

CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477 (281) 261-3900 • WWW.STAFFORDTX.GOV

AGENDA

REGULAR CITY COUNCIL MEETING Wednesday, September 18, 2024, at 6:30 p.m. City Hall, Council Chambers 2610 South Main St, Stafford, TX 77477

- 1. Call to Order.
- 2. Executive session as authorized by Chapter 551, Texas Government Code, Section 551.071(1)(A), pending or contemplated litigation; Section 551.071(2), authorized under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

REGULAR SESSION BEGINS AT 7:00 P.M.

- 3. Pledges of Allegiance.
- 4. Consideration of appropriate action on items discussed in Executive Session.
- 5. Public Comments.
- 6. (a) Proclamation Hispanic Heritage Month
 - (b) Certificate of Recognition Martin Saldua
 - (c) Certificate of Recognition Victor Linares
- 7. (a) Discussion of items related to the budget for Fiscal Year 2024-2025.
 - (b) Public comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 8. (a) Discussion of an ordinance adopting Budget Amendment #2 for the Fiscal Year 2023-2024 Budget.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 9. (a) Discussion regarding the planning of a City Council team

building workshop.

- (b) Public Comments on item (a).
- (c) Possible Consideration of appropriate action on item (a).
- 10. (a) Monthly Update from Department of Public Works and Development Services regarding permitting, development, Public Works activities, and Hurricane Beryl storm clean-up.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 11. (a) Discussion of a Resolution approving the street repair list for the 2025 Street Repairs Project.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 12. (a) Discussion regarding Public Works and Development Services employee training for Fiscal Year 2025.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 13. (a) Discussion of a Resolution approving the professional services contract with Jones Engineering Services, LLC and appointing Bob Jones as City Engineer.
 - (b) Public Comments on item (a).
 - (c)Possible Consideration of appropriate action on item (a).
- 14. (a) Discussion regarding permitting food trucks currently licensed in the following counties and/or cities within those counties: Austin, Brazoria, Chambers, Colorado, Fayette, Fort Bend, Galveston, Harris, Jefferson, Liberty, Matagorda, Montgomery, San Jacinto, Waller, Washington, and Wharton, to apply for a special event mobile food permit for the City of Stafford Hispanic Heritage Event on September 20-21, 2024 with fee waiver and final approval by Fire Marshal's Office.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 15. (a) Discussion regarding the impact on the city budget of dissolving

the Stafford Economic Development Corporation.

- (b) Discussion of the impact the potential dissolution of the SEDC would have on the Stafford Centre, the collection of sales tax, the use of Hotel Occupancy Tax revenue, and existing SEDC projects, debts, obligations, and fund balance.
- (c) Public Comments on items (a)-(b).
- (d) Possible Consideration of appropriate action on items (a)-(b).
- 16. (a) Discussion regarding reimbursing Manuel Hinojosa for payment of deposit and postage costs incurred for Fiesta at the Centre on September 20, 2024.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 17. (a) Discussion regarding placement of cameras in the Administration Department.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 18. (a) Discussion regarding organizing a town hall meeting with residents and business owners for an open exchange of ideas, concerns, and exploration of potential solutions for the betterment of the community.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 19. (a) Discussion regarding purchasing an appraisal of undeveloped City property bordered by Stafford Centre Drive to the north, Greenland Drive to the east, Greenbough Drive to the south, and Briarside Drive to the west and selling the property to the Stafford Economic Development Corporation (SEDC).
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 20. (a) Discussion regarding purchasing an appraisal of City property to the east of the Municipal Complex bordered by Avenue H to the west, 90-A (Main St.) westbound to the north and 90-A (Main St.) eastbound to the south and selling the property to the Stafford

Economic Development Corporation (SEDC).

- (b) Public Comments on item (a).
- (c) Possible Consideration of appropriate action on item (a).
- 21. (a) Discussion regarding a Resolution casting a vote in the election for the Texas Municipal League (TML) Region 14 Director.
 - (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
- 22. Council Reports: The Mayor and Council may make announcements of community interest on the following items:
 - (1) expressions of thanks, congratulations, or condolence.
 - (2) information regarding holiday schedules.
 - (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision.
 - (4) a reminder about an upcoming event organized or sponsored by the governing body.
 - (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
 - (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
- 23. (a) Consent Agenda (Items i.-xii.). Any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting; any item approved will include payment of expenses.
 - (i.) Investment Report for period ending July 31, 2024.
 - (ii.) Training request by Fire Chief Larry DiCamillo, for M. Herring and T. Guebara, to attend TEEX Structural Collapse Specialist training, in the amount of \$864.00.
 - (iii.) Approval of training requests by Chief of Police Richard

Ramirez for the following:

- Ratification of Fentanyl Overdose Investigations course, for Police Department personnel, in the amount of \$00.00.
- Ratification of Fentanyl Overdose Investigations course, for M. Pait, in the amount of \$00.00.
- Ratification of Investigating Child Homicide and Unexplained Deaths of Children course, for L. Claunch, in the amount of \$200.00.
- Ratification of Texas Law Enforcement Peer Network course, for B. Edgar, in the amount of \$00.00.
- Spanish for Telecommunicators course, for P. Toussaint, in the amount of \$60.00.
- Spanish for Telecommunicators course, for J. Virata, in the amount of \$60.00.
- (iv.) Request by Director of Public Works/Development Services Kyle Jung, for ratification of Permit Technician Course, completed by Mariela Ponce, in the amount of \$371.00.
- (v.) Resolution approving the multi-use agreement with the Texas Department of Transportation (TxDOT) for license plate readers.
- (vi.) Resolution approving a license agreement with the Houston Synchro Stars for use of the Stafford City Pool.
- (vii.) Resolution approving a Memorandum of Understanding (MOU) between the City of Stafford and Houston Community College (HCC) System for SMETV Services for a period of one (1) year with automatic annual renewal.
- (viii.) Request by Director of Multimedia Robert Frith for purchase technological multimedia upgrades, for the Council Chambers, in the amount of \$79,969.00.
- (ix.) Request by Director of Recreation Susan Ricks to purchase stage lighting upgrades, for the Civic Center, in the amount of \$40, 338.06.
- (x.) Resolution approving the agreement with Presidio for network and wireless refresh services, for the Stafford Centre, in the amount of \$201,207.00.
- (xi.) Resolution approving the agreement with Presidio for network cabling upgrade services, for the Stafford Centre, in the amount of \$65,961.00.
- (xii.) Resolution accepting grant for the Crime Victims Liaison

Program.

(b) Public Comments on item (a).

- (c) Possible Consideration of appropriate action on items (i.-xii.).
- 24. (a) Approval of Minutes from the July 17, 2024 Regular City Council Meeting.
 - (b) Approval of Minutes from the August 5, 2024 Special Called City Council Meeting.
 - (c) Public Comments on items (a)-(b).
 - (d) Possible Consideration of appropriate action on items (a)-(b).
- 25. Council Member requests for future agenda items.
- 26. Adjournment.

I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON SEPTEMBER 13, 2024.

Roxanne Benitez, TRMC, CPM, CMCC

City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477 281-261-3900 • FAX: 281-261-3994 WWW.STAFFORDTX.GOV

Memo

To: Mayor and City Council

From: Alka Shah, Chief Financial Officer

Date: August 26, 2024

Re: FY23-24 Final Budget

Attached find a summary page of the Final Budget with an estimated ending balance for the following funds:

- a. General (Operating Fund)
- b. MST (Capital Outlay Fund)
- c. Stafford Centre (Operating Fund)
- d. Stafford Centre (Capital Outlay Fund)
- e. Hotel Occupancy Tax Fund
- f. Debt Service Fund
- g. Capital Project Fund
- h. Special Revenue Funds

The Final budget includes all items approved by the City Council after the adoption of revised budget on April 3, 2024. These items are listed in the attached document. Please make a note that the final budget is based on year-to-date activities.

The budget report provides an original budget and final budget for each fund.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF STAFFORD, TEXAS, ADOPTING AMENDMENT NUMBER 2 TO THE ORIGINAL BUDGET OF THE CITY OF STAFFORD, TEXAS, FOR THE 2023-2024 FISCAL YEAR; ALLOCATING UNAPPRORIATED FUNDS; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * * *

WHEREAS, the City of Stafford Budget for the 2023-2024 Fiscal Year was adopted within the time and in the manner required by State law; and

WHEREAS, the City Council finds and determines that an amendment to said budget is appropriate under Section 6.03 of the City of Stafford Charter; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

<u>Section 1.</u> The facts and matters set forth in the preamble of this Ordinance are found to be true and correct.

Section 2. The City of Stafford Budget for the 2023-2024 Fiscal Year is hereby amended by the adoption of Amendment Number 2 to the Original Budget of the City of Stafford, Texas, for the 2023-2024 Fiscal Year, a copy of which is attached hereto. This amendment to the Original Budget of the City of Stafford, Texas, for the 2023-2024 Fiscal Year shall be attached to and made a part of the Original Budget by the City Secretary and filed as required by State law.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Stafford, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this the 18th day of September, 2024.

	Ken Mathew, Mayor
ATTEST:	
Roxanne Benitez, City Secretary	<u> </u>

BUDGET

AMENDMENT

#2

CITY OF STAFFORD FY 2023-2024 FINAL BUDGET

REVENUES \$ 27,028,872 \$ 28,15,329 \$ 30,187,602			FY 23-24 ADOPTED BUDGET	FY 23-24 REVISED BUDGET	FY 23-24 FINAL BUDGET
PREPIOTUTURES	GENERAL FUND OPERATING - 100				
	REVENUES	\$	27,028,872 \$	28,715,329 \$	30,187,669
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BEGINNING FUND BALANCE					
ENDING FUND BALANCE 5,326,539 6,931,828 9,322,898 GENERAL FUND NON-OPERATING - 101 CEVENUES 1,123,195 2,523,702 2,74,201 REVENUES (1,488,235) (3,526,875) (3,988,444) OPERATING TRANSFERS OUT (335,040) (1,003,173) (1,246,434) BEGINNING FUND BALANCE 2,999,042 3,172,318 3,172,318 BEOLINING FUND BALANCE 2,664,002 2,169,145 1,925,884 STAFFORD CENTRE OPERATING FUND - 121 REVENUES 1,937,000 1,937,000 90,000 TRANSFER IN FROM HOT 950,000 950,000 900,000 EVENDITURES (2,459,753) (2,459,753) (2,453,454) OPERATING TRANSFERS OUT 427,247 427,247 554,54 BEGINNING FUND BALANCE 470,955 88,010 88,010 ENDITOTAL 52,750 1,514,414 1,514,414 EXPENDITURES 52,750 1,514,414 1,514,414 EXPENDITURES 1,000,000 1,300,000 1,000,000					
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SUBTOTAL			(1,458,235)	(3,526,875)	(3,988,444)
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REVENUES	ENDING FUND BALANCE		898,202	515,257	642,556
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DEBT SERVICE FUND - 400 REVENUES 2,000 2,000 9,000 TRANSFER FROM GENERAL FUND 849,190 849,190 849,190 EXPENDITURES (849,190) (849,190) (849,340) SUBTOTAL 2,000 2,000 8,850 BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,134,973) SUBTOTAL (1,030,000) (1,030,000) (1,030,9973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNI					
REVENUES 2,000 2,000 9,000 TRANSFER FROM GENERAL FUND 849,190 849,190 849,190 EXPENDITURES (849,190) (849,190) (849,340) SUBTOTAL 2,000 2,000 8,850 BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,134,973) SUBTOTAL (1,030,000) (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (1,197,53) (147,853) (131,991) SUBTOTAL (8,493) 30,743) (6,891) BEGINNING FUND BALANCE 337,120 <td>ENDING FUND BALANCE</td> <td></td> <td>6,613,859</td> <td>6,967,532</td> <td>7,531,532</td>	ENDING FUND BALANCE		6,613,859	6,967,532	7,531,532
TRANSFER FROM GENERAL FUND 849,190 849,190 849,190 EXPENDITURES (849,190) (849,190) (849,340) SUBTOTAL 2,000 2,000 8,850 BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,34,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) 30,743 (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	DEBT SERVICE FUND - 400				
EXPENDITURES (849,190) (849,190) (849,340) SUBTOTAL 2,000 2,000 8,850 BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,34,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) 30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	REVENUES		2,000	2,000	9,000
SUBTOTAL 2,000 2,000 8,850 BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,134,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752					
BEGINNING FUND BALANCE 29,153 30,058 30,058 ENDING FUND BALANCE 31,153 32,058 38,908 CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,134,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752					
CAPITAL PROJECTS FUND - 500 REVENUES 95,000 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,134,973) (1,030,000) (1,030,000) (1,039,973) (1,030,000) (1,030,000) (1,030,000) (1,030,000) (1,030,000) (1,030,000) (1,030,000) (1,030,000) (1,030,973) (1,030,000) (1,030,00) (1,					
REVENUES 95,000 95,000 95,000 EXPENDITURES (1,125,000) (1,125,000) (1,34,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	ENDING FUND BALANCE		31,153	32,058	38,908
EXPENDITURES (1,125,000) (1,125,000) (1,134,973) SUBTOTAL (1,030,000) (1,030,000) (1,039,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	CAPITAL PROJECTS FUND - 500				
SUBTOTAL (1,030,000) (1,030,000) (1,030,000) (1,030,973) BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	REVENUES		95,000	95,000	95,000
BEGINNING FUND BALANCE 2,643,673 2,620,848 2,620,848 ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752					
ENDING FUND BALANCE 1,613,673 1,590,848 1,580,875 SPECIAL REVENUE FUND 200 - 224 REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752					
REVENUES 111,260 117,110 125,100 EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752					
EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	SPECIAL REVENUE FUND 200 - 224				
EXPENDITURES (119,753) (147,853) (131,991) SUBTOTAL (8,493) (30,743) (6,891) BEGINNING FUND BALANCE 337,120 493,752 493,752	REVENUES		111,260	117,110	125,100
BEGINNING FUND BALANCE 337,120 493,752 493,752	EXPENDITURES		(119,753)	(147,853)	(131,991)
		\$			

City of Stafford Detail Listing of Adjustments - FY23-24

Adjustment	GL Acccount	Comment
(40,000.00)	100-60-4619.00	Assistance to FF Grant - Portable Radios CC 4.3.24
44,000.00	100-999-915.00	Assistance to FF Grant - Portable Radios CC 4.3.24
(44,000.00)	101-90-4910.00	Assistance to FF Grant - Portable Radios CC 4.3.24
44,000.00	101-522-561.AF	Assistance to FF Grant - Portable Radios CC 4.3.24
(250 500 00)	100-60-4623.00	
(259,508.00)	100-999-915.00	Emergency Operation Center Grant awarded 4.3.24
259,508.00	100-999-913.00	Emergency Operation Center Grant awarded 4.3.24
(259,508.00)	101-90-4910.00	Emergency Operation Center Grant awarded 4.3.24
259,508.00	101-522-561.EC	Emergency Operation Center Grant-Federal Share
86,503.00	101-522-561.EC	Emergency Operation Center Grant-Local Share
6,000.00	300-999-910.00	Additional request for Juneteenth event approved by CC 4.17.24
(6,000.00)	100-90-4931.00	Additional request for Juneteenth event approved by CC 4.17.24 Additional request for Juneteenth event approved by CC 4.17.24
6,000.00	100-531-665.00	Additional request for Juneteenth event approved by CC 4.17.24 Additional request for Juneteenth event approved by CC 4.17.24
45,000.00	300-999-910.00	Fiesta on the Plaza event approved by CC 4.17.24
(45,000.00)	100-90-4931.00	Fiesta on the Plaza event approved by CC
45,000.00	100-531-665.00	Fiesta on the Plaza event approved by CC
43,000.00		riesta on the riaza event approved by GG
21,995.00	101-523-570.00	Replace damaged FM vehicle approved by CC 5.1.24
	101 520 570 00	
12,509.00	101-520-570.00	Replace damaged PD vehicle approved by CC 5.15.24
12,093.00	221-520-570.00	Replace damaged PD vehicle approved by CC 5.15.24
37,000.00	100-510-375.00	Fire Plan Review - CC 6.5.24

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City of Stafford Detail Listing of Adjustments - FY23-24

Adjustment	GL Acccount	Comment
(37,000.00)	100-50-4208.00	Fire Plan Review - CC 6.5.24
30,000.00 (30,000.00)	101-501-688.00 100-10-4624.00	Social Good Fund and Local Policy Lab grant - CC 7.17.24 Social Good Fund and Local Policy Lab grant - CC 7.17.24
29,000.00 (29,000.00)	100-510-375.00 100-50-4208.00	Fire Plan Review - CC 8.14.24 Fire Plan Review - CC 8.14.24

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City of Stafford, TX

Budget Report

Account Summary
For Fiscal: 2023-2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUN	D - OPERATING							
Revenue								
RevSubCategory: 10) - Taxes							
RevDept: 90 - No	n Department							
100-90-4100.00	Sales Tax	18,960,000.00	19,387,500.00	1,746,053.13	17,980,322.96	0.00	-1,407,177.04	7.26 %
100-90-4101.00	Franchise Tax	1,750,000.00	1,645,000.00	141,398.61	1,528,740.33	0.00	-116,259.67	7.07 %
<u>100-90-4103.01</u>	380 Agreement Rebate	-1,736,358.00	-1,500,000.00	0.00	-1,206,197.30	0.00	293,802.70	80.41 %
100-90-4104.00	Mixed Beverage Tax	290,000.00	320,000.00	22,849.52	296,990.25	0.00	-23,009.75	7.19 %
	RevDept: 90 - Non Department Total:	19,263,642.00	19,852,500.00	1,910,301.26	18,599,856.24	0.00	-1,252,643.76	6.31%
	RevSubCategory: 10 - Taxes Total:	19,263,642.00	19,852,500.00	1,910,301.26	18,599,856.24	0.00	-1,252,643.76	6.31%
RevSubCategory: 15	5 - Investment Income							
RevDept: 90 - No	n Department							
100-90-4500.00	Interest Income	385,000.00	500,000.00	30,406.21	471,389.75	0.00	-28,610.25	5.72 %
100-90-4510.00	Unrealized Gain-loss	0.00	0.00	0.00	45,569.00	0.00	45,569.00	0.00 %
	RevDept: 90 - Non Department Total:	385,000.00	500,000.00	30,406.21	516,958.75	0.00	16,958.75	3.39%
	RevSubCategory: 15 - Investment Income Total:	385,000.00	500,000.00	30,406.21	516,958.75	0.00	16,958.75	3.39%
RevSubCategory: 16	5 - Miscellaneous							
RevDept: 60 - Pub	olic Safety							
100-60-4750.00	Opioid Abatement	0.00	0.00	0.00	4,589.21	0.00	4,589.21	0.00 %
	RevDept: 60 - Public Safety Total:	0.00	0.00	0.00	4,589.21	0.00	4,589.21	0.00%
RevDept: 90 - No	n Department							
100-90-4700.00	Miscellaneous	5,000.00	17,000.00	134.73	16,015.94	0.00	-984.06	5.79 %
100-90-4720.00	Open Record Request/Certification Fees	0.00	2,100.00	1,610.79	2,043.53	0.00	-56.47	2.69 %
100-90-4735.00	Insurance Reimbursements	125,000.00	150,000.00	0.00	147,130.23	0.00	-2,869.77	1.91 %
100-90-4740.00	Sale Of Fixed Assets	10,000.00	45,000.00	3,850.00	43,236.00	0.00	-1,764.00	3.92 %
100-90-4745.00	Refunds & Reimbursements	5,000.00	115,000.00	868.42	112,334.03	0.00	-2,665.97	2.32 %
	RevDept: 90 - Non Department Total:	145,000.00	329,100.00	6,463.94	320,759.73	0.00	-8,340.27	2.53%
	RevSubCategory: 16 - Miscellaneous Total:	145,000.00	329,100.00	6,463.94	325,348.94	0.00	-3,751.06	1.14%
RevSubCategory: 20) - Charges for Services							
RevDept: 40 - Jud								
100-40-4301.00	Violations & Fines	1,000,000.00	800,000.00	60,261.20	689,584.52	0.00	-110,415.48	13.80 %
<u>100-40-4302.00</u>	Court - Other Revenues	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	RevDept: 40 - Judicial Total:	1,005,000.00	800,000.00	60,261.20	689,584.52	0.00	-110,415.48	13.80%

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Dauget Report					101113	cai. 2025-202 4 i (eriou Liluling. oc	J/ J1/ 202 4
		Original	Current	Period	Fiscal	5	Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Kemaining
RevDept: 50 - M	1unicipal Service							
100-50-4200.00	Building & Other Permits	750,000.00	1,000,000.00	77,188.43	950,050.44	0.00	-49,949.56	4.99 %
100-50-4201.00	Filing Plat Fees & Inspections	40,000.00	35,000.00	2,191.47	30,909.99	0.00	-4,090.01	11.69 %
100-50-4204.00	Fire Re-inspection Fees	15,000.00	20,000.00	1,550.00	18,550.00	0.00	-1,450.00	7.25 %
100-50-4205.00	Permits-towing	7,620.00	8,230.00	0.00	8,230.00	0.00	0.00	0.00 %
100-50-4206.00	Residential Rental Fees	32,000.00	70,000.00	3,250.00	65,000.00	0.00	-5,000.00	7.14 %
100-50-4207.00	Food Permits	170,000.00	150,000.00	2,216.65	145,564.75	0.00	-4,435.25	2.96 %
100-50-4208.00	Fire Plans	145,000.00	275,000.00	18,150.00	266,484.96	0.00	-8,515.04	3.10 %
100-50-4212.00	Liquor License	13,000.00	16,000.00	1,155.00	15,620.00	0.00	-380.00	2.38 %
100-50-4214.00	Mobile Home Permits	150.00	150.00	0.00	150.00	0.00	0.00	0.00 %
100-50-4215.00	Technology Fee	5,750.00	11,000.00	870.00	10,515.00	0.00	-485.00	4.41 %
100-50-4411.00	Pet Registration Fees	1,500.00	1,200.00	37.50	1,010.00	0.00	-190.00	15.83 %
100-50-4412.00	Garbage Collection Fees	725,000.00	795,000.00	67,254.56	710,531.94	0.00	-84,468.06	10.62 %
100-50-4709.00	Mowing Liens	0.00	2,150.00	1,343.63	2,149.86	0.00	-0.14	0.01 %
100-50-4800.00	Stafford Smsd Services	218,000.00	132,000.00	0.00	78,412.24	0.00	-53,587.76	40.60 %
100-50-4802.00	SEDC Reimbursement	935,000.00	935,000.00	77,916.67	857,083.37	0.00	-77,916.63	8.33 %
	RevDept: 50 - Municipal Service Total:	3,058,020.00	3,450,730.00	253,123.91	3,160,262.55	0.00	-290,467.45	8.42%
RevDept: 60 - Pi	ublic Safety							
100-60-4202.00	Fire Permits	385,000.00	390,000.00	36,775.00	387,125.00	0.00	-2,875.00	0.74 %
100-60-4210.00	Fire Dept Alarm Permits	25,000.00	25,000.00	200.00	23,800.00	0.00	-1,200.00	
100-60-4213.00	Police Dept Alarm Permits	50,000.00	55,000.00	1,220.00	53,810.00	0.00	-1,190.00	2.16 %
100-60-4703.00	Police Department Copies	2,000.00	2,300.00	197.00	2,218.00	0.00	-82.00	3.57 %
100-60-4706.00	False Alarms	7,000.00	20,000.00	3,900.00	22,850.00	0.00	2,850.00	114.25 %
100-60-4725.00	Hazardous Materials Billings	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
100-60-4801.00	Fire Call Reimbursement	300,000.00	355,000.00	0.00	355,000.00	0.00	0.00	0.00 %
100-60-4808.00	Smsd Sro Officers	260,000.00	180,000.00	0.00	143,015.74	0.00	-36,984.26	20.55 %
	RevDept: 60 - Public Safety Total:	1,034,000.00	1,027,300.00	42,292.00	987,818.74	0.00	-39,481.26	3.84%
RevDept: 70 - Re	ecreation							
100-70-4400.00	Civic Center	125,000.00	150,000.00	6,925.00	131,452.50	0.00	-18,547.50	12.37 %
100-70-4401.00	Swimming Pool & Recreation	30,000.00	30,000.00	2,369.00	34,775.17	0.00	4,775.17	
	RevDept: 70 - Recreation Total:	155,000.00	180,000.00	9,294.00	166,227.67	0.00	-13,772.33	
	RevSubCategory: 20 - Charges for Services Total:	5,252,020.00	5,458,030.00	364,971.11	5,003,893.48	0.00	-454,136.52	
	· · · ·	3,232,020.00	3,430,030.00	304,372.22	3,003,033.40	0.00	454,150.52	0.02/0
RevSubCategory: 2								
RevDept: 10 - M 100-10-4624.00	Nayor and Council	0.00	22.222.22	0.00	0.00	0.00	20.000.00	100.00.00
100-10-4024.00	Voter Participation Project	0.00 0.00	30,000.00 30,000.00	0.00 0.00	0.00 0.00	0.00 0.00	-30,000.00 - 30,000.00	
	RevDept: 10 - Mayor and Council Total:	0.00	30,000.00	0.00	0.00	0.00	-30,000.00	100.00%
•	1unicipal Service							
<u>100-50-4604.00</u>	Donations	0.00	2,000.00	0.00	1,600.00	0.00	-400.00	
<u>100-50-4617.00</u>	Covid Local Fisal Recovery	1,291,995.00	2,633,256.91	0.00	0.00	0.00	-2,633,256.91	100.00 %

Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
100-50-4621.00	Harvey	0.00	204.00	0.00	203.29	0.00	-0.71	0.35 %
	RevDept: 50 - Municipal Service Total:	1,291,995.00	2,635,460.91	0.00	1,803.29	0.00	-2,633,657.62	99.93%
RevDept: 60 - Pul	blic Safety							
100-60-4610.00	Office Of Crime Victim	0.00	87,411.67	0.00	51,791.70	0.00	-35,619.97	40.75 %
100-60-4611.00	Justice Assistance	0.00	240,533.00	0.00	0.00	0.00	-240,533.00	100.00 %
100-60-4618.00	Tifmas	0.00	110,910.00	0.00	-10,151.29	0.00	-121,061.29	109.15 %
<u>100-60-4619.00</u>	Assistance To Ff Grant	0.00	40,000.00	0.00	0.00	0.00	-40,000.00	100.00 %
100-60-4623.00	Emergency Operation Center Program	0.00	259,508.00	0.00	0.00	0.00	-259,508.00	100.00 %
	RevDept: 60 - Public Safety Total:	0.00	738,362.67	0.00	41,640.41	0.00	-696,722.26	94.36%
	RevSubCategory: 22 - Grants Total:	1,291,995.00	3,403,823.58	0.00	43,443.70	0.00	-3,360,379.88	98.72%
RevSubCategory: 3	2 - Transfers							
RevDept: 90 - No	n Department							
100-90-4931.00	Operating Transfer In-hot	266,215.00	317,215.00	0.00	202,762.33	0.00	-114,452.67	36.08 %
100-90-4932.00	Operating Transfer In-SEDC	425,000.00	327,000.00	0.00	326,762.40	0.00	-237.60	0.07 %
	RevDept: 90 - Non Department Total:	691,215.00	644,215.00	0.00	529,524.73	0.00	-114,690.27	17.80%
	RevSubCategory: 32 - Transfers Total:	691,215.00	644,215.00	0.00	529,524.73	0.00	-114,690.27	17.80%
	Revenue Total:	27,028,872.00	30,187,668.58	2,312,142.52	25,019,025.84	0.00	-5,168,642.74	17.12%

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			_				Variance	
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
		rotal baaget	Total Dauget	rictivity	receivity	Encambrances	(Ginavorabie)	
Expense								
Division: 501 - Mayor / 0	•							
ExpCategory: 1 - Sal								
100-501-101.00	Salaries	63,200.00	56,000.00	4,666.67	51,334.37	0.00	4,665.63	8.33 %
100-501-120.00	Payroll Taxes	5,202.00	4,655.00	387.60	4,263.68	0.00	391.32	8.41 %
100-501-121.00	Workers' Compensation	150.00	75.00	0.00	73.64	0.00	1.36	1.81 %
100-501-122.00	Texas Employement Commission	52.20	525.00	39.00	438.89	0.00	86.11	16.40 %
100-501-130.00	Vehicle/ Cell Phone Allowance	4,800.00	4,800.00	400.00	4,400.00	0.00	400.00	8.33 %
	ExpCategory: 1 - Salaries And Benefits Total:	73,404.20	66,055.00	5,493.27	60,510.58	0.00	5,544.42	8.39%
ExpCategory: 2 - Sup	pplies							
100-501-270.00	Office Supplies	500.00	300.00	0.00	55.92	0.00	244.08	81.36 %
	ExpCategory: 2 - Supplies Total:	500.00	300.00	0.00	55.92	0.00	244.08	81.36%
ExpCategory: 3 - Ser	vices							
100-501-375.00	Professional Services	0.00	23,925.00	0.00	0.00	23,925.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	0.00	23,925.00	0.00	0.00	23,925.00	0.00	0.00%
ExpCategory: 4 - Uti	lities							
100-501-466.00	Mobile Phone	4,000.00	3,650.00	0.00	2,722.79	0.00	927.21	25.40 %
	ExpCategory: 4 - Utilities Total:	4,000.00	3,650.00	0.00	2,722.79	0.00	927.21	25.40%
ExpCategory: 6 - Otl	ner Expenses							
<u>100-501-661.00</u>	Bus Meals And Travel Exp	2,500.00	1,400.00	118.86	875.83	0.00	524.17	37.44 %
<u>100-501-669.00</u>	Dues & Membership	8,250.00	9,650.00	0.00	9,625.14	0.00	24.86	0.26 %
100-501-676.00	Public Relations	500.00	900.00	11.24	852.36	0.00	47.64	5.29 %
100-501-679.00	Travel - Training	1,000.00	500.00	0.00	0.00	0.00	500.00	100.00 %
	ExpCategory: 6 - Other Expenses Total:	12,250.00	12,450.00	130.10	11,353.33	0.00	1,096.67	8.81%
	Division: 501 - Mayor / City Council Total:	90,154.20	106,380.00	5,623.37	74,642.62	23,925.00	7,812.38	7.34%

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Dauget Report						2020 202	circa Lilanigi oc	,, 01, 101 .
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 502 - Finan	ce							
ExpCategory: 1 -	- Salaries And Benefits							
100-502-101.00	Salaries	469,199.43	435,000.00	31,762.09	384,819.78	0.00	50,180.22	11.54 %
100-502-102.00	Salaries Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-502-103.00	Salaries Part Time	36,296.22	38,083.22	3,098.78	30,792.08	0.00	7,291.14	19.15 %
100-502-120.00	Payroll Taxes	38,595.30	36,840.00	2,664.81	31,589.94	0.00	5,250.06	14.25 %
100-502-121.00	Workers' Compensation	800.00	550.00	0.00	515.21	0.00	34.79	6.33 %
100-502-122.00	Texas Employement Commission	63.00	880.00	0.00	819.01	0.00	60.99	6.93 %
100-502-123.00	Retirement Contribution	73,061.98	68,500.00	5,115.14	59,904.91	0.00	8,595.09	12.55 %
100-502-124.01	Health Insurance-Medical	95,036.16	76,364.00	3,044.01	67,232.21	0.00	9,131.79	11.96 %
100-502-124.02	Health Insurance-Dental	2,698.56	2,299.00	92.64	2,020.77	0.00	278.23	12.10 %
100-502-124.03	Health Insurance-Life & AD	1,344.61	250.00	19.50	230.09	0.00	19.91	7.96 %
100-502-124.04	Health Insurance-LTD	0.00	980.00	37.90	851.60	0.00	128.40	13.10 %
100-502-130.00	Vehicle/ Cell Phone Allowance	5,700.00	5,700.00	437.50	5,187.50	0.00	512.50	8.99 %
100-502-135.00	Hsa Contribution	2,000.00	2,200.00	0.00	2,198.25	0.00	1.75	0.08 %
100-502-140.00	Longevity	1,008.00	1,008.00	46.00	864.00	0.00	144.00	14.29 %
100-502-141.00	Incentive-bilingual	720.00	720.00	30.00	630.00	0.00	90.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	727,523.26	670,374.22	46,348.37	587,655.35	0.00	82,718.87	12.34%
ExpCategory: 2 -	- Supplies							
100-502-270.00	Office Supplies	2,500.00	2,500.00	95.95	2,227.01	1.17	271.82	10.87 %
100-502-271.00	Computer Supplies	2,000.00	500.00	0.00	467.55	0.00	32.45	6.49 %
100-502-272.00	Small Tools/equipments	1,500.00	500.00	0.00	223.13	0.00	276.87	55.37 %
	ExpCategory: 2 - Supplies Total:	6,000.00	3,500.00	95.95	2,917.69	1.17	581.14	16.60%
ExpCategory: 3 -	- Services							
100-502-364.00	Equipment Rental	2,850.00	2,700.00	212.50	2,391.28	212.50	96.22	3.56 %
100-502-365.00	Financial Services	106,125.00	106,125.00	4,436.90	74,632.60	0.00	31,492.40	29.67 %
100-502-375.00	Professional Services	0.00	4,300.00	0.00	0.00	4,300.00	0.00	0.00 %
100-502-376.00	Software Subscription Service	250.00	6,900.00	0.00	6,319.00	480.00	101.00	1.46 %
100-502-395.00	Contract Labor	0.00	40,000.00	1,600.00	33,360.00	6,640.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	109,225.00	160,025.00	6,249.40	116,702.88	11,632.50	31,689.62	19.80%
ExpCategory: 4 -	. Utilities							
100-502-466.00	Mobile Phone	1,980.00	550.00	0.00	369.79	0.00	180.21	32.77 %
100-502-467.00	Data Circuit	1,500.00	800.00	0.00	426.10	0.00	373.90	46.74 %
	ExpCategory: 4 - Utilities Total:	3,480.00	1,350.00	0.00	795.89	0.00	554.11	41.05%
		2, 150100	2,000.00	0.00	755.05	5.55		
ExpCategory: 6 - 100-502-660.00	- Other Expenses	0.000.00	C F00 00	472.52	4.602.00	4 240 70	406.33	7.40.0/
100-502-661.00	Bank Fees	8,000.00	6,500.00	473.52	4,693.89	1,319.79	486.32	7.48 %
100-502-669.00	Bus Meals And Travel Exp	250.00	250.00	54.31	54.31	0.00	195.69	78.28 %
100-502-670.00	Dues & Membership	1,375.00	1,200.00	0.00	1,119.00	0.00	81.00	6.75 %
100-502-674.00	Employee Relations	600.00	800.00	44.49	587.58	0.00	212.42	26.55 %
100-302-074.00	Postage & Courier Service	2,800.00	2,000.00	0.00	1,428.37	0.00	571.63	28.58 %

Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
100-502-679.00	Travel - Training		8,850.00	5,800.00	32.97	4,218.76	87.50	1,493.74	25.75 %
100-502-680.00	Uniform	_	200.00	200.00	190.00	190.00	0.00	10.00	5.00 %
		ExpCategory: 6 - Other Expenses Total:	22,075.00	16,750.00	795.29	12,291.91	1,407.29	3,050.80	18.21%
		Division: 502 - Finance Total:	868,303.26	851,999.22	53,489.01	720,363.72	13,040.96	118,594.54	13.92%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 503 - City	Administration (General Government							
ExpCategory: 0	•							
100-503-001.00	Contingency	2,606,100.00	700,309.00	0.00	0.00	0.00	700,309.00	100.00 %
	ExpCategory: 0 - Contingency Total:	2,606,100.00	700,309.00	0.00	0.00	0.00	700,309.00	100.00%
EvnCategory: 1	- Salaries And Benefits							
100-503-101.00	Salaries	228,417.06	232,850.00	18,176.46	205,566.77	0.00	27,283.23	11.72 %
100-503-102.00	Salaries Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-503-120.00	Payroll Taxes	17,678.63	18,319.00	1,401.60	15,699.48	0.00	2,619.52	14.30 %
100-503-121.00	Workers' Compensation	500.00	265.00	0.00	260.88	0.00	4.12	1.55 %
100-503-122.00	Texas Employement Commission	27.00	365.00	0.00	350.99	0.00	14.01	3.84 %
100-503-123.00	Retirement Contribution	33,279.50	34,100.00	2,691.35	29,939.71	0.00	4,160.29	12.20 %
100-503-124.01	Health Insurance-Medical	35,272.56	35,272.56	1,469.69	30,863.49	0.00	4,409.07	12.50 %
100-503-124.02	Health Insurance-Dental	1,743.60	1,743.60	72.65	1,525.65	0.00	217.95	12.50 %
100-503-124.03	Health Insurance-Life & AD	674.00	141.00	11.70	128.70	0.00	12.30	8.72 %
100-503-124.04	Health Insurance-LTD	0.00	530.00	22.44	461.70	0.00	68.30	12.89 %
100-503-130.00	Vehicle/ Cell Phone Allowance	4,800.00	4,800.00	400.00	4,400.00	0.00	400.00	8.33 %
100-503-135.00	Hsa Contribution	1,000.00	1,100.00	0.00	1,100.00	0.00	0.00	0.00 %
100-503-140.00	Longevity	816.00	816.00	36.00	662.00	0.00	154.00	18.87 %
	ExpCategory: 1 - Salaries And Benefits Total:	325,208.35	331,302.16	24,281.89	290,959.37	0.00	40,342.79	12.18%
ExpCategory: 2	- Supplies							
100-503-270.00	Office Supplies	2,500.00	2,500.00	0.00	650.71	1,651.82	197.47	7.90 %
100-503-271.00	Computer Supplies	500.00	500.00	0.00	103.88	0.00	396.12	79.22 %
100-503-272.00	Small Tools	200.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 2 - Supplies Total:	3,200.00	3,000.00	0.00	754.59	1,651.82	593.59	19.79%
ExpCategory: 3	- Services							
100-503-364.00	Equipment Rental	12,640.00	12,640.00	520.00	10,992.84	1,579.82	67.34	0.53 %
100-503-369.00	Legal Notice	2,500.00	2,000.00	344.25	1,627.20	0.00	372.80	18.64 %
100-503-370.00	Legal Services	125,000.00	250,000.00	29,381.00	200,886.28	23,066.25	26,047.47	10.42 %
100-503-376.00	Software Subscription Service	7,000.00	7,000.00	0.00	6,935.30	0.00	64.70	0.92 %
100-503-381.00	Records Codification	6,000.00	6,000.00	0.00	4,996.00	0.00	1,004.00	16.73 %
	ExpCategory: 3 - Services Total:	153,140.00	277,640.00	30,245.25	225,437.62	24,646.07	27,556.31	9.93%
ExpCategory: 4	- Utilities							
100-503-466.00	Mobile Phone	600.00	550.00	0.00	389.13	0.00	160.87	29.25 %
100-503-470.00	Cable	150.00	150.00	11.68	116.83	0.00	33.17	22.11 %
	ExpCategory: 4 - Utilities Total:	750.00	700.00	11.68	505.96	0.00	194.04	27.72%
EvnCategory 6	- Other Expenses							
100-503-663.00	City Election Expense	20,000.00	19,905.00	0.00	10,148.03	0.00	9,756.97	49.02 %
100-503-667.00	Deductibles	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
100-503-669.00	Dues & Membership	650.00	745.00	0.00	865.00	0.00	-120.00	-16.11 %
100-503-670.00	Employee Relations	400.00	400.00	36.30	384.10	0.00	15.90	3.98 %
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Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
100-503-674.00	Postage & Courier Service	200.00	200.00	0.00	194.14	0.00	5.86	2.93 %
100-503-675.00	Property & Liability Insurance	415,000.00	410,750.00	0.00	410,734.30	0.00	15.70	0.00 %
100-503-679.00	Travel - Training	5,140.00	5,140.00	0.00	2,612.76	0.00	2,527.24	49.17 %
100-503-680.00	Uniform	200.00	200.00	0.00	183.81	0.00	16.19	8.10 %
100-503-693.00	Claims & Judgement	0.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00 %
	ExpCategory: 6 - Other Expenses Total:	443,590.00	457,340.00	36.30	445,122.14	0.00	12,217.86	2.67%
	Division: 503 - City Administration (General Government Total:	3,531,988.35	1,770,291.16	54,575.12	962,779.68	26,297.89	781,213.59	44.13%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 505 - Multimedi	a							
ExpCategory: 1 - Sala	ries And Benefits							
100-505-101.00	Salaries	291,567.28	291,410.00	24,364.18	258,482.33	0.00	32,927.67	11.30 %
100-505-102.00	Salaries Overtime	1,000.00	2,000.00	273.29	1,834.74	0.00	165.26	8.26 %
100-505-120.00	Payroll Taxes	22,432.97	22,832.00	1,890.93	19,799.76	0.00	3,032.24	13.28 %
100-505-121.00	Workers' Compensation	500.00	315.00	0.00	311.50	0.00	3.50	1.11 %
100-505-122.00	Texas Employement Commission	36.00	470.00	0.00	468.03	0.00	1.97	0.42 %
100-505-123.00	Retirement Contribution	42,191.21	43,170.00	3,622.43	37,672.95	0.00	5,497.05	12.73 %
100-505-124.01	Health Insurance-Medical	46,088.40	61,507.00	2,903.80	52,793.54	0.00	8,713.46	14.17 %
100-505-124.02	Health Insurance-Dental	1,325.04	1,668.00	76.55	1,434.31	0.00	233.69	14.01 %
100-505-124.03	Health Insurance-Life & AD	863.69	200.00	15.60	171.60	0.00	28.40	14.20 %
100-505-124.04	Health Insurance-LTD	0.00	680.00	28.15	579.18	0.00	100.82	14.83 %
100-505-130.00	Vehicle/ Cell Phone Allowance	4,800.00	4,800.00	400.00	4,400.00	0.00	400.00	8.33 %
100-505-140.00	Longevity	336.00	336.00	14.00	270.00	0.00	66.00	19.64 %
	ExpCategory: 1 - Salaries And Benefits Total:	411,140.59	429,388.00	33,588.93	378,217.94	0.00	51,170.06	11.92%
ExpCategory: 2 - Supp	blies							
100-505-270.00	Office Supplies	2,000.00	40.38	0.00	40.38	0.00	0.00	0.00 %
100-505-271.00	Computer Supplies	1,200.00	524.45	0.00	524.45	0.00	0.00	0.00 %
100-505-272.00	Small Tools/equipments	3,000.00	4,947.17	763.10	3,963.60	0.00	983.57	19.88 %
	ExpCategory: 2 - Supplies Total:	6,200.00	5,512.00	763.10	4,528.43	0.00	983.57	17.84%
ExpCategory: 3 - Serv	ices							
100-505-375.00	Professional Services	0.00	570.00	570.00	570.00	0.00	0.00	0.00 %
100-505-376.00	Software Subscription Service	33,000.00	33,000.00	54.99	26,444.27	0.00	6,555.73	19.87 %
100-505-378.00	Vehicle Rental	500.00	300.00	0.00	104.36	0.00	195.64	65.21 %
100-505-384.00	Inter-govt Contract	216,000.00	108,000.00	0.00	107,950.02	0.00	49.98	0.05 %
100-505-389.00	Software Support Service	5,000.00	6,200.00	0.00	6,168.00	0.00	32.00	0.52 %
100-505-395.00	Contract Labor	0.00	50,000.00	0.00	0.00	0.00	50,000.00	100.00 %
	ExpCategory: 3 - Services Total:	254,500.00	198,070.00	624.99	141,236.65	0.00	56,833.35	28.69%
ExpCategory: 4 - Utili	ties							
100-505-466.00	Mobile Phone	1,620.00	1,500.00	0.00	1,124.59	0.00	375.41	25.03 %
100-505-470.00	Cable	720.00	685.00	62.13	607.96	0.00	77.04	11.25 %
	ExpCategory: 4 - Utilities Total:	2,340.00	2,185.00	62.13	1,732.55	0.00	452.45	20.71%
EvnCatagony E Cant		•	•		•			
ExpCategory: 5 - Capt 100-505-561.00	Capital Asset-stand Alone	0.00	15,125.00	0.00	15,125.00	0.00	0.00	0.00 %
200 303 302.00	ExpCategory: 5 - Captial Outlay Total:	0.00	15,125.00	0.00	15,125.00	0.00	0.00	0.00%
		0.00	13,123.00	0.00	13,123.00	0.00	0.00	0.00/0
ExpCategory: 6 - Other	•							
<u>100-505-669.00</u>	Dues & Membership	125.00	125.00	0.00	0.00	0.00	125.00	100.00 %
<u>100-505-671.00</u>	Fuel	0.00	118.00	0.00	117.55	0.00	0.45	0.38 %
100-505-674.00	Postage & Courier Service	50.00	50.00	0.00	0.00	0.00	50.00	100.00 %

Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
100-505-680.00	Uniform	_	300.00	300.00	0.00	0.00	0.00	300.00	100.00 %
		ExpCategory: 6 - Other Expenses Total:	475.00	593.00	0.00	117.55	0.00	475.45	80.18%
ExpCategory: 7 - R	epair And Maintenance								
100-505-711.00	Rm - Equipment	_	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00 %
	ExpCa	tegory: 7 - Repair And Maintenance Total:	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
		Division: 505 - Multimedia Total:	684,655.59	660,873.00	35,039.15	540,958.12	0.00	119,914.88	18.14%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 506 - Informat	tion Technology							
	plaries And Benefits							
100-506-101.00	Salaries	377,326.33	372,000.00	22,522.35	322,038.54	0.00	49,961.46	13.43 %
100-506-102.00	Salaries Overtime	2,500.00	1,000.00	406.67	595.67	0.00	404.33	40.43 %
<u>100-506-120.00</u>	Payroll Taxes	28,054.82	29,205.00	1,728.43	23,825.77	0.00	5,379.23	18.42 %
<u>100-506-121.00</u>	Workers' Compensation	650.00	450.00	0.00	445.96	0.00	4.04	0.90 %
100-506-122.00	Texas Employement Commission	36.00	585.00	0.00	467.99	0.00	117.01	20.00 %
100-506-123.00	Retirement Contribution	54,920.24	55,204.00	3,391.82	46,911.30	0.00	8,292.70	15.02 %
<u>100-506-124.01</u>	Health Insurance-Medical	103,782.24	95,000.00	3,297.84	81,558.12	0.00	13,441.88	14.15 %
100-506-124.02	Health Insurance-Dental	3,145.92	3,045.00	114.04	2,633.40	0.00	411.60	13.52 %
100-506-124.03	Health Insurance-Life & AD	1,067.77	175.00	11.70	156.00	0.00	19.00	10.86 %
100-506-124.04	Health Insurance-LTD	0.00	800.00	27.00	692.14	0.00	107.86	13.48 %
100-506-130.00	Vehicle/ Cell Phone Allowance	7,500.00	7,375.00	487.50	6,612.50	0.00	762.50	10.34 %
<u>100-506-135.00</u>	Hsa Contribution	1,000.00	2,400.00	0.00	2,400.00	0.00	0.00	0.00 %
100-506-140.00	Longevity	1,392.00	1,392.00	40.00	1,080.00	0.00	312.00	22.41 %
	ExpCategory: 1 - Salaries And Benefits Total:	581,375.32	568,631.00	32,027.35	489,417.39	0.00	79,213.61	13.93%
ExpCategory: 2 - Su	upplies							
100-506-270.00	Office Supplies	1,000.00	980.00	0.00	835.96	0.00	144.04	14.70 %
<u>100-506-271.00</u>	Computer Supplies	30,000.00	15,418.00	1,495.61	11,488.79	0.00	3,929.21	25.48 %
<u>100-506-272.00</u>	Small Tools/equipments	4,500.00	3,000.00	0.00	1,838.94	0.00	1,161.06	38.70 %
	ExpCategory: 2 - Supplies Total:	35,500.00	19,398.00	1,495.61	14,163.69	0.00	5,234.31	26.98%
ExpCategory: 3 - Se	ervices							
100-506-375.00	Professional Services	10,000.00	14,930.00	5,450.00	9,650.00	3,520.00	1,760.00	11.79 %
100-506-376.00	Software Subscription Service	146,470.00	146,470.00	9,280.34	134,966.37	0.00	11,503.63	7.85 %
100-506-389.00	Software Support Service	27,350.00	26,772.00	0.00	22,557.72	3,581.36	632.92	2.36 %
100-506-390.00	Hardware Support Service	97,380.00	97,380.00	1,126.32	65,308.73	12,194.87	19,876.40	20.41 %
100-506-392.00	Website	0.00	578.00	0.00	578.00	0.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	281,200.00	286,130.00	15,856.66	233,060.82	19,296.23	33,772.95	11.80%
ExpCategory: 4 - Ut	tilities							
100-506-465.00	Landline	20,000.00	20,000.00	23.00	15,876.81	2,506.97	1,616.22	8.08 %
100-506-466.00	Mobile Phone	1,200.00	100.00	0.00	43.25	0.00	56.75	56.75 %
100-506-467.00	Data Circuit	90,000.00	99,450.00	0.00	71,125.89	28,263.61	60.50	0.06 %
100-506-469.00	Internet	25,000.00	25,000.00	2,683.80	14,067.29	2,843.14	8,089.57	32.36 %
100-506-470.00	Cable	120.00	120.00	12.10	118.80	0.00	1.20	1.00 %
	ExpCategory: 4 - Utilities Total:	136,320.00	144,670.00	2,718.90	101,232.04	33,613.72	9,824.24	6.79%
EvnCatagonii 6 O	, , ,	, <u>-</u>	,	,	,	, -	,-	
ExpCategory: 6 - Of 100-506-670.00	Employee Relations	400.00	420.00	211.83	484.91	0.00	-64.91	-15.45 %
100-506-679.00	Travel - Training	10,000.00	3,000.00	1,587.60	1,727.60	0.00	1,272.40	-15.45 % 42.41 %
200 000 070.00	ExpCategory: 6 - Other Expenses Total:	10,400.00	3,420.00	1,799.43	2,212.51	0.00	1,207.49	35.31%
	Expediegory, 6 - Other Expenses Total:	10,400.00	3,420.00	1,/33.43	2,212.51	0.00	1,207.49	33.31%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
ExpCategory: 7	- Repair And Maintenance							
100-506-711.00	Rm - Equipment	0.00	325.00	0.00	325.00	0.00	0.00	0.00 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	325.00	0.00	325.00	0.00	0.00	0.00%
	Division: 506 - Information Technology Total:	1,044,795.32	1,022,574.00	53,897.95	840,411.45	52,909.95	129,252.60	12.64%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 510 - Permit								
ExpCategory: 1 - Sa	alaries And Benefits							
100-510-101.00	Salaries	453,334.33	455,500.00	35,823.11	401,648.87	0.00	53,851.13	11.82 %
100-510-102.00	Salaries Overtime	3,000.00	3,000.00	1,544.82	2,691.04	0.00	308.96	10.30 %
100-510-120.00	Payroll Taxes	34,216.01	35,357.99	2,845.21	30,193.79	0.00	5,164.20	14.61 %
100-510-121.00	Workers' Compensation	860.00	640.00	0.00	638.27	0.00	1.73	0.27 %
100-510-122.00	Texas Employement Commission	63.00	820.00	0.00	819.01	0.00	0.99	0.12 %
100-510-123.00	Retirement Contribution	64,989.71	65,850.00	5,528.50	59,025.56	0.00	6,824.44	10.36 %
100-510-124.01	Health Insurance-Medical	113,504.64	122,025.00	5,476.38	105,595.62	0.00	16,429.38	13.46 %
100-510-124.02	Health Insurance-Dental	3,396.72	3,750.00	170.81	3,235.65	0.00	514.35	13.72 %
100-510-124.03	Health Insurance-Life & AD	1,160.26	285.00	23.40	257.40	0.00	27.60	9.68 %
100-510-124.04	Health Insurance-LTD	0.00	900.00	37.51	761.69	0.00	138.31	15.37 %
100-510-135.00	Hsa Contribution	0.00	1,100.00	0.00	1,100.00	0.00	0.00	0.00 %
100-510-140.00	Longevity	2,976.00	2,976.00	126.00	2,536.00	0.00	440.00	14.78 %
100-510-141.00	Incentive-bilingual	720.00	720.00	30.00	630.00	0.00	90.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	678,220.67	692,923.99	51,605.74	609,132.90	0.00	83,791.09	12.09%
ExpCategory: 2 - S	upplies							
100-510-270.00	Office Supplies	2,500.00	1,217.00	0.00	575.59	520.00	121.41	9.98 %
100-510-271.00	Computer Supplies	2,500.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-510-272.00	Small Tools/equipments	0.00	3,424.00	0.00	2,813.97	0.00	610.03	17.82 %
	ExpCategory: 2 - Supplies Total:	5,000.00	5,641.00	0.00	3,389.56	520.00	1,731.44	30.69%
ExpCategory: 3 - S	prvices							
100-510-374.00	Printing-scanning Services	5,000.00	500.00	0.00	0.00	0.00	500.00	100.00 %
100-510-375.00	Professional Services	90,000.00	160,000.00	520.00	109,485.50	7,422.00	43,092.50	26.93 %
100-510-376.00	Software Subscription Service	23,750.00	16,000.00	1,188.33	13,442.50	2,376.70	180.80	1.13 %
	ExpCategory: 3 - Services Total:	118,750.00	176,500.00	1,708.33	122,928.00	9,798.70	43,773.30	24.80%
ExpCategory: 4 - U	tilities		·	•		•		
100-510-466.00	Mobile Phone	2,160.00	1,950.00	0.00	1,549.99	0.00	400.01	20.51 %
100-510-467.00	Data Circuit	375.00	350.00	0.00	281.25	0.00	68.75	19.64 %
	ExpCategory: 4 - Utilities Total:	2,535.00	2,300.00	0.00	1,831.24	0.00	468.76	20.38%
ExpCategory: 6 - O	ther Fynences		·					
100-510-669.00	Dues & Membership	500.00	150.00	0.00	0.00	0.00	150.00	100.00 %
100-510-670.00	Employee Relations	700.00	700.00	0.00	226.23	77.41	396.36	56.62 %
100-510-671.00	Fuel	3,500.00	4,350.00	0.00	3,925.66	0.00	424.34	9.75 %
100-510-674.00	Postage & Courier Service	1,000.00	1,500.00	0.00	888.11	0.00	611.89	40.79 %
100-510-679.00	Travel - Training	0.00	2,000.00	0.00	697.50	0.00	1,302.50	65.13 %
100-510-680.00	Uniform	500.00	500.00	0.00	32.00	455.00	13.00	2.60 %
100-510-686.00	Oil & Filter	0.00	233.00	0.00	232.16	0.00	0.84	0.36 %
<u> </u>	ExpCategory: 6 - Other Expenses Total:	6,200.00	9,433.00	0.00	6,001.66	532.41	2,898.93	30.73%
	The state of the s	0,200.00	5, .55.30	3.30	5,552.00		_,000.00	20.7.270

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
ExpCategory: 7	- Repair And Maintenance							
100-510-713.00	Rm - Vehicles	4,000.00	3,900.00	0.00	3,842.85	0.00	57.15	1.47 %
	ExpCategory: 7 - Repair And Maintenance Total:	4,000.00	3,900.00	0.00	3,842.85	0.00	57.15	1.47%
	Division: 510 - Permit Total:	814,705.67	890,697.99	53,314.07	747,126.21	10,851.11	132,720.67	14.90%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 511 - Parks								
ExpCategory: 1 - Sa	larios And Ronofits							
100-511-101.00	Salaries	450,300.07	443,925.00	29,831.29	384,850.50	0.00	59,074.50	13.31 %
100-511-102.00	Salaries Overtime	10,000.00	11,000.00	4,697.77	10,678.02	0.00	321.98	2.93 %
100-511-120.00	Payroll Taxes	33,719.54	35,333.00	2,582.86	29,056.32	0.00	6,276.68	17.76 %
100-511-121.00	Workers' Compensation	7,100.00	4,400.00	0.00	4,400.26	0.00	-0.26	-0.01 %
100-511-122.00	Texas Employement Commission	90.00	1,210.00	0.00	1,208.66	0.00	1.34	0.11 %
100-511-123.00	Retirement Contribution	65,020.68	66,787.00	5,056.95	57,345.82	0.00	9,441.18	14.14 %
100-511-124.01	Health Insurance-Medical	172,380.00	181,000.00	8,003.54	157,011.38	0.00	23,988.62	13.25 %
100-511-124.02	Health Insurance-Dental	5,038.32	5,260.00	234.44	4,549.44	0.00	710.56	13.51 %
100-511-124.03	Health Insurance-Life & AD	1,510.53	470.00	39.00	421.20	0.00	48.80	10.38 %
100-511-124.04	Health Insurance-LTD	0.00	1,022.00	43.84	889.77	0.00	132.23	12.94 %
100-511-130.00	Vehicle/ Cell Phone Allowance	900.00	900.00	37.50	787.50	0.00	112.50	12.50 %
100-511-135.00	Hsa Contribution	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
100-511-140.00	Longevity	6,048.00	6,048.00	250.00	5,224.00	0.00	824.00	13.62 %
	ExpCategory: 1 - Salaries And Benefits Total:	753,107.14	757,355.00	50,777.19	656,422.87	0.00	100,932.13	13.33%
ExpCategory: 2 - Su	upplies							
100-511-272.00	Small Tools/equipments	2,000.00	10,000.00	0.00	1,634.25	273.01	8,092.74	80.93 %
100-511-274.00	Chemicals	6,000.00	2,000.00	223.40	1,056.14	575.26	368.60	18.43 %
	ExpCategory: 2 - Supplies Total:	8,000.00	12,000.00	223.40	2,690.39	848.27	8,461.34	70.51%
ExpCategory: 6 - Ot	ther Expenses							
100-511-670.00	Employee Relations	700.00	700.00	449.61	695.03	0.00	4.97	0.71 %
100-511-671.00	Fuel	25,000.00	20,000.00	0.00	16,901.99	0.00	3,098.01	15.49 %
100-511-676.00	Public Relations	1,000.00	1,000.00	375.00	568.61	0.00	431.39	43.14 %
100-511-680.00	Uniform	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00 %
100-511-686.00	Oil & Filter	0.00	250.00	0.00	220.14	0.00	29.86	11.94 %
	ExpCategory: 6 - Other Expenses Total:	26,700.00	24,950.00	824.61	18,385.77	0.00	6,564.23	26.31%
ExpCategory: 7 - Re	epair And Maintenance							
100-511-710.00	Rm - Building & Ground	35,000.00	27,000.00	31.51	8,114.43	2,749.73	16,135.84	59.76 %
100-511-711.00	Rm - Equipment	12,000.00	8,000.00	430.91	3,523.70	4,160.32	315.98	3.95 %
100-511-713.00	Rm - Vehicles	10,000.00	7,500.00	790.07	6,583.19	0.00	916.81	12.22 %
	ExpCategory: 7 - Repair And Maintenance Total:	57,000.00	42,500.00	1,252.49	18,221.32	6,910.05	17,368.63	40.87%
	Division: 511 - Parks Total:	844,807.14	836,805.00	53,077.69	695,720.35	7,758.32	133,326.33	15.93%

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		0.111.1		D. d. d	e		Variance	8
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
Division: 512 - Stree	†							
	- Salaries And Benefits							
100-512-101.00	Salaries	563,011.69	480,000.00	33,630.73	426,036.91	0.00	53,963.09	11.24 %
100-512-102.00	Salaries Overtime	5,000.00	17,000.00	11,236.28	16,524.41	0.00	475.59	2.80 %
100-512-120.00	Payroll Taxes	42,119.41	38,487.00	3,391.35	32,832.01	0.00	5,654.99	14.69 %
100-512-121.00	Workers' Compensation	16,960.00	11,000.00	0.00	10,955.32	0.00	44.68	0.41 %
100-512-122.00	Texas Employement Commission	117.00	1,400.00	19.08	1,306.09	0.00	93.91	6.71 %
100-512-123.00	Retirement Contribution	80,927.12	72,748.00	6,517.56	63,754.90	0.00	8,993.10	12.36 %
100-512-124.01	Health Insurance-Medical	199,613.52	165,000.00	6,079.61	145,246.49	0.00	19,753.51	11.97 %
100-512-124.02	Health Insurance-Dental	5,642.16	4,700.00	163.02	4,120.02	0.00	579.98	12.34 %
100-512-124.03	Health Insurance-Life & AD	1,905.94	525.00	39.00	468.00	0.00	57.00	10.86 %
100-512-124.04	Health Insurance-LTD	0.00	1,087.00	42.39	959.50	0.00	127.50	11.73 %
100-512-135.00	HSA Contribution	1,000.00	1,100.00	0.00	1,100.00	0.00	0.00	0.00 %
100-512-140.00	Longevity	6,096.00	6,096.00	206.00	4,482.00	0.00	1,614.00	26.48 %
	ExpCategory: 1 - Salaries And Benefits Total:	922,392.84	799,143.00	61,325.02	707,785.65	0.00	91,357.35	11.43%
ExpCategory: 2	- Supplies							
100-512-270.00	Office Supplies	1,000.00	4,500.00	0.00	1,330.14	620.00	2,549.86	56.66 %
100-512-271.00	Computer Supplies	500.00	500.00	0.00	412.32	0.00	87.68	17.54 %
100-512-272.00	Small Tools/equipments	2,500.00	2,000.00	0.00	624.60	-400.00	1,775.40	88.77 %
100-512-277.00	Construction Material	20,000.00	14,000.00	1,450.00	6,685.95	4,795.70	2,518.35	17.99 %
	ExpCategory: 2 - Supplies Total:	24,000.00	21,000.00	1,450.00	9,053.01	5,015.70	6,931.29	33.01%
ExpCategory: 3	- Services							
100-512-364.00	Equipment Rental	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-512-368.00	Landscape Service	168,000.00	168,000.00	13,499.00	154,265.00	13,735.00	0.00	0.00 %
100-512-376.00	Software Subscription Service	100.00	100.00	0.00	100.00	0.00	0.00	0.00 %
100-512-380.00	Mosquito Control	24,000.00	24,000.00	0.00	9,649.90	14,350.10	0.00	0.00 %
100-512-386.00	Haul Fees	20,000.00	20,000.00	488.16	3,733.14	13,378.08	2,888.78	14.44 %
100-512-387.00	Tree Limbs	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	216,100.00	213,100.00	13,987.16	167,748.04	41,463.18	3,888.78	1.82%
ExpCategory: 4	- Utilities							
100-512-461.91	Electricity-traffic Signals	3,200.00	3,200.00	229.35	2,658.33	0.00	541.67	16.93 %
100-512-466.00	Mobile Phone	540.00	540.00	0.00	388.37	0.00	151.63	28.08 %
100-512-468.00	Street Light	210,000.00	185,000.00	17,214.81	164,937.29	0.00	20,062.71	10.84 %
100-512-470.00	Cable	1,200.00	1,200.00	98.25	983.07	0.00	216.93	18.08 %
	ExpCategory: 4 - Utilities Total:	214,940.00	189,940.00	17,542.41	168,967.06	0.00	20,972.94	11.04%
ExpCategory: 6	- Other Expenses							
100-512-669.00	Dues & Membership	0.00	100.00	0.00	100.00	0.00	0.00	0.00 %
100-512-670.00	Employee Relations	1,300.00	2,300.00	0.00	1,262.30	0.00	1,037.70	45.12 %
<u>100-512-671.00</u>	Fuel	50,000.00	50,000.00	0.00	38,533.29	0.00	11,466.71	22.93 %
100-512-680.00	Uniform	1,000.00	1,000.00	0.00	141.97	0.00	858.03	85.80 %

Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

100-512-686.00	Oil & Filter ExpCategory: 6 - Other Expenses Total:	Original Total Budget 0.00 52,300.00	Current Total Budget 0.00 53,400.00	Period Activity 0.00 0.00	Fiscal Activity 456.85 40,494.41	Encumbrances 0.00 0.00	Variance Favorable (Unfavorable) -456.85 12,905.59	Percent Remaining 0.00 % 24.17%
ExpCategory: 7 -	Repair And Maintenance							
100-512-711.00	Rm - Equipment	3,500.00	5,100.00	280.00	4,658.60	434.91	6.49	0.13 %
100-512-713.00	Rm - Vehicles	40,000.00	38,400.00	1,554.52	24,358.09	11,251.39	2,790.52	7.27 %
100-512-715.00	Rm - Street Signs	10,000.00	2,000.00	0.00	441.11	785.00	773.89	38.69 %
100-512-716.00	Rm - Street	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
100-512-717.00	Rm - Traffic Sign/signal	5,400.00	13,400.00	4,582.70	11,178.01	2,000.28	221.71	1.65 %
	ExpCategory: 7 - Repair And Maintenance Total:	63,900.00	58,900.00	6,417.22	40,635.81	14,471.58	3,792.61	6.44%
	Division: 512 - Street Total:	1,493,632.84	1,335,483.00	100,721.81	1,134,683.98	60,950.46	139,848.56	10.47%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 513 - Fleet								
ExpCategory: 1 - Sal	aries And Renefits							
100-513-101.00	Salaries	217,747.42	220,000.00	15,874.21	191,471.76	0.00	28,528.24	12.97 %
100-513-102.00	Salaries Overtime	3,500.00	8,800.00	4,497.38	8,123.23	0.00	676.77	7.69 %
100-513-120.00	Payroll Taxes	16,237.50	17,746.00	1,546.28	14,882.30	0.00	2,863.70	16.14 %
100-513-121.00	Workers' Compensation	3,800.00	2,600.00	0.00	2,600.22	0.00	-0.22	-0.01 %
100-513-122.00	Texas Employement Commission	36.00	468.00	0.00	468.00	0.00	0.00	0.00 %
100-513-123.00	Retirement Contribution	31,414.18	33,600.00	2,986.13	28,974.18	0.00	4,625.82	13.77 %
100-513-124.01	Health Insurance-Medical	80,855.28	80,855.28	3,368.97	70,748.37	0.00	10,106.91	12.50 %
100-513-124.02	Health Insurance-Dental	2,074.80	2,074.80	86.45	1,815.45	0.00	259.35	12.50 %
100-513-124.03	Health Insurance-Life & AD	690.88	200.00	15.60	171.60	0.00	28.40	14.20 %
100-513-124.04	Health Insurance-LTD	0.00	509.00	21.21	436.32	0.00	72.68	14.28 %
100-513-140.00	Longevity	3,168.00	3,168.00	132.00	2,692.00	0.00	476.00	15.03 %
	ExpCategory: 1 - Salaries And Benefits Total:	359,524.06	370,021.08	28,528.23	322,383.43	0.00	47,637.65	12.87%
ExpCategory: 2 - Sup	nnlies							
100-513-270.00	Office Supplies	1,000.00	1,000.00	0.00	888.37	0.00	111.63	11.16 %
100-513-272.00	Small Tools/equipments	3,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
100-513-275.00	Janitorial Supplies	0.00	170.00	162.60	162.60	0.00	7.40	4.35 %
	ExpCategory: 2 - Supplies Total:	4,500.00	2,670.00	162.60	1,050.97	0.00	1,619.03	60.64%
5 . 6 . 1		,,	_,		_,		_,	
ExpCategory: 3 - Ser 100-513-385.00		6 000 00	2 000 00	0.00	1 200 00	0.00	1 602 00	F2 40 0/
100-313-363.00	Tank/pipe Cleaning	6,000.00	3,000.00	0.00	1,398.00	0.00	1,602.00	53.40 %
	ExpCategory: 3 - Services Total:	6,000.00	3,000.00	0.00	1,398.00	0.00	1,602.00	53.40%
ExpCategory: 4 - Uti	lities							
100-513-466.00	Mobile Phone	550.00	550.00	0.00	432.82	0.00	117.18	21.31 %
	ExpCategory: 4 - Utilities Total:	550.00	550.00	0.00	432.82	0.00	117.18	21.31%
ExpCategory: 6 - Otl	her Expenses							
<u>100-513-670.00</u>	Employee Relations	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	100.00 %
<u>100-513-671.00</u>	Fuel	8,000.00	8,000.00	0.00	3,560.72	0.00	4,439.28	55.49 %
100-513-672.00	Fuel - SMSD	178,000.00	150,000.00	0.00	119,670.34	0.00	30,329.66	20.22 %
100-513-680.00	Uniform	500.00	500.00	0.00	0.00	0.00	500.00	100.00 %
100-513-686.00	Oil & Filter	500.00	5,700.00	0.00	5,615.17	0.00	84.83	1.49 %
	ExpCategory: 6 - Other Expenses Total:	188,300.00	165,500.00	0.00	128,846.23	0.00	36,653.77	22.15%
ExpCategory: 7 - Rei	pair And Maintenance							
100-513-711.00	Rm - Equipment	4,000.00	2,000.00	0.00	1,113.74	50.00	836.26	41.81 %
100-513-713.00	Rm - Vehicles	6,300.00	3,500.00	317.89	3,160.67	0.00	339.33	9.70 %
	ExpCategory: 7 - Repair And Maintenance Total:	10,300.00	5,500.00	317.89	4,274.41	50.00	1,175.59	21.37%
		•	•					
	Division: 513 - Fleet Total:	569,174.06	547,241.08	29,008.72	458,385.86	50.00	88,805.22	16.23%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 514 - Public V	Vorks Administration							
ExpCategory: 1 - S	alaries And Benefits							
100-514-101.00	Salaries	392,230.84	328,000.00	31,078.07	286,199.42	0.00	41,800.58	12.74 %
100-514-102.00	Salaries Overtime	2,000.00	4,900.00	1,767.59	3,452.57	0.00	1,447.43	29.54 %
100-514-120.00	Payroll Taxes	30,012.63	25,889.00	2,548.28	22,137.30	0.00	3,751.70	14.49 %
100-514-121.00	Workers' Compensation	675.00	535.00	0.00	534.04	0.00	0.96	0.18 %
100-514-122.00	Texas Employement Commission	36.00	585.00	72.50	594.00	0.00	-9.00	-1.54 %
100-514-123.00	Retirement Contribution	56,973.11	48,936.00	4,849.80	42,009.72	0.00	6,926.28	14.15 %
100-514-124.01	Health Insurance-Medical	76,069.20	53,350.00	1,611.33	48,496.15	0.00	4,853.85	9.10 %
100-514-124.02	Health Insurance-Dental	2,218.80	1,660.00	46.85	1,433.97	0.00	226.03	13.62 %
100-514-124.03	Health Insurance-Life & AD	1,100.69	150.00	11.70	136.50	0.00	13.50	9.00 %
100-514-124.04	Health Insurance-LTD	0.00	750.00	32.43	617.82	0.00	132.18	17.62 %
100-514-130.00	Vehicle/ Cell Phone Allowance	6,600.00	3,700.00	437.50	3,187.50	0.00	512.50	13.85 %
100-514-140.00	Longevity	1,824.00	1,824.00	74.00	1,522.00	0.00	302.00	16.56 %
	ExpCategory: 1 - Salaries And Benefits Total:	569,740.27	470,279.00	42,530.05	410,320.99	0.00	59,958.01	12.75%
ExpCategory: 2 - S	upplies							
100-514-270.00	Office Supplies	500.00	500.00	0.00	57.88	352.12	90.00	18.00 %
100-514-271.00	Computer Supplies	500.00	300.00	0.00	0.00	0.00	300.00	100.00 %
	ExpCategory: 2 - Supplies Total:	1,000.00	800.00	0.00	57.88	352.12	390.00	48.75%
ExpCategory: 3 - S	ervices							
100-514-361.00	Consulting Service	95,000.00	95,000.00	5,370.00	48,945.11	2,054.89	44,000.00	46.32 %
100-514-364.00	Equipment Rental	5,000.00	5,000.00	400.00	4,402.39	400.00	197.61	3.95 %
100-514-376.00	Software Subscription Service	6,350.00	6,350.00	23.37	1,467.03	4,412.85	470.12	7.40 %
100-514-377.00	Garbage Collection Service	720,000.00	785,000.00	64,088.50	624,151.64	94,710.84	66,137.52	8.43 %
100-514-384.00	Inter-govt Contract	9,400.00	9,400.00	0.00	9,377.29	0.00	22.71	0.24 %
	ExpCategory: 3 - Services Total:	835,750.00	900,750.00	69,881.87	688,343.46	101,578.58	110,827.96	12.30%
ExpCategory: 4 - U		·	,	·	ŕ	•	,	
100-514-466.00	Mobile Phone	1,080.00	1,430.00	0.00	1,183.34	0.00	246.66	17.25 %
100-514-470.00	Cable	150.00	150.00	11.68	116.83	0.00	33.17	22.11 %
	ExpCategory: 4 - Utilities Total:	1,230.00	1,580.00	11.68	1,300.17	0.00	279.83	17.71%
F .0.1 6.0		_,	2,000.00		_,	5.55	270.00	_,,,_,,
ExpCategory: 6 - C 100-514-669.00	•	250.00	250.00	42.05	442.05	0.00	407.05	42.02.0/
100-514-670.00	Dues & Membership	250.00	250.00	42.95	142.95	0.00	107.05	42.82 %
100-514-674.00	Employee Relations	300.00	300.00	0.00	300.43	0.00	-0.43	-0.14 %
100-514-676.00	Postage & Courier Service	100.00	100.00	0.00	17.77	0.00	82.23	82.23 %
100-514-680.00	Public Relations Uniform	400.00 0.00	400.00 200.00	0.00 0.00	0.00 0.00	0.00 0.00	400.00 200.00	100.00 % 100.00 %
100-514-687.00		3,200.00		0.00		0.00	1,600.00	
100 317 007.00	Rental Property ExpCategory: 6 - Other Expenses Total:	4,250.00	3,200.00 4,450.00	42.95	1,600.00 2,061.15	0.00	2,388.85	50.00 % 53.68%
		· · · · · · · · · · · · · · · · · · ·	<u> </u>		<u> </u>			
	Division: 514 - Public Works Administration Total:	1,411,970.27	1,377,859.00	112,466.55	1,102,083.65	101,930.70	173,844.65	12.62%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 515 - Facility								
•	alaries And Benefits							
100-515-101.00	Salaries	51,676.95	50,250.00	3,688.83	45,815.71	0.00	4,434.29	8.82 %
100-515-102.00	Salaries Overtime	750.00	4,000.00	1,470.16	3,093.01	0.00	906.99	22.67 %
100-515-120.00	Payroll Taxes	3,777.16	4,235.00	387.70	3,582.87	0.00	652.13	15.40 %
100-515-121.00	Workers' Compensation	540.00	540.00	0.00	529.02	0.00	10.98	2.03 %
100-515-122.00	Texas Employement Commission	9.00	120.00	0.00	117.00	0.00	3.00	2.50 %
100-515-123.00	Retirement Contribution	7,502.04	8,000.00	754.53	7,110.59	0.00	889.41	11.12 %
100-515-124.01	Health Insurance-Medical	28,744.32	28,744.32	1,197.68	25,151.28	0.00	3,593.04	12.50 %
100-515-124.02	Health Insurance-Dental	898.32	898.32	37.43	786.03	0.00	112.29	12.50 %
100-515-124.03	Health Insurance-Life & AD	167.09	50.00	3.90	42.90	0.00	7.10	14.20 %
100-515-124.04	Health Insurance-LTD	0.00	125.00	5.06	104.10	0.00	20.90	16.72 %
<u>100-515-140.00</u>	Longevity	720.00	720.00	30.00	626.00	0.00	94.00	13.06 %
<u>100-515-141.00</u>	Incentive-bilingual	360.00	360.00	15.00	315.00	0.00	45.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	95,144.88	98,042.64	7,590.29	87,273.51	0.00	10,769.13	10.98%
ExpCategory: 2 - Su	innlies							
100-515-270.00	Office Supplies	0.00	500.00	0.00	0.00	0.00	500.00	100.00 %
100-515-272.00	Small Tools/equipments	2,000.00	2,000.00	552.94	1,819.80	-451.94	632.14	31.61 %
100-515-274.00	Chemicals	2,500.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-515-275.00	Janitorial Supplies	25,000.00	20,000.00	0.00	14,179.05	1,913.71	3,907.24	19.54 %
100-515-276.00	Pool Supplies	50,000.00	50,000.00	1,991.08	33,875.98	7,116.86	9,007.16	18.01 %
	ExpCategory: 2 - Supplies Total:	79,500.00	73,500.00	2,544.02	49,874.83	8,578.63	15,046.54	20.47%
5 .0.1 2 6.		,	,	_,,-	,	2,212.00		
ExpCategory: 3 - Se 100-515-367.00		90,000,00	00 000 00	6 250 00	60.050.00	0.110.00	1 040 00	1 20 %
100-515-388.00	Janitorial Service	80,000.00	80,000.00	6,350.00	69,850.00	9,110.00	1,040.00	1.30 %
100-313-388.00	Fire Control	13,000.00	13,000.00	665.00	9,456.00	544.00	3,000.00 4,040.00	23.08 % 4.34%
	ExpCategory: 3 - Services Total:	93,000.00	93,000.00	7,015.00	79,306.00	9,654.00	4,040.00	4.34%
ExpCategory: 4 - U	tilities							
100-515-461.00	Electricity	300,000.00	300,000.00	28,064.65	253,210.91	0.00	46,789.09	15.60 %
100-515-462.00	Natural Gas	35,000.00	35,000.00	0.00	28,615.49	1,590.38	4,794.13	13.70 %
100-515-463.00	Water Sewer	32,000.00	32,000.00	3,253.99	19,790.51	0.00	12,209.49	38.15 %
100-515-466.00	Mobile Phone	540.00	540.00	0.00	388.37	0.00	151.63	28.08 %
	ExpCategory: 4 - Utilities Total:	367,540.00	367,540.00	31,318.64	302,005.28	1,590.38	63,944.34	17.40%
ExpCategory: 5 - Ca	aptial Outlay							
100-515-561.00	Capital Asset Stand Alone	0.00	70,000.00	0.00	67,389.98	-5,596.00	8,206.02	11.72 %
	ExpCategory: 5 - Captial Outlay Total:	0.00	70,000.00	0.00	67,389.98	-5,596.00	8,206.02	11.72%
ExpCategory: 6 - O	ther Expenses							
100-515-665.00	Community Event/city Decoratio	0.00	8,000.00	0.00	5,721.76	0.00	2,278.24	28.48 %
100-515-679.00	Travel - Training	2,500.00	2,500.00	0.00	508.68	0.00	1,991.32	79.65 %
100-515-680.00	Uniform	600.00	600.00	0.00	568.00	0.00	32.00	5.33 %
	ExpCategory: 6 - Other Expenses Total:	3,100.00	11,100.00	0.00	6,798.44	0.00	4,301.56	38.75%

Budget Report For Fiscal: 2023-2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
ExpCategory: 7 -	Repair And Maintenance							
100-515-710.00	Rm - Building & Ground	100,000.00	100,000.00	1,239.53	59,429.57	25,666.13	14,904.30	14.90 %
100-515-711.00	Rm - Equipment	1,000.00	1,000.00	0.00	405.94	0.00	594.06	59.41 %
100-515-714.00	Rm - Air Condition	130,000.00	75,000.00	522.34	30,573.69	-343.75	44,770.06	59.69 %
	ExpCategory: 7 - Repair And Maintenance Total:	231,000.00	176,000.00	1,761.87	90,409.20	25,322.38	60,268.42	34.24%
	Division: 515 - Facility Total:	869,284.88	889,182.64	50,229.82	683,057.24	39,549.39	166,576.01	18.73%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 516 - Anim	nal Services							
ExpCategory: 1	- Salaries And Benefits							
100-516-101.00	Salaries	98,117.90	98,343.00	7,264.11	85,599.51	0.00	12,743.49	12.96 %
100-516-102.00	Salaries Overtime	2,500.00	5,500.00	1,013.04	4,681.62	0.00	818.38	14.88 %
100-516-120.00	Payroll Taxes	7,317.02	8,009.00	614.51	6,481.05	0.00	1,527.95	19.08 %
100-516-121.00	Workers' Compensation	1,570.00	1,570.00	0.00	1,570.00	0.00	0.00	0.00 %
100-516-122.00	Texas Employement Commission	18.00	235.00	0.00	233.99	0.00	1.01	0.43 %
100-516-123.00	Retirement Contribution	14,044.51	15,139.00	1,206.09	12,963.22	0.00	2,175.78	14.37 %
100-516-124.01	Health Insurance-Medical	31,019.28	30,135.00	1,255.46	26,364.66	0.00	3,770.34	12.51 %
100-516-124.02	Health Insurance-Dental	635.04	635.04	26.94	565.74	0.00	69.30	10.91 %
100-516-124.03	Health Insurance-Life & AD	318.78	95.00	7.80	85.80	0.00	9.20	9.68 %
100-516-124.04	Health Insurance-LTD	0.00	230.00	9.61	197.76	0.00	32.24	14.02 %
100-516-135.00	Hsa Contribution	0.00	1,100.00	0.00	1,100.00	0.00	0.00	0.00 %
100-516-140.00	Longevity	288.00	288.00	12.00	222.00	0.00	66.00	22.92 %
100-516-141.00	Incentive-bilingual	360.00	560.00	30.00	465.00	0.00	95.00	16.96 %
	ExpCategory: 1 - Salaries And Benefits Total:	156,188.53	161,839.04	11,439.56	140,530.35	0.00	21,308.69	13.17%
ExpCategory: 2	- Supplies							
100-516-270.00	Office Supplies	2,000.00	1,600.00	0.00	88.35	1,414.79	96.86	6.05 %
100-516-271.00	Computer Supplies	500.00	500.00	0.00	0.00	0.00	500.00	
100-516-273.00	Animal Care Supplies	1,000.00	900.00	811.20	811.20	0.00	88.80	9.87 %
	ExpCategory: 2 - Supplies Total:	3,500.00	3,000.00	811.20	899.55	1,414.79	685.66	22.86%
ExpCategory: 3	- Sarvices							
100-516-376.00	Software Subscription Service	4,700.00	2,000.00	0.00	210.00	0.00	1,790.00	89.50 %
100-516-384.00	Inter-govt Contract	110,000.00	110,000.00	0.00	66,273.00	43,727.00	0.00	0.00 %
100-516-391.00	Veterinary Services	6,000.00	2,000.00	0.00	173.55	0.00	1,826.45	91.32 %
	ExpCategory: 3 - Services Total:	120,700.00	114,000.00	0.00	66,656.55	43,727.00	3,616.45	3.17%
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ExpCategory: 4 100-516-466.00	Mobile Phone	1 000 00	1 000 00	0.00	724.60	0.00	345.31	31.97 %
100-516-467.00	Data Circuit	1,080.00 750.00	1,080.00 750.00	0.00 0.00	734.69 563.06	0.00 0.00	186.94	24.93 %
100 310 407.00	ExpCategory: 4 - Utilities Total:	1,830.00	1,830.00	0.00	1,297.75	0.00	532.25	29.08%
		1,030.00	1,050.00	0.00	1,297.75	0.00	552.25	25.00%
	- Other Expenses							
100-516-665.00	Community Events	2,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
<u>100-516-670.00</u>	Employee Relations	200.00	100.00	0.00	0.00	0.00	100.00	100.00 %
<u>100-516-671.00</u>	Fuel	3,500.00	4,800.00	0.00	3,716.91	0.00	1,083.09	22.56 %
<u>100-516-679.00</u>	Travel - Training	0.00	100.00	0.00	0.00	0.00	100.00	
<u>100-516-680.00</u>	Uniform	500.00	1,000.00	0.00	258.67	0.00	741.33	74.13 %
100-516-686.00	Oil & Filter	0.00	100.00	0.00	132.08	0.00	-32.08	-32.08 %
	ExpCategory: 6 - Other Expenses Total:	6,200.00	7,100.00	0.00	4,107.66	0.00	2,992.34	42.15%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
ExpCategory: 7	- Repair And Maintenance							
100-516-713.00	Rm - Vehicles	1,000.00	900.00	0.00	499.10	0.00	400.90	44.54 %
	ExpCategory: 7 - Repair And Maintenance Total:	1,000.00	900.00	0.00	499.10	0.00	400.90	44.54%
	Division: 516 - Animal Services Total:	289,418.53	288,669.04	12,250.76	213,990.96	45,141.79	29,536.29	10.23%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 517 - Code	enforcement							
	- Salaries And Benefits							
100-517-101.00	Salaries	317,373.89	304,100.00	25,188.61	268,719.49	0.00	35,380.51	11.63 %
100-517-102.00	Salaries Overtime	2,500.00	2,500.00	525.78	2,347.92	0.00	152.08	6.08 %
100-517-120.00	Payroll Taxes	23,717.46	23,651.00	1,967.74	20,587.07	0.00	3,063.93	12.95 %
100-517-121.00	Workers' Compensation	1,275.00	735.00	0.00	734.69	0.00	0.31	0.04 %
100-517-122.00	Texas Employement Commission	45.00	595.00	0.00	591.86	0.00	3.14	0.53 %
100-517-123.00	Retirement Contribution	45,495.75	44,706.00	3,805.47	40,087.21	0.00	4,618.79	10.33 %
100-517-124.01	Health Insurance-Medical	78,730.56	68,900.00	2,866.79	60,202.59	0.00	8,697.41	12.62 %
100-517-124.02	Health Insurance-Dental	1,985.52	1,820.00	75.54	1,586.34	0.00	233.66	12.84 %
100-517-124.03	Health Insurance-Life & AD	963.47	230.00	19.50	206.70	0.00	23.30	10.13 %
100-517-124.04	Health Insurance-LTD	0.00	690.00	29.97	599.58	0.00	90.42	13.10 %
100-517-135.00	Hsa Contribution	1,000.00	1,100.00	0.00	1,100.00	0.00	0.00	0.00 %
100-517-140.00	Longevity	2,208.00	2,208.00	88.00	1,770.00	0.00	438.00	19.84 %
100-517-141.00	Incentive-bilingual	360.00	360.00	0.00	0.00	0.00	360.00	100.00 %
	ExpCategory: 1 - Salaries And Benefits Total:	475,654.65	451,595.00	34,567.40	398,533.45	0.00	53,061.55	11.75%
ExpCategory: 2	- Supplies							
100-517-270.00	Office Supplies	1,500.00	500.00	212.84	398.71	190.00	-88.71	-17.74 %
100-517-271.00	Computer Supplies	500.00	1,000.00	0.00	845.06	0.00	154.94	15.49 %
100-517-272.00	Small Tools/equipments	700.00	5,120.00	0.00	4,640.30	470.00	9.70	0.19 %
	ExpCategory: 2 - Supplies Total:	2,700.00	6,620.00	212.84	5,884.07	660.00	75.93	1.15%
ExpCategory: 3	- Services							
100-517-368.00	Landscape Service	0.00	363.27	0.00	31.47	0.00	331.80	91.34 %
100-517-375.00	Professional Services	10,000.00	10,000.00	3,250.00	6,025.00	3,975.00	0.00	0.00 %
100-517-376.00	Software Subscription Service	21,100.00	12,000.00	1,164.25	6,880.60	2,972.75	2,146.65	17.89 %
	ExpCategory: 3 - Services Total:	31,100.00	22,363.27	4,414.25	12,937.07	6,947.75	2,478.45	11.08%
ExpCategory: 4	- Utilities							
100-517-466.00	Mobile Phone	3,000.00	3,000.00	0.00	2,152.08	0.00	847.92	28.26 %
100-517-467.00	Data Circuit	2,250.00	2,250.00	0.00	1,757.68	0.00	492.32	21.88 %
	ExpCategory: 4 - Utilities Total:	5,250.00	5,250.00	0.00	3,909.76	0.00	1,340.24	25.53%
ExpCategory: 6	- Other Expenses							
100-517-669.00	Dues & Membership	675.00	675.00	0.00	75.00	0.00	600.00	88.89 %
100-517-670.00	Employee Relations	500.00	500.00	269.66	474.62	0.00	25.38	5.08 %
100-517-671.00	Fuel	4,500.00	5,500.00	0.00	4,228.70	0.00	1,271.30	23.11 %
100-517-674.00	Postage & Courier Service	3,500.00	2,690.00	0.00	1,947.91	0.00	742.09	27.59 %
100-517-679.00	Travel - Training	10,000.00	6,000.00	706.07	4,568.70	0.00	1,431.30	23.86 %
100-517-680.00	Uniform	1,500.00	2,000.00	0.00	679.14	360.00	960.86	48.04 %
100-517-686.00	Oil & Filter	0.00	0.00	0.00	28.02	0.00	-28.02	0.00 %
	ExpCategory: 6 - Other Expenses Total:	20,675.00	17,365.00	975.73	12,002.09	360.00	5,002.91	28.81%
	· ·							

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
ExpCategory: 7	- Repair And Maintenance							
100-517-711.00	Rm - Equipment	1,000.00	516.73	0.00	136.73	0.00	380.00	73.54 %
100-517-713.00	Rm - Vehicles	3,500.00	5,000.00	0.00	2,760.93	1,029.00	1,210.07	24.20 %
	ExpCategory: 7 - Repair And Maintenance Total:	4,500.00	5,516.73	0.00	2,897.66	1,029.00	1,590.07	28.82%
	Division: 517 - Code enforcement Total:	539,879.65	508,710.00	40,170.22	436,164.10	8,996.75	63,549.15	12.49%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 520 - Police	Service							
ExpCategory: 1 - 5	Salaries And Benefits							
100-520-101.00	Salaries	4,854,878.00	4,812,000.00	344,808.06	4,226,837.91	0.00	585,162.09	12.16 %
100-520-102.00	Salaries Overtime	305,000.00	550,000.00	100,393.75	469,984.07	0.00	80,015.93	14.55 %
100-520-103.00	Salaries Part Time	30,903.00	47,900.00	3,859.31	42,164.34	0.00	5,735.66	11.97 %
100-520-104.00	Salaries Office Of Crime Vict	53,854.60	53,854.60	4,285.51	48,467.14	0.00	5,387.46	10.00 %
100-520-120.00	Payroll Taxes	383,996.00	423,976.00	34,693.68	357,810.94	0.00	66,165.06	15.61 %
100-520-121.00	Workers' Compensation	80,000.00	49,500.00	0.00	49,331.26	0.00	168.74	0.34 %
100-520-122.00	Texas Employement Commission	657.00	9,400.00	13.28	8,863.92	0.00	536.08	5.70 %
100-520-123.00	Retirement Contribution	727,908.00	794,472.00	66,278.73	685,133.04	0.00	109,338.96	13.76 %
100-520-124.01	Health Insurance-Medical	1,274,978.00	1,098,000.00	47,402.08	959,378.60	0.00	138,621.40	12.62 %
100-520-124.02	Health Insurance-Dental	37,216.00	32,500.00	1,381.63	28,172.28	0.00	4,327.72	13.32 %
100-520-124.03	Health Insurance-Life & AD	14,822.00	3,250.00	238.51	2,667.60	0.00	582.40	17.92 %
100-520-124.04	Health Insurance-LTD	0.00	11,500.00	453.39	9,516.14	0.00	1,983.86	17.25 %
100-520-135.00	Hsa Contribution	8,000.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00 %
100-520-140.00	Longevity	27,168.00	20,860.00	842.00	18,376.00	0.00	2,484.00	11.91 %
100-520-141.00	Incentive-bilingual	1,440.00	405.00	15.00	360.00	0.00	45.00	11.11 %
100-520-153.00	Certification-fto	5,400.00	7,475.00	350.00	6,425.00	0.00	1,050.00	14.05 %
100-520-154.00	Certification-tcole Intermediate (ii)	2,400.00	6,040.00	220.00	5,380.00	0.00	660.00	10.93 %
100-520-155.00	Certification-tcole Advance (ai)	8,580.00	7,150.00	292.50	6,272.50	0.00	877.50	12.27 %
100-520-156.00	Certification-tcole Master (mast)	22,680.00	24,750.00	1,035.00	21,645.00	0.00	3,105.00	12.55 %
100-520-157.00	Certification-advanced Accident (adac)	600.00	375.00	12.50	337.50	0.00	37.50	10.00 %
100-520-158.00	Uniform Allowance	5,200.00	0.00	0.00	0.00	0.00	0.00	0.00 %
100-520-160.00	Education Pay Associates (apd)	1,920.00	1,300.00	40.00	1,180.00	0.00	120.00	9.23 %
100-520-161.00	Education Pay Bachelors (bpd)	11,700.00	8,580.00	357.50	7,507.50	0.00	1,072.50	12.50 %
100-520-162.00	Education Pay Masters (mpd)	3,240.00	1,485.00	45.00	1,350.00	0.00	135.00	9.09 %
	ExpCategory: 1 - Salaries And Benefits Total:	7,862,540.60	7,969,772.60	607,017.43	6,962,160.74	0.00	1,007,611.86	12.64%
ExpCategory: 2 - 5	Supplies							
100-520-270.00	Office Supplies	8,000.00	8,000.00	434.95	3,946.37	1,600.88	2,452.75	30.66 %
100-520-271.00	Computer Supplies	10,000.00	10,000.00	1,347.26	4,478.00	929.16	4,592.84	45.93 %
100-520-272.00	Small Tools/equipments	28,595.00	28,595.00	1,806.27	10,861.37	14,729.00	3,004.63	10.51 %
100-520-280.00	Evidence Supplies	3,000.00	3,000.00	0.00	2,363.58	0.00	636.42	21.21 %
	ExpCategory: 2 - Supplies Total:	49,595.00	49,595.00	3,588.48	21,649.32	17,259.04	10,686.64	21.55%
FunCatagonu 2		•	•	•	•	,	•	
ExpCategory: 3 - 9	Medical Services	1 000 00	1 000 00	0.00	366.45	0.00	633.55	63.36 %
100-520-374.00		1,000.00	1,000.00	0.00				17.53 %
100-520-375.00	Printing-scanning Services	5,005.00	5,005.00	100.00	3,501.50	626.04	877.46	
100-520-376.00	Professional Services	5,000.00	5,000.00	260.50	2,418.39	1,072.78	1,508.83	30.18 %
100-520-384.00	Software Subscription Service	134,370.00	196,620.00	0.00	180,064.31	0.00	16,555.69	8.42 %
100-520-389.00	Inter-govt Contract	56,005.00	41,005.00	1,417.85	32,503.96	3,149.90	5,351.14	13.05 %
100-520-389.00	Software Support Service	7,770.00	7,770.00	2,945.00	2,945.00	0.00	4,825.00	62.10 %
100-220-220.00	Hardware Support Service	2,850.00	2,850.00	0.00	1,586.65	0.00	1,263.35	44.33 %

							Variance	_
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent
		J		•	•			
100-520-392.00	Website	19,715.00	22,715.00	586.00	10,904.70	1,995.50	9,814.80	43.21 %
	ExpCategory: 3 - Services Total:	231,715.00	281,965.00	5,309.35	234,290.96	6,844.22	40,829.82	14.48%
ExpCategory: 4 - Ut	ilities							
100-520-464.00	Radio Usage Fees	18,000.00	18,000.00	0.00	17,849.00	0.00	151.00	0.84 %
100-520-466.00	Mobile Phone	10,860.00	10,860.00	0.00	8,228.02	0.00	2,631.98	24.24 %
100-520-466.CV	Mobile Phone-crime Victim	540.00	540.00	0.00	388.38	0.00	151.62	28.08 %
100-520-467.00	Data Circuit	21,950.00	21,950.00	159.57	15,358.83	117.51	6,473.66	29.49 %
100-520-470.00	Cable	4,500.00	4,500.00	374.08	3,764.44	731.15	4.41	0.10 %
	ExpCategory: 4 - Utilities Total:	55,850.00	55,850.00	533.65	45,588.67	848.66	9,412.67	16.85%
ExpCategory: 5 - Ca	ptial Outlay							
100-520-561.00	Capital Asset Stand Alone	0.00	5,800.00	0.00	5,729.40	0.00	70.60	1.22 %
	ExpCategory: 5 - Captial Outlay Total:	0.00	5,800.00	0.00	5,729.40	0.00	70.60	1.22%
ExpCategory: 6 - Ot	her Expenses							
100-520-661.00	Bus Meals And Travel Exp	5,000.00	5,000.00	0.00	82.40	0.00	4,917.60	98.35 %
100-520-664.00	Clothing Reimbursement	0.00	5,200.00	0.00	608.90	0.00	4,591.10	88.29 %
100-520-669.00	Dues & Membership	6,000.00	6,000.00	0.00	4,095.00	0.00	1,905.00	31.75 %
100-520-670.00	Employee Relations	2,800.00	3,800.00	216.82	3,313.78	0.00	486.22	12.80 %
100-520-671.00	Fuel	120,000.00	120,000.00	39.23	91,192.20	0.00	28,807.80	24.01 %
100-520-674.00	Postage & Courier Service	2,000.00	2,000.00	0.00	926.54	0.00	1,073.46	53.67 %
100-520-676.00	Public Relations	2,500.00	2,500.00	26.70	2,462.37	0.00	37.63	1.51 %
100-520-677.00	Recruiting	2,500.00	2,500.00	446.99	1,507.51	0.00	992.49	39.70 %
100-520-679.00	Travel - Training	38,742.00	38,142.00	11,080.00	36,601.53	0.00	1,540.47	4.04 %
100-520-679.CV	Travel - Training	0.00	600.00	0.00	288.04	0.00	311.96	51.99 %
100-520-680.00	Uniform	30,000.00	45,000.00	246.99	28,025.05	9,199.23	7,775.72	17.28 %
100-520-682.00	Employee Testing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
100-520-686.00	Oil & Filter	2,000.00	4,250.00	0.00	4,046.47	0.00	203.53	4.79 %
	ExpCategory: 6 - Other Expenses Total:	213,542.00	236,992.00	12,056.73	173,149.79	9,199.23	54,642.98	23.06%
ExpCategory: 7 - Re	pair And Maintenance							
100-520-711.00	Rm - Equipment	32,000.00	32,000.00	0.00	18,237.00	0.00	13,763.00	43.01 %
100-520-713.00	Rm - Vehicles	75,000.00	75,000.00	1,824.26	55,996.55	5,351.80	13,651.65	18.20 %
	ExpCategory: 7 - Repair And Maintenance Total:	107,000.00	107,000.00	1,824.26	74,233.55	5,351.80	27,414.65	25.62%
	Division: 520 - Police Service Total:	8,520,242.60	8,706,974.60	630,329.90	7,516,802.43	39,502.95	1,150,669.22	13.22%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Kemaining
Division: 522 - Fire Servic	e							
ExpCategory: 1 - Sala	ries And Benefits							
100-522-101.00	Salaries	1,471,177.57	1,670,000.00	137,975.88	1,457,537.14	0.00	212,462.86	12.72 %
100-522-102.00	Salaries Overtime	235,000.00	575,000.00	58,964.12	486,312.07	0.00	88,687.93	15.42 %
100-522-105.00	Salaries Duty Sessions	852,492.27	640,000.00	38,749.24	568,931.43	0.00	71,068.57	11.10 %
100-522-120.00	Payroll Taxes	183,454.28	224,702.00	17,936.50	190,364.50	0.00	34,337.50	15.28 %
100-522-121.00	Workers' Compensation	50,000.00	34,850.00	0.00	34,835.39	0.00	14.61	0.04 %
100-522-122.00	Texas Employement Commission	522.07	6,350.00	127.59	6,162.55	0.00	187.45	2.95 %
100-522-123.00	Retirement Contribution	316,165.07	424,731.00	33,211.28	349,023.57	0.00	75,707.43	17.82 %
<u>100-522-124.01</u>	Health Insurance-Medical	436,671.84	453,000.00	18,465.81	396,930.75	0.00	56,069.25	12.38 %
100-522-124.02	Health Insurance-Dental	14,429.90	14,000.00	560.96	12,165.86	0.00	1,834.14	13.10 %
100-522-124.03	Health Insurance-Life & AD	4,149.66	1,100.00	93.60	1,002.30	0.00	97.70	8.88 %
100-522-124.04	Health Insurance-LTD	0.00	3,000.00	140.13	2,669.23	0.00	330.77	11.03 %
100-522-135.00	Hsa Contribution	7,000.00	8,200.00	0.00	8,200.00	0.00	0.00	0.00 %
100-522-140.00	Longevity	4,944.00	4,944.00	194.00	3,774.00	0.00	1,170.00	23.67 %
100-522-142.00	Cert. Ff Intermediate (ffi)	600.00	1,075.00	37.50	962.50	0.00	112.50	10.47 %
100-522-143.00	Cert. Ff Advanace (ff_a)	4,200.00	4,200.00	175.00	3,675.00	0.00	525.00	12.50 %
100-522-144.00	Cert. Fire Instruct I (ffin)	2,400.00	2,875.00	112.50	2,537.50	0.00	337.50	11.74 %
100-522-145.00	Cert. Structural Colpse (ffsc)	4,200.00	4,390.00	175.00	3,862.50	0.00	527.50	12.02 %
100-522-146.00	Cert. Haz Mat Tech (ffhm)	3,900.00	4,090.00	162.50	3,600.00	0.00	490.00	11.98 %
100-522-147.00	Cert. Emt Intermediate (ffei)	3,600.00	4,725.00	150.00	4,275.00	0.00	450.00	9.52 %
100-522-148.00	Cert. Emt Paramedic (ffep)	16,032.00	22,380.00	835.00	19,873.00	0.00	2,507.00	11.20 %
100-522-153.00	Certification-fto	4,200.00	3,600.00	150.00	3,150.00	0.00	450.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	3,615,138.66	4,107,212.00	308,216.61	3,559,844.29	0.00	547,367.71	13.33%
ExpCategory: 2 - Sup	plies							
100-522-270.00	Office Supplies	5,000.00	5,000.00	0.00	1,972.59	1,727.41	1,300.00	26.00 %
100-522-271.00	Computer Supplies	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
100-522-272.00	Small Tools/equipments	5,000.00	5,000.00	0.00	1,747.41	0.00	3,252.59	65.05 %
100-522-275.00	Janitorial Supplies	15,000.00	15,000.00	0.00	10,113.80	2,886.20	2,000.00	13.33 %
100-522-279.00	Ems Supplies	16,000.00	7,000.00	0.00	5,436.79	502.80	1,060.41	15.15 %
	ExpCategory: 2 - Supplies Total:	43,000.00	34,000.00	0.00	19,270.59	5,116.41	9,613.00	28.27%
ExpCategory: 3 - Serv	vices							
100-522-364.00	Equipment Rental	2,000.00	3,610.00	261.50	3,239.52	368.50	1.98	0.05 %
100-522-372.00	Medical Services	42,000.00	42,000.00	1,000.00	11,000.00	23,036.00	7,964.00	18.96 %
100-522-375.00	Professional Services	0.00	1,200.00	0.00	1,200.00	0.00	0.00	0.00 %
100-522-376.00	Software Subscription Service	38,000.00	38,000.00	90.00	35,363.61	90.00	2,546.39	6.70 %
100-522-383.00	Dispatch Service	128,000.00	131,500.00	24,340.00	131,370.56	0.00	129.44	0.10 %
100-522-384.00	Inter-govt Contract	15,000.00	15,000.00	1,096.50	10,965.00	2,193.00	1,842.00	12.28 %
100-522-392.00	Website	1,000.00	1,000.00	29.99	329.89	29.99	640.12	64.01 %
	ExpCategory: 3 - Services Total:	226,000.00	232,310.00	26,817.99	193,468.58	25,717.49	13,123.93	5.65%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
ExpCategory: 4 - Ut	ilities							
100-522-466.00	Mobile Phone	1,080.00	2,200.00	0.00	1,675.49	0.00	524.51	23.84 %
100-522-467.00	Data Circuit	15,000.00	15,000.00	280.91	10,525.27	0.00	4,474.73	29.83 %
100-522-470.00	Cable	5,220.00	6,720.00	431.95	5,255.49	0.00	1,464.51	21.79 %
	ExpCategory: 4 - Utilities Total:	21,300.00	23,920.00	712.86	17,456.25	0.00	6,463.75	27.02%
ExpCategory: 6 - Ot	her Expenses							
100-522-669.00	Dues & Membership	1,500.00	1,500.00	0.00	330.66	0.00	1,169.34	77.96 %
100-522-670.00	Employee Relations	3,000.00	3,500.00	0.00	2,874.15	108.10	517.75	14.79 %
100-522-671.00	Fuel	42,000.00	40,390.00	0.00	33,046.59	0.00	7,343.41	18.18 %
100-522-671.TD	Fuel	0.00	2,020.00	0.00	1,646.87	0.00	373.13	18.47 %
100-522-674.00	Postage & Courier Service	250.00	250.00	0.00	62.25	0.00	187.75	75.10 %
100-522-679.00	Travel - Training	35,000.00	35,000.00	96.00	28,221.53	1,785.72	4,992.75	14.27 %
100-522-679.TD	Travel - Training	0.00	4,000.00	0.00	3,992.98	0.00	7.02	0.18 %
100-522-680.00	Uniform	70,000.00	70,000.00	0.00	32,272.39	29,362.85	8,364.76	11.95 %
100-522-686.00	Oil & Filter	200.00	400.00	0.00	376.24	0.00	23.76	5.94 %
100-522-691.00	Vff Insurance	6,400.00	6,400.00	0.00	6,214.00	0.00	186.00	2.91 %
	ExpCategory: 6 - Other Expenses Total:	158,350.00	163,460.00	96.00	109,037.66	31,256.67	23,165.67	14.17%
ExpCategory: 7 - Re	pair And Maintenance							
100-522-711.00	Rm - Equipment	48,000.00	63,000.00	13,894.34	58,138.17	670.06	4,191.77	6.65 %
100-522-713.00	Rm - Vehicles	165,000.00	142,175.00	54,047.81	93,564.32	44,178.00	4,432.68	3.12 %
	ExpCategory: 7 - Repair And Maintenance Total:	213,000.00	205,175.00	67,942.15	151,702.49	44,848.06	8,624.45	4.20%
	Division: 522 - Fire Service Total:	4,276,788.66	4,766,077.00	403,785.61	4,050,779.86	106,938.63	608,358.51	12.76%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 523 - Fire N	Marshall (
ExpCategory: 1 -	Salaries And Benefits							
100-523-101.00	Salaries	291,890.28	355,000.00	30,981.46	308,083.67	0.00	46,916.33	13.22 %
100-523-102.00	Salaries Overtime	16,000.00	28,000.00	8,391.29	24,081.13	0.00	3,918.87	14.00 %
100-523-105.00	Salaries Duty Sessions	38,964.31	40,000.00	3,517.72	34,113.20	0.00	5,886.80	14.72 %
100-523-120.00	Payroll Taxes	26,274.83	33,233.00	3,263.47	27,929.36	0.00	5,303.64	15.96 %
100-523-121.00	Workers' Compensation	6,600.00	3,505.00	0.00	3,502.59	0.00	2.41	0.07 %
100-523-122.00	Texas Employement Commission	53.93	900.00	0.00	819.01	0.00	80.99	9.00 %
100-523-123.00	Retirement Contribution	43,882.13	62,816.00	5,747.05	48,492.89	0.00	14,323.11	22.80 %
100-523-124.01	Health Insurance-Medical	48,599.52	64,211.00	3,081.02	54,967.76	0.00	9,243.24	14.40 %
100-523-124.02	Health Insurance-Dental	2,294.50	2,590.00	122.21	2,202.33	0.00	387.67	14.97 %
100-523-124.03	Health Insurance-Life & AD	890.40	200.40	19.50	183.30	0.00	17.10	8.53 %
100-523-124.04	Health Insurance-LTD	0.00	785.00	38.55	659.82	0.00	125.18	15.95 %
100-523-135.00	Hsa Contribution	0.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00 %
100-523-140.00	Longevity	1,488.00	1,488.00	56.00	1,126.00	0.00	362.00	24.33 %
100-523-141.00	Incentive-bilingual	360.00	360.00	15.00	315.00	0.00	45.00	12.50 %
100-523-143.00	Cert. Ff Advanace (ff_a)	1,800.00	1,350.00	50.00	1,200.00	0.00	150.00	11.11 %
100-523-144.00	Cert. Fire Instruct I (ffin)	900.00	675.00	25.00	600.00	0.00	75.00	11.11 %
100-523-145.00	Cert. Structural Colpse (ffsc)	300.00	75.00	0.00	75.00	0.00	0.00	0.00 %
100-523-146.00	Cert. Haz Mat Tech (ffhm)	300.00	75.00	0.00	75.00	0.00	0.00	0.00 %
100-523-147.00	Cert. Emt Intermediate (ffei)	0.00	1,800.00	75.00	1,575.00	0.00	225.00	12.50 %
100-523-148.00	Cert. Emt Paramedic (ffep)	8,016.00	1,002.00	0.00	1,002.00	0.00	0.00	0.00 %
100-523-153.00	Certification-fto	600.00	1,875.00	100.00	1,575.00	0.00	300.00	16.00 %
100-523-154.00	Certification-tcole Intermediate (ii)	480.00	480.00	20.00	420.00	0.00	60.00	12.50 %
100-523-155.00	Certification-tcole Advance (ai)	780.00	780.00	32.50	682.50	0.00	97.50	12.50 %
100-523-156.00	Certification-tcole Master (mast)	0.00	1,080.00	45.00	945.00	0.00	135.00	12.50 %
100-523-157.00	Certification-advanced Accident (adac)	0.00	225.00	12.50	187.50	0.00	37.50	16.67 %
100-523-161.00	Education Pay Bachelors (bpd)	600.00	150.00	0.00	150.00	0.00	0.00	0.00 %
100-523-162.00	Education Pay Masters (mpd)	1,080.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 1 - Salaries And Benefits Total:	492,153.90	604,305.40	55,593.27	516,613.06	0.00	87,692.34	14.51%
ExpCategory: 2 -	Supplies							
100-523-270.00	Office Supplies	2,000.00	4,700.00	159.04	3,466.43	0.00	1,233.57	26.25 %
100-523-272.00	Small Tools/equipments	2,000.00	6,300.00	0.00	4,855.11	0.00	1,444.89	22.93 %
100-523-275.00	Janitorial Supplies	1,000.00	1,000.00	31.76	445.29	0.00	554.71	55.47 %
100-523-280.00	Evidence Supplies	1,500.00	2,500.00	0.00	743.64	0.00	1,756.36	70.25 %
	ExpCategory: 2 - Supplies Total:	6,500.00	14,500.00	190.80	9,510.47	0.00	4,989.53	34.41%
Fw-0-1 2		-,	,		-,		,	
ExpCategory: 3 - 100-523-364.00		2 700 00	2.055.00	277.00	2 465 60	204.46	205.46	6 73 0/
100-523-375.00	Equipment Rental	2,700.00	3,055.00	277.88	2,465.68	384.16	205.16	6.72 %
100-523-375.00	Professional Services	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
100-523-376.00	Software Subscription Service	36,200.00	36,200.00	7,313.68	21,286.10	980.76	13,933.14	38.49 %
<u> 100-223-232.00</u>	Website	500.00	1,900.00	75.00	767.10	432.90	700.00	36.84 %

Division: 523 - Fire Marshall Total:

Budget Report					For Fis	cal: 2023-2024 Pe	eriod Ending: 08	/31/2024
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
	ExpCategory: 3 - Services	Total: 40,900.00	42,655.00	7,666.56	24,518.88	1,797.82	16,338.30	38.30%
ExpCategory: 4 -	Utilities							
100-523-466.00	Mobile Phone	3,240.00	3,700.00	0.00	3,098.40	0.00	601.60	16.26 %
100-523-467.00	Data Circuit	3,720.00	4,370.00	0.00	3,482.50	0.00	887.50	20.31 %
100-523-470.00	Cable	2,160.00	2,160.00	177.57	1,777.50	0.00	382.50	17.71 %
	ExpCategory: 4 - Utilities	Total: 9,120.00	10,230.00	177.57	8,358.40	0.00	1,871.60	18.30%
ExpCategory: 6 -	Other Expenses							
100-523-669.00	Dues & Membership	2,000.00	2,500.00	0.00	1,050.05	0.00	1,449.95	58.00 %
100-523-670.00	Employee Relations	600.00	700.00	137.67	604.43	0.00	95.57	13.65 %
<u>100-523-671.00</u>	Fuel	12,000.00	14,000.00	0.00	10,467.20	0.00	3,532.80	25.23 %
100-523-674.00	Postage & Courier Service	200.00	200.00	0.00	89.00	0.00	111.00	55.50 %
100-523-676.00	Public Relations	2,000.00	1,445.00	25.98	25.98	0.00	1,419.02	98.20 %
100-523-679.00	Travel - Training	7,500.00	11,000.00	500.00	7,476.80	0.00	3,523.20	32.03 %
100-523-680.00	Uniform	11,000.00	18,600.00	0.00	16,594.96	350.00	1,655.04	8.90 %
<u>100-523-686.00</u>	Oil & Filter	125.00	350.00	0.00	339.63	0.00	10.37	2.96 %
	ExpCategory: 6 - Other Expenses	Total: 35,425.00	48,795.00	663.65	36,648.05	350.00	11,796.95	24.18%
ExpCategory: 7 -	Repair And Maintenance							
100-523-711.00	Rm - Equipment	5,000.00	3,400.00	0.00	1,701.62	0.00	1,698.38	49.95 %
100-523-713.00	Rm - Vehicles	5,000.00	13,825.00	0.00	10,429.61	102.39	3,293.00	23.82 %
	ExpCategory: 7 - Repair And Maintenance	Total: 10,000.00	17,225.00	0.00	12,131.23	102.39	4,991.38	28.98%

594,098.90

737,710.40

64,291.85

607,780.09

2,250.21

127,680.10

17.31%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 524 - Emergency	/ Management							
ExpCategory: 1 - Sala	ries And Benefits							
100-524-101.00	Salaries	0.01	0.01	0.00	0.00	0.00	0.01	100.00 %
100-524-120.00	Payroll Taxes	0.01	0.01	0.00	0.60	0.00	-0.59 -5	5,900.00 %
100-524-122.00	Texas Employement Commission	0.01	0.01	0.00	0.00	0.00	0.01	100.00 %
100-524-123.00	Retirement Contribution	0.01	0.01	0.00	1.08	0.00	-1.0710	0,700.00 %
100-524-124.01	Health Insurance-Medical	0.01	0.01	0.00	1.20	0.00	-1.1913	1,900.00 %
100-524-124.02	Health Insurance-Dental	0.01	0.01	0.00	0.03	0.00	-0.02	-200.00 %
100-524-124.03	Health Insurance-Life & AD	0.01	0.01	0.00	0.01	0.00	0.00	0.00 %
100-524-124.04	Health Insurance-LTD	0.00	0.00	0.00	0.02	0.00	-0.02	0.00 %
100-524-135.00	Hsa Contribution	0.01	0.01	0.00	1.75	0.00	-1.7417	7,400.00 %
100-524-140.00	Longevity	0.01	0.01	0.00	8.00	0.00	-7.9979	9,900.00 %
	ExpCategory: 1 - Salaries And Benefits Total:	0.09	0.09	0.00	12.69	0.00	-12.60 1	4,000.00%
ExpCategory: 3 - Serv	ices							
100-524-372.00	Medical Services	9,000.00	9,000.00	750.00	8,250.00	750.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	9,000.00	9,000.00	750.00	8,250.00	750.00	0.00	0.00%
ExpCategory: 4 - Utili	ties							
100-524-470.00	Cable	300.00	300.00	28.70	280.49	0.00	19.51	6.50 %
	ExpCategory: 4 - Utilities Total:	300.00	300.00	28.70	280.49	0.00	19.51	6.50%
ExpCategory: 6 - Other	er Expenses							
100-524-668.00	EMERGENCIES AND DISASTERS	0.00	100,000.00	0.00	10,616.52	0.00	89,383.48	89.38 %
100-524-686.00	Oil & Filter	175.00	345.00	0.00	344.22	0.00	0.78	0.23 %
	ExpCategory: 6 - Other Expenses Total:	175.00	100,345.00	0.00	10,960.74	0.00	89,384.26	89.08%
ExpCategory: 7 - Rep	air And Maintenance							
100-524-711.00	Rm - Equipment	3,000.00	2,830.00	0.00	0.00	0.00	2,830.00	100.00 %
100-524-713.00	Rm - Vehicles	3,000.00	3,000.00	0.00	1,473.23	610.25	916.52	30.55 %
	ExpCategory: 7 - Repair And Maintenance Total:	6,000.00	5,830.00	0.00	1,473.23	610.25	3,746.52	64.26%
	Division: 524 - Emergency Management Total:	15,475.09	115,475.09	778.70	20,977.15	1,360.25	93,137.69	80.66%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 530 - Civic Ce	enter							
ExpCategory: 1 - S	Salaries And Benefits							
100-530-101.00	Salaries	172,128.25	175,600.00	16,529.60	157,603.05	0.00	17,996.95	10.25 %
100-530-102.00	Salaries Overtime	2,040.00	2,040.00	399.54	868.34	0.00	1,171.66	57.43 %
100-530-103.00	Salaries Part Time	35,759.54	25,000.00	1,966.85	19,453.83	0.00	5,546.17	22.18 %
100-530-120.00	Payroll Taxes	16,300.43	15,500.00	1,455.31	13,602.07	0.00	1,897.93	12.24 %
100-530-121.00	Workers' Compensation	400.00	400.00	0.00	400.00	0.00	0.00	0.00 %
100-530-122.00	Texas Employement Commission	36.00	450.00	25.56	426.57	0.00	23.43	5.21 %
<u>100-530-123.00</u>	Retirement Contribution	25,316.18	25,500.00	2,512.72	23,261.92	0.00	2,238.08	8.78 %
<u>100-530-124.01</u>	Health Insurance-Medical	19,855.20	22,000.00	1,093.05	18,702.05	0.00	3,297.95	14.99 %
100-530-124.02	Health Insurance-Dental	463.68	590.00	35.22	485.22	0.00	104.78	17.76 %
<u>100-530-124.03</u>	Health Insurance-Life & AD	499.51	100.00	7.80	85.80	0.00	14.20	14.20 %
100-530-124.04	Health Insurance-LTD	0.00	400.00	16.91	347.91	0.00	52.09	13.02 %
100-530-130.00	Vehicle/ Cell Phone Allowance	4,800.00	4,800.00	400.00	4,400.00	0.00	400.00	8.33 %
100-530-140.00	Longevity	1,104.00	1,104.00	48.00	952.00	0.00	152.00	13.77 %
	ExpCategory: 1 - Salaries And Benefits Total:	278,702.79	273,484.00	24,490.56	240,588.76	0.00	32,895.24	12.03%
ExpCategory: 2 - S	Supplies							
100-530-270.00	Office Supplies	2,000.00	800.00	0.00	469.91	113.78	216.31	27.04 %
100-530-272.00	Small Tools/equipments	800.00	400.00	0.00	147.53	152.47	100.00	25.00 %
100-530-275.00	Janitorial Supplies	2,000.00	1,200.00	0.00	982.36	0.00	217.64	18.14 %
	ExpCategory: 2 - Supplies Total:	4,800.00	2,400.00	0.00	1,599.80	266.25	533.95	22.25%
ExpCategory: 3 - S	Services							
100-530-367.00	Janitorial Service	36,000.00	36,000.00	2,749.00	35,273.00	727.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	36,000.00	36,000.00	2,749.00	35,273.00	727.00	0.00	0.00%
5Cataaaa 4 . I		20,000.00		_,	55,275.55			
ExpCategory: 4 - L 100-530-461.00		22 000 00	10 500 00	057.45	0.006.44	0.00	2 402 50	22.00.0/
100-530-463.00	Electricity	23,000.00	10,500.00	857.15	8,096.41	0.00	2,403.59	22.89 %
100-530-465.00	Water Sewer Landline	8,400.00	8,400.00	432.64	3,391.56	0.00	5,008.44 391.33	59.62 % 17.39 %
100-330-403.00	_	1,860.00 33,260.00	2,250.00 21,150.00	0.00 1,289.79	1,591.18 13,079.15	267.49 267.49	7,803.36	36.90%
	ExpCategory: 4 - Utilities Total:	33,260.00	21,150.00	1,289.79	13,079.15	267.49	7,803.30	36.90%
ExpCategory: 6 - C	•							
100-530-669.00	Dues & Membership	100.00	100.00	42.94	87.94	0.00	12.06	12.06 %
<u>100-530-670.00</u>	Employee Relations	300.00	100.00	0.00	0.00	0.00	100.00	100.00 %
	ExpCategory: 6 - Other Expenses Total:	400.00	200.00	42.94	87.94	0.00	112.06	56.03%
ExpCategory: 7 - R	Repair And Maintenance							
100-530-710.00	Rm - Building & Ground	10,000.00	10,000.00	825.36	9,255.25	453.37	291.38	2.91 %
	ExpCategory: 7 - Repair And Maintenance Total:	10,000.00	10,000.00	825.36	9,255.25	453.37	291.38	2.91%
	Division: 530 - Civic Center Total:	363,162.79	343,234.00	29,397.65	299,883.90	1,714.11	41,635.99	12.13%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent
Division: 531 - Recrea	ation							
ExpCategory: 1 -	Salaries And Benefits							
100-531-102.00	Salaries Overtime	6,000.00	10,500.00	471.41	7,893.92	0.00	2,606.08	24.82 %
100-531-103.00	Salaries Part Time	238,195.84	125,000.00	27,173.44	105,729.71	0.00	19,270.29	15.42 %
100-531-120.00	Payroll Taxes	18,221.97	10,500.00	2,114.83	8,692.30	0.00	1,807.70	17.22 %
100-531-121.00	Workers' Compensation	1,050.00	1,050.00	0.00	1,050.00	0.00	0.00	0.00 %
100-531-122.00	Texas Employement Commission	146.56	1,690.00	276.41	1,130.07	0.00	559.93	33.13 %
	ExpCategory: 1 - Salaries And Benefits Total:	263,614.37	148,740.00	30,036.09	124,496.00	0.00	24,244.00	16.30%
ExpCategory: 2 -	Supplies							
100-531-270.00	Office Supplies	150.00	100.00	0.00	37.96	0.00	62.04	62.04 %
100-531-272.00	Small Tools/equipments	0.00	245.95	0.00	242.03	0.00	3.92	1.59 %
100-531-275.00	Janitorial Supplies	1,500.00	600.00	53.26	430.71	0.00	169.29	28.22 %
	ExpCategory: 2 - Supplies Total:	1,650.00	945.95	53.26	710.70	0.00	235.25	24.87%
ExpCategory: 6 -	Other Expenses							
100-531-665.00	Community Events	97,000.00	148,000.00	2,767.15	84,079.95	12,274.62	51,645.43	34.90 %
100-531-680.00	Uniform	1,100.00	1,100.00	0.00	922.00	0.00	178.00	16.18 %
	ExpCategory: 6 - Other Expenses Total:	98,100.00	149,100.00	2,767.15	85,001.95	12,274.62	51,823.43	34.76%
	Division: 531 - Recreation Total:	363,364.37	298,785.95	32,856.50	210,208.65	12,274.62	76,302.68	25.54%

		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	
Division: 540 - Municipal	Court							
ExpCategory: 1 - Sala								
100-540-101.00	Salaries	296,692.96	292,000.00	29,224.26	264,333.67	0.00	27,666.33	9.47 %
<u>100-540-102.00</u>	Salaries Overtime	1,000.00	1,000.00	0.00	204.01	0.00	795.99	79.60 %
100-540-107.00	Judges Compensation	90,000.00	65,000.00	2,225.00	50,612.50	0.00	14,387.50	22.13 %
100-540-108.00	Prosecutor Compensation	52,800.00	40,000.00	800.00	23,200.00	0.00	16,800.00	42.00 %
100-540-120.00	Payroll Taxes	23,668.94	30,800.00	2,478.80	25,624.98	0.00	5,175.02	16.80 %
100-540-121.00	Workers' Compensation	2,400.00	500.00	0.00	488.91	0.00	11.09	2.22 %
100-540-122.00	Texas Employement Commission	63.59	1,000.00	11.70	967.99	0.00	32.01	3.20 %
100-540-123.00	Retirement Contribution	42,183.35	43,034.00	4,316.86	38,889.42	0.00	4,144.58	9.63 %
100-540-124.01	Health Insurance-Medical	71,290.32	68,000.00	1,920.35	61,328.95	0.00	6,671.05	9.81 %
100-540-124.02	Health Insurance-Dental	2,272.32	2,260.00	55.02	1,939.02	0.00	320.98	14.20 %
100-540-124.03	Health Insurance-Life & AD	910.35	260.00	19.50	214.50	0.00	45.50	17.50 %
100-540-124.04	Health Insurance-LTD	0.00	675.00	28.13	578.85	0.00	96.15	14.24 %
100-540-130.00	Vehicle/ Cell Phone Allowance	5,700.00	5,700.00	437.50	5,187.50	0.00	512.50	8.99 %
100-540-135.00	Hsa Contribution	1,000.00	1,200.00	0.00	1,200.00	0.00	0.00	0.00 %
100-540-140.00	Longevity	3,168.00	3,168.00	132.00	2,696.00	0.00	472.00	14.90 %
100-540-141.00	Incentive-bilingual	1,440.00	1,440.00	60.00	1,260.00	0.00	180.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	594,589.83	556,037.00	41,709.12	478,726.30	0.00	77,310.70	13.90%
ExpCategory: 2 - Supp	plies							
100-540-270.00	Office Supplies	4,000.00	3,500.00	0.00	2,836.82	397.33	265.85	7.60 %
	ExpCategory: 2 - Supplies Total:	4,000.00	3,500.00	0.00	2,836.82	397.33	265.85	7.60%
ExpCategory: 3 - Serv	ices							
100-540-375.00	Professional Services	1,000.00	500.00	0.00	180.00	0.00	320.00	64.00 %
	ExpCategory: 3 - Services Total:	1,000.00	500.00	0.00	180.00	0.00	320.00	64.00%
ExpCategory: 4 - Utili	ties							
100-540-470.00	Cable	100.00	135.00	13.39	120.09	0.00	14.91	11.04 %
	ExpCategory: 4 - Utilities Total:	100.00	135.00	13.39	120.09	0.00	14.91	11.04%
ExpCategory: 6 - Othe	er Expenses							
<u>100-540-670.00</u>	Employee Relations	500.00	800.00	57.53	619.06	0.00	180.94	22.62 %
100-540-674.00	Postage & Courier Service	5,000.00	3,200.00	0.00	2,514.27	0.00	685.73	21.43 %
100-540-680.00	Uniform	200.00	150.00	0.00	118.00	0.00	32.00	21.33 %
	ExpCategory: 6 - Other Expenses Total:	5,700.00	4,150.00	57.53	3,251.33	0.00	898.67	21.65%
	Division: 540 - Municipal Court Total:	605,389.83	564,322.00	41,780.04	485,114.54	397.33	78,810.13	13.97%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 542 - Human	Resources							
ExpCategory: 1 - S	alaries And Benefits							
100-542-101.00	Salaries	172,162.03	174,110.00	13,699.90	153,560.03	0.00	20,549.97	11.80 %
100-542-103.00	Salaries Part Time	18,255.02	15,620.00	2,043.00	12,536.10	0.00	3,083.90	19.74 %
100-542-120.00	Payroll Taxes	14,513.60	14,586.00	1,008.33	13,040.88	0.00	1,545.12	10.59 %
100-542-121.00	Workers' Compensation	680.00	225.00	0.00	221.58	0.00	3.42	1.52 %
100-542-122.00	Texas Employement Commission	27.00	420.00	26.56	350.20	0.00	69.80	16.62 %
100-542-123.00	Retirement Contribution	25,297.10	25,312.00	1,607.34	23,355.61	0.00	1,956.39	7.73 %
<u>100-542-124.01</u>	Health Insurance-Medical	23,306.16	30,000.00	-1,326.57	22,536.99	0.00	7,463.01	24.88 %
100-542-124.02	Health Insurance-Dental	872.88	1,100.00	-46.46	796.65	0.00	303.35	27.58 %
100-542-124.03	Health Insurance-Life & AD	499.21	110.00	3.29	85.80	0.00	24.20	22.00 %
100-542-124.04	Health Insurance-LTD	0.00	400.00	0.16	348.03	0.00	51.97	12.99 %
100-542-130.00	Vehicle/ Cell Phone Allowance	4,800.00	4,800.00	400.00	4,400.00	0.00	400.00	8.33 %
100-542-134.00	Short Term Disability	20,000.00	16,000.00	2,639.52	6,982.36	0.00	9,017.64	56.36 %
100-542-135.00	Hsa Contribution	2,000.00	1,200.00	0.00	1,200.00	0.00	0.00	0.00 %
100-542-140.00	Longevity	576.00	576.00	24.00	462.00	0.00	114.00	19.79 %
100-542-141.00	Incentive-bilingual	360.00	360.00	15.00	315.00	0.00	45.00	12.50 %
	ExpCategory: 1 - Salaries And Benefits Total:	283,349.00	284,819.00	20,094.07	240,191.23	0.00	44,627.77	15.67%
ExpCategory: 2 - S	upplies							
100-542-270.00	Office Supplies	800.00	1,500.00	0.00	1,406.92	0.00	93.08	6.21 %
100-542-271.00	Computer Supplies	800.00	260.00	0.00	0.00	259.38	0.62	0.24 %
	ExpCategory: 2 - Supplies Total:	1,600.00	1,760.00	0.00	1,406.92	259.38	93.70	5.32%
ExpCategory: 3 - S	ervices							
100-542-361.00	Consulting Service	42,000.00	42,000.00	3,500.00	37,647.71	4,352.29	0.00	0.00 %
100-542-364.00	Equipment Rental	480.00	480.00	39.00	429.00	51.00	0.00	0.00 %
100-542-375.00	Professional Services	9,320.00	9,320.00	342.00	6,468.47	2,319.53	532.00	5.71 %
100-542-376.00	Software Subscription Service	3,300.00	3,300.00	274.00	2,540.00	0.00	760.00	23.03 %
	ExpCategory: 3 - Services Total:	55,100.00	55,100.00	4,155.00	47,085.18	6,722.82	1,292.00	2.34%
ExpCategory: 4 - L		·	•	•	•	•	·	
100-542-466.00	Mobile Phone	600.00	540.00	0.00	388.69	0.00	151.31	28.02 %
100 3 12 100.00	ExpCategory: 4 - Utilities Total:	600.00	540.00	0.00	388.69	0.00	151.31	28.02%
	, ,	000.00	340.00	0.00	388.03	0.00	131.31	28.02/6
ExpCategory: 6 - C	•							
<u>100-542-669.00</u>	Dues & Membership	455.00	455.00	0.00	244.00	0.00	211.00	46.37 %
<u>100-542-670.00</u>	Employee Relations	20,000.00	20,000.00	8,800.56	19,374.79	0.00	625.21	3.13 %
<u>100-542-674.00</u>	Postage & Courier Service	50.00	50.00	0.00	1.59	0.00	48.41	96.82 %
<u>100-542-677.00</u>	Recruiting	300.00	300.00	0.00	149.46	0.00	150.54	50.18 %
<u>100-542-679.00</u>	Travel - Training	2,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
100-542-682.00	Employee Testing	10,000.00	8,500.00	0.00	4,944.80	2,551.00	1,004.20	11.81 %

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
100-542-685.00	Citywide Training	_	8,000.00	6,145.00	0.00	0.00	0.00	6,145.00	100.00 %
		ExpCategory: 6 - Other Expenses Total:	40,805.00	36,450.00	8,800.56	24,714.64	2,551.00	9,184.36	25.20%
		Division: 542 - Human Resources Total:	381,454.00	378,669.00	33,049.63	313,786.66	9,533.20	55,349.14	14.62%

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			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Division: 900 - Misce									
ExpCategory: 6 -	Other Expenses								
<u>100-900-667.00</u>	Deductibles-Claim	_	2,000.00	4,000.00	0.00	3,000.00	0.00	1,000.00	25.00 %
		ExpCategory: 6 - Other Expenses Total:	2,000.00	4,000.00	0.00	3,000.00	0.00	1,000.00	25.00%
		Division: 900 - Miscellaneous Total:	2,000.00	4,000.00	0.00	3,000.00	0.00	1,000.00	25.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) Rei	Percent maining
	ord Economic Development - Other Expenses							
100-990-693.00	Claims & Judgement	0.00	20,000.00	0.00	0.00	0.00	20,000.00 1	.00.00 %
	ExpCategory: 6 - Other Expenses Total:	0.00	20,000.00	0.00	0.00	0.00	20,000.00 1	100.00%
	Division: 990 - Stafford Economic Development Total:	0.00	20,000.00	0.00	0.00	0.00	20,000.00 1	100.00%

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			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Division: 995 - Debt ExpCategory: 8 -	•								
100-995-847.00	Sales Tax Repayment To State		142,752.00	142,752.00	0.00	118,959.10	0.00	23,792.90	16.67 %
	ExpCateg	gory: 8 - Debt Total:	142,752.00	142,752.00	0.00	118,959.10	0.00	23,792.90	16.67%
	Division: 995 - D	ebt Payment Total:	142,752.00	142,752.00	0.00	118,959.10	0.00	23,792.90	16.67%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 999 - Transfers								
ExpCategory: 9 - Tra	nsfers							
100-999-915.00	Transfer To Mst	891,995.00	2,596,009.91	0.00	0.00	0.00	2,596,009.91	100.00 %
100-999-950.00	Transfer To Ds	849,190.00	849,190.00	0.00	636,892.50	0.00	212,297.50	25.00 %
	ExpCategory: 9 - Transfers Total:	1,741,185.00	3,445,199.91	0.00	636,892.50	0.00	2,808,307.41	81.51%
	Division: 999 - Transfers Total:	1,741,185.00	3,445,199.91	0.00	636,892.50	0.00	2,808,307.41	81.51%
	Expense Total:	30,058,683.00	30,609,965.08	1,890,134.12	22,874,552.82	565,373.62	7,170,038.64	23.42%
	Fund: 100 - GENERAL FUND - OPERATING Surplus (Deficit):	-3,029,811.00	-422,296.50	422,008.40	2,144,473.02	-565,373.62	2,001,395.90	473.93%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUN	D - NON-OPERATING							
Revenue								
RevSubCategory: 10	O - Taxes							
RevDept: 90 - No	n Department							
<u>101-90-4105.00</u>	1% Peg Fees	31,200.00	26,000.00	0.00	19,114.77	0.00	-6,885.23	26.48 %
	RevDept: 90 - Non Department Total:	31,200.00	26,000.00	0.00	19,114.77	0.00	-6,885.23	26.48%
	RevSubCategory: 10 - Taxes Total:	31,200.00	26,000.00	0.00	19,114.77	0.00	-6,885.23	26.48%
• .	5 - Investment Income							
RevDept: 90 - No	•							
<u>101-90-4500.00</u>	Interest Income	75,000.00	120,000.00	6,718.75	105,044.38	0.00	-14,955.62	12.46 %
<u>101-90-4510.00</u>	Unrealized Gain-loss	0.00	0.00	0.00	18,960.00	0.00	18,960.00	0.00 %
	RevDept: 90 - Non Department Total:	75,000.00	120,000.00	6,718.75	124,004.38	0.00	4,004.38	3.34%
	RevSubCategory: 15 - Investment Income Total:	75,000.00	120,000.00	6,718.75	124,004.38	0.00	4,004.38	3.34%
RevSubCategory: 32	2 - Transfers							
RevDept: 90 - No	n Department							
<u>101-90-4910.00</u>	Operating Transfer In-Gen Fund	891,995.00	2,596,009.91	0.00	0.00	0.00	-2,596,009.91	100.00 %
101-90-4931.00	Operating Transfer In-hot	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	RevDept: 90 - Non Department Total:	1,016,995.00	2,596,009.91	0.00	0.00	0.00	-2,596,009.91	100.00%
	RevSubCategory: 32 - Transfers Total:	1,016,995.00	2,596,009.91	0.00	0.00	0.00	-2,596,009.91	100.00%
	Revenue Total:	1,123,195.00	2,742,009.91	6,718.75	143,119.15	0.00	-2,598,890.76	94.78%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 501 - May	or / City Council							
ExpCategory: 6	5 - Other Expenses							
<u>101-501-688.VP</u>	Advertising & Marketing	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00 %
	ExpCategory: 6 - Other Expenses Total:	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00%
	Division: 501 - Mayor / City Council Total:	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Division: 502 - Finance		_	_	•				_
ExpCategory: 2 - Su	pplies							
<u>101-502-272.FR</u>	Small Tools/equipments-ARPA	0.00	8,520.00	0.00	6,407.12	0.00	2,112.88	24.80 %
	ExpCategory: 2 - Supplies Total:	0.00	8,520.00	0.00	6,407.12	0.00	2,112.88	24.80%
ExpCategory: 3 - Se	rvices							
<u>101-502-376.FR</u>	Software Subscription Service-AARP	0.00	12,057.50	0.00	3,672.50	8,385.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	0.00	12,057.50	0.00	3,672.50	8,385.00	0.00	0.00%
	Division: 502 - Finance Total:	0.00	20,577.50	0.00	10,079.62	8,385.00	2,112.88	10.27%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
•	Administration (General Government							
ExpCategory: 3	3 - Services							
101-503-375.FR	Professional Services-ARPA	0.00	600.00	240.00	240.00	0.00	360.00	60.00 %
	ExpCategory: 3 - Services Total:	0.00	600.00	240.00	240.00	0.00	360.00	60.00%
	Division: 503 - City Administration (General Government Total:	0.00	600.00	240.00	240.00	0.00	360.00	60.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 505 - Multin	nedia							
ExpCategory: 2 -	Supplies							
<u>101-505-272.FR</u>	Small Tools/equipments-ARPA	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100.00 %
	ExpCategory: 2 - Supplies Total:	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100.00%
ExpCategory: 7 -	Repair And Maintenance							
<u>101-505-711.FR</u>	Rm - Equipment-AARP	0.00	6,609.84	0.00	6,564.84	0.00	45.00	0.68 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	6,609.84	0.00	6,564.84	0.00	45.00	0.68%
	Division: 505 - Multimedia Total:	0.00	86,609.84	0.00	6,564.84	0.00	80,045.00	92.42%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 506 - Informa	ation Technology							
ExpCategory: 2 - S	Supplies							
101-506-272.00	Small Tools/equipments	160,000.00	71,556.00	0.00	0.00	0.00	71,556.00	100.00 %
101-506-272.FR	Small Tools/equipments-ARPA	0.00	2,214.10	0.00	0.00	2,214.10	0.00	0.00 %
	ExpCategory: 2 - Supplies Total:	160,000.00	73,770.10	0.00	0.00	2,214.10	71,556.00	97.00%
ExpCategory: 3 - S	Services							
101-506-376.FR	Software Subscription Service-AARP	0.00	102,822.00	0.00	42,822.00	60,000.00	0.00	0.00 %
	ExpCategory: 3 - Services Total:	0.00	102,822.00	0.00	42,822.00	60,000.00	0.00	0.00%
ExpCategory: 5 - C	Captial Outlay							
<u>101-506-561.00</u>	Capital Asset-stand Alone	0.00	0.00	0.00	0.00	-6,700.00	6,700.00	0.00 %
101-506-561.FR	Capital Asset-stand Alone-AARP	0.00	161,877.90	0.00	104,495.00	30,113.00	27,269.90	16.85 %
	ExpCategory: 5 - Captial Outlay Total:	0.00	161,877.90	0.00	104,495.00	23,413.00	33,969.90	20.98%
	Division: 506 - Information Technology Total:	160,000.00	338,470.00	0.00	147,317.00	85,627.10	105,525.90	31.18%

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			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 511 - Parks									
ExpCategory: 2 - S	Supplies								
101-511-272.00	Small Tools/equipments	_	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00 %
		ExpCategory: 2 - Supplies Total:	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00%
		Division: 511 - Parks Total:	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	
Division: 512 - Street								
ExpCategory: 2 - Supp	lies							
101-512-272.FR	Small Tools/equipments-ARPA	0.00	15,000.00	0.00	10,760.00	0.00	4,240.00	28.27 %
	ExpCategory: 2 - Supplies Total:	0.00	15,000.00	0.00	10,760.00	0.00	4,240.00	28.27%
ExpCategory: 5 - Capt	ial Outlay							
<u>101-512-561.FR</u>	Capital Asset-stand Alone-ARPA	0.00	260,000.00	0.00	0.00	0.00	260,000.00	100.00 %
<u>101-512-570.00</u>	Vehicle	400,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
101-512-570.FR	Vehicle-AARP	0.00	400,000.00	0.00	0.00	330,300.00	69,700.00	17.43 %
	ExpCategory: 5 - Captial Outlay Total:	400,000.00	660,000.00	0.00	0.00	330,300.00	329,700.00	49.95%
ExpCategory: 7 - Repa	ir And Maintenance							
<u>101-512-716.00</u>	Rm - Street	0.00	69,777.00	9,938.55	69,776.56	0.00	0.44	0.00 %
101-512-716.FR	Rm - Street-AARP	0.00	871,522.00	0.00	870,959.35	0.00	562.65	0.06 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	941,299.00	9,938.55	940,735.91	0.00	563.09	0.06%
	Division: 512 - Street Total:	400,000.00	1,616,299.00	9,938.55	951,495.91	330,300.00	334,503.09	20.70%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 513 - Fleet								
ExpCategory: 2 - Su	upplies							
101-513-272.00	Small Tools/equipments	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
	ExpCategory: 2 - Supplies Total:	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
ExpCategory: 5 - Ca	aptial Outlay							
<u>101-513-561.00</u>	Capital Asset-stand Alone	108,500.00	108,500.00	0.00	25,500.00	0.00	83,000.00	76.50 %
101-513-561.FR	Capital Asset-stand Alone-ARPA	0.00	234,000.00	0.00	8,648.00	0.00	225,352.00	96.30 %
	ExpCategory: 5 - Captial Outlay Total:	108,500.00	342,500.00	0.00	34,148.00	0.00	308,352.00	90.03%
	Division: 513 - Fleet Total:	113,500.00	347,500.00	0.00	34,148.00	0.00	313,352.00	90.17%

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		Original	Current Pe	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Division: 515 - Facility	,							
ExpCategory: 5 - 0	Captial Outlay							
<u>101-515-565.00</u>	Facility Rehab	625,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00 %
<u>101-515-565.FR</u>	Facility Rehab-AARP	0.00	243,717.00	0.00	0.00	145,134.66	98,582.34	40.45 %
	ExpCategory: 5 - Captial Outlay Total:	625,000.00	368,717.00	0.00	0.00	145,134.66	223,582.34	60.64%
ExpCategory: 7 - I	Repair And Maintenance							
101-515-710.FR	Rm - Building & Ground-ARPA	0.00	31,480.00	0.00	6,480.00	0.00	25,000.00	79.42 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	31,480.00	0.00	6,480.00	0.00	25,000.00	79.42%
	Division: 515 - Facility Total:	625,000.00	400,197.00	0.00	6,480.00	145,134.66	248,582.34	62.11%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 520 - Police	Service							
ExpCategory: 5 -	Captial Outlay							
101-520-561.00	Capital Asset-stand Alone	36,935.00	36,935.00	0.00	34,101.16	0.00	2,833.84	7.67 %
101-520-570.00	Vehicle	0.00	12,509.00	0.00	12,509.00	0.00	0.00	0.00 %
<u>101-520-570.FR</u>	Vehicle-AARP	0.00	245,698.58	14,385.50	195,030.08	50,667.58	0.92	0.00 %
101-520-570.JA	Vehicle-justice Assistance	0.00	240,533.00	57,766.46	57,766.46	182,766.46	0.08	0.00 %
	ExpCategory: 5 - Captial Outlay Total:	36,935.00	535,675.58	72,151.96	299,406.70	233,434.04	2,834.84	0.53%
ExpCategory: 7 -	Repair And Maintenance							
101-520-710.00	Rm - Building & Ground	800.00	800.00	0.00	0.00	0.00	800.00	100.00 %
	ExpCategory: 7 - Repair And Maintenance Total:	800.00	800.00	0.00	0.00	0.00	800.00	100.00%
	Division: 520 - Police Service Total:	37,735.00	536,475.58	72,151.96	299,406.70	233,434.04	3,634.84	0.68%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 522 - Fire S	ervice							
ExpCategory: 5	- Captial Outlay							
101-522-561.00	Capital Asset-stand Alone	100,000.00	100,000.00	0.00	99,114.75	0.00	885.25	0.89 %
<u>101-522-561.AF</u>	Capital Asset-stand Alone-Assist to FF Grant	0.00	44,000.00	0.00	34,764.50	0.00	9,235.50	20.99 %
	ExpCategory: 5 - Captial Outlay Total:	100,000.00	144,000.00	0.00	133,879.25	0.00	10,120.75	7.03%
	Division: 522 - Fire Service Total:	100,000.00	144,000.00	0.00	133,879.25	0.00	10,120.75	7.03%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 523 - Fire N	Marshall (
ExpCategory: 2	- Supplies							
<u>101-523-272.FR</u>	Small Tools/equipments	0.00	12,625.99	0.00	12,313.99	0.00	312.00	2.47 %
	ExpCategory: 2 - Supplies Total:	0.00	12,625.99	0.00	12,313.99	0.00	312.00	2.47%
ExpCategory: 5 -	- Captial Outlay							
101-523-570.00	Vehicle	0.00	21,995.00	0.00	21,995.00	0.00	0.00	0.00 %
<u>101-523-570.FR</u>	Vehicle-ARPA	0.00	30,000.00	0.00	30,000.00	0.00	0.00	0.00 %
	ExpCategory: 5 - Captial Outlay Total:	0.00	51,995.00	0.00	51,995.00	0.00	0.00	0.00%
	Division: 523 - Fire Marshall Total:	0.00	64.620.99	0.00	64.308.99	0.00	312.00	0.48%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 524 - Emer ExpCategory: 5	gency Management							
101-524-561.EC		0.00	246 044 00	0.00	0.00	0.00	246 044 00	400.00.00
101-324-301.LC	Capital Asset-stand Alone-ECO Grant	0.00	346,011.00	0.00	0.00	0.00	346,011.00	100.00 %
	ExpCategory: 5 - Captial Outlay Total:	0.00	346,011.00	0.00	0.00	0.00	346,011.00	100.00%
	Division: 524 - Emergency Management Total:	0.00	346,011.00	0.00	0.00	0.00	346,011.00	100.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 530 - Civic Co	enter							
ExpCategory: 2 - 5	Supplies							
101-530-272.FR	Small Tools/equipments-ARPA	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100.00 %
	ExpCategory: 2 - Supplies Total:	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
ExpCategory: 7 - I	Repair And Maintenance							
<u>101-530-710.FR</u>	Rm - Building & Ground-ARPA	0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
	Division: 530 - Civic Center Total:	0.00	26,000.00	0.00	0.00	0.00	26,000.00	100.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 531 - Recre	eation							
ExpCategory: 2	- Supplies							
101-531-272.00	Small Tools/equipments	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00 %
101-531-272.FR	Small Tools/equipments-AARP	0.00	2,083.00	0.00	1,543.00	0.00	540.00	25.92 %
	ExpCategory: 2 - Supplies Total:	15,000.00	17,083.00	0.00	1,543.00	0.00	15,540.00	90.97%
	Division: 531 - Recreation Total:	15,000.00	17,083.00	0.00	1,543.00	0.00	15,540.00	90.97%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 542 - Hun	man Resources							
ExpCategory:	6 - Other Expenses							
<u>101-542-679.FR</u>	Travel - Training-ARPA	0.00	7,000.00	0.00	1,891.48	0.00	5,108.52	72.98 %
	ExpCategory: 6 - Other Expenses Total:	0.00	7,000.00	0.00	1,891.48	0.00	5,108.52	72.98%
	Division: 542 - Human Resources Total:	0.00	7,000.00	0.00	1,891.48	0.00	5,108.52	72.98%
	Expense Total:	1,458,235.00	3,988,443.91	82,330.51	1,657,354.79	802,880.80	1,528,208.32	38.32%
	Fund: 101 - GENERAL FUND - NON-OPERATING Surplus (Deficit):	-335.040.00	-1.246.434.00	-75.611.76	-1.514.235.64	-802.880.80	-1.070.682.44	-85.90%

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							Variance	
		Original	Current	Period	Fiscal	F	Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Kemaining
Fund: 121 - STAFFORD CENT	RE - OPERATING							
Revenue								
RevSubCategory: 15 -								
RevDept: 90 - Non I	Department							
<u>121-90-4501.00</u>	Sc-interest Income	11,000.00	22,500.00	0.00	19,375.13	0.00	-3,124.87	13.89 %
	RevDept: 90 - Non Department Total:	11,000.00	22,500.00	0.00	19,375.13	0.00	-3,124.87	13.89%
	RevSubCategory: 15 - Investment Income Total:	11,000.00	22,500.00	0.00	19,375.13	0.00	-3,124.87	13.89%
RevSubCategory: 20 -	Charges for Services							
RevDept: 80 - Perfo	rming Art Center							
<u>121-80-4421.00</u>	Sc-rental Income	1,300,000.00	1,400,000.00	-1,100.00	1,140,434.20	0.00	-259,565.80	18.54 %
<u>121-80-4422.00</u>	Sc-event Staffing & Cleaning	395,000.00	395,000.00	0.00	280,075.00	0.00	-114,925.00	29.09 %
<u>121-80-4423.00</u>	Sc-equipment Rental	55,000.00	70,000.00	535.00	62,250.00	0.00	-7,750.00	11.07 %
<u>121-80-4424.00</u>	Sc-Facility Fees	60,000.00	65,000.00	0.00	52,560.00	0.00	-12,440.00	19.14 %
<u>121-80-4426.00</u>	Sc-concessions	8,500.00	11,500.50	0.00	11,500.50	0.00	0.00	0.00 %
<u>121-80-4427.00</u>	Sc-merchandise	9,000.00	9,000.00	0.00	8,602.46	0.00	-397.54	4.42 %
<u>121-80-4428.00</u>	Sc-electrical Service/wi-fi	13,500.00	23,500.00	250.00	20,680.00	0.00	-2,820.00	12.00 %
<u>121-80-4429.00</u>	Sc-Ticket Order/Handling Fees	75,000.00	75,000.00	0.00	39,583.50	0.00	-35,416.50	47.22 %
<u>121-80-4430.00</u>	Sc-other	5,000.00	16,500.00	509.12	15,582.12	0.00	-917.88	5.56 %
<u>121-80-4432.00</u>	Sc-Audio Video Packages	0.00	5,000.00	300.00	300.00	0.00	-4,700.00	94.00 %
	RevDept: 80 - Performing Art Center Total:	1,921,000.00	2,070,500.50	494.12	1,631,567.78	0.00	-438,932.72	21.20%
RevDept: 90 - Non [Department							
<u>121-90-4431.00</u>	SC-Etix Fees & CC	5,000.00	15,000.00	0.00	12,097.42	0.00	-2,902.58	19.35 %
	RevDept: 90 - Non Department Total:	5,000.00	15,000.00	0.00	12,097.42	0.00	-2,902.58	19.35%
	RevSubCategory: 20 - Charges for Services Total:	1,926,000.00	2,085,500.50	494.12	1,643,665.20	0.00	-441,835.30	21.19%
RevSubCategory: 32 -	Transfers							
RevDept: 90 - Non [Department							
<u>121-90-4931.00</u>	Operating Transfer In-hot	900,000.00	900,000.00	0.00	225,000.00	0.00	-675,000.00	75.00 %
<u>121-90-4932.00</u>	Operating Transfer In-sedc	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	RevDept: 90 - Non Department Total:	950,000.00	900,000.00	0.00	225,000.00	0.00	-675,000.00	75.00%
	RevSubCategory: 32 - Transfers Total:	950,000.00	900,000.00	0.00	225,000.00	0.00	-675,000.00	75.00%
	Revenue Total:	2,887,000.00	3,008,000.50	494.12	1,888,040.33	0.00	-1,119,960.17	37.23%

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Expense								
Division: 541 - Stafford	Centre							
ExpCategory: 0 - Co								
<u>121-541-001.00</u>	Contingency	22,035.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 0 - Contingency Total:	22,035.00	0.00	0.00	0.00	0.00	0.00	0.00%
EvnCatagony 1 Sa	laries And Benefits							
121-541-101.00	Salaries	469,851.00	477,286.00	18,809.64	414,573.60	0.00	62,712.40	13.14 %
121-541-103.00	Salaries Part Time	247,428.00	288,928.00	6,407.33	234,385.29	0.00	54,542.71	18.88 %
121-541-107.00	Salaries - Sales Commission	32,000.00	32,000.00	0.00	7,500.00	0.00	24,500.00	76.56 %
121-541-120.00	Payroll Taxes	58,683.00	59,583.00	1,897.31	51,046.39	0.00	8,536.61	14.33 %
121-541-121.00	Workers' Compensation	8,500.00	8,500.00	0.00	743.00	0.00	7,757.00	91.26 %
121-541-122.00	Texas Employement Commission	4,804.00	5,004.00	0.00	2,654.06	0.00	2,349.94	46.96 %
121-541-123.00	Retirement Contribution	21,670.00	18,170.00	648.46	15,503.35	0.00	2,666.65	14.68 %
121-541-124.00	Health Insurance	119,489.00	99,489.00	8,864.50	80,584.57	0.00	18,904.43	19.00 %
121-541-130.00	Vehicle/ Cell Phone Allowance	5,100.00	5,100.00	0.00	4,675.00	0.00	425.00	8.33 %
	ExpCategory: 1 - Salaries And Benefits Total:	967,525.00	994,060.00	36,627.24	811,665.26	0.00	182,394.74	18.35%
ExpCategory: 2 - Su	innlies							
121-541-270.00	Office Supplies	8,000.00	6,000.00	191.55	2,969.90	0.00	3,030.10	50.50 %
121-541-272.00	Small Tools/equipments	30,000.00	52,304.00	7,019.81	43,038.70	8,069.48	1,195.82	2.29 %
121-541-278.00	Resale Items	4,000.00	4,000.00	0.00	3,133.61	0.00	866.39	21.66 %
	ExpCategory: 2 - Supplies Total:	42,000.00	62,304.00	7,211.36	49,142.21	8,069.48	5,092.31	8.17%
		,	02,0000	7,22.00	.5,2 .2.22	3,000.10	5,652.62	0.27,0
ExpCategory: 3 - Se 121-541-364.00		6.760.00	0.760.00	0.00	2.054.04	645.00	4.260.00	40.62.0/
121-541-365.00	Equipment Rental	6,760.00	8,760.00	0.00	3,854.01	645.99	4,260.00	48.63 %
121-541-367.00	Financial Services	37,000.00	38,450.00	2,831.47	34,831.47	2,500.00	1,118.53	2.91 %
121-541-368.00	Janitorial Service	275,275.00	304,072.47	15,640.50	260,003.09	20,125.50	23,943.88	7.87 %
121-541-373.00	Landscape Service	49,000.00	64,900.00	4,723.68	48,481.33	8,400.14	8,018.53	12.36 %
121-541-375.00	Pest Control Service	4,200.00	4,200.00	330.00	3,300.00	330.00	570.00	13.57 %
121-541-376.00	Professional Services	7,750.00	21,550.00	2,388.01	15,178.60	2,817.50	3,553.90	16.49 %
121-541-377.00	Software Subscription Service	16,298.00	25,798.00	9,000.00	23,819.48	1,645.55	332.97	1.29 % 0.00 %
121-541-393.00	Gargage Collection Service Entertainment Service	19,400.00	4,194.28	0.00	4,194.28	0.00	0.00	23.06 %
121-541-396.00		160,000.00	150,000.00	1,827.00	105,792.63	9,622.50	34,584.87	
121-541-397.00	Sc Management Fees Sc Management Fees-bonus	208,680.00 41,734.00	208,680.00 41,734.00	0.00 0.00	173,891.20 41,733.89	34,778.24 0.00	10.56 0.11	0.01 % 0.00 %
121 341 337.00	ExpCategory: 3 - Services Total:	826,097.00	872,338.75	36,740.66	715,079.98	80,865.42	76,393.35	8.76%
	, ,	820,037.00	672,336.73	30,740.00	713,073.36	80,803.42	70,333.33	8.70%
ExpCategory: 4 - Ut								
<u>121-541-461.00</u>	Electricity	180,000.00	170,000.00	0.00	137,682.71	0.00	32,317.29	19.01 %
<u>121-541-462.00</u>	Natural Gas	30,000.00	22,000.00	819.82	19,149.33	0.00	2,850.67	12.96 %
121-541-463.00	Water Sewer	20,000.00	25,000.00	1,003.48	18,864.73	0.00	6,135.27	24.54 %
<u>121-541-465.00</u>	Landline	20,000.00	21,000.00	3,564.65	17,906.80	0.00	3,093.20	14.73 %
121-541-466.00	Mobile Phone	1,600.00	1,400.00	86.48	865.12	457.86	77.02	5.50 %

							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
121-541-469.00	Internet	18,000.00	5,700.00	359.80	3,931.26	0.00	1,768.74	31.03 %
	ExpCategory: 4 - Utilities Total:	269,600.00	245,100.00	5,834.23	198,399.95	457.86	46,242.19	18.87%
ExpCategory: 6 - Ot	her Expenses							
<u>121-541-661.00</u>	Bus Meals And Travel Exp	2,500.00	2,500.00	969.19	1,521.75	0.00	978.25	39.13 %
<u>121-541-669.00</u>	Dues & Membership	3,150.00	1,750.00	0.00	1,540.00	0.00	210.00	12.00 %
<u>121-541-674.00</u>	Postage & Courier Service	800.00	2,320.00	99.00	1,380.64	276.30	663.06	28.58 %
<u>121-541-675.00</u>	Property & Liability Insurance	137,200.00	143,135.00	0.00	143,134.50	0.00	0.50	0.00 %
121-541-688.00	Advertising & Marketing	4,000.00	2,000.00	0.00	1,827.09	0.00	172.91	8.65 %
121-541-689.00	Grants	50,000.00	3,600.00	0.00	3,600.00	0.00	0.00	0.00 %
<u>121-541-692.00</u>	Ticketing Fees	68,346.00	8,346.00	0.00	4,316.31	0.00	4,029.69	48.28 %
	ExpCategory: 6 - Other Expenses Total:	265,996.00	163,651.00	1,068.19	157,320.29	276.30	6,054.41	3.70%
ExpCategory: 7 - Re	pair And Maintenance							
<u>121-541-710.00</u>	Rm - Building & Ground	30,000.00	46,000.00	2,692.08	30,580.48	9,897.01	5,522.51	12.01 %
<u>121-541-711.00</u>	Rm - Equipment	1,000.00	500.00	260.00	260.00	240.00	0.00	0.00 %
<u>121-541-714.00</u>	Rm - Air Condition	35,500.00	69,500.00	4,498.00	10,693.36	22,858.91	35,947.73	51.72 %
	ExpCategory: 7 - Repair And Maintenance Total:	66,500.00	116,000.00	7,450.08	41,533.84	32,995.92	41,470.24	35.75%
	Division: 541 - Stafford Centre Total:	2,459,753.00	2,453,453.75	94,931.76	1,973,141.53	122,664.98	357,647.24	14.58%
	Expense Total:	2,459,753.00	2,453,453.75	94,931.76	1,973,141.53	122,664.98	357,647.24	14.58%
	Fund: 121 - STAFFORD CENTRE - OPERATING Surplus (Deficit):	427,247.00	554,546.75	-94,437.64	-85,101.20	-122,664.98	-762,312.93	137.47%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 122 - STAFFORD C	ENTRE -NON-OPERATING							
Revenue								
RevSubCategory:	32 - Transfers							
RevDept: 90 - N	Ion Department							
122-90-4931.00	Operating Transfer In-hot	0.00	961,663.82	0.00	1,022,531.36	0.00	60,867.54	106.33 %
122-90-4932.00	Operating Transfer In-sedc	552,750.00	552,750.00	0.00	0.00	0.00	-552,750.00	100.00 %
	RevDept: 90 - Non Department Total:	552,750.00	1,514,413.82	0.00	1,022,531.36	0.00	-491,882.46	32.48%
	RevSubCategory: 32 - Transfers Total:	552,750.00	1,514,413.82	0.00	1,022,531.36	0.00	-491,882.46	32.48%
	Revenue Total:	552.750.00	1.514.413.82	0.00	1.022.531.36	0.00	-491.882.46	32.48%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 541 - Staff	ford Centre							
ExpCategory: 2	- Supplies							
122-541-272.00	Small Tools/equipments	15,000.00	10,200.00	0.00	10,116.11	0.00	83.89	0.82 %
	ExpCategory: 2 - Supplies Total:	15,000.00	10,200.00	0.00	10,116.11	0.00	83.89	0.82%
ExpCategory: 5	- Captial Outlay							
122-541-561.00	Capital Asset-stand Alone	0.00	1,364,234.00	51,819.60	1,024,848.49	39,266.88	300,118.63	22.00 %
122-541-565.00	Facility Rehab	512,750.00	116,780.00	24,900.00	76,625.44	9,700.00	30,454.56	26.08 %
	ExpCategory: 5 - Captial Outlay Total:	512,750.00	1,481,014.00	76,719.60	1,101,473.93	48,966.88	330,573.19	22.32%
ExpCategory: 7	- Repair And Maintenance							
122-541-710.00	Rm - Building & Ground	25,000.00	23,200.00	1,045.00	13,434.58	0.00	9,765.42	42.09 %
	ExpCategory: 7 - Repair And Maintenance Total:	25,000.00	23,200.00	1,045.00	13,434.58	0.00	9,765.42	42.09%
	Division: 541 - Stafford Centre Total:	552,750.00	1,514,414.00	77,764.60	1,125,024.62	48,966.88	340,422.50	22.48%
	Expense Total:	552,750.00	1,514,414.00	77,764.60	1,125,024.62	48,966.88	340,422.50	22.48%
	Fund: 122 - STAFFORD CENTRE -NON-OPERATING Surplus (Deficit):	0.00	-0.18	-77,764.60	-102,493.26	-48,966.88	-151,459.964	4,422.22%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - SPECIAL REVEN	UE - JUDICIAL EFFICIENCY							
Revenue								
RevSubCategory: 15 -	- Investment Income							
RevDept: 90 - Non	Department							
200-90-4500.00	Interest Income	525.00	2,000.00	0.00	1,379.26	0.00	-620.74	31.04 %
	RevDept: 90 - Non Department Total:	525.00	2,000.00	0.00	1,379.26	0.00	-620.74	31.04%
	RevSubCategory: 15 - Investment Income Total:	525.00	2,000.00	0.00	1,379.26	0.00	-620.74	31.04%
RevSubCategory: 20 -	- Charges for Services							
RevDept: 40 - Judio	zial							
200-40-4304.00	Judicial Efficiency Receipts	6,500.00	5,800.00	0.00	4,358.21	0.00	-1,441.79	24.86 %
	RevDept: 40 - Judicial Total:	6,500.00	5,800.00	0.00	4,358.21	0.00	-1,441.79	24.86%
	RevSubCategory: 20 - Charges for Services Total:	6,500.00	5,800.00	0.00	4,358.21	0.00	-1,441.79	24.86%
	Revenue Total:	7,025.00	7,800.00	0.00	5,737.47	0.00	-2,062.53	26.44%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent
		rotai budget	rotal budget	Activity	Activity	Encumbrances	(Uniavorable) i	Kemaining
Expense								
Division: 540 - I	Municipal Court							
ExpCatego	ry: 6 - Other Expenses							
200-540-669.00	Dues & Membership	1,250.00	1,250.00	0.00	429.76	0.00	820.24	65.62 %
200-540-679.00	Travel - Training	3,500.00	3,500.00	0.00	1,390.22	0.00	2,109.78	60.28 %
	ExpCategory: 6 - Other Expenses Total:	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
	Division: 540 - Municipal Court Total:	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
	Expense Total:	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
	Fund: 200 - SPECIAL REVENUE - JUDICIAL EFFICIENCY Surplus (Deficit):	2,275.00	3,050.00	0.00	3,917.49	0.00	867.49	-28.44%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - SPECIAL REVI	ENUE - COURT SECURITY							
Revenue								
RevSubCategory: 1	15 - Investment Income							
RevDept: 90 - No	on Department							
201-90-4500.00	Interest Income	3,150.00	4,500.00	0.00	4,349.61	0.00	-150.39	3.34 %
	RevDept: 90 - Non Department Total:	3,150.00	4,500.00	0.00	4,349.61	0.00	-150.39	3.34%
	RevSubCategory: 15 - Investment Income Total:	3,150.00	4,500.00	0.00	4,349.61	0.00	-150.39	3.34%
RevSubCategory: 2	20 - Charges for Services							
RevDept: 40 - Ju	ıdicial							
201-40-4310.00	Court Security Proceeds	25,000.00	16,500.00	0.00	13,755.72	0.00	-2,744.28	16.63 %
	RevDept: 40 - Judicial Total:	25,000.00	16,500.00	0.00	13,755.72	0.00	-2,744.28	16.63%
	RevSubCategory: 20 - Charges for Services Total:	25,000.00	16,500.00	0.00	13,755.72	0.00	-2,744.28	16.63%
	Revenue Total:	28.150.00	21.000.00	0.00	18.105.33	0.00	-2.894.67	13.78%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 540 - Mun	nicipal Court							
ExpCategory: 2	2 - Supplies							
201-540-272.00	Small Tools/equipments	0.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94 %
	ExpCategory: 2 - Supplies Total:	0.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
ExpCategory: 5	5 - Captial Outlay							
201-540-561.00	Capital Asset-stand Alone	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 5 - Captial Outlay Total:	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Division: 540 - Municipal Court Total:	20,000.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
	Expense Total:	20,000.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
	Fund: 201 - SPECIAL REVENUE - COURT SECURITY Surplus (Deficit):	8,150.00	16,000.00	0.00	16,202.29	0.00	202.29	-1.26%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 202 - SPECIAL REVE	NUE - COURT TECHNOLOGY							
Revenue								
RevSubCategory: 1	.5 - Investment Income							
RevDept: 90 - No	on Department							
202-90-4500.00	Interest Income	1,100.00	1,100.00	0.00	1,134.29	0.00	34.29	103.12 %
	RevDept: 90 - Non Department Total:	1,100.00	1,100.00	0.00	1,134.29	0.00	34.29	3.12%
	RevSubCategory: 15 - Investment Income Total:	1,100.00	1,100.00	0.00	1,134.29	0.00	34.29	3.12%
RevSubCategory: 2	0 - Charges for Services							
RevDept: 40 - Ju	dicial							
202-40-4307.00	Court Technology Proceeds	22,000.00	16,500.00	0.00	11,807.14	0.00	-4,692.86	28.44 %
	RevDept: 40 - Judicial Total:	22,000.00	16,500.00	0.00	11,807.14	0.00	-4,692.86	28.44%
	RevSubCategory: 20 - Charges for Services Total:	22,000.00	16,500.00	0.00	11,807.14	0.00	-4,692.86	28.44%
	Revenue Total:	23,100.00	17,600.00	0.00	12,941.43	0.00	-4,658.57	26.47%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 540 - I	Municipal Court							
ExpCatego	ry: 2 - Supplies							
202-540-272.00	Small Tools/equipments	2,000.00	2,184.41	0.00	250.00	0.00	1,934.41	88.56 %
	ExpCategory: 2 - Supplies Total:	2,000.00	2,184.41	0.00	250.00	0.00	1,934.41	88.56%
ExpCatego	ry: 3 - Services							
202-540-364.00	Equipment Rental	3,400.00	3,400.00	225.00	2,477.11	225.00	697.89	20.53 %
202-540-389.00	Software Support Service	21,500.00	25,861.00	0.00	19,863.69	5,997.00	0.31	0.00 %
	ExpCategory: 3 - Services Total:	24,900.00	29,261.00	225.00	22,340.80	6,222.00	698.20	2.39%
ExpCatego	ry: 5 - Captial Outlay							
202-540-561.00	Capital Asset-stand Alone	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 5 - Captial Outlay Total:	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Division: 540 - Municipal Court Total:	43,900.00	31,445.41	225.00	22,590.80	6,222.00	2,632.61	8.37%
	Expense Total:	43,900.00	31,445.41	225.00	22,590.80	6,222.00	2,632.61	8.37%
	Fund: 202 - SPECIAL REVENUE - COURT TECHNOLOGY Surplus (Deficit):	-20,800.00	-13,845.41	-225.00	-9,649.37	-6,222.00	-2,025.96	-14.63%

		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	
Fund: 203 - SPECIAL R	EVENUE - LOCAL TRUANCY PREVENTION							
Revenue								
RevSubCatego	ry: 15 - Investment Income							
RevDept: 90	- Non Department							
203-90-4500.00	Interest Income	3,250.00	5,500.00	0.00	4,927.02	0.00	-572.98	10.42 %
	RevDept: 90 - Non Department Total:	3,250.00	5,500.00	0.00	4,927.02	0.00	-572.98	10.42%
	RevSubCategory: 15 - Investment Income Total:	3,250.00	5,500.00	0.00	4,927.02	0.00	-572.98	10.42%
RevSubCatego	ry: 20 - Charges for Services							
RevDept: 40	- Judicial							
203-40-4304.00	Truancy Prevention Receipts	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
203-40-4308.00	Truancy Prevention Receipts	0.00	16,500.00	0.00	11,162.71	0.00	-5,337.29	32.35 %
	RevDept: 40 - Judicial Total:	25,000.00	16,500.00	0.00	11,162.71	0.00	-5,337.29	32.35%
	RevSubCategory: 20 - Charges for Services Total:	25,000.00	16,500.00	0.00	11,162.71	0.00	-5,337.29	32.35%
	Revenue Total:	28,250.00	22,000.00	0.00	16,089.73	0.00	-5,910.27	26.86%
	Fund: 203 - SPECIAL REVENUE - LOCAL TRUANCY PREVENTION Total:	28,250.00	22,000.00	0.00	16,089.73	0.00	-5,910.27	26.86%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 204 - SPECIAL REVE	NUE - MUNICIPAL JURY							
Revenue								
RevSubCategory: 1	5 - Investment Income							
RevDept: 90 - No	on Department							
204-90-4500.00	Interest Income	65.00	100.00	0.00	73.47	0.00	-26.53	26.53 %
	RevDept: 90 - Non Department Total:	65.00	100.00	0.00	73.47	0.00	-26.53	26.53%
	RevSubCategory: 15 - Investment Income Total:	65.00	100.00	0.00	73.47	0.00	-26.53	26.53%
RevSubCategory: 2	0 - Charges for Services							
RevDept: 40 - Ju	dicial							
204-40-4309.00	Municipal Jury Receipts	900.00	350.00	0.00	256.54	0.00	-93.46	26.70 %
	RevDept: 40 - Judicial Total:	900.00	350.00	0.00	256.54	0.00	-93.46	26.70%
	RevSubCategory: 20 - Charges for Services Total:	900.00	350.00	0.00	256.54	0.00	-93.46	26.70%
	Revenue Total:	965.00	450.00	0.00	330.01	0.00	-119.99	26.66%

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense									
Division: 540 - Munic	cipal Court								
ExpCategory: 3 -	Services								
204-540-398.00	Juror Fees	_	500.00	300.00	0.00	0.00	0.00	300.00	100.00 %
		ExpCategory: 3 - Services Total:	500.00	300.00	0.00	0.00	0.00	300.00	100.00%
ExpCategory: 6 -	Other Expenses								
204-540-676.00	Public Relations	_	1,500.00	1,200.00	196.91	1,132.45	0.00	67.55	5.63 %
		ExpCategory: 6 - Other Expenses Total:	1,500.00	1,200.00	196.91	1,132.45	0.00	67.55	5.63%
		Division: 540 - Municipal Court Total:	2,000.00	1,500.00	196.91	1,132.45	0.00	367.55	24.50%
		Expense Total:	2,000.00	1,500.00	196.91	1,132.45	0.00	367.55	24.50%
	Fund: 204 - SPECIAL REV	/ENUE - MUNICIPAL JURY Surplus (Deficit):	-1.035.00	-1.050.00	-196.91	-802.44	0.00	247.56	23.58%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Fund: 221 - SPECIAL REVEN	NUE - FEDERAL SEIZURE							
Revenue								
RevSubCategory: 15	5 - Investment Income							
RevDept: 90 - Noi	n Department							
221-90-4500.00	Interest Income	2,500.00	5,000.00	0.00	4,509.52	0.00	-490.48	9.81 %
	RevDept: 90 - Non Department Total:	2,500.00	5,000.00	0.00	4,509.52	0.00	-490.48	9.81%
	RevSubCategory: 15 - Investment Income Total:	2,500.00	5,000.00	0.00	4,509.52	0.00	-490.48	9.81%
RevSubCategory: 20) - Charges for Services							
RevDept: 60 - Pub	olic Safety							
221-60-4702.00	Federal Seizure Funds	0.00	16,900.00	0.00	16,868.48	0.00	-31.52	0.19 %
	RevDept: 60 - Public Safety Total:	0.00	16,900.00	0.00	16,868.48	0.00	-31.52	0.19%
	RevSubCategory: 20 - Charges for Services Total:	0.00	16,900.00	0.00	16,868.48	0.00	-31.52	0.19%
	Revenue Total:	2,500.00	21,900.00	0.00	21,378.00	0.00	-522.00	2.38%

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			Original	Current	Period	Fiscal		Variance Favorable	Percent
			Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	
Expense									
Division: 520 - Polic	ce Service								
ExpCategory: 2	? - Supplies								
221-520-272.00	Small Tools/eq	uipments	42,603.00	47,203.00	0.00	35,212.74	11,445.00	545.26	1.16 %
		ExpCategory: 2 - Supplies Total:	42,603.00	47,203.00	0.00	35,212.74	11,445.00	545.26	1.16%
ExpCategory: 5	- Captial Outlay								
221-520-570.00	Vehicle	_	0.00	27,093.00	4,371.24	14,198.04	4,371.24	8,523.72	31.46 %
		ExpCategory: 5 - Captial Outlay Total:	0.00	27,093.00	4,371.24	14,198.04	4,371.24	8,523.72	31.46%
		Division: 520 - Police Service Total:	42,603.00	74,296.00	4,371.24	49,410.78	15,816.24	9,068.98	12.21%
		Expense Total:	42,603.00	74,296.00	4,371.24	49,410.78	15,816.24	9,068.98	12.21%
	Fund: 221 - SPECIAL F	REVENUE - FEDERAL SEIZURE Surplus (Deficit):	-40,103.00	-52,396.00	-4,371.24	-28,032.78	-15,816.24	8,546.98	16.31%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Fund: 222 - SPECIAL REVE	NUE - STATE SEIZURE							
Revenue								
RevSubCategory: 1	5 - Investment Income							
RevDept: 90 - No	n Department							
222-90-4500.00	Interest Income	1,350.00	1,650.00	0.00	1,389.13	0.00	-260.87	15.81 %
	RevDept: 90 - Non Department Total:	1,350.00	1,650.00	0.00	1,389.13	0.00	-260.87	15.81%
	RevSubCategory: 15 - Investment Income Total:	1,350.00	1,650.00	0.00	1,389.13	0.00	-260.87	15.81%
RevSubCategory: 10	6 - Miscellaneous							
RevDept: 90 - No	n Department							
222-90-4745.00	Refunds & Reimbursements	0.00	0.00	-1,475.00	0.00	0.00	0.00	0.00 %
	RevDept: 90 - Non Department Total:	0.00	0.00	-1,475.00	0.00	0.00	0.00	0.00%
	RevSubCategory: 16 - Miscellaneous Total:	0.00	0.00	-1,475.00	0.00	0.00	0.00	0.00%
RevSubCategory: 20	0 - Charges for Services							
RevDept: 60 - Pul	blic Safety							
222-60-4701.00	Seizure Receipts	0.00	6,600.00	0.00	6,526.05	0.00	-73.95	1.12 %
	RevDept: 60 - Public Safety Total:	0.00	6,600.00	0.00	6,526.05	0.00	-73.95	1.12%
	RevSubCategory: 20 - Charges for Services Total:	0.00	6,600.00	0.00	6,526.05	0.00	-73.95	1.12%
RevSubCategory: 22	2 - Grants							
RevDept: 60 - Pul	blic Safety							
222-60-4616.00	Ocdetf Reimbursement	0.00	3,900.00	2,600.00	2,600.00	0.00	-1,300.00	33.33 %
	RevDept: 60 - Public Safety Total:	0.00	3,900.00	2,600.00	2,600.00	0.00	-1,300.00	33.33%
	RevSubCategory: 22 - Grants Total:	0.00	3,900.00	2,600.00	2,600.00	0.00	-1,300.00	33.33%
	Revenue Total:	1,350.00	12,150.00	1,125.00	10,515.18	0.00	-1,634.82	13.46%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 520 - Police	Service							
ExpCategory: 2 -	Supplies							
222-520-272.00	Small Tools/equipments	6,500.00	6,500.00	0.00	5,727.64	0.00	772.36	11.88 %
	ExpCategory: 2 - Supplies T	otal: 6,500.00	6,500.00	0.00	5,727.64	0.00	772.36	11.88%
ExpCategory: 3 -	Services							
222-520-378.00	Vehicle Rental	0.00	8,500.00	908.00	3,549.00	2,807.00	2,144.00	25.22 %
	ExpCategory: 3 - Services T	otal: 0.00	8,500.00	908.00	3,549.00	2,807.00	2,144.00	25.22%
	Division: 520 - Police Service T	otal: 6,500.00	15,000.00	908.00	9,276.64	2,807.00	2,916.36	19.44%
	Expense T	otal: 6,500.00	15,000.00	908.00	9,276.64	2,807.00	2,916.36	19.44%
	Fund: 222 - SPECIAL REVENUE - STATE SEIZURE Surplus (Def	icit): -5,150.00	-2,850.00	217.00	1,238.54	-2,807.00	1,281.54	44.97%

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			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 223 - SPECIAL REVE	NUE - CHILD SAFETY								
Revenue									
RevSubCategory: 1	5 - Investment Income								
RevDept: 90 - No	n Department								
223-90-4500.00	Interest Income	_	720.00	2,000.00	0.00	1,605.88	0.00	-394.12	19.71 %
		RevDept: 90 - Non Department Total:	720.00	2,000.00	0.00	1,605.88	0.00	-394.12	19.71%
	RevSu	bCategory: 15 - Investment Income Total:	720.00	2,000.00	0.00	1,605.88	0.00	-394.12	19.71%
RevSubCategory: 2	0 - Charges for Services								
RevDept: 60 - Pu	blic Safety								
223-60-4311.00	Child Safety Fees	_	18,700.00	18,700.00	23.80	18,045.46	0.00	-654.54	3.50 %
		RevDept: 60 - Public Safety Total:	18,700.00	18,700.00	23.80	18,045.46	0.00	-654.54	3.50%
	RevSub	Category: 20 - Charges for Services Total:	18,700.00	18,700.00	23.80	18,045.46	0.00	-654.54	3.50%
		Revenue Total:	19,420.00	20,700.00	23.80	19,651.34	0.00	-1,048.66	5.07%
	Fund: 223	- SPECIAL REVENUE - CHILD SAFETY Total:	19,420.00	20,700.00	23.80	19,651.34	0.00	-1,048.66	5.07%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 224 - SPECIAL RE\	/ENUE - POLICE DONATION							
Revenue								
RevSubCategory:	15 - Investment Income							
RevDept: 90 - N	Non Department							
224-90-4500.00	Interest Income	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50 %
	RevDept: 90 - Non Department Total:	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
	RevSubCategory: 15 - Investment Income Total:	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
	Revenue Total:	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
	Fund: 224 - SPECIAL REVENUE - POLICE DONATION Total:	500.00	1.500.00	0.00	967.57	0.00	-532.43	35.50%

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			Original	Current	Period	Fiscal		Variance Favorable	Percent
			Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Fund: 300 - HOTEL OCCUPA	ANCY TAX								
Revenue									
RevSubCategory: 10	- Taxes								
RevDept: 90 - Non	n Department								
300-90-4102.00	Hotel Tax	_	1,100,000.00	1,450,000.00	125,424.38	1,293,511.47	0.00	-156,488.53	10.79 %
		RevDept: 90 - Non Department Total:	1,100,000.00	1,450,000.00	125,424.38	1,293,511.47	0.00	-156,488.53	10.79%
		RevSubCategory: 10 - Taxes Total:	1,100,000.00	1,450,000.00	125,424.38	1,293,511.47	0.00	-156,488.53	10.79%
RevSubCategory: 15	- Investment Income								
RevDept: 90 - Non	n Department								
300-90-4500.00	Interest Income		200,000.00	365,000.00	2,112.76	281,435.04	0.00	-83,564.96	22.89 %
300-90-4510.00	Unrealized Gain-loss	_	0.00	0.00	0.00	60,802.10	0.00	60,802.10	0.00 %
		RevDept: 90 - Non Department Total:	200,000.00	365,000.00	2,112.76	342,237.14	0.00	-22,762.86	6.24%
	RevSubC	Category: 15 - Investment Income Total:	200,000.00	365,000.00	2,112.76	342,237.14	0.00	-22,762.86	6.24%
		Revenue Total:	1,300,000.00	1,815,000.00	127,537.14	1,635,748.61	0.00	-179,251.39	9.88%

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Expense									
Division: 541 - Staffe	ord Centre								
ExpCategory: 6	- Other Expenses								
300-541-610.00	Performance Grant	_	0.00	25,000.00	21,690.00	21,690.00	0.00	3,310.00	13.24 %
		ExpCategory: 6 - Other Expenses Total:	0.00	25,000.00	21,690.00	21,690.00	0.00	3,310.00	13.24%
		Division: 541 - Stafford Centre Total:	0.00	25.000.00	21.690.00	21.690.00	0.00	3.310.00	13.24%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 999 - Trans	fers							
ExpCategory: 9	- Transfers							
300-999-910.00	Transfer To Gen Fund	266,215.00	317,215.00	0.00	202,762.33	0.00	114,452.67	36.08 %
300-999-915.00	Transfer To Mst	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
300-999-931.00	Transfer To Sc	900,000.00	900,000.00	0.00	225,000.00	0.00	675,000.00	75.00 %
300-999-932.00	Transfer to SC Fund 122	0.00	961,663.82	0.00	855,000.00	0.00	106,663.82	11.09 %
	ExpCategory: 9 - Transfers Total:	1,291,215.00	2,178,878.82	0.00	1,282,762.33	0.00	896,116.49	41.13%
	Division: 999 - Transfers Total:	1,291,215.00	2,178,878.82	0.00	1,282,762.33	0.00	896,116.49	41.13%
	Expense Total:	1,291,215.00	2,203,878.82	21,690.00	1,304,452.33	0.00	899,426.49	40.81%
	Fund: 300 - HOTEL OCCUPANCY TAX Surplus (Deficit):	8,785.00	-388,878.82	105,847.14	331,296.28	0.00	720,175.10	185.19%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	
Fund: 400 - DEBT SERVICE								
Revenue								
RevSubCategory: 15	- Investment Income							
RevDept: 90 - Nor	n Department							
400-90-4500.00	Interest Income	2,000.00	9,000.00	0.00	7,731.41	0.00	-1,268.59	14.10 %
	RevDept: 90 - Non Department Total:	2,000.00	9,000.00	0.00	7,731.41	0.00	-1,268.59	14.10%
	RevSubCategory: 15 - Investment Income Total:	2,000.00	9,000.00	0.00	7,731.41	0.00	-1,268.59	14.10%
RevSubCategory: 32	- Transfers							
RevDept: 90 - Nor	n Department							
400-90-4910.00	Operating Transfer In-Gen Fund	849,190.00	849,190.00	0.00	636,892.50	0.00	-212,297.50	25.00 %
	RevDept: 90 - Non Department Total:	849,190.00	849,190.00	0.00	636,892.50	0.00	-212,297.50	25.00%
	RevSubCategory: 32 - Transfers Total:	849,190.00	849,190.00	0.00	636,892.50	0.00	-212,297.50	25.00%
	Revenue Total:	851,190.00	858,190.00	0.00	644,623.91	0.00	-213,566.09	24.89%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 995 - Debt	Payment							
ExpCategory: 8	- Debt							
400-995-842.00	Bond Interest	477,690.00	477,690.00	0.00	238,843.77	0.00	238,846.23	50.00 %
400-995-843.00	Bond Principal	370,000.00	370,000.00	0.00	0.00	0.00	370,000.00	100.00 %
400-995-846.00	Paying Agent Fees	1,500.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00 %
	ExpCategory: 8 - Debt Total:	849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Division: 995 - Debt Payment Total:	849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Expense Total:	849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Fund: 400 - DERT SERVICE Surplus (Deficit):	2 000.00	8 850.00	0.00	404 130.14	0.00	395 280 14 -	4 466 44%

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		Original	Current	Period	Fiscal		Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Fund: 500 - CAPITAL PRO	DJECTS-BOND FUNDED							
Revenue								
RevSubCategory:	15 - Investment Income							
RevDept: 90 - N	on Department							
500-90-4500.00	Interest Income	95,000.00	95,000.00	1,162.54	81,123.50	0.00	-13,876.50	14.61 %
500-90-4510.00	Unrealized Gain-loss	0.00	0.00	0.00	19,173.87	0.00	19,173.87	0.00 %
	RevDept: 90 - Non Department Total:	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	5.58%
	RevSubCategory: 15 - Investment Income Total:	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	5.58%
	Revenue Total:	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	5.58%

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		Original	Current	Period	Fiscal	Fu a complement and	Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Kemaining
Expense								
Division: 506 - Inform	nation Technology							
ExpCategory: 2 -	Supplies							
500-506-272.00	Small Tools/equipments	0.00	4,239.00	0.00	4,239.00	0.00	0.00	0.00 %
	ExpCategory: 2 - Supplies Total:	0.00	4,239.00	0.00	4,239.00	0.00	0.00	0.00%
ExpCategory: 7 -	Repair And Maintenance							
500-506-711.00	Rm - Equipment	0.00	5,734.00	0.00	607.28	3,836.00	1,290.72	22.51 %
	ExpCategory: 7 - Repair And Maintenance Total:	0.00	5,734.00	0.00	607.28	3,836.00	1,290.72	22.51%
	Division: 506 - Information Technology Total:	0.00	9,973.00	0.00	4,846.28	3,836.00	1,290.72	12.94%

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			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 512 - Street	t								
ExpCategory: 5 -	- Captial Outlay								
500-512-568.00	Street Rehab	_	1,000,000.00	1,000,000.00	0.00	-109,736.46	0.00	1,109,736.46	110.97 %
		ExpCategory: 5 - Captial Outlay Total:	1,000,000.00	1,000,000.00	0.00	-109,736.46	0.00	1,109,736.46	110.97%
		Division: 512 - Street Total:	1,000,000.00	1,000,000.00	0.00	-109,736.46	0.00	1,109,736.46	110.97%

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Budget Report

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 515 - Facility							
ExpCategory: 5 - Captial Outlay							
500-515-566.00 Infrastructure Rehab	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00 %
ExpCategory: 5 - Captial Outlay Total	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00%
Division: 515 - Facility Total	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00%
Expense Total	1,125,000.00	1,134,973.00	0.00	-104,890.18	3,836.00	1,236,027.18	108.90%
Fund: 500 - CAPITAL PROJECTS-BOND FUNDED Surplus (Deficit)	-1,030,000.00	-1,039,973.00	1,162.54	205,187.55	-3,836.00	1,241,324.55	119.36%
Report Surplus (Deficit): -3.965.312.00	-2.541.077.16	276.651.73	1.402.839.26	-1.568.567.52	2.375.348.90	93.48%

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For Fiscal: 2023-2024 Period Ending: 08/31/2024

Group Summary

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
ExpCategory;RevDep		Total Dauget	rotal buaget	Acciricy	riccivicy	Lincambrances	(Ginavorable)	
Fund: 100 - GENERAL FUND - OPE	RATING							
Revenue								
RevSubCategory: 10 - Taxe	S							
90 - Non Department		19,263,642.00	19,852,500.00	1,910,301.26	18,599,856.24	0.00	-1,252,643.76	6.31%
	RevSubCategory: 10 - Taxes Surplus (Deficit):	19,263,642.00	19,852,500.00	1,910,301.26	18,599,856.24	0.00	-1,252,643.76	6.31%
RevSubCategory: 15 - Inves	stment Income							
90 - Non Department	_	385,000.00	500,000.00	30,406.21	516,958.75	0.00	16,958.75	-3.39%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	385,000.00	500,000.00	30,406.21	516,958.75	0.00	16,958.75	-3.39%
RevSubCategory: 16 - Misc	ellaneous							
60 - Public Safety		0.00	0.00	0.00	4,589.21	0.00	4,589.21	0.00%
90 - Non Department		145,000.00	329,100.00	6,463.94	320,759.73	0.00	-8,340.27	2.53%
	RevSubCategory: 16 - Miscellaneous Surplus (Deficit):	145,000.00	329,100.00	6,463.94	325,348.94	0.00	-3,751.06	1.14%
RevSubCategory: 20 - Char	ges for Services							
40 - Judicial		1,005,000.00	800,000.00	60,261.20	689,584.52	0.00	-110,415.48	13.80%
50 - Municipal Service		3,058,020.00	3,450,730.00	253,123.91	3,160,262.55	0.00	-290,467.45	8.42%
60 - Public Safety		1,034,000.00	1,027,300.00	42,292.00	987,818.74	0.00	-39,481.26	3.84%
70 - Recreation	_	155,000.00	180,000.00	9,294.00	166,227.67	0.00	-13,772.33	7.65%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	5,252,020.00	5,458,030.00	364,971.11	5,003,893.48	0.00	-454,136.52	8.32%
RevSubCategory: 22 - Gran	ts							
10 - Mayor and Council		0.00	30,000.00	0.00	0.00	0.00	-30,000.00	100.00%
50 - Municipal Service		1,291,995.00	2,635,460.91	0.00	1,803.29	0.00	-2,633,657.62	99.93%
60 - Public Safety		0.00	738,362.67	0.00	41,640.41	0.00	-696,722.26	94.36%
	RevSubCategory: 22 - Grants Surplus (Deficit):	1,291,995.00	3,403,823.58	0.00	43,443.70	0.00	-3,360,379.88	98.72%
RevSubCategory: 32 - Trans	sfers							
90 - Non Department	_	691,215.00	644,215.00	0.00	529,524.73	0.00	-114,690.27	17.80%
	RevSubCategory: 32 - Transfers Surplus (Deficit):	691,215.00	644,215.00	0.00	529,524.73	0.00	-114,690.27	17.80%
	Revenue Surplus (Deficit):	27,028,872.00	30,187,668.58	2,312,142.52	25,019,025.84	0.00	-5,168,642.74	17.12%

ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Expense								
Division: 501 - Mayor / City Council								
1 - Salaries And Benefits		73,404.20	66,055.00	5,493.27	60,510.58	0.00	5,544.42	8.39%
2 - Supplies		500.00	300.00	0.00	55.92	0.00	244.08	81.36%
3 - Services		0.00	23,925.00	0.00	0.00	23,925.00	0.00	0.00%
4 - Utilities		4,000.00	3,650.00	0.00	2,722.79	0.00	927.21	25.40%
6 - Other Expenses		12,250.00	12,450.00	130.10	11,353.33	0.00	1,096.67	8.81%
	Division: 501 - Mayor / City Council Total:	90.154.20	106.380.00	5.623.37	74.642.62	23.925.00	7.812.38	7.34%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 502 - Finance								
1 - Salaries And Benefits		727,523.26	670,374.22	46,348.37	587,655.35	0.00	82,718.87	12.34%
2 - Supplies		6,000.00	3,500.00	95.95	2,917.69	1.17	581.14	16.60%
3 - Services		109,225.00	160,025.00	6,249.40	116,702.88	11,632.50	31,689.62	19.80%
4 - Utilities		3,480.00	1,350.00	0.00	795.89	0.00	554.11	41.05%
6 - Other Expenses		22,075.00	16,750.00	795.29	12,291.91	1,407.29	3,050.80	18.21%
	Division: 502 - Finance Total:	868,303.26	851,999.22	53,489.01	720,363.72	13,040.96	118,594.54	13.92%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 503 - City Administration (General Government							
0 - Contingency	2,606,100.00	700,309.00	0.00	0.00	0.00	700,309.00	100.00%
1 - Salaries And Benefits	325,208.35	331,302.16	24,281.89	290,959.37	0.00	40,342.79	12.18%
2 - Supplies	3,200.00	3,000.00	0.00	754.59	1,651.82	593.59	19.79%
3 - Services	153,140.00	277,640.00	30,245.25	225,437.62	24,646.07	27,556.31	9.93%
4 - Utilities	750.00	700.00	11.68	505.96	0.00	194.04	27.72%
6 - Other Expenses	443,590.00	457,340.00	36.30	445,122.14	0.00	12,217.86	2.67%
Division: 503 - City Administration (General Gov	vernment Total: 3.531.988.35	1.770.291.16	54.575.12	962,779,68	26.297.89	781.213.59	44.13%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 505 - Multimedia								
1 - Salaries And Benefits		411,140.59	429,388.00	33,588.93	378,217.94	0.00	51,170.06	11.92%
2 - Supplies		6,200.00	5,512.00	763.10	4,528.43	0.00	983.57	17.84%
3 - Services		254,500.00	198,070.00	624.99	141,236.65	0.00	56,833.35	28.69%
4 - Utilities		2,340.00	2,185.00	62.13	1,732.55	0.00	452.45	20.71%
5 - Captial Outlay		0.00	15,125.00	0.00	15,125.00	0.00	0.00	0.00%
6 - Other Expenses		475.00	593.00	0.00	117.55	0.00	475.45	80.18%
7 - Repair And Maintenance		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
	Division: 505 - Multimedia Total:	684,655.59	660,873.00	35,039.15	540,958.12	0.00	119,914.88	18.14%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 506 - Information Technology								
1 - Salaries And Benefits		581,375.32	568,631.00	32,027.35	489,417.39	0.00	79,213.61	13.93%
2 - Supplies		35,500.00	19,398.00	1,495.61	14,163.69	0.00	5,234.31	26.98%
3 - Services		281,200.00	286,130.00	15,856.66	233,060.82	19,296.23	33,772.95	11.80%
4 - Utilities		136,320.00	144,670.00	2,718.90	101,232.04	33,613.72	9,824.24	6.79%
6 - Other Expenses		10,400.00	3,420.00	1,799.43	2,212.51	0.00	1,207.49	35.31%
7 - Repair And Maintenance	_	0.00	325.00	0.00	325.00	0.00	0.00	0.00%
	Division: 506 - Information Technology Total:	1.044.795.32	1.022.574.00	53.897.95	840.411.45	52.909.95	129.252.60	12.64%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 510 - Permit								
1 - Salaries And Benefits		678,220.67	692,923.99	51,605.74	609,132.90	0.00	83,791.09	12.09%
2 - Supplies		5,000.00	5,641.00	0.00	3,389.56	520.00	1,731.44	30.69%
3 - Services		118,750.00	176,500.00	1,708.33	122,928.00	9,798.70	43,773.30	24.80%
4 - Utilities		2,535.00	2,300.00	0.00	1,831.24	0.00	468.76	20.38%
6 - Other Expenses		6,200.00	9,433.00	0.00	6,001.66	532.41	2,898.93	30.73%
7 - Repair And Maintenance		4,000.00	3,900.00	0.00	3,842.85	0.00	57.15	1.47%
	Division: 510 - Permit Total:	814,705.67	890,697.99	53,314.07	747,126.21	10,851.11	132,720.67	14.90%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 511 - Parks								
1 - Salaries And Benefits		753,107.14	757,355.00	50,777.19	656,422.87	0.00	100,932.13	13.33%
2 - Supplies		8,000.00	12,000.00	223.40	2,690.39	848.27	8,461.34	70.51%
6 - Other Expenses		26,700.00	24,950.00	824.61	18,385.77	0.00	6,564.23	26.31%
7 - Repair And Maintenance		57,000.00	42,500.00	1,252.49	18,221.32	6,910.05	17,368.63	40.87%
	Division: 511 - Parks Total:	844,807.14	836,805.00	53,077.69	695,720.35	7,758.32	133,326.33	15.93%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 512 - Street								
1 - Salaries And Benefits		922,392.84	799,143.00	61,325.02	707,785.65	0.00	91,357.35	11.43%
2 - Supplies		24,000.00	21,000.00	1,450.00	9,053.01	5,015.70	6,931.29	33.01%
3 - Services		216,100.00	213,100.00	13,987.16	167,748.04	41,463.18	3,888.78	1.82%
4 - Utilities		214,940.00	189,940.00	17,542.41	168,967.06	0.00	20,972.94	11.04%
6 - Other Expenses		52,300.00	53,400.00	0.00	40,494.41	0.00	12,905.59	24.17%
7 - Repair And Maintenance		63,900.00	58,900.00	6,417.22	40,635.81	14,471.58	3,792.61	6.44%
	Division: 512 - Street Total:	1,493,632.84	1,335,483.00	100,721.81	1,134,683.98	60,950.46	139,848.56	10.47%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 513 - Fleet								
1 - Salaries And Benefits		359,524.06	370,021.08	28,528.23	322,383.43	0.00	47,637.65	12.87%
2 - Supplies		4,500.00	2,670.00	162.60	1,050.97	0.00	1,619.03	60.64%
3 - Services		6,000.00	3,000.00	0.00	1,398.00	0.00	1,602.00	53.40%
4 - Utilities		550.00	550.00	0.00	432.82	0.00	117.18	21.31%
6 - Other Expenses		188,300.00	165,500.00	0.00	128,846.23	0.00	36,653.77	22.15%
7 - Repair And Maintenance		10,300.00	5,500.00	317.89	4,274.41	50.00	1,175.59	21.37%
	Division: 513 - Fleet Total:	569,174.06	547,241.08	29,008.72	458,385.86	50.00	88,805.22	16.23%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 514 - Public Works Admir	nistration							
1 - Salaries And Benefits		569,740.27	470,279.00	42,530.05	410,320.99	0.00	59,958.01	12.75%
2 - Supplies		1,000.00	800.00	0.00	57.88	352.12	390.00	48.75%
3 - Services		835,750.00	900,750.00	69,881.87	688,343.46	101,578.58	110,827.96	12.30%
4 - Utilities		1,230.00	1,580.00	11.68	1,300.17	0.00	279.83	17.71%
6 - Other Expenses		4,250.00	4,450.00	42.95	2,061.15	0.00	2,388.85	53.68%
	Division: 514 - Public Works Administration Total:	1,411,970.27	1,377,859.00	112,466.55	1,102,083.65	101,930.70	173,844.65	12.62%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 515 - Facility								
1 - Salaries And Benefits		95,144.88	98,042.64	7,590.29	87,273.51	0.00	10,769.13	10.98%
2 - Supplies		79,500.00	73,500.00	2,544.02	49,874.83	8,578.63	15,046.54	20.47%
3 - Services		93,000.00	93,000.00	7,015.00	79,306.00	9,654.00	4,040.00	4.34%
4 - Utilities		367,540.00	367,540.00	31,318.64	302,005.28	1,590.38	63,944.34	17.40%
5 - Captial Outlay		0.00	70,000.00	0.00	67,389.98	-5,596.00	8,206.02	11.72%
6 - Other Expenses		3,100.00	11,100.00	0.00	6,798.44	0.00	4,301.56	38.75%
7 - Repair And Maintenance		231,000.00	176,000.00	1,761.87	90,409.20	25,322.38	60,268.42	34.24%
	Division: 515 - Facility Total:	869,284.88	889,182.64	50,229.82	683,057.24	39,549.39	166,576.01	18.73%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 516 - Animal Services								
1 - Salaries And Benefits		156,188.53	161,839.04	11,439.56	140,530.35	0.00	21,308.69	13.17%
2 - Supplies		3,500.00	3,000.00	811.20	899.55	1,414.79	685.66	22.86%
3 - Services		120,700.00	114,000.00	0.00	66,656.55	43,727.00	3,616.45	3.17%
4 - Utilities		1,830.00	1,830.00	0.00	1,297.75	0.00	532.25	29.08%
6 - Other Expenses		6,200.00	7,100.00	0.00	4,107.66	0.00	2,992.34	42.15%
7 - Repair And Maintenance		1,000.00	900.00	0.00	499.10	0.00	400.90	44.54%
	Division: 516 - Animal Services Total:	289.418.53	288.669.04	12.250.76	213.990.96	45.141.79	29.536.29	10.23%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 517 - Code enforcement								
1 - Salaries And Benefits		475,654.65	451,595.00	34,567.40	398,533.45	0.00	53,061.55	11.75%
2 - Supplies		2,700.00	6,620.00	212.84	5,884.07	660.00	75.93	1.15%
3 - Services		31,100.00	22,363.27	4,414.25	12,937.07	6,947.75	2,478.45	11.08%
4 - Utilities		5,250.00	5,250.00	0.00	3,909.76	0.00	1,340.24	25.53%
6 - Other Expenses		20,675.00	17,365.00	975.73	12,002.09	360.00	5,002.91	28.81%
7 - Repair And Maintenance		4,500.00	5,516.73	0.00	2,897.66	1,029.00	1,590.07	28.82%
	Division: 517 - Code enforcement Total:	539.879.65	508.710.00	40.170.22	436.164.10	8.996.75	63.549.15	12.49%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 520 - Police Service								
1 - Salaries And Benefits		7,862,540.60	7,969,772.60	607,017.43	6,962,160.74	0.00	1,007,611.86	12.64%
2 - Supplies		49,595.00	49,595.00	3,588.48	21,649.32	17,259.04	10,686.64	21.55%
3 - Services		231,715.00	281,965.00	5,309.35	234,290.96	6,844.22	40,829.82	14.48%
4 - Utilities		55,850.00	55,850.00	533.65	45,588.67	848.66	9,412.67	16.85%
5 - Captial Outlay		0.00	5,800.00	0.00	5,729.40	0.00	70.60	1.22%
6 - Other Expenses		213,542.00	236,992.00	12,056.73	173,149.79	9,199.23	54,642.98	23.06%
7 - Repair And Maintenance		107,000.00	107,000.00	1,824.26	74,233.55	5,351.80	27,414.65	25.62%
	Division: 520 - Police Service Total:	8,520,242.60	8,706,974.60	630,329.90	7,516,802.43	39,502.95	1,150,669.22	13.22%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 522 - Fire Service								
1 - Salaries And Benefits		3,615,138.66	4,107,212.00	308,216.61	3,559,844.29	0.00	547,367.71	13.33%
2 - Supplies		43,000.00	34,000.00	0.00	19,270.59	5,116.41	9,613.00	28.27%
3 - Services		226,000.00	232,310.00	26,817.99	193,468.58	25,717.49	13,123.93	5.65%
4 - Utilities		21,300.00	23,920.00	712.86	17,456.25	0.00	6,463.75	27.02%
6 - Other Expenses		158,350.00	163,460.00	96.00	109,037.66	31,256.67	23,165.67	14.17%
7 - Repair And Maintenance		213,000.00	205,175.00	67,942.15	151,702.49	44,848.06	8,624.45	4.20%
	Division: 522 - Fire Service Total:	4.276.788.66	4.766.077.00	403.785.61	4.050.779.86	106.938.63	608.358.51	12.76%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 523 - Fire Marshall								
1 - Salaries And Benefits		492,153.90	604,305.40	55,593.27	516,613.06	0.00	87,692.34	14.51%
2 - Supplies		6,500.00	14,500.00	190.80	9,510.47	0.00	4,989.53	34.41%
3 - Services		40,900.00	42,655.00	7,666.56	24,518.88	1,797.82	16,338.30	38.30%
4 - Utilities		9,120.00	10,230.00	177.57	8,358.40	0.00	1,871.60	18.30%
6 - Other Expenses		35,425.00	48,795.00	663.65	36,648.05	350.00	11,796.95	24.18%
7 - Repair And Maintenance		10,000.00	17,225.00	0.00	12,131.23	102.39	4,991.38	28.98%
	Division: 523 - Fire Marshall Total:	594.098.90	737.710.40	64.291.85	607.780.09	2.250.21	127.680.10	17.31%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 524 - Emergency Management								
1 - Salaries And Benefits		0.09	0.09	0.00	12.69	0.00	-12.60 1	4,000.00%
3 - Services		9,000.00	9,000.00	750.00	8,250.00	750.00	0.00	0.00%
4 - Utilities		300.00	300.00	28.70	280.49	0.00	19.51	6.50%
6 - Other Expenses		175.00	100,345.00	0.00	10,960.74	0.00	89,384.26	89.08%
7 - Repair And Maintenance		6,000.00	5,830.00	0.00	1,473.23	610.25	3,746.52	64.26%
	Division: 524 - Emergency Management Total:	15,475.09	115,475.09	778.70	20,977.15	1,360.25	93,137.69	80.66%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 530 - Civic Center								
1 - Salaries And Benefits		278,702.79	273,484.00	24,490.56	240,588.76	0.00	32,895.24	12.03%
2 - Supplies		4,800.00	2,400.00	0.00	1,599.80	266.25	533.95	22.25%
3 - Services		36,000.00	36,000.00	2,749.00	35,273.00	727.00	0.00	0.00%
4 - Utilities		33,260.00	21,150.00	1,289.79	13,079.15	267.49	7,803.36	36.90%
6 - Other Expenses		400.00	200.00	42.94	87.94	0.00	112.06	56.03%
7 - Repair And Maintenance		10,000.00	10,000.00	825.36	9,255.25	453.37	291.38	2.91%
	Division: 530 - Civic Center Total:	363.162.79	343.234.00	29.397.65	299.883.90	1.714.11	41.635.99	12.13%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 531 - Recreation								
1 - Salaries And Benefits		263,614.37	148,740.00	30,036.09	124,496.00	0.00	24,244.00	16.30%
2 - Supplies		1,650.00	945.95	53.26	710.70	0.00	235.25	24.87%
6 - Other Expenses		98,100.00	149,100.00	2,767.15	85,001.95	12,274.62	51,823.43	34.76%
	Division: 531 - Recreation Total:	363,364.37	298,785.95	32,856.50	210,208.65	12,274.62	76,302.68	25.54%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 540 - Municipal Court								
1 - Salaries And Benefits		594,589.83	556,037.00	41,709.12	478,726.30	0.00	77,310.70	13.90%
2 - Supplies		4,000.00	3,500.00	0.00	2,836.82	397.33	265.85	7.60%
3 - Services		1,000.00	500.00	0.00	180.00	0.00	320.00	64.00%
4 - Utilities		100.00	135.00	13.39	120.09	0.00	14.91	11.04%
6 - Other Expenses		5,700.00	4,150.00	57.53	3,251.33	0.00	898.67	21.65%
	Division: 540 - Municipal Court Total:	605,389.83	564,322.00	41,780.04	485,114.54	397.33	78,810.13	13.97%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 542 - Human Resources								
1 - Salaries And Benefits		283,349.00	284,819.00	20,094.07	240,191.23	0.00	44,627.77	15.67%
2 - Supplies		1,600.00	1,760.00	0.00	1,406.92	259.38	93.70	5.32%
3 - Services		55,100.00	55,100.00	4,155.00	47,085.18	6,722.82	1,292.00	2.34%
4 - Utilities		600.00	540.00	0.00	388.69	0.00	151.31	28.02%
6 - Other Expenses		40,805.00	36,450.00	8,800.56	24,714.64	2,551.00	9,184.36	25.20%
	Division: 542 - Human Resources Total:	381,454.00	378,669.00	33,049.63	313,786.66	9,533.20	55,349.14	14.62%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 900 - Miscellaneous 6 - Other Expenses		2,000.00	4,000.00	0.00	3,000.00	0.00	1,000.00	25.00%
o other expenses	Division: 900 - Miscellaneous Total:	2,000.00	4,000.00	0.00	3,000.00	0.00	1,000.00	25.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 990 - Stafford Econom	ic Development							
6 - Other Expenses		0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
	Division: 990 - Stafford Economic Development Total:	0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 995 - Debt Payment								
8 - Debt		142,752.00	142,752.00	0.00	118,959.10	0.00	23,792.90	16.67%
	Division: 995 - Debt Payment Total:	142,752.00	142,752.00	0.00	118,959.10	0.00	23,792.90	16.67%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 999 - Transfers								
9 - Transfers	_	1,741,185.00	3,445,199.91	0.00	636,892.50	0.00	2,808,307.41	81.51%
	Division: 999 - Transfers Total:	1,741,185.00	3,445,199.91	0.00	636,892.50	0.00	2,808,307.41	81.51%
	Expense Total:	30,058,683.00	30,609,965.08	1,890,134.12	22,874,552.82	565,373.62	7,170,038.64	23.42%
	Fund: 100 - GENERAL FUND - OPERATING Surplus (Deficit):	-3,029,811.00	-422,296.50	422,008.40	2,144,473.02	-565,373.62	2,001,395.90	473.93%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND - NON	-OPERATING							
Revenue								
RevSubCategory: 10 - Taxes								
90 - Non Department		31,200.00	26,000.00	0.00	19,114.77	0.00	-6,885.23	26.48%
	RevSubCategory: 10 - Taxes Surplus (Deficit):	31,200.00	26,000.00	0.00	19,114.77	0.00	-6,885.23	26.48%
RevSubCategory: 15 - Invest	tment Income							
90 - Non Department		75,000.00	120,000.00	6,718.75	124,004.38	0.00	4,004.38	-3.34%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	75,000.00	120,000.00	6,718.75	124,004.38	0.00	4,004.38	-3.34%
RevSubCategory: 32 - Trans	fers							
90 - Non Department	_	1,016,995.00	2,596,009.91	0.00	0.00	0.00	-2,596,009.91	100.00%
	RevSubCategory: 32 - Transfers Surplus (Deficit):	1,016,995.00	2,596,009.91	0.00	0.00	0.00	-2,596,009.91	100.00%
	Revenue Surplus (Deficit):	1,123,195.00	2,742,009.91	6,718.75	143,119.15	0.00	-2,598,890.76	94.78%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
Expense								
Division: 501 - Mayor / City Council								
6 - Other Expenses		0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00%
	Division: 501 - Mayor / City Council Total:	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 502 - Finance								
2 - Supplies		0.00	8,520.00	0.00	6,407.12	0.00	2,112.88	24.80%
3 - Services		0.00	12,057.50	0.00	3,672.50	8,385.00	0.00	0.00%
	Division: 502 - Finance Total:	0.00	20,577.50	0.00	10,079.62	8,385.00	2,112.88	10.27%

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ExpCategory;RevE	Dep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 503 - City Adı	ministration (General Government							
3 - Services		0.00	600.00	240.00	240.00	0.00	360.00	60.00%
	Division: 503 - City Administration (General Government Total:	0.00	600.00	240.00	240.00	0.00	360.00	60.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 505 - Multimedia								
2 - Supplies		0.00	80,000.00	0.00	0.00	0.00	80,000.00	100.00%
7 - Repair And Maintenance		0.00	6,609.84	0.00	6,564.84	0.00	45.00	0.68%
	Division: 505 - Multimedia Total:	0.00	86,609.84	0.00	6,564.84	0.00	80,045.00	92.42%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Division: 506 - Information Technology								
2 - Supplies		160,000.00	73,770.10	0.00	0.00	2,214.10	71,556.00	97.00%
3 - Services		0.00	102,822.00	0.00	42,822.00	60,000.00	0.00	0.00%
5 - Captial Outlay		0.00	161,877.90	0.00	104,495.00	23,413.00	33,969.90	20.98%
	Division: 506 - Information Technology Total:	160,000.00	338,470.00	0.00	147,317.00	85,627.10	105,525.90	31.18%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
Division: 511 - Parks								
2 - Supplies	_	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00%
	Division: 511 - Parks Total:	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 512 - Street								
2 - Supplies		0.00	15,000.00	0.00	10,760.00	0.00	4,240.00	28.27%
5 - Captial Outlay		400,000.00	660,000.00	0.00	0.00	330,300.00	329,700.00	49.95%
7 - Repair And Maintenance		0.00	941,299.00	9,938.55	940,735.91	0.00	563.09	0.06%
	Division: 512 - Street Total:	400,000.00	1,616,299.00	9,938.55	951,495.91	330,300.00	334,503.09	20.70%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 513 - Fleet								
2 - Supplies		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
5 - Captial Outlay		108,500.00	342,500.00	0.00	34,148.00	0.00	308,352.00	90.03%
	Division: 513 - Fleet Total:	113,500.00	347,500.00	0.00	34,148.00	0.00	313,352.00	90.17%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 515 - Facility								
5 - Captial Outlay		625,000.00	368,717.00	0.00	0.00	145,134.66	223,582.34	60.64%
7 - Repair And Maintenance		0.00	31,480.00	0.00	6,480.00	0.00	25,000.00	79.42%
	Division: 515 - Facility Total:	625,000.00	400,197.00	0.00	6,480.00	145,134.66	248,582.34	62.11%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 520 - Police Service								
5 - Captial Outlay		36,935.00	535,675.58	72,151.96	299,406.70	233,434.04	2,834.84	0.53%
7 - Repair And Maintenance		800.00	800.00	0.00	0.00	0.00	800.00	100.00%
	Division: 520 - Police Service Total:	37,735.00	536,475.58	72,151.96	299,406.70	233,434.04	3,634.84	0.68%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 522 - Fire Service								
5 - Captial Outlay		100,000.00	144,000.00	0.00	133,879.25	0.00	10,120.75	7.03%
	Division: 522 - Fire Service Total:	100,000.00	144,000.00	0.00	133,879.25	0.00	10,120.75	7.03%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 523 - Fire Marshall								
2 - Supplies		0.00	12,625.99	0.00	12,313.99	0.00	312.00	2.47%
5 - Captial Outlay		0.00	51,995.00	0.00	51,995.00	0.00	0.00	0.00%
	Division: 523 - Fire Marshall Total:	0.00	64,620.99	0.00	64,308.99	0.00	312.00	0.48%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 524 - Emergency Management								
5 - Captial Outlay		0.00	346,011.00	0.00	0.00	0.00	346,011.00	100.00%
	Division: 524 - Emergency Management Total:	0.00	346,011.00	0.00	0.00	0.00	346,011.00	100.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 530 - Civic Center								
2 - Supplies		0.00	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
7 - Repair And Maintenance		0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
	Division: 530 - Civic Center Total:	0.00	26,000.00	0.00	0.00	0.00	26,000.00	100.00%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 531 - Recreation								
2 - Supplies		15,000.00	17,083.00	0.00	1,543.00	0.00	15,540.00	90.97%
	Division: 531 - Recreation Total:	15,000.00	17,083.00	0.00	1,543.00	0.00	15,540.00	90.97%

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ExpCategory;RevDep	<u>.</u>	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 542 - Human Res	ources							
6 - Other Expenses	_	0.00	7,000.00	0.00	1,891.48	0.00	5,108.52	72.98%
	Division: 542 - Human Resources Total:	0.00	7,000.00	0.00	1,891.48	0.00	5,108.52	72.98%
	Expense Total:	1,458,235.00	3,988,443.91	82,330.51	1,657,354.79	802,880.80	1,528,208.32	38.32%
F	Fund: 101 - GENERAL FUND - NON-OPERATING Surplus (Deficit):	-335,040.00	-1,246,434.00	-75,611.76	-1,514,235.64	-802,880.80	-1,070,682.44	-85.90%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 121 - STAFFORD CENTRE - 0	PERATING							
Revenue								
RevSubCategory: 15 - Inves	stment Income							
90 - Non Department	_	11,000.00	22,500.00	0.00	19,375.13	0.00	-3,124.87	13.89%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	11,000.00	22,500.00	0.00	19,375.13	0.00	-3,124.87	13.89%
RevSubCategory: 20 - Char	ges for Services							
80 - Performing Art Cente	er	1,921,000.00	2,070,500.50	494.12	1,631,567.78	0.00	-438,932.72	21.20%
90 - Non Department		5,000.00	15,000.00	0.00	12,097.42	0.00	-2,902.58	19.35%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	1,926,000.00	2,085,500.50	494.12	1,643,665.20	0.00	-441,835.30	21.19%
RevSubCategory: 32 - Trans	sfers							
90 - Non Department		950,000.00	900,000.00	0.00	225,000.00	0.00	-675,000.00	75.00%
	RevSubCategory: 32 - Transfers Surplus (Deficit):	950,000.00	900,000.00	0.00	225,000.00	0.00	-675,000.00	75.00%
	Revenue Surplus (Deficit):	2,887,000.00	3,008,000.50	494.12	1,888,040.33	0.00	-1,119,960.17	37.23%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Division: 541 - Stafford Centre							
0 - Contingency	22,035.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 - Salaries And Benefits	967,525.00	994,060.00	36,627.24	811,665.26	0.00	182,394.74	18.35%
2 - Supplies	42,000.00	62,304.00	7,211.36	49,142.21	8,069.48	5,092.31	8.17%
3 - Services	826,097.00	872,338.75	36,740.66	715,079.98	80,865.42	76,393.35	8.76%
4 - Utilities	269,600.00	245,100.00	5,834.23	198,399.95	457.86	46,242.19	18.87%
6 - Other Expenses	265,996.00	163,651.00	1,068.19	157,320.29	276.30	6,054.41	3.70%
7 - Repair And Maintenance	66,500.00	116,000.00	7,450.08	41,533.84	32,995.92	41,470.24	35.75%
Division: 541 - Stafford Centre Total:	2,459,753.00	2,453,453.75	94,931.76	1,973,141.53	122,664.98	357,647.24	14.58%
Expense Total:	2,459,753.00	2,453,453.75	94,931.76	1,973,141.53	122,664.98	357,647.24	14.58%
Fund: 121 - STAFFORD CENTRE - OPERATING Surplus (Deficit):	427,247.00	554,546.75	-94,437.64	-85,101.20	-122,664.98	-762,312.93	137.47%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
Fund: 122 - STAFFORD CENTRE -NON-OP	ERATING							
Revenue								
RevSubCategory: 32 - Transfers								
90 - Non Department		552,750.00	1,514,413.82	0.00	1,022,531.36	0.00	-491,882.46	32.48%
	RevSubCategory: 32 - Transfers Surplus (Deficit):	552,750.00	1,514,413.82	0.00	1,022,531.36	0.00	-491,882.46	32.48%
	Revenue Surplus (Deficit):	552,750.00	1,514,413.82	0.00	1,022,531.36	0.00	-491,882.46	32.48%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Expense							
Division: 541 - Stafford Centre							
2 - Supplies	15,000.00	10,200.00	0.00	10,116.11	0.00	83.89	0.82%
5 - Captial Outlay	512,750.00	1,481,014.00	76,719.60	1,101,473.93	48,966.88	330,573.19	22.32%
7 - Repair And Maintenance	25,000.00	23,200.00	1,045.00	13,434.58	0.00	9,765.42	42.09%
Division: 541 - Stafford Centre Total:	552,750.00	1,514,414.00	77,764.60	1,125,024.62	48,966.88	340,422.50	22.48%
Expense Total:	552,750.00	1,514,414.00	77,764.60	1,125,024.62	48,966.88	340,422.50	22.48%
Fund: 122 - STAFFORD CENTRE -NON-OPERATING Surplus (Deficit):	0.00	-0.18	-77,764.60	-102,493.26	-48,966.88	-151,459.96 44	4,422.22%

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							Variance	
		Original	Current	Period	Fiscal		Favorable	Percent
ExpCategory;RevDep		Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)	Remaining
Fund: 200 - SPECIAL REVENUE	- JUDICIAL EFFICIENCY							
Revenue								
RevSubCategory: 15 - In	vestment Income							
90 - Non Department		525.00	2,000.00	0.00	1,379.26	0.00	-620.74	31.04%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	525.00	2,000.00	0.00	1,379.26	0.00	-620.74	31.04%
RevSubCategory: 20 - Ch	arges for Services							
40 - Judicial		6,500.00	5,800.00	0.00	4,358.21	0.00	-1,441.79	24.86%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	6,500.00	5,800.00	0.00	4,358.21	0.00	-1,441.79	24.86%
	Revenue Surplus (Deficit):	7,025.00	7,800.00	0.00	5,737.47	0.00	-2,062.53	26.44%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Division: 540 - Municipal Court							
6 - Other Expenses	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
Division: 540 - Municipal Court Total:	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
Expense Total:	4,750.00	4,750.00	0.00	1,819.98	0.00	2,930.02	61.68%
Fund: 200 - SPECIAL REVENUE - JUDICIAL EFFICIENCY Surplus (Deficit):	2,275.00	3,050.00	0.00	3,917.49	0.00	867.49	-28.44%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 201 - SPECIAL REVENUE	- COURT SECURITY							
Revenue								
RevSubCategory: 15 - In	vestment Income							
90 - Non Department	_	3,150.00	4,500.00	0.00	4,349.61	0.00	-150.39	3.34%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	3,150.00	4,500.00	0.00	4,349.61	0.00	-150.39	3.34%
RevSubCategory: 20 - Ch	narges for Services							
40 - Judicial	_	25,000.00	16,500.00	0.00	13,755.72	0.00	-2,744.28	16.63%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	25,000.00	16,500.00	0.00	13,755.72	0.00	-2,744.28	16.63%
	Revenue Surplus (Deficit):	28,150.00	21,000.00	0.00	18,105.33	0.00	-2,894.67	13.78%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 540 - Municipal Court								
2 - Supplies		0.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
5 - Captial Outlay		20,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Division: 540 - Municipal Court Total:	20,000.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
	Expense Total:	20,000.00	5,000.00	0.00	1,903.04	0.00	3,096.96	61.94%
Fund: 201 - SPECIAL REVEN	UE - COURT SECURITY Surplus (Deficit):	8,150.00	16,000.00	0.00	16,202.29	0.00	202.29	-1.26%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 202 - SPECIAL REVENUE -	COURT TECHNOLOGY							
Revenue								
RevSubCategory: 15 - Inv	estment Income							
90 - Non Department		1,100.00	1,100.00	0.00	1,134.29	0.00	34.29	-3.12%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	1,100.00	1,100.00	0.00	1,134.29	0.00	34.29	-3.12%
RevSubCategory: 20 - Cha	arges for Services							
40 - Judicial		22,000.00	16,500.00	0.00	11,807.14	0.00	-4,692.86	28.44%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	22,000.00	16,500.00	0.00	11,807.14	0.00	-4,692.86	28.44%
	Revenue Surplus (Deficit):	23,100.00	17,600.00	0.00	12,941.43	0.00	-4,658.57	26.47%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Division: 540 - Municipal Court							
2 - Supplies	2,000.00	2,184.41	0.00	250.00	0.00	1,934.41	88.56%
3 - Services	24,900.00	29,261.00	225.00	22,340.80	6,222.00	698.20	2.39%
5 - Captial Outlay	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
Division: 540 - Municipal Court Total:	43,900.00	31,445.41	225.00	22,590.80	6,222.00	2,632.61	8.37%
Expense Total:	43,900.00	31,445.41	225.00	22,590.80	6,222.00	2,632.61	8.37%
Fund: 202 - SPECIAL REVENUE - COURT TECHNOLOGY Surplus (Deficit):	-20,800.00	-13,845.41	-225.00	-9,649.37	-6,222.00	-2,025.96	-14.63%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 203 - SPECIAL REVENUE - LOCAL TRU	JANCY PREVENTION							
Revenue								
RevSubCategory: 15 - Investment Ir	ncome							
90 - Non Department		3,250.00	5,500.00	0.00	4,927.02	0.00	-572.98	10.42%
RevSu	bCategory: 15 - Investment Income Surplus (Deficit):	3,250.00	5,500.00	0.00	4,927.02	0.00	-572.98	10.42%
RevSubCategory: 20 - Charges for S	ervices							
40 - Judicial		25,000.00	16,500.00	0.00	11,162.71	0.00	-5,337.29	32.35%
RevSub	Category: 20 - Charges for Services Surplus (Deficit):	25,000.00	16,500.00	0.00	11,162.71	0.00	-5,337.29	32.35%
	Revenue Surplus (Deficit):	28,250.00	22,000.00	0.00	16,089.73	0.00	-5,910.27	26.86%
Fund: 203 - SPECIAL REVEN	UE - LOCAL TRUANCY PREVENTION Surplus (Deficit):	28,250.00	22,000.00	0.00	16,089.73	0.00	-5,910.27	26.86%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 204 - SPECIAL REVENUE - MUNICIPAL JURY								
Revenue								
RevSubCategory: 15 - Investment Income								
90 - Non Department		65.00	100.00	0.00	73.47	0.00	-26.53	26.53%
RevSubCategory: 15 - Invest	ment Income Surplus (Deficit):	65.00	100.00	0.00	73.47	0.00	-26.53	26.53%
RevSubCategory: 20 - Charges for Services								
40 - Judicial		900.00	350.00	0.00	256.54	0.00	-93.46	26.70%
RevSubCategory: 20 - Charge	s for Services Surplus (Deficit):	900.00	350.00	0.00	256.54	0.00	-93.46	26.70%
	Revenue Surplus (Deficit):	965.00	450.00	0.00	330.01	0.00	-119.99	26.66%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Division: 540 - Municipal Court							
3 - Services	500.00	300.00	0.00	0.00	0.00	300.00	100.00%
6 - Other Expenses	1,500.00	1,200.00	196.91	1,132.45	0.00	67.55	5.63%
Division: 540 - Municipal Court Total:	2,000.00	1,500.00	196.91	1,132.45	0.00	367.55	24.50%
Expense Total:	2,000.00	1,500.00	196.91	1,132.45	0.00	367.55	24.50%
Fund: 204 - SPECIAL REVENUE - MUNICIPAL JURY Surplus (Deficit):	-1.035.00	-1.050.00	-196.91	-802.44	0.00	247.56	23.58%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Fund: 221 - SPECIAL REVENUE -	FEDERAL SEIZURE							
Revenue								
RevSubCategory: 15 - Inv	restment Income							
90 - Non Department	_	2,500.00	5,000.00	0.00	4,509.52	0.00	-490.48	9.81%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	2,500.00	5,000.00	0.00	4,509.52	0.00	-490.48	9.81%
RevSubCategory: 20 - Ch	arges for Services							
60 - Public Safety	_	0.00	16,900.00	0.00	16,868.48	0.00	-31.52	0.19%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	0.00	16,900.00	0.00	16,868.48	0.00	-31.52	0.19%
	Revenue Surplus (Deficit):	2,500.00	21,900.00	0.00	21,378.00	0.00	-522.00	2.38%

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ExpCategory;Revi	Dep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 520 - Police S	Service							
2 - Supplies		42,603.00	47,203.00	0.00	35,212.74	11,445.00	545.26	1.16%
5 - Captial Outlay		0.00	27,093.00	4,371.24	14,198.04	4,371.24	8,523.72	31.46%
	Division: 520 - Police Service Total:	42,603.00	74,296.00	4,371.24	49,410.78	15,816.24	9,068.98	12.21%
	Expense Total:	42,603.00	74,296.00	4,371.24	49,410.78	15,816.24	9,068.98	12.21%
	Fund: 221 - SPECIAL REVENUE - FEDERAL SEIZURE Surplus (Deficit):	-40,103.00	-52,396.00	-4,371.24	-28,032.78	-15,816.24	8,546.98	16.31%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 222 - SPECIAL REVENUE - STATE SEIZURE							
Revenue							
RevSubCategory: 15 - Investment Income							
90 - Non Department	1,350.00	1,650.00	0.00	1,389.13	0.00	-260.87	15.81%
RevSubCategory: 15 - Investment Income Surplus (Defic	it): 1,350.00	1,650.00	0.00	1,389.13	0.00	-260.87	15.81%
RevSubCategory: 16 - Miscellaneous							
90 - Non Department	0.00	0.00	-1,475.00	0.00	0.00	0.00	0.00%
RevSubCategory: 16 - Miscellaneous Surplus (Defic	it): 0.00	0.00	-1,475.00	0.00	0.00	0.00	0.00%
RevSubCategory: 20 - Charges for Services							
60 - Public Safety	0.00	6,600.00	0.00	6,526.05	0.00	-73.95	1.12%
RevSubCategory: 20 - Charges for Services Surplus (Defic	it): 0.00	6,600.00	0.00	6,526.05	0.00	-73.95	1.12%
RevSubCategory: 22 - Grants							
60 - Public Safety	0.00	3,900.00	2,600.00	2,600.00	0.00	-1,300.00	33.33%
RevSubCategory: 22 - Grants Surplus (Defic	it): 0.00	3,900.00	2,600.00	2,600.00	0.00	-1,300.00	33.33%
Revenue Surplus (Defic	it): 1,350.00	12,150.00	1,125.00	10,515.18	0.00	-1,634.82	13.46%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 520 - Police Serv	rice							
2 - Supplies		6,500.00	6,500.00	0.00	5,727.64	0.00	772.36	11.88%
3 - Services		0.00	8,500.00	908.00	3,549.00	2,807.00	2,144.00	25.22%
	Division: 520 - Police Service Total:	6,500.00	15,000.00	908.00	9,276.64	2,807.00	2,916.36	19.44%
	Expense Total:	6,500.00	15,000.00	908.00	9,276.64	2,807.00	2,916.36	19.44%
	Fund: 222 - SPECIAL REVENUE - STATE SEIZURE Surplus (Deficit):	-5,150.00	-2,850.00	217.00	1,238.54	-2,807.00	1,281.54	44.97%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 223 - SPECIAL REVENUE -	CHILD SAFETY							
Revenue								
RevSubCategory: 15 - Inv	estment Income							
90 - Non Department		720.00	2,000.00	0.00	1,605.88	0.00	-394.12	19.71%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	720.00	2,000.00	0.00	1,605.88	0.00	-394.12	19.71%
RevSubCategory: 20 - Cha	arges for Services							
60 - Public Safety		18,700.00	18,700.00	23.80	18,045.46	0.00	-654.54	3.50%
	RevSubCategory: 20 - Charges for Services Surplus (Deficit):	18,700.00	18,700.00	23.80	18,045.46	0.00	-654.54	3.50%
	Revenue Surplus (Deficit):	19,420.00	20,700.00	23.80	19,651.34	0.00	-1,048.66	5.07%
1	Fund: 223 - SPECIAL REVENUE - CHILD SAFETY Surplus (Deficit):	19,420.00	20,700.00	23.80	19,651.34	0.00	-1,048.66	5.07%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 224 - SPECIAL REVENUE - POLICE DONATION							
Revenue							
RevSubCategory: 15 - Investment Income							
90 - Non Department	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
RevSubCategory: 15 - Investment Income Surplus (Deficit):	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
Revenue Surplus (Deficit):	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%
Fund: 224 - SPECIAL REVENUE - POLICE DONATION Surplus (Deficit):	500.00	1,500.00	0.00	967.57	0.00	-532.43	35.50%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 300 - HOTEL OCCUPANCY T	AX							
Revenue								
RevSubCategory: 10 - Taxe	s							
90 - Non Department	_	1,100,000.00	1,450,000.00	125,424.38	1,293,511.47	0.00	-156,488.53	10.79%
	RevSubCategory: 10 - Taxes Surplus (Deficit):	1,100,000.00	1,450,000.00	125,424.38	1,293,511.47	0.00	-156,488.53	10.79%
RevSubCategory: 15 - Inves	stment Income							
90 - Non Department	_	200,000.00	365,000.00	2,112.76	342,237.14	0.00	-22,762.86	6.24%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	200,000.00	365,000.00	2,112.76	342,237.14	0.00	-22,762.86	6.24%
	Revenue Surplus (Deficit):	1,300,000.00	1,815,000.00	127,537.14	1,635,748.61	0.00	-179,251.39	9.88%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 541 - Stafford Centre								
6 - Other Expenses		0.00	25,000.00	21,690.00	21,690.00	0.00	3,310.00	13.24%
	Division: 541 - Stafford Centre Total:	0.00	25,000.00	21,690.00	21,690.00	0.00	3,310.00	13.24%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 999 - Transfers								
9 - Transfers		1,291,215.00	2,178,878.82	0.00	1,282,762.33	0.00	896,116.49	41.13%
	Division: 999 - Transfers Total:	1,291,215.00	2,178,878.82	0.00	1,282,762.33	0.00	896,116.49	41.13%
	Expense Total:	1,291,215.00	2,203,878.82	21,690.00	1,304,452.33	0.00	899,426.49	40.81%
	Fund: 300 - HOTEL OCCUPANCY TAX Surplus (Deficit):	8,785.00	-388,878.82	105,847.14	331,296.28	0.00	720,175.10	185.19%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 400 - DEBT SERVICE								
Revenue								
RevSubCategory: 15 - Inve	stment Income							
90 - Non Department		2,000.00	9,000.00	0.00	7,731.41	0.00	-1,268.59	14.10%
	RevSubCategory: 15 - Investment Income Surplus (Deficit):	2,000.00	9,000.00	0.00	7,731.41	0.00	-1,268.59	14.10%
RevSubCategory: 32 - Tran	sfers							
90 - Non Department		849,190.00	849,190.00	0.00	636,892.50	0.00	-212,297.50	25.00%
	RevSubCategory: 32 - Transfers Surplus (Deficit):	849,190.00	849,190.00	0.00	636,892.50	0.00	-212,297.50	25.00%
	Revenue Surplus (Deficit):	851,190.00	858,190.00	0.00	644,623.91	0.00	-213,566.09	24.89%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) I	Percent Remaining
Expense								
Division: 995 - Debt Payment								
8 - Debt		849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Division: 995 - Debt Payment Total:	849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Expense Total:	849,190.00	849,340.00	0.00	240,493.77	0.00	608,846.23	71.68%
	Fund: 400 - DEBT SERVICE Surplus (Deficit):	2,000.00	8,850.00	0.00	404,130.14	0.00	395,280.14 -	4,466.44%

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ExpCategory;RevDep	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 500 - CAPITAL PROJECTS-BOND FUNDED							
Revenue							
RevSubCategory: 15 - Investment Income							
90 - Non Department	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	-5.58%
RevSubCategory: 15 - Investment Income Surplus (Deficit):	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	-5.58%
Revenue Surplus (Deficit):	95,000.00	95,000.00	1,162.54	100,297.37	0.00	5,297.37	-5.58%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable) F	Percent Remaining
Expense								
Division: 506 - Information Technology								
2 - Supplies		0.00	4,239.00	0.00	4,239.00	0.00	0.00	0.00%
7 - Repair And Maintenance		0.00	5,734.00	0.00	607.28	3,836.00	1,290.72	22.51%
	Division: 506 - Information Technology Total:	0.00	9,973.00	0.00	4,846.28	3,836.00	1,290.72	12.94%

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ExpCategory;RevDep		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 512 - Street								
5 - Captial Outlay		1,000,000.00	1,000,000.00	0.00	-109,736.46	0.00	1,109,736.46	110.97%
	Division: 512 - Street Total:	1,000,000.00	1,000,000.00	0.00	-109,736.46	0.00	1,109,736.46	110.97%

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ExpCategory;RevDe	ър	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Division: 515 - Facility								
5 - Captial Outlay	_	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00%
	Division: 515 - Facility Total:	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00%
	Expense Total:	1,125,000.00	1,134,973.00	0.00	-104,890.18	3,836.00	1,236,027.18	108.90%
	Fund: 500 - CAPITAL PROJECTS-BOND FUNDED Surplus (Deficit):	-1,030,000.00	-1,039,973.00	1,162.54	205,187.55	-3,836.00	1,241,324.55	119.36%
	Report Surplus (Deficit):	-3,965,312.00	-2,541,077.16	276,651.73	1,402,839.26	-1,568,567.52	2,375,348.90	93.48%

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Fund Summary

						Variance
	Original	Current	Period	Fiscal		Favorable
Fund	Total Budget	Total Budget	Activity	Activity	Encumbrances	(Unfavorable)
100 - GENERAL FUND - OPERATIN	-3,029,811.00	-422,296.50	422,008.40	2,144,473.02	-565,373.62	2,001,395.90
101 - GENERAL FUND - NON-OPE	-335,040.00	-1,246,434.00	-75,611.76	-1,514,235.64	-802,880.80	-1,070,682.44
121 - STAFFORD CENTRE - OPERA	427,247.00	554,546.75	-94,437.64	-85,101.20	-122,664.98	-762,312.93
122 - STAFFORD CENTRE -NON-O	0.00	-0.18	-77,764.60	-102,493.26	-48,966.88	-151,459.96
200 - SPECIAL REVENUE - JUDICIA	2,275.00	3,050.00	0.00	3,917.49	0.00	867.49
201 - SPECIAL REVENUE - COURT	8,150.00	16,000.00	0.00	16,202.29	0.00	202.29
202 - SPECIAL REVENUE - COURT	-20,800.00	-13,845.41	-225.00	-9,649.37	-6,222.00	-2,025.96
203 - SPECIAL REVENUE - LOCAL	28,250.00	22,000.00	0.00	16,089.73	0.00	-5,910.27
204 - SPECIAL REVENUE - MUNIC	-1,035.00	-1,050.00	-196.91	-802.44	0.00	247.56
221 - SPECIAL REVENUE - FEDERA	-40,103.00	-52,396.00	-4,371.24	-28,032.78	-15,816.24	8,546.98
222 - SPECIAL REVENUE - STATE S	-5,150.00	-2,850.00	217.00	1,238.54	-2,807.00	1,281.54
223 - SPECIAL REVENUE - CHILD S	19,420.00	20,700.00	23.80	19,651.34	0.00	-1,048.66
224 - SPECIAL REVENUE - POLICE	500.00	1,500.00	0.00	967.57	0.00	-532.43
300 - HOTEL OCCUPANCY TAX	8,785.00	-388,878.82	105,847.14	331,296.28	0.00	720,175.10
400 - DEBT SERVICE	2,000.00	8,850.00	0.00	404,130.14	0.00	395,280.14
500 - CAPITAL PROJECTS-BOND F	-1,030,000.00	-1,039,973.00	1,162.54	205,187.55	-3,836.00	1,241,324.55
Report Surplus (Deficit):	-3,965,312.00	-2,541,077.16	276,651.73	1,402,839.26	-1,568,567.52	2,375,348.90



HUMAN RESOURCES DEPARTMENT MEMO

TO: MAYOR & CITY COUNCIL

FROM: SHANELL GARCIA, DIRECTOR OF HUMAN RESOURCES

SUBJECT: CITY COUNCIL WORKSHOP

DATE: 9/11/2024

In a recent Council Meeting, the directive was given for the Director of Human Resources to coordinate a team building workshop with an outside firm. I reached out and spoke with four agencies that understood our goals; what we wanted to accomplish and I received two quotes back. The two quotes are from very reputable and recommended agencies.

I believe the best next steps would be for City Council to confirm which firm would best align with our needs at this time. Attached you will find the quotes and one agency has provided an example of their work.

Please let me know if you have any questions.

Thank you,

Director of Human Resources

Shanell Garcia

281-261-3929



August 9, 2024

Shanell Garcia
Director of Human Resources
City of Stafford, Texas

Re: Proposal to Provide Consulting Services –Council Governance and

Planning Session – 2024-25

Ms. Garcia:

I sincerely appreciate your interest in engaging me to perform consulting services for the City of Stafford. I am excited about the prospect of working with your Mayor and City Council and the staff in facilitating governance and planning sessions for Council and staff.

PROJECT OBJECTIVES/DESCRIPTION: Working with the Council and management team, Ron Cox will facilitate two sessions over two different days: A governance and visioning session for Mayor and City Council (and key staff that you may invite); and a planning session with the Mayor, City Council and staff. In addition, I will provide follow up services for you and your staff assisting in the creation of an action/implementation plan resulting from the strategies and goals prepared at the planning session. At the governance session, the Council will discuss and develop their governance model, including their key vision elements and key strategic focus areas. The planning session will be designed to provide a time for the Council and staff to develop short-term and long-term strategies and goals for the city consistent with key strategic focus areas. Ron Cox will also facilitate a series of follow up sessions with the staff to develop an action plan designed to address the long-term strategies.

SERVICES/DELIVERABLES: Ron Cox will provide the following services and deliverables (including estimated time for each task for the City of Stafford.

Task 1) Initial Meetings. Meet with the Mayor and/or key staff to confirm expectations, understand issues relevant to the planning process and determine a more detailed process for the facilitations (up to two hours). Meet with key staff to understand key issues and challenges from the staff's perspective (up to three hours – note, this can come later in the process as the planning session nears). Meet with the Mayor and each member of the City Council to fully understand the expected issues and finalize the process and agenda for each the Council Sessions (up to eight hours). Report back to confirm expectations.

Task 2) Governance Session. Prepare for (three hours) and facilitate the session with Council on governance (up to six hours) with the Mayor and City Council (and executive staff if desired). The governance session will focus on establishing a model for council and staff to follow. Key discussions will center on leadership, communication, expectations and establishing the key elements of the vision Council has for Stafford as well as core values. A report will be prepared of the results of the session (three hours).

Task 3) Council/Staff Planning Session. Meet with staff to understand issues to be addressed and define process to be used during session. (up to three hours). Prepare for (up to three hours) and facilitate the Council/Staff Planning Session (up to eight hours). This session is designed to establish a Strategic Plan prepared for 2024-25 and beyond as appropriate. This session will be designed to result in capturing the long-range strategies, or key strategic focus areas of importance to the City Council, as well as identify goals for their accomplishment.

Task 4) Implementation Plan. Work with staff members to prepare an implementation plan addressing the work product from the City Council planning session and aligning the work of the staff with the Council's plan. This phase will result in an analysis of the Council's key strategic focus areas and goals and add other goals and objectives to add depth to the Council's work product. (up to two four-hour sessions, or one full day session)

Task 5) Final Report. Prepare (up to three hours) and submit a final report to the Mayor and City Council wrapping up the process. Present the final report to the City Council for approval (up to two hours).

Task 6) Additional Services. Provide any additional services that might be authorized to be billed on an hourly rate as outlined in Attachment A.

OTHER SERVICES. Ron Cox Consulting will provide additional services as may be assigned by the City Manager at his direction. Additional time and expenses will be billed per the fee schedule on Attachment A.

FEES:

Governance Session - Tasks 1- 2. \$6,250

Planning Session and

Follow up – Tasks 3-5. \$6,750

Total \$13,000

Task 6 and/or Other Services will be billed for time and expenses in accordance with Attachment A.

EXPENSES. In addition to the fees for services, I customarily require reimbursement for actual out-of-pocket expenses, such as printing and reproduction costs, secretarial time, travel, overnight accommodations as necessary, messenger services, and similar expenses, and all items paid for on behalf of the city.

If I may answer any other questions, or if you would like to discuss what I have outlined, including project costs, please do not hesitate to call. I truly appreciate the opportunity to present this to you and look forward to working with the City of Stafford.

Mayor

Very truly yours,

Ron Cox
Ron Cox Consulting

Terms of engagement accepted and agreed to this _____ day of _____. 2024.



Attachment "A"

FEE SCHEDULE

Direct Expenses

Consultation, research, analysis and other duties such as telephone conferences

Hourly Rate per below

Additional Services, as authorized Hourly Rate per below

Reimbursable Expenses

Sub-Contract work Cost + 10%All non-labor expenses Cost + 10%Photocopies (black and white) \$0.10 per page

Art Supply Fee, if applicable 1% of Labor Fee as Invoiced Vehicle travel per mile Maximum IRS allowable rate

Hourly Rate

Principal (Ron Cox) \$250/hour Administrative (clerical) \$60/hour

Effective Date: January 1, 2023



281-543-0042 rcox@roncoxconsulting.com

Ronald E. Cox Biography

Ronald E. Cox has been married to his wife, Susan, for 51 years. They have two children, daughter Emily, and son, Tim, and five grandchildren, Courtney, Ryan, Isabella, Brynlee, and Caleb.

Ron received a Bachelor of Science from Abilene Christian University in 1972 and a Master of Arts from University of Texas at Tyler in 1981. Ron entered the governmental arena in 1972 with the Brazos Valley Development Council in Bryan and, after almost two years went to work for the East Texas Council of Governments (ETCOG) in Kilgore.

Ron accepted his first position as City Manager in 1978 with the City of Rusk. He was the City of Rusk's first City Manager. Two years later, he became the City Manager of Center. In 1984, Ron accepted the position of City Manager of the City of Kilgore, where he served for six years. In November 1990, he became Friendswood's third City Manager and served that city until May 2006. Ron has been involved in local government for over 50 years and held the position of City Manager in four cities for 28 years.

Ron remains active in many governmental organizations including the Texas Municipal League, and Texas City Management Association (TCMA). Ron served as president of TCMA Regions V and VI. He served on the Board of Directors of TCMA from 1995-1997 and served as TCMA's president in 1997-98. He continues to actively participate in various TCMA programs. In 2005, Ron was awarded TCMA's Lifetime Achievement Award, an exceptional honor, and in 2006 he was given Life Member status in TCMA. And in 2022 Ron was awarded TCMA's highest honor and became the seventh recipient of the Distinguished Service Award. Ron has regularly served on the TCMA Professional Development Committee. He has and continues to speak regularly at conferences and training sessions in Texas about issues and challenges in local government.

In 1990, Ron was appointed by Governor Bill Clements to the Board of Trustees of the Texas Municipal Retirement System and served on the Board until 1993. He also served on the TMRS Advisory Board 2006-2010. He was chosen to serve on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool in 1986 and served on the Executive Committee as Vice-Chair of the Board, 1990-91. In 2016 Ron was appointed to the newly established Friendswood Downtown Economic Development Corporation Board in his hometown and served as its initial President. He continues to serve on that Board.

Since May 2006, Ron has consulted with 87 cities and many other public and nonprofit entities in Texas in a variety of areas, including strategic planning at the Council/Board and staff levels, leadership development for city staff, executive recruitment, and management services. He particularly enjoys working with smaller cities. He enjoys sharing his experiences with others in a variety of ways including public speaking at seminars and conferences. In 2020, Ron was named a Friendswood Legend by Mayor Mike Foreman for his work both during his city management career there and his volunteer work with the City of Friendswood over the past years. In 2021, after having worked with the City of Iowa Colony for fifteen years, the Mayor and City Council honored Ron by naming their location for municipal facilities the Ronald E. Cox Municipal Center.



Client List May 2006 – August 2024

Following is a list of clients and the work performed by Ron Cox Consulting since May 2006.

Client List includes:

- 87 Cities
- 6 Economic Development Corporations
- 17 Nonprofit Organizations, Special Districts and/or Statewide Associations
- 2 Private Firms

$\sqrt{\text{City of Alvin, 2008, 2022, 2024}}$

- Facilitated a Council retreat in June 2008 focusing on the governance model for the Mayor and City Council. This session focused on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Manager and his staff.
- Facilitated a Council/staff planning session including follow up with staff to prepare an implementation plan. January 2021
- Facilitated a Council governance session. January 2022.
- Facilitated a Council/staff session focusing on a comprehensive ordinance update. January 2022.
- Facilitated a Council/staff planning session. February 2024.

$\sqrt{\text{City of Arcola, 2022-24}}$

Appointed administrator of the City of Arcola Tax Increment Reinvestment Zone #1. Responsible for preparation of required annual report and other administrative duties. October 2022.

$\sqrt{}$ City of Anahuac, 2010

 Facilitated a Council and staff retreat in June 2010 focusing on the governance model for the Mayor and City Council and their relationship with key staff. This session focused on assisting newly elected Council member in understanding their role, determining the strengths, weaknesses, opportunities, and threats (SWOT) of the city, and setting strategies and goals to meet for the City's future.

$\sqrt{\text{City of Bay City, 2017-18}}$

Facilitated a series of sessions with the Mayor, Council and staff focusing on updating the existing strategic plan, developing an implementation plan and developing a governance model for the Mayor and City Council. March 2017 – March 2018.

$\sqrt{}$ City of Bee Cave, 2006-07

- Facilitated a staff leadership development program for all employees of the city, including a daylong retreat, goal setting and action plan, and leadership development program.
- Facilitated a staff retreat and goal setting project for the City Manager and his key staff.

$\sqrt{}$ City of Bellaire, 2021-24

- Engaged to work with Mayor and City Council to facilitate consensus building between the elected officials to determine the expectations and profile as a presearch process for the selection of a new city manager. Completed in June 2021.
- Worked with Mayor and City Council to facilitate a review of the governance model and facilitate a planning session identifying the key Strategic Focus Areas for future planning. January 2022.
- Facilitated follow up session with Council focusing on the members participation in the DISC temperament inventory. March 2022.
- Facilitated a Council/staff planning session. Met with staff to prepare an Implementation Plan. March and April 2022.
- Facilitated a pre-budget planning session with Council and staff. May 2022.
- Facilitated planning sessions with Council and staff. March 2023.
- Facilitated planning sessions with Council and staff. February 2024.

$\sqrt{\text{City of Bonney, 2021-24}}$

- Engaged to provide ongoing general city management and development consultation for the Mayor and City Council.
- Prepared a Staffing Implementation Plan for Council. This plan is to assist Council in determining when to hire staff in strategic areas. Specifically, police and public work, as well as administrative staff, as the city grows, and the tax base can support it. May 2022.

$\sqrt{\text{City of Brazoria, 2007-10}}$

- Engaged to provide ongoing general city management consultation for Mayor and City Council. Duties included assisting the City in determining the best uses for funds received in the settlement of a lawsuit and assisting the City in determining appropriate rates for water and sewer utilities to support the system's operations and the issuance of bonds for system improvements.
- Engaged to provide consulting services to the City Manager regarding water and sewer rates and possible bond issue to make capital improvements.

$\sqrt{\text{City of Brenham, 2011}}$

• Facilitated a City Council Retreat in February 2011 with discussion on development goals for the City and City's management team. Program included a

one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.

√ City of Brookside Village, 2022-24

• Engaged to provide ongoing general city management and development consultation for the Mayor and City Council. September 2022.

$\sqrt{\text{City of Bryan, 2007-10}}$

- Facilitated a staff leadership development program for the City Manager and his senior leadership team. Program included a daylong retreat, goal setting and leadership program over five sessions.
- Facilitated a Council and staff retreat focusing on developing a model and philosophy of governance for the City Council and on long range strategic planning for the city in August 2007.
- Facilitated a second retreat with Council and staff in February 2008. Retreat focused on confirming the governance model set in place, developing a vision statement, receiving reports from staff on implementation of strategic plan and confirming the course set for that plan.
- Facilitated a second daylong retreat with the City staff in June 2008. Retreat focused on pressing management issues, reviewing commitments from earlier retreat, and setting out a plan of action for moving forward.
- Facilitated a daylong retreat for the Public Works and Utilities Departments in October 2008.
- Facilitated a daylong retreat for the Planning and Development Services and Engineering Departments in October 2008.
- Facilitated a third day and a half retreat for the City Council in January 2009.
- Facilitated a fourth day and a half planning retreat for the City Council in February 2010.
- Facilitated a day long panning retreat for the City Manager's management team in March 2010, with a series of follow up sessions revolving around building the team, using a book entitled "Overcoming the Five Dysfunctions of a Team" by Patrick Lencioni.
- Facilitated a fifth day and half planning retreat for the City Council in July 2010.

$\sqrt{\text{City of Buda, 2023}}$

• Facilitated two half day sessions on governance and planning with the City Council, City Manager, and staff. March 2023

$\sqrt{}$ City of Bunker Hill, 2019

Facilitated an evening Town Hall meeting for candidates for the Mayoral position. Process consisted of moderating the meeting, asking predetermined questions of the candidates, and facilitating Q&A from the audience for the evening. April 2019.

$\sqrt{}$ City of Castroville, 2021-22

- Facilitated a planning session setting the Capital Improvements Plan priorities and developing vision, mission, and values. September 2021.
- Facilitated a second planning session. May 2022.

$\sqrt{}$ City of Center, 2007-08, 2019

- Facilitated a Council and staff retreat focusing on long range strategic planning for the city. Worked with the city staff to develop a plan and process for implementation of the strategic plan developed in the retreat.
- Facilitated a second Council and staff planning session. August 2019.

$\sqrt{}$ City of Clear Lake Shores, 2006, 2018, 2019, 2022

- Facilitated Council short-term goal setting retreat. Provided follow up with the mayor and staff to develop an Action Plan for the implementation of the goals set by Council.
- Assisted the Council in preparing a job description for the new position of City Manager, 2006.
- Assisted Council in preparing Rules of Procedures for the City Council and Committees.
- Facilitated the successful search for City Administrator, October 2018.
- Facilitated a Council/staff planning session and provided follow up services. July 2019.
- Facilitated a second Council/staff planning session and provided follow up services. August 2022.

$\sqrt{\text{City of Cedar Hill, 2009}}$

• In November 2009, facilitated a two-day retreat with City Council, the City Manager, and his senior staff. Council reviewed the existing strategic plan, received reports on the progress toward its implementation and set strategies for the next five years.

$\sqrt{}$ City of Cleveland, 2023

Facilitated a one-day planning session with the City Council, City Manager, and staff. Provided follow up services with staff to develop implementation plan. February-April 2023.

$\sqrt{}$ City of College Station, 2017-19

- Facilitated a one-day planning retreat with the City Council, City Manager and staff in February 2017. Staff follow-up in March 2017.
- Facilitate a second one-day planning retreat with the City Council, City Manager and staff in February 2018. Staff follow-up in March 2018.
- Facilitated a third one-day planning retreat with the City Council, City Manager and staff in January 2019. Staff follow-up in February 2019.

$\sqrt{\text{City of Conroe, 2021-22}}$

• Facilitated a planning session for staff. December 2021 -January 2022.

$\sqrt{}$ City of Corinth, 2024

• Facilitated a planning session. March 2024

$\sqrt{}$ City of Dayton, 2018-19

- Facilitated a City Council/staff planning session in August 2018 focusing on governance and strategic initiatives, combining the work of the recently adopted comprehensive plan with the immediate needs of the Council. Worked with staff to prepare draft Vision and Mission statements and implementation plan for Council consideration. Completed October 2018.
- Facilitated a second Council/staff planning session in June 2019.

$\sqrt{\text{City of Deer Park, 2007-08, 2014, 2019, 2024}}$

- Facilitated a series of meetings with the public works and administrative services staffs to focus on their mission and customer service issues.
- Facilitated a City Council/staff retreat in March 2008 focusing on vision and strategic goals for Council and staff to implement. Worked with the staff to develop an Action Plan for the implementation of the strategies and goals set by Council.
- Facilitated a City Council/staff retreat in March 2014. The retreat focused on a reconsideration and confirmation of the vision and mission and reestablishment of strategic goals.
- Facilitated a third one-day planning session and follow-up with Council and staff in March 2019.
- Facilitated a fourth day long planning session and follow-up with Council and staff in March 2024.

$\sqrt{\text{City of Del Rio, 2020-21, 2023}}$

- Facilitated a Council Planning Session, February 2020. Due to COVID-19 this engagement was not completed.
- Facilitated a second planning session with City Council and staff, October 2023.

$\sqrt{\text{City of Dickinson, 2006, 2019, 2023}}$

- Facilitated Council strategic goal setting, including developing vision and mission statements, as well as expectations for the City Manager, all adopted by City Council. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
- Conducted and coordinated a successful search for a new City Manager in 2006.
- Facilitated the first ever session between the City of Dickinson, Galveston WCID#1 (the water and sewer service provider), the Dickinson Economic Development Corporation and the Dickinson Municipal Management District. This session allowed the groups to identify their respective responsibilities, identify common needs, and establish a commitment to work together on a regular basis for the good of the community.
- Facilitated a planning session with Council and staff. Provided follow up services with staff for implementation plan. January-April 2023

$\sqrt{\text{City of Dumas, } 2012-13}$

• Facilitated Council strategic goal setting session. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of goals set by Council.

$\sqrt{}$ City of El Campo, 2015-18

- Teamed with other consulting firms, Marsh Darcy Partners and Freese Nichols Engineering to develop Phase 1 update to the City's Comprehensive Plan. The Plan was originally completed in 2000. The update was conducted in two phases. Phase 1 completed July 2015. Phase 2 completed Fall of 2016. Phase 3 was completed Spring, 2017.
- Facilitated a planning session with City Council and Community Development Corporation. January 2018.

$\sqrt{}$ City of Fairchilds, 2017-18

- Prepared a comprehensive Subdivision Ordinance for the City. This city has very little population and no full-time staff, yet developers are pursuing development in the city limits and its ETJ. 2017.
- Providing follow up services on the Subdivision Ordinance. 2018

$\sqrt{}$ City of Fairview, 2018

• Facilitated sessions with a Council appointed committee, Community Resource Group (CRG) to discuss reasons why a recent bond election failed to pass, and what the next steps may be. Facilitated two sessions with a total of 50 people. March 2018. Facilitated follow up sessions in April with a joint session between Council and the CRG and additional sessions with CRG. April 2018.

$\sqrt{\text{City of Fulshear, 2016-17}}$

- Facilitated a Council/Staff retreat in July and August 2016 with discussion on the governance model of the City Council and development of strategies and goals for the City.
- Facilitated a second planning session with City Council and staff in 2017. July 2017.

$\sqrt{\text{City of Friendswood, 2022}}$

• Facilitated a one-day planning session with the Community and Economic Development Committee. December 2021. Facilitated a follow-up session in March 2022.

$\sqrt{}$ City of Galveston, 2017

 Worked jointly with Alan Mueller of Marsh Darcy Partners to review the practices of the Galveston Building Department and make recommendations for improvements. April 2017.

$\sqrt{\text{City of Georgetown, 2021, 2022, 2023}}$

- Facilitated a two-day planning session with the Mayor, City Council, and staff. January 2021.
- Facilitated a second two-day planning session with the Mayor, City Council, and staff. December 2021.
- Facilitated a third two-day planning session with Mayor, City Council, and staff. December 2022.
- Facilitated a fourth one-day planning session with Mayor, City Council, and staff.
 December 2023.

$\sqrt{}$ City of Gladewater, 2009

• Facilitated a City Council Retreat in February 2009 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.

$\sqrt{}$ City of Goliad, 2012-13

- Made a presentation to the Goliad Management District Board and city staff regarding economic development considerations, special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, October 2012.
- Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 53 acres in the City. This agreement called for the reimbursement of funds expended by the developer for

- infrastructure improvements to be owned and operated by the City. December 2012
- Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 30 acres in the City's ETJ. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012.
- Facilitated a session between the City Council and the Goliad Municipal Management District Board to review existing By-Laws and operating procedures and facilitate understanding and any changes they may need. July 2013.

$\sqrt{}$ City of Gonzales, 2008-10

- Facilitated a City Council Retreat in September 2008 with discussion on development of a governance model for the Council to follow, and goals for the City and City's management team. Program included a day and a half long retreat, goal setting and governance program for the City Council. I also met with staff to develop an Action/Implementation, which culminated in a report to City Council where they adopted the Plan.
- Facilitated a second City Council retreat in October 2010. This retreat focused on Council relationships by reviewing temperament traits via the DISC temperament inventory, reviewed the status of strategies established in 2008 and set new strategies for 2011 and following. I met with staff following the retreat to assist them in preparing an Action/Implementation Plan.

$\sqrt{\text{City of Granbury, 2022, 2024}}$

- Facilitated a day-and-a half planning session with the City Council and staff. April and May 2022.
- Facilitated a second planning session with City Council and staff. January 2024.

$\sqrt{\text{City of Hitchcock, 2017-19}}$

- Assisted Rathburn Planning & Consulting in reviewing the organizational structure and financial condition of the City of Hitchcock. The review and subsequent recommendations were designed to assist the city on a path of better efficiency in operations and management. January 2018.
- Assisting the Mayor and staff on development of the 2018-19 City budget, and TIRZ administration. 2018.
- Counseled Mayor on newly created City Administrator position and person selected on job description, benefits, and contract terms. 2019

$\sqrt{}$ City of Humble, 2018

• Facilitated a daylong planning session with Council and staff. Session includes establishment of a governance model, as well as establishing goals and priorities for the coming year. October 2018.

$\sqrt{}$ City of Huntsville, 2006-08

- In 2006 facilitated a staff leadership development program for the City Manager and his senior leadership team. Program includes a daylong retreat, goal setting and leadership program over ten sessions.
- Facilitated a City Council Retreat in April 2007 with discussion on development of a governance model for the Council to follow, vision, mission, and strategic goals in association with the recently completed Comprehensive Plan.

• Facilitated a second City Council Retreat in February 2008 to follow up on the activities of staff on the Action Plan, to determine if adjustments needed to be made to the strategies developed in 2007 and to identify additional items the Council and staff should focus on soon.

$\sqrt{\text{City of Hutto, 2021-23}}$

- Facilitated a one-day Governance session focusing on Council leadership, communication, expectations, vision, mission, and values. October 2021.
- Facilitated two half-day sessions reviewing the governance model and setting priorities for the upcoming fiscal year. March 2023.

$\sqrt{}$ City of Ingleside, 2017

• Facilitated a City Council planning session and provided follow up services with the staff to prepare an action plan. May 2017.

$\sqrt{}$ City of Iowa Colony, 2006-24

- Providing ongoing general city management consultation for Mayor and City Council. Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Oversaw the establishment of the City's Unified Development Code, including a sign ordinance, landscaping, lighting, zoning, subdivision, façade standards. Assisted in the creation of Investment Policies. Created a policy for the use of special districts. Assisted in the development and approval of various policies, ordinances and procedures to assist the city in its overall operations and management. Attends and prepares agendas for all City Council meetings.
- Work includes assistance with development issues, including development and approvals of agreements with developers for Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Assisted the City Council in analyzing the need for a Crime Control and Prevention District. Council appointed a Temporary Board. Worked with the Temporary Board to draft the required two-year plan and budget. The voters approved the creation of the District in May 2009. Coordinated the meetings of the Board acting as their staff liaison. The district was not approved for extension in a required election in 2013. It was placed on the ballot again in 2018 and was once again approved. Served as administrator for the CCPD Board of Directors until the new City Manager was employed.
- Served as the administrator for Tax Increment Reinvestment Zone #2 and the Iowa Colony Development Authority from 2010-2024. TIRZ #2 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares and a 100+ acre city park. Phase 1 and 2 of the park is open. In 2018, the Authority issued \$8.4 million in tax exempt TIRZ bonds to repay developer for public infrastructure, based on value growth within the TIRZ boundaries. In 2019, the Authority issued \$4.1 million in tax exempt TIRZ bonds for the same purpose as in 2018. In 2020 the Authority issued \$3.865 million in tax exempt TIRZ bonds for the same purpose

- as in 2018. In 2022, the Authority issued over \$5m in tax exempt TIRZ bonds. In 2023, the Authority issued over \$6m in tax exempt TIRZ bonds.
- Assisted in administration and reporting of a \$23,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Assisted in preparation of an Employee Handbook, implementation of their first computer-based accounting system financial policies, establishment of a police department and related policies and a municipal court. Assisted in the acquisition of the city's first web-based building permitting and inspection system. Established the first public works department. Established the city's first accounting management program, and the hiring of the first full time accountant.
- Assisted in adoption of the city's first tax rate in 2017.
- Prepared annual budgets 2014-15-16-17-18-19-20-21.
- Assisted the City in an annexation of a Municipal Utility District increasing population from approximately 1,500 to over 7,000. 2019.
- Facilitated the development of a Home Rule Charter coordinating the efforts of a fifteen-member Charter Commission. Charter approved by the voters in November 2020.
- Teamed with Marsh Darcy Partners to develop the city's first Comprehensive Plan, 2019-20.
- Serving as the Interim City Manager because of the approval by voters of the City Charter. The Charter was approved for the Council-Manager Form of Government. November 2020
- Facilitated/coordinated the selection of the first full time City Manager. Council hired first full time City Manager, July 19, 2021.
- Honored to have the property designated for future municipal facilities as the Ronald E. Cox Municipal Center, July 2021.
- Facilitated a governance session with City Council. October 2021
- Facilitated a planning session with Council and staff. March 2022. Provided follow up services to develop a staff Implementation Plan, March, April, May 2022.
- Facilitated a planning session devoted to governance and the development of their first Capital Improvements Plan. January 2023.
- Facilitated a planning session with City Council and staff. March and June 2024.

V City of Kemah, 2015-19, 2021

- Assisted Mayor and staff on administrative and management issues during the interim time in their search for a City Administrator, on a part time basis.
- Assisted in the review of applications for the City Administrator position and making recommendations to the Mayor and City Council during the search. Prepared revised organizational chart recommended an additional new position to reduce workload of City Administrator and allow that position to complete economic development activities.
- Coordinated the search for and selection of a newly created Community Services Director position.
- Coordinated the search for and selection of a City Secretary.
- Studied and made recommendations regarding uses of Hotel/Motel and Type B sales taxes.

- Provided governance and strategic planning session services in June 2016.
- Assisted the Mayor in working with the Chief of Police to develop a three-year performance plan and outline expectations of the position in July 2016.
- Met with Mayor and City Council to review the Governance Model established in 2016 and discuss progress on goals set in 2016. March 2019.
- Met with Mayor, public attendees and Council members to facilitate a discussion about issues and challenges facing the city. August 2021
- Met with staff to assist in interview for the Police Chief selection process. August 2021.

$\sqrt{\text{City of Kyle, 2022}}$

• Facilitated a day and a half planning session with City Council and staff. February 2022.

$\sqrt{\text{City of La Marque, 2018-19}}$

• Facilitated and assisted the City of La Marque in their search for a new City Manager. New City Manager successfully hired in March 2019.

$\sqrt{\text{City of La Porte, 2012-13, 2020, 2023}}$

- In association with Alan Mueller Management, conducted an internal review and audit of the Planning Department. The Department consisted of planning, engineering, building and code enforcement divisions. The review culminated in a report to the City Council with over 75 recommendations for policy, process, and governance changes. 2012.
- In March 2013 facilitated a staff retreat. The City Council and staff had met previously for a strategic planning session. This session with the senior staff only was designed to establish the staff leadership model, as well as begin the framework for an implementation plan.
- Facilitated a Council/staff planning session to identify, prepare and adopt an updated strategic plan with an implementation plan. March 2020
- Facilitated a Council/staff strategic planning session to identify, prepare and adopt an updated strategic and implementation plan. March-June 2023

$\sqrt{\text{City of Lago Vista, 2014-17}}$

- Facilitated staff develop program for Executive Staff. Developed Leadership, Communication philosophy, as well as set the Core Values and Guiding Principles based on the City Manager's stated expectations. October 2014.
- Facilitated Town Hall meeting to assist Council in providing a forum for citizens to discuss issues and the Council and staff to answer questions related to those issues. January 2015.
- Facilitated a planning session with the City Council to confirm their governance model, as well as revise and refocus their strategic plan. Did follow up with staff on Action Plan. January April 2015.
- Facilitated a staff development session with City Manager's key staff. January 2017.
- Facilitated a Council planning retreat in January 2017.

$\sqrt{\text{Citv of Lake Jackson, 2009-24}}$

 Providing consultation to the City Council, Planning Commission and City staff in the revision of the City's Zoning Ordinance to allow Master Planned

- developments. This revision is to the Planned Unit Development (PUD) section of the ordinance.
- Assisted the City Council, Planning Commission and City staff in developing a
 Policy for the Use of Special Districts to assist the city in accepting projects that
 desire to use special districts as part of the development process.
- Representing the City in negotiations with a developer for a master planned community. Assistance includes reviewing the plan as it relates to the PUD section of the Zoning Ordinance, and compliance with the Policy for the Use of Special Districts.
- Facilitated a City Council and staff planning retreat to refresh the Council's Strategic Plan in February-March 2010.
- Facilitated a second City Council and staff planning retreat in January-February 2011.
- Facilitated a third City Council and staff planning retreat in January, February and March 2012.
- Facilitated a fourth City Council and staff planning retreat in January-February 2013.
- Facilitated a fifth City Council and staff planning retreat in January-February 2014
- Facilitated a sixth City Council and staff planning retreat in January-February 2015
- Facilitated a seventh City council and staff planning retreat in January-February 2016.
- Facilitated the eighth City Council and staff planning retreat in January-February 2017.
- Facilitated the ninth City Council and staff planning retreat in January-February 2018.
- Facilitated the tenth City Council and staff planning retreat in January-February 2019.
- Facilitated the eleventh City Council and staff planning retreat in January-February 2020.
- Facilitate the twelfth City Council and staff planning retreat in January-February 2021.
- Facilitated the thirteenth City Council and staff planning retreat in January-February 2022.
- Facilitated the fourteenth City Council and staff planning retreat in March 2023.
- Facilitate the fifthteenth City Council and staff planning session in March 2024.
- Facilitated planning sessions for the Lake Jackson EDC in 2014, 2016, 2017, 2018, 2019.

$\sqrt{\text{City of League City, 2006-09, 2015, 2020, 2023}}$

- Provided general municipal consultation to the City Manager, particularly the preparation of the Capital Improvement Plan (CIP) to the City Council.
- Facilitated a daylong goal setting retreat for the Mayor, City Council and Interim City Manager. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.

- Provided follow up with new City Manager on a consulting basis to assist him in his transition to the role from another city staff position.
- Facilitated a second day long retreat for the Mayor, City Council and City Manager in February 2009
- Facilitated a third follow up retreat for the Mayor, City Council and City Manager in March 2009.
- Facilitated a day-long community goals setting session (Town Hall setting) with follow up to staff. January 2015.
- Scheduled to facilitate a day-long session with the Capital Projects Management Team with an eye toward identifying goals and methods for improving the team's ability to implement a multi-year capital projects program. (Project cancelled due to COVID-19)
- Facilitated a day long governance and planning session with City Council and staff. April 2023

$\sqrt{}$ City of Leander, 2022

- Facilitated a day-long session establishing a governance model, including leadership, communication, expectations, vision, and mission. January 2022.
- Facilitated a day-long planning session with Council and staff. Met with staff to prepare an Implementation Plan. March, April, and May 2022.
- Reviewed and made recommendations based on a Council driven survey to the City's executive team. The Council had determined their expectations of each other and what they believed the expectations of staff to be and asked the executive team to be surveyed on whether they meet their own expectations. July 2022.

$\sqrt{\text{City of Liberty, 2021}}$

• Facilitated a planning session with City Council and staff. Completed in April 2021.

$\sqrt{\text{City of Manvel, } 2006-18}$

- Provided general city management consultation for Mayor and City Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Created a policy for the use of special districts.
- Provided consultation and administration on Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Participated as a part of a team of consultants in the preparation of a new Comprehensive Plan for the city that was adopted in January 2008. My work focused on the development of the Governance Element of the Comprehensive Plan, assisting the City Council and staff in identifying policy and administrative needs of the City as it continues to grow and expand.
- In 2010, prepared a successful grant application for a Justice Assistance Grant (JAG) in the amount of \$68,000 from HGAC for three patrol vehicles to replace vehicles in the city's aging fleet. In 2012, prepared a second successful grant

- application for JAG in the amount of \$72,132 for replacement of all vehicle laptops and a digital fingerprinting system called LiveScan.
- Worked with a fifteen-member Charter Commission appointed by the Manvel City Council to draft the City's first City Charter. The Charter was adopted in May 2011.
- Assisted in administration and reporting of a \$43,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Served as Interim City Manager in 2011 assisting the City Council in the transition to the Council/Manager Form of Government in accordance with Charter requirements.
- Successfully facilitated the recruitment and selection of the city's first City Manager in accordance with Charter requirements. City Manager hired January 2012.
- Served until late 2018 as the administrator for Tax Increment Reinvestment Zone #3 and South Manvel Development Authority. TIRZ #3 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares, a major overpass over the railroad tracks and parks and open space.
- Facilitated a planning retreat for the Mayor and City Council with follow up services provided to the city staff. May 2017.

$\sqrt{\text{City of Midland, 2009}}$

- Facilitated a daylong retreat with the City Manager and senior staff to develop a leadership philosophy for the upcoming budget and to develop the team approach for the new City Manager in March 2009.
- Facilitated a two-day retreat with the City Council, City Manager and senior staff to discuss governance for the Council and assist the Council in setting long-range goals and short-term budget priorities in March 2009.

$\sqrt{}$ City of Mission, 2012

• Facilitated a city staff retreat focusing on staff development, including developing a mission statement, leadership principles, strategic goals and objectives for the staff in February, with a follow-up session with staff in April 2012.

$\sqrt{}$ City of Mont Belvieu, 2018-2020

- Prepared a Staffing and Growth Plan for Council adoption. Plan established benchmarks for growth in services and staffing from this point through build out of the community. Completed September 2018.
- Facilitated a planning session with Mayor and City Council and key staff with follow-up services to the staff for implementation in July 2018.
- Facilitated a second planning session with Mayor, Council, and staff in June 2019.
- Facilitated a third planning session with Mayor, Council, and staff in October 2020.

$\sqrt{\text{City of Montgomery, 2008-10, 2022}}$

- Facilitated a City Council retreat focusing on long-range goals and principles of governance for the City in May 2008.
- Assisted the city in working with an area developer to include the land to be developed in the City's ETJ.

- Facilitated a second daylong Council retreat assisting the Mayor and Council in recommitting to their principals of governance, reviewing the status of goals set in 2008 and setting new strategies and goals for the staff, June 2009.
- Facilitated a third daylong Council retreat assisting the Mayor and Council in reviewing their previous goals and strategies in June 2010.
- Facilitated a daylong Council planning session with the Mayor, Council and staff to revive their strategic plan. September 2021.
- Facilitated a second daylong Council/staff planning session to complete vision, mission, guiding principles and refine the strategic plan. June 2022.

√ City of Morgan's Point Resort, 2013

• Facilitated a City Council retreat focusing on long-range goals, and principles of governance for the City in July 2013.

$\sqrt{}$ City of Nassau Bay, 2008, 2022

- Assisted the City Manager in reviewing procedures and creating information packet on disaster recovery issues, particularly on calculating substantial damages to structures following Hurricane Ike. Provided additional follow up to calculate the costs to the City should a decision be made to buy out properties that are substantially damaged.
- Facilitated a day-long planning session with the Tourism Committee and staff. February 2022. Provided follow up with staff to prepare an Implementation Plan. March 2022

$\sqrt{\text{City of Navasota, 2012-13, 2021}}$

- In association with Marsh Darcy Partners, prepared an Economic Development Policy that focused on the use of economic development tools including the use of special districts. Approved February 25, 2013.
- Facilitated a planning retreat for the Mayor and Council and staff in February 2021.

$\sqrt{}$ City of Northlake, 2012, 2023

- Made a presentation to the City Council and staff regarding special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, June 2012.
- Facilitated a daylong City Council and staff planning session. November 2023.

√ City of Oak Ridge North, 2019-20

• Provided mentoring services to the Interim City Manager to assist in her preparation for the permanent position. She was subsequently appointed City Manager. September 2019.

$\sqrt{}$ City of Pearland, 2007

• Worked with the city staff to prepare a Policy for the Use of Special Districts. This policy was adopted by the City Council and outlined the policies Council will follow when considering applications for municipal utility districts, tax increment reinvestment zones, and other type special districts.

$\sqrt{}$ City of Pflugerville, 2015

 Prepared an Economic Development Policy for the City. Working with a staff Committee, the City outlined the purpose for economic development in the City, developed its goals and areas of emphasis for seeking and negotiating with others for economic development projects, and establishing a policy for the use of special districts within the City and its ETJ. September 2015.

$\sqrt{}$ City of Pilot Point, 2019

 Facilitated and provided follow up services a planning session with the Mayor and City Council. February 2019

$\sqrt{\text{City of Port Lavaca, 2011-12, 2013-15}}$

- Facilitated a one-day retreat in January 2012 for city staff focusing on leadership principles, identifying challenges, and developing a plan of action for staff to resolve those challenges.
- Facilitated a combined council/staff retreat developing the Council's leadership principles and developing a strategic plan. Worked with the staff on developing an implementation plan. The combined council/staff strategic plan was adopted by City Council as the combined plan of action for the city. Council approved the Strategic Plan in May 2012.
- Facilitated a ½ day session with the city staff on leadership principles. The focus of the discussion was to develop a leadership plan using the book "On My Honor, I Will…" by Randy Pennington in August 2013.
- Facilitated a full day workshop with city staff on leadership principles. The focus of the discussion revolved around the principles in the book "Overcoming the Five Dysfunctions of a Team", by Patrick Lencioni in February 2014.
- Facilitated full day staff retreat focusing on issues and challenges related to the development of the Comprehensive Plan. May 2015.

$\sqrt{\text{City of Richwood, 2007-08, 2016-19, 2023}}$

- Facilitated a Council and staff retreat focusing on long range strategic planning for the city.
- Provided general city management consultation for Mayor and City Council and staff.
- Facilitated and led a search for the new City Manager upon the retirement of the City Manager. Successfully completed search with the hiring of a new City Manager in January 2017.
- Facilitated a planning session with City Manager, Mayor and City Council in April 2017. Provided follow up services to the City Manager and staff to prepare an implementation plan. Made final report to the City Council.
- Facilitated a second planning session with the City Manager, Mayor and City Council in June 2018.
- Facilitated a third planning session with Mayor, City Council and City Manager in May 2019.
- Assisted the City Council in conducting a gap analysis for the Interim City Manager suitability for the City Manager position. August 2019.
- Facilitated a governance session for City Council training. June 2023.

$\sqrt{}$ City of Rockport, 2014

• Facilitated a daylong planning retreat with the City Council and staff. Focus will be on long range strategic planning and working with the city staff to provide a plan for implementation of identified strategies. January 2014.

$\sqrt{\text{City of Rosenberg, 2007-08, 2017}}$

- Provided technical assistance to City Manager and staff regarding development issues including consultation on Municipal Utility Districts, Tax Increment Reinvestment Zones and development ordinances and regulations.
- Facilitated a series of meetings with the code enforcement and inspections staff and supervisors to focus on their mission and customer service issues.
- Facilitated a planning workshop with the Rosenberg Economic Development Corporation for long range strategic planning in 2008.
- Scheduled to facilitate a governance workshop with Council, March 2017.

$\sqrt{}$ City of Round Top, 2023-24

 Provided technical assistance to the City Council and staff as they prepared a strategic plan through a full community planning process. March 2023 – June 2024.

$\sqrt{\text{City of San Marcos, 2016}}$

- Facilitated a two-day Council Visioning Retreat with City Council, City Manager and City Management team. January 2016.
- Facilitated one day follow up session with City Council, City Manager and City Management team. Verified strategies and policy initiative established in the January meeting. Completed final report. May 2016.

$\sqrt{\text{City of Sandy Point, 2006-09, 2015, 2018, 2019}}$

- Providing ongoing general city management consultation for Mayor and City Council. Work includes assistance with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones.
- Assisted the City Council in the development and adoption of a land use and zoning plan and map, a Zoning Ordinance, a Policy for the Use of Special Districts and other general municipal issues.
- Assisted the City in determining the optimum property needed for the City for a City Hall, park and other uses anticipating the City's growth. 2015.
- Assisted the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019

$\sqrt{\text{City of Sealy, 2006-08, 2013-14}}$

- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council. 2007
- Facilitated a Work Session discussion with the Mayor and City Council on governance, focusing on the relationship between the Mayor, Council and City Manager and staff.
- Assisted with development issues, including consultation on Municipal Utility
 Districts and Tax Increment Reinvestment Zones, and others special financing
 districts and agreements.
- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager, and staff in November 2013. Provided follow up services to develop an implementation strategy with staff.

√ City of Seabrook, 2008-09, 2014-18, 2021, 2023

- Facilitated a retreat in concert Marsh Darcy Partners, for the Seabrook Economic Development Corporation. This retreat focused on the mission and priorities of the SEDC for 2008-09.
- Facilitated a daylong planning retreat in April 2014 for City Council and staff. The session defined their governance model, vision and mission, and set strategies for the future. Worked with staff on preparation of an implementation plan.
- Facilitated a second daylong planning retreat in April 2015 for City Council and staff.
- Facilitated a third daylong planning retreat in April 2016 for City Council and staff. Worked with staff to prepare implementation plan.
- Facilitated a fourth daylong planning retreat in July 2018 for City Council and staff.
- Facilitated a day-long governance session for Council. November 2022.
- Facilitated a day-long planning session for Council and staff. Provided follow up services to assist staff in development of an implementation plan. February 2023.

$\sqrt{\text{City of Schertz, 2024}}$

Facilitated a day-long planning session. February 2024.

$\sqrt{}$ City of Shenandoah, 2006-08

- Facilitated a staff leadership development program for the City Manager and senior leadership team. Program included a daylong retreat, goal setting and action plan, and leadership program over ten sessions. The leadership program was based on the book "On My Honor, I Will…" by Randy Pennington.
- Facilitated two one-half day retreats with the City Council discussion the city's vision, mission, and goals for their future in 2006-7.

$\sqrt{}$ City of Shoreacres, 2012-13

- Facilitated a Council orientation session in June 2012 focusing on the governance model for the Mayor and City Council. This session to focus on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Administrator and his staff.
- Provided coaching services to the Mayor to assist her in managing her duties as Mayor in her day-to-day activities, as well as managing the meetings in a more efficient manner.
- Facilitated a planning retreat in late June 2012 for the City Council and City staff. Council established their governance model and strategic objectives for the coming year.
- Special project to revise the administrative disciplinary procedures for the City, March 2013.
- Prepared salary survey for selected positions, May 2013.

$\sqrt{\text{City of Spring Valley, 2017}}$

• Engaged by the City to provide search services for a City Administrator. City Council hired their interim City Administrator to the full-time position. Assisted the Mayor and Council in determining fair compensation for position. Facilitated a session with the Mayor, City Council, City Administrator to define a governance model and expectations for moving forward as a team. June 2017.

$\sqrt{}$ City of Simonton, 2019-20

• Facilitated a day-long planning session with the City Council and Economic Development Corporation and assisted staff in the implementation phase of the session. 2020.

$\sqrt{\text{City of Tomball, 2016, 2019}}$

- Facilitated one-day planning retreat with Mayor, City Council, and key staff. March 2016.
- Facilitated a second planning process for Mayor, City Council, and key staff. June 2019

$\sqrt{}$ City of Victoria, 2012-15

- Provided ongoing consulting services related to the development of a Municipal Utility District and related agreements.
- Development of a policy for the use of special districts, adopted in August 2013.

$\sqrt{\text{City of Vinton, 2015}}$

 Facilitated planning retreat for City Council. Sessions included establishment of governance model, as well a establishing goals and priorities for the coming year. March and April 2015.

$\sqrt{\text{City of Waller, } 2007-12-14}$

- Providing ongoing assistance for community development issues, including consultation on policies and procedures for the use of Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
- Facilitated a planning retreat in August 2012 for the City Council and staff focusing on implementation and updating of various plans already approved and setting priorities for the next five years.
- Facilitated a second planning retreat in July 2014 for City Council and staff focused on reviewing the 2012 Strategic Plan, adjusting and developing a 2014 Strategic Plan.

$\sqrt{}$ City of Westlake, 2012-14

- Provided facilitation services for a series of staff development and leadership sessions based on the High-Performance Organization model with the City Manager and the leadership of the Westlake Academy. Westlake Academy is a city operated Charter School, which utilizes the International Baccalaureate (IB) World curriculum. Initial session was conducted September 30, 2012.
- Facilitated governance session with the City Council in May 2013.
- Facilitated governance session with the City Council again in May 2014.

$\sqrt{}$ City of Wichita Falls, 2024

• Facilitated a planning session for Mayor, City Council and city management. January 2024.

$\sqrt{\text{City of Willis, 2013-16, 2018-19}}$

- Facilitated a Council planning retreat January of 2013. This retreat focused on the governance model, as well as developing a series of strategies for the future. A staff implementation plan was developed.
- Facilitated a planning retreat in July 2014 with the joint boards of the 4A and 4B economic development corporation boards.
- Facilitated a refresh planning session for the EDC in 2018.

$\sqrt{\text{Citv of Yoakum, 2014}}$

Facilitated two half-day sessions with the City Council in retreat setting in March 2014. The session focused on the Council's governance model and setting strategies and goals for the upcoming year. Worked with the staff in follow up to the retreat to develop a framework for the implementation of the strategies and goals.

Special Districts and/or Associations

$\sqrt{}$ Copperas Cove Economic Development Cooperation, 2011

• Facilitated a Board Retreat in March 2011 with discussion on development goals and strategies for the Board and the CCEDC management team. Program included a one-day retreat, strategy setting and for the Board and work with the CCEDC staff to develop an implementation plan.

√ Richmond Development Corporation, 2012-13

• Facilitated a retreat with the Board of the RDC. This retreat focused on the governance model they agreed to use in their efforts and preparation of the first ever Strategic Plan. Followed up with the City staff working to develop an Action Plan for the Strategic Plan.

√ Lake Jackson Economic Development Corporation, 2015-19

- Facilitated Economic Development Corporation planning session to define, Mission and Goals. Session 1, October 2014. Session 2, January 2015.
- Facilitated a follow up planning session for the Economic Development Corporation, August 2016.
- Facilitated third planning session for EDC, August 2017.

$\sqrt{}$ Willis Economic Development Corporation, 2014 and 2018

- Facilitated a planning session with the two Willis Type A and Type B corporations. The Willis Community Development Corporation (Type B) and the Willis Economic Development Corporation (Type B). Facilitated a combined planning session. Each Corporation prepared a Mission statement unique to their respective mission, goals and strategies unique to their organizations.
- Facilitated a second planning session with the Willis Economic Development Corporation (Type A) in October 2018.

√ Gulf Coast Authority (formerly Gulf Coast Waste Disposal Authority), 2018-19

- Facilitated a day-long planning session with the Board. The primary goal was to establish a governance model for the Board. October 2018
- Facilitated a second session reviewing the governance model and setting shortand long-term goals for the Board. October 2019

$\sqrt{}$ Gulf Coast Water Authority, 2012-18

- Provided personnel services. In association with Davidson and Associates, revised and adopted a new Employee Handbook (Personnel Policies) with Administrative Procedures; prepared and adopted an Employee Pay Plan; prepared a Certificate and Incentive Pay Policy; provided training to employees on the above documents and on employment law issues; updated Performance Review policies and procedures including a pay for performance plan and revised evaluation forms.
- Reviewed and revised all job descriptions. 2015.
- Prepared a Succession and Organizational Development Plan. Utilized a specially appointed employee planning team to identify issues and develop solutions to the

- need for a succession plan and organizational development for leadership in the organization. 2014-2015
- Facilitated Board retreat in June 2013, January 2014, July 2014, July 2015, June 2016.
- Prepared updated job descriptions for all employment positions. 2015.
- Began the process for preparing an Organizational and Facilities Needs Plan. First phase of project to meet with Accounting Department staff and develop a organization plan identifying major responsibilities of the department and assisting the staff in defining roles of staff and identifying what new staff might be needed. 2015-16.
- Facilitated a staff planning retreat in March 2016.
- Facilitated the creation of a Deputy General Manager position with the General Manager and Board in April 2016.
- Facilitated and coordinated the successful search and selection of the Assistant General Manager (General Manager select). December 2017.

$\sqrt{\text{U.S. Attorney's Office, Southern District of Texas, 2009-11}}$

• Provided expert witness services to the U.S. Attorney's Office related to Tax Increment Reinvestment Zones (TIRZ) related to a federal lawsuit.

√ Bay Area Transportation Partnership, 2010

• Facilitated in concert with Marsh Darcy Partners a one-half day retreat with member of Bay Tran in August 2010. This retreat focused the participants in identifying transportation issues within the Bay Tran service area as a first step in preparing a Legislative Agenda for the organization.

√ Texas Coalition for Affordable Power, 2011-12, 14

- Facilitated a two-day retreat with the Board and Executive Director of TCAP in September 2011. This retreat focused on organizational needs of the new organization, expectations of the Board and staff, and strategic goals designed the start the organization on the right path for success. Provided follow up services to the staff assisting in the preparation of an implementation plan for the strategies.
- Facilitated a second one-day retreat with the Board and Executive Director of TCAP in September 2012. This retreat focused on providing follow up to the Board and staff confirming the organization and leadership expectations, guiding tenets and vision statement. In addition, the Board reviewed the strategies, developed revised and new strategies, assigned the strategies to Board committees for oversight of implementation, and heard committee reports.
- Facilitated a third one-day retreat with the Board to update their strategic plan and focus on specific issues identified by the staff and planning team. November 2014.

√ Texas Municipal League Intergovernmental Risk Pool, 2014-24

- Facilitated a daylong retreat with the Risk Pool Board and staff. Focused on strategies dealing with several long-term issues and challenges before the Board. January 2014. Provided follow up services to the staff to develop the implementation plans resulting from the retreat.
- Facilitated a daylong planning and training retreat for the Board. January 2015.
- Facilitated a daylong planning retreat for the Board. January 2016.
- Facilitated a daylong planning retreat for the Board. January 2017.

- Facilitated a daylong planning retreat for the Board. January 2018.
- Facilitated a daylong planning retreat for the Board. January 2019.
- Facilitated a daylong planning retreat for the Board. January 2020.
- Scheduled to facilitate planning retreat for the Board. January 2021. (Cancelled due to COVID-19 pandemic).
- Facilitated a daylong planning retreat for the Board. January 2022.
- Facilitated a daylong planning retreat for the Board. January 2023.
- Facilitated a daylong planning retreat for the Board. January 2024.
- Scheduled to facilitate a daylong planning retreat for the Board. January 2025.

√ Harris Galveston Subsidence District, 2013

 Provided facilitation and search services to assist the Board of Directors in the selection of a General Manager to replace the retiring General Manager after over 30 years of service. April-August 2013.

$\sqrt{}$ Texas Association of Water Board Directors, 2015

Provided facilitation services and follow up services to assist the Board of Directors in establishing their long-range plan and governance model. This Texas Association consists of Board members from water, municipal and other special purpose districts.

√ Texas Municipal League – Executive Management Team, 2016, 2017

- Facilitated a day and a half planning retreat for the TML staff, December 2016.
- Facilitate a day and half planning retreat for the TML staff, December 2017.

$\sqrt{}$ Sander Engineering, 2017

• Provided consulting services to assist the firm in determining its governance model and succession plan for the future of the firm.

$\sqrt{}$ Galveston County Water Control and Improvement District (WCID) #1, 2018, 2023

 Successfully provided and completed search services for the General Manager position, September 2018.

$\sqrt{}$ Fort Bend Municipal Utility District 131, 2021

• Facilitated a one-day planning session and follow-up services with the Board of Directors. January 2021.

$\sqrt{}$ Friends of Downtown Friendswood Association, 2021

 Facilitated a half-day session with the Board of Directors of this nonprofit association, setting a clear vision, and process for moving the organization forward. April 2021

$\sqrt{}$ Friendswood Historical Society, 2021

• Facilitated a half-day session with the Board of Directors of this nonprofit association, reviewing the mission and establishing a work program and strategy for 2021. June 2021

√ VARC 2022

- Facilitated a day long planning session with the leadership of VARC. January 2022.
- Facilitated a second session with staff focusing on the DISC temperament inventory. March 2022.

√ Texas City Management Association 2023

Facilitated a day-long planning session with the TCMA Board, Committee Chairs.
 April 2023

Other Presentations and Programs

$\sqrt{}$ GFOAT, 2015

 Presentation with League City Finance Director regarding special districts and their role in city government. September 2015

√ HGAC, 1995-2024

 Provided presentations annually since 1995 at the HGAC Newly Elected Officials Workshop discussing roles and responsibilities of elected and appointed officials and other governance principles.

√ International City/County Management Association (ICMA), 2020

Participated in a training webinar on Council-Staff Relationships, May 2020

$\sqrt{}$ National League of Cities – Risk Information Sharing Consortium (NLC-RISC), 2016

• Provided facilitation services at two sessions of the NLC-RISC National Trustees Conference in San Antonio, May 2016.

√ TCMA, 2012, 2014, 2015, 2016, 2017, 2018, 2020, 2022, 2023-24

- Provided a presentation on balancing work and family life to participants at the TCMA King Cole Workshop, March 2012.
- Participated in a panel presentation on special districts and their role in city government to city management participants at the TCMA Annual meeting, June 2012
- Planned for discussions with the City of Westlake on the development of their staff using the High-Performance Organization model. June 2014.
- Presentation to the City Manager's Problems Clinic, Salado, Texas on the transition of a city manager into consulting and retirement. February 2015.
- Presentation on Succession Planning to City Manager's Problems Clinic, February 2016.
- Presentation on Succession Planning to TCMA Annual Conference. June 2016.
- Facilitated session with past Presidents of TCMA at TCMA Annual Conference. June 2017.
- Presented a session on Council-Manager Relations at TCMA Annual Conference, June 2018.
- Presented a session on Council-Manager Relations to the TCMA Region 8 City Managers in Alamo Heights, September 2018
- Scheduled to present a session on leadership to the King Cole Workshop, March 2020 (cancelled due to COVID-19).
- Presented at ICMA/TCMA coaching webinar on Managing and Mastering Council Staff Relations, along with two other presenters (audience approximately 300), May 2020.
- Presented at the 2022 TCMA Annual Conference to discuss planning and strategic sessions in small cities throughout Texas. June 2022
- Member Professional Development Committee, 2011-18.
- Member TCMA 100-year anniversary planning committee. 2023-26

 Facilitated the bi-annual Strategic Planning process for the TCMA Board and staff. April 2023

$\sqrt{\text{TML}, 2015, 2019}$

- Presentation at TML Annual Conference with Mayor of Kilgore, and City Manager of Kyle regarding the development of high functioning City Council/City Management relationships providing practical tips for working better together as a team. September 2015.
- Presentation at TML Annual Conference with Mayor and Council of Hallsville, City Manager of Navasota on hiring city managers in small cities. October 2019.

$\sqrt{}$ Lorman Seminar, 2012

- Participated in a panel presentation on special districts and their role in city government to participants at a Lorman sponsored seminar, July 2012.
 Participants in the seminar included attorneys, developers, city government and others.
- others.

DIVIDER PAGE

Proposal for: City Council Retreat

City of Stafford, Texas

August 23, 2024
This proposal is valid for 90 days.

Strategic Government Resources P.O. Box 1642, Keller, Texas 76244 Office: 817-337-8581

Mike Mowery, President of Leadership Development & Strategic Foresight MMowery@GovernmentResource.com



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About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 1 part-time employee, 27 recruiters, 17 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: https://sgr.pub/MeetTeamSGR.



SGR understands that creating a leadership development pipeline, a strong overall succession plan, and a healthy culture for your organization is a high priority. Let us help you promote team engagement and provide team members with training and professional development opportunities that are tailored to specifically meet the needs of local government.

We appreciate the opportunity to help you strengthen your training and leadership development programs!

Sincerely,

To help your people achieve greatness... prepare them BEFORE you promote them.

Ron Holifield

Lon Holfeld

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CEO of Strategic Government Resources

Why Invest in Leadership Development?

Leadership Development focuses on the competencies needed for upper-level managers and senior executives who have the responsibility of shaping the organization's culture and systems to facilitate excellent performance. Leadership Development events help leaders navigate how they can effectively shape and mold the future.

How Do Live Events Work?

SGR's Leadership Development Events are highly customizable and can be tailored to meet the specific needs of your organization. Certain needs may simply require a customized agenda while others may require confirming other specifics such as preferred topic, duration, target audience, intended outcomes, budget, and more.

SGR organizes its catalog by "format", which simply indicates the intended event experience. Available formats include the following:

- Retreats for elected officials
- Workshops for Management Teams
- Executive Book Briefings
- Round-Table Discussions on Values-based Leadership
- Strategic Foresight Workshops
- Servant Leadership Conferences
- Executive Coaching and Mentoring

Whether you are interested in scheduling a retreat, workshop, executive book briefing, or other available service, SGR will work with you to create an agenda that fits your needs.

Scope of Work

Thank you for the opportunity to submit this proposal to facilitate a City Council Retreat for the City of Stafford. This proposal includes event details, facilitator background information, and the cost of services. The specific agenda for the event will be established in collaboration between the SGR facilitator and the City.

Session Title	Facilitator	Date/Time	Location
City Council Retreat	Dr. Mike Mowery	October/November 3 Half-days (may be grouped in a way that is best for the city)	TBD

Process Overview:

- 1. Advance interviews with Council Members
- 2. City Council Retreat
- 3. Delivery of report detailing key takeaways from the event

Objectives (may be organized in a manner that best suits the needs of the city)

- Principles of Good Board Governance: Roles, Responsibilities, Relationships of Elected Officials and Staff
- 2. Keys to Being an Effective Governing Board: Core Values and Guidelines for Local Government Leaders
- 3. Strategic Priorities and Objectives: Mission and Vision

Advance Interviews:

Building rapport between the facilitator and participants is an important component of holding a successful retreat. SGR utilizes a process called "advance interviews" which equips the facilitator with the knowledge needed to address the most important issues within your organization as well as customize the agenda for the retreat based on your needs. Prior to the retreat, the SGR Facilitator will conduct advance interviews with the City Council. Interviews are approximately 45-60 minutes in length and are normally done via telephone, however, inperson interviews can be arranged upon request.

Process for Scheduling Advance Interviews:

1. Once an agreement has been fully executed, SGR will introduce the host organization to the SGR facilitator for the retreat via email. The facilitator will provide their availability based on dates they have reserved for this purpose.

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- SGR requests that someone within your organization schedules the interviews for each participant to meet with the facilitator. Once scheduled, participants should be given the facilitator's email address and phone number for convenience.
- 3. Once the interviews have been scheduled, the city will send the facilitator the names, email addresses, and phone numbers of the participants being interviewed along with the day and time the interview is scheduled.
- 4. If a participant cannot schedule an interview for any of the times the facilitator provided, please contact the facilitator to see if they can schedule a different time for that individual.

Below is a sample email that the city can share with participants:

"Our city has scheduled a Council Retreat with SGR that will be held on (Event Date.) In preparation for the retreat, SGR will be conducting advance interviews with all the participants by telephone. These interviews will be one-on-one between you and the facilitator and will last approximately 45-60 minutes. No preparation will be required on your part for the advance interview as the questions will be intended as an opportunity for you to give your opinions about the direction and future of the city.

The times for the interviews are as follows:

(Days and Times for the interviews supplied by the facilitator.)

The city will be reaching out to you to schedule the interviews. If you are not available for any of these times, please contact the city, and we will reach out to the facilitator to see if another time can be arranged.

The facilitator, (Facilitator's Name), will be calling you from this number, (Facilitator's Phone Number)."

Recommended Timeframe:

We recommend the executed contract be sent to SGR at least 30 days prior to the scheduled retreat, if possible. This allows for an adequate amount of time for the meeting agenda to be finalized, advance interviews to be scheduled and conducted, any necessary online surveys or personality profiles to be prepared and assigned, and efficient travel arrangements to be made. Since we generally do not connect you with the facilitator until after we have received the signed contract, we ask that you plan accordingly.

If the city desires to work personally with the facilitator to establish the exact date for the meeting, we can execute a contract with the date set as "to be determined." The city and the facilitator can then coordinate on the exact date according to their mutual availability.

Deliverable:

SGR will provide a report including any updates or changes to the strategic plan that is suitable for internal use as part of our services at no additional cost.

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Facilitator:

The facilitator for the retreat will be President of Leadership Development and Strategic Foresight Dr. Mike Mowery. Please see Mike's bio included in this proposal. To view the bios for all SGR Facilitators, please visit the facilitator section on the SGR website at: Meet the Team

Requested Logistical Support from the City:

- 1. A meeting location, break coordination, and expenses.
- 2. All AV set up, including a lapel microphone, laptop, Wi-Fi, and projector with power point capability, as well as the ability to play videos with adequate sound for a full room to easily hear.
- 3. Printing of all materials, if applicable.
- 4. Two chart-size "Post It" style pads with sticky backs and six different colored large size markers (wide tip).

Facilitator

Dr. Mike Mowery, President Leadership Development & Strategic Foresight

MMowery@governmentresource.com 817-223-7320



Dr. Mike Mowery is the President of Leadership Development for Strategic Government Resources (SGR). He has been with SGR since 2011.

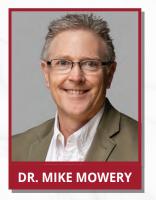
Mike has studied leadership for over 30 years and is experienced in guiding local governments in strategic visioning, building effective teams, and overcoming obstacles to improve and enhance organizational health. He has led over 500 Workshops on Leadership for local governments.

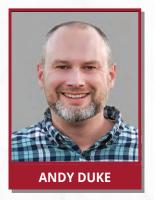
He is a graduate of Baylor University, Southwestern Baptist Theological Seminary, and Golden Gate Baptist Theological Seminary. His doctoral project focused on developing a process to help leaders create a strategic vision for a larger organization. This has become the foundation for SGR's approach to Strategic Planning which is being used by more and more City Councils.

Mike is the creator and presenter of SGR's Next Generation Leader training program and leads other workshops and classes including Building Better Leaders, Building the Great Workplace, and Overcoming the 5 Dysfunctions of a Team. Mike has helped develop and redefine SGR's Strategic Visioning Process used in city council retreats around the nation. He was also one of the developers for SGR's Mentoring Program, used to help emerging leaders reach their potential.

Mike has a passion for seeing leaders grow, excel, and provide outstanding leadership to their organizations. In addition to having earned several certifications in facilitation methods, he is in the process of a certified coach with the International Coaches Federation.









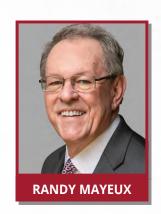


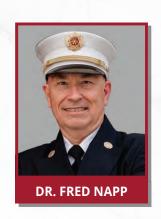


















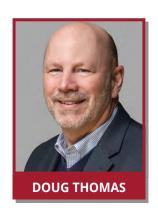


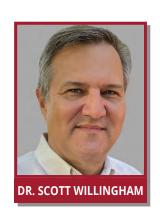












Professional Services Fees & Estimated Travel Expenses

Professional Service	Unit Price	Quantity	Subtotal
City Council Retreat Half-day	\$4,750	3	\$14,250
Advance Interviews May be preformed by phone or in person. In person is recommended.	\$300 per interview	7	\$2,100
Estimated Total for Services			\$16,350

Estimated Travel Expenses (retreat)	Unit Price	Quantity	Subtotal
*Hotel The facilitator will stay at a hotel comparable to a Hampton Inn in your city. Price for hotel is estimated in the proposal and will be billed based on exact cost.	TBD	3	TBD
*Mileage/Gasoline Per mile. Mileage is reimbursed per the IRS mileage reimbursement rate and will be included in the invoice for services.	\$0.67	564	\$377.88
Meals \$65 per day. Meals are based on a per diem daily amount per facilitator of \$15 for breakfast, \$20 for lunch, and \$30 for dinner.	\$65	3	\$195
Estimated Total for Expenses			TBD

Estimated Travel Expenses (in-person interviews)	Unit Price	Quantity	Subtotal
*Hotel The facilitator will stay at a hotel comparable to a Hampton Inn in your city. Price for hotel is estimated in the proposal and will be billed based on exact cost.	TBD	1	TBD
*Mileage/Gasoline Per mile. Mileage is reimbursed per the IRS mileage reimbursement rate and will be included in the invoice for services.	\$0.67	564	\$377.88
Meals \$65 per day. Meals are based on a per diem daily amount per facilitator of \$15 for breakfast, \$20 for lunch, and \$30 for dinner.	\$65	2	\$130
Estimated Total for Expenses			ТВО

^{*}Other than meals, which are billed based on a per diem, travel expenses are billed at exact cost on invoice immediately following the date of service.

AFI Member Discount

The Alliance for Innovation (AFI) is a nationwide non-profit association of local governments dedicated to promoting innovation and improving the quality of life in their local communities. Founded in 1994, the Alliance provides a platform for collaboration, learning, and sharing of best practices among its members.

AFI collaborates with SGR and leverages the expertise of their specialists to deliver professional foresight, innovation, and culture-building services. AFI and SGR are proud to offer a robust selection of offerings thoughtfully designed to guide local governments teams on their individual innovation journeys. Membership in AFI gives local governments a leg up on the activities most essential to building a prosperous future.

- **Become more proactive** Our strategic foresight services help local governments anticipate change and design proactive strategies to build the future they envision.
- **Build a stronger team** Our culture building services and events are designed to help local governments build cultures of enhanced innovation and foresight.

• **Get on the cutting edge** – Our innovation services help local governments stay up to date on the latest social innovations and pioneering technology.

In addition to membership benefits, Alliance for Innovation (AFI) Members receive a 10% discount on SGR Leadership Development services. For more information on becoming an AFI Member, please contact: <u>AFI.Info@governmentresource.com</u>.

Billing

SGR will send an invoice immediately following the date of service, which can sometimes result in multiple session offerings being represented in a single invoice *if* the event dates are all delivered within a relatively short period of time. Payment is due within thirty (30) days of receipt. If full payment is not made by the due date, SGR reserves the right to suspend the delivery of all future events until full payment is made. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Facilitator Travel & Related Expenses

Applicable travel expenses will be calculated on the day of the event (or preceding/post day(s) of the event based on the start/ending time of the events) and invoiced in addition to the Professional Service Fee(s). Estimated travel expenses are included in this proposal but may vary depending on the cost incurred for travel expenses. If the requested session requires that two or more facilitators be on-site at any time during the session, the client will be invoiced for each Facilitator's travel expenses. SGR makes every effort to be economically responsible for all facilitator-related travel expenses including:

- 1. Airfare + Applicable Fees. Air transportation will be billed to the client at actual cost (no mark-up) immediately following the date of service.
- 2. Ground Transportation
 - Personal Vehicle (round trip mileage at current IRS rate of \$0.67 per mile)
 - Rental Vehicle (rental fees + gas at actual cost with no mark-up).
- 3. Lodging. The facilitator will stay at a hotel comparable to a Hampton Inn in your city. Lodging will be billed to the client at actual cost (no mark-up) immediately following the date of service.
- 4. Meals. Meals will be reimbursed to facilitator based on a daily per diem amount of \$65.00/day per facilitator; \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Facilitator(s) may claim meal reimbursement for the duration of the trip, including travel en route to and from the event (excluding any meals provided by the Organization in conjunction with the event.)

Purchase Order Number

lf	applicable,	please	provide	the	appropriate	Purchase	Order	(PO).	This	РО	number	will	be
in	cluded on th	ie invoid	e for ser	vices	provided as p	part of this	Profess	sional	Servi	ces A	Agreemer	nt.	

Response Request

For the purpose of efficient planning and coordination, we kindly request that your organization responds in a timely manner to our proposal, indicating whether you choose to proceed with the collaboration or explore alternative directions. Prompt feedback is of utmost importance as it enables us to create comprehensive plans and allocate necessary resources.

The proposal is valid for 90 days. If reservations for event dates are set prior to contract execution, they will be valid for 21 days. If SGR does not receive a response to move forward with the contract process within 21 days, we cannot guarantee an available facilitator for the requested date(s) and time(s). Your timely response ensures that both parties can effectively prepare, align strategies, and optimize outcomes. We greatly appreciate your commitment to this collaborative approach.

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Experience the difference with SGR, the local government experts, serving to support local governments through facilitated retreats for your governing board.

SGR has a long history of helping cities create strategic visions, work together effectively as a team, and operate by the principles of great board governance.

Types of Retreats



Strategic Vision Retreats

SGR will lead your board to consider a series of strategic questions about the future to help identify key priorities. Through these discussions, we will help create a shared vision for the future built around strategic priorities.



Governance Retreats

Focused on understanding the roles, responsibilities, and relationships of elected officials and staff, SGR will lead a discussion of the key components of the Council/Manager form of governance to achieve clarity and awareness to overcome challenges to good governance processes.



Team Building Retreats

Designed to identify obstacles to effective team work, this process helps elected officials deal with internal conflict and develop positive operating practices.



Multi-Purpose Retreats

Offered to accommodate unique time and budget restraints, this option allows the combination of one or more of these components into the same retreat with a customized agenda.

Email: training@governmentresource.com to get started on creating a retreat tailored to your team's unique needs.

Agreement for City Council Retreat ("PROJECT") to City of Stafford, Texas ("CLIENT") between CLIENT and Strategic Government Resources, Inc. ("SGR")

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. SGR promises and agrees:

- A. To perform the services described in SGR's Proposal for PROJECT dated August 23, 2024 ("PROPOSAL") substantially in the timeframe projected in the PROPOSAL.
- B. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. CLIENT promises and agrees:

- A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects.
- B. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.
- C. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
- D. That if CLIENT receives an open records request, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt.
- E. To cooperate with SGR to enable SGR to perform its obligations to CLIENT.

3. Additional Terms and Conditions:

- A. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.
- B. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.
- C. Remedies

- i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR will be compensated for all work satisfactorily performed up to and through the termination date.
- ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR will be compensated for all work satisfactorily performed up to and through the termination date.
- D. There are no third-party beneficiaries to this Agreement.
- E. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.
- F. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.
- G. This Agreement will be governed by the substantive laws of the State of Texas without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Fort Bend County of the State of Texas.
- H. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.
 - i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.
 - ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

Legal Notices:

SGR Attn: Melissa Valentine, Corporate Secretary PO Box 1642 Keller, TX 76244 Melissa@GovernmentResource.com	CLIENT Attn: Address: Email:					
PROJECT Repr	esentative:					
SGR	CLIENT					
Name: Mike Mowery	Name:					
Title: President of Leadership Development & Strategic Foresight	Title:					
Email: MMowery@GovernmentResource.com	Email:					
Phone: 817-337-8581	Phone:					
SGR Attn: Finance Finance@GovernmentResource.com 817-337-8581	voicing: CLIENT Name: Title: Email: Phone:					
On-Site AV/IT Point of Contact (for day-of session needs):						
SGR	CLIENT					
Attn: Training Training@GovernmentResource.com	Name:					
817-337-8581	Title:					
	Email:					
	Phone:					

On-Site Event Coordinator Point of Contact (for day-of session needs):

SGR	CLIENT Name: Title: Email:					
Attn: Training						
<u>Training@GovernmentResource.com</u> 817-337-8581						
017 337 0301						
	Phone:					
	- none.					
PROJECT is completed and the req	Agreement shall terminate at such time as the quirements of this Agreement are satisfied, except aformation disclosure, any representations and attee survive this Agreement.					
represent and warrant to the other	rho executes this Agreement on behalf of a Party r Party that as to each Party's respective signatory, r Party to execute this Agreement and to bind their					
K. Time is of the essence to this Agree	eement.					
L. This Agreement may be executed Agreement.	in counterparts which together will comprise the					
M. This Agreement is subject to appro	opriation of funds by CLIENT.					
•	e payment deadline are subject to a fee of 5% per te, whichever is less, on the owed amount every balance is paid.					
Strategic Government Resources, Inc.	CLIENT					
Signature	Signature					
Printed Name:	Printed Name:					
Title:	Title:					
Date	 Date					

DIVIDER PAGE



Strategic Plan 2023

Council/Staff Planning Session March 23 & 25, 2023

Adopted June 12, 2023

Prepared and facilitated by Ron Cox Consulting

Vision Statement

The City of La Porte is rich in history and built on community, delivering a safe and attractive environment for all walks of life.

Vision Elements

The City of La Porte is...

- A safe city.
- An attractive city.
- Strong city services.
- A destination to live or visit.
- Where you don't have to leave town to spend your money.
- A great school district.
- A quality of life for all walks of life.
- Strong economic base.

Mission Statement

The City of La Porte provides superior public services and drives economic development in order to enhance the quality of life of our citizens.

Mission Elements

- Ensure visions alignment between Council and committees.
- Have responsible financial planning.
- Have responsible economic development.
- Work hard to get to "yes".
- Have a long-term plan for facilities.
- Be and easy place to do business.
- Use the industrial base to our advantage.
- Encourage more retail.
- Be a strong voice among our intergovernmental partners.

Core Values 2023

City of La Porte employees will **RISE** to every occasion as we live out our Core Values:

- Respect We value our community. (We demonstrate that value by extending kindness, compassion, and care to everyone we interact with)
- Integrity We work honestly and ethically. (We tell the truth, follow the rules, and do what's right even when that is difficult)
- **Service We put others first.** (Proactive and selfless service provision defines us as public servants)
- Excellence We exceed expectations. (We bring our best every day in every aspect of our job)

City of La Porte

City Council

Leadership Philosophy

The City Council of the City of La Porte will lead ...

- By seeking consensus to the extent possible.
- Inform the constituency of the facts.
- Support the majority decision (regardless of individual vote).
- Communicate your position.
- Be respectful.
- Respect other's opinions.
- With honesty and integrity.
- Do our homework/research.
- Seek understanding.
- Get a broader view from a wider audience.
- Establishing priorities.
- Delegate to and trust staff.
- Work with staff as a team.

City of La Porte

City Council

Communication Philosophy

The City Council of the City of La Porte will communicate...

- With respect for other's opinions and positions.
- By being a good listener.
- Within the requirements of the Open Meetings Act.
- Do what we say we are going to do.
- Be consistent.
- By being flexible and willing to change given new or better information.
- Communicate openly.
- Collaborate on the issues fully.
- Don't be afraid to disagree, but do not be disagreeable.

City of La Porte City Council and Staff Expectations

Council expects the following of each other...

- Be collegial with each other.
- Policy decisions are a collaborative decision not an individual Council member decision.
- Be cordial to each other.
- Be respectful of each other, regardless of opinion or vote.
- Have the ability to move on, when a decision is made.

City of La Porte

City Council and Staff

Expectations

Council expects the following of staff...

- Do not be directed by individual council members.
- Do not circumvent the will of the citizens after policy decisions are made.
- Be accountable for your actions.
- Take corrective actions when mistakes are made.
- Be truthful and kind.
- Don't be afraid to say, "I don't know."
- Be consistent in code enforcement and interpretation.
- Don't be afraid to ask for follow-up.
- Give Council options when making recommendations.

Staff expects Council to (as defined by Council members themselves)

•••

- Follow the Chain-of Command Go through the City Manager.
- Talk to staff before bringing an item to the Council dais.
- Be committed to the City Council position time, training, and effort.
- Recognize the expertise of staff.
- Provide for staff compensation, development, appreciation, recognition.
- Read the correspondence -emails, agenda materials, etc. Be prepared.

City of La Porte

Strategic

Key Focus Areas

Governance

• **Guiding Principle:** The City of La Porte is governed in a transparent, efficient, accountable, and responsive manner on behalf of its citizens that actively promotes citizen involvement.

Communications

o **Guiding Principle:** The City of La Porte will build relationships and showcase our community through communication, technology, training, and branding.

Infrastructure and Facilities

• **Guiding Principle:** The City La Porte will have and maintain a strong infrastructure and up to date facilities in order to continue to provide superior services for our citizens.

• Economic Development

O Guiding Principle: The City of La Porte will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

Organizational Excellence

Guiding Principle: The City of La Porte will operate in a transparent, efficient, accountable, and responsive manner by preparing the organization and the staff for the future, focusing on core services, attracting, and retaining the best employees and wise stewardship of financial resources.

Governance

Guiding Principle: The City of La Porte is governed in a transparent, efficient, accountable, and responsive manner on behalf of its citizens that actively promotes citizen involvement.

• 1.0 Governance

- o 1.1 Build better relationships with our partners.
- o 1.2 Improve voter turnout and transparency.
 - 1.2.1 Establish a robust voter turnout program.
 - 1.2.2 Enlist leadership to support and promote election literacy.
 - 1.2.3 Tell the City's story.

Communications

Guiding Principle: The City of La Porte will build relationships and showcase our community through communication, technology, training, and branding.

- 2.1 Establish a program to promote the city of La Porte.
 - 2.1.1 Tell the City's story.
 - 2.1.2 Improve the perception and understanding of the city among the public.
- o 2.2 Establish a more robust program to get the facts to the public.
 - 2.2.1 Enlist City University participants as ambassadors for the City.
 - 2.2.2 Define and promote the city's authorized (not Facebook) sources of information.
 - Establish clear messaging.
 - City's Facebook page.
 - Website.
 - Official City notifications for you, your spouse, and children.
 - Provide full resource for communications program.
- o 2.3 Identify and reach special populations.
 - 2.3.1 Utilize phone surveys.
 - 2.3.2 Utilize quarterly newsletter,
 - 2.3.3 Reactivate the PEG Channel

Infrastructure and Facilities

Guiding Principle: The City La Porte will have and maintain a strong infrastructure and up to date facilities to continue to provide superior services for our citizens.

- **o** 3.1 Improve mobility and traffic in focused areas.
 - 16th street/SH 146; M, G, H Streets.
 - Spencer
 - Fairmont Parkway.
 - Consider TIRZ funding for some improvements.
 - Improve mobility particularly as it relates to truck traffic.
 - Collaborate with Harris County and TxDOT.
 - Encourage more rail transit.
 - Expedite the SH-146 widening (dots: one yellow = 2 points)
 - Interconnect Fairmont East and Morgan's Landing and golf course with wall and bike paths.
- o **3.2 Assess City Facilities' needs**. (city hall, public works, park/rec center, water treatment, wave pool, etc.)
- 3.3 Improve intergovernmental relationships with other agencies for drainage improvements.
- o 3.4 Enhance Lighting (citizens' survey)
- 3.5 Communicate how La Porte can support buildout, what types of density and entertainment options are needed.
- o 3.6 Develop transportation priority list and encourage leadership to regularly and repeatedly communicate to jurisdictions.
- o 3.7 Consider alternate drainage ways Moats through HCFCD
- o 3.8 Educating and informing the public on infrastructure issues.
 - What the city is doing, better understanding by PD of citizens concerns with truck traffic.
 - Educating and information the public on drainage issues.
 - Continue working with the agencies on flooding and drainage needs.
- 3.9 Create a list of properties available for partnerships, for sale, etc.
- o 3.10 Determine the community wide state of technology capabilities.
- 3.11 Consider internal mobility needs (access to Lomax and cut through of Glen Meadows along airport.
- 3.12 Address long term maintenance needs of city infrastructure.

Economic Development

Guiding Principle: The City of La Porte will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

- 4.0 Economic Development
 - o 4.1 Fill the EDC position.
 - o 4.2 Establish a Main Street Master Plan
 - Build consensus among Mainstreet owners.
 - Establish/improve signage for Main Street
 - Beautify and provide parking to Main Street
 - 4.3 Develop a strategic plan for economic development/redevelopment.
 - o 4.4 Establish/encourage family entertainment venues.
 - 4.5 Promote the Bayfront
 - Work with area communities to create another "golden triangle" or Jewel of the Bay.
 - Determine hotel opportunities.
 - Create financial opportunities by restricting and managing access.
 - Capitalize on history of the area.
 - 4.6 Consider community development as much as economic development.
 - 4.7 Continue involvement in ICSC venues.

Guiding Principle: The City of La Porte will operate in a transparent, efficient, accountable, and responsive manner by preparing the organization and the staff for the future, focusing on core services, attracting, and retaining the best employees and wise stewardship of financial resources.

• 5.0 Organizational Excellence

- o 5.1 Establish a long-term employee recruitment plan.
 - Establish an alternative/non-traditional way of bringing interns to the city for summer jobs.
 - Encourage youth participation and knowledge of public service.
 - Emphasize the community's financial stability in hard time.
- o 5.2 Establish succession plans anticipating retirements at all levels.
 - Create culture of leadership for those who desire to advance.
 - Training with an eye toward transference of institutional knowledge and experience.
- o 5.3 Establish communication channels with area local jurisdictions.
 - Build strong relationships with key staff.
 - Utilize training events to promote the city.
 - Interact with other agencies.
- o 5.4 Establish and communicate emergency preparedness plan to better respond to dangerous events in the community and area.
 - Develop relationships with industrials partners, other local governmental entities, and regulatory agencies.
 - Communicate all the city does to keep it safe and be prepared.
- 5.5 Simplify Zoning Ordinance
 - Flood plain information.
 - Checklists for developers.
 - Promote on-line services.
 - Continue communication efforts.
- o 5.6 Establish a leadership development program.
- o 5.7 Improve organizational culture.
- o 5.8 Establish an education packet for new citizens.
 - Utility hook ups, addresses of city programs, shelter-in-place requirements, etc.
- o 5.9 Include part-time paid employees in compensation program.



Report

Adopted June 12, 2023

Prepared and facilitated by Ron Cox Consulting



REPORT AND STRATEGIC PLAN COUNCIL/STAFF GOVERNANCE AND PLANNING SESSION

CITY OF LA PORTE

March 23 & 25, 2023

Introduction

On March 23 and March 25, 2023, the Mayor, City Council, and staff of the City of La Porte met for a governance and planning session. The purpose of this meeting was twofold.

- March 23, 2023. Prepare a governance philosophy for the City Council and staff. Included in that is identifying key elements of the Council's vision for La Porte.
- March 25, 2023. Utilizing a method called a SWOT Analysis consisting of identifying strengths, weaknesses, identify major issues and challenges facing the city and identifying strategies to address and meet those issues.

The Mayor, Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

The executive staff met together later to prepare an implementation plan for the identified strategies.

Governance

The Council established the basics of their governance model. The Council participated in discussions about their role, together and their leadership responsibilities. The elements of a strong governance model are having and following clear vision and mission, establishing leadership and communications philosophies, and identifying the expectations of each other as City Council members, and the City staff and of identifying and recognizing the expectations has staff of the City Council.

The key elements of the Governance Philosophy are leadership, communication, and understanding and defining expectations. These define how the team will function together. Visioning and planning are the key elements that define what the strategies and goals are for the City of La Porte and what they will be to ensure the vision is ultimately attained.

Governance Model

The governance model first begins with leadership. Each member of the Council asked to provide input into how they will lead, communicate and a defining of expectations for themselves and staff.

Why did you run for the position?

- Natural succession from part time to full time employee, to retirement and city council then to Mayor.
- Encouraged by others to run.
- Was approached by others to run.
- Wanted to know how city was run, be a part of the decisions.
- Was "told" to run.
- Always interested in local government and own a small business.
- To help my neighbors.
- To make La Porte a better place.

And the members were asked what individual attributes they bring to the Council.

What individual attributes do you bring to the group?

- Historical experience.
- Ability to separate personal position from position of constituents.
- Care for the community.
- Believe in good collaboration for getting things done.
- Know a large number of people and have your pulse on their needs and opinions.
- Being available and accessible to voters.
- Willingness to listen, learn and adjust based on information received.
- Treat everyone with respect.
- Accessibility to citizens.
- Open-minded.
- Have ability to discern between issues and opinions.

All elected officials run and are elected for their individual reasons. They bring individual attributes to the decision-making process. But in cities, the decision-making process can only be done as a group. Group decision making is generally more difficult and time consuming than making an individual decision. So, the key is to determine how each will work with all. Thus, the need to define the governance model for the group.

The Mayor and Council of the City of La Porte will lead ...

- By seeking consensus to the extent possible.
- Inform the constituency of the facts.
- Support the majority decision (regardless of individual vote).
- Communicate your position.
- Be respectful.
- Respect other's opinions.
- With honesty and integrity.
- Do our homework/research.
- Seek understanding.
- Get a broader view from a wider audience.
- Establishing priorities.
- Delegate to and trust staff.
- Work with staff as a team.

The Mayor and Council of the City of La Porte will communicate ...

- With respect for other's opinions and positions.
- By being a good listener.
- Within the requirements of the Open Meetings Act.
- Do what we say we are going to do.
- Be consistent.
- By being flexible and willing to change given new or better information.
- Communicate openly.
- Collaborate on the issues fully.
- Don't be afraid to disagree, but do not be disagreeable.

The Mayor and Council of the City of La Porte expect the following of each other ...

- Be collegial with each other.
- Policy decisions are a collaborative decision not an individual Council member decision.
- Be cordial to each other.
- Be respectful of each other, regardless of opinion or vote.
- Have the ability to move on when a decision is made.

The Mayor and Council of the City of La Porte expect the following of the staff ...

- Do not be directed by individual council members.
- Do not circumvent the will of the citizens after policy decisions are made.
- Be accountable for your actions.
- Take corrective actions when mistakes are made.
- Be truthful and kind.
- Don't be afraid to say, "I don't know."
- Be consistent in code enforcement and interpretation.
- Don't be afraid to ask for follow-up.
- Give Council options when making recommendations.

The staff expect the following of the Mayor and Council of the City of La Porte (as defined by the City Council) ...

- Follow the Chain-of-Command Go through the City Manager.
- Talk to staff before bringing an item to the Council dais.
- Be committed to the City Council position time, training, and effort.
- Recognize the expertise of staff.
- Provide for staff compensation, development, appreciation, recognition.
- Read the correspondence emails, agenda materials, etc. Be prepared.

Vision and Mission

The Council discussed the elements vision they have for La Porte. The vision has been defined by the community, per the Comprehensive Plan. The Mayor and Council identified the key elements of their vision for the City. This list will be consolidated into a series of key bullet items. From those key items, the Vision Statement will be reviewed.

Vision Elements

These elements are presented in no particular order of priority.

- A safe city.
- An attractive city.
- Strong city services.
- A destination to live or visit.
- Where you don't have to leave town to spend your money.
- A great school district.
- A quality of life for all walks of life.
- Strong economic base.

Vision Statement

The City of La Porte is rich in history and built on community, delivering a safe and attractive environment for all walks of life.

Mission Elements

These elements are presented in no particular order of priority.

- Ensure visions alignment between Council and committees.
- Have responsible financial planning.
- Have responsible economic development.
- Work hard to get to "yes".
- Have a long-term plan for facilities.
- Be and easy place to do business.
- Use the industrial base to our advantage.
- Encourage more retail.
- Be a strong voice among our intergovernmental partners.

Mission Statement

The City of La Porte provides superior public services and drives economic development in order to enhance the quality of life of our citizens.

These will serve as the basis for any future Vision and Mission Statements for the City of La Porte.

Core Values

At a subsequent staff meeting, the staff discussed and established their Core Values for the organization.

City of La Porte employees will **RISE** to every occasion as we live out our Core Values:

- **Respect We value our community**. (We demonstrate that value by extending kindness, compassion, and care to everyone we interact with)
- **Integrity We work honestly and ethically.** (We tell the truth, follow the rules, and do what's right even that is difficult)
- **Service We put others first.** (Proactive and selfless service provision defines us as public servants)
- Excellence We exceed expectations. (We bring our best every day in every aspect of our job)

Strategic Planning

On March 25, 2023, following the discussion on governance, the Council and department directors participated in the SWOT analysis. The facilitator led the participants in identifications of issues and challenges facing the city. The weaknesses then were divided into common themes – Key Focus Areas. Opportunities – strategies and goals – were identified to overcome the weaknesses. Then Council used colored dots to prioritize the initiatives.

Finally, threats were identified that if not identified and anticipated may get in the way of accomplishing the strategies and goals.

The participants were divided into four groups. Each group focused on strengths and weaknesses as follows. The groups focused on both organizational and community strengths and weaknesses.

SWOT

At the planning session on March 25, 2023, the combined group of Council and staff was divided into four groups. The strengths and weakness are identified are in this first section reported as each of the four groups presented them. These weaknesses were further divided between community (external) and organizational (internal) issues.

Strengths

Group 1 – Strengths

• Community

- o Location to Bay Front.
- o Industrial employment base.
- o Quality of amenities.
- o Active citizen involvement.
- o Community supports all walks of life.
- o Strong sense of hometown pride
- o Variety of community events

• Organizational

- o Strong financial position
- Experienced staff
- Good infrastructure
- o Excellent public safety
- o Supportive leadership
- o Strong partnerships
- o Fantastic teamwork
- o Focus on customer service.
- o Condition of facilities and streets
- o Financially conservative

Group 2- Strengths

• Community

- o Participation and involvement of the community.
- o Good economic base (Industrial Development Agreements).
- o Schools.
- Not dramatic.
- o Supportive of local entities (first responders, schools, etc.)
- o Safe with low crime.
- o Wide range of amenities.
- o Affordable and appropriate cost of living.
- o Central/accessible within the region.
- o City is strong and stable financially.
- o City is a good community pillar.
- o Proximity to MSA/Houston.
- o Diversity of lifestyles (bay, golf course, large lots, Main Street, airport, etc.)
- o Development potential around airport and Main Street.
- o City programming for special populations.

Organizational

- o Not dramatic.
- o Safe.
- o Offers good amenities to the citizens.
- o Great first responders.
- o Great city services.
- o Active and caring municipal court.
- o Good emergency management.
- o Good communication of challenging information.
- o Innovative/supportive City Council.
- o Transparent.
- o Career paths/succession planning.
- o Good hiring decisions and good compensation for retention.
- o Good process of surveying community for feedback.

Group 3 - Strengths

Community

- o Diversity in the community.
- o Economic base IDAs.
- o Hometown pride.
- o Proximity to Bay and drivetime to beach.
- o Community support
- o Communications.
- o Airport.
- o Golf course.
- o Wave pool.
- o Horse arena.
- o Housing developments.

o Services to the community.

• Organizational

- o Programs and services to the citizens.
- o Parks trails and bike paths.
- o Overall safety.
- o Community events on Mainstreet and at Sylvan Beach.
- o Teamwork among staff and department directors.
- o Communication from the city
- o Support from City Council.
- o City Management recognitions court, PD, EMS, Finance.
- o Dedicated staff knowledgeable and supportive.

Group 4 – Strengths

• Community

- o Citizens.
- o School district.
- o Industrial base.
- o Location.
- Mobility overall
- o Size.
- o Parks and trails.
- o Low crime rate.
- o Generous community.
- o Main Street (that other cities do not have).
- o Stable tax rate.
- o Sylvan Beach and bay front.

Organizational

- o The city team.
- o Knowledgeable.
- o City is financially stable.
- o Size.
- o Programming to citizens.
- o Services including public safety.
- o Accessibility of staff.
- o Preparedness of staff.
- o Equipment and fleet is in good shape.
- o Employee compensation package.
- o Longevity of employees.
- o Responsiveness to the public.

Weaknesses

Weaknesses were categorized between community and organizational weaknesses.

Group 1 - Weaknesses

• Community

- Location hurricane threats.
- o Aging facilities.
- Heavy truck traffic
- o Condition of non-city thoroughfares.
- o Lack of retail.
- o East side vs. West side.
- Low voter turnout
- o Land-locked and nearly fully developed.
- Vacant buildings
- o Need for revitalization of Main Street.
- o Lack of family entertainment venues.
- o Commercial growth.

• Organizational

- o Retirements creating loss of knowledge.
- o Public service is not high on job-seekers' list.
- o Aging facilities.
- o Communication gaps.
- o Zoning Ordinance complexities.
- o No Economic Development Coordinator.
- o Lack of utilization of the bay front.

Group 2 - Weaknesses

• Community

- o Lack of maintenance in some commercial areas.
- o Low voter turnout generally.
- o Lack of retail and entertainment options.
- o Leakage gaps in retail and entertainment.
- o Potential for dangerous high impact events out of city's control (industrial).
- o Misperceptions about our name, composition, job opportunities, odor, safety of the community.
- o Communicating the truth about those who actually do get here to play or shop.
- o Lack of modern affordable community center.

Organizational

- o Status quo reigns.
- Lack of jurisdiction over some key issues thoroughfares, mowing of ROW, infrastructure).
- o Communication among city departments and regional partners.
- o Hiring challenges
- o Silver Tsunami. (retirements).

- o Age of facilities and capability for advanced technology.
- Need for prefunding for funding future needs.
- o Forecasting and surveying the community and using the information.

Group 3

Community

- o Mobility specifically large truck traffic.
- Multi-jurisdictional confusion/understandings roads, beach front access, drainage.
- o Flooding and drainage
- o Lack of reason to visit.
- o Perception of reactive versus proactive government.
- o Lack of vibrance of Main Street.
- o Lack of retail and restaurants.

• Organizational

- Multi-jurisdictional confusion/understandings roads, beach front access, drainage.
- o Succession planning in smaller departments.
- o No economic development coordinator.
- o Slow project completion after funding.
- o Lack of agility and flexibility to adjust.
- o Education/collaboration and enforcement of codes, ordinances.
- o Perception it is hard to do business in La Porte.
- o Communication need to be more proactive for projects and other topics.

Group 4

Community

- o Traffic
- o Perception of being reactive rather than proactive.
- o County infrastructure (not city's responsibility).
- o Education of public on traffic, development, retail needs.
- o City is almost built out.
- o Lack of retail/entertainment.
- Lack of beautification.
- o Dangerous buildings.
- o Perception of needs for facilities.
- o Perception of local environmental issues (perceived to be bad).
- o Location of industry nearby.

Organizational

- o Drainage and flood control district's lack of response in the city.
- o Recruiting of new employees.
- o Part-time/seasonal salaries make recruitment difficult.
- o Management of the CIP
- o Timelines for completion of CIP.
- o Supply-chain issues.

Areas of Emphasis

Reviewing weaknesses resulted in the identification of these areas of emphasis.

- Governance
- Communications
- Infrastructure and Facilities
- Economic Development
- Organizational Excellence

Weaknesses Rearranged

The issues and challenges identified above, were then rearranged (in a summarized fashion) to be within one of the areas of emphasis.

• Governance

- o Lack of voter turnout.
- o Confusion of public about intergovernmental jurisdictions.
- o Perception the city is reactive vs. proactive.
- o Perception of Emergency preparedness.

• Communication

- o Lack of ability to get the facts out to the citizens.
- o Internal communication gaps among departments.
- o Misperception of the uniqueness of the La Porte community.
- o Misperception of the responsiveness of city government.

Infrastructure and Facilities

- Truck traffic and road conditions.
- o Long term maintenance.
- o Facilities' needs.
- o Drainage issue.
- Nearing buildout.

• Economic Development

- o No economic development coordinator.
- o Need for Main Street redevelopment and improvements.
- o Lack of retail.
- Lack of family entertainment.
- o Perception of not being a great place to live, work, and play.
- o Lack of public use of bay front areas.

• Organizational Excellence

- o Difficulty in recruiting employees.
- o The Silver Tsunami (retirements)
- o Need for succession planning.

- o Potential for dangerous events beyond city's control.
- o Part-time pay scales are low.
- o Complicated zoning ordinance.
- o Communication with other local jurisdictions.

Strategies and Goals

Council and staff worked together to identify opportunities including broad statements and broad goals to address the weaknesses. These will form the basis for the Strategic Plan. After the opportunities were identified, both Council and staff placed dots on their top three priorities in each Key Focus Area. The total points are identified here as well.

- #1 Priority Red Dot = 3 points
- #2 Priority Yellow Dot = 2 points
- #3 Priority Green Dot = 1 point

• 1.0 Governance

- O Build better relationships with our intergovernmental partners. (dots: 1 red; 6 yellows; 1 green = 16 points)
- o Improve voter turnout and transparency. (dots: 2 reds; 1 green = 7 point)
 - Establish a robust voter turnout program.
 - Enlist leadership to support and promote election literacy.
 - Tell the City's story.

	Opportunities	Votes
1.	Build better relationships with our	16
	intergovernmental partners	
2.	Improve voter turnout and transparency	7

• 2.0 Communication

- Establish a program to promote the city of La Porte. (dots: 7 red; 13 yellow; 9 green = 56 points
 - Tell the City's story.
 - Improve the perception and understanding of the city among the public.
- Establish a more robust program to get the facts to the public. (dots: 4 reds; 6 yellow; 6 green = 30 points)
 - Enlist City University participants as ambassadors for the City.
 - Define where the city's authorized (not Facebook) sources of information reside.
 - Establish clear messaging.
 - City's Facebook page.
 - Website.
 - Official City notifications for you, your spouse, and children.
 - Provide full resource for communications program.
- o Identify and reach special populations. (dots: 9 red; 1 yellow; 1 green = 30 points)
 - Phone,

- quarterly newsletter,
- reactivate the PEG Channel

	Opportunities	Votes
1.	Establish a program to promote the city of La	56
	Porte.	
2.	Establish a more robust program to get the	30
	facts to the public.	
3.	Identify and reach special populations.	30

• 3.0 Infrastructure and Facilities

- o Improve mobility and traffic in focused areas (dots: 14 red, 7 yellow, 3 green = 59 points)
 - 16th street/SH 146; M, G, H Streets.
 - Spencer
 - Fairmont Parkway.
 - Consider TIRZ funding for some improvements.
 - Improve mobility particularly as it relates to truck traffic.
 - Collaborate with Harris County and TxDOT.
 - Encourage more rail transit.
 - Expedite the SH-146 widening (dots: one yellow = 2 points)
 - Interconnect Fairmont East and Morgan's Landing and golf course with wall and bike paths.
- O Assess City Facilities' needs (city hall, public works, park/rec center, water treatment, wave pool, etc.) (dots: 13 reds, 5 yellows, 6 green = 55 points)
- o Improve intergovernmental relationships with other agencies for drainage improvements. (dots: 5 yellow; 2 green = 10 points)
- o Enhance Lighting (citizens' survey) (dots: 2 yellow; 3 green = 7 points)
- o Communicate how La Porte can support buildout, what types of density and entertainment options are needed. (dots: two yellow: one green − 5 points)
- o Develop transportation priority list and encourage leadership to regularly and repeatedly communicate to jurisdictions. (dots: one red = 3 points.)
- o Consider drainage ways Moats through HCFCD (dots: one yellow = 2 points).
- Educating and informing the public on infrastructure issues (dots: one green = 1 point)
 - what the city is doing, better understanding by PD of citizens concerns with truck traffic.
 - Educating and information the public on drainage issues.
 - Continue working with the agencies on flooding and drainage needs.
- Create a list of properties available for partnerships, for sale, etc. (dots: one green =1 point).
- o Determine the community wide state of technology capabilities.
- Consider internal mobility needs (access to Lomax and cut through of Glen Meadows along airport.
- o Address long term maintenance needs of city infrastructure.

Opportunities Votes

1.	Improve mobility and traffic in focused areas	59
2.	Assess City Facilities' needs	55
3.	Improve intergovernmental relationships with other agencies for drainage improvements	10
4.	Enhance Lighting	7
	Communicate how La Porte can support buildout, what types of density and	5
6.	entertainment options are needed. Develop transportation priority list and	3
0.	encourage leadership to regularly and repeatedly communicate to jurisdictions.	3
7	Develop transportation priority list and	3
,.	encourage leadership to regularly and repeatedly communicate to jurisdictions	3
8.	Consider drainage ways – Moats through	2
	HCFCD	
9.	\mathcal{E} 1	1
	infrastructure issues	_
10.	. Create a list of properties available for	1
11	partnerships, for sale, etc.	
11.	Determine the community wide state of technology capabilities.	
12.	Consider internal mobility needs (access to Lomax and cut through of Glen Meadows along airport.	0
13.	. Address long term maintenance needs of city infrastructure.	0

• 4.0 Economic Development

- o Fill the EDC position (dots: 13 red; 1 yellow; 3 green = 62 points.
- o Establish a Main Street Master Plan (dots: 7 red; 15 yellow; 6 green = 60 points)
 - Build consensus among Mainstreet owners (dots: 1 red; two yellow; 1 green = 8 points)
 - Establish/improve signage for Main Street (dots: 2 yellow; 2 green = 6 points).
 - Beautify and provide parking to Main Street (dots: 1 yellow = 2 points.
- Develop a strategic plan for economic development/redevelopment (dots: 3 red; 4 yellow; 12 green = 32 points)
- Establish/encourage family entertainment venues (dots: 5 reds; 2 yellow; 5 green
 24 points)
- o Promote the Bayfront (Dots: 2 yellow; 8 green = 12 points)
 - Work with area communities to create another "golden triangle" or Jewel of the Bay.
 - Determine hotel opportunities.

- Create financial opportunities by restricting and managing access.
- Capitalize on history of the area.
- O Consider community development as much as economic development (dots: 1 green = 1 point).
- o Be a magnet not a fishing lure.
- o Communicate how awesome La Porte is (Don't Forget to be awesome DFTBA)
- o Continue involvement in ICSC venues.

	Opportunities	Votes
1.	Fill the EDC position	62
2.	Establish a Main Street Master Plan	60
3.	Develop a strategic plan for economic	32
	development/redevelopment	
4.	Establish/encourage family entertainment	24
	venues	
5.	Promote the Bayfront	12
6.	Consider community development as much as	1
	economic development	
7.	Be a magnet not a fishing lure.	0
8.	Communicate how awesome La Porte is	0
9.	Continue involvement in ICSC venues	0

• 5.0 Organizational Excellence

- Establish a long-term employee recruitment plan. (dots: 13 reds; 8 yellows; 12 greens = 67 points).
 - Establish an alternative/non-traditional way of bringing interns to the city for summer jobs.
 - Encourage youth participation and knowledge of public service.
 - Emphasize the community's financial stability in hard time.
- Establish succession plans anticipating retirements at all levels. (dots: 8 reds; 8 yellows; 3 greens = 43 points)
 - Create culture of leadership for those who desire to advance.
 - Training with an eye toward transference of institutional knowledge and experience.
- Establish communication channels with area local jurisdictions. (dots: 1 red; 5 yellow; 2 green = 15 points.)
 - Build strong relationships with key staff.
 - Utilize training events to promote the city.
 - Interact with other agencies.
- Establish and communicate emergency preparedness plan to better respond to dangerous events in the community and area. (dots: 2 red; 1 yellow; 6 green = 14 points)
 - Develop relationships with industrials partners, other local governmental entities, and regulatory agencies.
 - Communicate all the city does to keep it safe and be prepared.

- o Simplify Zoning Ordinance (dots: 3 reds; 2 yellows = 13 points)
 - Flood plain information.
 - Checklists for developers.
 - Promote on-line services.
 - Continue communication efforts.
- o Establish a leadership development program (dots: 4 red = 12 points).
- o Improve organizational culture (dots: 4 red = 12 points).
- Establish an education packet for new citizens. (dots: 3 yellow; 2 green = 8 points)
 - Utility hook ups, addresses of city programs, shelter-in-place requirements, etc.
- o Include part-time pay in compensation program.

	Opportunities	Votes
1.	Establish a long-term employee recruitment	67
	plan.	
2.	Establish succession plans anticipating	43
	retirements at all levels	
3.	Establish communication channels with area	15
	local jurisdictions	
4.	Establish and communicate emergency	14
	preparedness plan to better respond to	
	dangerous events in the community and area	
5.	Simplify Zoning Ordinance	13
6.	Establish a leadership development program	12
7.	Improve organizational culture	12
8.	Establish an education packet for new citizens.	8
9.	Include part-time pay in compensation program	0

Top Ten Scores

Focus Area	Opportunities		Rank/Score
Organizational Excellence	1.	Establish a long-term employee	67
		recruitment plan.	
Economic Development	2.	Fill the EDC position	62
Economic Development	3.	Establish a Main Street Master Plan	60
Infrastructure	4.	Improve mobility and traffic in	59
		focused areas	
Communication	5.	Establish a program to promote the	56
		city of La Porte.	
Infrastructure	6.	Assess City Facilities' needs	55
Organizational Excellence	7.	Establish succession plans	43
		anticipating retirements at all levels	
Economic Development	8.	Develop a strategic plan for	32
		economic	
		development/redevelopment	

Communication	9. Establish a more robust program to get the facts to the public.	30
Communication	10. Identify and reach special populations.	30

Defined Strategies and Goals

• 1.0 Governance

- o 1.1 Build better relationships with our partners.
- o 1.2 Improve voter turnout and transparency.
 - 1.2.1 Establish a robust voter turnout program.
 - 1.2.2 Enlist leadership to support and promote election literacy.
 - 1.2.3 Tell the City's story.

• 2.0 Communication

- o 2.1 Establish a program to promote the city of La Porte.
 - 2.1.1 Tell the City's story.
 - 2.1.2 Improve the perception and understanding of the city among the public.
- o 2.2 Establish a more robust program to get the facts to the public.
 - 2.2.1 Enlist City University participants as ambassadors for the City.
 - 2.2.2 Define and promote the city's authorized (not Facebook) sources of information.
 - Establish clear messaging.
 - City's Facebook page.
 - Website.
 - Official City notifications for you, your spouse, and children.
 - Provide full resource for communications program.
- o 2.3 Identify and reach special populations.
 - 2.3.1 Utilize phone surveys.
 - 2.3.2 Utilize quarterly newsletter,
 - 2.3.3 Reactivate the PEG Channel

• 3.0 Infrastructure and Facilities

- o 3.1 Improve mobility and traffic in focused areas.
 - 16th street/SH 146; M, G, H Streets.
 - Spencer
 - Fairmont Parkway.
 - Consider TIRZ funding for some improvements.
 - Improve mobility particularly as it relates to truck traffic.
 - Collaborate with Harris County and TxDOT.
 - Encourage more rail transit.
 - Expedite the SH-146 widening (dots: one yellow = 2 points)
 - Interconnect Fairmont East and Morgan's Landing and golf course with wall and bike paths.
- o **3.2 Assess City Facilities' needs**. (city hall, public works, park/rec center, water treatment, wave pool, etc.)

- 3.3 Improve intergovernmental relationships with other agencies for drainage improvements.
- 3.4 Enhance Lighting (citizens' survey)
- 3.5 Communicate how La Porte can support buildout, what types of density and entertainment options are needed.
- 3.6 Develop transportation priority list and encourage leadership to regularly and repeatedly communicate to jurisdictions.
- 3.7 Consider alternate drainage ways Moats through HCFCD
- 3.8 Educating and informing the public on infrastructure issues.
 - What the city is doing, better understanding by PD of citizens concerns with truck traffic.
 - Educating and information the public on drainage issues.
 - Continue working with the agencies on flooding and drainage needs.
- o 3.9 Create a list of properties available for partnerships, for sale, etc.
- o 3.10 Determine the community wide state of technology capabilities.
- o 3.11 Consider internal mobility needs (access to Lomax and cut through of Glen Meadows along airport.
- o 3.12 Address long term maintenance needs of city infrastructure.

• 4.0 Economic Development

- o 4.1 Fill the EDC position.
- o 4.2 Establish a Main Street Master Plan
 - Build consensus among Mainstreet owners.
 - Establish/improve signage for Main Street
 - Beautify and provide parking to Main Street
- 4.3 Develop a strategic plan for economic development/redevelopment.
- 4.4 Establish/encourage family entertainment venues.
- o 4.5 Promote the Bayfront
 - Work with area communities to create another "golden triangle" or Jewel of the Bay.
 - Determine hotel opportunities.
 - Create financial opportunities by restricting and managing access.
 - Capitalize on history of the area.
- o 4.6 Consider community development as much as economic development.
- 4.7 Continue involvement in ICSC venues.

• 5.0 Organizational Excellence

- o 5.1 Establish a long-term employee recruitment plan.
 - Establish an alternative/non-traditional way of bringing interns to the city for summer jobs.
 - Encourage youth participation and knowledge of public service.
 - Emphasize the community's financial stability in hard time.
- 5.2 Establish succession plans anticipating retirements at all levels.
 - Create culture of leadership for those who desire to advance.
 - Training with an eye toward transference of institutional knowledge and experience.
- o 5.3 Establish communication channels with area local jurisdictions.
 - Build strong relationships with key staff.
 - Utilize training events to promote the city.

- Interact with other agencies.
- 5.4 Establish and communicate emergency preparedness plan to better respond to dangerous events in the community and area.
 - Develop relationships with industrials partners, other local governmental entities, and regulatory agencies.
 - Communicate all the city does to keep it safe and be prepared.
- o 5.5 Simplify Zoning Ordinance
 - Flood plain information.
 - Checklists for developers.
 - Promote on-line services.
 - Continue communication efforts.
- o 5.6 Establish a leadership development program.
- o 5.7 Improve organizational culture.
- o 5.8 Establish an education packet for new citizens.
 - Utility hook ups, addresses of city programs, shelter-in-place requirements, etc.
- o 5.9 Include part-time paid employees in compensation program.

Threats

Finally, the full group identified threats to accomplishing the goals and strategies that have been identified.

- Lack of support from the citizens.
- Weather events/industrial accidents.
- Legislative restrictions.
- Changes in technology.
- Lack of preparedness.
- Misinformation from others.
- Lack of qualified personnel.
- Zoning conflicts.
- Too much reduction in the tax rate.
- No sense of urgency or priority among citizens.
- Apathy
- NIMBY and CAVE people

City Staff Implementation Sessions

April 25, 2023

On April 25, 2023, the facilitator met with the City Manager and Executive Staff to review the outcomes of the planning session and to determine next steps for the development of the implementation plan.

Vision and Mission. Staff reviewed the work of Council and staff in defining the vision and mission. The staff developed a draft vision and mission statements utilizing the key elements prepared in the planning session.

La Porte Vision Statement

The City of La Porte is rich in history and built on community, delivering a safe and attractive environment for all walks of life.

La Porte Mission Statement

The City of La Porte provides superior public services and drives economic development in order to enhance the quality of life of our citizens.

La Porte Core Values

City of La Porte employees will **RISE** to every occasion as we live out our Core Values:

- **Respect We value our community**. (We demonstrate that value by extending kindness, compassion, and care to everyone we interact with)
- **Integrity We work honestly and ethically.** (We tell the truth, follow the rules, and do what's right even when that is difficult)
- **Service We put others first.** (Proactive and selfless service provision defines us as public servants)
- Excellence We exceed expectations. (We bring our best every day in every aspect of our job)

Action Plan Process. The staff reviewed a template to be used to develop the implementation portion of the planning process. Team facilitators will be tasked with overseeing the implementation of the Action Plan, presenting it to the City Manager for review. The implementation plan is included in this document. A presentation to the City Council will be scheduled.

Reporting

Finally, staff established reporting protocols. These protocols serve the purpose of keeping the staff on schedule with the implementation of strategies, keeping the City Manager informed, and providing regular reports to the City Council on the status of the implementation of the adopted strategies. This provides for long term accountability toward the implementation of the Strategic Plan.

Reporting Protocols

- Council
 - Receives formal status reports, including a semi-annual report from staff to the City Council.
- City Manager
 - o City Manager receives quarterly updates from staff at regular staff meetings on progress of assignments.

City Council Approval

May 22, 2023

On May 8 or 15, 2023 the City Council reviewed their work as well as the work of the staff since the planning sessions in February and March. The Governance Model created at the February session was presented. Emphasis was on the Council and staff working together as a team on a continuing basis, and for each member of the team to understand their respective roles, both at the Council and staff levels.

In addition, the Strategic Plan was reviewed and presented for adoption.

Conclusion

The Mayor, Council, and staff of the City of La Porte worked through a governance and planning process that allowed the Council to create a governance model and identify and expand strategies for moving the city forward. The process brought the staff leadership and Council closer together as a team and developed an implementation process to ensure the strategies are addressed and accomplished over time.



Public Works and Development Services

Memo

Date: September 18, 2024

To: Mayor Ken Mathew and Council

From: Kyle J. Jung, Director of Public Works and Development

Services

Re: Department of Public Works and Development Services update

In order to keep the City Council informed about the activities of the Department of Public Works and Development Services, we have provided several reports about the activities of the various divisions of this department. These reports are for the time period of June 1 - August 31, 2024, and include:

- 1. Building inspections 45 types of inspections with a grand total of 497 inspections
- 2. Code enforcement inspections 7 types of inspections with a grand total of 536 inspections
- 3. Development services projects the staff processed a total of 3,456 projects during this three-month period
- 4. Hurricane Beryl storm debris pick up between the City crews and Fort Bend County's contractor, AshBritt, a total of 7,325 cubic yards of vegetative debris (trees/limbs/brush) and a total of 971 cubic yard of construction debris (fencing/construction material) was picked up. There were 618 pick up locations serviced between July 13 and August 16. There were an additional 232 addresses provided by the City to AshBritt on August 13 which the company addressed.

To put this in perspective, a large 40 yd roll off dumpster is 22 feet long, and 8 feet wide and 8 feet tall. 7,325 cubic yards of green waste would fill 183 of those roll off dumpsters. 971 cubic yards of construction debris would fill 25 of those roll off dumpsters.

No action is required for this item.

Structural Inspections for Development Services

June-August

Row Labels	Count of Project #
AC Cover Inspection	15
Permit	15
Backflow Inspection	3
Permit	3
Brick Tie Inspection	10
Permit	10
Demolition Inspection	1
Permit	1
Electrical Cover Inspection	28
Permit	28
Electrical Final Inspection	26
Permit	26
Electrical Reconnect Inspection	19
Permit	19
Electrical Reconnect/Occupancy Inspection	20
Permit	20
Electrical Rough Inspection	31
Permit	31
Electrical Underground Inspection	13
Permit	13
Final Building Inspection	28
Permit	28
Final Inspection	2
Permit	2
Final Mechanical Inspection	14
Permit	14
Final Plumbing Inspection	17
Permit	17
Final Roofing Inspection	15
Permit	15
Final Sign Inspection	8
Permit	8
Flatwork Inspection	8
Permit	8
Foundation Inspection	7
Permit	7
Foundation/Flat Work Inspection	24
Permit	24
Frame Inspection	30
Permit	30
Framing Inspection	2

Permit	2
Gas Test Inspection	15
Permit	15
Irrigation Backflow Inspection	1
Permit	1
Lath Inspection	8
Permit	8
Mechanical Rough Inspection	11
Permit	11
Meter Loop Inspection	16
Permit	16
Occupancy Inspection	8
Permit	8
Paving Inspection	1
Permit	1
Pier Holes Inspection	1
Permit	1
Plumbing Ground Inspection	18
Permit	18
Plumbing Rough Inspection	23
Permit	23
Pool Operating Inspection	1
Permit	1
Pool Steel/Rebar Inspection	1
Permit	1
Rebar Inspection	9
Permit	9
Recall Storm Sewer Inspection	2
Permit	2
Roof Inspection	11
Permit	11
Roofing Inspection	1
Permit	1
Sidewalk Inspection	1
Permit	1
Site Inspection	4
Permit	4
Storm Sewer Inspection	5
Permit	5
Structural Steel Inspection	3
Permit	3
TCI Inspection	12
Permit	12
Temporary Saw Pole Inspections	9

Permit	9
Tilt Wall Inspection	1
Permit	1
Windstorm Inspection	14
Permit	14
Grand Total	497

Code Enforcement Inspection Report

June - August

Row Labels	Count of Permit Number
1st Extension	34
(blank)	34
In Compliance	21
In Violation	12
Unfounded	1
1st Follow-Up Inspection	224
Chelsea Thomas	1
In Violation	1
Marcus Vasquez	1
In Violation	1
(blank)	222
In Compliance	149
In Violation	69
Unfounded	4
2nd Extension	1
(blank)	1
In Compliance	1
2nd Follow-Up Inspection	42
(blank)	42
In Compliance	24
In Violation	18
Initial Inspection	234
(blank)	234
In Compliance	5
In Violation	228
Unfounded	1
Property Posting	1
(blank)	1
In Violation	1
Grand Total	536

(All) Projects Created by Date

June-August

Row Labels	Count of Contact Name
Alternate Contact #4	19
Fences	1
Fire	2
Plumbing	1
Right-of-Way	1
(blank)	14
Alternate Contact #5	2
Change of Occupancy	1
(blank)	1
Alternate Contact #6	22
Catering Food Establishments	5
(blank)	17
Alternate Contact #7	8
Catering Food Establishments	1
Temporary Food Establishments	2
(blank)	5
Alternate Contact #8	2
(blank)	2
Applicant	813
Addition	1
Catering Food Establishments	3
Change of Occupancy	18
Contractor Registration	128
Demolition	1
Driveway	6
Electrical	33
Fire	28
Food Establishments	1
Foundation Repair	1
Generator	3
Irrigation	1
Make Ready Electrical Reconnect	15
Mechanical	32
Mobile Food Establishments	2
Mobile Home Electrical Reconnect	3
Plat	1
Plumbing	26
Pool Operating	3
Remodel	1
Rental Registration	35
Right-of-Way	7
Roof	35
Sign	11

Stockpile	1
Temporary Food Establishments	5
Tenant Buildout	3
Zoning Verification	2
(blank)	407
Architect or Designer	122
Addition	1
Change of Occupancy	2
Generator	1
New Construction	3
Remodel	2
Roof	8
Solar Panels	2
Tenant Buildout	1
(blank)	102
Business Owner	8
(blank)	8
Complainant	244
Certificate of Occupancy	3
Dumpster Enclosure Violation	3
Fences	12
High Grass & Weeds ; Trash & Debris; Stagnant Water	32
Illegal Signage	17
Junked Vehicle	4
Not Set	1
Off-street Parking (Parking in Grass)	2
Open Storage and open processing	1
Parking Requirements Applicable To All Zoning Districts	5
Permit Not Obtained	36
Residential Rental Property	14
Unsafe Building Abatement	1
(blank)	113
Emergency Contact	8
(blank)	8
Emergency POC	52
Change of Occupancy	17
(blank)	35
Engineer	97
(blank)	97
Event Organizer / Coordinator	47
Mobile Food Establishments	3
Temporary Food Establishments	5
(blank)	39
Food Vendor	47
Temporary Food Establishments	4
(blank)	43
General Contractor	523

Alterations	1
Awning	1
Billboard Sign	1
Change of Occupancy	4
Civil Site Work Only	1
Demolition	1
Electrical	2
Fire	7
Foundation Repair	3
Generator	1
Make Ready Electrical Reconnect	13
Mechanical	4
Mobile Home Electrical Reconnect	1
New Construction	3
Plumbing	5
Remodel	1
Right-of-Way	2
Roof	5
Sign	3
Tenant Buildout	5
(blank)	459
Property Management	107
Rental Registration	6
(blank)	101
Property Owner	929
Addition	2
Catering Food Establishments	1
Certificate of Occupancy	5
Change of Occupancy	11
Driveway	2
Dumpster Enclosure Violation	4
Electrical	50
Fences	1
Fire	15
Food Establishments	2
Foundation Repair	1
High Grass & Weeds; Trash & Debris; Stagnant Water	26
Illegal Signage	7
Junked Vehicle	6
Make Ready Electrical Reconnect	3
Mechanical	14
Mobile Food Establishments	1
New Construction	5
Not Set	3
Not Set Off-street Parking (Parking in Grass)	
	3

Parking Requirements Applicable To All Zoning Districts	7
Permit Not Obtained	26
Plat	1
Plumbing	25
Remodel	5
Rental Registration	33
Residential Rental Property	22
Right-of-Way	8
Roof	25
Sign	6
Solar Panels	4
Specific Use Permit	1
Temporary Food Establishments	15
Tenant Buildout	1
Vehicle Charge Station	1
Zoning Verification	5
(blank)	579
Store Manager/Person In Charge	55
Catering Food Establishments	1
Temporary Food Establishments	3
(blank)	51
Tenant/Renter	107
Rental Registration	33
(blank)	74
Violator	244
(blank)	244
Grand Total	3456

Report from Ashbritt

1. Tonnage amount of fence and debris Ashbritt has picked up since Hurricane Beryl in Stafford?

Veg (CY)_7,325.1

C&D(CY)_971.8

2. How many site addresses were serviced and loads?

618 pickup locations

165 Loads

3. First (7/13/24) and last (8/16/24) day of Pick-up dates?

Row Labels	Sum of Volume
STAFFORD	8296.9 CY
CONSTRUCTION&DEMOLITION	971.8
VEGETATIVE/WOODY	7325.1
Grand Total	8296.9 CY

Row Labels	Count of Ticket Number
STAFFORD	165
Grand Total	165

City of Stafford to Ashbritt

Additional Hurricane Beryl pickups as of August 13, 2024

Subdivision/Street	Pickup Type		Address	
	Nume	rical	Street	
	Crestmont Subdivision			
Crestmont	Tree Limbs	1738	B Pecan Lane	
	Tree Limbs	1711	Pecan Lane	
	Tree Limbs	1710	Pecan Lane	
	Fence Debris	1711	Crestmont	
	Fence Debris	807	⁷ Hackberry	5
	Stafford Run			
Stafford Run	Tree Limbs	2307	7 Ruffian Lane	
	Tree Limbs	2011	Ruffian Lane	
	Tree Limbs & Fence	2010	Ruffian Lane	
	Tree Limbs & Fence	710	Citation Drive	
	Tree Limbs	615	Go Man Go	
	Tree Limbs	635	Go Man Go	
	Tree Limbs	630) Go Man Go	
	Fence Debris	627	' Go Man Go	
	Tree Limbs		Easy Jet	
	Tree Limbs	2202	2 War Admiral	
	Tree Limbs	602	2 Bold Ruller Drive	
	Tree Limbs & Fence	615	Bold Ruller Drive	
	Tree Limbs & Debris	635	Bold Ruller Drive	
	Tree Limbs	2326	S South Beverly Circel	
	Tree Limbs	2314	South Beverly Circel	
	Tree Limbs	647	' South Beverly Circel	
		602	2 Beveryly Circle	
			Stafford Pride	
	Tree Limbs	623	3 Gallant Fox	
	Tree Limbs	619	Gallant Fox	
	Tree Limbs	2403	3 Gallant Fox	
	Tree Limbs	610) Reva Ridge	
	Tree Limbs	2122	2 War Admiral	
	Tree Limbs	2023	Secretariet Drive	
	Tree Limbs	2103	Secretariet Drive	
	Tree Limbs	2106	Secretariet Drive	
	Fence Debris	2123	Secretariet Drive	
	Tree Limbs	2203	Secretariet Drive	
	Tree Limbs	2210	Secretariet Drive	
	Tree Limbs	2234	Secretariet Drive	
	Tree Limbs	2106	S Whirlaway	
			-	

	Fence Debris	Ca	anonero	
	Tree Limbs	2200 We	estwood Drive	
	Tree Limbs	2114 We	estwood Drive	
	Tree Limbs	2018 W	estwood Drive	
	Tree Limbs	2006 We	estwood Drive	
	Tree Limbs	Ov	verland	
	Tree Limbs	1850 We	estwood Drive	
	Tree Limbs	922 Ov	verland	
	Tree Limbs	910 Ov	verland	
	Tree Limbs	1819 Te	errence Drive	
	Tree Limbs & Fence	1834 Te	errence Drive	
	Tree Limbs & Fence	1846 Te	errence Drive	
	Tree Limbs & Fence	1819 Kir	rkwood	
	Fence Debris	2414 Wa	ar Admiral	
	Tree Limbs & Debris	607 Ke	elso Court	
	Tree Limbs & Debris	2110 Ru	uffian Lane	
	Tree Limbs & Debris	2201 W	estwood Drive	
	Tree Limbs & Debris	2111 W	estwood Drive	
	Tree Limbs & Debris	907 Te	errence Drive	50
Center Street	Tree Limbs	423 Ce	enter Street	
	Tree Limbs & Debris	426 W	est Street	
	Tree Limbs & Debris	423 Ce	enter Street	
	Tree Limbs & Debris	426 W	est Street	4
Fifth Street	Tree Limbs		fth Street	
	Tree Limbs	2410 Fif	fth Street	
	Tree Limbs & Debris	2320 Fif	fth Street	
	Tree Limbs & Debris		fth Street	
	Tree Limbs & Debris	2410 Fif	fth Street	5
	Grove West			
Grove West		L2419 Gr	rove Meadow Drive	1
	Dove Country			
Dove Country	Fence Debris	519 Liv		
	Fence Debris	606 Liv		
	Fence Debris	611 Liv		
	Fence Debris	622 Liv		
	Fence Debris		aple Tree Court	
	Fence Debris		aple Tree Court	
	Fence Debris	406 Fa		
	Fence Debris	414 Fa		
	Fence Debris	330 Fa		
	Fence Debris	310 Fa		
	Fence Debris	672 Fa	air Oak	

	Fence Debris	666	Fair Oak	
	Fence Debris	654	Fair Oak	
	Fence Debris	650	Fair Oak	
	Fence Debris	523	Fair Oak	
	Fence Debris	510	Fair Oak	
	Fence Debris	422	Fair Oak	
	Fence Debris	618	Elm View	
	Fence Debris	2610	Cedar Brook Court	
	Fence Debris	2610	Willow Drive	
	Fence Debris	411	Juniper Court	
	Fence Debris	407	Juniper Court	
	Fence Debris	4525	Buena Vista	
	Fence Debris	4411	Buena Vista	
	Fence Debris	4407	Buena Vista	
Missouri City Estates	Fence Debris	9714	Lyrical Drive	26
Buena Vista	Tree Limbs & Fence	4501	Buena Vista	1
	Kingsway Subdivsion			
	Fence Debris	2522	First Street	
	Fence Debris	2514	First Street	
	Fence Debris	2510	First Street	
	Tree Limbs	2506	First Street	
	Fence Debris	2437	First Street	
	Tree Limbs	2322	First Street	
	Fence Debris	2311	First Street	
	Fence Debris	3134	Dukes Bend	
	Fence Debris	347	Dukes Bend	
	Tree Limbs	303	Swords Bend	
	Fence Debris	343	Swords Bend	
	Fence Debris	339	Swords Bend	
	Fence Debris	319	Swords Bend	
	Fence Debris	315	Swords Bend	
	Tree Limbs	226	Kingsway	
	Tree Limbs	217	Kingsway	
	Fence Debris	210	Kingsway	
	Tree Limbs	163	Kingsway	
	Tree Limbs	151	Kingsway	
	Fence Debris	2503	Willow Drive	
	Fence Debris	106	Crest Court	
	Fence Debris	2414	Duchess Way	
	Fence Debris	2508	Jester Lane	
	Fence Debris	2519	Palace Drive	
	Fence Debris	2516	Castle Lane	
	Tree Limbs	2506	Carriage Lane	

Fence Debris 211 Kings Court Fence Debris 107 Kings Court Fence Debris 102 Kings Court Tree Limbs 234 Squires Bend Tree Limbs 226 Squires Bend Tree Limbs 151 Squires Bend Tree Limbs 204 Queens Court Fence Debris 123 Queens Court Tree Limbs 103 Queens Court Tree Limbs 107 Queens Court Tree Limbs 210 Present Street Zenobie Tree Limbs & Debris 235 Squires Bend Tree Limbs & Debris 223 Queens Court Tree Limbs & Debris 319 Swords Bend 3431 First Street Fence Debris 2523 Lance Lane Fence Debris Fence Debris 107 Kings Court Fence Debris 2511 Carriage Lane Fence Debris 2415 Duchess Way Fence Debris 2411 Duchess Way 48 **Grove West** Fence Debris 12419 Grove Meadow Drive Fence Debris 12219 Elk Meadow Fence Debris 12303 Doe Meadow Fence Debris 12211 Doe Meadow Fence Debris 12303 South Meadow 12235 South Meadow Fence Debris Fence Debris 12206 South Meadow Fence Debris 12316 Grove Meadow Drive Fence Debris 12319 Grove Meadow Drive Fence Debris 12402 Grove Meadow Drive Fence Debris 12419 Grove Meadow Drive Fence Debris 12151 Breezy Meadows Fence Debris 12055 Breezy Meadows Fence Debris 12135 Meadow Briar Fence Debris 12202 Sweetwater Court Fence Debris 12114 Audubon Court Fence Debris 12011 Snowbird Court 12006 Sundance Court 18 Fence Debris **Sugar Creek Subdivision** Fence Debris 3351 North Sutton Square Fence Debris 3311 North Sutton Square

2523 Lane Lane

Tree Limbs & Fence

Grove West

	Fence Debris	3210 North Sutton Square	
	Fence Debris	3138 North Sutton Square	
	Fence Debris	3150 North Sutton Square	
	Fence Debris	3318 South Sutton Square	
	Fence Debris	3343 South Sutton Square	
	Fence Debris	216 Oak Street	8
	Promenade		
	Fence Debris	114 Annes Way	
	Fence Debris	129 Annes Way	
	Fence Debris	410 Annes Way	
	Fence Debris	234 Saunter Driver	
	Fence Debris	326 Saunter Driver	
	Fence Debris	332 Saunter Driver	
	Fence Debris	306 Saunter Driver	
	Fence Debris	211 North Esplanade	
	Fence Debris	206 North Esplanade	
	Fence Debris	223 North Esplanade	
	Fence Debris	222 North Esplanade	
	Fence Debris	303 North Esplanade	
	Fence Debris	315 North Esplanade	
	Fence Debris	334 North Esplanade	
	Fence Debris	102 Esplanade Place	
	Fence Debris	319 South Espanade Way	
	Fence Debris	306 South Espanade Way	
	Fence Debris	307 South Espanade Way	
	Fence Debris	210 South Espanade Way	
	Fence Debris	202 South Espanade Way	
	Fence Debris	114 South Espanade Way	
	Fence Debris	110 South Espanade Way	
	Fence Debris	330 North Marathon Place	
	Fence Debris	522 Marathon Place	
	Tree Limbs & Debris		25
	Ellis Street		
Ellis Street	Fence Debris	14000 Ellis Street	
	Fence Debris	14038 Ellis Street	
	Fence Debris	14030 Ellis Street	
	Fence Debris		4
	Missouri City Estates		
	Fence Debris	9734 Folknoll	
	Fence Debris	13002 Flaxseed	
	Fence Debris	13004 Flaxseed	
	Fence Debris	12926 Flaxseed	
	Fence Debris	12918 Flaxseed	
	Fence Debris	12711 Flaxseed	

	Fence Debris	12615 Flaxseed	
	Fence Debris	9714 Lyrical	
	Fence Debris	9718 Lyrical	
	Fence Debris	9734 Lyrical	
	Fence Debris	9714 Youngcrest	
	Fence Debris	9722 Oldcrest	
	Fence Debris	9722 Macworth	13
	Vaccaro Manor		
	Fence Debris	13106 Suzanne	
	Fence Debris	13111 Josephine	
	Fence Debris	13211 James	
	Fence Debris	13223 James	
	Fence Debris	13106 Naples	
	Fence Debris	13110 Naples	
	Fence Debris	13207 Frank	
	Fence Debris	13135 Frank	
	Fence Debris	13130 Frank	
	Fence Debris	12823 Roseann	
	Fence Debris	12806 Roseann	
	Fence Debris	13103 Linda	
	Fence Debris	13022 Betty	
	Fence Debris	13014 Lawrence	
	Fence Debris	13023 Venice Lane	
	Fence Debris	13027 Venice Lane	
	Fence Debris	13115 Naples Circle	
	Tree Limbs & Fence	13218 Frank Lane	
	Tree Limbs & Fence	13003 Frank Lane	19
Present	Tree Limbs & Debris	426 Present Street	
FIESEIIL	Tree Limbs & Debris	301 Present Street	
	Tree Limbs & Debris	210 Present Street	2
	וופב בווווחף מ הבחווף	ZIO FIESCIII SUECI	3
South Meadow	Fence Debris	12315 Elm Meadow	
	Fence Debris	12310 South Meadow	2
Total Report to Ashbritt			232



Public Works and Development Services

Memo

Date: September 18, 2024

To: Mayor Ken Mathew and Council

From: Kyle J. Jung, Director of Public Works and Development

Services

Re: 2025 Street Repairs project recommendation list

In July, the City Council directed the Public Works Department to develop a list of streets in priority order to be considered by the Council for repair in 2025. The City has two million dollars (\$2,000,000) allocated from past bond money for this project.

First, the initial twenty street locations included on the list total approximately \$1.6 million dollars in construction costs. Additional required costs include \$240,000 for engineering and materials testing expenses and \$120,000 for contingencies and striping (in areas that are repaired that require striping to be painted) required for these street repairs.

Second, there are eight street locations provided that might be considered by the Stafford Economic Development Corporation (SEDC) to fund street repairs since these locations are in commercial areas and would benefit current and future commercial businesses.

Finally, included on the list are street locations that have been identified as needing repairs but may not be included by the City Council in the 2025 Street Repairs project because those street repair costs exceed the funding available for this project.

Attached is the list of streets needing repair as directed by the City Council. The staff is asking the City Council to provide direction on this project and to approve of a list of streets in priority order to be included in the 2025 Street Repair project.

RESOLUTION NO
A RESOLUTION OF THE CITY OF STAFFORD, TEXAS APPROVING THE LIST OF STREETS FOR THE 2025 STREET REPAIRS PROJECT, AND AUTHORIZING STAFF TO TAKE ALL NECESSARY ACTIONS REQUIRED TO PROCEED WITH THIS PROJECT.
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:
Section 1. The City Council hereby approves the list of streets for the 2025 Street Repairs
Project attached hereto as "Exhibit A".
Section 2. The City Council authorizes Staff to take all necessary actions required to proceed with the 2025 Street Repairs Project.
PASSED, APPROVED, AND ADOPTED this the 18th day of September, 2024.
Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary-

EXHIBIT A

2025 General Street Repairs - Recommendations to Council

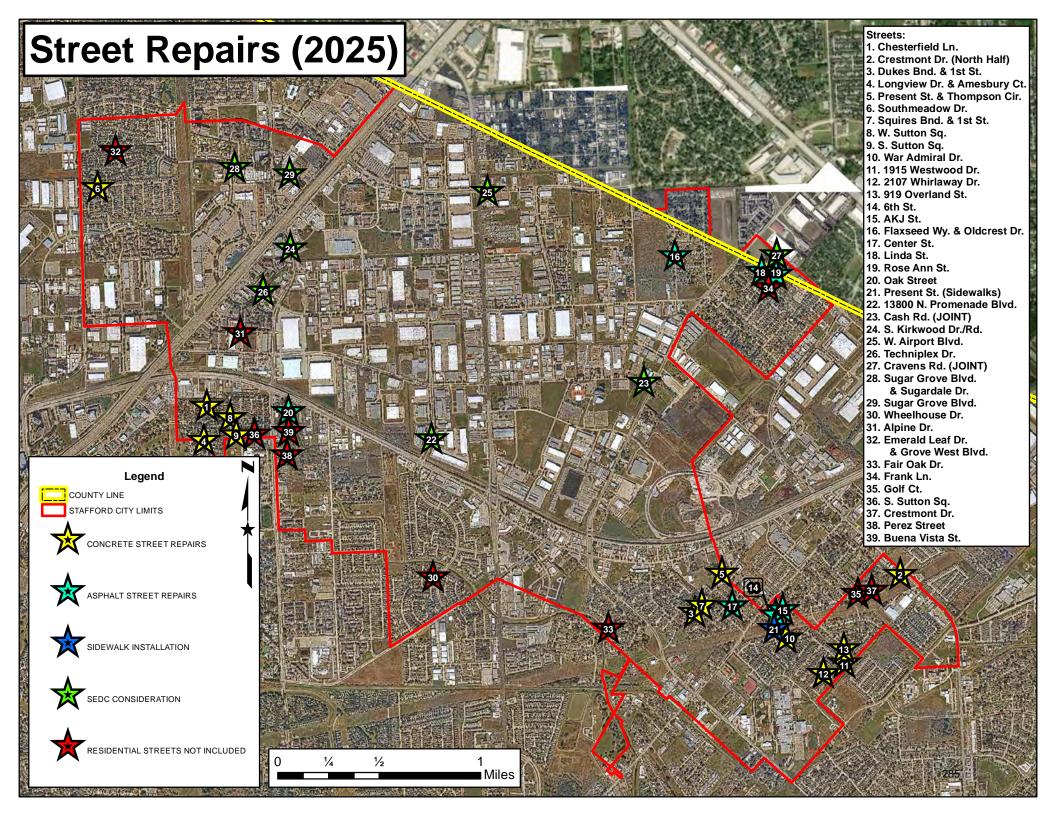
September 18, 2024

	Concrete Street Repairs	Length	Unit	Cost / LF (14')	Cost / LF (28')	Cost
1	Chesterfield Ln	200	LF		\$600	\$ 120,000
2	Crestmont Rd (North half only)	380	LF		\$600	\$ 228,000
3	Dukes Bend & 1st St	30	LF		\$600	\$ 18,000
4	Longview & Amesbury	130	LF		\$600	\$ 78,000
5	Present St & Thompson Circle	80	LF	\$300		\$ 24,000
6	S Meadow	220	LF		\$600	\$ 132,000
7	Squires Bend & 1st st	340	LF		\$600	\$ 204,000
8	W Sutton Sq	120	LF		\$600	\$ 72,000
9	S Sutton Sq	250	LF		\$600	\$ 150,000
10	War Admiral	170	LF		\$600	\$ 102,000
11	1915 Westwood	50	LF	\$300		\$ 15,000
12	2107 Whirlaway Dr	130	LF		\$600	\$ 78,000
13	919 Overland St	70	LF	\$300		\$ 21,000
		Sub Total				\$ 1,242,000
	Asphalt Street Repairs	Length	Unit	\$35	/ SY	Cost
14	6th St	900	SY	\$:	35	\$ 31,500
15	AKJ St	1200	SY	\$:	35	\$ 42,000
16	Flaxseed & Oldcrest	900	SY	\$:	35	\$ 31,500
17	Center	3000	SY	\$;	35	\$ 105,000
18	Linda St	3000	SY	\$;	35	\$ 105,000
19	Rose Ann St	1200	SY	\$	35	\$ 42,000
20	Oak St	900	SY	\$	35	\$ 31,500
					Sub Total	\$ 388,500
				Т	otal Repair Cost	\$ 1,630,500
			Е	ingineering / Mate	erials Testing	\$ 240,000
				Cont	igencies/Striping	\$ 120,000
					Total Cost	\$ 1,990,500

\$2M in available funding

Street Repairs - For Council's reference - needed but not funded

	Sidewalk Installation (Council-requested)	Length	Unit	\$30	\$30 / SY		
21	Present St	530	SY	\$30		\$	15,900
					Sub Total	\$	15,900
	SEDC Consideration	Length	Unit	Cost / LF (14')	Cost / LF (28')		
22	13800 N Promenade	140	LF	\$300		\$	42,000
23	Cash Rd (Joint)	140	LF	\$300		\$	42,000
24	Kirkwood	40	LF	\$300		\$	12,000
25	W. Airport	150	LF	\$300		\$	45,000
26	Techniplex	40	LF	\$300		\$	12,000
27	Cravens Rd (Joint with Harris County)	2920	LF	Asphalt	(\$35 SY)	\$	102,000
28	Sugar Grove & Sugar Dale	90	LF	\$300		\$	27,000
29	Sugar Grove Blvd	40	LF	\$300		\$	12,000
	Residential Streets Not Included	Length	Unit	Cost / LF (14')	Cost / LF (28')		
30	618 Wheelhouse		LF			\$	1,000
31	Alpine	50	LF	\$300		\$	15,000
32	Emerald Leaf & Grove West	10	LF	\$300		\$	3,000
33	Fair Oak St	220	LF		\$600	\$	132,000
34	Frank Ln	1200	SY	Asphalt	(\$35 SY)	\$	42,000
35	Golf Ct	140	LF		\$600	\$	84,000
36	S Sutton Sq	450	LF		\$600	\$	270,000
37	Crestmont Rd	380	LF		\$600	\$	228,000
38	Perez	670	LF	Asphalt	Asphalt (\$35 SY)		23,450
39	Buena Vista	800	LF	Asphalt (\$35 SY)		\$	28,000





Public Works and Development Services

Memo

Date: September 18, 2024

To: Mayor Ken Mathew and Council

From: Kyle J. Jung, Director of Public Works and Development

Services

Re: 2025 Employee training requests

City of Stafford Personnel Policies (effective May 2, 2021), Section 6.06 IN-SERVICE TRAINING, "When required, employees shall participate in in-service training programs; for example, the mandatory fire and police certification program. In addition, employees are encouraged to further their knowledge in their job by participating in non-mandatory training programs that further their professional knowledge. The City will bear the expense of participating in such programs when approved by the City Council."

To be more efficient with the City Council's time during meetings throughout the year, the Department of Public Works and Development Services has developed a list of training programs for the department's employees for the Council to consider and approve. While we have attempted to produce a comprehensive annual training list, it is possible that there might be additional training sessions that the staff will need to bring back to the Council for consideration and approval.

Attached is the list of training sessions for employees of the Department of Public Works and Development Services and the staff is asking the City Council to approve this training for the department's employees.

City of Stafford

Travel/Training budget for FY24-25

Public Works

Dpt/Div	Employee	Position	Type of Training	In person/Vir tual	Provider	Purpose	In State/Out of State	Estimated Amount
						Keep up with state		
510	Irby Rico	Building Official	Plumbing	In Person	TDLR	license	In state	\$2,800.00
			Permit Tech					
510	Mariela Ponce	Administrative Assistant	Certification	In Person	TDLR	Certification	In State	\$1,800.00
			Permit Tech					
510	Mimi Boos	Administrative Assistant	Certification	In Person	TDLR	Certification	In State	\$1,800.00
				In		Continuing		
		Senior Development Services	Leadership/Edu	Person/Virt		Ed/Professional		
510	Laura Morales	Specialist	cational	ual	TML/ICC	Development	In state	\$1,800.00
						Keep up with State		
510	Staff	Development Services Staff	Open Records	In Person	Various	Policies	In State	\$700.00
510	Staff	Development Services Staff	BPI/ICC	In Person	ICC/BPI	Keep up with policies	In state	\$1,500.00
			Herbacide/Pest					
511	Raymond Brantley	Crew Leader	Control	In Person	Accredited	Continue Education	In State	\$300.00
	Chris Grice	Crew Leader	CDL	In-Person	DMV	CDL	In State	\$165.00
512	Juan Garcia	Operator	CDL	In-Person	DMV	CDL	In State	\$165.00
512	David Gatlin	Operator	CDL	In-Person	DMV	CDL	In State	\$165.00
513	Jessie Cigala	Crew Leader	CDL	In-Person	DMV	CDL	In State	\$165.00
513	Raffy Palalon	Fleet Foreman	Freon	In Person	HCC or accredited	Certification	In State	\$1,500.00
513	Raffy Palalon	Fleet Foreman	Fuel	On-line	Pass	Fuel License Certificate	In State	\$75.00
513	Raffy Palalon	Fleet Foreman	CDL	In-Person	DMV	CDL	In State	\$165.00
513	Jarrod Damewood	Lead Mechanic	Fuel	On-line	Pass	Fuel License Certificate	In State	\$75.00
513	Jarrod Damewood	Lead Mechanic	CDL	In-Person	DMV	CDL	In State	\$165.00
514	Ian Sargent	Assistant Superintendant	Fuel	In Person	Pass	Continue Education	Yes	\$160.00
514	Ian Sargent	Assistant Superintendant	CDL	In-Person	DMV	CDL	In State	\$165.00
		-	Annual		Texas City Management	Professional	In State (San	
514	Kyle Jung	Director of Public Works	Conference	In Person	Association (TCMA)	Development	Antonio)	\$1,500.00
	_				Texas City Management	Professional	In State	
514	Kyle Jung	Director of Public Works	City Mgrs Clinic	In Person	Association (TCMA)	Development	(Granbury)	\$1,500.00
	, _				City Managers Study Group -		In State	
514	Kyle Jung	Director of Public Works	Training	In Person	4 Quarterly meetings	Development	(Dallas)	\$500 each

			Annual			Professional	In State	
514	Kyle Jung	Director of Public Works	Conference	In Person	Texas Municipal League	Development	(Fort	\$1,500.00
			Legislative					
			workshop and 4	In Person		Professional	In State	\$500 and
514	Kyle Jung	Director of Public Works	webinars	and Virtual	Texas Municipal League	Development	(Austin)	\$150 (x4)
					International City/County			
			Annual		Management Association	Professional	Out of State	
514	Kyle Jung	Director of Public Works	Conference	In Person	(ICMA)	Development	(Tampa, FL)	\$2,500.00
515	Jose Chaman Jr.	Maintenance Foreman	Mechanical	In Person	HCC or accredited	Certification	In State	\$3,000.00
			Animal Care					
516	Rene Hernandez	Animal Control Officer	CEU's	In Person	Texas DSHS Accredited	Maintain ACO License	Texas	\$2,000.00
			Animal Care					
516	Pete Ramirez	Animal Control Officer	CEU's	In Person	Texas DSHS Accredited	Maintain ACO License	Texas	\$2,000.00
517	Scott McElrath	Code Enforcement Officer	Code CEU's	In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00
517	Marcia Fouts	Code Enforcement Officer	Code CEU's	In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00
517	Coutrenay O'Reilly	Code Enforcement Officer	Code CEU's	In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00
	Marcus Vasques	Code Enforcement Officer		In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00
517	Chelsea Thomas	Code Enforcement Officer	Code CEU's	In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00
517	New Code Officer	Code Enforcement Officer	Code CEU's	In Person	CEAT -TDLR Accredited	Maintain Code License	Texas	\$2,000.00



Public Works and Development Services

Memo

Date: September 18, 2024

To: Mayor Ken Mathew and Council

From: Kyle J. Jung, Director of Public Works & Development Services

Re: City Engineer Agreement with scope of services attachments

On November 18, 2015, the City Council approved a professional services contract with Bob Jones with Jones Engineering Services, LLC and on March 16, 2016, the City Council appointed Bob Jones as the interim city engineer (Resolution 7-16). Attached is a new Agreement (Contract for Professional Services – Engineer) that will supersede and replace both Resolution 7-16 and the agreement approved on November 18, 2015, between the City and Jones Engineering Services, LLC.

Engineering services included in this agreement include:

- 1. General Engineering services see Attachment 1 for the scope of services (permit and project review, work with Public Works Director to development capital improvement projects, coordinate with Council, SEDC, and others appropriate and needed, site development and inspection). Not to exceed amount of \$77,000 for fiscal year 2024-2025.
- 2. 2025 Street Repair project services see Attachment 2 for the scope of services (development, drawings, bidding process, construction management and field project representations, coordinate subconsultants including materials testing, structural, and electrical). Not to exceed amount of \$240,000 for fiscal year 2024-2025.

Additional engineering services or projects can be added to this agreement by mutual approval of the City Council and Jones Engineering Services, LLC.

The staff is requesting the City Council approval the resolution appointing a city engineer and approving the Agreement (Contract for Professional Services – Engineer).

RESOL	UTION	NO.	

A RESOLUTION OF THE CITY OF STAFFORD, TEXAS APPROVING A PROFESSIONAL SERVICES CONTRACT WITH JONES ENGINEERING SOLUTIONS, LLC, APPOINTING BOB JONES AS CITY ENGINEER, AND AUTHORIZING THE MAYOR TO EXECUTE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby authorizes the Mayor to execute the professional services contract with Jones Engineering Solutions, LLC in accordance with the terms and conditions set forth in the agreement attached hereto as "Exhibit A" and incorporated herein for all purposes.

Section 2. The City Council approves the appointment of Bob Jones, with Jones Engineering Solutions, LLC, as City Engineer for the City of Stafford.

PASSED, APPROVED, AND ADOPTED this the 18th day of September 2024.

	Ken Mathew, Mayor
ATTEST:	
Roxanne Benitez, City Secretary-	

EXHIBIT A

THE STATE OF TEXAS §

COUNTY OF FORT BEND §

CONTRACT FOR PROFESSIONAL SERVICES - ENGINEER

THIS	CONTRACT	("AGREEMENT")), entered i	into as c	of this	day of
	, 202	24, with an effecti	ve date of O	ctober 1,	2024 ("EFFE	CTIVE DATE"),
by an	d between the	CITY OF STAFF	FORD, Texa	s (hereina	after called t	he "CITY"), and
Jones	Engineering	Solutions, LLC	, (hereinafte	r called t	he "ENGINE	EER"), hereunto
duly a	uthorized:	·	•			• ·

WITNESSETH THAT:

WHEREAS, the CITY desires to engage the ENGINEER to (1) render certain technical and professional services as the City Engineer for the CITY, hereafter described in "Scope of Services" or (2) perform certain Project Specific work hereafter described in "Scope of Services" for an authorized project; both items briefly described as:

- 1.) General Engineering services in ENGINEER'S capacity as City Engineer as defined by city ordinances or specific official direction from the Mayor, City Council or Director of Public Works;
- (2) Project Specific Services defined with a Proposal to amend the approved Scope of Services.
 - a. **2025 Street Repair Program**—This initial authorization provides for the design, bidding, construction management, materials testing and field project representation for the 2025 Street Repair Program
 - b. **Future projects**--can be added to the AGREEMENT with approved written proposals.

NOW, THEREFORE, the Parties hereto do mutually agree as follows:

I. <u>ENGINEER</u>

The CITY hereby agrees to engage the ENGINEER, and the ENGINEER hereby agrees to perform the "Scope of Services" hereinafter set forth. This AGREEMENT shall supersede and replace Resolution 7-16 dated March 16, 2016 and the Agreement between the CITY and the ENGINEER, dated November 18, 2015. In the event that any term or condition herein conflicts with a term or condition contained in the ENGINEER's proposal, or in a contract form or "terms and conditions" sheet submitted by ENGINEER, the terms and conditions of this Agreement shall control.

II. SCOPE OF SERVICES

A. PROPOSAL

The initial engineering services in connection with the AGREEMENT are described in detail on the following Attachments: Attachment A1, dated August 12, 2024 – City Engineer Scope of Services; and Attachment A2, dated August 20, 2024–2025 Street Repair Program.

B. <u>ADDITIONAL SERVICES</u>

All work performed by ENGINEER at request of CITY which is not included in the initial Scope of Services, shall constitute Additional Services, shall be negotiated separately under the terms and conditions of this Agreement.

III. TIME OF PERFORMANCE

ENGINEER shall proceed immediately upon execution of this Agreement with performance of the services called for under initial Scope of Services.

IV. INFORMATION AND SERVICES TO BE FURNISHED ENGINEER

It is agreed that the CITY shall furnish, without charge, for the purpose of the Contract, information, data, reports, records, and maps as are existing, and available, for the carrying out of the work of the ENGINEER as outlined under "Scope of Services"; provided, however, the CITY makes no representation or warranty regarding the reliability of any such information, data, reports or maps. The CITY its agencies shall cooperate with the ENGINEER and will, to the fullest extent reasonably practicable, facilitate the performance of the work described in this Contract.

V. <u>COMPENSATION AND METHOD OF PAYMENT</u>

A. COMPENSATION

Hourly Rates: Charges for hourly services will be at the initial rate of \$325 per hour for the services rendered by J.R. (Bob) Jones, P.E. for direct City Engineer functions. For all additional personnel and special services, services will be charged in accordance with the attached SCHEDULE OF HOURLY RATES. Hourly rates are subject to annual revision in January of each year that this Agreement is in force.

It is agreed that total fees for the work as described in Attachment A1 hereto (including subcontracted Engineering and other professional services) shall not exceed the sum of \$77,000 unless specifically authorized in writing by the CITY.

It is agreed that total fees for Basic Services for the work as described in Attachment A2 hereto (including subcontracted Engineering and other professional services) shall not exceed the sum of \$240,000 unless specifically authorized in writing by the CITY.

Reimbursable Expenses: Expenses shall include transportation and subsistence to points other than ENGINEER'S or CLIENT'S offices and project site, cost of ENGINEER'S field office if required, reproduction, computer services, subcontracts, surveying expenses, and similar items. Reimbursable expenses will be billed at ENGINEER'S direct cost, plus 10 percent.

B. PAYMENT

ENGINEER shall invoice CITY monthly for its services and charges incurred by ENGINEER for services performed under the direction and control of ENGINEER as described herein. Invoices will include sufficient details to fully describe the services and charges performed.

CITY agrees to pay ENGINEER at its office the full amount of each such invoice upon receipt or as otherwise specified in this Agreement. A charge of one percent per month shall be added to the unpaid balance of invoices not paid within thirty-one days (31 Days) after the due date of invoice. The ENGINEER shall pay its subcontractors no later than the tenth day after he receives payment as required under Chapter 2251, Texas Local Government Code.

VI. RECORDS

ENGINEER shall keep accurate records, including time sheets and travel vouchers, of all time and expenses allocated to performance of Contract work. Such records shall be kept in the office of the ENGINEER for a period of not less than five years (5 Years) and shall be made available to the CITY for inspection and copying upon reasonable request and at no expense to the CITY.

VII. OWNERSHIP OF DOCUMENTS

All documents, including any original drawings, estimates, specifications, field notes and data are the property of CITY. ENGINEER may retain reproducible copies of drawings and other documents for its use.

All documents, including drawings and specifications prepared by ENGINEER are instruments of service in respect to the project. They are not intended or represented to be suitable for reuse by CITY or others on extensions of the Project or on any other project. Any verification or adaption shall entitle

ENGINEER to further compensation at rates to be agreed upon by CITY and ENGINEER.

VIII. INSURANCE

All insurance shall be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by CITY. The City of Stafford, its officers, agents and employees shall be named as an Additional Insured. The ENGINEER shall, at his own expense, purchase, maintain and keep in force insurance that shall protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any agent, subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits (no insurance policy or certificate of insurance required below shall contain any aggregate policy year limit unless a specific dollar amount (or specific formula for determining a specific dollar amount) aggregate policy year limit is expressly provided in the specification below which covers the particular insurance policy or certificate of insurance):

- A. Worker's Compensation Insurance (with Waiver of Subrogation in favor of the City of STAFFORD, its officers, agents and employees), with statutory limits.
- B. Commercial General Liability occurrence type insurance (No "XCU" restrictions shall be applicable). Products/completed operations coverage must be included, and the City of STAFFORD, its officers, agents and employees shall be named as an additional Insured.
 - 1. Bodily injury five hundred thousand dollars (\$500,000) single limit per occurrence or five hundred thousand dollars (\$500,000) each person/five hundred thousand dollars (\$500,000) per occurrence.
 - 2. Property Damage one hundred thousand dollars (\$100,000) per occurrence.
 - 3. Minimum aggregate policy year limit one million dollars (\$1,000,000).
- C. Commercial Automobile Liability Insurance (including owned, non-owned and hired vehicles coverages).
 - 1. Minimum combined single limit of five hundred thousand (\$500,000) per occurrence for bodily injury and property damage.
 - 2. If individual limits are provided minimum limits are three hundred thousand dollars (\$300,000) per person, five hundred thousand

dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.

D. ENGINEER shall cause ENGINEER'S insurance company or insurance ENGINEER to fill in all information required (including names of insurance agencies, ENGINEER and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into a valid certificate of insurance the CERTIFICATE OF INSURANCE Form attached to and made a part of this Contract, and pertaining to the above listed Items A, B, C, and D; and before commencing any of the work and within the time otherwise specified, ENGINEER shall file said completed Form with the CITY. None of the provisions in said Form shall be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form contains a provision that coverages afforded under the policies shall not be cancelled unless at least thirty days (30 D) prior written notice has been given to the CITY. ENGINEER shall also file with the CITY valid CERTIFICATE(s) OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor(s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form(s) shall in any event be filed with CITY not more than ten days (10 D) after execution of this Contract.

IX. PROFESSIONAL LIABILITY

- Α. ENGINEER shall be responsible for the use and employment of reasonable skill and care befitting the profession in the designs, drawings, plans, specifications, data, reports and designation of materials and equipment provided by ENGINEER for any work covered by this Agreement. Approval by CITY shall not constitute nor be deemed a release or waiver of the responsibility and liability of ENGINEER for the accuracy and competency of such designs, drawings, specifications, data, reports and designation of materials and equipment. Contractor shall be responsible for the actual supervision of Construction operations and safety measures involving the work, his employees and the public, but the ENGINEER, on behalf of the CITY, shall advise the Contractor of any items requiring the attention and action of the Contractor after notification to the CITY. ENGINEER shall notify the CITY on a timely basis of any fault or defect on any permit or construction project covered by this Agreement.
- B. Where services include periodic visits to building or construction sites to observe work performed by a construction Contractor, ENGINEER shall be responsible for exercising reasonable care and skills befitting the profession to assure that the said Contractor performs the work in general accordance with applicable Contract Documents, City ordinances or rules

and regulations and to endeavor to safeguard the CITY against defects and deficiencies in the work; provided, however, ENGINEER does not guarantee or insure the work completed by the construction Contractors working for, or in, the city. During visits to any construction site, and on the basis of the ENGINEER'S on-site observations as an experienced and qualified design professional, ENGINEER shall keep the CITY informed on the extent of the progress of the work, and shall advise the CITY of material and substantial defects and deficiencies in the work of such Contractors that are discovered by the ENGINEER or otherwise brought to the ENGINEER'S attention in the course of construction, shall not exercise whatever rights the CITY may have to disapproved work and materials as failing to conform to the Contract Documents. ENGINEER, in his capacity as City Engineer shall accept and reject permits and construction work in accordance with city ordinances.

C. In performing these services, the ENGINEER shall not be responsible for the actual supervision of construction operations or for the safety measures that any Contractor takes or should take.

X. <u>INDEMNIFICATION</u>

ENGINEER agrees to carry out and perform the services herein agreed to in a professional and competent manner. The CITY agrees that the ENGINEER shall not be liable for error, omission, or breach of warranty (either expressed or implied) in its preparation of designs and drawings, preparation of surveys, designation and selection of materials and equipment for the project, or the performance of any other services in connection with any assignment for which specific authorization is given by the CITY, except to the extent that ENGINEER fails to exercise the usual degree of care and judgment of an ordinarily prudent engineer in the same or similar circumstances and conditions.

ENGINEER shall comply with the requirements of all applicable laws, rules, and regulations in connection with the services of ENGINEER. To the extent permitted by law, ENGINEER shall exonerate, indemnify, and hold harmless the CITY, its officers, agents and all employees from any and all liability, loss or damage arising out of ENGINEER'S noncompliance with such laws, rules and regulations, without limitation.

Further, ENGINEER shall exonerate, indemnify, and hold harmless the CITY, its officers, agents and all employees from any and all liability, loss, damages, expenses or claims arising out of any negligent act or omission, intentional tort, or failure to pay a subcontractor or supplier of ENGINEER, its officers, agents and employees in connection with any of the work performed or to be performed under this Contract by ENGINEER or as a result of ENGINEER'S failure to use and employ reasonable skill and care befitting the profession in accordance with the terms of this Contract.

Further, ENGINEER shall exonerate, indemnify, and hold harmless the CITY, its officers, agents, and all employees from any and all liability, loss, damages, expenses or claims for infringement of any intellectual property arising out of the use of any plans, design, drawings, or specifications furnished by ENGINEER in the performance of this Contract.

XI. ADDRESS OF NOTICE AND COMMUNICATIONS

CITY:

CITY OF STAFFORD

2610 S. Main

Stafford, Texas 77477

Attn: Mayor of Stafford

ENGINEER:

JONES ENGINEERING SOLUTIONS, LLC

11211 Katy Freeway, Suite 325

Houston, Texas 77079

Attn: J.R.(BOB) JONES, P.E.

Title: Executive Vice President

All notices and communications under this AGREEMENT shall be mailed or delivered to CITY and ENGINEER at the above addresses, respectively.

XII. <u>CAPTIONS</u>

Each paragraph of this AGREEMENT has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any Paragraph or in any way determine its interpretation or application.

XIII. <u>SUCCESSORS AND ASSIGNMENTS</u>

The CITY and the ENGINEER each binds themselves and their successors, executors, administrators, and assigns to the other party of this AGREEMENT and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this AGREEMENT. Except as above, neither the CITY nor the ENGINEER shall assign, sublet, or transfer its interest in this AGREEMENT without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

XIV. <u>TERMINATION:</u>

- A. CONDITIONS OF TERMINATION: This Agreement may be terminated without cause at any time prior to completion of ENGINEER'S services either by CLIENT or by ENGINEER, upon seven (7) days written notice to the other at the address of record. Termination shall release each party from all obligations of this Agreement, except as specified in paragraph XIV.B below.
- B. COMPENSATION PAYABLE ON TERMINATION: On termination, by

either CITY or ENGINEER, CITY shall pay ENGINEER the full amount specified in paragraph V. COMPENSATION AND METHOD OF PAYMENT, A. Compensation, with respect to amounts due on work completed through the date of termination.

XVI. CHANGES

The CITY may, from time to time, request changes in the scope of the services to be performed by the ENGINEER under this AGREEMENT. Such changes, including any increase or decrease in the amount of the ENGINEER'S compensation, which are mutually agreed upon by and between the CITY and ENGINEER shall be incorporated in written amendments to this AGREEMENT.

XVII. PERSONNEL

- A. The ENGINEER represents that it has, or shall secure at its own expense, all personnel required in performing the services under this. AGREEMENT. Such personnel shall not be employees of or have any contractual relationship with the CITY.
- B. All of the services required hereunder shall be performed by the ENGINEER or under its supervision and all personnel engaged in the work shall be fully qualified and, if applicable shall be authorized or permitted under State and local law to perform such services.
- C. None of the work or services covered by this AGREEMENT shall be subcontracted without the prior written approval of the CITY. Any work or services subcontracted hereunder shall be specified by written AGREEMENT or agreement and shall be subject to each provision of this. AGREEMENT

XVIII. REPORTS AND INFORMATION

The ENGINEER shall, at such times and in such forms as the CITY may require, furnish the CITY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this AGREEMENT, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this AGREEMENT.

XIX. CIVIL RIGHTS

The ENGINEER shall comply with applicable requirements of Chapter 106 Civil Practice and Remedies Code of the State of Texas which prohibits discrimination on the grounds of race, religion, color, sex or national origin, while performing work on behalf of the CITY.

The ENGINEER shall carry out its work under this AGREEMENT in a manner that shall ensure full compliance by the CITY with the Statute.

XX. INTEREST OF ENGINEER AND EMPLOYEES; FORM 1295

The ENGINEER covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the study area or any parcels therein or any other interests which would conflict in any manner or degree with the performance of its services hereunder.

The ENGINEER further covenants that in the performance of this Contract, no person who has any such interest shall be employed by the ENGINEER.

Pursuant to Texas Government Code § 2252.908, prior to execution of the Agreement, ENGINEER agrees to provide the CITY with printed and signed, notarized copies of a completed disclosure of interested parties form (Form 1295). Failure to do so may result in the CITY's unilateral right to suspend payments to ENGINEER until the Form is submitted or terminate this agreement at the CITY's decision. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at https://www.ethics.state.tx.us.

XXI. INCORPORATION OF PROVISIONS REQUIRED BY LAW

Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If through mistake or otherwise any such provision is not inserted or is not correctly inserted, the Contract shall be amended to make such insertion upon application by either party.

XXII. VENUE

Any action brought by either party based on any claim arising under or as a result of this contract shall be brought in a court of competent jurisdiction in Fort Bend County, Texas.

XXIII. TIME IS OF THE ESSENCE

Time is of the essence for the completion of all work described in this contract. It is anticipated that all work will be completed within the time as stated in the Schedule from the date of execution, and that any delay in the completion of the work described herein shall constitute a breach of this contract.

EXECUTED IN Two (2) counterparts (each of which is an original) on behalf of ENGINEER by its authorized representative, shown below, and on behalf of the CITY by its Mayor.

DATE:
CITY OF STAFFORD, TEXAS
Ken Mathews, Mayor
ATTEST:
Roxanne Benitez, City Secretary
APPROVED AS TO FORM:
Bridgette Begle, City Attorney
DATE:
Jones Engineering Solutions, LLC
J.R. (Bob) Jones, P.E., Executive Vice President
ATTEST:
(OFFICER OR SECRETARY)

Attachment I—City Engineer Scope of Services

Provide engineering and technical assistance to the City of Stafford as the City Engineer for FY 25-26. These services are authorized and required by city ordinance, primarily in Chapters 26, 78 and 82 of the City of Stafford Code of Ordinances and the Department of Public Works General Design Requirements for Storm Sewers and Paving.

Services include:

- 1. City Engineer
 - a. Perform the City permit and project review functions for public street and drainage facilities, site development drainage, private street developments with public street and drainage requirements, commercial driveways, connections to public drainage channels and storm sewers and on-going development reviews for The Grid.
 - b. Coordinate with the Stafford Economic Development Corporation, FB WCID No. 2, Stafford Municipal School District, Stafford Centre, Ft. Bend County (includes County Commissioners, County Drainage Engineer and County Engineer), Missouri City, Harris County, Texas Department of Transportation, Union Pacific Railroad, and CenterPoint Energy as needed or required.
 - c. Respond to specific official requests from the Mayor and City Council, Police Chief, Fire Chief and the Director of Public Works
 - d. Work with the Director of Public Works to develop capital improvement projects and programs, to resolve engineering specific problems in the city.
 - e. Participate in, and attend City Council, Planning & Zoning and SEDC meetings as requested.
- 2. City Engineer Project Representation and Inspection
 - a. Commercial Driveways
 - b. Site development public facilities
 - c. Major development facilities (the Pike Road Detention Facility, Target, Costco, The Grid and similar projects)

We will provide these services on an hourly rate basis in accordance with the terms and conditions of the current Contract between The City of Stafford and Jones Engineering Solutions, LLC. We will not perform any work that is not directly required by city ordinance without specific authorization from the Mayor or the Director of Public Works.

For your budget and purchase order purposes, we estimate our services under this attachment proposal will be as follows:

1.	City Engineer Services (Item 1)	12 months @ \$5,000	\$60,000
2.	City Engineer Inspection (Item 2)	12 months @ \$1,000	\$12,000
3.	Lovett Industrial Detention, Target (Item 2.b &	c)	\$ 5,000

We will not exceed any of these requested purchase order amounts without seeking additional authorization.

Attachment II—2025 Street Repair Scope of Services

Our Scope of Services to provide engineering and technical assistance for the city of Stafford 2025 Street Repair Program concrete repair work include the following:

- 1. Project development, drawing preparation and bidding process.
 - a. Develop layout drawings of proposed repair locations.
 - b. Prepare bid specifications, bid project.
 - c. Make Recommendation of Award and process construction contracts.
 - 2. Construction management and field project representation.
 - a. Provide on-site personnel to make daily observations of work in progress and to keep daily progress reports.
 - b. Monitor work to ensure general conformance to the specifications and contract documents.
 - c. Prepare monthly progress status reports for the project.
 - d. Review monthly invoices and process for approval and payment by the City.
 - e. Receive, log, and respond to Contractor's Request for Information
 - f. Receive, log, and submit Request for Proposal.
 - g. Negotiate and prepare change orders if needed or required.
 - h. Conduct substantial completion inspection and prepare certificate of substantial completion for the city upon completion of the project.
 - 3. Subconsultants:
 - a. Materials Testing-Geotest Engineering Inc.
 - b. Structural-Stanley, Spurling & Hamilton, Inc.
 - c. Electrical- Baird & Gilroy LLC

For Budget purposes we estimate the cost of our services, and the geotechnical services will be as follows:

1.	Design & Drawing Preparation	\$ 20,000
2.	Bidding and Contract Award	\$ 10,000
3.	Construction Management	\$ 25,000
4.	Field Project Representation	\$110,000
5.	Materials Testing (Geotechnical)	\$ 75,000

Total Proposed Cost \$240,000

We will not exceed these limits without specific authorization from the Director of Public Works or City Council. This Scope of Services does not include drawings, construction management, materials testing, or field project representation for the asphalt repair work.

From:Virginia RosasTo:Roxanne BenitezCc:Virginia Rosas

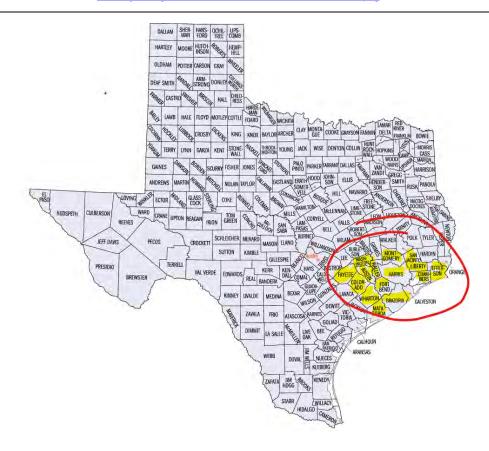
Subject: Agenda - September 18 -Fiestas

Date: Saturday, August 31, 2024 11:01:46 AM

Attachments: image012.png

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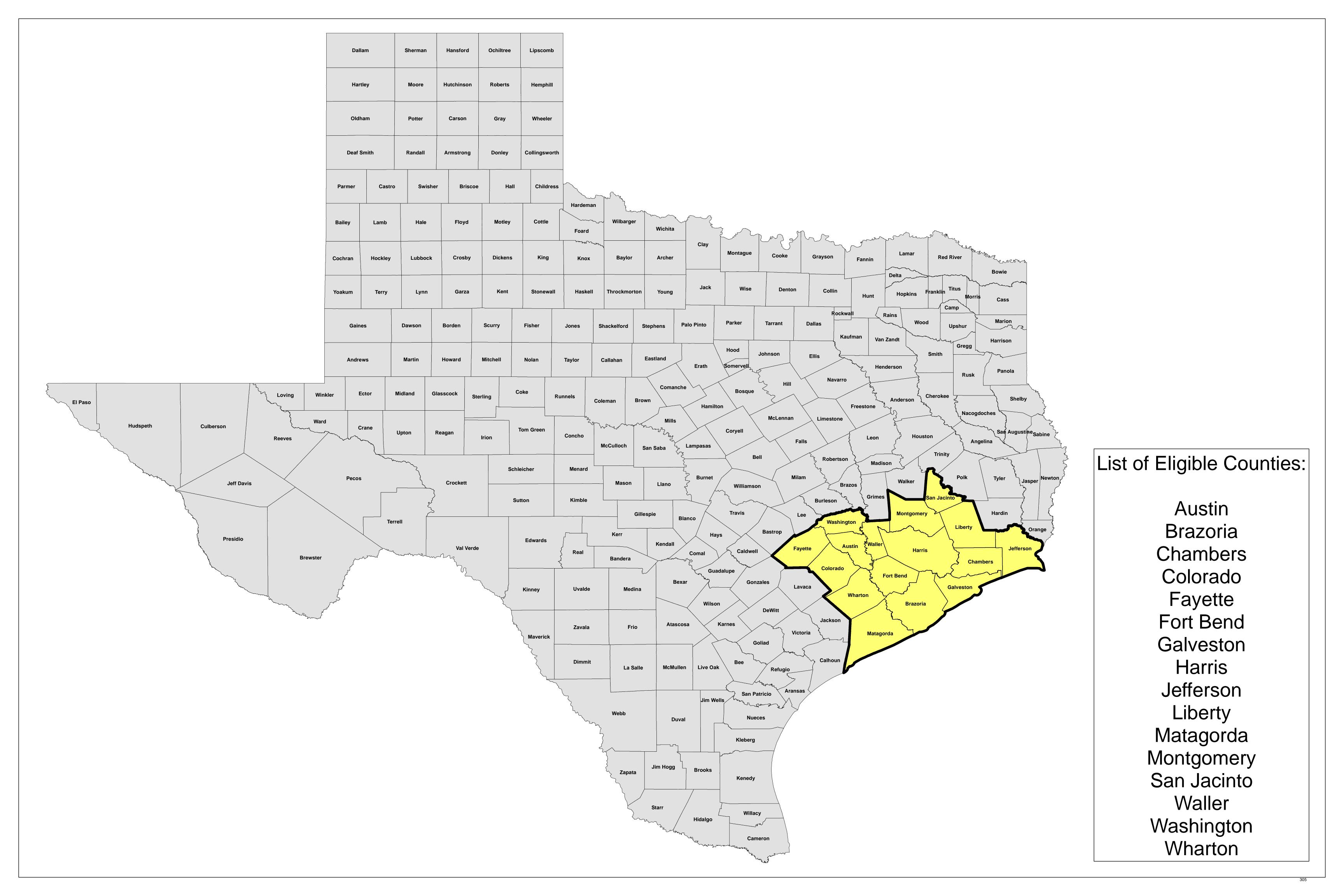
facebook 32x32 973128e2-d025-4614-a63e-a0c3ea53f1f5.png twitter 32x32 0bc38866-13c9-4513-bb95-16511c69daa9.png instagram 32x32 c1f4ba21-ce1f-435c-a946-4751754580f1.png linkedin 32x32 a27ecece-5467-437f-836e-54177903bef2.png youtube 32x32 0579c1fe-92bc-4c2e-8744-d5ef258c0905.png nextdoor-icon-50 a01260e8-be43-48a7-a10f-12e0c0f91e11.png smallcityseallogo f17b78e4-afe4-46da-a032-e21488664be5.png



Consideration and approval to permit food trucks currently licensed in the counties (and cities within these counties) shown on the attached map, to apply for a special events mobile food permit for the City of Stafford's Special two-day Hispanic Heritage Event scheduled for <u>September 20-21</u>, <u>2024</u> with their fees waived in exchange for a voluntary donation payable to SMSDEF. Final approval based on Fire Marshal's inspection.

Virginia Rosas

Councilmember
City Council
VRosas@staffordtx.gov



From: **Timothy Wood**

To: Roxanne Benitez; Ken Mathew Subject: Agenda Item Request

Date: Monday, August 19, 2024 11:46:59 PM

Attachments: goldbrownbar(brownsmallbottom) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png

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Good evening,

I would like to request the following agenda item be placed on the next available City Council meeting agenda:

- 1. Discussion regarding the impact on the city budget of dissolving the Stafford Economic Development Corporation.
- 2. Discussion of the impact the potential dissolution of the SEDC would have on the Stafford Centre, the collection of sales tax, the use of Hotel Occupancy Tax revenue, and existing SEDC projects, debts, obligations, and fund balance.
- 3. Public Comment on Items A and B.
- 4. Consideration of possible action on Items A and B.

Thanks,

Tim Wood

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Timothy Wood

Councilmember City Council TWood@staffordtx.gov

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List of SEDC Obligations

	FY24-25 Projection/ Obligation	Remaining Obligation	Comment
Revenue:			
Sales Tax Interest Earnings Miscellaneous	6,462,500.00 761,500.00 25,000.00 7,249,000.00		
Expense:			
380 agreement - Sales tax rebate 380 agreement - Stafford 59 Airport	(500,000.00)	Depends on sales tax revenue Depends on sales tax revenue	Signed in 2019 for 15 years Signed in 2018 for 12 years
Operating cost Administrative fees reimbursed to the City Transfer to SC - Performance Grant Transfer to SC - Capital Repair EDC Administrator	(781,109.00) (935,000.00) (50,000.00) (235,000.00) (200,000.00)		
Certificate of Obligation S.2021 - Principal Certificate of Obligation S.2021 - Interest Paying Agent Fees	(1,545,000.00) (144,065.00) (825.00)	(9,560,000) (559,313)	Last payment 9.1.30 - (0.75 to 1.90 interest rate)
Projects -			
Drainage Pike Road Meadows Trail	(4,390,999.00)	(6,790,503) (3,704,500) (446,504)	This amount has been reduced from projected fund balance This amount has been reduced from projected fund balance This amount has been reduced from projected fund balance
Audited Beginning Fund Balance as of 9.30.23 Projected Ending Fund Balanceas of 9.30.24 Projected Ending Fund Balanceas of 9.30.25	15,765,747.00 7,097,203.00 9,955,204.00		

From: <u>Virginia Rosas</u>
To: <u>Roxanne Benitez</u>

Subject: Fiesta Agenda Item - September 18, 2024

Date: Wednesday, September 4, 2024 4:20:36 PM

Attachments: Scan 20240904 153750.pdf

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Roxanne:

Please add this item on the City Council agenda for September 18, 2024:

Discuss and take action to reimburse Manuel Hinojosa for the deposit fee and postage he incurred for mailing the fee to Los Desperadoz for reserving the date for Fiesta at the Centre on September 20, 2024.

Respectfully submitted, Virginia Rosas Get <u>Outlook for iOS</u>

Virginia Rosas

Councilmember
City Council
VRosas@staffordtx.gov

www.staffordtx.gov















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CITY OF STAFFORD

Check Distribution Request

Date Requested: 8/28/2024					
Date Needed By:	9/17/2024				
Check Payable to:	Manuel Hinojosa				
	12807 Linda Lane				
	Stafford, Tx. 77477				
Amount of Check:	\$505.08 Depo	osit			
Mail to:	Hold and release to	Susan Ricks or Richard	Ramirez		
(if different from above)					
Description:	Band deposit for Fies	sta on the Plaza / Centre			
	PO # 01-22253	Deposit of \$500.00 w	as made by		
	Manuel Hinojosa als	so the Postage \$5.08			
Enclosure with Chec	ck: YES 🗆	NO 🗆			
Tax Exemption with	Check: YES □	NO 🗆			
Authorized by:			_		
Department Head:	Susan Ricks		-		
Mayor:					
City Council Approv	/al;				
Charge to Account	#: 100-531-665.0	Amount:	\$505.08		

PRIMEWAY FCU P.O. BOX 53088 HOUSTON, TX 77052 35-8372/3130

No.

102963

04/15/2024

AMOUNT

\$500.00

WILED STATES

STAFFORD 4110 BLUEBONNET DR STA FORD, TX 77477-9998 (800) 275-87/7 1/16/ 124

11:45 AM

Qty

Price

Unit Price

36,02

inst-Class Mail® .etter San Antonio, TX 78264 Weight: 0 1b 0.20 oz

Estimated Delivery Date Fri 04/19/2024 Certified Mail®

\$4,40

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or call 1-300-416-7420.

ND 00 CENTS ***

OZ 2024 Event

MONEY ORDER

VOID AFTER 90 DAYS NOT VALID OVER \$1,000.00

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From: Ken Mathew To: Roxanne Benitez

Subject: INSTALLING CAMERA IN THE ADMINISTRATION DEPT

Date: Wednesday, August 21, 2024 4:33:00 PM

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Can you please put an agenda item for the placement of Camera in our side of the administration? The administration is the one that keeps all important and confidential information, under your watch. We have to safe keep it. In my view, it will also be good for the safety of all 4 of us.

I am getting concerned.

Thank you,

Ken Mathew

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Ken Mathew

Mayor

Executive Administration kmathew@staffordtx.gov Phone: (281) 261-3900

Fax: (281) 261-3994

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From: <u>Virginia Rosas</u>
To: <u>Roxanne Benitez</u>

Subject: Agenda Item- September 18, 2024

Date: Monday, August 26, 2024 1:17:37 PM

Attachments: goldbrownbar(brownsmallbottom) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png

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Roxanne:

I am requesting the following item to be placed on the September 18th city council agenda:

Discuss and take appropriate actions to organize a town hall meeting with residents and business owners. The goal is to facilitate an open exchange of ideas, concerns and explore potential solutions for the betterment of our community.

Respectfully submitted, Virginia Rosas

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Virginia Rosas

Councilmember
City Council
VRosas@staffordtx.gov

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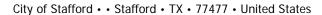












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From: <u>Timothy Wood</u>

To: Ken Mathew; Roxanne Benitez; Alka Shah; Bridgette Begle; Timothy Wood

Subject: Requested Agenda Item

Date: Friday, August 30, 2024 11:50:19 AM

Attachments: goldbrownbar(brownsmallbottom) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.pnq

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Good morning,

I am requesting that the following agenda item be added to the next possible City Council meeting agenda:

- 1. Discussion and consideration of paying for an appraisal of the undeveloped city property bordered by Stafford Centre Rd to the north, Greenland Dr to the east, Greenbough Dr to the south, and Briarside Dr. to the west and consideration of the City of Stafford selling this property to the Stafford Economic Development Corporation.
- 2. Public Comment on Item A
- 3. Consideration of Possible Action on Item A.

Thanks,

Tim Wood

Get Outlook for iOS

Timothy Wood

Councilmember
City Council
TWood@staffordtx.gov

www.staffordtx.gov









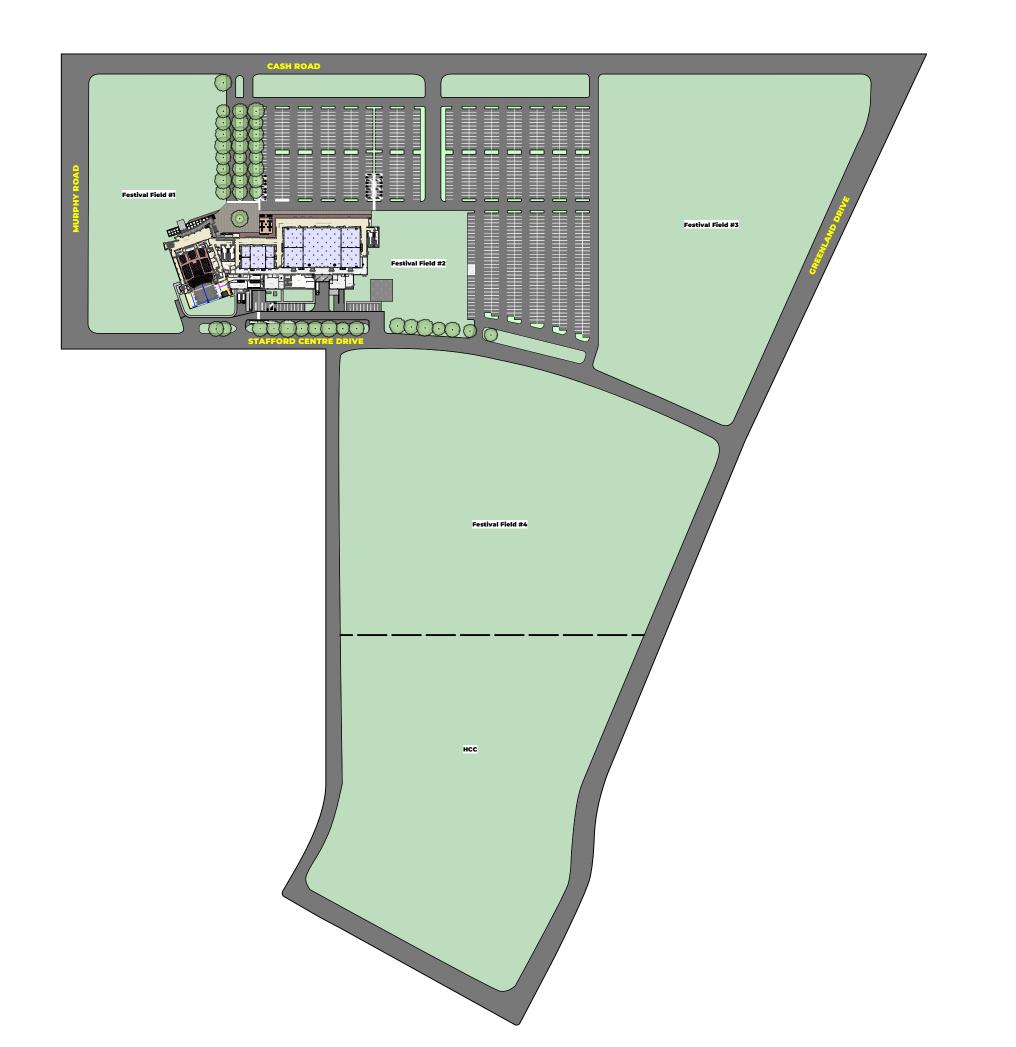






City of Stafford • • Stafford • TX • 77477 • United States

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Online Data Reports

Property Report For:

10505 CASH RD Stafford, TX 77477

Prepared On:

September 4, 2024

Report Link

YOU MAY NOT USE OUR SERVICE OR THE INFORMATION IT PROVIDES TO MAKE DECISIONS ABOUT CONSUMER CREDIT, EMPLOYMENT, INSURANCE OR TENANT SCREENING. BECAUSE ERRORS CAN OCCUR WITH ANY DATA SOURCES, WE CANNOT GUARANTEE THE ACCURACY OF THE DATA WE PROVIDE.

10505 Cash Rd Stafford TX 77477 (Fort Bend County)

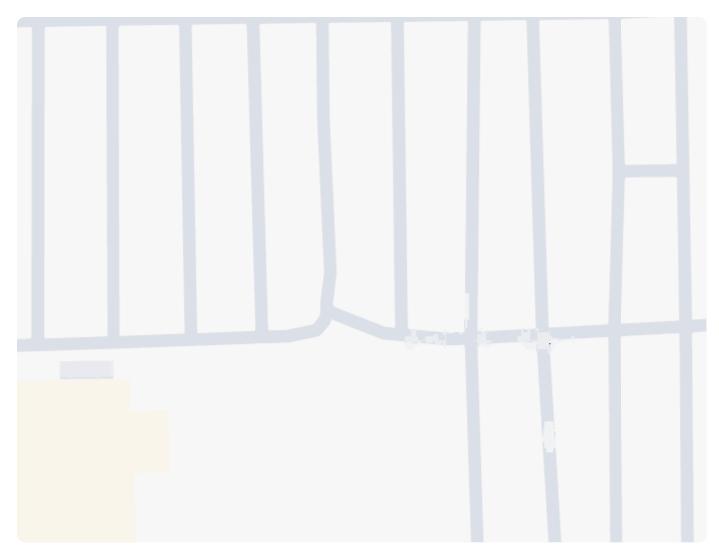
Estimated Value

\$8.45M

★ Constructed in 2004 Public Works **20,000,000** sq. ft. living area



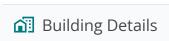
Satellite View & Map



Owners & Residents

City Stafford

Property Details



Overall Attributes

Total Square Footage

≥ 20,000,000 sq. ft.

Year Built

₫ 2004

Interior Dimensions

Total Finished Areas

≥ 20,000,000 sq. ft.

Other Details

Heating

Fire Sprinklers

No

None

Lot Information

Legal Description Land Use Code

Governmental / Public use (General)

County Land Use Code County

48157 Fort Bend

Coordinates Land SqFt

29.626301, -95.56156 1,338 sq. ft.

Land Acres Assessed Year

30.72 acres 2023

Assessed Value Land Value \$8,447,945 \$8,447,945

Parcel Number Tract Name

7237-01-000-0010-910 Census Tract 6718

GEOID Qualified GEOID

48157671800 1400000US48157671800

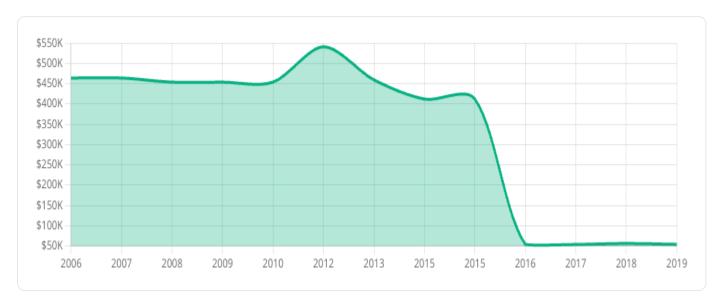
Deeds & Sales Records

No sales records found

Property Taxes

Most Recent Tax Assessment (2023) \$8,447,945 Change from last year Total Value Property Tax \$8,447,945 Land Value Tax Rate Improvement Value

Property Tax History



Year 2023	Property Tax	Change -	
Land	Additions	Assessment	
\$8,447,945	-	\$8,447,945	
Year	Property Tax	Change	
2020	\$54,136	-	
Land	Additions	Assessment	
\$2,676,310	-	\$2,676,310	
Year	Property Tax	Change	
2020	\$0	-	
Land	Additions	Assessment	
\$2,676,310	-	\$2,676,310	
Year 2019	Property Tax \$56,251	Change +4.5%	
Land	Additions	Assessment	
\$2,676,310	-	\$2,676,310	
		32	1

Year 2018	Property Tax \$53,842	Change -0.2%
Land \$2,676,310	Additions -	Assessment \$2,676,310
Year 2017	Property Tax \$53,975	Change -86.9%
Land \$2,676,310	Additions -	Assessment \$2,676,310
Year 2016	Property Tax \$412,254	Change 0.0%
Land \$2,676,310	Additions -	Assessment \$2,676,310
Year 2015	Property Tax \$412,254	Change -10.3%
Land \$2,676,310	Additions = \$20,000,000	Assessment = \$22,676,310
Year 2014	Property Tax \$459,634	Change -15.1%
Land \$2,676,310	Additions = \$20,000,000	Assessment = \$22,676,310
Year 2012	Property Tax \$541,268	Change +19.2%
Land \$2,676,310	Additions = \$20,000,000 =	Assessment = \$22,676,310
Year 2011	Property Tax \$453,975	Change 0.0%
Land \$2,676,310	Additions = \$20,000,000 =	Assessment
Year 2010	Property Tax \$453,975	Change 0.0%
Land \$2,676,310	Additions = \$20,000,000 =	Assessment = \$22,676,310
Year 2009	Property Tax \$453,975	Change -2.2%
Land \$2,676,310	Additions = \$20,000,000 =	Assessment = \$22,676,310
Year	Property Tax	Change 322

2007	\$464,256	0.0%
Land	Additions	Assessment
\$2,676,310	+ \$20,000,000	= \$22,676,310
Year	Property Tax	Change
2006	\$464,256	-
Land	Additions	Assessment
\$2,676,310	+ \$20,000,000	= \$22,676,310
Year	Property Tax	Change
2005	\$0	-
Land	Additions	Assessment
\$2,676,310	-	\$2,676,310



Overview		
Total Cost of Work \$4,000	Number of Permits 2	Unique Contractors 2
Right Of Way		Plumbing 1 Permit \$4,000

22/04/2024

Right-Of-Way

Status Permit # lssued 2024-404

21/03/2023

Plumbing

Alterations

Contractor

Doug Turner Plumbing

Applicant

Stafford Centre 10505 Cash Rd, Stafford, TX

Job Cost Status Permit # \$4,000 Issued 20230402



No Foreclosures found

From: **Timothy Wood**

To: Roxanne Benitez; Ken Mathew; Bridgette Begle; Alka Shah; Kyle Jung; Timothy Wood

Subject: Requested Agenda Item

Friday, September 6, 2024 2:19:32 PM Date:

Attachments: goldbrownbar(brownsmallbottom) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png

facebook 32x32 973128e2-d025-4614-a63e-a0c3ea53f1f5.png twitter 32x32 0bc38866-13c9-4513-bb95-16511c69daa9.png instagram 32x32 c1f4ba21-ce1f-435c-a946-4751754580f1.png linkedin 32x32 a27ecece-5467-437f-836e-54177903bef2.png youtube 32x32 0579c1fe-92bc-4c2e-8744-d5ef258c0905.png nextdoor-icon-50 a01260e8-be43-48a7-a10f-12e0c0f91e11.png smallcityseallogo f17b78e4-afe4-46da-a032-e21488664be5.png

Good afternoon,

I would like to request that the following agenda item be added to the next available City Council meeting (presumably 9/18):

- 1. Discussion and consideration of paying for an appraisal of the city property to the east of the Municipal Complex bordered by Avenue H to the west, 90-A (Main St.) westbound to the north and 90-A (Main St.) eastbound to the south and consideration of the City of Stafford selling this property to the Stafford Economic Development Corporation.
- 2. Public Comment on Item A
- 3. Consideration of Possible Action on Item A.

Thanks,

Tim Wood

Alka, I would need to confirm outright ownership by the city for this and process for getting this property appraised. Thank you all!

Get Outlook for iOS

Timothy Wood

Councilmember City Council TWood@staffordtx.gov

www.staffordtx.gov

















CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477 281-261-3900 • WWW.STAFFORDTX.GOV

<u>Memo</u>

To: Mayor Mathew and Council Members

From: Roxanne Benitez, City Secretary

Date: September 6, 2024

Re: Election – Texas Municipal League (TML) Region 14 Director

There are two candidates that are running for the TML Region 14 Director. The candidates are:

- Frank W. Robinson, Councilmember, City of Shenendoah
- Joe Zimmerman, Mayor, City of Sugar Land

The City Council, by a voting majority, may cast their vote for one of the above referenced candidates or chose not to vote. The deadline for the City Council to submit their vote is Thursday, October 3, 2024.

If you have any questions or need further information, please contact me directly.

Sincerely,

Roxanne Benitez, TRMC, CPM, CMQ

City Secretary

RESOLUTION NO.	
-----------------------	--

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD	Э,
TEXAS, CASTING ITS BALLOT FOR THE ELECTION OF THE REGIO	Ν
14 DIRECTOR ON THE TEXAS MUNICIPAL LEAGUE (TML) BOARD O	F
DIRECTORS.	

WHEREAS, the Texas Municipal League (TML) has delivered to the City of Stafford the names of those persons duly nominated as candidates to serve as the Region 14 Director on the TML Board of Directors; and

WHEREAS, the City Council of the City of Stafford hereby deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill the position of the Region 14 Director.

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

- <u>Section 1.</u> The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.
- Section 2. The City of Stafford does hereby cast its vote for _____ to fill the position of Region 14 Director on the Texas Municipal League Board of Directors.
- <u>Section 3.</u> The City Secretary is hereby authorized and directed to deliver or cause to be delivered an executed copy of this Resolution and the Ballot to the office of the Texas Municipal League no later than October 3, 2024.
- <u>Section 4</u>. This Resolution shall become effective immediately upon its passage in accordance with law.

PASSED, APPROVED, AND RESOLVED this the 18th day of September, 2024.

	Ken Mathew, Mayor	
ATTEST:		
Roxanne Benitez, City Secretary		



OFFICIAL BALLOT

Texas Municipal League (TML) Region 14 Director Election

This is the official ballot for the election of the Region 14 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML, Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 3, 2024. Ballots received after this date cannot be counted. The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.

Region 14 Director (se	lect one)		
Frank W. Robinson	, Councilmem	ber, Shenandoah	
Joe Zimmerman, M	ayor, Sugar I	and (Incumbent)	
Certificate			
I certify that the vote cast a governing body of the city na		cast in accordance with the will o	f the majority of the
Witness my hand, this	day of	, 2024.	
Signature of Authorized Offi	cial	Title	_
Printed Name of Authorized	Official	Printed Name of City	_

Region 14 Director Candidate Biographies



Frank W. Robinson, Councilmember, Shenandoah

Frank W. Robinson, BA, MPA, ICMA-CM (Retired) is an elected member of the City of Shenandoah City Council and an accomplished public administrator. He holds a bachelor's degree from the University of North Texas and a Master of Public Administration degree from Sam Houston State University. After 38 years of public service, 29 of those years as a chief administrative officer and city manager in Texas and California, Mr. Robinson retired in 2017. Mr. Robinson began his public service career as a police officer in Denton, eventually receiving an appointment as chief of police in the City of West University Place before transitioning to city management. He is best known for his role in the

development of The Woodlands downtown. Mr. Robinson served 14 years as the president and township manager for The Woodlands Township (formerly known as the Town Center Improvement District of Montgomery County). Mr. Robinson led the organization through visioning and goal setting to define the Township's vision and mission as a local government focused on creating public benefit. In 2020, Frank came out of retirement to assist the City of Conroe in the position of downtown manager and implemented the newly adopted *Downtown Conroe Development Plan* that promotes the historical preservation and economic development of downtown Conroe. Mr. Robinson successfully attracted new entertainment and dining venues to the downtown's central business district, brought in an estimated \$54 million in new development investment, and facilitated the recertification of Conroe as a Texas Main Street Community and receiving the coveted cultural district designation by the Texas Commission on the Arts. In January 2023, Mr. Robinson retired once again and was elected to the City of Shenandoah's City Council in May 2024. He remains an active member of the Texas City Managers Association.



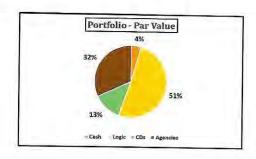
Joe Zimmerman, Mayor, Sugar Land (Incumbent)

Mayor Zimmerman was elected the 10th mayor of Sugar Land on June 11, 2016, after serving four years as the at-large, position 2, city councilman. He is currently serving his fourth and final term as mayor. He serves on the Finance & Audit, Economic Development and Intergovernmental Relations Committees of the City of Sugar Land and is the City's representative on the HGAC Board and Transportation Policy Council. He is a past president of Texas Municipal League (TML) Region 14 and currently represents Region 14 on the TML Board of Directors. Mr. Zimmerman is a Senior Consultant for Halff Associates, Inc., a Texas-based civil engineering

consulting firm founded in 1950. He has extensive business experience, having served in senior management positions in a number of different industries. Mr. Zimmerman earned his BSCE from the University of Houston, an MBA from Houston Baptist University, and is a licensed professional engineer in the State of Texas. He and his wife of 48 years, Nancy, have lived in Sugar Land since 1990 and are active members of Second Baptist Church Woodway. Their daughter, Allison, her husband Chris Wallace, granddaughter Emmy and grandson Campbell live in Houston.

CONSENT AGENDA

CITY OF STAFFORD SUMMARY OF PORTFOLIO FOR THE PERIOD ENDING JULY 31, 2024



Portfolio	Weighted Average Maturity	Weighted Average Yield	Par Value	Book Value	Market Value
Cash	1	2.78	2,035,726	2,035,726	2,035,726
Logic	1	5.40	23,158,386	23,158,386	23,158,386
CDs	377	5.29	5,790,000	5,790,000	5,789,247
Agencies	674	5.05	14,500,000	14,500,000	14,493,805
Total	263	5.16	45,484,112	45,484,112	45,477,164

Total Weighted Average Maturity in Days Total Weighted Average Yield to Maturtiy Longest Maturity of Open Investment in Days	263 5.16 731	Benchmark Yield 3 month T Bill 6 month T Bill	5.03% 4.80%
Investment Activity during the month:		Book	Market
Beginning Total Portfolio Value CDs Purchased CDs Matured Agencies Purchased		44,854,304 969,000 (480,000)	44,826,033 969,000 (480,000)
Agencies Matured/called in Net Change in Pool (LOGIC)		190,304	190,304
Change in Market Value Net Change in Cash Accrued Interest Receivable		(49,496) 280,884	21,323 (49,496)
Ending Total Portfolio Value with Accrued Interest		45,764,996	45,477,164

This monthly report is in full compliance with PFIA and the City of Stafford's Investment Policy and Strategy

Prepared By:

Alka Shah, Chief Financial Officer

Ken Mathew, Mayor

CITY OF STAFFORD INVESTMENT PORTFOLIO FOR THE PERIOD ENDING JULY 31, 2024

Investment by Funds	Cash	Logic	Agencies	CDs	Total	Interest Income
General Operating	195,056	3,392,099	5,500,000	2,662,000	11,749,155	441,651
General Non Operating	1,533	228,673	1,000,000	480,000	1,710,206	98,331
Employee Benefits	185,978	14000 SENERAL ORGANIZARIO	,,	100,000	185,978	4.079
Restricted-Willow Water Hole	693	188.139			188,832	6,716
Restricted-Street Light Part	2,079	25,339			27,418	1,054
Restricted-Opioid	25,025	100000000000000000000000000000000000000			25,025	1,034
Stafford Centre	531,973				531,973	
Judicial Efficiency	26,697				26.697	19,375
Court Security	2,744	105,156			107,901	1,472
Court Technical	2,156	19,257			21,413	4,359
Local Truancy Prevention	4,268	117,319			121,586	1,142
Municipal Jury	911	117,017			121,586 911	4,942
Narcotic Seizure-Federal	14	132,538			132,552	77
Narcotic Seizure-State	8,697	25,339			1684-01010-0-6-400-0-427-20	4,510
Child Safety Fees	320	54,731			34,035	1,419
Special Revenue - PD	17,961	54,751			55,052	1,607
Hotel Occupancy	310,924	4,971,853	2,000,000	720,000	17,961	1,030
Debt Service	446.148	202.709	2,000,000	728,000	8,010,777	280,400
Capital Project	455	583,653	2,000,000	224 222	648,857	9,278
Local Street Assessments	1,798	303,033	2,000,000	236,000	2,820,108	79,963
SEDC General	4,840	8,993,339	4 000 000		1,798	103
SEDC Debt Service	261,675	300 W 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	4,000,000	1,684,000	14,682,180	528,017
SEDC Capital Projects	3,781	2,038,220			2,299,895	53,587
on the capital Projects	3,/81	2,080,022			2,083,803	92,547
Total Investments by Fund	2,035,726	23,158,386	14,500,000	5,790,000	45,484,112	1,637,091

CITY OF STAFFORD CD & AGENCY DETAIL FOR THE PERIOD ENDING JULY 31, 2024

Туре	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Mature	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending	Ending
FHLMC	Hiltop Sec.	500,000	3134GXG73	08/12/22	08/12/24	731	100.00	4.10	500,000	500,000	499,025	Book Value 500,000	Market Value
FHLB	Multi Bank	500,000	3130ASY29	08/30/22	08/28/24	729	100.00	3.75	500,000	500,000	498,455	500,000	499,790
FHLB	Multi Bank	500,000	3130ATCN5	09/27/22	09/27/24	731	100.00	4.00	500,000	500,000	497,980		499,380
FHLB	Multi Bank	500,000	3130ATFL6	09/30/22	09/30/24	731	100.00	4.60	500,000	500,000	498,475	500,000	498,850
FHLB	Multi Bank	500,000	3130AT7L5	09/30/22	09/30/24	731	100.00	4.15	500,000	500,000		500,000	499,270
FHLB	Multi Bank	500,000	3130ATHG5	10/25/22	10/25/24	731	100.00	5.00	500,000	500,000	498,100	500,000	498,910
FHLMC	Multi Bank	500,000	3134GX6V1	11/25/22	11/25/24	731	100.00	5.15	500,000	500,000	499,285	500,000	499,635
FNMA	FHN Financial	500,000	3135GACZ2	11/25/22	11/25/24	731	100.00	5.40	500,000	500,000	498,895	500,000	499,360
FHLMC	Multi Bank	500,000	3134GYCA8	01/10/23	01/10/25	731	100.00	5.20	500,000	353-40-616	500,415	500,000	499,555
FHLB	Hiltop Sec.	500,000	3130AUFW9	01/27/23	01/27/25	731	100.00	5.35	500,000	500,000	499,590	500,000	499,715
FHLMC	FHN Financial	500,000	3134GYJ783	02/24/23	02/24/25	731	100.00	5.25		500,000	499,230	500,000	499,650
FHLMC	FHN Financial	500,000	3134GYKP6	03/14/23	03/14/25	731	100.00	5.50	500,000	500,000	499,625	500,000	499,765
FHLMC	Hiltop Sec.	500,000	3134GYQPO	05/01/23	05/01/25	731	100.00	5.38	500,000	500,000	499,685	500,000	499,500
FFCB	FHN Financial	500.000	3133EPYW9	10/20/23	10/20/25	731	100.00		500,000	500,000	498,795	500,000	500,000
FNMA	Hiltop Sec.	500,000	3135GAL82	01/09/24	01/09/25	366	100.00	5.13	500,000	500,000	500,790	500,000	503,160
FHLB	Hiltop Sec.	500,000	3130AYNJ1	01/25/24	01/03/25			5.15	500,000	500,000	499,455	500,000	499,730
FHLB	Hiltop Sec.	500,000	3130AYTA4	02/06/24	02/06/26	729 731	100.00	5.00	500,000	500,000	498,540	500,000	499,280
FHLB	Hiltop Sec.	500,000	3130AYTH9	02/06/24	02/06/26		100.00	5.00	500,000	500,000	498,650	500,000	499,340
FHLB	Hiltop Sec.	500,000	3130AYZA7	See See Contraction Contraction		731	100.00	5.30	500,000	500,000	499,260	500,000	499,880
FHLB	Hiltop Sec.	500,000	3130B05Z8	M-0-16	02/14/25	364	100.00	5.21	500,000	500,000	499,400	500,000	499,950
FHLB	FHN Financial	500,000	3130B06T1	02/23/24	02/21/25	364	100.00	5.10	500,000	500,000	499,015	500,000	499,280
FHLMC	Multi Bank	500,000	3134H1UW1	02/26/24	02/26/26	731	100.00	5.20	500,000	500,000	499,700	500,000	500,045
FHLMC	FHN Financial	500,000	3134H1XM0	900	02/26/26	731	100.00	5.50	500,000	500,000	499,725	500,000	499,520
FHLB	Hiltop Sec.		3130BOM71		03/13/26	724	100.00	5.20	500,000	500,000	498,865	500,000	499,405
FHLB	Multi Bank	,000	3130BOMQ9		09/18/25	542	100.00	5.30	500,000	500,000	499,530	500,000	499,575
FHLB	Hiltop Sec.	100000000000	3130BOZE2		03/27/26	730	100.00	5.40	500,000	500,000	498,450	500,000	498,815
FHLB	Multi Bank	500,000	3130B14E4	26.275.00C.3345.53645.51	10/22/25	548	100.00	5.50	500,000	500,000	499,235	500,000	499,460
FFCB	FHN Financial		3133EREV9		04/24/26		100.00	5.30	500,000	500,000	498,795	500,000	499,760
FHLB	Hiltop Sec.	10.0000000	3130B1CT2		05/15/26	730	100.00	4.88	500,000	500,000	500,665	500,000	503,625
	op sec.	500,000	3130B1C12	05/28/24	11/28/25	549	100.00	5.50	500,000	500,000	499,385	500,000	499,600
Total Age	ncies	14,500,000			WAM:	674	WAY:	5.05	14,500,000	14,500,000	14,477,015	14,500,000	14,493,805

CITY OF STAFFORD CD & AGENCY DETAIL FOR THE PERIOD ENDING JULY 31, 2024

Туре	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Mature	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
CD	Ria Federal CU												Partie varie
CD		248,000	749622BK1	10/04/23	10/03/24	365	100	5.70	248,000	248,000	248,138	248,000	248,135
CD	Affinity Federal CU	236,000	00832KBN8	10/11/23	10/10/24	365	100	5.80	236,000	236,000	236,208	236,000	236,188
CD	Blue Peak CU	236,000	09644EAQ5	11/03/23	11/01/24	364	100	5.75	236,000	236,000	236,228	236,000	236,229
	Alliant CU	236,000	01882MAF9	11/08/23	11/07/24	365	100	5.80	236,000	236,000	236,281	236,000	236,275
CD	Wells Fargo	248,000	949764HP2	11/14/23	05/14/25	547	100	5.40	248,000	248,000	247,497	248,000	248,463
CD	Charles Schwab	237,000	15987UCE6	11/09/23	11/07/24	364	100	5.45	237,000	237,000	236,819	237,000	236,913
CD	Discover Bank	237,000	254676BW8	11/15/23	11/14/24	365	100	5.45	237,000	237,000	236,814	237.000	236,910
CD	Bank of America	246,000	06051V5B8	11/15/23	11/17/25	733	100	5.55	246,000	246.000	246,060	246,000	246,043
CD	Western Alliance	*	95763PRR4	01/26/24	07/26/24	182	100	5.00		240,000	239,904	210,000	240,043
CD	Flagstar	240,000	33847GCQ3	01/26/24	09/26/24	244	100	5.10	240.000	240,000	239,722	240,000	239,845
CD	City National	8	17801DHT6	01/31/24	07/31/24	182	100	5.00	-	240,000	239,877	240,000	239,843
CD	Oregon Community	238,000	68584JAN9	02/09/24	02/10/25	367	100	4.95	238,000	238,000	237,244	238,000	225 505
CD	Associated Bank	241,000	045491RL3	02/09/24	11/12/24	277	100	4.90	241,000	241,000	240,394		237,595
CD	Northstar	238,000	66256QAKO	02/29/24	02/28/25	365	100	5.00	238,000	238,000	PS2/900WG550	241,000	240,591
CD	Preferred Bank	240,000	740367TN7	03/22/24	12/20/24	273	100	5.20	240,000	8	237,160	238,000	237,481
CD	Connexus CU	249,000	20825WDG2	THE RESIDENCE OF THE PARTY OF T	03/21/25	364	100	5.25		240,000	239,605	240,000	239,786
CD	Bank of California	240,000	05890QBA1	04/25/24	01/27/25	277	100	5.20	249,000	249,000	248,645	249,000	249,026
CD	1st Nat'L Bank of Omaha	240,000	332135LL4	1155 BC 28862077	04/24/26	728	100	5.30	240,000	240,000	239,545	240,000	239,796
CD	Santander Bank	240,000	80280JXP1	The second secon	02/18/25	277	100	5.25	240,000	240,000	239,546	240,000	239,797
CD	Dogwood State Bank	240,000	25660BBW2	and harden	02/21/25	276			240,000	240,000	239,627	240,000	239,898
CD	First Financial	248,000	32021MGH6		06/11/26	730	100	5.25	240,000	240,000	239,668	240,000	239,972
CD	Valley National Bank	243,000	919853MH1	000000000000000000000000000000000000000	12/22/25		100	4.90	248,000	248,000	247,730	248,000	248,453
CD	Technology Federal CU	237,000	87868YAY9	mark Const Horse		550	100	5.15	243,000	243,000	243,000	243,000	244,429
CD	Ally Bank	246,000	02007G3B7	N. M. S.	07/23/25	365	100	5.25	237,000	9	*	237,000	235,864
CD	Webster Bank	243,000	94768NNT7	CAMPROCONCE CALL	10/25/24	92	100	5.15	246,000	-	2	246,000	245,858
CD	Independent Bank	243,000		accellanolitecci	01/24/25	184	100	5.15	243,000	9		243,000	242,819
		243,000	45385JBY3	07/29/24	01/29/25	184	100	5.20	243,000	8	*	243,000	242,879
Fotal CD	S	5,790,000			WAM:	377	WAY:	5.29	5,790,000	5,301,000	5,295,714	5,790,000	5,789,247



City of Stafford

Budget Clearance Form

	Description of Requested Item - (P e Technician training for Fire Fig se and required for all FT person	hter M. Herring and T. G	
Classification of Expe	enditure (check the one that applies) Emergency	Normal Normal	
H	Critical Very Necessary	Grant Funds - Paid Grant Funds - Rei	
Agenda Date:	September 4, 2024	Requested By:	L. Di Camillo
Department:	Fire Department	Department Head Approval:	Jabo
	Budg	et	- √-√
	Budget Line Item	100-522-679	
	Expenditure Required	\$864	
	Current Budget	\$4,993	
	Additional Funding		\$0
	Funding Source	FY	24 budget
Finance Approval:	auxashah	Date: 9/4/24	
	Mayor's Co	omments	
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	Ken Motor
Date:		Date:	Ken Motor
Rejected by Mayor for Inclusion on Agenda		Date:	

Stafford Fire Department

Employee Name: Mark Herring	Division: Fire
Training In	formation
Name of School / Seminar: Structural Colla	pse Technician
Location of Class: 1595 Nuclear Science Roa	dCollege Station, TX 77843
Name Street Address Begin Date: 09/24/2024 End Date: 10/01/2024	City State
Billing Inf	ormation
Payable to: Grant funded	
Address: N/A Street Address City	And the separation of the sepa
Class Registration completed: Y N	Cost of Training: \$
Accommodations / Tra	
Grant Funded	isportation, i et biem
Name Street Address	City State Contact #
Total Cost for Lodging: $\0 Reservations Mag	de: Y N 🗸
Transportation - City Vehicle: Y 🗸 N	City Gas Card: Y 🗸 N
Air Travel: Y N V If yes: \$ (R	eservations will be made by Administration)
Per Diem - # of Days: $8 @ $54 / day = 432	
Mileage Reimbursement - # of miles (SFD to destinat	lon)@ \$
TOTAL COST OF TRAINING: + 0 Hotel + Training	+ 432 + 0 = \$ 432
Is any training during unscheduled work hours: $$	√ N □
If yes, please explain (i.e. regular day off, work night :	Rotating shift/8-day class
ATTACH ALL SUPPORTING INFORMATION (training b	prochure, hotel information, etc.)
Employee Signature:	Date:
Approved by Fire Chief:	Date: 8 26 249
A	Date:
Approved by Consumity	Date:
Approved by Training Captain:	Date:

Stafford Fire Department

Employee Name: Tyler Guebara Division: Fire
Training Information
Name of School / Seminar: Structural Collapse Technician
Location of Class: 1595 Nuclear Science RoadCollege Station, TX 77843 Name Street Address City State
Begin Date: 09/24/2024 End Date: 10/01/2024 Times: 7 a.m. to 6 p.m.
Billing Information
Payable to: Grant funded
Address: N/A
Street Address City State
Class Registration completed: Y N Cost of Training: \$ 0
Accommodations / Transportation / Per Diem
Hotel: Grant Funded
Name Street Address City State Contact#
Total Cost for Lodging: \$\frac{0}{2} Reservations Made: Y \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Transportation - City Vehicle: Y V N City Gas Card: Y V N
Air Travel: Y N V If yes: \$ (Reservations will be made by Administration)
Per Diem - # of Days: $8_{@$54}$ / day = $$432$ Click Here for Per Diem Ra
Mileage Reimbursement - # of miles (SFD to destination)
TOTAL COST OF TRAINING: $\frac{0}{\text{Tuition}} + \frac{0}{\text{Hotel}} + \frac{432}{\text{Travel}} + \frac{0}{\text{Mileage}} = \$ \frac{432}{\text{Mileage}}$
Tuition Hotel Travel Per Diem Mileage
Is any training during unscheduled work hours: Y V N
If yes, please explain (i.e. regular day off, work night shift) Rotating shift/8-day class
ATTACH ALL SUPPORTING INFORMATION (training brochure, hotel information, etc.)
Employee Signature: Date:
Approved by Fire Chief: Date:
Approved by Asst. Chief: Date:
Approved by Supervisor: Date:
Approved by Training Captain: Date:



Structural Collapse Specialist - Instructor Led Training

9P2631 - 80.00 Hours

Schedule @

Show 5 entries

Search:

		Dates	***	Location	Class	Price	
= Details	Structural Collapse Spec – ILT	09/24/24 - 10/01/24	, _{3,86} , 17	College Station, TX	FP 9P2631 37	\$3950.00 cvont Avoied	<u>श</u> नस्थास
≡ Details	Structural Collapse Spec – ILT	12/03/24 – 12/10/24	į	College Station, TX	FP 9P2631 38	\$3950.00	Kegister

Showing 1 to 2 of 2 entries

Previous

Next

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact the division at (866) 878-8900 or esti@teex.tamu.edu to get the latest schedule.

Course Description @

The Structural Collapse Specialist (Technician) course provides you with the knowledge, skills, and abilities to perform rescues at structural collapse scenes due to natural disasters or terrorist incidents. This course is 80 hours of face-to-face (Instructor-Led) training that is divided into three majors topics:

- Construct Emergency Shoring (Interior and Exterior)
- Lifting and Moving Techniques
- Breaching and Breaking

Contact Information

Clint Amett

Rescue Training Manager

Phone: (979) 458-5639 | (866) 878-8900

Email: dint.arnett@teex.tamu.edu

Raintad Cources

Accept

(CBT) Structural Collapse Specialist (Technician) course (Course Code: 9P2630) which is approximately 8 hours. Register now for the Specialist Collapse Specialist (Technician) course (Course Code: 9P2630).

We make every effort to ensure consistent terminology and training within the discipline of urban search and rescue (US&R), so this course mirrors the DHS/FEMA National US&R Response System curriculum.

Upon completion of the course, participants will be issued a TEEX Certificate of Completion.

This course is one of the requirements of the US&R Rescue Specialist Certificate program.

This course differs from the 50-hour Collapse Rescue Operations course by providing increased time to perform more in-depth skill sets as required by the Department of Homeland Security and the Federal Emergency Management Agency (DHS/FEMA) curriculum.

Prerequisites @

This course requires the prior completion of TEEX Course 9P2630 Computer Based Training (CBT) component of Structural Collapse Specialist.

Members of FEMA US&R Task Forces should complete the exact same CBT course (Course Code: 9P2630) at www.esf9training.org which is a Learning Management System created by TEEX for the FEMA National US&R Response System designed for task forces to automatically track all of their training certificates, qualifications, expiration, and personnel ability to deploy.

Participants must bring their certificate of completion on the first day of class. Participants that have not completed the CBT portion will be removed from the class.

Course Completion Requirements @

Participants Must Provide

• a photo identification on the first day of class. See the <u>Participant Handbook</u> for approved forms of identification and additional guidelines.

Attendance Requirements @

Class attendance is an essential part of the education process and participants in TEEX courses are expected to attend all class sessions and field exercises. This course requires participants to attend a minimum of 80% of the class hours as

Collapse (ASC 5)

Policies

TEEX Policies
TEEX Participant Handbook

Cancellation and refund policy

Participants should complete a NFPA 1006 Rope Rescue Level I course or equivalent. Due to strenuous nature of search and rescue activities, participants should secure a professional evaluation of their physical condition prior to enrolling in these courses.

Reserve hotel rooms as early as possible when planning to attend any courses.

Upon successful completion, you will be able to: @

- Rescuer Safety
- Structural Engineer Systems
- Building Construction as Related to Disaster Situations
- Rescue Operations Strategy and Tactics
- Rescue Operational Procedures
- Rescue Support Procedures
- Breaching and Breaking Operations with Concrete and Steel Structures (2 days)
- Lifting and Moving Operations (2 days)
- Emergency Building Shoring (2 days)

Suggested Audience @

This course has been developed for city, state, and federal US&R responders. The target audience also includes all emergency responders from municipal and industrial agencies tasked with conducting structural collapse rescue.

Participants include emergency responders from the following disciplines/services:

- · Search and Rescue Personnel
- State Urban Search and Rescue (SUSAR) Members
- US&R Task Force Members
- Structural Collapse Response Personnel
- Fire Department Members
- Emergency Medical Services (EMS)
- Law Enforcement (LE)
- Industrial Firefighters (IND)
- Army and Air National Guard (ANG)
- Weapons of Mass Destruction-Civilian Support Teams (WMD-CST)
- . CBRAIL Exhanced December Force Badener (CERER) Tober

Acres

Other Information @

TEEX is the National Contract Training Provider for the FEMA National Urban Search and Rescue (US&R) System and this course was developed under contract for US&R personnel. This ILT course is the same curriculum and instructors utilized for courses taught to the FEMA National US&R System.

TEEX has provided training to National US&R and SUSAR task forces since 1998 and your department can be confident that training provided by TEEX will meet credentialing and validation requirements because TEEX adheres to all of the requirements set forth by the FEMA US&R Program Office.

Government Programs @

GSA contract number: GS-07F-0357V. GSA customers, to register please contact

• esti@teex.tamu.edu or call (866) 878-8900.







U.S. General Services Administration

FY 2024 Per Diem Rates for ZIP Code 77843

Change fiscal year: or

New Search

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the <u>Census Geocoder</u>.

Primary Destination ©	County 🥹	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	5ep
Standard Rate	Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107

Meals & Incidental Expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Primary Destination ©	County 🕏	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses
Standard Rate	Applies for all locations without specified rates	\$59 - 5	\$13	\$15	\$26	\$5

Additional per diem topics

Need more information?

Related topics

First & Last

Day of Travel

\$44.25

- FAQs
- State tax exemption forms
- Factors influencing lodging rates
- Per diem highlights
- Fire safe hotels
- Have a per diem question?
- Downloadable per diem files



- Rates in foreign countries (set by State Dept.)
- Federal travel regulations

- £-Gov Travel
- FedRooms
- POV mileage reimbursement rates

Last reviewed: 2023-12-2:



GSA.gov

An official website of the U.S. General Services Administration

Accessibility statement

Reports

No FEAR Act

Board of Contract Appeals

Nebsite Policies

Office of the Inspector General

FOIA Requests

Looking for U.S. government information and services? Visit USA.gov



City of Stafford

Budget Clearance Form

	Description of Requested Item - (P		entation)			
	or & Council_SPD Training Reque	ests_09-10-24				
As Assigned						
Pait, Michael						
Claunch, Leslie						
Edgar, Barbara						
Toussaint, Paige						
Virata, Jordan						
Classification of Expe	nditure (check the one that applies)					
Classification of Lape.		x Normal				
	Emergency	TVOI III CI				
and the same of th	Critical	Grant Funds - P				
	Very Necessary	Grant Funds - R	.eimbursement			
	autoria estates consumente de la consumenta de la consumenta de la consumenta de la consumenta de la consument		TO MANAGEMENT AND			
Agenda Date:	09/18/2024	Requested By:	Richard S. Ramirez			
		1				
		Department Head				
Department:	Police	Approval:	Fil 8/Pip			
	Budg	get				
	Budget Line Item	1	.00-520-679			
	Duaget Line Item	1	00-320-073			
	Expenditure Required		\$320			
	Current Budget	¢1	1.000			
	Current Dauget		1,233			
	Additional Funding	N,	/A			
	Funding Source	FY	Y 2024-2025			
Finance Approval:	Quka Shah	Date:	9/12/24			
	Mayor's Co	nmments				
	maye, 5 co	mments				
Mayor's Approval for	Model of the Self-Self-Self-Self-Self-Self-Self-Self-	Mayor's Approval	III. THE TO THE PERIOD AND ADDRESS TO THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PROPERTY OF THE PERIOD O			
Discussion Item		for Consent Agend				
Date:		Date:	9/13/27			
Rejected by Mayor for		Date:	THE RESERVE OF THE PROPERTY OF			
Inclusion on Agenda	1 1	Butc.				



STAFFORD POLICE DEPARTMENT

2702 South Main Street Stafford, Texas 77477-5599 PHONE: (281) 261-3950

FAX: (281) 499-9744

TM-PD-1225

To: Mayor Mathew and Council

Richard S. Ramirez, Chief of Police From:

September 10, 2024 Date:

Training Request(s) Re:

Please ratify the following training request(s) and all related expenses for the following police personnel:

Name	Date of Training	Description of Training	Tuition	Lodging / Per Diem	TOTAL
As Assigned	09/17/ <mark>20</mark> 24- 09/1 <mark>8/2</mark> 024	Fentanyl Overdose Death Investigations	\$0.00	\$0.00	\$0.00
Pait, Mi <mark>ch</mark> ael	09/1 <mark>7/</mark> 2024- 09/18/2024	Fentanyl Overdose Death Investigations	\$0.00	\$0.00	\$0.00
Claunch <mark>, L</mark> eslie	09/09/2024- 09/09/2024	Investigating Child Homicide & Unexplained Deaths of Children	\$200.00	\$0.00	\$200.00
Edgar, <mark>Bar</mark> abara	09 <mark>/</mark> 12/2024- 09/13/2024	Texas Law Enforcement Peer Network	\$0.00	\$0.00	\$0.00
TOTAL		A CHARLES OF THE STATE OF THE S			\$200.00

Please approve the following training request(s) and all related expenses for the following police personnel:

Name	Date of Training	Description of Training	Tuition	Lodging / Per Diem	TOTAL
Toussaint, Paige	09/23/ <mark>2024-</mark> 09/25/20 <mark>24</mark>	Spanish for Telecommunicators	\$60.00	\$0.00	\$60.00
Virata, Jordan	09/23/2024- 09/25/2024	Spanish for Telecommunicators	\$60.00	\$0.00	\$60.00
TOTAL					\$120.00

NOTE: These trainings were pre-approved in the 2023-2024 Budget.

RSR/rc

Attachment(s)

TOTAL COST: \$320.00

Stafford Police Department

Employee Name: As Assigned Division: CID
Training Information
Name of School / Seminar: Fentanyl Overdose Death Investigations
Location of Class: 1433 West Loop Houston DEA location Name Street Address City State
Name Street Address City State
Billing Information
Payable to: N/A *One class held on 9/17 another on 9/18
Address: N/A
Street Address City State Class Registration completed: Y ✓ N Cost of Training: \$ 0
Accommodations / Transportation / Per Diem
Hotel: N/A
Name Street Address City State Contact #
Total Cost for Lodging: \$0 Reservations Made: Y N
Transportation - City Vehicle: Y V N City Gas Card: Y N
Air Travel: Y N V If yes: \$0 (Reservations will be made by Administration)
Per Diem - # of Days: 0 @ \$ 0 / day = \$ 0 Click Here for Per Diem Rat
Mileage Reimbursement - # of miles (SPD to destination) @ $\$$. $\frac{0.655}{}$ / mile = $\$$
TOTAL COST OF TRAINING: 0 + 0 + 0 + 0 = \$ 0
Tuition Hotel Travel Per Diem Mileage
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc. Employee Signature: Michael Pait Date: 2024.01.31 15:14:09 -06'00'
Approved: Y ✓ N ☐ Reason for Denial:
Supervisor Signature: Lt. Luciano Lopez Digitally signed by Lt. Luciano Lopez Date: 2024.08.13 11:29:56 -05'00'
Approved: Y ✓ N Reason for Denial:
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024_08.13 12:25:43 -05:00'
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALL
ATTACHMENTS BY EMAIL TO ADMIN.
Approved: Y N Reason for Denial:
Approved: Y N Reason for Denial:
Chief Signature:

Stafford Police Department

Employee Name: Leslie Claunch Division: CID
Training Information
Name of School / Seminar: Investigating Child Homicide and Unexplained Deaths of Children
Location of Class: Virtual Zoom
Name Street Address City State Begin Date: 09-09-2024 End Date: 09-09-2024 Times: 12p a.m. to 4 p.m.
Billing Information Payable to: Legal & Liability Risk Management Institute
Address: 5250 E US Hwy 36 Ste 1103, Avon, IN Street Address City State
Street Address City State Class Registration completed: Y V N Cost of Training: \$ 200
Accommodations / Transportation / Per Diem
Hotel: N/A
Name Street Address City State Contact #
Total Cost for Lodging: \$ Reservations Made: Y N
Transportation - City Vehicle: Y N V City Gas Card: Y N V
Air Travel: Y N V If yes: \$ (Reservations will be made by Administration
Per Diem - # of Days: @ \$ / day = \$ O Click Here for Per Diem R
Mileage Reimbursement - # of miles (SPD to destination) @ $\$$ / mile = $\$$
TOTAL COST OF TRAINING: 200 + O Hotel + Travel + O Per Diem + Mileage = \$200
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc. Employee Signature: Leslie Claunch Digitally signed by Leslie Claunch Date: 2024.07.18 08:04:47 -05'00'
Approved: Y ✓ N ☐ Reason for Denial:
Supervisor Signature: Lt. Luciano Lopez Digitally signed by Lt. Luciano Lopez Date: 2024.08.15 10:29:31 -05'00'
Approved: Y V N Reason for Denial: Division Comments of Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr.
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024 08 15 11:59:51 -05:00*
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALI ATTACHMENTS BY EMAIL TO ADMIN.
Approved: Y N Reason for Denial:
Approved: Y N Reason for Denial:
Chief Signature:



Legal & Liability Risk Management Institute

700 N. Carr Rd., # 595 • Plainfield, IN 46123 Phone: 317-386-8325



Online Training:

Investigating Child Homicide and Unexplained Deaths of Children

Date: September 9, 2024 • Time: 12:00 p.m. - 4:00 p.m. Eastern Time Registration Fee: \$200

Course Overview:

This training is designed for law enforcement (homicide and death investigators), coroner/medical examiner investigators (medicolegal death investigators) and those in the child protection field.

The instruction will comprehensively examine all aspects of responding to and investigating cases of child homicide and unexplained deaths of children, either through accidental causes or those committed by parents, family members, caretakers, or others, and all forms of child maltreatment. Actual case studies will be presented to emphasize teaching points and to provide practical exercises for the participant discussions. The instructor has years of experience in child death and homicide investigation, and all aspects of violence against children on a local and national level.

Instructor: Robert Lowery was the 5th police official to be appointed as Commander of the elite 35-year Greater St. Louis Major Case Squad, a multi-jurisdictional violent crime task force concerned with the high profile murder investigations in Missouri and Illinois. Serving 2.5 million citizens across 12 counties. Formed partnerships with Federal Law Enforcement agencies, including the Federal Bureau of Investigation, United State Marshal Service, Bureau of Alcohol, Tobacco and Firearms, Secret Service and Internal Revenue to maximize resources available for in-progress homicide cases. Robert created the Technical Operations Group, a specially trained team designed to provide electronic support in tracking and locating suspects. Robert created the Family Liaison Program which provided specially trained investigators to work with families of victims of homicide cases, investigated violent crimes with 500 Law Enforcement Investigators from over 100 local, county, state, federal agencies and managed high-level murder cases in collaboration with numerous officers and agencies.

Robert is a member of the International Homicide Investigators Association, Quantico, Virginia, United State Department of Justice, Federal Agency Task Force on Missing and Exploited Children, Washington DC, International Coroners and Medical Examiners Association and Federal Bureau of Investigation and National Academy Association.

Group Viewing Encourage Pay 1 Registration Fee

- Multiple attendees can group view the training from one device only and each attendee will receive a certificate.
- ONLY the registered attendee will receive a link to join the training (Link will be sent 1-2 Days Prior to the Event)

Quiz & Certificate: Within 24 hours after the live broadcast, the registered attendee will receive an email with:

- Quiz link will need to be forwarded to each person in your group so they may
 print a certificate after completing the quiz.
- 30 Days Access of the Recording (this link may be shared with others in your department)

No Refunds After Class Link Has Been Seni

Stafford Police Department

Employee Name: Edgar, Barbara Division: Communications
Training Information
Name of School / Seminar: TEXAS LAW ENFORCEMENT PEER NETWORK
Location of Class: Webster Police Dept/217 Pennsylvania St/Webster Tx Name Street Address City State OO(12/24) OO(12/24) OO(12/24) OO(12/24) OO(12/24)
Begin Date: 09/12/24 End Date: 09/13/24 Times: 08:00 a.m. to 05:00 p.m.
Billing Information Payable to: WEBSTER POLICE DEPARTMENT
Address: 1600 PENNSYLVANIA ST. WEBSTER TX Street Address City State
Street Address City State
Class Registration completed: Y N ✓ Cost of Training: \$_0
Accommodations / Transportation / Per Diem
Hotel: Name Street Address City State Contact #
Total Cost for Lodging: \$\frac{0}{2} \qquad \text{Reservations Made: Y \qquad N \qquad \text{V}
Transportation - City Vehicle: Y N ✓ City Gas Card: Y N ✓
Air Travel: Y N V If yes: \$0 (Reservations will be made by Administration)
Per Diem - # of Days: @ \$ / day = \$ O Click Here for Per Diem Rate
Mileage Reimbursement - # of miles (SPD to destination) 0 @ \$. 0.655 / mile = \$ 0
TOTAL COST OF TRAINING: $\frac{0}{\text{Tuition}} + \frac{0}{\text{Hotel}} + \frac{0}{\text{Travel}} + \frac{0}{\text{Per Diem}} + \frac{0}{\text{Mileage}} = $$
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc.
Employee Signature: Barbara Edgar Digitally signed by Barbara Edgar Date: 2024.08.26 10:14:27 -05'00'
Approved: Y ✓ N ☐ Reason for Denial:
Supervisor Signature: Gabriel Harrigan Digitally signed by Gabriel Harrigan Date: 2024.08.26 11:51:07-05'00'
Approved: Y V N Reason for Denial:
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024 08 27 09 22:04 -05'00'
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALL
ATTACHMENTS BY EMAIL TO ADMIN.
Approved: Y N Reason for Denial:
Approved: Y N Reason for Denial: Asst. Chief Signature: Kelly Wright
Approved: Y N Reason for Denial:
Chief Signature:

WEBSTER POLICE DEPARTMENT IS HOSTING TEXAS LAW ENFORCEMENT PEER NETWORK

THURSDAY & FRIDAY IT IS A TWO-DAY CLASS WILL BE HELD ON SEPTEMBER 12TH AND 13TH.

FOCUS: TRAIN PUBLIC SAFETY EMPLOYEES TO BE PEERS TO HELP FELLOW

OFFICERS/ESSENTIAL WORKERS ADDRESS STRESSORS, TRAUMA, FATIGUE, AND OTHER
NEEDS

TO HELP COMBAT WORKFORCE BURNOUT AND END POLICE SUICIDE AND SELF-HARM.

COST: THE TUITION IS FREE. REGISTER ON-LINE. 16 TCOLE HOURS. CLASS HOURS ARE

8AM-5PM. FOR MORE INFORMATION CONTACT OFF. BRENDA COX AT PHONE 281-3342426,

OR EMAIL BCOX@WEBSTERPD.COM CLASS WILL BE HELD AT THE WEBSTER POLICE
DEPARTMENT TRAINING ROOM 217 PENNSYLVANIA ST. WEBSTER TX 77598

WEBSTER PD TX TCO/LTCO K HAMM AUTH/BRENDA COX 2335 / CDT

Stafford Police Department

Employee Name: Michael Pait Division: CID
Training Information
Name of School / Seminar: Fentanyl Overdose Death Investigations
Location of Class: 1433 West Loop Houston DEA location Name Street Address City State
Begin Date: 09/17/2024 End Date: 09/17/2024 Times: 8 a.m. to 5 p.m.
Billing Information
Payable to: N/A - FREE
Address: N/A Street Address City State
Street Address City State
Class Registration completed: Y V N Cost of Training: \$\frac{0}{2}
Accommodations / Transportation / Per Diem
Hotel: N/A
Name Street Address City State Contact #
Total Cost for Lodging: \$\frac{0}{2} \qquad Reservations Made: Y \qquad N \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq
Transportation - City Vehicle: Y ✓ N ☐ City Gas Card: Y ✓ N ☐
Air Travel: Y N If yes: (Reservations will be made by Administration)
Per Diem - # of Days: 0 @ \$ 0 / day = \$ 0 Click Here for Per Diem Rate
Mileage Reimbursement - # of miles (SPD to destination) @ \$. 0.655 / mile = \$ 0
TOTAL COST OF TRAINING: 0 + 0 + 0 + 0 = \$0
l Tuition Hotel Travel Per Diem Mileage
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc. Employee Signature: Michael Pait Date: 2024.01.31 15:14:09 -06'00'
Approved: Y ✓ N ☐ Reason for Denial:
Supervisor Signature: Lt. Luciano Lopez Digitally signed by Lt. Luciano Lopez Date: 2024.08.13 11:29:56 -05'00'
Approved: Y ✓ N Reason for Denial:
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024,08.13 11:53:31-05'00'
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALL
ATTACHMENTS BY EMAIL TO ADMIN.
Approved: Y N Reason for Denial:
Asst. Chief Signature: Kelly Wright
Approved: Y N Reason for Denial:
Chief Signature:

Stafford Police Department

Employee Name: Paige Toussaint Division: Communication	ons
Training Information	
Name of School / Seminar: Spanish for Telecommunicators	
Location of Class: GHC 911 10220 Fairbanks N Houston Rd, Houston, TX 770	64
Begin Date: 9/23/24 End Date: 9/25/24 Times: 8:30 a.m. to 16:30 p.m.	
Billing Information Payable to: Greater Harris County 911 Emergency Network	
Address: 10220 Fairbanks N Houston Rd, Houston, TX 77064	_
Street Address City State	
Class Registration completed: Y ✓ N Cost of Training: \$_60.00	
Accommodations / Transportation / Per Diem	
Hotel: n/a	
Name Street Address City State Contact #	
Total Cost for Lodging: \$ Reservations Made: Y N	
Transportation - City Vehicle: Y N ✓ City Gas Card: Y N ✓	
Air Travel: Y N If yes: \$0 (Reservations will be made by Administra	
Per Diem - # of Days: $0 @ 0 / day = $$0$ Click Here for Per Diem	Rate
Mileage Reimbursement - # of miles (SPD to destination) 0 @ \$. 0.655 / mile = \$ 0	
TOTAL COST OF TRAINING: 60.00 + 0 + 0 + 0 = \$60	
I Tuition Hotel Travel Per Diem Mileage	
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc Employee Signature: Paige Toussaint Date: 2024.08.26 18:56:43 -05'00'	•
Approved: Y ✓ N ☐ Reason for Denial:	
Supervisor Signature: Gabriel Harrigan Digitally signed by Gabriel Harrigan Date: 2024.08.27 09:07:36-05:00	
Approved: Y ✓ N Reason for Denial:	
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024.08 27 11.00:52 -05'00'	
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND	ALL
ATTACHMENTS BY EMAIL TO ADMIN.	
Approved: Y N Reason for Denial:	
Approved: Y N Reason for Denial:	



SPANISH FOR TELECOMMUNICATORS (SEPTEMBER 23-25, 2025) - (SEPTEMBER 2024 08:30 AM - 04:30 PM)

\$60.00 - PURCHASE THIS COURSE

Lesson

Spanish for Telecommunicators (September 23-25, 2025)

Length: 0 minutes Available Seats: 15

9-1-1 dispatchers and telecommunicators often encounter the challenge of communicating with monolingual Spanish speakers over the phone. This high-quality, up-to-date Spanish Dispatch training provides dispatchers with the essential Spanish language skills they need. Spanish for 9-1-1 Dispatchers is a comprehensive language training solution tailored for

This course meets the Texas Commission on Law Enforcement (TCOLE) intermediate Spanish mandate requirement, Course #2109

September 23, 2024 08:30 AM - 04:30 PM CDT September 24, 2024 08:30 AM - 04:30 PM CDT September 25, 2024 08:30 AM - 04:30 PM CDT GHC 9-1-1 Tom Bass Building map 10220 Fairbanks North Houston Rd.

Houston, TX 77064 Available Seats: 15 of 25 TCOLE Credit Hours: 24 Contact:

Frank Muniz

9-1-1 Module 1 CE- Online

#202, Lorporate All Bights Reserved Fowered by Elen Contact Us



Stafford Police Department

Employee Name: Jordan Virata Division: Support Services
Training Information
Name of School / Seminar: Spanish for Telecommunicators
Location of Class: GHC 10220 Fairbanks N Houston Rd., Houston TX 77064 Name Street Address City State
Begin Date: 09/23/2024 End Date: 09/25/2024 Times: 8:30 a.m. to 4:30 p.m.
Billing Information
Payable to: GHC 911
Address: 10220 Fairbanks N Houston Rd., Houston TX 77064 Street Address City State
Class Registration completed: Y N Cost of Training: \$ 60.00
Accommodations / Transportation / Per Diem
Hotel: N/A
Name Street Address City State Contact #
Total Cost for Lodging: \$ Reservations Made: Y N
Transportation - City Vehicle: Y N V City Gas Card: Y N N
Air Travel: Y N If yes: \$ 0 (Reservations will be made by Administration)
Per Diem - # of Days: 0 @ \$ 0 / day = \$ 0 Click Here for Per Diem Rate
Mileage Reimbursement - # of miles (SPD to destination) $0 @ $. 0.655$ / mile = \$ 0
TOTAL COST OF TRAINING: $60.00 + 0 + 0 + 0 + 0 = 60
I Tuition Hotel Travel Per Diem Mileage
ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc. Digitally signed by Jordan Virata Date: 2024.08.15 23:14:00 -05'00'
Approved: Y ✓ N ☐ Reason for Denial:
Supervisor Signature: Jennifer Treviño Date: 2024.08.15 23:20:04 -05:00*
Approved: Y N Reason for Denial: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr.
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr. Date: 2024,08.16 08:30.57 -05'00'
UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALL ATTACHMENTS BY EMAIL TO ADMIN.
Approved: Y N Reason for Denial:
Asst. Chief Signature: Kelly Wright Signature: Kelly W
Approved: Y N Reason for Denial:
Chief Signature:

SPANISH FOR TELECOMMUNICATORS (SEPTEMBER 23-25, 2025) - (SEPTEMBER 2024 08:30 AM - 04:30 PM)

360.00 - FURCHASE THIS COURSE

Greater Harris County 9-1-1 Emergency Network

Lesson

Spanish for Telecommunicators (September 23-25, 2025)

Length: 0 minutes Available Seats: 17

9-1-1 dispatchers and telecommunicators often encounter the challenge of communicating with monolingual Spanish speakers over the phone. This high-quality, up-to-date Spanish Dispatch training provides dispatchers with the essential Spanish language skills they need. Spanish for 9-1-1 Dispatchers is a comprehensive language training solution tailored for dispatchers.

This course meets the Texas Commission on Law Enforcement (TCOLE) intermediate Spanish mandate requirement, Course #2109

Dates:

September 23, 2024 08:30 AM - 04:30 PM CDT September 24, 2024 08:30 AM - 04:30 PM CDT September 25, 2024 08:30 AM - 04:30 PM CDT

Location:

GHC 9-1-1 Tom Bass Building map 10220 Fairbanks North Houston Rd. Houston, TX 77064 Available Seats: 17 of 25 TCOLE Credit Hours: 24 Contact: Frank Muniz

9-1-1 Module 1 CE- Online

Edit

Contact Us

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City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)	
ratification and approval of payment for Ms. Mariela Ponce for an online sef- chnician course, book and test.	- PA

Classification of Expen	diture (check the one that applies) Emergency Critical Very Necessary	Normal Grant Funds - P		
Agenda Date:	September 18, 2024	Requested By:	Laura Morales	
Department:	Development Services	Department Head Approval:	hyle of Jung	
	Budg	et		
	Budget Line Item	100-510-679		
	Expenditure Required	\$371		
	Current Budget	\$1,303		
	Additional Funding	\$0		
	Funding Source			
Finance Approval: (Juka Shah	Date:	9/10/24	
	Mayor's Co	mments		
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agend	ken Mathe	
Date:		Date:	9/10/24	
Rejected by Mayor for Inclusion on Agenda		Date:		



Development Services

Memo

Date: September 6, 2024

To: Mayor Ken Mathew and Council Members

From: Kyle Jung, Director of Public Works & Development Services

Re: Ratification for Online Permit Technician

I am requesting the ratification and approval of Ms. Mariela Ponce, Administrative Assistant who has completed the online self-paced Permit Technician course. She will also be scheduled to take the exam before the end of the fiscal year.

Permit Technician Study Guide \$69.00

Basic Code Enforcement Book \$62.00

ICC Exam \$240.00

Total \$371.00

If you have any questions, please do not hesitate to contact Laura Morales at 281-703-2189.



PRINT ORDER # 101854473

Processing

Order Date: September 6, 2024

Product Name	SKU	Price	Qty	Subtotal
Basic Code Enforcement Second Edition	1016S18	\$46.50	Ordered: 1	\$46.50
	\$46.50			
	\$15.50			
			Grand Total	\$62.00

ORDER INFORMATION

Shipping Address

Laura Morales City of Stafford 2610 S MAIN ST STAFFORD, Texas, 77477-5526 United States T: (281)261-3940

Shipping Method

ICC Shipping - ICC Basic Shipping

Billing Address

Laura Morales City of Stafford 2610 S MAIN ST STAFFORD, Texas, 77477-5526 United States T: (281)261-3940

Payment Method

Credit Card
Credit Card Type

Credit Card Number

Processed Amount

MasterCard

xxxx-3938

\$62.00

Laura Morales

From:

Mariela Ponce

Sent:

Friday, September 6, 2024 3:07 PM

To:

Laura Morales

Subject:

FW: ICC: New Order # 101854462

Done!

From: info@iccsafe.org <info@iccsafe.org> On Behalf Of ICC Store

Sent: Friday, September 6, 2024 3:06 PM **To:** Mariela Ponce <MPonce@staffordtx.gov>

Subject: ICC: New Order # 101854462



Building Confidence, Building Community®

Hello Mariela Ponce (mponce@staffordtx.gov),

Thank you for your order #101854462 Placed on September 6, 2024 at 3:06:07 PM CDT from ICC. **Your order confirmation is below.**

Thank you for purchasing an exam from ICC.

Please allow up to 5 minutes from purchase for this exam to be available for booking/scheduling through either Pearson VUE or PRONTO in your myICC account. You have within 365 days from purchase to take your exam.

Prior to booking/scheduling an exam, review the ICC Assessment Center's Exam Registration, Before the Exam, and Exam Day Administration webpages. As a reminder, all exam candidates are required to adhere to the AC Admin Rules and Policies.

For questions about your order or if you require additional assistance, please contact Customer Success at customersuccess@iccsafe.org.

Thank you again for your business.

Billing Information

Payment Method

Mariela Ponce

2610 S Main St

Stafford, Texas, 77477-5526

United States

Credit Card

Credit Card

Credit Card Type

MasterCard

Credit Card Number

xxxx-3938

Processed Amount

\$240.00

Items	Qty	Price
14 - Permit Technician	1	\$240.00
SKU: 1790E14		
Code Cycle		
2021		
Exam format		
PRONTO (online proctored testing)		
	Subtotal	\$240.00
	Grand Total	\$240.00

For questions about your order, please visit our Customer Service Webpage for helpful information and FAQs along with phone and email contact information if you need further assistance.

Thank you,

ICC

Also, be sure to follow us on Twitter, Instagram, YouTube, Facebook and LinkedIn to stay in the know!





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© Code Council Headquarters: 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001 USA

FFO

STAFFORD POLICE DEPARTMENT

2702 South Main Street Stafford, Texas 77477-5599 PHONE: (281) 261-3950 FAX: (281) 499-9744

Memo M-PD-1942

To: Mayor Ken Mathew and Council Members

From: Richard S. Ramirez, Chief of Police

Date: August 16, 2024

Re: Texas Department of Transportation & Stafford Interlocal Agreement

(FLOCK)

Mayor and Council,

This memo is to reintroduce the Flock Safety agreement that was presented during the November Council Meeting and the City of Stafford and East Fort Bend County Development Authority Interlocal agreement. This agreement was approved by the City Council on January 17th, 2024.

An agreement (Resolution) is now needed with the Texas Department of Transportation also, to allow the installation and operation of Automated License Plate Recognition cameras in the (TXDOT) RIGHT-OF-WAY.

Please let me know if you have any questions.

1 8 Pig

RSR:rbc

FFOR

STAFFORD POLICE DEPARTMENT

2702 South Main Street Stafford, Texas 77477-5599 PHONE: (281) 261-3950

FAX: (281) 499-9744

Memo

To: Richard S. Ramirez, Chief of Police

From: J. Williams, Support Services Captain

Date: August 16, 2024

Re: Texas Department of Transportation & Stafford Interlocal Agreement (Flock)

Chief,

This memo is to reintroduce the Flock Safety agreement that was presented during the November Council Meeting and the City of Stafford and East Fort Bend County Development Authority Interlocal agreement. This agreement was approved by the City Council on January 17th, 2024. An agreement (Resolution) is now needed with the Texas Department of Transportation also, to allow the installation and operation of Automated License Plate Recognition cameras in the (TXDOT) RIGHT-OF-WAY.

Please let me know if you have any questions or require further details.

Respectfully,

J. Williams Jr./Support Services Captain

RESOLUTION NO
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, APPROVING A MULTI-USE AGREEMENT BETWEEN THE TEXAS DEPARTMENT OF TRANSPORTATION AND CITY OF STAFFORD FOR LAW ENFORCEMENT EQUIPMENT RELATING TO LICENSE PLATE READERS AND AUTHORIZING THE MAYOR TO EXECUTE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council of the City of Stafford, Texas, hereby approves a multi-use agreement for law enforcement equipment by and between the City of Stafford and the Texas Department of Transportation (TxDOT) relating to license plate readers, a copy of such agreement which is attached hereto as Exhibit "A" and incorporated herein by reference.

PASSED, APPROVED, AND RESOLVED this 18th day of September, 2024.

	Ken Mathew, Mayor	
ATTEST:		
Roxanne Benitez, City Secretary		

EXHIBIT A



MULTIPLE USE AGREEMENT

STATE OF TEXAS	§				
COUNTY OF TRAVIS	§				
THIS AGREEN	MENT made by the	State of Texas by an	d hetween ti	he Teyas D	enartment of
Transportation, hereina				ne rexas b	cpartment of
CITY OF STAFFORD		, hereinafte		TY OF STA	FFORD ,
party of the second par	t, is to become effe				
		WITNESSETT			
		WITNESSETH			
WHEREAS, on the	9 18 day c	of September	er	, 20 24	, the governing
oody for the CITY OF	STAFFORD ente	red into Resolution/C	ordinance No).	
nereinafter identified by	reference, authoris	zing the CITY OF S	TAFFORD	's participa	tion in this
agreement with the Sta		· · · · · · · · · · · · · · · · · · ·			
9	251 5017				
WHEREAC	CITY OF STAFI	EORD has assessed	-141 04-4-1		4 Table 940
	7	FORD has requeste			
maintenance and opera	ation of a public	AUTOMATIC LIC	CENSE PLA	TE READE	R
on the highway right of	way, (ROADWAY	SEE ATTAHCED	CONTRO	L SECTIO	NNO:0027.
General description of	area including eith	er the control number	or GPS coo	ordinates.)	11027.
					0007
shown graphically by th	e preliminary conc	entual site plan in Evi	wihit "A" and	haina mara	caccifically
					100
described by metes and	i bounds of Exhibit	B, which are attache	ed and made	e a part her	eof; and

WHEREAS, the State has indicated its willingness to approve the establishment of such facilities and other uses conditioned that the CITY OF STAFFORD will enter into agreements with the State for the purpose of determining the respective responsibilities of the CITY OF STAFFORD and the State with reference thereto, and conditioned that such uses are in the public interest and will not damage the highway facilities, impair safety, impede maintenance or in any way restrict the operation of the highway facility, all as determined from engineering and traffic investigations conducted by the State.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

1. DESIGN AND CONSTRUCTION

CITY OF STAFFORD will prepare or provide for the construction plans for the facility, and will provide for the construction work as required by said plans at no cost to the State. Said plans shall include the design of the access control, necessary horizontal and vertical clearances for highway structures, adequate landscape treatment, adequate detail to ensure compliance with applicable structural design standards, sufficient traffic control provisions, and general layout. They shall also delineate and define the construction responsibilities of both parties hereto. Completed plans will be submitted to State for review and approval and when approved shall be attached to the agreement and made a part thereof in all respects. Construction shall not commence until plans have been approved by the State. Any future revisions or additions shall be made after prior written approval of the State. Any sidewalks, curb ramps and other pedestrian elements to be constructed, either on site or off site, by the CITY OF STAFFORD shall be in accordance with the requirements of Title II of the Americans With Disabilities Act (ADA) and with the Texas Accessibility Standards (TAS). Elements constructed by the CITY OF STAFFOR and found not to comply with ADA or TAS shall be corrected at the entire expense of the CITY OF STAFFORI

2. INSPECTION

Ingress and egress shall be allowed at all times to such facility for Federal Highway Administration personnel and State Forces and equipment when highway maintenance operations are necessary, and for inspection purposes; and upon request, all parking or other activities for periods required for such operations will be prohibited.

3. PARKING REGULATIONS

Parking regulations shall be established limiting parking to single unit motor vehicles of size and capacity no greater than prescribed for 1½ ton trucks, such vehicles to conform in size and use to governing laws. Parking shall be permitted only in marked spaces.

Parking shall be prohibited when a security threat, as determined by TxDOT, exists.

4. PROHIBITION/SIGNS

Regulations shall be established prohibiting the parking of vehicles transporting flammable or explosive loads and prohibiting use of the area in any manner for peddling, advertising or other purposes not in keeping with the objective of a public facility. The erection of signs other than those required for proper use of the area will be prohibited. All signs shall be approved by the State prior to the actual erection.

5. RESPONSIBILITIES

Timely maintenance, repair and operation of the facility shall be entirely the responsibility of the CITY OF STAFFORD. Such responsibility shall not be transferred, assigned or conveyed to a third party without the advanced written approval of the State. These responsibilities expressly include the timely maintenance and repair of any portion of the facility necessary to comply with the Americans with Disabilities Act. Further, such responsibility shall include picking up trash, mowing and otherwise keeping the facility in a clean and sanitary condition, and surveillance by police patrol to eliminate the possible creation of a nuisance or hazard to the public. Hazardous or unreasonably objectionable smoke, fumes, vapor or odors shall not be permitted to rise above the grade line of the highway, nor shall the facility subject the highway to hazardous or unreasonably objectionable dripping, droppings or discharge of any kind, including rain or snow.

If the State determines that CITY OF STAFFORD has failed to comply with these responsibilities, it will perform the necessary work and charge CITY OF STAFFORD the actual cost of the work.

6. FEES

Any fees levied for use of the facilities in the area shall be nominal and no more than are sufficient to defray the cost of construction, maintenance and operations thereof, and shall be subject to State approval.

- A. Retention Period. The CITY OF STAFFORD shall maintain all books, documents, papers, accounting records and other evidence pertaining to fees collected and costs (hereinafter called the Records). The CITY OF STAFFORD shall make the records available during the term of the Agreement and for four years from the date the Agreement is terminated, until completion of all audits, or until pending litigation has been completely and fully resolved, whichever occurs last.
- B. Audit Report. If fees are collected by the CITY OF STAFFORD for the use of the facility under this agreement, the CITY OF STAFFORI will provide the State an annual audit report detailing the fees collected for the use of the facility and the costs associated with constructing, maintaining, and operating the facility within the same period. If the report shows more fees collected than expenses for the construction, operation, or maintenance of the facility the CITY OF STAFFORD must provide a multiple year plan detailing how the additional revenue will be used for construction, operation, or maintenance of the facility.

7. TERMINATION UPON NOTICE

This provision is expressly made subject to the rights herein granted to both parties to terminate this agreement upon notice, and upon the exercise of any such right by either party, all obligations herein to make improvements to said facility shall immediately cease and terminate and CITY OF STAFFORD shall be responsible for the facility's timely removal at no cost to the State. If the State determines that CITY OF STAFFORD has failed to timely remove the facility, it will perform the necessary work and charge CITY OF STAFFORD the actual cost of the work.

8. MODIFICATION/TERMINATION OF AGREEMENT

If in the sole judgment of the State it is found at any future time that traffic conditions have so changed that the existence or use of the facility is impeding maintenance, damaging the highway facility, impairing safety or that the facility is not being properly operated, that it constitutes a nuisance, is abandoned, or if for any other reason it is the State's judgment that such facility is not in the public interest, this agreement under which the facility was constructed may be: (1) modified if corrective measures acceptable to both parties can be applied to eliminate the objectionable features of the facility; or (2) terminated and the use of the area as proposed herein discontinued.

PROHIBITION OF STORAGE OF FLAMMABLE MATERIALS

All structures located or constructed within the area covered by the agreement shall be fire resistant. The storage of flammable, explosive or hazardous materials is prohibited. Operations deemed to be a potential fire hazard shall be subject to regulation by the State.

10. RESTORATION OF AREA

The CITY OF STAFFORD shall provide written notification to the State that such facility will be discontinued for the purpose defined herein. The CITY OF STAFFORD shall, within thirty (30) days from the date of said notification, clear the area of all facilities that were its construction responsibility under this agreement and restore the area to a condition satisfactory to the State.

11. PREVIOUS AGREEMENTS

It is understood that this agreement in no way modifies or supersedes the terms and provisions of any existing agreements between the parties hereto.

12. INDEMNIFICATION

THE __CITY OF STAFFORD WILL INDEMNIFY THE STATE AGAINST ANY AND ALL DAMAGES AND CLAIMS FOR DAMAGES, INCLUDING THOSE RESULTING FROM INJURY OR DEATH OF PERSONS OR FOR LOSS OF OR DAMAGE TO PROPERTY, ARISING OUT OF, INCIDENT TO OR IN ANY MANNER CONNECTED WITH THE CONSTRUCTION, OPERATION OR MAINTENANCE OF THE FACILITY, WHICH INDEMNIFICATION SHALL EXTEND TO AND INCLUDE ANY AND ALL COURT COSTS, ATTORNEY'S FEES AND EXPENSES RELATED TO OR CONNECTED WITH ANY CLAIMS OR SUITS FOR DAMAGES AND SHALL, IF REQUESTED IN WRITING BY THE STATE TO DO SO, ASSIST THE STATE OR RELIEVE THE STATE FROM DEFENDING ANY SUCH SUITS BROUGHT AGAINST IT. THE INDEMNIFICATION OF THE STATE SHALL EXTEND FOR A PERIOD OF TWO (2) YEARS BEYOND THE DATE OF TERMINATION OF THIS AGREEMENT.

DURING EACH YEAR WHILE THERE IS ANY LIABILITY BY REASON OF THE AGREEMENT CONTAINED IN THIS SUBSECTION OF THIS RESOLUTION, INCLUDING THE CALENDAR YEAR 2024, THE City OF STAFFORD (CITY) SHALL COMPUTE AND ASCERTAIN THE RATE AND AMOUNT OF AD VALOREM TAX, BASED ON THE LATEST APPROVED TAX ROLLS OF SAID ENTITY, WITH FULL ALLOWANCES BEING MADE FOR TAX DELINQUENCIES AND COSTS OF TAX COLLECTION, WHICH WILL BE SUFFICIENT TO RAISE AND PRODUCE THE MONEY REQUIRED TO PAY ANY SUMS WHICH MAY BE OR BECOME DUE DURING ANY SUCH YEAR, IN NO INSTANCE TO BE LESS THAN TWO (2%) PER CENT OF SUCH OBLIGATION, TOGETHER WITH INTEREST THEREON, BECAUSE OF THE OBLIGATION HEREIN ASSUMED.

SAID RATE AND AMOUNT OF AD VALOREM TAX IS HEREBY ORDERED TO BE LEVIED AND IS HEREBY LEVIED AGAINST ALL TAXABLE PROPERTY IN SAID ENTITY FOR EACH YEAR WHILE ANY LIABILITY EXISTS BY REASON OF THE OBLIGATION UNDERTAKEN BY THIS SUBSECTION OF THIS RESOLUTION, AND SAID AD VALOREM TAX SHALL BE ASSESSED AND COLLECTED EACH SUCH YEAR UNTIL ALL OF THE OBLIGATIONS HEREIN INCURRED SHALL HAVE BEEN DISCHARGED AND ALL LIABILITY HEREUNDER DISCHARGED.

No party to this agreement intends to waive, relinquish, limit or condition its general governmental immunity from liability in any way.

Each party agrees and acknowledges that it is not an agent, servant, or employee of the other party and that under this provision each party is responsible only for its own acts and for those of its agents, servants, independent contractors or employees. Such responsibility includes, but is not

limited to any claims or amounts arising or recovered under the "Workers Compensation Law," the Texas Tort Claims Act, Chapter 101, Texas Civil Practice and Remedies Code; or any other applicable laws or regulations, all as time to time may be amended.

Nothing in this agreement shall be construed as creating any liability in favor of any third party against the State and the CITY OF STAFFORD. Additionally, this agreement shall not ever be construed as relieving any third party from any liability against the State. Furthermore, the CITY OF STAFFORD shall become fully subrogated to the State's rights of recovery and shall be entitled to maintain any action over and against any third party who may be liable for damages. The State agrees to execute and deliver instruments and papers and to otherwise do that which is necessary to secure such rights.

13. INSURANCE

The CITY OF STAFFORD, shall provide necessary safeguards to protect the public on State maintained highways including adequate insurance for payment of any damages which might result during the construction, maintenance, repair and operation of the facility.

CITY OF STAFFORD shall include TxDOT as an additional insured by endorsement in CITY OF STAFFORD 's commercial general liability insurance policy. Prior to beginning work on the State's right of way, the CITY OF STAFFORD 's construction contractor shall submit to the State a completed insurance form (TxDOT Form No. 1560) or appropriate certificate of self-insurance and shall maintain the required coverage during the construction of the facility.

14. USE OF RIGHT OF WAY

It is understood that the State by execution of this agreement does not impair or relinquish the State's right to use such land for highway purposes when it is required for the construction or re-construction of the traffic facility for which it was acquired, nor shall use of the land under such agreement ever be construed as abandonment by the State of such land acquired for highway purposes, and the State does not purport to grant any interest in the land described herein but merely consents to such use to the extent its authority and title permits.

15. ADDITIONAL CONSENT REQUIRED

The State asserts only that it has sufficient title for highway purposes. The CITY OF STAFFORD shall be responsible for obtaining such additional consent, permits or agreement as may be necessary due to this agreement. This includes, but is not limited to, appropriate permits and clearances for environmental, ADA and public utilities.

16. FHWA ADDITIONAL REQUIREMENTS

If the Facility is located on the Federal-Aid Highway System, "ATTACHMENT A", which states additional requirements as set forth in the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710, shall be attached to and become a part of this agreement.

17. CIVIL RIGHTS ASSURANCES

The CITY OF STAFFORD, for itself, its personal representatives, successors and interests and assigns, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no persons, on the grounds of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facility; (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (3) that the

or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That if in the event of any breach of the above non-discrimination covenants, the State shall have the right to terminate the agreement and reenter and repossess said land and the facilities thereon, and hold the same as if said agreement had never been made or issued.

18. AMENDMENTS

Any changes in the time frame, character or responsibilities of the parties hereto shall be enacted by a written amendment executed by both parties hereto.

19. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

20. AUDIT

The State may conduct an audit or investigation of any aspect of this agreement. The CITY OF STAFFORD must provide the State with access to any information the State considers relevant to the investigation or audit. The audit can include, but is not limited to, any contract for construction or maintenance of any facility or structure authorized by this agreement or any contract to provide a service to the CITY OF STAFFORD if that service is authorized by this agreement.

21. AUTHORITY OF STATE AUDITOR

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

22. NOTICES

All notices required under this agreement shall be mailed or hand delivered to the following respective addresses:

STATE (Mailing Address)	(Name of other party) (Mailing Address)
Texas Department of Transportation	CITY OF STAFFORD
Maintenance Division	CITY OF STAFFORD
125 East 11th Street	2610 S. MAIN
Austin, Texas 78701-2483	STAFFORD, TEXAS 77477

23. TIMELY PAYMENT

When required by any provision of this agreement requires a payment to be made to the State, the other party hereto shall within thirty (30) days from receipt of the State's written notification pay the State for the full cost of repairing any damages to the highway facility which may result from the other party's construction, maintenance, repair or operation of the facility.

24. WARRANTS

The signatories to this agreement warrant that each has the authority to enter into this agreement on behalf of the party represented.

List of Attached Exhibits:

Exhibit A - General Layout

Exhibit B - Metes and Bounds Description

Exhibit C - Approved Construction Plans

Exhibit D - Certificate of Insurance (TxDOT Form 1560)

Exhibit E - Attachment A (FHWA Additional Requirements)

CITY OF STAF								24	, and	the
State on the										
	CITY OF ST	ΓAFFORD			uted and		oved	for		
(By:	Name of o	ther party)		effect and	portation C t of activatir establishe	ng and/o d polic	r carry ies o	ing ou r wor	t the o	rders, ograms
Бу	Sign	nature			ofore appro portation C			rized k	by the	lexas
Printed Name				Ву:	Dire	ctor, Ma	aintena	nce D	ivision	
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				APPR	OVAL RE	COMME	NDED	:		
Contac	t Office and	d Telephone N	0.							
						District	Engin	eer		
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						D	ate			

ATTACHMENT A

Inasmuch as this project is on the Federal-Aid highway system, the following additional requirements as applicable with the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710.105.

- 1. Any significant revision in the design or construction of the facility shall receive prior approval by the Texas Department of Transportation subject to concurrency by the FHWA.
- 2. Any change in the authorized use of real property interest shall receive prior approval by the Texas Department of Transportation subject to concurrence by the FHWA.
- Real property interest shall not be transferred, assigned or conveyed to another party without prior
 Texas Department of Transportation approval subject to concurrence by the FHWA.
- 4. This agreement will be revocable in the event that the real property interest facility ceases to be used or is abandoned.

EXHIBITE

TO: Mayor and City Council

FROM: Susan Ricks

DATE: September 4, 2024

RE: Approval Swim Team Pool Rental

Houston Synchro Stars Swim Team

This was approved at the City Council Meeting on August 21,2024. Due to their board changing I have updated their contract with the new information.

Houston Synchro Stars Swim Team is requesting to rent the pool for the 2024-2025 season. They have rented the pool in the past. They are requesting to use the pool August 2024 – August 2025.

Bridgette Begle with Olson & Olson has reviewed and approved the contract.

I am asking for approval for them to rent the Stafford City Pool.

Thank you for your consideration. Susan Ricks

RESOLUTION NO
A RESOLUTION OF THE CITY OF STAFFORD, TEXAS APPROVING A LICENSE AGREEMENT BETWEEN THE HOUSTON SYNCHRO STARS AND THE CITY OF STAFFORD FOR USE OF THE STAFFORD CITY POOL AND AUTHORIZING THE MAYOR TO EXECUTE.
* * * * * *
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:
Section 1. The City Council hereby authorizes the Mayor to enter into a license
agreement with the Houston Synchro Stars for use of the Stafford City Pool in
accordance with the terms and conditions set forth in the agreement attached hereto as
"Exhibit A" and incorporated herein for all purposes.
PASSED, APPROVED, AND RESOLVED this the 18 th day of September, 2024.
Ken Mathew Mayor
ATTEST:

Roxanne Benitez City Secretary

EXHIBIT A

LICENSE AGREEMENT

STATE OF TEXAS

0000

COUNTY OF FORT BEND

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This License Agreement ("Agreement") is entered into by and between the City of Stafford, Texas ("City"), a home rule city located in Fort Bend and Harris Counties, Texas, and the Houston Synchro Stars, a non-profit organization and a 501(c) (3) public charity affiliated with United States Swimming operating in Fort Bend County, Texas ("Houston Synchro Stars").

WITNESSETH:

WHEREAS, the City owns and operates a municipal swimming pool located at 3355 Constitution, Stafford, Texas 77477 (the "Stafford City Pool"); and

WHEREAS, the Houston Synchro Stars desires to use the Stafford City Pool to train its swimmers; now, therefore,

FOR AND IN CONSIDERATION of the mutual obligations and benefits to be derived hereunder, the City and the Houston Synchro Stars agree as follows:

- 1. <u>Premises/Time for Use</u>. In exchange for the payments to be made hereunder by Houston Synchro Stars to the City, the Houston Synchro Stars shall have nonexclusive use of the Stafford City Pool, including showers, locker rooms, and storage areas, during the time periods and in the manner set forth in Exhibit "A" attached hereto and incorporated herein for all purposes.
- 2. <u>Deposit</u>. A security deposit in the amount of \$500.00 shall be due and payable to the City prior to the first day of use of the Stafford City Pool. If Houston Synchro Stars returns the premises to its original condition, wear and tear excepted,

and all payments required hereunder for the use of the pool have been paid in full, the security deposit shall be refunded within ten (10) working days after the termination of this Agreement.

3. <u>Compensation</u>. In exchange for the nonexclusive right to use the Stafford City Pool during the time periods and in the manner specified in exhibit "A," the Houston Synchro Stars shall pay to the City at its offices located at 2610 South Main, Stafford, Texas 77477:

The sum of \$3.25 per lane per hour, payable in advance of the month to which the fee applies.

- 4. <u>Term.</u> The term of this Agreement shall commence on August 21, 2024, and shall terminate on August 21,2025; provided, however, Houston Synchro Stars may terminate this Agreement effective the last day of any month prior to August 30, 2025, by delivering to the City, by certified mail, return receipt requested, written notice of its intent to terminate at least thirty (30) days prior to the effective date of such termination.
- 5. <u>Indemnification</u>. The Houston Synchro Stars agrees to indemnify, defend, protect, and hold harmless the City, its officers, agents, representatives, and employees from and against all claims, demands, losses and expenses, including court costs and reasonable attorneys' fees, losses and liabilities and causes of action of every kind and character on account of illness or injury to persons, including death, or loss of or damage to property which may in any way result from, grow out of, or arise in connection with the use of the Stafford City Pool under this Agreement where such illness, injury, death, or loss or damage is caused, or alleged to have been caused, in whole or in part by the negligent act or

omission or any willful wrongdoing of the Houston Synchro Stars, its officers,

directors, agents, representatives, or employees.

6. Insurance. The Houston Synchro Stars shall at all times maintain general

liability insurance, including contractual liability insurance, and workers' compensation

insurance in amounts as required by State law covering its employees and the activities

contemplated by this Agreement, including the indemnification requirements. The City

of Stafford, its officers and officials shall be named additional insureds on the general

liability policy.

7. Notices. All notices which the parties hereto may be required, or may

desire, to serve on the other shall be in writing and shall be served by personal delivery,

by facsimile with confirming copy sent by mail, or by depositing the same with the U.S.

Postal Service, certified mail, postage prepaid, return receipt required, and addressed to

the respective party at the addresses set forth below. The addresses stated shall be

effective for all notices to the respective parties until written notice of a change of

address is given pursuant to the provisions hereof.

If to the City:

Ms. Susan Ricks Director of Recreation City of Stafford

2610 South Main Stafford, Texas 77477

Ph:

281-208-6902

If to the Houston Synchro Stars

Huy Hua

Board Member and Treasurer

Houston Synchro Stars

5523 Beacon Spring Lane

Sugar Land, Texas 77479

Mobile: 281-222-7624

Notice given in any other manner shall be effective only if and when received by the

party to be notified. The parties shall have the right from time to time and at any time to

change their respective addresses and each shall have the right to specify as its

address any other address by at least ten (10) days written notice to the other party.

- 3 -

381

- 8. <u>Applicable Law.</u> This Agreement shall be subject to and construed in accordance with the laws of the State of Texas. This Agreement is performable in Fort Bend County, Texas, and venue for any litigation brought under this Agreement shall be in a court of competent jurisdiction in Fort Bend County, Texas.
- 9. <u>Authority</u>. Each party warrants and represents that they have the authority to enter into this Agreement and that all approvals or authorizations necessary of the City Council of the City or the Board of Directors of the Houston Synchro Stars have been duly obtained.
- 10. <u>Severability</u>. The provisions of this Agreement are severable, and if any word, phrase, clause, sentence, paragraph, section or other part of this Agreement or the application thereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such word, phrase, clause, sentence, paragraph, section or other part of this Agreement to other persons or circumstances shall not be affected thereby, unless the parties hereto mutually agree that the purposes of this Agreement are frustrated.

Executed as of the _21st _____ day of August _____, 2023, but effective as of August 21, 2024.

CITY OF STAFFORD, TEXAS

	Ken Mathew, Mayor
	Date:
ATTEST:	
Roxanne Benitez, City Secretary	
	Houston Synchro Stars
	Ву:
	Printed Name: Huy Hua
	Its: Board Member and Treasurer_
ATTEST:	
Ву:	<u> </u>
Printed Name:	_

lts:_____

RESULUTION NO				
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF STAFFORD AND HOUSTON COMMUNITY COLLEGE SYSTEM REGARDING SMETV SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE.				
* * * * *				
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:				
Section 1. The City Council hereby approves the Mayor to execute the memorandum of				
understanding, between the City of Stafford, Texas and Houston Community College				
System for SMETV Services. as described and set forth as "Exhibit A", attached hereto,				
and incorporated herein for all purposes.				
PASSED, APPROVED and RESOLVED this the 18th day of September, 2024.				
Ken Mathew, Mayor				
ATTEST:				

Roxanne Benitez, City Secretary

EXHIBIT A

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF STAFFORD AND HOUSTON COMMUNITY COLLEGE SYSTEM RE. SMETV SERVICES

This Memorandum of Understanding ("MOU") is entered into as of the 18th day of September, 2024 (the "Effective Date") between City of Stafford, Texas ("City"), a home rule municipality, and Houston Community College System ("HCC"), a community college system organized under the laws of the State of Texas and headquarted at 3100 Main St., Houston, TX 77002.

RECITALS

WHEREAS, City and HCC agree that Master Control for SMETV will be maintained at City Hall;

WHEREAS, City and HCC both agree that all contract workers with HCC will be paid by the City directly. Don Well will remain a full-time HCC employee, whose salary will be the responsibility of HCC. Don Well will continue to be a liaison with the City including SMETV Stafford news, City meetings, as well as specialty items and live remotes as necessary; and

WHEREAS, City and HCC agree that all shared City and HCC broadcast equipment and laptops will remain accessible and available for use, and storage for said equipment will be divided between City Hall and HCC as needed; and

WHEREAS, City and HCC desire to reach a mutual understanding regarding the jurisdictional boundaries of City and HCC, and the protocols to follow when situations and circumstances arise that require police action; and

WHEREAS, City and HCC agree to act in good faith under the terms of this MOU to ensure the mutual goals of productive communication outreach for the citizens of the City and HCC student success.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and HCC, intending to be legally bound, agree as follows:

I. SCOPE

A. SMETV TO THE CITY

- 1. Informing the citizens of Stafford and other interested parties of the activities of the City's Mayor and City Council, through cablecasting and streaming City Council meetings, special City Events, and special announcements by the Mayor or his designee.
- 2. Informing the citizens of Stafford and other interested parties of Citywide and/or sponsored events, such as parades, festivals, sporting events, ground breakings, commencements, and presentations.
- 3. Informing the citizens of Stafford and other interested parties of emergencies and providing them with vital information pertaining to their safety during such emergencies.
- 4. Informing the citizens of Stafford and other interested parties of local governmental operations, such as road maintenance, city department operations, police, fire, and ambulance services, and other interesting and informative programming about various City activities and day-today operations.
- 5. Providing educational programming covering a wide variety of local business and social activities that inform citizens of Stafford and other interested parties of the benefits of living in the area.
- 6. Providing educational programming covering a wide variety of subjects that may be of general interest and informative in nature to the citizens of Stafford and other interested parties.
- 7. Providing shared programming with HCCTV.

B. SMETV TO HCC

- 1. Providing a collaborative effort for an educational medium for HCC students.
- 2. Providing a public relations venue for HCC to inform and educate the citizens of Stafford and other interested parties about the courses and

activities offered by HCC that may be of interest to them in furthering their educations and/or careers.

- 3. Providing information to HCC staff, faculty and students about local events in Stafford and other interested parties, such as festivals, sporting events, parades, etc., which they may wish to attend.
- 4. Providing information during emergencies about safety and local conditions.
- 5. Providing shared programming with HCCTV.

II. Term

The initial term of this MOU shall begin on the effective date above and continue for a period one (1) year. This MOU shall automatically renew every year unless terminated as prescribed by Section II. The initial term and any automatic renewal term(s) are collectively referred to in this MOU as "Term."

II. <u>Termination</u>

Either party may terminate this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

III. <u>Non-Compliance.</u>

Notwithstanding any provision herein to the contrary, if either party does not comply with any part of this MOU, and the failure to comply is not corrected within thirty (30) calendar days after written notice from the other party, this MOU may be terminated immediately upon written notice from the complaining party.

IV. Liability.

Nothing in this MOU may be construed as creating any personal liability on the part of any officer, director, employee or agent of HCC or City, and the parties expressly agree that the execution of this MOU does not create any personal liability on the part of any officer, director, employee or agent of HCC or City. The parties shall be responsible for their own acts of negligence.

These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party to this MOU. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

V. Notice.

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt request, courier delivery, electronic mail, facsimile or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. All such notices or communications shall be addressed as follows:

If to CITY: City of Stafford

2610 South Main Stafford, Texas 77477 Attn: City Secretary CC: City Attorney Phone: 281-261-3900

If to HCC: Houston Community College

3100 Main Street

Houston, Texas 77002

Margaret Ford-Fisher, Ed.D., Chancellor

CC: Office of General Counsel

Phone: 713-718-5059

Either party may change such address for notice for the party designated to receive such notice by giving advance written notice to the other party as provided in this paragraph.

VI. Relationship of the Parties.

It is understood and agreed that HCC is a separate legal entity from City, and that HCC is not an employee, agent, joint venture, or partner of City. Nothing in this MOU shall be interpreted or construed as creating or establishing the relationship of employer and employee between City and either HCC or any employee or agent of HCC.

VII. Immunity

The execution of this MOU and the performance by either City or HCC of their obligations hereunder do not waive or relinquish any governmental sovereign immunity or any other defense from or to liability or prosecution available to City and HCC, and their trustees, officers, employees, or agents under federal or Texas laws.

VIII. No Third-Party Beneficiaries

Nothing in this MOU shall be deemed or construed to create any third-party beneficiaries or otherwise give any third party any claim or right of action against any party to this MOU.

IX. Governing Law and Venue

This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this MOU shall be in Harris County, Texas.

X. Entire MOU

This MOU and the attached and incorporated addenda or exhibits, if any, contain the entire MOU of the parties relative to the purpose(s) of the MOU and supersede any other representations, MOUs, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

XI. Severability

In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XII. <u>Interpretation</u>

The parties agree that any ambiguities in this MOU are to be construed against the drafter shall not be employed in the interpretation of this MOU.

XIII. Changes and Amendments

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

XIV. Assignment

Neither this MOU nor any rights, duties, or obligations under it shall be assignable by either HCC or City without the prior written acknowledgment and authorization of the other party. Any attempted assignment by either party without the other party's prior written consent shall be void.

XV. No Waiver

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

XVI. Captions

The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not to be considered in the interpretation of any part hereof.

XVII. Counterparts

This MOU may be executed in separate counterparts, each of which when so executed shall be an original, but all such counterparts shall together constitute but one and the same instrument.

XVIII. Waiver

Waiver by any signatory to this MOU of any breach of any provision of the MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under the MOU shall not operate as a waiver of such right. All rights and remedies provided for in the MOU are cumulative.

XIX. Confidential and Proprietary Information

The parties may provide technical information, documentation and expertise to each other that is either (1) marked as being confidential or, (2) if delivered in oral form is summarized in writing within 10 working days and identified as being confidential ("Confidential Information"). The receiving party shall for a period of five (5) years from the date of disclosure (i) hold the disclosing party's Confidential Information in strict confidence, and (ii), except as previously

authorized in writing by the disclosing party, not publish or disclose the disclosing party's Confidential Information to anyone other than the receiving party's employees on a need-to-know basis, and (iii) use the disclosing party's Confidential Information solely for performance of this MOU. The foregoing requirement shall not apply to any portion of a party's Confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party's Confidential Information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such required disclosure shall promptly notify the other party of such intended disclosure in order to allow such party to seek a protective order or other remedy.

XX. Execution.

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such party.

[signatures on following page]

	TNESS THEREOF, CITY andday of		executed	this	MOU	effective	on
CITY	OF STAFFORD						
By:		_					
Name:	Ken Mathew						
Title:	Mayor, City of Stafford, Texas						
Date:		_					
HOUS	TON COMMUNITY COLLEGE	SYSTEM					
By:		_					
Name:	Margaret Ford-Fisher. Ed.D						
Title:	Chancellor, Houston Community C	College					
Datas							



City of Stafford

Budget Clearance Form

Purchase of audio v of \$79,969.00 using		mbers Cameras Project in the amount
Classification of Exper	nditure (check the one that applies) Emergency Critical Very Necessary	Normal Grant Funds - Paid in Advance Grant Funds - Reimbursement
Agenda Date:	9/11/2024	Requested By: R. Frith
Department:	Multimedia	Department Head Approval:
	Bud	get
	Budget Line Item	101-505-561.FR
	Expenditure Required	\$79,969
	Current Budget	\$80,000
	Additional Funding	\$0
×	Funding Source	ARPA
Finance Approval:	Qukashah	9/11/24 Date:
	Mayor's (Comments
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda
Date:		Date: 9/13/24
Rejected by Mayor for Inclusion on Agenda		Date:



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477 (281) 261-3900 • WWW.STAFFORDTX.GOV

To: Mayor Mathew and Councilmembers

From: Robert Frith, SMETV Director

Date: September 11, 2024

Reference: Chambers Camera Project

The Multimedia Department is seeking approval for upgrades to the Council Chambers. This project will be paid for using ARPA Grant funds.

The Multimedia Department recommends that the City enhance the cameras and audio systems in the Council Chambers by purchasing new equipment and installing. As with all technology, there is a lifespan, and our current chambers cameras are aging.

The items for this project include:

- (6) Panasonic integrated PTZ Cameras
- (1) Panasonic Advanced Joystick controller
- (1) Black Magic Production Switcher
- (1) Black Magic Panel (the main operating system for the switcher)
- (1) Presonus 64 Series Audio board
- (2) Panasonic camera wall mounts
- (1) Netgear port switch (where all camera data is centralized)
- Installation of all devices and equipment

This upgrade will give us more confidence in the longevity of our systems as well as more flexibility in how and what we present in the Council Chambers with our cameras, audio, web streaming, and more.

If you need any additional information, please contact me at (281) 261-3916 or rfrith@staffordtx.gov. Thank you for your time and consideration.

Robert Frith

Robert Frith

Director of Multimedia Communications



AVES Audio Visual Systems, Inc. PO BOX 500 Sugar Land, TX 77487 281-295-1300 Fax 281-295-1310

* * Proposal * * to:

STAFFORD CITY HALL ACCOUNTS PAYABLE 2610 SOUTH MAIN STAFFORD, TX 77477

Tel: 281-261-3900

* * Proposal * *

Project Number: 8284

CITY COUNCIL CHAMBERS

Project Site:

9/6/2024

STAFFORD CITY HALL 2610 SOUTH MAIN STAFFORD, TX 77477

Tel: 281-261-3900

Mfr-Part No.	Qty	Description	Unit Price	Extended
		CITY COUNCIL CHAMBERS		
	1	6 PANASONIC AW-HE145KP HDMI/3G-SKI/IP INTEGRATED PTZ CAMERA W/ 20X OPTICAL ZOOM (BLACK)	9,445.00	56,670.00
		1 PANASONIC AW-RP150GJ5 ADVANCED JOYSTICK CONTROLLER REQUIRES POE + POWER SUPPLY	4,718.00	4,718.00
		1 BLACK MAGIC SWATEMSCN2/1ME2/HD ATEM CONSTALLATION SWITC	1,578.00	1,578.00
		1 BLACK MAGIC SWPANELADV2ME20 ATEM 2 M/3 ADVANCED PANEL	5,999.00	5,999.00
		1 PRESONUS STUDIOLIVE 64 64S SERIES III DIGITAL MIXER	3,499.00	3,499.00
		1 PRESONUS NSB 32.16 AVB-NETWORKED 32X16 STAGE BOX	1,247.00	1,247.00
	:	2 PANASONIC FEC-150GMK WALL MOUNT BRACKET FOR AW-UE150	244.00	488.00
		1 NETGEAR GSM4212UX-100NAS POE++ 8 PORT SWITCH	1,155.00	1,155.00
		1 INSTALL AND SET UP LADDER	4,615.00	4,615.00

QUOTE VALID THROUGH 09/27/2024

BUYBOARD 739-24

IMPORTANT! PLEASE NOTE: OUR BANKING INFORMATION HAS CHANGED. Please contact purchasing@avesav.com or call 281-295-1300 for new wiring instructions to update your records.			
Signature:	Date:	Project Total:	\$79,969.00

DIVIDER PAGE



Helping People Communicate! —

REVISED July 29, 2024

Mr. Robert Frith City of Stafford 10505 Cash Road Stafford, TX 77477

RE: Council Chambers AV

Dear Mr. Frith:

Ford Audio-Video Systems, LLC (Ford) respectfully submits for your consideration the attached proposal, which covers the details of the system requirements in the following outline:

- A. Introduction
- B. Description of Work and Responsibilities
- C. Installation Schedule
- D. Equipment List
- E. Cost Summary and Terms
- F. Guarantees and Limitations of Warranty
- G. Training and Documentation
- H. Building Construction and Installation
- I. Acceptance

The proposed systems are based upon our understanding of your requirements as communicated to us during our meetings and conversations. If there are any changes that need to be made, please let us know. We invite you to compare our systems with any other: in quality, price, and professionalism of installation, we are second to none.

This proposal contains confidential pricing, design, and installation information that is proprietary to Ford. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford. Please let me know if any questions arise. I look forward to serving you.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC

FORD AUDIO-VIDEO SYSTEMS, LLC

Doug Hill

Website:

Senior Account Manager

Voice: 713-690-0555 Email: hilld@fordav.com

www.fordav.com

David Shriver Division Manager

David E. Shriver, dr.

Proposal

For

City of Stafford, Stafford, TX

A. INTRODUCTION

This proposal provides a description of the technology incorporated into the systems, lists the major equipment and components, and states the terms, conditions, and responsibilities. Individual components and quantities may be changed, deleted, added, or designated as optional to be added to the system at a future date.

B. DESCRIPTION OF WORK

Ford shall provide and install the following systems for the City of Stafford, Texas (Customer) in their remodel project:

1. THE COUNCIL CHAMBERS

a. EQUIPMENT RACK

- 1) One (1) existing owner furnished equipment (OFE) 44-space equipment rack with fans and power distribution shall remain and be reused to house the AV equipment.
 - a) The Customer is responsible for providing electrical power and a live network drop to the rack location.
 - b) Ford engineer has not inspected or tested any existing OFE cabling. While Ford does not anticipate an issue, if during installation existing OFE cable, including HD-SDI cable, is found to be deficient, Ford shall provide a change order in writing for the replacement of the deficient cable.
- 2) The Customer will remove from the OFE equipment rack any obsolete and/or unneeded AV equipment and associated cables.
- 3) One (1) 24-port PoE++ network switch with one (1) 24-port patch panel shall be provided and installed in the OFE equipment rack to provide AV system signal control, power and communication.

b. VIDEO SYSTEM

- 1) One (1) 20-input x 12-output SDI video production switcher shall be provided and installed in the OFE equipment rack to switch video sources.
- 2) One (1) production control panel with 20 input buttons shall be provided and placed on the existing OFE countertop. The advanced panel shall connect to and control the production switcher.

- One (1) existing OFE Black Magic Design 20x20 routing switcher shall remain and be integrated into the video system. The routing switcher shall provide signal to the production switcher and receive signal from the production switcher.
- 4) One (1) existing fixed position camera at the rear of the chambers, and five (5) existing PTZ cameras shall be removed and handed to the Customer.
- 5) One (1) existing OFE PTZ camera shall be re-installed to the side of the rear mounted exit sign above the doorway to replace the existing fixed position camera.
- 6) Six (6) full HD PTZ cameras with 20x zoom shall be provided and installed in the council chambers in the location of the current cameras, and with an additional back and side camera location.
- 7) One (1) camera controller with integrated touchscreen shall be provided to control the PTZ cameras and recall presets.

2. THE CUSTOMER SHALL BE RESPONSIBLE FOR:

- a. The Customer shall have a representative (one [1] person selected by the Customer) available throughout the installation to make decisions on behalf of the Customer concerning the installation. The purpose is to ensure that communication between the Customer and Ford is accurate and responsive in the event of questions or problems that may arise during installation.
- b. The Customer shall clear the rooms involved in the installation of all activities during the period of installation. Ford will work with the Customer to schedule the installation. Hours or days of work lost by the installation crew due to the inability to work as planned will be charged to the Customer based on the extra labor and expenses required.
 - Ford reserves the right to modify payment terms of this Agreement if equipment is ordered and received by Ford for this project and the project is delayed, postponed, or canceled, for any reason. Ford will invoice the Customer for the equipment that has been received, or any custom ordered items, based on pricing established in this Agreement.
- c. The Customer shall provide a facility that is prepared for the installation of electronic equipment. This includes a clean, dust-free, and air-conditioned environment that is secure and quiet. The Customer is responsible for providing a secure job site and for the cost of loss or damage to audio, video, and lighting equipment delivered by Ford to the job site.
- d. Existing or Customer provided conduit and raceway must be in good condition for use and be sized appropriately for the requirements of the project.

e. Electrical Power

In the event that electrical power is required to be installed or conduit systems are required to support the audio/video systems, it is the responsibility of the Customer, at their expense, to provide complete and adequate electrical power and conduit, unless otherwise noted.

- f. Providing and preparing adequate space for the location of all equipment included in the system. If AV equipment is installed in a finished ceiling or wall, the Customer is responsible for the refinishing.
- g. Providing a clear area with adequate ventilation and air conditioning that maintains a room temperature not exceeding 75 degrees Fahrenheit in all rooms that are occupied by sound/audio/video/lighting equipment racks. Sound, audio, video, and lighting equipment produces heat which must be dissipated by ventilation or air conditioning. Prolonged operation at room temperatures above 75 degrees Fahrenheit will shorten the life of electronic equipment leading to premature failure of components.
- h. The Customer is responsible for the installation and registration of all software on OFE computers. Ford will provide the Customer with the system requirements for Ford provided software, but the Customer is responsible for installing it on the OFE PC's and/or OFE network. All software-related customer support shall be directly provided by the software manufacturer.
- i. Scaffolding or lifts provided by the Customer for use by Ford must meet OSHA safety standards and be satisfactory to meet the needs of the Ford installation personnel. In the event the Customer furnished scaffolding or lifts are unacceptable, Ford will present a change request detailing the additional cost and time extension required to complete the project.
- j. Ford is not licensed for and does not perform any electrical, structural, or mechanical engineering; in addition, Ford does not provide carpentry, painting, masonry, ceiling, or carpet laying work.
- k. The Customer shall advise Ford in writing prior to signing a contract agreement regarding the existence of asbestos in any area that Ford may be required to work. The Ford safety policy does not allow any employee to perform work if any asbestos hazard exists. If asbestos is detected, Ford employees will be removed from the location until the location can be made safe in compliance with OSHA standard (1926.1101). Any incurred expenses related to the stoppage of work will be the responsibility of the Customer.

3. FORD SHALL BE RESPONSIBLE FOR:

- a. Providing line drawings for systems and equipment manuals electronically at no cost
- b. Fabrication and installation of audio/video systems
- c. Providing recommendations for electrical power and conduits, to be provided and installed by the electrical contractor, for the audio, video, and control systems
- d. Installation of low voltage audio and video wiring for systems
- e. Electronic testing of audio systems
- f. Tuning of audio processors
- g. Testing and alignment of video systems

- h. Training
- i. Warranty service
- j. Providing as-built drawings with wire numbers and labels

C. INSTALLATION SCHEDULE

1. Ford will provide system drawings, purchase and fabricate equipment, program control software, and do in-shop testing. The in-shop work will take approximately ten (10) to twelve (12) weeks prior to the beginning of the actual installation at the Customer's facility. Ford estimates the actual on-site installation, test out, and commissioning of this project will take two (2) weeks. The total time required to complete the project is approximately fourteen (14) weeks from agreement execution.

The completion of Ford's work depends upon the facility being secure, dust-free, air-conditioned, and quiet. Due to the ongoing delays in the equipment supply chain, delays in the scheduled installation of AV systems can occur. Ford will keep you informed if scheduling changes become necessary.

2. For Ford to meet the above completion schedule, it is important the Customer warrants there are no interruptions in the availability of the job site for Ford to perform its work. Additionally, a failure of the Customer to respond timely to Ford's written requests for information or Customer-approval of submittals will delay the project. Ford schedules its workforce weeks in advance in order to meet installation completion dates. The Customer shall notify Ford's Project Manager in the event the Customer changes the schedule or the Customer's other contractors fall behind in completing their portion of the work.

D. EQUIPMENT LIST

COUNCIL CHAMBERS

Quantity	Description	Price	Extension
1,000.00	BELD.1695A WIRE,RG6/U,#18,75OHM,PLEN,CATV	1.56	1,560.00
34.00	CABLES & CONNECTORS	33.00	1,122.00
7.00	DATA PANELS & CABLES	40.00	280.00
22.00	MOUNTING HARDWARE	33.00	726.00
17.00	WIRE MANAGEMENT	33.00	561.00
1.00	LEVI.49255-L24 PATCH PANEL,24 PORT,QICKPORT	195.00	195.00
1.00	BLAC.SWATEMSCN2 SWITCHER, ATEM, 2ME, CONS, HD	1,808.00	1,808.00
1.00	BLAC.SWPANELAD2 VIDE, ATEM 2 M/E ADVANCED PANEL	6,567.00	6,567.00
6.00	PANA.AWHE145KJP CAME,PTZ,1080P60,20X,3GSDI,BLK	10,003.00	60,018.00
1.00	PANA.AWRP150GJ5 ACCE,ADV JOYSTICK CAM CONTROLR	4,931.00	4,931.00
6.00	PANA.FEC-150GMK MOUN,WALL,BLK,AW-UE150K&HE130K	269.00	1,614.00
1.00	NETG.AVB4230UP1 SOFT,AVB LIC,M4250-26G4F-POE++	735.00	735.00
1.00	NETG.GSM4230UP 24P POE++ 1440W 1GIG	3,034.00	3,034.00
1.00	OFE BLACKMAGIC VIDEOHUB20X20	.00	.00
		Sub Total	83,151.00

INTEGRATION SERVICES

Quantity	Description	Price	Extension
	DESIGN, ENGINEERING, FABRICATION,		
	PROJECT MANAGEMENT, INSTALLATION, COMMISSIONING, TRAINING AND WARRANTY	26,189.00	26,189.00
		Sub Total	26,189.00
			=======
		Merchandise:	83,151.00
		Integration:	26,189.00
		Other:	.00
		Freight:	.00
		Sales Tax:	.00
			=======
		Total Amount:	109,340.00

E. COST SUMMARY AND TERMS

PROPOSED TOTAL: \$109,340.00

TAXES: No taxes have been included in the project 'Total Amount,' unless specifically shown on

the 'Sales Tax' line. All taxes are the responsibility of the Customer. If a tax is charged to

Ford, the Customer will be responsible for reimbursing Ford for the cost.

TERMS: Ford shall issue monthly progress invoices.

All invoices are due Net 30.

EXTENDED WARRANTY:

In addition to Ford's Standard Warranty, Ford offers a two and three-year extended warranty on the equipment and installation provided by Ford. The same warranty guarantees and limitations described in Section F of the proposal apply. With the purchase of the extended warranty, Ford will perform one (1) pre-scheduled preventative maintenance service call during the second year of the Extended Warranty and another in the third year of the Extended Warranty, if selected. The purpose of conducting this routine preventative maintenance (PM) visit is to check the general operation of the equipment and repair the systems if needed. This PM service call shall be scheduled in advance with the Customer, between 8:00 am and 5:00 pm, Monday through Friday, excluding holidays, and does not include expendable materials used (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.) or system programming.

Year 2 only: Extended Warranty: \$4,105.00

Year 2 & 3: Extended Warranty: \$8,410.00

PRICE:

Additional service needs can be scheduled by emailing service@fordav.com, or by calling 1-800-654-6744.

The Year 2 and Year 3 Extended Warranties for separately priced options have not been included in the Extended Warranty totals above. Upon acceptance, the Extended Warranty for the options can be added by informing your Ford Account Manager.

ALTERNATIVE LEASING:

Leasing options are available. Please contact your Ford Account Manager for more information.

CC: Unless otherwise prohibited by law, a 3% bank interchange fee will be charged for using a credit card for payment.

The price stated above for this project is based upon the complete system being purchased and installed at one time. In the event the Customer selects to purchase less than the total project, delays purchase of any portion of the system, requires that the system be installed in phases, or delays the installation; Ford reserves the right to charge for additional labor, travel, and overhead. The price is valid for thirty (30) days from the date of this proposal.

It is agreed that the estimated duration of Ford's portion of this project is fourteen (14) weeks from the proposal acceptance date. In the event of a delay or extension of time, through no fault of Ford, Ford shall be entitled to receive a change order for the additional cost of overhead and other costs resulting from the delay. In addition, any outstanding Customer unpaid invoices and unbilled costs incurred by Ford shall become due and payable regardless of contract scheduled payments.

COMMENCEMENT OF WORK:

Ford must receive the enclosed contract signed by the Customer and/or a Customer provided and Ford approved purchase order that specifically accepts and includes ALL terms and conditions outlined in this proposal, along with any payment terms and provisions included in this proposal before the agreement will be considered fully accepted and executed by Ford. Receipt of the above-mentioned documents and payments is a condition precedent to Ford's obligation to perform any work contemplated under this contract, including engineering the system, purchasing the equipment and scheduling the work crews for installation. In the event the Customer fails to pay Ford within the terms above, Ford reserves the right to stop work on the project until all payments are received by Ford in accordance with the terms.

CREDIT: This proposal shall not be deemed as accepted by Ford until the executed contract is returned to Ford's Credit Center for final review and acceptance.

CHANGES: Any Customer Change Orders (CCO) must be approved in writing by the Customer prior to execution by Ford and are subject to the credit terms of this Agreement.

NON-SOLICITATION:

The Customer and Ford mutually agree, because of the high cost of training an employee, that neither party shall solicit the employment of any employee of the other party, and shall not employ any employee or any person who was an employee of the other party at any time during the relationship between the parties or for a period of one (1) year following the termination of any relationship between the parties. In the event of a breach of this section, the breaching party agrees to pay the other party an amount equal to the hired employee's annual wages as an agreed upon cost to replace the employee.

F. GUARANTEES AND LIMITATIONS OF WARRANTIES

1. FORD GUARANTEES THE FOLLOWING:

a. Equipment will be new, unless noted otherwise.

2. STANDARD WARRANTY

- a. Equipment and installation provided by Ford in this proposal will be free of defects and will be repaired or replaced, free of charge, for a period of one (1) year from the date of substantial completion or the first date of beneficial use of the system, whichever date occurs first. Substantial completion shall be defined as the point where the work, or designated portion thereof, is sufficiently complete so that the system can be used for its intended purpose.
- b. Equipment and materials provided by Ford that were manufactured by other companies will be warranted under the warranty terms of the original manufacturer.
- c. The warranty does not include or cover expendable materials used with the system installation (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.).
- d. Ford is not responsible for the reliability of systems that communicate using wireless technology. The performance of equipment utilizing wireless communications is inherently unreliable and will experience "dropouts", distortion, and loss of connectivity from time to time. Interference from other forms of radio frequency transmissions, such as radio and television broadcasts, cell phones, and computer wireless networks, is probable, and should be expected.
- e. Ford is not responsible for the performance, testing, or configuration of owner-furnished data networks that are used to transmit audio, video, and lighting program data and control signal data. IP-based videoconferencing systems rely upon data networks that can provide consistent bandwidth for the transmission. Videoconferencing that is transmitted over the Internet is subject to the intermittent and unreliable nature of the public network. In the event that the Customer's network is found to be the cause of defects in the quality of the audio/video signals, is unreliable, or has insufficient bandwidth to support the A/V/L system and Ford's network engineers are required to troubleshoot or configure the Customer's network, the cost of this service will be invoiced to the Customer.

- f. Systems installed by Ford use network protocols to transmit content and data for audio, video, and control. Any modifications to the network, including, but not limited to, firmware updates, readdressing endpoints, or changes in hardware, including replacing audio, video, and control components, can cause the systems to fail. Failures, such as the ones listed, are not warranty issues and therefore not covered under the Ford warranty described herein.
- g. The term "Software" as used in this document includes all editable source files, un-editable compiled files, graphical user interface files and functionality, audio digital signal processor (DSP) files, in whole and in part, produced under the terms of this agreement.

Unless otherwise expressly agreed in writing, all Software created by Ford remains the property of Ford, and the Customer is hereby provided a license to use the Software for this project only. The Software may not be used on any other project, nor used for any purposes outside of this project, nor shared nor disclosed to anyone who is not an employee of the Customer's company without prior approval from Ford.

- h. Procedures such as routine preventative maintenance functions (e.g., keeping filters clean, keeping system environment free from foreign materials, etc.) are the responsibility of the Customer and is not included within this warranty agreement. Failure on the part of the Customer to perform these routine maintenance functions shall void this warranty.
- i. Ford will not be responsible for damages or cost of repairs due to modifications, adjustments, or additions to the system, or changes to the Software performed by personnel not authorized by Ford during the warranty period. Doing so will invalidate the warranty.
- j. Ford may withhold warranty service in the event that the Customer has an unpaid balance due to be paid to Ford.

3. OWNER-FURNISHED EQUIPMENT (OFE):

- a. Ford's intent is to provide a complete system including all equipment. In some cases, the Customer may own equipment which they desire to be included with the installation. Ford identifies this as OFE.
- b. The use of OFE is solely for the convenience of the Customer and is not included in the warranty or guarantee provided.
- c. Ford shall take reasonable care in handling OFE and install it according to standard industry practices; however, Ford takes no responsibility for the operation, performance, appearance, or effects of OFE before, during, or after its integration into the system. Ford reserves the right to accept or reject OFE based on the equipment's service record, or lack thereof, poor condition, or out of date software/firmware. Ford will not accept OFE that is purchased by the Customer to replace equipment that is specified in this proposal.
- d. In the event that OFE does not function properly, Ford shall notify the Customer to determine if the OFE is to be a) repaired, b) an alternate unit provided by the Customer, c) the unit is not to be used, or d) Ford is to provide a new unit. Ford shall provide a cost to the Customer for the work to be done. The Customer will authorize any additional costs to the job.

e. The existing equipment, removed as a courtesy by Ford, that is not being reused, shall be handed over to the Customer. Ford is not responsible for the existing equipment or its condition when received by the Customer.

G. TRAINING AND DOCUMENTATION

1. TRAINING INCLUDED:

- a. Ford will host a training session near the completion of installation. All system users and interested people should attend this training so that all questions can be answered during this training.
- b. During the training, if requested, Ford personnel will attend the initial first use of the system and assist the Customer's operators and users in the operation of the Ford-installed system.
- c. Ford shall provide a training agenda for scheduled training.
- d. Ford shall provide a quick start guide (QSG) for each room type. The QSG is a generic, brief description of how to operate the system. One (1) copy of a laminated document, for each room type, shall be provided to the Customer.

2. ADVANCED TRAINING - OPTIONAL:

Ford is committed to providing the highest quality and most modern training experience possible to its Customers. In addition to the training included with this project, for an additional fee, Ford offers multiple, customizable options to fit the needs of any Customer. The possible programs include:

- a. Ford shall supply a training video consisting of a visual tutorial or tutorials, if multiple room type videos are purchased, that will explain how to operate specific AV systems. This training tutorial, narrated by a Ford trainer, is a self-paced, always-available, online video, viewable on any mobile device which gives the learner a step-by-step process on how to use the technology.
- b. In consultation with the Customer, Ford will develop and execute a custom curriculum and curriculum schedule.
- c. Ford will provide in-person presentation(s), as needed, including presentation materials such as PowerPoint or Prezi presentation.
- d. Ford will develop a custom Orientation & Operations Handbook, which shall include detailed, user-friendly information on solutions, functionality, troubleshooting, curriculum, and other useful reference materials.
- e. The Ford Training Center also highly recommends follow-up training sessions six months to a year following the initial session(s) to ensure that all concepts are anchored and being employed by each user as well as providing opportunities for new employees to receive the same level and style of training existing employees received. The Ford Training Center

will work with customers to develop a long-term training strategy and/or ongoing training curriculum.

- f. Additional materials include documents in electronic format, additional hard and/or laminated copies of Quick-Start Guides and Orientation & Operations Handbooks, as well as digital copies of these curriculum materials.
- g. All training curriculum and components will be developed and executed by a Ford Master Trainer.
- h. The components of the optional training are to be determined by the Customer, Account Manager, and Ford Master Trainer to meet the needs of the Customer. The cost of the additional materials and training is based on the desired program.
- i. Please contact Ford to receive a customized price quote on the Advanced Training Program option.

H. BUILDING CONSTRUCTION AND SYSTEM INSTALLATION

1. VISUAL INSPECTION:

a. This proposal is based upon a visual inspection of the site conditions. It is agreed that some buildings may have inherent design and/or construction that is not visibly recognizable and is outside of normal standard and customary building procedures. If the walls, floors or ceiling are found to be constructed in a manner that wire cannot be pulled or equipment cannot be mounted or otherwise installed without labor or materials in excess of those anticipated by both parties and proposed herein, the Customer agrees to be responsible for any adjustments in the labor and materials required to perform the installation.

2. EXISTING CONDITIONS:

a. Acoustics and Noise

In facilities where Ford is providing a sound or audio system, the Customer is responsible for providing an environment free of ambient noise and excessive reverberation and echoes.

- 1) Typically, ambient noise is created by HVAC systems (Heating, Ventilation, and Air Conditioning), plumbing, or other mechanical systems in the building. In general, Ford recommends that the ambient noise sound pressure level not exceed NC35 (Noise Criteria) or 35 dB A scale.
- 2) Long reverberation times and echoes are normally the result of hard wall, floor, and ceiling surfaces found in some rooms. Typically, Ford recommends that the reverb time does not exceed 1.5 seconds where the primary use is the communication of speech. The production of other types of music may require longer reverberation times. In the event that echoes exist, absorptive or diffusive wall and ceiling panels may be required to eliminate or minimize the detrimental effects of the echoes.

- 3) Ford is not responsible for any costs related to reducing the ambient noise or modifying the acoustics of the Customer's facilities.
- 3. Vibrations caused by HVAC units, pumps, environmental issues (loud adjacent spaces, traffic, airplanes, etc.), or general construction materials and methods, can cause unwanted audio intelligibility issues and image issues with cameras, video projectors, flat panel displays, and direct view LED video wall walls. Issues such as these typically require specialized engineers and contractors and are not the responsibility of Ford.

I. ACCEPTANCE

- 1. The Customer's personnel will be notified by Ford upon completion of the installation.
- 2. Demonstration of system performance will be during the training session.
- 3. Participants at the performance demonstration shall include personnel representing Ford and personnel representing City of Stafford who are authorized to accept the system as complete and make final payment.

This proposal shall not be deemed as accepted by Ford until the executed contract is returned to Ford's Credit Center for final review and acceptance. If a purchase order is required by the Customer, it must be transmitted with the signed install agreement for review and acceptance.

This proposal contains confidential pricing, design, engineering, and installation information that is proprietary to Ford. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford.

We appreciate the opportunity to work with you on this project. If you have any questions or need additional information, please contact me at 713-690-0555.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC

Doug Hill

Senior Account Manager

Jough Hill

Voice: 713-690-0555 E-mail: hilld@fordav.com Website: www.fordav.com

SYSTEM INSTALLATION AGREEMENT

Between

CITY OF STAFFORD

and

FORD AUDIO-VIDEO SYSTEMS, LLC

This is to signify that City of Stafford and Ford Audio-Video Systems, LLC have entered into a contract, in the amount of \$109,340.00, for the purchase and installation of equipment and services described in the attached proposal.

Add Year 2 only Extended Warranty:	\$4,105.00	
OR		Customer Accepts
Add Year 2 & 3 Extended Warranty:	\$8,410.00	Customer Accepts
City of Stafford and Ford Audio-Video Systems each represent to the other that they are authorize		ective signatories to the Agreement
We do both agree to abide by the terms and cor	nditions of this Agreement.	
FORD AUDIO-VIDEO SYSTEMS, LLC	CITY OF STAFFORI	D
Doug Hill Senior Account Manager	Authorized Signature	
David Shriver Division Manager	Printed Name and Titl	le
Date	Date	



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)

Stafford Civic Center stage lighting replacement due to age and not being able to get parts to repair the old lighting. Upgrading to the LED lights to save on energy.

Install 3 Phase 5 conductor Cam Loc panel to the existing 100amp disconnect.

ARPA funnds will cover \$26,000.00 and \$14,338.06 from the 500 accouunt for the total project of \$40,338.06.

Classification of Exp	enditure (check the one that applies) Emergency Critical Very Necessary	Normal Grant Funds - Paid in Advance Grant Funds - Reimbursement
Agenda Date:	9/18/24	Requested By: Susan Ricks
Department:	Civic Center	Department Head Approval:
	Budg	zet
	Budget Line Item	
	Expenditure Required	\$26,000.00 / \$ 14,338.06
	Current Budget	101-530-710.FR / 500-515-566.00
	Additional Funding	
	Funding Source	
Finance Approval	Dukashah	Date: 9/11/24
	Mayor's Co	omments
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda Date: 9113/24
Date:		Date: 9/13/27
Rejected by Mayor for		Date;

TO: Mayor and Council

FROM: Susan Ricks

DATE: September 10,2024

RE: Civic Center Lighting and Electrical Upgrade

I am requesting the upgrade for the stage lights to be upgraded at the Civic Center. The lighting fixtures are not able to get the parts to repair them due to their age. Also the upgrade would also include the lighting to be LED and would be a brighter stage and improve energy cost. These lights have been in the Civic Center the 22 years that I have worked for the City of Stafford.

The upgrade on the on the electrical is to install 3 Phase 5 conductor Cam Loc panel to the existing 100 amp disconnect. This high voltage is need for sound and LED Walls that are brought in by the clients.

The total for this project is \$40,338.06. \$26,00.00 will be out of fund 100-535-710FR and \$14,338.06 will come from fund 500-515-566.00

Please contact me if you have any questions.

Thank you for your consideration.

Susan Ricks

ARPA-SLFRF PROCUREMENT PROCEDURES

Federal Procurement Standards

Use this cover page to provide general information on the purchase. Each procurement type has specific procedures and should be followed. This form must be filled out for <u>all purchases</u> and attached to your PO Requisition. If you have questions/concerns about your project's procurement, contact Grant Manager, Ashley Merchant <u>amerchant@staffordtx.gov</u> or 281-261-3993.

Projec	et Name	e: Civic Center Stage Lights	and Electrical U	ogarde
Depa	rtment:	Civic Center	Staff Contact:	Susan Ricks
Purch	ase Do	lar Amount:	PA) Date of purch	ase: Aug. 29,2024
Purch	ase De	scription: Update the stag	ge lighting for th	e Civic Center.
		scription of the ARPA-funde upport that project.	ed project and ho	w the goods/services being
		Civic Center needs to replain to LED.	ace the current st	age lighting due to the age of
Insta	il 3Phas	se 5 conductor Cam Loc pa	nel to existing 10	Damp disconnect.
ARP	A funds	will cover \$26,000.00 of the	e total project cos	t of \$40,338.06.
Choo	se the <i>N</i>	Method of Procurement that	best suits your up	ocoming purchase.
		\$0 - \$5,000 Micro Purchase	; No quotes/com	petitive bids required
				f 2 quotes required, 1 of which d Business) where available
•		\$50,000 + Sealed Bid		
		\$50,000 + Competitive Prop	posal	
Does :	this pro	ect involve construction or	telecommunicat	ion devices?
		Yes No		
	*If yes,	please contact the Grant Ma	nager for additiona	al requirements.
Keep i •		us contracts are prohibited fo ional Services is not exempt fro		

Ensure women and minority owned businesses are solicited; and

when using federal funds.

Local geographic preferences in the evaluation of bids or proposals are prohibited,

SMALL PURCHASE PROCEDURES

\$5,001 - \$49,999

1. Identify potential sources of goods/services.

Obtain <u>at least two</u> written quotes. If more than \$5,000, one quote needs to be from a Historically Underutilized Business (HUB). Please mark those vendors names with an asterisk (*).

Quote # 1 Vendor Name: Techland Houston/Costume Works

Quote # 2 Vendor Name: Production LAB

Quote # 3 Vendor Name: Techland Houston/Costume Works

Tip: When requesting quotes from vendors, ask for their UEI #. This will avoid having to request them later in the procurement process.

2. Conduct analysis of quotes based on price, quality, delivery time, etc. Briefly describe the analysis below.

Techland Houston gave us the best price for the lighting equipment needed for this project. Additionally they are on Buy Board and we have used this company in the past and were happy with their service.

3. Describe analysis of price reasonableness (prior purchases, price comparisons, etc.)

LED Stage Lighting

- 1. TECHLAND Houston price would be \$33,988.60. This does not include installation but this will be done by our staff. Their BuyBoard # 655-21. Additional money for scaffolding and supplies in the amount of \$3,500.00. The electrical will be done by Staging with a Spin at the rate of \$2,850.00. The total not to exceed \$40,338.06.
- 2. Production Lab complete \$81,203.00 with parts (\$74,703) and labor (\$6,500).
- 3. TECHLAND HOUSTON \$66,209.00 complete with parts and labor.

4.	Select Vendor/Quote. Briefly document below why vendor was selected.			
	Techland Houston gave us the best price for the lighting equipment needed for this project.			
5.	Collect Unique Entity Identifier and Confirm SAM Registration Purchases over \$25,000 are required to document that the vendor is registered on SAM.gov and that the vendor is not debarred, suspended, or excluded from federal funding. When requesting a quote, ask the vendor for their legal name and UEI or TIN number. Using this information, the Grant Manager will confirm registration before Finance issues the PO.			
	Vendor Legal Name: Techland Houston. Com			
	Vendor UEI or TIN: Buy Board #655-21			
6.	Complete the PO Requisition including "Federal Funds – ARPA" in the PO Requisition textbox. After completing the PO Requisition, attach this form to your request. What purchasing instrument will be used?			
	PO & Contract: Services PO: Goods			
7.	Identify a Contract's Administrator. Who from the department should be contacted about the contract? The contract administrator is responsible for ensuring that the contractor meets the performance measures laid out in the contract. Name: Susan Ricks			
	name.			
Do	 cument Management Include in Grant File Completed Small Purchase Procedure Form (this form) 			

Scope of Work Provided to Vendors and Vendor Quotes Received Contract on Services – created by Purchasing and attached to PO

SAM Registration Summary / UEI PO Requisition, Invoices, etc.

.....

Seli | Lightspeed Retail



Bid 1

2420 Center St.

Sulte 100

Houston TX 77007

BUY BOARD # 655-21

QUOTE ONLY

With our own labor

going wi

Stafford Civic Center

U\$

Email

SRicks@staffordtx.gov

one

Quote #1087

30 Jul 2024 12:41pm | Techland Houston

Served by: Jim Register: Jim

15	ColorSource Fresnel V, BLK w/Multiverse Disc: 36%/\$748,80 off	@ \$1,331.20	\$19,968.00
12	ColorSource Spot V w/ EDLT shutter barrel BLK Disc: 36%/\$700.20 off	@ \$1 ,244.80	\$31,200.00 \$14,937.60
12	19° EDLT lens tube BLK Disc; 36% / \$135.00 off	@ \$240.00	\$23,340.00 \$2,88 0.00 \$4,50 0.00
6	Multiverse SHoW Baby Disc: 10%/\$41.78 off	@ \$376.01	\$2,256.07
15	C-Clamp Disc: 10% / \$2.16 off	@\$19.44	\$29 1 .60
33	DMX Cable 5 Pin 10' Disc: 10% / \$1.68 off	@\$15.13	\$499.26 \$554.7 6
2	DMX Cable 5 Pin 25' Disc; 10% / \$3,08 off	@ \$27.68	\$55.35 \$61.5 6
6	Truecon to Edison 10' Disc: 10% / \$2.43 off	@ \$21.87	\$131.22 \$145.8 6
25	True1 to True1 10' Jumper ETC Disc: 100% / \$75.00 off	@ \$0.00	\$ 0. 00 \$4,875.0 0
	Note: Substitute for True1 to Edison at no charge.		
1	Shipping	@ \$350.00	\$350.00
	Subtotal Additional Discount		\$41,369.09 -\$7,389.92
	Total Tax (Texas, 8.25%)		\$8.89
ATOTA	L 127 items		\$33,988.06
ΤΟΤΑ	L SAVINGS		\$30,878.60
TO PA	Y		\$33,988.06
			φου, / ου. ου.



3703 Bee Bayou Lane Sugar Land, TX 77479 +1 7133055733

Estimate

ADDRESS Stafford Civic Center Susan Ricks SHIP TO Stafford Civic Center Susan Ricks SHIP DATE

08/31/2024

ESTIMATE

1004

DATE EXPIRATION 08/12/2024 09/15/2024

DATE

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DATE		DESCRIPTION	QTY	RATE	AMOUNT
E	ETC Sensor 3 (12 Channel)	ETC Sensor 3 (12 Channel)	1	10,500.0 0	10,500.00T
E	ETC ColorSource Fresnel V	ETC ColorSource Fresnel V	15	2,080.00	31,200.00T
E	ETC ColorSource Spot V	ETC ColorSource Spot V	12	1,945.00	23,340.00T
	EDLT Lens Tube (19 degree)	EDLT Lens Tube (19 degree)	12	300.00	3,600.00T
8	Show Baby Multiverse	Show Baby Multiverse	6	425.00	2,550.00T
Γ	DMX Cable (5 Pin) 25'	DMX Cable (5 Pin) 25'	2	31.00	62,00T
	DMX Cable (5 Pin) 10'	DMX Cable (5 Pin) 10'	33	17.25	569.25T
	Powercon - Powercon Jumper (10')	Powercon - Powercon Jumper (10')	25	42.50	1,062.50T
	Stage Pin (M) to Edison (F) Adapter	Stage Pin (M) to Edison (F) Adapter	8	36.25	290.00T
\$	Safety Cable (18")	Safety Cable (18")	27	5.50	148.50T
C	C-Clamp	C-Clamp	27	22.25	600.75T
L	abor for Install and Strike	Prep, Install, and Strike	4	1,625.00	6,500.00T
8	Scaff, Ladder, Lift Charge	Scaff, Ladder, Lift Charge	4	195.00	780.00T
		SUBTOTAL			81,203.00
		TAX			0.00

Accepted By

Accepted Date

417

\$81,203.00

TOTAL

Sell [Lightspeed Retail

WTECHLAND

REAL SEA

Did 3 With labor

2420 Center St.

Suite 100

Houston TX 77007

BUY BOARD #655-21

QUOTE ONLY

Stafford Civic Center

Email

SRicks@staffordtx.gov

US

Quote #981

11 Jun 2024 10:00am | Techland Houston

Served by: Camden Register: TL Projects

Í	24 Channel (12 Module) 120/208 VAC Rack Package (Sensor3);	@ \$40,589.6 0	\$10,389.60
18	ColorSource Fresnel V, BLK w/Multiverse	@\$2,080.00	\$31,200.00
4	Labor: 2 Tech Crew/Day	@ \$1,520.00	\$6,080.00
12	ColorSource Spot V w/ EDLT shutter barrel BLK	@ \$1,945.00	\$23,340.00
1	DMX Cable 5 Pin 25'	@ \$30.75	\$30.75
4	Lifts/Ladders/Scaff	@ \$75.00	\$300.00
1	Multiverse Transmitter 900MHz	@ \$2,558.90	\$2,558.90
16	Source Four Lens tube 19° 7060A2002-K	@\$255.00	\$3,060.00
27	Female Edison to Male Stagepin	@ \$34.59	\$933.93
Note: N	EEDS ELECTRICIAN NOT INCLUDED		
	Subtotal		\$7 7, 893.18
	Additional Discount		-\$11,683,98
TOTAL	77 items		\$66,209.20
TOTAL	SAVINGS		\$11,683.98
TO PAY	,	·	\$66,209.20

PLEASE BE ADVISED OF THE FOLLOWING TERMS:

The validity of the "quoted price" extends for a duration of 30 days. Post this period, adjustments in pricing are necessary, and the availability of equipment must be verified due to supply chain limitations. While the pricing remains guaranteed for 30 days, it's important to note that the shipping of equipment is contingent upon the availability within the supply chain.

Projects will be transitioned to active exclusively upon the reception of a signed copy of this Quote, w/RO.

To acknowledge your acceptance of this Quote, please affix your signature below:

S	igi	าต	tι	ľ	e	

6/11/24, 12:00 PM

	Sell Lightspeed Retail
Printed Name	
Signature	
Printed Name	
PO#	

ELECTRICAL SERVICES IF REQUIRED

Option 1: A district electrician or an approved district vendor will collaborate with Techland Flouston to promptly fulfill the necessary electrical tasks as requested and billed to the district or the campus.

Option 2: Techland Houston will bring in an electrical contrator who will then provide a quote directly to Techland Houston and will be billed with Techlands billed scope of work.

EMERGENCY SERVICE CALLS: Techland Houston is pleased to accept this signed quote as a temporary contract for emergency services in lieu of a Purchase Order. However, it must bear the signatures of both the requesting teacher and the Fine Arts Director.

We sincerely appreciate your cooperation,

Best regards,

The Techland Houston Team!

Staging with A Spin

307 Blossom Terrace Ln.

Rosenberg, TX 77469

318-207-6056

290 08/07/2024

COMMENTS OR SPECIAL INSTRUCTIONS:

Charges for services

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Greg		Susan Ricks Stafford Civic Center			Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Fabricate and install 3Phase 5 conductor Cam Loc panel to existing 100amp disconnect.		2850.00
			erroning-ninang manahanan manahan
		SUBTOTAL	2850.00
	SALES TAX		ALEXANDER PROPERTY OF THE PROP
	SHIPPING & HANDLING		

Make all checks payable to <u>Greg Spinney</u>
If you have any questions concerning this invoice, contact Greg Spinney at 318-207-6056

THANK YOU FOR YOUR BUSINESS!

2850.00

TOTAL DUE



City of Stafford

Budget Clearance Form

Part 1 of 2	Description of Requested Item - (Please attach all supporting docume	ntation)
This is an scope of Network & Wireles FY 2023-2024 bud the project with in The agreement is u	work agreement with Presidio f s Refresh at Stafford Centre. Fu get as a capital asset item. Ryan out from Stafford Centre staff. nder DIR contract # DIR-TSO-4 Begle. (Total Project is \$267,16	nds for this project we Young with the City's 167 and has been revie	re budgeted into the IT Dept is leading
Classification of Expe	nditure (check the one that applies) Emergency Critical Very Necessary	X Normal Grant Funds - P Grant Funds - R	
Agenda Date:	9/18/2024	Requested By:	Bryan Blaum
Department:	Stafford Centre	Department Head Approval:	Susan Ricks 🔏
	Bud	get	
	Budget Line Item	12	2-541-561.00
	Expenditure Required		\$201,207
	Current Budget (available)		\$277,532
	Additional Funding		
	Funding Source		
Finance Approval:	Queshah	Date: 9	/12/24
	Mayora C	Ommonts.	
	Mayor's C	OIMMENTS	
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agen	
Date:		Date:	9/14/24
Rejected by Mayor for Inclusion on Agenda——		Date:	

STAFFORD CENTRE

Memo

To:

Mayor and Council

From:

Bryan Blaurk #Msquared

CC:

Date:

9/5/2024

Re:

Approval of the Statement of Work for Presidio, Inc. Part 1 of 2 (Network & Wireless Refresh)

I am requesting your consideration and approval of a resolution to approve the statement of work from Presidio, Inc. to do a Refresh of the Network and Wireless System at Stafford Centre. This is Part 1 of the project for the switches and access points. (Part 2 of this project is for the necessary cabling.)

The current wireless internet system was designed for small businesses. With the increase in dependence on wireless internet, our clients are in need of connections for large groups (500+ people), a greater number of vendors request connections during consumer market events, and the request for streaming events is increasing. This new system will allow us to accommodate the needs of our clients. It will expand coverage to areas of the building that were previously in "dead spots". It will also add a layer of control that will enhance our network security.

Funds for this project were budgeted into the FY 2023-2024 budget as a capital asset item. Ryan Young with the City's IT Dept is leading the project with input from Stafford Centre staff.

The agreement is under DIR contract # DIR-TSO-4167 Texas Department of Information Resources and has been reviewed by the City Attorney, Bridgette Begle.

Thank you.

RESOLUTION NO				
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, APPROVING AN AGREEMENT WITH PRESIDIO FOR NETWORK AND WIRELESS REFRESH SERVICES AT THE STAFFORD CENTRE, AND AUTHORIZING THE MAYOR TO EXECUTE.				
* * * * * *				
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:				
The City Council authorizes the Mayor to execute an agreement between Presidio and				
the City of Stafford, Texas for Network and Wireless Refresh services, at the Stafford				
Centre, set forth as "Exhibit A", attached hereto, and incorporated herein for all				
purposes.				
PASSED, APPROVED, AND RESOLVED this the 18 th day of September, 2024.				
Ken Mathew, Mayor				

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A



Stafford Centre Network and Wireless Refresh

Statement of Work

City of Stafford

Reference: 1001924009371.1 SOW Date: August 28 2024

Valid for: 60 Days

General Information

Client Name:

City of Stafford

Contact Name:

Ryan Young

Contact Phone:

281-261-3924

Contact Email:

ryoung@staffordtx.gov

Contact Address:

2610 South Main

Stafford TX 77477

Account Manager:

Alvin Cayetano

Account Manager Email:

acayetano@presidio.com

Solution Architect:

Kenneth Gallegos

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Other product and company names mentioned herein may be the trademarks of their respective owners. The scope and pricing are valid for 60 days unless otherwise noted.

1. EXECUTIVE OVERVIEW

1.1. Project Introduction

Presidio is pleased to propose the following solution to City of Stafford ("Client"). This Statement of Work ("SOW") defines the tasks to be performed and the responsibilities of Presidio and Client.

The Professional Services as stated within this SOW are subject to and shall be governed by Presidio's Terms of Service Agreement (https://presidio.com/presidio-terms-of-service-agreement) which are incorporated into and made a part of this SOW by this reference; unless a valid Master Services Agreement ("MSA") between the parties, if any, for professional services has been executed and is in force at the time any SOW is executed; in which case the terms of the Master Services Agreement shall govern to the extent that they are inconsistent with this SOW.

This service agreement is governed by DIR Contract Numbers DIR-TSO-4167 Texas Department of Information Resources.

1.2. Solution and Approach Overview

This document outlines the high-level steps for installing and configuring two Palo Alto 850 firewalls in a High Availability (HA) pair, Cisco Catalyst in Meraki Mode 9300 switches, and Cisco 9166, 9166D1, and 9163 wireless access points (APs).

- Quantity of two (2) Palo Alto 850 Firewalls
- Quantity of two (2) Cisco Catalyst in Meraki Mode 9300-48HX-M Switches
- Quantity of four (4) Cisco Catalyst in Meraki Mode 9300-24HX-M Switches
- Quantity of thirty-one (31) Cisco 9166I Wireless Access Points
- Quantity of three (3) Cisco 9166D1 Wireless Access Points
- Quantity of one (1) Cisco 9163 Wireless Access Points

2. STATEMENT OF WORK

2.1. Services Summary

Service Name	Description	Quantity
Setup and Closeout - NET	Project Kickoff and Closeout Meetings for technical resource	
Status Meeting 30min Weekly Networking	Weekly 30 minute status meeting (per week)	8
Workshop Session, Networking	Design Workshop, remote, copy of notes provided	1
Network Discovery/Design	work Discovery/Design Review existing environment, configuration and document new required design	
Migration Planning and Cutover	g and Cutover Planning for Migration and Cutover from the existing Network to the New Network	
Basic Next Gen Firewall Installation	Basic Next Gen Firewall Installation	2
MS Switch Deployment	Configure 1 Meraki Switch base configuration and add into existing Dashboard. includes Network configuration with customer provided or standard template configuration (2 uplink Trunks, L2, AutoQoS)	6
Testing, Cisco Access Switch/Stack	Perform & document connectivity testing, functional testing of configured features, up to 2 use cases	
As-Built Documentation, basic		
Setup and Closeout- MOB	Project Kickoff and Closeout Meetings for technical resource	1
Status Meeting 30min Weekly Mobility	Weekly 30 minute status meeting (per week)	4
Discovery/Design workshop	Review existing network topology, configuration and document new required design	
Meraki Dashboard - Organization Creation	Create a new Organization in Meraki Dashboard	1
Splash Page	Single Sign On Splash Page	1
Testing Services		
Documentation Time	Documentation Time for design or as-build creation	1
Knowledge Transfer	Knowledge Transfer Session	1

2.2. Services Detail

Location: City of Stafford

Service Name: Workshop Session, Networking

Activity Scope:

Presidio offers half-day design workshops for different service quantities, which are delivered remotely via Webex or a similar screen-sharing/video platform. During the session, the Senior Network Engineer facilitates a discussion on various Network-related topics as required by the engagement. The results of



the session(s) and any outcomes will be documented. Specific workshop topics may be listed beforehand or provided at the start of the session.

Service Name: Network Discovery/Design

Activity Scope:

Presidio will need to evaluate the current network setup and configuration and create a new design plan. Presidio will hold a collaborative session with the Client to identify the crucial components needed for a successful solution.

During the planning workshop the following configuration options will be reviewed:

- QOS services for network and wireless
- Stateful switch over
- Dual Active Detection
- SSO redundancy
- Layer 2 and 3 protocols
- VLAN's
- IPV4 Unicast
- IPV4 Multicast
- AAA
- ISE
- TACACS
- Access Log
- Subnets
- IP Addressing
- Fail Over
- Power
- Cabinet and Rack Units
- Network stack naming convention

Service Name: Migration Planning and Cutover

Activity Scope:

- Detailed network inventory report of existing Brocade switches, including model, configuration, and port utilization.
- Network design document outlining the new topology with Cisco Catalyst in Meraki Mode 9300 switches.
- Configuration plan for replicating current Brocade switch functionalities on the new Catalyst 9300 switches.
- Cutover plan for migrating network traffic with minimal downtime.
- Communication plan to notify all stakeholders of the upcoming cutover and downtime window.
- Post-migration verification and documentation of the new network configuration.
- Failover strategy in case of unexpected issues during the cutover.

Service Name: Basic Next Gen Firewall Installation

Activity Scope:

This engagement aims to help the Client get the most out of security capabilities and investments by planning and executing a Next Generation Firewall implementation. Presidio will provide the right-sized solution for the Client's business needs and reduce the strain on the Client's staff to optimize NGFW implementation and capabilities. The result is a well-planned and accelerated deployment of NGFW technology, adhering to best practices and adding security capability to the Client's security posture. Presidio's NGFW implementation is delivered with consistency and aligned to the Client's desired

Client: City of Stafford Opportunity #: 1001924009371.1 Date: August 28 2024 Title: Stafford Centre Network and Wireless Refresh



outcomes, including day-one protection and adoption. All services include project management from Presidio Project Managers to ensure timely delivery and communication during the execution of the engagement. For each instance of the Base Firewall Configuration(s), Presidio will perform the following services:

- Base Instance Configuration
- Base Interface Configuration
- Basic Routing Configuration

Service Name: MS Switch Deployment

Activity Scope:

Presidio will collaborate with the Client to set up the base configuration for implementing a Merai MS switch into their environment to include:

- · Configuring one (1) Meraki Switch base configuration and adding it to the existing Dashboard
- AutoQoS
- Two (2) uplink ports
- L2 configuration on the access ports

Service Name: Testing, Cisco Access Switch/Stack

Activity Scope:

Presidio will:

 Perform and document connectivity and functional testing of configured features, up to two (2) use cases.

Service Name: As-Built Documentation, basic

Activity Scope:

As part of the Project Deliverables, Presidio may create and provide documentation to you for the products installed or upgraded as applicable. Depending on the solution(s) you choose, this documentation may be delivered as a single document. Various types of documentation are available, including but not limited to the examples listed below. If you require additional or printed documentation, you can request it for an extra fee.

- Basic As-Built documentation
- Detailed Visio Diagram only

Service Name: Discovery/Design workshop

Activity Scope:

Presidio will need to evaluate the current Mobility setup and configuration and create a new design plan. Presidio will hold a collaborative session with the Client to identify the crucial components needed for a successful solution.

- Confirm SSID's for Facility and AP Assignment
- Confirm SSID's required
 - Access Control
 - Encryption
 - Sign On Method
 - Bandwidth limit

Client: City of Stafford Opportunity #: 1001924009371.1 Date: August 28 2024 Title: Stafford Centre Network and Wireless Refresh



- Client IP Assignment
- Client blocked from using LAN
- VLAN tag
- Splash page or none (direct access)

Service Name: Meraki Dashboard - Organization Creation

Activity Scope: Presidio will:

Create a new Organization in Meraki Dashboard.

Included Service Option: Meraki Dashboard - Provision Access Points: Quantity: 1
Included Service Option: Meraki Guest Wi-Fi Base Configuration: Quantity: 1
Included Service Option: Meraki Map AP placement (Up to 50 AP): Quantity: 1

Included Service Option: : Quantity: 1

Service Name: Splash Page

Activity Scope:

1. Project Overview

This project outlines the scope of work for configuring a basic splash page for a single Wi-Fi network (SSID) on a Meraki dashboard. The purpose of the splash page is to:

- Display a welcome message or company information.
- Optionally: Capture user information for guest access (e.g., email address).
- Enforce terms of service agreement before granting internet access.

2. Deliverables

- A basic splash page configured for the designated Wi-Fi network (SSID) on the Meraki dashboard.
- The splash page will include a customizable message and logo (optional).
- Optional: A simple user information capture form for guest access.
- Optional: Configuration for enforcing terms of service agreement acceptance.

3. Project Phases

3.1. Discovery and Planning

- Review Requirements: Discuss and understand the desired content and functionality for the splash page.
- Content Gathering: Collect the text content and logo (optional) to be displayed on the splash page.
- Guest Access: Determine if user information capture is required for guest access.
- Terms of Service: Decide if enforcing a terms of service agreement is necessary.

3.2. Configuration

- Navigate Meraki Dashboard: Access the Meraki dashboard and locate the relevant Wi-Fi network (SSID) configuration section.
- Enable Splash Page: Activate the splash page functionality for the chosen SSID.
- Customize Message: Enter the desired welcome message or company information on the splash page.
- Optional: Logo Upload: Upload a logo (if provided) to be displayed on the splash page.

- Optional: Guest Access Configuration: If user information is required, configure a simple form for guests to enter their email address or other requested details.
- Optional: Terms of Service Enforcement: If enforcing terms of service acceptance is desired, configure the relevant settings within the splash page options.

3.4. Verification and Testing

- · Connect to Wi-Fi: Connect a device to the configured Wi-Fi network (SSID).
- Verify Splash Page: Confirm that the splash page appears upon connecting to the network.
- **Test Functionality:** Test the functionality of the splash page, including displaying the message, logo (if applicable), and user information capture (if enabled).
- Test Terms of Service: If applicable, verify the terms of service enforcement process.

4. Exclusions

- This scope excludes customization beyond basic functionalities offered by the Meraki dashboard splash page options.
- Advanced features like multi-page forms or complex user authentication are not included.
- Ongoing maintenance and updates to the splash page content are not covered under this scope.

5. Project Timeline

The project timeline will be determined based on the complexity of content gathering and configuration needs. A simple splash page with minimal customization can be completed within a short timeframe.

6. Acceptance Criteria

- The splash page is successfully configured for the designated Wi-Fi network (SSID) on the Meraki dashboard.
- The splash page displays the desired message and logo (if applicable).
- Guest access functionality works as intended (if configured).
- Terms of service enforcement is implemented correctly (if applicable).
- The client is satisfied with the functionality and appearance of the basic splash page.

7. Communication and Reporting

Clear communication will be maintained throughout the project. A final confirmation will be obtained from the client before implementing the splash page configuration.

Service Name: Testing Services

Activity Scope:

Presidio will provide half-day Mobility engineering assistance to ensure the installed or upgraded equipment operates correctly, per the agreed solution design.

Service Name: Documentation Time

Activity Scope:

Design or as-built documentation. Service Name: Knowledge Transfer

Activity Scope:

After the installation is completed, our Presidio engineer will provide up to two (2) hours of product knowledge transfer. This additional time is meant for the Client to ask any questions related to the task at hand and gain a deeper understanding of how the technology works and its application in this specific deployment. It's important to note that this knowledge transfer should not exceed two (2) hours as it may impact the project timeline and scope. Any further training beyond this will require additional classroom instruction.

ENGAGEMENT INFORMATION

3.1. Resources

Presidio approaches project execution from a skills-based perspective. Our Execution Team comprises individuals with specific skill sets that will be utilized at different times during a given project. This allows us to provide a very specialized workforce to the Client and utilize the appropriate resources for the task required. The Project Manager will distribute contact information for the project team personnel.

The following Presidio resources will be engaged in this project:

Resource Name	Practice	
Architect	Mobility	
Network Eng - Sr.	Networking	
Project Manager - Sr.	PPM	
Security Eng	Security	
Wireless Eng - Sr.	Mobility	

3.2. Locations

All services outlined in this SoW will be performed and delivered remotely unless otherwise specified. Services described in this SoW may be performed or will impact the following locations.

Location	Address	City State ZIP	
City of Stafford	10505 Cash Rd	Stafford, TX 77477	

3.3. Training and Knowledge Transfer

Knowledge Transfer sessions provided during the engagement are informal sessions. Our engineers share their knowledge as they work through various tasks related to the project and at the time the tasks are performed. These sessions will be conducted in a manner that does not slow down the pace of work or distract the engineers. They are not dedicated Knowledge Transfer sessions.

If formal or dedicated training sessions are included in the scope, they will be listed in the Services Summary table of this SOW.

3.4. Outcomes and Deliverables

Documentation may be created by Presidio and provided as part of the Project Deliverables. Some of these deliverables may be delivered as a single document. The specific documentation to be provided depends on your chosen solution(s); several example documentation Items are listed below.

Additional documentation and/or printed documentation is available upon request for an additional cost. Deliverable documentation may be delivered via email, uploaded to a portal, or provided on physical media, and it may be provided in either an encrypted or unencrypted format. For any documentation provided, it shall be reviewed and approved by the Client in accordance with the following procedure:



- If a written list of requested changes is received within five (5) business days, the Presidio Project
 Team will make the agreed-upon revisions and will, within five (5) business days, re-submit the
 updated version to the Client.
- At that time Client has five (5) business days to review and request changes for the final
 document. If no written response is received from the Client within five (5) business days, either
 accepting or requesting changes, then the deliverable material shall be deemed accepted.

3.5. Service-Specific Documentation or Outcomes

Setup and Closeout - NET

Status Meeting 30min Weekly Networking

Workshop Session, Networking

Network Discovery/Design

Migration Planning and Cutover

Basic Next Gen Firewall Installation

MS Switch Deployment

Testing, Cisco Access Switch/Stack

As-Built Documentation, basic

Setup and Closeout- MOB

Status Meeting 30min Weekly Mobility

Discovery/Design workshop

Meraki Dashboard - Organization Creation

Splash Page

Testing Services

Documentation Time

Knowledge Transfer

4. PRESIDIO PROJECT MANAGEMENT (PPM)

4.1. Project Management Scope

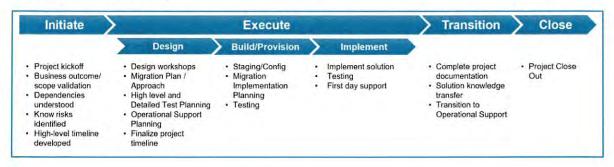
Presidio will provide a Project Manager (PM), who will be a single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the timely completion of the scope, schedule, and budget utilizing Presidio's Project Management Method.

Included in our standard Project Management offering for this engagement are the following:

- · Remote kickoff meeting
- Planning and design session facilitation
- Deliverable/milestone tracking (High-Level Plan)
- Resource scheduling and oversight
- Escalation facilitation
- Working calls as required
- · Regularly scheduled status meetings
- · Agenda, meeting minutes, and risk/issue/action item tracking
- Scope/Budget Management
- Project closeout

4.2. Methodology

Presidio's Engagement Delivery Method incorporates best practices from our extensive experience as Digital System Integrators. The method is prescriptive while being flexible and customized for each client's specific needs based on the specific scope of work. This allows Presidio to right-size the approach to be flexible and efficient while maintaining an appropriate structure and governance to deliver the business outcome effectively.



4.3. Escalation Path

Client experience is of the utmost importance to Presidio. If a Client feels the need to escalate an issue or concern at any time, please consider the escalation points and options described below.

Level 1

Confidential and Proprietary Page 11 of 17



Account Manager – Client's first point of escalation is always their Account Manager. The AM can facilitate additional escalation if required and coordinate meetings between the required people within Presidio and the Client in order to resolve any issues swiftly.

Project Manager – For projects that include Project Management, the Project Manager is an escalation point for any concerns or questions.

Practice Manager – For technical issues, the Service Delivery team will reach out to the manufacturer's support avenues within one hour of identifying an issue. If an additional technical escalation is warranted, the Presidio Practice Manager will be contacted after that time.

Level 2

Program and Project Management (PPM) Team Lead – If Client is not satisfied with the response from the Level 1 escalation, the PPM Team Lead would be the next level of escalation for any and all issues associated with the project scope and would own the management of the issue to resolution including technical and non-technical related concerns.

Service Delivery Director – For technical issues specifically, if the issue is not resolved within an hour, the Service Delivery Director will be contacted for additional escalation and action.

For technical issues escalated by the Delivery Team, the Service Delivery Director will:

- Contact and speak with the Client via phone to explain the status.
- · Develop a plan of action.
- · Communicate the plan of action status and completion to Client.
- Contact the Operations team, as required, to request additional resources, as required, in order to execute the plan of action.

Level 3

Program and Project Management Services (PPM) Director – for projects that include Project Management, the PPM Director is the third escalation point for any technical or non-technical concerns or questions.

Services Vice President – if the issue or concern cannot be addressed or resolved within Level 1 or Level 2 of the escalation process, the issue will be raised to the executive level for visibility and resolution.

4.4. Project Change Request Process

Any Items that are determined to be outside of this Scope of Work and deliverables defined must be submitted with a Project Change Request Form. No work outside of this Scope of Work will be undertaken without written approval and processing of a Project Change Request.

In the event that both Presidio and Client agree to a change in this Statement of Work, a written description of the agreed-upon change will be prepared using a Project Change Request (PCR) form, which both parties must sign. The PCR form will be used to describe the change, the rationale for the change, and to specify any change in the scope, schedule, or budget.

The terms of a mutually agreed upon Change Authorization will prevail over those of this Statement of Work or any previous Change Authorization.



Modifications in project scope including, but not limited to, the following will require a Project Change Request:

- Client-requested changes in outcome, approach, features, or capabilities.
- Additional required tasks discovered through the planning and design review but not mentioned in this SOW or changes to the design after the signoff of the design phase and/or during the implementation phase.
- Upgrade, modification, or repair of equipment or applications to effectively deploy this scope.
- Changes required to existing infrastructure components, not called out in this Statement of Work, including patching and/or reconfiguration.
- Remedial work to resolve issues that existed before the installation (bad cables, lost passwords, third-party solutions, and so forth).
- Defective equipment provided by the Client and integrated into the solution requiring additional diagnostic troubleshooting and/or remediation.
- Troubleshooting issues due to Client changes to configurations made "after" releasing the system
 or "after" a specific milestone completion in a multi-site phased deployment.
- Delays due to issues relating to site preparation that result in delays to the project.
- Delays in responding to scheduling requests, acceptance requests, and requests for information.
- Insufficient notice of a schedule change. If 24-hour notice is not provided, charges may be applied.

4.5. Technical Support after Completion

For non-critical support, including system expansion options, assessments, audits, and related services, or services that are not covered by a support contract with Presidio or another vendor, Presidio offers a variety of options, including Fixed Fee, Hourly Rate, or Daily Rate options. Pricing for these services is not included in this Statement of Work.

Managed Services Clients

Technical support for the solution implemented within the scope of this SOW can be obtained by:

- calling 800-494-0118
- sending an email to presidio@servicenow.com

Non-Managed Services Clients

Vendor's (such as Cisco or EMC) Support Center or Technical Assistance Center (TAC) is the vehicle for all support.

These Vendor Support Centers provide 7x24 support on all hardware and software, including replacement parts, software patches and updates, and configuration assistance.



5. ASSUMPTIONS & RESPONSIBILITIES

Presidio makes the following assumptions and has identified the following Client responsibilities in developing this Statement of Work. These assumptions and responsibilities serve as the foundation on which the project estimate, approach, and timeline were developed. By signing this SOW, Client agrees that these assumptions and responsibilities are correct and valid. Any changes to the following assumptions and responsibilities must be processed using the Presidio Change Management Process and may impact the project duration and labor requirements.

5.1. Engagement Assumptions

The following project assumptions are made and will be verified as part of the engagement:

- Client has read and agrees with all Items contained or omitted within this Statement of Work.
- This SOW supersedes any previous scope discussion or agreement, including "Solution or Vision Decks," PowerPoint proposals, emails, or verbal communications.
- All Presidio activities will take place during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) unless noted as "Off Hours" in this SOW.
- Any Items or tasks not explicitly listed as in-scope within this SOW are considered to be outside
 of the scope and not associated with this SOW and price.
- If integration of the product is performed at a Presidio facility, then transfer of ownership (acceptance) occurs upon the receipt and integration of goods at Presidio, regardless of shipment, as manufacturers will not accept returns of opened products.
- Presidio will not be held responsible for troubleshooting networks, applications, and/or hardware if
 Client has no formal change management documented processes and policies.
- Presidio may engage subcontractors and third parties in performing a portion of this work.
- Presidio will not make changes to the configuration of any network equipment after it has been installed and successfully tested.
- Some activities included in this project may be performed on Presidio's premises.
- Not all features or functions of the installed system are included in the scope of this engagement.
- Presidio reserves the right to modify the approach outlined within this SOW if it does not alter the timeline or overall outcome of the engagement.
- Presidio will configure the systems outlined within this Statement of Work with a unique set of
 authentication credentials unless otherwise provided by the Client. Upon the completion of the
 engagement, Presidio will provide Client with all usernames, passwords, and additional
 authentication information that were implemented during the engagement. Presidio strongly
 recommends that these credentials be changed upon the completion of the engagement.



5.2. Client Responsibilities

The following Items are listed as responsibilities of Client for this engagement. Client is responsible for performing the Items and activities listed in this section or arranging for them to be performed by a third-party if appropriate.

- Provide a single Client point of contact with the authority and the responsibility of issue resolution
 and the identification, coordination, and scheduling of Client personnel to participate in the
 implementation of the SOW. Without a single Client point of contact, a Project Change Request
 may be required for the additional effort by Presidio.
- Be responsible for having in place active manufacturer support contracts on all devices that are the subject of this SOW.
- · If on-site services are required and authorized, Client will:
 - Provide all required physical access to Client's facility (identification badge, escort, parking decal, etc.), as required by Client's policies.
 - Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
- If system access is required:
 - Provide all required functional access (passwords, IP address information, etc.), as required for Presidio to complete the tasks.
 - Provide high-speed access to the Internet for verification of device support requirements and for software downloads.
 - Provide VPN remote access for troubleshooting and configurations related to the project, as necessary. Utilizing Webex, Microsoft Teams, or other similar screen sharing/meeting technology as opposed to independent VPN access or virtual desktop is out of scope. If there is no other option, Presidio will issue a Change Request to add additional funds to the project to accommodate the increase in time and effort.
- Provide required and requested documentation or information needed for the project within two (2) business days unless otherwise agreed to by all parties.
- Provide Presidio with access to their systems, appropriate processes, and personnel as reasonably necessary for Presidio to fulfill its obligations.
- Participate in all working sessions as required to ensure the success and efficacy of the services rendered.

Title: Stafford Centre Network and Wireless Refresh



6. PRICING

Presidio is providing a Fixed Fee Price of \$30,500.00 as part of this Statement of Work.

If Client delays the project start or delays work on a subsequent milestone, Client must give Presidio written notice of delay no less than two weeks before work was scheduled to begin. If Client does not give adequate notice of the delay, Client may be liable to pay an amount equal to the milestone to be delayed based on the Project Pricing section below.

If Client pauses work during the achievement of a milestone, Client will be liable for paying a prorated fee for services rendered against the milestone. Presidio will immediately bill Client an amount equal to the services rendered against the milestone.

A pause or delay in the project may result in temporarily or indefinitely losing allocated resources, depending on resource availability when work resumes.

Presidio will bill Client as shown in the table below.

Invoicing Item	Invoice Amount
Project Initiation	\$6,100.00
Execution Completion	\$19,825.00
Project Completion	\$4,575.00

6.1. Additional Expenses

There are no anticipated travel or incidental expenses to be incurred by Presidio in association with the execution of this Statement of Work, and therefore, no expenses will be billed to Client.

Client: City of Stafford Opportunity #: 1001924009371.1 Date: August 28 2024 Title: Stafford Centre Network and Wireless Refresh

PRESIDIO"

7. APPROVAL SIGNOFF

The use of signatures on this Statement of Work ensures agreement on project objectives and the work to be performed by Presidio.

Presidio's signature signifies our commitment to proceed with the project as described in this document. Please review this document thoroughly, as it will be the basis for all work performed by Presidio on this project.

This Statement of Work is valid for a period of 60 days from the date that this Statement of Work is provided by Presidio to Client unless otherwise agreed to by both parties.

City of Stafford		
Signature	Dete	
Signature	Date	
Printed Name		
Presidio		
Signature	Date	
Printed Name & Title		

Confidential and Proprietary Page 17 of 17

PRESIDIO.

QUOTE:

2003224405802-05

DATE: PAGE: 08/29/2024 1 of 2

TO:

City of Stafford Ryan Young 2610 South Main Stafford, TX 77477

ryoung@staffordtx.gov (p) 281-261-3924 (f) (281) 261-3994

FROM:

Presidio Networked Solutions Group, LLC Daniel Guzman 10415 Morado Circle The Campus Building 1

Suite 320 Austin, TX 78759

dguzman@presidio.com (p) +1.512.795.7146

Customer#:

CITYO807

Inside Sales Rep: Greg Hubbard

Account Manager: Daniel Guzman

Title:

Stafford Centre Network and Wireless Refresh

Contract Vehicle: Texas DIR-TSO-4167 Cisco

# Part #	Description	Unit Price	Qty	Ext Price
SCO				
CW9166I-MR				
1 CW9166I-MR	Catalyst 9166I AP (W6E, tri-band 4x4) w/MERAKI	\$1,153.44	31	\$35,756.64
CW9166D1-MR			Total:	\$35,756.64
2 CW9166D1-MR	Catalyst 9166D1 AP (W6E, tri-band 4x4) w/MERAKI	\$1,797.75	3	\$5,393.25
			Total:	\$5,393.25
CW9163E-MR				
3 CW9163E-MR	Catalyst 9163E AP(W6E, tri-band 2x2,Outdoor) w/MERAKI	\$1,926.39	1	\$1,926.39
			Total:	\$1,926.39
CW-ANT-D1-NS-00 4 CW-ANT-D1-NS-00	9/0/0 dDi Directional Datab. Naccounter Catalyst and Marabi	6002.76	2	\$4.707.50
4 CW-ANT-D1-NS-00	8/9/9 dBi Directional Patch, N connector, Catalyst and Meraki	\$883.76	2	\$1,767.52
			Total:	\$1,767.52
LIC-ENT-3YR 5 LIC-ENT-3YR	Marshi MD Fatarada Lisaras 2VD	6200.04	25	\$40.44E.00
5 LIC-ENT-3YR	Meraki MR Enterprise License, 3YR	\$289.01	35	\$10,115.35
			Total:	\$10,115.35
C9300X-48HX-M				
6 C9300X-48HX-M	C9300X 48-port mGig UPoE+, 1100wac PS, w/MERAKI	\$11,302.96	2	\$22,605.92
			Total:	\$22,605.92
STACK-T1-50CM-M				
7 STACK-T1-50CM-M	C9000 50CM Type 1 Stacking Cable, w/MERAKI	\$79.76	1	\$79.76
			Total:	\$79.76
CAB-SPWR-30CM-M				
8 CAB-SPWR-30CM-M	C9000 Stack Power Cable 30 CM, w/MERAKI	\$79.76	1	\$79.76
			Total:	\$79.76
LIC-C9300-48A-3Y		• • • • • •		
9 LIC-C9300-48A-3Y	Meraki Advanced License for C9300-M 48-port, 3 year	\$4,467.03	2	\$8,934.06
C9300X-24HX-M			Total:	\$8,934.06
10 C9300X-24HX-M	C9300X 24-port mGig UPoE+, 1100wac PS, w/MERAKI	\$9,817.16	4	\$39,268.64
			Total:	\$39,268.64
LIC-C9300-24A-3Y				442

PRESIDIO.

QUOTE:

2003224405802-05

DATE: PAGE:

08/29/20 2 of 2

11 LIC-C9300-24A-3Y	Meraki Advanced License for C9300-M 24-port, 3 year	\$2,463.46	4	\$9,853.8
			Total:	\$9,853.8
C9300X-NM-8Y-M				
12 C9300X-NM-8Y-M	C9300X 8-port 1/10/25G SFP+ Network Module, w/MERAKI	\$1,930.25	5	\$9,651.2
SFP-10/25G-LR-S=			Total:	\$9,651.2
13 SFP-10/25G-LR-S=	10/25GBASE-LR SFP28 Module	\$1,387.10	12	\$16,645.
PWR-C1-1100WAC-P-M			Total:	\$16,645.
14 PWR-C1-1100WAC-P-N	C9000 1100W AC Platinum Power Supply, w/MERAKI	\$1,438.20	6	\$8,629.
			Total:	\$8,629.
THE RESERVE AND THE PARTY OF TH		AND A SECURITION OF THE PERSON	CONTRACTOR DESCRIPTION OF THE PROPERTY OF THE	A CANADA CANADA SA CANADA
		Total (Cisco):		\$170,706.
ofessional Services		Total (Gisco):		\$170,706.
ACCUMANTA PROPERTY OF STREET	Fixed Fee for Presidio employee labor	Total (Cisco): \$6,100.00	1,0000	
15 PS-SVC-FF	Fixed Fee for Presidio employee labor Peliverable: Project Initiation		1.0000	
15 PS-SVC-FF			1.0000	\$6,100.
15 PS-SVC-FF C 16 PS-SVC-FF	Deliverable: Project Initiation	\$6,100.00		\$6,100.0
16 PS-SVC-FF	Peliverable: Project Initiation Fixed Fee for Presidio employee labor	\$6,100.00		\$6,100.0 \$19,825.0
15 PS-SVC-FF 16 PS-SVC-FF 17 PS-SVC-FF	Project Initiation Fixed Fee for Presidio employee labor Deliverable: Execution Completion	\$6,100.00 \$19,825.00	1.0000	\$6,100. \$19,825.
15 PS-SVC-FF 16 PS-SVC-FF 17 PS-SVC-FF	Project Initiation Fixed Fee for Presidio employee labor Deliverable: Execution Completion Fixed Fee for Presidio employee labor Deliverable: Project Completion	\$6,100.00 \$19,825.00	1.0000	\$6,100.0 \$19,825.0 \$4,575.0
15 PS-SVC-FF 16 PS-SVC-FF 17 PS-SVC-FF	Project Initiation Fixed Fee for Presidio employee labor Deliverable: Execution Completion Fixed Fee for Presidio employee labor Deliverable: Project Completion	\$6,100.00 \$19,825.00 \$4,575.00	1.0000	\$170,706.7 \$6,100.0 \$19,825.0 \$4,575.0 \$30,500.0

This quote is governed by Terms and Conditions of Texas DIR-TSO-4167 Contract.

State of Texas Vendor ID 17605152499

Standard-Terms-for-Purchase-of-Services or Goods

Quote valid for 30 days from date shown above.

Prices may NOT include all applicable taxes and shipping charges

All prices subject to change without notice. Supply subject to availability.

Purchase Order should be issued to: Presidio Networked Solutions Group, LLC 7701 Las Colinas Ridge #600, Irving, TX 75063

Pursuant to this contract your PO must reflect the following contract:

Texas DIR-TSO-4167

Tax ID# 76-0515249; Size Business: Large; CAGE Code: 639L4; DUNS#11-436-9671; CEC 15-506005G Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)

Delivery: FOB Destination

No signed quote. PO required.



City of Stafford

Budget Clearance Form

CEXAS		
Part 2 of 2	Description of Requested Item - (P	Please attach all supporting documentation)
This is an scope of Network & Wirele FY 2023-2024 but the project with in The agreement is	ess Refresh at Stafford Centre. Fur dget as a capital asset item. Ryan aput from Stafford Centre staff.	or the necessary cabling upgrade to do a nds for this project were budgeted into the Young with the City's IT Dept is leading 803 and has been reviewed by the City 68.24)
Classification of Exp	enditure (check the one that applies) Emergency Critical Very Necessary	X Normal Grant Funds - Paid in Advance Grant Funds - Reimbursement
Agenda Date:	9/18/2024	Requested By: Bryan Blaum
Department:	Stafford Centre	Department Head Approval: Susan Ricks
	Budg	get
5000 0 K	Budget Line Item	122-541-561.00
	Expenditure Required	\$65,961
	Current Budget (available)	\$76,325
	Additional Funding	
Finance Approval:	Funding Source	Date: 9/12/24
	Mayor's Co	omments
Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda
Date:		Date: 9/13/24
Rejected by Mayor for Inclusion on Agenda		Date:

STAFFORD CENTRE

Memo

To:

Mayor and Council

From:

Bryan Blaum FMsquared

CC:

Date:

9/5/2024

Re:

Approval of the Statement of Work for Presidio, Inc. Part 2 of 2 (Cabling Upgrade)

I am requesting your consideration and approval of a resolution to approve the statement of work from Presidio, Inc. to do a Refresh of the Network and Wireless System at Stafford Centre. This is Part 2 of the project for the cabling upgrade. (Part 1 of this project is for the switches and access points.)

The current wireless internet system was designed for small businesses. With the increase in dependence on wireless internet, our clients are in need of connections for large groups (500+ people), a greater number of vendors request connections during consumer market events, and the request for streaming events is increasing. This new system will allow us to accommodate the needs of our clients. It will expand coverage to areas of the building that were previously in "dead spots". It will also add a layer of control that will enhance our network security.

Funds for this project were budgeted into the FY 2023-2024 budget as a capital asset item. Ryan Young with the City's IT Dept is leading the project with input from Stafford Centre staff.

The agreement is under DIR contract # DIR-CPO-4803 and has been reviewed by the City Attorney, Bridgette Begle.

Thank you.

RESOLUTION NO
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, APPROVING AN AGREEMENT WITH PRESIDIO FOR CABLING UPGRADE SERVICES AT THE STAFFORD CENTRE, AND AUTHORIZING THE MAYOR TO EXECUTE.
* * * * * *
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:
The City Council authorizes the Mayor to execute an agreement between Presidio and
the City of Stafford, Texas for Cabling Upgrade services, at the Stafford Centre, set
forth as "Exhibit A", attached hereto, and incorporated herein for all purposes.
PASSED, APPROVED, AND RESOLVED this the 18 th day of September, 2024.
Ken Mathew, Mayor
ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A



Stafford Centre and Theatre Cabling Upgrade

Statement of Work

City of Stafford

Reference: 1001924009928.2

SOW Date: August 28 2024

Valid for: 60 Days

Client: City of Stafford Opportunity #: 1001924009928.2 Date: August 28 2024 Title: Stafford Centre and Theatre Cabling Upgrade

PRESIDIO"

General Information

Client Name:

City of Stafford

Contact Name:

Ryan Young

Contact Phone:

281-261-3924

Contact Email:

ryoung@staffordtx.gov

Contact Address:

2610 South Main

Stafford TX 77477

Account Manager:

Alvin Cayetano

Account Manager Email:

dguzman@presidio.com

Solution Architect:

Kenneth Gallegos

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Other product and company names mentioned herein may be the trademarks of their respective owners. The scope and pricing are valid for 60 days unless otherwise noted.



1. EXECUTIVE OVERVIEW

1.1. Project Introduction

Presidio is pleased to propose the following solution to City of Stafford ("Client"). This Statement of Work ("SOW") defines the tasks to be performed and the responsibilities of Presidio and Client.

The Professional Services as stated within this SOW are subject to and shall be governed by Presidio's Terms of Service Agreement (https://presidio.com/presidio-terms-of-service-agreement) which are incorporated into and made a part of this SOW by this reference; unless a valid Master Services Agreement ("MSA") between the parties, if any, for professional services has been executed and is in force at the time any SOW is executed; in which case the terms of the Master Services Agreement shall govern to the extent that they are inconsistent with this SOW.

This Proposal/Project is governed by the terms and conditions established in DIR-CPO-4803.

1.2. Solution and Approach Overview

City of Stafford has requested to have Presidio Perform a Cabling upgrade at their Stafford Conference Center and Theater.

Client: City of Stafford Opportunity #: 1001924009928.2 Date: August 28 2024 Title: Stafford Centre and Theatre Cabling Upgrade



2. STATEMENT OF WORK

2.1. Services Summary

Service Name	Description	Quantity
Cabling Services	Cabling Services	1

2.2. Services Detail

Location: City of Stafford

Service Name: Cabling Services

Activity Scope:

General

- Coordination: Collaborate with the assigned Presidio project manager and lead delivery engineer throughout the project.
- Cable Pathway: Install J-hook cable pathways for new network cables.
- Communication Closets: Install 2-inch sleeves at designated communication closet entrances (above the ceiling) for cable access.
- Network Cabling: Install thrity-five (35) Category 6A cables from designated closets to designated access point locations.
- Patch Cords:
 - Install 35 x 10ft patch cords in the ceiling, connecting jacks to access points.
 - Install 35 x 1-3ft patch cords in communication closets, connecting new Cisco switches to the new Category 6A cables.
- Cable Testing: Test all installed cables with an industry-approved Category 6A tester.
- Access Point Installation: Mount 35 Cisco Access Points:
 - 31 x Cisco CW9166I-MR
 - 3 x Cisco CW9166D1-MR
 - 1 x Cisco CW9163E-MR
- Documentation: Provide an "As Built" report in PDF format, including:
 - Cable ID (Closet-patch panel-port#)
 - Cable Closet Region
 - Access Point MAC address
- Labeling: Label both ends of all installed cables (patch panels and access points).



Outdoor Access Points

- Coordination: Collaborate with the assigned Presidio project manager and lead delivery engineer.
- Cable Installation:
 - Penetrate the designated exterior wall for cable access.
 - Install a Category 6A cable within a double-gang box.
 - Seal the penetration and exterior of the installed box.
- Access Point Mounting: Mount 1 x Cisco CW9163E outdoor access points.

Front Theatre Area Entrance

- Coordination: Collaborate with the assigned Presidio project manager and lead delivery engineer.
- Access Point Mounting: Mount 2 x Cisco CW9166 access points horizontally using 2 x Chatsworth 1007-CW9166 Oberon™ H-Plane™ Right-Angle Surface Mounts.

MDF 1st Floor C127 A.V. Rack Room

- Coordination: Collaborate with the assigned Presidio project manager and lead delivery engineer.
- Scheduled Maintenance: During a designated after-hours window, remove and replace all patch cords from existing patch panel ports to the new Cisco switches.
- Fiber Enclosure Upgrade:
 - Provide and install 2 x new LC adapter panels.
 - Provide and install 1 x new Panduit modular patch panel.

Patch Cord Cleanup

Patch cords upgrade overnight due to outage (1 night only)

IDF T103 Control Booth Theatre (Second Floor)

- Fiber Optic Testing: Test two existing single-mode fiber optic strands from the MDF.
- Patch Cord Installation: Install and label 2 x 1-meter single-mode patch cord.
- Patch Panel Upgrade: Provide and install 1 x new Panduit modular patch panel.

IDF T304 3rd Floor Theatre

- Fiber Optic Cable Installation: Install 1 x new single-mode interlock armor fiber optic cable from the mechanical room to the MDF 1st Floor C127.
- Fiber Splicing: Perform fusion splicing of LC single-mode pigtails on both ends of the new cable.
- Patch Cord Installation: Test and install 2 x 1-meter single-mode patch cord and label.
- Patch Panel Upgrade: Provide and install 1 x new Panduit modular patch panel.



IDF 2nd Floor Mezzanine/Mechanical

- Fiber Optic Cable Installation: Install 1 x new single-mode interlock armor fiber optic cable from the mechanical room to the MDF 1st Floor C127.
- Fiber Splicing: Perform fusion splicing of LC single-mode pigtails on both ends of the new cable.
- Patch Cord Installation: Test and install 2 x 1-meter single-mode patch cord and label.
- Patch Panel Upgrade: Provide and install 1 x new Panduit modular patch panel.

IDF C146 1st Floor (East)

- Fiber Optic Testing: Test two existing single-mode fiber optic strands from the MDF.
- Patch Cord Installation: Install and label 2 x 1-meter single-mode patch cord.
- Patch Panel Upgrade: Provide and install 1 x new Panduit modular patch panel.

Title: Stafford Centre and Theatre Cabling Upgrade



3. ENGAGEMENT INFORMATION

3.1. Resources

Presidio approaches project execution from a skills-based perspective. Our Execution Team comprises individuals with specific skill sets that will be utilized at different times during a given project. This allows us to provide a very specialized workforce to the Client and utilize the appropriate resources for the task required. The Project Manager will distribute contact information for the project team personnel.

The following Presidio resources will be engaged in this project:

Resource Name	Practice
Project Manager - Sr.	PPM
Technician - 3rd Party Sub Resource	Mobility

3.2. Locations

All services outlined in this SoW will be performed and delivered remotely unless otherwise specified. Services described in this SoW may be performed or will impact the following locations.

Location	Address	City State ZIP	
City of Stafford	10505 Cash Rd.	Stafford, TX 77477	

3.3. Training and Knowledge Transfer

Knowledge Transfer sessions provided during the engagement are informal sessions. Our engineers share their knowledge as they work through various tasks related to the project and at the time the tasks are performed. These sessions will be conducted in a manner that does not slow down the pace of work or distract the engineers. They are not dedicated Knowledge Transfer sessions.

If formal or dedicated training sessions are included in the scope, they will be listed in the Services Summary table of this SOW.

3.4. Outcomes and Deliverables

Documentation may be created by Presidio and provided as part of the Project Deliverables. Some of these deliverables may be delivered as a single document. The specific documentation to be provided depends on your chosen solution(s); several example documentation Items are listed below.

Additional documentation and/or printed documentation is available upon request for an additional cost. Deliverable documentation may be delivered via email, uploaded to a portal, or provided on physical media, and it may be provided in either an encrypted or unencrypted format. For any documentation provided, it shall be reviewed and approved by the Client in accordance with the following procedure:

If a written list of requested changes is received within five (5) business days, the Presidio Project
Team will make the agreed-upon revisions and will, within five (5) business days, re-submit the
updated version to the Client.

PRESIDIO"

At that time Client has five (5) business days to review and request changes for the final
document. If no written response is received from the Client within five (5) business days, either
accepting or requesting changes, then the deliverable material shall be deemed accepted.

3.5. Service-Specific Documentation or Outcomes

Cabling Services

Project Documentation

- Cable Test Results for Category 6A
- Single Mode Fiber Optic Cable
- Provide As Built in PDF format showing cable ID (Closet-patch panel-port#), Cable Closet Region, Access point MAC address.

4. PRESIDIO PROJECT MANAGEMENT (PPM)

4.1. Project Management Scope

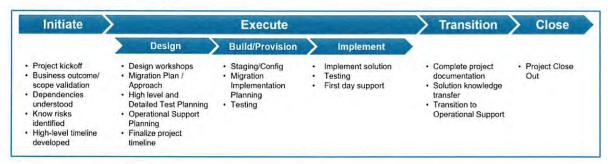
Presidio will provide a Project Manager (PM), who will be a single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the timely completion of the scope, schedule, and budget utilizing Presidio's Project Management Method.

Included in our standard Project Management offering for this engagement are the following:

- Remote kickoff meeting
- Planning and design session facilitation
- Deliverable/milestone tracking (High-Level Plan)
- Resource scheduling and oversight
- · Escalation facilitation
- Working calls as required
- Regularly scheduled status meetings
- Agenda, meeting minutes, and risk/issue/action item tracking
- Scope/Budget Management
- Project closeout

4.2. Methodology

Presidio's Engagement Delivery Method incorporates best practices from our extensive experience as Digital System Integrators. The method is prescriptive while being flexible and customized for each client's specific needs based on the specific scope of work. This allows Presidio to right-size the approach to be flexible and efficient while maintaining an appropriate structure and governance to deliver the business outcome effectively.



4.3. Escalation Path

Client experience is of the utmost importance to Presidio. If a Client feels the need to escalate an issue or concern at any time, please consider the escalation points and options described below.

Level 1

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PRESIDIO"

Account Manager – Client's first point of escalation is always their Account Manager. The AM can facilitate additional escalation if required and coordinate meetings between the required people within Presidio and the Client in order to resolve any issues swiftly.

Project Manager – For projects that include Project Management, the Project Manager is an escalation point for any concerns or questions.

Practice Manager – For technical issues, the Service Delivery team will reach out to the manufacturer's support avenues within one hour of identifying an issue. If an additional technical escalation is warranted, the Presidio Practice Manager will be contacted after that time.

Level 2

Program and Project Management (PPM) Team Lead – If Client is not satisfied with the response from the Level 1 escalation, the PPM Team Lead would be the next level of escalation for any and all issues associated with the project scope and would own the management of the issue to resolution including technical and non-technical related concerns.

Service Delivery Director – For technical issues specifically, if the issue is not resolved within an hour, the Service Delivery Director will be contacted for additional escalation and action.

For technical issues escalated by the Delivery Team, the Service Delivery Director will:

- Contact and speak with the Client via phone to explain the status.
- Develop a plan of action.
- Communicate the plan of action status and completion to Client.
- Contact the Operations team, as required, to request additional resources, as required, in order to
 execute the plan of action.

Level 3

Program and Project Management Services (PPM) Director – for projects that include Project Management, the PPM Director is the third escalation point for any technical or non-technical concerns or questions.

Services Vice President – if the issue or concern cannot be addressed or resolved within Level 1 or Level 2 of the escalation process, the issue will be raised to the executive level for visibility and resolution.

4.4. Project Change Request Process

Any Items that are determined to be outside of this Scope of Work and deliverables defined must be submitted with a Project Change Request Form. No work outside of this Scope of Work will be undertaken without written approval and processing of a Project Change Request.

In the event that both Presidio and Client agree to a change in this Statement of Work, a written description of the agreed-upon change will be prepared using a Project Change Request (PCR) form, which both parties must sign. The PCR form will be used to describe the change, the rationale for the change, and to specify any change in the scope, schedule, or budget.

The terms of a mutually agreed upon Change Authorization will prevail over those of this Statement of Work or any previous Change Authorization.

PRESIDIO"

Modifications in project scope including, but not limited to, the following will require a Project Change Request:

- · Client-requested changes in outcome, approach, features, or capabilities.
- Additional required tasks discovered through the planning and design review but not mentioned in this SOW or changes to the design after the signoff of the design phase and/or during the implementation phase.
- Upgrade, modification, or repair of equipment or applications to effectively deploy this scope.
- Changes required to existing infrastructure components, not called out in this Statement of Work, including patching and/or reconfiguration.
- Remedial work to resolve issues that existed before the installation (bad cables, lost passwords, third-party solutions, and so forth).
- Defective equipment provided by the Client and integrated into the solution requiring additional diagnostic troubleshooting and/or remediation.
- Troubleshooting issues due to Client changes to configurations made "after" releasing the system
 or "after" a specific milestone completion in a multi-site phased deployment.
- Delays due to issues relating to site preparation that result in delays to the project.
- Delays in responding to scheduling requests, acceptance requests, and requests for information.
- Insufficient notice of a schedule change. If 24-hour notice is not provided, charges may be applied.

4.5. Technical Support after Completion

For non-critical support, including system expansion options, assessments, audits, and related services, or services that are not covered by a support contract with Presidio or another vendor, Presidio offers a variety of options, including Fixed Fee, Hourly Rate, or Daily Rate options. Pricing for these services is not included in this Statement of Work.

Managed Services Clients

Technical support for the solution implemented within the scope of this SOW can be obtained by:

- calling 800-494-0118
- sending an email to presidio@servicenow.com

Non-Managed Services Clients

Vendor's (such as Cisco or EMC) Support Center or Technical Assistance Center (TAC) is the vehicle for all support.

These Vendor Support Centers provide 7x24 support on all hardware and software, including replacement parts, software patches and updates, and configuration assistance.



ASSUMPTIONS & RESPONSIBILITIES

Presidio makes the following assumptions and has identified the following Client responsibilities in developing this Statement of Work. These assumptions and responsibilities serve as the foundation on which the project estimate, approach, and timeline were developed. By signing this SOW, Client agrees that these assumptions and responsibilities are correct and valid. Any changes to the following assumptions and responsibilities must be processed using the Presidio Change Management Process and may impact the project duration and labor requirements.

5.1. Engagement Assumptions

The following project assumptions are made and will be verified as part of the engagement:

- · Client has read and agrees with all Items contained or omitted within this Statement of Work,
- This SOW supersedes any previous scope discussion or agreement, including "Solution or Vision Decks," PowerPoint proposals, emails, or verbal communications.
- All Presidio activities will take place during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) unless noted as "Off Hours" in this SOW.
- Any Items or tasks not explicitly listed as in-scope within this SOW are considered to be outside
 of the scope and not associated with this SOW and price.
- If integration of the product is performed at a Presidio facility, then transfer of ownership (acceptance) occurs upon the receipt and integration of goods at Presidio, regardless of shipment, as manufacturers will not accept returns of opened products.
- Presidio will not be held responsible for troubleshooting networks, applications, and/or hardware if Client has no formal change management documented processes and policies.
- Presidio may engage subcontractors and third parties in performing a portion of this work.
- Presidio will not make changes to the configuration of any network equipment after it has been installed and successfully tested.
- Some activities included in this project may be performed on Presidio's premises.
- Not all features or functions of the installed system are included in the scope of this engagement.
- Presidio reserves the right to modify the approach outlined within this SOW if it does not alter the timeline or overall outcome of the engagement.
- Presidio will configure the systems outlined within this Statement of Work with a unique set of
 authentication credentials unless otherwise provided by the Client. Upon the completion of the
 engagement, Presidio will provide Client with all usernames, passwords, and additional
 authentication information that were implemented during the engagement. Presidio strongly
 recommends that these credentials be changed upon the completion of the engagement.

5.2. Additional Service Assumptions



5.3. Client Responsibilities

The following Items are listed as responsibilities of Client for this engagement. Client is responsible for performing the Items and activities listed in this section or arranging for them to be performed by a third-party if appropriate.

- Provide a single Client point of contact with the authority and the responsibility of issue resolution
 and the identification, coordination, and scheduling of Client personnel to participate in the
 implementation of the SOW. Without a single Client point of contact, a Project Change Request
 may be required for the additional effort by Presidio.
- Be responsible for having in place active manufacturer support contracts on all devices that are the subject of this SOW.
- If on-site services are required and authorized, Client will:
 - Provide all required physical access to Client's facility (identification badge, escort, parking decal, etc.), as required by Client's policies.
 - Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
- · If system access is required:
 - Provide all required functional access (passwords, IP address information, etc.), as required for Presidio to complete the tasks.
 - Provide high-speed access to the Internet for verification of device support requirements and for software downloads.
 - o Provide VPN remote access for troubleshooting and configurations related to the project, as necessary. Utilizing Webex, Microsoft Teams, or other similar screen sharing/meeting technology as opposed to independent VPN access or virtual desktop is out of scope. If there is no other option, Presidio will issue a Change Request to add additional funds to the project to accommodate the increase in time and effort.
- Provide required and requested documentation or information needed for the project within two
 (2) business days unless otherwise agreed to by all parties.
- Provide Presidio with access to their systems, appropriate processes, and personnel as reasonably necessary for Presidio to fulfill its obligations.
- Participate in all working sessions as required to ensure the success and efficacy of the services rendered.

5.4. Additional Client Responsibilities



6. PRICING

Presidio is providing a Fixed Fee Price of \$44,168.00 as part of this Statement of Work.

If Client delays the project start or delays work on a subsequent milestone, Client must give Presidio written notice of delay no less than two weeks before work was scheduled to begin. If Client does not give adequate notice of the delay, Client may be liable to pay an amount equal to the milestone to be delayed based on the Project Pricing section below.

If Client pauses work during the achievement of a milestone, Client will be liable for paying a prorated fee for services rendered against the milestone. Presidio will immediately bill Client an amount equal to the services rendered against the milestone.

A pause or delay in the project may result in temporarily or indefinitely losing allocated resources, depending on resource availability when work resumes.

Presidio will bill Client as shown in the table below.

Invoicing Item	Invoice Amount
Project Initiation	\$8,834.00
Cabling Services	\$28,709.00
Project Completion	\$6,625.00

6.1. Additional Expenses

There are no anticipated travel or incidental expenses to be incurred by Presidio in association with the execution of this Statement of Work, and therefore, no expenses will be billed to Client.

Client: City of Stafford Opportunity #: 1001924009928.2 Date: August 28 2024 Title: Stafford Centre and Theatre Cabling Upgrade

PRESIDIO°

7. APPROVAL SIGNOFF

City of Stafford

The use of signatures on this Statement of Work ensures agreement on project objectives and the work to be performed by Presidio.

Presidio's signature signifies our commitment to proceed with the project as described in this document. Please review this document thoroughly, as it will be the basis for all work performed by Presidio on this project.

This Statement of Work is valid for a period of 60 days from the date that this Statement of Work is provided by Presidio to Client unless otherwise agreed to by both parties.

Signature	Date	
Printed Name		
Presidio		
Signature	Date	
Printed Name & Title		



QUOTE:

2001924010505-06

DATE: PAGE: 08/26/2024 1 of 2

TO:

City of Stafford Ryan Young 2610 South Main Stafford, TX 77477

ryoung@staffordtx.gov (p) 281-261-3924 (f) (281) 261-3994

FROM:

Presidio Networked Solutions LLC Alvin Cayetano 10415 Morado Circle The Campus Building 1 Suite 320 Austin, TX 78759

acayetano@presidio.com (p) +1.512.795.7107

Contract Vehicle: Texas DIR-CPO-4803 Cabling Services

Customer#:

CITYO807

Account Manager: Daniel Guzman Inside Sales Rep:

Greg Hubbard

Title:

Stafford Centre and Theatre Cabling Upgrade

#	Part #	Description	Unit Price	Qty	Ext Price
rofe	ssional Services_DIR	CPO-4803			W public day
1	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$8,834.00	1.0000	\$8,834.00
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
		Deliverable: Project Initiation			
2	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$28,709.00	1.0000	\$28,709.00
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
		Deliverable: Cabling Services			
3	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$6,625.00	1.0000	\$6,625.00
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
		Deliverable: Project Completion			
100		Total (Professional Services_C	DIR-CPO-4803):		\$44,168.00
lisc	Materials_DIR-CPO-48	03			1142 - 1101 300
4	PUP6AHD04GR-G	TX6A™ Vari-MaTriX HD Copper Cable, Cat 6A, 23 AWG, UTP, CMP, Green	\$718.14	12	\$8,617.68
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
5	CJ6X88TGGR	Mini-Com® UTP RJ45 Cat 6A TG Jack Module, Green	\$13.29	160	\$2,126.40
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
6	F92ERQ1Q1SNM1.5		\$46.22	24	\$1,109.28
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			28.34.44.42
7	CPP24FMWBLY	Mini-Com® Flush Patch Panel, 24 Port, 1 RU, BL	\$48.10	6	\$288.60
	OI 1 241 WWBE1		\$46.10	0	\$200.00
18.	Nasaka Ye	Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
8	CBX1WH-A	Mini-Com® Surface Mount Box, 1 Port, White	\$3.50	40	\$140.00
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
9	UTP28X10GR	Cat 6A 28 AWG UTP Copper Patch Cord, 10 ft, Green	\$18.76	40	\$750.40
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
10	UTP28X6INGR	Cat 6A 28 AWG UTP Copper Patch Cord, 0.5 ft, Green	\$12.50	40	\$500.00
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
11	UTP28X2BU	Cat 6A 28 AWG UTP Copper Patch Cord, 2 ft, Blue	\$13.48	40	\$539.20
		Contract Vehicle: Texas DIR-CPO-4803 Cabling Services			
124	STP28X1MBU	Cat 6A 28 AWG Shielded Patch Cord, 1m, Blue	\$14,98	40	\$599.20
12		and the state of t	\$11,00		ψ000,20

PRESIDIO.

QUOTE:

2001924010505-06

DATE: PAGE:

08/26/202 2 of 2

		X (1.002)	NATIONAL PROPERTY OF THE PROPE			
13	JP2W-L20	PK50	M JP2W-L20 J-Hook Cable System, Black, PA 6.6, Wall Mount, 2",	\$146.37	2	\$292.7
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			mandor at the
14	JP75DW-L20	StrongHold 75", PK50	™ JP75DW-L20 J-Hook, 0.37", Black, PA 6.6/Metal, Drop Wire,	\$126.15	1	\$126.1
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
15	JP2SBC50RB-L20	StrongHold ¹ Screw- On	™ JP2SBC50RB-L20 J-Hook, Rotating, 0.5", Black, PA 6.6/Metal,	\$276.46	1	\$276.4
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
16	HLS-75R0	Tak-Ty® Ho	ok and Loop Cable Strip Tie, Black	\$117.61	10	\$1,176.1
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
17	FSPP906Y	6 Fiber Cab	le, OS2, Indoor Armored TB, Plenum, 900um Buffered	\$2,470.13	1	\$2,470.1
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
18	FRE1UBL	Opticom Ra	ck Mount Enclosure, Black, 1 RU, 4 Ports	\$264.00	2	\$528.0
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
19	F9TBN1NNNSZM001	OS2 1F 900	UM PC LC TO PIGTAIL STD. IL, SET OF 12 - 1M	\$129.83	4	\$519.3
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
20	FAP6WBUDLCZ	Opticom® F	AP, OS2, 6 LC Duplex, Blue	\$116.00	6	\$696.0
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
21	1007-CW9166		Wi-Fi Access Point Wall Bracket, Spring-Attached Cisco CW9164 6 Access Point Trim	\$171.00	2.00	\$342.0
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
22	STP28X1.5MBU	Cat 6A 28 A	WG Shielded Patch Cord, 1.5m, Blue	\$21.29	20	\$425.8
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
23	33-CW9166-CVR		Plastic, Stick-on Cover for Cisco 9166, 9164, 9136 Series and 7 Series Access Points	\$45.00	6	\$270.0
		Contract Vehicle:	Texas DIR-CPO-4803 Cabling Services			
in the			Total (Misc Materials	DIR-CPO-4803):		\$21,793.4
				Sub Total:		\$65,961.
				Grand Total:		\$65,961.

Terms and Conditions of Texas DIR-CPO-4803 Contract shall govern this quote.
State of Texas Vendor ID 17605152499
Standard-Terms-for-Purchase-of-Services or Goods
Quote valid for 30 days from date shown above.
Prices may NOT include all applicable taxes and shipping charges
All prices subject to change without notice. Supply subject to availability.

Purchase Order should be issued to: Presidio Networked Solutions Group, LLC 7701 Las Colinas Ridge #600 Irving, TX 75063

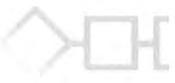
Pursuant to this contract, your PO must reflect the following contract: Texas DIR-CPO-4803

Tax ID# 76-0515249; Size Business: Large; CAGE Code: 639L4; DUNS#11-436-9671; CEC 15-506005G Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)

Delivery: FOB Destination

No signed quote. PO required.





OUR GOAL IS SIMPLE - TO MAKE YOUR TECHNOLOGY FINANCING SOLUTION EASY AND ECONOMICAL

Accelerate the adoption of new technology with PTC's flexible financing solutions. Our in-house financing specialists can help roll all of your technology-related costs (hardware, software, maintenance, services) into a single payment structure designed to meet your technology needs and budget requirements.

SAMPLE 36 MONTH LEASE QUOTE

Presidio can offer you 36-month indicative lease rates for the equipment in this quote for as low as \$1,966.77 * per month.

	Sale Price	Monthly Lease Price
Hardware	\$11,499.58	\$318.16
Other	\$54,461.88	\$1,648.62
Grand Total:	\$65,961.46	\$1,966.77

FINANCING OPTIONS WITH NO PAYMENTS FOR UP TO 90 DAYS

Our program allows your company to accelerate the adoption of new technology, receive the benefits now, and delay the initial payments for up to 90 days.

CONTACT US

For more information on Presidio's financing options and current promotions please call 1-800-248-1126 or email ptc@presidio.com to get in touch with a Financial Solutions Consultant. Visit www.presidio.com to learn more.

^{*} This rate is for planning purposes only and subject to change based on final in equipment configurations, installation time frames, and market conditions. All quotes are subject to approval by the Presidio Technology Capital Finance Committee and execution of PTC's standard lease and credit documentation.

F F O O L I C E

STAFFORD POLICE DEPARTMENT

2702 South Main Street Stafford, Texas 77477-5599 PHONE: (281) 261-3950 FAX: (281) 499-9744

Memo M-PD-1945

To: Mayor Ken Mathew and Council Members

From: Richard S. Ramirez, Chief of Police

Date: September 6, 2024

Re: Consideration of Grant Award Acceptance

Mayor and Council,

The Office of the Governor (OOG) notified the Mayor, the Director of Finance and the Grant Manager of a grant awarded to the City of Stafford for the Crime Victim Liaison position. This grant includes salary and benefits, training, and supplies. The award from the OOG is a reimbursement grant for \$71,369.33 with a \$17,842.34 cash match required from the City. The grant performance period is from 10/1/2024 to 9/30/2025.

Please see the attached grant award documentation from the Office of the Governor.

Richard S. Ramirez
Chief of Police

RSR:rbc Attachements

RESOLUTION NO.	
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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD ACCEPTING A GRANT FROM THE OFFICE OF THE GOVERNOR OF THE STATE OF TEXAS FOR THE CRIME VICTIMS LIASION PROGRAM.

WHEREAS, The City of Stafford, Texas finds it in the best interest of the citizens of Stafford, Fort Bend County, that the Crime Victims Liaison be operated for the 2024-2025 fiscal year; and

WHEREAS, The City of Stafford agrees that in the event of loss or misuse of the Criminal Justice Division funds, the City of Stafford assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, The City of Stafford designates the Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City of Stafford accepts the \$89,211.67 grant for the Crime Victims Liaison from the Office of the Governor, Criminal Justice Division. (Grant No. 3303707) in accordance with the terms and conditions set forth in Exhibit "A" attached hereto and incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this the 18th day of September, 2024.

	Ken Mathew, Mayor	
ATTEST:		
ATTEST.		

EXHIBIT "A"



GOVERNOR GREG ABBOTT

Dear Grantee:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at https://eGrants.gov.texas.gov and go to the 'My Home' tab. In the 'Pending Applications' section, locate the application with a 'Current Status' of "Pending AO Acceptance of Award". Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button. Grants must be accepted within 45 calendar days of the date the award was issued.

Be sure to review the Grantee Conditions and Responsibilities Memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer Public Safety Office grants. The Guide to Grants, also on the website, contains answers to questions frequently asked by grantees.

If you have any questions regarding this award, feel free to contact your grant manager, whose name is referenced in the Statement of Grant Award or you may always contact our office via the eGrants Help Desk at eGrants@gov.texas.gov.

We look forward to working with you to ensure the success of your program.

Aimee Snoddy Executive Director

Public Safety Office

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Statement of Grant Award (SOGA)-

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments. divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Award Amount:

Grantee In Kind

Total Project Cost:

Grantee GPI:

Match:

Grantee Cash Match:

Grant Number: 3303707 **Date Awarded:** 9/3/2024

Grant Period: 10/01/2024 - 09/30/2025

Liquidation Date: 12/29/2025

VA-Victims of Crime Act Formula Grant **Program Fund:**

Program

Grantee Name: Stafford, City of **Project Title:** Crime Victims Liaison

Shannon Wilson **Grant Manager:**

Unique Entity Identifier

(UEI):

XNLVYCMMD587

CFDA: 16.575 - Victims of Crime Act Formula Grant Program

Federal Awarding

U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime Agency:

Federal Award Date: 8/23/2023

Federal/State Award ID

15POVC-23-GG-00468-ASSI

Number:

Total Federal Award/State Funds

\$118,442,780.00

Appropriated:

Pass Thru Entity Name: Texas Office of the Governor – Criminal Justice Division (CJD)

Is the Award R&D: No \$71,369.33

\$17,842.34

\$89,211.67

\$0.00

\$0.00

9/5/24, 3:52 PM Office of the Governor

Federal/State Award Description:

This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the State to local community-based organizations that provide direct services to crime victims



Office of the Governor

Public Safety Office

Criminal Justice Division & Homeland Security Grants Division

Grantee Standard Conditions and Responsibilities

About This Document

In this document, grantees (also referred to as subrecipients) will find state and federal requirements and conditions applicable to grant funds administered by the Office of the Governor (OOG). These requirements and conditions are incorporated into the Grant Agreement accepted by a grant's Authorized Official.

These requirements are in addition to those that can be found on the eGrants system – including the Grant Application and Grant Award – or in documents identified there, to which grantees agreed when applying for and accepting the grant. Other state and federal requirements and conditions may apply to your grant, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code; Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code; the Texas Grant Management Standards (TxGMS) published by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made; for federal funding, the Funding Announcement or Solicitation under which OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice (DOJ), the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the grantee.

It is important for grantees to review all of these policies to successfully manage their grant, maintain eligibility for funding, and avoid violating the terms of the Grant Agreement, any of which could result in the revocation of funding or other actions.

For clarification or further information, please see the Guide to Grants and other support materials at https://eGrants.gov.texas.gov or contact the grant manager assigned to the relevant grant. If no grant manager has been assigned, please contact the eGrants help desk via email at: eGrants@gov.texas.gov, or via telephone at: (512) 463-1919 or dial 7-1-1 for relay services.

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1 Grant Agreement Requirements and Conditions

1.1 Applicability of Grant Agreement and Provisions

The Grant Agreement is intended to be the full and complete expression of and constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior and contemporaneous understandings, agreements, promises, representations, terms and conditions, both oral and written, are superseded and replaced by this Grant Agreement.

If any term or provision of this Grant Agreement is found to be invalid or unenforceable, such construction shall not affect the legality or validity of any of its other provisions. The invalid term or invalid provision shall be deemed severable and stricken from the Grant Agreement as if it had never been incorporated herein, but all other provisions shall continue in full force and effect.

Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the grant close-out, maximum liability of OOG, cooperation and provision of additional information, return of grant funds, audit rights, records retention, public information, disclaimers and limitation of liability, indemnification, and any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

1.2 Legal Authority to Apply

The grantee certifies that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been or will be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.

1.3 Amendments and Changes to the Grant Agreement

OOG and the grantee may agree to make adjustments to the grant budget and detailed budget as documented in eGrants. Adjustments include, but are not limited to, modifying the scope of the grant project, adding funds to previously un-awarded cost items or categories, or changing funds in any awarded cost items or category or changing grant officials. OOG, at its sole discretion, and upon written notice by OOG to the grantee of any proposed adjustment, and after the grantee has had an opportunity to respond to the proposed adjustment, may adjust the grantee's Budget, Grant Narrative, Special Conditions, Period of Performance, and/or any other items as deemed appropriate by OOG, at any time, during the term of this Grant Agreement.

The grantee has no right or entitlement to reimbursement with grant funds. OOG and grantee agree that any act, action or representation by either Party, their agents or employees that purports to waive or alter the terms of the Grant Agreement or increase the maximum liability of OOG is void unless a written amendment to this Grant Agreement is first executed and documented in eGrants. The grantee agrees that nothing in this Grant Agreement will be interpreted to create an obligation or liability of OOG in excess of the "Maximum Liability of the OOG" as set forth in the Statement of Grant Award (SOGA).

Any alterations, additions, or deletions to the terms of this Grant Agreement must be documented in eGrants to be binding upon the Parties.

1.4 General Responsibility

The grantee is responsible for the integrity of the fiscal and programmatic management of the grant project; accountability for all funds awarded; and compliance with OOG administrative rules, policies and procedures, and applicable federal and state laws and regulations.

Grant funds may be used only for the purposes in the grantee's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with grant funds, without prior written approval from OOG.

The grantee will maintain an appropriate financial management and grant administration system to ensure that all terms, conditions and specifications of the grant are met.

1.5 Terms and Conditions

The grantee will comply with the terms and conditions as set forth and required in the funding announcement under which the approved application was submitted, the application, and award in eGrants. Notwithstanding the imposition of corrective actions, financial hold, and/or sanctions, the grantee remains responsible for complying with these terms and conditions. Corrective action plans, financial hold and/or sanctions do not excuse or operate as a waiver of prior failure to comply with the grant agreement. The failure of OOG to insist upon strict performance of any of the terms or conditions herein, irrespective of the length of time of such failure, shall not be a waiver of OOG's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this grant agreement shall constitute a consent or waiver to or of any breach or default in the performance of the same or any other obligation of this grant agreement.

To the extent the terms and conditions of this grant agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this grant agreement and in all cases, according to its fair meaning. The parties acknowledge that each party and its counsel have reviewed this grant agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this grant agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the grant agreement.

1.6 Special Conditions

Special Conditions may be imposed by OOG, at its sole discretion and at any time, without amending this Grant Agreement. Failure by OOG to provide notice does not absolve grantee of compliance with any special conditions. OOG may place grantee on immediate financial hold, without further notice, until all Special Conditions, if any, are met.

1.7 Public Information

Notwithstanding any provisions of this Grant Agreement to the contrary, the grantee acknowledges that the State of Texas, OOG, and this Grant Agreement are subject to the Texas Public Information Act,

Texas Government Code Chapter 552 (the "PIA"). The grantee acknowledges that OOG will comply with the PIA, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas.

The grantee acknowledges that information created or exchanged in connection with this Grant Agreement, including all reimbursement documentation submitted to OOG, is subject to the PIA, whether created or produced by the grantee or any third party, and the grantee agrees that information not otherwise excepted from disclosure under the PIA, will be available in a format that is accessible by the public at no additional charge to OOG or State of Texas. The grantee will cooperate with OOG in the production of documents or information responsive to a request for information.

Information provided by or on behalf of the grantee under, pursuant to, or in connection with this Grant Agreement that the grantee considers proprietary, financial, trade secret, or otherwise confidential information (collectively "Confidential Information") shall be designated as such when it is provided to OOG or State of Texas or any other entity in accordance with this Grant Agreement. Merely making a blanket claim that the all documents are protected from disclosure because they may contain some proprietary or confidential information may not render the whole of the information confidential. Any information which is not clearly identified as proprietary or confidential is subject to release in accordance with the Act. OOG agrees to notify the grantee in writing within a reasonable time from receipt of a request for information covering the grantee's Confidential Information. OOG will make a determination whether to submit a Public Information Act request to the Attorney General.

The grantee agrees to maintain the confidentiality of information received from OOG or State of Texas during the performance of this Grant Agreement, including information which discloses confidential personal information particularly, but not limited to, personally identifying information, personal financial information and social security numbers.

The grantee must immediately notify and provide a copy to OOG of any Public Information Request or other third-party request for the disclosure of information it receives related to this Grant award.

1.8 Remedies for Non-Compliance

If OOG determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, OOG, in its sole discretion and consistent with any applicable OOG Administrative Rules, may take actions including:

- 1. Temporarily withholding cash payments pending correction of the deficiency or more severe enforcement action by OOG;
- 2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
- 3. Disallowing claims for reimbursement;
- 4. Wholly or partially suspending or terminating this grant;
- 5. Requiring return or offset of previous reimbursements;
- Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by OOG until repayment to OOG is made and any other compliance or audit finding is satisfactorily resolved;
- 7. Reducing the grant award maximum liability of OOG;

- 8. Terminating this Grant Agreement;
- 9. Imposing a corrective action plan;
- 10. Withholding further awards; or
- 11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless OOG expressly authorizes them in the notice of suspension or termination or subsequently.

OOG, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

1.9 False Statements by Grantee

By acceptance of this grant agreement, the grantee makes all the statements, representations, warranties, guarantees, certifications and affirmations included in this grant agreement. If applicable, the grantee will comply with the requirements of 31 USC § 3729, which set forth that no grantee of federal payments shall submit a false claim for payment.

If any of the statements, representations, certifications, affirmations, warranties, or guarantees are false or if the grantee signs or executes the grant agreement with a false statement or it is subsequently determined that the grantee has violated any of the statements, representations, warranties, guarantees, certifications or affirmations included in this grant agreement, then OOG may consider this act a possible default under this grant agreement and may terminate or void this grant agreement for cause and pursue other remedies available to OOG under this grant agreement and applicable law. False statements or claims made in connection with OOG grants may result in fines, imprisonment, and debarment from participating in federal grants or contract, and/or other remedy available by law, potentially including the provisions of 38 USC §§ 3801-3812, which details the administrative remedies for false claims and statements made.

1.10 Conflict of Interest Safeguards

The grantee will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain, whether for themselves or others, particularly those with whom they have family, business, or other ties. The grantee will operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this Grant Agreement.

The grantee must disclose, in writing, within fifteen (15) calendar days of discovery, any existing, actual or potential conflicts of interest relative to its performance under this Grant Agreement.

The grantee is and shall remain in compliance during the term of this Grant Agreement with Texas Government Code, Section 669.003, Contracting with Executive Head of State Agency; and Section 572, Employment of Former State Officer or Employee of State Agency. The grantee certifies that it is not ineligible to receive this Grant Agreement under Texas Government Code, section 2155.004, regarding the financial participation by a person who received compensation from OOG or another state agency to participate in preparing the specifications or request for proposals on which the bid or contract is based, and acknowledges that this Grant Agreement may be terminated and payment withheld if this certification is inaccurate.

The grantee has not given or offered to give, nor does the grantee intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of OOG, at any time during the award of this grant or in connection with this Grant Agreement, except as allowed under relevant state or federal law. The grantee nor its personnel or entities employed in rendering services under this grant agreement have, nor shall they knowingly acquire, any interest that would be adverse to or conflict in any manner with the performance of the grantee's obligations under this grant agreement.

1.11 Fraud, Waste, and Abuse

A. The grantee understands that OOG does not tolerate any type of fraud, waste, or misuse of funds received from OOG. OOG's policy is to promote consistent, legal, and ethical organizational behavior, by assigning responsibilities and providing guidelines to enforce controls. Any violations of law, OOG policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. The grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

In the event grantee becomes aware of any allegation or a finding of fraud, waste, or misuse of funds received from OOG that is made against the grantee, the grantee is required to immediately notify OOG of said allegation or finding and to continue to inform OOG of the status of any such ongoing investigations. The grantee must also promptly refer to OOG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Grantees must also immediately notify OOG in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify OOG in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand, notices, subpoenas, lawsuits, or indictments to OOG. If a federal or state court or administrative agency renders a judgement or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgement or order to OOG.

The grantee is expected to report any possible fraudulent or dishonest acts, waste, or abuse to OOG's Fraud Coordinator or Ethics Advisor at (512) 463-1788 or in writing to: Ethics Advisor, Office of the Governor, P.O. Box 12428, Austin, Texas 78711.

B. Restrictions and certifications regarding non-disclosure agreements and related matters. No grantee or subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information),

Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- 1. In accepting this award, the recipient:
 - a. Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to OOG, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that federal agency.
- 2. If the recipient does or is authorized under this award to make subawards ("subgrants") or procurement contracts, or both:
 - a. It represents that:
 - i. It has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. It has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. It certifies that, if it learns or is notified that any subgrantee, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to OOG, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by OOG.

These provisions apply to all grantees and subgrantees or subcontractors.

1.12 Dispute Resolution

The Parties' representatives will meet as needed to implement the terms of this Grant Agreement and will make a good faith attempt to informally resolve any disputes.

Notwithstanding any other provision of this Grant Agreement to the contrary, unless otherwise requested or approved in writing by OOG, the grantee shall continue performance and shall not be excused from performance during the period any breach of Grant Agreement claim or dispute is pending.

The laws of the State of Texas govern this Grant Agreement and all disputes arising out of or relating to

this Grant Agreement, without regard to any otherwise applicable conflict of law rules or requirements.

Venue for any grantee-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement shall be commenced exclusively in the Travis County District Court or the United States District Court, Western District of Texas - Austin Division. Venue for any OOG-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement may be commenced in a Texas state district court or a United States District Court selected by OOG in its sole discretion.

The grantee hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the courts referenced above for the purpose of prosecuting and/or defending such litigation. The grantee hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that the grantee is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue is improper.

1.13 Funds Limited by Agreement and Subject to Availability

The grantee agrees that nothing in this grant will be interpreted to create an obligation or liability of OOG in excess of the funds delineated in this grant. The grantee agrees that funding for this grant is subject to the actual receipt by OOG of grant funds (state and/or federal) appropriated to OOG for the grant program. The grantee agrees that the grant funds, if any, received from OOG may be limited by the term of each state biennium and by specific appropriation authority to and the spending authority of OOG for the purpose of this grant. The grantee agrees that notwithstanding any other provision of this grant, if OOG is not appropriated the funds or if OOG does not receive the appropriated funds for this grant program, or if the funds appropriated to OOG for this grant program are required to be reallocated to fund other federal or state programs or purposes, OOG is not liable to pay the grantee the maximum liability amount specified in the SOGA or any other remaining balance of unpaid funds. If OOG or the program fund becomes subject to legislative change, revocation of statutory authority, lack of appropriated funds, or unavailability of funds which would render performance under this grant agreement impossible, this grant agreement may be immediately terminated without recourse, liability, or penalty against OOG upon written notice to grantee.

1.14 Termination of the Agreement

OOG may, at its sole discretion, terminate this Grant Agreement, without recourse, liability or penalty against OOG, upon written notice to grantee. In the event grantee fails to perform or comply with an obligation or a term, condition or provision of this Grant Agreement, OOG may, upon written notice to grantee, terminate this agreement for cause, without further notice or opportunity to cure. Such notification of Termination for Cause will state the effective date of such termination, and if no effective date is specified, the effective date will be the date of the notification.

OOG and grantee may mutually agree to terminate this Grant Agreement. OOG in its sole discretion will determine if, as part of the agreed termination, grantee is required to return any or all of the disbursed grant funds.

Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this Grant Agreement. Following termination by OOG, grantee shall continue to be obligated to OOG for the return of grant funds in accordance with applicable provisions

of this Grant Agreement. In the event of termination under this Section, OOG's obligation to reimburse grantee is limited to allowable costs incurred and paid by the grantee prior to the effective date of termination, and any allowable costs determined by OOG in its sole discretion to be reasonable and necessary to cost-effectively terminate the grant. Termination of this Grant Agreement for any reason or expiration of this Grant Agreement shall not release the Parties from any liability or obligation set forth in this Grant Agreement that is expressly stated to survive any such termination or expiration.

1.15 Communication with Grantee

Notice may be given to the grantee via eGrants, email, hand-delivery, delivery service, or United States Mail. Notices to the grantee will be sent to the name and address supplied by grantee in eGrants.

1.16 Limitation of Liability

To the extent allowed by law, the grantee agrees to indemnify and hold harmless OOG, the State of Texas and its employees, agents, officers, representatives, contractors, and/or designees from any and all liability, actions, claims, demands or suits whatsoever, including any litigation costs, attorneys' fees, and expenses, relating to tax liability, unemployment insurance and/or workers' compensation in grantee's performance under this grant agreement. The grantee shall be liable to pay all costs of defense including attorneys' fees. The defense shall be coordinated by grantee with OOG and the Office of the Attorney General when OOG, the State of Texas or its employees, agents, officers, representatives, contractors and/or designees are named defendants in any lawsuit and grantee may not agree to any settlement without first obtaining the concurrence from OOG and the Office of the Attorney General. The grantee and OOG agree to furnish timely written notice to each other of any such claims.

The grantee further agrees to indemnify and hold harmless, to the extent allowed by law, the OOG, the State of Texas and its employees, agents, officers, representatives, contractors, and/or designees from any and all liability, actions, claims, demands, or suits, whatsoever, including any litigation costs, attorneys' fees, and expenses, that arise from any acts or omissions of grantee or any of its officers, employees, agents, contractors, and assignees, relating to this grant agreement regardless of whether the act or omission is related to this grant agreement. The defense shall be coordinated by grantee, OOG and the Office of the Attorney General when OOG, the State of Texas or its employees, agents, officers, representatives, contractors and/or designees are named defendants in any lawsuit and grantee may not agree to any settlement without first obtaining the concurrence from OOG and the Office of the Attorney General. The grantee and OOG agree to furnish timely written notice to each other of any such claims.

The grantee agrees that no provision of this Grant Agreement is in any way intended to constitute a waiver by OOG, its officers, employees, agents, or contractors or the State of Texas of any privileges, rights, defenses, remedies, or immunities from suit and liability that OOG or the State of Texas may have by operation of law.

1.17 Liability for Taxes

The grantee agrees and acknowledges that grantee shall be entirely responsible for the liability and payment of grantee's and grantee's employees' taxes of whatever kind, arising out of the performances in this Grant Agreement. The grantee agrees to comply with all state and federal laws applicable to any

such persons, including laws regarding wages, taxes, insurance, and workers' compensation. OOG and/or the State of Texas shall not be liable to the grantee, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee or employee of OOG.

1.18 Force Majeure

Neither the grantee nor OOG shall be required to perform any obligation under this Grant Agreement or be liable or responsible for any loss or damage resulting from its failure to perform so long as performance is delayed by force majeure or acts of God, including but not limited to strikes, lockouts or labor shortages, embargo, riot, war, revolution, terrorism, rebellion, insurrection, flood, natural disaster, or interruption of utilities from external causes. Each Party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

1.19 Debt to State

The grantee agrees, to the extent grantee owes any debt (child support or other obligation) or delinquent taxes to the State of Texas, any payments grantee is owed under this Grant Agreement may be applied by the Comptroller of Public Accounts toward any such debt or delinquent taxes until such debt or delinquent taxes are paid in full.

1.20 Grantee an Independent Contractor

The grantee expressly agrees that it is an independent contractor and under no circumstances shall any owner, incorporator, officer, director, employee, or volunteer of grantee be considered an employee, agent, servant, joint venturer, joint enterpriser or partner of OOG or the State of Texas. The grantee is not a "governmental body" solely by virtue of this Grant Agreement or receipt of grant funds under this Grant Agreement. All persons furnished, used, retained, or hired by or on behalf of the grantee or any of the grantee's contractors shall be considered to be solely the employees or agents of the grantee or the grantee's contractors. The grantee or grantee's contractors shall be responsible for ensuring that any and all appropriate payments are made, such as unemployment, workers compensation, social security, any benefit available to a state employee as a state employee, and other payroll taxes for such persons, including any related assessments or contributions required by law. The grantee agrees to take such steps as may be necessary to ensure that each contractor of the grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, joint enterpriser or partner of OOG or the State of Texas. The grantee is responsible for all types of claims whatsoever due to actions or performance under this Grant Agreement, including, but not limited to, the use of automobiles or other transportation, taken by its owners, incorporators, officers, directors, employees, volunteers or any third parties.

1.21 No Assignment of Rights or Obligations

The grantee may not assign this Grant Agreement or any of its rights or obligations under this Grant Agreement to any third party or entity. Any attempted assignment without OOG's prior written consent is void and may result in the termination of this Grant Agreement.

1.22 Funds Are for Sole Benefit of Grantee

It is expressly agreed that any solicitation for or receipt of funds of any type by the grantee is for the sole benefit of the grantee and is not a solicitation for or receipt of funds on behalf of OOG or the Governor of the State of Texas.

1.23 Permission for Use of OOG Name and Labeling

Other than the required statements listed in this document, grantee shall not use OOG's name or refer to OOG directly or indirectly in any media release, public service announcement, or public service disclosure relating to this Grant Agreement or any acquisition pursuant hereto, including in any promotional or marketing materials, without first obtaining written consent from OOG. This Section is not intended to and does not limit the grantee's ability to comply with its obligations and duties under the Texas Open Meetings Act and/or the Texas Public Information Act. This Section is not intended to and does not limit OOG's duties and obligations to report this Grant Agreement, any grant payments made under this Grant Agreement, any contract compliance or performance information or other state or federal reporting requirements applicable to OOG.

1.24 Acknowledgement of Funding and Disclaimer

All publications, including websites, produced in full or in part with grant funds awarded by OOG must include an acknowledgement of the funding and a disclaimer of non-endorsement by the funding agency. In general, no publication may convey OOG's or any federal funding agency's (i.e. DOJ or FEMA) official recognition or endorsement of the recipient's project simply based on having received funding. For websites, the acknowledgement should be present somewhere on all major entry pages. Acknowledgement language for grants made through state fund sources is below and language for grants made through specific federal fund sources is included within the fund specific conditions memo.

For any state grant program: "This [website/report/study/project/etc.] is funded [insert "in part", if applicable] through a grant from the Public Safety Office of the Texas Office of the Governor. Neither the Office of the Governor nor any of its components operate, control, are responsible for, or necessarily endorse, this website (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

1.25 Royalty-Free License

Pursuant to 2 CFR 200.315(b), the grantee may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OOG (and the federal funding agency, if the work is funded with a federal grant) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for state (or Federal) purposes:

- A. Any work subject to copyright developed under an award or subaward; and
- B. Any rights of copyright to which a grantee or subgrantee or subcontractor purchases ownership with state (or Federal) support.

The recipient acknowledges that OOG (and the federal funding agency) have the right to:

- A. Obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and
- B. Authorize others to receive, reproduce, publish or otherwise use such data for state (or federal) purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data-general).

It is the responsibility of the grantee (and of each subgrantee or subcontractor if applicable) to ensure that this condition is included in any subaward under this award. The grantee has the responsibility to obtain from subgrantees, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subgrantee contractor, or subcontractor refuses to accept terms affording the Government such rights, the grantee shall promptly bring such refusal to the attention of the OOG program manager for the award and not proceed with the agreement in question without further authorization from OOG.

1.26 Project Period

The performance period for this Grant is listed on the Statement of Grant Award. All goods must be obligated and all services must be received within the performance period. OOG will not be obligated to reimburse expenses incurred after the performance period.

1.27 Project Commencement

The grantee must take reasonable steps to commence project activities upon receiving notice of a grant award. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a statement to OOG explaining the implementation delay. Upon receipt of the 90-day letter, OOG may cancel the project and redistribute the funds to other project areas. OOG may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

1.28 Project Close Out

OOG will close-out the grant award when it determines that all applicable administrative actions and all required work of the Grant have been completed by the grantee.

The grantee must submit all financial, performance, and other reports as required by the terms and conditions of the grant award. Submission of the final Financial Status Report will initiate grant close out with OOG.

The grantee must promptly refund any balances of unobligated cash that OOG paid in advance or paid and that are not authorized to be retained by the grantee for use in other projects.

1.29 Federal Program Laws, Rules, and Guidelines

The grantee must comply with applicable provisions of federal and state law and regulations, terms and conditions applicable to the federal awards providing funding for the grant award, and any applicable program guidelines, which may include:

A. The Omnibus Crime Control and Safe Streets Act of 1968 (as amended - 42 U.S.C 3711 et seq.);

- B. Victims of Crime Act (VOCA) program guidelines, including the VOCA Final Rule effective August 8, 2016 and included in 28 CFR 94;
- C. Violence Against Women Act (VAWA) relevant statutory and regulatory requirements, including the Violence Against Women Act of 1994 (P.L., 103-322), the Violence Against Women Act of 2000 (P.L. 106-386), the Violence Against Women and Department of Justice Reauthorization Act of 2005 (P.L. 109-162), the Violence Against Women Reauthorization Act of 2013 (P.L. 113- 4), the Office on Violence Against Women's (OVW) implementing regulations at 28 CFR Part 90, OVW's general terms and conditions available at http://www.justice.gov/ovw/grantees (these do not supersede any specific conditions in the grant agreement), and the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide;
- D. The provisions of the current edition of the Department of Justice Grants Financial Guide;
- E. If the grantee uses grant funds to undertake research involving human subjects, the grantee may be subject to Department of Justice (DOJ) Office of Justice (OJP) policies and requirements adopted by OOG related to human subjects found in 28 CFR Part 46;
- F. Section 2002 of the Homeland Security Act of 2002, as amended (P.L. 107-296) (6 U.S.C. § 603);
- G. If grantee receives a grant award in excess of \$150,000, it will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Any subgrants or contracts made by the grantee in excess of \$150,000 must contain this provision.
- H. All other applicable Federal laws, orders, circulars, or regulations.

1.30 Applicability of Part 200 Uniform Requirements for Federally Funded Awards

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200 apply to any grants funded through an award from a Federal agency.

1.31 Required State Assurances

The grantee must comply with the applicable State Assurances included within TxGMS, which are incorporated here by reference in the award terms and conditions.

2 Organizational Eligibility

2.1 Good Standing for Eligible Grantees

- A. The grantee is in good standing under the laws of the State in which it was formed or organized, and has provided OOG with any requested or required documentation to support this certification.
- B. The grantee agrees to remain in good standing with any state or federal governmental bodies related to the grantee's right to conduct its business in Texas, including but not limited to the Texas Secretary of State and the Texas Comptroller of Public Accounts, as applicable.

- C. The grantee owes no delinquent taxes to any taxing unit of this State as of the effective date of this Grant Agreement.
- D. The grantee is non-delinquent in its repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 for additional information and guidance.
- E. The grantee has or will obtain all licenses, certifications, permits, and authorizations necessary to perform its obligations under this Grant Agreement, without costs to OOG.
- F. The grantee is currently in good standing with all licensing, permitting or regulatory bodies that regulate any or all aspects of grantee's business or operations.
- G. The grantee agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinance or state or federal laws.
- H. The grantee shall comply with any applicable federal, state, county, local and municipal laws, ordinances, resolutions, codes, decisions, orders, rules, and regulations, in connection with its obligations under this Grant Agreement.
- I. The grantee does not have any existing claims against or unresolved audit exceptions with the State of Texas or any agency of the State of Texas.

2.2 System for Award Management (SAM) Requirements

- A. The grantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and, if applicable, the federal funding agency). These requirements include maintaining current registrations and the currency of the information in SAM. The grantee will review and update information at least annually until submission of the final financial report required under the award or receipt of final payment, whichever is later, as required by 2 CFR Part 25.
- B. Applicable to this Grant Agreement is the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective September 24, 2001, and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's System for Award Management (SAM), https://www.sam.gov, which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.
- C. The grantee will comply with Executive Orders 12549 and 12689 that requires "a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM)", in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority. The grantee certifies it will verify each vendor's status to ensure the vendor is not debarred, suspended, otherwise excluded or declared ineligible by checking the SAM before doing/renewing business with that vendor.
- D. The grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the grantee is in compliance with the State of Texas

statutes and rules relating to procurement and that the grantee is not listed on the federal government's terrorism watch list as described in Executive Order 13224.

2.3 Criminal History Reporting

Counties or other governmental entities required to maintain and report criminal history records per the Texas Code of Criminal Procedure, Ch. 60, must maintain compliance with that statute and Governor's Executive Order GA-07, Order 8, in order to obtain or maintain eligibility for OOG grant funds.

2.4 Uniform Crime Reporting

Local units of governments operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To maintain eligibility for funding, grantees must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, grantees are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

2.5 Immigration Related Matters

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3).

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code which prohibits local entity or campus police departments from: (1) adopting, enforcing, or endorsing a policy under which the entity or department prohibits or materially limits the enforcement of immigration laws; (2) as demonstrated by pattern or practice, prohibiting or materially limiting the enforcement of immigration laws; or (3) for an entity that is a law enforcement agency or for a department, as demonstrated by pattern or practice, intentionally violate Article 2.251, Code of Criminal Procedure.

2.6 E-Verify

- A. The grantee shall comply with the requirements of the Immigration Reform and Control Acts of 1986 and 1990 ("IRCA") regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any labor or services in the United States of America under this Grant Agreement, if any, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA") enacted on September 30, 1996.
- B. The grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Grant Agreement, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:
 - 1. All persons employed to perform duties within Texas, during the term of the Grant; and
 - 2. All persons employed or assigned by the grantee to perform work pursuant to the Grant Agreement, within the United States of America.

If this certification is falsely made, the Grant Agreement may be terminated.

C. If applicable, grantee will comply with Executive Order RP-80 regarding the U.S. Department of Homeland Security's E-Verify system.

2.7 Deceptive Trade Practices Violations

The grantee represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit and that the grantee has not been found to be liable for such practices in such proceedings. The grantee certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit, and that such officers have not been found to be liable for such practices in such proceedings. The grantee shall notify OOG in writing within five (5) calendar days if grantee or any of its officers are subject to allegations of Deceptive Trade Practices or are the subject of alleged violations of any unfair business practices in an administrative hearing or court suit, and that the grantee or officers have been found to be liable for such practices in such proceedings.

2.8 Hurricane Contract Violations

Texas law prohibits OOG from awarding a contract to any person who, in the past five years, has been convicted of violating a federal law or assessed a penalty in connection with a contract involving relief for Hurricane Rita, Hurricane Katrina, Hurricane Harvey, or any other disaster, as defined by section 418.004 of the Texas Government Code, occurring after September 24, 2005. Under section 2155.006 and 2261.053 of the Texas Government Code, the grantee certifies that the entity named in this Grant Agreement is not ineligible from entering into this Grant Agreement and acknowledges that this Grant Agreement may be terminated and payment withheld or return of grant funds required if this certification is inaccurate or false.

2.9 Terminated Contracts

The grantee has not had a contract terminated or been denied the renewal of any contract for non-

compliance with policies or regulations of any state or federally funded program within the past five (5) years nor is it currently prohibited from contracting with a governmental agency. If the grantee does have such a terminated contract, the grantee shall identify the contract and provide an explanation for the termination. The grantee acknowledges that this Grant Agreement may be terminated and payment withheld or return of grant funds required if this certification is inaccurate or false.

2.10 Special Requirements for Units of Local Government

Grant funds may not be expended by a unit of local government unless the following limitations and reporting requirements are satisfied:

- A. Texas General Appropriations Act, Art. IX, Parts 2, 3, and 5, except there is no requirement for increased salaries for local government employees;
- B. Texas Government Code Sections 556.004, 556.005, and 556.006, which prohibits using any money or vehicle to support the candidacy of any person for office, influencing positively or negatively the payment, loan, or gift to a person or political organization for a political purpose, and using grant funds to influence the passage or defeat of legislation including not assisting with the funding of a lobbyist, or using grant funds to pay dues to an organization with a registered lobbyist;
- C. Texas Government Code, Sections 2113.012 and 2113.101, which prohibits using grant funds to compensate any employee who uses alcoholic beverages on active duty and grantee may not use grant funds to purchase an alcoholic beverage and may not pay or reimburse any travel expense for an alcoholic beverage;

2.11 Special Requirements for Non-Profit Grantees

Each non-profit corporation receiving funds from OOG must obtain and have on file a blanket fidelity bond that indemnifies OOG against the loss or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the OOG grant period.

By accepting funds under this award, any non-profit grantee certifies and affirmatively asserts that it is a non-profit organization and that it keeps on file, and is available upon audit, either:

- A. A copy of the recipient's 501(c)(3) designation letter;
- B. A letter from the State of Texas stating that the recipient is a non-profit organization operating within Texas; or
- C. A copy of the grantee's Texas certificate of incorporation that substantiates its non-profitstatus.

Grantees that are local non-profit affiliates of state or national non-profits should have available proof of (1), (2), or (3), and a statement by the state or national parent organization that the recipient is a local non-profit affiliate.

Non-profit recipients of Victims of Crime Act (VOCA) funding that are not a 501(c)(3) organization finally certified by the Internal Revenue Service must make their financial statements available online.

Church, mosque, and synagogue recipients of Nonprofit Security Grant Program funding are not required to apply for and receive a recognition of exemption under section 501(c)(3). Such organizations are automatically exempt if they meet the requirements of section 501(c)(3).

2.12 Special Requirements for Facilities or Entities that Collect Sexual Assault/Sex Offense Evidence or Investigates/Prosecutes Sexual Assault or other Sex Offenses

Texas Government Code, Section 420.034, requires any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, to participate in a statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Failure to comply with the requirements of Chapter 420, Subchapter B or Subchapter B-1, of the Texas Government Code may be used to determine ongoing eligibility for receiving OOG grant funds.

2.13 Firearm Suppressor Regulation

Texas Government Code, Section 2.103, prohibits state agencies, municipalities, counties, special districts or authorities, as defined in Section 2.101 of the Texas Government Code, from receiving state grant funds if the entity adopts a rule, order, ordinance, or policy that enforces or allows the enforcement of a federal law that purports to regulate a firearm suppressor if the federal statute, order, rule or regulation imposes a prohibition, restriction, or other regulation that does not exist under the laws of the State of Texas.

2.14 Enforcement of Public Camping Bans

Local Government Code, Section 364.004, prohibits municipalities or counties, as defined in Section 364.001 of the Local Government Code, from receiving state grant funds if a judicial determination is made that the local entity adopts or enforces a policy, as described in Section 364.002 of the Local Government Code, that prohibits or discourages the entity from the enforcement of any public camping ban. The Comptroller of Public Accounts has adopted rules at Title 34, Part 1, Rule §20.600 applicable to implementation of Local Government Code, Section 364.004 requiring that in the event that a local entity receiving state grant funds is sued by the Attorney General under Local Government Code, Section 364.003 or such a case reaches a final judicial determination, the local entity must immediately disclose the lawsuit or judicial determination to all state agencies that oversee programs from which the entity currently receives state grant funds.

2.15 Prohibition on Agreements with Certain Foreign-Owned Companies in Connection with Critical Infrastructure

Texas Government Code, Chapter 113 and Section 2274.0102, prohibits an entity or company from entering into an agreement with a company or entity that is headquartered in, owned by, or the majority of stock is held or controlled by China, Iran, North Korea, Russia or a country designated by the governor as a threat to critical infrastructure, as defined in Section 113.001 or Section 2274.0101 of the Texas Government Code, if the agreement is related to and grants access to or control of critical infrastructure in the State of Texas.

3 Civil Rights

3.1 Compliance with Civil Rights and Nondiscrimination Requirements

- A. The grantee will comply with all State and Federal statutes relating to civil rights and nondiscrimination and ensure, in accordance with federal civil rights laws, that the grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- B. The grantee will comply, and all its contractors and subgrantees will comply, with all federal statutes and rules relating to civil rights and nondiscrimination. These include but are not limited to:
 - 1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - 2. Title IX of the Education Amendments of 1972, as amended (20 USC §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990 (42 USC § 12131-34);
 - 4. The Age Discrimination Act of 1975, as amended (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age;
 - 5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
 - 7. Sections §§ 523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patientrecords;
 - 8. Title VIII of the Civil Rights Act of 1968 (42 USC § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - 9. Title I, II, and III of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities;
 - 10. Any other nondiscrimination provisions in the specific statute(s) or the state or federal solicitation or funding announcement under which application for grant funds is being made, including but not limited to:
 - Section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (codified at 34 U.S.C. 10228(c); see also 34 U.S.C. 11182(b)),
 - ii. Section 1407(e) of the Victims of Crime Act of 1984 (codified at 34 U.S.C. 20110(e))
 - iii. **Section 40002(b)(13) of the Violence Against Women Act of 1994** (codified at 34 U.S.C. 12291(b)(13))
- C. A nondiscrimination provision that deals with discrimination in employment on the basis of religion is read *together* with the pertinent provisions of the Religious Freedom Restoration Act of 1993. As a result, even if an otherwise-applicable nondiscrimination provision states that a recipient or subrecipient may not discriminate in employment based on religion, an OJP recipient or subrecipient

that is a faith-based organization *may* consider religion in hiring, *provided* it satisfies particular requirements. Additional information on those requirements can be found at https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm#4.

- D. Collectively, these federal laws prohibit a grantee from discriminating either in employment (subject to the exemption for certain faith-based organizations discussed in C. above) or in the delivery of services or benefits on the basis of race, color, national origin, sex, religion, or disability.
- E. In the event any federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), or sex against the grantee, or the grantee settles a case or matter alleging such discrimination, the grantee must forward a copy of the complaint and findings to OOG and, as applicable, the Office of Justice Programs Office for Civil Rights (OCR), or the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
- F. All recipients of Department of Justice Grants must review the Information on Civil Rights for grantees posted on the eGrants website. More information on Civil Rights and Nondiscrimination requirements for grantees receiving funding originating from the Department of Justice can be found at https://ojp.gov/about/ocr/statutes.htm.

3.2 Limited English Proficiency

The grantee will comply with Title VI of the Civil Rights Act of 1964, which prohibits grantees from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In order to facilitate compliance with Title VI, grantees are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. More information can be found at http://www.LEP.gov.

3.3 Equal Employment Opportunity Plan

All recipients of Department of Justice grants must submit the Equal Employment Opportunity Plan (EEOP) certification information to the Office of Civil Rights, Office of Justice Programs through their on-line <u>EEOP Reporting Tool</u>. For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at https://ojp.gov/about/ocr/eeop.htm.

The grantee acknowledges that failure to submit an acceptable EEOP (if recipient is required to submit one), that is approved by the Office for Civil Rights, is a violation of the Grant Agreement and may result in suspension or termination of funding, until such time as the recipient is in compliance.

4 Personnel

4.1 Overtime

Overtime is allowable to the extent that it is included in the OOG-approved budget, the grantee agency has an overtime policy approved by its governing body, and both grant-funded and non-grant funded personnel are treated the same with regards to the application of overtime policy(ies). In addition, in no case is dual compensation allowable. That is, an employee of a grantee agency may not receive compensation for hours worked (including paid leave) from his/her agency AND from an award for a single period of time, even though such work may benefit both activities. Overtime payments issued outside of these guidelines are the responsibility of the grantee agency.

4.2 Notification of Grant-Contingent Employees

Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by OOG.

5 Travel

5.1 Travel Policies

The grantee must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established written policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

6 Contracts and Procurement

6.1 Procurement Practices and Policies

The grantee must follow applicable Federal and State law, Federal procurement standards specified in regulations governing Federal awards to non-Federal entities, their established policy, and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods.

- A. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition.
- B. When any contractual or equipment procurement is anticipated to be in excess of Simplified Acquisition Threshold, grantees must submit a Procurement Questionnaire https://eGrants.gov.texas.gov/updates.aspx to OOG for approval prior to procurement. Grantees must ensure these contracts address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- C. When contractual or equipment procurement is anticipated to be in excess of \$10,000, grantees must address termination for cause and for convenience by the grantee including the manner by which it will be affected and the basis for settlement.

6.2 Subcontracting

The grantee may not subcontract any of its rights or duties under this Grant Agreement without the prior written approval of OOG. It is within OOG's sole discretion to approve any subcontracting. In the event OOG approves subcontracting by the grantee, the grantee will ensure that its contracts with others shall require compliance with the provisions of this Grant Agreement to the extent compliance is needed to support the grantee's compliance with this Grant Agreement. The grantee, in subcontracting for any performances specified herein, expressly understands and agrees that it is not relieved of its responsibilities for ensuring that all performance is in compliance with this Grant Agreement and that OOG shall not be liable in any manner to any grantee subcontractor.

6.3 Buy Texas

If applicable with respect to any services purchased pursuant to this Grant Agreement, the grantee will buy Texas products and materials for use in providing the services authorized herein when such products and materials are available at a comparable price and within a comparable period of time when compared to non-Texas products and materials.

6.4 Contract Provisions Under Federal Awards

All contracts made by a grantee under a federal award must contain the provisions outlined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

7 Equipment Requirements

7.1 Property Management and Inventory

The grantee must ensure equipment purchased with grant funds is used for the purpose of the Grant and as approved by OOG. The grantee must develop and implement a control system to prevent loss, damage or theft of property and investigate and document any loss, damage or theft of property funded under this Grant.

The grantee must account for any real and personal property acquired with grant funds or received from the Federal Government in accordance with 2 CFR 200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property. This documentation must be maintained by the grantee, according to the requirements listed herein, and provided to OOG upon request, if applicable.

When original or replacement equipment acquired under this award by the grantee is no longer needed for the original project or program or for other activities currently or previously supported by the federal awarding agency or OOG, the grantee must make proper disposition of the equipment pursuant to 2 CFR 200 or TxGMS, as applicable.

The grantee shall not give any security interest, lien or otherwise encumber any item of equipment purchased with grant funds.

The grantee will maintain specified equipment management and inventory procedures for equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, with a per-unit cost of \$5,000 or greater, any firearms, any items on the Prohibited or Controlled Expenditures list, and the following equipment with costs between \$500 and \$4,999: sound systems and other audio equipment, still and video cameras, TVs, video players/recorders, desktop computers, laptop computers, data projectors, smartphones, tablets, other hand held devices, mobile/portable radios, and unmanned aerial vehicle (UAV) drones. (See Texas Government Code, Sec. 403.271(b) for further information. Users of these standards should contact the Texas Comptroller of Public Accounts' property accounting staff or review the Comptroller's State Property Accounting Process User's Guide, Appendix A, available on the internet, for the most current listing.) The equipment and inventory procedures include:

- A. The grantee must keep an inventory report on file containing equipment purchased with any grant funds during the grant period. The inventory report must agree with the approved grant budget and the final Financial Status Report and shall be available to OOG at all times upon request.
- B. At least every two (2) years, grantee must take a physical inventory and reconcile the results with property records.
- C. The grantee must maintain property/inventory records which, at minimum, include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- D. The grantee shall permanently identify all such equipment by appropriate tags or labels affixed to the equipment.

Upon termination of this Grant Agreement, title, use, and disposal of equipment by the grantee shall be in conformity with TxGMS; however, as between OOG and the grantee title for equipment will remain with the grantee, unless TxGMS requires otherwise.

7.2 Maintenance and Repair

The grantee will maintain, repair, and protect all equipment purchased in whole or in part with grant funds so as to ensure the full availability and usefulness of such equipment. In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss of, destruction of, or damage to the equipment purchased under this Grant Agreement, the grantee shall use the proceeds to repair or replace said equipment.

7.3 Automated License Plate Readers

Any grantee requesting funds for Automated License Plate Readers (ALPR) must have a written policy regarding use of the ALPR and related data retention. Subrecipients also must enter into a User Agreement with the Texas Department of Public Safety (DPS), Crime Records Division to gain access to the Texas Automated License Plate Reader (LPR) Database so that data may be shared among all participating local, state, and federal agencies. DPS Crime Records Division will provide written

certification of your jurisdiction's participation upon request. Grantees must provide OOG with a copy of the certification received from DPS Crime Records Division.

8 Information Technology

8.1 Accessibility Requirements

If applicable, the grantee will comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in Title 1, Chapter 213 of the Texas Administrative Code when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation. Likewise, if applicable, the grantee shall provide the Texas Department of Information Resources (DIR) with the URL to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (http://www.buyaccessible.gov). A company not listed with the "Buy Accessible Wizard" or supplying a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at http://www.section508.gov.

8.2 Criminal Intelligence System Operating Procedures

Any information technology system funded or supported by these funds must comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies. Any grant-funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 CFR Part 23 at least once for each continuous two-year period that the person has responsibility for entering data into or retrieving data from an intelligence database.

8.3 Blocking Pornographic Material

The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

8.4 Cybersecurity Training

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible.

9 Indirect Costs

9.1 Approved Indirect Cost Rate

If indirect costs are allowable under an award, the Indirect Cost Budget Category will be available on the Budget tab. Grantees choosing to apply indirect costs to the award (except for those choosing to use a de minimis rate as described in 2 CFR § 200.414(f)) must have an approved indirect cost rate agreement with their cognizant agency (see 2 CFR § 200 Appendix III-VII for assigned cognizant agencies). A copy of the approval letter from the cognizant agency must be uploaded to the grant application for the grantee to be eligible for the indirect cost rate for the associated award.

The indirect cost rate cited in the budget denotes the approved indirect rate at the time the grant was awarded. It is the grantee's responsibility to ensure the appropriate indirect rate is charged throughout the term of the grant award even if the approved indirect rate expires or changes during the grant period. Indirect costs are subject to monitoring and the grantee must be able to produce evidence of an approved indirect cost rate upon request.

9.2 De Minimis Rate

In accordance with 2 CFR § 200.414(f) and TxGMS, grantees of federal or state funds that do not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. A grantee that elects to use the de minimis indirect cost rate, must advise OOG in writing, in the grant application, before any such funds are obligated of its election, and must comply with all associated requirements in 2 CFR § 200.414(f) and TxGMS.

10 Audit and Records Requirements

10.1 Grantee Subject to Audits

The grantee understands and agrees that grantee is subject to relevant audit requirements present in state or federal law or regulation or by the terms of this award. For federally funded grants, audit requirements can be found in 2 CFR Part 200 or OMB Circular A-133. For state funded awards, audit requirements can be found in the TxGMS.

10.2 Single Audit Requirements

Any grantee expending more than \$750,000 in state or \$750,000 in federal funds in a fiscal year is subject to Single Audit Requirements in 2 CFR, Part 200, Subpart F – Audit Requirements or the requirements in TxGMS.

The audit must be completed and the data collection and reporting package described in 2 CFR 200.512 must be submitted to the Federal Audit Clearinghouse (FAC) within 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier. A copy of the Single Audit Report Package or a notification email stating the date the Single Audit Report Package was uploaded to the Federal Audit Clearinghouse must be sent the Governor's Office of Compliance and Monitoring within nine months or less of the grantee's fiscal year end date. Documents must be emailed to OCM-FMU@gov.texas.gov

Grantees who are not required to have an audit for the grantee's fiscal year in which the state or federal awards were made or expended, shall complete and sign a *Single Audit Reporting Exemption Form* within nine months or less of their fiscal year end date. Exemption Forms are available by fiscal year end date on eGrants in the Updates section and Single Audit links. This form must be emailed to OCM-FMU@gov.texas.gov.

10.3 Cooperation with Monitoring, Audits, and Records Requirements

- A. In addition to and without limitation on the other audit provisions of this Grant Agreement, pursuant to Section 2262.154 of the Texas Government Code, the State Auditor's Office or successor agency, may conduct an audit or investigation of the grantee or any other entity or person receiving funds from the State directly under this Grant Agreement or indirectly through a subcontract under this Grant Agreement. The acceptance of funds by the grantee or any other entity or person directly under this Grant Agreement or indirectly through a subcontract under this Grant Agreement acts as acceptance of the authority of the State Auditor's Office, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds. Under the direction of the Legislative Audit Committee, the grantee or another entity that is the subject of an audit or investigation by the State Auditor's Office shall provide the State Auditor's Office with prompt access to any information the State Auditor's Office considers relevant to the investigation or audit. The grantee further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. The grantee shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the grantee and the requirement to cooperate is included in any subcontract it awards. The State Auditor's Office shall at any time have access to and the right to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of the grantee related to this Grant Agreement. This Grant Agreement may be amended unilaterally by OOG to comply with any rules and procedures of the State Auditor's Office in the implementation and enforcement Section 2262.154 of the Texas Government Code.
- B. The grantee agrees to comply with the grant monitoring guidelines, protocols, and procedures established by OOG and any federal funding agency, and to cooperate with OOG and any relevant federal agency generally, including on any compliance review or complaint investigation conducted by the Federal sponsoring agency or OOG and on all grant monitoring requests, including requests related to desk reviews and/or sitevisits.
- C. The grantee shall maintain adequate records that enable OOG and any relevant federal agency to complete monitoring tasks, including to verify all reporting measures, requests for reimbursements, and expenditure of match funds related to this Grant Agreement. The grantee shall maintain such records as are deemed necessary by OOG, the State Auditor's Office, other auditors of the State of Texas, the federal government or such other persons or entities designated or authorized by OOG to ensure proper accounting for all costs and performances related to this Grant Agreement.
- D. OOG may request documented proof of payment. Acceptable proof of payment includes, but is not necessarily limited to, a receipt or other documentation of a paid invoice, a general ledger detailing the specific revenue and expenditures, a monthly bank statement evidencing payment of the specific expenditure, bank reconciliation detail, copies of processed checks, or a printed copy of an electronic payment confirmation evidencing payment of the specific expenditure to which the reimbursement relates.
- E. The grantee authorizes OOG, the State Auditor's Office, the Comptroller General, and any relevant

federal agency, and their representatives, the right to audit, examine, and copy all paper and electronic records, books, documents, accounting procedures, practices, and any other requested records, in any form; relevant to the grant, the operation and management of the grantee, and compliance with this grant agreement and applicable state or federal laws and regulations; and will make them readily available upon request. The grantee will similarly permit access to facilities, personnel, and other individuals and information as may be necessary.

- F. If requested, the grantee shall submit to OOG a copy of its most recent independent financial audit. If requested, the grantee shall submit to OOG any audited financial statements, related management letters and management responses of grantee, and financial audit documents or portions thereof that are directly related to the grantee's performance of its obligations under this Grant Agreement.
- G. OOG may make unannounced monitoring visits at any time but will, whenever practical as determined at the sole discretion of OOG, provide the grantee with up to five (5) business days advance notice of any such examination or audit. Any audit of records shall be conducted at the grantee's principal place of business and/or the location(s) of the grantee's operations during the grantee's normal business hours. The grantee shall provide to OOG or its designees, on the grantee's premises (or if the audit is being performed of a subcontractor, the subcontractor's premises if necessary) private space, office furnishings (including lockable cabinets), telephone services and Internet connectivity, utilities, and office-related equipment and duplicating services as OOG or its designees may reasonably require to perform the audits described in this Grant Agreement.
- H. In addition to the information contained in the required reports, other information may be required as requested by OOG, including OOG asking for more information regarding project performance or funds expenditures. In the event OOG requires additional information regarding the information or data submitted, the grantee will promptly provide the additional information. The grantee also agrees to assist OOG in responding to questions and assisting in providing information responsive to any audit, legislative request, or other inquiry regarding the grant award. Upon the request of OOG, the grantee must submit to OOG any additional documentation or explanation OOG may desire to support or document the requested payment or report submitted under this Grant Agreement.
- I. If after a written request by OOG or a relevant federal agency, the grantee fails to provide required reports, information, documentation, or other information within reasonable deadlines set by OOG or the relevant federal agency, as required by this Grant Agreement, or fails to fulfil any requirement in this section, then OOG may consider this act a possible default under this Grant Agreement, and the grantee may be subject to sanctions including but not limited to, withholdings and/or other restrictions on the recipient's access to grant funds; referral to relevant agencies for audit review; designation of the recipient as a high-risk grantee; or termination of awards.
- J. The grantee agrees to hold any subcontractors or subgrantees to the provisions of this section and to require and maintain the documentation necessary to complete monitoring tasks performed by any subcontractor or subgrantee. The grantee shall ensure that this section concerning the authority to audit funds received indirectly by subcontractors through grantee and the requirement to cooperate is included in any subcontract it awards related to this grant. The grantee will direct any other entity, person, or contractor receiving funds directly under this Grant Agreement or through a subcontract under this Grant Agreement to likewise permit access to, inspection of, and reproduction of all books, records, and other relevant information of the entity, person, or contractor that pertain to this Grant Agreement.

10.4 Requirement to Address Audit Findings

If any audit, financial or programmatic monitoring, investigations, review of awards, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this Grant Agreement, applicable laws, regulations, or the grantee's obligations hereunder, the grantee agrees to propose and submit to OOG a corrective action plan to correct such discrepancies or inadequacies within thirty (30) calendar days after the grantee's receipt of the findings. The grantee's corrective action plan is subject to the approval of OOG.

OOG, at its sole discretion, may impose remedies as part of a corrective action plan, including, but not limited to: increasing monitoring visits; requiring that additional or more detailed financial and/or programmatic reports be submitted; requiring prior approval for expenditures; requiring additional technical or management assistance and/or making modifications in business practices; reducing the grant award amount; and/or terminating this Grant Agreement. The foregoing are not exclusive remedies, and OOG may impose other requirements that OOG determines will be in the best interest of the State.

The grantee understands and agrees that the grantee must make every effort to address and resolve all outstanding issues, findings, or actions identified by OOG (and/or, in the case of federally funded grant, a relevant federal agency) through the corrective action plan or any other corrective plan. Failure to promptly and adequately address these findings may result in grant funds being withheld, other related requirements being imposed, or other sanctions and penalties. The grantee agrees to complete any corrective action approved by OOG within the time period specified by OOG and to the satisfaction of OOG, at the sole cost of the grantee. The grantee shall provide to OOG periodic status reports regarding the grantee's resolution of any audit, corrective action plan, or other compliance activity for which the grantee is responsible.

10.5 Records Retention

- A. The grantee shall maintain appropriate audit trails to provide accountability for all expenditures of grant funds, reporting measures, and funds received from OOG under this Grant Agreement. Audit trails maintained by the grantee will, at a minimum, identify the supporting documentation prepared by the grantee to permit an audit of its accounting systems and payment verification with respect to the expenditure of any funds awarded under this Grant Agreement. The grantee's automated systems, if any, must provide the means whereby authorized personnel have the ability to audit and to verify performance and to establish individual accountability for any action that can potentially cause access to, generation of, or modification of payment information.
- B. The grantee must maintain fiscal records and supporting documentation for all expenditures resulting from this Grant Agreement pursuant to 2 CFR 200.333, TxGMS, and state law.
 - 1. The grantee must retain these records and any supporting documentation until the third anniversary of the later date of (1) the submission of the final expenditure report, or (2) the resolution of all issues that arose from any litigation, claim, negotiation, audit, or administrative review involving the grant.
 - 2. Records related to real property and equipment acquired with grant funds shall be retained for three (3) years after final disposition.
 - 3. For all training and exercises paid for by this Grant, grantee must complete, deliver to the

- appropriate source, and then retain copies of all after-action reports and certificates of training completion for the time period specified in this Section.
- 4. OOG or the Federal Funding Agency may direct a grantee to retain documents for longer periods of time or to transfer certain records to OOG or federal custody when OOG or the Federal Funding Agency determines that the records possess long term retention value.
- 5. The grantee must give the Federal Funding Agency, the Comptroller General of the United States, the Texas State Auditor's Office, OOG, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, other papers, things or property belonging to or in use by grantee pertaining to this Grant including records concerning the past use of grant funds. Such rights to access shall continue as long as the records are maintained.

The grantee must include the substance of this Section in all subcontracts.

C. If the grantee collects personally identifiable information, it will have a publically-available privacy policy that describes what information it collects, how it uses the information, whether it shares the information with third parties, and how individuals may have their information corrected where appropriate. The grantee shall establish a method to secure the confidentiality of any records related to the grant program that are required to be kept confidential by applicable federal or state law or rules. This provision shall not be construed as limiting OOG's access to such records and other information under any provision of this Grant Agreement.

11 Prohibited and Regulated Activities and Expenditures

11.1 Inherently Religious Activities

A grantee may not use grant funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Grantees may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally assisted program. Moreover, grantees must not compel program beneficiaries to participate in inherently religious activities. Grantees must also not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief in the delivery of services or benefits funded by the grant. These requirements apply to all grantees, not just faith-based organizations.

11.2 Political Activities

Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

A. Unless specifically authorized to do so by federal law, grant recipients or their subgrantees or contractors are prohibited from using grant funds directly or indirectly for political purposes, including lobbying or advocating for legislative programs or changes; campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties; and voter registration or get-out-the-vote campaigns. Generally, organizations or entities which receive federal funds by way of grants, contracts, or cooperative agreements do not lose their rights as organizations to use their own, private, non-federal resources for "political" activities because of or as a consequence of receiving such federal funds. These recipient organizations must thus

use private or other non-federal money, receipts, contributions, or dues for their political activities, and may not charge off to or be reimbursed from federal contracts or grants for the costs of such activities.

- B. Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- C. Grant-funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- D. Grant funds will not be used, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of OOG and applicable federal funding agencies. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify OOG to obtain the appropriate disclosure form.
- E. Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.
- F. Grant funds whether expended by the grantee or by any subgrantee or subcontractor will not be used for political polling. This prohibition regarding political polling does not apply to a poll conducted by an academic institution as a part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party.
- G. As applicable, the grantee will comply with 31 USC § 1352, which provides that none of the funds provided under an award may be expended by the grantee to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

The grantee will include the language of this section in the award documents for all subawards at all tiers and will require all subrecipients to certify accordingly.

11.3 Generally Prohibited Expenditures

The following items and activities are specifically prohibited from being funded under this Grant Agreement:

- A. Costs of advertising and public relations designed solely to promote the governmental unit;
- B. Costs of international travel¹;
- C. Costs of entertainment, including amusement, diversion, and social activities and any costs

¹ In certain circumstances international travel may be allowed under the Homeland Security Grant Program with prior written approval from the US Department of Homeland Security, Federal Emergency Management Agency (FEMA).

directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);

- D. Fundraising;
- E. Lobbying;
- F. Alcoholic beverages;
- G. Costs to support any activity that has as its objective funding of sectarian worship, instruction, or proselytization; and
- H. Promotional items and memorabilia, including models, gifts, and souvenirs.

11.4 Acorn

The grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OOG.

11.5 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

The John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018), prohibits the purchase of certain telecommunications and video surveillance services or equipment from specified entities. For more information on this prohibition please refer to Public Law No. 115-232 at https://www.congress.gov/bill/115th-congress/house-bill/5515/text?format=txt.

12 Financial Requirements

12.1 Financial Status Reports

Financial Status Reports must be submitted to OOG via eGrants. Unless otherwise specified by OOG, Reports may be submitted monthly but must be submitted at least quarterly. Reports are due after each calendar quarter regardless of when the grant was awarded. Due dates are:

- 1. April 22 (January-March quarter)
- 2. July 22 (April-June quarter)
- 3. October 22 (July-September quarter)
- 4. January 22 (October-December quarter)

A grant liquidation date will be established in eGrants. The final Financial Status Report must be submitted to OOG on or before the liquidation date or the grant funds may lapse and OOG will provide them as grants to others who need the funding. Payments will be generated based on expenditures reported in the reports. Upon OOG approval of the report, OOG will issue a payment through direct deposit or electronic transfer.

12.2 Approval of Financial Status Report

Grant payments will be generated based on expenditures as reported in the Financial Status Reports in eGrants or, if authorized by OOG, through Advance Payment Requests. Upon OOG approval of a Financial Status Report or Advance Payment Request, a payment will issue through direct deposit or electronic transfer, though additional documentation may be required and this statement does not override other rules, laws or requirements. It is the policy of OOG to make prompt payment on the approval of a properly prepared and submitted Financial Status Report and any other required documentation.

12.3 Reimbursements

OOG will be obligated to reimburse the grantee for the expenditure of actual and allowable allocable costs incurred and paid by the grantee pursuant to this Grant Agreement. Each item of expenditure shall be specifically attributed to the eligible cost category as identified in the Grant Budget. The Grant Budget is established as provided in eGrants and is the approved budget for the planned expenditure of awarded grant funds, with expenditures identified by approved cost category. OOG is not obligated to pay unauthorized costs or to reimburse expenses that were incurred by the grantee prior to the commencement or after the termination of this Grant Agreement.

By submission of a Financial Status Report, the grantee is warranting the following: (1) all invoices have been carefully reviewed to ensure that all invoiced services or goods have been performed or delivered; (2) that the services or goods have been performed or delivered in compliance with all terms of this Grant Agreement; (3) that the amount of each new Financial Status Report added together with all previous Financial Status Reports do not exceed the Maximum Liability of OOG; and (5) the charges and expenses shown on the Request for Reimbursement are reasonable and necessary.

12.4 Generally Accepted Accounting Principles

The grantee shall adhere to Generally Accepted Accounting Principles (GAAP) promulgated by the American Institute of Certified Public Accountants, unless other recognized accounting principles are required by the grantee. The grantee shall follow OOG fiscal management policies and procedures in processing and submitting requests for reimbursement and maintaining financial records related to this Grant Agreement.

12.5 Program Income

"Program income" means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. Unless otherwise required under the terms of this Grant Agreement, any program income shall be used by the grantee to further the program objectives of the project or activity funded by this grant, and the program income shall be spent on the same project or activity in which it was generated. Program income shall be used to offset the grant award. The grantee shall identify and report this income in accordance with OOG's reporting instructions. The grantee shall expend program income during the term of this Grant Agreement; program income not expended during the term of this Grant Agreement shall be refunded to OOG.

12.6 Refunds and Deductions

If OOG determines that the grantee has been overpaid any grant funds under this Grant Agreement, including payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, the grantee shall return to OOG the amount identified by OOG as an overpayment. The grantee shall refund any overpayment to OOG within thirty (30) calendar days of the receipt of the notice of the overpayment from OOG unless an alternate payment plan is specified by OOG.

12.7 Liquidation Period

The liquidation date is ninety (90) calendar days after the grant end date, unless otherwise noted in the original grant award or a grant adjustment. Funds not obligated by the end of the grant period and not expended by the liquidation date will revert to OOG.

12.8 Duplication of Funding

If grantees receive any funding that is duplicative of funding received under this grant, they will notify OOG as soon as possible. OOG may issue an adjustment modifying the budget and project activities to eliminate the duplication. Further, the grantee agrees and understands that any duplicative funding that cannot be re-programmed to support non-duplicative activities within the program's statutory scope will be de-obligated from this award and returned to OOG.

12.9 Supplanting

Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated, allocated or disbursed for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. For additional information on supplanting, refer to the Guide to Grants at https://eGrants.gov.texas.gov/updates.aspx.

13 Required Reports

13.1 Measuring, Reporting, and Evaluating Performance

Grantees should regularly collect and maintain data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes specified in the program solicitation, or as otherwise specified by OOG. This evaluation includes a reassessment of project activities and services to determine whether they continue to be effective.

Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by OOG or its designee. If requested by OOG, the grantee shall report on the progress towards completion of the grant project and other relevant information as determined by OOG. To remain eligible for funding, the grantee must be able to show the scope of services provided and their impact, quality, and levels of performance

against approved goals, and that their activities and services effectively address and achieve the project's stated purpose.

13.2 Report Formats, Submissions, and Timelines

The grantee shall provide to OOG all applicable reports in a format and method specified by OOG. The grantee shall ensure that it submits each report or document required by OOG in an accurate, complete, and timely manner to OOG or the Federal sponsoring agency, as specified by this Grant Agreement or OOG, and will maintain appropriate backup documentation to support the reports. Unless filing dates are given herein, all other reports and other documents that the grantee is required to forward to OOG shall be promptly forwarded.

13.3 Failure to File Required Reports

Failure to comply with submission deadlines for required reports, Financial Status Reports, or other requested information may result in OOG, at its sole discretion, placing the grantee on immediate financial hold without further notice to the grantee and without first requiring a corrective action plan. No reimbursements will be processed until the requested information is submitted. If the grantee is placed on financial hold, OOG, at its sole discretion, may deny reimbursement requests associated with expenses incurred during the time the grantee was placed on financial hold.



Office of the Governor

Public Safety Office

Criminal Justice Division Fund Specific Grant Conditions

Victims of Crime Act
FFY 2023 Award

About This Document

In this document, grantees (also referred to as subrecipients) will find fund specific federal requirements and conditions applicable to the grant award administered by the Office of the Governor (OOG). These requirements and conditions are incorporated into the Grant Agreement accepted by a grant's Authorized Official.

These requirements are in addition to those that can be found on the eGrants system – including the Grant Application and Grant Award – or in documents identified there, to which grantees agreed when applying for and accepting the grant. Other state and federal requirements and conditions may apply to your grant, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code; Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code; the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made; for federal funding, the Funding Announcement or Solicitation under which OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice (DOJ), the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the grantee.

Any rights or privileges reserved or attributed to the federal awarding agency are also reserved or attributed to OOG, which may exercise them at its discretion.

It is important for grantees to review all of these policies to successfully manage their grant, maintain eligibility for funding, and avoid violating the terms of the Grant Agreement, any of which could result in the revocation of funding or other actions.

For clarification or further information, please see the Guide to Grants and other support materials at http://eGrants.Gov.Texas.Gov or contact the grant manager assigned to the relevant grant. If no grant manager has been assigned, please contact the eGrants help desk at via email at: eGrants@gov.texas.gov, or via telephone at: (512) 463-1919 or dial 7-1-1 for relay services.

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Article I. Compliance with Restrictions of Federal Funds

Compliance with restrictions on the use of federal funds—prohibited and controlled equipment order under OJP awards.

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

Article II. Civil Rights

Section 2.01 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at https://www.ecfr.gov/cgibin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

Section 2.02 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

Section 2.03 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Section 2.04 Discrimination Findings

The recipient (and subrecipient) assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient (or subrecipient) of victim assistance formula funds under this award, the recipient (or subrecipient) will forward a copy of the findings to the Office for Civil Rights of OJP. NOTE: Subrecipients must also forward a copy of the finding to the PSO.

Article III. Whistleblower Protections

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees).

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

Article IV. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this federal award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this federal award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that federal award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this federal award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of

the final federal expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Article V. Conference Costs

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

Article VI. General Appropriations Restrictions

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022).

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provision" in the Consolidated Appropriations Act, 2022, are set out in applicable appropriations acts are indicated at

https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Article VII. Employment Eligibility Verification

Employment eligibility verification for hiring under the award.

- 1. The recipient (and any subrecipient at any tier) must-
 - a. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
 - b. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

- i. this award requirement for verification of employment eligibility, and
- ii. the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- c. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- d. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.
- 2. Allowable costs -- To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
- 3. Rules of construction
 - a. Staff involved in the hiring process For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.
 - b. Employment eligibility confirmation with E-Verify For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.
 - c. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
 - d. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
 - e. Nothing in this condition, including in paragraph 3.b., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email EVerify at E-VerifyEmployerAgent@dhs.gov.

Article VIII. Training

OJP Training Guiding Principles.

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at

https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm.

Article IX. Suitability to Interact with Participating Minors

Determination of suitability to interact with participating minors.

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at https://ojp.gov/funding/Explore/Interact-Minors.htm (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Article X. Reclassification of Various Statutory Provisions

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

Article XI. Personally Identifiable Information

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Article XII. Text Messaging While Driving

Encouragement of policies to ban text messaging while driving.

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the

course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Article XIII. Authorization of Subawards

All subawards ("subgrants") must have specific federal authorization.

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

Article XIV. Procurement

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

Article XV. Trafficking

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award).

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

Article XVI. Reporting Fraud, Waste, and Abuse

Section 16.01 Restrictions and certifications regarding non-disclosure agreements and related matters No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- 1. In accepting this award, the recipient--
 - represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- 2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both-
 - a. it represents that-
 - i. it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Section 16.02 Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants.htm (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, 950 Pennsylvania Ave, NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

Article XVII. Lobbying

Restrictions on "lobbying".

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Article XVIII. VOCA Requirements

The State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- 1. Be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- 2. Not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2), or for administering the state victim assistance program, 34 U.S.C 20110(h); and
- 3. Be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

Print This Page

Agency Name: Stafford, City of

Grant/App: 3303707 Start Date: 10/1/2024 End Date: 9/30/2025

Project Title: Crime Victims Liaison **Status:** Pending AO Acceptance of Award

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN- KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Liaison	Crime Victim Liaison (CVL) Mary Kirkley assists victims with navigating through the criminal justice system by providing services to victims that assist with their physical, emotional and financial needs. These services include: information on victims' rights, referrals to partner organizations, crisis intervention, assistance with filing victim compensation, and accompaniment to court. 2024-2025 Salary and Fringe Benefits of \$86,811.67.	\$69,449.33	\$17,362.34	\$0.00	\$0.00	\$86,811.67	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	Every Victim Every Time Conference: Bryan, TX April 17- 19, 2025. This training will further the education of the Crime Victim Liaison while strengthening their ability to provide victims with assistance. This will benefit the victims of crime who seek	\$480.00	\$120.00	\$0.00	\$0.00	\$600.00	0

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		the services of the Stafford Crime Victim Liaison. Registration (\$50), hotel (\$255), city vehicle/mileage/fuel costs (\$130), and Per Diem for 3 days (\$165) totals =\$600.00.						
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Communications budget for a cell phone used for business purposes by this on-call position. \$50/month	\$480.00	\$120.00	\$0.00	\$0.00	\$600.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Victims Assistance Booklets officers are required to provide to victims with information about their rights, community resources, protective orders, victim compensation and the crime victim liaison contact information. 1,000 booklets for \$1,200.00	\$960.00	\$240.00	\$0.00	\$0.00	\$1,200.00	0

You are logged in as **User Name**: amerchant

CITY COUNCIL MINUTES

MINUTES REGULAR CITY COUNCIL MEETING CITY OF STAFFORD, TEXAS WEDNESDAY, JULY 17, 2024

On the 17th day of July, 2024, at 6:30 p.m., the City Council of Stafford, Texas met in special session in the Council Chambers. Mayor Mathew called the meeting to order. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem Alice Chen and Council Members William K. Bostic Jr. (arrived at 6:33 p.m.), Tim Wood, Christopher Caldwell (left at 11:15 p.m.), Virginia Rosas, and Xavier Herrera (left at 11:08 p.m.). Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Assistant Chief of Police Kelly Wright, Fire Chief Larry Di Camillo, Director of Public Works/Development Services Kyle Jung, Fire Marshal Jon Lopez, and City Attorney Bridgette Begle.

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. Call to Order.

Mayor Mathew called the meeting to order at 6:30 p.m.

2. Pledges of Allegiance.

Council Member Rosas led the pledge to the United States flag. Council Member Bostic led the pledge to the Texas flag.

3. Public Comments.

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, commended the Police and Fire Departments for their efforts. He also commended the City Council.
- 4. Presentation of Proclamation Charles Court Day.

Mayor Mathew read the proclamation aloud declaring July 17, 2024 as Charles Vincent Court Jr. Day in the City of Stafford.

5. Presentation by Missouri City Mayor Pro Tem Lynn Clouser, as to the vision, creation, implementation and evolution of the Missouri City Small Business Advisory Committee.

Council Member Rosas advised that Mayor Pro Tem Lynn Clouser had a conflict and was unable to attend. She advised that the item would be brought forward at a future meeting.

At this time, Council Member Herrera made a motion to take Agenda Item 10 out of order, and Council Member Caldwell seconded the motion. Mayor Mathew, Mayor

Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – None. Motion carried 7-0.

10.(a) Discussion and presentation on the proposed Public Safety Property Tax Proposal including the proposed rate, timeline, justification, and impact.

Council Member Wood advised that he requested that the item be added to the agenda. He provided information on the City's history involving property taxes and sales tax revenue. Council Member Wood spoke on previous budgets approved by the City Council. He also spoke on the proposed Public Safety Property Tax initiative and provided a tax rate analysis.

Council Member Rosas exited the meeting at 7:01 p.m.

Council Member Rosas entered the meeting at 7:02 p.m.

All other Council Members provided their comments on Council Member Wood's presentation as well as the proposed public safety property tax initiative.

Council Member Rosas exited the meeting at 8:08 p.m.

Council Member Rosas entered the meeting at 8:09 p.m.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that he agreed with everyone. He spoke on the amount of the fund balance, types of property taxes, and departmental needs. Mr. Cowperthwait advised that he was in favor of the property tax.
- Sadie Williams, who lives at 2403 West Bend Drive, advised that the City Council was not in it alone and added that it was their town. She also advised that she wanted the City Council to be transparent. Mrs. Williams spoke on her previous experiences with the Police and Fire Departments. She suggested that a representative from all fourteen subdivisions provide information on the proposed public safety tax.

Council Member Wood made a motion to allow Mrs. Williams to speak for an additional minute, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mrs. Williams advised that everyone was willing to help as it was their town.
- Greg Holsapple, who lives at 13111 Naples Lane, spoke on Council Members not getting along and being disrespectful to the Mayor. He asked what happened to the twenty percent homestead exemption. Mr. Holsapple suggested that there be a freeze for the elderly or disabled.

Mayor Pro Tem Chen made a motion to allow Mr. Holsapple to speak for an additional minute, and Council Member Bostic seconded the motion. Mayor

Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mr. Holsapple spoke on suggestions he previously made. He advised that the City could be better than it has been. Mr. Holsapple suggested cutting insurance plans for employees as other companies had done it.
- Ray Thomas, who lives at 614 Go Man Go Drive, advised that nothing should be for free. He also advised that he was okay with the City being appropriately funded as it was necessary. He also advised that he would vote for a property tax.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mr. Thomas advised that he would vote for a property tax to ensure that the government was great. He also advised that the voters voted for the City Council Members to make huge decisions. Mr. Thomas advised that the Council Members needed to lead not follow as they had the knowledge.
- Joe Longoria, who lives at 12811 Linda Street, commend Mr. Thomas for his statements and asked who was in the Finance Committee. He spoke on the proposed public safety tax presented. Mr. Longoria advised that the citizens needed comparisons. He also advised that it was a good start.

Council Member Wood made a motion to allow Mr. Longoria to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mr. Longoria advised that the proposed rate was a good deal and was reasonable.
- John F. Hoesing, who lives at 327 N. Esplanade Lane, advised that he moved to the City due to the no property tax. He asked how many police officers were currently employed. Mr. Hoesing advised that there was no guidance.

Council Member Wood made a motion to allow Mr. Hoesing to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mr. Hoesing spoke on politics and advised that accountability was needed.
- Lana Hoesing, who lives at 327 N. Esplanade Lane, spoke on the proposed property tax and suggested charging additional property taxes to businesses. She also spoke about large trucks destroying the streets. Mrs. Hoesing advised that there were many opportunities for the City to

earn money but were letting them slip through their fingers. She spoke about Council Members yelling and taking advantage of their positions,

Mayor Pro Tem Chen made a motion to allow Mrs. Hoesing to speak for an additional minute, and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – none. Motion carried 7-0.

- Mrs. Hoesing spoke about Stafford being on social media in a negative light. She advised that the City Council could do better than what they were doing.
- (c) Possible consideration of appropriate action on item (a).

After discussion, no action was taken.

6. (a) Discussion regarding entering into a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP pursuant to Section 6.30, of the Tax Code, said contract being for the collection of delinquent government receivables owed to the City of Stafford, and notice of said contract is posted with the agenda in accordance with Section 2254 of the Government Code.

Michael Darlow and Yolanda Humphrey with Perdue, Brandon, Fielder, Collins, and Mott, LLP came before City Council. Mr. Darlow spoke on the organization and the services they provide.

Mr. Darlow answered questions from the Council Members.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Greg Holsapple, who lives at 13111 Naples Lane, spoke regarding delinquent government receivables and asked if Brandon, Fielder, Collins, and Mott would pursue outstanding balances owed to the City by residents. Mr. Darlow answered Mr. Holsapple's question and provided clarification.
- (c) Possible consideration of appropriate action on item (a).

Council Member Rosas made a motion to approve the contract with Perdue, Brandon, Fielder, Collins and Mott, LLP, as presented, and Council Member Wood seconded the motion. Council Members Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic. Motion carried 4-3.

7. (a) Discussion of a resolution authorizing the execution of a contract with Perdue Brandon Fielder Collins & Mott, LLP for the collection of delinquent property taxes.

City Secretary Roxanne Benitez advised that the agenda item was previously approved at the June 26 City Council meeting, however a supplemental notice was required and the reasoning it was brought before City Council again.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Greg Holsapple, who lives at 13111 Naples Lane, spoke against property taxes. He advised that the topic would tear the City apart. Mr. Holsapple spoke on his concerns.
- (c) Possible consideration of appropriate action on item (a).

Council Member Rosas made a motion to approve Resolution No. 40-24, as presented, and Council Member Wood seconded the motion. Council Members Wood, Rosas, and Herrera voted "Aye". "Nay" – Mayor Mathew, Mayor Pro Tem Chen and Council Member Bostic. Motion carried 4-3.

8. (a) Discussion of an ordinance providing for an additional penalty to defray costs of collecting delinquent property taxes pursuant to Texas Tax Code Sections 33.07, 33.08 and 33.11.

Michael Darlow with Perdue, Brandon, Fielder, Collins, and Mott, LLP advised that the proposed ordinance would give their organization the authority to impose penalties for those who did not pay. He spoke on the process for issuing penalties for delinquent property taxes.

Mr. Darlow answered questions from the Council Members.

(b) Public Comments on item (a).

None.

(c) Possible consideration of appropriate action on item (a).

Council Member Rosas made a motion to approve Ordinance No. 1282, as presented, and Council Member Wood seconded the motion. Council Members Wood, Rosas, and Herrera voted "Aye". "Nay" – Mayor Mathew, Mayor Pro Tem Chen and Council Member Bostic. Motion carried 4-3.

Council Member Wood exited the meeting at 9:15 p.m.

9. Update from Fire Chief Di Camillo and Police Chief Ramirez on status and actions taken by their respective departments during Hurricane Beryl.

Mayor Pro Tem Chen advised that she requested this item be added to the agenda.

Council Member Wood entered the meeting at 9:17 p.m.

Assistant Chief of Police Kelly Wright spoke on actions taken by the Police Department during Hurricane Beryl.

Council Member Caldwell exited the meeting at 9:19 p.m.

Council Member Caldwell entered the meeting at 9:21 p.m.

The Council Members commended the Police Department on their efforts.

Fire Chief Di Camillo provided a PowerPoint presentation regarding the preparation, response, recovery, and adjustment phases experienced during Hurricane Beryl.

The City Council commended Chief Di Camillo and his staff for their efforts.

Chief Di Camillo answered questions from the Council Members.

Director of Information Technology Ryan Young spoke on the successes and failures experienced during Hurricane Beryl. He also spoke on different developments to be implemented in the future.

Mr. Young answered questions from the Council Members.

Council Member Bostic exited the meeting at 10:08 p.m.

Council Member Bostic entered the meeting at 10:10 p.m.

Director of Public Works/Development Services Kyle Jung spoke on the actions performed by Public Works employees during Hurricane Beryl. He also spoke on recovery efforts, such as debris removal and mosquito spraying. He commended Director of Recreation Susan Ricks and her staff.

Mr. Jung answered questions from the Council Members.

11.(a) Discussion regarding proposed date for a Council Workshop for review of policy and procedures.

Council Member Caldwell advised that he requested this item be on the agenda. He also advised that the City was in dire need of workshops to discuss policies. Council Member Caldwell advised that he would contact City Secretary Roxanne Benitez to submit some possible meeting dates.

(b) Public Comments on item (a).

None.

(c) Possible consideration of appropriate action on item (a).

No action was taken.

12.(a) Discussion regarding a request from a Council Member (who is not part of a committee) to receive a hard copy of all information discussed during Committee meetings.

Council Member Rosas advised that she requested this item to be added to the agenda. She spoke on a previous situation that occurred regarding a Council Member requesting a hard copy of documents discussed during a Finance Committee meeting. Council Member Rosas suggested that a policy and standards be created.

The Council Members discussed their concerns.

At this time, Council Member Herrera made a motion to extend the meeting to 11:15 p.m., and Mayor Pro Tem Chen seconded the motion. Mayor Mathew,

Mayor Pro Tem Chen, and Council Members Bostic, Wood, and Herrera voted "Ave". "Nay" – Council Members Rosas and Caldwell. Motion carried 5-2.

(b) Public Comments on item (a).

None.

(c) Possible consideration of appropriate action on item (a).

No action was taken.

13.(a) Discussion regarding a request that all Department Heads provide a Council report detailing the amount of time each spends with Council Members (both with and without the Mayor's approval), including time spent on agenda items.

Council Member Rosas advised that she requested this item to be added to the agenda.

Council Member Rosas spoke regarding the directives, from previous mayors, that were sent but not being enforced.

(b) Public comments on item (a).

None.

(c)Possible consideration of appropriate action on item (a).

No action was taken.

14.(a) Discussion of a Resolution approving a grant agreement with Social Good Fund and Local Policy Lab for the City Voter Participation Project.

Council Member Herrera advised that he requested this item which was a voter participation drive. He also advised that this item would improve voter engagement.

(b) Public comments on item (a).

None.

(c)Possible consideration of appropriate action on item (a).

Council Member Herrera made a motion to approve Resolution No. 41-24, as presented, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" – None. Motion carried 7-0.

15. Council Reports.

Council Member Herrera

 Advised that a food and water distribution drive was held on Saturday, July 13 at the SMSD campus. He recognized the Fort Bend County Office of Emergency Management, Walmart, US Army Corps of Engineers, Fort Bend County Constable Precinct 2 Daryl Smith, SMSD trustees, Council Member Caldwell, Council Member Bostic, Council Member Wood,

- Council Member Rosas, Chief Di Camillo and the Fire Department Staff, and Mayor Mathew.
- Advised that citizens could text FBCALERT to 888777 to receive emergency notifications.

Mayor Pro Tem Chen

• Spoke with FEMA Director in Washington regarding Hurricane Beryl. Advised that citizens could go to disasterassistance.gov or call 1-800-621-3362.

Council Member Rosas exited the meeting at 11:10 p.m.

- Provided information on how to file a claim.
- Advised that there was a virtual meeting on how businesses could apply for a SBA disaster loan on Friday, July 19. She advised that the website was sba.gov/event/51172.

Council Member Rosas entered the meeting at 11:13 p.m.

Council Member Bostic

- Advised of expected inclement weather.
- Suggested that all dump standing water to alleviate the mosquito population.
- Commended Council Member Herrera on his efforts with the food and water distribution drive.
- Asked for a moment of silence for the passing of Doctor Rebecca Benedict and Bob Smith.

At this time, Council Member Wood made a motion to extend the meeting to 11:30 p.m., and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, and Wood voted "Aye". "Nay" – Council Members Rosas and Caldwell. Motion carried 5-2.

Council Member Wood

- Offered his condolences to all who had lost a loved one.
- Spoke on outcome of Hurricane Beryl. He commended other Council Members for helping neighbors.
- Recognized Coach CJ Johnson, who provided free meals in the community.
- Recognized BAPS, who provided food to the community.
- Advised that he strongly condemned any political violence as an assassination attempt was recently made against the former president.
- Advised that the Parks Committee Stafford Movie Night would be held at the Civic Center, on the following evening, Thursday, July 18 from 6:30 p.m. to 10;00 p.m.
- Advised that the Parks Committee National Ice Cream Day event would be held on Sunday, July 21, from 12:00 p.m. to 2:00 p.m.

Mayor Mathew

 Advised that he had a conflict and would not be able to attend the National Ice Cream Day event on Sunday, July 21.

Council Member Rosas

- Congratulated Cecil and Shirleen Willis for their appointments as the Fourth of July honorees.
- Commended Council Member Wood for building a team to assist Ms. Johnson with removal of tree debris from her property.
- Advised that the SMSD 2nd Annual Car Show would be held on Saturday, August 3, 2024, from 9:00 a.m. to 12:00 p.m.
- Advised that July 19 would have been former Mayor Leonard Scarcella's 84th birthday.

At this time a moment of silence was held for Dr. Rebecca Benedict and Bob Smith.

- 16.(a) Consent Agenda (Items i.-vii.). Any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting; any item approved will include payment of expenses.
 - (i.) Investment Report for period ending May 31, 2024.
 - (ii.) Resolution appointing the Chief Financial Officer as the Designated Officer Employee to certify proposed ad valorem tax rates.
 - (iii.) Request by Chief of Police Richard Ramirez to assign a take home vehicle to Detective Sharp.
 - (iv.) Training request by Fire Chief Larry DiCamillo, for J. Magana, to attend Swift Water Rescue Technician training, in the amount of \$295.00.
 - (v.) Training request by Chief of Police Richard Ramirez, for J. Trevino, to attend Communications Center Manager training, in the amount of \$60.00.
 - (vi.) Training request by Director of Human Resources Shanell Garcia, for R. Hurt, to attend HR Basics virtual training, in the amount of \$149.00.
 - (vii.) Resolution approving the contract with Omnigo Software, LLC, for Police Department software systems.

Mayor Pro Tem Chen asked to pull item (vii.) to ask a question. City Secretary Roxanne Benitez answered her question.

(b) Public Comments on item (a).

None.

(c) Possible consideration of appropriate action on items (i.-vii.).

Mayor Pro Tem Chen made a motion to approve all items on the Consent Agenda, as presented, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic, Wood, and Rosas voted "Aye". "Nay" – None. Motion carried 5-0.

- 17.(a) Approval of Minutes from the June 18, 2024 Special Called City Council Meeting.
 - (b) Approval of Minutes from the June 18, 2024 Joint Workshop with the Stafford Municipal School District Board Trustees.

No discussion was held.

(c) Public Comments on items (a)-(b).	
None.	
(d) Possible Consideration of appropriate action of	on items (a)-(b).
Mayor Pro Tem Chen made a motion to approve Council Member Rosas seconded the motion. Members Bostic, Wood, and Foundation carried 5-0.	Mayor Mathew, Mayor Pro Tem
18. Council Member requests for future agenda item	S.
None.	
19. Adjournment.	
Without objection, the meeting adjourned at 11:2	29 p.m.
ATTEST:	
Roxanne Benitez	Ken Mathew
City Secretary	Mayor

DIVIDER PAGE

MINUTES SPECIAL CALLED CITY COUNCIL MEETING CITY OF STAFFORD, TEXAS MONDAY, AUGUST 5, 2024

On the 5th day of August, 2024, at 12:00 p.m., the City Council of Stafford, Texas met in the Council Chambers. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem Alice Chen, and Council Members William K. Bostic Jr., Tim Wood, Christopher Caldwell (arrived at 12:02 p.m.), Virginia Rosas, and Xavier Herrera (arrived at 12:01 p.m.). Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Chief Financial Officer Alka Shah, Chief of Police Richard Ramirez, Fire Chief Larry Di Camillo, Director of Public Works/Development Services Kyle Jung, Assistant Chief of Police Kelly Wright, and City Attorney Bridgette Begle.

1. Call to Order.

Mayor Mathew called the meeting to order at 12:00 p.m.

2. Pledges of Allegiance.

Mayor Pro Tem Chen led the pledge to the United States flag. Council Member Rosas led the pledge to the Texas flag.

3. Public Comments.

Public comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, spoke of the proposed rate. He advised that most Council Members ran their campaign on no property taxes and suggested that the first motion be for zero property taxes. He spoke of residents who were on a fixed income.
- Carla Cargle, who lives at 12903 Tyler Lane, asked if City expenses were reduced, if there would be a rate cap, what were the details, would there be a grandfathered rate for those who were of a certain age, what would the tax revenues cover, and what budgeted items were necessities.
- Greg Holsapple, who lives at 13111 Naples Lane, advised that he was against any additional taxes. He spoke of his concerns regarding the proposed tax increase. Mr. Holsapple suggested that, if a tax was implemented, a tax freeze for seniors be implemented. He advised that the proposed property tax should not be called a public safety tax.
- Jean Harris, who lives at 927 Robinwood, spoke of citizens who were on limited incomes. She advised to take into consideration long-term and short-term homeowners. Ms. Harris spoke on rental properties that were not registered.

• Joe Longoria, who lives at 12811 Linda Street, thanked the other citizens for attending and suggested that they attend the town hall meetings. He asked why the meeting was scheduled for noon on a weekday. Mr. Longoria asked if questions asked during public comments were included in the minutes and if anyone follows up. He spoke on renters having the ability to vote in City elections if they were registered.

Council Member Wood made a motion to allow Mr. Longoria to speak for an additional one minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Herrera, and Council Members Chen, Bostic, Rosas, Wood, and Caldwell voted "Aye". "Nay" – None. Motion carried 7-0.

- Mr. Longoria spoke on the lack of police protection. He also spoke on ways
 others could reduce spending such as homeowners' insurance and vehicle
 insurance. Mr. Longoria advised that they need to ensure that the Police
 Department had what they needed.
- Joann Holloway, who lives at 2526 Jester Lane, spoke on an article from 1995. She also spoke on sales tax revenue. Ms. Holloway spoke on Police Department salary increases. She advised that she was against property taxes. Ms. Holloway spoke on rental properties in her area.
- Ray Thomas, who lives at 161 Go Man Go, spoke on the process for voting on property taxes. He suggested that there be a Budget C. Mr. Thomas advised that he was sensitive to those that \$500 would be a financial burden. He advised that he was in favor of a property tax. Mr. Thomas spoke on going year to year with unknowns. He advised that city government could not be run like that.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional one minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Herrera, and Council Members Chen, Bostic, Rosas, Wood, and Caldwell voted "Aye". "Nay" – None. Motion carried 7-0.

- Mr. Thomas spoke on the consequences of the City putting themselves at risk. He suggested a property tax, that would generate \$500,000, and could be done by City Council without going to the voters.
- Lana Hoesing, who lives at 327 N. Esplanade Lane, advised that the City went many years without property taxes and did very well. She spoke on rental properties in the City. Ms. Hoesing advised that the City did not need a property tax.
- John Hoesing, who lives at 327 N. Esplanade Lane, spoke on the bickering between Council Members. He also spoke on departmental overspending and waste. Mr. Hoesing spoke on the hiring of additional police officers. He asked who the department heads answered to.

4. (a) Discussion regarding the preliminary 2024 Tax Rate increase to set the maximum tax rate Council can adopt for tax year 2024-2025 and to record the votes of each member of Council.

City Attorney Bridgette Begle addressed the questions that were asked during public comments. She explained the reasoning for the meeting and why it was being held at that time. City Attorney Begle provided the dates for the public hearings. She spoke on the process for adopting a tax rate and the budget.

City Attorney Begle answered questions from the Council Members.

Chief Financial Officer Alka Shah also answered questions from the Council Members.

Leslie Cook, with RBC Capital Markets, answered questions from the Council Members.

(b) Public comments on item (a).

Public comments were received from the following:

- Greg Holsapple, who lives at 13111 Naples Lane, spoke on the readjustment of citizens' budgets who were low income. He advised that improvements, if a property tax was implemented, would not happen quickly. Mr. Holsapple suggested that the City make adjustments. He advised that he appreciated the public service employees.
- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that the City Council took way too long discussing the item. He apologized to Council Member Wood for a statement he made at a previous meeting. Mr. Cowperthwait spoke on Plan B. He also spoke on a possible property tax locked rate for seniors over sixty-five years old or disabled.
- Joe Longoria, who lives at 12811 Linda Street, agreed with Council Member Bostic that it was unfair to be put in a position by legal counsel in which they had to decide by 2:00 p.m. He commended Chief Financial Officer Alka Shah for her hard work and diligence. Mr. Longoria spoke on Police Department vacancies and equipment needed for the Fire Department. He also spoke on what was needed to keep the City going. Mr. Longoria advised that everything was changing, and the City would need to change with it.
- Karen Hatter, who lives at 623 Reva Ridge, suggested that Council Members be on one accord and added that they needed to do what they need to do as a team. She advised to keep in mind of the senior community and suggested that they listen to the citizens. Ms. Hatter suggested that the Council Members make the right choice for them.
- (c) Possible consideration of appropriate action on item (a).

Council Member Wood made a motion to accept the Proposed Tax Rate of \$0.2999 per \$100, No New Revenue Tax Rate of \$0.0000 per \$100, and the Voter Approval Tax Rate of \$0.01596 per \$100, and Council Member Rosas seconded the motion. Council Members Wood, Caldwell, Rosas, and Herrera voted "Aye". "Nay" — Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic. Motion passed 4-3.

5.	Adjournment.
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Without objection, the meeting was adjourned at 1:44 p.m.

ATTEST:	
Roxanne Benitez City Secretary	Ken Mathew Mayor