommendation:

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: City Manager's Office

Contact: Junru Roland, City Manager

Agenda Item: Consider Resolution 18-R-31, authorizing the award of grant administration services to Grant Works, Inc. for the Texas Hazard Mitigation Assistance Project funded through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB), and authorize the City Manager to sign the Agreement, subject to legal review.

Type of Item: ☐Ordinance ☒Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: The Hazard Mitigation Grant Program (HMGP) provides federal funds after a major disaster declaration. HMGP is funded by the Federal Emergency Management Agency (FEMA) and administered by the State of Texas, Texas Division of Emergency Management (TDEM). This mitigation grant is designed to prevent or reduce future losses to lives and property through the identification and funding of mitigation measures and to minimize the costs of future disaster response and recovery.

A Request for Proposals (RFP) for Grant Administrative Services for disaster recovery grants was advertised on August 5, 2018 and August 12, 2018. The City received one proposal from GrantWorks, Inc. Since 2009, Grant Works, Inc. project managers, planners, and policy experts have developed and implemented more than \$530 million in Hazard Mitigation and Disaster Recovery housing and non-housing programs for more than 70 Texas local governments, including 22 counties. GrantWorks, Inc. has the resources and expertise to assist the City of Alvin in implementing projects in accordance with both state and federal requirements and the City's project schedule. Services include creating project applications that meet federal standards as well as the needs and wishes of the City.

Since TDEM has not established a firm deadline for the submission of HMGP applications, time may not permit the proposer to submit an application. However, it should be noted that no application fees will be charged and no payments will be due unless a grant application is submitted and a grant award made to the City. The fee structure includes all services described in the RFP.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 8/28/2018 SLH _____

Supporting documents attached:

- Resolution 18-R-31
- HMA – Management Services RFP – Grant Works, Inc

Recommendation: Move to approve Resolution 18-R-31, authorizing the award of grant administration services to Grant Works, Inc. for the Texas Hazard Mitigation Assistance Project funded through the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB), and authorize the City Manager to sign the Agreement, subject to legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

RESOLUTION 18-R-31

**A RESOLUTION BY THE CITY OF ALVIN, TEXAS,
AUTHORIZING THE AWARD OF SERVICE PROVIDERS FOR
THE TEXAS HAZARD MITIGATION ASSISTANCE PROJECT
FUNDED THROUGH THE TEXAS DIVISION OF EMERGENCY
MANAGEMENT (TDEM) AND/OR TEXAS WATER
DEVELOPMENT BOARD (TWDB).**

WHEREAS, the City of Alvin, Texas, seeks assistance in the preparation of an application and, if awarded the grant, the subsequent implementation of a HMA Hazard Mitigation Grant;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for management services has been completed in accordance with Texas HMA requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers;

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

Section 1. That Grant Works be selected to provide Texas HMA application and project-related management services for the Hazard Mitigation Assistance Grant project.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

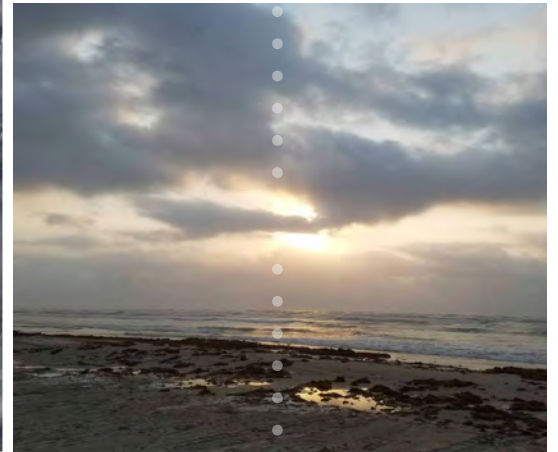
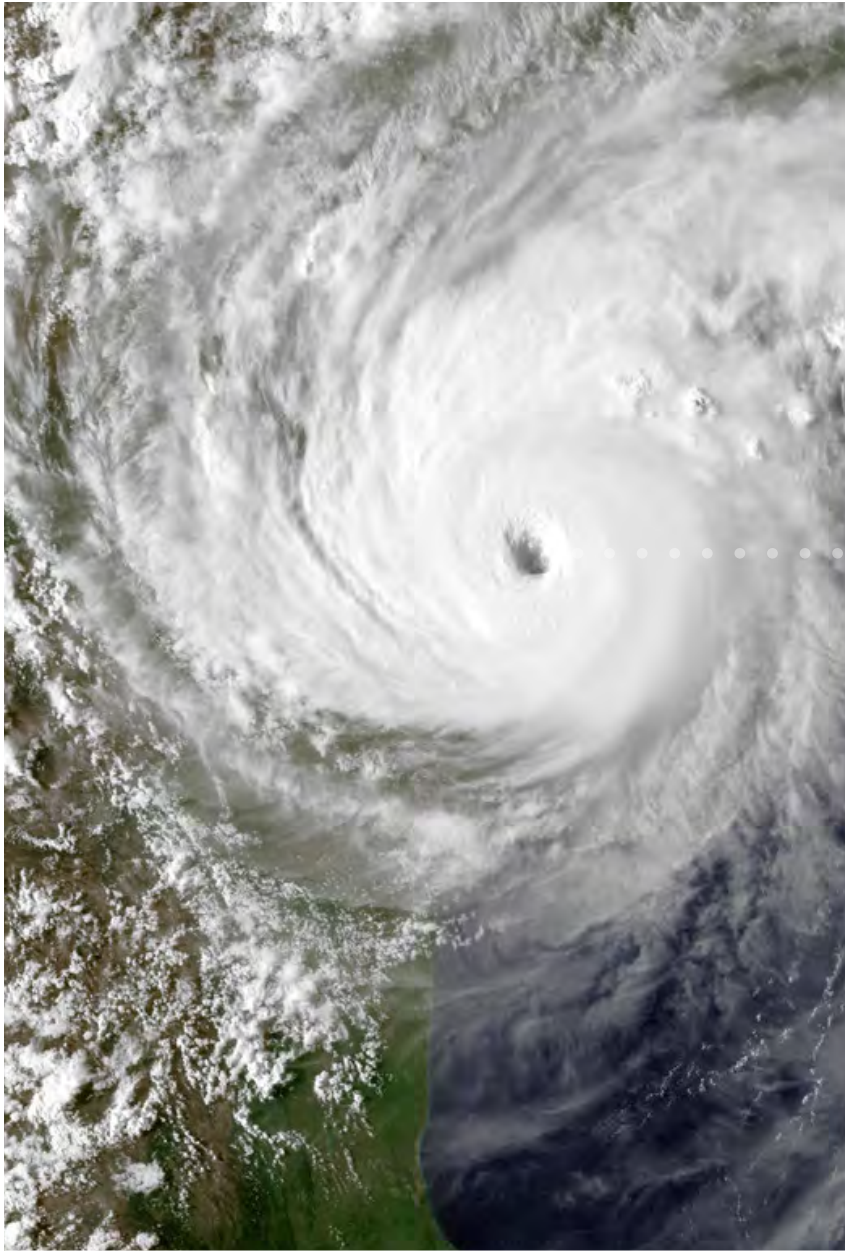
PASSED AND APPROVED this the ____ day of _____, 2018.

CITY OF ALVIN, TEXAS

ATTEST:

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



PROPOSAL

**City of Alvin - Hazard Mitigation Assistance
Management Services**



August 17, 2018

The Honorable Paul Horn
City of Alvin Mayor
216 West Sealy
Alvin, Texas 77511

Re: City of Alvin RFP for FEMA Mitigation Grant Application Preparation and Administration Services

Dear Mayor Horn,

Thank you for including GrantWorks in your Request for Proposals. Since 2009, GrantWorks' project managers, planners, and policy experts have developed and implemented more than **\$530 million in Hazard Mitigation and Disaster Recovery housing and non-housing programs for more than 70 Texas local governments**, including 22 counties. We have the resources and expertise to assist the City of Alvin in implementing your projects in accordance with both state and federal requirements and the City's project schedule. We can assist you in creating project applications that meet FEMA standards as well as the needs and wishes of the City. Given that this RFP is occurring late in the HMGP cycle, and because TDEM has not established a firm deadline for the submission of HMGP applications, GrantWorks cannot guarantee there will be adequate time to submit the City's applications.

GrantWorks' 62 employees have more than **800 years of combined experience** covering all aspects of federal and state grant management for hazard mitigation programs. Our team has extensive experience in HMA working for and with TDEM, TWDB, FEMA, and local governments in both public and private sector roles.

We handle every aspect of HMA implementation, including project development, environmental review, compliance with state and federal regulations, and implementation of funded construction projects. Our goal is to free you and your staff from paperwork while providing you with the timely and accurate decision-making information you need.

This proposal includes the elements required in the City's RFP:

- A brief description and history of GrantWorks and our demonstrated experience in successfully completing the Tasks listed in the Scope of Work;
- GrantWorks' experience with federal programs and relevant agencies in accomplishing similar projects;
- References from past local government clients;
- GrantWorks' work performance and capabilities for developing grant applications and managing construction projects;
- Project approach
- Identification of employees proposed for the Scope of Work and their qualifications;
- GrantWorks' capacity to perform the scope of work including a statement of resources;
- Proposed cost of services;
- Required RFP Forms.

We can assist you in creating a well-run, efficient, and successful hazard mitigation program that complies with all TDEM and FEMA requirements. Please keep in mind that our fees may be negotiated when reviewing and scoring the proposals submitted to the City. **We appreciate your consideration of our firm.**

Sincerely,

A handwritten signature in blue ink, reading "Bruce J. Spitzengel". The signature is fluid and cursive, with the first name "Bruce" being more prominent.

Bruce J. Spitzengel
President

As a mid-sized, Texas-based firm, GrantWorks' Leadership Team is actively engaged in every project we undertake. The management and key staff included in this response will be integrally involved in every step along the way.

GrantWorks Company Description

GrantWorks was founded in La Porte, Texas by Bruce Spitzengel in 1979. For nearly 40 years, GrantWorks has been Texas' leading grant management firm specializing in state and federal grant programs. We are the foremost provider of disaster recovery, hazard mitigation, community development, housing, planning, transportation, and coastal grant program management for local governments in Texas, securing and administering more than \$1.3 billion in assistance for hundreds of localities through thousands of grant contracts.

The GrantWorks team has more than 800 years of combined experience in administering state and federal grant programs with 60+ full-time employees, half of which work in our 15 field offices. We have more than twenty project managers and AICP-certified planners skilled at implementing a wide variety of hazard mitigation, disaster recovery, housing and planning projects. The GrantWorks team includes staff with numerous certifications relevant to the administration of a hazard mitigation program.

Certifications

- Fair Housing, Leasing, and Management Issues Certificate
- Texas Real Estate Broker, Series 65 License
- Residential Mortgage Loan Originators (RMLO)
- TEEEX International Residential Code (IRC)
- Certified Floodplain Managers (CFM)
- Certified HOME Specialists
- Geographic Information System (GIS) Level I and Level II
- American Institute of Certified Planners (AICP)
- Project Management Professionals (PMP)
- Texas CDBG Certified Administrators
- HUD Technical Assistance Providers

We provide on-site services through our various field offices and our experienced, locally based Client Services Team.

- Our team includes **experienced employees** from FEMA, TDEM's Hazard Mitigation Section, and other state agencies and local governments.
- We provide **on-site services** through our experienced Client Services Team located in field offices across Texas. We attend kickoff meetings/calls, court and council meetings, agency site visits and monitoring visits at grant administrator's discretion.
- We have **in-house mapping expertise** in producing and generating digital and printed maps using GIS, CAD, and other graphics software as needed for our management, environmental, and planning services.

GrantWorks is dedicated to providing the best services and meeting the highest standards in all that we do. This is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our involvement at every step of the disaster recovery process. Our firm is financially stable, adequately capitalized, and has the capacity to perform the functions required by this RFP.

Experience with Federally Funded Programs

GrantWorks provides grant administration, application, and project management services for a variety of state and federal grant programs. In particular, we have extensive expertise and success with federally funded construction programs.

Federal Infrastructure and Planning Programs

GrantWorks has implemented more than 1,200 federally funded housing, infrastructure and planning projects through a variety of programs.

Infrastructure and Non-Rental Housing

CDBG-Disaster Recovery and Texas Community Development Block Grant (TxCDBG) Program Texas General Land Office | Texas Department of Agriculture

- CDBG-DR—90+ contracts, \$500+ million **#1 in Texas**
- Managing largest infrastructure contract award in Texas, \$100 million for City of Galveston
- Disaster Relief Funds—74 projects administered, \$21+ million, including drainage restoration and single family housing elevation, reconstruction and buyouts in flood prone areas
- Community Development Fund—692 projects funded, \$231+ million
- Colonia Construction Fund—96 projects administered, \$44+ million
- Planning Grants—198 projects funded, completed or underway
- Colonia Planning Fund—42 projects completed or underway
- Texas Capital Fund (Economic Development) — 86 projects
- Texas Main Street/Downtown Revitalization Program —37 projects



Federal Housing Programs

GrantWorks has a long history of federal housing program management in small and mid-sized Texas communities, operating both in the field and at our office locations. Our Housing Division includes professionals experienced in application in-take, applicant qualification, case management, title research, income qualification, Duplication of Benefits, work scoping, environmental review, and construction inspection. GrantWorks' Vice President Tres Davis has over 25 years' experience with federally funded housing programs. He has led the Housing Division in the construction or rehabilitation of more than 3,000 single family housing units across Texas since 2000 through the HOME and CDBG programs, including demolition and clearance of existing substandard structures.



After Hurricane Rita, GrantWorks rapidly implemented the reconstruction of 36 homes in Jefferson County. GrantWorks' homes were the first completed in the County, even though we were hired six-months after other organizations. The firm also works with the GLO and Galveston Housing Authority (GHA) to implement the Galveston Rental Housing Replacement Program, a single family development project to create 97+ PHA units using Project Based Vouchers. The GrantWorks team is instrumental in developing housing program policies and procedures to coordinate multiple subrecipient developer-owner entities and two federal housing programs that are rarely used together.

GrantWorks' reputation for expertise in federal housing program management, earned through implementing more than 500 local government or non-profit housing programs, has led to housing program management and technical assistance contracts with impacted-Entitlement and Participating Jurisdictions such as Pasadena and Victoria.

Elevation Programs

Texas General Land Office | Texas Department of Housing and Community Affairs



GrantWorks has extensive experience elevating single-family homes using federal funds. Through the HOME Program our staff has overseen the elevation of over 500 homes located in flood prone areas. Over the past two years we have elevated 31 homes in 11 communities, including Rockport, Refugio County, and Jim Wells County. We currently have multiple HOME Disaster Relief projects that include elevating and reconstructing single family homes. A sample of these ongoing programs includes the City of Wharton, Refugio County, Jim Wells County, and the City of Eagle Lake. We anticipate elevating up to ten (10) homes in each of these communities.

GrantWorks also has a long history with CDBG-DR funding involving housing elevation. GrantWorks was hired by the General Land Office (GLO) to manage the ongoing Galveston Rental Housing Replacement Program (GRHRP). This program includes the rehabilitation, reconstruction, or new construction of 97 single-family rental units on scattered sites a. A majority of these units will be elevated, with some elevations above 14-feet.

Rental & Non-Rental Housing

Texas General Land Office | Texas Department of Housing and Community Affairs

- Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance
- 500+ contracts awarded to cities, counties and non-profits for \$200+ million **#1 in Texas**
- 3,000+ substandard houses rehabilitated or replaced **#1 in Texas**
- Managing largest housing project in Texas, \$65 million Galveston Housing Authority rebuild
- Managing the Galveston Rental Housing Replacement Program Phase One, a \$25 million single family rental housing development project
- Full administrative and project delivery services:
 1. Application development, beneficiary income verification, project eligibility assessment
 1. Procurement, acquisition, environmental review
 2. Financial management, draw, change order, pay estimates, amendments
 3. Compliance, duplication of benefit analysis, audit and monitoring support



FEMA Hazard Mitigation Experience and Project References

GrantWorks has a long history with the Hazard Mitigation Grant Program and includes former FEMA and TDEM employees Stephen Pratt and Wendy Kirby who bring **decades of Hazard Mitigation Assistance experience**. While working for TDEM, Wendy Kirby served as liaison between local jurisdictions and FEMA for the Texas Hazard Mitigation Grant Program (HMGP). She has managed over \$500 million in federal funds while monitoring individual project progress and reviewing local Mitigation Action Plans for FEMA approval.

Stephen Pratt has **over 25 years of programmatic and management experience** with FEMA's Hazard Mitigation Grant Programs. During his 40+ deployments across the nation, Stephen has managed all areas of FEMA Disaster Assistance. Working in 22 states and U.S. territories, Stephen helped develop and implement mitigation projects for buyout/acquisition, elevation, and related activities totaling nearly \$3 billion.

GrantWorks has successfully assisted local governments with numerous state and federal grant programs including FEMA's Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation Program (PDM) and the Flood Mitigation Assistance Program (FMA).

Bee County, Texas

GrantWorks prepared a new Hazard Mitigation Plan for the County and its participants, making them eligible to apply for Hazard Mitigation Grants. Projects include new critical facility generators for the emergency shelter and communications hub. Additionally, Grantworks is assisting the county with their \$20 Million grant submission for a floodwall levee system. Highway 181 is a major hurricane evacuation route and experiences flooding during significant rain events. The proposed floodwall will prevent flooding of the evacuation route during mandatory evacuations, keeping the highway open for first responders and preventing businesses and homes of the nearby Town of Pettus from repetitive flooding.

Bay City, Texas

GrantWorks is assisting the City with a \$1.95 million dollar application for critical facility generators throughout the city. Hurricane Harvey left the city without power for many hours, threatening the health and safety of the city's residents. The proposed generators will enable continuous operation of the city's Water Plant, Waste Water Treatment Plant, Municipal Airport and lift stations during future outages.

Wharton, Texas

GrantWorks is assisting the City with multiple mitigation project applications totaling over \$8 million, including an integrated flood protection system and sewer infrastructure mitigation. The flood protection system improvements will include a 1.23 mile berm, stormwater detention and passive aquifer recharge basins, and residential drainage improvements that will create flood protection for the 0.87 square mile west side neighborhood. Sewer improvements will enable continuous operation of the city's sewer system during flood events.

Hopkins County, Texas

The County experiences frequent flooding, creating hazardous conditions for residents. GrantWorks is assisting the County with mitigation measures that will address four critical locations, including the installation of box culverts and road elevations to reduce potential flooding and subsequent damages.

Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Stephen worked as a consultant to GOHSESP from 2006 through 2016. He was instrumental in writing the state's HMGP application for a \$750 Million award to the Louisiana Office of Community Development (OCD) to **elevate, reconstruct, and acquire thousands of properties**, in the largest ever HMGP project. Once the project was approved by FEMA, Stephen continued to provide Technical Assistance to OCD in implementing the project, including developing procedures to protect homeowner from unscrupulous elevation contractors. He also provided Technical Assistance to Plaquemines Parish with an elevation and reconstruction project to assist over 100 homeowners and assisted Bossier Parish develop and obtain approval of a project to elevate dozens of homes.

The best way to evaluate our work performance is to speak to our clients.

Reference	Project Description	Project Amount	Contact
City of Wharton, Texas FEMA HMGP	Sewer Infrastructure and Integrated Flood Protection System	\$3.85 million	Gwyneth Teves Community Development Coordinator (979) 532-2491 x238
City of Bay City, Texas FEMA HMGP	Critical Facility Generators	\$532,267	Barry Calhoun Public Works Director (979) 245-7236
Refugio County, Texas Pre-Disaster Mitigation Program	Multi-Jurisdiction Mitigation Plan	\$99,999	Robert Blaschke County Judge (361)526-4434
Galveston Rental Housing Replacement Program CDBG-DR	Property acquisition, elevation and weather proofing to meet HUD and FEMA standards	\$22 million	Deyna Sims-Hobdy Director of Development and Real Estate, GHA (409) 765-1980 Beau Yarbrough Chief Financial Officer, DSW Homes (409) 682-2501
Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) FEMA HMGP	Elevations, acquisitions, reconstructions, and drainage projects	\$2.5 billion	Jeffrey Giering GOHSEP State Hazard Mitigation Officer (225) 267-2516

Additional Hazard Mitigation Experience

GrantWorks provided administration, management and/or planning services for each of the following types of projects:

Hazard Mitigation Plans– 19 Projects, \$2,107,067	
Client	Participants
Kerr County	Kerrville, Ingram, Hunt ISD, Center Point ISD, Kerrville ISD, Ingram ISD, Upper Guadalupe River Authority, Schreiner Univ, Peterson Regional Hospital
Refugio County	Refugio, Refugio ISD, Woodsboro and Woodsboro ISD
Gonzales County	Gonzales, Nixon, Waelder and Smiley
Bee County	Beeville and Coastal Bend College
Trinity County	Groveton & Trinity
Duval County	Benavides, Freer, San Diego, Freer WCID, San Diego MUD, Duval County Conservation and Reclamation District
City of Alice	Jim Wells County
Willacy County	Lyford and Raymondville
Goliad County	Goliad, Goliad ISD and Goliad Water Supply Corporation
San Jacinto County	Coldspring, Point Blank and Shepard
Live Oak County	Three Rivers and George West
Kleberg County	Kenedy County and Kingsville
Leon County	Buffalo, Centerville, Normangee, Leona, Jewett, Marquez and Oakwood
Brooks County	Single jurisdiction plan
City of Falfurrias	Single jurisdiction plan

Warning Sirens – 8 projects, \$428,488	
Atlanta	Warning siren system covering both Atlanta and Queen City
Anderson County/Elkhart	Citywide warning siren system for the City of Elkhart
Avinger	Citywide warning siren system
Nash	Citywide warning siren system
Hughes Springs	Citywide warning siren system
Linden	Citywide warning siren system
Rosser	Citywide warning siren system
Kemp	Citywide warning siren system

Critical Facility Generators – 15 projects, \$1,757,609	
Bay City	Generators for the Hurricane Staging Center, City Hall and PW Building
Bee County	Generator for emergency shelter emergency communications hub
Jim Wells County	Two portable generators for emergency communication towers

GrantWorks Work Performance, Capabilities and Project Approach

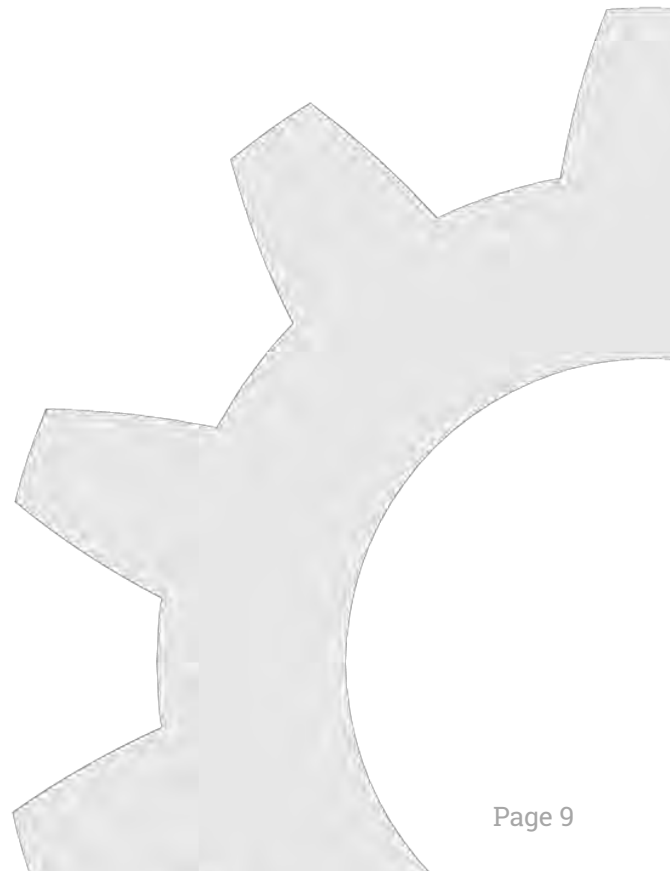
GrantWorks will work hand-in-hand with the City through every step of the Hazard Mitigation grant process, ensuring that City priorities and goals are considered and successfully achieved.

GrantWorks' cost-effective strategy comprises the pre-award and post-award work flows described below, to ensure efficient management and regulatory compliance. We keep up-to-date on all available FEMA and Hazard Mitigation Assistance guidance and requirements. Years of Hazard Mitigation program experience and an organized project approach allow us to produce real, cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Project Approach for Mitigation Projects-Construction

A grant administrator is primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include:

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



Pre-Award Activities

GrantWorks understands the urgency in recovering from Hurricane Harvey's effects on the residents of the City of Alvin. **We propose to begin work immediately** on your Hazard Mitigation Assistance application upon award. Our first step will be to conduct a coordination meeting with the City and local stakeholders to determine the project objectives, schedule, and budget. Accomplishments during this phase include:

Develop Application

GrantWorks staff members have more than 800 years of combined experience in administering state and federal grant programs and have secured and administered thousands of projects totaling more than \$1.3 billion in federal, state, and local assistance for hundreds of localities.

GrantWorks prepares application documents, detailed scopes of work, and all necessary worksheets needed to qualify projects. Our thorough knowledge of local mitigation planning, state and federal agency requirements, and application processes will help the City of Alvin quickly and efficiently complete its Hazard Mitigation Grant Program application.

- Develop thorough, detailed HMGP Applications that meet or exceed the Texas Division of Emergency Management (TDEM) and FEMA expectations. Note: GrantWorks may recommend that in lieu of one large HMGP application, it may be best for funding consideration to divide this work into 3-4 smaller applications.
- Complete Environmental and Historic Preservation reviews and ensure compliance with the National Environmental Policy Act (NEPA) and Executive Order 11988.
- Review documentation in order to avoid potential duplication of benefits issues.
- Coordinate with an engineer on the calculation of a Benefit Cost Analysis (BCA) using FEMA's BCA software program, if applicable.
- Satisfy all TDEM and FEMA Requests for Information (RFIs).

Given that this RFP is occurring late in the HMGP cycle, and because TDEM has not established a firm deadline for the submission of HMGP applications, GrantWorks cannot guarantee there will be adequate time to submit the City's applications.

Post-Award Activities

Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other FEMA grant management requirements. We use detailed document tracking systems and collaborate daily to ensure that your projects are on track and on time. GrantWorks will guide and assist with financial management, record keeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance, and we will confirm that the City has received word from TDEM that applications have been approved and obligated. Our core tasks include:

Project Management

Our team will assist you in creating a well-run, efficient, and successful hazard mitigation program that complies with all state and federal reporting requirements. The GrantWorks Team understands that communication is a vital component of any successful project. We can provide the City of Alvin's elected officials, staff, and the public with regular updates as desired. Consistent communication and transparency help stakeholders understand the status of the program, thereby helping them feel more confident about the overall process.

- Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties
- Establish record keeping and filing system.
- Prepare start-up grant documents, forms, notices, and agenda items for review or action
- Prepare and upload quarterly reports and other required updates
- Assist with procurement and requirements such as those found in 2 CFR 200
- Assist in meeting civil rights and related requirements
- Assist with real property acquisition in compliance with state and federal law (URA)
- Track inquiries regarding grant completion dates
- Attend site visits and public meetings at grant administrator's discretion

Financial Management

We ensure that local government recipients establish and maintain financial processes that are in compliance with state and federal regulations. As part of that, we create and maintain a grant ledger and help the City establish and maintain a reporting and record keeping system so that physical and digital copies of all documents are maintained locally. Our record keeping methods consistently receive high marks from state and federal monitors.

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

- Ensure that the City is able to meet the non-federal match requirement
- Assist with financial management including processing all invoices, contracts, and change orders received from the project engineer and contractors
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state agency
- Facilitate milestone payments and ensure that all milestones are met before they are paid
- Deliver and route batches of project invoices with receipts on a periodic basis.
- Track invoice submittal and payment processing

Construction Management

The GrantWorks Team has provided construction management services for TDEM/FEMA's Hazard Mitigation Program, FEMA Public Assistance, and the Non-entitlement CDBG program. Projects include more than 1,200 local government awards in the areas of infrastructure and housing rehabilitation.

Our project managers have extensive experience in reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates.

- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Review plans, bid documents and change orders for compliance with regulations and conformance with state contract
- Compile and review construction contract documents
- Oversee grant activities to ensure project adheres to established budget, scope, and schedule

Closeout and Archiving Files

GrantWorks 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. We excel in maintenance of project files and proper documentation of all grant requirements.

- Assist in working with the state agencies to resolve any issues that may arise with your grant application or funded project
- Perform internal reconciliation of records
- Resolve any TDEM issues and concerns
- Resolve any FEMA issues and concerns
- Attend any scheduled state or federal audit visits
- Archive hard copy and electronic files; maintain records



Project Approach for Mitigation Projects- Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

Should the City of Alvin decide to pursue funding for property acquisition, structure demolition, elevation, and/or reconstruction, GrantWorks will assist the City in HMA application development for mitigation of flood-prone properties and other properties affected by Hurricane Harvey. Mitigation measures may include elevating houses to or above the Base Flood Elevation, demolishing and reconstructing homes that cannot be elevated, and acquiring flood prone properties.

Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction programs require additional coordination in the pre-award and post-award phases. As such, our project approach for housing programs include the following additional core tasks:

Pre-Award Activities

Phase 1: Develop Program Methodology

The GrantWorks Team brings its experience with efficient household eligibility qualification, construction management practices and FEMA program management to develop the ideal program methodology. We streamline this process by coordinating with local officials and stakeholders during the pre-award phase to determine appropriate methods for identifying flood prone properties and candidates for Hazard Mitigation Assistance versus other available funding sources.

Phase 2: Conduct Outreach

Community outreach and homeowner coordination are two of our many strengths. Our team has provided public outreach services and homeowner coordination for thousands of single family housing projects within the State of Texas. We are the City of Alvin's hometown team with a track-record of working in the HGAC area since 1979, making us uniquely qualified to assist the City with the extensive amount of public outreach needed for a successful mitigation project.

- Develop outreach materials, including but not limited to: radio spots, flyers, and social media information announcing the City's intent to develop a program to elevate, reconstruct, or acquire flood prone properties.
- Host community meetings to explain the program and meet one-on-one with interested homeowners.
- Assign a Case Manager and meet with homeowners to gather application documents.

Phase 3: Gather Housing Information and Develop Relocation Plan

Activities during the documentation gathering phase include:

- Field work to include obtaining photographs and coordinates of identified homes
- Create maps identifying homes selected during the Develop Program Methodology phase
- Identify the flooding source, proposed elevation of the lowest floor, type of existing foundation and proposed elevation method
- Develop a temporary relocation plan for housing tenants and owners

Phase 4: Develop Application

GrantWorks prepares application documents, detailed scopes of work, and all necessary worksheets needed to qualify properties and will conduct Benefit Cost Analyses for properties not automatically deemed to be cost-effective via FEMA policy.

Given that this RFP is occurring late in the HMGP cycle, and because TDEM has not established a firm deadline for the submission of HMGP applications, GrantWorks cannot guarantee there will be adequate time to submit the City's applications.

Post-Award Activities

GrantWorks will guide and assist with financial management, record keeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation required for all mitigation programs. In addition to the core tasks for construction programs, GrantWorks provides the following management services needed for a successful housing program.

Case Management

GrantWorks regularly provides case management services to homeowners, renters, and other households who participate for various federal housing programs. Our goal is to provide courteous and responsive service to program participants in an efficient manner.

- Assist with homeowner application intake, document review, and eligibility compliance.
- Send an award announcement certified letter to each homeowner with point-of-contact information for their assigned case manager
- Ensure that the homeowner enters into a contract with a qualified contractor mitigation contractor
- ensures that the mitigation contractor assesses the feasibility of accomplishing the mitigation
- Identify responsibilities of the homeowners, the contractor, the City, the City's Project Management Contractor, TDEM and FEMA
- Provide technical assistance to ensure that the homeowner's contractor performs construction work according to the Statement of Work and according to established timelines



Construction Management

The GrantWorks Team has provided single family housing construction management services for TDEM/FEMA's Hazard Mitigation Program, the Texas HOME Program, and the Non-entitlement CDBG program. Projects include more than 500 local government awards to reconstruct 3,000 single family homes and more than 1,000 CDBG awards in the areas of infrastructure and housing rehabilitation. Many of the units in these programs required elevation above base flood elevation.

- Compile and review construction contract documents
- Obtain elevation contractor cost estimates
- Conduct inspections
- Act as liaison between the homeowner, contractor, and the City
- Oversee grant activities to ensure project adheres to established budget, scope, and schedule
- Obtain final Elevation Certificates for elevations and reconstructions

Closeout and Archiving Files

In addition to required closeout reports and procedures needed for all mitigation projects, GrantWorks will complete the following items for Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction programs:

- Provide TDEM with a Closeout Sheet containing:
 - Backup documentation & Final photos
 - Final Elevation Certificate

Real Property Acquisition

Although not every project includes property acquisition, if it becomes necessary to acquire one or more properties, the mitigation actions are significantly different. GrantWorks is familiar with federal URA requirements and will ensure that for any properties acquired, we will follow all federal and state real property acquisition requirements. The GrantWorks Team will work with the City to ensure that all acquisition projects comply with the February 2015 HMA Guidance and Guidance Addendum. If warranted, GrantWorks will ensure that acquisition projects include incentives identified in the HMA Guidance Addendum. The GrantWorks Team will also work with the City to explore incentives that urge homeowners to stay in the City.

Performance Schedule

The GrantWorks Team has a proven track record of successfully completing projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City, TDEM and FEMA to successfully reach all project schedule requirement and milestones.

GrantWorks intends to assist the City with proactively preparing for Hazard Mitigation funding. GrantWorks will work closely with the City to determine their specific needs for implementing projects and the type of information which will best suit the client's end results.

Our goal is to adapt our workflow to meet the City needs while meeting the state and federal objectives.

Capacity to Perform

The GrantWorks Team is supported by more than 50 grant management professionals with extensive disaster recovery experience. The resumes in Appendix A highlight the GrantWorks team members who will deliver the City's FEMA Hazard Mitigation program and the depth of GrantWorks' capacity.

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

Key Strengths and Benefits to the City of Alvin	
Experience with water, sewer, streets, housing reconstruction, and planning	✓
Former FEMA and TDEM employees with firsthand experience managing FEMA IA, PA and HMGP	✓
Knowledge of FEMA's HMA programs and TDEM tracking and reporting systems	✓
Work regularly with local codes and ordinances (subdivision, mobile home, flood plain, building code)	✓
Three key employees live and work on the Texas coast, within 150 miles of the City of Alvin	✓
Texas-based team with understanding of Federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov't Code)	✓

Our capacity extends to both the number as well as the quality of staff we bring to the table. Our considerable resources ensure that the City of Alvin receives the focused attention it deserves as it moves toward recovery. Our Team has administered FEMA and other disaster recovery programs for more than 20 years. Our leadership brings over 200 years combined experience working with these programs. The many state and federal programs we have worked with include FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), CDBG/CDBG-DR and Economic Development Administration. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills.

Our local presence ensures that we are ready to act quickly and that all activities will be completed in a timely, efficient manner. Our Texas roots enable us to effectively and efficiently support both local governments and relevant State agencies and implement programs within both the federal and Texas statutory framework. Our team's experience with other nearby communities gives us familiarity with the people and procedures we will work with.

One of our many strengths is our ability to work well with a variety of local, state and federal stakeholders within the regulatory requirements of numerous state and federally funded programs. Our Proposal Team's members currently manage projects funded by more than a dozen state and federal agencies, including FEMA and TDEM. Our knowledgeable staff work closely with all stakeholders to ensure that each project is successfully completed.

The resumes in Appendix A provide more information about our staff and the breadth of experience that they bring to the Team.

Proposed Cost

Below is our proposed fee schedule based upon the City of Alvin's currently proposed projects*:

Project Activity	Description (size, # of units, budget estimate, etc.)	Proposed Pre-Award Cost (\$)	Proposed Post-Award Cost (\$)
Flood Mitigation – Drainage System Repairs & Reconstruction	Under \$500,000	\$5,000	5% of grant and match amounts
	\$500,000-\$2 million	\$7,000	5% of grant and match amounts
	Over \$2 million	\$9,000	Negotiable based upon project size, <5%.
Control for Power Loss	Install permanent generators	\$3,000 base fee plus \$2,000 per BCA	5% of grant and match amounts

Percentage of Profit: GrantWorks percentage of profit is approximately three-percent (3%) of the total fee.

*Note:Fees shown are based on currently proposed projects. Fees will be adjusted if project costs vary from the original estimate, based on the following fee schedule:

Project Fee Schedule		
Project Activity	Proposed Pre-Award Cost (\$)**	Proposed Post-Award Cost (\$)
Warning Siren	\$3,000	5% of grant and match amounts
Generator	\$3,000 base fee plus \$2,000 per BCA	5% of grant and match amounts
Drainage and Other Construction		
Under \$500,000	\$5,000	5% of grant and match amounts
\$500,000-\$2 million	\$7,000	5% of grant and match amounts
Over \$2 million	\$9,000	Negotiable based upon project size.
Safe Room	\$3,000 base fee plus \$2,000 per BCA	5% of grant and match amounts

**Note:Proposed pre-award fees are set in combination with post-award services and are only applicable to contract awards that include both pre and post award services. Pre-award services does not include the completion of the Environmental and Historic Preservation Review (EHP)-this will be completed under post-award services.

Pre-Award Services fees will be due upon grant application submission to the State. GrantWorks will assist the City in requesting reimbursement of the Pre-Award Services fee from the State if the project is funded, though reimbursement cannot be guaranteed. No post-award fees will be charged unless a grant award is made to the City.

GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by state and federal law.

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

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

Structure Elevation

Pre-Award Services: \$750* per household elevated

Post Award Management Services: \$6,750* per home

Property Acquisition and Structure Demolition

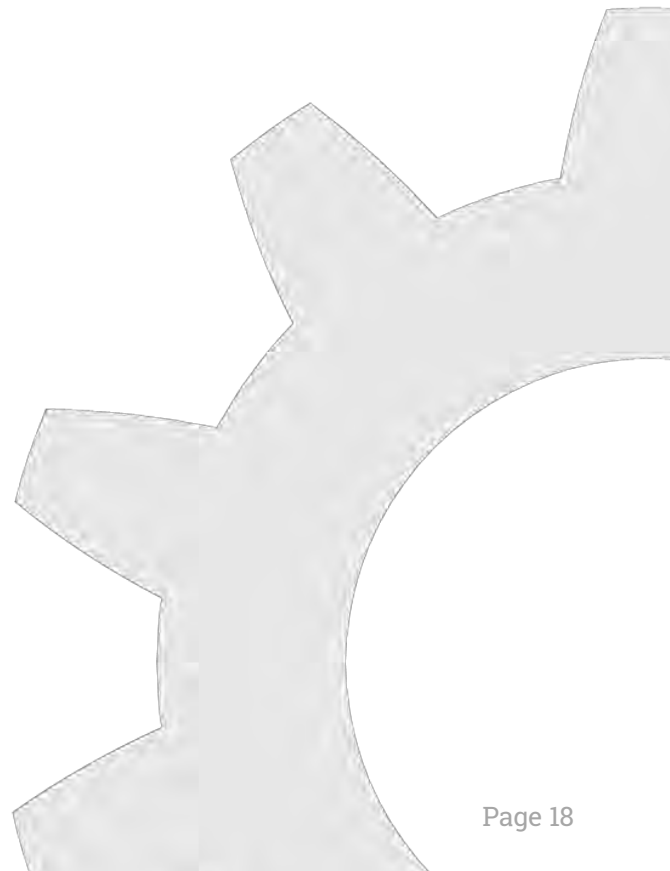
Pre-Award Services: \$750* per household elevated

Post Award Management Services: \$4,500* per home

*Note: Fees shown do not include costs for services 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.

Pre-Award Services fees will be due upon grant application submission to the State. GrantWorks will assist the City in requesting reimbursement of the Pre-Award Services fee from the State if the project is funded, though reimbursement cannot be guaranteed. No post-award fees will be charged unless a grant award is made to the City.

GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by state and federal law.



Required Forms and Statements

Small Business, MBE, Affirmative Action and Equal Employment Opportunity Information

GrantWorks is a small Texas-based corporation with 60+ full-time employees. Based on the US Small Business Administration guidelines, we are considered a Small Business Enterprise. All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal and local (City of Austin) laws.

Statement of No Conflicts of Interest

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

SAM Search Results
List of records matching your search for :

Search Term : grant* works* inc*
Record Status: Active

ENTITY	Grant Works Inc			Status: Active
DUNS: 963746466	+4:	CAGE Code: 5JH22	DoDAAC:	
Expiration Date: Mar 20, 2019		Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 2201 Northland Drive				
City: Austin		State/Province: TEXAS		
ZIP Code: 78756-1117		Country: UNITED STATES		

SAM Search Results
List of records matching your search for :

Search Term : bruce* spitzengel*
Record Status: Active

No Search Results

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

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

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

N/A

Name of Officer

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

N/A

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

☐ Yes

☐ No

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

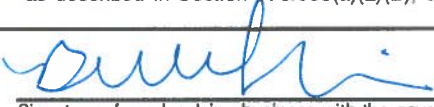
☐ Yes

☐ No

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

N/A

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

7 
Signature of vendor doing business with the governmental entity

August 15, 2018
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

- (2) the vendor:

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

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

- or

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

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

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

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

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

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

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

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

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

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

- (1) the date that the vendor:

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

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

- (2) the date the vendor becomes aware:

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

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

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

Certification Regarding Lobbying

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

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

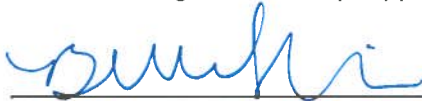
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection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

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

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

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

The Contractor, 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

Brenna Minor, Vice President

Printed Name and Title of Contractor's Authorized Official

August 15, 2018

Date

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

Disclosure of Lobbying Activities

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

Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	Report Type: _____ a. initial filing b. material change
Name and Address of Reporting Entity: ____ Prime _____ Subawardee Tier _____, if Known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
Congressional District, if known:		Congressional District, if known:
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable: _____
Federal Action Number, if known:		9. Award Amount, if known: \$
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: <u>Brenna Minor</u> Print Name: Brenna Minor Title: Vice President Telephone No.: 512 420-0303 Date: Aug 15, 2018
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

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

Appendix A: Resumes

Stephen Pratt

Associate Vice President, FEMA Programs

PROFESSIONAL QUALIFICATIONS

Stephen Pratt has over 25 years of programmatic and management experience with FEMA's Individual Assistance, Public Assistance and Hazard Mitigation Grant Programs. He has deployed over 40 times to provide disaster response and recovery support in 22 States and U.S. Territories. Stephen has managed all areas of FEMA Disaster Assistance and helped develop and implement mitigation projects, totaling nearly \$3 billion including the elevation, reconstruction and acquisition of individual properties. Most recently, he worked with DCMC Partners to provide recovery assistance to Hurricane Harvey survivors in Houston. Since joining GrantWorks, Stephen assists communities understand, obtain, and maximize benefits through FEMA recovery programs.

PROJECT EXPERIENCE

Senior Policy Advisor for Sysco

DCMC Partners, 2017

Stephen provided FEMA recovery program advice as well as information regarding FEMA's Individual Assistance Program.

Disaster Program Manager, Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Witt O'Brien's

Stephen worked directly with GOHSEP to help develop the State's HMGP program following Hurricanes Katrina, Rita, Gustav, Ike and Isaac. Stephen managed a team that provided mitigation consulting services and grants management to GOHSEP and OCD. He also helped develop policies and procedures related to use of funds.

Technical Assistance, New Jersey State Agencies

Witt O'Brien's

Stephen provided technical and grants management assistance for the State's \$400 million Sandy FEMA program including guidance on FEMA and other federal program eligibility.

FEMA Region VIII Experience

Earthquake Program Manager, FEMA Region VIII, 1998-2000

Region VIII Operations and Planning Team Leader (1989-1995)

Assignments included Hurricanes Hugo and Andrew and the Northridge Earthquake



EDUCATION

M.S. Geography,
Brigham Young
University

B.S. Geography,
Brigham Young
University

HIGHLIGHTS

Experienced managing large disaster operations and all FEMA disaster recovery programs.

Over 25 years of experience with FEMA

TRAINING

NIMS Compliance
Training: ICS/NIMS
100, 200, 700, 800,
2007-2008

Public Assistance Ops
1 & 2, 2005

Mitigation Field Ops
Training, 2003



Wendy Kirby

Hazard Mitigation Project Manager

PROFESSIONAL QUALIFICATIONS

Wendy Kirby started her career at GrantWorks as Hazard Mitigation Project Manager in 2013. During this time, she has established solid relationships with communities across Texas in assisting them with their Hazard Mitigation needs. Working with these communities, she has written and submitted over \$6.7 million in hazard mitigation applications through the Hazard Mitigation, Flood Mitigation Assistance and Pre-Disaster Assistance Grant Programs. Out of these applications, \$4 million have been funded or selected for submission to FEMA for funding. The remaining applications are in the process of state selection.

She is a valued resource with extensive knowledge in Public Assistance disaster procedures for communities affected by local state and federal disasters. She keeps team members apprised of State situational reports to better address our clients' needs and navigate them through mitigation efforts as well as the post-disaster processes.

PROJECT EXPERIENCE

Mitigation Program Specialist, Department of Public Safety, Texas Division of Emergency Management

Acted as liaison between local jurisdictions and FEMA in the Texas Hazard Mitigation Grant Program (HMGP). Managed 500 million in federal funds while monitoring individual project progress and reviewing Local Mitigation Action Plans for FEMA approval.

Disaster projects worked: Hurricane Dolly, Ike, Alex, West Explosion, April 2011 Wildfires, and the August 2011 Wildfires.

She represented the State during post-disaster operations, coordinated provision of post-disaster mitigation assistance, and surveyed disaster areas to assist in the identification of appropriate measures to mitigate consequences of hazards, and the most applicable state and federal mitigation assistance programs to fund those measures.

Hazard Mitigation Project lead for the State's two Texas Wildfire disasters and managed the HMGP program at the Joint Field Office

Assisted in preparing and processing applications for mitigation assistance awards and grants in accordance with applicable state and federal laws, rules, policies, and procedures.

Wendy also served as a state project officer and assisted in the administration of federally funded Mitigation Grant Programs.



EDUCATION

B.A., Anthropology,
University of Texas at
Austin

HIGHLIGHTS

Expertise in FEMA's
Hazard Mitigation
Programs

Established
relationships with
the State and FEMA
Region 6 personnel

Experienced in the
process of State &
FEMA Mitigation Plan
review processes

TRAINING

Certified Floodplain
Manager since 2012

FEMA's Benefit Cost
Software Program

ASFPM's Managing a
Buyout Program



Giacomo Yaquinto, AICP

Senior Planner, FEMA HMGP

PROFESSIONAL QUALIFICATIONS

Giacomo develops 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 to determine probability, extent, vulnerability, location, and impact for each identified hazard. As part of the planning process, Giacomo organizes planning team meetings. He also facilitates public hearings to offer local residents the opportunity to provide input and contribute to the plan. Prior to working on hazard mitigation plans, Giacomo developed comprehensive plans and park plans for rural Texas cities.

PROJECT EXPERIENCE

Planner, Bee County Flood Mitigation Plan, 2015 – 2016

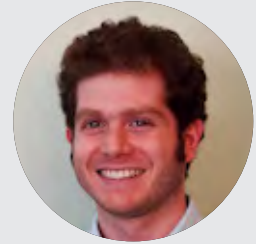
Giacomo served as the plan writer for Bee County's Flood Mitigation Plan. Throughout the planning process, he worked with planning team members to facilitate meetings and public hearings, collect data, and identify and contact area stakeholders. Working with the planning team, he helped identify critical facilities and other structures and infrastructure vulnerable to 100 and 500-year flood events and identified a range of mitigation actions designed to limit the impact of future flood events.

Planner, Refugio County Hazard Mitigation Plan, 2015

Giacomo served as the plan writer for Refugio County's Hazard Mitigation Plan. Participating jurisdictions included the Towns of Refugio and Woodsboro along with the Refugio and Woodsboro Independent School Districts. Throughout the planning process, he worked with planning team members from each jurisdiction to facilitate meetings and public hearings, collect data, and identify and contact area stakeholders. Working with the planning team, he helped identify critical facilities and other structures and infrastructure vulnerable to the 11 hazards planning team members determined threaten the county.

Planner, Gonzales County Hazard Mitigation Plan, 2018

Giacomo served as the plan writer for Gonzales County's Hazard Mitigation Plan. Participating jurisdictions included the City of Gonzales, the City of Nixon, the City of Smiley, and the City of Waelder. Throughout the planning process, he worked with planning team members from each jurisdiction to facilitate meetings and public hearings, collect data, and identify and contact area stakeholders.



EDUCATION

M.S. Community &
Regional Planning,
University of Texas at
Austin

HIGHLIGHTS

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

Experienced in facilitating public hearings, conducting online surveys, and GIS.

Creates hazard risk assessments, hazard location maps, critical facilities and vulnerable structures maps, and mitigation action strategies.

CERTIFICATIONS

American Institute of
Certified Planners
(AICP)



Martha Arosemena, AICP, PMP

Vice President

PROFESSIONAL QUALIFICATIONS

Martha is responsible for helping supervise and mentor GrantWorks' 15-member Hazard Mitigation and Disaster Recovery project management team. She also manages federal and state-funded projects, including the Galveston Housing Authority's \$65.5 million Disaster Recovery grant.

Martha is a TxCDBG certified administrator and has successfully managed over 90 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, renewable energy, and Disaster Recovery.

Martha's managerial efforts focus on ensuring that the quality of service provided to both internal and external stakeholders meets the highest standards and on Project Manager training and support.

PROJECT EXPERIENCE

Texas CDBG-DR Round 2.2, Galveston Housing Authority, Galveston, Texas, July 2013 – Present, \$65,482,099.00

The Galveston Housing Authority (GHA) received funding to replace two multifamily developments destroyed by Hurricane Ike. Martha provides grant administration services that includes but is not limited to reviewing and processing requests for reimbursement, and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Martha facilitates communication between the various State, the GHA, and the developer stakeholders, thereby ensuring that the team continues to move forward toward successful project completion.

Texas CDBG-DR Round 2.1, City of Rockport, Texas, 2012 – 2015, \$1,000,000.00

Martha provided project management services that helped shepherd the project from inception to completion. The project successfully finished on time and under budget.

Texas CDBG-DR Round 1, Jim Wells County, Alice, Texas, March 2010 – April 2013, \$252,270.00

Martha coordinated with the Texas General Land Office, project engineers, environmental consultants, and local and county representatives to procure and install two new emergency power generators in Premont, Texas. The project successfully completed on time and within budget.



EDUCATION

M.S. Community & Regional Planning,
University of Texas at Austin

B.A., Anthropology and Spanish, University of Texas at Austin

HIGHLIGHTS

Expertise in federal programs, including CDBG-DR

Successfully managed over 90 CDBG-funded projects

Excellent written and verbal communication skills

CERTIFICATIONS

Certified Project Management Professional (PMP)

American Institute of Certified Planners (AICP)



Eric Hartzell, AICP

Executive Vice President

PROFESSIONAL QUALIFICATIONS

Eric brings more than 22 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks' chief project development officer. His duties include guiding the firm's steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, multifamily affordable housing, single family reconstruction, comprehensive plans, and colonia improvements. Prior to his 20 years at GrantWorks, Eric served as a CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs and a utility planner at the City of Austin.

Eric has assisted countless communities as they maneuver through complicated CDBG projects; his significant knowledge base gained from years of directing the GrantWorks main office in Austin, Texas as staff prepare and implement CDBG projects. GrantWorks is recognized by the General Land Office (GLO) and the Texas Department of Agriculture (TDA) for excellence in managing CDBG contracts for Hurricanes Ike and Dolly and the State Entitlement CDBG Program.

In 2014, GrantWorks was designated by HUD as a Technical Assistance Provider resource, in large part due to Eric's CDBG, housing, and planning proficiency.



EDUCATION

M.S. Community &
Regional Planning,
University of Texas at
Austin

B.S. Geography, Ohio
University

HIGHLIGHTS

Lead in developing
more than \$125 million
in CDBG Disaster
Recovery project
activities

Expert in CDBG
project development,
including beneficiary
documentation

CERTIFICATIONS

American Institute
of Certified Planners
(AICP)



Brenna Minor, AICP

Vice President

PROFESSIONAL QUALIFICATIONS

Brenna leads the largest department at GrantWorks, which primarily implements Community Development Block Grant (CDBG) and CDBG-Disaster Recovery (CDBG-DR) contracts. During her tenure as Vice President, GrantWorks provided grant management services for over 400 CDBG contracts throughout the State of Texas. In addition to project management and CDBG expertise, she constantly works to improve the quality and quantity of training the community development team receives. This approach has been essential to making GrantWorks the largest CDBG consulting firm in the State of Texas. Prior to joining GrantWorks, Brenna was involved in state government and GIS in Massachusetts.

The complexities of managing CDBG contracts for Hurricanes Ike and Dolly since 2009 have greatly advanced her knowledge and understanding of the complex rules, regulations, and guidelines that guarantee successful CDBG project implementation. Under Brenna's leadership, GrantWorks has and continues to manage over 25% of the \$1.4 billion in funds awarded to Texas for non-housing projects. This includes 90 separate contracts for more than 60 cities and counties including the entitlement governments of Galveston (\$200M), Houston (\$26M), Texas City (\$22M), Brazoria County (\$17M), and La Porte (\$7.8M). She is a skilled facilitator and coordinator. Brenna has worked directly with local government officials, project engineers, and State and Federal agency staff members.

Brenna's expertise in guiding her department through complicated issues is reaffirmed by our ability to retain clients for decades at a time. Clients and GrantWorks staff benefit from her guidance and from regular meetings and on-going training initiatives focused on specific areas of grant management such as acquisition, fair housing, Section 3, Procurement, Labor Standards and other CDBG areas of expertise.



EDUCATION

M.A., Urban and Environmental Policy and Planning, Tufts University

B.A., Political Science, Boston University

HIGHLIGHTS

Oversees implementation of FEMA Public Assistance and Hazard Mitigation Programs

Oversees implementation of \$350 million in CDBG-DR funding

Expertise in federal policies and regulations including 2 CFR 200

Develops internal training procedures

CERTIFICATIONS

American Institute of Certified Planners (AICP)



Liz A. Nguyen

Assistant Director of Disaster Recovery

PROFESSIONAL QUALIFICATIONS

Liz rejoined GrantWorks in 2014 with over 14 years of experience in project administration. Liz has successfully managed over 75 Federal and State projects. She is experienced with infrastructure, parks, and coastal projects. Liz previously worked as a grant manager at the Fund for Public Health in New York on their Community Transformation Grant and World Lung Foundation on their Bloomberg Philanthropies projects.

PROJECT EXPERIENCE

Galveston County Hurricane Harvey, January 2018 – Present FEMA Public Assistance

Galveston County is working with FEMA and TDEM to secure funding for public facilities damaged as a result of Hurricane Harvey. Liz assists the County with coordination of construction projects, facilitates weekly calls, and maintains files in compliance with federal regulations.

City of Galveston, October 2014 – Present

FEMA \$10,121,199

CDBG-DR Round 2.2 \$81,201,258.00

CDBG-DR Round 2.1, \$24,073,685.00

CDBG-DR Round 1, \$106,954,823.00

The City of Galveston received funding for twenty projects including rehabilitation of a pump station and water tanks; new pump stations, fire station, public works building, and wastewater treatment plant; streets; demolition and clearance of a fire station and incinerator; and planning. The funds will provide reliable and continuous potable water, ensure roadway function, ensure function of city services, and provide safe and efficient wastewater treatment. Liz assisted the City with qualifying the projects in the application phase as well as implementation of the projects as they move through construction. Liz facilitates weekly conference calls to coordinate with staff members at the City and GLO, and assists in strategizing next steps in the projects.



EDUCATION

Associate in Applied
Science, Visual
Communication
Design, Austin
Community College

HIGHLIGHTS

Experienced in
multiple programs
including FEMA
Public Assistance and
CDBG-DR

Expertise in reviewing
procurement
documentation for
compliance with
federal laws and
programmatic
regulations

Develops departmental
processes to improve
project management

National Grant
Management Associate
Member



Betty Collier

Director of Client Services

PROFESSIONAL QUALIFICATIONS

Betty joined GrantWorks in 1998 with over 10 years of experience with local governments and CDBG, overseeing all municipal functions including grant management. Betty previously worked with the City of Bishop as the City Administrator and the City of Driscoll as the City Secretary.

PROJECT EXPERIENCE

Betty works with project managers, engineers, contractors and local officials by assisting with public hearings, application process, pre-bid conferences, pre-construction conferences, employee interviews, technical assistance, and weekly conference calls. Betty ensures local government clients are informed and in regular communication with GrantWorks as she lives in close proximity to the projects in her area. She also trains new Client Services staff to ensure that they provide the best possible service to our clients.

Betty assists in the development of infrastructure projects for all funding sources, working along with engineers and writers to bring together the best and most competitive and fundable applications. Betty is highly skilled in income survey coordination and beneficiary documentation requirements.

As a resident of the Rockport/Fulton area, Betty has had firsthand experience with the devastation of Hurricane Harvey. Within days of the hurricane, she was on the road checking in with clients in the Coastal Bend. She has attended meetings with FEMA, TDEM, Rebuild Texas, City Council meetings and County Commissioners' Court meetings to stay informed of the communities' needs and the requirements that will help them remain in compliance.

Other Disaster Recovery Experience

Betty worked alongside cities and counties along the Texas coast after Hurricanes Ike and Dolly to develop projects that were eligible for infrastructure repairs and improvements resulting in millions of dollars of much needed assistance to the communities.



EDUCATION

B.A., Texas A&I
University, Kingsville,
Texas

HIGHLIGHTS

A resident of the
Rockport area and
former City Secretary
in CBCOG

Board member of
the Aransas County
Historical Commission



Tres Davis

Vice President

PROFESSIONAL QUALIFICATIONS

Prior to joining GrantWorks in 2000, Tres was with the Texas Department of Housing and Community Affairs' HOME division. Since joining GrantWorks, he has overseen the successful completion of over 2000 single-family homes for clients across the state.

PROJECT EXPERIENCE

San Patricio County, TX, HOME Housing Rehabilitation Assistance and HOME Disaster Relief Programs, Countywide Programs, Multiple Projects from 2003 to the present.

Provided administration and construction management for the reconstruction of 39 homes and elevation of 20 homes under the HOME Rehabilitation Assistance Program. An additional 11 homes were reconstructed and elevated under the HOME Disaster Relief Program. All projects were completed on time with no audit findings.

Jefferson County, TX, Hurricane Rita Disaster Relief, Countywide Program, 2006-2008

Thirty-six homes destroyed by hurricane Rita were elevated and reconstructed. The GrantWorks team, led by Tres was able to complete the first reconstruction of a federally assisted home in the area. The project completed on time, with no audit findings.

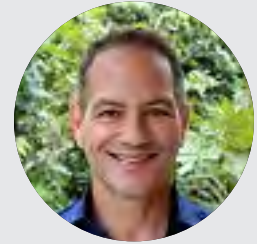
Texas Department of Housing and Community Affairs, Senior Regional Coordinator, 1993 – 2000

Wrote State of Texas program guidelines for the HOME Program Tennant Based Rental Assistance Program, 1993

Tres was in charge of writing the program guidelines for the State of Texas Tennant Based Rental Assistance Program.

Provided Technical Assistance to Cities, Counties, and Nonprofits in Texas, 1993 - 2000

As the Senior Regional Coordinator, Tres was responsible for the Implementation Workshops, Training, and Technical Assistance for Cities, Counties, and Nonprofits who were implementing the HOME Program. In addition to technical assistance, Tres conducted on site monitoring of grant recipients in central Texas as well as those located in the panhandle.



EDUCATION

M.S., Construction Management, Texas A&M University

B.A., Sociology, Tulane University

HIGHLIGHTS

Over 2000 homes built

Overseen more than 450 HOME Program grants

CERTIFICATIONS & AFFILIATIONS

TWC Fair Housing, 2015

Fair Housing and Accessibility, 2008

Housing Tax Credits 2007

Texas Association of Affordable Housing Providers

Rural Rental Housing Association of Texas



Donna Johnson

Associate Vice President of Housing

PROFESSIONAL QUALIFICATIONS

Donna has over 25 years of experience working with State and Federal funded contracts; including overall Project Management and Construction Management, builder procurement, contract negotiation, code enforcement, fair housing, cost tracking, labor and client relations. She has served as the Contract Manager and Inspector of over 1,500 single family homes constructed as part of the HOME Program in the last 13 years; ensuring the construction meets the construction specifications and code.

PROJECT EXPERIENCE

FEMA Public Assistance Programs: Town of Bayside, Town of Woodsboro, Town of Refugio

Donna currently leads the GrantWorks team that provides on the ground administration and management services for the towns of Bayside, Woodsboro, and Refugio. Donna collaborates with the towns, state, and federal agencies including damage assessments, attending site visits, and providing project oversight.

San Patricio County, Texas HOME Housing Rehabilitation Assistance and HOME Disaster Relief Programs

Donna led the GrantWorks team that provided administration and construction management for the reconstruction of 39 homes and elevation of 20 homes under the HOME Rehabilitation Assistance Program. An additional 11 homes were reconstructed and elevated under the HOME Disaster Relief Program. There were no time extensions or findings on any of these projects.

Jefferson County, Texas Hurricane Rita Disaster Relief

Thirty-six homes destroyed by hurricane Rita were elevated and reconstructed. Donna oversaw the construction of the 36 homes. These were the first homes to be reconstructed using federal funds. Additionally, she coordinated with several agencies to complete the reconstruction for the first 2 homes in Sabine Pass. These homes required elevation of 15 feet. The homes were then used as examples for future reconstruction. The project completed on time, with no audit findings.



EDUCATION

B.S., Engineering,
Trinity College, San
Antonio, TX, 1984

HIGHLIGHTS

Knowledgeable
in FEMA Public
Assistance grants
management practices

More than 2000 homes
built

Overseen more than
450 HOME Program
grants

CERTIFICATIONS

Texas Workforce
Commission Fair
Housing, 2015



Bruce Spitzengel

resident



PROFESSIONAL QUALIFICATIONS

Bruce 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. The firm has since grown to include 60+ employees in fourteen offices, with headquarters located in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD/CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has grown to become a full service project management firm.

EDUCATION

M.A. Geography, Kansas State University

B.A. Kansas State College, Pittsburg

HIGHLIGHTS

Over 40 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification and infrastructure projects



Cristal Funderburk

Assistant Director of Community Development



PROFESSIONAL QUALIFICATIONS

Cristal assists communities with project implementation and provides day to day support for Labor Standards and the Hazard Mitigation and Community Development Block Grant programs.

Cristal has successfully managed over 50 Federal and State projects totaling more than \$30 million for communities throughout Texas. She is experienced with public infrastructure construction, disaster recovery, housing rehabilitation and coastal projects.

EDUCATION

B.A., Geography, University of Texas at Austin

HIGHLIGHTS

Expertise in federal programs, including CDBG-DR.

Successfully managed over 50 CDBG-funded projects

Excellent written and verbal communication skills



Emily Phalan, AICP

Assistant Director of Community Development



PROFESSIONAL QUALIFICATIONS

Emily has successfully managed over 50 Federal and State projects totaling more than \$50 million for communities throughout Texas. She is experienced with disaster recovery, public infrastructure construction, parks, and coastal projects. She has managed financial and technical project requirements to meet strict thresholds.

Emily interprets government publications and regulations as they pertain to project implementation. She has also trained new employees in all aspects of project management responsibilities.

EDUCATION

M.S. Community & Regional Planning, University of Texas at Austin

B.A. Geography and the Environment, University of Texas at Austin

HIGHLIGHTS

Develops departmental processes to improve project management

Expertise in federal regulations and financial management



Jennifer Lindsey

GIS Analyst



PROFESSIONAL QUALIFICATIONS

Jennifer creates databases and mapping products for comprehensive plans. She previously worked for the General Land Office in the Coastal Grants & Projects division.

EDUCATION

B.A. International Relations, Texas State University

HIGHLIGHTS

Level I certification in GIS



Karen Sutton

Housing Closing Specialist



PROFESSIONAL QUALIFICATIONS

Since joining GrantWorks in 2004, Karen has been assisting homeowners with questions, working with Title Companies, and preparing construction and HOME Program documentation. Additionally, she reviews and verifies the information submitted by the applicants for accordance with local program policies and State and Federal rules, guidelines, and regulations.

EDUCATION

Bryman College, Salt Lake City, UT

Nevada Licensed Realtor

HIGHLIGHTS

Over 15 years of housing grant experience



Katie Martin Dushkin

Associate Vice President, Project Services



PROFESSIONAL QUALIFICATIONS

Katie trains new staff on federal and state regulations including 2 CFR 200 compliance, Davis-Bacon, and the Uniform Relocation Act. Katie has helped create standard operating procedures in order to streamline the department's response to agency requests and programmatic changes.

Katie is also experienced in assisting low-to-moderate income homeowners throughout the application process to qualify them for grant assistance. Projects managed include Disaster Recovery, public infrastructure, private property rehabilitation, economic development, and renewable energy.

EDUCATION

B.B.A. Marketing, University of Texas at Austin

HIGHLIGHTS

Expertise in 2 CFR 200 regulations

Expert in project development, including beneficiary documentation

Experienced in federal and state programs

Creates standard operating procedures in response to agency programmatic changes



Kelle Stubblefield

Senior Consultant



PROFESSIONAL QUALIFICATIONS

Kelle joined GrantWorks in 2013 with over 18 years of experience in government and CDBG. Kelle previously worked with the Texas General Land Office and with the State of Texas CDBG program, later moving on to grant-related consulting. Kelle provides client services from her office in the Houston-Galveston area. While working for the Texas Department of Rural Affairs, Kelle managed over 440 CDBG projects totaling approximately \$121,000,000.

EDUCATION

M.B.A, St. Edward's University
B.B.A, St. Edward's University

HIGHLIGHTS

Over 18 years of experience in government and CDBG.
Over 3000 single-family homes built
Over 1500 multi-family units built
Managed over 75 Federal and State projects at the local level for communities throughout Texas



Kyungah Lim

GIS Team Lead



PROFESSIONAL QUALIFICATIONS

Kyungah creates databases and mapping products for grant applications and comprehensive plans. She previously worked for the Travis County Transportation and Natural Resources department.

EDUCATION

B.A. Economics, University of Texas at Austin

HIGHLIGHTS

Level I certification in GIS



Mary Kay Thomas

Senior Consultant



PROFESSIONAL QUALIFICATIONS

Mary Kay has more than 30 years' experience in grant management to improve quality of life in small and rural communities. She founded Amazing Grants, Inc. in 2002 to provide grant services at the local, regional and state levels. Mary Kay joined GrantWorks in 2018 where she continues to work with her clients, assuring successful management of their projects.

EDUCATION

B.S. Education, University of Arkansas.

HIGHLIGHTS

TxCDBG certified

Over 30 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification and infrastructure projects



Samantha Zelade

GIS Analyst



PROFESSIONAL QUALIFICATIONS

Samantha creates databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office.

EDUCATION

B.A. Anthropology and Latin American Studies, University of Texas at Austin

HIGHLIGHTS

Level I certification in GIS



Sandy Garcia

Housing Coordinator



PROFESSIONAL QUALIFICATIONS

Prior to joining GrantWorks in 2016, Sandy retired from State Service which includes 22 years with the Texas Department of Housing and Community Affairs' HOME Division. She has 35 years of State Government Service, implementing, supervising and managing regulated State and Federal funded Programs. Sandy has managed over \$300 million of HOME Funds

CERTIFICATIONS

Fair Housing and Accessibility, 2010

Building HOME 2010
HUD Certified Program
Specialist-Regulations

HUD Certified Program
Specialist-Administration

HIGHLIGHTS

Managed over \$300 million of
HOME Funds

Over 35 years of experience



Shirleen Bonacci

Senior Housing Manager



PROFESSIONAL QUALIFICATIONS

Before joining GrantWorks in 2000, Shirleen worked in various aspects of the construction industry. She has a background in work write-ups, blueprint take-off, design, quality assurance, and worked as a construction project superintendent and project manager for over 3000 single family homes and over 1500 multi-family units.

Shirleen has overseen the demolition and reconstruction of over 150 HOME funded units for GrantWorks. She has training in International Residential Code inspections and compliance as well as training in code enforcement.

EDUCATION

University of Arizona in
Tucson, AZ, studied Speech
Therapy

Chapman College, Pomona,
CA, Paralegal Studies

HIGHLIGHTS

Over 3000 single-family homes
built

Over 1500 multi-family units
built

TDHCA Energy Efficiency 2014

TEEX International Residential
Code 2012 Training

TDHCA First Thursday Income
Eligibility Training 2011

TEEX Texas Code Enforcement
Training 2011



Adam Schragin

Community Development Coordinator

Adam joined GrantWorks in 2013 to support the Community Development Department. He is a Federal Davis-Bacon Labor Standards specialist and is experienced with OSSF projects. Prior to joining GrantWorks, Adam worked as Editor in Chief for a popular and influential blog in the Austin area. Adam holds a B.A. in English from the University of Texas-Austin.



Ahide Gutierrez

Project Manager

Ahide is a TxCDBG certified Community Development Project Manager. Prior to joining GrantWorks, Ahide was employed by Movability Austin where she assisted staff on a CAMPO grant. She holds a MS in Community and Regional Planning from the University of Texas at Austin and a BA in Sociology from California State Polytechnic University of Pomona.



Amanda Hoque

Project Manager

Amanda is a Community Development Project Manager. Prior to joining GrantWorks, Amanda was employed by Texas A&M Institute for Sustainable Communities. She earned her MS in Urban Planning and a BS in Community Development from Texas A&M University.



Anthony Covacevich

Senior Consultant

Anthony's primary focus is Client Services and Marketing in South Texas from our office in McAllen, TX. Anthony has 35 years experience with community and economic development programs primarily under the Small Cities/Entitlement Programs including the creation of the Hidalgo County Urban County Program. He brings local perspective through his administration of the CDBG and other State and Federal programs from his employment at the cities of Weslaco and Mercedes.



Caley Carmichael, RMLO

HOME Program Manager

License #641671. Caley is the HOME Program Manager and is also a CDBG Certified Project Manager joining GrantWorks in 2011. Caley is responsible for overseeing the day to day operations of the HOME Program. Prior to joining GrantWorks, Caley was a Client Services Coordinator and a Real Estate Assistant for Turnquist Partners. Caley holds a BA from Baylor University.



Carlos Beceiro, AICP

Associate Vice President, Planning Services

Carlos has 10 years of experience with infrastructure and land use planning. Since joining GrantWorks in 2006, he has developed more than 15 comprehensive plans for cities and counties. He specializes in infrastructure and housing planning for colonias as well as economic development in small town markets. Carlos is fluent in Spanish. He has a M.S. in Community & Regional Planning from the University of Texas-Austin.



Casey LeMay

Project Manager

Casey is a TxCDBG certified Community Development Project Manager. Prior to joining GrantWorks, Casey was an ACE Instructor and Substitute teacher at Austin Independent School District. He earned his M.S. in Community and Regional Planning from UT-Austin and holds a J.D. and B.S. in Business Administration from the University of Florida, Levin College of Law & Warrington College of Business.



Cecelia Johnson

Vice President

Cecelia, who joined GrantWorks in 2012, manages the accounting, human resources, and business administration functions of the organization. Cecelia has over 20 years experience in the finance and operations fields with full service hotels and resort communities. Cecelia has held executive-level roles in the resort development field where she was on the Board of Directors. Cecelia is an alumnus of Texas A&M and The University of Houston.



Cesar Acosta

Project Manager

Cesar is a Community Development Project Manager. Prior to joining GrantWorks, Cesar was employed by Evolve Austin as a Deputy Field Director. He earned his MS in Community and Regional Planning from the University of Texas at Austin and a BA in Political Science from the University of Arizona.



Chris Zuber

Office Manager

Chris, who joined GrantWorks in 2012, manages the accounting and office management for the organization. Chris ensures GrantWorks is running smoothly on a day to day basis. Chris has over 10 years experience in hotel and resort management. Chris is an alumnus of Texas A&M-Kingsville and the University of Texas-Austin.



Cloy Richards, CPM

Senior Consultant

Cloy has 20 years' experience in local governance and management. Before joining GrantWorks Cloy served as city councilor and Mayor for the City of Merkel and City Administrator for West Tawakoni, where he still resides. Cloy, a Texas Certified Public Manager by Texas State University's William P. Hobby School of Public Service, has overseen more than \$7.9 million in State and Federal Grant Programs during his career.



Danielle Rojas

Planner

Danielle develops comprehensive plan elements including population, economic development, recreation, open space, housing and land-use analyses. Prior to joining GrantWorks, Danielle worked with zoning and land use at a law firm in Columbia, South Carolina. Danielle holds an M.S. in Community and Regional Planning and M.A. in Latin American Studies from the University of Texas-Austin.



Eli Gray

LMI Crew

Eli is a Project Beneficiary Specialist. He is part of the crew that assists in qualifying projects and also assists in archiving projects. Eli previously worked in the hospitality industry and attended St. Edwards University in Austin.



Gary Smith

Senior Program Manager

Gary has over 30 years experience as a manager in both the public and private sector. Prior to joining GrantWorks, Gary worked as a Project Facilitator for Urban Solutions. He was also a Senior Program Analyst for the Texas Department of Rural Affairs in the Disaster Recovery Division. Gary holds a M.P.A in Public Administration from Texas Tech University and is a TxCDBG certified administrator.



Gilbert Garcia, RMLO

Labor Standards Specialist

License #1256625, Gilbert joined GrantWorks in 2013 to support the HOME Department and transitioned to support the Community Development Department. He is a Federal Davis-Bacon Labor Standards specialist and assists with OSSF projects. He is an experienced administrator with over 10 years in the field. Previously, Gilbert was an Operations Administrator with ADRevolution in Austin. He holds a B.A. in Anthropology from the University of Texas-Austin.



Hannah Walker

Administrative Assistant

Hannah supports the Community Development Department at GrantWorks. She is an experienced administrator and previously worked for a construction firm as an Office Manager. Hannah earned her BA in Sociology from the University of Texas-Austin.



Janice Southworth

Administrative Assistant

Janice began her career with Kerbow and Associates Consulting in 2009 providing support services to the company. She joined the GrantWorks team in 2013 and continues to provide support services to our Palestine and New Ulm offices. Janice was a Senior Executive Assistant for Verizon and held various positions with Verizon for 30 years. She is a graduate of San Angelo business college.



Jay Francis

HOME Project Manager

Jay, who joined GrantWorks in 2013, is responsible for construction management and oversight. He has worked in the construction industry for over 20 years, holding general contractor, construction sales, project management, and project superintendent responsibilities. In addition, Jay has owned his own business in the Austin area. He attended the University of Texas-Austin.



Jeff Carrillo

Senior Project Manager

Jeff is a TxCDBG certified Community Development Project Manager. He previously worked for the Austin History Center and the Texas Low Income Housing Information Service. Jeff holds a M.S. in Community and Regional Planning from the University of Texas at Austin.



Jerry Carvajal

Director of West Texas Services

Jerry has been a project manager for GrantWorks since 1997 and is the Director of West Texas Services due to his extensive experience in that region. Jerry is a TxCDBG certified administrator and has completed more than 50 CDBG projects. Jerry worked previously as the City of Alpine CD Director and City Manager. He is fluent in Spanish and holds a M.S. in Public Administration and B.S. in History from Sul Ross State University.



John Simsen

Senior Consultant

John has wealth of experience assisting Texas communities with both infrastructure and housing projects, including mitigation, response and recovery efforts related to multiple disasters. He previously served as Director of Disaster Recovery for the City of Galveston where he oversaw implementation of Hurricane Ike FEMA and CDBG-DR programs. John earned his BS in Journalism & Political Science from the University of Florida and is a Certified Texas Emergency Manager.



Kathy Boyles

Senior Client Services Consultant

Kathy offices in Texarkana and has 15 years' experience in preparing applications and managing CDBG and HOME grants for infrastructure and housing construction. Kathy was a HOME Grant Consultant and previously worked with Lucas Consulting. She holds a B.S. in Journalism from the University of Texas-Austin.



Katie Falgoust

Senior Project Manager

Katie is TxCDBG certified and previously worked as the Research Director for Goodwill Central Texas. She holds a M.S. in Community & Regional Planning from the University of Texas-Austin.



Kirk Dibbens

LMI Crew Leader

Kirk has worked as GrantWorks' Project Beneficiary Specialist since 2009. He leads a crew that assists in qualifying projects, and also serves as GrantWorks' facility manager. Kirk previously worked in hospitality services.



Lauren Kotwal, AICP

Environmental Specialist

Lauren joined GrantWorks in 2013 in the Community Development department where she specializes in procurement and project management. She previously worked for the City of Austin's Planning Department and is Texas CDBG Certified. Lauren earned an M.A. in Urban & Environmental Policy and Planning from Tufts University.



Martha Drake

Director of Project Development

Martha has worked in community development since 1995 and has been with GrantWorks since 1999 as a senior consultant and application expert. Martha is a TxCDBG certified and has successfully funded numerous TxCDBG, Texas Capital Fund, and Coastal Program applications. Martha previously worked in journalism. She holds a B.S. in Journalism from Sam Houston State University.



Mary A. Smith

Senior Consultant

Mary has worked as a Consultant and Client Services Specialist with GrantWorks since 2007. She also writes applications for the Concho Valley and North/West Central areas of Texas. She previously worked for 19 years as a TxCDBG Program Compliance Monitor for TDHCA/TDRA and Regional Coordinator at TDRA.



Michele Goerke

Senior Project Manager

Michele has been a TxCDBG certified project manager for GrantWorks since 2013. She previously worked for LCMS where she was an Environmental Specialist/Contract Administrator. Michele is experienced as a Grant Writer for the Texas Capital Fund program and is a specialist in EDA funding, Main Street and Downtown Revitalization programs.



Mirenda Harris

Program Manager

Mirenda began her career with Kербow and Associates Consulting in 2003 where she has managed projects for HOME, Community Development, Texas Capital Fund, State Energy Conservation Office and Disaster Recovery. Mirenda joined the GrantWorks team in 2013 and she continues to write applications and manage contracts from her office in Palestine. Mirenda is TxCDBG Certified and holds a B.S. from UT-Tyler.



Oralia Cardenas

Senior Consultant

Oralia's 30 year public service career began at the City of Edinburg's CDBG program and continued as manager of CDBG programs for the State of Texas where she served as Director of the Disaster Recovery and Community Development and managed CDBG monitoring, compliance, and economic development programs. Oralia holds a B.A. from UT-Pan American.



Rachel Nolley

Project Manager

Rachel coordinates public infrastructure construction funded by federal and state grants. Prior to joining Grantworks, Rachel worked as the Chapter Operations Manager at Amigos de las Americas. She holds a M.S. in Community & Regional Planning from UT-Austin and a B.S. in Business from the University of South Carolina. Rachel has worked with a variety of organizations in the US, New Zealand and Latin America.



Robert Holz

Community Development Coordinator

Robert joined GrantWorks in 2011 as Office Assistant. He is responsible for newspaper ad management, file archiving, and providing general administrative support to all divisions within the organization. His previous experience includes archiving and working as a Lead Conceptual Artist. Robert served in the 334th Fighter Squadron in the United States Air Force from 1994 to 1998.



Robin Sisco, RMLO

Project Manager

License #441391, Robin, a GrantWorks' employee from 1998-2005, returned in 2013 to review HOME applicant information for compliance with program rules. She has twenty years of public service experience including seven in the HOME program. Robin holds a B.A. in Psychology from The University of Texas at Austin and a M.P.A. from Texas Tech. She is also a licensed Residential Mortgage Loan Originator.



Ruth Cedillo

Senior Consultant

Ruth brings more than 30 years of public service experience including positions as Deputy Executive Director and Director of Community Development at the Texas Department of Housing and Community Affairs. Ruth received the HUD Blue Ribbon Building a Better Tomorrow Award and was a nominee for Outstanding Women in Texas Government while working for the Texas Department of Commerce.



Shana Dewitt

HOME Program Application Intake Specialist

Shana provides case management for homeowner applicants to the HOME program. She previously worked in the insurance industry as a claims adjuster. She earned her M.A. in Conflict Resolution from Abilene Christian University and a B.S. in Family & Consumer Sciences from Winthrop University in South Carolina.



Suzy Riley

Environmental Specialist

Suzy performs environmental reviews for the CDBG program and has over 10 years of experience in the field. Suzy previously worked for GrantWorks as a Project Manager where she managed CDBG projects and is TxCDBG certified. Suzy holds an MS from the University of Texas-Austin in Community and Regional Planning and earned her BA in History from the University of Auckland in New Zealand.



Terry Ross

HOME Program Application Specialist

Terry provides case management for homeowner applicants to the HOME program. She previously worked in administration for St. David's Health Network. Prior to that she was with JB Goodwin Realtors and Owen's Better Homes & Gardens Real Estate in REO Property Management. She attended Southwest Texas State University in San Marcos and has an Associates Degree in Health Information Management.



Vicki Spiess

Project Manager

Vicki began her career with Kerbow and Associates Consulting in 1991 where she managed over 200 grants including Community Development, Disaster Recovery, Texas Capital Fund, and Urgent Need projects. Vicki joined the GrantWorks team in 2013 and she continues to manage contracts from her New Ulm office. Vicki is TxCDBG Certified and holds a B.A. from Sam Houston State University.



Webbie Carvajal

Administrative Assistant

Webbie, who joined GrantWorks in 1997, assists with grant management as part-time Administrative Assistant for our West Texas office. She is also employed by the Family Crisis Center in Alpine, where she has written and administered grants for over 10 years. Webbie has also worked as a legal secretary and a loan secretary in the real estate industry.



Zachary Stern, AICP

Senior Planner

Zachary develops comprehensive plan elements including population, economic development, recreation, open space, housing and land-use analyses. Zachary previously worked for the City of Austin's Office of Neighborhood Housing and Community Development and with the New York City Department of Housing Preservation and Development. Zachary has a M.S. in Community and Regional Planning from the University of Texas-Austin.





AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: City Manager's Office

Contact: Junru Roland, City Manager

Agenda Item: Consider Resolution 18-R-32, authorizing Grant Works, Inc. to provide Community Development Block Grant (CDBG) application and project related administrative services for the Community Development Block Grant Disaster Recovery project, and authorize the City Manager to sign the Agreement, subject to legal review.

Type of Item: ☐Ordinance ☒Resolution ☐Contract/Agreement ☐Public Hearing ☐Plat ☐Discussion & Direction ☐Other

Summary: Congress has appropriated funding for Community Development Block Grant (CDBG) Disaster Recovery grants, to assist states, counties, and cities to recover unmet needs for long-term recovery after a major disaster declaration. These grants are funded through the United States Department of Housing and Urban Development and are designed to provide assistance to start and/or continue the recovery process.

A Request for Proposals (RFP) for Grant Administrative Services for CDBG disaster recovery grants was advertised on August 5, 2018. The City received one proposal from GrantWorks, Inc. Since 2009, Grant Works', Inc. project managers, planners, and policy experts have developed and implemented more than \$530 million in Hazard Mitigation and Disaster Recovery housing and non-housing programs for more than 70 Texas local governments, including 22 counties. GrantWorks, Inc. has the resources and expertise to assist the City of Alvin in implementing projects in accordance with both state and federal requirements and the City's project schedule. Services include identifying and creating project applications that meet FEMA standards as well as the needs and wishes of the City, helping to generate and implement projects that meet General Land Office (GLO) and Housing and Urban Development (HUD) standards.

No application fees will be charged and no payments will be due unless a grant award is made to the City. The fee structure includes all services described in the RFP.

Funding Expected: Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 6/28/2018 SLH

Supporting documents attached:

- Resolution 18-R-32
 - CDBG RFP – Grant Works, Inc.
-

Recommendation: Move to approve Resolution 18-R-32, authorizing Grant Works, Inc. to provide Community Development Block Grant application and project related administrative

services for the Community Development Block Grant Disaster Recovery project, and authorize the City Manager to sign the Agreement, subject to legal review.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☐

Reviewed by City Manager ☒

RESOLUTION 18-R-32

A RESOLUTION BY THE CITY COUNCIL OF ALVIN, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROJECT.

WHEREAS, the CDBG – Disaster Recovery (CDBG-DR) contract requires implementation by professionals experienced in the administration of federally-funded disaster recovery projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with GLO-CDR requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That Grant Works be selected to provide CDBG application and project-related administration services for the City of Alvin, Texas, CDBG-Disaster Recovery project.

Section 2. That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the successful negotiation of a contract with the service provider.

PASSED AND APPROVED this the ____ day of _____, 2018.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



PROPOSAL

City of Alvin

CDBG-DR Grant Administration Services



Bruce Spitzengel

2201 Northland Drive
Austin, TX 78756
512-420-0303
bruce@grantworks.net

August 14, 2018

The Honorable Paul Horn
City of Alvin Mayor
216 West Sealy
Alvin, Texas 77511

Re: City of Alvin RFP for CDBG-Disaster Recovery Administrative Services

Dear Mayor Horn,

Thank you for including GrantWorks in your Request for Proposals. Since 2009, GrantWorks' project managers, planners, and policy experts have developed and implemented more than **\$530 million in Disaster Recovery and Hazard Mitigation programs for more than 70 Texas local governments**. We have the resources and expertise to begin assisting the City of Alvin immediately following contract signing and to successfully complete your projects in accordance with both state and federal requirements and the City's project schedule. We are ready to help generate and implement projects that meet GLO and HUD standards as well as the needs and wishes of the City.

GrantWorks' 65 employees have more than **800 years of combined experience** covering all aspects of federal and state grant management for both housing and infrastructure programs. Our team has extensive experience in CDBG-DR working for and with HUD, TDHCA, TDRA, GLO, and local governments in both public and private sector roles. We handle every aspect of CDBG-DR implementation, including application and project development, environmental review, compliance with State and Federal regulations, and implementation of funded construction projects. Our goal is to free you and your staff from paperwork while providing you with the timely and accurate decision-making information you need. **GrantWorks' services include door-to-door beneficiary surveys at no additional cost, a resource intensive task that other firms do not offer.**

This proposal includes the elements required in the City's RFP:

- A brief description and history of GrantWorks and our demonstrated experience in successfully completing the Tasks listed in the Scope of Work;
- GrantWorks' experience with federal programs and relevant agencies in accomplishing similar projects;
- References from past local government clients;
- GrantWorks' work performance and capabilities for developing grant applications and managing construction projects;
- Project approach
- Identification of employees proposed for the Scope of Work and their qualifications;
- GrantWorks' capacity to perform the scope of work including a statement of resources;
- Proposed cost of services;
- Required RFP Forms.

We can assist you in creating a well-run, efficient, and successful disaster recovery program that complies with all GLO and HUD requirements. Please keep in mind that our fees may be negotiated when reviewing and scoring the proposals submitted to the City. **We appreciate your consideration of our firm.**

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce J. Spitzengel".

Bruce J. Spitzengel
President

As a mid-sized, Texas-based firm, GrantWorks' Leadership Team is actively engaged in every project we undertake. The management and key staff included in this response will be integrally involved in every step along the way.

GrantWorks Company Description

GrantWorks was founded in La Porte, Texas by Bruce Spitzengel in 1979. For nearly 40 years, GrantWorks has been Texas' leading grant management firm specializing in state and federal grant programs. We are the foremost provider of disaster recovery, hazard mitigation, community development, housing, planning, transportation, and coastal grant program management for local governments in Texas, securing and administering more than \$1.3 billion in assistance for hundreds of localities through thousands of grant contracts. This includes more than \$500 million administered since 2009 in 100+ CDBG-Disaster Recovery (DR) awards benefiting 60 cities and counties.

GrantWorks is a **HUD Technical Assistance Provider for Texas** and is the grant administrator for four of the Texas General Land Office's largest CDBG-DR contracts: City of Galveston infrastructure, City of Houston infrastructure, Galveston Housing Authority multifamily rebuild, and the Galveston Rental Housing Replacement Program. The GrantWorks team includes staff with numerous certifications relevant to the administration of a disaster recovery program.

Certifications

- HUD Technical Assistance Providers
- Certified Floodplain Managers (CFM)
- Project Management Professionals (PMP)
- American Institute of Certified Planners (AICP)
- Geographic Information System (GIS) Level I and Level II
- Texas CDBG Certified Administrators
- Fair Housing, Leasing, and Management Issues Certificate
- Residential Mortgage Loan Originators (RMLO)
- TEEEX International Residential Code (IRC)
- Certified HOME Specialists

The GrantWorks team has more than 800 years of combined experience in administering state and federal grant programs with 60+ full-time employees, half of which work in our 15 field offices. **We have more than twenty project managers and AICP-certified planners skilled at implementing a wide variety of grant development projects.** Other specialized services we provide to our clients include:

CDBG Application development	Audit and monitoring support
CDBG beneficiary documentation, including Census and door-to-door survey team	Hazard mitigation application and implementation
Federal and state procurement	Affordable housing financing and development
On-site Davis-Bacon labor standards	Housing elevation and buyout
Uniform Act compliance (acquisition)	Housing rehabilitation and reconstruction
Environmental review and clearance	City, County, and Hazard Mitigation planning
Mapping/GIS	Economic development

GrantWorks is dedicated to providing the best services and meeting the highest standards in all that we do. This is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our involvement at every step of the disaster recovery process. Our firm is financially stable, adequately capitalized, and has the capacity to perform the functions required by this RFP.

Experience with Federally Funded Programs

GrantWorks provides grant administration, application, and project management services for a variety of state and federal grant programs. In particular, we have extensive expertise and success with federally funded construction programs.

Federal Infrastructure and Planning Programs

GrantWorks has applied for and implemented more than 1,200 federally funded housing, infrastructure and planning projects through a variety of programs. We are deeply knowledgeable regarding program eligibility and requirements for a wide variety of infrastructure needs including water, sewer, streets, drainage, flood control, coastal protection, public buildings, parks, generators, and other facilities. We understand what is required to meet local needs for infrastructure in low-to-moderate income neighborhoods, on a system-wide basis, and to support local job creators.

Infrastructure

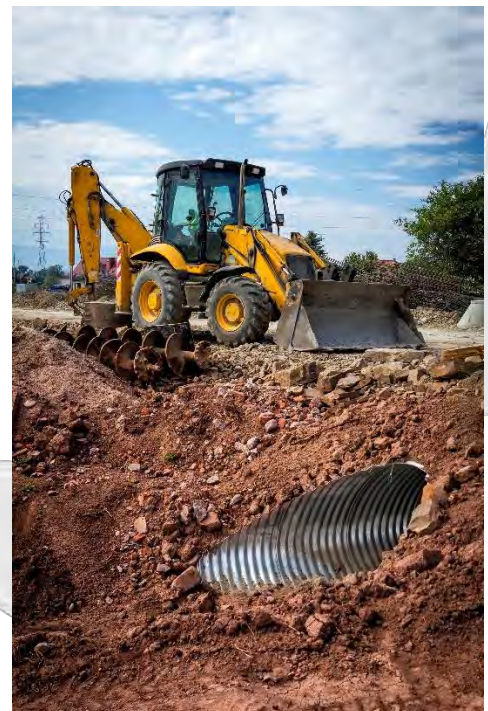
CDBG-Disaster Recovery and Texas Community Development Block Grant (TxCDBG) Program Texas General Land Office | Texas Department of Agriculture

- CDBG-DR—100+ contracts, \$430+ million **#1 in Texas**
- Managing largest Ike infrastructure contract award in Texas, \$100 million for City of Galveston
- TDA Disaster Relief Funds—74 projects administered, \$21+ million, including drainage restoration and single family housing elevation, reconstruction and buyouts in flood prone areas
- Community Development Fund—692 projects funded, \$231+ million
- Colonia Construction Fund—96 projects administered, \$44+ million
- Planning Grants—198 projects funded, completed or underway
- Colonia Planning Fund—42 projects completed or underway
- Texas Capital Fund (Economic Development) — 86 projects
- Texas Main Street/Downtown Revitalization Program —37 projects

Other Federal Infrastructure and Planning Experience

In addition to our extensive work with the CDBG program, GrantWorks also provides application and implementation services to local governments for infrastructure and planning projects with funded by:

- Economic Development Administration
- FEMA Public Assistance
- FEMA Hazard Mitigation Assistance
- Coastal Impact Assistance Program
- Coastal Management Program
- USDA
- US Department of Transportation programs



Federal Housing Programs

GrantWorks has a long history of managing federal housing programs for small and mid-sized Texas communities, operating both in the field and at our office locations. Our Housing Division includes professionals experienced in application in-take, applicant qualification, case management, title research, income qualification, Duplication of Benefit identification, work scoping, environmental review, and construction inspection. GrantWorks' Vice President Tres Davis has over 25 years' experience with federally funded housing programs. Since 2000, he has led the Housing Division in the construction or rehabilitation of more than 3,000 HOME- and CDBG-funded single family housing units across Texas, including demolition and clearance of existing substandard structures.



After Hurricane Rita, GrantWorks rapidly implemented the reconstruction of 36 homes in Jefferson County. Despite being hired six months after other organizations, GrantWorks' homes were the first completed in the County. The firm also works with the GLO and Galveston Housing Authority (GHA) to implement the Galveston Rental Housing Replacement Program, a single family development project to create 97+ PHA units using Project Based Vouchers. The GrantWorks team was instrumental in developing the housing program policies and procedures used to coordinate efforts between multiple subrecipient developer-owner entities and two federal housing programs that are rarely used together.

GrantWorks' excellent reputation for expertise in federal housing program management was earned by successfully implementing more than 500 local government or non-profit housing programs. Our accomplishments have led to housing program management and technical assistance contracts with impacted-Entitlement and Participating Jurisdictions such as Pasadena and Victoria.

Housing Elevation Programs

Texas General Land Office | Texas Department of Housing and Community Affairs



GrantWorks has extensive experience elevating single-family homes using federal funds. Through the HOME Program our staff has overseen the elevation of over 500 homes located in flood prone areas. Over the past two years we have elevated 31 homes in 11 communities, including Rockport, Refugio County, and Jim Wells County. We currently have multiple HOME Disaster Relief projects that include elevating and reconstructing single family homes in places including the City of Wharton, Refugio County, Jim Wells County, and the City of Eagle Lake. We anticipate elevating up to ten (10) homes in each of these communities. GrantWorks was also recently awarded contracts to provide Hazard Mitigation application and/or administration services for 300+ home elevations in Galveston and Brazoria Counties.

GrantWorks also has a long history with CDBG-DR funding involving housing elevation. In 2016, GrantWorks was hired by the General Land Office (GLO) to manage the ongoing Galveston Rental Housing Replacement Program (GRHRP). This program includes the rehabilitation, reconstruction, or new construction of 97 single-family rental units on scattered sites. A majority of these units will be elevated, with some elevations above 14-feet.

Rental & Non-Rental Housing Rehabilitation, Reconstruction, and Acquisition

Texas General Land Office | Texas Department of Housing and Community Affairs

- Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance
- 500+ contracts awarded to cities, counties and non-profits for \$200+ million **#1 in Texas**
- 3,000+ substandard houses rehabilitated or replaced **#1 in Texas**
- Administrator for largest housing project in Texas, \$65 million Galveston Housing Authority rebuild
- Administrator for Galveston Rental Housing Replacement Program Phase One, a \$25 million single family rental housing development project
- Full administrative and project delivery services include:
 1. Application development, beneficiary income verification, project eligibility assessment
 1. Procurement, acquisition, environmental review
 2. Financial management, draw, change order, pay estimates, amendments
 3. Compliance, duplication of benefit analysis, audit and monitoring support



Real Property Acquisition and Buyout

GrantWorks staff is well-versed in the Uniform Relocation Act (URA) requirements that apply to federal buyout programs. Although not every project includes property acquisition, if it becomes necessary to acquire one or more properties, the mitigation actions are significantly different. GrantWorks will ensure that for any properties acquired, we will follow all federal and state real property acquisition requirements. The GrantWorks Team will work with the City of Alvin to determine fair market value and will ensure that homeowners receive all federally required notices and information.

Our Team of housing experts will help obtain any necessary title clearances and ensure that property deed restriction requirements are met. We will also work with the City to schedule closing meetings, prepare the paperwork necessary to transfer clear title, ensure that all other closing paperwork is ready and that the title company provides complete title packages.

We will also ensure that the acquired property is demolished, the site is cleared, and that any special considerations are handled appropriately.

CDBG-Disaster Recovery Project Experience

Aransas County and Rockport, Texas

Aransas County, the City of Rockport, and the Town of Fulton considered recovery needs as part of the County's Round 1 Method of Distribution. The County was one of only three to be declared a disaster area under both Hurricanes Ike and Dolly. Ike's impact was both storm surge (3-4 feet) and moderate rainfall (2-3") affecting coastal locations while Dolly's heavy rainfall (4-6") caused localized flooding throughout the County. Identified needs were prioritized using the following criteria: target area characteristics including low to moderate income concentration and regional impact, residential character, inadequate drainage, and colonia status; failure to function; impact on class members protected under fair housing law; conformance with local long-term plans; and regional (multi-jurisdictional) scope and benefit, as prioritized by HUD and the State for Pool competition projects.

GrantWorks assisted with two multijurisdictional projects involving the County and Rockport, totaling \$2 million in CDBG-DR funds. The projects installed new storm drain culverts and related drainage improvements as well as street repairs to reduce flooding and increase the capacity of the existing ditch system in South Rockport. GrantWorks also assisted the Town of Fulton with its \$155,403 award to complete street improvements on Fulton Beach Road, a primary access route for the area.

Jim Wells County, Texas

GrantWorks assisted Jim Wells County in successfully obtaining and administering CDBG-DR Ike/Dolly Round 1 and 2 funding following Hurricane Dolly. The County used Phase 1 funding to install backup generators with transfer switches to ensure continuous operation of the water plant and main lift station. Various drainage structures and channels were also overwhelmed by flood waters which flooded the primary access for the Rancho Alegre area as well as residential properties. In order to ensure the proper conveyance of storm water, the County used Phase 2 funds to remove and replace existing undersized culverts and associated appurtenances, and provide concrete slope protection and re-grade roadside ditches as needed.

In 2018, GrantWorks also assisted the County in securing two CDBG-DR 2015 Flood awards totaling \$1,635,500. These funds are earmarked to provide drainage and street improvements in the Rancho Alegre and Meadowview colonias.

San Patricio County and Aransas Pass, Texas

Following Hurricane Dolly, the County experienced severe flooding, which resulted in drainage infrastructure failure. Standing flood waters blocked a primary access road in Ingleside-on-the-Bay, and the storm surge damaged and collapsed Conn Brown Harbor's bulkhead in Aransas Pass. Failure of the shoreline protection system threatened the public health, safety, and welfare of all served by these facilities. The County used \$422,234 in Phase 1 funding to repair and replace the bulkhead and shoreline protection in Ingleside-on-the-Bay as well as replace Conn Brown Harbor's damaged bulkhead.

Flooding in the County's Peaceful Valley Neighborhood blocked the primary access for the area. In order to reduce risk of flooding, the County used \$1 million in Phase 2 funding to replace an existing low water crossing with a new concrete span bridge that allows water to be channelized under the roadway, reconstruct the roadway, and improve the existing drainage channel.



Refugio County, Texas

Since 1996, GrantWorks has managed disaster recovery, housing, coastal enhancement, transportation and community development projects in Refugio County. In the last three years we have provided FEMA Hazard Mitigation, HOME, CDBG-DR, Texas CDBG, and TxDOT Transportation Infrastructure Fund management services for the county. Current contracts include:

FEMA Hazard Mitigation: GrantWorks wrote an application for HMAP funding, attended the TDEM kick-off meeting, and developed a comprehensive hazards plan for the County and its participating jurisdictions. The plan was quickly approved by TDEM and FEMA in 2017.

HOME: GrantWorks completed the construction of 30 single family homes in both incorporated and unincorporated communities in the County, providing services including financial management, bidding, construction oversight, and inspections.

TxDOT TIF: GrantWorks wrote the application for funding, conducted environmental reviews, monitored labor standards compliance, coordinated the procurement of construction materials, assisted with documenting force account, completed quality assurance visits, and assisted in on-going financial reporting and requests for reimbursements for the county's sixteen road improvement projects.



Housing devastation in Bayside, Texas documented by local GrantWorks personnel on September 1, 2017.

Brazoria County, Texas

During Hurricane Ike, Brazoria County sustained nearly 8 hours of 75 to 110 mile per hour winds. According to the Disaster Impact Model developed by the Texas A&M, the estimated economic loss to Brazoria County for the 12 month period following Ike was \$1.8 billion.

GrantWorks coordinated 51 separate projects distributed among the County, three special utility districts and 21 incorporated cities. Coordination included preparing an application competition within the county, crafting eligible activities, meeting national objectives, and documenting beneficiaries. Projects funded in the first phase totaled over \$8 million and included generator installation, drainage and public facilities improvements. The second phase of CDBG-DR funding was used to reconstruct and elevate roadways, replace deteriorated sewer lines, and build emergency radio tower facilities.



Following the June 2016 flood event, GrantWorks assisted the County in developing its Method of Distribution, preparing applications for over \$16 million in housing and infrastructure improvements, and responding to General Land Office requests for information. More than 1,500 homes throughout Brazoria County were affected by the flood event (DR-4272). Many of these homes are located within the floodplain and require elevation above the base flood level. Projects also include significant drainage improvements in Holiday Lakes and desnagging Oyster Creek and Bastrop Bayou in order to reduce or eliminate hazardous conditions in the two tributaries. GrantWorks will play a key role throughout the course of these projects by providing CDBG-DR services to Brazoria County on a turn-key basis.

Galveston Housing Authority

After Hurricane Ike, the GHA received \$65 million in Round 2.2 funds from the Texas General Land Office. Those funds were used to build two mixed-income multifamily housing projects - The Cedars at Carver Park and The Villas on the Strand - and to construct the infrastructure necessary for these developments. The developments include 282 residential units, of which at least 51% are designated to house low-to-moderate income (LMI) residents. GrantWorks also used funds to prepare a Neighborhood Enhancement Plan in support of The Cedars development.

GrantWorks is also working with the GHA and GLO on a \$26 million project to construct or rehabilitate 97 single family rental housing units across Galveston Island. The units are reserved for low-to-moderate income households who receive Project Based Section 8 voucher assistance. The program includes acquisition of property, elevation and weather proofing to meet HUD and FEMA standards, and all related development and construction activities. GrantWorks oversees all aspects of the GRHRP including project delivery services for three (3) subrecipient developer-owner entities and their general contractors.



Houston, Texas

The City of Houston received \$26 million in CDBG-DR funds for street, tunnel, flood and drainage improvements in the redeveloped Near Northside (Hardy Yards). These improvements were used to restore and ensure the function of the road for primary access; construct a new street and storm drainage system in the Greater Fifth Ward-Brigham area; and reconstruct the open ditch storm drainage system in the Greater Fifth Ward, Near Northside, and Old Spanish Trail/South Union neighborhoods. GrantWorks assisted with the applications and the management of these projects for the City.



Matagorda County, Texas

Matagorda County and GrantWorks worked to complete several projects following Hurricane Ike including approximately \$5 million in Round 1 for generator installation, bulkhead replacement, and beach restoration. Round 1 funds have been fully expended and administratively closed. In Round 2 of funding, approximately \$8 million was awarded to the County to reconstruct and elevate roadways, replace deteriorated sewer lines and build a shoreline protection system.

Texas City, Texas

Texas City was awarded several Disaster Recovery projects totaling \$22 million to mitigate flooding and loss of electrical power that occurred during Hurricane Ike. GrantWorks coordinated with the Texas General Land Office, project engineers, environmental consultants, and the city to construct the new emergency power sources at water and sewer facilities, flood control, and drainage infrastructure projects. GrantWorks also assisted the City with developing new projects when the original projects came in under budget.

Client References

Since 1983, GrantWorks has completed over 2,000 grant projects in more than 300 communities across the State. We take pride in our performance, helping to implement projects on time, within budget, and within state and federal requirements. The best way to evaluate our work performance is to speak to our clients.

Reference	Project Description	Project Amount	Contact
La Porte, Texas CDBG-DR	Storm sewer flood and drainage, Bayou widening, emergency generators, and culvert installation	\$3.2 million	Peggy Lee Planning & Development (281) 470-5057 leep@laportetx.gov
Refugio County, Texas FEMA PDM TXDOT TIF CDBG-DR	Bulkhead improvements, multi-jurisdiction mitigation plan, and road improvements	\$2.2 million	Robert Blaschke County Judge (361) 526-4434 judge.blaschke@gmail.com
Galveston Rental Housing Replacement Program CDBG-DR	Rehabilitation, property acquisition, elevation and weather proofing to meet HUD and FEMA standards	\$22 million	Deyna Sims-Hobdy Dir. of Development, GHA (409) 765-1980 Beau Yarbrough CFO, DSW Homes (409) 682-2501
Brazoria County, Texas CDBG-DR	Generators, sewer, drainage, public facilities, roadway elevation, and emergency radio towers	\$16+ million	Nancy Friedenberg CDBG Program Director (979) 864-1860 nancyf@brazoria-county.com
Jim Wells County, Texas CDBG-DR	Drainage, flood control, generators	\$2.9 million	Pedro Trevino, Jr. County Judge (361) 668-5706 pedro.trevino@co.jim-wells.tx.us
Navasota, Texas CDBG-DR	Storm sewer flood and drainage and lift station electrical improvements	\$1.4 million	Brad Stafford City Manager (936) 825-6475 bstafford@navasotatx.gov
Stagecoach, Texas CDBG-DR	Dam improvement project and street and drainage improvements	\$1.4 million	Brenda Rutt City Secretary (281) 259-0224 office@stagecoachtx.us

Additional CDBG-DR Experience

In addition to managing more than 1,000 CDBG projects since our founding, GrantWorks has applied for and managed 100+ CDBG-Disaster Recovery grants through the Texas General Land Office:

2015 Floods (awarded Spring 2018)			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Buffalo	\$923,191	Navasota	\$999,000
Clifton	\$894,980	Normangee	\$331,500
Corsicana	\$4,000,000	Orange Grove	\$1,200,000
Dawson	\$996,500	Premont	\$1,459,090
Grimes County	\$866,457	Raymondville	\$992,850
Hubbard	\$2,410,589	Rice	\$606,500
Jewett	\$581,284	Somerville	\$580,000
Jim Wells County	\$1,635,500	Willacy County	\$1,403,000

Ike/Dolly Round 2.2			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alvin	\$2,159,644	Jim Wells County	\$1,000,000
Angleton	\$1,559,011	Kenedy County	\$1,000,000
Bayou Vista	\$805,119	Kleberg County	\$1,000,000
Bayside	\$125,069	La Porte	\$4,721,465
Brazoria	\$190,169	Leona	\$124,470
Brazoria County	\$8,095,357	Madison County	\$692,239
Brooks County	\$1,000,000	Matagorda County	\$3,576,278
Clarksville City	\$319,250	Milam County	\$234,504
Clute	\$1,664,451	Palacios	\$1,522,407
Escobares	\$1,000,000	Rockport/Aransas Co.	\$1,000,000
Falfurrias	\$1,000,000	Santa Fe	\$2,337,719
Freeport	\$1,539,279	Sweeny	\$235,860
Galveston	\$87,854,043	Texas City	\$13,277,159
Galveston HA	\$65,392,099	Tiki Island	\$258,788
Hempstead	\$158,424	Trinity	\$1,048,918
Hitchcock	\$6,134,606	Waller County	\$591,576
Houston	\$26,148,986	Wallis	\$750,000
Jamaica Beach	\$623,746	West Columbia	\$269,915

Ike/Dolly Round 2.1			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alvin	\$719,881	Kleberg County	\$1,000,000
Angleton	\$519,670	La Porte	\$1,524,040
Aransas Pass	\$259,331	Matagorda County	\$651,315
Elkhart	\$610,943	Navasota	\$478,042
Freeport	\$554,001	Rockport/Aransas Co	\$1,000,000
Galveston	\$17,420,900	San Patricio County	\$1,000,000
Hitchcock	\$2,044,869	Santa Fe	\$779,240
Hughes Springs	\$94,755	Texas City	\$4,425,720

Ike/Dolly Round 1			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alto	\$372,606	Los Fresnos	\$176,408
Bayou Vista	\$2,101,656	Madison County	\$491,138
Brazoria County	\$8,704,745	Matagorda County	\$4,787,320
Brooks County	\$75,000	Morgan's Point	\$574,391
Burleson County	\$1,636,262	Point Comfort	\$166,667
Calhoun Co	\$166,667	Port Aransas	\$405,306
Elkhart	\$267,995	Refugio County	\$75,000
Fulton	\$155,403	Robertson County	\$792,891
Galveston (Main WWTP)	\$75,423,000	San Patricio County	\$422,234
Grimes County	\$1,915,046	Santa Fe	\$2,738,741
Groesbeck	\$350,000	Seadrift	\$166,667
Hilshire Village	\$229,980	Texas City	\$4,614,680
Hitchcock	\$2,888,164	Tiki Island	\$1,722,664
Humble	\$574,664	Trinity	\$513,350
Jamaica Beach	\$2,195,385	Waller	\$229,980
Jim Wells County	\$252,270	Waller County	\$229,980
Kleberg County	\$185,263	Wallis	\$77,508
La Porte	\$1,632,495	Waskom	\$207,368
Leon County	\$1,213,683	Washington County	\$711,485

GrantWorks Work Performance and Capabilities

Since its founding in 1979, GrantWorks has grown to become the largest HUD community development, disaster recovery, and housing grant program management firm in Texas. The GrantWorks team has extensive experience in federal, state and local regulations applicable to recovery efforts and is dedicated to assist the City of Alvin in its recovery efforts.

GrantWorks is dedicated to providing the best services meeting the highest standards in all that we do. This is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process. Hundreds of local governments have selected GrantWorks as their CDBG administrator over the years and we are happy to have worked with the City of Alvin on numerous CDBG-funded projects.

Understanding of CDBG and Familiarity with GLO

As a testament to our CDBG management expertise, GLO chose GrantWorks to directly administer several state-level grants. These include the cleanup of two economic development projects and the implementation of the Galveston Rental Housing Replacement Program. We have a proven track record of submitting high-quality, complete paperwork in a timely manner, and of finishing projects on schedule.

GrantWorks is familiar with the GLO Grant Administration Services Scope of Work for General, Infrastructure, Rental and Non-Rental Housing and has performed similar duties for FEMA and Texas HOME Programs. **The table below summarizes our experience with CDBG-DR activities across a variety of related federal programs:**

	CDBG-DR	Texas HOME	FEMA
Experience	100+ Projects \$430 million	500+ projects \$200 million	40+ projects \$30 million
Activities			
Local Communication	Yes	Yes	Yes
GLO Communication	Yes	N/A	Yes
Application Preparation	Yes	N/A	Yes
Project Scoping	Yes	Yes	Yes
Budgets and Financial Oversight	Yes	Yes	Yes
Environmental Services	Yes	Yes	Yes
Engineer Coordination	Yes	Yes	Yes
Acquisition Reporting	Yes	Yes	Yes
Procurement	Yes	Yes	Yes
Contractor Oversight	Yes	Yes	Engineer
Reimbursements	Yes	Yes	Yes
Quarterly Reports	Yes	Yes	Yes
Project Tracking	Yes	Yes	Yes
Project Closeout	Yes	Yes	Yes
Low or no monitoring findings	Yes	Yes	Yes

GrantWorks Project Approach

GrantWorks will work hand-in-hand with the City through every step of the CDBG-DR grant process, ensuring that City priorities and goals are considered and successfully achieved.

GrantWorks' cost-effective strategy comprises the pre-award and post-award work flows described below, to ensure efficient management and regulatory compliance. We keep up-to-date on all available HUD and GLO guidance and requirements. Years of CDBG program experience and an organized project approach allow us to produce tangible, cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Project Approach for Infrastructure Projects

GrantWorks has earned an excellent reputation in its application and administration of Hurricanes Ike/Dolly Rounds 1, 2.1, and 2.2 Disaster Recovery funding. We excel in understanding and applying the CDBG program rules, LMI beneficiary documentation process, and eligibility criteria to the benefit of both the State and our client communities.

A grant administrator is primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include:

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.

Pre-Award Activities

GrantWorks understands the urgency in recovering from Hurricane Harvey's effects on the residents of the City of Alvin. **We propose to begin work immediately** on your Disaster Recovery application upon award. Our first step will be to conduct a project kickoff meeting with the City and other stakeholders to determine project objectives, scope, schedule and budget. We intend to assist the City with proactively preparing for CDBG-DR funding.

Project Eligibility

GrantWorks is the **only management firm with dedicated staff available to conduct door-to-door low-to-moderate income (LMI) surveys**. Surveys are critical for qualifying your projects for CDBG-DR funding. We perform this labor-intensive effort to achieve the best possible results. Using our experienced staff provides a higher probability of success as well as significant time savings for the City.

GrantWorks streamlines the beneficiary process by notifying local officials and police prior to beginning the door-to-door surveys. We then use our in-house Geographic Information Systems (GIS) mapping capabilities to utilize Census data where possible. We keep **accurate and detailed records to complete this task as efficiently as possible**.

Develop Application

GrantWorks staff members have more than 800 years of combined experience in administering state and federal grant programs. We have secured and administered thousands of projects totaling more than \$1.3 billion in federal, state, and local assistance for hundreds of localities.

GrantWorks prepares application documents, qualifies target areas using Census data and our own **in-house door-to-door survey team**, and helps establish the disaster linkage required for Disaster Recovery applications. We worked closely with local officials and GLO staff to create and qualify more than 150 separate project activities for CDBG-DR Ike/Dolly. Our expertise in Geographic Information Systems (GIS) mapping, project scoping and beneficiary documentation will help the City of Alvin quickly identify and prioritize its CDBG-DR eligible projects.

- Develop thorough, detailed CDBG-DR Applications that meet or exceed the General Land Office (GLO) and HUD expectations.
- Review documentation in order to avoid potential duplication of benefits issues.
- Coordinate with engineer.
- Submit the completed application to GLO by the deadline.
- Satisfy all GLO Requests for Information.

Post-Award Activities

GrantWorks was selected to manage more than \$430 million in Hurricane Ike/Dolly recovery funding by the GLO and 60+ Texas localities. Our project management staff is well-versed in HUD requirements, and many of our project managers have worked with the CDBG-DR program for nearly a decade.

Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other HUD grant management requirements. We use detailed document tracking systems and collaborate daily to ensure that your projects are on track and on time. GrantWorks will guide and assist with financial management, record keeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance, and we will confirm that the City has received word from GLO that applications have been approved and obligated. Our core tasks include:

Project Management

Our team will assist you in creating a well-run, efficient, and successful disaster recovery program that complies with all state and federal reporting requirements. The GrantWorks Team understands that communication is a vital component of any successful project. We can provide the City of Alvin's elected officials, staff, and the public with regular updates as desired. Consistent communication and transparency help stakeholders understand the status of the program, thereby helping them feel more confident about the overall process.

- Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties
- Establish record keeping and filing system.
- Prepare start-up grant documents, forms, notices, and agenda items for review or action
- Prepare and upload quarterly reports and other required updates
- Assist with procurement and requirements such as those found in 2 CFR 200
- Assist in meeting civil rights and related requirements
- Assist with real property acquisition in compliance with state and federal law (URA)
- Track inquiries regarding grant completion dates
- Attend site visits and public meetings as needed

Financial Management

We ensure that local government recipients establish and maintain financial processes that are in compliance with state and federal regulations. As part of that, we create and maintain a grant ledger and help the City establish and maintain a reporting and record keeping system so that physical and digital copies of all documents are maintained locally. Our record keeping methods consistently receive high marks from state and federal monitors.

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

- Assist with financial management including processing all invoices, contracts, and change orders received from the project engineer and contractors
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state agency
- Facilitate milestone payments and ensure that all milestones are met before they are paid
- Deliver and route batches of project invoices with receipts on a periodic basis.
- Track invoice submittal and payment processing
- Ensure that the City is able to meet non-federal match requirements, if applicable

Construction Management

The GrantWorks Team has provided construction management services for the Non-entitlement CDBG program, TDEM/FEMA's Hazard Mitigation Program, and FEMA Public Assistance. Projects include more than 1,200 local government awards in the areas of infrastructure and housing rehabilitation.

Our project managers have extensive experience in reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates.

- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Review plans, bid documents and change orders for compliance with regulations and conformance with state contract
- Compile and review construction contract documents
- Oversee grant activities to ensure project adheres to established budget, scope, and schedule

Closeout and Archiving Files

GrantWorks 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. We excel in maintenance of project files and proper documentation of all grant requirements.

- Assist in working with GLO to resolve any issues that may arise
- Perform internal reconciliation of records for each structure to ensure that receipts and invoices match
- Resolve any GLO or HUD issues and concerns
- Attend any scheduled state or federal audit visits
- Archive hard copy and electronic files

Project Approach for Housing Projects

GrantWorks has extensive experience with both locally-managed and State-managed housing programs. We have worked with more than a hundred local governments administering the HOME Program since 1994, **reconstructing, rehabilitating, and where required, elevating more than 2,700 single family houses**. Many of the CDBG-DR rules and required forms used by the GLO mirror those of TDHCA's HOME Program..

GrantWorks brings its experience with efficient household eligibility qualification, construction management practices; and HUD program management on more than **450 previous HOME Program Grants**, totaling more than \$170 million. In addition, GrantWorks has managed **CDBG Housing Rehabilitation** programs for dozens of local governments through the state's non-entitlement program over the past 20 years, including single-family elevation and buyout related to disaster relief and HUD floodplain regulations. Our State-managed housing program experience includes the Galveston Rental Housing Replacement Program. Conducted by the GLO on behalf of the Galveston Housing Authority, this program is building 97 new homes across Galveston Island.

These programs require considerable coordination with State personnel as well as a deep knowledge of both federally funded housing programs and cross-cutting regulations including non-discrimination and equal access; employment and contracting; environmental review; site and neighborhood standards; relocation; and lead-based paint.

When managing housing contracts, GrantWorks staff members provide all administration and project delivery services from program marketing and title clearance to design coordination and inspections, ensuring compliance with a wide variety of housing standards: Texas Minimum Construction Standards, International Residential Code, TREC inspection, HUD Uniform Physical Condition Standards, Fair Housing and Accessibility requirements, EPA Renovation, Repair and Painting Final Rule, National Electric Code, Energy Star and Water Sense programs.

The project delivery process for Infrastructure and Housing projects differ. Managing more than 2,700 single family housing reconstruction and elevation projects has given us the opportunity to develop comprehensive and cost effective strategies for housing implementation.

1. Develop Program Guidelines and Specifications
2. Publicize and Conduct Resident Application Intake Sessions
3. **Project Case Management**, including Resident and Property Eligibility
4. Assist in Title Clearance
5. Conduct **Environmental Review** & Site-Specific Clearance, Base Flood Elevation Determination
6. Prepare Cost Estimate
7. Conduct Initial **Site Inspection**
8. Prepare Legal Filings
9. Bidding and Contractor Procurement
10. Coordinate Elevation Surveys
11. Prepare Schedule of Values
12. Host Pre-Construction Conference
13. Perform Progress Inspections
14. Contractor Oversight and Pay Estimate Review
15. Conduct Final Inspection and Prepare Punch List
16. Financial Management, Audit/Monitoring Support

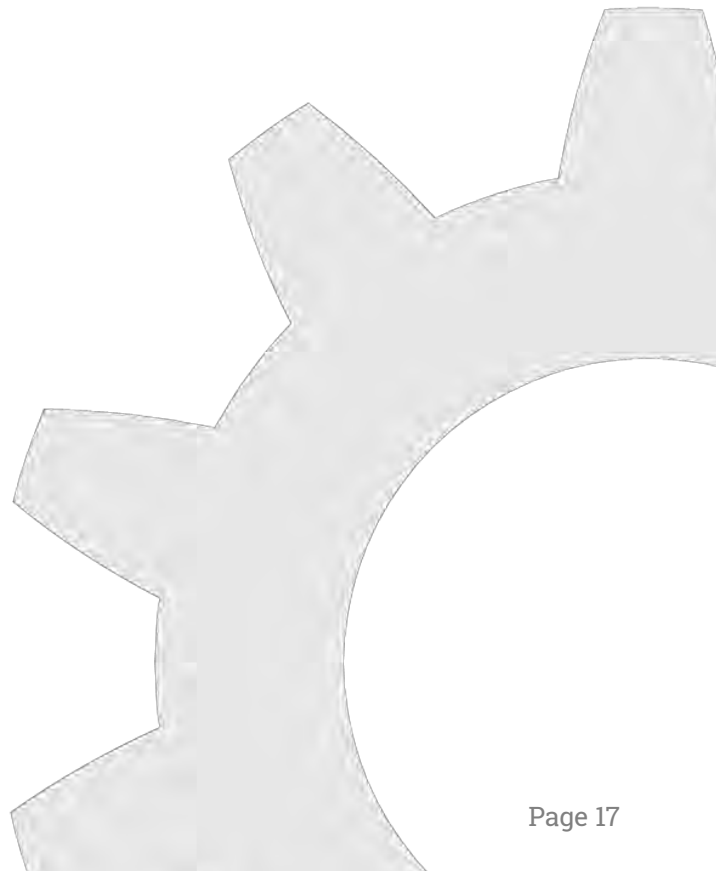


Performance Schedule

The GrantWorks Team has a proven track record of successfully completing projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City and GLO to successfully reach all project schedule requirement and milestones.

GrantWorks intends to assist the City with proactively preparing for Disaster Recovery funding. GrantWorks will work closely with the City to determine its specific needs for implementing projects and the type of information which will best suit the client's end results.

We can adapt our workflow to meet the City's needs while meeting state and federal objectives and deadlines.



Capacity to Perform

The GrantWorks Team is supported by more than 50 grant management professionals with extensive disaster recovery experience. The resumes in Appendix A highlight the GrantWorks team members who will deliver the City's CDBG-DR program and the depth of GrantWorks' capacity.

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

Key Strengths and Benefits to the City of Alvin	
Experience with water, sewer, streets, housing reconstruction, and planning	✓
Knowledge of HUD CDBG programs and GLO tracking and reporting systems	✓
Work regularly with local codes and ordinances (subdivision, mobile home, flood plain, building code)	✓
Three key employees live and work on the Texas coast, within 150 miles of the City of Alvin	✓
Texas-based team with understanding of Federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov't Code)	✓

Our capacity extends to both the number as well as the quality of staff we bring to the table. Our considerable resources ensure that the City of Alvin receives the focused attention it deserves as it moves toward recovery. Our Team has administered CDBG and other disaster recovery programs for more than 20 years. Our leadership brings over 200 years combined experience working with these programs. The many state and federal programs we have worked with include CDBG/CDBG-DR, FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), and Economic Development Administration. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills.

Our local presence ensures that we are ready to act quickly and that all activities will be completed in a timely, efficient manner. Our Texas roots enable us to effectively and efficiently support both local governments and relevant State agencies and implement programs within both the federal and Texas statutory framework. Our team's experience with nearby communities gives us familiarity with the people and procedures we will work with.

One of our many strengths is our ability to work well with a variety of local, state and federal stakeholders within the regulatory requirements of numerous state and federally funded programs. Our Proposal Team's members currently manage projects funded by more than a dozen state and federal agencies, including HUD and GLO. Our knowledgeable staff work closely with all stakeholders to ensure that each project is successfully completed.

The resumes in Appendix A provide more information about our staff and the breadth of experience that they bring to the Team.

Proposed Cost

GrantWorks' proposed fee schedule is outlined on the following Cost of Services pages. Fees shown will be in accordance with GLO fee schedules and will be adjusted if City is awarded a greater or lesser amount. Fees shown will be in accordance with GLO fee schedules and will be adjusted if City is awarded a greater or lesser amount, based on the following fee schedules:

Infrastructure

Potential Grant Award Amount	Proposed Cost of Services
\$500,000	\$45,000 (or 9%)
\$1 million	\$60,000 (or 6%)
*\$1,012,332	\$60,700 (or 6%)
\$1.5 million	\$91,600 (or 6%)

* The Houston-Galveston Area Council's Method of Distribution has established a preliminary infrastructure allocation of \$1,012,332 for the City of Alvin.

No application fees will be charged and no payments will be due unless a grant award is made to the City. This fee includes all services described in the Request for Proposals. Fee payment milestones and payment schedule will be in accordance with GLO requirements.

Housing (Including Buyouts/Acquisition)

GrantWorks' proposed fee schedule for Non-Rental Housing including Buyout/Acquisition projects is outlined on the following Cost of Services page. Fees shown will be in accordance with GLO fee schedules and will be adjusted if City is awarded a greater or lesser amount based on the following fee schedule:

Administration Expenses: Any expenses incurred in carrying out the program that are not directly connected to a specific project. Our proposed fee is \$20,700** (2% of the grant award).

Project Delivery Expenses: Anything directly connected to the delivery of a specific project. Our proposed fee is \$103,900** (10% of the grant award).

** The Houston-Galveston Area Council's Method of Distribution has established a preliminary housing allocation of \$1,039,086 for the City of Alvin.

No application fees will be charged and no payments will be due unless a grant award is made to the City. This fee includes all services described in the Request for Proposals. Fee payment milestones and payment schedule will be in accordance with GLO requirements.

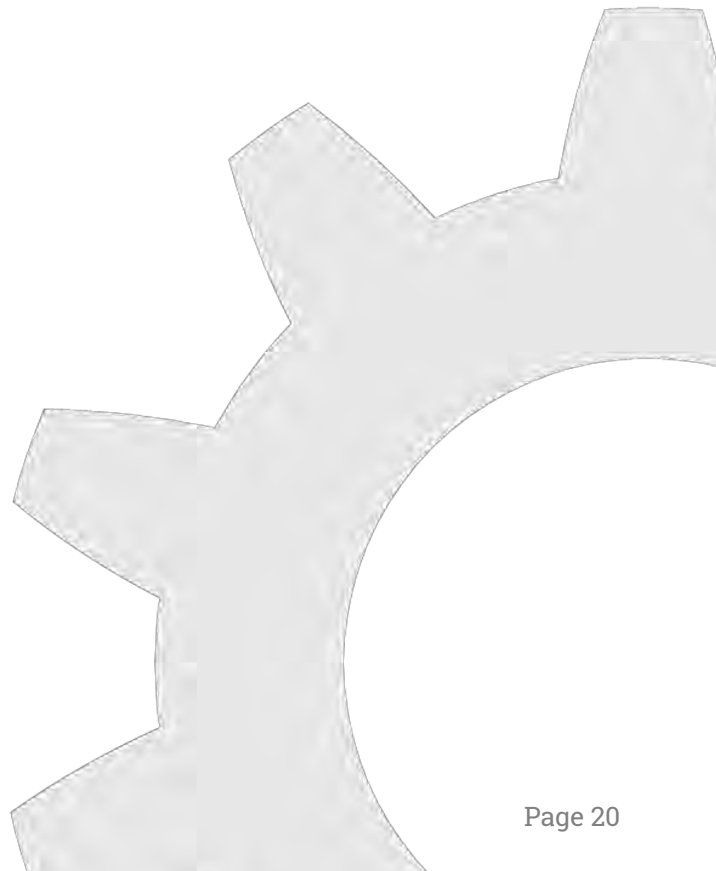
GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by State and Federal law. An administrative services contract will be executed between GrantWorks and the City only in the event of a GLO award. No fee will be charged for application services.

Cost of Services: Infrastructure

Please indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grant funds firm is able and/or willing to manage: \$ No Maximum Amount

INFRASTRUCTURE		
Potential Grant Award Amount	Cost of Services (maximum)	% of Profit
\$1 million	\$60,000.00	3%
\$10 million	\$395,000.00	3%
\$50 million	\$1,375,000.00	3%
\$100 million	\$1,750,000.00	3%

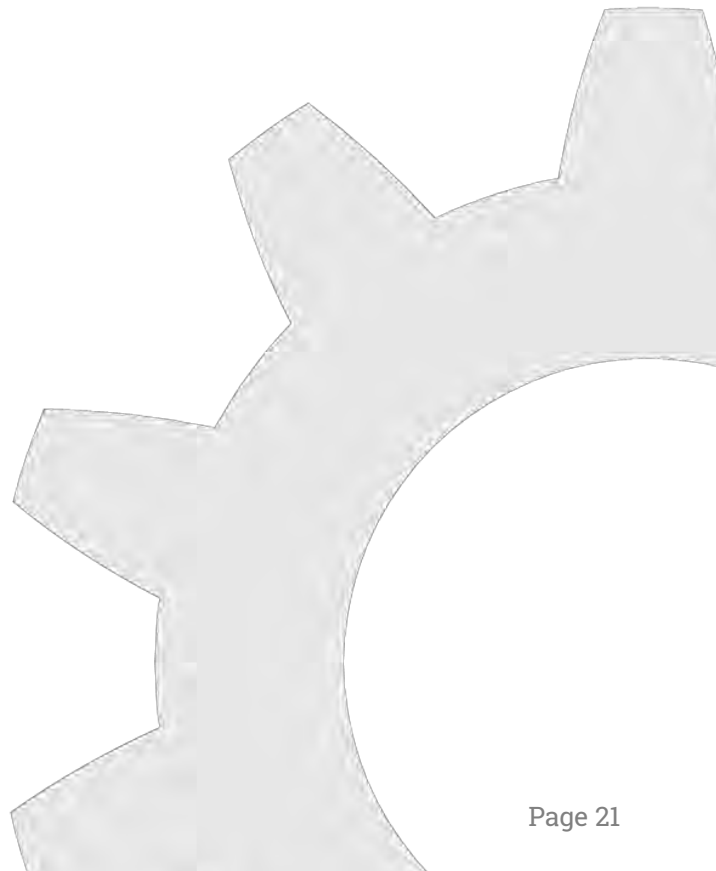


Cost of Services: Rental Housing

Please indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grant funds firm is able and/or willing to manage: \$ No Maximum Amount

RENTAL HOUSING		
Estimated Grant Award Amount	Cost of Services (maximum)	% of Profit
\$5 million	\$250,000.00	3%
10 million	\$400,000.00	3%
\$50 million	\$1,500,000.00	3%
\$100 million	\$2,250,000.00	3%



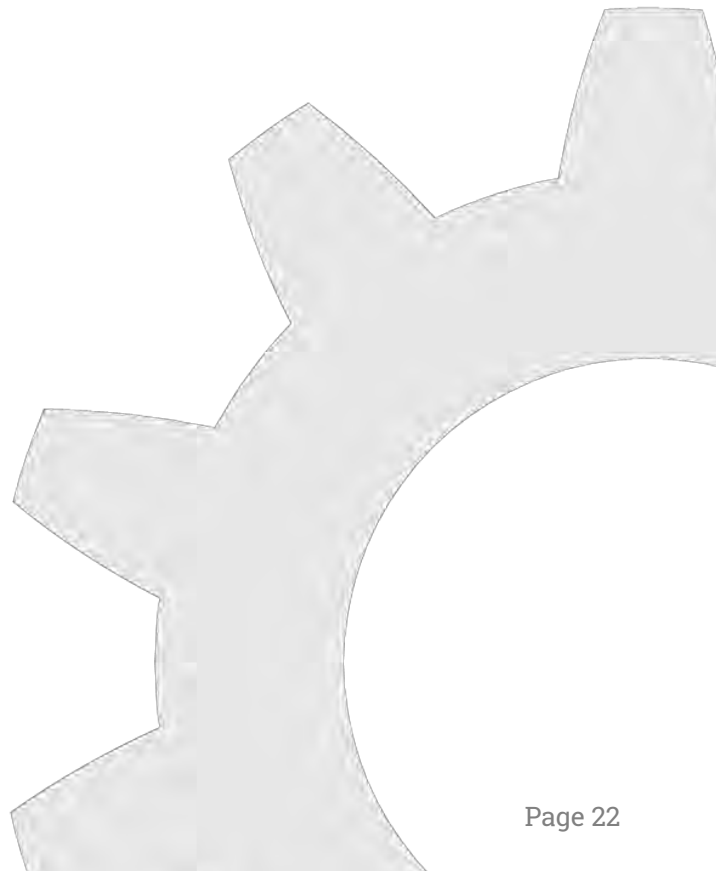
Cost of Services: Non-Rental Housing

Please indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grant funds firm is able and/or willing to manage: \$ No Maximum Amount

NON-RENTAL HOUSING		
Potential Grant Award Amount	Cost of Services (maximum)	% of Profit
\$1 million	\$120,000.00	3%
\$10 million	\$1,200,000.00	3%
\$50 million	\$6,000,000.00	3%
\$100 million	\$12,000,000.00	3%

Note: Buyout/Acquisition projects are included in Non-Rental Housing



Required Forms and Statements

Small Business, MBE, Affirmative Action and Equal Employment Opportunity Information

GrantWorks is a small Texas-based corporation with 60+ full-time employees. Based on the US Small Business Administration guidelines, we are considered a Small Business Enterprise. All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal and local (City of Austin) laws.

Statement of No Conflicts of Interest

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

SAM Search Results
List of records matching your search for :

Search Term : grant* works* inc*
Record Status: Active

ENTITY	Grant Works Inc	Status: Active
DUNS: 963746466	+4:	CAGE Code: 5JH22 DoDAAC:
Expiration Date: Mar 20, 2019	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 2201 Northland Drive		
City: Austin	State/Province: TEXAS	
ZIP Code: 78756-1117	Country: UNITED STATES	

SAM Search Results
List of records matching your search for :

Search Term : bruce* spitzengel*
Record Status: Active

No Search Results

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

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

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

N/A

Name of Officer

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

N/A

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

N/A

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

7 
Signature of vendor doing business with the governmental entity

August 13, 2018
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

Certification Regarding Lobbying

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

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

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

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

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

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

The Contractor, 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

Brenna Minor, Vice President

Printed Name and Title of Contractor's Authorized Official

August 13, 2018

Date

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

Disclosure of Lobbying Activities

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

Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	Report Type: a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
Congressional District, if known:		Congressional District, if known:
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable: _____
Federal Action Number, if known:		9. Award Amount, if known: \$
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: <u>Brenna Minor</u> Print Name: Brenna Minor Title: Vice President Telephone No.: 512 420-0303 Date: Aug 13, 2018
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

(To be completed by awarded vendor)

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

Appendix A – Resumes

Bruce Spitzengel

President

PROFESSIONAL QUALIFICATIONS

Bruce 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. The firm has since grown to include 60+ employees in fourteen offices, with headquarters located in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD/CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has grown to become a full service project management firm, specializing 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 \$1 billion in grant funding for 350+ local government clients.

In addition to business development, Bruce continues to play a direct role in creating federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, and multifamily affordable housing. Bruce has assisted countless communities in developing complicated CDBG projects; his significant knowledge base gained from over 40 years of grant and CDBG experience.

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



EDUCATION

M.A. Geography,
Kansas State
University

B.A. Kansas State
College, Pittsburg

HIGHLIGHTS

Over 40 years of
experience with
HUD and CDBG
grants

Expert in
CDBG project
development,
needs identification
and infrastructure
projects



Eric Hartzell, AICP

Executive Vice President

PROFESSIONAL QUALIFICATIONS

Eric brings more than 22 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks' chief project development officer. His duties include guiding the firm's steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, multifamily affordable housing, single family reconstruction, comprehensive plans, and colonia improvements. Prior to his 20 years at GrantWorks, Eric served as a CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs and a utility planner at the City of Austin.

Eric has assisted countless communities as they maneuver through complicated CDBG projects; his significant knowledge base gained from years of directing the GrantWorks main office in Austin, Texas as staff prepare and implement CDBG projects. GrantWorks is recognized by the General Land Office (GLO) and the Texas Department of Agriculture (TDA) for excellence in managing CDBG contracts for Hurricanes Ike and Dolly and the State Entitlement CDBG Program.

In 2014, GrantWorks was designated by HUD as a Technical Assistance Provider resource, in large part due to Eric's CDBG, housing, and planning proficiency.



EDUCATION

M.S. Community & Regional Planning,
University of Texas at Austin

B.S. Geography,
Ohio University

HIGHLIGHTS

Lead in developing more than \$125 million in CDBG Disaster Recovery project activities

Expert in CDBG project development, including beneficiary documentation

CERTIFICATIONS

American Institute of Certified Planners (AICP)



Brenna Minor, AICP

Vice President

PROFESSIONAL QUALIFICATIONS

Brenna leads the largest department at GrantWorks, which primarily implements Community Development Block Grant (CDBG) and CDBG-Disaster Recovery (CDBG-DR) contracts. During her tenure as Vice President, GrantWorks provided grant management services for over 400 CDBG contracts throughout the State of Texas. In addition to project management and CDBG expertise, she constantly works to improve the quality and quantity of training the community development team receives. This approach has been essential to making GrantWorks the largest CDBG consulting firm in the State of Texas. Prior to joining GrantWorks, Brenna was involved in state government and GIS in Massachusetts.

The complexities of managing CDBG contracts for Hurricanes Ike and Dolly since 2009 have greatly advanced her knowledge and understanding of the complex rules, regulations, and guidelines that guarantee successful CDBG project implementation. Under Brenna's leadership, GrantWorks has and continues to manage over 25% of the \$1.4 billion in funds awarded to Texas for non-housing projects. This includes 90 separate contracts for more than 60 cities and counties including the entitlement governments of Galveston (\$200M), Houston (\$26M), Texas City (\$22M), Brazoria County (\$17M), and La Porte (\$7.8M). She is a skilled facilitator and coordinator. Brenna has worked directly with local government officials, project engineers, and State and Federal agency staff members.

Brenna's expertise in guiding her department through complicated issues is reaffirmed by our ability to retain clients for decades at a time. Clients and GrantWorks staff benefit from her guidance and from regular meetings and on-going training initiatives focused on specific areas of grant management such as acquisition, fair housing, Section 3, Procurement, Labor Standards and other CDBG areas of expertise.



EDUCATION

M.A., Urban and Environmental Policy and Planning, Tufts University

B.A., Political Science, Boston University

HIGHLIGHTS

Oversees implementation of \$350 million in CDBG-DR funding

Expertise in federal policies and regulations including 2 CFR 200

Develops internal training procedures

CERTIFICATIONS

American Institute of Certified Planners (AICP)



Martha Arosemena, AICP, PMP

Vice President

PROFESSIONAL QUALIFICATIONS

Martha is responsible for helping supervise and mentor GrantWorks' 15-member Hazard Mitigation and Disaster Recovery project management team. She also manages federal and state-funded projects, including the Galveston Housing Authority's \$65.5 million Disaster Recovery grant.

Martha is a TxCDBG certified administrator and has successfully managed over 90 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, renewable energy, and Disaster Recovery.

Martha's managerial efforts focus on ensuring that the quality of service provided to both internal and external stakeholders meets the highest standards and on Project Manager training and support.

PROJECT EXPERIENCE

Texas CDBG-DR Round 2.2, Galveston Housing Authority, Galveston, Texas, July 2013 – Present, \$65,482,099.00

The Galveston Housing Authority (GHA) received funding to replace two multifamily developments destroyed by Hurricane Ike. Martha provides grant administration services that includes but is not limited to reviewing and processing requests for reimbursement, and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Martha facilitates communication between the various State, the GHA, and the developer stakeholders, thereby ensuring that the team continues to move forward toward successful project completion.

Texas CDBG-DR Round 2.1, City of Rockport, Texas, 2012 – 2015, \$1,000,000.00

Martha provided project management services that helped shepherd the project from inception to completion. The project successfully finished on time and under budget.

Texas CDBG-DR Round 1, Jim Wells County, Alice, Texas, March 2010 – April 2013, \$252,270.00

Martha coordinated with the Texas General Land Office, project engineers, environmental consultants, and local and county representatives to procure and install two new emergency power generators in Premont, Texas. The project successfully completed on time and within budget.



EDUCATION

M.S. Community & Regional Planning,
University of Texas at Austin

B.A., Anthropology and Spanish,
University of Texas at Austin

HIGHLIGHTS

Expertise in federal programs, including CDBG-DR

Successfully managed over 90 CDBG-funded projects

Excellent written and verbal communication skills

CERTIFICATIONS

Certified Project Management Professional (PMP)

American Institute of Certified Planners (AICP)



Tres Davis

Vice President

PROFESSIONAL QUALIFICATIONS

Prior to joining GrantWorks in 2000, Tres was with the Texas Department of Housing and Community Affairs' HOME division. Since joining GrantWorks, he has overseen the successful completion of over 2000 single-family homes for clients across the state.

PROJECT EXPERIENCE

San Patricio County, TX, HOME Housing Rehabilitation Assistance and HOME Disaster Relief Programs, Countywide Programs, Multiple Projects from 2003 to the present.

Provided administration and construction management for the reconstruction of 39 homes and elevation of 20 homes under the HOME Rehabilitation Assistance Program. An additional 11 homes were reconstructed and elevated under the HOME Disaster Relief Program. All projects were completed on time with no audit findings.

Jefferson County, TX, Hurricane Rita Disaster Relief, Countywide Program, 2006-2008

Thirty-six homes destroyed by hurricane Rita were elevated and reconstructed. The GrantWorks team, led by Tres was able to complete the first reconstruction of a federally assisted home in the area. The project completed on time, with no audit findings.

Texas Department of Housing and Community Affairs, Senior Regional Coordinator, 1993 – 2000

Wrote State of Texas program guidelines for the HOME Program Tennant Based Rental Assistance Program, 1993

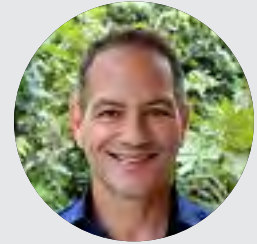
Tres was in charge of writing the program guidelines for the State of Texas Tennant Based Rental Assistance Program.

Provided Technical Assistance to Cities, Counties, and Nonprofits in Texas, 1993 - 2000

As the Senior Regional Coordinator, Tres was responsible for the Implementation Workshops, Training, and Technical Assistance for Cities, Counties, and Nonprofits who were implementing the HOME Program. In addition to technical assistance, Tres conducted on site monitoring of grant recipients in central Texas as well as those located in the panhandle.

Designed HOME Online, 1997 - 1998

Tres designed the Texas Department of Housing and Community Affairs' first online contract and draw database.



EDUCATION

M.S., Construction Management,
Texas A&M University

B.A., Sociology,
Tulane University

HIGHLIGHTS

Over 2000 homes built

Overseen more than 450 HOME Program grants

CERTIFICATIONS & AFFILIATIONS

TWC Fair Housing, 2015

Fair Housing and Accessibility, 2008

Housing Tax Credits 2007

Texas Association of Affordable Housing Providers

Rural Rental Housing Association of Texas



Donna Johnson

Associate Vice President of Housing

PROFESSIONAL QUALIFICATIONS

Donna has over 25 years of experience working with State and Federal funded contracts, including overall Project Management and Construction Management. Responsibilities include builder procurement, contract negotiation, code enforcement, fair housing, cost tracking, labor and client relations. She has served as the Contract Manager and Inspector of over 1,500 single family homes constructed as part of the HOME Program in the last 13 years; ensuring the construction meets the construction specifications and code.

PROJECT EXPERIENCE

San Patricio County, TX, HOME Housing Rehabilitation Assistance and HOME Disaster Relief Programs, Countywide Programs, Multiple Projects from 2003 to the present.

Provided administration and construction management for the reconstruction of 39 homes and elevation of 20 homes under the HOME Rehabilitation Assistance Program. An additional 11 homes were reconstructed and elevated under the HOME Disaster Relief Program. There were no time extensions or findings on any of these projects.

Jefferson County, TX, Hurricane Rita Disaster Relief, Countywide Program, 2006-2008

Thirty-six homes destroyed by hurricane Rita were elevated and reconstructed. Donna oversaw the construction of the 36 homes. These were the first homes to be reconstructed using federal funds. Additionally, Ms. Johnson coordinated with several agencies to complete the reconstruction for the first 2 homes in Sabine Pass. These homes required elevation of 15 feet. The homes were then used as examples for future reconstruction. The project completed on time, with no audit findings.

OHM Remediation Services/IT Group 1997-2001

IBM Fishkill, NY Decontamination and Rehabilitation: Project Manager and Proposal Manager of a building decontamination commercial site in New York State. Project involved surgical decontamination of a six acre, three story building. Responsible for cost control, plans, client relations, contract negotiation. The project team included over sixty labors (union and non-union), equipment and materials, and hazard material shipping.



EDUCATION

B.S., Engineering,
Trinity College,
San Antonio, TX,
1984

HIGHLIGHTS

Over 2000 homes
built

Overseen more
than 450 HOME
Program grants

CERTIFICATIONS

Texas Workforce
Commission Fair
Housing, 2015



Katie Martin Dushkin

Associate Vice President of Project Services

PROFESSIONAL QUALIFICATIONS

As Associate Vice President, Katie trains new staff on federal and state regulations including 2 CFR 200 compliance, Davis-Bacon, and the Uniform Relocation Act. Katie has helped create standard operating procedures in order to streamline the department's response to agency requests and programmatic changes.

Katie uses her expertise and the training she received at GrantWorks to manage the complexities of CDBG contracts and coordinate with local government and state agency contacts. Her work with several funding agencies greatly enhanced her knowledge and understanding of the complex rules and guidelines regulating federal and state funded projects.

Katie is also experienced in assisting low-to-moderate income homeowners throughout the application process to qualify them for grant assistance. Katie has successfully managed over 50 CDBG-funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include Disaster Recovery, public infrastructure, private property rehabilitation, economic development, and renewable energy.

PROJECT EXPERIENCE

Texas CDBG-DR Round 1 and 2.2 Brazoria County, 2009 – 2015, \$16.8 Million

Katie served as lead project manager for the first and second phase of Brazoria County's Disaster Recovery funding. The funding awarded to Brazoria County was distributed to over 20 different communities within the County and included over 30 projects. Katie served a key role in tracking the expenditures and the progress of each project in order to maintain accurate records for the County and local beneficiaries.

Texas CDBG-DR Round 1 and 2.2, Matagorda County, 2009 – 2015, \$13 Million

Matagorda County was awarded over \$13 million in disaster funds as a result of Hurricane Ike. Environmental issues as well as budget constraints created several obstacles to meeting the project timelines County officials and residents desired. Katie coordinated with multiple funding agencies, project engineers, and local representatives to overcome these obstacles.



EDUCATION

B.B.A., Marketing,
University of
Texas at Austin

HIGHLIGHTS

Expertise in 2 CFR
200 regulations

Expert in
CDBG project
development,
including
beneficiary
documentation

Experienced in
federal and state
programs including
CDBG-DR

Creates standard
operating
procedures in
response to agency
programmatic
changes

CERTIFICATIONS

TxCDBG
Certified Grant
Administrator,
Texas Department
of Agriculture



Liz A. Nguyen

Assistant Director of Disaster Recovery

PROFESSIONAL QUALIFICATIONS

Liz rejoined GrantWorks in 2014 with over 14 years of experience in project administration. Liz was a Project Manager at GrantWorks for 7 years and successfully managed over 75 Federal and State projects. She is experienced with infrastructure, parks, and coastal projects. She is TxCDBG certified in project administration. Liz previously worked as a grant manager at the Fund for Public Health in New York on their Community Transformation Grant and World Lung Foundation on their Bloomberg Philanthropies projects.

PROJECT EXPERIENCE

Texas CDBG-DR Round 2.2, City of Galveston, October 2014 – Present, CDBG Budget \$81,201,258.00, FEMA Budget \$10,121,199

The City of Galveston received funding to provide reliable and continuous potable water, ensure roadway function, ensure function of city services, and provide safe and efficient wastewater treatment. Liz assisted the City with qualifying the projects in the application phase as well as implementation of the projects as they move through construction. Liz facilitates weekly conference calls to coordinate with staff members at the City and GLO, and assists in strategizing next steps in the projects.

Texas CDBG-DR Round 2.1, City of Galveston, October 2014 – Present, \$24,073,685.00

The City of Galveston received funding for infrastructure improvements including road repairs, drainage, and utility improvements. The funds will enable proper conveyance of storm water and reduce flooding in various locations throughout the City. Liz facilitates weekly conference calls to coordinate with the City and GLO.

Texas CDBG-DR Round 1, City of Galveston, October 2014 – Present, \$106,954,823.00

Liz primarily assists the City with its Main Wastewater Treatment Plant project, reviewing draws and facilitating monthly meetings with the prime contractor regarding labor standard compliance. Liz is currently in the process of closing out this project.

Additional CDBG-DR Experience: Liz has managed an additional \$1.8 million of CDBG-DR funding for the City of Alvin.



EDUCATION

Associate
in Applied
Science, Visual
Communication
Design, Austin
Community
College

HIGHLIGHTS

Expertise in
reviewing
procurement
documentation for
compliance with
federal laws and
programmatic
regulations

Experienced in
multiple programs
including CDBG-
DR and FEMA
Public Assistance

CERTIFICATIONS

National Grant
Management
Associate Member



Cristal Funderburk

Assistant Director of Community Development

PROFESSIONAL QUALIFICATIONS

Cristal assists communities with project implementation and internally provides day to day support for Labor Standards and the Hazard Mitigation and Texas Community Development Block Grant programs.

Cristal has successfully managed over 50 Federal and State projects totaling more than \$30 million for communities throughout Texas. She is experienced with public infrastructure construction, disaster recovery, housing rehabilitation and coastal projects. She has managed financial and technical project requirements to meet strict thresholds, including request for proposals/qualifications, construction procurement, review of contractor pay estimates and engineering invoices, contract awards, quarterly status reports, financial status reports, contract amendments, environmental studies, fair housing requirements, labor standards, and project completion reports for grants funded by the HUD and various State programs.

PROJECT EXPERIENCE

Grant Administrator, Texas CDBG-DR Round 1, Brazoria County, August 2015 – 2017, \$8.6 Million

Brazoria County received Disaster Recovery funds for non-housing activities benefitting multiple cities, districts, and county projects improving infrastructure needs directly impacted by Hurricane Ike. Cristal took the lead project manager role for the first round of Brazoria County's Disaster Recovery Funding in 2015. Cristal facilitated monthly conference calls to coordinate with staff members at the County and GLO, and the project completed on time.

Grant Administrator, CDB-DR Round 2.1 and 2.2, City of Freeport, December 2013 – Present, \$1.5 Million

Freeport was awarded several Disaster Recovery projects to install SCADA equipment and generators for backup power the water and sewer facilities, and also rehabilitate a lift station that failed to function during Hurricane Ike. Cristal assisted with implementation of the projects as they moved through construction.

Additional CDBG-DR Experience: Cristal has managed an additional \$1.4 Million of CDBG-DR funding, including projects for Calhoun County and the cities of Escobares and Waller, Texas.



EDUCATION

B.A., Geography,
University of
Texas at Austin

HIGHLIGHTS

Expertise in
federal programs,
including CDBG-
DR.

Successfully
managed over 50
CDBG-funded
projects

Excellent written
and verbal
communication
skills

CERTIFICATIONS

TxCDBG
Certified Grant
Administrator,
Texas Department
of Agriculture



Emily Phalan, AICP

Assistant Director of Community Development

PROFESSIONAL QUALIFICATIONS

Emily has successfully managed over 50 Federal and State projects totaling more than \$50 million for communities throughout Texas. She is experienced with public infrastructure construction, disaster recovery, parks, and coastal projects. She has managed financial and technical project requirements to meet strict thresholds, including request for proposals/qualifications, construction procurement, review of contractor pay estimates and engineering invoices, contract awards, quarterly status reports, financial status reports, contract amendments, environmental studies, fair housing requirements, labor standards, and project completion reports for grants funded by the HUD and various State programs. Emily interprets government publications and regulations as they pertain to project implementation.

In 2018, Emily was promoted to Assistant Director of Community Development. In this role, she trains new employees on project management, develops internal procedures for implementation of agency regulations, and oversees department project manager support staff.

PROJECT EXPERIENCE

Texas CDBG-DR Round 2.2, City of Houston, May 2014 – Present, \$26,148,986.00

The City of Houston received funding for new storm sewer facilities and reconstruction of its open ditch storm drainage system. Emily assisted the City with qualifying the projects in the application phase as well as implementation of the projects as they move through construction. Emily facilitates weekly conference calls to coordinate with staff members at the City and GLO and assists in strategizing next steps in the projects.

Texas CDBG-DR Round 1, 2.1 and 2.2, City of La Porte, August 2010 – Present, \$7,845,500

Environmental and land acquisition concerns needed to be addressed to keep the city's complex DR projects moving in a timely manner. Emily coordinated with the US Army Corps of Engineers, the Texas General Land Office, project engineers, and acquisition consultants to construct major new emergency power, flood control and drainage infrastructure projects.

Texas CDB-DR Round 1, 2.1 and 2.2, City of Texas City, December 2009 – Present, \$22,317,559.00



EDUCATION

M.S. Community & Regional Planning,
University of Texas at Austin

B.A. Geography and the Environment,
University of Texas at Austin

HIGHLIGHTS

Managed over \$68 million in CDBG-DR

Develops departmental processes to improve project management

Expertise in HUD CDBG-DR regulations and financial management

CERTIFICATIONS

American Institute of Certified Planners (AICP)



Betty Collier

Director of Client Services

PROFESSIONAL QUALIFICATIONS

Betty joined GrantWorks in 1998 with over 10 years of experience with local governments and CDBG, overseeing all municipal functions including grant management. Betty previously worked with the City of Bishop as the City Administrator and the City of Driscoll as the City Secretary.

PROJECT EXPERIENCE

Betty works with project managers, engineers, contractors and local officials by assisting with public hearings, application process, pre-bid conferences, pre-construction conferences, employee interviews, technical assistance, and weekly conference calls. Betty ensures local government clients are informed and in regular communication with GrantWorks as she lives in close proximity to the projects in her area. She also trains new Client Services staff to ensure that they provide the best possible service to our clients.

Betty assists in the development of infrastructure projects for all funding sources, working along with engineers and writers to bring together the best and most competitive and fundable applications. Betty is highly skilled in income survey coordination and beneficiary documentation requirements.

As a resident of the Rockport/Fulton area, Betty has had firsthand experience with the devastation of Hurricane Harvey. Within days of the hurricane, she was on the road checking in with clients in the Coastal Bend. She has attended meetings with FEMA, TDEM, Restore Texas, City Council meetings and County Commissioners' Court meetings to stay informed of the communities' needs and the requirements that will help them remain in compliance.

Other Disaster Recovery experience

Betty worked alongside cities and counties along the Texas coast after Hurricanes Ike and Dolly to develop projects that were eligible for infrastructure repairs and improvements resulting in millions of dollars of much needed assistance to the communities.



EDUCATION

B.A., Texas
A&I University,
Kingsville, Texas

HIGHLIGHTS

A resident of the
Rockport area
and former City
Secretary in
CBCOG

Board member
of the Aransas
County Historical
Commission

CERTIFICATIONS

TxCDBG
Certified Grant
Administrator,
Texas Department
of Agriculture



Stephen Pratt

Associate Vice President, FEMA Programs

PROFESSIONAL QUALIFICATIONS

Stephen Pratt has over 25 years of programmatic and management experience with FEMA's Individual Assistance, Public Assistance and Hazard Mitigation Grant Programs. He has deployed over 40 times to provide disaster response and recovery support in 22 States and U.S. Territories. Stephen has managed all areas of FEMA Disaster Assistance and helped develop and implement mitigation projects, totaling nearly \$3 billion including the elevation, reconstruction and acquisition of individual properties. Most recently, he worked with DCMC Partners to provide recovery assistance to Hurricane Harvey survivors in Houston. Since joining GrantWorks, Stephen assists communities understand, obtain, and maximize benefits through FEMA recovery programs.

PROJECT EXPERIENCE

Senior Policy Advisor for Sysco

DCMC Partners, 2017

Stephen provided FEMA recovery program advice as well as information regarding FEMA's Individual Assistance Program.

Disaster Program Manager, Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Witt O'Brien's

Stephen worked directly with GOHSEP to help develop the State's HMGP program following Hurricanes Katrina, Rita, Gustav, Ike and Isaac. Stephen managed a team that provided mitigation consulting services and grants management to GOHSEP and OCD. He also helped develop policies and procedures related to use of funds.

Technical Assistance, New Jersey State Agencies

Witt O'Brien's

Stephen provided technical and grants management assistance for the State's \$400 million Sandy FEMA program including guidance on FEMA and other federal program eligibility.

FEMA Region VIII Experience

Earthquake Program Manager, FEMA Region VIII, 1998-2000

Region VIII Operations and Planning Team Leader (1989-1995)

Assignments included Hurricanes Hugo and Andrew and the Northridge Earthquake



EDUCATION

M.S. Geography,
Brigham Young
University

B.S. Geography,
Brigham Young
University

HIGHLIGHTS

Experienced
managing large
disaster operations
and all FEMA
disaster recovery
programs.

Over 25 years of
experience with
FEMA

TRAINING

NIMS Compliance
Training: ICS/
NIMS 100, 200,
700, 800, 2007-
2008

Public Assistance
Ops 1 & 2, 2005

Mitigation Field
Ops Training, 2003



Adam Schragin

Community Development Coordinator

Adam joined GrantWorks in 2013 to support the Community Development Department. He is a Federal Davis-Bacon Labor Standards specialist and is experienced with OSSF projects. Prior to joining GrantWorks, Adam worked as Editor in Chief for a popular and influential blog in the Austin area. Adam holds a B.A. in English from the University of Texas-Austin.



Ahide Gutierrez

Project Manager

Ahide is a TxCDBG certified Community Development Project Manager. Prior to joining GrantWorks, Ahide was employed by Movability Austin where she assisted staff on a CAMPO grant. She holds a MS in Community and Regional Planning from the University of Texas at Austin and a BA in Sociology from California State Polytechnic University of Pomona.



Anthony Covacevich

Senior Consultant

Anthony's primary focus is Client Services and Marketing in South Texas from our office in McAllen, TX. Anthony has 35 years experience with community and economic development programs primarily under the Small Cities/Entitlement Programs including the creation of the Hidalgo County Urban County Program. He brings local perspective through his administration of the CDBG and other State and Federal programs from his employment at the cities of Weslaco and Mercedes.



Amanda Hoque

Project Manager

Amanda is a Community Development Project Manager. Prior to joining GrantWorks, Amanda was employed by Texas A&M Institute for Sustainable Communities. She earned her MS in Urban Planning and a BS in Community Development from Texas A&M University.



Caley Carmichael, RMLO

HOME Program Manager

License #641671. Caley is the HOME Program Manager and is also a CDBG Certified Project Manager joining GrantWorks in 2011. Caley is responsible for overseeing the day to day operations of the HOME Program. Prior to joining GrantWorks, Caley was a Client Services Coordinator and a Real Estate Assistant for Turnquist Partners. Caley holds a BA from Baylor University.



Carlos Beceiro, AICP

Associate Vice President, Planning Services

Carlos has 10 years of experience with infrastructure and land use planning. Since joining GrantWorks in 2006, he has developed more than 15 comprehensive plans for cities and counties. He specializes in infrastructure and housing planning for colonias as well as economic development in small town markets. Carlos is fluent in Spanish. He has a M.S. in Community & Regional Planning from the University of Texas-Austin.



Casey LeMay

Project Manager

Casey is a TxCDBG certified Community Development Project Manager. Prior to joining GrantWorks, Casey was an ACE Instructor and Substitute teacher at Austin Independent School District. He earned his M.S. in Community and Regional Planning from UT-Austin and holds a J.D. and B.S. in Business Administration from the University of Florida, Levin College of Law & Warrington College of Business.



Cecelia Johnson

Vice President

Cecelia, who joined GrantWorks in 2012, manages the accounting, human resources, and business administration functions of the organization. Cecelia has over 20 years experience in the finance and operations fields with full service hotels and resort communities. Cecelia has held executive-level roles in the resort development field where she was on the Board of Directors. Cecelia is an alumnus of Texas A&M and The University of Houston.



Cesar Acosta

Project Manager

Cesar is a Community Development Project Manager. Prior to joining GrantWorks, Cesar was employed by Evolve Austin as a Deputy Field Director. He earned his M.S. in Community and Regional Planning from The University of Texas at Austin and a B.A. in Political Science from the University of Arizona.



Chris Zuber

Office Manager

Chris, who joined GrantWorks in 2012, manages the accounting and office management for the organization. Chris ensures GrantWorks is running smoothly on a day to day basis. Chris has over 10 years experience in hotel and resort management. Chris is an alumnus of Texas A&M-Kingsville and the University of Texas-Austin.



Cloy Richards, CPM

Senior Consultant

Cloy has 20 years' experience in local governance and management. Before joining GrantWorks Cloy served as city councilor and Mayor for the City of Merkel and City Administrator for West Tawakoni, where he still resides. Cloy, a Texas Certified Public Manager by Texas State University's William P. Hobby School of Public Service, has overseen more than \$7.9 million in State and Federal Grant Programs during his career.



Danielle Rojas

Planner

Danielle develops comprehensive plan elements including population, economic development, recreation, open space, housing and land-use analyses. Prior to joining GrantWorks, Danielle worked with zoning and land use at a law firm in Columbia, South Carolina. Danielle holds an M.S. in Community and Regional Planning and M.A. in Latin American Studies from the University of Texas-Austin.



Gary Smith

Senior Program Manager

Gary has over 30 years experience as a manager in both the public and private sector. Prior to joining GrantWorks, Gary worked as a Project Facilitator for Urban Solutions. He was also a Senior Program Analyst for the Texas Department of Rural Affairs in the Disaster Recovery Division. Gary holds a M.P.A in Public Administration from Texas Tech University and is a TxCDBG certified administrator.



Giacomo Yaquinto, AICP

Senior Planner

Giacomo develops hazard mitigation plans and comprehensive plans for local governments. Prior to joining GrantWorks, Giacomo worked in retail as a Senior Manager. Giacomo earned an M.S. in Community and Regional Planning with a Historic Preservation Specialization from The University of Texas at Austin



Gilbert Garcia, RMLO

Labor Standards Specialist

License #1256625, Gilbert joined GrantWorks in 2013 to support the HOME Department and transitioned to support the Community Development Department. He is a Federal Davis-Bacon Labor Standards specialist and assists with OSSF projects. He is an experienced administrator with over 10 years in the field. Previously, Gilbert was an Operations Administrator with ADRevolution in Austin. He holds a B.A. in Anthropology from the University of Texas-Austin.



Janice Southworth

Administrative Assistant

Janice began her career with Kerbow and Associates Consulting in 2009 providing support services to the company. She joined the GrantWorks team in 2013 and continues to provide support services to our Palestine and New Ulm offices. Janice was a Senior Executive Assistant for Verizon and held various positions with Verizon for 30 years. She is a graduate of San Angelo business college.



Jay Francis

HOME Project Manager

Jay, who joined GrantWorks in 2013, is responsible for construction management and oversight. He has worked in the construction industry for over 20 years, holding general contractor, construction sales, project management, and project superintendent responsibilities. In addition, Jay has owned his own business in the Austin area. He attended the University of Texas-Austin.



Jeff Carrillo

Senior Project Manager

Jeff is a TxCDBG certified Community Development Project Manager. He previously worked for the Austin History Center and the Texas Low Income Housing Information Service. Jeff holds a M.S. in Community and Regional Planning from the University of Texas at Austin.



Jennifer Lindsey

GIS Analyst

Jennifer creates databases and mapping products for comprehensive plans. She previously worked for the General Land Office in the Coastal Grants & Projects division. She earned a B.A. in International Relations from Texas State University and holds a Level I certification in GIS from Austin Community College.



Jerry Carvajal

Director of West Texas Services

Jerry has been a project manager for GrantWorks since 1997 and is the Director of West Texas Services due to his extensive experience in that region. Jerry is a TxCDBG certified administrator and has completed more than 50 CDBG projects. Jerry worked previously as the City of Alpine CD Director and City Manager. He is fluent in Spanish and holds a M.S. in Public Administration and B.S. in History from Sul Ross State University.



John Simsen

Senior Consultant

John has wealth of experience assisting Texas communities with both infrastructure and housing projects, including mitigation, response and recovery efforts related to multiple disasters. He previously served as Director of Disaster Recovery for the City of Galveston where he oversaw implementation of Hurricane Ike FEMA and CDBG-DR programs. John earned his BS in Journalism & Political Science from the University of Florida and is a Certified Texas Emergency Manager.



Karen Sutton

Closing and Housing Specialist

Since joining GrantWorks in 2004, Karen has been assisting homeowners with questions, working with Title Companies, and preparing construction and HOME Program documentation. Additionally, she reviews and verifies the information submitted by the applicants for accordance with local program policies and State and Federal rules, guidelines, and regulations.



Kathy Boyles

Senior Client Services Consultant

Kathy offices in Texarkana and has 15 years' experience in preparing applications and managing CDBG and HOME grants for infrastructure and housing construction. Kathy was a HOME Grant Consultant and previously worked with Lucas Consulting. She holds a B.S. in Journalism from the University of Texas-Austin.



Katie Falgoust

Senior Project Manager

Katie is TxCDBG certified and previously worked as the Research Director for Goodwill Central Texas. She holds a M.S. in Community & Regional Planning from the University of Texas-Austin.



Kelle Stubblefield

Senior Project Manager

Kelle provides client services from her office in the Houston-Galveston area. Her experience includes 18 years with the Texas General Land Office and with the TxCDBG program at the State and as a consultant. Kelle holds a BBA and MBA in Business Management from St. Edwards University and is TxCDBG certified.



Kim Romano, MPA, PMP

Housing Project Manager

Kim administers multifamily rental housing programs for GrantWorks. She has over 17 years' experience in the government nonprofit sector as well as experience in policy and management of federally assisted housing. She earned her MPA from New York University and her BA in Literature from the University of California-Santa Cruz.



Kirk Dibbens

LMI Crew Leader

Kirk has worked as GrantWorks' Project Beneficiary Specialist since 2009. He leads a crew that assists in qualifying projects, and also serves as GrantWorks' facility manager. Kirk previously worked in hospitality services.



Kyungah Lim

GIS Team Lead

Kyungah creates databases and mapping products for comprehensive plans and previously worked for the Travis County Transportation and Natural Resources department. She earned a B.A. in Economics from UT – Austin. She also holds a Level II certification in GIS from Austin Community College.



Lauren Kotwal, AICP

Environmental Specialist

Lauren joined GrantWorks in 2013 in the Community Development department where she specializes in procurement and project management. She previously worked for the City of Austin's Planning Department and is Texas CDBG Certified. Lauren earned an M.A. in Urban & Environmental Policy and Planning from Tufts University.



Martha Drake

Director of Project Development

Martha has worked in community development since 1995 and has been with GrantWorks since 1999 as a senior consultant and application expert. Martha is a TxCDBG certified and has successfully funded numerous TxCDBG, Texas Capital Fund, and Coastal Program applications. Martha previously worked in journalism. She holds a B.S. in Journalism from Sam Houston State University.



Mary A. Smith

Senior Consultant

Mary has worked as a Consultant and Client Services Specialist with GrantWorks since 2007. She also writes applications for the Concho Valley and North/West Central areas of Texas. She previously worked for 19 years as a TxCDBG Program Compliance Monitor for TDHCA/TDRA and Regional Coordinator at TDRA.



Mary Kay Thomas

Senior Consultant

Mary Kay has more than 30 years' experience in grant management to improve quality of life in small and rural communities. She founded Amazing Grants, Inc. in 2002 to provide grant services at the local, regional and state levels. Mary Kay joined GrantWorks in 2018 where she continues to work with her clients, assuring successful management of their projects. Mary Kay is TxCDBG certified and holds a B.S. in Education from the University of Arkansas.



Michele Goerke

Senior Project Manager

Michele has been a TxCDBG certified project manager for GrantWorks since 2013. She previously worked for LCMS where she was an Environmental Specialist/Contract Administrator. Michele is experienced as a Grant Writer for the Texas Capital Fund program and is a specialist in EDA funding, Main Street and Downtown Revitalization programs.



Mirenda Harris

Program Manager

Mirenda began her career with Kerbow and Associates Consulting in 2003 where she has managed projects for HOME, Community Development, Texas Capital Fund, State Energy Conservation Office and Disaster Recovery. Mirenda joined the GrantWorks team in 2013 and she continues to write applications and manage contracts from her office in Palestine. Mirenda is TxCDBG Certified and holds a B.S. from UT-Tyler.



Nathlie Booth

Planner

Nathlie is a Planner. Prior to joining GrantWorks, Nathlie was employed by the City of Austin Watershed Department as a Planner. She earned her M.S. in Community and Regional Planning and Sustainable Design from the University of Texas- Austin and her BS in Environmental Science from the University of Texas-San Antonio.



Oralia Cardenas

Senior Consultant

Oralia's 30 year public service career began at the City of Edinburg's CDBG program and continued as manager of CDBG programs for the State of Texas where she served as Director of the Disaster Recovery and Community Development and managed CDBG monitoring, compliance, and economic development programs. Oralia holds a B.A. from UT-Pan American.



Paul Starkel

Hazard Mitigation Housing Project Manager

Paul is a Hazard Mitigation Housing Project Manager. Prior to joining GrantWorks, Paul was employed by the City of Austin Watershed Department and HDR Engineering. He earned his BS in Geographic Information Science from Texas State University.



Rachel Nolley

Project Manager

Rachel coordinates public infrastructure construction funded by federal and state grants. Prior to joining Grantworks, Rachel worked as the Chapter Operations Manager at Amigos de las Americas. She holds a M.S. in Community & Regional Planning from UT-Austin and a B.S. in Business from the University of South Carolina. Rachel has worked with a variety of organizations in the US, New Zealand and Latin America.



Robert Holz

Community Development Coordinator

Robert joined GrantWorks in 2011 as Office Assistant. He is responsible for newspaper ad management, file archiving, and providing general administrative support to all divisions within the organization. His previous experience includes archiving and working as a Lead Conceptual Artist. Robert served in the 334th Fighter Squadron in the United States Air Force from 1994 to 1998.

Robin Sisco, RMLO

Project Manager

License #441391, Robin, a GrantWorks' employee from 1998-2005, returned in 2013 to review HOME applicant information for compliance with program rules. She has twenty years of public service experience including seven in the HOME program. Robin holds a B.A. in Psychology from The University of Texas at Austin and a M.P.A. from Texas Tech. She is also a licensed Residential Mortgage Loan Originator.



Ruth Cedillo

Senior Consultant

Ruth brings more than 30 years of public service experience including positions as Deputy Executive Director and Director of Community Development at the Texas Department of Housing and Community Affairs. Ruth received the HUD Blue Ribbon Building a Better Tomorrow Award and was a nominee for Outstanding Women in Texas Government while working for the Texas Department of Commerce.



Samantha Abbott, P.G.

Environmental Specialist

Samantha is an Environmental Specialist and is a licensed Professional Geoscientist. Prior to joining GrantWorks, Samantha was employed by the Texas Commission on Environmental Quality as a Project Manager for State and Federal Superfund sites in Texas. She earned her M.S. in Geography from Texas State University and her B.S. in General Geology from The University of Texas at Austin.



Samantha Zelade

GIS Analyst

Samantha creates databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. She earned a B.A. in Anthropology and Latin American Studies from the University of Texas-Austin and holds a Level I certification in GIS from Austin Community College.



Sandy Garcia

HOME Coordinator

Sandy has over 35 years of experience working with State and Federal programs. She worked in the HOME program for 20 years where she was the HOME Program Administrator and held other key positions at TDHCA. Sandy is a HUD Certified HOME Program Specialist-Regulations. She coordinates the application intakes and works closely with homeowners that are interested in the HOME program.



Shana Dewitt

HOME Program Application Intake Specialist

Shana provides case management for homeowner applicants to the HOME program. She previously worked in the insurance industry as a claims adjuster. She earned her M.A. in Conflict Resolution from Abilene Christian University and a B.S. in Family & Consumer Sciences from Winthrop University in South Carolina.



Shirleen Bonacci

Client Services Consultant

Shirleen, who joined GrantWorks in 2011, is responsible for Client Services. She has worked in the construction industry for over 20 years, holding contract management, project management, and project superintendent responsibilities. In addition, Shirleen has been a loan/escrow coordinator, worked with state and local building officials, and handled projects from conceptual design through homeowner occupancy.



Suzy Riley

Environmental Specialist

Suzy performs environmental reviews for the CDBG program and has over 10 years of experience in the field. Suzy previously worked for GrantWorks as a Project Manager where she managed CDBG projects and is TxCDBG certified. Suzy holds an MS from the University of Texas-Austin in Community and Regional Planning and earned her BA in History from the University of Auckland in New Zealand.



Terry Ross

HOME Program Application Specialist

Terry provides case management for homeowner applicants to the HOME program. She previously worked in administration for St. David's Health Network. Prior to that she was with JB Goodwin Realtors and Owen's Better Homes & Gardens Real Estate in REO Property Management. She attended Southwest Texas State University in San Marcos and has an Associates Degree in Health Information Management.



Vicki Spiess

Project Manager

Vicki began her career with Kerbow and Associates Consulting in 1991 where she managed over 200 grants including Community Development, Disaster Recovery, Texas Capital Fund, and Urgent Need projects. Vicki joined the GrantWorks team in 2013 and she continues to manage contracts from her New Ulm office. Vicki is TxCDBG Certified and holds a B.A. from Sam Houston State University.



Webbie Carvajal

Administrative Assistant

Webbie, who joined GrantWorks in 1997, assists with grant management as part-time Administrative Assistant for our West Texas office. She is also employed by the Family Crisis Center in Alpine, where she has written and administered grants for over 10 years. Webbie has also worked as a legal secretary and a loan secretary in the real estate industry.

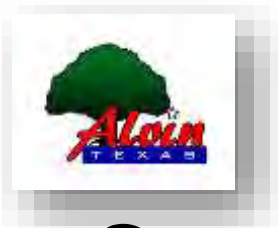


Wendy Kirby, CFM

Hazard Mitigation Project Manager

Wendy joined GrantWorks in 2013 and leads the Hazard Mitigation Program. Prior to joining GrantWorks, Wendy worked for the Texas Division of Emergency Management as a liaison between local jurisdictions and FEMA. She also assisted local governments in preparing Mitigation Action Plans. Wendy served in the US Navy in South Texas.





AGENDA COMMENTARY

Meeting Date: 9/6/2018

Department: Convention & Visitors Bureau

Contact: Priya Bhakta, Director

Agenda Item: Consider recommendations from the Hotel Occupancy Tax Fund Committee for the FY19 allocation of Hotel Occupancy Tax Funds.

Type of Item: ☐ Ordinance ☐ Resolution ☐ Contract/Agreement ☐ Public Hearing ☒ Discussion & Direction

Summary: Resolutions 17-R-17 and 17-R-19 established the creation of a Hotel Occupancy Tax (HOT) Fund Committee, terms of office and qualifications of the committee, and defines the purpose of the committee.

The council approved \$55,000 to be allocated for Major Annual Events in the Hotel Occupancy Tax Fund as part of the approved budget for FY19.

Staff received and presented five applications requesting funds from the Major Annual Events account, with requests totaling a \$68,000.

The committee meeting was held on August 21, 2018. Committee Members reviewed each of the five hotel occupancy tax funding applications requesting allocation of funds for FY19. The vote was as follows:

Event	Amount Requested	Amount Approved	Vote	Allocated Funds in FY18
Benezy Purple Monkey Fun Run	\$3,000	\$3,000	Unanimous	\$2,850
Music Festival & BBQ Cook-off	\$30,000	\$30,000	Unanimous	\$30,000
ACC Alvin Live Summer Concert Series	\$2,000	\$2,000	Unanimous	\$2,000
Alvin Museum Society	\$18,000	\$18,000	Unanimous	\$6,000
45 th Annual Frontier Day	\$15,000	\$15,000	Unanimous	\$11,150
Total	\$68,000	\$68, 000	Unanimous	\$54,000

*In FY18 - \$2,000 was requested/given to the ACC Echocardiography Symposium.

Committee members present were: Mark Patterson, Ron Mercer, Jody Droege, Kirti Bhakta, Wendy Del Bello, Lenny Garcia, and Nina Froberg. Two members were absent: John Wennerstrom and Joy Kompanathottathil.

Upon approval by city council, staff will formally notify each applicant of council's decision concerning their funding request, and subsequently disburse funds to the eligible recipient(s). No later than 30 days after the

event or project, each recipient is required to submit a Post Event Report to the Hotel Occupancy Tax Committee, which will serve as supporting documentation of eligibility for the use of the HOT funds.

Funding Expected: Revenue ___ Expenditure x N/A ___ **Budgeted Item:** Yes x No ___ N/A ___

Funding Account: 1006-14-3228 **Amount:** \$68,000 **1295 Form Required?** Yes ___ No x

Legal Review Required: N/A x Required ___ **Date Completed:** _____

Supporting documents attached:

- Resolution 17-R-19
- Resolution 17-R-17
- Meeting packets
- Post Event Report

Recommendation: Move to approve the amount of _____ to be allocated as recommended by the HOT Fund Committee among the six applicants of hotel occupancy tax funding for FY19.

Reviewed by Department Head, if applicable ☐

Reviewed by City Attorney, if applicable ☒

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

RESOLUTION 17-R-17

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, CREATING THE HOTEL OCCUPANCY TAX (HOT) FUND COMMITTEE; ESTABLISHING THE MEMBERSHIP, TERMS OF OFFICE AND QUALIFICATIONS OF THE COMMITTEE; DEFINING THE PURPOSE OF THE COMMITTEE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

WHEREAS, there is hereby created a Hotel Occupancy Tax (HOT) Fund Committee which shall include a minimum of three (3) members representing the interest of the hotel and convention industry. The other committee members may include owners/managers of tourist attractions; and/or representatives of organizations involved in allowable use categories of the tax code governing HOT funds; and

WHEREAS, members of the HOT Fund Committee shall be appointed by the City Council, shall serve unexpired terms, shall not exceed seven (7) members total, and shall meet at least quarterly. The Alvin Convention and Visitors Bureau Director or appointee shall attend HOT Fund Committee meetings; and

WHEREAS, the sole purpose of the HOT Fund Committee is to review applications from groups or organizations applying for HOT funding, and make initial funding recommendations to the City Council, who in turn will make the final decision on the allocation of funds; and

WHEREAS, each group, with an acceptable application, will be scheduled for a date and time to present their request to the Committee;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the City Council of the City of Alvin, Texas, approves the creation of the Hotel Occupancy Tax Fund Committee.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

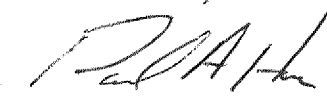
Section 4. Effective Date. The resolution shall take effect upon the passage of this resolution.

PASSED AND APPROVED on this the 1st day of June, 2017.

ATTEST:

By: 
Dixie Roberts, City Clerk

CITY OF ALVIN, TEXAS

By: 
Paul A. Horn, Mayor

RESOLUTION 17-R-19

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, AMENDING THE MAXIMUM NUMBER OF MEMBERS ALLOWED ON THE HOTEL OCCUPANCY TAX (HOT) FUND COMMITTEE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

WHEREAS, there is hereby created a Hotel Occupancy Tax (HOT) Fund Committee which shall include a minimum of three (3) members representing the interest of the hotel and convention industry. The other committee members may include owners/managers of tourist attractions, and/or representatives of organizations involved in allowable use categories of the tax code governing HOT funds; and

WHEREAS, members of the HOT Fund Committee shall be appointed by the City Council, shall serve unexpired terms, shall not exceed eleven (11) members total, and shall meet at least quarterly. The Alvin Convention and Visitors Bureau Director or appointee shall attend HOT Fund Committee meetings; and

WHEREAS, the sole purpose of the HOT Fund Committee is to review applications from groups or organizations applying for HOT funding, and make initial funding recommendations to the City Council, who in turn will make the final decision on the allocation of funds; and

WHEREAS, each group, with an acceptable application, will be scheduled for a date and time to present their request to the Committee;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the City Council of the City of Alvin, Texas, approves the creation of the Hotel Occupancy Tax Fund Committee.

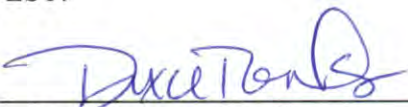
Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Section 4. Effective Date. The resolution shall take effect upon the passage of this resolution.

PASSED AND APPROVED on this the 20 day of July, 2017.

ATTEST:

CITY OF ALVIN, TEXAS

By: 
Dixie Roberts, City Secretary

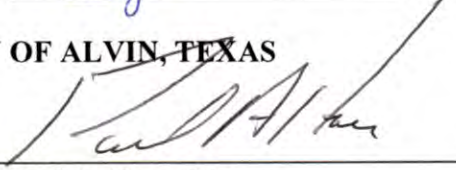
By: 
Paul A. Horn, Mayor

TABLE OF CONTENTS

Ben Garcia Memorial Fund
Beneezy Purple Monkey Fun Run
Amount Requested: \$3,000.00

1

Alvin Sunrise Rotary Foundation
Alvin Music Festival and BBQ Cook-Off
Amount Requested: \$30,000.00
Post Event Form Included

2

Alvin Community College Foundation
2019 Alvin Live Concert Series
Amount Requested: \$2,000.00

3

Alvin Museum Society
Alvin Historical Museum
Amount Requested: \$18,000.00

4

Alvin Rotary Club
Alvin Frontier Days
Amount Requested: \$15,000.00
Post Event Form Included

5

HOT FUNDING APPLICATION FORM

Due Prior to July 1st

Date: 6-1-18

Organization Information

Name of Organization: BEN GARCIA MEMORIAL FUND

Address: 89 BRIAR OAK CT.

City, State, Zip: ALVIN, TX 77511

Contact Name: LENNY GARCIA Contact Phone: [REDACTED]

Web Site Address for Event or Sponsoring Entity: [REDACTED]

Is your organization: Non-Profit YES Private/For-Profit status _____

Tax ID #: [REDACTED]

Entity's Creation Date: 2005

Purpose of your organization: RAISE SCHOLARSHIP FUNDS FOR ALVIN H.S. STUDENTS

Event Information

Name of Event or Project: BENEEZY PURPLE MONKEY FUN RUN

Date of Event or Project: 11-10-18

Primary Location of Event or Project: ALVIN H.S.

Amount Requested: \$ 3,000.00

How will the funds be used?

- HELP PURCHASE MEDALS, AWARDS, T-SHIRTS & PAY FOR ADVERTISING.

Primary Purpose of Funded Activity/Facility:

RAISE FUNDS FOR
ALVIN H.S. STUDENTS,
(SCHOLARSHIPS)

Check Which Category or Categories Apply to Funding Request and Amount Requested Under Each Category:

- ☐ a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$_____
- ☐ b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$_____
- ☒ c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$_____
- ☐ d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms. Amount requested under this category: \$_____
- ☐ e) **Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$_____
- ☒ f) **Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity**

at hotels within the city or its vicinity. Amount requested under this category: \$ 050.00

How many individuals are expected to participate in the sporting related event? 200

How many of the participants at the sporting related event are expected to be from another city or county? 40%

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

- OVERNIGHT STAY
- MEALS IN OUR CITY

- ☐ g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1.) the commercial center of the city; 2.) a convention center in the city; 3.) other hotels in or near the city; and 4.) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

- ☐ h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?

Questions for All Funding Requests:

1. How many years have you held this Event or Project: 13
2. Expected Attendance: 800; Will you be charging admission? YES; If so, how much will you be charging? 250/10.00
3. Approximately, how many people attending the Event or Project will use Alvin hotels and how many nights will they stay? (1,000) - ONE NIGHT
ATTEND - (30) STAY @ HOTEL
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels:
NO
5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2018</u>	<u>2850.00</u>	<u>UNDETERMINED</u>
<u>2017</u>	<u>750.00</u>	<u>"</u>
<u>2016</u>	<u>750.00</u>	<u>"</u>

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

SURVEY

7. Please list other organization, government entities, and grants that have offered financial support to your project:

SEE ATTACHED DONOR/SPONSOR LIST.

8. Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising YES Newspaper HOUSTON CHRON. & ALVIN SUN
SEE ATTACHED DOCUMENT ADU.
Radio ACC RADIO TV NONE
INTERVIEW

Direct Mailing to out of town recipients YES - EMAIL DATABASE COLLECTED OVER 13 YEARS

Press Releases to Media YES - ALVIN SUN

Social Media (FB, Instagram, Twitter, etc.) YES - FB

Other FUN RUN CALENDARS - RRCA

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? YES

11. Will you negotiate a special rate or hotel/event package to attract overnight stays? YES

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

FACEBOOK POSTS ADVERTISING A GREAT WEEKEND IN ALVIN, TEXAS.

PURPLE MONKEY FUN RUN / NOVEMBERFEST 2018

13. What geographic areas does your advertising and promotion reach?

TEXAS, NEW MEXICO, OKLAHOMA

14. How many individuals will your proposed marketing reach who are located in another city or county? 2,000

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly or Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than July 1st to:

Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com

Please submit completed application by July 1st to:

HOTEL OCCUPANCY TAX COMMITTEE
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511

Email: cvb@cityofalvin.com

Supplemental Information Required with Application: Along with the application, please submit the following:

- ☐ Proposed Marketing Plan for funded event
- ☒ Schedule of activities, events relating to the request

SEE ATTACHED "LAST MINUTE
INSTRUCTIONS"

Submit to: Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com
281-585-3359

13th annual Benneezy Purple Monkey Fun Run 2017 (last minute instructions)

Race start time: 1K-7:00 a.m. (AHS track...not timed)

5k/10k-7:30 a.m. (Outside AHS Competition gym on 2nd Street and W. Dumble.) "Ainsley's Angels start 7:25 a.m."

1. **Packet pick up:** 11-10 Alvin YMCA (3201 S. Hwy 35)
Alvin, TX 77511 (281-585-1303)
*****(8:00 a.m.-7:00 p.m.)**
11-11 AHS Gym "3" (802 S. Johnson)
Alvin, TX 77511 (6:00 a.m.-7:00 a.m.)

DISPLAY YOUR RACE NUMBER ON THE FRONT OF YOUR SHIRT.

Door prizes: to enter drawing place pull-tab from bib in box at awards table. There will be a separate drawing for two bicycles (b/g) at the finish of the Kid's 1K on the Alvin High School track

2. **Be aware of the 10k turn around.** The entire race is run on the left side of all roads. When turning onto 2nd street heading to the finish line... 5k runners should continue finishing on the left side of the road underneath the arch.
3. **10K RUNNERS WILL BE DIRECTED TO THE RIGHT SIDE OF THE ROAD FOR THE 10K TURN AROUND (second loop).** *****Circle around the giant PURPLE MONKEY.**
4. **In order to have the most accurate results...display your bib on the front of your t-shirt. Also runners changing distances during the race must notify the timing table. This has occurred every year...a runner will sign up for the 10k...but decide to stop at the 5k distance. Please help us keep the results accurate.**
5. **Water stations** will be at the 1 & 2 mile markers, turn around, finish line and the Kids 1k.
6. **Results** will be posted near the awards table.
7. **Race results** will be posted on (www.purplemonkeyfunrun.com). (<http://ontheruntx.com/>) and (<http://www.chuckscore.com/>)
8. **Photos @** (www.raceshots.net).
9. **!!! Thanks to our many wonderful sponsors and volunteers!!! We are glad you are here!!!**
10. **Information booth** in gym 3 at Alvin H.S.

FRIENDS OF BEN 2017

Ascend Performance Materials, DaMar Construction Services, Inc., Houston Astros, Whataburger, Alvin Convention and Visitors Bureau, Gregg and Cheryl Knappe, Bill & Sandy Horine, Pucek Electric Company, Ron Carter Automotive Dealerships, The Swindler Family, New Hope Church, Beverly & Robert Weitz, Woven Metal Products, Inc., Mike & Susan Hoover, Zack & Missy Evans, White's Liquor Store, ACU of Texas Elizabeth H. Nelson, CPA., Gordon Street Tavern, W. Clay Wright, DDS., Alvin Police Officers Association, VCA Animal Emergency Hospital Southeast, Jim & Jane Spakes, Garza Bail Bonds, Elliot & Judy Fink, Alvin Decorating & Floors, Inc. The Frozen Spoon, Alvin Skate-N-Party, Sonny & Cindy Batson, Roger King, Glen & Emily Scott The Garcia Family of Milwaukee, WI, Prince Properties-Fred Lewis, Alvin Community College, Health Works Chiropractic of Alvin, In memory of Coach Dan Sanchez, Chocolate Bayou Credit Union, Alvin High School Athletics, Kroger, Rhonda Veltman Myers, Scott Funeral Home, Mary Baker, Lerch Custom Knives, The Lupercio Family, Spoony's Guide Service, Tour de Braz, In memory of Dee Watson, In memory of JD Izard, Jimmie & Retha Snelson, Tom & Sharia Markiewicz, Karen Riley Family, Don & Stacey Jennings, Marilyn & Danny Rodriguez, Farmers Insurance-Scott Keithley Agency, Amber and the Rascals, Lois Degner, Greg Beltrone, JaNean & Chuck Roosevelt, BBVA Compass Bank-Alvin, Jelly Belly, Texas Advantage Community Bank, Gary & Robin Foster, Jim & Patti Neumann, Marilyn Dement Affinity Immediate Care, Chilis, Walmart, Paul & Betty Herndon, Reuben C.

Passmore

HOT FUNDING APPLICATION FORM

Due Prior to July 1st

Date: June 18, 2018

Organization Information

Name of Organization: Alvin Sunrise Rotary Foundation

Address: PO Box 42

City, State, Zip: Alvin, TX 77512

Contact Name: Wendy Del Bello

Contact Phone Number: [REDACTED]

Web Site Address for Event or Sponsoring Entity www.alvinmusicfestival.com

Is your organization: Non-Profit Yes Private/For-Profit status _____

Tax ID #: [REDACTED]

Entity's Creation Date: July 2011

Purpose of your organization: Alvin Sunrise Rotary is a non-profit organization which raises funds through our annual Alvin Music Festival and BBQ Cook-off to give back to the community through community projects, donations and grants while promoting the Rotary motto: Service Above Self.

Event Information

Name of Event or Project: Alvin Music Festival and BBQ Cook-off

Date of Event or Project: March 22-23, 2019

Primary Location of Event or Project: Briscoe Park, 3625 Briscoe Drive, Alvin TX

Amount Requested: \$30,000

How will the funds be used?

These funds will be used for the promotion of the arts. The funds will pay for a portion of the

Saturday night headliner.

Primary Purpose of Funded Activity/Facility:

This is our primary fund raiser. Our Foundation will make generous donations to our community entities through the funds raised at this event. A portion of the funds will also be set aside to help pay for next years event and the start up costs associated with that. Each year our costs increase.

Check Which Category or Categories Apply to Funding Request and Amount Requested Under Each Category:

- ☐ a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$_____
- ☐ b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$_____
- ☐ c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$_____
- X d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms. Amount requested under this category: \$30,000
- ☐ e) **Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$_____
- ☐ f) **Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity**

at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

- ☐ g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1.) the commercial center of the city; 2.) a convention center in the city; 3.) other hotels in or near the city; and 4.) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

- ☐ h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?

Questions for All Funding Requests:

1. How many years have you held this Event or Project: 2019 will be our eighth year
2. Expected Attendance: 8,000 - 10,000 Will you be charging admission? Yes If so, how much will you be charging? \$15-\$20 undecided at this time.
3. Approximately, how many people attending the Event or Project will use Alvin hotels and how many nights will they stay? Last year we estimated 289 room nights were used with an average of 1-3 nights per person.
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels:
We do room blocks at area hotels for our bands, judges and Rotary VIP's. Typically, you don't do a room block for a city wide festival. We will however, ask for a special festival rate to advertise to our attendees. Our event utilizes everything available. We have called to make reservations for attendees each year and placed them in the rooms until they are full.
5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
<u>2016</u>	<u>\$27,000</u>	<u>198</u>
<u>2017</u>	<u>\$22,000</u>	<u>164</u>
<u>2018</u>	<u>\$30,000</u>	<u>289</u>

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

We will survey attendees, room blockage usage and room pickup summaries from hoteliers.

7. Please list other organization, government entities, and grants that have offered financial support to your project:

We solicit local businesses for sponsorships but not until December - April. We currently don't have anyone committed to provide financial support in 2019. We also receive no grants.

8. Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising \$21,000

Newspaper \$10,000

Radio \$3,000

TV _____

Direct Mailing to out of town recipients _____

Press Releases to Media Yes

Social Media (FB, Instagram, Twitter, etc.) \$1,000

Other \$7,000 (magazines and signage)

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? Yes, we always do.

11. Will you negotiate a special rate or hotel/event package to attract overnight stays? Yes

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

We are planning on doing more social media, incorporating new videos highlighting the event and other activities in the Alvin area.

13. What geographic areas does your advertising and promotion reach?

150-200 mile radius of Alvin and Brazoria County as well as statewide.

14. How many individuals will your proposed marketing reach who are located in another city or county? 600,000-800,000

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly or Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than July 1st to:

Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com

Please submit completed application by July 1st to:

HOTEL OCCUPANCY TAX COMMITTEE
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511

Email: cvb@cityofalvin.com

MUSIC FESTIVAL & COOK-OFF

Schedule of Events

Friday, March 23

11:00 am	Gates Open
12 noon	All vehicles out of park
3:00 pm	Judging – Beans
4:00 pm	Gates open
5:00 pm	Judging – Fajita Jackpot
6:00 pm	Performance by <i>Booth and Company</i>
7:00 pm	Judging – Friday Night Feast
8:00 pm	Performance by <i>The Drug Store Gypsies</i>
10:00 pm	Performance by <i>Kevin Fowler</i>
Midnight	Cook-Off area closes to everyone without a cook team wristband

Saturday, March 24

7:30 am	Cook Meeting - Alvin Sunrise Rotary Pavilion at Briscoe Park
8:00 am	Gates open
12 noon	Corn Hole Tournament
12 noon	Judging – Chicken
2:00 pm	Performance by <i>Promising Lies</i>
2:00 pm	Judging – Pork Ribs
4:00 pm	Performance by <i>Junior Gordon</i>
4:00 pm	Judging - Brisket
6:00 pm	Performance by <i>Raelynn</i>
8:00 pm	Cook Off Awards Presentation
	Raffle Drawing
8:00 pm	Performance by <i>The Spazmatics</i>
10:00 pm	Performance by <i>Kyle Park</i>
Midnight	Cook-Off area closes to everyone without a cook team wristband

Sunday, March 25

6:00 am – noon Move out

** All performance times are approximate times*

Post Event Report Form

Hotel Occupancy Tax Funding

By law of the State of Texas, the City of Alvin collects a Hotel Occupancy Tax (HOT) from hotels, motels, and bed & breakfast inns. The revenue from the hotel occupancy taxes may be used only to directly promote tourism and the convention and hotel industry. The use of HOT funds is limited to:

1. **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;
2. **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. **Advertising, Solicitations and Promotions:** advertising and conducting solicitations and promotional programs to attract visitors and convention delegates or registrants to the municipality or its vicinity;
- ✓ 4. **Promotions of the Arts:** the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape, sound and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.
5. **Historical Restoration and Preservation:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage visitors and convention delegates to visit preserved historic sites or museums.
6. **Sporting Event Expenses:** expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are visitors who substantially increase economic activity at hotels and motels within the city or its vicinity.
7. **Directional Signs:** signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality
8. **Transportation of Tourists:** funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:
 1. the commercial center of the city;
 2. a convention center in the city;
 3. other hotels in or near the city; or
 4. visitor attractions or events in or near the city.

The Alvin Convention and Visitors Bureau accepts applications on behalf of the hotel occupancy tax committee from groups and businesses meeting the criteria of the hotel occupancy tax laws and wishing to receive HOT funds.

How to Submit the Post Event Report

It is required to submit a Post Event Report to the Hotel Occupancy Tax Committee no later than 30 days after the conclusion of your event or completion of funded project.

Post Event Report Supporting Documentation Checklist

The following documents must be submitted with your Post Event Report Form:

- ☒ Invoices and/or receipts, including proof of payment, for each expenditure that you are using HOT Tax Funds for.
- ☒ Documentation of local hotel room use in conjunction with your event. The following will be excepted:
 - ☒ Surveys
 - ☐ Event Registration Forms
 - ☐ Sign-in Sheets
 - ☒ Hotel/Motels used and rate offered by each property and or rooming lists
 - ☐ Other, please describe: _____

The Post Event Report Form must be filled out completely and all supporting documentation must be included.

Submit to: Hotel Occupancy Tax Committee
c/o CVB Staff
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com
281-585-3359

Project or Event Information

Name of Organization:

Alvin Sunrise Rotary Club

Mendy DelBello, President

Name of Event or Project:

Alvin Music Festival and Cook-off

Date of Event or Project:

March 23-24, 2018

Primary Location of Event or Project:

Briscoe Park

Funding Use Information

What part of your event was funded with hotel occupancy tax? Bands - \$30,000 (major contracts att.)

Actual percentage of total event costs covered by hotel occupancy tax: 9%

Actual percentage of advertising costs covered by hotel occupancy tax (if applicable): n/a

Attendance & Local Hotel/Motel Use Information

What was the attendance at your event? 9000 +/-

How did calculate your attendance? Sales records, deposits, # of cook teams, volunteer sheets, Bands + guests, Rotarians, spouses + guests.

Is this attendance estimated? NO - but w/ an error rate of less than 5%

If this attendance number differs greatly from the estimate submitted with your application, please explain circumstances that you believe may have affected attendance:

As a result of this event, how many room nights were used at Alvin hotels/motels by attendees of this event or project?

289 hotel nights = 72 survey @ ticket booth, 25 bands, 190 survey, 2 Rotarians

Was a room block established for attendees of this event at an area hotel/motel(s)? Yes ☒ No

Which hotel(s) were booked?

Holiday Inn, LaQuinta, America's Best Value, Motel 6, Super 8

Was a citywide rate extended by area hotel/motel(s)? NO

How many rooms were blocked? 27 room nights for bands only

How many rooms were picked up (used)? 289 nights

Attendees and cooks made their own reservations
• Holiday Inn chg's attached
• Attendee hotel survey attached

Marketing & Promotion Activity Information

Please check all efforts used to promote this event by your organization and how much was spent in each category:

☒ Newspaper - \$ 9830.39

Press Releases - \$ _____

☒ Radio - \$ 2760.00

Direct Mail - \$ _____

TV - \$ _____

☒ Other - \$ 7794.31

- magazine, social media + signage

Please provide copies of ads, sound clips, press releases, direct mail pieces, etc.

Did the Convention and Visitors Bureau place advertising for you? ACVB Facebook page

Additional promotional activity:

Documents attached:

- Major (Headliners) band contracts.
- Event survey results
- Hotel charges (for bands only)
- Attendee survey results.
- Advertising - Marketing copies.

HOT FUNDING APPLICATION FORM

Due Prior to July 1st

Date: 6/18/18

Organization Information

Name of Organization: Alvin Community College Foundation

Address: 3110 Mustang Road

City, State, Zip: Alvin, Texas 77511

Contact Name: Wendy Del Bello Contact Phone Number: 2 [REDACTED]

Web Site Address for Event or Sponsoring Entity www.alvincollege.edu

Is your organization: Non-Profit ☒ Private/For-Profit status

Tax ID #: [REDACTED]-Entity's Creation Date: November 1974

Purpose of Your Organization: The ACC Foundation is dedicated to enriching the lives of others by providing financial resources for for personal growth and development through education.

Event Information

Name of Event or Project: 2019 Alvin Live Concert Series

Date of Event or Project: June - August 2019

Primary Location of Event or Project: Alvin Community College, K219

Amount Requested: \$ 2,000

How will the funds be used? The funds will be used to advertise the summer concert series.

Primary Purpose of Funded Activity/Facility:

The concert series provides opportunities to showcase the communications department and raise funds for scholarships.

Check Which Category or Categories Apply to Funding Request and Amount Requested Under Each Category:

- ☐ a) Convention Center or Visitor Information Center: construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- ☐ b) Registration of Convention Delegates: furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- ☒ c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity. Amount requested under this category: \$2,000
- ☐ d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms. Amount requested under this category: \$ _____
- ☐ e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Amount requested under this category: \$ _____
- ☐ f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity

at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

- ☐ g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1.) the commercial center of the city; 2.) a convention center in the city; 3.) other hotels in or near the city; and 4.) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

- ☐ h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

What tourist attractions will be the subject of the signs?

Questions for All Funding Requests:

1. How many years have you held this Event or Project: 2019 will be the 8th year
2. Expected Attendance: 65 patrons per concert per fire code (195 per summer); Will you be charging admission? yes; If so, how much will you be charging? varies: \$40-\$125
3. Approximately, how many people attending the Event or Project will use Alvin hotels and how many nights will they stay? 10-20, 1-2 nights
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: No

-
-
5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
2018	\$2,000	7
2017	\$2,000	6
2016	\$0	0

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

Survey local hotels

7. Please list other organization, government entities, and grants that have offered financial support to your project:

We solicit local businesses for sponsorship of food and beverages and offer band sponsorships.

8. Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising: \$900 est

Newspaper: \$600

Radio: KACC only

TV: KACC only

Direct Mailing to out of town recipients: email

Press Releases to Media: Yes, for no charges

Social Media: (FB, Instagram, Twitter, etc.) \$500

Other:

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? Yes

11. Will you negotiate a special rate or hotel/event package to attract overnight stays? No

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

13. What geographic areas does your advertising and promotion reach?

Alvin, Pearland, Manvel, Friendswood, League City, Galveston, Houston

14. How many individuals will your proposed marketing reach who are located in another city or county? _____

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly or Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than July 1st to:

Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com

Please submit completed application by July 1st to:

HOTEL OCCUPANCY TAX COMMITTEE
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511

Email: cvb@cityofalvin.com

Alvin Love

SUMMER CONCERT SERIES 2018

June 14



LC Roots

Individual Ticket \$40

Reserved

Table for 2 \$125

Table for 4 \$250

July 12



**Andy & the
Dreamsicles**

Individual Ticket \$40

Reserved

Table for 2 \$125

Table for 4 \$250

August 9



**Jack Sullivan
as "Elvis"**

Individual Ticket \$40

Reserved

Table for 2 \$125

Table for 4 \$250

Doors Open at 7:00 pm • Concert Starts at 7:30 pm

Adult Beverages & Light Appetizers • Up Close and Personal with Performer

Autographs and Pictures After Concert • Small Venue

Proceeds benefit ACC Communications
Scholarships and Equipment

ACC
ALVIN COMMUNITY COLLEGE
FOUNDATION

All concerts located at Alvin Community College
3110 Mustang Road • Building K

Limited seating, reserved tables available.
To purchase tickets visit ACC Marketplace
or call 281.756.3600.

www.AlvinCollege.edu



www.alvintexas.org

HOT FUNDING APPLICATION FORM

Due Prior to July 1st

Date: 6/23/2018

Organization Information

Name of Organization: ALVIN MUSEUM SOCIETY

Address: P.O. Box 1902

City, State, Zip: ALVIN, TX 77512

Contact Name: BARBARA PASSMORE Contact Phone: [REDACTED]

Web Site Address for Event or Sponsoring Entity: [REDACTED]

Is your organization: Non-Profit ☒ Private/For-Profit status ☐

Tax ID #: [REDACTED]

Entity's Creation Date: 1976

Purpose of your organization: To gather, preserve, and bring to the public the history of Alvin and the surrounding communities

Event Information

Name of Event or Project: See Attachment

Date of Event or Project: undetermined

Primary Location of Event or Project: ALVIN HISTORICAL MUSEUM

Amount Requested: \$ 18,000

How will the funds be used?

See Attachment

Primary Purpose of Funded Activity/Facility:

Check Which Category or Categories Apply to Funding Request and Amount Requested Under Each Category:

- ☐ **a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- ☐ **b) Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- ☐ **c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ 1,000
- ☐ **d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms. Amount requested under this category: \$ _____
- ☐ **e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ 17,000
- ☐ **f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity**

at hotels within the city or its vicinity. Amount requested under this category: \$_____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

- ☐ **g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1.) the commercial center of the city; 2.) a convention center in the city; 3.) other hotels in or near the city; and 4.) tourist attractions in or near the city. Amount requested under this category: \$_____**

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

- ☐ **h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$_____**

What tourist attractions will be the subject of the signs?

Questions for All Funding Requests:

1. How many years have you held this Event or Project: NONE
2. Expected Attendance: 2,000; Will you be charging admission? YES; If so, how much will you be charging? \$3 @ adults; children under 12 free
No charge to members of the Alvin Museum Society
3. Approximately, how many people attending the Event or Project will use Alvin hotels and how many nights will they stay? UNKNOWN

4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels:

NO

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

7. Please list other organization, government entities, and grants that have offered financial support to your project:

Fees from membership of ALVIN MUSEUM SOCIETY

8. Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising \$400⁰⁰ Newspaper ✓

Radio _____ TV _____

Direct Mailing to out of town recipients \$250⁰⁰

Press Releases to Media ✓

Social Media (FB, Instagram, Twitter, etc.) ✓

Other HANDOUTS - \$150⁰⁰ XX

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? _____

11. Will you negotiate a special rate or hotel/event package to attract overnight stays? NO

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

13. What geographic areas does your advertising and promotion reach?

All of Brazoria County; significant part of Harris County; parts of surrounding counties

14. How many individuals will your proposed marketing reach who are located in another city or county? 400 +

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly or Annually: 2000 yearly

Percentage of those in attendance that are staying at area hotels/lodging facilities: unk %

Please Submit no later than July 1st to:

Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com

Please submit completed application by July 1st to:

HOTEL OCCUPANCY TAX COMMITTEE
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511

Email: cvb@cityofalvin.com

ATTACHMENT

Event Information:

Name of Event or Project:

1. Continued development and implementation of the Nolan Ryan/Alvin Schools/Alvin Sports permanent exhibit
2. Rental of at least 2 traveling exhibits from Humanities Texas and other sources

We will be able to upgrade the quality of our temporary/traveling exhibits with these additional funds.

How will the funds be used:

1. \$10,000 to erect and install the permanent Nolan Ryan exhibit with woodwork, graphics, and signage, along with pre-opening event publicity

This will include repurposing the exhibit items gifted to the museum by the Ryans from their former museum.

2. \$8,000 for rental of at least 2 temporary traveling exhibits from Humanities Texas, such as the Quanah Parker and the Texas Cowboy exhibits, which were very successful, as well as other exhibit sources

Primary Purpose of Funded Activity:

1. To house a permanent exhibit to Nolan Ryan, since his museum in Alvin has been vacated, and to trace the history of the development of Alvin Schools and Sports
2. To bring in unique temporary exhibits that will generate interest in the people in the community

SUPPLEMENTAL INFORMATION

Marketing plan for funded event:

The Museum Society will contact all local Brazoria, Galveston, and Harris County newspapers to announce the opening of the Nolan Ryan Exhibit. E-mails will be sent to all individual and business members of the Society, both in Alvin and out of town, as well as to city and county officials. The Alvin Museum Society website will announce the opening of the new exhibit, and it will be noted on Facebook and Twitter.

In addition, we will have professional flyers printed to announce the opening and pass those out in the community.

Schedule of activities, events relating to the request:

At this time we do not know when the exhibit will be completed. There is no set schedule, since the exhibit space is still under construction. When it is done, probably in mid-to-late 2019, the date of the opening will be publicized as noted above. There will be a grand opening event to which everyone will be invited.

1 - 900 - 4781

**HOTEL OCCUPANCY TAX USE GUIDELINES
UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM**

State Law: By law of the State of Texas, the City of Alvin collects a Hotel Occupancy Tax (HOT) from hotels and other lodging facilities. Per Chapter 351, Texas Tax Code, there is a two-part test that every expenditure must pass to be valid:

- 1.) The expenditure must directly enhance and promote tourism and the hotel and convention industry.
- 2.) The expenditure must clearly fit into one of the following statutory categories for expenditure of local hotel occupancy tax revenues:
 - a) **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;
 - b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
 - c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
 - d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guest at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.
 - e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
 - f) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.

No more
than 6% can
be spent on
Bands \$3600

- g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:**

1. the commercial center of the city;
2. a convention center in the city;
3. other hotels in or near the city; or
4. tourist attractions in or near the city.

State law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.

- h) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

City Policy: The City of Alvin shall accept applications from groups and businesses whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied using the official application no later than July 1st. The application will be reviewed by the Hotel Occupancy Tax (HOT) Committee at the earliest possible regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review. The HOT Committee will make the initial funding recommendations to the City Council, who in turn will make the final decision as to the allocation of funds.

Eligibility and Priority for Hotel Tax Funds: Priority will be given to those events and entities based on their ability to generate overnight visitors to City of Alvin. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. Events can provide evidence of the potential to generate overnight visitors by:

- a) **historic information on the number of room nights used during previous years of the same events;**
- b) **current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the funded event;**
- c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event (through surveys, guest directories, or other sources); and/or**
- d) **examples of the planned marketing of the programs and activities that are likely to generate overnight visitors to local lodging properties from this event.**

Use of Revenues from Event: A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT funds should be channeled back into the future costs of operating that same event or the continued operation of the project.

Supplemental Information Required with Application: Along with the application, please submit the following:

- ☒ Proposed Marketing Plan for funded event *Page 7*
- ☒ Schedule of activities, events relating to the request *April 25-28 2019*
Annex 1 on Page 7

Submit to: Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com
281-585-3359

HOT FUNDING APPLICATION FORM

Due Prior to July 1st

Date: 7-19-2018

Organization Information

Name of Organization: Alvin Rotary Club

Address: P.O. Box

City, State, Zip: Alvin, Tx 77511

Contact Name: Scott Helperstill Contact Phone Number: 281-920-4782

Web Site Address for Event or Sponsoring Entity: _____

Is your organization: Non-Profit ☒ Private/For-Profit status _____

Tax ID #: _____

Entity's Creation Date: 1955

Purpose of your organization: Social organization that raises money for community and citizens through donations and scholarships.

Event Information

Name of Event or Project: "Alvin Frontier Days"

Date of Event or Project: April 25-28, 2019

Primary Location of Event or Project: Downtown + Oak Park

Amount Requested: \$ 15,000⁰⁰

How will the funds be used?

It will go toward advertising and bands that play throughout day. Help pay for cost of event, EMS, and Police

- Local Dance Teams (Youth)
- Largest Car show in area which attracts over 200 displays and many thousands of car enthusiasts. Car rattle is also a large draw.

Primary Purpose of Funded Activity/Facility: Attendance - 15,000 - 20,000 people

Frontier Days has been around for 44 years. It is the main event for the families of Alvin. It has the largest Carnival, Parade, Art Booths, ^{music} and Car fighters. It is a Non-Alcohol event.

Check Which Category or Categories Apply to Funding Request and Amount Requested Under Each Category:

- ☐ a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- ☐ b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- ☒ c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** Amount requested under this category: \$ 7500.00
- ☒ d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms. Amount requested under this category: \$ 7500
- ☐ e) **Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ _____
- ☐ f) **Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity**

at hotels within the city or its vicinity. Amount requested under this category: \$ _____

How many individuals are expected to participate in the sporting related event? _____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

- ☐ g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1.) the commercial center of the city; 2.) a convention center in the city; 3.) other hotels in or near the city; and 4.) tourist attractions in or near the city. Amount requested under this category: \$ _____

What sites or attractions will tourists be taken to by this transportation? _____

Will members of the general public be riding on this transportation? _____

What percentage of the ridership will be local citizens? _____

- ☐ h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$ _____

under Advertising

What tourist attractions will be the subject of the signs?

Events

April 25 - 28

Frontier Days

- Carnival April 25 - 28
- Bands April 26 - 27
- Frontier Days April 27
 - Boat Race
 - Car Show
 - Gun fight
 - Games
 - Food Trucks
- Parade April 27
- Car Raffle and advertising - February - April
 - \$100 Tickets for New Car from Ron Carter Auto

Marketing

Advertising in Magazines, Radio, and local papers, school, Facebook, etc.

We promote the Park, Museum, western culture, City, history of Alvin through our event and parade. We also advertise for our participants to stay in local Hotels before and after event.

Car tickets are promoted all over the state

Questions for All Funding Requests:

1. How many years have you held this Event or Project: 44

2. Expected Attendance: 15-20,000; Will you be charging admission? Some events do; If so, how much will you be charging?

Carnival - \$1 and up
Food Booths - \$5.00 and up

3. Approximately, how many people attending the Event or Project will use Alvin hotels and how many nights will they stay? 40-50 people stay Friday and Saturday night

4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels:

No, we don't get involved with the
reservations cause there are plenty of openings during
April.

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held

Assistance Amount

Number of Hotel Rooms Used

4-27-2018

11,500

could not get information

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

Survey if necessary, our event brings
in thousands of tourists mainly for the day. It
advertises our City, Parks, Parade, Museum, and many
restaurants.

7. Please list other organization, government entities, and grants that have offered financial support to your project:

None

8. Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising \$8,000 Newspaper \$3,500

Radio donation \$ to Acc. TV

Direct Mailing to out of town recipients \$2,500 for car show

Press Releases to Media 6 weeks before event \$1,500

Social Media (FB, Instagram, Twitter, etc.) Free bank, Talk of Rivin

Other T-Shirts for Event and car show \$2,500

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? yes

11. Will you negotiate a special rate or hotel/event package to attract overnight stays? No

12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

We use every type of marketing for this event.

13. What geographic areas does your advertising and promotion reach?

Gulf Coast Area, Magazine advertisements
for car show throughout Texas.

14. How many individuals will your proposed marketing reach who are located in another city or county? 1 million

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly or Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit no later than July 1st to:

Hotel Occupancy Tax Committee
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com

Please submit completed application by July 1st to:

HOTEL OCCUPANCY TAX COMMITTEE
c/o CVB Director
200 Depot Centre Blvd.
Alvin, TX 77511

Email: cvb@cityofalvin.com

How to Submit the Post Event Report

It is required to submit a Post Event Report to the Hotel Occupancy Tax Committee no later than 30 days after the conclusion of your event or completion of funded project.

Post Event Report Supporting Documentation Checklist

The following documents must be submitted with your Post Event Report Form:

- ☒ Invoices and/or receipts, including proof of payment, for each expenditure that you are using HOT Tax Funds for.
- ☐ Documentation of local hotel room use in conjunction with your event. The following will be excepted:
 - ☒ Surveys (crowd survey)
 - ☐ Event Registration Forms
 - ☐ Sign-in Sheets
 - ☐ Hotel/Motels used and rate offered by each property and or rooming lists
 - ☐ Other, please describe: _____

The Post Event Report Form must be filled out completely and all supporting documentation must be included.

Submit to: Hotel Occupancy Tax Committee
c/o CVB Staff
200 Depot Centre Blvd.
Alvin, TX 77511
Email: cvb@cityofalvin.com
281-585-3359

Project or Event Information

Name of Organization:

Rotary Club of Alvin

Name of Event or Project:

Alvin Rotary Club "Frontier Days"

Date of Event or Project:

April 27, 28

Primary Location of Event or Project:

Downtown Alvin, Oak Park, Stanton Parking Lot

Funding Use Information

What part of your event was funded with hotel occupancy tax?

20%

Actual percentage of total event costs covered by hotel occupancy tax:

\$10,000

Actual percentage of advertising costs covered by hotel occupancy tax (if applicable):

100%

Attendance & Local Hotel/Motel Use Information

What was the attendance at your event?

~15,000

How did calculate your attendance?

Previous history

Is this attendance estimated?

Yes

If this attendance number differs greatly from the estimate submitted with your application, please explain circumstances that you believe may have affected attendance:

Same

As a result of this event, how many room nights were used at Alvin hotels/motels by attendees of this event or project?

Some of vendors stayed in hotels

Was a room block established for attendees of this event at an area hotel/motel(s)?

Yes

No

Which hotel(s) were booked?

Was a citywide rate extended by area hotel/motel(s)?

How many rooms were blocked?

How many rooms were picked up (used)?

Marketing & Promotion Activity Information

Please check all efforts used to promote this event by your organization and how much was spent in each category:

☒ Newspaper - \$ 3750⁰⁰ Total

☐ Press Releases - \$

☐ Radio - \$

☐ Direct Mail - \$

☐ TV - \$

☒ Other - \$

Please provide copies of ads, sound clips, press releases, direct mail pieces, etc.

Did the Convention and Visitors Bureau place advertising for you?

No

Additional promotional activity:

POSTERS, T-SHIRTS