City of Alvin, Texas

Paul Horn, Mayor

Martin Vela, Mayor Pro-tem, District A
Keko Moore, At Large Pos. 1
Joel Castro, At Large Pos. 2
Chris Vaughn, District B

Richard Garivey, District C
Glenn Starkey, District D
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA
THURSDAY, NOVEMBER 4, 2021
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 Secretary's Office at 281-388-4255 or droberts@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheelchair accessible, and a sloped curb entry is available at the south entrance to City Hall.

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Alvin, Texas, to be held on **THURSDAY, NOVEMER 4, 2021**, 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. CONSENT AGENDA

A. Consider approval of the October 21, 2021, City Council meeting minutes.

B. Acknowledge the receipt of the Financial Report ending September 30, 2021.

C. Consider awarding a bid to Ferguson Waterworks as the vendor for the purchase of water and sewer parts for one (1) year with an option to renew for an additional one (1) year at the same price and conditions.

D. Consider a final plat of Imperial Forest Section 2 (located near the southwest corner of the Bypass 35 and Wheeler Road intersection), being a planned unit development of 12.86 acres located in the Hooper and Wade Survey, Section 21, Abstract 421, Brazoria County, Texas.

5. OTHER BUSINESS

A. Discuss and/or take possible action on the lot size provision for the proposed Diamond Oaks Tract along FM1462 being developed by Cove Matrix Development.

B. Consider the 2022 Interlocal Agreement for Emergency Services with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign the Agreement upon legal review.

C. Consider Resolution 21-R-28, authorizing Anser Advisory and Government Services Group, Inc. to provide consulting services for the American Rescue Plan Act (ARPA) administered by the U.S. Department of the Treasury and the Texas Department of Emergency

Management, authorizing an amount not to exceed $233,800 to be disbursed from ARPA funds for said consulting services; and authorize the City Manager to sign the Professional Services Agreement upon legal review.

D. Consider, if any, requests from individual council members for an item or items to be placed on the upcoming agenda for the next regularly scheduled meeting.

6. REPORTS FROM CITY MANAGER

A. Items of Community Interest and review preliminary list of items for next Council meeting.

7. 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.

8. 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 MONDAY, NOVEMBER 1ST, 2021 at 4:30 P.M.

THE STATE OF TEXAS
CITY OF ALVIN

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
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY OCTOBER 21, 2021
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 Regular at 7:00 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Martin Vela; Councilmembers: Gabe Adame, Keko Moore, Glenn Starkey, and Richard Garivey**.**

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michael Higgins, Director of Administrative Services; Dan Kelinske, Parks and Recreation Director; Michelle Segovia, City Engineer; and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Ed Carrette from Grace Episcopal Church gave the invocation. Council member Moore led the pledge of allegiance to the American flag. Council member Garivey led the pledge to the Texas flag.

PRESENTATIONS

Proclamation – Alvin Municipal Court Week November 1-5, 2021.
Mayor Horn presented a proclamation to Judge Mo Ghuneim and the Municipal Court Staff recognizing the week of November 1-5, 2021, as Municipal Court Week.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION

Consider approval of the September 2, 2021, City Council Workshop meeting minutes.

Consider approval of the September 16, 2021, City Council Regular meeting minutes.

Consider approval of the October 11, 2021, Special called City Council meeting minutes.

Acknowledge receipt of the quarterly Fiscal Year 2021 Capital Improvement Projects Report.

Acknowledge receipt of the Quarterly Investment Report ending September 30, 2021.

Consider a master preliminary plat of Watermark (located along the east side of Bypass 35 between House Street and South Street), being 103.5 acres of land containing 223 lots (60’ x 120’ typ.) and fourteen reserves in five blocks, out of the B.B.B.&C.R.R. Co. Survey, A-159, I.&G.N.R.R. Co. Survey, A-400, Brazoria County, Texas.
On July 29, 2021, the Engineering Department received the master preliminary plat of Watermark for review. The property is located along the east side of Bypass 35 between House Street and South Street. This master preliminary plat consists of 223 single-family residential lots, 14 reserves, and 5 blocks, and complies with the City of Alvin’s Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on September 21, 2021. Staff recommended approval of the plat.

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Starkey; motion carried with all members present voting Aye.

OTHER BUSINESS

Consider Ordinance 21-P, authorizing the issuance of approximately $4,800,000 City of Alvin, Texas, Water and Sewer System Revenue Bonds, Series 2021; approving related agreements; approving the preparation and distribution of an Official Statement; enacting other provisions relating thereto; and providing for the effective date thereof.

In February 2014, the City engaged the services of Freese and Nichols to draft a Utility Master Plan. The adopted Utility Master Plan was completed in April 2016 and identified approximately $92 million in utility projects to be completed over the next 20 years. These improvements are necessary to provide for future growth, replace aging infrastructure, improve efficiency, and keep the City in compliance with TCEQ regulations.

Projects to be partially funded from the proceeds of the 2021 Water & Sewer System Revenue Bonds are listed below:

Project Name	***Partial Project Costs***	***Description of project***
Lift Station #23 Expansion *Projected Construction Cost:* *$19,794,697.75*	*$2,400,000*	*This project includes the expansion of Lift Station #23 from a firm pumping capacity of 2.02 Million Gallons per Day (MGD) to a firm pumping capacity of 9 MGD and elimination of lift stations 15 and 16. This project also includes the replacement of sanitary gravity mains along Steele Road, North Gordon, Rice Street, and Ave. E 1/2, with approximately 14,720 linear feet of new gravity mains, ranging in size from 15-inch to 30-inch, and replacing approximately 7,000 linear feet of 16-inch and 12-inch sanitary force main along Highway 35 Bypass with 24-inch force main.*
WWTP Critical Improvements *Projected Construction Cost:* *$4,781,143*	*$2,400,000*	*Complete critical WWTP facility improvements such as improvements in the influent screen and lift station, grit removal, a new blower at aeration basins, erosion control at the clarifiers, two new RAS pumps' valves and flow meters, new tanks and improvements at the chemical building, new gates/valves/gaur rail at the aerated sludge holding tank, one new blower, a blower replacement and miscellaneous improvements such as roof improvements, a new auto-dialer, and upsizing of the water line in the admin building.*
Total:	***$4,800,000***	

City staff participated in ratings call with Standard & Poor's on September 14, 2021. Standard & Poor's affirmed the City's Revenue Bond rating of "A+/Stable" on the Series 2021 Water & Sewer System Revenue Bonds.

The Series 2021 Water and Sewer System Revenue Bonds are scheduled to be competitively bid at 10:00 a.m. on October 21, 2021. Thereafter, staff will know the exact dollar amount of bonds that will need to be issued to cover the project costs as well as other bond issuance costs. The City's Financial Advisors will be at the City Council meeting to present the results of the sale and ask City Council to approve Ordinance 21-P, authorizing the bond sale. Should City Council authorize the issuance of the Series 2021 Water & Sewer System Revenue Bonds, the bonds are expected to close, with funds deposited into the City's accounts on November 11, 2021.

James Gilley with U.S. Capital Advisors LLC presented the information from the mornings bond bid in the amount of $4,630,000 with explanation.

Council member Starkey moved to approve Ordinance 21-P, authorizing the issuance of $4,630,000 City of Alvin, Texas, Water and Sewer System Revenue Bonds, Series 2021; approving related agreements; approving the preparation and distribution of an Official Statement; enacting other provisions relating thereto; and providing for the effective date thereof. Seconded by Council member Adame; motion carried with all members present voting Aye.

Consider a Professional Services Agreement with LJA Engineering in an amount not to exceed $151,200 for the acquisition of up to thirty-five easements (35) and one (1) fee simple property acquisition required for the construction of the Lift Station 23 Expansion Project; and authorize the City Manager to sign the Agreement upon legal review.

The Agreement being considered will provide Professional Services relating to the acquisition of the thirty- five (35) temporary/permanent easements and for the one (1) fee simple property acquisition that are required for the construction of the Lift Station 23 Expansion Project. LJA Engineering will handle all negotiations with the property owners from initial offer letter through submission of the Closing File or Condemnation Package, if required. The cost for acquisition services rendered under this agreement are not to exceed $151,200 and will commence upon receipt of the signed agreement.

Funding will come from the remaining 2015 Certificate of Obligation bond proceeds. Staff recommended approval of this Agreement.

City Engineer, Michelle Segovia, presented this item before Council with explanation.

Council member Vela moved to approve a Professional Services Agreement with LJA Engineering in an amount not to exceed $151,200 for the acquisition of thirty-five (35) easements and one (1) fee simple property acquisition that are required for the construction of the Lift Station 23 Expansion Project; and authorize the City Manager to sign the Agreement upon legal review. Seconded by Council member Starkey; motion carried with all members present voting Aye.

Consider Resolution 21-R-24, accepting the Petition for the Creation of a Public Improvement District for the Bayou Point development within the City of Alvin, Texas; setting a public hearing for November 18, 2021; providing for open meetings and other related matters.

On or about September 2, 2021, Binnacle Alvin 31, LLC, the owner of certain property located within the City, petitioned the City for the creation of a public improvement district pursuant to Chapter 372 of the Texas Local Government Code, for the Bayou Point Subdivision, approximately 32 acres for 122 single family residential lots.

Public Improvement Districts (PID) are governed by Chapter 372 of the Texas Local Government Code, which requires that the governing body hold one (1) public hearing to allow for public comment before the PID is considered for final adoption. The public hearing for the PID will be November 18, 2021. After the public hearing, Council will be presented with the final Resolution creating the PID. This PID will be known as the Bayou Point PID. Staff recommended accepting the Petition for Creation and setting the public hearing date.

Jerry Leblanc, Developer for Bayou Point was present to answer questions had by City Council. Discussion was had on the difference between a MUD and a PID.

Council member Garivey moved to approve Resolution 21-R-24, accepting the Petition for the Creation of a Public Improvement District for the Bayou Point development within the City of Alvin, Texas; setting a public hearing for November 18, 2021; providing for open meetings and other related matters. Seconded by Council member Starkey; motion carried with all members present voting Aye.

<u>Consider a Developer Agreement between Brazoria County, Texas, the City of Alvin, Texas, and Lando Development, LTD., to jointly participate in the development and extension of Cardinal Drive (County Road 149) in accordance with the terms and conditions as set forth in the Developer Agreement; and authorize the Mayor to sign the said Agreement upon legal review</u>.

Lando Development, LTD is proposing to develop a subdivision adjacent to a portion of the proposed extension of Cardinal Drive (County 149). During a Council workshop regarding the development, discussions were had regarding County Road 149, and Council requested the developer to conduct a Traffic Impact Analysis. As a result of that analysis, it was recommended that County Road 149 be extended. Thereafter, staff and Lando Development contacted the County for their requirements regarding the extension of County Road 149. A Developer Agreement was drafted by the County, delineating responsibilities for the extension of County Road 149. The major context of the Development Agreement includes the preservation of right-of-way and the construction of a boulevard along the proposed extension of County Road 149.

Preservation of Right of Way for Extension of County Road 149 - Lando Development, LTD will dedicate 60 feet (the south ½ of the ultimate right-of-way) necessary for the extension of County Road 149

The City will require future developer(s) forming the north ½ of County Road 149 to dedicate a minimum right-of-way of 60 feet (the north ½ of the ultimate right-of-way).

Preservation of Right of Way for future railroad grade separation - Lando Development, LTD will dedicate a varying width of 60 to approximately 165 feet (one-half of the ultimate right of way) of right-of-way to accommodate for a future railroad grade separation.

The City will attempt to require future developers of the north ½ of County Road 149 to dedicate right-of-way equal to Lando Development, LTD.

Construction of a Boulevard - Lando Development, LTD will construct a 25-foot boulevard section for County Road 149 from intersection of County Road 149 and County Road 529 through the subdivision entrance. Staff recommended approval of the Developer Agreement.

Mr. Roland, City Manager presented this item before City Council with explanation.

Council member Martin Vela expressed concern regarding traffic in the area regarding possible complaints from residents nearby about access to schools, county roads and entrance to subdivision. He stated it's a considerable increase in traffic in that area. Mark Hanks, Brazoria County Engineer, responded that their focus is on what was outlined in the Traffic Analysis Report, they can only make allowances for what is recommended by the analysis, and recognizes that it will be a challenge.

Council member Vela moved to approve a Developer Agreement between Brazoria County, Texas, the City of Alvin, Texas, and Lando Development, LTD., to jointly participate in the development and extension of Cardinal Drive (County Road 149) in accordance with the terms and conditions as set forth in the Developer Agreement; and authorize the Mayor to sign the said Agreement upon legal review. Seconded by Council member Adame; motion carried with all members present voting Aye.

<u>Consider Resolution 21-R-26, approving a Utility Services Contract with Lando Development, LTD. for the development of Municipal Utility District (MUD) 51; and authorize the Mayor to sign the Contract upon legal review.</u>

On January 17, 2019, City Council consented to the creation of Municipal Utility District (MUD) 51 -- approximately 137.6228 acres of land (107.1041 acres to be annexed into the City (located north of County Road 528 at the existing end of County Road 149) and 30.5187 acres within the corporate boundaries of the City, northwest of FM 528 between Victory Ln and Lulac). Lando Development, LTD. (Lando) intends to create the MUD over the property and plans to request the MUD to construct and finance a water distribution system and a wastewater collection system to serve the property.

Lando is requesting to contract with the City to obtain, among other things, water supply and wastewater treatment services from the City. Key elements of this agreement include the City's completion of the Lift Station 30 expansion project, the 54" Eastside Interceptor Project, and the Lift Station 23 expansion project – all of which are in the process of being constructed. These projects are necessary to serve northern Alvin, which includes the proposed Lando development.

In addition, because the consent to the creation occurred prior to the current Planned Unit Development Ordinance 20-G, staff recommends that this development be developed in accordance with the single-family residential lot size requirement in effect prior to the adoption of Ordinance 20-G (adopted by City Council on March 5, 2020) – which is minimum width lot sizes of 50'.

Lastly, the proposed Utility Services Contract does not obligate the City to rebate annual payments to the MUD.

Resolution 21-R-26 will approve the Utility Services Contract with Lando Development, LTD for the residential development. Staff recommended approval of Resolution 21-R-26.

Mr. Roland, City Manager presented this item before City Council with explanation.

Council member Vela moved to approve Resolution 21-R-26, approving a Utility Services Contract with Lando Development, LTD. for the development of Municipal Utility District (MUD) 51; and authorize the Mayor to sign the Contract upon legal review. Seconded by Council member Garivey; motion carried with all members present voting Aye.

<u>Discuss lot sizes in the proposed Diamond Oaks Tract along FM 1462 being developed by Cove Matrix Development. (Council member Castro / Council member Garivey)</u>
Randy Hall and Kevin Cole from Cove Matrix Development were present before City Council to discuss the allowance of 50' lots in this development. Discussion was had.

<u>Consider Ordinance 21-Q, amending the Fiscal Year 2022 budget for the purpose of appropriating thirty million, seven hundred twenty thousand, four hundred and forty-one dollars, and forty cents ($30,720,441.40) of prior Fiscal Year 2021 encumbrances into the current fiscal year as set forth for each individual account in the attached Exhibit A; and providing for other related matters</u>.
An encumbrance refers to funds that have been reserved when a purchase order has been approved. Governmental accounting practice allows these funds to be reserved (encumbered) until paid. When closing FY21, there were open (outstanding) purchase orders that had not been liquidated. As the encumbered items are processed and liquidated in FY22, negative budget variances may be reflected in various departmental accounts until the budget appropriations for the previous year's encumbrances are carried forward from FY21 into FY22. The total amount of outstanding encumbrances to be carried over from FY21 is $30,720,441.40. Staff recommended approval of Ordinance 21-Q.

Fund		*Amount*
100	*Disaster Fund*	*$10,688.92*
111	*General Fund*	*84,831.59*
121	*Hotel/Motel (HOT) Fund*	*18,600.00*
123	*Special Investigation Fund*	*3,203.06*
125	*Municipal Court Technology Fund*	*450.00*
129	*Parks Dedication Fund*	*49,800.00*
210	*Impact Fees*	*296,517.83*
211	*Utility Fund*	*98,696.45*
213	*Emergency Medical Services*	*25,096.64*
220	*Utility Project Fund*	*421,152.13*
235	*2015 Water & Sewer Cert. of Obligations*	*548,179.87*
236	*2018 Utility Bond Fund*	*9,384,663.90*
237	*Series 2019, Water & Sewer Revenue Bonds*	*6,308,824.11*
238	*Series 2020, Water & Sewer Revenue Bonds*	*9,792,821.84*
311	*General Projects Fund*	*176,807.81*
312	*Sales Tax Fund*	*384,382.34*
318	*2019 Tax & Rev Cert. of Obligations*	*2,402,938.45*

512	*Donation Fund*	*4,013.49*
611	*Fleet Maintenance Fund*	*32,453.79*
612	*Vehicle Replacement Fund*	*240,960.19*
613	*IT Support & Maintenance Fund*	*184,768.66*
614	*Computer Replacement Fund*	*7,756.18*
616	*Facility Maintenance Fund**	*242,834.15*
	Total	*$30,720,441.40*

** New fund established in FY21. These PO's carried over from different funds in FY21.*

Michael Higgins, Director of Administrative Services presented this item before City Council with explanation.

Council member Garivey moved to approve Ordinance 21-Q, amending the Fiscal Year 2022 budget for the purpose of appropriating thirty million, seven hundred twenty thousand, four hundred and forty-one dollars, and forty cents ($30,720,441.40) of prior Fiscal Year 2021 encumbrances into the current fiscal year as set forth for each individual account in the attached Exhibit A; and providing for other related matters. Seconded by Council member Starkey; motion carried with all members present voting Aye.

Consider Resolution 21-R-27, allowing property owners with at least 15% of property damaged from Tropical Storm/Hurricane Nicholas, as determined by the Brazoria County Chief Appraiser in accordance with Section 11.35 of the Texas Property Tax Code, to apply for a Temporary Disaster Tax Exemption through the Brazoria County Appraisal District.

Due to the Tropical Storm/Hurricane Nicholas, Governor Abbott declared Brazoria County a disaster area on September 13, 2021. The Brazoria County Central Appraisal District (BCCAD) has been reminding property owners that they may qualify for a temporary disaster exemption if they experienced physical damage to their property resulting from Tropical Storm/ Hurricane Nicholas. The exemption is not automatic and physical damage must meet a specific degree to qualify.

During the 86th Texas Legislative Session, the Texas Property Tax Code was amended to potentially allow property owners a temporary disaster exemption. Section 11.35 of the Tax Code allows a qualified property that is at least 15 percent damaged by a disaster to receive a temporary exemption of a portion of the appraised value of the property. Qualified property includes:

- *tangible personal property used for income production if the owner filed a rendition*
- *residential buildings (homes), commercial buildings (businesses), industrial buildings (manufacturing), multi-family buildings (apartments), and other real property buildings; and*
- *certain manufactured homes*

The exemption is not automatic, and damage must meet a minimum degree of 15% to qualify, for example: On qualified property valued at $200,000 the damages would have to be estimated at $30,000 or more. ($200,000 x 15% = $30,000).

The Appraisal District determines if the property qualifies for the temporary exemption and assigns a damage assessment rating or exemption percentage of Level I (at least 15% damaged), II (at least 30% damaged), III (at least 60% damaged), or IV (100% damaged – total loss) based upon available information. The District may rely on information from a county emergency management authority, the Federal Emergency Management Agency (FEMA), or other appropriate sources like insurance adjusters or repair estimates when making this determination. The exemption will be prorated based on the date of the declared disaster.

If a taxing unit had not adopted a 2021 tax rate before September 13, 2021, the property owner must apply for the temporary exemption no later than 105 days after the governor declares a disaster area. The temporary exemption application must be filed no later than December 27, 2021.

If a taxing unit adopted a 2021 tax rate prior to September 13, 2021 – as in our case -- the Governing Body of the taxing unit must adopt the exemption within 60 days of the date of the disaster (i.e., no later than November 12, 2021). If a *taxing unit adopts the exemption, property owners will have 45 days to apply after the first 60-day period. The BCCAD due date for residents to apply for the exemption is December 27, 2021.*

As a result of the previous two scenarios, if a property qualifies for the exemption, it is possible that the exemption may not be applied to all taxing units if the taxing unit (i.e., City of Alvin) does not pass the exemption.

The temporary exemption, if granted, expires on January 1 of the first tax year in which the property is reappraised.

To obtain a temporary disaster application form, taxpayers may visit the Tropical Storm/ Hurricane Nicholas section of BCCAD's website (https://www.brazoriacad.org/temporary-disaster-related-exemptions.html).

Staff does not anticipate any significant impact to the City's property values and as the date of this writing, and per the BCAD, only a handful of exemptions county-wide have been applied for. Staff recommended approval of Resolution 21-R-27.

Michael Higgins, Director of Public Services presented this item before City Council with explanation.

Council member Adame moved to approve Resolution 21-R-27, allowing property owners with at least 15% of property damaged from Tropical Storm/Hurricane Nicholas, as determined by the Brazoria County Chief Appraiser in accordance with Section 11.35 of the Texas Property Tax Code, to apply for a Temporary Disaster Tax Exemption through the Brazoria County Appraisal District. Seconded by Council member Starkey; motion carried by all members present voting Aye.

<u>Discuss Brazoria County proposed redistricting</u>.
Commissioner Stacy Adams gave City Council an update of the Brazoria County redistricting plans. The proposed redistricting is to split Alvin into 2 precincts, one and three, based on increasing population.

<u>Consider Ordinance 21-R, implementing the Civil Service classification system in the City of Alvin for certified police officers in accordance with the requirements of Chapter 143 of the Texas Local Government Code; establishing classifications and ranks; setting the initial number of authorized and budgeted positions within each rank; establishing certain supplemental pay categories; setting sick leave and vacation leave accrual levels; defining certain terms and setting certain conditions to facilitate implementation of the civil service system in the police department; and providing an effective date.</u>
In a special election on November 3, 2020, the voters of the City of Alvin approved and adopted a civil service system for police officers covered by Chapter 143 of the Texas Local Government Code (Chapter 143).

Chapter 143 provides that, within 30 days after the date a municipality's first full fiscal year begins after the date of the adoption of the election of Chapter 143, the governing body of the municipality shall implement Chapter 143. Thus, the deadline for implementing Chapter 143 is October 30, 2021. Upon the adoption of this proposed ordinance, civil service implementation will begin on October 29, 2021. This proposed ordinance includes the following key elements, as delineated in the Local Civil Service Rules of the Police Officers' Civil Service Commission of the City of Alvin, in the 2019 Collective Bargaining Agreement, and pursuant to Chapter 143:

- *The classification of Police Officers, Police Corporals/Specialists, Police Sergeants, Police Lieutenants, and Police Captains;*
- *Adoption of the Salary Schedule as agreed upon in the 2019 Collective Bargaining Agreement;*
- *Longevity pay of $4 a month, as existing in the Collective Bargaining Agreement and pursuant to Section 141.032 of the Texas Local Government Code;*
- *Certification and education pay, as existing in the Collective Bargaining Agreement and pursuant to Section 141.032 of the Texas Local Government Code;*
- *Additional sick leave minimum (from 10 days to 15 days a year) (as required by Section 143.045 of the Texas Local Government Code); and*

- *Additional vacation leave (from a minimum of 8 days to 15 days per year) (as required by Section 143.046 of the Texas Local Government Code).*

Staff recommended approval of Ordinance 21-R.

Suzanne Hanneman, City Attorney presented this item before City Council with explanation.

Council member Starkey moved to approve Ordinance 21-R, implementing the Civil Service classification system in the City of Alvin for certified police officers in accordance with the requirements of Chapter 143 of the Texas Local Government Code; establishing classifications and ranks; setting the initial number of authorized and budgeted positions within each rank; establishing certain supplemental pay categories; setting sick leave and vacation leave accrual levels; defining certain terms and setting certain conditions to facilitate implementation of the civil service system in the police department; and providing an effective date. Seconded by Council member Adame; motion carried by all members present voting Aye.

Consider Resolution 21-R-23, authorizing the Alvin Police Department to make application for the Body-Worn Camera Grant program through the Governor's Public Safety Office to defray the cost of data storage of recordings created with body worn cameras.
During the 87th Legislature, HB 1938 was passed and codified as Section 1701.6521 to the Texas Occupations Code, creating a grant for law enforcement agencies to defray the cost of data storage for body worn camera recordings. This newly created grant was incorporated into an already existing grant which defrays the cost of purchasing body worn cameras (BWCs) for law enforcement agencies. The Police Department is applying for this grant and requesting funds to purchase four (4) new BWCs for the new patrol officer positions and requesting funding to defray the cost of the storage of the requested BWCs and for those already in use.

This grant application requires a resolution from the governing body of the agency applying that includes the following:
1. *Authorization by the governing body for the submission of the application to the Governor's Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested: "Body Worn Camera Storage Project";*
2. *A commitment to provide all applicable matching funds; (25% for this grant);*
3. *A designation of the name and/or title of the authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant; and*
4. *A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.*

The Police Department use the Axon Camera system for the body cameras, in-car cameras, and the cameras in the interview room. In FY22, the Police Department specifically budgeted $9,000.00 for BWC storage. The cost budgeted for four (4) new BWCs is $5,600.00. This amounts to a total of $14,600.00, of which the grant will defray 75%, which brings the grant amount we are requesting to $10,950.00. The City will be responsible for a 25% match of the total cost which is $3,650. This grant is for one (1) year. Staff recommended approval.

Robert Lee, Chief of Police presented this item before City Council with explanation.

Council member Adame moved to approve Resolution 21-R-23, authorizing the Alvin Police Department to make application for the Body-Worn Camera Grant program through the Office of the Governor, Public Safety Office, to help defray the cost of data storage of recordings created with body worn cameras. Seconded by Council member Garivey; motion carried by all members present voting Aye.

Consider the purchase of ten (10) Ramco in-car computers from Patrol PC in an amount not to exceed $51,497.70 for the Alvin Police Department.
The Alvin Police Department utilizes the Ramco Patrol PC in-car computers due to their function and reliability. The department needs ten (10) new in-car computers: eight (8) for the replacement of outgoing computers, and two (2) for installation in new vehicles added to the fleet. Each of the outgoing units came with a three (3) year standard warranty,

and upon expiration we were able to purchase an additional four (4) year warranty for a total of seven (7) years of coverage. The Ramco units being replaced have been in service for almost 8 years and can no longer be covered under maintenance or warranty due to their age. The new units will have the same coverage and are expected to last 7+ years as well. The funds for this purchase were included as part of the FY22 budget. This is a sole source vendor. Staff recommended approval of this purchase.

Robert Lee, Chief of Police presented this item before City Council with explanation.

Council member Garivey moved to approve the purchase of ten (10) Ramco in-car computers from Patrol PC in an amount not to exceed $51,497.70 for the Alvin Police Department. Seconded by Council member Adame; motion carried with all members present voting Aye.

Consider the purchase of replacement Motorola in-car and portable (hand-held) radios for Police, Fire, and EMS from Motorola in an amount not to exceed $734,631.00.

As of December 31, 2021, all models of the Police, Fire, and EMS in-car and portable radios currently in use will be deemed "end of service" by Motorola. Software and new feature support on all portable radios ended on December 31, 2019, as we discovered in 2020 when we tried to have the "emergency button" feature on the existing radios enabled. All of the "end-of-service" in car radios supposedly have aftermarket hardware support until 2025 or "while supplies last" but we have already experienced issues in having radios repaired even prior to the "end-of-service" date. Except for a few radios added over the years, the majority of radios in use have been in-service since the City transitioned to the current digital radio system in 2011. These radios have functioned well over this period and 10+ years of use of the same technology is exceptional. The replacement radios are the newer versions of the same in-car and portable radios and are expected to have the same life expectancy. The funds for the replacement radios were included in the FY22 budget. Police will receive 63 portable and 28 mobile radios; Fire will receive 46 portable and 25 mobile and EMS will receive 26 portable and 9 mobile for a total of 135 portable (hand-held) radios and 62 mobile (in-car) radios. Staff recommended approval of this purchase.

Robert Lee, Chief of Police presented this item before City Council with explanation.

Council member Garivey moved to approve the purchase of Motorola Radios for the Police Department, Fire Department, and Emergency Medical Services in an amount not to exceed $734,631.00. Seconded by Council member Vela; motion carried with all members present voting Aye.

Consider Resolution 21-R-25, designating one representative and one alternate representative to the Houston-Galveston Area Council (H-GAC) General Assembly for 2022.

HGAC's bylaws provide that each Home Rule City member with a population under 99,999 as of the latest (2010) Federal Census, is entitled to designate one representative and one alternate to serve on the H-GAC General Assembly. The two designees must be elected officials of Alvin's governing body.

Each year City Council is asked to appoint elected officials to serve as members to this assembly. Appointments must be made by October 30, 2021. Appointees are asked to represent the city and county of whom they represent at monthly meetings held typically at the HGAC offices in Houston.

Prior year appointments:
2021: Council member Castro (representative); Council member Vela (alternate)
2020: Council member Arendell (representative); Council member Castro (alternate).
2019: Council member Arendell (representative); Council member Castro (alternate).
2018: Council member Arendell (representative); Council member Richards (alternate).

Council member Starkey moved to approve Resolution 21-R-25, designating Council member Martin Vela to serve as the representative and Council member Joel Castro to serve as the alternate representative on the H-GAC General Assembly for 2022. Seconded by Council member Moore; motion carried with all members present voting Aye.

Consider, if any, requests from individual council members for an item or items to be placed on the upcoming agenda for the next regularly scheduled meeting.
There were no items presented for consideration.

REPORTS FROM CITY MANAGER
Items of Community Interest and review preliminary list of items for next Council meeting.
Mr. Junru Roland announced items of community interest; and he reviewed the preliminary list for the November 4, 2021, 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.
Council member Garivey mentioned that Alvin High School ROTC will be having event for Veteran's Day on November 10^{th}.

Council member Vela commented that city staff is doing a great job, they stepped up to address some mowing issues recently and he expressed his appreciation.

ADJOURNMENT
Mayor Horn adjourned the meeting at 8:47 p.m.

PASSED and APPROVED the 4th day of November 2021.

____
Paul A. Horn, Mayor

ATTEST: __________________________
Dixie Roberts, City Secretary

AGENDA COMMENTARY

Meeting Date: 11/4/2021

Department: Finance **Contact:** Michael Higgins, Dir. of Admin. Services

Agenda Item: Acknowledge receipt of the Financial Report ending September 30, 2021.

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

Summary: The City Charter requires the Chief Financial Officer to report on the financial condition of the City. Included in the September 30, 2021 report are the following:

General Fund Summaries
Sales Tax Revenues
Utility Fund Revenue & Expense Comparison
Sanitation Fund Revenue & Expense Comparison
EMS Fund Revenue & Expense Comparison
Operating Revenues & Expenditures – Budget vs. Actual (General, Utility, Sanitation, EMS)
Cash & Investment Summary
Major Funds Recap – General, Hotel, Utility, Sanitation, EMS, Sales Tax, Fleet)

Attached is the quarterly financial report for the period ending September 30, 2021.

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:** 10/28/2021 SLH

Supporting documents attached:

- Financial Report – September 30, 2021
- Major Funds Recap

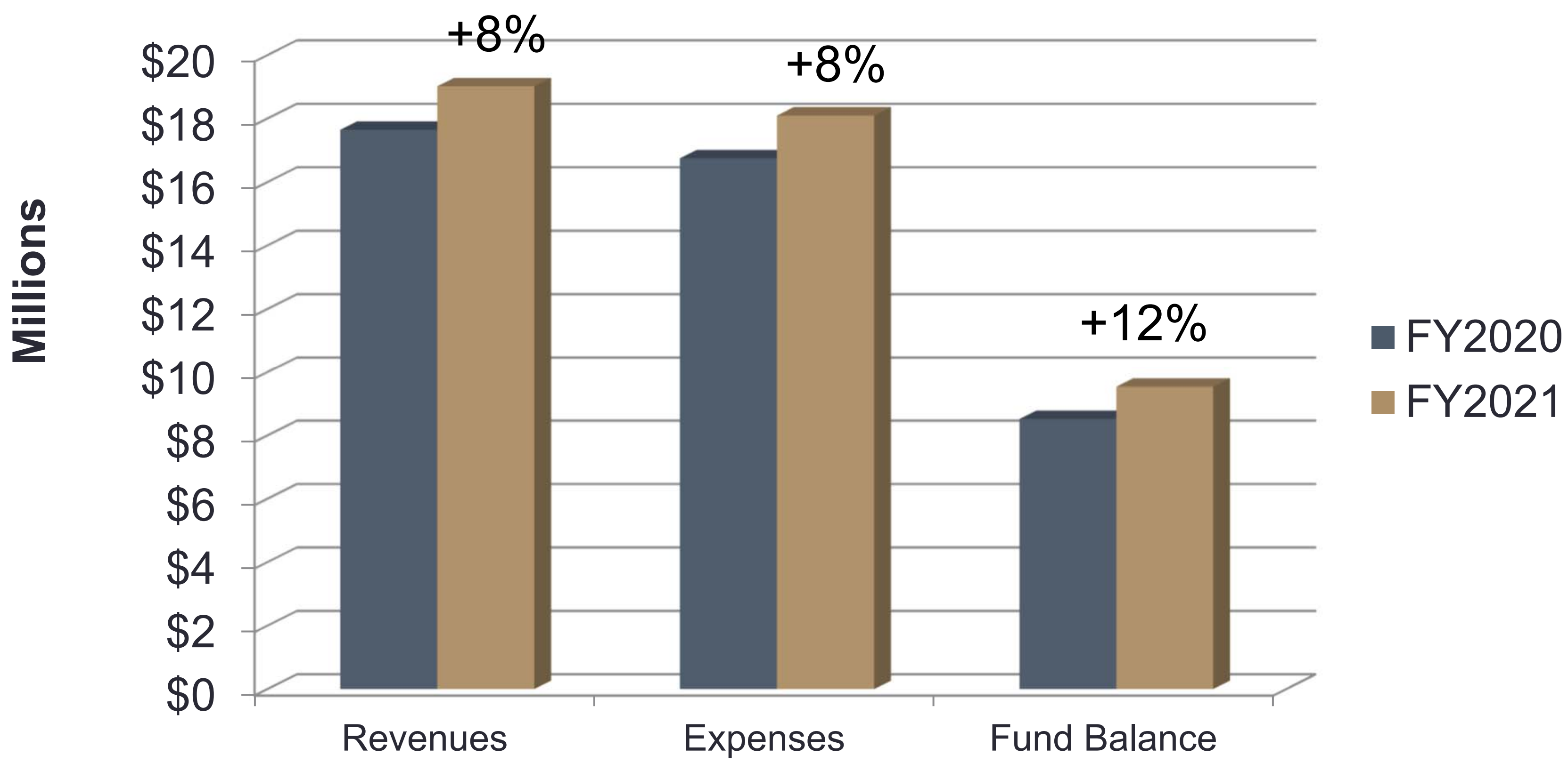
Recommendation: Move to acknowledge receipt of the Financial Report ending September 30, 2021.

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

City of Alvin

Monthly Financial Summary Report
For the month ended September 30, 2021

General Fund Summary – September 2021
Revenue, Expense & Fund Balance Comparison



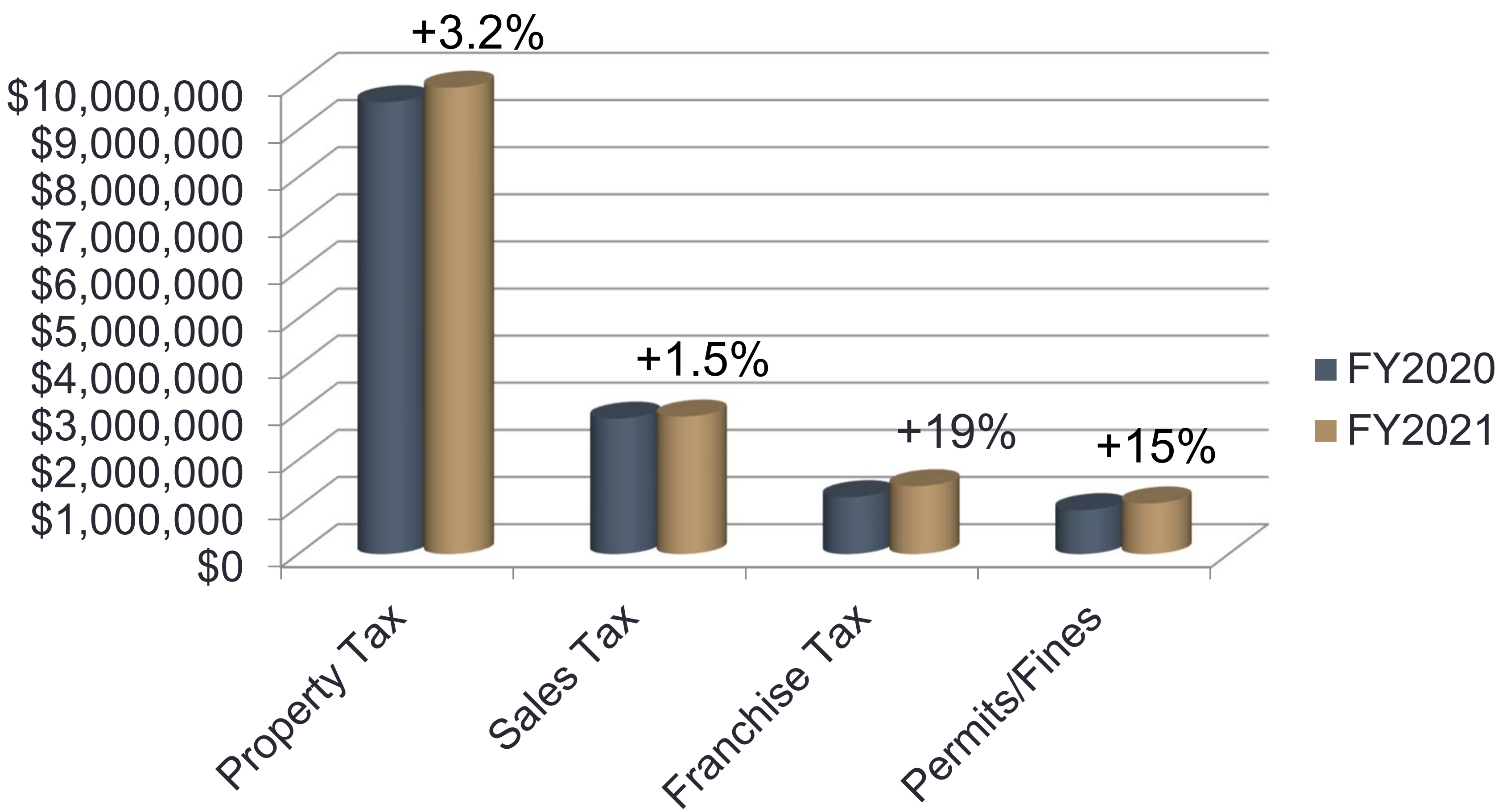
General Fund Summary – September 2021
Revenue, Expense & Fund Balance Comparison

- General Fund revenues through September 2021 is $19m. This is 8% more than the previous year through September 2020 which was $17.7m.

- General Fund expenditures year-to-date was $18.1m, or 8% more than the previous year total at September 2020, which was $16.8m.

- Fund Balance at 9/30/21 is approximately $9.5, which is an 12% increase over the prior year total.

General Fund
Major Revenue Comparison
as of September 30, 2021



General Fund
Major Revenue Comparison
as of September 30, 2021

The City's five major revenue sources include: property tax, sales tax, franchise tax and permits/fines.

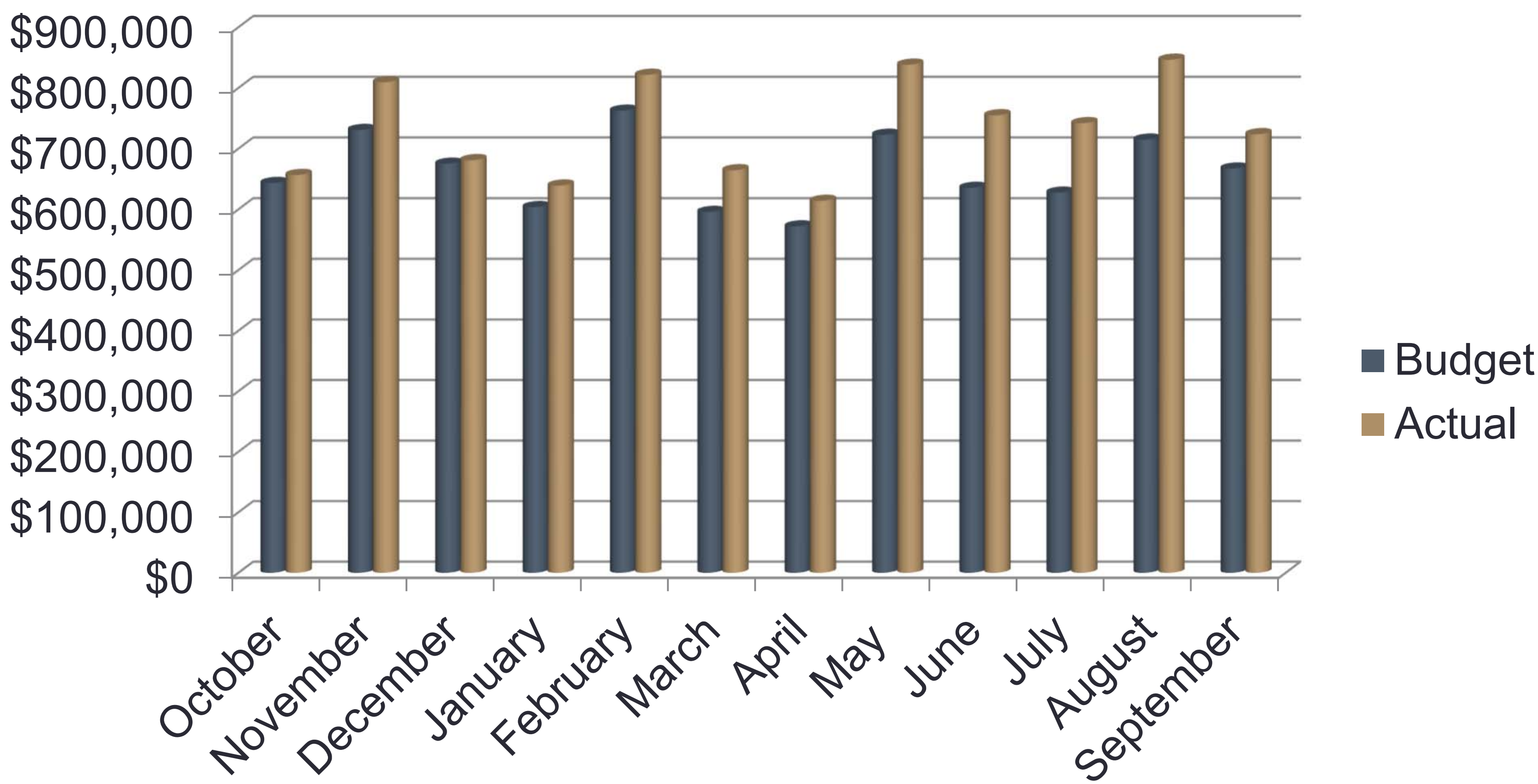
- To date, current **property tax revenues** are $9,570,060. The budget is $9,627,905, which is 99% collected. Total property taxes are $9,897,513 (excluding the Denbury portion). Last year at September 2020 it was $9,590,732, or an increase of 3%.

- **Sales taxes** allocated to the General Fund is $2,918,397 or an increase of $43,772 (2%) as compared to the previous year total from September 2020.

- **Franchise tax revenues** are 19% less than the previous year. Franchise tax revenues are based on a percentage of a utility's gross receipts.

- **Permits/Fines** are up 1%, or $158,242 over the previous year to date.
  - Permits increased 15%: $1,073,878 (FY21) vs $931,836 (FY20) (i.e. building, electrical, mechanical, plan check fees)
  - Fines & Forfeitures decreased 4%: $432,906 (FY21) vs $416,706 (FY20) (i.e. court)

Sales Tax Revenues
Budget vs. Actual
FY21

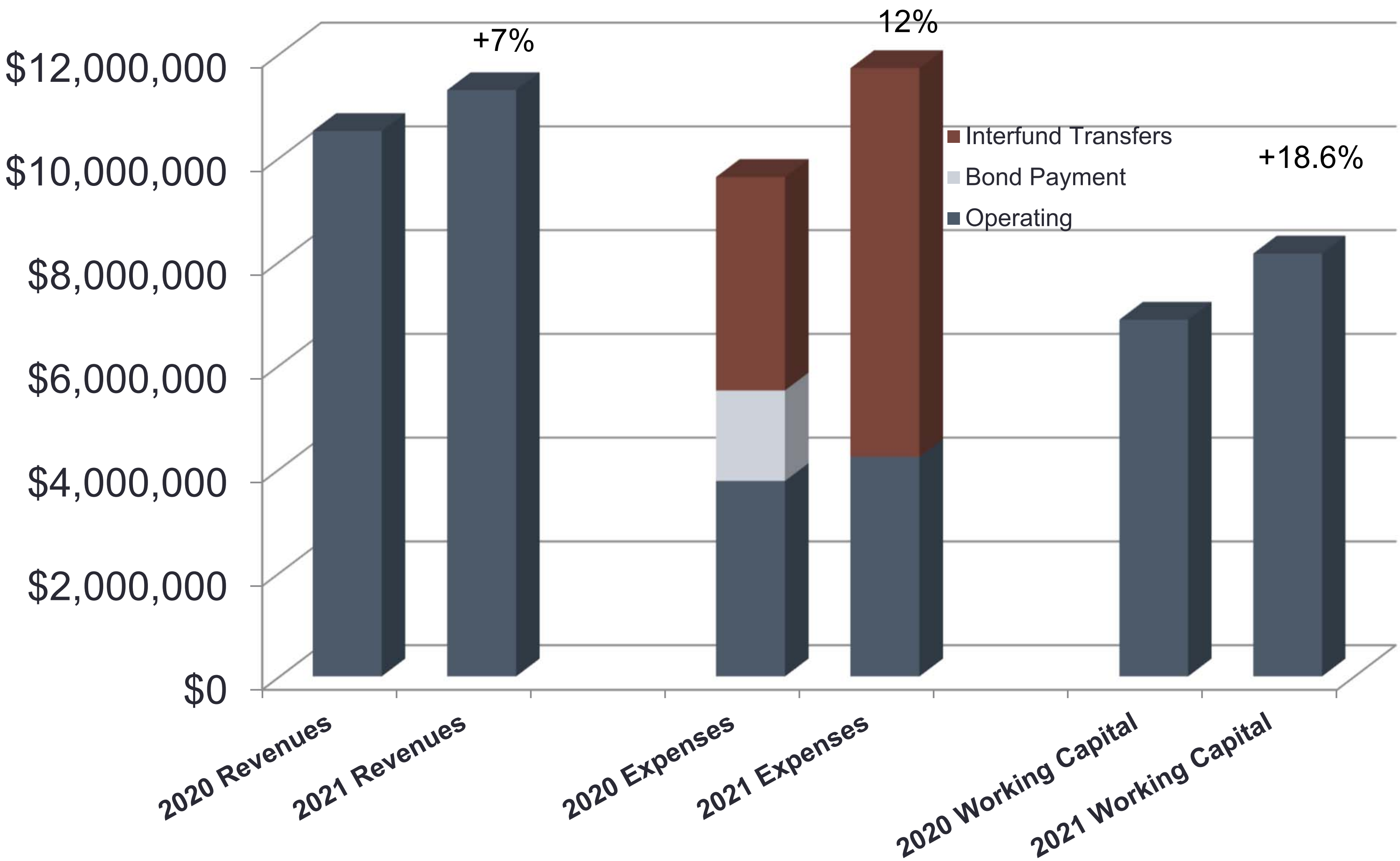


Sales Tax Revenues
Budget vs. Actual
FY21

- Total sales tax collections (on a cash basis) is $7,281,950. However, sales tax collections are 2 months behind the actual payment date.

- Actual sales tax collections through August, plus the September estimate, is $8,703,912. The total budget for FY21 is $7,948,999. This is $754,913, or 9.5%, more than the FY21 budget.

UTILITY FUND
Revenue & Expense Comparison (YTD)

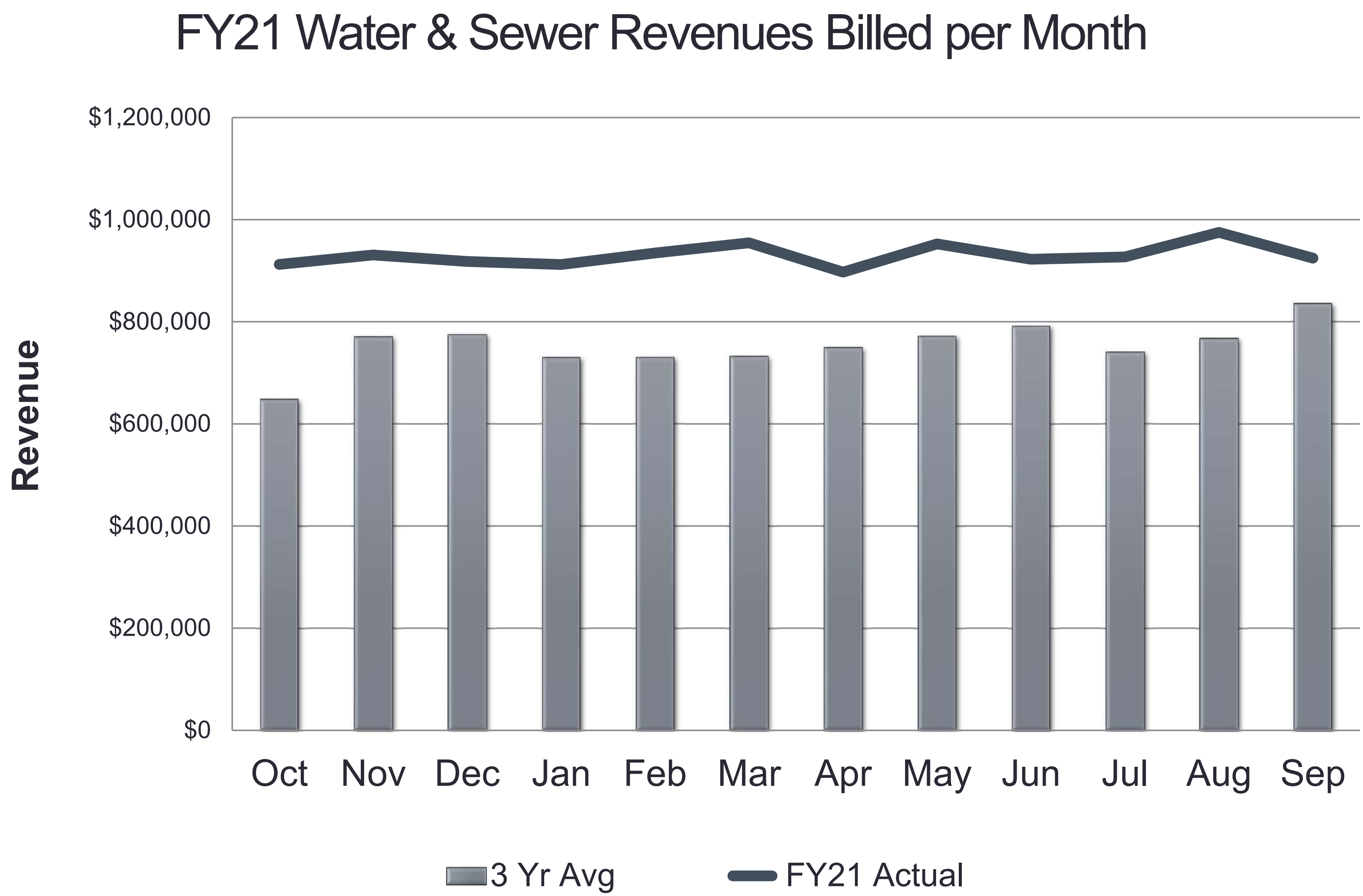


UTILITY FUND
Revenue & Expense Comparison (YTD)

- Utility Operating Fund **revenues** are 7.0% higher than the previous YTD by $788,395. This is primarily a result of growth and an increase in the utility rates.

- Utility Operating Fund operating **expenses** are $464,931 or 12% higher in comparison to the previous year at 9/30/21 (i.e. salaries & wages, materials, supplies, contractual services).

- **Interfund transfers** represent funds transferred from the Utility Operating Fund to the Utility Projects Fund for utility projects or to the General Fund for administrative services (i.e. legal, human resource, finance, etc.) for water and sewer operations. Also, interfund transfers to the Utility Debt Fund have increased due to funding of the Series 2019 and 2020 WSSR bonds.


FY21 Water & Sewer Revenues Billed per Month
Revenue
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
3 Yr Avg
FY21 Actual

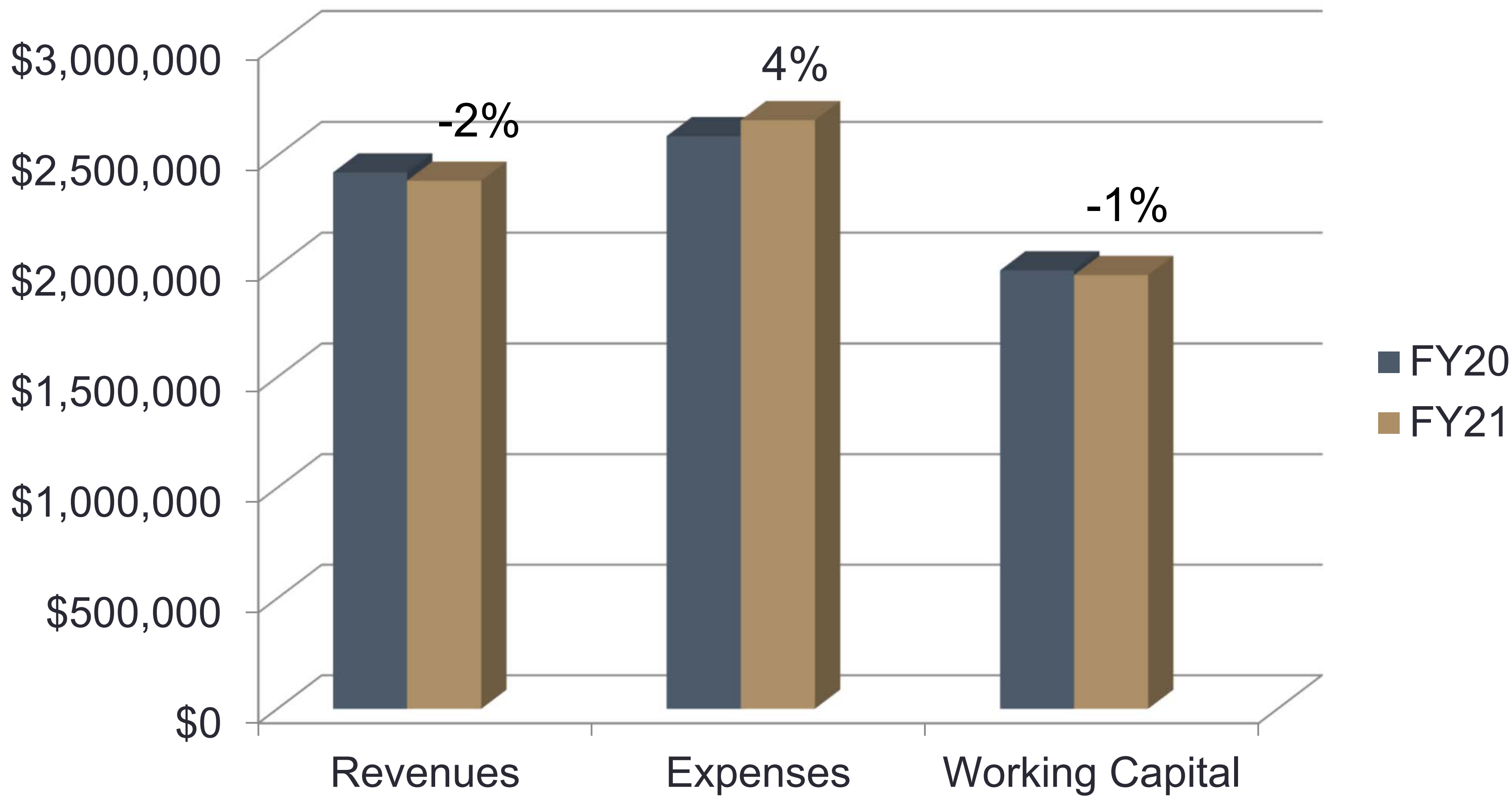
FY21 Water & Sewer Revenue Billing per Month

- In September 2021, the city billed $430,960 for water and $493,507 for wastewater, for a combined $924,467. The previous billing for September 2020 was $882,034.

- The 3-year historical average for the month of September is $835,404.

- Total charges for services for September 2021 was $124,579 which is an increase of 9% over September 2020 which was $136,936. Other charges for services totaling $17,777 include fire hydrant rentals, miscellaneous, sludge disposal, effluent fees, reconnect fees and storm water permit fees.

Sanitation Fund
Revenue & Expense Comparison (YTD)



Sanitation Fund
Revenue & Expense Comparison (YTD)

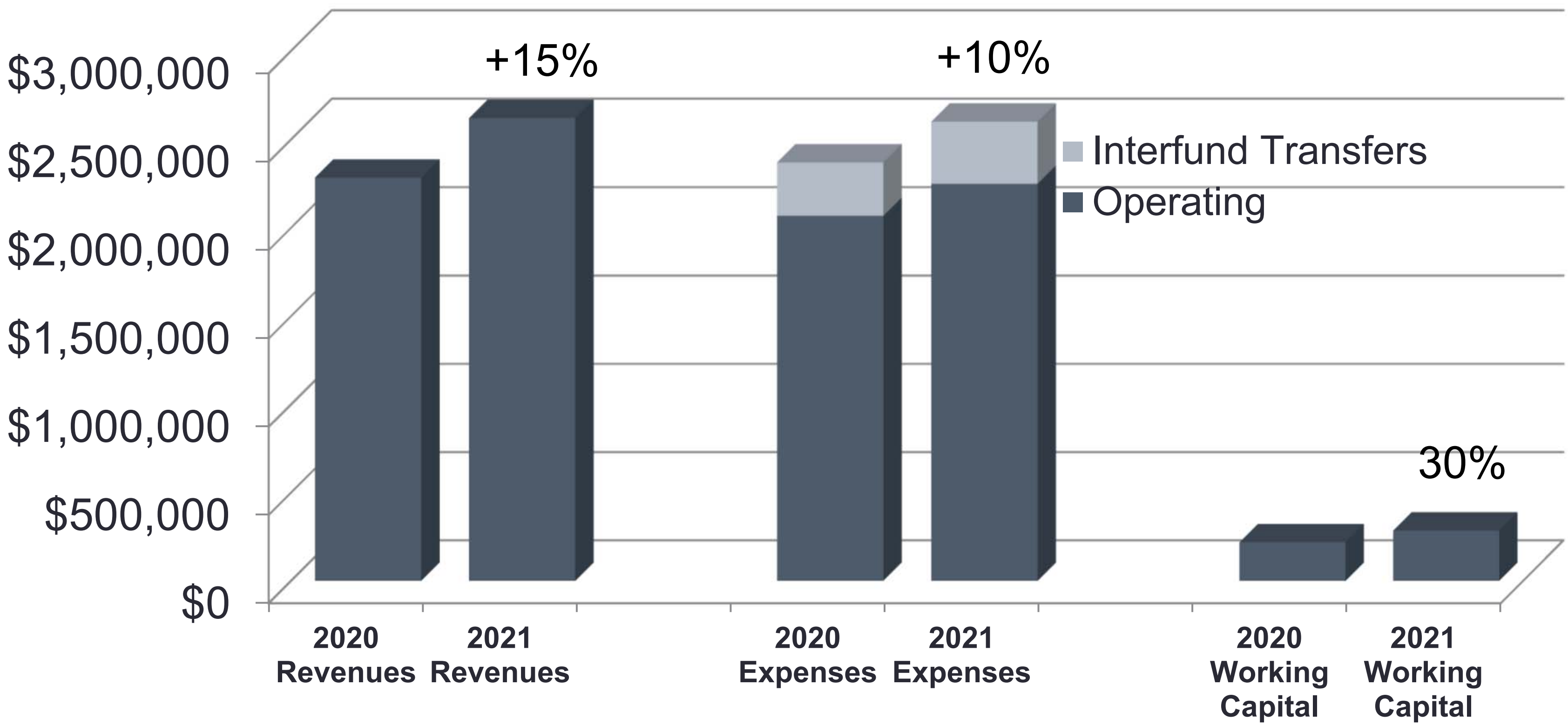
- **YTD revenues** through September is $2,386,109 in FY21, which is 2% less than the September 2020 total of $2,423,086. **YTD expenses** is $2,659,087, which is $71,935, or 3%, more than a year ago which was $2,587,152. The FY21 year-end accrual adjustments will be recorded as part of the FY21 closing process.

- **Commercial garbage fee revenues** are $1,499,197 through September 2021. For September 2020, the total was $1,499,265. This is a decrease of $68.44 as a commercial accounts used less containers during COVID.

- **Residential garbage fees** for September 2021 is $826,335. Through September 2020, the total was $876,195. This is a decrease of $49,860, or 6%, which is due to the $1 monthly garbage fee decrease that started October 1, 2020.

- Contractor **expenditures** are up 4% in comparison to the previous year. Through September 2021, $2,389,824 was expended and $2,304,502 occurred through September 2020.

EMS Fund
Revenue & Expense Comparison (YTD)



EMS Fund
Revenue & Expense Comparison (YTD)

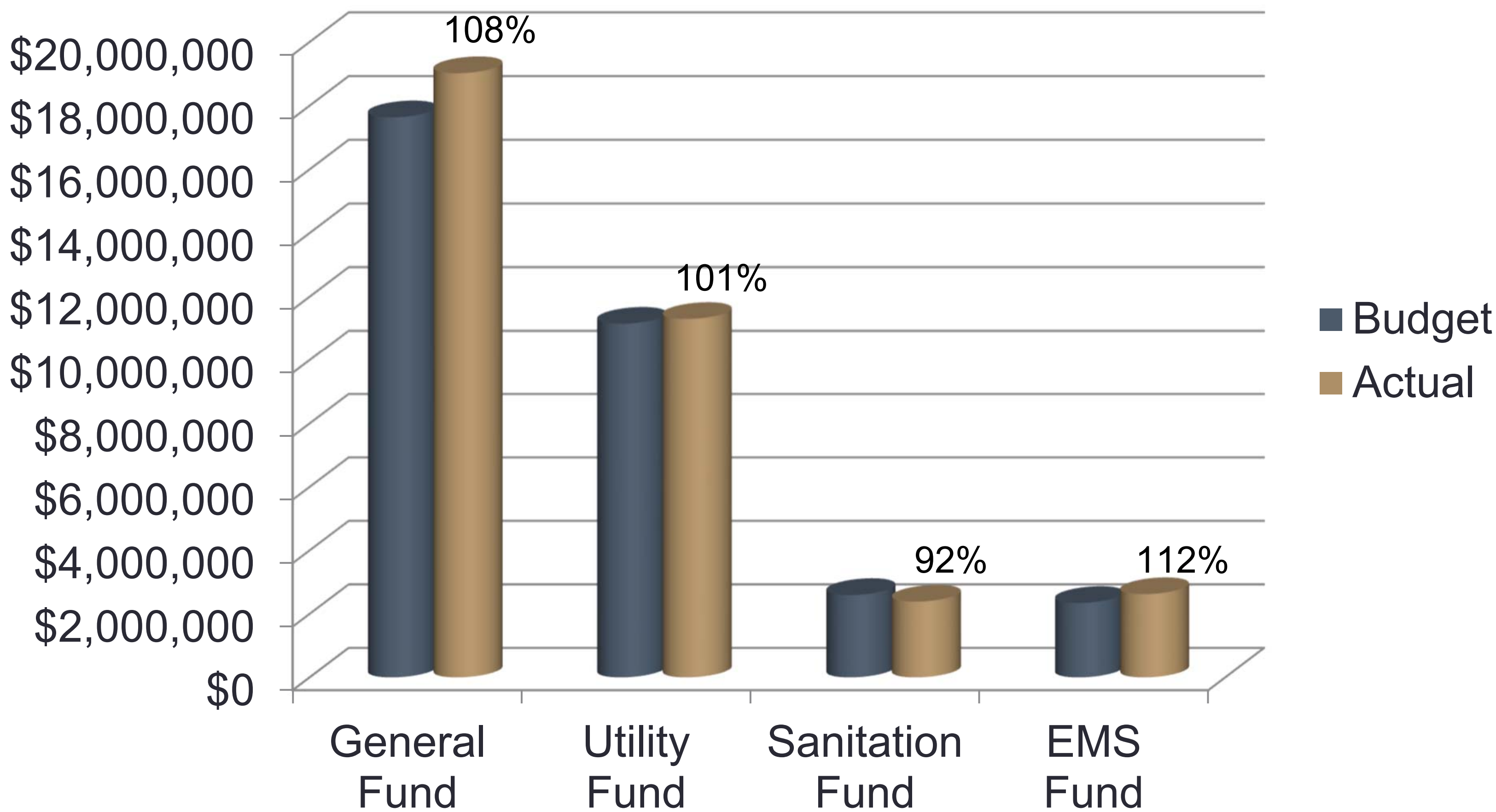
- **Total EMS revenues** through September 2021 ($2,620,710) are up 15%, or 338,002 as compared to last September 2020 ($2,282,708). Revenues are contingent on services provided as well as collections from our billing company.

- FY21 **Medicaid and Medicare revenues** are up $68,100, or 23%. Revenues for FY21 are $363,513 as compared to $295,414 for FY20.

- The YTD **EMS utility fee** revenue increased by 26% or $176,455. The total for FY21 through September is $845,958, and for FY20 through September it was $669,503. The increase is due to a full year of billings that have materialized.
-
- **YTD operating expenditures** (excluding interfund transfers) are up $230,466 (10%) from as compared to the same time in FY20. The majority of the increased expenditures are in contractual services (+$128k) and personnel costs (+$65k).

- The **YTD working capital** (or net cash available for operations) is $285,338, or an increase of 30% (or $66,662) as compared to the September FY20 balance of $218,676.

Operating Revenues
Budget vs. Actual
as of September 2021 (100% of FY)



Operating Revenues
Budget vs. Actual
as of September 2021 (100% of FY)

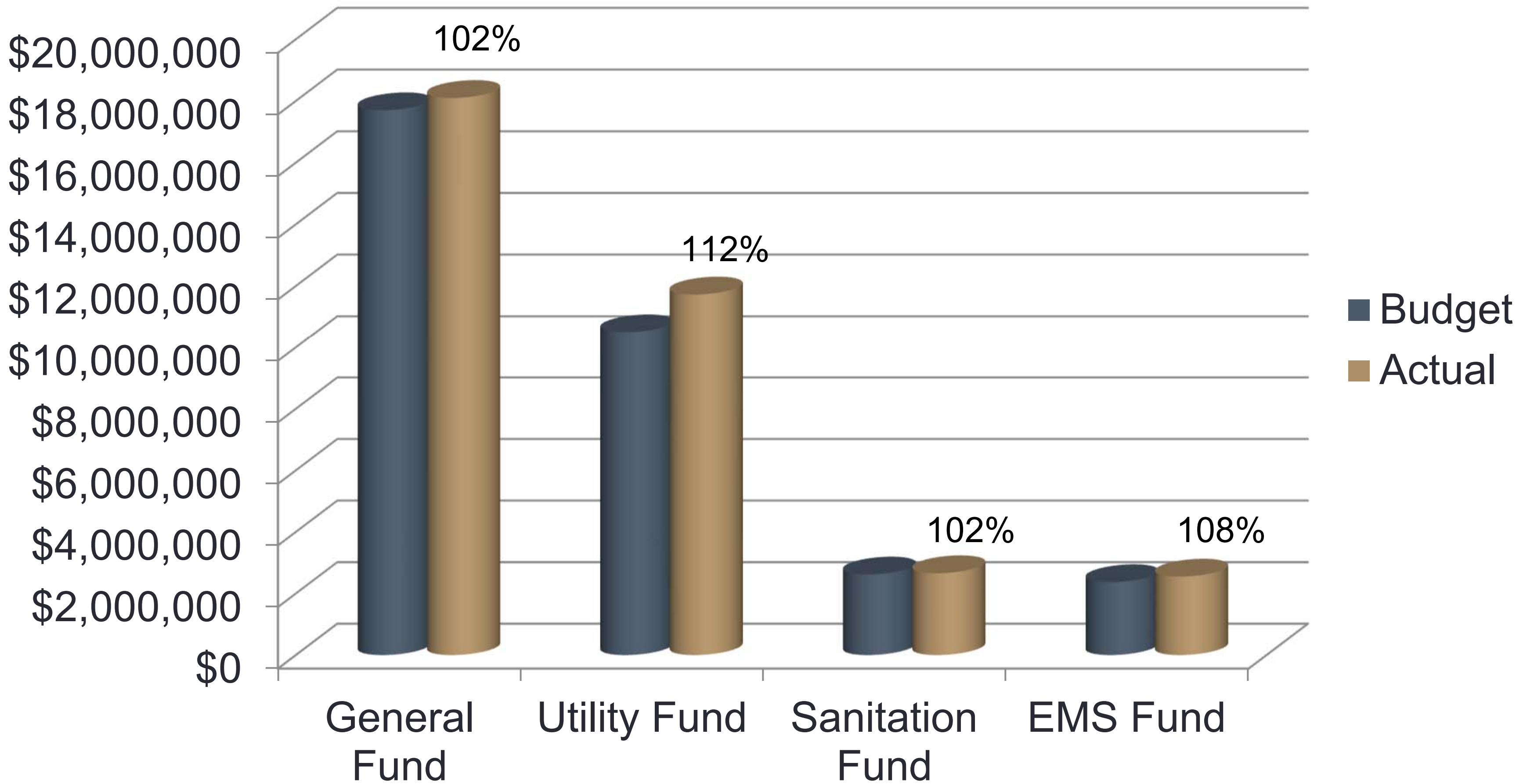
- General Fund Revenues
  - Budget: $17,633,231
  - Actual: $19,018,467
  - 108%

- Utility Fund
  - Budget: $11,150,667
  - Actual: $11,300,974
  - 101%

- Sanitation Fund
  - Budget: $2,593,910
  - Actual: $2,386,109
  - 92%

- EMS Fund
  - Budget: $2,343,400
  - Actual: $2,620,710
  - 112%

Operating Expenditures
Budget vs. Actual
as of September 2021 (100% of FY)



Operating Expenditures
Budget vs. Actual
as of September 2021 (100% of FY)

- General Fund Exp
  - Budget: $17,697,343
  - Actual: $18,096,273
  - 102%
- Utility Fund
  - Budget: $10,496,340
  - Actual: $11,723,829
  - 112%
- Sanitation Fund
  - Budget: $2,617,721
  - Actual: $2,659,087
  - 102%
- EMS Fund
  - Budget: $2,362,933
  - Actual: $2,549,370
  - 108%

Cash and Investment Summary

Cash and Investments
September 30, 2021

General Fund	$	19,617,265
Utility Fund		13,520,655
Special Revenue Funds (a)		1,900,348
Cemetery Fund		767,634
Sanitation Fund		2,399,928
EMS		396,051
Capital Projects (Governmental) (b)		16,399,248
Capital Projects (Utility) (c)		40,079,741
Internal Service (d)		5,166,465
Debt Service		346,985
Total	**$**	**100,594,319**

a Fire Capital, Hotel, Municipal Court, Special Investigation, Senior, Public Education Governmental, and Donation Funds
b Sales Tax Fund and Governmental Bond Funds
c Utility Bond Funds
d Central Shop, Vehicle Replacement, Computer Replacement / Maintenance Funds

CITY OF ALVIN

MAJOR FUNDS RECAP

For the period ending 9/30/2021

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

GENERAL FUND	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
PROPERTY TAXES	18,080	22,003	22%	9,590,732	9,897,513	3%	9,830,405	(67,108)
DENBURY (PAYMENT IN LIEU OF TAXES)	-	-	0%	554,969	469,553	0%	469,553	-
SALES TAXES	249,623	241,265	-3%	2,874,625	2,918,397	2%	2,661,858	(256,539)
OTHER TAXES	13,853	5,258	0%	53,307	56,815	0%	50,000	(6,815)
FRANCHISE TAXES	(27,353)	274,465	0%	1,206,972	1,439,916	19%	1,270,000	(169,916)
PERMITS AND LICENSES	89,457	57,395	-36%	931,836	1,073,878	15%	695,400	(378,478)
FINES AND FORFEITURES	32,167	23,780	-26%	416,706	432,906	4%	557,000	124,094
CHARGES FOR SERVICES	13,652	1,215	-91%	425,512	486,132	14%		(486,132)
OTHER INCOME	57,717	13,169	-77%	334,452	585,088	75%	827,216	242,128
INTRAGOVERNMENTAL	105,022	138,189	32%	1,260,261	1,658,268	32%	1,271,768	(386,500)
TOTAL REVENUES	**552,218**	**776,740**	**41%**	**17,649,373**	**19,018,467**	**8%**	**17,633,200**	**(1,385,266)**
EXPENDITURES								
MAYOR AND COUNCIL	3,292	4,143	26%	43,564	56,246	29%	65,601	9,355
CITY SECRETARY	41,434	29,993	-28%	316,760	308,554	-3%	325,228	16,674
CITY ATTORNEY	37,025	35,363	-4%	289,629	306,573	6%	332,777	26,204
CITY MANAGER	45,725	42,496	-7%	333,550	359,437	8%	353,667	(5,770)
ECONOMIC DEVELOPMENTS	31,940	10,061	-69%	219,738	173,454	-21%	244,478	71,024
FINANCE	54,320	51,011	-6%	463,392	471,036	2%	500,431	29,395
COURT	27,877	28,521	2%	252,532	280,772	11%	287,338	6,566
HUMAN RESOURCES	22,608	25,131	11%	191,699	255,014	33%	215,473	(39,541)
CITY HALL	13,256	5,714	-57%	131,364	82,146	-37%	102,951	20,805
POLICE	937,467	961,141	3%	7,465,507	7,989,740	7%	7,968,327	(21,413)
HUMANE	69,417	60,956	-12%	486,423	502,590	3%	547,873	45,283
FIRE	198,267	151,591	-24%	964,818	1,005,211	4%	1,111,787	106,576
EMERGENCY MMGT	8,986	8,116	-10%	80,172	76,855	-4%	82,839	5,984
ENGINEERING	102,198	117,392	15%	764,656	886,723	16%	1,006,140	119,417
CODE ENFORCEMENT	15,952	9,820	-38%	100,685	99,183	-1%	127,724	28,541
PARKS AND RECREATION	209,216	183,703	-12%	1,594,570	1,863,672	17%	1,969,204	105,532
LIBRARY	9,087	5,809	-36%	91,194	91,804	1%	103,579	11,775
NON-DEPARTMENTAL	285,617	158,102	-45%	2,959,505	3,287,264	11%	2,351,926	(935,338)
TOTAL EXPENDITURES	**2,113,684**	**1,889,063**	**-11%**	**16,749,759**	**18,096,273**	**8%**	**17,697,344**	**(398,929)**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				899,614	922,193			
BEGINNING FUND BALANCE				7,619,100	8,615,741			
ENDING FUND BALANCE				**8,518,714**	**9,537,934**			

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

HOTEL TAX FUND

	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
OCCUPANCY TAXES	11,995	11,425	-5%	264,315	283,059	7%	235,000	(48,059)
OTHER OPERATING INCOME	759	936	23%	11,030	25,254	129%	29,500	4,246
TOTAL REVENUES	**12,755**	**12,360**	**-3%**	**275,345**	**308,314**	**12%**	**264,500**	**(43,814)**
EXPENDITURES								
PERSONNEL	5,150	8,828	0%	60,819	71,540	18%	71,164	(376)
SUPPLIES	374	468	25%	7,291	38,227	424%	24,000	(14,227)
CONTRACT SERVICES	32,250	10,225	-68%	129,746	157,546	21%	226,524	68,978
CAPITAL OUTLAY	7,545	-	0%	216,349	-	-100%	2,500	2,500
DEBT SERVICE	-	-	0%	8,241	7,275	-12%	7,275	(0)
INTERFUND TRANSFERS	1,748	2,214	27%	20,970	26,566	27%	26,566	-
TOTAL EXPENDITURES	**47,066**	**21,734**	**-54%**	**443,415**	**301,154**	**-32%**	**358,029**	**56,875**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				(168,070)	7,159			
BEGINNING FUND BALANCE				645,984	645,984			
ENDING FUND BALANCE				**477,914**	**653,143**			

CITY OF ALVIN
BUDGET VS ACTUAL (Cash basis)
For the period ending 9/30/2021

UTILITY FUND

	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
CHARGES FOR SERVICES	136,936	124,579	-9%	9,867,314	10,674,781	8%	10,741,607	66,826
OTHER OPERATING INCOME	32,884	17,777	-46%	645,266	626,193	-3%	409,060	(217,133)
TOTAL REVENUES	**169,820**	**142,356**	**-16%**	**10,512,579**	**11,300,974**	**7%**	**11,150,667**	**(150,308)**
EXPENDITURES								
WATER	110,197	95,240	-14%	923,170	1,141,580	24%	1,158,994	17,414
SEWER	88,750	135,977	53%	808,493	848,597	5%	923,628	75,031
WASTEWATER TREATMENT	94,813	84,832	-11%	735,555	891,860	21%	874,771	(17,089)
ADMINISTRATION	26,561	44,066	66%	272,398	346,312	27%	381,848	35,536
BILLING AND COLLECTIONS	47,573	43,256	-9%	321,489	348,204	8%	415,315	67,110
PUBLIC SERVICES FACILTY	9,810	4,800	-51%	60,535	57,504	-5%	79,142	21,638
CODE ENFORCEMENT PROGRAM	13,508	6,076	-55%	123,554	71,954	-42%	91,119	19,165
CONTRACT SERVICES	43,887	39,563	0%	521,692	525,805	1%	570,094	44,289
TOTAL OPERATING EXPENDITURES	**435,099**	**453,811**	**4%**	**3,766,885**	**4,231,816**	**12%**	**4,494,910**	**263,094**
DEBT SERVICE PRINCIPAL & INT.	1,743,537	-	0%	1,743,537	-	0%	4,278,263	4,278,263
INTERFUND TRANSFERS	(2,687,051)	495,770	-118%	4,114,414	7,492,003	82%	1,723,167	(5,768,836)
TOTAL EXPENDITURES	**(508,415)**	**949,580**	**-287%**	**9,624,837**	**11,723,819**	**22%**	**10,496,340**	**4,541,357**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				887,742	(422,845)			
BEGINNING NET OPERATING ASSETS				5,986,722	8,573,192			
ENDING NET OPERATING ASSETS				**6,874,464**	**8,150,347**			

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

SANITATION FUND

	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
CHARGES FOR SERVICES	37,511	21,768	-42%	2,409,968	2,356,071	-2%	2,573,910	217,839
FRANCHISE FEE	-	17,639	0%	-	28,523	100%		
OTHER OPERATING INCOME	232	104	-55%	13,118	1,516	-88%	20,000	18,484
TOTAL REVENUES	**37,743**	**39,510**	**5%**	**2,423,086**	**2,386,109**	**-2%**	**2,593,910**	**236,323**
EXPENDITURES								
CONTRACT SERVICES	207,684	201,180	-3%	2,304,502	2,389,824	4%	2,369,585	(20,239)
INTERFUND TRANSFERS	13,380	15,216	14%	224,443	258,558	15%	237,430	(21,128)
DEBT SERVICE	46,081	-	0%	58,207	10,705	-82%	10,706	1
TOTAL EXPENDITURES	**267,145**	**216,396**	**-19%**	**2,587,152**	**2,659,087**	**3%**	**2,617,721**	**(20,239)**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				(164,066)	(272,978)			
BEGINNING NET OPERATING ASSETS				2,145,667	2,233,627			
ENDING NET OPERATING ASSETS				**1,981,601**	**1,960,649**			

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

EMS FUND	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
Hillcrest EMS/Fire Service	3,600	-	0%	14,400	14,400	0%	14,400	-
Emergency Service District	-	96,000	0%	369,000	476,250	29%	369,000	(107,250)
Medicaid	1,723	1,749	2%	29,293	28,812	-2%	32,000	3,188
Medicare	22,324	19,182	-14%	266,121	334,701	26%	300,000	(34,701)
Service Charges - Intermedix	118,412	79,921	-33%	766,694	905,417	18%	800,000	(105,417)
EMS Utility Fee	69,206	71,396	3%	669,503	845,958	26%	816,000	(29,958)
Other Operating Income	108,663	4	-100%	167,697	15,172	-91%	12,000	(3,172)
TOTAL REVENUES	**323,929**	**268,252**	**-17%**	**2,282,708**	**2,620,710**	**15%**	**2,343,400**	**(277,310)**
Personnel	193,230	182,172	-6%	1,498,723	1,563,649	4%	1,457,142	(106,507)
Supplies	24,909	48,137	93%	192,737	237,738	23%	215,106	(22,632)
Contract Services	33,971	27,671	-19%	311,510	439,096	41%	387,004	(52,092)
Debt Service	38,402	-	0%	65,574	7,649	-88%	7,649	0
Interfund Transfers	29,343	25,103	-14%	352,116	301,238	-14%	301,238	-
OPERATING EXPENDITURES	**319,855**	**283,084**	**-11%**	**2,420,660**	**2,549,370**	**5%**	**2,368,139**	**(181,231)**
CAPITAL OUTLAY (NON RECURRING)	-	-	0%	21,974	-	-100%	-	-
TOTAL EXPENDITURES	**319,855**	**283,084**	**-11%**	**2,442,634**	**2,549,370**	**4.4%**	**2,368,139**	**(181,231)**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				(159,925)	71,340			
BEGINNING WORKING CAPITAL				378,601	213,998			
ENDING WORKING CAPITAL				**218,676**	**285,338**			

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

	CURRENT MONTH		%	YEAR TO DATE		%	CURRENT	BUDGET
SALES TAX FUND	LAST YEAR	THIS YEAR	CHANGE	LAST YEAR	THIS YEAR	CHANGE	BUDGET	BALANCE
REVENUES								
SALES TAX REVENUES	499,098	482,386	-3%	5,747,532	5,834,334	2%	5,298,803	(535,531)
OTHER OPERATING INCOME	(1,991)	65	-103%	37,220	5,061	-86%	50,000	44,939
TOTAL REVENUES	**497,106**	**482,451**	**-3%**	**5,784,753**	**5,839,396**	**1%**	**5,348,803**	**(490,593)**
EXPENDITURES								
PERSONNEL (STREET)	95,368	108,148	13%	726,446	882,530	21%	1,015,288	132,758
PERSONNEL (CODE ENFORCEMENT)	2,811	2,565	-9%	21,647	22,311	3%	21,951	(360)
SUPPLIES	13,422	27,208	103%	174,929	196,304	12%	227,200	30,896
CONTRACT SERVICES	298,677	92,856	-69%	966,693	918,677	-5%	1,250,524	331,847
CAPITAL OUTLAY (CIP)	(192,413)	445,809	0%	585,913	1,972,134	237%	3,948,455	1,976,321
INTERFUND TRANSFERS	65,440	89,055	36%	728,991	1,085,645	49%	812,010	(273,635)
TOTAL EXPENDITURES	**283,305**	**765,641**	**170%**	**3,204,619**	**5,077,601**	**58%**	**7,275,428**	**2,197,827**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES					761,795			
BEGINNING FUND BALANCE					6,152,354			
ENDING FUND BALANCE					**6,914,149**			

CITY OF ALVIN
BUDGET VS ACTUAL
For the period ending 9/30/2021

Fleet Maintenance Fund

	CURRENT MONTH LAST YEAR	CURRENT MONTH THIS YEAR	% CHANGE	YEAR TO DATE LAST YEAR	YEAR TO DATE THIS YEAR	% CHANGE	CURRENT BUDGET	BUDGET BALANCE
REVENUES								
INTRA GOVERNMENTAL TRANSFERS	60,248	63,741	6%	722,973	764,890	6%	764,890	0
OTHER OPERATING INCOME	2,594	19	-99%	63,427	29,153	-54%	-	(29,153)
TOTAL REVENUES	**62,842**	**63,760**	**-1%**	**786,400**	**794,043**	**1%**	**764,890**	**(29,153)**
EXPENDITURES								
PERSONNEL	24,234	22,200	-8%	152,360	176,946	16%	176,485	(461)
SUPPLIES	21,248	5,638	-73%	134,596	105,013	-22%	168,810	63,797
CONTRACT SERVICES	56,733	48,310	-15%	451,536	445,471	-1%	409,383	(36,088)
INTERFUND TRANSFERS	2,258	2,709	20%	27,100	32,511	20%	32,511	5,411
TOTAL EXPENDITURES	**104,473**	**78,857**	**-25%**	**765,592**	**759,941**	**-1%**	**787,189**	**32,659**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES					34,102			
BEGINNING OPERATING ASSETS					626,332			
ENDING OPERATING ASSETS					**660,434**			

Cash and Investment Summary
September 30, 2021

General Fund	$	19,617,265
Utility Fund		13,520,655
Special Revenue Funds (a)		1,900,348
Cemetery Fund		767,634
Sanitation Fund		2,399,928
EMS		396,051
Capital Projects (Governmental) (b)		16,399,248
Capital Projects (Utility) (c)		40,079,741
Internal Service (d)		5,166,465
Debt Service		346,985
Total	**$**	**100,594,319**

AGENDA COMMENTARY

Meeting Date: 11/4/2021

Department: Public Services **Contact:** Brandon Moody, Director of Public Services

Agenda Item: Consider awarding a bid to Ferguson Waterworks as the vendor for the purchase of water and sewer parts for one (1) year with an option to renew for an additional one (1) year at the same price and conditions.

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

Summary: Water and sewer parts and fittings used for water and sanitary lines for City's infrastructure. On September 7, 2021, bids were opened, and Ferguson Waterworks was the lowest bidder. The references for this company have been verified and are satisfactory. Upon approval, an award letter will be sent to the vendor and city departments.

Staff recommends the award of this bid to Ferguson Waterworks.

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

Funding Account: 211-6001-00-2500, 211-6001-00-2475, 211-6002-00-2500, 211-6003-00-2500 **Amount:** $60,000 **1295 Form Required?** Yes ☒ No ☐

Legal Review Required: N/A ☒ Required ☐ **Date Completed:** 10/28/2021 SLH

Supporting documents attached:

- Bid tabulation

Recommendation: Move to award bid to Ferguson Waterworks as the vendor for the purchase of water and sewer parts for one (1) year with an option to renew for an additional one (1) year at the same price and conditions.

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

CITY OF ALVIN BID TABULATION
WATER & SEWER PARTS AND FITTINGS
B-21-16

DATE OF BID OPENING	BIDDER'S NAME	Ferguson Enterprises	Core and Main	Fortiline Inc
Tuesday, August 11, 2020		15711 Eastex Freeway	7022 Easthaven Blvd	14500 Beamer Road
		Humble, Texas 77396	Houston, Texas 77017	Friendswood, Texas 77546
	QUOTED BY	Jacob Jourdan	Wendy Niemczak	Matt Norris
	CONTACT	Jacob Jourdan	Wendy Niemczak	Matt Norris
	TELEPHONE	713-675-2211	713-378-0129	713-947-2500
	FAX	713-676-0803	713-378-0429	713-947-1299
TOTAL BID ITEMS		**$214,431.94***	**$228,745.84***	**Incomplete Bid**
Water Main Supplies		$46,077.66	$51,867.46	
Water Tap Supplies		$68,431.62	$70,959.57	
Repair Clamps		$54,533.32	$59,245.71	
Sewer Main Supplies		$34,398.15	$30,053.40	
Sewer Tap Supplies		$14,991.20	$16,619.70	
Mathematical Errors *corrected totals		#123 Correct $388.05 #141 Correct $915.10 #142 Correct $1,463.70	#2 Correct $222.15 #47 Correct $158.66 #59 Correct $2,774 #270 not available	

Water Main Supplies			
#	Qty	Unit Price	Total Price
1	10	245.11	2,451.10
2	5	393.75	1,968.75
3	10	507.96	5,079.60
4	10	808.38	8,083.80
5	5	1221.96	6,109.80
6	5	1578.12	7,890.60
7	5	136.47	682.35
8	5	169.05	845.25
9	5	203.83	1,019.15
10	5	209.25	1,046.25
11	5	239.7	1,198.50
12	5	279.29	1,396.45
13	5	270.15	1,350.75
14	2	304.18	608.36
15	2	382.08	764.16
16	2	389.82	779.64
17	2	3.9	7.80
18	5	80.57	402.85
19	2	108.85	217.70
20	4	70.46	281.84
21	4	95.35	381.40
22	4	67.09	268.36
23	4	105.06	420.24
24	10	77.05	770.50
25	10	112.27	1,122.70
26	4	95.09	380.36
27	4	137.35	549.40
TOTAL			$46,077.66

Water Tap Supplies			
#	Qty	Unit Price	Total Price
28	6	27.27	163.62
29	6	27.27	163.62
30	6	26.66	159.96
31	12	26.66	319.92
32	12	28.78	345.36
33	12	28.78	345.36
34	12	33.47	401.64
35	12	33.47	401.64
36	6	43.7	262.20
37	12	39.74	476.88
38	6	39.74	238.44
39	6	74.56	447.36
40	2	41.52	83.04
41	2	40.64	81.28
42	2	85.22	170.44
43	2	73.46	146.92
44	2	41.52	83.04
45	2	79.02	158.04
46	2	85.22	170.44
47	2	40.64	81.28
48	2	40.64	81.28
49	2	85.22	170.44
50	2	48.04	96.08
51	2	48.04	96.08
52	2	97.94	195.88
53	2	29.11	58.22
54	50	28.13	1,406.50
55	200	38.74	7,748.00
56	25	30.84	771.00
57	25	30.46	761.50
58	25	40.11	1,002.75
59	100	2.71	271.00
60	20	42.55	851.00
61	50	78.3	3,915.00
62	10	78.13	781.30
63	5	115.13	575.65
64	5	147.18	735.90
65	25	42	1,050.00
66	5	194.39	971.95
67	5	254.49	1,272.45
68	5	204.86	1,024.30
69	30	45	1,350.00
70	200	16.42	3,284.00
71	50	18.78	939.00
72	200	57.61	11,522.00
73	50	77.76	3,888.00
74	50	17.87	893.50
75	20	30.51	610.20
76	10	41.65	416.50
77	40	13.28	531.20
78	40	12.62	504.80

Repair Clamps			
#	Qty	Unit Price	Total Price
128	5	62.84	314.20
129	5	60.02	300.10
130	5	106.53	532.65
131	5	102.87	514.35
132	10	75.33	753.30
133	10	120.48	1,204.80
134	5	68.21	341.05
135	5	69.87	349.35
136	5	74.92	374.60
137	5	77.55	387.75
138	10	89.54	895.40
139	5	144.26	721.30
140	5	144.26	721.30
141	10	91.51	915.10
142	10	146.37	1,463.70
143	5	92.9	464.50
144	5	148.76	743.80
145	5	95.28	476.40
146	5	152.99	764.95
147	10	106.1	1,061.00
148	5	170.11	850.55
149	5	109.48	547.40
150	5	175.31	876.55
151	5	111.9	559.50
152	5	179.17	895.85
153	2	163.71	327.42
154	2	243.54	487.08
155	2	169.01	338.02
156	2	244.88	489.76
157	2	125.09	250.18
158	2	250.22	500.44
159	2	182.15	364.30
160	2	174.35	348.70
161	2	206.31	412.62
162	2	258.99	517.98
163	2	220.82	441.64
164	2	220.83	441.66
165	1	233.48	233.48
166	1	285.84	285.84
167	1	236.73	236.73
168	1	282.16	282.16
169	1	279.93	279.93
170	1	319.7	319.70
171	1	155.43	155.43
172	20	103.6	2,072.00
176	10	167.84	1,678.40
177	20	221.61	4,432.20
178	10	250.97	2,509.70
179	5	306.31	1,531.55
180	5	333.33	1,666.65
181	5	382.08	1,910.40

Sewer Main Supplies			
#	Qty	Unit Price	Total Price
205	40	38.15	1,526.00
206	10	62	620.00
207	10	50.04	500.40
208	5	62.08	310.40
209	5	80.57	402.85
210	5	140.86	704.30
211	5	157.12	785.60
212	5	159.65	798.25
213	5	214.65	1,073.25
214	5	217.45	1,087.25
215	5	35.12	175.60
216	5	70.23	351.15
217	5	14.77	73.85
218	5	14.77	73.85
219	5	15.94	79.70
220	5	19.75	98.75
221	5	19.75	98.75
222	5	24.11	120.55
223	5	24.11	120.55
224	5	50	250.00
225	100	12.98	1,298.00
226	100	12.38	1,238.00
227	20	14.11	282.20
228	40	22.72	908.80
229	100	5.43	543.00
230	200	5.04	1,008.00
231	20	5.94	118.80
232	36	6.72	241.92
233	36	10.78	388.08
234	100	4.39	439.00
235	60	13.79	827.40
236	20	72.26	1,445.20
237	40	74.93	2,997.20
238	40	30.58	1,223.20
239	30	75.48	2,264.40
240	60	45.72	2,743.20
241	30	26.35	790.50
242	30	16.01	480.30
243	10	14.23	142.30
244	15	76.48	1,147.20
245	15	89.5	1,342.50
246	20	72.26	1,445.20
247	50	31.01	1,550.50
248	20	14.11	282.20
TOTAL			34,398.15

Sewer Tap Supplies			
#	Qty	Unit Price	Total Price
249	50	19.76	988.00
250	10	38.67	386.70
251	100	12.14	1,214.00
252	10	28.04	280.40
253	100	4.44	444.00
254	10	6.82	68.20
255	50	19.85	992.50
256	10	37.36	373.60
257	50	17.55	877.50
258	10	32.16	321.60
259	200	4.63	926.00
260	150	2.82	423.00
261	100	5.54	554.00
262	10	21.88	218.80
263	10	14.15	141.50
264	5	14.24	71.20
265	5	22.09	110.45
266	5	27.78	138.90
267	5	31.8	159.00
268	5	49.08	245.40
269	5	58.59	292.95
270	5	84.42	422.10
271	5	60.89	304.45
272	5	68.46	342.30
273	5	29.77	148.85
274	5	27.78	138.90
275	5	28.73	143.65
276	5	82.58	412.90
277	5	82.97	414.85
278	5	82.66	413.30
279	100	4.49	449.00
280	100	4.49	449.00
281	100	4.85	485.00
282	20	9.6	192.00
283	20	9.6	192.00
284	20	10.61	212.20
285	30	10.78	323.40
286	30	6.72	201.60
287	100	5.18	518.00
TOTAL			14,991.20

Bid Summary	
Water Main Supplies	$46,077.66
Water Tap Supplies	68,431.61
Repair Clamps	54,533.32
Sewer Main Supplie	34,398.15
Sewer Tap Supplies	14,991.20
TOTAL	$218,431.94

79	10	18.02	180.20
80	10	14.95	149.50
81	10	50.23	502.30
82	10	39.27	392.70
83	10	59.66	596.60
84	10	75.08	750.80
85	10	64.12	641.20
86	10	30.32	303.20
87	10	85.92	859.20
88	10	100.14	1,001.40
89	10	162.31	1,623.10
90	200	5.75	1,150.00
91	100	10.75	1,075.00
92	25	18.87	471.75
93	20	4.72	94.40
94	20	6.9	138.00
95	20	8.04	160.80
96	20	9.8	196.00
97	20	2.16	43.20
98	10	6.84	68.40
99	10	10.08	100.80
100	10	11.85	118.50
101	10	14.68	146.80
102	10	3.18	31.80
103	5	12	60.00
104	5	17.74	88.70
105	5	20.77	103.85
106	5	25.73	128.65
107	5	6.23	31.15
108	10	15.44	154.40
109	10	22.8	228.00
110	10	26.83	268.30
111	10	33.23	332.30
112	10	39.63	396.30
113	10	9.47	94.70
114	20	1.94	38.80
115	40	1.76	70.40
116	1000	0.07	70.00
117	500	0.1	50.00
118	500	0.08	40.00
119	200	0.12	24.00
120	200	0.8	160.00
121	200	0.94	188.00
122	200	0.1	20.00
123	5	77.61	388.05
124	5	78.66	393.30
125	5	81.42	407.10
126	25	21.75	543.75
127	25	35.21	880.25
	TOTAL		**68,431.61**

182	5	454.73	2,273.65
184	5	164.45	822.25
185	5	227.23	1,136.15
186	5	273.87	1,369.35
187	5	302.39	1,511.95
188	10	48.53	485.30
189	10	65.46	654.60
190	5	109.23	546.15
191	5	117.08	585.40
192	5	50.69	253.45
193	5	84.74	423.70
194	5	144.12	720.60
195	5	157.75	788.75
196	20	55	1,100.00
197	20	12	240.00
198	20	14.12	282.40
199	20	15.3	306.00
200	50	3.67	183.50
201	50	2.32	116.00
202	20	25.1	502.00
203	10	55	550.00
204	10	13.87	138.70
TOTAL			**54,533.32**

AGENDA COMMENTARY

Meeting Date: 11/4/2021

Department: Engineering **Contact:** Michelle Segovia, City Engineer

Agenda Item: Consider a final plat of Imperial Forest Section 2 (located near the southwest corner of the Bypass 35 and Wheeler Road intersection), being a planned unit development of 12.86 acres located in the Hooper and Wade Survey, Section 21, Abstract 421, Brazoria County, Texas.

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

Summary: On September 30, 2021, the Engineering Department received the final plat of Imperial Forest Section 2 for review. The property is located along the south side of Wheeler Road just west of Bypass 35. This final plat consists of 57 single-family residential lots, 3 reserves, and 2 blocks, and complies with the City of Alvin's Planned Unit Development section of the Subdivision Ordinance.

The Master Preliminary Plat of Imperial Forest was approved by the City Council on March 5, 2020.

The City Planning Commission unanimously approved the plat at their meeting on October 19, 2021.

Staff recommends approval of the plat.

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:** 10/28/2021 SLH

Supporting documents attached:

- Click Here to View Final Plat of Imperial Forest Section 2

Recommendation: Move to approve the final plat of Imperial Forest Section 2 (located near the southwest corner of the Bypass 35 and Wheeler Road intersection), being a planned unit development of 12.86 acres located in the Hooper and Wade Survey, Section 21, Abstract 421, 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 ☒

AGENDA COMMENTARY

Meeting Date: 11/4/2021

Department: City Council **Contact:**

Agenda Item: Discuss and/or take possible action on the lot size provision for the proposed Diamond Oaks Tract along FM1462 being developed by Cove Matrix Development.

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

Summary: The developer of this 205-acre tract of land along FM1462 described as the “Diamond Oaks Tract” is requesting a variance to the lot sizes set forth in Section 21-110 Planned Unit Developments of the Alvin Code of Ordinances.

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:

- Chapter 21-110 Planned Unit Developments
- City of Alvin Development Proposal Guidelines

Recommendation:

Reviewed by Department Head, if applicable ☐
Reviewed by City Attorney, if applicable ☐
Reviewed by Chief Financial Officer, if applicable ☐
Reviewed by City Manager ☐

ARTICLE VI. - PLANNED UNIT DEVELOPMENTS

Footnotes:

*--- (**4**) ---*

Editor's note— *Ord. No. 03-JJ, § 1, adopted July 7, 2003, amended the Code by adding provisions to be designated as Art. V, § 21-70. Inasmuch as Ch. 21 already contained an Art. V, the editor has redesignated these new provisions as Art. VI, § 21-110.*

Sec. 21-110. - Planned unit developments.

(a) Where a developer desires to construct a project with a diversification of types of lots the planned unit development (PUD) criteria may be used.

(b) The following will be required in order for the development to be built as a PUD:

(1) The minimum size of a PUD shall be ten (10) acres, and not less than seven (7) percent of the total area shall be set aside for common areas, contiguous green space or PUD park areas centrally located in each section as described below;

(2) Utility easements, drainage easements, or pipeline easements shall not be used in calculating the seven (7) percent requirement;

(3) No more than two (2) percent of the greenspace requirement shall come from the amenitization of a wet or dry stormwater detention basin;

(4) Each lot shall be a minimum of five thousand five hundred (5,500) square feet in size;

(5) Each section must maintain an average lot width of sixty (60) feet as measured at the front building setback line with no lot to be less than fifty (50) feet wide;

(6) Twenty-five-foot front building set back;

(7) Ten-foot street side building set back on corner lots; and

(8) All streets shall have a minimum right-of-way width of sixty (60) feet.

(c) Approved amenities to satisfy the seven (7) percent common area requirements are as follows:

(1) In order for land not part of a lot, street, easement or other specific dedicated purpose not normally considered as common, accessible areas to be considered as part of the seven (7) percent common area/greenspace it must contain two (2) of the following amenities:

a. Walking trails area that is only adjacent to a street or detention areas.

b. Fountain(s), lighted or unlighted.

c. Landscaping with benches and/or gazebos.

d. Aesthetic lighting.

(2) A PUD park designation does not replace or contribute to the requirements for satisfying the park land dedication and development fee article. In order for a PUD park designation to be

acquired and to count toward the seven (7) percent requirement, it must contain at least three (3) of the following amenities:

a. Swimming pool with restrooms.

b. Clubhouse.

c. Basketball and/or tennis courts.

d. Playground with equipment.

e. Benches and/or gazebos.

f. Aesthetic lighting.

(3) Other amenities will be considered on a case-by-case basis, but must be approved by the planning commission.

(4) All amenities must satisfy the intent of this criterion, which is to maintain the spirit of the conformance with this regulation.

(5) Construction details are required for each amenity provided.

(6) All amenities are required to be constructed prior to plat recordation.

(d) In addition to compliance with the requirements for subdivision development set forth in article III, (with the exception of lot dimension requirements, set backs and street rights-of-way set forth in subsection 21-37(b)) and the design criteria, the developer of a proposed PUD shall submit an outline development plan with the preliminary plat. This plan, at a scale of not less than one inch equaling two hundred (200) feet, shall show all the proposed surface features to be developed. This plan shall include all paving and open space areas with typical layouts.

(e) All PUD's shall have protective covenants that require a homeowner's association (or other legal entity) to be formed and to be legally responsible for the maintenance of all common areas, easements of any kind, PUD parks, detention areas and private amenities in the PUD. The covenants shall require that sufficient funds be collected and set aside for the proper maintenance of the facilities. Sale or transfer of properties dedicated for common use shall not be permitted without the replatting of the property according to legal requirements.

(f) A final plan for each section to be developed (with restrictive covenants attached) shall be submitted for review and approval of the planning commission and city council. The approved plan and documents shall be maintained on file by the planning and development department and all future building permits shall be reviewed for conformance with the plan and accompanying documents.

The plan at a scale of not less than one inch equaling two hundred (200) feet (fifty (50) feet or larger) shall include the following:

(1) All proposed streets, alleys, drives, walkways and trails with a clear designation of those to be public and private.

(2) All lots or parcels and a clear definition of areas to be retained as common areas with

dimensions and bearings.

(3) In other than single-family areas, plot plans for each building site with approximate dimensions of existing and proposed structures with landscaping, amenities and improvements. Indications of the structure heights and elevational features shall be provided.

(4) In other than single-family areas, details of trash collection areas and permanent screening matching the character of the area shall be provided.

(Ord. No. 03-JJ, § 1, 7-7-03; Ord. No. 04-KK, § 5, 8-19-04; Ord. No. 05-X, § 5, 5-19-05; Ord. No. 06-KK, § 1, 7-20-06; Ord. No. 20-G, § 1, 3-5-20)

Secs. 21-111—21-125. - Reserved.

RESOLUTION 19-R-34

A RESOLUTION OF THE CITY OF ALVIN, TEXAS, REVISING THE SPECIAL DISTRICTS POLICY FOR THE CITY OF ALVIN AND RENAMING TO ALVIN DEVELOPMENT PROPOSAL GUIDELINES, INCLUDING CRITERIA AND GUIDELINES GOVERNING MUNICIPAL UTILITY DISTRICTS, TAX INCREMENT REINVESTMENT ZONES, AND PUBLIC IMPROVEMENT DISTRICTS BOTH WITHIN THE CITY LIMTS AND IN ITS EXTRA TERRITORIAL JURISDICTION (ETJ); AND SETTING FORTH RELATED MATTERS THERETO.

WHEREAS, the City of Alvin established a common understanding and consistent approach to guide developers, City staff, the Planning Commission, and the general public through an evaluation process for development proposals that request City consideration of a special district; and

WHEREAS, the policy that the City established in 2007, is now being revised to better meet the 2035 Comprehensive Plan and future growth patterns of the City and within its Extra-Territorial Jurisdiction ("ETJ"); and

WHEREAS, for those proposed developments that meet the goals and criteria of these guidelines, the City is willing to consider the following types of special districts: Municipal Utility Districts ("MUD"), Tax Increment Reinvestment Zones ("TIRZ"), Public Improvement Districts ("PID"), and Planned Unit Development ("PUD"); and

WHEREAS, this document has a Purpose, Guidelines, and Process section to include direction for both developers and City staff, and a process for review by Planning Commission and then recommendations to the City Council; and

WHEREAS, the City of Alvin will consider the use of special districts to promote new development and redevelopment where it can be demonstrated that an increase in tax base can reasonably be expected and the overall quality of life for people who live and work in the City can be improved; and

WHEREAS, the City Council has considered the matter and deems it in the public interest to authorize this action.

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. That the City of Alvin Development Proposal Guidelines attached hereto as "Exhibit A" are hereby adopted as the development guidelines for the City of Alvin, effective as of the passing of this Resolution.

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 5th day of September 2019.

CITY OF ALVIN, TEXAS

By: ______________________

Paul A. Horn, Mayor

ATTEST

By: ______________________

Dixie Roberts, City Secretary

City of Alvin Development Proposal Guidelines

Adopted: 9/5/19

City of Alvin Development Proposal Guidelines

Purpose

This document is intended as a communication tool for landowners and developers of the City of Alvin's guidelines regarding the construction and financing of public infrastructure. The City believes it is mutually beneficial to openly communicate and partner with persons wishing to develop properties within the City.

Recognizing that each property is unique, this document is NOT intended to define strict regulations, but instead is intended to create the starting point for negotiations to identify the best possible solutions tailored to the unique needs of each situation.

Guiding Principles

1. The development of property within the City and ETJ should assist the City in implementing the goals of the comprehensive plan and add value to the community.
2. New land developments should be responsible for funding the infrastructure required to serve the demands of the development.
3. Funding for "oversizing" or "regionalization" of infrastructure should be allocated in an equitable manner.
4. The City will treat like properties in an equitable manner, recognizing that the particular circumstances are unique, and therefore, the solutions for each property will be unique.
5. To the greatest extent possible, infrastructure that is constructed to serve individual properties should comply with the City's master plans and fit into a cohesive regionalized system.

Process

1. Before submitting a development proposal to the City, landowners and developers are encouraged to review the City's Comprehensive Plan, Water and Wastewater Master Plan, Thoroughfare Plan, and Parks Plan as they pertain to the property in question. Links to these plans may be found on the City of Alvin web site under the Engineering Department tab, then the City of Alvin Development Proposal Guidelines
2. Applicants are encouraged to meet with City staff before preparing concept plans and/or development proposals. Please contact the City Engineering Department at 281-388-4351 to schedule a meeting
3. Applications, including land plans, infrastructure plans with flood plain delineation, and proposals for public financing need to respect and illustrate compliance with the City's plans listed above.
4. Once development proposals are prepared and submitted to the City, they will be reviewed by City staff against these guidelines and city ordinances. Upon completion, the project will be presented to the City Planning Commission for consideration of a recommendation to City Council.
5. Development proposals, when justified, may be reduced to a development agreement following the guidelines contained in this document. This agreement will be facilitated by city staff and when complete presented to City Council for consideration. This process may include a council workshop for presentation of the project and dialog.
6. Upon approval of the development agreement by the City of Alvin, applications for subdivision plats, infrastructure plans, and building permits may be submitted following normal City procedures.

Contents

Development Proposal Submittal Guidelines

Notes:

i. *Not all items will be applicable for all projects.*
ii. *Not all items need to be submitted with initial submittal.*
iii. *Progressively detailed submittals may be necessary as evaluation progresses.*
iv. *Determination of the applicability and timing of submission of each item should be made in consultation with City staff.*

Items that may be needed for a full evaluation:

1. Current landowner's and proposed developer's name and contact information
    a. If property under contract, feasibility period end date and proposed closing date
2. Concept plan showing the following proposed elements, as applicable:
    a. Land uses
    b. Major thoroughfares and collectors
    c. Major water and wastewater facilities and mains
    d. Parks and/or trail facilities
    e. Public facilities
3. Table of residential lot sizes, distribution, projected values, and projected absorption rates
4. Projection of commercial acreage, value, sales tax generation, and development schedule
5. Roadway cross sections if different from City standards
6. Term sheet proposal to include:
    a. Proposed developer obligations including magnitude of cost and timing
    b. Proposed City obligations including magnitude of cost and timing
    c. Proposed special districts or public financing mechanisms
    d. Proposed special architectural standards or deed restrictions
7. Traffic Impact Analysis
8. Utility Capacity Study
9. Drainage Study
10. Coordination with Brazoria County, Alvin ISD, drainage district, and/or emergency services district
11. Market feasibility study
12. Update of the City's retail trade impact study

Fees

In addition to a non-refundable application fee of $500 plus $10.00/acre, which must accompany an application, applicants will be expected to pay all costs associated with the City's consideration and processing of an application as well as the costs of the creation of any special district and/or negotiations for the approval of other special incentives, including any and all engineering, consulting, and attorney fees. The City may require the applicant to place an amount sufficient to cover costs in escrow with the City to cover the added costs. The City reserves the right to increase the non-refundable application fee from time to time as may be deemed appropriate.

Defined Terms

MUD	Municipal Utility District
PID	Public Improvement District
PUD	Planned Unit Development
TIRZ	Tax Increment Reinvestment Zone

1. Tracts Inside Existing Core City

Annexation: NA

MUD: Creation of a new MUD or annexation into an existing in-city MUD may be considered as a financing and reimbursement mechanism for eligible development costs. The City will be the owner and operator of all water and wastewater facilities. Detention facilities will be owned and operated by the MUD. The City does not intend to rebate any City taxes to the MUD.

PID: Depending on the scale and type of public improvements that need to be financed, creation of a PID for smaller projects where creation of or annexation into a MUD is not practical may be considered. The use of PIDs generally should be focused on small-scale projects and limited to reimbursement of water, wastewater, drainage, and non-residential street costs. However, nothing herein precludes the City from allowing any of the improvements cited in Chapter 372 of the Texas Local Government Code as being eligible for a given PID, at the City's sole discretion. It is not anticipated that the City will authorize the issuance of PID bonds.

TIRZ: The use of a TIRZ should be limited to unique situations where a development will contain public infrastructure or public building of a significant community-wide benefit. The term and level of City participation are negotiable.

Utilities: The developer will be responsible for funding a utility capacity study and constructing water and wastewater facilities adequate to serve the tract including offsite extensions. At the City's discretion, the City may require oversizing of facilities in compliance with the City's master water and wastewater plans. In such cases, the developer will construct the oversized facilities with the City's portion funded by one or more of the following methods:

1. Reimbursement to developer from the impact fee fund (or other available City funds) at the time of completion of the improvements.
2. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.
3. Reimbursement to developer over a period of time funded by pro rata assessments levied on other properties benefiting from the oversized facilities with assessments collected and paid to developer at the time of development of those properties.

Roadways: The developer will be responsible for constructing facilities adequate to serve the tract including offsite extensions as determined by a traffic impact analysis (TIA). Where the Thoroughfare Plan requires a roadway wider than that indicated by the TIA, at a minimum, the developer will preserve and dedicate the planned right-of-way width. At the City's discretion, the City may choose to participate in expanding the roadway facility to its ultimate configuration. In such cases, the developer will construct the expanded facilities with the City's portion funded by one or more of the following methods:

1. Reimbursement to developer from lawfully available funds at the time of completion of the improvements.

2. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.
3. Reimbursement to developer over a period of time funded by pro rata assessments levied on other properties benefiting from the expanded facilities. Such assessments would be collected and paid to developer at the time of development of those properties.

Parks: Where the City's Parks Plan indicates the need for a neighborhood park, linear park, or city park (community or regional park) on or near the tract being developed, provision for the park needs to be made when subdividing the property. Each development must comply with the Park Dedication requirements of the subdivision code and, if applicable, the PUD park requirements.

1. Neighborhood Parks and Linear Parks: The location and size should be mutually agreeable between the developer and City for logical placement within the plan of development for the property and maintained by a homeowner association.
2. City Parks: The developer should be compensated for land area required for a city park in excess of the land area required under the Subdivision Ordinance. Compensation may be made by one of the following methods:
   a. Reimbursement to developer from lawfully available funds at the time of platting.
   b. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.

Fire/EMS: NA

Police Stations: NA

2. Tracts Adjacent to or Near Existing Core City

Annexation: Landowners requesting service from City water and/or sewer systems are required to request annexation into the city limits. If the City chooses not to annex the property, the guidelines in Section 3 will apply.

MUD: Creation of a new MUD or annexation into an existing in-city MUD may be considered as a financing and reimbursement mechanism for eligible development costs. The City will be the owner and operator of all water and wastewater facilities. Detention facilities will be owned and operated by the MUD. The City does not intend to rebate any City taxes to the MUD.

PID: Depending on the scale and type of public improvements that need to be financed, creation of a PID for smaller projects where creation of or annexation into a MUD is not practical may be considered. The use of PIDs generally should be focused on small-scale projects and limited to reimbursement of water, wastewater, drainage, and non-residential street costs. However, nothing herein precludes the City from allowing any of the improvements cited in Chapter 372 of the Texas Local Government Code as being eligible for a given PID, at the City's sole discretion. It is not anticipated that the City will authorize the issuance of PID bonds.

TIRZ: The use of a TIRZ should be limited to unique situations where a development will contain public infrastructure or public building of a significant community-wide benefit. The term and level of City participation are negotiable.

Utilities: The developer will be responsible for funding a utility capacity study and constructing water and wastewater facilities adequate to serve the tract including offsite extensions. At the City's discretion, the City may require oversizing of facilities in compliance with the City's master water and wastewater plans. In such cases, the developer will construct the oversized facilities with the City's portion funded by one or more of the following methods:

1. Reimbursement to developer from the impact fee fund (or other available City funds) at the time of completion of the improvements.
2. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.
3. Reimbursement to developer over a period of time funded by pro rata assessments levied on other properties benefiting from the oversized facilities with assessments collected and paid to developer at the time of development of those properties.

Roadways: The developer will be responsible for constructing facilities adequate to serve the tract including offsite extensions as determined by a traffic impact analysis (TIA). Where the Thoroughfare Plan requires a roadway wider than that indicated by the TIA, at a minimum, the developer will preserve and dedicate the planned right-of-way width. At the City's discretion, the City may choose to participate in expanding the roadway facility to its ultimate configuration. In such cases, the developer will construct the expanded facilities with the City's portion funded by one or more of the following methods:

1. Reimbursement to developer from lawfully available funds at the time of completion of the improvements.

2. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.
3. Reimbursement to developer over a period of time funded by pro rata assessments levied on other properties benefiting from the expanded facilities. Such assessments would be collected and paid to developer at the time of development of those properties.

Parks: Where the City's Parks Plan indicates the need for a neighborhood park, linear park, or city park (community or regional park) on or near the tract being developed, provision for the park needs to be made when subdividing the property. Each development must comply with the Park Dedication requirements of the subdivision code and, if applicable, the PUD park requirements.

1. Neighborhood Parks and Linear Parks: The location and size should be mutually agreeable between the developer and City for logical placement within the plan of development for the property and maintained by a homeowner association.
2. City Parks: The developer should be compensated for land area required for a city park in excess of the land area required under the Subdivision Ordinance. Compensation may be made by one of the following methods:
   a. Reimbursement to developer from lawfully available funds at the time of platting.
   b. Reimbursement to developer over an agreed upon time using a Chapter 380 agreement with funds derived from the new property and/or sales tax generated from the property.

Fire/EMS: Where the City's Fire/EMS Service Plan indicates the need for a fire/EMS station on or near the tract being developed, provision for the fire station site needs to be made when subdividing the property.

1. Land dedication and/or compensation will be determined on a case by case basis depending on the relative impact the size of the dedication has on the overall tract.

Police Stations:

Where the City's Police Service Plan indicates the need for a police substation on or near the tract being developed, provision for the substation site needs to be made when subdividing the property.

1. Land dedication and/or compensation will be determined on a case by case basis depending on the relative impact the size of the dedication has on the overall tract.

3. Tracts Remote from the Existing Core City

Annexation: Annexation into the city limits may or may not be practical or feasible. The determination will be made on a case-by-case basis considering such factors as size of the tract, proximity, proposed land uses, and service demand impacts.

MUD: Creation of a new MUD or annexation into an existing ETJ MUD may be considered. Approval of a strategic partnership agreement (SPA) will be a prerequisite to City consent to creation of the MUD. The SPA will contain such provisions as an annexation conversion date, development parameters, and the types and levels, if any, of City services that will be provided and the method of funding those services. The inclusion of road, park, and public safety powers into the MUD will be considered. Customer water and sewer rates should be maintained at a comparable level to the City's rates. The City will retain the right to consent to the approval of utility operator and solid waste provider contracts entered into by the MUD.

PID NA

TIRZ A TIRZ may be combined with other financing mechanisms to finance unique or large-scale improvements that provide utility, roadway, or park capacity that serves a regional purpose. Consideration of a TIRZ will be most favorable when multiple governmental entities participate in the financing plan.

Utilities: The developer will be responsible for funding a utility capacity study and constructing water and wastewater facilities adequate to serve the tract. Water distribution and wastewater collection mains should be built in compliance with the City's master water and wastewater plans. Water plants and wastewater treatment plants should be sited in compliance with the City's master water and wastewater plans with adequate area reserved for expansion per the master plans.

1. If the property is annexed into the City, a TIRZ may be utilized to finance the costs of utilities that serve a regional purpose.
2. If the property is not annexed into the City, the costs of the utilities will need to be absorbed into the developer's overall project costs.

Roadways: The developer will be responsible for constructing facilities adequate to serve the tract as determined by a traffic impact analysis (TIA). Where the Thoroughfare Plan requires a roadway wider than that indicated by the TIA, at a minimum, the developer will preserve and dedicate the planned right-of-way width. Roadway facilities should be built in compliance with the City's thoroughfare plan, but extensions and lane capacity may be phased with agreed upon development milestones.

1. If the property is annexed into the City, a TIRZ may be utilized to finance the costs of roadways that serve a regional purpose.
2. If the property is not annexed into the City, the costs of roadways will need to be absorbed into the developer's overall project costs.

Parks: Where the City's Parks Plan indicates the need for a neighborhood park, linear park, or city park (community or regional park) on or near the tract being developed, provision for the park needs to be made when subdividing the property. Each development must comply with the Park Dedication requirements of the subdivision code and, if applicable, the PUD park requirements.

1. Neighborhood Parks and Linear Parks: The location and size should be mutually agreeable between the developer and City for logical placement within the plan of development for the property and maintained by a homeowner association.
2. City Parks: The location and size should be mutually agreeable between the developer and City for logical placement within the plan of development for the property and maintained by the MUD, unless City ownership and maintenance is agreed upon.

Fire/EMS: Where the City's Fire/EMS Service Plan indicates the need for a fire/EMS station on or near the tract being developed, provision for the fire station site needs to be made when subdividing the property.

1. Land dedication and/or compensation will be determined on a case by case basis depending on the relative impact the size of the dedication has on the overall tract.
2. Depending on the scope of the development, commensurate facility and/or equipment improvements may be required.
3. Site, facility, and equipment planning needs to be coordinated with Emergency Services District (ESD) #3.

Police Stations:

Where the City's Police Service Plan indicates the need for a police substation on or near the tract being developed, provision for the substation site needs to be made when subdividing the property.

1. Land dedication and/or compensation will be determined on a case by case basis depending on the relative impact the size of the dedication has on the overall tract.

City of Alvin Development Proposal Guidelines
EVAULATION DCOUMENT
FOR INTERNAL USE

Development Proposal Evaluation Questions
{Note: Use these questions to evaluate proposals. The answers to these questions translate into the analysis and narrative contained in the Analysis and Transmittal Memo.}

1. Which aspects of the comprehensive plan are advanced by the proposal?
   a. To what extent does the proposal include comprehensive plan goals?
   b. Are there additional aspects covered by the comprehensive plan that need to be included in the proposal?
   c. Does the proposal exceed comprehensive plan goals in any way?
   d. Does the proposal include alternate aspects not contemplated that fulfill comprehensive plan goals in an alternate way?

2. Does the proposal conform to the thoroughfare plan? (Note to reviewer: If proposal is not in conformance, then identify why not to evaluate alternatives and/or variance conditions)

3. Does the proposal conform to the water and wastewater master plan?

4. Does the proposal conform to the parks master plan?

5. Does the proposal include the desired mix of residential and commercial uses?
   a. Is the proposal supported by the market study?

6. Does the proposal include the desired mix of residential lot sizes?

7. What is the range and/or average value of home values proposed?

8. What is the developer's projected build-out horizon?
   a. What is the projected residential and commercial absorption schedule?

9. What is the magnitude of expected sales tax to be generated from within the project?

10. How will public safety services be provided to the development?
    a. If the services will be provided by the city, what are capital and operational costs that need to be considered?
    b. How will the additional capital and operating costs be funded?
    c. Is an ESD in place to provide services and/or funding?
    d. Are joint agreements between the City, ESD, and/or MUD possible?

11. What is the magnitude of the developer's projected investment?

12. What is the magnitude of the proposed public financing?

13. What is the magnitude of the proposed city funding obligations?

Agenda Commentary

Meeting Date: 11/4/2021

Department: Fire/EMS **Contact:** Ron Schmitz – EMS Director

Agenda Item: Consider the 2022 Interlocal Agreement for Emergency Services with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign the Agreement upon legal review.

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

Summary: The Emergency Services District was first formed in 2004. Brazoria County Commissioners select five (5) ESD Board of Directors to authorize and appropriate funding for Fire and Emergency Medical Services (EMS) to the approximate 120 square miles surrounding the city limits of Alvin.

Typically, each entity is allowed to submit a budget to the (5 member) ESD Board of Directors each year. The Board then reviews the budget requests and asks each entity to do a short presentation on their requests. The Board then allocates/awards the funds to each entity, accordingly.

In 2020 the ESD paid a total of $738,240 to the City of Alvin for the following Emergency Services:

- $369,240 for Fire and Rescue
- $369,000 for Emergency Medical Services

In 2021 the ESD paid a total of $783,240 to the City of Alvin for the following Emergency Services:

- $399,240 for Fire & Rescue
- $384,000 for Emergency Medical Service

The proposed 2022 ESD Agreement with the City of Alvin will increase to a total of $807,240 for the following Emergency Services:

- $399,240 for Fire & Rescue
- $408,000 ($24,000 increase) for Emergency Medical Service

Staff recommends approval of this agreement.

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

Funding Account: __________ **Amount:** $807,240 **1295 Form Required?** Yes ☐ No ☒

Legal Review Required: N/A ☐ Required ☒ **Date Completed:** 10/28/2021 SLH

Supporting documents attached:

- 2022 Interlocal Agreement for Emergency Services

Recommendation: Move to approve the 2022 Interlocal Agreement for Emergency Services with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign the Agreement upon 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 ☒

BRAZORIA COUNTY
EMERGENCY SERVICES DISTRICT NO. 3

City of Alvin
801 E South St.
Alvin, TX 77511

September 16, 2020

Please find enclosed two copies of the Interlocal Agreement between the District and City of Alvin. Please sign both copies. Keep one copy for your records and return one copy to the District Office. If you have any questions about the contract, please let us know.

Thank you,

Jeff Braun
Executive Director

6931 MASTERS ROAD. P.O. BOX 1253
MANVEL, TEXAS 77578

INTERLOCAL AGREEMENT FOR
<u>EMERGENCY SERVICES</u>

This **INTERLOCAL AGREEMENT FOR EMERGENCY SERVICES** (herein "Agreement") is entered into effective the 1st day of January, 2022, by and between **BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3** ("DISTRICT"), a political subdivision of the State of Texas, organized and operating pursuant to the provisions of Section 48-e, Article III of the Texas Constitution and Chapter 775 of the Health and Safety Code and **THE CITY OF ALVIN, TEXAS** ("CITY OF ALVIN") for TEN AND NO/100 ($10.00) DOLLARS, the mutual covenants and agreements herein contained, and other good and valuable consideration. Accordingly, **DISTRICT** and **CITY OF ALVIN** agree to the following:

I.
PARTIES

BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3 is a political subdivision of the State of Texas, organized and operating in portions of Brazoria County, Texas under Chapter 775 of the Texas Health & Safety Code. **THE CITY OF ALVIN, TEXAS** is a municipal body politic of the State of Texas. Both DISTRICT and CITY OF ALVIN propose to enter into an Agreement pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The purpose of the Agreement is for CITY OF ALVIN to perform certain government functions and services for DISTRICT. Such government functions and services are limited to emergency medical services, emergency ambulance services, fire protection and suppression services to protect life and property from fire and conserve natural and human resources, and to provide rescue services (referred to herein as "emergency services") to persons and commercial interests located within the geographic boundaries of a portion of the DISTRICT (herein the "Service Area", as described and set forth in Exhibits "A1 - Fire" and "A2- EMS", attached hereto and incorporated by reference).

CITY OF ALVIN acknowledges and represents that it is familiar with the Service Area and agrees to provide the emergency services in accordance with this Agreement.

The parties, CITY OF ALVIN and DISTRICT, agree and acknowledge that CITY OF ALVIN shall in its sole discretion determine the manner in which to perform and deliver said emergency services, including the selection of the service provider. The parties, CITY OF ALVIN and DISTRICT, both agree and acknowledge that CITY OF ALVIN intends to select and assign the responsibility of providing such emergency services to the service area to Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department, departments of the CITY OF ALVIN.

II.

TERM; EARLY TERMINATION

The term of this Agreement will be for a period beginning January 1, 2022 and ending December 31, 2022. Either party may terminate this Agreement upon six months written notice to the other party, along with a copy of same to the Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department.

The term of this Agreement may be extended only upon the mutually signed agreement of both parties upon such terms and conditions as agreed to at that time.

III.

TERMS OF COMPENSATION

(a) During the original term of this Agreement, the Compensation to be paid by DISTRICT to CITY OF ALVIN for the services to be provided by CITY OF ALVIN hereunder shall be as follows: DISTRICT to pay to CITY OF ALVIN an amount of $807,240 per annum. These payments shall be made in quarterly installments paid at the District's regular meetings held in January, April, July and October. The Parties agree that the distribution of the funds is to be $408,000 for emergency medical services and $399,240 for fire and rescue services.

(b) In the event DISTRICT shall choose to terminate the Agreement during the term, the compensation paid to the date of termination shall be non-refundable. In the event CITY OF ALVIN terminates this Agreement during the term, the compensation paid or due and payable shall be refundable to

DISTRICT based on a pro rata basis (to wit, the percentage of the term completed as of the termination date).

(c) The CITY OF ALVIN has the sole discretion to determine how these funds are expended.

IV.

LIMITATIONS ON REPRESENTATIONS AND WARRANTIES

CITY OF ALVIN agrees to use its best efforts in carrying out its duties under this Agreement, and represents that the quality of the emergency services provided will be equal to or better than the services that had been provided in the Service Area as of January 1, 2021. Neither CITY OF ALVIN nor Alvin Emergency Medical Services Department (including its employees, volunteers or members) nor Alvin Volunteer Fire Department (including its employees, volunteers or members) may waive or limit any grounds or basis of immunity or limitation of liability as a political subdivision or as a volunteer or emergency organization (as the case may be), including, but not limited to, V.T.C.A., Civil Practice & Remedies Code, Subchapter B. Tort Liability of Governmental Units, Section 101.001, et seq.

V.

DUTIES AND RESPONSIBILITIES OF THE CITY OF ALVIN AND THE DEPARTMENTS

(a) CITY OF ALVIN agrees to provide the emergency services to the Service Area, as provided and subject to the limitations and provisions contained herein.

However, DISTRICT acknowledges that it recognizes that CITY OF ALVIN is a municipality with similar statutory obligations to its own corporate area and that the Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department similarly provide similar emergency services to CITY OF ALVIN. DISTRICT further acknowledges that it recognizes that the providing of necessary emergency services to DISTRICT shall not be exclusive, but shall be rendered in the context of the CITY OF ALVIN's and Alvin Emergency Medical Services Department's and Alvin Volunteer Fire Department's emergency response protocols, including CITY OF ALVIN's use and reliance from time to time on mutual aid agreements that it has or will have with other emergency services providers.

(b) CITY OF ALVIN shall provide the necessary manpower and equipment for the providing of the emergency services to the service area in accordance with this Agreement, and shall enter into and maintain reciprocal mutual aid agreements with surrounding EMS departments and fire departments when necessary or advisable.

(c) The Mayor of the CITY OF ALVIN or his/her designee shall be the liaison with DISTRICT.

(d) Notwithstanding anything in this Agreement which may be construed to the contrary, this interlocal agreement shall not operate as a merger, consolidation or annexation of one political subdivision by another.

(e) It is not the intention of the parties hereto to create a partnership or association. The duties and liabilities of CITY OF ALVIN and DISTRICT are intended to be separate and not joint or collective. Nothing contained in this Agreement and in any agreement made pursuant hereto shall ever be construed to create a partnership or association or impose a partnership duty, obligation or liability with respect to any one or more of the parties hereto.

(f) CITY OF ALVIN shall name DISTRICT as an additional insured on its liability insurance policies during the original and any extended term of this Agreement.

(g) CITY OF ALVIN, by and through its Emergency Medical Services Director and Fire Chief, shall furnish DISTRICT at or prior to the monthly meeting following the end of each fiscal quarter, a copy of the monthly reports listing the total number of runs made by Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department within the Service Areas for the prior quarter. Failure to provide the required quarterly reports will result in the District withholding quarterly payments until the reports are received.

(h) CITY OF ALVIN will provide to the DISTRICT an audit, or portion of the City's audit, showing the funding and expenditures for EMS and fire services funded by the DISTRICT for the prior fiscal year. The audit will be provided to the DISTRICT no later than 60 days after it is completed and accepted by the CITY OF ALVIN.

VI.
DISPATCH COOPERATION

DISTRICT and CITY OF ALVIN both agree to cooperate in presenting any letters or Resolutions to the 911 Network and the CITY OF ALVIN's local dispatchers.

VII.
AUTOMATIC AMENDMENT

This Agreement shall be automatically amended to conform to any laws or city ordinances that are applicable to CITY OF ALVIN or DISTRICT. Should any of the provisions of this Agreement be in such conflict, the contrary provision of this Agreement shall be amended to conform to said law or ordinance.

VIII.
AMENDMENT BY MUTUAL AGREEMENT

This Agreement may be amended only by the mutually signed and written agreement of the parties.

IX.
ASSIGNABILITY

This Agreement shall not be assigned by either party regarding delivery of necessary emergency services by CITY OF ALVIN.

X.
MISCELLANEOUS

If any term or provision of this Agreement shall be held invalid or unenforceable, then the remainder of the Agreement, other than the invalid unenforceable part, shall not be affected thereby and each other term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

This Agreement embodies the whole agreement of the parties and supersedes all previous communications, representations or agreements between the parties with respect to the matters contained herein.

XI.

NOTICES

All notices hereunder shall be in writing and delivered or sent Certified Mail, Return Receipt Requested to the parties at their addresses below. Notices sent to the District shall be copied to the District's counsel, Coveler & Peeler, P.C. at 820 Gessner, Suite 1710, Houston, Texas 77024.

XII.

VENUE AND CONTROLLING LAW

The validity, interpretation, and performance of this Contract shall be governed by the laws of the State of Texas. This Contract is fully performable and enforceable in Brazoria County, Texas wherein venue hereunder shall lie.

CITY OF ALVIN, TEXAS

By: ______________________________
Print Name: ______________________
Title: ____________________________

Address for Notice:
____
____
Date: ______________________________

Acknowledged:

ALVIN EMERGENCY MEDICAL SERVICES DEPARTMENT

By: ______________________________
Print Name: Ron Schmitz
Title: EMS Director

Address for Notice:
801 E. South
Alvin, TX 77511

BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3

By: ______________________________
Darrell Valusek, President

Address for Notice:
P.O. Box 1253
Manvel, TX 77578
Date: 09/13/2021

Acknowledged:

ALVIN VOLUNTEER FIRE DEPARTMENT

By: ______________________________
Print Name: Rex W. Klesel
Title: Fire Dept Chief

Address for Notice:
801 E South St
Alvin TX 77511

EXHIBIT "A-1 Fire"

EXHIBIT "A-2 EMS"

AGENDA COMMENTARY

Meeting Date: 11/4/2021

Department: Finance **Contact:** Michael Higgins, Dir. Admin Services.

Agenda Item: Consider Resolution 21-R-28, authorizing Anser Advisory and Government Services Group, Inc. to provide consulting services for the American Rescue Plan Act (ARPA) administered by the U.S. Department of the Treasury and the Texas Department of Emergency Management, authorizing an amount not to exceed $233,800 to be disbursed from ARPA funds for said consulting services; and authorize the City Manager to sign the Professional Services Agreement upon legal review.

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

Summary: The American Rescue Act Plan provides a total of $350 billion in Coronavirus State and Local Fiscal Recovery Funds to help local governments meet their present needs and build the foundation for a strong recovery. These funds have been dispersed through the U.S. Department of Treasury to the Texas Department of Emergency Management (TDEM) and then allocated and dispersed to local governments. The City of Alvin will receive $6,621,583.91 in federal funding from this grant, of which $3,310,791.96 has already been dispersed. The remaining funds will be released within a year and the total must be expended by December 31, 2026.

There are very specific guidelines and principles for determining the types of programs and services this funding can support. To keep the City of Alvin within these set guidelines and principles for expending these relief funds, staff thought it best to seek the outside services to guide the City through project selection and implementation. The City has not finalized the projects and services for which the funding can be spent on.

A Request for Proposals (RFP) for ARPA Professional Administrative Services was advertised on September 26, 2021 and sent out to various firms throughout the state. In response, the City received proposals from the following three (3) firms: Anser Advisory, Ardurra, and MPACT Strategic Consulting. After the review of each proposal, Anser Advisory received the top averaged score.

Anser Advisory provides a full spectrum of disaster recovery services from inception to close out for over 20 years, with specific services funded by FEMA public assistance and disaster recovery programs. Upon the City's recommendation for selected projects, City staff will work with the Anser Advisory to Assist in the management of the ARPA funds and consulting services. The cost submitted for Anser Advisory's services is set at $233,800, which will be disbursed from ARPA funds received by the City.

Staff recommends approval of Resolution 21-R-28 and authorize the not to exceed expenditure amount of $233,800 to hire the consulting firm of Anser Advisory and Government Services Group, Inc.

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:** 10/28/2021 SLH

Supporting documents attached:

- Resolution 21-R-28
- Anser Advisory RFP

Recommendation: Move to approve 21-R-28, authorizing Anser Advisory and Government Services Group, Inc. to provide consulting services for the American Rescue Plan Act (ARPA) administered by the U.S. Department of the Treasury and the Texas Department of Emergency Management, authorizing an amount not to exceed $233,800 to be disbursed from ARPA funds for said consulting services; and authorize the City Manager to sign the Professional Services Agreement upon 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 21-R-28

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN TEXAS, AUTHORIZING ANSER ADVISORY AND GOVERNMENT SERVICES GROUP INC. TO PROVIDE CONSULTING SERVICES FOR THE AMERICAN RESCUE PLAN ACT (ARP ACT) ADMINISTERED BY THE U.S. DEPARTMENT OF THE TREASURY AND THE TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT, AUTHORIZING AN AMOUNT NOT TO EXCEED $233,800 TO BE DISBURSED FROM ARPA FUNDS FOR SAID CONSUTING SERVICES; AND AUTHORIZE THE CITY MANAGER TO SIGN THE PROFESSIONAL SERVICES AGREEMENT UPON LEGAL REVIEW.

WHEREAS, participation in American Rescue Plan Act (ARP Act) program(s) requires implementation by professionals experienced in the administration of federally funded projects; and

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 the federal requirements; and

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 the 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 BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That Answer Inc is selected to provide project-related administration services for ARP Act program(s).

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

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 and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this the 4TH day of November 2021.

CITY OF ALVIN, TEXAS	**ATTEST:**
By: ______________________________	By: ______________________________
Paul A. Horn, Mayor	Dixie Roberts, City Secretary

ANSER ADVISORY

Request for Proposal (RFP)

American Rescue Plan Act (ARPA)
Professional Administration Services

City of Alvin, Texas

October 12, 2021

October 12, 2021

City of Alvin, Texas
Attention: Dixie Roberts
City Secretary
216 West Sealy
Alvin, TX 77511

RE: Request for Proposal (RFP) for American Rescue Plan Act (ARPA) Professional Administration Services

To the City of Alvin,

On behalf of Anser Advisory and Government Services Group, Inc, we are excited to submit our response to the City of Alvin's (the City) request for consulting services associated with American Rescue Plan Act. We are a unique partnership that brings industry-leading American Rescue Plan Act strategy and management consulting services to enable municipalities like City of Alvin to fully leverage this landmark opportunity for short-term recovery planning and long-term re-growth. We have been supporting agency recovery efforts for over 10 years and our team has worked alongside local public agencies for well over 25 years, providing program management and oversight services in various capacities.

We have successfully delivered comparable services to municipalities and have significant experience in disaster relief, grant management, and programming for capital and social programs. Our team is currently assisting several municipalities with the visioning and assessment of their ARPA programs. Collectively, these programs are focused on individual, business, non-profit assistance, infrastructure and numerous services mitigating the effects of the pandemic.

Our team brings the right combination of experience, qualifications, background, and philosophy to support the City in project oversight, compliance and program management funded by the ARPA. In our proposal, we have highlighted a few of our proposed team's prior accomplishments, including:

- Developed ARP Needs Assessment Reports, identified spending priorities by U.S. Treasury expense category, geographic/census tract area, as well as aligned project specifications to locally adopted capital improvement programs;
- Grants management of CARES Act program funding to 10 counties from June 2020 to February 2021;
- Recommended and assisted in implementing program enhancements, program staffing needs, or service alternatives;
- Helped hundreds of government policymakers and managers with improving their respective agency's management, organizational structure, and operations;
- Our experience servicing government clients and provided executive leadership with objectivity and knowledgeable insights to make informed decisions; Our team has collectively over 50 years of experience specifically providing grant management, project administration, cost optimization, and revenue maximization studies. We have worked with over 200 local government clients nationally;

- Program management and delivery of multi-billion-dollar capital investment programs of social and horizontal infrastructure for state, county, governments, utilizing federal, state, and city funding;
- Demonstrated a successful track record in managing the design, estimating, and construction of projects, including planning within constrained site locations, construction within occupied buildings and sites, and project execution that allow education, extracurricular, and community activities to continue with minimal disruption;
- Provided leadership to deliver projects where the scope was aligned with the best value for the given budget and required program, where sustainability is a matter of course, and where building performance is maximized with upfront, operating, and life cycle costs in mind; and
- Safeguarded project budgets through cost controls, enabling leadership and stakeholders to depend on the total project cost established in the Schematic Design Phase.

Our multi-disciplinary team includes project managers, construction advisors, engineers, architects, certified accounting professionals (CPAs), attorneys, grant managers, and other specialist subject matter experts who each individually and collectively are experts in supporting public clients, navigating competing interests within project environments, and driving productive efforts towards the strategic goals of and for our clients. This means that administrative and management services delivered by the team are equally attuned to the needs of the City. The team proposed has sufficient capacity and resources to be committed to this project. We provide ourselves on only responding to opportunities that we can deliver on the high expectations our clients expect of us.

In this ever-changing regulatory environment, we are ready to hit the ground running for the City of Alvin. Our ties to Texas are strong and our mission is to provide high quality services to help cities and counties within the state successfully utilize the American Rescue Plan to deliver benefits to the community, it is why we refer to our deliverable as the "prosperity plan". The end goal is to use these funds for the betterment of the community for years to come. We sincerely appreciate your consideration, and we look forward to furthering this initiative with you. Should you have any questions or concerns, please do not hesitate to contact Adam Shaw at 737.895.1860 or via email at adam.shaw@anseradvisory.com, or David at 407.383.9642 or via email at djahosky@govserv.com.

Sincerely,

Adam Shaw
Chief Delivery Officer
Anser Advisory
8701 W, TX-71 STE 200
Austin, TX 78735

David G. Jahosky
Managing Director
Government Services Group
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308

Table of Contents

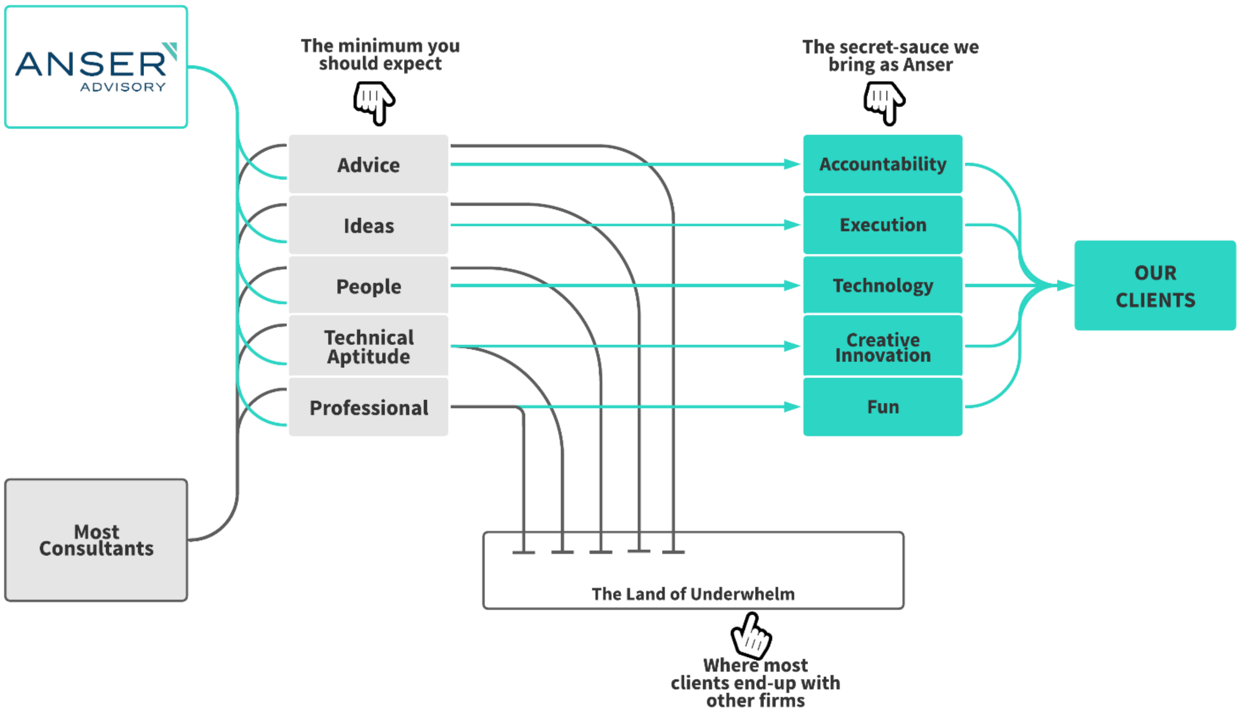
1. Firm Experience

We support organizations by solving complex problems through ideas, insights, and outcomes. Working as an extension of the City of Alvin, we will eliminate learning curves, reduce risk, save money, deliver on time, and improve organizational performance to capture the biggest bang-for-buck from ARP for the City.

Anser Advisory is a national program management and advisory firm that provides reasoned solutions to our clients' challenges. Our services begin with strategic organizational planning and continue through managing the tactical execution of each project. With a diverse client base, our team is adept at adding value to early program ideation as well as diving into projects at any phase of the development cycle, always with a critical focus on driving value and maximizing accountability. We're unconventional as a firm because we believe in honoring old-school traditions while leveraging new-school methods. This helpfully translates into our value proposition, as concisely summarized below:

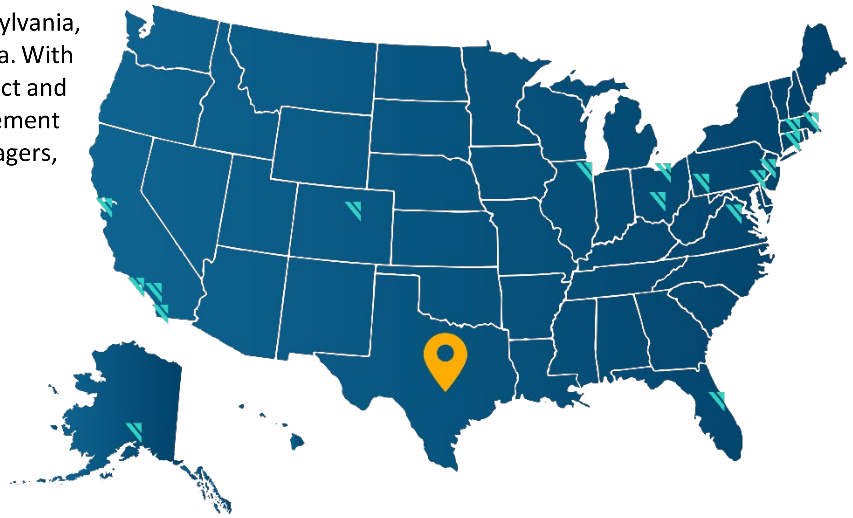
We deliver upon this value-proposition by bringing world-class people together in a nationally recognized Great Place to Work™ with the management and technology infrastructure to continually offer clients deep expertise, sector-specific experience, and rapid deployment of project resources.

Our business is structured around two main service lines, each of which will be brought together for this assignment, leveraging relevant Anser resources from across the board:



- **Advisory and Compliance** – including organizational development, change management, program controls, estimating, alternative delivery and finance including public-private partnership expertise, assurance, and auditing; and
- **Management** – program and project management, construction manager-agency services, as well as full owner's representative roles.

We operate locally from our office in **Austin, Texas**, as well as nationally from offices in Ohio, Pennsylvania, Illinois, New York, New Jersey, Colorado, California, Alaska, Florida, Massachusetts, and North Carolina. With a diverse, talented staff of over 400 professionals nationwide, our expertise is derived from the project and program managers, management consultants, estimators, schedulers, financial analysts, procurement specialists, grant managers, system configuration specialists, architects, engineers, construction managers, certified professional accountants, and construction auditors who represent the Anser brand.



Firm Name	**Anser Advisory Consulting, LLC (dba Anser Advisory)**	
Texas ID	Taxpayer ID Number: 32077910001 CMBL ID: 1542078311800 / 529906	
Ownership Information	Anser Advisory is a Delaware Limited Liability Corporation and was established over 25 years ago. Anser has grown to a national company with over 400 employees located in 17 office locations across 11 states.	
Mailing Addresses	*Austin, Texas Office* | 8701 W, TX-71, Suite 200, Austin, TX 78735	
Primary Contact	Adam Shaw, Chief Delivery Officer	Phone: 737.895.1860 Email: adam.shaw@anseradvisory.com
Criminal Charges	None	

GSG GOVERNMENT SERVICES GROUP, INC.

Government Services Group, Inc. (GSG) brings a storied history of serving State and local government's clients through unique and dynamic project approaches and providing options for reviewing and funding vital services and infrastructure.

GSG develops tailored, solution-based strategies to successfully address our government clients' specific financial, operational, and governance problems. GSG provides various services, including disaster recovery, grant management, construction management, capital project administration, and program administration. GSG supports their clients with expertise in FEMA and CDBG-DR eligibility determination, project management, appeals preparation, grant management, financial recovery, financial and project progress reporting, insurance reconciliation, grant monitoring and compliance, grant closure, and audit preparation, defense, and appeals.

GSG specializes in management support services in the areas of capital program management, utility operations, capital financing, and bond issue compliance, contractual performance oversight, financial administration, full-service governmental accounting, utility customer service, billing services, and city and county property services. GSG has delivered high-value accounting services to local governments and served as the manager for multiple community development districts. On behalf of local government partners, GSG has tackled the successful transition of numerous troubled water and sewer utility systems to high-quality, modern, municipal-standard, customer-friendly operations. GSG has designed and implemented innovative public service delivery alternatives and effective governance solutions in close collaboration with policymakers, public executives, and citizen stakeholders. GSG's work in capital project management and civic engagements has received State and national recognition. GSG has perfected its grant management capabilities, regulatory requirements, special assessments, and data management, offering deliverables tailored to each specific client's needs.

Firm Name	Government Services Group, Inc.	
Texas ID	**N/A**	
Ownership Information	**Corporation**	
Mailing Addresses	**1500 Mahan Drive, Suite 250, Tallahassee, FL 32308**	
Primary Contact	**David G. Jahosky, Managing Director**	**850-681-3717 | djahosky@govserv.com**

Additionally, GSG's 60 team members have prepared hundreds of city, county, special district, and state cost optimization or recovery studies in the United States. GSG has advised government officials to interpret and use federal and State guidelines to identify opportunities for efficiencies and increased cost recovery. GSG has worked with various agencies in the development and updating of their billing mechanisms. Aspects of engagements include assessing current operations to determine strengths and weaknesses, defining service offerings, determining appropriate allocation methodologies, developing utilization forecasts, and implementing planning. These studies provide recommendations for adjusting the rate or billing structures to recover the allowable costs within the framework of applicable local, State, and federal guidelines. GSG has produced federally compliant cost recovery plans utilizing standard cost allocation principles based on total cost as well as Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

we are national leaders in ARPA

our team will ensure the City of Alvin remain at the front of the pack

support public health expenditures	address negative economic impacts	replace lost public-sector revenues	premium pay for essential workers	infrastructure investments in water, digital and public buildings

American Rescue Plan Act (2021)

2. Prior Work Performance References

While the American Rescue Plan Act may be new, natural disaster recovery support and the range of services requested by City of Alvin are not new to this team.

We have been providing a full spectrum of disaster recovery services from inception to close out for over 20 years – specifically services funded by Federal Emergency Management Agency Public Assistance (FEMA PA), US Treasury and Community Development Block Grant Disaster Recovery (CDBG-DR) programs.

Our model is unique in that we offer experts on both the advisory and management services requested by the City of Alvin**.** The proposed team can handle everything from grant management to construction management. As seen in the table below, a sample of the services we have provided other agencies.

RELEVANT PROJECT EXPERIENCE	ADMINISTRATIVE DUTIES	RESPONSE AND RECOVERY STRATEGY	FINANCIAL COMPLIANCE	GRANT MANAGEMENT	INFASTRUCTURE
Greater Orlando Aviation Authority, Public Assistance Program	●	●	●	●	●
Merrimack Valley Gas Explosion	●	●	●	●	●
New York Governor's Homeowner Recovery Program, CDBG-DR + Office of Strom Recovery Cond/Coop, CDBG-DR	●	●	●	●	●
Mississippi Public Assistance Program	●		●	●	●
Mississippi Development Agency Long Term Workforce Housing, CDBG-HUD	●			●	●
State of Vermont Emergency Agency Hazard Mitigation Grant Program, HMGP	●	●	●	●	
Florida Department of Economic Recovery Internal Controls Program, CDBG-DR	●		●		●
Texas General Land Office Southeast Planning Commission/ Outreach/Training Program, CDBG-DR	●	●	●	●	●
Texas General Land Office Lower Rio Grande Development Council Back-Office Management, CDBG-DR	●	●	●	●	●
Texas General Land Office Disaster Recovery Housing Program, City of Galveston, CDBG-DR	●	●			●
Mississippi Emergency Management Agency, Emergency Management Assistance Compact, EMAC	●	●	●	●	●

RELEVANT PROJECT EXPERIENCE	ADMINISTRATIVE DUTIES	RESPONSE AND RECOVERY STRATEGY	FINANCIAL COMPLIANCE	GRANT MANAGEMENT	INFASTRUCTURE
State of Louisiana Department of Administration, Emergency Management Assistance Compact	●	●	●	●	●
State of Louisiana Department of Administration, Public Assistance Program	●	●	●	●	●
Greater Orlando Aviation Authority, Public Assistance Program	●	●	●	●	●

The following overviews and descriptions highlight a selection of our relevant experience where our firms have provided similar advisory and management services to public sector clients, particularly as it relates to the key scopes of services as described in the RFP.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
Federal Funding Experience: American Rescue Plan Administration	JEFFCO CARES	Program Development, Eligibility Determination, Individual and Small Business Assistance, Grants Management and Compliance Services Jefferson County retained the team in September 2020 to administer the County's Coronavirus Aid, Relief, and Economic Security Act (CARES Act) program. We worked closely with representatives from the Florida Division of Emergency Management (FDEM) and Jefferson County in developing a CARES Act Program based on eligible and reimbursable expenditures that complied with Section 5001 of the CARES Act. Working with the County and FDEM, the following services were provided: ▪ Development of eligibility criteria for allowable programs or services, ▪ Pre-Award eligibility determination, ▪ Allowable cost or service review, ▪ Application review to prevent duplication of benefits (Individuals and Non-Profit and Small Business) ▪ Development of consistent documentation requirements compliant to U.S. Treasury guidance, FDEM requirements, County policy, Clerk of the Court's financial policies, and external audit requirements are pursuant to single audit provisions as well as application provisions promulgated in 2CFR200. ▪ Ongoing grants management, and development of post-award compliance checklist and documentation retention

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
	case study demonstrates that our team has a strong background with federally funded projects, coordination with regulatory agencies, interdepartmental coordination, and experience with administrative, construction management, and related acquisition.	As part of the County's CARES Act program, the team administered the distribution of assistance to individuals, small businesses, and non-profit organizations affected by the COVID-19 Pandemic. FDEM allocated Jefferson County $2.7 million and assisted the County in securing the allocated funds. The County allotted over $1.3 million for the individual, small business, and non-profit assistance programs. The County issued payments to qualified individuals, businesses, and non-profit organizations within four months. As an extension of the team, staff quickly, effectively, and safely assembled a team to work on-site at the County. To accomplish these tasks, the team had to develop new processes and procedures, navigate complex solutions, and coordinate activities across multiple levels of County government and FDEM. We leveraged its understanding of working with the local government and the State of Florida to meet required deadlines.
	NASSAU CARES Our team can provide significant value-add when we're involved from step 1. In this additional case study for Nassau County, we assisted from ideation (i.e., needs assessment) through project planning design and set up. We will be working closely with them through final audit and close out.	Nassau County retained the team in June 2020 to administer the County's Coronavirus Aid, Relief, and Economic Security Act (CARES Act) program. We worked closely with representatives from the Florida Division of Emergency Management (FDEM) and Nassau County in developing a CARES Act Program based on eligible and reimbursable expenditures that complied with Section 5001 of the CARES Act. Working with the County and FDEM, the following services were provided: ▪ Development of eligibility criteria for allowable programs or services, ▪ Pre-Award eligibility determination, ▪ Allowable cost or service review, ▪ Application review to prevent duplication of benefits, ▪ Development of consistent documentation requirements compliant to U.S. Treasury guidance, FDEM requirements, County policy, Clerk of the Court's financial policies, and external audit requirements are pursuant to single audit provisions as well as application provisions promulgated in 2 CFR 200, ▪ Individual Assistance (Foreclosure Prevention, Rental Assistance, Utility Assistance), ▪ Small Business Assistance, ▪ Ongoing grants management, and ▪ Development of post-award compliance checklist and documentation retention As part of the County's CARES Act Program, the team administered the distribution of assistance to individuals, small businesses, and non-profit organizations affected by the COVID-19 Pandemic. The team the County in securing the total allocated funds. The County allotted over $4.5 million for the individual, small business, and non-profit assistance programs. The County distributed payments to qualified individuals, businesses, and non-profit organizations within four months. We quickly, effectively, and safely assembled a team to work on-site at the County. To accomplish these tasks, the team had to

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
		develop new processes and procedures, navigate complex solutions, and coordinate activities across multiple levels of County government and FDEM. We leveraged its understanding of working with the local government and the State of Florida to meet required deadlines.
Procurement	PUBLIC BUILDING COMMISSION of Chicago As part of our work with the Public Building Commission of Chicago, our team capabilities cover federally funded local projects, acquisition of property, administrative and construction management, and related acquisition. Our keys to success in this project included: clear and concise communication between stakeholders and project status updates to maintain consistency.	The Commission, chaired by the mayor, is an independent governmental agency providing construction, renovation, and property management services to major city agencies such as Chicago Public Schools, City Colleges of Chicago, Chicago Public Library system, Chicago Police Department, City Parks District, and the Chicago Fire Department. This Program Management Oversight (PMO) was responsible for full program management services to the PBC which included development of project briefs, planning, programming, design management of every phase, procurement support for professional services and construction, full program controls with weekly, monthly, quarterly, and annual reporting, audit support, funding compliance, and complete project management including safety and QA/QC, change management, commissioning, financial reconciliation, and project closeout.
	cta Our team's procurement experience covers a range of project sizes and procurement oversight roles. We have experience with state regulations and federal like, 2 CFR 200. This case study shows our experience with federally funded projects.	The Chicago Transit Authority (CTA) operates the second largest transit system in the United States as an independent governmental agency with a mission to "deliver quality, affordable transit services that link people, jobs, and communities." We provided services via a PMO contract that managed compliance, controls and reporting services to the CTA and its funding agencies. Within the Transit Capital Partners joint venture, served as member of a fully integrated team leading program management of the CTA. In this role, the joint venture oversees program planning, design, procurement oversight, program implementation, funding compliance and controls. It brings a distinctive combination of engineering for multibillion dollar transit projects, history on CTA projects, and leading expertise in program management and controls.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
Financial Duties	GREATER ORLANDO AVIATION AUTHORITY Our team's work in Orlando over the past two decades demonstrates our commitment to long term financial program compliance. Aviation capital programs involve heavy federal coordination components as well as robust fraud and abuse prevention management programs. This case study shows our experience with federally funded projects, specific project types like infrastructure and specific services like financial oversight and construction management.	As part of Orlando International Airport's efforts to implement leading practices in support of the Airport's $3.8 Billion CIP, including the design and construction of a 15-gate international terminal and associated infrastructure, we were engaged to provide real-time contract, funding and payment compliance services whereby all contract awards including professional services, construction change orders, and construction contracts and capital expenditures are fully audited prior to encumbrance and payment. Our team was responsible for preparing risk assessments of construction changes, budget exposure, funding exposure, and time utilization exposure on all capital development. We also perform schedule evaluations on all change orders requesting additional time. On behalf of the client, we perform independent scope, cost, and schedule validation for all projects to be included in the Airport's CIP and provides strategic planning services relative to the Airport's CIP. Anser has also developed a wide range of databases to track various project cost and performance information and has recently supported the implementation of this clients Plan View (project portfolio management) program. This program included cost tracking and reporting, budget development, funding plans, cost segregation, invoice audits for contract compliance, funding recommendations, assistance with guaranteed maximum price (GMP) negotiations, review of trade awards and contingency requests to Construction Committee, assistance with financial closeout activities, and other related services as requested by the Authority's Planning, Engineering and Construction departments. Staff audited approximately 1,800 pay applications and professional service invoices on this program. Audits included but were not limited to labor hours and rates, burden costs, material costs, reimbursable expenses, equipment (contractor-owned or third party equipment rental), performance and payment bonds, insurance (workers compensation, general liability, automobile, equipment, etc.), overhead costs, fees and mark-ups, retainage withheld and released, subcontractor costs, change orders, allowances and contingencies, value engineering, back charges, self-performed work, and project/contract closeout.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
Non-Profit Project Experience	 The Ronald McDonald House in partnership with Akron Children's Hospital awarded H.R. Gray, an Anser Advisory Company a contract for Owner's Representative Services. Anser was tasked with developing the RFP for the Construction Manager-At-Risk. Anser provided budget and schedule control throughout the project.	Ronald McDonald House of Akron completed a fundraising campaign in order to raise funds to renovate and expand their existing House in the City of Akron. The current house was over thirty years old and needed to be completely renovated and expanded in order to be modernized and to meet the increasing demand for their services. The project entailed a new three-story addition while the current house is fully functional. The project added an additional 60 rooms to their facility. The Ronald McDonald House in partnership with Akron Children's Hospital awarded to Anser Advisory Company a contract for Owner's Representative Services. Anser was tasked with developing the RFP for the Construction Manager-At-Risk. Anser provided budget and schedule control throughout the project. During design, Anser provided owner's representative services that include cost estimates, design reviews and coordination, and constructability reviews. Anser also provided quality assurance to the Owner during the construction and post-construction phase. Given the nature of the services that the Ronald McDonald House provides to local families, Anser coordinated an effort to obtain donated materials and services from local and national organizations. This service provided cost-savings to the project in order to meet the goals of Ronald McDonald House during the expansion.
		The team assisted the town of Newton, Massachusetts to bring more affordable housing to the community to assist those at risk of homelessness. We served as the OPM for the new construction of 55 units of senior and disabled housing on a City-owned piece of property in Newton, Massachusetts. All units will have one bedroom with 13 units rented at market rate. The project is a five-story, wood frame structure with clapboards and casement windows. The goal of this project is to provide 11 units for households with up to 30% of the Area Median Income (AMI); 21 units for households with up to 60% AMI; and 23 units for households at up to 99% of AMI. Three units will also be fully accessible and four will be designated for households that have been homeless or at risk of homelessness. A community center, laundry and fitness center will be located within the building to be universally accessible so that seniors of all abilities can easily navigate and enjoy both the common facilities and their units. The project is located on a confined site and is adjacent to the Jackson Gardens Apartments, which is also owned and managed by the Newton Housing Authority.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
Federal Funding and Grant Management	State of Mississippi, Mississippi Emergency Management Administration (MEMA)	Emergency response financial management oversight services for MEMA following Hurricane Katrina covering the entire state. This on-going engagement focuses on developing and implementing business processes to track, review, and report on construction expenditures and disbursements of federal funds by the State of Mississippi to over 780 public applicants statewide. Results to date include a de-obligation rate of less than 0.50%. Services include review of applicants' financial documents, Project Worksheets and supporting documentation including review of contractors' applications for payment and applicants' force account and financial records prior to disbursement of federal funds. Cost tracking and status reporting is achieved using a proprietary cost tracking and reporting system. Processes, procedures and outcomes used in this have been identified by the Government Accountability Office (GAO) as leading practices in financial administration of PA program (08-1120, 09-129 and 09-437T).
	As part of our work on the Texas Division of Emergency Management, our team capabilities cover federally funded local projects, property studies, administrative management, and grant compliance for the entire state.	The Texas Division of Emergency Management (TDEM) serves the State of Texas by managing the all-hazards emergency management plan for the state. As an extension of the team, staff quickly and effectively provided staff support on the engagement for the FEMA Public Assistance (PA) Grant compliance reviews for statewide applicants including review of submitted costs, preparation of review files, and development of PA PW review process and associated compliance activities from 2012 up until 2018. Program controls included weekly, monthly, quarterly, and annual reporting, audit support, funding compliance, and complete project management including QA/QC, change management, financial and reconciliation. Our keys to success in this project included: clear and concise communication between stakeholders and project status updates to maintain consistency and development of process to improve efficiency
Premium Pay to Eligible Workers and Eligible Employers	The ARP's provisions around providing premium pay to essential eligible workers and employers havesignificant overlap with the CARES Act rules. Our	In 2020, a suburban Chicago healthcare facility client (who prefers to remain anonymous) signed up to receive CARES Act funds which were distributed by the State the facility was in. These funds were intended to reimburse the facility for the extra costs incurred to cope with the Pandemic. Our team was charged with assisting in this endeavor. Initially qualifying for the funds was moderately complicated.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
	team's experience helping a healthcare facility managing and distributing CARES Act funding has provided our team with a direct look into how to designand administer these types of funds effectively.	The easy part was registering with the State and proving that the organization had the appropriate license and was eligible for the money based on published criteria. The more difficult part was completing an Excel template which asked for information like estimated costs for various items like sanitization costs, hazard pay, temporary staff contracts, costs of personal protective equipment for employees and numerous other expenses. At the time, the facility did not separately track these COVID-related costs, so it took our team much effort to gather this data. In addition, the State used expense categories that were not clearly defined so it was difficult determining which "bucket" an expense belonged. Within a few weeks of successfully completing the template the facility received the funds. Three months later the State sent an email seeking documentation to support the funds received. Attached to this email was an Excel template substantially different from the one originally submitted. Again, ittook time and phone calls to understand the terminology and the specific information being requested. However, by far the most time-consuming aspect was providing documentation to support the funds received. The State was seeking detailed information like vendor invoices, cancelled checks, bank statements, vendor contracts, and payroll reports. The facility decided to provide the information by invoice. For example, every vendor invoice had as support a copy of the cancelled check, the bank statement showing this payment, and the contract with the vendor. Obviously, it took substantial timeto gather these documents as they were all stored in different places. Then all the documents were uploaded to a special website. The site had file size limits so the documentation needed to be split into small pieces so it could be successfully uploaded. The State rejected the request to reimburse the employer paid payroll taxes on the hazard pay citing that there was no proof these taxes were paid. The challenge was that payroll providers do not separate out payroll taxes paid on special items like hazard pay from general compensation. Our team put together more information for the State and now the facility is waiting to hear whether their CARES fund grants have been forgiven, or whether further documentation will be required. Having an advisor who has patiently navigated the changing landscape of CARES can be a tremendous asset for ARP advisory services. Our team continues to work with this facility even today and has become a seamless part of their grant management services.

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
Reconciliation Revenue	PROSPER NASSAU Equitable, Resilient, Generational Nassau County, FL Board of Commissioners The team will evaluate all opportunities to support economic growth. Government services affected by a revenue reduction resulting from the Pandemic will beevaluated to determine if this is an opportunity for community impact.	Nassau County brought our team on board in April 2021 to help develop the County's Prosperity Plan - the local application of the American Rescue Plan Act. As such, the Nassau Florida Prosperity Plan is an opportunity to leverage federal dollars to propel the greater community forward by expanding and diversifying our local economy, creating a more resilient economic ecosystem, facilitating equitable opportunity for wealth creation, and creating lasting public-value. The Nassau County Prosperity Plan has been constructed around five overarching priorities which are interrelated and additive – each build one upon the other to create a whole that is greater than the sum of the parts. ▪ Strategic Investment in Infrastructure ▪ Strategic Investment in Local Business Incubation, Development and Acceleration ▪ Strategic Investment in Revenue Stabilization and Diversification ▪ Strategic Investment in Leveraging State/Federal Programs and Liaison Services/Technical Assistance for Non-profit Partners and Community Organizations ▪ Strategic Investment in Economic Uncertainty Since guidance from the U.S. Treasury is forthcoming this summer, the Board of County Commissioners adopted the Nassau Florida Prosperity Plan to provide the guiding framework for developing specific strategic initiatives, projects, and programs aligned with the American Rescue Plan. No individual project, program or initiative will be executed until the County Manager returns with a further developed Nassau Florida Prosperity Plan that allocates ARP dollars to specific projects, programs, and initiatives for the Board's consideration.
Necessary Water, Sewer, or Broadband Infrastructure	Columbus, Ohio Our team has a robust bench of infrastructure experts within the construction and program management spaces. This case	The City of Columbus retained our team to provide professional program and construction management services on the Hap Cremean, Dublin Road, and Parsons Avenue Water Plants, and Collector Well 106. Also included in the program was a new upground reservoir, pump station, and inflatable dam on the Scioto River. Services included program management, preconstruction, construction and post construction activities, constructability reviews, cost estimating, scheduling, risk management, on-site construction management, and mitigation of impacts to adjacent property owners. Below is a list of projects that Anser provided services for: ▪ Constructability Review for the Upground Reservoir R-2 ▪ Hap Cremean WTP Lagoon 3 Sludge Removal & Abandonment ▪ Upground Reservoir Project, Raw Water Pump Station & Raw Water Line ▪ Dublin Road WTP Treatment Capacity Increase: o Sludge Pump & Electrical Substation

SCOPE ITEM	PRIOR EXPERIENCE OVERVIEW	SERVICES PROVIDED ON PROJECT
	study demonstrates our experience with water and wastewater/sewer infrastructure types as well as specific services like environmental review and procurement management.	o Filter Rehabilitation and I&C Backbone o Recarbonation and Ozone Facilities/Basin 4 Softening o Ion Exchange/Plant Reliability Upgrades ▪ Hap Cremean WTP Treatment Improvements, Standby Power & U.V. Disinfection ▪ Dublin Road WTP Treatment Improvements, Standby Power & U.V. Disinfection ▪ Alum Creek Pump Station Improvements

Project Details		
	Project Name, Location	Prosperity Plan - Local Application of the American Rescue Plan Act, Nassau County, FL
	Owner	Nassau County Board of County Commissioners
	Client Reference	**Taco A. Pope, County Manager**, tpope@nassaucountyfl.com, 904-530-6010
	Description	Nassau County's plan to leverage ARPA funding to propel the greater community forward by expanding and diversifying the local economy, creating a more resilient economic ecosystem, facilitating equitable opportunity for wealth creation, and creating lasting public-value.
	Relevancy	▪ Monitor program compliance including all Federal Funding requirements ▪ Experience with the U.S. Treasury, CARES Act and American Rescue Plan Act

Project Details		
	Project Name, Location	Greater Orlando Aviation Authority, Capital Improvement Program, Orlando, FL
	Owner	Greater Orlando Aviation Authority
	Client Reference	**Davin Ruohomaki, Senior Director, Engineering and Construction**, druohomaki@goaa.org, 407-825-3105
	Description	Currently engaged as an advisor to the Greater Orlando Aviation Authority (GOAA) supporting their $3.8 billion capital improvement program. Our team has been providing a broad range of services in support of their capital program and overall organization since 2002.
	Relevancy	▪ The provider may monitor, report, and evaluate contractor's performance ▪ Prepare and submit all closeout documents. ▪ The provider may compile and collate complete contract/bid packages

Project Details		
	Project Name, Location	Livingston Independent School District, COVID-19 Management Consulting
	Owner	Livingston Independent School District
	Client Reference	Dr. Brent Hawkins, Superintendent, 936.328.2100
	Description	Staff oversaw activities such school site reopening plans. Reopening Plans had to ensure compliance with rapidly changing regulations and requirements from Texas Educational Agency. Team member over saw special analysis, air quality and infrastructure and air quality requirements as well as staff augmentation requirements.
	Relevancy	▪ Communication Strategy and Stakeholder Engagement ▪ Project Management and Oversight ▪ Texas Federal and State Regulations

3. American Rescue Plan Conceptual Project Plan

We will assist the City of Alvin with timely services that include but are not limited to, visioning and planning recommendations, project prioritization, compliance, reconciliation, and stakeholder engagement, and subrecipient accounts. We drive projects into closeout as per criteria of closeout readiness. Our team of experts can quickly assemble the right resources to proactively provide critical services, including:

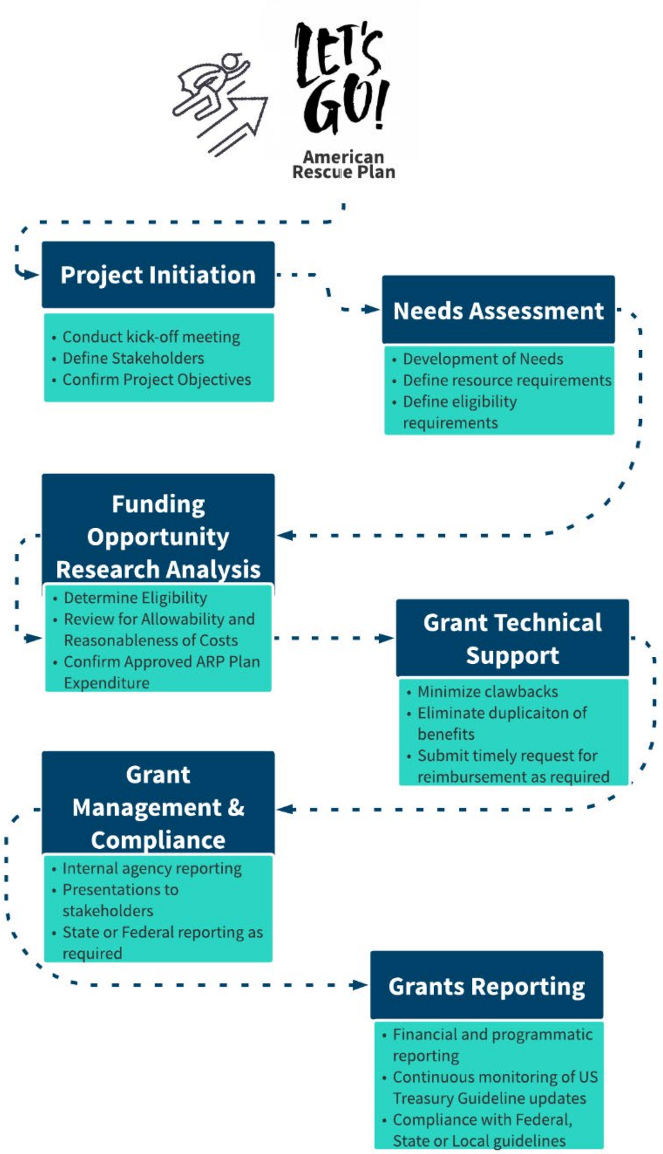
- Information Management
- Program Management
- Resource Management
- Project Planning
- Audit Support
- Federal Funding Compliance
- Financial Recovery Reconciliation
- Grant Management
- Deliverable Development

This team has been providing these services for over 20 years and continues to do so for governmental related entities. Our processes and methodologies are recognized leading industry practices, including from the Government Accountability Office (GAO), and for our work in compliance testing on disaster recovery reconstruction efforts. We will support the City and staff in tracking all costs associated with the particular revenue sources and be responsible for reporting expenses charged the multiple streams. This program can include cost tracking and reporting, budget development, funding plans, cost segregation, invoice audits for contract compliance, funding recommendations, assistance with guaranteed maximum price (GMP) negotiations, review of trade awards and contingency requests, assistance with financial closeout activities, and other related services as requested by the City.

There are several permitted uses of the ARP Funds outlined in the Interim Final Rule for American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American. Funds must be from the period of March 3, 2021, through December 31, 2024. The City has until December 31, 2026, to expend the funds for items incurred by the City during the eligibility period.

We structured our project team with our most experienced resources to provide the City of Alvin with immediate access to the best possible technical expertise. Not only do we understand the front end of planning and funding management, but we also understand the implementation of projects. Our team is here to provide top tier visioning and implementation for the City's ARP allocation for project selection, administration, and programs. A successful project entails having the right staff – right when you need them. We are proud of the accomplishments our team has provided our clients, and we are confident that we can successfully deliver the services requested by the City.

Six-Step Project Management Approach for ARP Success by Anser-GSG



4. Managing the American Rescue Plan

As illustrated in the flow chart (left), our approach is delineated in six core tasks as follows:

- *Task 1. Initiation*

Objective: Taking an information gathering approach to identify the key functional element of the project and hone in on City of Alvin's definition of value. In this process we will formalize the vision guiding the ARP strategy.

- *Task 2. Needs Assessment: (Can include but not limited to)*
  - *Necessary Water, Sewer or Broadband Infrastructure*
  - *Revenue Reconciliation*
  - *Other ARP eligible fund uses*
  - *Strategic Road Map*
    - *Priority listing in implementing the City's Plan,*
    - *Timeline for completion of approved activities through December 31, 2024.*
    - *Monitoring plan and ongoing communications plan; and*
    - *Estimate of fees and resources required to implement the Plan.*

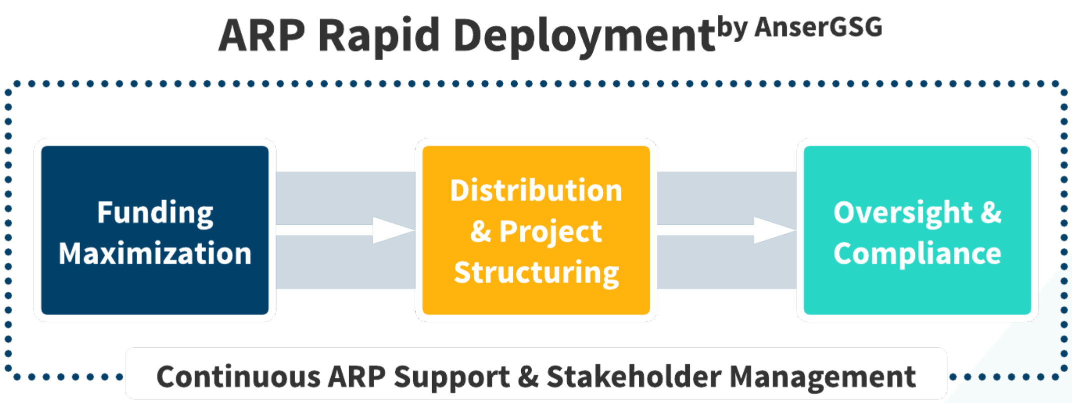
- *Task 3. Review Process*
  - *Financial Duties*
  - *Financial Estimates by Tranche, such as:*
    - *Public health emergency with respect to COVID-19 or its negative economic impacts,*
    - *Lost Revenue due to such emergency; and*
    - *Investments in water, sewer, or broadband infrastructure*

- *Task 4. Program Support (Disbursement of Funds– End of Engagement)*
  - *Pre-Procurement*
  - *Project Management*

- *Task 5. Reporting (Months 3 – End of Engagement)*
  - *Administrative Duties*

- *Task 6. Monitoring Activities (Months 6 – End of Engagement)*
  - *Compliance*
  - *"Health-Check"*

The success of ARPA and associated funding programs is heavily predicated on good planning and a command of compliance requirements. However, none of these measures will be successful without effective project management and a comprehensive stakeholder management approach. These are public funds for public good and we will work with you to ensure best-bang-for-buck is achieved through collaboration, engagement and diligence.



Deliverables for American Rescue Plan Programs

Through this six step approach, we will provide the City with the results of its needs assessment in the form of an ARP Plan. The Plan will include the following categorical elements and a high-level analysis:

Financial Estimates by Tranche, such as:

- Public health emergency with respect to COVID-19 or its negative economic impacts,
- Lost Revenue due to such emergency; and
- Identify Need and Establish Program Plan for:
  - Projects with Beneficiaries including Households, Non-profits, Businesses, and Industries
  - Premium Pay to Eligible Workers and Eligible Employers
  - Necessary Water, Sewer, or Broadband Infrastructure

Program Plan (i.e. Necessary Water Sewer or Broadband Infrastructure)

- Priority listing in implementing the City's Plan,
- Timeline for completion of approved activities through December 31, 2024.

- Project management services, monitoring plan and ongoing communications plan; and
- Estimate of fees and resources required to implement the Plan.
- Ongoing operational plan

We have proposed the end date for due diligence of 90 days after the eligibility period to submit final documentation to the City's cognizant agency and closeout the ARP grant. Per the Interim Final Rule, the City has until December 31, 2026, to expend their funds.

As part of our approach, our team utilizes effective communications management to keep our stakeholders informed of the project's status. Our team routines provide executive-level briefings to:

- Management Team
- Formal Presentations to the elected or appointed, Boards, Councils or Commissions
- Informal Elected Official Briefings
- Written and verbal project status reports

The Communications Plan is developed in coordination with our clients. We routinely provide the following technical assistance at the direction of our clients:

- Call Center Assistance
- Intergovernmental Communication Assistance
- Outreach Programs / Town Hall Meetings
- Press Releases
- Public Information Request Response
- Social Media Posts
- Website Updates

5. Administrative Duties

We acknowledge the intent of the given scope and our comprehensive service will include, but not be limited to:-
Monitor program compliance including all ARPA Act requirements.

- Assist in establishing and maintaining financial processes.
- Establish and maintain record keeping systems
- Assist with resolving monitoring and audit findings.
- Serve as monitoring liaison.
- Assist with the system of record, documentation, reports, change requests, progress of projects.
- Provide Project Management Services that coordinate all stake holder and vendor/contractor's implementation
- Assist in public hearings.
- Provide project status updates
- Labor Standards duties (as required): Monitor compliance with all relevant labor standards regulations. Maintain document files to support compliance.
- Research, develop and prepare grant applications and/or other public assistance documents
- Collaborate with City on project formulation; information gathering, project development
- Develop program guidelines, polices, procedures, implementation plans or other pertinent documents

- Assist in responding to Requests for Information from the United States Department of Treasury and/or other federal grants and TDEM and/or state agency;
- Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, request for proposals, or other applicable procurement processes for identified projects that align with the grant and PW forms, all in compliance with Federal and State Law;
- Assist with the procurement of services, materials, rental/lease equipment, professional design services, or other items needed to implement grant projects—may include multiple bids for contracted work for various projects; (in conjunction with the City of Alvin);
- Research, assist, coordinate and report any HUB program requirements
- Assist with and provide guidance regarding quality assurance documentation for conformance with the City's Criteria and Specification;
- Provide and present periodic each project's status

6. Project and Procurement Management

Our project management approach is derived from the success and experience of our experienced staff working directly for public entities, including local municipalities. Our management style reflects similar beliefs to those of the City of Alvin: transparency, collaboration, and diligent attention to detail. We'll assure the City and all stakeholders that every dollar is tracked, and that project execution creates the maximum value for the City. Our staff that have been assigned to this contract and who will be working directly with the City and stakeholders have decades of relevant experience in their individual fields of specialty and will readily apply this experience to expertly execute your project (s).

A successful project is centered on mutual trust, open communication, and the freedom to express ideas and hold each other accountable. It must be founded on the belief that each party has valuable insight and experiences that, when combined, provide the best value and outcome for the City. On every project, we not only promote collaboration but ensure that it remains in place throughout the project duration, enabling project success for all stakeholders.

Tried and true processes coupled with good planning and communication ensures that we determine the answers to the following questions early in the engagement:

- *Program needs:* What needs to be accomplished?
- *Program and Project budgets:* How many dollars are available and for what purposes?
- *Project schedule and interdependencies:* When is it required?
- *Appropriate assignment:* Who will execute the work?
- *Deliverables required:* What is the end product?

The team will utilize the answers to these questions to employ a proactive approach which guarantees the strategies developed around these answers are implemented while also eliminating waste and bloat to maximize efficiency in grant management through implementation, design and construction.

Concept Budgeting Validation

Our team will conduct a thorough review of the budget as the first step in our engagement. This review process will allow our team to understand all the underlying assumptions and provide Quality Assurance/Quality Control (QA/QC) to identify any valuable additional details or information that may be beneficial to add. As part of this QA/QC initial review, we would spend time further recognizing the funding source(s), of the program and timing restrictions on the funds and the strategy on how those restrictions may drive particular allocation plans for the uses. We will work with the City to understand the existing plan and can assist with analyzing pros/cons for each project. We will also engage to understand any other potential grants or reimbursement funding sources for the program as a whole or individual projects so that we can maximize the strategy and also set the stage for accurate and efficient compliance monitoring through the program.

Execute Program Wide Procurements

This team will assist the City in the selection of all project consultants. Our team can chair meetings to ensure that the decision-making process is streamlined with professional guidance to the committee with recommendations in accordance with the outlined goals of the project(s).

As part of the pre-implementation phase of the program, working alongside staff, we will establish and execute the procurement process for project consultants and to identify any opportunities to procure program-wide consultants that would result in greater efficiency (cost or schedule) compared to procuring individual consultants for each project.

Examples that we will analyze with you:

- Environmental testing and remediation
- Geotechnical investigation
- Special Testing and Inspections (soil, concrete, steel, fireproofing, etc.)
- Specialty Consultants Construction participants
- Third party high-performance building certification

We can also assist the City with the procurement of design professionals and consultants at the program level or at the individual project level. We will implement the following strategy in the procurement of design professionals and consultants:

1. Select and agree on a procurement procedure with stakeholders
   - Identify key requirements
   - Confirm the priorities
   - Identify feasible and realistic procurement objectives and criteria
   - Identify procurement methods which are capable of meeting the procurement objectives and evaluate them against selection criteria

2. Recommend and agree on a form of contract
   - Clearly identify the purpose of the contract
   - Identify significant criteria for selecting the form of contract
   - Select and recommend a form of contract which is appropriate to the type of project
   - Give clear and accurate information and advice and provide opportunities to comment and ask for clarification
   - Agree on a form of contract which is capable of being put into effect

3. Negotiating contract(s)
    - Ensure the obligations of the parties to the contract are identified and obtain valid, written proof that they are able to meet the obligations
    - Negotiate contracts ethically using style and manner which maintains good long-term relationships with all parties to the contract
    - Negotiate and agree to the best possible contract terms, conditions and amendments
    - Record the results of negotiations accurately

This team can support the City's procurement process overall. Existing protocols, if necessary, will be reviewed and any necessary cost reporting and compliance with financial reporting requirements will be established in all associated Contracts and scopes. Compliance with controls established is a benchmark of our service. Full and correct scopes of work mitigate risk and minimize Change Orders. On review of bids or proposals an agreed set of values will be established with the City's. The "levelling" of all bids will enable missing scope to be identified and dealt with.

Identify State and Local Approval Agencies

We have in-depth knowledge and have vast experience coordinating and working with several state and local public agencies as it relates to construction projects. Our team members have decades of experience working within the Texas and are very familiar with the requirements of the state and U.S. Treasury.

Systems Selection and Implementation

Our team has a specialized team of systems implementation experts with deep experience working with owners of large capital programs to select, customize and implement systems and tools for reporting, communicating, and tracking projects should the City desire. We work with both cloud-based and on-premises platforms. Our Program Management Software System (PMSS) Team develops advanced design and construction collaborative processes, system hierarchy, Cost Management, Project Delivery and Capital Planning System components tailored to our clients' needs. Our team looks for systems which provide top down and bottom-up visibility across an organization from executive staff to planners, contract, and project managers. PMSS requirements include configurable components that are fully integrated for tracking projects from concept to closeout providing collaboration and cost transparency.

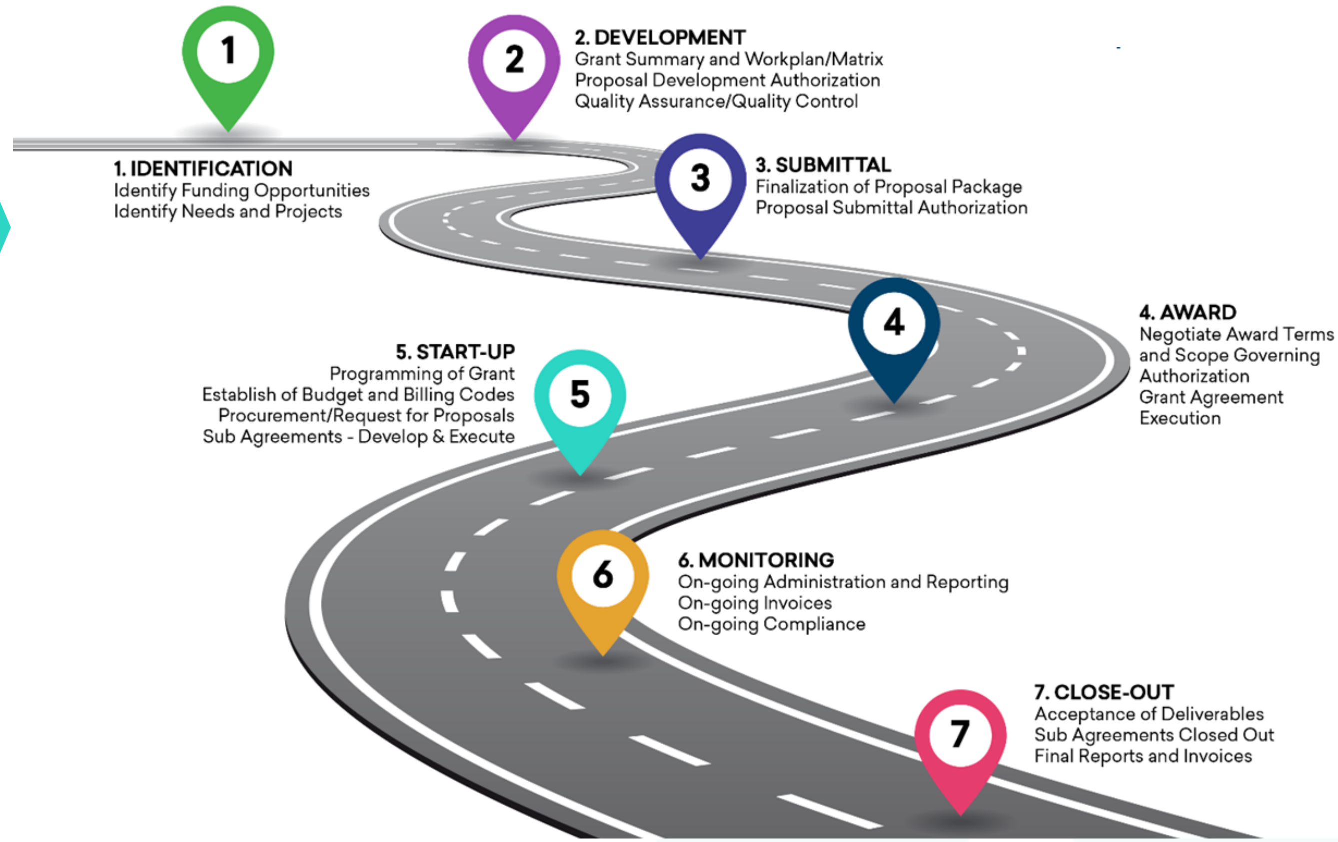
We have experience using and implementing the following tools/systems:

- Primavera Unifier
- Budget4cast
- eBuilder
- Prolog
- Procore
- Owner Insite
- Custom tools/databases
- SharePoint or Web based Communication Platforms
- File storage resources
- Microsoft Project
- Primavera 6.0
- BIM 360
- Bluebeam Revu

In-house systems implementation specialists who can integrate into existing systems or implement software solutions – knowledgeable and flexible to meet your system needs

7. Financial Duties and Compliance

Our Anser-GSG team bring tried and tested methodology to Grant Management and Compliance in equal measure.



Step 1: Identification

As part of the first step to research and identify funding opportunities for ARP and beyond for the City, we also take this time to learn about the client, their needs, objectives, status of active grants, types of grants pursued and most importantly, how the grant function process works at the City. This preparatory work, in the long run, saves significant staff time, avoids duplicating efforts and missed deadlines, and results in competitive grant proposals that the City is satisfied with. We recognize that the ARP money is an allocation not a traditional grant but understand that there could be opportunities for grant supplemental funding along the way and will prepared and positioned to assist the City should those opportunities arise.

Step 2: Development

Prior to drafting the grant proposal, we will coordinate City staff for the following:

- *Ensure Eligibility and Proper Certifications for Grant*
- *Application Checklist*
- *Develop Coordinated Work Plans for Grant*
- *Coordination Meetings*
- *Outline and Application Components*

Step 3: Submittal

- *Finalized and Assemble Grant Application/Package*- In coordination with the City, assemble, package, and finalize grant applications for submittal.
- *Submit Grant Application/Package* – If needed, support City in submitting the grant application package. This may include submitting electronically and/or printing and mailing of multiple hard copies.

Step 4: Award

- *Negotiate the Terms and Conditions of Grant Award* - If needed, the team can support the City in negotiating the grant award, including, but limited to, adjusting project scope, timeline, and/or funding amounts.
- *Authorization* – If needed, the team can assist the City in preparing staff reports and Resolutions for grant awards.
- *Grant Agreement Execution*– After grant terms and conditions have been agreed upon, and authorization has been, the grant agreement will be signed and executed.

Step 5: Start-Up

After the grant has been awarded and agreement has been fully executed, the team will coordinate with City staff and provide the following:

- *Programming of Grant*
- *Establish of Budget and Billing Codes*
- *Procurement/Request for Proposals*
- *Sub-Agreements*
- *Technical and Administrative Support*

Step 6: Monitoring

- *On-going Administration and Reporting*– We will include applicable requirements in terms of reporting and ongoing certifications that are necessary for the grant in the Grant Database File. This will assist us and City staff on being aware of these ongoing deadlines and addressing them accordingly. Generally, we will prepare and update:
    - Quarterly Reports
    - Monthly Reports
    - Monthly Meetings
    - Annual Meeting
- *On-Going Invoices*
- *Amendment/Budget Revision*
- *On-going Compliance*
- *Technical and Administrative Support*

Step 7: Close-Out

- *Acceptance of Deliverables* – Review all deliverables and ensure they meet the program and contract requirements. Organize all records in file for City for record-keeping purposes.
- *Sub-Agreements Closed-Out* – Ensure all agreements with sub-recipients, contractors and vendors have been closed.
- *Final Reports and Invoices*

8. Federal Funding Auditing

The team will provide auditing services to mitigate waste, fraud and abuse associated with high cost of projects, the number of parties involved, and the overall complexity of projects. Our auditors collaborate with various stakeholders throughout the life of the project to ensure that contractors are paid within a reasonable time and the owner is compliant with government regulations. Our team of experts quickly develop a comprehensive understanding of each client's program, projects, budget, and capital sources and apply our critical thinking and problem-solving skills to provide cost effective solutions to their invoice audit and compliance challenges. Our audit services include eligibility of costs submitted by contractors as well as adherence to the conditions set forth by the various types of local, state, and federal funds used to fund a project. Our team has experience, disaster recovery, aviation, transportation, and many other applicable realms, enabling a proactive lesson learned approach to this engagement.

Our approach to Auditing Services will be based on the approach that we've delivered to previous clients with projects of similar scale. Base Service tasks will include:

- Review contract
- Establishing the invoice workflow with the City project team and accounting/finance staff
- Reviewing applications for payment
- Reconciling trade costs with the payment applications to the invoiced amounts
- Reviewing general conditions and pre-construction costs for adherence to contractual terms and conditions
- Closeout audit which will include reviewing final costs from the contractor prior to final retention payment.

To ensure optimal results, we will first establish the invoice workflow through meetings with the City. These meetings will identify how invoices will be recorded, reviewed, revised, and processed for payment. Once we have agreed upon the most effective invoice workflow with the City, we will communicate the process with the contractor to ensure a smooth implementation.

Upon review for entitlement of payment by project manager, our reviews of each pay application include:

- Review and reconciliation of each trade package to ensure alignment with the schedule of values
- Review and reconciliation of every invoice included in the general conditions to ensure that costs are reimbursable and billed correctly
- Review and reconciliation of the fee, insurance and bond rates being billed
- Review and reconciliation of hourly labor rates and days billed
- Review and reconciliation of retainage held
- Review and reconciliation of contingency

Additional service tasks that may fall under this contract include the following:

- Development of contract
- Provide consultation to develop industry standard contract language for contract
- Review of cost proposals

In the early phases of a project, a construction compliance professional can assist with implementing equitable contract language into the contract. During construction, a compliance professional can help ensure that costs are being procured at fair market rates. Having knowledgeable construction compliance professionals involved in the project prior to contract execution is an investment that can pay dividends when problems arise on the project.

Information Management

Our team has performed systems implementations and integrations for clients in government, transportation, utilities, military, and private sectors managing billions of dollars of fundings. We have experience implementing full-suite portfolio management software systems available in the industry as well as customized-built tools tailored to clients' needs.

Our approach to providing a system solution is to be agnostic towards any software brand focusing on our clients' needs first. We have experience with many industry solutions and will guide the City in selecting the system that provides the best value. To maximize value to the City, we will perform a system requirements definition as part of the initial needs assessment phase of work. Based on the City's business requirements and ongoing resources available to maintain the system after the conclusion of our engagement, we will make a recommendation to select and will implement the right-sized solution which will likely fall into one the three categories:

- Full-Suite Portfolio Management Solution (such as Oracle's Unifier or similar software)
- Compilation of common Office Applications (such as MS Access, SharePoint or similar software)
- Specialized 3rd party Application (such as Tempest-GEMS or similar software)

All of these options give the City maximum control to own and maintain its data without relying on our propriety software in the long term, but require different levels of effort and time to setup and maintain and each carry vastly different levels of functionality and constraints.

Our deep technical knowledge of the industry software combined with our management consulting and finance experience provides the City of Alvin with the expertise to make sound business decisions, evaluate risk, manage change and ultimately meet your project objectives.

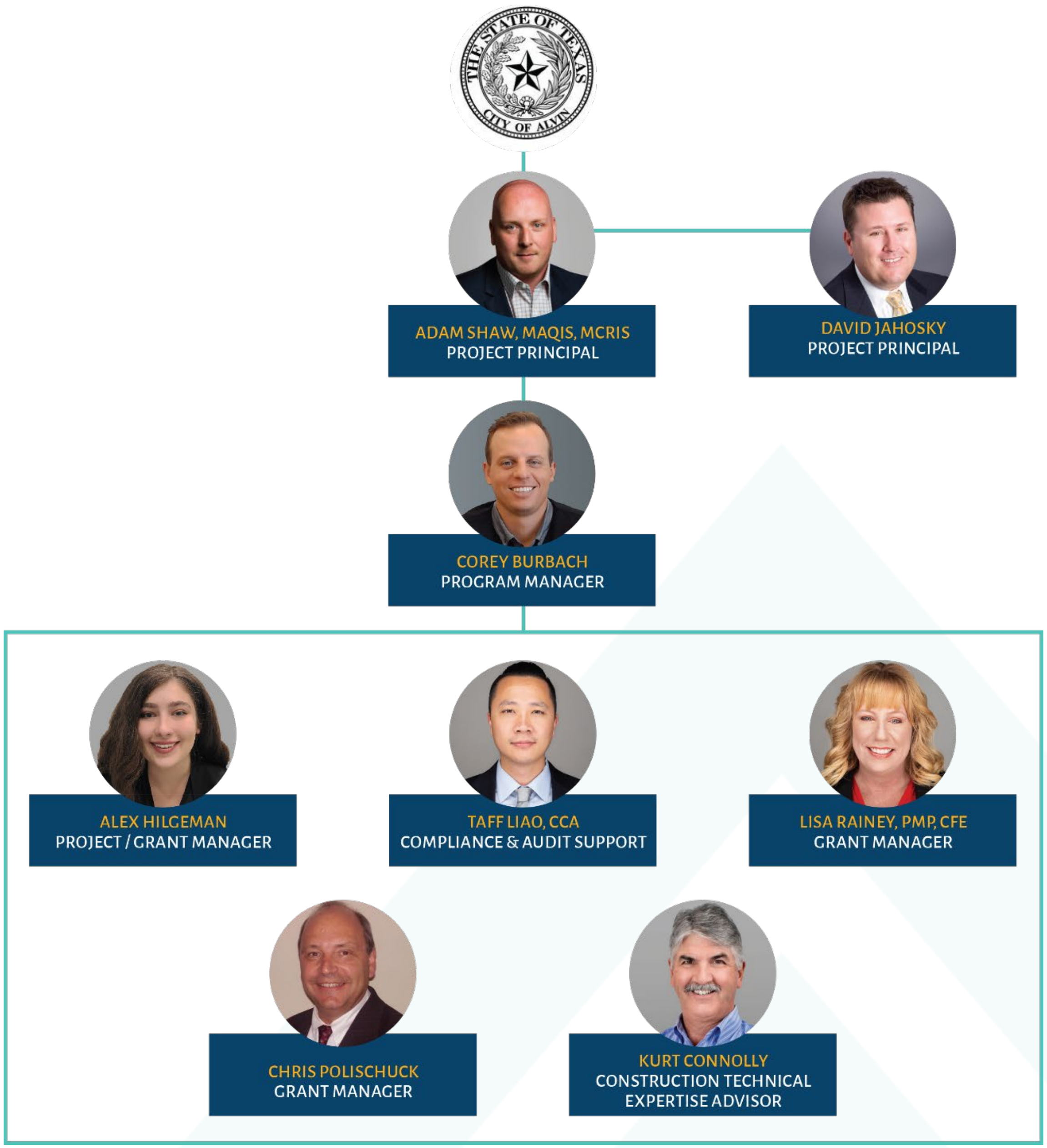
9. Proposed Organization Chart

The adjacent organization chart illustrates the management structure for our proposed team, including roles of our staff as well as level of commitment

We have been providing a full spectrum of disaster recovery services from inception to close out for over 20 years – specificallyservices funded by Federal Emergency Management Agency Public Assistance (FEMA PA), US Treasury and Community Development Block Grant Disaster Recovery (CDBG-DR) programs.

This team will help the City of Alvin execute on its vision of developing opportunities for programs such as:

- Non-Profit Assistance
- Housing Assistance
- Premium Pay
- Sewar, Water and Broadband Infrastructure



10. Resumes

Education

Bachelor of Science, Quantity Surveying, The Robert Gordon University, Aberdeen, UK

Diploma, Construction Architect, Copenhagen School of Design & Technology

Licenses/Certifications

Green Star Accredited Professional

Organizations/Affiliations

Member, Australian Institute of Quantity Surveyors (MAIQS)

Member, Royal Institution of Chartered Surveyors (MRICS)

Experience

Years' Experience: 16

Years with Anser: 1

ADAM SHAW, MRICS, MAIQS

PROJECT PRINCIPAL

Adam Shaw has built a diverse career in advisory through various countries, sectors and end services. Building from his core competency of project management, his career has been defined by delivering projects that others thought impossible. From hospitals to highways and courthouses to convention centers, Adam has shaped over $12 billion dollars of projects for a mix of both the public and private sector clients. Adam is a highly respected P3 advisor and his insight is invaluable to his clients in leading the assessment of strategies across design, construction, maintenance/operations and project delivery.

His roles include public-side and bid assistance to major consortia on development of facilities management service delivery approaches as well as bottom-up pricing and lifecycle modelling. Adam has also acted on a number of full-service operator-led deals including light rail transit, prisons, hospitals, and civic buildings.

REPRESENTATIVE EXPERIENCE

State of Hawai'i, New Aloha Stadium Entertainment District (NASED) Transit Oriented Development (TOD) & O'ahu Community Correctional Center (OCCC), Honolulu, HI
Commencing in 2018 as Development Advisor, Adam has worked at a senior level with the State of Hawai'i to develop two of their first DBFM deals. Working with the Department of Accounting and General Services, as well as State Procurement Office and attached agencies, Adam has been recognized as a leading advisor to the State.

The NASED program reflects one of the largest and most ambitious State sponsored projects for Hawai'i. Encompassing multiple phases of real estate monetization and infrastructure delivery, the program has been developed by the WT team to reflect a long-term value-capture across 98 acres centered around a new replacement stadium/entertainment district and capitalizing upon the Honolulu Authority for Rapid Transportation (HART) TOD Plan.

In the same neighborhood district of Hawala, Adam leads the strategic positioning and planning for a new OCCC jail project, the first new correctional development in Hawai'i in 30 years. Both commissions reflect the critical ability to take deep knowledge and expertise and translate it into a model that works specifically for the State of Hawai'i in its unique position culturally and geographically. It is a lesson in listening, understanding, and defining a successful pathway leveraging unique insight in what both the public and private sector can achieve when structured successfully together in partnership.

Honolulu Authority for Rapid Transportation (HART), Honolulu Rail Transit Project, Honolulu, HI
Adam was engaged on this joint procurement between HART and the City of Honolulu on the design and construction of the City Center Guideway and Stations Segment, Pearl Highlands Parking Structure, Transit Center, and Ramp. The project will provide high-capacity rapid transit service in the travel corridor between East Kapolei and Ala Moana Center. As Executive Lead, Adam oversaw the provision of lender's technical advisory services to Plenary Americas/the consortium which comprises a holistic review of one of the shortlisted consortium's design, construction, and operational solutions. He also served as the main point of contact for the consortium and has continued to liaise with key stakeholders to identify and address key contractual and commercial issues in the RFP.

Due to the complex interfaces inherent in this transaction, Adam also led the in-depth analysis of the operations and maintenance requirements and approach methodology to ensure appropriate risk transfer.

Michigan Department of Transportation (MDOT), I-75 DBFM Segment 3 Modernization Project (P3), MI
MDOT utilized a DBFM contracting method to construct the third segment of the I-75 Modernization Project. Segment 3 is located north of 13 Mile Road and runs to 8 Mile Road in the cities of Madison

Heights, Royal Oak, Hazel Park, and Oakland County (approximately 5.5 miles in length). Adam served as the Executive Lead overseeing the lender's technical advisory service which authorizes finance drawdowns throughout the construction period.

Los Angeles International Airport (LAX), LAX Consolidated Rental Car (CONRAC) Facility P3, Los Angeles, CA

LAX's new CONRAC, scheduled to be completed by 2022 and open for use by 2023, will provide 18,000 stalls servicing 23 rental car agencies. These projects will also consist of a multi-level ready/return facility, customer service building, idle storage facility, employee parking, and a bus plaza capable of storing a minimum of 12 full-size buses. Adam served as Executive Lead and Advisor to the Plenary Airports consortium through lending criteria and analysis.

Winnipeg Transit, Southwest Rapid Transitway Stage 2 Pembina Highway Underpass, Winnipeg, Manitoba, Canada

Adam was jointly appointed by the City of Winnipeg and Plenary Roads Winnipeg to provide independent certification services for the project during the construction period, providing monthly progress reporting and facilitating the close-out of key project milestones, on site due diligence, and claims resolution.

Adam oversaw the team as they undertook inspections, testing, commissioning, project monitoring, and compliance review. Operations is in early phases and performance to date has been within the specified parameters of the project with minimal performance deductions to date.

David G. Jahosky

Vice President
Government Services Group

Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308

Office: 850.681.3717
Cell: 407.383.9642

DJahosky@govserv.com

Professional Summary

David specializes in critical funding and service delivery alternatives including government accounting and costing, cost optimization, monitoring and performance measurement and policy

Awards & Recognitions

- 20 years serving local and state governments.
- Invited speaker for Florida League of Cities, Court Clerks and Finance Officer Associations.
- "Big 4" National Instructor for Cost Optimization, Government Costing, and Project Management.
- Assessed various organizations management processes, including people, processes, and technology.

Specialization

Mr. Jahosky oversees the Government and Community Services Division of Government Services Group.

Background

David brings highly specialized experience helping local governments become more efficient and focused with everything from staffing analysis to program and infrastructure funding and accounting. From studies to identify costing optimization and revenue recovery to grant compliance and performance audits, David has helped local and state governments develop the processes and policies necessary for greater efficiency in both human and financial resources.

David is currently managing a premier team that specializes grants administration services, including Davis-Bacon and prevailing wage rates. The scope of services provided by our Team includes American Rescue Plan Act, CARES Act, CDBG, CDBG-DR, and SHIP and CARES Act grants management, grants administration, and grants compliance.

Accomplishments

Nassau County retained GSG in April 2021 to help develop the County's Prosperity Plan - the local application of the American Rescue Plan Act. As such, the Nassau Florida Prosperity Plan is an opportunity to leverage federal dollars to propel the greater community forward by expanding and diversifying our local economy, creating a more resilient economic ecosystem, facilitating an equitable opportunity for wealth creation, and creating lasting public value. The Nassau County Prosperity Plan has been constructed around five overarching priorities that are interrelated and additive – each builds one upon the other to create a whole greater than the sum of the parts.

- Strategic Investment in Infrastructure
- Strategic Investment in Local Business Incubation, Development and Acceleration
- Strategic Investment in Revenue Stabilization and Diversification
- Strategic Investment in Leveraging State/Federal Programs and Liaison Services/Technical Assistance for Non-profit Partners and Community Organizations
- Strategic Investment in Economic Uncertainty

G S G
GOVERNMENT SERVICES GROUP, INC.

ARPA Clients

- Jefferson County, FL
- Nassau County, FL

- Deerfield Beach, FL
- Destin , FL
- Fernandina Beach, FL
- Lake Wales, FL
- Margate, FL
- Newberry, FL
- North Lauderdale, FL

CARES Act Clients

- Jefferson County, FL
- Nassau County, FL
- Sarasota County, FL
- Taylor County, FL

CRF Housing Clients

- Jefferson County, FL
- Levy County, FL
- Nassau County, FL
- Taylor County, FL
- Wakulla County, FL

Accomplishments (Con't)

GSG served as the Prime Contractor for three Florida counties (Jefferson County, Nassau County, and Taylor County) as part of the FDEM CARES Act administered program. GSG is working closely with our clients and providing the following services to the counties, such as:

- Development of eligibility criteria for allowable programs or services,
- Pre-Award eligibility determination,
- Allowable cost or service review,
- Application review to prevent duplication of benefits,
- Development of consistent documentation requirements compliant to U.S. Treasury guidance, FDEM requirements, County policy, Clerk of the Court's financial policies, and external audit requirements are pursuant to single audit provisions as well as application provisions promulgated in 2CFR200.
- Ongoing grants management, and
- Development of post-award compliance checklist and documentation retention.

GSG served a subcontractor to a regional accounting firm providing disaster management assistance to the Florida Division of Emergency Management (FDEM) for the Presidentially-declared Emergencies and Major Disasters related to Tropical Storm Fay to Hurricane Michael. Our team has managed or closed-out hundreds of FEMA project worksheets and recovered millions of dollars for over 60 Florida sub-recipients, including state agencies, counties, cities, and non-profits. Included in these project development totals, our staff has managed monitoring projects, restoration projects, and disaster mitigation projects for 20 Presidentially declared disasters. The project services include FEMA grant life-cycle administration. For example, our team is involved in various aspects of grants compliance from pre-award eligibility determination to duplication of benefit analysis to Davis-Bacon compliance to project closeout. This project requires detailed working knowledge of FEMA's Public Assistance Program and Policy Guide, 44 CFR, 2 CFR Part 200, debris monitoring requirements, time-tracking, reporting, and reimbursement.

David G. Jahosky

Managing Director
Government Services Group

Representative Local Government Clients

- City of Atlanta, GA
- City of Cape Coral, FL
- City of Jacksonville, FL
- City of Miami, FL
- City of Orlando, FL
- City of Orlando, FL
- City of Pensacola, FL
- City of Tampa, FL
- City-County of San Francisco, CA
- Chatham County, GA
- Cobb County, GA
- Fulton County, GA
- Hall County, GA
- Hillsborough County, FL
- Manatee County, FL
- Miami-Dade County, FL
- New York City, NY
- Orange County, FL
- Osceola County FL
- Palm Beach County, FL
- Seminole County, FL

Representative Federal and State Government Clients

- U.S. Department of Energy
- Florida Agency for Health Care Administration
- Florida Department of Health
- Florida Department of Transportation
- Florida Division of Emergency Management
- Mississippi Department of Environmental Quality

Accomplishments (Con't)

Currently serving as the Engagement Managing Director for CDBG or grants administration services, including Davis-Bacon and prevailing wage rates, for the following Florida government clients:

- City of Midway, located in Gadsden County (*SHIP)
- Ft. Pierce (SHIP), located in St. Lucie County
- Gadsden County (CDBG) (Easton)
- Islamorada, Village of Islands (CDBG), located in Monroe County
- Jefferson County (SHIP)
- Monroe County (CDBG)
- Taylor County (CDBG and SHIP)
- Town of Jupiter (CDBG), located in Palm Beach County
- Town of Medley, located in Miami-Dade County (Grant Analysis Options)
- Wakulla County (SHIP)

- Served as the Regional Engagement Director for over 40 performance audits of entities awarded grants from the U.S. Department of Energy (DOE) under the American Recovery and Reinvestment Act
- While working at a "Big Four" Accounting Firm, led the team review of sub-recipient file reviews of compliance with duplication of benefits analysis requirements under the CDBG Disaster Recovery programs for homeowner housing rehabilitation activities. The analysis included a review and documentation of available information for nearly two thousand individual applications in over 19 sub-recipient locations throughout the State of Florida. The effort was required to be completed within 35 calendar days. The outcome was the team assisted the State Agency with resolving issues including eligibility determination, duplication of benefits, accounting procedures processes to analysis of potential disallowed costs. The Team's effort provided supporting documentation that helped the Agency negotiate and reduce its disallowance from over $50 million to less than $2 million.

*Florida Housing Finance Corporation administers the State Housing Initiatives Partnership program (SHIP). The program provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing.

Education

Bachelor of Science, Business Economics, University of Arizona, Tucson, AZ

Licenses/Certifications

Series 50: Municipal Advisor Representative

Experience

Years' Experience: 8

Years with Anser: <1

ROBERT COREY BURBACH

PROGRAM MANAGER

Corey Burbach is a results-oriented financial and project management professional with almost ten years of experience specializing in facilities planning and funding. He provides a wide variety of facility planning services to help school districts across the United States with their facility options. As a registered Financial Advisor, Corey understands the financing side of school facilities planning. He performs various analyses relating to facility assessments, long-range facilities master plans, and educational adequacy. Corey has focused on ESSER and ARP funding for municipalities since the onset of the pandemic.

His deep experience in the public sector advisory offers him ability to help municipalities plan and execute on their financing and capitol programming needs. Corey developed pro forma and funding models for identified capital projects and created customized solutions based on the needs of the client. He identified and developed refunding strategies to reduce outstanding debt obligations for existing clients and business development efforts. As a facility planning consultant, he developed a new service for school districts looking to successfully reopen during the pandemic which adhering to the guidelines established by the Educational Agency.

REPRESENTATIVE EXPERIENCE

Corey has provided a variety of facilities planning, long-term planning, owner's agent, and financial oversight services for school districts across Texas and California.

- **Arlington Independent School District, Facilities Master Plan & Educational Specifications, TX**
- **Bay City Independent School District, Enrollment Projections, TX**
- **Beaumont Unified School District, Developer Negotiations; Facilities Master Plan; Funding Program; Financial Advisory Services, CA**
- **Brentwood Union School District, Developer Negotiations; Funding Program, CA**
- **Campbell Union High School District, Demographic Analyses, CA**
- **Compton Unified School District, DSA Project Closeout, CA**
- **Fort Bend Independent School District, Strategic Facilities Planning, TX**
- **Gregory-Portland Independent School District, Facilities Planning, TX**
- **Jurupa Unified School District, Financial Advisory; CFD Formation; Developer Negotiations; Special Tax Bonds, CA**
- **Liberty Independent School District, Enrollment Projections, TX**
- **Livingston Independent School District, Strategic Facilities Planning, TX**
- **Lodi Unified School District, Funding Program, CA**
- **Merced City School District, Financial Advisory, CA**
- **Mountain View School District, Developer Negotiations, CA**
- **Murrieta Valley Unified School District, CFD Formation, CA**
- **North Monterey County Unified School District, Demographic Analyses, CA**
- **San Lorenzo Unified School District, Financial Advisory, CA**
- **Santa Rita Union School District, Facilities Master Plan, CA**
- **South Monterey County High School District, Demographic Analyses, CA**
- **Troup Independent School District, Facilities Planning, TX**
- **Tuloso-Midway Independent School District, Facilities Master Planning & Facilities Assessments, TX**

ANSER ADVISORY

ALEXANDRA HILGEMAN
PROJECT / GRANT MANAGER

Alex Hilgeman brings over six years of experience with broad expertise in managing capital improvement plan (CIP) implementation and public sector financings. Alex specializes in strategic program implementation, municipal advisory for infrastructure projects and public private partnership negotiations – with an emphasis on providing these services for complex capital programs. With her diverse background in engineering, finance and project management, Alex is effective at coordinating with a wide range stakeholder groups to develop and implement programs which are successful and create lasting benefits to the client. Throughout her career, she has served as a municipal advisor on over $50 billion in infrastructure and general capital programs across North America.

Education

Master of Science, Geotechnical Engineering, University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, Environmental Studies, Dartmouth College, Hanover, NH

Experience

Years' Experience: 6

Years with Anser: <1

REPRESENTATIVE EXPERIENCE

University of Texas at San Antonio (UTSA), Capital Program Implementation & P3 Analysis, San Antonio, TX

As part of an engagement as Integrated Program Delivery Manager for UTSA's 10-year strategic plan, Alex has conducted feasibility assessments, formulated RFP/Qs, created internal processes and program delivery tools, provided value management in potential and actual change orders, and overseen the work of financial, legal and technical consultants on behalf of UTSA. Embedded within UTSA staff, Alex was responsible for strategic analysis relating to identifying priority projects (i.e. which portions of the strategic vision would be most effective to implement first), coordinating with financial, academic and architectural offices to map priorities (i.e. how do the technical needs of the cybersecurity academic department differ from the school of data science and where do they overlap) and providing financial modeling related to the procurement methodology selection, and creating procurement and program delivery timelines.

Phoenix Sky Harbor International Airport, Parking Concession & Hotel Development, Phoenix, AZ

As the Airport's Municipal Advisor, Alex was part of the Market Sounding, RFI and RFQ Collaborative Dialogue process for this $1 billion project to privatize and expand the Airport's parking system, while adding a transit oriented retail and hotel component on the airport-owned West GTC site. The 18 month technical negotiations involved precise coordination between the private entity selected to expand the rail system, the potential parking system developer and the City of Phoenix all to formalize a construction ramp up schedule that would coordinate with rail expansion plans and provide minimal disturbance to airport operations.

New Aloha Stadium Entertainment District, Hawaii

Alex was part of the Procurement Advisory Team for the broader P3 development plan for the New Aloha Sports Entertainment District. The project is envisioned to be a mixed-use development, offering a full complement of live, work, and play components. Exterior amenities and entertainment venues include an amphitheater, plazas, open space recreational sites, shaded rest areas, sculpture garden, landscaped circulation paths, site furnishings, a bicycle network, and surface parking. Alex was responsible for creating governance processes, project timelines, drafting procurement documents, and providing program management services.

Virginia Public Building Authority, Virginia

The Virginia Public Building Authority provides financing for the purpose of constructing, improving, furnishing, maintaining, and operating all State institutions. Alex was lead municipal advisor for the Authority's first competitive bond sale in years. Her responsibilities included: creating a sale timeline, providing due diligence/coordination about the intended bond funds to investors, evaluating market conditions weekly to identify an optimal implementation date, running a legal services procurement, ramping up internal integration of a new software program to evaluate the bond bids and coordinating every aspect of the sale day-of between State, clearing house and investment bank. As a result of Alex's detailed pre-implementation planning, the sale went seamlessly and the three series of bonds received 22 bids at record low interest rates for the State.

Virginia College Building Authority & Massachusetts School Building Authority, Capital Advisory Services, Virginia & Massachusetts
As a Municipal Advisor, Alex was responsible for a range of tasks related to CIP planning and strategic implementation across the different stakeholder groups both internal to the State finance department and external within rating agencies and banks. She developed validation models of planned capital schedules to ensure that debt coverage ratios did not exceed credit limitations. She met with rating agencies to walk through planned expenditures. She created projection models and governance schedules, presented them at board meetings and worked to integrate IRS guidance with subsidiary entity capital program needs.

Hawai'i Department of Public Safety, Oahu Community Correctional Center, Honolulu, HI
Alex led the modeling of a Business Case Analysis to evaluate the feasibility of alternative delivery for the OCCC Project. The project proposed to relocate a technologically obsolete jail facility that is no longer meeting the State's needs. The final report integrated potential procurement options, a VfM analysis, an affordability cap and risk quantification into a formal Procurement Strategy and Implementation recommendation.

ANSER ADVISORY

TAFF LIAO, CCA

COMPLIANCE & AUDIT SUPPORT

Taff Liao is a manager with 13 years of accounting and finance experience, primarily within the construction industry. He has worked on a broad range of construction within various sectors, including for both private and public sector clients. He has experience with managing the accounting of various contract types throughout his tenure.

Prior to joining Anser, Taff was a controller for a mid-sized multi-residential construction firm. He obtained this role after his tenure of eight years with one of the largest construction firms in the world where he held roles such as field accounting manager, financial manager and project accountant. His most recent experience was a field accounting manager on an over $200 million industrial project which he had been promoted to following his tenure at the Dr. Phillips Center as part of the Owner Representative Team.

Education

Bachelor of Science, Finance, Florida State University, Tallahassee, FL

Bachelor of Science, Real Estate, Florida State University, Tallahassee, FL

Licenses/Certifications

Certified Construction Auditor (CCA)

Organizations/Affiliations

National Association of Construction Auditors

Construction Financial Management Association

Experience

Years' Experience: 13

Years with Anser: 4

REPRESENTATIVE EXPERIENCE

Anser Advisory, LLC, Various Invoice Compliance Projects, Orlando, FL

As manager, Taff learns the client construction invoice procedure and seamlessly integrates an invoice review process. He reviews invoices for cost, contract and funding compliance; provides guidance to associates on proper invoice review techniques; and reads and understands all budget, buyout and contingency items as well as construction contracts and consulting agreements. Taff currently helps clients with invoice review, funding and budget issues.

Foundation Management, LLC, Jacksonville, FL

As controller, Taff helped develop and implement controls to improve on outdated processes.

PCL Industrial, Freeport, TX

As field accounting manager, Taff managed the accounting department for a $200 million self-perform project with Total Investment Cost of nearly $1 billion including payroll for over 1,300 employees. He provided strategic guidance on contractual matters to the Project Director; reviewed contract amendments and client correspondence letters; worked with the client to resolve contractual issues of monthly invoices; and reduced the accounts receivable aging from an average of over 50 days overdue to five days.

PCL, Dr. Phillips Center for the Performing Arts, Orlando, FL

As financial manager, Taff developed new processes and reports for the program which reduced payables by over 30 days. He audited the Construction Manager's and Architect's general conditions on a monthly basis, maintained program budget reporting to the City's finance department. prepared cash flow projections, and managed all accounts payable and receivable for the project.

PCL Construction Services, Inc., Orlando, FL

As project accountant, Taff managed the financial risks of large construction projects ranging from $10 million to $50 million in total value. He prepared and filed monthly sales/use tax payments. Taff also reviewed financial statements to qualify prospective subcontractors for projects.

G&T Conveyor Co., Tavares, FL

As financial analyst, Taff developed and implemented a new process of preparing for monthly Estimate at Completion cost meetings. He also managed the cost tracking and estimating process of over $100 million in projects.

LISA RAINEY, PMP, CFE

GRANT MANAGER

Lisa Rainey has 20 years of experience providing management consulting and financial advisory services for private and public sector clients executing construction capital programs. She offers experience in assessing capital project delivery organizations, providing financial management oversight of capital investments, and implementing program management processes and systems. Areas of expertise include construction auditing, project and program management oversight, financial and funding analyses, and project control development.

Education

Bachelor of Science, Business Management, University of Phoenix

Licenses/Certifications

Project Management Professional (PMP)

Certified Fraud Examiner (CFE)

Project Management Office Certified (PMOC)

Certified Six Sigma Green Belt

Licensed Realtor in Mississippi (former)

Organizations/Affiliations

Project Management Institute

Association of Certified Fraud Examiners

Experience

Years' Experience: 21

Years with Anser: 11

REPRESENTATIVE EXPERIENCE

Florida Department of Economic Recovery, Housing Repair and Replacement Program, Orlando, FL

Lisa serves as the Quality Assurance/Quality Control Manager to ensure internal controls both exist and are properly designed and operating as intended. She monitors production of programmatic reviews to ensure full compliance with program guidelines as well as all regulatory requirements that govern CDBG-DR programs. She assists in implementing process development and improvements to their disaster recovery program which includes recommending revisions to workflows and governance guidelines and implementing the approved recommendations.

Greater Orlando Aviation Authority (GOAA), Various Projects, Orlando, FL

Lisa reports directly to senior staff by providing day-to-day management of the engagement including change order review, contract compliance and funding eligibility review, construction cost review and audit, funding compliance and reporting and personnel management. Major recent projects include:

- **New South Terminal C ($3M)**
- **Automated People Mover ($446M)**
- **International Terminal Expansion ($144M)**
- **Ticket Lobby Expansion ($146M)**

City of Galveston, Texas General Land Office (GLO) Round 2.2 Disaster Recovery Housing Program, Galveston, TX

As the Project Manager, Lisa was responsible for the oversight and management of all intake and eligibility activities as well as set-up and closeout of construction activities on this approximately $100 million CDBG-DR Program. She managed staff and coordinated efforts with environmental, engineering and construction contractors through every phase of the project.

Southeast Texas Regional Planning Commission, Disaster Recovery Housing Program, Lower Rio Grande Valley, TX

As Project Manager, Lisa trained staff members on income eligibility determination and file review. She conducted quality assurance reviews of over 200 applicant files and identified areas for process improvement on this $120 million disaster recovery housing program while concurrently managing the back-office activities such as Area Median Income calculation and determination. She assisted with the development of processes, policies and procedures for outreach, intake and eligibility. Lisa also developed the affirmative marketing plan, outreach plan and the outreach training guide for the Southeast Texas Regional Planning Commission and the Lower Rio Grande Development Council Disaster Recovery Housing Programs.

Mississippi Development Authority (MDA), Disaster Recovery Housing Programs, Biloxi, MS

Lisa coordinated the execution of two of MDA's multi-million-dollar Disaster Recovery Housing Programs. She assumed many duties as a project analyst on the Long-Term Workforce Housing (LTWH) Program including financial analysis to ensure federal grant compliance, funding compliance reviews, procurement activities investigation and financial management assessments (FMA's). As a project coordinator on the Neighborhood Home Program (NHP) she managed construction oversight and provided federal and regulatory compliance and production efficiency guidance. Lisa also coordinated the activities and efforts of a team consisting of two engineering contractors, two general contractors, and multiple subcontractors.

Chris Polischuck

Senior Advisor
Government Services Group

Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308

Office: 850.681.3717
Cell: 850.545.8914

CPolischuck@govserv.com

Professional Summary

Chris is an experienced Advisory Services consultant with 35 years experience delivering financial, operational, and regulatory compliance services to clients all across the United States.

Professional Associations

- Association of Government Accountants
- Florida Government Finance Officers Association

Education, Licenses & Certifications

- MA Public Administration, Ohio State University
- BS Business Administration, Ohio State University

Background

Chris has been serving public sector entities exclusively for 35 years, including State of Florida clients for over 20 years, helping them meet the challenges they face in serving the public good – achieving regulatory compliance, improving operations and performance, and enhancing accountability and reporting. Chris has extensive experience in government client service delivery and project management at all levels of government. Chris' current and past clients include large state agencies, counties, cities, transit agencies, and the Federal government.

Accomplishments

Nassau County retained GSG in April 2021 to help develop the County's Prosperity Plan - the local application of the American Rescue Plan Act. Chris served as Seniro Advisor and Overall Project Manager for this project.

The Nassau Florida Prosperity Plan is an opportunity to leverage federal dollars to propel the greater community forward by expanding and diversifying our local economy, creating a more resilient economic ecosystem, facilitating an equitable opportunity for wealth creation, and creating lasting public value. The Nassau County Prosperity Plan has been constructed around five overarching priorities that are interrelated and additive – each builds one upon the other to create a whole greater than the sum of the parts.

- Strategic Investment in Infrastructure
- Strategic Investment in Local Business Incubation, Development and Acceleration
- Strategic Investment in Revenue Stabilization and Diversification
- Strategic Investment in Leveraging State/Federal Programs and Liaison Services/Technical Assistance for Non-profit Partners and Community Organizations
- Strategic Investment in Economic Uncertainty

GOVERNMENT SERVICES GROUP, INC.

Chris Polischuck

Senior Advisor
Government Services Group

ARPA Clients

- Jefferson County, FL
- Nassau County, FL

- Deerfield Beach, FL
- Destin , FL
- Fernandina Beach, FL
- Lake Wales, FL
- Margate, FL
- Newberry, FL
- North Lauderdale, FL

CARES Act Clients

- Jefferson County, FL
- Nassau County, FL
- Sarasota County, FL
- Taylor County, FL

CRF Housing Clients

- Jefferson County, FL
- Levy County, FL
- Nassau County, FL
- Taylor County, FL
- Wakulla County, FL

Accomplishments (Con't)

GSG served as the Prime Contractor for three Florida counties (Jefferson County, Nassau County, and Taylor County) as part of the FDEM CARES Act administered program. Chris served as a Senior Advisor and work stream lead on a variety of initiatives. GSG worked closely with our clients and provided the following services to the counties, such as:

- Development of eligibility criteria for allowable programs or services,
- Pre-Award eligibility determination,
- Allowable cost or service review,
- Application review to prevent duplication of benefits,
- Development of consistent documentation requirements compliant to U.S. Treasury guidance, FDEM requirements, County policy, Clerk of the Court's financial policies, and external audit requirements are pursuant to single audit provisions as well as application provisions promulgated in 2CFR200.
- Ongoing grants management, and
- Development of post-award compliance checklist and documentation retention.

Regulatory and Compliance Monitoring

- Conducted monitoring of regional workforce development agencies in a large state receiving Federal funding passed through the state oversight agency. The monitoring included testing for financial, operational and programmatic compliance with Federal regulations.
- Developed a Random Moment Sample (RMS) system for use by all Clerks of Court in a large state to document time and costs in support of the federally funded Title IV-D (Child Support) program. The project developed the RMS methodology, trained county staff in its use, monitored system implementation and analysed and reported the results to the state.
- Managed a compliance project with a large state agency administering the state's unemployment tax. The review involved assessing compliance with contract provisions and testing claims payments utilizing the state's legacy management information systems.

KURT CONNOLLY

CONSTRUCTION TECHNICAL EXPERTISE ADVISOR

Education

Bachelor of Arts, Business Administration, Wayne State University, Detroit, MI

Organizations/Affiliations

Colorado League of Charter Schools

Experience

Years' Experience: 33

Years with Anser: 19

Kurt Connolly has been involved in the commercial and educational construction and development markets for over three decades. He is an accomplished project manager with extensive experience in the development and process management of school facility funding, zoning, programming, construction and occupancy. He is extensively familiar with the educational built environment in Colorado.

Kurt's experience includes addition, renovation, and new construction of educational facilities with expertise in project budgeting, scheduling, team selection and owner occupancy issues. He oversees all phases of the development from conception, programming, preconstruction, construction duration, and owner occupancy through the warranty period.

In addition to contract administration of all prime contracts with the owner, Kurt maintains a consistent presence on site to perform site observations and inspections. His experience and knowledge in school facility development are unsurpassed in the industry. He has served as consultant on numerous school projects.

REPRESENTATIVE EXPERIENCE

Kurt has been involved in all aspects of preconstruction services and project and program management oversight for all types of construction programs across Colorado in education, including:

- **Grand Peak Academy**
- **New Vision Charter School**
- **Apex Community Charter**
- **Renaissance Secondary**
- **Light of the World Catholic Church**
- **American Academy, Multiple Campuses**
- **Stargate School**
- **North Star Academy Phases 1 & 2**
- **Addenbrooke Classical Academy**
- **Monarch Montessori Phase 2**
- **Ben Franklin Academy Addition & Renovation**
- **Aspen View Academy**
- **World Compass**
- **Union Colony Middle School**
- **Westgate Charter School**
- **1 Broadway Building**
- **STEM Academy Phase 2**
- **SkyView Academy**
- **Greeley/Evans Elementary School**
- **High Point Academy**
- **North East Elementary School**
- **Pennock Elementary School**
- **Academy of Charters**
- **Vikan Middle School**
- **South East Elementary School**
- **Overland Trail Middle School**
- **Legacy Academy**
- **Caprock Academy**
- **Prairie View High School**

11. Current & Projected Workloads

Our team is dedicated to supporting the staffing needs of any contract that we commit to. We continuously provide the highest quality personnel with the specific experience necessary to complete any project assigned to us, drawing from our over 400 employees nationwide. Each team office can add staff, as needed, through high-level collaboration from regional and corporate management. If there is a significant demand for resources, we can quickly adapt to meet our client's project needs and workload requirements by drawing upon other professionals companywide working on similar contracts.

Our staff and resources provide maximum flexibility to meet our clients' scheduling needs. The nature of our work requires us to periodically provide services on an expedited basis. Our typical backlog is made up of many variable duration assignments and therefore, our workload varies on a weekly basis. Our team workload capacity is sufficiently large to enable us to respond successfully to short turnaround assignments or urgent project needs. Based on our prior experience, we believe our present and future workload capacity is more than adequate to conduct the required services for our clients in a prompt (timely), efficient manner. As a company, capacity is not solely measured by availability, we ensure our team members have the time and resources necessary to perform at the highest level. Quality in the delivery of our services is essential. At the same time, we must show leadership and drive a quality organization at a project level. We do this by deploying Standard Operating Procedures (SOPs) that are reviewed against client requirements on a project-by-project basis. This enables team members to maintain consistency but also tailor the approach to Quality to suit our client's organization and specific needs. The proposed project team for the City of Alvin has sufficient capacity to deliver the quality of work expected by the City of Alvin.

12. Statement of the Ability to Carry Out Services

Our proposed team brings a full suite of complementary skills to City of Alvin, and each member proposed has the availability to perform under this contract. Our team is set up as an integrated partnership; while we know the assembled team can handle the scope identified, if selected for contract award and outside subconsultants are needed we will recommend all appropriate HUB solicitation procedures, to enhance participation if possible. Members of the team have worked together on multiple CARES Act projects and are currently working together on current ARP projects like the scope of work published by City. One of our main differentiators is that we bring a diverse array of subject matter experts of services to our clients. This is not work that can be provided by generalist. Whether it is to assists a client with eligibility determination, development of sub-recipient agreements, grants monitoring, reporting, or working with the external auditor on Single Audit compliance requests, we have successfully provided all these services to our clients and will do the same for the City. Our entire team has experience managing projects that have interacted with the U.S. Treasury, CARES Act, CDBG, CDBG Disaster Recovery and FEMA Hazard Mitigation. We know how to navigate this process and ensure the City of Alvin is comfortable throughout this process that the money is expended properly.

Clients select us because we bring objectivity and insight to complex, real-world issues. We understand public sector motives and private sector methods. We bring leading practices and practical solutions to our clients. Our team members have a deep understanding and working experience in the public sector. Our team includes those who have served.

13. Financial Statements

Current fiscal year-end and year-to-date financial statements, including profit and loss statements, have been included at the end of this proposal as an attachment for review.

14. Cost Proposal

Below please find our proposed price which includes all costs, expense, and materials needed to perform the services in accordance with this RFP. Pricing for ARP funded projects other than Subtitle M Sec 603 projects will be determined with the awarded vendor once projects are identified.

LUMP SUM PRICE: $233,800

If your pricing is only for a specific activity(ies) in this scope, please indicate the service(s) with your pricing. Respondents proposing to offer specific services are limited to environmental services and will be scored only on that service.

SPECIFIC SERVICE DESCRIPTION: N/A

As noted above, per the Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions dated as of July 14, 2021, the costs of our professional services would be considered an allowable cost against the allotment to the City by the U.S. Treasury.

15. Submission Requirements

- Certificate of Insurance
- Sam.gov Record Search
- Financial Statements
- Conflict of Interest Questionnaire Form
- Certification Regarding Lobbying
- Contract Provisions