

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Bert Lyle, Position 1 At-Large
Karen Denman, Position 2 At-Large
Vicki McKenzie, Position 3 At-Large
Pat Graham, Position 4 At-Large



Jon Strong, Mayor Pro Tem
Ward 4
Tore Fossum, Ward 1
Casey Cox, Ward 2
Anissa Antwine, Ward 3

HUNTSVILLE CITY COUNCIL AGENDA

TUESDAY, MARCH 3, 2026

REGULAR SESSION 6:00 P.M. - Main Conference Room

City of Huntsville Service Center Complex, 448 Highway 75 N, Huntsville, Texas, 77320

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

MAIN SESSION (6:00 p.m.)

CALL TO ORDER

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.* Test

PROCLAMATION

PRESENTATIONS

PUBLIC HEARING

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

- a. Consider approving the Minutes from the February 17, 2026 Regular City Council Meeting.
Kristy Doll, City Secretary
- b. Consider the acceptance of the Monthly Financial Report for the month of January 2026
Lance Hall, Finance Director
- c. Consider Resolution 2026-08 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 Inspire Grants for Small Museums Program.
Christina Bodin-Turner, Grants Manager
- d. Consider approval of Resolution No. 2026-09 designating authorized signatories for contractual documents and requests for payment, the responsible party for the required environmental review, and required compliance officers for Texas General Land Office (GLO) Contract No. 25-145-002-F361 for the Martin Luther King Drive Street Improvements project.
Lance Hall, Finance Director
- e. Consider approval of Resolution No. 2026-10 designating authorized signatories for contractual documents and requests for payment, the responsible party for the required environmental review, and required compliance officers for Texas General Land Office (GLO) Contract No. 24-065-203-F206 for the Autumn Road Culvert Replacement project.
Lance Hall, Finance Director

- f. Consider Resolution 2026-11 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for Protection of Soft Targets/Crowded Places.
Christina Bodin-Turner, Grants Manager
- g. Consider Resolution 2026-12 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for the Interoperable Communications Project.
Christina Bodin-Turner, Grants Manager

2. STATUTORY AGENDA

- a. Consider authorizing the City Manager to enter into an agreement with Raftelis Financial Consultants, Inc. for Professional Consulting an Expert Witness/Litigation Services for a pending Rate Case.
Lance Hall, Finance Director
- b. Consider authorizing the City Manager to award the RFP 26-02 Strategic Planning Consulting Services agreement to provide the facilitation and consulting for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031).
Scott Swigert, City Manager
- c. **First Reading** - Consider approving an Agreement with the Texas Grand Ranch, LLC, to construct a Water Distribution System in ETJ for the Estates of Texas Grand Ranch Section III.
Kathlie Jeng-Bulloch, City Engineer

3. CITY COUNCIL/MAYOR/CITY MANAGER

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

5. ITEMS OF COMMUNITY INTEREST

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement with Huntsville Aviation Inc. and on operations of the airport.
Leonard Schneider, City Attorney
- b. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 - to receive legal advice on the 380 Agreement with Rock MFG, LLC (assignee of Zinc Point Manufacturing, Inc.).
Leonard Schneider, City Attorney
- c. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Attorney.
Brian Beasley, HR Director
- d. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.
Russell Humphrey, Mayor

7. RECONVENE

Take action on item discussed in executive session, if needed.

ADJOURNMENT

*If during the course of the meeting and discussion of any items covered by this notice, City Council

determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during Executive Session.

CERTIFICATE

I, Kristy Doll, City Secretary, do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: February 25, 2026

TIME OF POSTING: 4:15 p.m.

TAKEN DOWN:

Kristy Doll

Kristy Doll, City Secretary



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.a.

Agenda Item: Consider approving the Minutes from the February 17, 2026 Regular City Council Meeting.

Initiating Department/Presenter: City Secretary

Presenter:
Kristy Doll, City Secretary

Recommended Motion: Motion to approve the Minutes from the February 17, 2026, Regular City Council Meeting.

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications: NA

Approvals:
Kristy Doll

Associated Information:

1. City Council Meeting Minutes 02-17-2026

MINUTES FROM THE HUNTSVILLE CITY COUNCIL REGULAR MEETING HELD ON THE 17TH DAY OF FEBRUARY 2026 AT 6:00 P.M. AT THE CITY OF HUNTSVILLE SERVICE CENTER COMPLEX, LOCATED AT 448 HIGHWAY 75, IN THE CITY OF HUNTSVILLE, WALKER COUNTY, TEXAS.

The City Council met in a Workshop and Regular Session with the following:

COUNCILMEMBERS PRESENT: Mayor Pro Tem Strong, Councilmember At-Large Position 1 Lyle, Councilmember Ward 1 Fossum, Councilmember At-Large Position 2 Denman, Councilmember Ward 2 Cox, Councilmember At-Large Position 3 McKenzie, Councilmember Ward 3 Antwine, Councilmember At-Large Position 4 Graham

COUNCILMEMBERS ABSENT: Mayor Humphrey

OFFICERS PRESENT: Scott Swigert, City Manager; Kristy Doll, City Secretary; Leonard Schneider, City Attorney

OFFICERS ABSENT:

MAIN SESSION CALL TO ORDER

Mayor Pro Tem Strong called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag:* *Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

Councilmember Bert Lyle gave the invocation, and the pledges were led by Mayor Pro Tem Strong.

PROCLAMATION

- a. Proclamation No. 2026-03 T'Vondre Sweat Day**
Mayor Pro Tem Strong

PRESENTATION

PUBLIC HEARING

Mayor Pro Tem Strong opened the Public Hearing at 6:10 p.m.

- a. Consider the Conditional Use Permit for 1857 SH 30 E to allow for religious assembly within a Medium Density Residential zoned area.**
Layne Yeager, Development Services Director

Layne Yeager, Development Services Director, gave an overview. The applicants, Pastor Daniel Kash and Rebecca Kash spoke. Three church members spoke in support of the Item. Nancy Hughes and Jeanne Cochran gave comments on the Item. The applicant gave rebuttal and Mr. Yeager gave final points on the comments.

Mayor Pro Tem Strong adjourned the Public Hearing at 6:37 p.m.

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. (Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff

recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)

- a. **Consider approving the Minutes from the February 3, 2026, Regular City Council Meeting.**
Kristy Doll, City Secretary
- b. **Consider Resolution No. 2026-05 amending Resolution No. 2025-07 designating authorized signatories for the contractual documents pertaining to the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program through the General Land Office.**
Lance Hall, Finance Director
- c. **Consider approval of Resolution No. 2026-07 in support of an application to the Texas Department of Housing and Community Affairs for a 9% housing tax credit to fund the construction of Huntsville Village**
Layne Yeager, Development Services Director

Councilmember Anissa Antwine made a motion to approve Consent Agenda Items a. through c. The motion was seconded by Councilmember Tore Fossum. The motion passed 8 - 0. Yes: Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

2. STATUTORY AGENDA

- a. **Consider the Conditional Use Permit for 1857 SH 30 E to allow for religious assembly within a Medium Density Residential zoned area.**
Layne Yeager, Development Services Director

Councilmember Tore Fossum made a motion for the approval of the Conditional Use Permit for 1857 SH 30 E to allow for religious assembly within a Medium Density Residential zoned area with the conditions outlined in the Letter of Conditional Approval. The motion was seconded by Councilmember Anissa Antwine. The motion passed 8 - 0. Yes: Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

- b. **First Reading - Consider authorizing the City Manager to enter into an agreement with BGE, Inc. for professional engineering services for the FY 24-25 CIP Project B7 in AJ-11 Basin (Section 1) Gravity Line Rehabilitation Project.**
Kathlie Jeng-Bullock, City Engineer

Councilmember Tore Fossum made a motion to waive the two-reading requirement and approve to authorize the City Manager to enter into an agreement with BGE, Inc. for professional engineering services for the FY 24-25 CIP Project B7 in AJ-11 Basin (Section 1) Gravity Line Rehabilitation in the amount of \$306,802.00. This authorization includes Basic Services and Additional Services. The motion was seconded by Councilmember Vicki McKenzie. The motion passed 8 - 0. Yes: Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

3. CITY COUNCIL/MAYOR/CITY MANAGER

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

None

5. ITEMS OF COMMUNITY INTEREST

Councilmembers announced Items of Community Interest.

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement.
Leonard Schneider, City Attorney**

City Council convened into Executive Session at 7:01 p.m.

7. RECONVENE

City Council reconvened from Executive Session at 7:47 p.m.

ADJOURNMENT

Mayor Pro Tem Strong adjourned the meeting without objection at 7:47 p.m.

ATTEST:

CITY OF HUNTSVILLE

Kristy Doll, City Secretary

Russell Humphrey, Mayor



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.b.

Agenda Item: Consider the acceptance of the Monthly Financial Report for the month of January 2026

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Recommended Motion: Move to accept the January 2026 Monthly Financial Report.

Strategic Initiative:

Discussion: Financial Report for 2025-2026 YTD as of January 2026.

Previous Council Action:

Financial Implications: No Financial Implications

Approvals:

Lance Hall

Sam Masiel

Scott Swigert

Kristy Doll

Associated Information:

1. Month End Financial Report 2025-2026 as of 013126

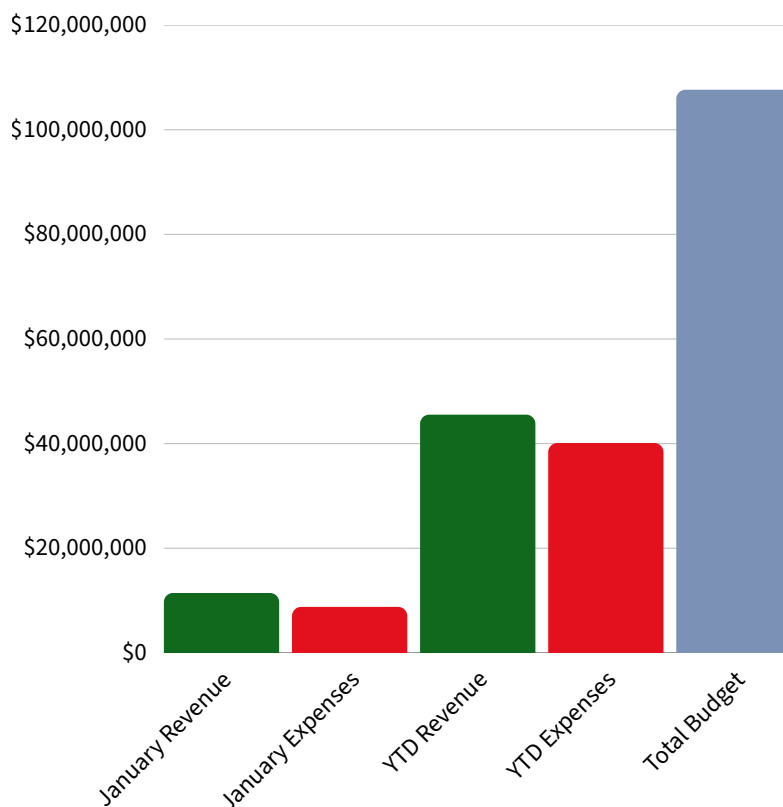
CITY OF HUNTSVILLE, TX

MONTHLY FINANCIAL REPORT



For the Period Ending JANUARY 31, 2026
Budget 33% Complete

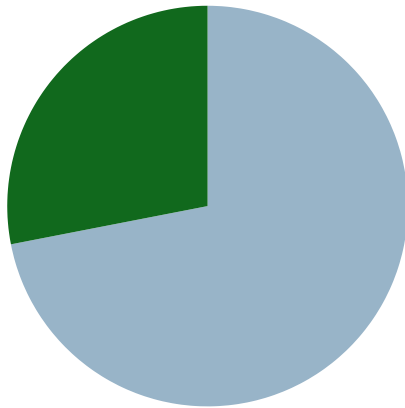
This report has been meticulously prepared by the Finance Department of the City of Huntsville. The Monthly Financial Report aims to furnish both internal and external stakeholders with timely, accurate, and pertinent insights into the City's financial standing.



GENERAL FUND

REVENUE-

\$14,853,672.13



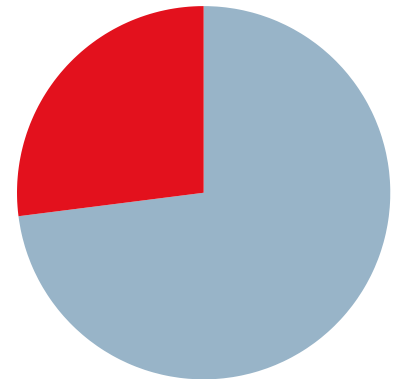
39% of Budget

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
411 - Property Taxes Totals	\$9,300,000.00	\$2,492,617.74	\$3,962,447.15	43%	\$8,149,552.82
412 - Sales Tax Totals	\$13,500,000.00	\$1,045,764.22	\$4,436,174.66	33%	\$13,260,640.07
413 - Franchise-Utilities/Comm Totals	\$2,140,000.00	\$34,246.46	\$352,101.71	16%	\$1,865,108.94
415 - Other Taxes Totals	\$155,000.00	\$0.00	\$41,843.19	27%	\$147,719.68
416 - Permit/Development Fees Totals	\$38,000.00	\$3,495.00	\$13,500.00	36%	\$40,460.00
417 - Permits and Licenses Totals	\$946,500.00	\$55,509.24	\$360,314.10	38%	\$1,391,349.80
418 - Municipal Court Fines Totals	\$992,650.00	\$121,732.64	\$484,621.42	49%	\$1,145,125.69
422 - Inter Governmental Totals	\$246,487.00	\$20,541.00	\$82,164.00	33%	\$267,028.00
424 - Intra Governmental Totals	\$6,824,291.00	\$1,706,072.75	\$3,412,145.50	50%	\$7,119,497.00
426 - Interest Earnings Totals	\$700,000.00	\$37,843.27	\$153,447.35	22%	\$666,205.53
428 - Reimbursements Totals	\$70,000.00	\$24,082.25	\$65,286.75	63%	\$113,960.19
429 - Contributions Totals	\$0.00	\$100.00	\$167.08	+++	\$2,247.46
430 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
432 - Other Totals	\$55,000.00	\$2,089.28	\$20,122.27	37%	\$93,308.71
433 - Issue of Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
434 - Charges to Other Funds Totals	\$2,488,091.00	\$622,022.75	\$1,244,045.50	50%	\$1,897,707.00
490 - Project Corrections Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$37,966,728.00	\$6,219,905.64	\$14,853,672.13	39%	\$36,695,250.80

EXPENDITURES-

\$13,776,800.35

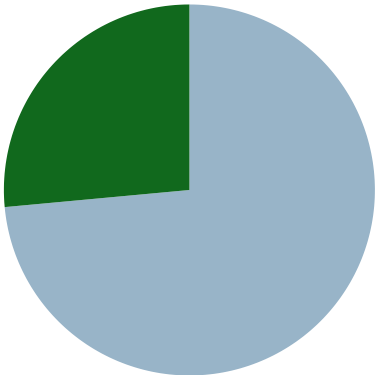
	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$23,966,238.00	\$1,694,419.93	\$7,504,849.67	31%	\$20,982,992.40
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$42,353.00	\$0.00	\$0.00	+++	\$0.00
52 - Supplies Totals	\$1,339,626.00	\$47,107.80	\$275,991.88	27%	\$1,132,697.41
53 - Maintenance Structures/Improvements Totals	\$2,796,060.00	\$31,239.32	\$965,208.10	30%	\$1,838,179.96
54 - Maintenance of Equipment Totals	\$461,626.00	\$43,791.57	\$125,773.30	23%	\$261,355.59
55 - Services and Utilities Totals	\$6,142,980.00	\$514,481.58	\$2,490,385.68	51%	\$5,676,625.34
56 - Insurance/Sundry/Elections Totals	\$979,600.00	\$115,434.48	\$611,514.27	62%	\$968,974.39
57 - Programs/Projects Totals	\$121,100.00	\$558.00	\$15,121.67	12%	\$84,029.81
62 - Project Costs Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
67 - Land Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
69 - Capital Equipment Totals	\$170,759.00	\$2,264.82	\$20,736.78	73%	\$100,303.46
82 - Other Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
88 - Depreciation Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
90 - Transfer to ISF (New Purchases) Totals	\$245,026.00	\$61,256.50	\$1,179,479.00	91%	\$104,013.00
91 - Transfers Totals	\$500,000.00	\$0.00	\$0.00	0%	\$265,000.00
94 - Transfer to ISF (Replacement) Totals	\$1,008,991.00	\$252,247.75	\$504,495.50	50%	\$678,087.00
95 - Transfers to Operating Funds Totals	\$166,489.00	\$41,622.25	\$83,244.50	50%	\$174,365.00
97 - Improvements Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
98 - Projects Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
99 - Reserves Totals	\$25,880.00	\$0.00	\$0.00	0%	\$0.00
Totals	\$37,966,728.00	\$2,804,424.00	\$13,776,800.35	37%	\$32,266,623.36



37% of Budget

DEBT SERVICE FUND

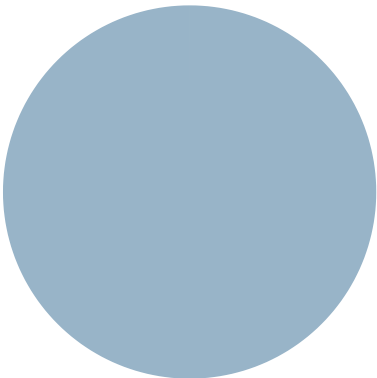
REVENUE- \$862,660.01



36% of Budget

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
411 - Property Taxes					
411 - Property Taxes Totals	\$1,798,468.00	\$348,027.28	\$561,035.99	31%	\$2,034,710.73
426 - Interest Earnings					
426 - Interest Earnings Totals	\$10,000.00	\$1,553.10	\$6,442.52	64%	\$21,431.38
430 - Other					
430 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
432 - Other					
432 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
435 - Transfers from Other Funds					
435 - Transfers from Other Funds Totals	\$590,363.00	\$147,590.75	\$295,181.50	50%	\$590,363.00
Totals	\$2,398,831.00	\$497,171.13	\$862,660.01	36%	\$2,646,505.11

EXPENDITURES- \$0.00

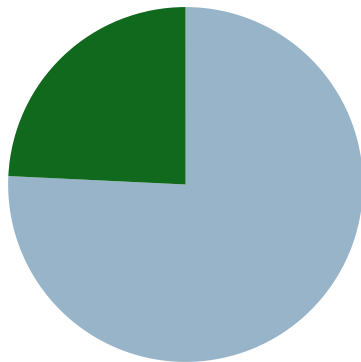


0% of Budget

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
55 - Services and Utilities Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
81 - GO/Revenue Bond Debt Totals	\$2,363,832.00	\$0.00	\$0.00	0%	\$2,662,552.51
82 - Other Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
88 - Depreciation Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
95 - Transfers to Operating Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$2,363,832.00	\$0.00	\$0.00	0%	\$2,662,552.51

UTILITY FUND

REVENUE-
\$14,589,578.84



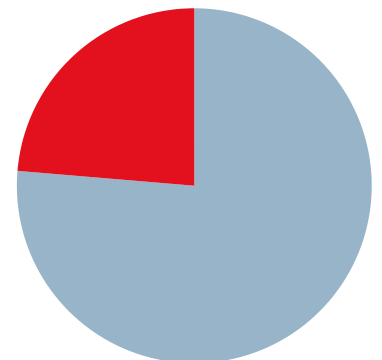
32% of Budget

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
401 - Water Sales Totals	\$29,626,637.00	\$2,447,123.27	\$9,718,274.75	33%	\$27,327,583.52
402 - Waste Water Service Totals	\$14,844,075.00	\$1,134,096.35	\$4,510,356.91	30%	\$13,336,713.06
403 - Water/Wastewater Taps Totals	\$280,000.00	\$16,600.00	\$54,150.00	19%	\$219,339.67
408 - Late Payment Penalties Totals	\$175,000.00	\$12,884.80	\$50,053.37	29%	\$180,957.33
417 - Permits and Licenses Totals	\$0.00	\$0.00	\$0.00	+++	\$300.00
419 - Fees/Charges/Sales Totals	\$352,000.00	\$29,387.73	\$129,247.53	37%	\$441,473.63
426 - Interest Earnings Totals	\$310,750.00	\$6,438.78	\$40,768.13	13%	\$208,425.11
428 - Reimbursements Totals	\$10,000.00	\$2,477.79	\$47,665.84	477%	\$10,144.02
429 - Contributions Totals	\$0.00	\$0.00	\$0.00	+++	\$734,800.00
430 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
432 - Other Totals	\$50,000.00	\$10.00	\$2,386.31	5%	\$488,320.82
434 - Charges to Other Funds Totals	\$73,352.00	\$18,338.00	\$36,676.00	50%	\$63,222.00
435 - Transfers from Other Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$45,721,814.00	\$3,667,356.72	\$14,589,578.84	32%	\$43,011,279.16

EXPENDITURES-

\$13,416,587.33

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$4,508,071.00	\$349,215.68	\$1,505,502.94	33%	\$3,967,313.09
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$7,996.00	\$0.00	\$0.00	+++	\$0.00
52 - Supplies Totals	\$1,004,418.00	\$68,975.22	\$239,049.96	26%	\$1,009,587.94
53 - Maintenance Structures/Improvements Totals	\$1,683,700.00	\$112,258.29	\$396,972.38	31%	\$1,469,342.40
54 - Maintenance of Equipment Totals	\$356,021.00	\$19,920.02	\$149,252.86	44%	\$336,721.66
55 - Services and Utilities Totals	\$4,835,910.00	\$90,568.88	\$439,448.18	16%	\$2,272,474.83
56 - Insurance/Sundry/Elections Totals	\$344,950.00	\$16,237.50	\$312,475.00	91%	\$282,503.00
68 - Improvements Totals	\$0.00	\$0.00	\$0.00	+++	\$734,800.00
69 - Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$234.60
79 - TRA Water Plant Totals	\$9,531,605.00	\$1,187,474.01	\$3,597,519.01	38%	\$8,217,233.81
80 - Utility Fund Debt Payments Totals	\$7,342,869.00	\$270,792.00	\$406,188.00	6%	\$4,725,163.50
81 - GO/Revenue Bond Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
82 - Other Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
88 - Depreciation Totals	\$0.00	\$0.00	\$0.00	+++	\$4,419,878.45
90 - Transfer to ISF (New Purchases) Totals	\$585,000.00	\$146,250.00	\$292,500.00	50%	\$91,944.00
91 - Transfers Totals	\$6,252,446.00	\$196,139.00	\$1,850,305.50	29%	\$40,605,327.90
93 - Charges Other Funds Totals	\$7,868,565.00	\$1,967,141.25	\$3,934,282.50	50%	\$7,637,875.00
94 - Transfer to ISF (Replacement) Totals	\$586,182.00	\$146,545.50	\$293,091.00	50%	\$768,653.00
95 - Transfers to Operating Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
99 - Reserves Totals	\$100,000.00	\$0.00	\$0.00	0%	\$0.00
Totals	\$45,007,733.00	\$4,571,517.35	\$13,416,587.33	31%	\$76,539,053.18

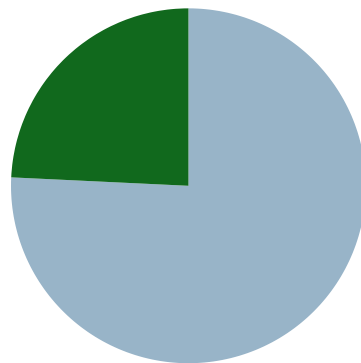


31% of Budget

SOLID WASTE FUND

REVENUE- \$2,806,990.19

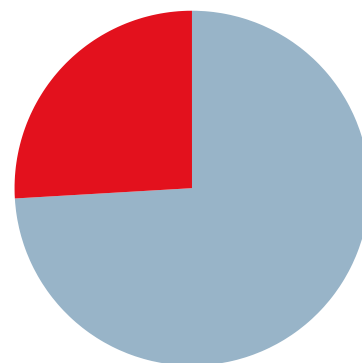
	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
406 - Collection Charges Totals	\$6,798,000.00	\$517,236.76	\$2,041,872.87	30%	\$6,181,618.96
407 - Solid Waste Disposal Totals	\$1,584,890.00	\$150,422.92	\$666,863.86	42%	\$1,833,671.54
408 - Late Payment Penalties Totals	\$65,000.00	\$5,068.17	\$17,728.18	27%	\$72,511.18
419 - Fees/Charges/Sales Totals	\$9,200.00	\$966.60	\$4,668.41	51%	\$12,990.93
426 - Interest Earnings Totals	\$185,000.00	\$14,561.00	\$66,557.97	36%	\$227,527.94
428 - Reimbursements Totals	\$0.00	\$0.00	\$0.00	+++	\$14,136.09
430 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
432 - Other Totals	\$40,000.00	\$1,577.24	\$9,298.90	23%	\$32,636.07
433 - Issue of Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
435 - Transfers from Other Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$8,682,090.00	\$689,832.69	\$2,806,990.19	32%	\$8,375,092.71



32% of Budget

EXPENDITURES- \$3,012,687.30

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits	\$1,536,112.00	\$114,177.59	\$505,619.10	33%	\$1,380,387.57
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits- Adj 4 Step/COLA/Other PR Benefit	\$3,536.00	\$0.00	\$0.00	0%	\$0.00
52 - Supplies Totals	\$378,031.00	\$14,480.50	\$147,711.19	39%	\$327,723.41
53 - Maintenance Structures/Improvements Totals	\$15,000.00	\$116.61	\$6,993.86	47%	\$11,011.21
54 - Maintenance of Equipment	\$387,776.00	\$26,247.15	\$106,212.13	31%	\$305,091.41
55 - Services and Utilities Totals	\$3,321,514.00	\$266,497.46	\$796,530.17	24%	\$2,924,590.59
56 - Insurance/Sundry/Elections	\$221,550.00	\$23,887.50	\$172,775.00	78%	\$175,813.00
57 - Programs/Projects Totals	\$500.00	\$0.00	\$0.00	0%	\$331.26
68 - Improvements Totals	\$1,500.00	\$800.00	\$906.35	60%	\$1,337.11
69 - Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
81 - GO/Revenue Bond Debt Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
82 - Other Debt Totals	\$207,800.00	\$0.00	\$0.00	0%	\$207,525.00
88 - Depreciation Totals	\$0.00	\$0.00	\$0.00	+++	\$22,704.34
90 - Transfer to ISF (New Purchases) Totals	\$230,000.00	\$57,500.00	\$115,000.00	50%	\$765,776.00
91 - Transfers Totals	\$15,110.00	\$3,777.50	\$7,555.00	50%	\$12,445.00
93 - Charges Other Funds Totals	\$1,448,090.00	\$362,022.50	\$724,045.00	50%	\$1,359,423.00
94 - Transfer to ISF (Replacement) Totals	\$858,679.00	\$214,669.75	\$429,339.50	50%	\$1,010,183.00
99 - Reserves Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$8,625,198.00	\$1,084,176.56	\$3,012,687.30	35%	\$8,504,341.90

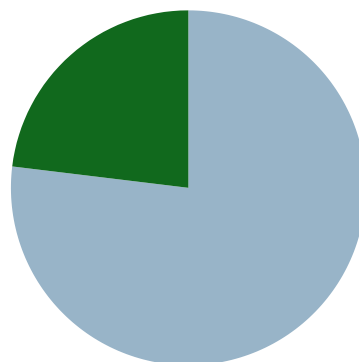


35% of Budget

STORMWATER FUND

REVENUE- \$ 450,576.89

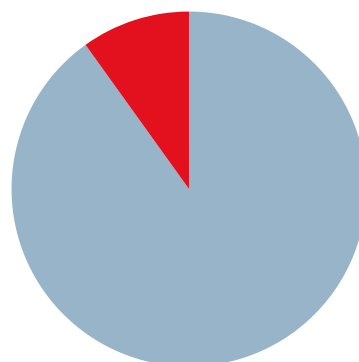
	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
408 - Late Payment Penalties Totals	\$500.00	\$987.00	\$3,711.21	742%	\$4,272.23
426 - Interest Earnings Totals	\$5,000.00	\$0.00	\$0.00	0%	\$0.00
409 - Stormwater Drainage Fees Totals	\$1,500,000.00	\$111,780.18	\$446,865.68	30%	\$1,223,229.17
Totals	\$1,505,500.00	\$112,767.18	\$450,576.89	30%	\$1,227,501.40



30% of Budget

EXPENDITURES- \$170,018.35

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$251,384.00	\$19,131.26	\$68,218.52	27%	\$123,522.20
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$500.00	\$0.00	\$0.00	0%	\$0.00
52 - Supplies Totals	\$7,895.00	\$356.00	\$2,918.89	37%	\$4,382.05
53 - Maintenance Structures/Improvements Totals	\$115,000.00	\$5,550.07	\$9,355.02	8%	\$99,944.68
54 - Maintenance of Equipment Totals	\$6,000.00	\$94.11	\$3,715.42	62%	\$1,033.15
55 - Services and Utilities Totals	\$2,610.00	\$0.00	\$0.00	0%	\$500.00
69 - Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
81 - GO/Revenue Bond Debt Totals	\$950,490.00	\$0.00	\$0.00	0%	\$0.00
88 - Depreciation Totals	\$0.00	\$0.00	\$0.00	+++	\$133,808.79
90 - Transfer to ISF (New Purchases) Totals	\$171,283.00	\$42,820.75	\$85,641.50	50%	\$0.00
91 - Transfers Totals	\$0.00	\$0.00	\$0.00	+++	\$15,014,446.40
94 - Transfer to ISF (Replacement) Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
95 - Transfers to Operating Funds Totals	\$338.00	\$84.50	\$169.00	50%	\$0.00
99 - Reserves Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$1,505,500.00	\$68,036.69	\$170,018.35	11%	\$15,377,637.27

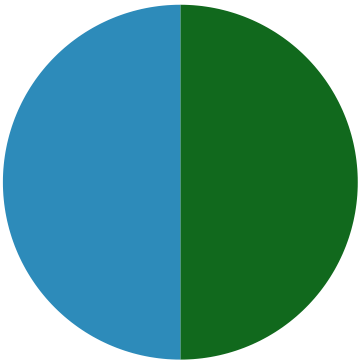


11% of Budget

AIRPORT FUND

REVENUE- \$232,043.94

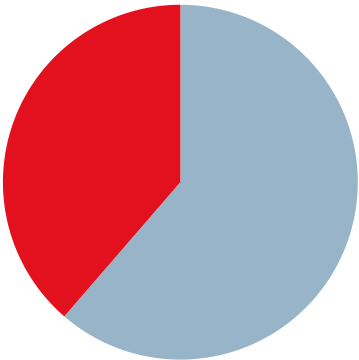
	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025- 2026 YTD % of the Budget	2024-2025 Final YTD
419 - Fees/Charges/Sales Totals	\$57,917.00	\$2,543.79	\$16,702.05	29%	\$34,346.76
426 - Interest Earnings Totals	\$500.00	\$49.28	\$203.89	41%	\$658.13
428 - Reimbursements Totals	\$90,000.00	\$0.00	\$0.00	0%	\$58,944.81
429 - Contributions Totals	\$0.00	\$0.00	\$215,138.00	+++	\$21,514.00
432 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$820.00
435 - Transfers from Other Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$148,417.00	\$2,593.07	\$232,043.94	156%	\$116,283.70



156% of Budget

EXPENDITURES- \$247,618.89

	2025-2026 Adopted Budget	2025-2026 January Monthly Transactions	2025-2026 YTD Actual	2025- 2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
52 - Supplies Totals	\$1,700.00	\$0.00	\$0.00	0%	\$362.34
53 - Maintenance Structures/Improvements Totals	\$123,000.00	\$0.00	\$10,300.00	8%	\$31,458.38
54 - Maintenance of Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
55 - Services and Utilities Totals	\$29,484.00	\$291.50	\$666.89	2%	\$9,253.69
62 - Project Costs Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
68 - Improvements Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
91 - Transfers Totals	\$0.00	\$0.00	\$236,652.00	100%	\$0.00
Totals	\$154,184.00	\$291.50	\$247,618.89	63%	\$41,074.41

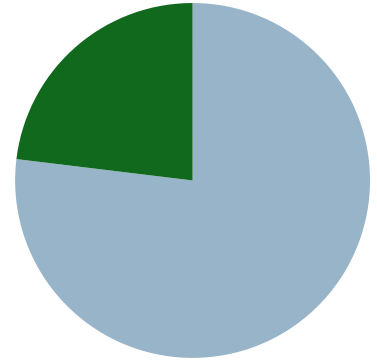


63% of Budget

SCHOOL RESOURCE OFFICER SRF

REVENUE- \$261,936.98

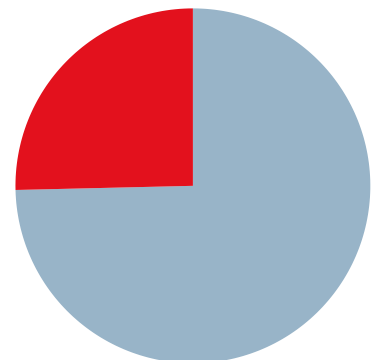
	2025-2026 Adopted Budget	2025-2026 January Monthly	2025-2026 YTD Actual	2025-2026 YTD %	2024-2025 Final YTD
422 - Inter Governmental Totals	\$655,955.00	\$109,325.84	\$163,988.76	25%	\$653,135.04
426 - Interest Earnings Totals	\$10,000.00	\$874.75	\$3,622.23	36%	\$11,693.12
428 - Reimbursements Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
430 - Other Totals	\$44,326.00	\$7,387.66	\$11,081.49	25%	\$44,325.96
432 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$2,973.00
435 - Transfers from Other Funds Totals	\$166,489.00	\$41,622.25	\$83,244.50	50%	\$174,365.00
Totals	\$876,770.00	\$159,210.50	\$261,936.98	30%	\$886,492.12



30% of Budget

EXPENDITURES- \$296,635.86

	2025-2026 Adopted Budget	2025-2026 December Monthly Transactions	2025-2026 YTD Actual	2025-2026 YTD % of the Budget	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$773,641.00	\$60,625.71	\$207,048.20	27%	\$192,393.90
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$1,713.00	\$0.00	\$0.00	+++	\$0.00
52 - Supplies Totals	\$30,450.00	\$752.56	\$2,283.58	7%	\$2,608.48
54 - Maintenance of Equipment Totals	\$11,200.00	(\$46.28)	\$568.44	5%	\$42.02
55 - Services and Utilities Totals	\$15,440.00	\$74.44	\$223.32	37%	\$982.76
94 - Transfer to ISF (Replacement) Totals	\$44,326.00	\$0.00	\$11,081.50	25%	\$11,081.50
Expense Totals	\$876,770.00	\$61,406.43	\$221,205.04	26%	\$207,108.66

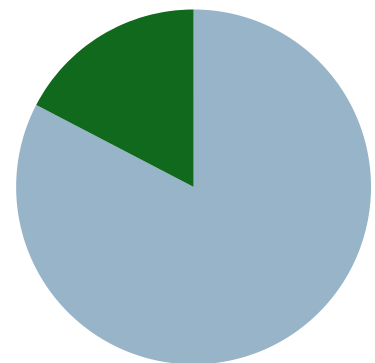


34% of Budget

ARTS & VISITOR CENTER SRF

REVENUE- \$ 47,564.54

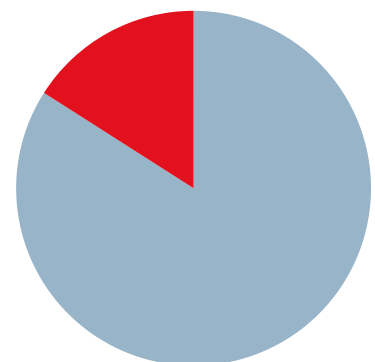
	2025-2026 Adopted Budget	2025-2026 January Monthly	2025-2026 YTD Actual	2025- 2026 YTD %	2024-2025 Final YTD
414 - Hotel/Motel Tax Totals	\$210,000.00	\$12,495.57	\$44,232.38	21%	\$136,653.31
419 - Fees/Charges/Sales Totals	\$7,000.00	\$39.41	\$1,394.58	20%	(\$6,808.64)
426 - Interest Earnings Totals	\$3,200.00	\$397.68	\$1,647.58	51%	\$5,320.26
428 - Reimbursements Totals	\$1,500.00	\$0.00	\$0.00	0%	\$0.00
429 - Contributions Totals	\$1,640.00	\$0.00	\$290.00	18%	\$11,206.01
432 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$500.00
435 - Transfers from Other Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$223,340.00	\$12,932.66	\$47,564.54	21%	\$146,870.94



21% of Budget

EXPENDITURES-\$60,656.04

	2025-2026 Adopted Budget	2025-2026 January Monthly	2025-2026 YTD Actual	2025- 2026 YTD %	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$112,296.00	\$7,951.60	\$37,897.37	34%	\$104,064.06
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$500.00	\$0.00	\$0.00	0%	\$0.00
52 - Supplies Totals	\$4,500.00	\$0.00	\$469.02	10%	\$4,757.04
53 - Maintenance Structures/Improvements Totals	\$25,000.00	\$0.00	\$738.02	2%	\$11,931.00
54 - Maintenance of Equipment Totals	\$500.00	\$0.00	\$0.00	0%	\$0.00
55 - Services and Utilities Totals	\$54,373.00	\$1,065.90	\$5,904.73	9%	\$23,850.00
56 - Insurance/Sundry/Elections Totals	\$14,450.00	\$1,237.50	\$3,555.70	25%	\$13,346.04
57 - Programs/Projects Totals	\$18,000.00	\$0.00	\$1,956.26	11%	\$14,931.80
69 - Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
78 - Miscellaneous Projects Totals	\$20,000.00	\$6,500.00	\$10,134.94	16%	\$23,024.79
94 - Transfer to ISF (Replacement) Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
95 - Transfers to Operating Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
	\$249,619.00	\$16,755.00	\$60,656.04	19%	\$195,904.73

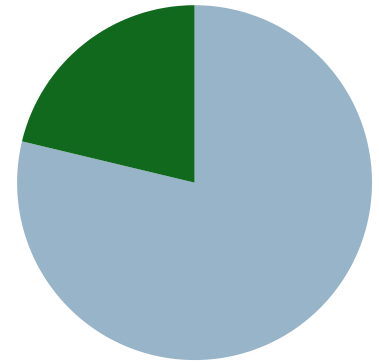


19% of Budget

HOTEL MOTEL

REVENUE- \$309,132.69

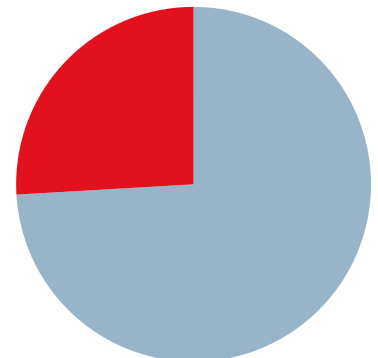
	2025-2026 Adopted Budget	2025-2026 January Monthly	2025-2026 YTD Actual	2025-2026 YTD %	2024-2025 Final YTD
414 - Hotel/Motel Tax Totals	\$1,000,000.00	\$74,973.28	\$265,393.68	27%	\$819,916.80
419 - Fees/Charges/Sales Totals	\$100,000.00	\$9,424.81	\$26,517.33	27%	\$98,353.54
426 - Interest Earnings Totals	\$60,000.00	\$3,425.17	\$15,182.10	25%	\$49,973.06
429 - Contributions Totals	\$500.00	\$111.70	\$179.68	36%	\$782.33
430 - Other Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
432 - Other Totals	\$0.00	(\$0.10)	\$1,859.90	+++	\$6.05
435 - Transfers from Other Funds Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$1,160,500.00	\$87,934.86	\$309,132.69	27%	\$969,031.78



27% of Budget

EXPENDITURES- \$345,346.98

	2025-2026 Adopted Budget	2025-2026 January Monthly	2025-2026 YTD Actual	2025-2026 YTD %	2024-2025 Final YTD
51 - Salary/Other Pay/Benefits Totals	\$408,896.00	\$30,194.93	\$132,783.38	32%	\$375,827.75
51a - Salary/Other Pay/Benefits - New Position DP Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
51b - Salary/Other Pay/Benefits-Adj 4 Step/COLA/Other PR Benefit Totals	\$500.00	\$0.00	\$0.00	0%	\$0.00
52 - Supplies Totals	\$91,900.00	\$1,203.81	\$17,464.77	19%	\$88,321.10
53 - Maintenance Structures/Improvements Totals	\$30,000.00	\$91.74	\$598.49	2%	\$9,616.95
54 - Maintenance of Equipment Totals	\$500.00	\$0.00	\$0.00	0%	\$212.85
55 - Services and Utilities Totals	\$187,290.00	\$25,819.30	\$100,391.99	53%	\$215,522.29
56 - Insurance/Sundry/Elections Totals	\$232,950.00	\$11,728.50	\$49,606.85	27%	\$163,905.08
69 - Capital Equipment Totals	\$25,000.00	\$0.00	\$0.00	27%	\$9,349.50
78 - Miscellaneous Projects Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
90 - Transfer to ISF (New Purchases) Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
91 - Transfers Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
93 - Charges Other Funds Totals	\$69,079.00	\$17,269.75	\$34,539.50	50%	\$83,128.00
94 - Transfer to ISF (Replacement) Totals	\$19,755.00	\$4,938.75	\$9,877.50	50%	\$17,943.00
95 - Transfers to Operating Funds Totals	\$169.00	\$42.25	\$84.50	50%	\$0.00
99 - Reserves Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00
Totals	\$1,066,039.00	\$91,289.03	\$345,346.98	35%	\$963,826.52



35% of Budget



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.c.

Agenda Item: Consider Resolution 2026-08 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 Inspire Grants for Small Museums Program.

Initiating Department/Presenter: Finance

Presenter:

Christina Bodin-Turner, Grants Manager

Recommended Motion: Move to approve Resolution No. 2026-08 authorizing the submission of an application to the Institute of Museum and Library Services (IMLS) for the FY 2026 Inspire Grants for Small Museums Program to support a collections inventory and documentation project at the Wynne Home Arts & Visitors Center; and authorizing the City Manager to submit the application and, if awarded, accept, execute, and administer the grant on behalf of the City, for a total project amount of \$20,000.00 in IMLS grant funds.

Strategic Initiative: Strategic Priority #3, Quality of Life – Establish an environment where citizens can thrive and enjoy the city in which they live. Provide services that enhance the quality of life for all, with focus on the full life cycle (children, students, families, and retirees) - by creating amenities that support physical, mental and social well-being. Support access to quality health services, education, housing, transportation, recreation and natural environment.

Discussion: The City of Huntsville operates the Wynne Home Arts & Visitors Center, a historic house museum whose mission is to promote and share the arts and community heritage. The facility hosts rotating art exhibitions, educational programming, and cultural events, and maintains a permanent collection of artworks and historical objects that support this mission.

In 2022, the Wynne Home's digital collections inventory was lost during a cybersecurity incident, resulting in the loss of its centralized collections catalog. The facility currently lacks a comprehensive system documenting object information, artist attribution, condition, provenance, and physical location. Reestablishing a complete inventory is essential to ensure responsible stewardship, strengthen collections management practices, and support future exhibitions and interpretive programming.

The Institute of Museum and Library Services (IMLS) has released the FY 2026 Inspire Grants for Small Museums funding opportunity. The program supports project-based efforts that build the capacity of small museums, including collections stewardship and access initiatives. Small Project awards range from \$5,000 to \$25,000, and no local cost share is required.

The proposed project would utilize grant funds to procure a qualified collections consultant to conduct a comprehensive inventory and develop formal documentation for the Wynne Home's permanent collection, including cataloging, condition review, and available provenance research. If awarded, the project period would run from September 1, 2026, through August 31, 2029, in accordance with

program requirements.

Previous Council Action: None

Financial Implications: The City will submit a grant application for \$20,000.00 under the Small Project category of the FY 2026 Inspire Grants for Small Museums Program. No local match is required for projects under \$25,000. No City funds are being expended at this time. If awarded, grant funds will be incorporated into the appropriate fiscal year budget in accordance with established City budgeting practices.

Approvals:

Lance Hall
Sam Masiel
Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. Resolution 2026-08

RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FY 2026 INSPIRE GRANTS FOR SMALL MUSEUMS PROGRAM TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR A COLLECTIONS INVENTORY AND DOCUMENTATION PROJECT AT THE WYNNE HOME ARTS & VISITORS CENTER; AND AUTHORIZING THE CITY MANAGER TO ACT IN ALL MATTERS RELATED TO THE CITY'S PARTICIPATION IN THE GRANT PROGRAM.

WHEREAS the City of Huntsville operates the Wynne Home Arts & Visitors Center as a historic house museum whose mission is to promote and share the arts and community heritage; and

WHEREAS the City desires to strengthen collections stewardship practices by reestablishing a comprehensive collections inventory and documentation system following the loss of prior digital records; and

WHEREAS the Institute of Museum and Library Services has announced the FY 2026 Inspire Grants for Small Museums Program; and

WHEREAS it is necessary and in the best interest of the City to apply for funding under this program.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: An application in the amount of \$20,000.00 is hereby authorized to be filed with the Institute of Museum and Library Services for the FY 2026 Inspire Grants for Small Museums Program.

SECTION 2: The City Council designates the City Manager as the City's Authorized Representative to submit the application and, if awarded, accept, execute, and administer the grant and any related documents in connection with the City's participation in the program.

SECTION 3: The City agrees to comply with all applicable federal statutes, rules, regulations, and policies governing the grant program, including 2 C.F.R. Part 200.

SECTION 4: This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED this 3rd day of March, 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.d.

Agenda Item: Consider approval of Resolution No. 2026-09 designating authorized signatories for contractual documents and requests for payment, the responsible party for the required environmental review, and required compliance officers for Texas General Land Office (GLO) Contract No. 25-145-002-F361 for the Martin Luther King Drive Street Improvements project.

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Recommended Motion: Move to approve Resolution No. 2026-09 designating authorized signatories for contractual documents and requests for payment, the Responsible Party for the required environmental review, and required compliance officers for Texas General Land Office Contract No. 25-145-002-F361 for the Martin Luther King Drive Street Improvements project.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion: The City of Huntsville has executed Texas General Land Office (GLO) Contract No. 25-145-002-F361 under the Community Development Block Grant – Disaster Recovery (CDBG-DR) Disaster Recovery Reallocation Program in the amount of \$4,500,000 for the Martin Luther King Drive Street Improvements project.

The project includes reconstruction of existing street infrastructure, including pavement replacement, curb and sidewalk improvements, and associated appurtenances. These improvements enhance transportation safety, stormwater conveyance, and long-term infrastructure resiliency within the project area. The project supports Strategic Priority #4 by advancing improvements to the City's transportation infrastructure network.

As part of GLO contract start-up requirements, the governing body must adopt a project-specific resolution designating authorized signatories and responsible officials for environmental review and federal compliance. Resolution No. 2026-09 will:

- Authorize the Mayor and City Manager to execute contractual documents and amendments related to the contract
- Authorize the Finance Director and City Manager to execute Request for Payment forms and related financial documentation
- Designate the City Engineer as the Responsible Party for conducting and overseeing the environmental review in accordance with 24 C.F.R. Part 58
- Designate the Grants Manager as the Civil Rights Officer, Fair Housing Coordinator, Section 3 Coordinator, Labor Standards Officer, and ADA/Section 504 Coordinator for the contract.

Adoption of this resolution satisfies the required GLO start-up documentation and ensures the City remains eligible to request reimbursement of eligible project costs.

Previous Council Action: On November 18, 2025, City Council adopted Resolution No. 2025-43 authorizing acceptance of \$4,500,000 in CDBG-DR funding for the Martin Luther King Drive Street Improvements project and acknowledging the required 10% local match.

Financial Implications: No additional fiscal impact. This action is administrative and does not change the previously approved grant amount or required local match.

Approvals:

Lance Hall
Sam Masiel
Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. Resolution 2026-09

RESOLUTION NO. 2026-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND REQUESTS FOR PAYMENT, DESIGNATING THE RESPONSIBLE PARTY FOR THE REQUIRED ENVIRONMENTAL REVIEW, AND APPOINTING REQUIRED COMPLIANCE OFFICERS FOR TEXAS GENERAL LAND OFFICE CONTRACT NO. 25-145-002-F361 FOR THE MARTIN LUTHER KING DRIVE STREET IMPROVEMENTS PROJECT.

WHEREAS the City of Huntsville has executed Texas General Land Office (GLO) Contract No. 25-145-002-F361 under the Community Development Block Grant – Disaster Recovery (CDBG-DR) Disaster Recovery Reallocation Program in the amount of \$4,500,000 for the Martin Luther King Drive Street Improvements project; and

WHEREAS the GLO requires a governing body resolution for each contract designating authorized signatories and responsible officials for environmental review and federal compliance; and

WHEREAS the City must comply with applicable federal statutes and regulations, including but not limited to 2 C.F.R. Part 200, 24 C.F.R. Part 58 (Environmental Review Procedures), 24 C.F.R. Part 75 (Section 3), federal civil rights laws, and federal labor standards requirements applicable to HUD-funded projects.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: The Mayor and City Manager are hereby authorized to execute contractual documents and amendments between the City of Huntsville and the Texas General Land Office for Contract No. 25-145-002-F361.

SECTION 2: The Finance Director and City Manager are hereby authorized to execute Request for Payment forms and related financial documentation required by the Texas General Land Office for Contract No. 25-145-002-F361.

SECTION 3: The City Engineer is designated the Responsible Party for the City with regard to conducting and overseeing the Environmental Review required for GLO Contract No. 25-145-002-F361 in accordance with 24 C.F.R. Part 58.

SECTION 4: The Grants Manager is hereby designated to serve as Civil Rights Officer, Fair Housing Coordinator, Section 3 Coordinator, Labor Standards Officer, and ADA / Section 504 Coordinator for GLO Contract No. 25-145-002-F361 and shall be responsible for ensuring compliance with all applicable federal statutes, regulations, and guidance associated with this contract, including civil rights requirements, fair housing laws, Section 3 requirements, federal labor standards provisions, and accessibility requirements.

SECTION 5: This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED this 3rd day of March, 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.e.

Agenda Item: Consider approval of Resolution No. 2026-10 designating authorized signatories for contractual documents and requests for payment, the responsible party for the required environmental review, and required compliance officers for Texas General Land Office (GLO) Contract No. 24-065-203-F206 for the Autumn Road Culvert Replacement project.

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Recommended Motion: Move to approve Resolution No. 2026-10 designating authorized signatories for contractual documents and requests for payment and required compliance officers for Texas General Land Office Contract No. 24-065-203-F506 for the Autumn Road Culvert Replacement project.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion: The City of Huntsville has executed Texas General Land Office (GLO) Contract No. 24-065-203-F506 under the Community Development Block Grant Mitigation (CDBG-MIT) Regional Mitigation Program in the amount of \$1,900,000 for the Autumn Road Culvert Replacement project.

The project includes replacement of the existing undersized and misaligned culvert near the Spring Lake Water Plant with a properly sized structure aligned with the downstream channel to improve stormwater conveyance, mitigate flooding and erosion, and enhance long-term infrastructure resilience in the project area. These improvements support Strategic Priority #4 by advancing drainage and infrastructure improvements within the City's transportation and utility network.

As part of GLO contract start-up requirements, the governing body must adopt a project-specific resolution designating authorized signatories and responsible officials for environmental review and federal compliance. Resolution No. 2026-10 will:

- Authorize the Mayor and City Manager to execute contractual documents and amendments related to the contract
- Authorize the Finance Director and City Manager to execute Request for Payment forms and related financial documentation
- Designate the City Engineer as the Responsible Party for conducting and overseeing the environmental review in accordance with 24 C.F.R. Part 58
- Designate the Grants Manager as the Civil Rights Officer, Fair Housing Coordinator, Section 3 Coordinator, Labor Standards Officer, and ADA/Section 504 Coordinator for the contract.

Adoption of this resolution satisfies the required GLO start-up documentation and ensures the City

remains eligible to request reimbursement of eligible project costs.

Previous Council Action: On November 18, 2025, City Council adopted Resolution No. 2025-42 authorizing acceptance of \$1,900,000 in CDBG-MIT funding for the Autumn Road Culvert Replacement project and acknowledging the required 0% local match.

Financial Implications: No additional fiscal impact. This action is administrative and does not change the previously approved grant amount.

Approvals:

Lance Hall
Sam Masiel
Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. Resolution 2026-10 (2)

RESOLUTION NO. 2026-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND REQUESTS FOR PAYMENT, DESIGNATING THE RESPONSIBLE PARTY FOR THE REQUIRED ENVIRONMENTAL REVIEW, AND APPOINTING REQUIRED COMPLIANCE OFFICERS FOR TEXAS GENERAL LAND OFFICE CONTRACT NO. 24-065-203-F506 FOR THE AUTUMN ROAD CULVERT REPLACEMENT PROJECT.

WHEREAS the City of Huntsville has executed Texas General Land Office (GLO) Contract No. 24-065-203-F506 under the Community Development Block Grant – Mitigation (CDBG-MIT) Regional Mitigation Program in the amount of \$1,900,000 for the Autumn Road Culvert Replacement project; and

WHEREAS the GLO requires a governing body resolution for each contract designating authorized signatories and responsible officials for environmental review and federal compliance; and

WHEREAS the City must comply with applicable federal statutes and regulations, including but not limited to 2 C.F.R. Part 200, 24 C.F.R. Part 58 (Environmental Review Procedures), 24 C.F.R. Part 75 (Section 3), federal civil rights laws, and federal labor standards requirements applicable to HUD-funded projects.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: The Mayor and City Manager are hereby authorized to execute contractual documents and amendments between the City of Huntsville and the Texas General Land Office for Contract No. 24-065-203-F506.

SECTION 2: The Finance Director and City Manager are hereby authorized to execute Request for Payment forms and related financial documentation required by the Texas General Land Office for Contract No. 24-065-203-F506.

SECTION 3: The City Engineer is designated the Responsible Party for the City with regard to conducting and overseeing the Environmental Review required for GLO Contract No. 24-065-203-F506 in accordance with 24 C.F.R. Part 58.

SECTION 4: The Grants Manager is hereby designated to serve as Civil Rights Officer, Fair Housing Coordinator, Section 3 Coordinator, Labor Standards Officer, and ADA / Section 504 Coordinator for GLO Contract No. 24-065-203-F506 and shall be responsible for ensuring compliance with all applicable federal statutes, regulations, and guidance associated with this contract, including civil rights requirements, fair housing laws, Section 3 requirements, federal labor standards provisions, and accessibility requirements.

SECTION 5: This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED this 3rd day of March, 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.f.

Agenda Item: Consider Resolution 2026-11 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for Protection of Soft Targets/Crowded Places.

Initiating Department/Presenter: Finance

Presenter:

Christina Bodin-Turner, Grants Manager

Recommended Motion: Move to approve Resolution No. 2026-11 authorizing the submission of an application to the Office of the Governor – Public Safety Office for the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) under the Protection of Soft Targets/Crowded Places activity area; authorizing the City Manager to apply for, accept, reject, alter, or terminate the grant on behalf of the City; and authorizing the Finance Director to submit required financial and programmatic reports.

Strategic Initiative: Strategic Priority #1, Public Safety - Create a community where all individuals feel safe and protected, where citizens trust the effectiveness of our agencies through community engagement, technologies, and best practices. We strive to promote a culture of service, prevention and partnership.

Discussion: The Office of the Governor – Public Safety Office has announced the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R), with applications due March 16, 2026 .SHSP supports investments that address terrorism-related capability gaps and strengthen core capabilities under the National Preparedness Goal/

Regional THIRA findings identify soft targets and crowded places as vulnerable to vehicle-borne attack threats. The City of Huntsville hosts public events that create temporary, high-density pedestrian environments that require controlled vehicle access.

Currently, the City relies on patrol vehicle placement and standard traffic control devices, which do not provide engineered stopping capability against hostile vehicle threats. This represents a gap in the City's Physical Protective Measures capability.

The proposed project would acquire deployable vehicle mitigation barriers to enhance perimeter control at designated public events. This investment represents a phased enhancement to the City's protective security capabilities.

A Governing Body Resolution is required at the time of application submission.

Previous Council Action: None

Financial Implications: The City anticipates submitting an application in an amount not to exceed \$285,000; no local cash match is required, and no City funds are committed at this time

Approvals:

Lance Hall
Sam Masiel
Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. Resolution 2026-11

RESOLUTION NO. 2026-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING SUBMISSION OF AN APPLICATION FOR FUNDING UNDER THE FY 2026 STATE HOMELAND SECURITY PROGRAM – REGULAR PROJECTS (SHSP-R) FOR THE PROTECTION OF SOFT TARGETS/CROWDED PLACES PROJECT.

WHEREAS the City Council of the City of Huntsville finds it in the best interest of the citizens of Huntsville, Texas that the FY 2026 SHSP – Protection of Soft Targets/Crowded Places Project be operated for the FY 2026 funding cycle; and

WHEREAS the Office of the Governor – Public Safety Office is soliciting applications under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) to support local efforts to prevent terrorism and strengthen preparedness core capabilities; and

WHEREAS the City Council of the City of Huntsville agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council of the City of Huntsville assures that the funds will be returned to the Office of the Governor in full.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: The City Council hereby authorizes submission of an application to the Office of the Governor – Public Safety Office for the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for the Protection of Soft Targets/Crowded Places Project.

SECTION 2: The City Manager is designated as the Authorized Official to apply for, accept, reject, alter, or terminate the grant on behalf of the City and to execute all necessary documents related to the grant application and any subsequent award.

SECTION 3: The Finance Director is designated as the Financial Officer for this grant and is authorized to submit financial and programmatic reports as required by the grantor.

SECTION 4: The City agrees to comply with all requirements of the FY 2026 State Homeland Security Program – Regular Projects, including applicable federal and state laws, regulations, and guidelines.

SECTION 5: This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED this 3rd day of March, 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 1.g.

Agenda Item: Consider Resolution 2026-12 authorizing the submission of an application and acceptance of funding if awarded under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for the Interoperable Communications Project.

Initiating Department/Presenter: Finance

Presenter:

Christina Bodin-Turner, Grants Manager

Recommended Motion: Move to approve Resolution No. 2026-12 authorizing the submission of an application to the Office of the Governor – Public Safety Office for the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for the Interoperable Communications Project; authorizing the City Manager to apply for, accept, reject, alter, or terminate the grant on behalf of the City; and authorizing the Finance Director to submit required financial and programmatic reports.

Strategic Initiative: Strategic Priority #1, Public Safety - Create a community where all individuals feel safe and protected, where citizens trust the effectiveness of our agencies through community engagement, technologies, and best practices. We strive to promote a culture of service, prevention and partnership.

Discussion: The Office of the Governor – Public Safety Office has announced the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R).

SHSP supports investments that address terrorism-related capability gaps and strengthen core capabilities under the National Preparedness Goal.

Regional THIRA findings identify interoperability limitations as a vulnerability during multi-jurisdictional response to complex incidents, including terrorism-related and targeted violence events. An effective response to these incidents requires reliable communication among agencies operating under unified command and mutual aid.

Interoperable communications are also critical to maintaining coordinated Emergency Operations Center (EOC) operations during extended or regionally significant incidents.

Currently, interoperability constraints may limit seamless coordination during large-scale or regionally significant incidents. This represents a gap in the City's Operational Communications and Operational Coordination core capabilities.

The proposed project would support the acquisition of interoperable, multi-band communications equipment to enhance coordinated response during high-risk incidents. This investment represents a phased enhancement of the City's interoperable communications capacity and will strengthen regional

response capability.

A Governing Body Resolution is required at the time of application submission.

Previous Council Action: None

Financial Implications: The City anticipates submitting an application in an amount not to exceed \$285,000; no local cash match is required, and no City funds are committed at this time.

Approvals:

Lance Hall
Sam Masiel
Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. Resolution 2026-12

RESOLUTION NO. 2026-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING SUBMISSION OF AN APPLICATION FOR FUNDING UNDER THE FY 2026 STATE HOMELAND SECURITY PROGRAM – REGULAR PROJECTS (SHSP-R) FOR THE INTEROPERABLE COMMUNICATIONS PROJECT.

WHEREAS the City Council of the City of Huntsville finds it in the best interest of the citizens of Huntsville, Texas that the FY 2026 SHSP – Interoperable Communications Project be operated for the FY 2026 funding cycle; and

WHEREAS the Office of the Governor – Public Safety Office is soliciting applications under the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) to support local efforts to prevent terrorism and strengthen preparedness core capabilities; and

WHEREAS the City Council of the City of Huntsville agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council of the City of Huntsville assures that the funds will be returned to the Office of the Governor in full.

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: The City Council hereby authorizes submission of an application to the Office of the Governor – Public Safety Office for the FY 2026 State Homeland Security Program – Regular Projects (SHSP-R) for the Interoperable Communications Project.

SECTION 2: The City Manager is designated as the Authorized Official to apply for, accept, reject, alter, or terminate the grant on behalf of the City and to execute all necessary documents related to the grant application and any subsequent award.

SECTION 3: The Finance Director is designated as the Financial Officer for this grant and is authorized to submit financial and programmatic reports as required by the grantor.

SECTION 4: The City agrees to comply with all requirements of the FY 2026 State Homeland Security Program – Regular Projects, including applicable federal and state laws, regulations, and guidelines.

SECTION 5: This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED this 3rd day of March, 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 2.a.

Agenda Item: Consider authorizing the City Manager to enter into an agreement with Raftelis Financial Consultants, Inc. for Professional Consulting an Expert Witness/Litigation Services for a pending Rate Case.

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Recommended Motion: Move to authorize the City Manager to enter into an agreement with Raftelis Financial Consultants, Inc. for Professional Consulting an Expert Witness/Litigation Services for a pending Rate Case.

Strategic Initiative: Goal #6 - Finance - Provide a sustainable , efficient, and fiscally sound government through conservative fiscal practices and resource management.

Discussion: The most recent rate study for water and wastewater rates was completed in 2025. We need them to conduct a cost-of-service study and prepare Expert Witness/Litigation Services in anticipation of possible litigation.

Previous Council Action: None.

Financial Implications: Not to exceed \$255,000 -- \$170,000 in 2025-2026 and 55,000 in 2026-2027

Approvals:

Lance Hall

Sam Masiel

Scott Swigert

Leonard Schneider

Kristy Doll

Associated Information:

1. City of Huntsville Rate Case Contract (2)

PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF HUNTSVILLE, TEXAS
AND
RAFTELIS FINANCIAL CONSULTANTS, INC.

This Consulting Agreement (“Agreement”) is entered into this 17 day of February, 2026 (hereinafter referred to as the effective date of the agreement) by and between, City of Huntsville, Texas (the “Client”) and Raftelis Financial Consultants, Inc., 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 (“Raftelis”).

Witnesseth

WHEREAS, Raftelis is engaged and experienced in public finance, management, and pricing, and service delivery, and WHEREAS, The Client desires to hire Raftelis and Raftelis agrees to provide services to the Client, NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

Article 1 – Statement of Work

Raftelis shall provide professional consulting services to prepare Expert Witness/Litigation Services for Rate Case for Client. Raftelis will perform the services as set forth in its proposal sent to Client dated December 23, 2025 and included herein as Attachment A, the “Scope.”

Article 2 – Time for Completion

This Agreement will commence upon approval by the Client and remain in effect for a period of one year. Further renewals of this Agreement are at the option of and shall be mutually agreed to by the Parties.

Article 3 – Compensation

Client shall pay to Raftelis a sum not to exceed **\$225,000**, broken out as **\$170,000 in Fiscal Year 2026** and **\$55,000 in Fiscal Year 2027**, which includes professional fees and direct expenses incurred in performing the Scope of services, as well as an hourly technology expense reimbursement, outlined in Attachment B. The parties understand that this sum is based upon the Scope of work contained herein at Raftelis’ current standard hourly rate schedule included in Attachment B. Any expansion of the Scope of work by the Client shall involve discussion of and agreement about additional fees and time by both parties.

Raftelis shall submit invoices to the Client on a monthly basis for services rendered to the date thereof. Such invoices shall be supported by appropriate documentation; at a minimum, the task performed, the individuals working on such task, the level of each such individual, and expenses incurred. Each invoice

will contain all hours and expenses from Raftelis for the month. Upon receipt of monthly invoice, the Client will remit payment of same amount to Raftelis within 30 days.

Article 4 – Additional Services

At the Client's request, Raftelis may submit proposals for additional professional services. Each proposal submitted shall detail: (1) Scope of work for the additional services; (2) period of services to be performed; and (3) method and amount of compensation. The Client shall provide written acceptance and authorization to Raftelis prior to the commencement of work on any proposed additional services. Each proposal for additional services accepted and approved by the Client shall become part of this Agreement and shall be governed by the terms and conditions contained herein.

Article 5 – Place of Performance

Raftelis shall be responsible for maintaining its own office facilities and will not be provided with either office facilities or support by the Client.

Article 6 – Indemnification

Raftelis hereby agrees to indemnify and defend the Client, its officers, directors, managers, and employees ("Indemnified Party" or "Indemnified Parties") and to hold the Indemnified Parties harmless against third party claims, costs, and expenses, including reasonable attorney's fees, action, or demands against the Indemnified Parties and against damages for injury to or death of any person and for loss of or damage to all property caused by the negligent acts, errors, or omissions of Raftelis in performing this Agreement, except to the extent the claims, demands, liabilities, cost, and expenses are caused by the negligent acts, errors, or omission of an Indemnified Party.

Article 7 – Insurance

Raftelis shall maintain the types and levels of insurance during the life of this Agreement as specified below. The Client will be named as additional insured on Raftelis' Certificates of Insurance and Raftelis will provide the Client with these Certificates of Insurance.

Commercial General Liability Insurance – \$1,000,000 for each occurrence and \$2,000,000 in the aggregate

Comprehensive Automobile Liability Insurance – \$1,000,000 combined single limit each occurrence – hired and non-owned only

Workers Compensation Insurance – Statutory limits

Professional Liability Insurance – \$5,000,000 occurrence and \$5,000,000 in excess

Excess or Umbrella Liability – \$5,000,000 occurrence and \$5,000,000 in the aggregate

Cyber Security – \$5,000,000

Article 8 – Confidential Information

Raftelis acknowledges and agrees that in the course of the performance of the services pursuant to this Agreement, Raftelis may be given access to, or come into possession of, confidential information from the Client, of which information may contain privileged material or other confidential information. Raftelis acknowledges and agrees, except as required by judicial or administrative order, trial, or other governmental proceeding, that it will not use, duplicate, or divulge to others any such information marked as “confidential” disclosed to Raftelis by the Client (“Confidential Information”) without first obtaining written permission from the Client. All tangible embodiments of such information shall be delivered to the Client or the destination of such information by Raftelis requested by the Client. The Client acknowledges Raftelis has the right to maintain its own set of work papers, which may contain Confidential Information.

Article 9 – Independent Contractor Status

It is understood and agreed that Raftelis will provide the services under this Agreement on a professional basis as an independent contractor and that during the performance of the services under this Agreement, Raftelis’ employees will not be considered employees of the Client within the meaning or the applications of any federal, state, or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker’s compensation, industrial accident, labor, or taxes of any kind. Raftelis’ employees shall not be entitled to benefits that may be afforded from time to time to Client employees, including without limitation, vacation, holidays, sick leave, worker’s compensation, and unemployment insurance. Further, the Client shall not be responsible for withholding or paying any taxes or social security on behalf of Raftelis’ employees. Raftelis shall be fully responsible for any such withholding or paying of taxes or social security.

Article 10 – Reliance on Data

In performance of the services, it is understood that the Client and/or others may supply Raftelis with certain information and/or data, and that Raftelis will rely on such information. It is agreed that the accuracy of such information is not within Raftelis’ control and Raftelis shall not be liable for its accuracy, nor for its verification, except to the extent that such verification is expressly a part of Raftelis’ Scope of services.

Article 11 – Standard of Performance

Raftelis will perform the services under this Agreement in accordance with the standard of professionals in its industry prevailing at the time and place the services are performed. Raftelis’ opinions, estimates, projections, and forecasts of current and future costs, revenues, other levels of any sort, and events and estimates of cost-justified system development fees shall be made on the basis of available information and

Raftelis' expertise and qualifications as a professional. Raftelis will perform the Scope of services in conformance with the professional standards in its field of expertise prevailing at the time and place the Scope of services are performed. Raftelis does not warrant or guarantee that its opinions, estimates, projections or forecasts of current and future levels and events will not vary from the Client's estimates or forecasts or from actual outcomes. Raftelis identifies costs, allocates costs to customer classes and provides rate models. It does not establish rates, which is the legislative responsibility of the Client.

Article 12 – No Consequential Damages

To the fullest extent permitted by law, neither party shall be liable to the other for any special, indirect, consequential, punitive or exemplary damages resulting from the performance or non-performance of this Agreement notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the party so released or whose liability is so limited and shall extend to the officers, directors, employees, licensors, agents, subcontractors, vendors and related entities of such party.

Article 13 – Termination of Work

This Agreement may be terminated as follows:

1. **By Client.** (a) for its convenience on 30 days' notice to Raftelis; or (b) for cause, if Raftelis materially breaches this Agreement through no fault of Client and Raftelis neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to Raftelis.
2. **By Raftelis.** (a) for cause, if Client materially breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, Raftelis shall be compensated for all work properly performed prior to the effective date of termination.

(Remainder of page intentionally left blank)

Article 14 – Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed deliverable when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Client:

If for Raftelis:

Lance Hall

Name

Finance Director

Title

1212 Avenue M

Huntsville, TX 77340

Address

Raftelis Financial Consultants, Inc.

227 W. Trade Street

Suite 1400

Charlotte, NC 28202

Article 15 – Ownership of Work Product

All documents, data, compilations reports and studies prepared by Raftelis in performing the Scope of services shall be the property of the Client; provided that any use other than as contemplated in this Agreement or any alteration or modification of the Work Product shall be at the sole risk of Client, and Client shall indemnify, defend and hold Raftelis harmless from any claim, demand, liability, cost or expenses incurred by Raftelis from such use or modification. Nothing contained herein shall be deemed an assignment, transfer, or divestiture of its use by Raftelis of any of its trade secrets, know-how, or intellectual property.

Article 16 – Compliance with Applicable Laws

Raftelis is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. Raftelis strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, national origin or ancestry, gender identity, sexual orientation, marital status, sex, pregnancy, age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. All Raftelis employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, corrective action, compensation, benefits, and termination of employment.

Any act of discrimination committed by Raftelis in the course of its performance under this Agreement, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement.

Article 17 – General Provisions

- A. **Entire Agreement:** This Agreement represents the entire and sole agreement between the Parties with respect to the subject matter hereof.
- B. **Waiver:** The failure of either Party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. **Relationship:** Nothing herein contained shall be construed to imply a joint venture, partnership, or principal-agent relationship between Raftelis and the Client; and neither Party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.
- D. **Assignment and Delegation:** Neither Party shall assign this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the Parties hereto.
- E. **Severability:** If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as above provided, as the case may be.
- F. **Governing Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the State of North Carolina.
- G. **Paragraph Headings:** The paragraph headings set forth in this Agreement are for the convenience of the Parties, and in no way define, limit, or describe the Scope or intent of this Agreement and are to be given no legal effect.
- H. **Third Party Rights:** Nothing in this Agreement shall be construed to create or confer any rights or interest to any third party or third-party beneficiary. It is the intent of the parties that no other outside, non-party claimant shall have any legal right to enforce the terms of this Agreement.

- I. Verification: Unless the Professional is not subject to a provision listed below, the signatory executing this agreement on behalf of the Professional verifies that the Professional: (1) pursuant to Chapter 2271 of the Texas Government Code it does not boycott Israel and will not boycott Israel during the term of this Agreement; (2) pursuant to Texas Government Code 2274 it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and will not discriminate during the term of this Agreement against a firearm entity or firearm trade association; (3)d pursuant to Texas Government Code 2274 it does not boycott energy companies, and will not boycott energy companies during the term of this Agreement; and (4) is not on a list maintained by the State Comptroller's office prepared and maintained pursuant to Section 2252.153 of the Texas Government Code.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

By: _____
Signature

Title

Date

Raftelis Financial Consultants, Inc.

By:  _____
Signature

Senior Manager

Title

2/17/2026

Date

This is to certify that an appropriation in the amount of this contract is available therefore and that _____ has been authorized to execute the contract and approve all requisitions and change orders.

By: _____
Signature

Title

ATTACHMENT A

STATEMENT OF WORK/ENGAGEMENT LETTER

1. Provide financial and rate analysis, as needed, through the rate case
2. Provide rate case support as it relates to Rate Case Application.
3. Rate case support will include providing direct and rebuttal testimony and participation in hearings.
4. Provide input into rate case strategy;
5. Respond to Requests for Information in coordination with Huntsville staff;
6. Develop any additional analysis required for settlement discussions or the rate case testimony.

Raftelis' 2026 Standard Hourly Billing Rates

<u>Position</u>	<u>Hourly Rate*</u>
Chair/Chair Emeritus	\$500
Chief Executive Officer/President	\$475
Executive Vice President/Senior Principal	\$425
Senior Vice President	\$400
Vice President	\$375
Senior Manager	\$340
Recruiter	\$310
Principal/Senior Advisor	\$310
Manager	\$295
Senior Consultant	\$260
Executive Coach	\$260
Consultant	\$230
Creative Director	\$230
Associate Consultant	\$195
Graphic Designer	\$170
Analyst	\$150
Administration	\$100
Technology/Communications Charge**	\$10

* These rates will be in effect for the calendar year 2026 and will then increase annually by 3% unless specified otherwise by contract.

** Technology/Communications Charge – this is an hourly fee charged monthly for each hour worked on the project to recover telephone, facsimile, computer, postage/overnight delivery, conference calls, electronic/computer webinars, photocopies, etc.

*** For services related to the preparation for and participation in deposition and trial/hearing, the standard billing rates listed above will be increased by an amount up to 50%.



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 2.b.

Agenda Item: Consider authorizing the City Manager to award the RFP 26-02 Strategic Planning Consulting Services agreement to provide the facilitation and consulting for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031).

Initiating Department/Presenter: City Manager

Presenter:

Scott Swigert, City Manager

Recommended Motion: Move to authorize the City Manager to award RFP 26-02 for Strategic Planning Consulting Services and to authorize the execution of an agreement for strategic planning services to Raftelis to provide facilitation and consultation for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031) in the amount not-to-exceed of \$30,000.

Strategic Initiative: Strategic Priority - To develop and maintain a comprehensive and well-planned City of Huntsville Strategic Plan for 2026-2031.

Discussion: The City of Huntsville sought proposals from qualified strategic planning consultants that have experience working with local governments or municipal organizations. The selected consultant will assist the City in developing a comprehensive strategic plan that establishes the City's direction and vision for the next five years and beyond. The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress. The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

On November 12, 2025, the City released the solicitation for professional services.

On November 15 and 22, 2025, legal advertisements were ran in the Huntsville Item.

On December 9, 2025, the proposals were publicly opened with a total of nine (9) responding.

On January 7, 2026, the evaluation committee met to review and discuss the evaluation of the proposals. Mirasol Consulting LLC was unanimously decided to be the most responsible and in the best interest of the City based on price and best value for these services. References were contacted with positive responses.

On January 20, 2026, City Council authorized the City Manager to award RFP 26-02 for Strategic Planning Consulting Services to Mirasol Consulting LLC.

On February 5, 2026, Mirasol Consulting notified the City that they believed that they were no longer able to provide the services that the City was requesting within the time restraints. The City continued to work with and negotiate with Mirasol Consulting until February 9, 2026, before it was mutually agreed and determined that the City was not able to proceed with the engagement for their services.

On February 11, 2026, the evaluation committee met with Raftelis, who had provided the next most responsible proposal, and in the best interest of the City based on price and best value for the requested services, to discuss expectations and to negotiate terms for a Best and Final Offer. The original proposal from Raftelis for their services was for a not-to-exceed of \$72,600.

On February 16, 2026, the City received the Best and Final Offer from Raftelis for a not-to-exceed amount of \$30,000, which is within the City's budget.

Previous Council Action: On January 20, 2026, City Council authorized the City Manager to award RFP 26-02 for Strategic Planning Consulting Services to Mirasol Consulting LLC.

However, on February 9, 2026, it was mutually agreed and determined that the City was not able to proceed with the engagement for services with Mirasol Consulting.

Financial Implications: Funds are budgeted in the FY2026 Budget for the Council Retreat / Strategic Plan in the amount of \$35,000.

Approvals:

Scott Swigert
Leonard Schneider
Kristy Doll

Associated Information:

1. 26-02 Raftelis
2. Raftelis BAFO

City of Huntsville

Strategic Planning Consultant Services

RFP NO. 26-02 / ORIGINAL / DECEMBER 9, 2025



December 9, 2025

Lucy Gonzalez, Procurement Manager
City of Huntsville
448 State Highway 75 North
Huntsville, TX 77320

Subject: Proposal for Strategic Planning Consultant Services (RFP 26-02)

Dear Ms. Gonzalez:

We are excited to submit this proposal to assist the City of Huntsville (City) with the update of your strategic plan. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges.

We understand that you are seeking assistance in developing a strategic plan that will chart a five-year (and beyond) vision and direction for the City. You seek to partner with a consultant who can facilitate a process with the City Council and key leadership team and translate this into a shared vision and strategic plan, including goals and action plans to create a framework. That framework will align Council priorities with department objectives, establish measurable goals, integrate accountability, and provide direction for policies and finances.

We believe Raftelis offers the City some distinct advantages for this work:

- Our proven methods of engagement and facilitation will lead to a sustainable plan that provides you with a vision, mission, measurable goals, and an action plan with key performance indicators.
- We are passionate about public sector strategic planning, which drives us to use innovation and creativity throughout the project; as former local government leaders, we understand your context and constraints.
- Our facilitators are skilled and in tune with stakeholder groups; we respect and encourage all perspectives.
- Our deliverables are useful and engaging, and unique and creative graphics are used to keep documents concise with a focus on internal and external communication.

We have had significant success working with community members, elected officials, department leadership teams, and staff to identify priorities for an organization or a community and achieve consensus. We are confident our approach will provide the City with the direction it seeks for the future of your community and customers. We look forward to the opportunity to serve the City of Huntsville. Please contact me with any questions. I am authorized to represent the firm.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michelle Ferguson'.

Michelle Ferguson, *Executive Vice President*
P: 513.221.0500 / E: mferguson@raftelis.com



Giving back

The Raftelis Charitable Gift Fund seeks to make a difference on issues that matter to our clients and employees by helping build sustainable, inclusive communities locally and worldwide. We do this by allocating company profits and employee contributions of time and money. We support organizations that:

- Promote efficient, sustainable resource use
- Advance diversity, equity, and inclusion within the public sector
- Invest in access to clean water and sanitation
- Help vulnerable communities by addressing affordability issues

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TAB 1: SOLICITATION DOCUMENT-SIGNED AND ACKNOWLEDGEMENT OF ADDENDA



City of Huntsville
448 State Hwy 75 N
Huntsville, Texas 77320
Lucy Gonzalez
Phone: 936-291-5495
Email: purchasing@huntsvilletx.gov

REQUEST FOR PROPOSALS (RFP) NO. 26-02
"Strategic Planning Consultant Services"

RETURN SEALED RFP:
City of Huntsville
City Secretary
448 State Hwy 75 N
Huntsville, Texas 77340

Sealed solicitations shall be received no later than:

2:00 P.M., Central Time
December 9, 2025

MARK ENVELOPE: "Solicitation Packet 26-02"
ALL PAGES MUST BE INITIALED AND RETURNED.
IF NOT BID MAY BE REJECTED.

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Tentative Schedule of Events

November 12, 2025 – Release Solicitation

November 15 and November 22, 2025 - Legal Advertisement

November 25, 2025 – Questions Due to Procurement Manager

November 28, 2025 – Final Addendum Issued

December 9, 2025, at 2:00 P.M. – Public Solicitation Opening

December 10-15, 2025 – Evaluation Committee Review

December 17-18, 2025 – Interviews / Presentations (if requested)

December 2025 – Award Preparation

Introduction

The City of Huntsville, Texas (the “City”) is soliciting proposals for consulting services to develop a new comprehensive plan that builds on the City Council’s adopted Strategic Priorities with prioritized implementation steps to achieve a viable, sustainable, diverse and inclusive city, and guide successful adoption of at the plan by City Council. The Consultant is expected to lead an extensive, inclusive, and innovative 1–2-day engagement Strategic Planning process with the City Council. This is to include coordinating and facilitating a City Council retreat to develop the City of Huntsville’s Strategic Plan (2026–2031). The resulting plan will update and build upon the City’s 2024 Strategic Plan, aligning Council’s vision and priorities with departmental goals, community needs, and long-term financial planning.

General Instructions

Sealed proposal packets must be delivered to Attention of:

City Secretary, City of Huntsville, 448 State Hwy 75 N, Huntsville, TX 77320.

Proposal Packets must be received by

December 9, 2025 at 2:00 P.M. Central Time

It is the sole responsibility of each respondent to have the proposal at the designated location prior to the deadline date and time. Each proposal must be sealed in an opaque envelope that has been clearly marked

Bid # 26-02 Page 2 of 31 **Firm Name:** Raftelis Financial Consultants, Inc. **Initials:** MF

“Solicitation Packet 26-02”. All late packets will be returned to the respondent unopened when properly marked. Public reading is scheduled to be held at the date and time listed above at City Service Center, 448 State Hwy 75 N Huntsville, Texas. You are invited to attend.

All questions concerning the solicitation should be directed to the Procurement Manager, Lucy Gonzalez at e-mail purchasing@huntsvilletx.gov.

Proposal Submittals

Respondents submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by the City of Huntsville to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the City of Huntsville, or for participating in any selection interviews.

Respondents must limit responses to 30 pages exclusive of tabs and forms. Each Response, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

- 1 Flash drive with a single PDF file tabbed in the same format as the original response.
- TAB 1: Solicitation Document-Signed and Acknowledgement of Addenda, if applicable
- TAB 2: Required Forms
 - Respondent Information
 - Proposer Certifications
 - Conflict of Interest Questionnaire
 - Printed copy of Certificate of Interested Parties 1295 Form (filled out online)
 - Chapter 2271 Acknowledgement
 - Prohibitions of Contract Discriminating Against Entergy Company Boycott Verification Form
 - Critical Infrastructure Verification Form
 - Texas Public Information Act Verification Form
 - Non-Collusion Affidavit
 - Certification Regarding Lobbying
 - Proposal Terms and Conditions Acknowledgement
 - No Response Statement (if applicable)
- TAB 3: Related Experience and Qualifications
- TAB 4: Project Understanding and Methodology
- TAB 5: Proposed Approach and Timeline
- TAB 6: Cost Proposal
- TAB 7: References
- TAB 8: Deviations: Respondent must indicate any deviations

Each proposal must be fully executed when submitted on the prescribed form. All blank spaces for prices must be filled in, in ink or typewritten. If the unit price and the total amount named for an item are not in agreement, the unit price alone will be considered as representing the respondent's intention and the total will be corrected to conform thereto. The respondent must sign their solicitation in the space provided on the respondent's form. If the Proposal is submitted by a partnership or corporation, the name and address of the partnership or corporation must be shown, together with the name and address of the partners or corporate officers. Proposals submitted by a partnership must be signed by one of the partners. Proposals submitted by a corporation must be signed by one of the corporate officials having, under the corporate structure, the power to act in this capacity. Proposals submitted by a sole proprietorship must be signed by the proprietor.

Award

The City of Huntsville reserves the right to award to the most responsible and responsive respondent in the best interest of the City based on price and/or based on best value meeting the requirements for this service. The City may award to multiple providers or to a single provider. If the awarded respondent is unable to meet the requirements of the City, services/products may be purchased from the next best available respondent and continue until a respondent is found that can complete the requirements of the City of Huntsville. The City reserves the right to order from another vendor in which the City determines an emergency or urgent need becomes necessary. The City of Huntsville has the sole, last and final determination to determine award. The City reserves the right to reject any proposals that do not meet specifications stated herein or reject all proposals should this project not be approved for any reason.

*Best Value: An assessment and/or award based on analysis of the total life cycle of the item. Combination criteria which can be used are: price, quality of item, location of respondent, safety record of respondent, past relationship with respondent, and/or any relevant criteria specifically listed.

Terms of Contract

It is anticipated that the City will enter into a professional services agreement with the selected consultant to provide facilitation and consulting services for the City Council Strategic Planning Retreat and development of the City of Huntsville Strategic Plan (2026–2031).

The initial term of this contract shall be from Date of Award through February 28, 2026. The City reserves the right to extend this contract through written mutual consent of both parties at the same terms, conditions and prices as stated in this solicitation through September 30, 2026. At the City's sole discretion, the contract may be renewed to allow for future facilitation, annual update services or engage the consultant for continued implementation support Not to exceed 3 one-year renewals.

It is expressly understood that the City's selection of any proposal does not constitute an award of a contract agreement with the City. Upon selection, contract negotiations will be conducted between the City and the selected respondent. No binding or enforceable agreement shall exist until a contract is executed by both the City and the selected consultant and approved as to form by the City Attorney.

Contract Changes

No different or additional terms, conditions, or provisions shall become a part of this contract without prior written approval from the City Manager and/or the City Council. Any proposed changes or amendments to this contract must be submitted in writing to the designated contact person identified in this solicitation. Such changes shall not be effective until reviewed and formally approved by the City. No oral statement or representation by the Respondent, City employee, or any other party shall modify, amend, or otherwise affect the terms, conditions, or specifications of the executed contract. All approved contract modifications will require submission and processing of an updated Certificate of Interested Parties Form 1295, at the time of the requested change.

Termination of Contract

The City of Huntsville reserves the right to terminate this agreement if, in the City's opinion, the successful respondent (hereinafter also referred to as the "Contractor") fails to perform satisfactorily, if the delivery of goods or services does not conform to the specifications set forth herein, or for any other cause deemed to be in the City's best interest.

The City may also terminate this contract, in whole or in part, for convenience and without cause by providing the Vendor with thirty (30) calendar days' written notice. Such termination shall not be considered a breach of contract. The Respondent shall be compensated for all services performed or goods delivered and accepted by the City prior to the effective date of termination.

If, through any cause, the Respondent fails to fulfill its obligations under this contract or breaches any term or condition, the City may terminate the agreement by providing thirty (30) calendar days' written notice. In the event the Respondent violates any law or engages in illegal activity, the City reserves the right to terminate the agreement immediately.

Special Terms & Conditions

It is understood that the City of Huntsville, Texas reserves the right to reject any or all products, services and/or qualifications for any or all products and/or services covered in this solicitation and to waive informalities or defects or to accept such qualifications as it shall deem to be in the best interests of the City of Huntsville. If less than three responses are received, the City of Huntsville reserves the right to resolicit as it deems to be in the best interest of the City. Each elected respondent will receive a purchase order at the prices quoted. Respondents must be able to complete the job within a reasonable time of request for service. Should the awarded respondent not be able to respond, the City reserves the right to offer service to the next available respondent. The City of Huntsville reserves the right to make the award of solicitation line items in whole, parts or to reject any and all proposals or proposal line items if it is determined to be in the best interest of the City. The proposals Terms and Conditions reference any and all indemnification language that is required and not stated to the fullest extent of the law. The City of Huntsville has the sole last and final determination to determine award with no recourse to the fullest extent of the law.

Written Modification

Any respondent may modify their proposal by letter, electronic or other written communication at any time prior to the scheduled closing time for receipt, provided such written communication is received by the City prior to the closing time, and provided further, the City is satisfied that the written modification bears the signature of the respondent. The written communication should not reveal the proposal price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the City until the sealed proposal is opened. It is the responsibility of the respondent to ensure the modification was received by the City.

Qualification of Respondent

No pre-qualification of a respondent is required. Before award of any contract can be approved, however, the City shall be satisfied that the respondent involved: (1) maintains a permanent place of business, (2) has adequate plant and equipment to do the work properly and expeditiously, (3) has a suitable financial status to meet obligations incident to the work, (4) has appropriate technical experience, and (5) can submit a satisfactory performance record.

Addenda & Interpretations

All questions or request for interpretation concerning this solicitation, shall be directed to the Procurement Manager, Lucy Gonzalez, in writing via e-mail at purchasing@huntsvilletx.gov or sent via mail addressed to the Purchasing Department at 448 SH 75 North, Huntsville, Texas 77320.

All questions or request for interpretation must be received by **November 25, 2025 @ 5:00 P.M.**

A written addendum will be issued as a response and will be posted on or before **November 28, 2025 @ 5:00 P.M.** on the City of Huntsville website, Public Purchase website and Electronic State Business Daily website. All addenda issued shall become part of the contract documents, and receipt thereof shall be acknowledged in the space provided in the solicitation document. It is the responsibility of the respondent to verify all addenda and interpretations.

Deviation From Requirements

The selected consultant will be required to enter into the City of Huntsville's standard Professional Services Agreement, a copy of which is attached to this solicitation for reference. The agreement will serve as the basis for contract negotiations and may be modified to reflect project specific conditions.

The final agreement will be reviewed and approved by the City Attorney and submitted to the City Council for authorization prior to execution. No contract shall be binding on the City until it has been formally approved by the City Council and executed by the appropriate City officials.

If a respondent takes exception to any term, condition, or requirement of this solicitation or of the City's standard agreement, such exceptions must be clearly noted and explained in the proposal submission. Failure to identify deviations or exceptions in the submitted proposal shall constitute acknowledgment and acceptance of the City's standard terms and conditions as written.

Laws and Regulations

The respondents' attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction shall apply to the award throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

Evaluation

It is the intent of the City of Huntsville to select the consultant that provides the most advantageous proposal, considering demonstrated qualifications, proposed approach, cost, and overall value to the City. Proposals will be reviewed by an evaluation committee and scored based on the criteria below. The committee's recommendations are subject to approval by the Huntsville City Council.

Following completion of evaluations and any interviews, the committee will identify the respondent offering the best value to the City and recommend contract award in accordance with the City's purchasing policies and procedures.

Criteria	Detail	Points
Qualifications and Related Experience of Key Personnel TAB 3	Evidence of successful completion of comparable strategic planning projects for cities of similar size and complexity. (5 Pts) Summarize the firm's overall organizational qualifications, including history, areas of expertise, and familiarity with municipal operations in Texas. To include: HUB Respondent status and Business location. (5 Pts) Identify the project manager and lead facilitator, including their specific experience conducting Council or executive-level strategic planning sessions. Provide brief résumés or summaries for all key staff assigned to the project, emphasizing relevant skills, certifications, and experience. (5 Pts) Submission of all required and executed documents and forms. (5 Pts)	20
Project Understanding and Methodology TAB 4	Demonstrate a clear understanding of the City's objectives for this project, including facilitation of a City Council retreat and development of a five-year Strategic Plan that aligns policy goals with operational priorities. (10 Pts) Demonstrated understanding of Texas municipal government operations is preferred. (5 Pts)	15
Project Approach and Work Plan TAB 5	Describe the firm's proposed facilitation approach, including how the consultant will engage the City Council to identify priorities, set goals, and build consensus. Outline the work plan and sequence of tasks, including major milestones and deliverables. (10 Pts) Proposed process for ensuring measurable outcomes and accountability. (10 Pts) Anticipated timeline for completion of the project, including major milestones and deliverables. (10 Pts)	30

Bid # 26-02 Page 6 of 31 Firm Name: Raftelis Financial Consultants, Inc.

Initials: MF

Cost Fees TAB 6	Detailed cost proposal outlining anticipated fees, rates, and expenses. (5 Pts) Overall value of services to the City of Huntsville. (20 Pts)	25
References TAB 7	At least three references from clients for whom similar services have been provided, including name, title, organization, contact information, and description of the work performed. References may be contacted to verify qualifications and past performance. (10 Pts)	10

Additional Considerations

The City reserves the right to request additional information, conduct interviews, or invite finalists to make presentations to clarify elements of a proposal. The City may consider historical performances, prior business relationships, or other relevant information. The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal that the City determines to be most advantageous and in the best interest of Huntsville.

Scope of Services

Background

The City of Huntsville, located in the Piney Woods of East Texas approximately 70 miles north of Houston and 150 miles south of Dallas / Fort Worth, is a regional center of history, education, government, and commerce. Home to Sam Houston State University, Huntsville State Park, and the Texas Department of Criminal Justice headquarters, Huntsville blends a rich heritage with a growing economy and a diverse community.

The City has a population of approximately 50,000 residents, and serves as the county seat of Walker County, with a trade area that extends far beyond its boundaries. Huntsville is poised for continued growth and transformation. The City's strategic priorities reflect an ambition to aggressively pursue economic development, revitalize downtown, strengthen infrastructure, encourage entrepreneurship, and advance targeted planning and studies to support sustainable growth. The City also recognizes the importance of maintaining high-quality municipal services, investing in capital improvements, and fostering a vibrant quality of life for residents, students, and visitors.

As Huntsville experiences both the opportunities and challenges associated with growth, the City seeks to develop a comprehensive strategic plan that will guide decision-making, resource allocation, and community partnerships for the next five years and beyond.

Scope of Work

The City of Huntsville, Texas is seeking proposals from qualified strategic planning consultants with demonstrated experience working with local government or municipal organizations. The selected consultant will assist the City in developing a comprehensive strategic plan that establishes the City's direction and vision for the next five years and beyond. The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress.

The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

Deliverables

The selected consultant will be responsible for completing the project in a timely manner, consistent with the overall goal of presenting the Final Strategic Plan to City Council for adoption 30-60 days post the retreat. The following schedule outlines the general sequence of deliverables expected under the resulting contract.

Deliverable / Milestone	Description
Project Kickoff Meeting	Conduct a kickoff meeting with the City Secretary and City Manager to confirm scope, schedule, deliverables, and communication procedures.
Background Review and Summary	Review key City planning documents, reports, and data. Prepare a brief summary identifying existing plans, goals, and any potential overlaps or gaps relevant to the strategic planning process.
Retreat Facilitation	Develop a detailed agenda and facilitation plan for the City Council retreat, including meeting materials, data summaries, and discussion prompts. Coordinate with the City Secretary to confirm all logistics and approvals prior to the event. Facilitate the retreat focused on establishing mission, vision, and strategic priorities for the 2026–2031 planning period. Capture and document key outcomes, direction, and measurable goals.
Analytical Assessment & Strategic Framework Development	Conduct a SWOT or comparable analysis to evaluate the City's strengths, weaknesses, opportunities, and threats, with recommendations for competitive positioning. Establish clear strategic priorities, measurable objectives, and implementation strategies with defined responsibilities and timelines, including budgetary considerations.
Integration & Accountability	Ensure alignment of the plan with the City's budget process, capital planning, and performance measurement systems.
Final Strategic Plan	Provide comprehensive strategic plan incorporating City feedback. The final plan must include an executive summary, shared vision, goals, strategies, performance measures, and an implementation roadmap. Deliver the plan in print-ready and editable formats (Word) along with a PowerPoint.
City Council Presentation & Adoption	Present the final plan to the City Council for formal adoption and provide recommendations for maintaining and updating the plan over time.

All documents, data, reports, graphics, plans, and other materials prepared under this contract shall become the exclusive property of the City of Huntsville upon acceptance and payment. The consultant shall retain no ownership, interest, or rights of use in the materials produced, except with the City's prior written consent. Any reuse or publication of such materials by the consultant shall require express written authorization from the City.

Required Forms (TAB 2)

Respondent's Information

Strategic Planning Consultants Services, RFP NO. 26-02

Having read and understood the instructions, terms, conditions and specifications, we submit the following:

_____ Witness	_____ Company Name
_____ Date	_____ Authorized Representative Signature
	_____ Printed Name
	_____ Title
_____ Correspondence Address	_____ Remit Address
_____ City, State, Zip Code	_____ City, State, Zip Code
_____ Addendum #1 acknowledged	_____ Telephone Number
_____ Addendum #2 acknowledged	
_____ Addendum #3 acknowledged	_____ Fax Number
_____ Addendum #4 acknowledged	
_____ Please mark N/A if no addendums issued	_____ Email

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED OR MAY BE CONSIDERED NON-RESPONSIVE

Bid # 26-02 Page 9 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Conflict of Interest

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY	
1 Name of vendor who has a business relationship with local governmental entity.	Date Received	
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. _____ Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 _____ Signature of vendor doing business with the governmental entity _____ Date		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

Bid # 26-02 Page 10 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

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

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

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

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

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

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

- (2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

- (1) the date that the vendor:

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

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Certificate of Interested Parties Form 1295

Pursuant to Section 2252 of the Texas Government Code, any business entity entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested Parties to the local government prior to the execution of the contract. The Texas Ethics Commission (TEC) has adopted a form for the Disclosure of Interested Parties (Form 1295) and has created a website application for business entities to submit the required information.

The City of Huntsville may not enter into a contract that requires the approval of the City Council until the business entity that is a party to the contract files a Form 1295 with the Texas Ethics Commission and the City of Huntsville Purchasing Department.

1. Upon being notified of a bid/recommended award, the award recipient, the business entity, must go the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and follow the login directions on the website application to complete a Form 1295. If this is a business entity's first time login on to the website application, the business entity must create a login Username and Password then follow the application's instructions to complete a Form 1295.
2. The City does not have a Contract ID Number System. Please insert the City of Huntsville's bid or project number in this box.
3. Once confirmation is received, that the information has been submitted with the Texas Ethics Commission, the business entity MUST print, sign and date Form 1295.
4. Form 1295 must be filed with the Texas Ethics Commission within seven (7) business days of the date of notification of recommended award. The contract will not be presented to City Council until the form has been filed with the Texas Ethics Commission and the City of Huntsville has received Form 1295.
5. In no way does a request for filing of Form 1295 with the Texas Ethics Commission commit the City to any type of award whatsoever.
6. Once the City of Huntsville Purchasing Department receives Form 1295, the Purchasing Department will submit confirmation of receipt through the Texas Ethics Commission website within thirty (30) days.
7. This process must be followed for each contract requiring City of Huntsville Council approval.
8. A Form 1295 cannot be hand written. It must be completed electronically through the Texas Ethics Commission website application.

If you have any questions contact the City of Huntsville Procurement Manager at (936) 291-5495, 448 SH 75 North, Huntsville, Texas 77320.

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; text-align: center; padding: 2px;">Controlling</td> <td style="width: 50%; border: 1px solid black; text-align: center; padding: 2px;">Intermediary</td> </tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>		Controlling	Intermediary														
Controlling	Intermediary																		
5 Check only if there is NO Interested Party. ☐																			
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. _____ Signature of authorized agent of contracting business entity (Declarant)																			
ADD ADDITIONAL PAGES AS NECESSARY																			

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 12/22/2017

Israel Verification Form

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2271 of the Texas Government Code, as amended:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2271.001 of the Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

Date

Signature

EXCLUSION FROM CHAPTER 2271 OF THE TEXAS GOVERNMENT CODE

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2271 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

Date

Signature

Iran, Sudan and Foreign Terrorist Organizations Verification Form

I, _____, the undersigned representative of _____ (the “Company”) do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2252 of the Texas Government Code, as amended:

1. will not do business with Iran, Sudan, or any foreign terrorist organization; and
2. will not do business with Iran, Sudan, or any foreign terrorist organization during the term of the contract.

Date

Signature

Firearm Verification Form

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
2. will not discriminate during the term of the contract against a firearm entity or firearm trade association.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association" means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

Date

Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees,
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity;
- ☐ will be between a governmental entity and a sole proprietor; or
- ☐ is an exempt contract under Section 2274.003 of the Texas Government Code.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

Date

Signature

Prohibition of Contracts Discriminating Against Energy, & Energy Company Boycott Verification Form

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not boycott energy companies currently; and
2. will not boycott energy companies during the term of the contract.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

Date

Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

Date

Signature

Critical Infrastructure Verification Form

To the extent this proposal relates to critical infrastructure in the State of Texas, I, _____, the undersigned representative of _____ (the "Company") do hereby declare, represent, and verify that the Company is not owned by or has the majority of stock or other ownership interest held by or controlled by: individuals who are citizens of China, Iran, North Korea, Russia, or a country designed by the Governor of Texas as a threat to critical infrastructure under Section 2274.0103 of the Texas Government Code as amended ("designated country"); or

1. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or
2. it is not headquartered in China, Iran, North Korea, Russia, or a designated country.

The foregoing representation is made solely to comply with Chapter 2274 of the Texas Government Code, as amended, and to the extent such Section does not contravene applicable federal or State law. As used in the foregoing verification, "critical infrastructure" means a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility.

Date

Signature

Texas Public Information Act Verification Form

I, _____, the undersigned representative of _____ (the “Company”) do hereby acknowledge that the requirements of Subchapter J, Chapter 552, Government Code, may apply to this solicitation, proposal and any resultant contract, and agree that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

Date

Signature

Insurance Requirements

The awarded respondent shall furnish and maintain, at its own cost and expense, the following insurance during the term of this contract. Proof of insurability must be provided in the proposal:

1. Commercial General Liability Insurance

Minimum combined single limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage. Coverage shall include products/completed operations at not less than \$1,000,000 per occurrence.

2. Professional Liability Insurance (Errors and Omissions)

Minimum limit of \$1,000,000 per claim to protect against claims arising from negligent acts, errors, or omissions in the performance of professional services under this contract.

3. Workers' Compensation Insurance

Statutory limits as required by the State of Texas and Employer's Liability coverage of at least \$100,000 per accident for bodily injury or disease.

All insurance policies must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be issued by the insurance company or its authorized agent.

The awarded respondent shall provide the City of Huntsville with a Certificate of Liability Insurance, listing the City as an "Additional Insured" via endorsement. The Description of Operations on the certificate should include language such as: "Blanket additional insured is added in favor of the certificate holder with respect to the general liability coverage as required by written contract" and "Blanket Waiver of Subrogation is added in favor of the certificate holder with respect to workers' compensation coverage as required by written contract." The Certificate Holder must be listed as: **City of Huntsville, 1212 Ave M, Huntsville, TX 77340.**

The required insurance policies must include a provision for at least thirty (30) days' notice of cancellation, non-renewal, or material change, which the insurance company must submit to the City. The City reserves the right to request full, certified copies of all required insurance policies in writing. Insurance must be provided prior to the issuance of any purchase order.

Proof of insurability must be included with the proposal.

Cost Proposal (TAB 6)

Respondents shall provide a detailed, fully burdened cost proposal covering all wages, overhead, travel, materials, and expenses necessary to complete the services described in the Scope of Services.

Respondents may provide either:

1. An hourly rate schedule with estimated hours and totals per role, or
2. A single lump-sum fee covering all base services.
- 3.

If hourly rates are proposed, a total not-to-exceed amount must be included. All pricing shall reflect the complete cost of successful project completion. The City reserves the right to negotiate the proposed fee structure, labor categories, and rates prior to contract award.

Base Service Price Table

Role	Hourly Rate	Estimated Hours	Extended Total	Lump Sum (if proposed)	Comments/Notes
Principal/Project Director	\$	\$	\$	\$	Executive oversight and quality control
Lead Facilitator	\$	\$	\$	\$	Leads retreat and primary engagement sessions
Senior Consultant / Strategic Planner	\$	\$	\$	\$	Drafts goals, objectives, KPIs, and overall plan content
Performance Management Analyst	\$	\$	\$	\$	Develops progress tracking templates and measurable indicators
Implementation Specialist	\$	\$	\$	\$	Aligns strategies with City budget and CIP; conducts post-project debrief
Document Specialist	\$	\$	\$	\$	Creates print-ready plan, PowerPoint, and public-facing summary document
Administrative/Support Staff	\$	\$	\$	\$	Scheduling logistics, documentation, and editing
Subtotal – Base Services			\$	\$	
Contingency (if applicable)			\$	\$	Optional, not to exceed 5%
TOTAL NOT TO EXCEED AMOUNT			\$	\$	Inclusive of all costs

Bid # 26-02 Page 21 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Optional Services Price Table

Optional services are not required for award but may be considered for inclusion in the contract or for future implementation at the City's discretion.

Optional Service	Description	Lump Sum	Comments/Notes
Annual Strategic Plan Update	Facilitation and Preparation of an annual progress review and update to the adopted Strategic Plan.	\$	Optional yearly service
Mid-Cycle Progress Workshop	Midpoint retreat or workshop to review plan progress and adjust priorities.	\$	Optional service
Department Alignment Workshops	Facilitation of departmental goal-setting sessions following plan adoption.	\$	Optional service
Stakeholder Briefing or Presentation	Additional presentations to City Council, partner agencies, or boards.	\$	Optional service
Other Optional Services	Respondents may list additional optional services below.		Optional
Other Optional Services		\$	Optional service
Other Optional Services		\$	Optional service
Other Optional Services		\$	Optional service

References (TAB 7)

Respondent shall submit with their solicitation the name, address, telephone number, and point of contact of at least three (3) companies for which the respondent has completed similar work/projects within the preceding three (3) years. References may be checked prior to award. Any negative responses received may result in the disqualification of the proposal. (Form is attached for your convenience below)

Reference 1

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Reference 2

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Reference 3

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Non-Collusion Affidavit

1. He/she is _____ of _____, the respondent that has submitted the attached bid/proposal.
2. He/she is fully informed respecting the preparation of contents of the attached bid and of all pertinent circumstances respecting such bid/proposal.
3. Such bid is genuine and is not collusive or a sham bid/proposal.
4. Neither the said respondent nor any of its officer, partners, owners, agents, representative, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with another respondent, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other respondent, firm or person to fix the price or prices in the attached bid or of any other respondent, or to fix an overhead, profit or cost element of the bid price of the bid price of any other respondent, or to secure through any collusion, conspiracy, connivance of unlawful agreement any advantage against the City of Huntsville or any per interest in the proposed contract.
5. In compliance with the specifications in the bid/proposal and quote conditions, I, the undersigned agree to furnish the services upon which prices are offered at the price opposite to each line description to the City of Huntsville within the time specified. By submitting this bid/proposal and attached signature I hereby attest that I have not received nor offered anything of value to any City employee, official, and/or board member in connection with this submitted bid.
6. Advanced disclosures of any information to any particular/potential respondent which gives that particular/potential respondent any advantage over any other interested respondent in advance of the award whether in response to advertising or an informal request for bid/proposal made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular respondent's bid/proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular respondent's bid/proposal and the committee member or the governing board member will be rejected from the voting process for that bid/proposal or contract. By submission of this bid/proposal respondent attests that no improper communication has occurred resulting in an advantage over any other respondent, potential respondent, or advance discloser.
7. The price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.

Signature

Printed Name

Firm Name

Bid # 26-02 Page 24 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Respondent, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Respondent's Authorized Official

Printed Name of Respondent's Authorized Official

Title of Respondent's Authorized Official

Date

Bid # 26-02 Page 25 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Proposal Terms & Conditions

DEFINITIONS:

City – City of Huntsville

City Council – The elected officials of the City of Huntsville who have been given the authority to exercise such powers and jurisdiction of all City business as conferred by the City Charter, Ordinance and Laws.

Contract- An agreement between the City and a vendor to furnish products over a designated period of time during which repeated purchases or a single purchase are made of the commodity (s) or service specified.

Vendor – The potential or successful bidder of an Invitation for Bid or Request for Proposal.

ACCEPTANCE: The City reserves the right to accept or reject any or all bids, to waive any informalities and technicalities, to accept the offer considered most advantageous in order to obtain the best value for the City in accordance with Local Government Code Chapter 252. Causes for rejection of a bid may include but shall not be limited to the bidder's current violation of any City ordinance, the bidder's current inability to satisfactorily perform the work or service, or the bidder's previous failure to properly and timely perform its obligation under a contract with the City. Bidders may be disqualified and rejection may be recommended for any but not limited to the following:

- Failure to use the form furnished by the City;
- A bid that fails to meet the essential requirements;
- A bid that does not conform to the specifications;
- A bid that fails to conform to the delivery schedule or permissible alternatives;
- Failure to submit a bid bond, insurance or other requested documents in conformance with the requirements;
- A bid seeking to qualify the terms and conditions, or

otherwise seeking to limit contractor liability, or to limit the City's rights;

- A vendor that qualifies its price in such a manner that the firm's bid price cannot be determined;
- Price quoted shall be the price in effect at the time of delivery which remains unknown at the present time.
- A bid is contingent on also receiving awards on other bids currently under consideration.

All bidders are hereby notified that the City shall consider all factors it believes to be relevant in selecting the offer that provides the best value for the City including but not limited to the purchase price, the proximity of the bidder as it relates to his ability to perform the contract for the City, the delivery date, the reputation of the bidder and the bidder's goods or services, the quality of the bidder's goods or services, the bidders past performance under contracts with the City, and the bidder's compliance with City ordinances. The City is committed to obtaining its goods, products and services at the lowest price possible which benefit all the citizens of Huntsville. Therefore, in order to accomplish the objective/goal it is not the intention of the City to either exclude particular vendors or manufacturers nor to create restrictive situations in its request for bids and proposals. Any manufacturer's names, trade names, brand names, catalog numbers, technical data etc. used in the specifications are there for the sole purpose of establishing and describing general performance, quality levels, type and dimensions and such references are not intended to be restrictive. Alternate bids on similar or comparable products and/or services of any manufacturer

or vendor equal to the products and/or services described in the specifications are invited and will be given careful consideration provided the alternate will accomplish the same task. The City shall be the sole judge on whether the alternate product and/or service is similar to, equal to and in compliance with that specified. The decision of the City shall be final. In literal compliance in reference to standards and specifications shall mean the meeting or exceeding of all or nearly all of the said standards and specifications. If the City determines that standards and specifications are in literal compliance and not all standards and specifications have been met or exceeded, the City must base such a determination on its finding that any standards and specifications which have not been met or exceeded do not render the bidder product any less usable for the purpose for which it is intended.

ADDENDA: Any interpretations, corrections or changes to an Invitation for Bid and/or Request for Proposal will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Huntsville's Purchasing Department. Addenda may be posted on the City of Huntsville's web site and may be distributed to all who are known to have received a copy of this Invitation for Bid and/or Proposal will receive written notification. The City assumes no responsibility for the bidder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. The City of Huntsville's decision to accept or reject any particular bid due to a failure to acknowledge and submit addenda shall be final.

ADVERTISING: Any advertising or promotions used which the Cities

Bid # 26-02 Page 26 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

award is showcased, placed in written technology or verbal communication must be expressly authorized in writing by the City.

ALTERING BIDS: Bids cannot be altered or amended after the submission deadline without acceptable reason and without the approval of the purchasing manager. Any interlineations, alteration, or erasure made before opening time should be initialed by the signer of the bid, guaranteeing authenticity.

AMENDMENTS: Chapter 176 of the Texas Local Government Code requires a person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity to submit a Conflict of Interest Questionnaire to the appropriate records administrator of the City not later than the seventh business day after the date the person begins contract discussions or negotiations with the local governmental entity, or submits to the local governmental entity an application, response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the local governmental entity. For purposes of this bid, you may submit the completed form with your response. Each vendor is responsible for verifying they are using the most current form available from www.ethics.state.tx.us. This legislation is subject to change and each vendor should consult their own attorney regarding the current law.

ASSIGNMENT: The vendor is prohibited from transferring their rights and duties nor shall the vendor sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of Huntsville. All subcontractors must be approved in writing by the City prior to any work being initiated.

BID AWARD: The City of Huntsville reserves the right to award bids on the lump sum or unit price basis. If the bidder desires the City to consider an all-or-none bid, it must be stated on the bid sheet (s). The City reserves the right to audit or inspect vendor's business records not limited to financial statements, liability insurance, bonding, and worker's compensation insurance and to request business references. All awards will be based on the best interest of the City, but not necessarily limited to, the following factors:

- a. Conformity to specifications;
- b. Purchase price, including payment discount terms;
- c. The reputation of the bidder and of the bidder's goods or services;
- d. The quality of the bidder's goods or services;
- e. The extent to which the goods or services meet the City's needs
- f. The bidder's past relationship with the City;
- g. Delivery terms;
- h. Availability of repair and maintenance parts;
- i. Financial condition;
- j. The total long-term cost to the City to acquire the bidder's good or services; and
- k. Any relevant criteria specifically listed in this request for bid.

BRAND NAMES: Specifications may reference name brands, make, and/or model numbers. Any reference made to brand, make, and/or model used in specifications is for descriptive purposes only. Products/materials of like quality will be considered. The City shall act as sole judge in determining equality and acceptability of

products offered.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and may require approval of the City Council.

COLLUSION: Advanced disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder in advance of the award whether in response to advertising or an informal request for bids or proposals, made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular bidder's bid or proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular bidder's bid or proposal and the committee member or the governing board member will be rejected from the voting process for that bid or proposal. By submission of this bid or proposal bidder attests that no improper communication has occurred resulting in an advantage over any other bidder, potential bidder, or advance discloser.

COMPLIANCE: This bid and vendor and/or contractor must comply with all federal, state, City and local laws concerning these types of service. The vendor is prohibited from discriminating due to racial, sexual, religious, disability, or any other grounds. Any known discrimination is grounds for immediate cancellation of contract at the sole expense of the vendor.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated,

Local Government Code Title 5, Subtitle C, Chapter 171.

CONTRACT: This bid, when properly accepted by the City of Huntsville, shall constitute a contract equally binding between the successful bidder and the City of Huntsville. No different or additional terms or addendums, supplements, or amendments will become a part of this contract unless agreed to and signed by both the successful bidder and the City without the prior written approval of the City of Huntsville. Should any change in terms be requested by the vendor after the contract has been awarded, the City reserves the right to cancel the contract and award the bid to the next responsible responsive bidder. If during the life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to the City. The City reserves the right to reject the bid of any bidder who is in violation of any City Ordinance. The City may, at its option, choose to negotiate a settlement of the ordinance violation as a condition of the bid award.

CONTRACT TERMINATION: The City may terminate this contract at any time upon thirty (30) calendar days written notice. Upon the Service Provider's receipt of such notice, the Service Provider shall cease work immediately. The Service Provider shall be compensated for the services satisfactorily performed prior to the termination date. If, through any cause, the Service Provider fails to fulfill its obligations under this contract, or if the Service Provider violates any part of the agreement of the contract, the City has the right to terminate this contract by giving the Service Provider five (5) calendar days written notice. The Service Provider will be compensated for

the services satisfactorily performed before the termination date. Termination of the contract for cause shall be deemed as sufficient evidence and cause to remove the vendor's name from the bidder's list for receiving future bids. No terms or provision of the contract shall be construed to relieve the Service Provider of liability to the City for damages sustained by the City because of any breach of contract by the Service Provider. The City may withhold payments to the Service Provider until the exact amount of damages due to the City from the Service Provider is determined and paid. City reserves the right to order from another vendor in which an emergency or urgent need becomes necessary. If the City terminates the contract, the City will equitably compensate Contractor in accordance with the provisions of this contract for the services properly performed prior to the date specified in such notice following inspection and acceptance of same by the City. Contractor, will not, however, be entitled to lost or anticipated profits, special damages or consequential damages should the CITY choose to exercise its option to terminate.

DELIVERY: All delivery and freight charges (FOB City of Huntsville designated location) are to be included in the bid price. The City assumes no liability of goods delivered in a damaged or unacceptable condition.

DISCLOSURE REQUIREMENT: Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City, including affiliations and business and financial relationships such persons may have with the City officers or officials. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the law is available by

contacting the City of Huntsville City Secretary, 1212 Ave. M Huntsville, TX 77340. By doing business or seeking to do business with the City you acknowledge that you have been notified of your sole responsibility to comply with Chapter 176 of the Texas Local Government Code.

EXCEPTIONS/SUBSTITUTION

S: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsive to perform in strict accordance with the specifications of the invitation. The City of Huntsville reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the City.

FIRM PRICE: Bidders must hold bid prices firm for 120 days after the bid opening date to allow the City sufficient time to award a contract. Once a contract is awarded, the successful bidder must hold bid prices firm for the duration of the contract.

FORCE MAJEURE: Vendor will not be held liable for noncompliance for any reasonable delay due to Force Majeure. Force Majeure is any delay caused by acts of God and or labor strikes.

FORM: Bids must be submitted on the City's form only. Bidder shall provide with this bid/proposal response, all documentation required. Failure to provide this information may result in rejection of bid. Bidders are required to submit bids itemized and prices extended when required. Bidders must return the entire original bid document with Invitation for Bid or Request for Proposal. Vendors

should not change or alter packet in any way.

FUNDING: Award and funding of the bid, proposal, and contract is pending City of Huntsville City Council approval. State of Texas statutes, Local Government Code 271.903 prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City of Huntsville fiscal year shall be subject to budget approval. The City reserves the right to rescind the contract at the end of each fiscal year if determined that there are insufficient funds to extend the contract and no cost.

INDEMNIFICATION

AGREEMENT: The contractor agrees to indemnify, hold harmless and defend the City of Huntsville, its officers, agents and employees, both past and present, from and against any and all liability for any and all claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, (including court costs, attorneys' fees and other reasonable costs of litigation) arising out of or resulting from Contractor's work and activities conducted in connection with or incidental to this contract and from any liability arising out of or resulting from intentional acts or negligence of the Contractor, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its

officers, agents, employees, subcontractors, licensees, invitees, and other persons.

It is the express intention of the parties hereto, both the City and the Contractor, that the indemnity provided for in this Contract indemnifies and protects the City from the consequences of the City's own negligence to the fullest extent of the law.

INTERLOCAL

COOPERATIVE: Other government entities within the State of Texas may be extended the opportunity to purchase off of the City of Huntsville's solicitation, with the consent and agreement of the successful vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in vendor's response. However, all parties indicate their understanding and all parties hereby expressly agree that the City is not an agent of, partner to or representative of those outside agencies or entities and the City is not obligated or liable for any action or debts that may arise out of such independently, negotiated "piggyback" procurements.

ITEMS supplied under this contract shall be subject to the City's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at the next service date at no expense to the City. If an item is not picked up within reasonable time after notification, the item will become a donation to the City for disposition.

LATE BIDS: Bids received after submission deadline will be considered void and unacceptable. The City of Huntsville is not responsible for lateness or non-delivery of mail, carrier, delivery etc., and the date/time stamp in the City Secretary's Office shall be the

official time of receipt. Late bids will remain unopened and returned to the address on the outside of the envelope.

LAWS: This agreement will be governed and construed by the State of Texas Local Government Code, City Charter, City Ordinance, and City Purchasing Policy. Information in the record is deemed public record in accordance with the Texas Public Information Act. This agreement is performable in the City of Huntsville, Huntsville, Texas. Each party consents to the exclusive jurisdiction of the state courts having jurisdiction in the City of Walker, Texas. This Contract will be governed by and interpreted in accordance with the laws of the State of Texas, without regard to conflict of laws principles

NOTIFICATION: The City uses multiple channels for the notification and dissemination of all invitations to bid and/or request for proposals. The City accepts no responsibility for the lack of notification or receipt of bid to any and all potential bidders.

PAYMENT will be made upon receipt and acceptance by the City of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601lf V.T.C.S. All invoices must be mailed to City of Huntsville Attn: Accounts Payable 1212 Ave. M Huntsville, TX 77340. The City requests credits for any errors. Invoices will not be short paid.

PRICE redetermination may be considered by City of Huntsville only at the anniversary date of the contract and shall be substantiated in writing (i.e., manufacturer's direct cost, postage rates, Railroad Commission Rates, Wage/Labor Rates, etc.) with a sixty day prior written notice. The bidder's past history of honoring contracts at the bid price will be an important

consideration in the City's evaluation of the lowest and best bid. The City of Huntsville reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the City. The City reserves the right to reject price redetermination and award the bid to next responsible responsive bidder.

QUANTITIES: Quantities indicated in the bid are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to meet its needs without any adjustments in the unit bid prices. Bids must be submitted on units of quantity specified. In the event of errors in extended prices, the unit price shall govern. Any suggested quantity to secure better prices is welcomed. When discrepancies occur between words and figures, the words shall govern.

RECORD RETENTION: The awarded vendor must maintain copies of all documents relating to the contract for the length of the warranty period plus one year.

Should the document be destroyed or for any reason the awarded vendor is unable to locate the contract, the warranty will be considered in force under the original terms of the contract.

REIMBURSEMENTS: There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing bids in response to the request. The City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

SAMPLES: When requested, samples shall be furnished free of expense to the City of Huntsville. All samples will be return when applicable.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial

practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement

TAXES: The City of Huntsville is exempt from Federal Excise, State Sales and Transportation Taxes. Tax must not be included in bid/proposal. The City upon request will execute a Tax Exemption Certificate. The City is statutorily exempt from State and Local Sales tax and a permit number is not required.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title

WITHDRAWAL OF BID: No bid may be withdrawn after opening time without acceptable reason in writing and with the approval of the purchasing manager.
7.2016

No-Response Statement

Strategic Planning Consultants Services, RFP NO. 26-02

The City of Huntsville seeks to evaluate the level of competitiveness provided. Please complete this form only if you are not submitting a quote.

Please check the appropriate boxes indicating the factors considered for not bidding.

- ☐ Unable to respond to the request for bid or request for proposals by the specific deadline.
- ☐ Our company does not carry or cannot offer this type of product and service.
- ☐ Specifications are restrictive, unclear or incomplete. Please explain below
- _____
- _____
- ☐ Invitation is suitable, but engaged in other work.
- ☐ Do not wish to do business with the City.

The purpose of this form is to achieve a maximum participation in the bidding process. Vendor comments are not restrictive to the above described. Please make any statement that may have impacted your ability to bid.



City of Huntsville
 448 State Highway 75 N
 Huntsville, TX 77320
 Lucy Gonzalez, CTCD
 Procurement Manager
 Telephone: (936) 291-5495
 Email: purchasing@huntsvilletx.gov

ADDENDUM #1

Title	Bid Number	Closing Date	Issued Date
Strategic Planning Consultant Services	26-02	December 9, 2025, at 2:00 P.M. Central Standard Time	November 20, 2025

TO ALL PROSPECTIVE BIDDERS:

The information contained in this Addendum supersedes information contained in the Contract Documents to the extent indicated. All information contained in the Contract Documents remain in full force and effect unless specifically modified herein. **All Respondents shall acknowledge the receipt of the Addendum in the space provided on this Addendum Form and submit this form with your bid packet. Failure to do so will result in Respondent disqualification.**

The attention of all prospective Respondents is directed to the following modifications for the above referenced project.

Update Tentative Schedule of Events

The City of Huntsville will extend the Final Addendum Issued date to December 1, 2025.

Solicitation Document Clarifications:

Page 2 > Introduction: Correct the following sentence to read: The resulting plan will update and build upon the City's 2024 Strategic Plan, the 2040 Huntsville Comprehensive Plan and additional current relevant master plans aligning Council's vision and priorities with departmental goals, community needs, and long-term financial planning.

Page 3 > Opening Statement: Correct the following sentence to read: All prospective respondents are hereby instructed to not contact any member of the City of Huntsville City Council, City Manager, City Secretary, evaluation committee, or City of Huntsville staff members other than the noted contact person. Any such contact may cause for rejection of your proposal.

Page 4 > Terms of Contract> Correct the following sentence to read: The initial term of this contract shall be from Date of Award through September 30, 2026. The City reserves the right to extend this contract through written mutual consent of both parties at the same terms, conditions and prices as stated in this solicitation.

Page 7 > Table > Project Approach and Work Plan TAB5 > Detail > Describe the firm's proposed facilitation approach, including how the consultant will engage the City Council and leadership team to identify priorities, set goals, and build consensus. Outline the work plan and sequence of tasks, including major milestones and deliverables. (10 Pts)

Page 8 > Background > The City has a population of approximately 45,941 residents, and serves as the county seat of Walker County, with a trade area that extends far beyond its boundaries.

Questions and Answers

Question No. 1: Beyond the City Council retreat, are additional public engagement activities (e.g., community meetings, focus groups, surveys) expected as part of this scope, or is community input primarily anticipated through existing plans, prior engagement, and staff perspectives?

Answer: No, however the awarded vendor will be required to present the final document to City Council.

Question No. 2: Is there a budget range or not-to-exceed amount established for this project that you are able to share?

Answer: No

Question No. 3: If a budget range has been identified internally, is it intended to support one primary onsite visit (for the retreat) plus virtual work, or does the City anticipate multiple onsite engagements?

Answer: A budget range has not been identified internally. Your intended support should be outlined in TAB 5 Proposed Approach and Timeline.

Question No. 4: Are there any formal Texas-specific certifications, registrations, or pre-qualifications required for a consultant to be eligible to contract with the City for this work?

Answer: All qualifications vendor needs to meet have been included in the Request for Proposal.

Question No. 5: Are firms located outside of Texas eligible to compete on an equal footing, or are Texas-based / HUB-certified firms given additional preference beyond the points indicated in the matrix?

Answer: All solicitations received will be evaluated based on the terms and conditions outline in the Request for Proposal 26-02. In an effort to be competitive, no additional preferences granted other than what is indicated in the solicitation.

Question No. 6: Are there any formal Texas-specific certifications, registrations, or pre-qualifications required for a consultant to be eligible to contract with the City for this work?

Answer: No

Question No. 7: Is this timeline fixed, or is there any flexibility depending on the retreat date and Council feedback cycles?

Answer: There will be some flexibility given to the allow time for the feedback and preparation of the final documents after the retreat concludes.

Question No. 8: Has a target timeframe for the retreat itself (e.g., month/quarter) already been identified?

Answer: The retreat date is tentatively booked to be between the end of February 2026 and mid-March 2026.

Question No. 9: Will the City consider strategic planning projects with public-sector or nonprofit organizations (e.g., multi-stakeholder, city-affiliated or regional partnerships) as “comparable,” or do you strongly prefer projects completed directly for municipal governments?

Answer: Yes

Question No. 10: Does the City prefer an in-person retreat with face-to-face follow-up work, or are you open to a blended approach (e.g., in-person retreat plus virtual kickoff and check-ins)?

Answer: The City of Huntsville is open to a blended approach. This approach should be identified in TAB 5: Proposed Approach and Timeline.

Question No. 11: Would the cover, cover letter, table of contents, blank pages to facilitate double-sided printing, exceptions to the contract included in Tab 8 (if any), or resumes included in an Appendix count toward the 30-page limit?

Answer: Yes

Question No. 12: Is the City requesting (1) original or (1) copy of the proposal to be submitted along with the flash drive?

Answer: (1) Flash drive with a single PDF file tabbed in the same format as the original response & (1) Original Binder Response

Question No. 13: Could the City of Huntsville please provide the anticipated budget for the Strategic Planning Consultant Services solicitation, or alternatively, any available information regarding pricing or contract values from previous awards for similar services?

Answer: The City of Huntsville does not have an anticipated budget for these services currently. No information regarding previous pricing for these services is available.

Vendor Clarifications

Clarification No. 1:

The RFP describes a “comprehensive strategic plan” centering on a City Council retreat, a 5-year planning horizon, and integration with budgeting and performance measurement systems. To confirm:

Answer: Refer to Page 7 > Scope of Work & Page 8 Deliverables: The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress.

The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville’s future policies, investments, and services align with its mission, vision, and values.

Please include signed copy of Addendum with submitted Solicitation Packet.

Responder Name: Raftelis Financial Consultants, Inc.

Address: 3755 S. Capital of Texas Highway, Building 1, Suite 245, Austin, TX 78704

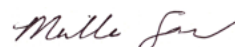
Telephone Number: 513.221.0500

Fax Number: 828.484.2442

Email Address: mferguson@raftelis.com

Michelle Ferguson

Printed Name of Contact



Authorized Signature



City of Huntsville
 448 State Highway 75 N
 Huntsville, TX 77320
 Lucy Gonzalez, CTCD
 Procurement Manager
 Telephone: (936) 291-5495
 Email: purchasing@huntsvilletx.gov

ADDENDUM #2

Title	Bid Number	Closing Date	Issued Date
Strategic Planning Consultant Services	26-02	December 9, 2025, at 2:00 P.M. Central Standard Time	December 1, 2025

TO ALL PROSPECTIVE BIDDERS:

The information contained in this Addendum supersedes information contained in the Contract Documents to the extent indicated. All information contained in the Contract Documents remain in full force and effect unless specifically modified herein. **All Respondents shall acknowledge the receipt of the Addendum in the space provided on this Addendum Form and submit this form with your bid packet. Failure to do so will result in Respondent disqualification.**

The attention of all prospective Respondents is directed to the following modifications for the above referenced project.

Questions and Answers

Question No. 1: Did the City conduct the previous strategic plan internally or was a third-party vendor involved?

Answer: Third party vendor was contracted

Question No. 2: Were there any successes or challenges experienced during the previous strategic planning process that the City would like to see included or avoided in the next strategic plan?

Answer: No

Question No. 3: How does the City define success for this strategic planning process?

Answer: The resulting plan to serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

Question No. 4: Who is the key internal stakeholders (e.g., City Council, department heads, staff) that must be engaged?

Answer: Mayor and City Council, City Management, City Secretary, City Attorney, and Department Directors

Question No. 5: What level of community engagement is expected, if any? Are there specific groups or demographics the City wants to prioritize?

Answer: None is expected

Question No. 6: Are there existing advisory boards, commissions, or community partners that should be involved?

Answer: No

Question No. 7: What are the City's preferences for engagement formats or is it only the single retreat?

Answer: See Page 8 of the solicitation.

Question No. 8: Will the City be coordinating or planning the retreat itself?

Answer: See Page 8 of the solicitation.

Question No. 9: Are there any known sensitivities, political dynamics, or historical issues that should inform facilitation?

Answer: No

Question No. 10: What internal data sources are available (e.g., performance metrics, budget reports, community surveys)?

Answer: A variety of data sources are available for use. This will be discussed at the kickoff meeting and after the retreat.

Question No. 11: Are there recent community needs assessments, economic development plans, or master plans that should be integrated?

Answer: Yes

Question No. 12: Are there existing performance measurement systems or dashboards in place?

Answer: Yes

Question No. 13: Is there a desired change in the format of the previously presented strategic plans?

Answer: Open to new format concepts

Question No. 14: Should the plan include implementation tools (e.g., action plans, KPIs, timelines, logic models)?

Answer: Yes

Question No. 15: Is there a preference for visual design elements (e.g., infographics, branding, layout)?

Answer: Open to new format concepts

Question No. 16: How will the plan be used—internally for operations, externally for public communication, or both?

Answer: Both

Question No. 17: What is the City's capacity to implement and monitor the plan?

Answer: Full capacity

Question No. 18: Is there interest in training staff or leadership on how to use the plan?

Answer: Potentially

Question No. 19: Will the consultant be expected to support implementation beyond the plan's delivery?

Answer: Potentially

Question No. 20: How often does the City anticipate updating or revisiting the plan (i.e. annually)?

Answer: Annually

Question No. 21: Would you be interested in vendor support for these updates?

Answer: Potentially

Question No. 22: What is the ideal start date and duration for the project?

Answer: Upon award of the solicitation

Question No. 23: Are there key events (e.g., budget cycles, elections) that should shape the timeline?

Answer: The City Council Retreat between February and March 2026

Question No. 24: How often will the consultant be expected to meet with City leadership or provide updates?

Answer: Depends on the proposer's proposal

Question No. 25: Are there any required in-person meetings or site visits other than the retreat?

Answer: See Addendum #1, Question No. 3 and Question No. 10.

Question No.26: Are there any local priorities (e.g., economic development, sustainability) that should be emphasized in the proposal?

Answer: No

Question No.27: It says that "ALL PAGES MUST BE INITIALED AND RETURNED, IF NOT BID MAY BE REJECTED." Does this mean that the original 31 pages of the RFP must be printed out and initialed on every page? I want to be sure since this would add significantly to the cost of postage.

Answer: Yes. Most

Question No.28: Under Proposal Submittals, it says "TAB 1: Solicitation Document-Signed and Acknowledgement of Addenda, if applicable." Does this just mean that our proposal must be signed by the authorized representative? Or is this the same as the "Respondent's Information" form?

Answer: You must sign the proposal and each addenda has a section that requires acknowledgment of receipt.

Question No.29: Under Proposal Submittals, TAB 2, it says "Proposer Certifications." What is needed for this? I didn't see a form that was identified as such to fill out.

Answer: The Respondent's Information form is the Certification needed.

Question No.30: Under Proposal Submittals, TAB 2, it says "Proposal Terms and Conditions Acknowledgement." What is needed for this? I didn't see a form that was identified as such to fill out.

Answer: Pages 26-29 of the solicitation must be signed and initialed.

Question No.31: Can you clarify whether the February 28, 2026 date is the contract term only, or the required project completion date?

Answer: See page 7, Deliverables.

Question No.32: Are the insurance requirements listed on Page 20 necessary and required or can it be waived or omitted in a submission and have the proposal still compliant?

Answer: If applicable for your proposed service. See Page 6, Deviation From Requirements. These responses should be included in TAB 8.

Question No.33: Does the City define "inclusive" strictly as the Mayor, City Council, and City Management, or does the scope require external community engagement (e.g., town halls, citizen surveys, or focus groups) prior to the retreat?

Answer: Inclusive is defined as Mayor and City Council, City Management, City Secretary, City Attorney, and Department Directors.

Question No.34: Regarding the "Retreat Facilitation" deliverable, what is the anticipated headcount for this event? Will this be limited to the elected body (Mayor + Council), or will Department Directors and key staff also participate in the active facilitation sessions?

Answer: Estimated 25-35 people

Question No.35: The Scope mentions a "1-2 day engagement Strategic Planning process". Is the City's preference for a single consecutive block (e.g., Friday/Saturday) or a series of workshops? Additionally, has a specific date or month been targeted for this retreat?

Answer: See Addendum #1, Question No. 8

Question No.36: Will the retreat be held on-site at a City facility, or does the consultant need to account for off-site venue selection and coordination in the "Administrative/Support Staff" hours?

Answer: The City Secretary will arrange the facility.

Question No.37: The RFP states the new plan will "update and build upon the City's 2024 Strategic Plan". Can the City provide the current status of the 2024 plan's completion? Are we conducting a fresh SWOT/similar analysis from zero, or validating/updating an existing data set?

Answer: The City will provide the latest update to the 2024 plan. It is expected that the final update to the 2024 plan will be presented at the retreat.

Question No.38: Under deliverables, you list "Integration & Accountability" regarding the budget process. Does the City utilize a specific performance management software or ERP that the Strategic Plan needs to integrate with, or is the deliverable a document-based alignment (e.g., mapping goals to budget codes in a report)?

Answer: No

Question No.39: The "Base Service Price Table" requests an "Hourly Rate" and "Estimated Hours" per role. If we propose a fixed fee (Lump Sum) as permitted in the "Cost Proposal" instructions, are we still required to break down the estimated hours per role for evaluation purposes?

Answer: No

Question No.40: Regarding the "Optional Services Price Table", specifically the "Mid-Cycle Progress Workshop": Should this be priced as a virtual engagement or an in-person session requiring travel?

Answer: Indicate your proposed method and price.

Question No.41: The "Terms of Contract" section states the initial term is from the Date of Award through February 28, 2026. However, the Deliverables section anticipates the Final Plan adoption "30-60 days post the retreat". If the award occurs in January 2026, a 60-day timeline pushes deliverables past the contract expiration. Can the City clarify if the intent is for this entire engagement to be completed in under 6 weeks, or is the February 28th date a placeholder?

Answer: The schedule is tentative based on the exact date and outcome of the retreat.

Question No.42: The Evaluation Criteria allocates 5 points for "Business location". Can the City define the geographic radius required to receive these points (e.g., within City limits, County limits, or State of Texas)?

Answer: City Limits (5pts), County Limits (4pts), Regional within 25 miles (3pts), Regional within 50 miles (2pts), State (1pt).

Question No.43: Has the City conducted any recent resident surveys that can inform the planning process?

Answer: No

Question No.44: Is there a budget or budget range for this project?

Answer: See Addendum #1, Question No.2

Question No.45: What is the anticipated timeline for implementation?

Answer: To be determined

Question No.46: Is there a plan for engaging other stakeholders beyond city council as part of the services or should those be listed as part of the optional services?

Answer: None is expected

Please include signed copy of Addendum with submitted Solicitation Packet.

Responder Name: Raftelis Financial Consultants, Inc.

Address: 3755 S. Capital of Texas Highway, Building 1, Suite 245, Austin, TX 78704

Telephone Number: 513.221.0500

Michelle Ferguson

Fax Number: 828.484.2442

Printed Name of Contact

Email Address: mferguson@raftelis.com



Authorized Signature

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TAB 2: REQUIRED FORMS

Required Forms (TAB 2)

Respondent's Information

Strategic Planning Consultants Services, RFP NO. 26-02

Having read and understood the instructions, terms, conditions and specifications, we submit the following:

<u>Victoria Escobar</u>	<u>Raftelis Financial Consultants, Inc.</u>
Witness	Company Name
<u>December 9, 2025</u>	<u>Michelle Jan</u>
Date	Authorized Representative Signature
	<u>Michelle Ferguson</u>
	Printed Name
	<u>Executive Vice President</u>
	Title
<u>3755 S. Capital of Texas Highway, Building 1, Suite 245</u>	<u>PO Box 96261</u>
Correspondence Address	Remit Address
<u>Austin, TX 78704</u>	<u>Charlotte, NC 28296-6261</u>
City, State, Zip Code	City, State, Zip Code
	<u>513.221.0500</u>
<u>Addendum #1 acknowledged ☒</u>	Telephone Number
<u>Addendum #2 acknowledged ☒</u>	<u>828.484.2442</u>
<u>Addendum #3 acknowledged</u>	Fax Number
<u>Addendum #4 acknowledged</u>	<u>mferguson@raftelis.com</u>
Please mark N/A if no addendums issued	Email

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED OR MAY BE CONSIDERED NON-RESPONSIVE

Bid # 26-02 Page 9 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Conflict of Interest

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY	
1 Name of vendor who has a business relationship with local governmental entity. Raftelis Financial Consultants, Inc.	Date Received	
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. N/A _____ Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 _____ Signature of vendor doing business with the governmental entity December 9, 2025 _____ Date		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

CERTIFICATE OF INTERESTED PARTIES			FORM 1295	
			1 of 2	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.			OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. Raftelis Financial Consultants, Inc. Charlotte, NC United States			Certificate Number: 2025-1390339	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. City Of Huntsville			Date Filed: 11/18/2025	
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract. RFP NO.26-02 Strategic Planning Consultant Services			Date Acknowledged:	
4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)		
		Controlling	Intermediary	
Bowles, Laura	Charlotte, NC United States	X		
Boveri, Thierry	Maitland , FL United States	X		
Brandt, Peiffer	Charlotte, NC United States	X		
Bryant, Frank	Charlotte, NC United States		X	
Burns, Bernard	Charlotte, NC United States	X		
Ferguson, Michelle	Durham, NC United States	X		
Kreps, Bart	Charlotte, NC United States	X		
Locklear, Henrietta	Nashville, TN United States	X		
Mastracchio, John	Lathan, NY United States	X		
Powell, Andre	Charlotte, NC United States	X		

CERTIFICATE OF INTERESTED PARTIES			FORM 1295																							
			2 of 2																							
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.			OFFICE USE ONLY																							
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. Raftelis Financial Consultants, Inc. Charlotte, NC United States			CERTIFICATION OF FILING Certificate Number: 2025-1390339 Date Filed: 11/18/2025 Date Acknowledged:																							
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4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>		Controlling	Intermediary																				
Controlling	Intermediary																									
5 Check only if there is NO Interested Party. ☐																										
6 UNSWORN DECLARATION My name is <u>Elaine Conti</u> , and my date of birth is <u>01/16/1973</u> . My address is <u>227 West Trade St., Suite 1400</u> , <u>Charlotte</u> , <u>NC</u> , <u>28202</u> , <u>USA</u> . (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed in <u>Mecklenburg</u> County, State of <u>NC</u> , on the <u>18th</u> day of <u>November</u> , 20 <u>25</u> . _____ Signature of authorized agent of contracting business entity (Declarant) (month) (year)																										

Israel Verification Form

I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2271 of the Texas Government Code, as amended:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2271.001 of the Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

December 9, 2025
Date


Signature

EXCLUSION FROM CHAPTER 2271 OF THE TEXAS GOVERNMENT CODE

I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2271 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 9, 2025
Date


Signature

Bid # 26-02 Page 14 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Iran, Sudan and Foreign Terrorist Organizations Verification Form

Raftelis Financial

I, Michelle Ferguson, the undersigned representative of Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2252 of the Texas Government Code, as amended:

1. will not do business with Iran, Sudan, or any foreign terrorist organization; and
2. will not do business with Iran, Sudan, or any foreign terrorist organization during the term of the contract.

December 9, 2025

Date

Michelle Ferguson

Signature

Bid # 26-02 Page 15 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Firearm Verification Form

Raftelis Financial

I, Michelle Ferguson, the undersigned representative of Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
2. will not discriminate during the term of the contract against a firearm entity or firearm trade association.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association" means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

December 9, 2025

Date

Michelle Ferguson

Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

Raftelis Financial

I, Michelle Ferguson, the undersigned representative of Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees,
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity;
- ☐ will be between a governmental entity and a sole proprietor; or
- ☐ is an exempt contract under Section 2274.003 of the Texas Government Code.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 9, 2025

Date

Michelle Ferguson

Signature

Bid # 26-02 Page 16 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Prohibition of Contracts Discriminating Against Energy, & Energy Company Boycott Verification Form

I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not boycott energy companies currently; and
2. will not boycott energy companies during the term of the contract.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

December 9, 2025
Date


Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☐ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 9, 2025
Date


Signature

Bid # 26-02 Page 17 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Critical Infrastructure Verification Form

To the extent this proposal relates to critical infrastructure in the State of Texas, I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby declare, represent, and verify that the Company is not owned by or has the majority of stock or other ownership interest held by or controlled by: individuals who are citizens of China, Iran, North Korea, Russia, or a country designated by the Governor of Texas as a threat to critical infrastructure under Section 2274.0103 of the Texas Government Code as amended ("designated country"); or

1. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or
2. it is not headquartered in China, Iran, North Korea, Russia, or a designated country.

The foregoing representation is made solely to comply with Chapter 2274 of the Texas Government Code, as amended, and to the extent such Section does not contravene applicable federal or State law. As used in the foregoing verification, "critical infrastructure" means a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility.

December 9, 2025

Date



Signature

Bid # 26-02 Page 18 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Texas Public Information Act Verification Form

I, Michelle Ferguson, the undersigned representative of Raftelis Financial Consultants, Inc. (the "Company") do hereby acknowledge that the requirements of Subchapter J, Chapter 552, Government Code, may apply to this solicitation, proposal and any resultant contract, and agree that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

December 9, 2025

Date

Michelle Ferguson

Signature

Non-Collusion AffidavitRaftelis Financial
Consultants, Inc.

1. He/she is Executive Vice President of _____, the
respondent that has submitted the attached bid/proposal.

2. He/she is fully informed respecting the preparation of contents of the attached bid and of all pertinent circumstances respecting such bid/proposal.

3. Such bid is genuine and is not collusive or a sham bid/proposal.

4. Neither the said respondent nor any of its officer, partners, owners, agents, representative, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with another respondent, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other respondent, firm or person to fix the price or prices in the attached bid or of any other respondent, or to fix an overhead, profit or cost element of the bid price of the bid price of any other respondent, or to secure through any collusion, conspiracy, connivance of unlawful agreement any advantage against the City of Huntsville or any per interest in the proposed contract.

5. In compliance with the specifications in the bid/proposal and quote conditions, I, the undersigned agree to furnish the services upon which prices are offered at the price opposite to each line description to the City of Huntsville within the time specified. By submitting this bid/proposal and attached signature I hereby attest that I have not received nor offered anything of value to any City employee, official, and/or board member in connection with this submitted bid.

6. Advanced disclosures of any information to any particular/potential respondent which gives that particular/potential respondent any advantage over any other interested respondent in advance of the award whether in response to advertising or an informal request for bid/proposal made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular respondent's bid/proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular respondent's bid/proposal and the committee member or the governing board member will be rejected from the voting process for that bid/proposal or contract. By submission of this bid/proposal respondent attests that no improper communication has occurred resulting in an advantage over any other respondent, potential respondent, or advance discloser.

7. The price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.



Signature

Michelle Ferguson

Printed Name

Raftelis Financial Consultants, Inc.

Firm Name

Bid # 26-02 Page 24 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Raftelis Financial

The Respondent, Consultants, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Respondent's Authorized Official

Michelle Ferguson

Printed Name of Respondent's Authorized Official

Executive Vice President

Title of Respondent's Authorized Official

December 9, 2025

Date

NOT APPLICABLE**No-Response Statement**

Strategic Planning Consultants Services, RFP NO. 26-02

The City of Huntsville seeks to evaluate the level of competitiveness provided. Please complete this form only if you are not submitting a quote.

Please check the appropriate boxes indicating the factors considered for not bidding.

- ☐ Unable to respond to the request for bid or request for proposals by the specific deadline.
- ☐ Our company does not carry or cannot offer this type of product and service.
- ☐ Specifications are restrictive, unclear or incomplete. Please explain below

- ☐ Invitation is suitable, but engaged in other work.
- ☐ Do not wish to do business with the City.

The purpose of this form is to achieve a maximum participation in the bidding process. Vendor comments are not restrictive to the above described. Please make any statement that may have impacted your ability to bid.

Bid # 26-02 Page 31 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Client#: 1722483

RAFTEFIN

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Svcs, Charlotte 6100 Fairview Road Ste 1400 Charlotte, NC 28210 800 868-8834		CONTACT NAME: Brad Christensen PHONE (A/C, No, Ext): - FAX (A/C, No): E-MAIL ADDRESS: brad.christensen@usi.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Federal Insurance Company	
		INSURER B: Chubb National Insurance Company	
		INSURER C: ACE American Insurance Company	
		INSURER D: Hanover Insurance Company	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X	X	36083016	01/21/2025	01/21/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒	X	X	73648269	01/21/2025	01/21/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☒ CLAIMS-MADE ☐ DED ☒ RETENTION \$0	X	X	56726414	01/21/2025	01/21/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	71839613	01/21/2025	01/21/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional			D02819028	01/21/2025	01/21/2026	\$5,000,000
D	Excess Prof.			LH6J94293500	01/21/2025	01/21/2026	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Confirmation of Coverage.

CERTIFICATE HOLDER Raftelis Financial Consultants, Inc. 227 W. Trade Street Suite 1400 Charlotte, NC 28202-0000	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Paula B. Bulman</i>
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TAB 3: RELATED EXPERIENCE AND QUALIFICATIONS

Related Experience and Qualifications

RAFTELIS HAS ONE OF THE MOST EXPERIENCED LOCAL GOVERNMENT FINANCIAL AND MANAGEMENT CONSULTING PRACTICES IN THE NATION.

In the past year alone, Raftelis worked on more than 1,300 strategic planning, financial, management, and/or technology consulting projects for over 700 public-sector agencies in 47 states, the District of Columbia, and Canada. Our team has extensive experience with strategic planning throughout the country. Our clients tell us we are more than just consultants—we are trusted advisors. We point to a strong repeat customer base as part of the evidence, as well as the many clients who have hired us numerous times to do vital work for their organizations.

We welcome you to contact our past clients to learn about the quality of our work and our relationships.

City of Kyle TX

Reference: Bryan Langley, City Manager

100 West Center Street, Kyle, TX 78640 / P: 512.262.1010 / E: blangley@cityofkyle.com

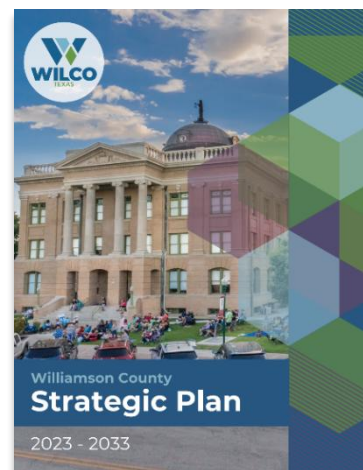
In 2024, the City of Kyle (City) engaged Raftelis to facilitate a City Council visioning workshop retreat in order to improve governance and develop a strategic planning framework. The group, comprised of City Council members and key staff, reviewed and reaffirmed the City's vision and desired strategic outcomes, identified specific projects and strategies to be implemented in order to achieve them, and then prioritized them. Based upon this work, Raftelis developed a new strategic framework to guide the City.

Williamson County TX

Reference: Val Covey, County Commissioner

100 Wilco Way, Suite CO201, Georgetown, TX 78626 / P: 512.943.3370 / E: comm3@wilco.org

In 2023, Williamson County, Texas, Precinct 3 (County) engaged a member of our team to develop its first-ever comprehensive 10-year strategic plan incorporating all 1800 employees, 35 elected officials, and 25 department heads. Utilizing surveys of internal and external stakeholders, confidential interviews, multiple focus groups, a Commissioners session, and a leadership strategic planning retreat, we created a strategic plan that supports the Vision and Mission of Williamson County. The Key Goal teams met in a series of implementation meetings to craft the Implementation Plan, and the team agreed to a reporting tool and an updating process that is guided by ongoing facilitation. This was the first strategic plan for Williamson County and resulted in some significant shifts in organizational structure (the hiring of the first County Administrator), organizational culture (bringing elected officials and appointed officials together to meet regularly) and organizational priorities which now drive the budget process.



City of Corsicana TX

Reference: Jim Holgersson, City Manager

200 North 12th Street, Corsicana, TX 75110 / P: 903.654.4803 / E: jholgersson@corsicanatx.gov

In 2025, the City of Corsicana (City) engaged the firm to facilitate a goal-setting workshop with the City Council. The City desired a workshop that provided an opportunity for the Council to discuss and set its goals for the next year. In preparation, our team met with the City Manager to discuss desired outcomes, the status of existing Council priorities, and to learn about staff priorities for the coming year. Individual interviews were then conducted with each City Council member to learn about areas of interest for the workshop agenda. Our team requested and reviewed background materials to inform our knowledge of key factors that might influence the workshop approach and outcomes. During the workshop, the Council participated in visioning exercises to envision the City in 10 years, identified four strategic focus areas, and prioritized strategies to support each.

City of Sugar Land TX

Reference: Paula Kutchka, Assistant Director of People and Culture

2700 Town Center Boulevard., North, Sugar Land, TX 77479 / P: 281.275.2764 / E: pkutchka@sugarlandtx.gov

In 2022, the City of Sugar Land (City) engaged the firm to assist in the implementation of its newly adopted City vision. This work included creating an internal change management strategy and performing an assessment of gaps in stakeholder engagement.



City of Salisbury NC

Reference: Jim Greene, City Manager

132 North Main Street, PO Box 479, Salisbury, NC 28144 / P: 704.638.5228 / E: jim.greene@salisburync.gov

In 2024, the City of Salisbury (City) engaged Raftelis to assist with the development of the City's first-ever strategic plan. The City Council and City leadership were actively engaged in a process to develop a vision for the City, along with six focus areas and key strategies for each focus area. The City had recently completed a significant update to its comprehensive plan, and the new strategic plan was designed to align with and operationalize key elements of the comprehensive plan.

City of Charlottesville VA

Reference: Samuel Sanders, Jr., City Manager

PO Box 911, Charlottesville, VA 22902 / P: 434.970.3101 / E: citymanager@charlottesville.gov

In 2023, the City of Charlottesville (City) engaged Raftelis to develop a Citywide strategic plan. The process included several sessions with the City Council, as well as engagement of City staff. Following the adoption of the strategic plan by the City Council, Raftelis worked with each of the City's nine Strategic Focus Area teams to refine strategies and measures for ongoing implementation. Previously, in 2016, the firm conducted a Citywide efficiency study. The study included a detailed review of departments under the responsibility of the City Manager to identify best practices, as well as opportunities for improved efficiency within the organization. The City subsequently engaged the firm to complete additional reviews of several key City functions, including Human Resources (2017), Neighborhood and Development Services (2017), and Fleet and Facilities (2017), prior to the 2023 strategic plan.

Who is Raftelis

RAFTELIS: HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE.

Firm History: Raftelis is a subchapter S-Corporation incorporated in the state of North Carolina on April 23, 2004. The predecessor to Raftelis, Raftelis Environmental Consulting Group, Inc., was established on May 10, 1993, by George A. Raftelis to provide financial and management consulting services of the highest quality to public-sector clients. In 1999, the firm's name was changed to Raftelis Financial Consulting, PA. Following the sale of a portion of the firm to a group of employees on April 22, 2004, the firm's name changed to Raftelis Financial Consultants, Inc., which remains the firm's legal name. We currently do business as Raftelis.

HUB Respondent Status: Raftelis is not a HUB.

Business Location: 3755 S. Capital of Texas Highway, Building 1, Suite 245, Austin, TX 78704



Since our founding in 1993, local government and utility leaders have partnered with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 municipal organizations in the last year alone, including many in Texas. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the City and help to make this project a success.

RESOURCES AND EXPERTISE: Our project team is passionate about strategic planning and organizational optimization. Each member of our team has specialized expertise and has devoted their careers to helping local governments address complex challenges and plan for the future.

DECADES OF COLLECTIVE EXPERIENCE: Our associates and subject matter experts have decades of experience in strengthening local municipalities and utilities. They've served in a wide range of positions, from city manager to public works director, and have led dozens of strategic planning initiatives across the country.

PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS: You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.

NICHE EXPERTISE: Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths on doing a highly effective job for a specific group of clients.

PROVEN PROCESS: We will implement a proven and unique facilitation process that engages internal and external stakeholders, links strategy to performance, and sets the organization up for effective implementation. We will use several techniques, some of which are innovative and others that are more classic approaches.

AREAS OF EXPERTISE



STRATEGIC PLANNING/FACILITATION:

Plan for the future to guide your organization to success

- Organization, department, and community-based strategic planning
- Climate action planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



FINANCE: Promote financial integrity and the equitable recovery of costs to achieve your objectives

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis
- Regulated utility support



COMMUNICATION: Inform and engage with your stakeholders to build understanding and support

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement
- Technical writing and content development



STORMWATER UTILITY SERVICES: Implement sustainable financial practices to equitably fund your stormwater program

- Stormwater utility development and implementation support



ORGANIZATIONAL ASSESSMENT: Identify needs, plan for the future, and implement positive changes

- Organizational and operational assessments
- Performance measurement
- Staffing analysis
- Sustainability
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing



TECHNOLOGY: Gain insights from your data and develop tools to increase effectiveness and engagement

- Cybersecurity services
- Strategic technology planning services
- Financial management technology services
- Customer management technology services
- Maintenance and asset management technology services
- Data management, analytics, and visualization
- Custom software solutions



EXECUTIVE SERVICES: Identify and develop top talent to lead local governments and utilities

- Executive recruitment
- Executive coaching
- Executive performance evaluations



SOLID WASTE SERVICES: Deliver effective solid waste services while ensuring financial sustainability and customer engagement

- Solid waste plans and sustainable materials management planning and implementation
- Grant application assistance
- Billing technology planning and implementation
- Collection/routing and disposal/processing planning, procurement, and implementation
- Rates and financial modeling
- Benchmarking and best practices
- Regulation and compliance
- Communications and public engagement

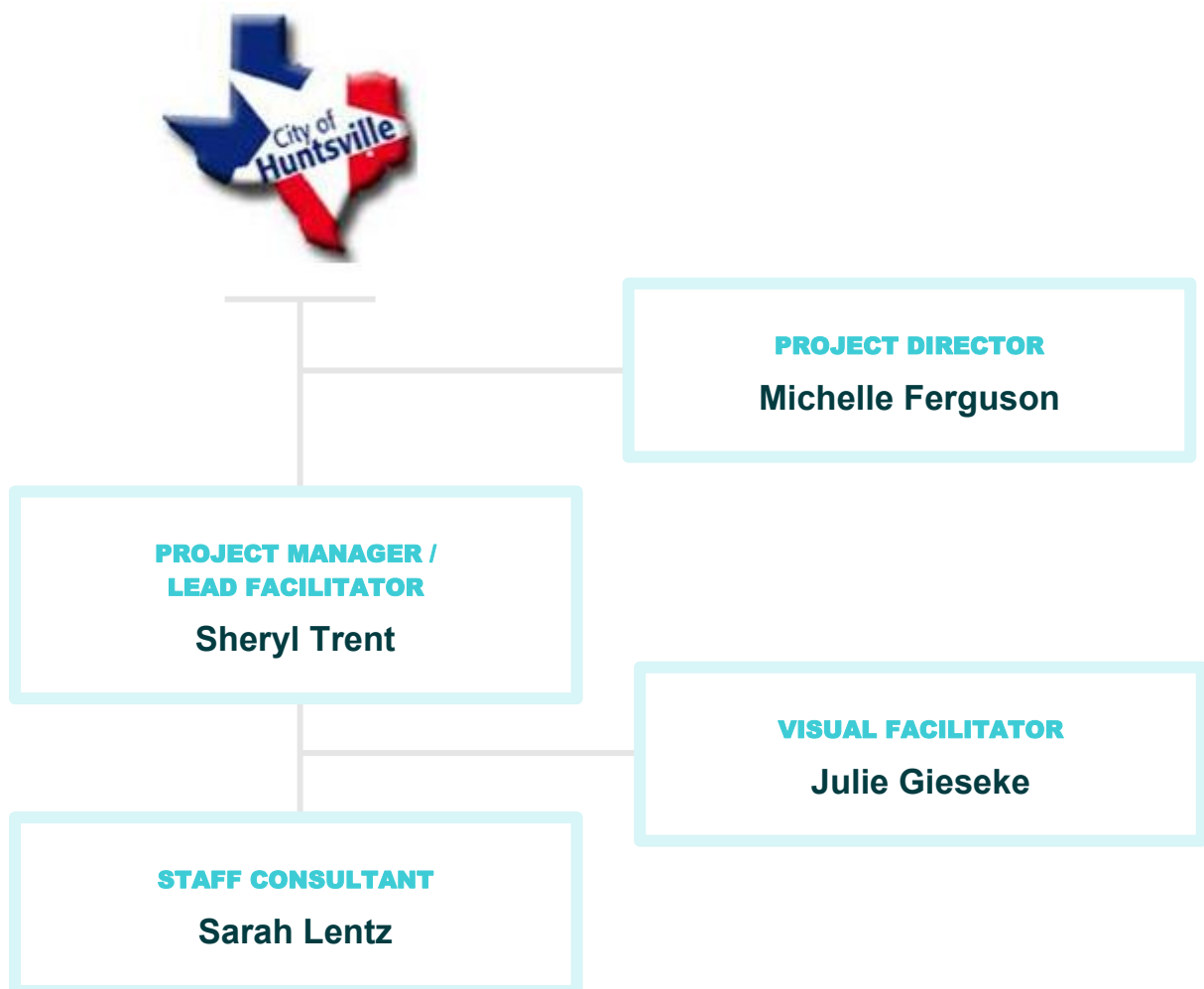
Project Team

Raftelis has developed a team of consultants who specialize in the specific elements that will be critical to the success of the City's project. Our project team is made up of senior-level consultants with direct local government experience. What sets our project team apart is our ability to explore and relate to local community values while at the same time investigating realistic approaches for cost-effective solutions that will work in your unique context.

The success or failure of any consulting engagement is defined by the effectiveness of communication between the client and consultant and among the project team members. A cornerstone of Raftelis' success is our commitment to regular, fully transparent, and highly effective communication with each client, as well as within our project teams.

Because we possess the in-house qualifications and experience necessary for this work, no subconsultants are proposed. All team members are Raftelis employees.

An organizational chart of our project team members is as follows. Resumes for each team member, including roles on your project, are provided on the following pages.



Michelle Ferguson

PROJECT DIRECTOR

Executive Vice President

ROLE

Michelle will be responsible for overall project accountability and will be available to provide quality assurance and control, industry perspective, and insights into the project.

PROFILE

Michelle has 28 years of management experience with and for local governments across the country.

As Organizational Excellence leader for Raftelis, Michelle oversees the firm's management consulting services of organizational assessment, strategic planning, executive services, technology solutions, and strategic communications. As a consultant, she has spearheaded the work of over 200 local government reviews in some of the foremost governments across the country. Michelle has completed detailed organizational reviews of entire jurisdictions and recommended improvements to the structure, staffing, and processes within departments of all sizes. Specific department reviews have included development review, parks and recreation, public works, human services, human resources, capital budgeting, and finance.

As a Lean certified professional, Michelle excels at helping local governments continuously improve and rely on data to make informed choices about services to the public. She is skilled in project management, process improvement strategies, performance measurement, consent building, and public process design. Additionally, she has provided customized training in the development and use of performance measures to assist numerous organizations continuously improve service delivery.

Michelle is also a skilled facilitator, able to bring diverse groups of people together to articulate shared visions and priorities. She has led strategic planning engagements at the community, organizational, and department levels, and she has facilitated numerous staff and governing body retreats.

Michelle began her consulting career in 2005 following ten years of direct experience in local government management, which included serving as assistant county manager in Arlington County, Virginia. Before Arlington County, Michelle served as assistant city manager in Overland Park, Kansas.

Michelle earned a bachelor's degree in political science from Loyola University-Chicago and a master's degree in public administration from the University of Kansas. She is a member of the International City/County Management Association. She also served as the president of the Metropolitan Association of Local Government Assistants in Washington, D.C, and has presented at state and national conferences on topics such as strategic planning, effective governing bodies, and council-staff relations.



Specialties

- Organizational assessment
- Staffing analysis
- Process improvement
- Performance management
- Capital planning
- Strategic planning
- Facilitation
- Community engagement

Professional History

- Raftelis: Executive Vice President (2024-present); Vice President (2021-2023), Senior Manager (2020-2021); Organizational Assessment Practice Leader, The Novak Consulting Group (2009-2020)
- Management Partners: Senior Management Advisor (2005-2009)
- Arlington County, Virginia: Assistant County Manager (2002-2005)
- City of Overland Park, Kansas: Assistant City Manager (1996-2002)

Education

- Master of Public Administration - University of Kansas (1998)
- Bachelor of Arts in Political Science - Loyola University, Chicago (1996)

Certifications

- Lean Certified

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)

Sheryl Trent

PROJECT MANAGER/LEAD FACILITATOR

Principal Consultant

ROLE

Sheryl will manage the day-to-day aspects of the project, ensuring it is within budget, on schedule, and effectively meets the City's objectives. She will also lead the consulting staff in facilitating sessions, conducting analyses, and preparing deliverables for the project.

PROFILE

Sheryl has over 35 years of experience as a local government employee, consultant, and practitioner. That experience included serving as a Town Manager, Assistant City Manager, Assistant County Manager, and numerous department head roles; leading strategic plans, master plans, comprehensive plans, and economic development efforts. Her unique background allows her to clearly understand the constraints, frustrations, and operating environments of federal and state agencies, cities, counties, special districts, community foundations, departments and divisions of government, and community nonprofits.

With extensive experience as a facilitator for long-range strategic plans, organizational assessments, and high-performing team building, she collaboratively creates results based on the values of client-centric service, creating deliverables customized to each client and exceeding expectations. As a Certified Master Facilitator™ and Certified Master Learning Facilitator™, she is known for creating fun, engaging meetings that build consensus and trust. Her work has been featured at conferences and in national magazines and has won awards. She is a nationally recognized speaker on strategic planning, facilitation, and inclusive community engagement issues.

Sheryl is a believer in the practice of facilitation as the basis for building consensus, creating transparency, aligning values, improving communication, and strengthening relationships. She served as the past Chair of the International Institute for Facilitation, the world's leading institution for facilitation certification, research, and innovative learning. She is a member of the Association for Strategic Planning, the International Association of Facilitators, the National Center for Deliberative Debate, and many other professional organizations.



Specialties

- Strategic planning
- Facilitation
- Organizational culture and team building
- Organizational assessment
- Governance strategy and support
- Community engagement

Professional History

- Raftelis: Principal Consultant (present)
- SBrand Solutions: Founder and President (2011-2025)
- City of Evans, CO: Community and Economic Development Director and Executive Director, Urban Renewal Authority (2008-2013)
- Town of Milliken, CO: Town Manager (2005-2008)
- City of Grand Junction, CO: Assistant City Manager (2000-2005)
- Siskiyou County, CA: Assistant County Administrator (1995-1998)

Education

- Master of Public Administration - University of Washington (1992)
- Bachelor of Arts, Political Science - University of Washington (1989)

Certifications

- Certified Master Facilitator
- Certified Virtual Facilitator
- Certified Master Learning Facilitator
- ICMA, CPM (prior)
- Cornell University, Diversity and Inclusion

Professional Memberships

- International Institute for Facilitation (INIFAC) Board Member, Past Chair
- Mid Atlantic Facilitators Network (MAFN)
- International Association of Strategic Planning (IASP)
- International Association of Facilitators (IAF)
- National Center for Deliberative Debate (NCDD)

Julie Gieseke

VISUAL FACILITATOR

Visual Facilitator

ROLE

Julie will use visual facilitation to capture participants' dialogue, discussion, and ideation by drawing large visual maps in real time, which helps connect ideas, track content, and synthesize their work.

PROFILE

Julie is a visual facilitator, working in the realm of group facilitation, strategic planning and strategic communications for over fifteen years. She creates visuals that bring ideas and people together through image and story.

Julie collaborates on projects utilizing the tools of group process and design, such as visual facilitation, creative engagement, and storytelling, to bring strategy and tactics into clear focus. She also incorporates change methodologies such as Appreciative Inquiry, Positive Psychology, StrengthsFinder, and Neurolinguistics.

Julie's unique skill set combines facilitation, active listening, and visual facilitation to bring sense-making, consensus, energy, and vibrancy to each engagement. As a consultant with The Novak Consulting Group and now Raftelis, Julie has worked on a variety of strategic planning and facilitation projects.

Julie developed her group process design through a broad range of experience. She received her master's degree in organizational development and management from Fielding Graduate University, is certified as a professional coach through The Coaches Training Institute, and is a certified Master Practitioner of Neurolinguistics. Julie also received professional training through The Grove Consultants International and has been mentored by leaders in the fields of visual facilitation, facilitation, organizational development, coaching, storytelling, and performance. The result is a wide range of exposure to various approaches that culminates in a unique style that is customizable for each engagement.



Specialties

- Visual Facilitation
- Strategic Visioning/Planning
- Executive Coaching
- Facilitation
- Team Development

Professional History

- Raftelis: Visual Facilitator (2020-present); Visual Facilitator, The Novak Consulting Group (2011-2020)
- Map the Mind: Principal (2008-present) Visual Facilitation, Coaching, Consulting, Teaching

Education

- Master of Arts in Organizational Development and Management - Fielding Graduate University (2008)
- Professional Coaching Certification - Coaches Training Institute (2008)
- Bachelor of Arts in Film and Video Production/Theater Arts - University of California, Santa Cruz (1988)

Certifications

- Master Practitioner of Neurolinguistics
- Certified Professional Co-Active Coach

Professional Memberships

- International Forum of Visual Practitioners

Sarah Lentz

STAFF CONSULTANT

Associate Consultant

ROLE

Sarah will work at the direction of Sheryl in conducting interviews, directing research and analysis, preparing recommendations, and drafting deliverables.

PROFILE

Sarah has over four years of experience working with state and local government in research and programming roles. She brings expertise in economic development, data analysis and visualization, policy research, and survey development. Sarah joined Raftelis in 2025 as a member of the Organizational Excellence and Strategic Planning and Facilitation team.

In her previous role at TeamNEO, a regional economic development organization in Northeast Ohio, Sarah conducted economic, demographic, and industry research to support local governments, businesses, and educational institutions in making strategic decisions on how to grow the region's economy. She led research into workforce migration to identify key groups moving into and out of the region and worked with local government and business organizations to develop strategies to increase talent attraction and retention.

As a graduate student, Sarah served as a Fellow with the Ohio Department of Education & Workforce in the Office of Educator Talent & Leadership and contributed to staff wellness and professional development programming for educators across the state. Her prior work with the Program on Opinion Research and Election Studies at the University of Pennsylvania also includes the creation and analysis of public opinion surveys to understand voter decision making.

Sarah holds a Master of Public Administration from Ohio State University and a Bachelor of Arts in Political Science from the University of Pennsylvania.



Specialties

- Economic development
- Statistical analysis
- GIS analysis
- Data visualization
- Policy research
- Survey development

Professional History

- Raftelis: Associate Consultant (2025-present)
- Ohio Department of Education & Workforce: Graduate Fellow (2024-2025)
- TeamNEO: Senior Research Associate (2022-2023); Research Associate (2021-2022)
- Program on Opinion Research and Election Studies: Research Coordinator (2019-2021)

Education

- Master of Public Administration – Ohio State University (2025)
- Bachelor of Arts in Political Science – University of Pennsylvania (2019)

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TAB 4: PROJECT UNDERSTANDING AND METHODOLOGY

Project Understanding and Methodology

We understand that the City of Huntsville is seeking to facilitate a comprehensive strategic planning process that will result in an aligned strategic direction with goals and objectives that are actionable. The resulting plan will be used as a framework for decision-making, allocation of resources, and community partnerships into the future. Our approach, described below, has been applied successfully in Texas municipalities and others nationwide, and it has been customized to meet the needs of the City.

Through a customized facilitation process, we engage with stakeholders who have diverse backgrounds, unique perspectives, cultural differences, and divergent views of the future to create alignment using shared values and consensus on the vision for the future. That diverse and inclusive input drives the development of an actionable, realistic strategic plan with measurable outcomes. We entrust the conversation and decision-making into the extremely capable hands of the participants in this process, while we guide and manage the questions and documentation to ensure that key points are captured, discussed, and evaluated. **We adapt our approach to each client:** We believe in meeting our clients where they are, offering advice and ideas, giving guidance and strong recommendations when needed, and ensuring ongoing sustainability through templates and actionable support.

An easy way to think about the overall strategic planning process is to think about the four key questions that our approach will answer:

- **Where are we now?**
- **Where are we going?**
- **How will we get there?**
- **How will we know if we are successful?**

Strategic plans should be living documents yet have enough detail and context to clarify the road to the future. A vision (the aspirational statement of the future) is a guiding force, but the implementation of the vision should be actionable and measurable. We do that by creating overall outcomes for each goal, asking “What will be different in the future if we are successful?” We take those answers and develop metrics for those outcomes that ensure progress is being made and successes are being recognized.

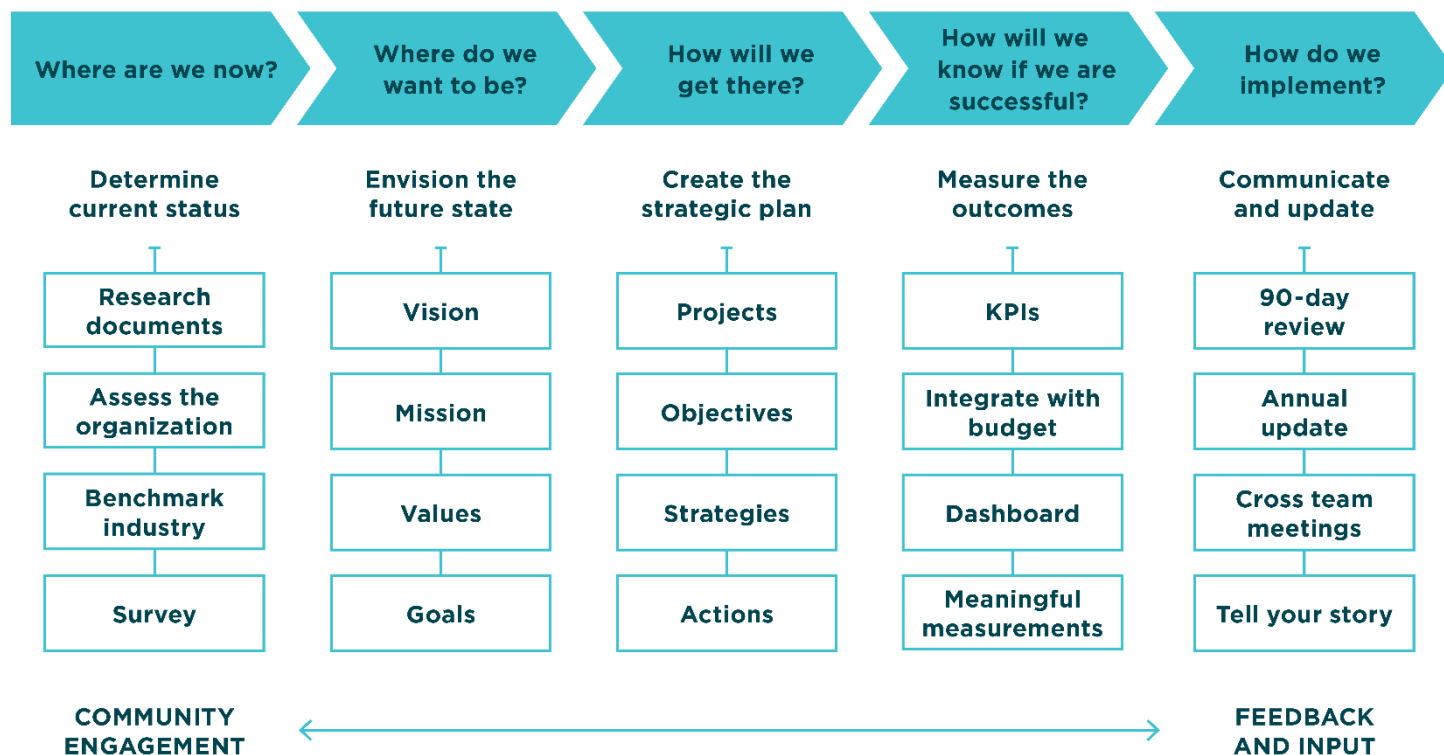


The facilitated meetings are the **heart** of our process and will serve as the foundation for the components of your strategic plan. Our proposal outlines a series of facilitated meetings that will take place over the course of the project. The meetings are designed to build understanding, create support for the goals and priorities, and engage the team in the implementation and final decisions. Our methodology uses consensus and collaboration to guide the strategic plan. As Certified Master Facilitators® and Certified Virtual Facilitators™, we specialize in creating a meeting framework that is engaging, effective, and creates the specific desired outcomes.

The five main phases of our methodology include:

1. Design and launch the project plan based on a customized process.
2. Research, review, and analyze documents, assess the current condition, and provide a SWOT analysis.
3. Engage with the key leadership and the City Council.
4. Facilitate strategic planning work sessions.
5. Based on the work in Activities 1-4, create the strategic plan document with an implementation roadmap. Additionally, we will create templates for ongoing updates and a reporting structure to keep the plan a living document.

Strategic Plan Process



TAB 5: PROPOSED APPROACH AND TIMELINE

Proposed Approach and Timeline

THE FOLLOWING OUTLINES OUR PROPOSED SCOPE OF WORK FOR DEVELOPING A STRATEGIC PLAN WITH THE CITY.

Activity 1 – Project Initiation and Work Plan

The kick-off meeting will cover overall logistics, and our regular updates, phone calls, and emails will continuously guide the overall project. This interface is the key to building our relationship and charting the course of the project. We will review and determine all the details about the schedule, process, and deliverables, and discuss the specifics of community engagement, workshops, document review, dates, and other logistics. We will provide a request for background documents for review and analysis.

We recommend holding bi-weekly check-in video conferences throughout the process, and all phone calls and emails throughout the life of the project are included in our proposal. This allows us to update your team regularly, gather feedback, address any questions, and immediately make any changes or course corrections during the process. These calls serve as a vital part of the communication mechanism we utilize to keep your team informed of progress, updates, and changes. We have deep experience in establishing and working with diverse community groups during the strategic planning process. Our approach includes materials, education, and information about strategic planning, and a facilitation approach that recognizes, honors, and builds upon inclusive opinions.

Meetings:

- Project Kick-off Meeting – in-person
- Ongoing Regular Project Meetings – virtual

Deliverables:

- Data/Document Request
- Branding and Image Request
- Logistics and Timeline
- Work Plan

Activity 2 – Background Review and Summary

As a concurrent phase, we conduct all our **document review and research** to gain a deeper understanding of the culture and needs of the organization and community. We review all relevant documents, including budgets, master plans, current and past strategic plans, regional plans, partners’/stakeholders’ plans, and more. Our research will also include community and regional demographics that affect strategic planning, industry trends, best practices deployed by your peer communities in the state, and partner plans that can potentially integrate with or leverage results to support your current goals. Based on this review, we will prepare an Environmental Scan that will outline a summary and provide context for the next Milestones

Meetings:

- Ongoing Regular Project Meetings – virtual

Deliverables:

- Environmental Scan

Activity 3 – Strategic Plan Retreat

In this activity, we will work with the City to develop the strategic plan based upon the results and key themes from the initial research and review, including the Environmental Scan and the interviews. The two key parts of this Activity include one-on-one interviews and a two-day strategic retreat.

We will use any data gathered in our prior activities as a baseline, which may inform some of the questions and approaches for our interviews. Because we craft the questions for both the conversations and our meetings very methodically, we can distill the responses into common themes, ideas, and concepts. Those concepts are incorporated into the design of the process in two key ways:

1. The agenda, techniques, tools, and processes used during the retreat and any other meetings.
2. The content and structure of the strategic planning document, and reporting documents are developed through analyzing and synthesizing the feedback and input into themes for consideration.

In order to help the team engage with both the process and the resulting strategic plan into the future, we create specific processes using facilitation that support collaborative thinking, creativity, inclusivity, and curiosity. These processes are based on an understanding of the creative process, human nature, group dynamics, and the generative power of original questions. These processes are simple and easy to apply, but they also require a thoughtful and thorough design to be successful.

The strategic plan retreat will enable your team to see their input reflected throughout the process, deepen understanding of the City's future aspirations, and build support for the strategic action necessary to accomplish that vision.

Graphic Vision

Graphic facilitation is an innovative and very powerful creative tool for strategic planning. A graphic facilitator can live-sketch the key themes and images during a meeting, translating the conversation into graphic form, which allows participants to see their ideas and thoughts brought to life. The process can bring together many different ideas and aspirations into one, unique vision board.



Meetings:

- Interviews
- Strategic Plan Retreat

Deliverables:

- Reaffirmed Vision and Mission
- Priorities, Broad Goals, and Outcomes
- Metrics
- Graphic Vision

Activity 4 – Analytical Assessment and Framework

As a part of this work, Raftelis will incorporate all information received into the development of a SWOT analysis. This work will provide valuable background information on the current state and potential future impacts. The SWOT analysis will be completed after engagement in order to reflect input. We will then use all of the information to craft a Strategic Plan Framework that would include the Vision, Mission, Strategic Priorities, Goals, Outcomes, Objectives, Measures, and Implementation Strategies. This will serve as the basis for the strategic plan and implementation roadmap, guiding the conversations in Activity 5.

Meetings:

- Review of the Strategic Framework

Deliverables:

- SWOT Framework
- Strategic Plan Framework

Activity 5 – Integration and Accountability

After the strategic plan retreat and the preparation of the SWOT, Raftelis will use the Strategic Framework to review and assess the budget process, capital plans, and performance measurement systems, as well as other processes within the City to ensure that the strategic plan and those processes and systems are integrated. This will create accountability for the achievement of the plan.

Meetings:

- As needed

Deliverables:

- Full review of budget process, capital planning, performance measures, and other City policies to ensure alignment with the Strategic Framework
- If needed, revised Strategic Framework

Activity 6 – Draft and Final Document Development

In our final activity, Raftelis will prepare high-quality strategic planning and implementation documents. Based upon the meetings, research, and the retreat, our team will draft the strategy and implementation. The deliverable will be a succinct planning instrument using easily understandable language and high-quality graphics, worthy of posting on the website and dissemination to internal and external audiences.

The comprehensive strategic plan is the guiding policy document created from all our work. This is your *guide* to the future of the organization, and the *key* to measuring your successes. Our plans are customized to our clients, but there are components to any strategic plan that are critical to long-term success. Every comprehensive strategic plan will include at least the following components:

- Vision
- Mission
- Priorities
- Goals
- Outcomes
- Objectives
- Initiatives
- Action Steps
- Performance Measures (KPI's)

The Implementation Roadmap has the operational and tactical details needed to help guide the daily work of the team to align the organizational work to the strategic plan.

Meetings:

- As needed

Deliverables:

- Draft Strategic Plan
- Draft Implementation Roadmap

Activity 7 – City Council Presentation and Adoption

We will have two meetings to finalize the strategic plan document and present it to the City Council for approval and adoption. Our team will develop a draft of the strategic plan document for review by the City, and before finalizing it. We will also provide an executive summary document or graphic for publication on the website and in newsletters. Our team will present at a Council meeting to assist in adopting the plan. We will also provide a template for the City to guide the annual review of the strategic plan to ensure it remains up to date.

Meetings:

- Presentation of Draft Plan for Consideration (in-person)
- Presentation of Final Strategic Plan for Adoption (in-person)

Deliverables:

- Final Strategic Plan
- Two-page Strategic Plan Summary
- Final Implementation Roadmap
- Templates for Tracking and Updates
- Presentation PowerPoint Slide Deck

Recommended Optional Future Services

Raftelis offers the following optional services that may be of interest to the City. We are happy to discuss scope and pricing upon request.

Optional Activity: Communication Strategy for the Plan

Our team is also staffed with communication experts who can design a full communication plan for the rollout of the strategic plan, both internally and externally. It includes a quick overview of your current communication methods, communication materials, graphics, and text.

Optional Activity: Community and/or Staff Survey

An easy yet meaningful way to be more inclusive in the planning process is to offer a short survey to both your internal team and your external community. This can be a survey just for key stakeholders or partners as well. The data is collated to provide themes for the strategic framework.

Optional Activity: Listening Sessions for Community and Partners

A best practice for strategic plans is to also involve your community at some level. Some of our clients prefer to host listening sessions (either open-house style, or for specific groups or members of the community). These listening sessions allow for a broader base of input, more support for the resulting plan, and a community that is more involved in its local government.

Optional Activity: Departmental Alignment Workshops

In our experience, the group that is often overlooked as a part of the strategic plan process is the staff and partners who implement the plan. This option includes a facilitated series of meetings to operationalize and integrate the policies and strategies from the strategic plan into the department work plans (or help create a department work plan if none exist). These work plans will be the actionable, realistic, “rubber meeting the road” document that will align the work of each department into the work of the City, and help each team member realize their role in supporting the overall strategic plan. It will include roles, dates, responsibilities, and budget/resources—all of which will align with the organization’s varied work programs. This detailed, tactical-level conversation will take place in separate meetings once the overarching strategic framework is near completion.

Optional Activity: Annual Updates

We can also ensure success by facilitating a one-day annual strategic plan update meeting with the Council, staff, and community, as desired. Our team would meet with Council members and staff to review the status of implementation, identify necessary adjustments to Strategic Plan Framework components (vision, mission, goals, priorities, and objectives), and prepare a revised and updated strategic plan deliverable. Raftelis would also summarize the meeting to ensure ongoing understanding of the purpose behind specific changes.

Optional Activity: Ongoing Quarterly Update Meeting Support

Many communities struggle with operational implementation: competing interests, limited staff time, volunteer boards, and a lack of resources bring progress to a halt. If desired, we can assist in providing ongoing strategic plan implementation support for a one-year period. Following the adoption of the plan, our team would facilitate quarterly in-person meetings with key City leadership and staff to review the status of the work plan and the strategic plan, and identify barriers to achievement. Raftelis would provide the City with a written quarterly progress report.

Optional Activity: Stakeholder Briefings and Presentations

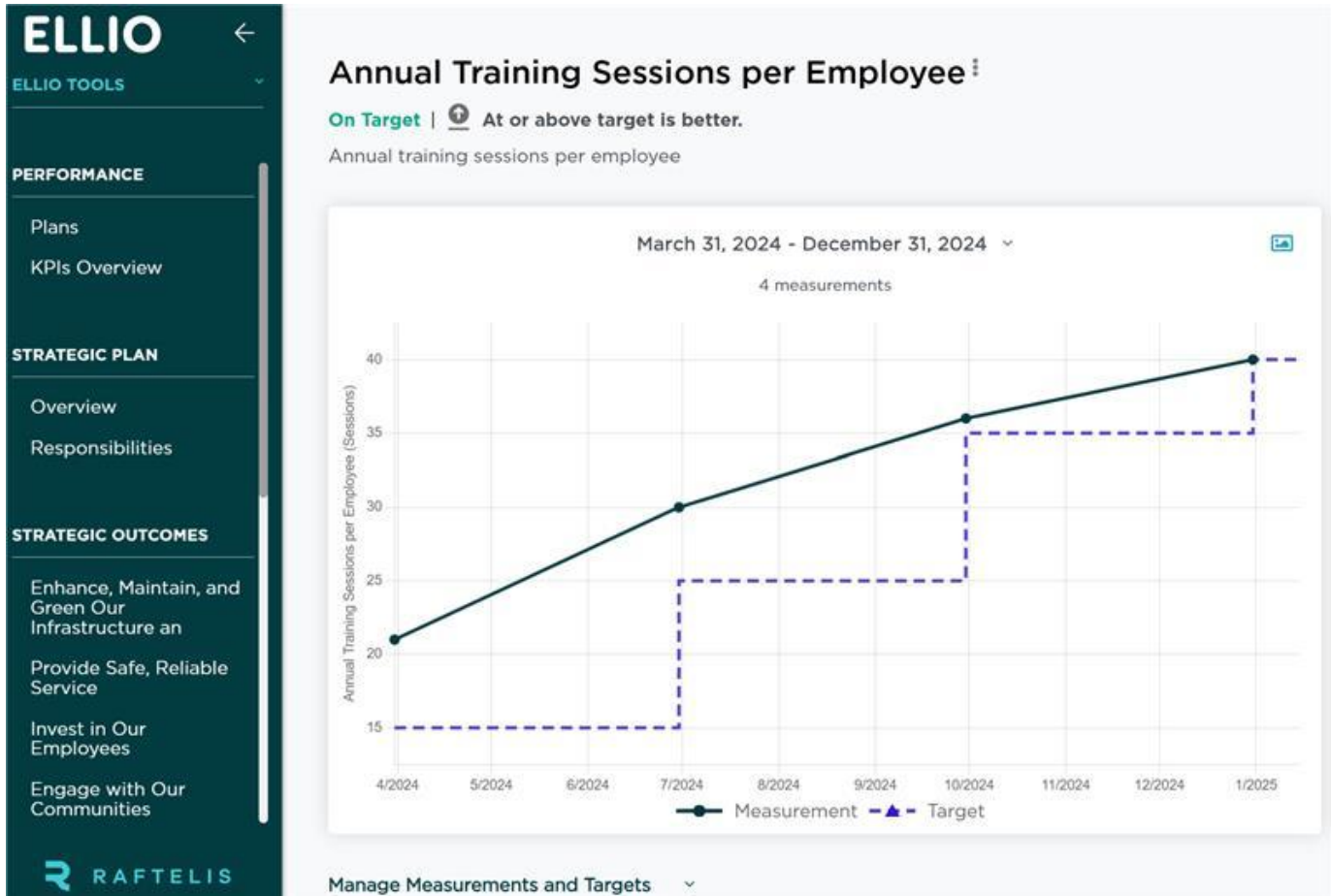
We believe that community support of your strategic plan can be a critical piece of your long-term success. The list above includes surveys and listening sessions, but you can also interview key community members or invite them to the retreat. One simple way is to provide briefings and presentations to your various boards and commissions. Raftelis can support this approach through the preparation of materials, handouts, PowerPoint presentations, virtual meetings, and/or in-person presentations to groups.

Optional Activity: Assist with Deployment of a Performance Dashboard (Ellio)

Part of the value of strategic planning is that it serves as a communication tool. Strategic planning ultimately helps to share, internally and externally, what’s important to an organization as a way of building alignment. Regularly

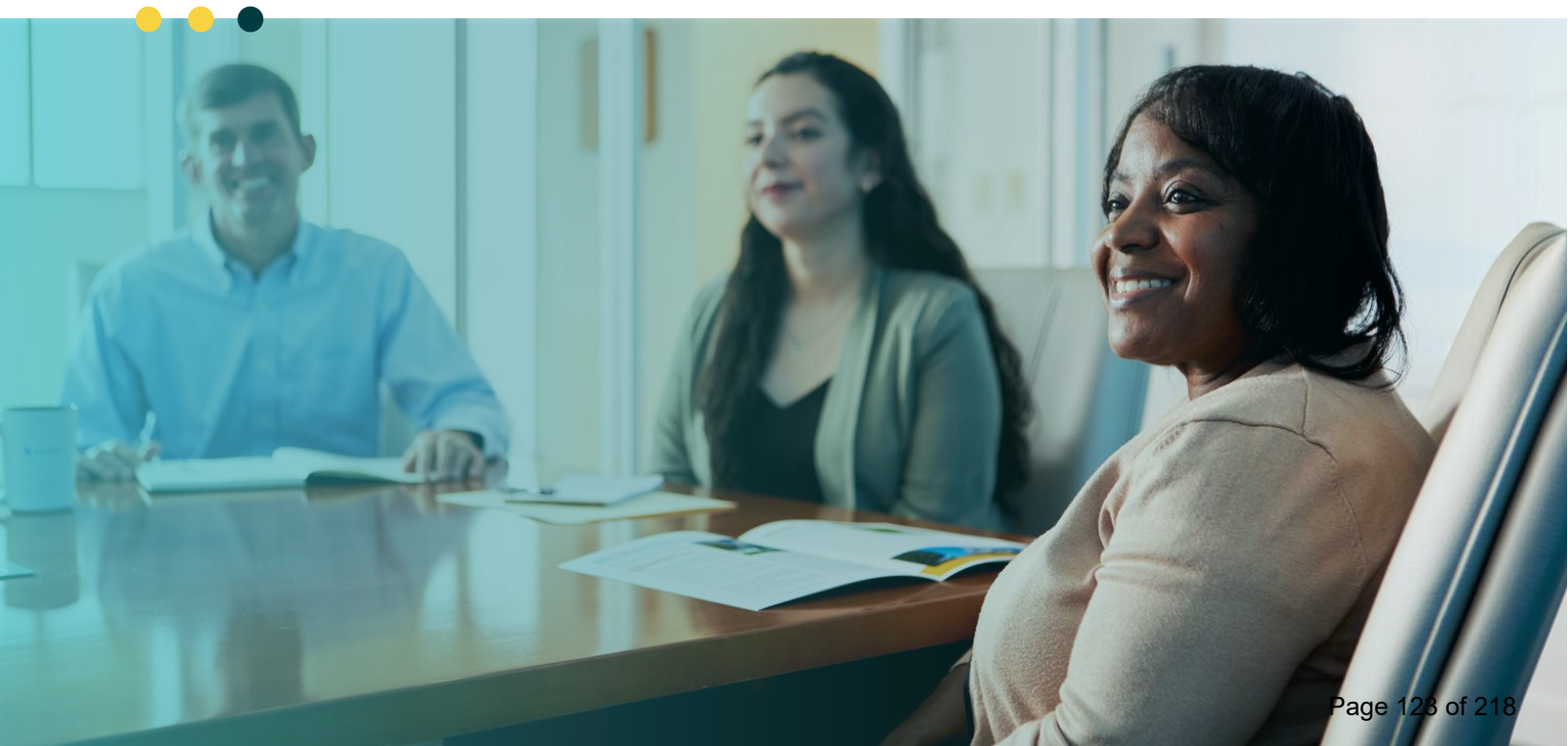
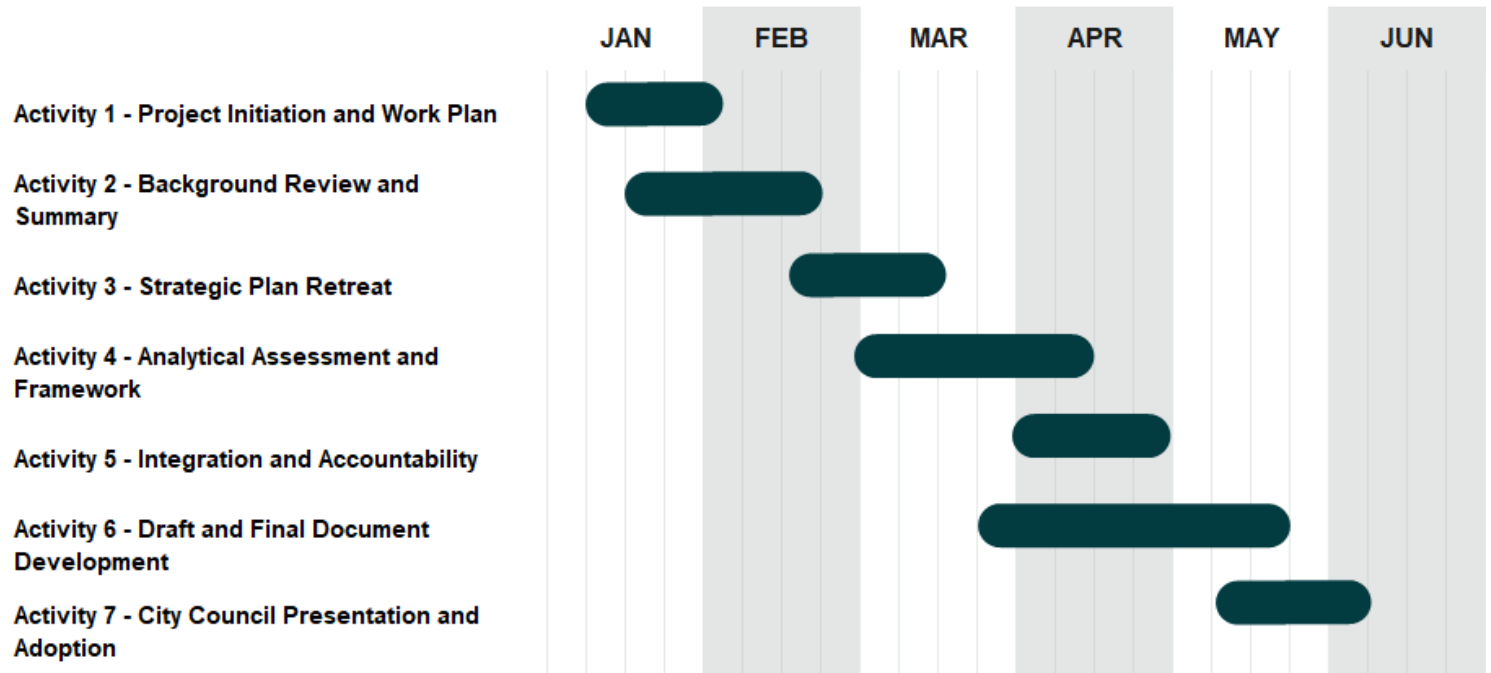
reporting on progress helps to sustain the involvement and engagement of stakeholders who participate in strategy development and/or execution. Tailoring the reports to different audiences can also represent a significant step forward in communication—what information is the leadership team most interested in? Employees? The public?

Raftelis has developed a strategic planning implementation software. Ellio Performance is a subscription-based service that is billed annually. With that subscription, your entire team gains access to the organization's Ellio account for seamless collaboration and on-the-go use. Ellio enables organizations to monitor progress toward specific strategic goals and objectives, such as improving customer satisfaction or tracking work order completion times. It also provides industry benchmark comparisons, allowing organizations to see how they stack up against their peers in certain areas. Additionally, Ellio Performance can be customized to track specific performance indicators unique to each organization. This feature enables focus on what matters most to your organization with tailored performance tracking. With Ellio, you can assign leads responsible for various aspects of your strategic plan, plan actionable steps to progress your plan, and track measurable outcomes of your organization's performance. Clear and simple dashboards and reports provide a high-level status, making it easy to identify and drill down into areas needing attention.



Timeline

A draft project timeline is provided below. We expect to review and finalize this with the City during Activity 1.



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TAB 6: COST PROPOSAL**Cost Proposal (TAB 6)**

Respondents shall provide a detailed, fully burdened cost proposal covering all wages, overhead, travel, materials, and expenses necessary to complete the services described in the Scope of Services.

Respondents may provide either:

1. An hourly rate schedule with estimated hours and totals per role, or
2. A single lump-sum fee covering all base services.
- 3.

If hourly rates are proposed, a total not-to-exceed amount must be included. All pricing shall reflect the complete cost of successful project completion. The City reserves the right to negotiate the proposed fee structure, labor categories, and rates prior to contract award.

**We have provided a single lump-sum fee covering all base services.*

Base Service Price Table

Role	Hourly Rate	Estimated Hours	Extended Total	Lump Sum (if proposed)	Comments/Notes
Principal/Project Director	\$	\$	\$	\$	Executive oversight and quality control
Lead Facilitator	\$	\$	\$	\$	Leads retreat and primary engagement sessions
Senior Consultant / Strategic Planner	\$	\$	\$	\$	Drafts goals, objectives, KPIs, and overall plan content
Performance Management Analyst	\$	\$	\$	\$	Develops progress tracking templates and measurable indicators
Implementation Specialist	\$	\$	\$	\$	Aligns strategies with City budget and CIP; conducts post-project debrief
Document Specialist	\$	\$	\$	\$	Creates print-ready plan, PowerPoint, and public-facing summary document
Administrative/Support Staff	\$	\$	\$	\$	Scheduling logistics, documentation, and editing
Subtotal – Base Services			\$	\$	
Contingency (if applicable)			\$	\$	Optional, not to exceed 5%
TOTAL NOT TO EXCEED AMOUNT			\$ 72,600	\$ 72,600	Inclusive of all costs

Bid # 26-02 Page 21 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

Optional Services Price Table

Optional services are not required for award but may be considered for inclusion in the contract or for future implementation at the City's discretion.

Optional Service	Description	Lump Sum	Comments/Notes
Annual Strategic Plan Update	Facilitation and Preparation of an annual progress review and update to the adopted Strategic Plan.	\$ 3,400	Optional yearly service
Mid-Cycle Progress Workshop	Midpoint retreat or workshop to review plan progress and adjust priorities.	\$	Optional service
Department Alignment Workshops	Facilitation of departmental goal-setting sessions following plan adoption.	\$ 14,375	Optional service
Stakeholder Briefing or Presentation	Additional presentations to City Council, partner agencies, or boards.	\$	Optional service
Other Optional Services	Respondents may list additional optional services below.		Optional
Other Optional Services	Communication Strategy for Strategic Plan	\$ 10,475	Optional service
Other Optional Services	Community and Staff Survey	\$ 2,550	Optional service
Other Optional Services	Facilitate Five Listening Sessions for Community and Partners	\$ 11,600	Optional service
Other Optional Services	Quarterly Update Meetings (four hours each, three/year)	\$11,050	Optional service

Bid # 26-02 Page 22 of 31 Firm Name: Raftelis Financial Consultants, Inc. Initials: MF

TAB 7: REFERENCES**References (TAB 7)**

Respondent shall submit with their solicitation the name, address, telephone number, and point of contact of at least three (3) companies for which the respondent has completed similar work/projects within the preceding three (3) years. References may be checked prior to award. Any negative responses received may result in the disqualification of the proposal. (Form is attached for your convenience below)

Reference 1

COMPANY NAME: City of Kyle, TX
CONTACT: Bryan Langley, City Manager
ADDRESS: 100 West Center Street, Kyle, TX 78640
PHONE #: 512.262.1010
EMAIL: blangley@cityofkyle.com

Reference 2

COMPANY NAME: City of Corsicana, TX
CONTACT: Jim Holgersson, City Manager
ADDRESS: 200 North 12th Street, Corsicana, TX 75110
PHONE #: 903.654.4803
EMAIL: jholgersson@corsicanatx.gov

Reference 3

COMPANY NAME: Williamson County, TX
CONTACT: Val Covey, County Commissioner
ADDRESS: 100 Wilco Way, Suite CO201, Georgetown, TX 78626
PHONE #: 512.943.3370
EMAIL: comm3@wilco.org

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TAB 8: DEVIATIONS

Deviations

We request that the City consider making the following modifications, shown in red below, to the Proposal Terms and Conditions. Please contact us if you have any questions or concerns about these modifications.

INDEMNIFICATION AGREEMENT: The contractor agrees to indemnify, hold harmless and defend the City of Huntsville, its officers, ~~agents~~ and employees, ~~both past and present,~~ from ~~and against any and~~ all liability for ~~any and all~~ claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (~~including excluding~~ loss of use), and expenses, (including court costs, ~~and~~ attorneys' fees ~~and other reasonable costs of litigation~~) ~~arising out of or resulting from Contractor's work and activities conducted in connection with or incidental~~ to this contract and from any liability arising out of or resulting from ~~intentional~~ the extent caused by the negligent acts or negligence of the Contractor, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent ~~or intentional~~ acts or omissions of Contractor, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons, ~~in each case providing services hereunder. It is the express intention of the parties hereto, both the City and the Contractor, that the indemnity provided for in this Contract indemnifies and protects the City from the consequences of the City's own negligence to the fullest extent of the law.~~



CITY SECRETARY, CITY OF HUNTSVILLE
448 STATE HIGHWAY 75 N
HUNTSVILLE TX 77370

EXP

Extremely Urgent

Visit UPS.com
Apply shipping documents here.



Scan QR code to
schedule a pickup

Visit ups.com for details on our privacy practices

171604 8/18 BP

Small Box
(13" x 11" x 2")

International Shipping Notice — Carriage hereunder may be subject to the rules relating to liability and other terms and conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage by Air (the Warsaw Convention) and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention"). These conventions, including any amendments, are incorporated into the terms and conditions of carriage by air and by road. The Convention for the Unification of Certain Rules Relating to International Carriage by Air (the Warsaw Convention) and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention") shall govern the carriage of goods by air and by road. The Convention for the Unification of Certain Rules Relating to International Carriage by Air (the Warsaw Convention) and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention") shall govern the carriage of goods by air and by road. The Convention for the Unification of Certain Rules Relating to International Carriage by Air (the Warsaw Convention) and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention") shall govern the carriage of goods by air and by road.

MELANIE SEPULVEDA
7043731199
RAFFELIS FINANCIAL CONSULTANTS
227 W. TRADE ST. STE. #1400
CHARLOTTE NC 28202
1 LBS 1 OF 1
OWT: 13.11.2

SHIP TO:
LUCY GONZALEZ, PROCUREMENT MANAGER
CITY SECRETARY, CITY OF HUNTSVILLE
448 STATE HIGHWAY 75 NORTH
HUNTSVILLE TX 77320

TX 773 0-02
124375420135887376

UPS NEXT DAY AIR

TRACKING #: 12 437 542 01 3588 7376



BILLING: P/P

Reference # 1: Huntsville

Rec'd - Im
12/05/25

This box is for use with the following services:
UPS Next Day Air
UPS Worldwide
UPS 2nd Day Air
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personal information, please see the UPS Privacy
01013510603 11/70

City of Huntsville

Strategic Planning Consultant Services

RFP NO. 26-02 / BAFO / FEBRUARY 16, 2025



February 16, 2025

Charlsa Dearwester, CTCD
Purchasing Coordinator
City of Huntsville
448 State Highway 75 North
Huntsville, TX 77320

Subject: Best and Final Offer for Strategic Planning Consultant Services (RFP 26-02)

Dear Ms. Dearwester:

We are excited to submit this revised proposal to assist the City of Huntsville (City) with the update of your strategic plan.

Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Ferguson', with a stylized flourish at the end.

Michelle Ferguson, *Executive Vice President*
P: 828.777.6588 / E: mferguson@raftelis.com

Revised Approach and Timeline

THE FOLLOWING OUTLINES OUR REVISED SCOPE OF WORK FOR DEVELOPING A STRATEGIC PLAN WITH THE CITY.

Activity 1 – Project Initiation and Work Plan

The kick-off meeting will cover overall logistics, and our regular updates, phone calls, and emails will continuously guide the overall project. This interface is the key to building our relationship and charting the course of the project. We will review and determine all the details about the schedule, process, and deliverables, and discuss the specifics of community engagement, workshops, document review, dates, and other logistics. We will provide a request for background documents for review and analysis.

We recommend holding bi-weekly check-in video conferences throughout the process, and all phone calls and emails throughout the life of the project are included in our proposal. This allows us to update your team regularly, gather feedback, address any questions, and immediately make any changes or course corrections during the process. These calls serve as a vital part of the communication mechanism we utilize to keep your team informed of progress, updates, and changes. We have deep experience in establishing and working with diverse community groups during the strategic planning process. Our approach includes materials, education, and information about strategic planning, and a facilitation approach that recognizes, honors, and builds upon inclusive opinions.

Meetings:

- One hour Project Kick-off Meeting – virtual
- Six 30 minute Project Meetings – virtual

Deliverables:

- Data/Document Request

Activity 2 – Background and Document Review

As a concurrent phase, we conduct all our **document review and research** to gain a deeper understanding of the culture and needs of the organization and community. We review all relevant documents, including the Comprehensive Plan, budgets, master plans, current and past strategic plans, and more.

Activity 3 – Engagement: Virtual Interviews and Meeting

We will use any data gathered in our prior activities as a baseline, which may inform some of the questions and approaches for our interviews and the meeting. Because we craft the questions for both the conversations and our meetings very methodically, we can distill the responses into common themes, ideas, and concepts. That becomes a Strategic Plan Framework. The Framework is incorporated into the process in two key ways:

1. The agenda, techniques, tools, and processes used during the retreat and any other meetings.
2. The content and structure of the strategic planning document.

Meetings:

- Four (4) Council interviews – virtual
- Two-hour Leadership Team Meeting (virtual)

Deliverables:

- Strategic Framework document (2 – 4 pages)

Activity 4 - Strategic Plan Retreat

In this activity, we will work with the City to develop the strategic plan based upon the Strategic Framework from the initial research and review, including the Council interviews and Leadership Team meeting.

In order to help the team engage with both the process and the resulting strategic plan into the future, we create specific processes using facilitation that support collaborative thinking, creativity, inclusivity, and curiosity. These processes are based on an understanding of the creative process, human nature, group dynamics, and the generative power of original questions. These processes are simple and easy to apply, but they also require a thoughtful and thorough design to be successful.

The strategic plan retreat will enable your team to see their input reflected throughout the process, deepen understanding of the City's future aspirations, and build support for the strategic action necessary to accomplish that vision.

Meetings:

- 1.5 day Strategic Plan Retreat

Deliverables:

- SWOT Analysis
- Reaffirmed Vision and Mission
- Strategic Goals and Outcomes
- Objectives, Initiatives or Projects

Activity 5 – Implementation Framework

The Implementation Roadmap has the operational and tactical details needed to help guide the daily work of the team to align the organizational work to the strategic plan. Using the components of the Strategic Plan from the retreat, Raftelis will facilitate a four-hour virtual implementation meeting focused on creating realistic and actionable Objectives and Action Steps. Each priority Strategic Goal (there are generally 5 or so priority Strategic Goals) will have an implementation framework created as a result of this process.

Meetings:

- 4 hour virtual meeting with the Leadership Team

Deliverables:

- Implementation Framework

Activity 6 –Document Development and Adoption

In our final activity, Raftelis will prepare high-quality strategic planning and implementation documents. This focused strategic plan is the guiding policy document created from all our work. This is your *guide* to the future of the organization, and the *key* to measuring your successes.

The deliverable will be a succinct strategic planning instrument using easily understandable language and high-quality graphics, worthy of posting on the website and dissemination to internal and external audiences. Please see the attached plan for an example of that deliverable. The Implementation Roadmap will be either an Excel spreadsheet or a Word document, based upon your request.

Meetings:
Deliverables:

- Draft Strategic Plan
- Implementation Roadmap

Activity 7 – City Council Presentation and Adoption

We will have two meetings to finalize the strategic plan document and present it to the City Council for approval and adoption. Our team will develop a draft of the strategic plan document for review by the City. Our team will then present at a Council meeting to assist in adopting the plan.

Meetings:

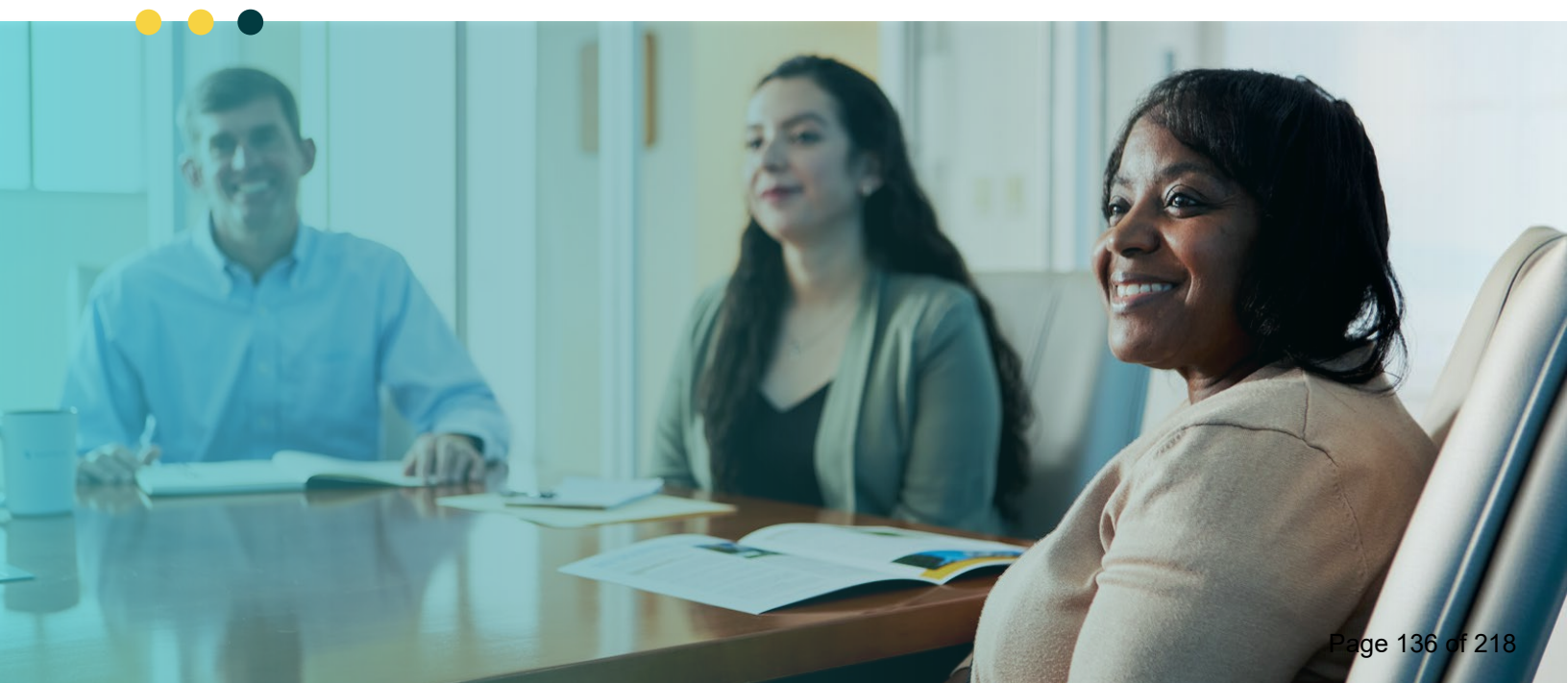
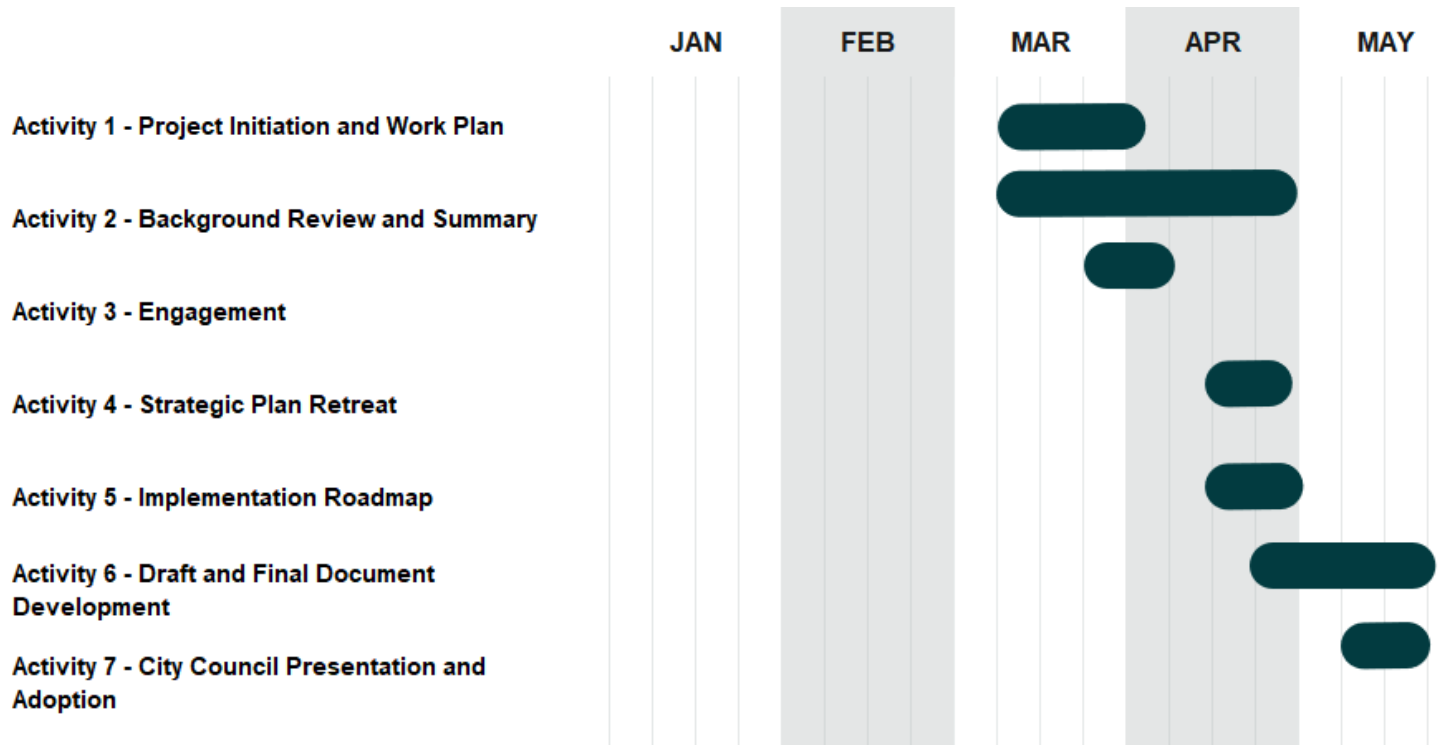
- Presentation of Draft Plan for Consideration (virtual)
- Presentation of Final Strategic Plan for Adoption (in person)

Deliverables:

- Final Strategic Plan

Timeline

A draft project timeline is provided below. We expect to review and finalize this with the City during Activity 1.



Bid Tabulation
Project Name: Bid NO. 26-02 Strategic Planning Consulting Services
Location: 448 State Highway 75 North Huntsville, TX 77320
Date: December 9, 2025 Time: 2:00 PM



Vendor Name	Raftelis- BAFO				
Address	3755 S. Capital of Texas Hwy Suite 245		Phone#	Email:	(513) 221-0500 mferguson@.com
Role	Hourly Rate	Estimated Hours	Extended Total	Lump Sum (if proposed)	Comments/Notes
Principal/Project Director	\$425				Executive oversight and quality control
Lead Facilitator	\$310				Leads retreat and primary engagement sessions
Senior Consultant / Strategic Planner	\$230				Drafts goals, objectives, KPIs, and overall plan content
Performance Management Analyst					Develops progress tracking templates and measurable indicators
Implementation Specialist					Aligns strategies with City budget and CIP; conducts post-project debrief
Document Specialist					Creates print-ready plan, PowerPoint, and public-facing summary document
Administrative/Support Staff					Scheduling logistics, documentation, and editing
Subtotal – Base Services				\$30,000	NA
Contingency (if applicable)					Optional, not to exceed 5%
TOTAL NOT TO EXCEED AMOUNT				\$30,000	Inclusive of all costs
Optional Service		Description		Lump Sum	Comments/Notes
Annual Strategic Plan Update		Facilitation and Preparation of an annual progress			Optional yearly service
Mid-Cycle Progress Workshop		Midpoint retreat or workshop to review plan			Optional service
Department Alignment Workshops		Facilitation of departmental goal-setting sessions			Optional service
Stakeholder Briefing or Presentation		Additional presentations to City Council, partner			Optional service
Other Optional Services		Communication Strategy for Strategic Plan			Optional service
Other Optional Services		Community and Staff Survey			Optional service
Other Optional Services		Facilitate Five Listening Sessions for Community			Optional service
Other Optional Services		Quarterly Update Meetings (4 hrs ea, 3xyear)			Optional service
Note: 83 Total Pages; Received 12/5/25; Conflict of Intrest Not Signed; References are Texas Cities & County; Deviations: Indemnification Agreement; Hybrid					

Mirasol Consulting

Michelle L. Ferguson

2/16/26
Date

Raftelis



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 2.c.

Agenda Item: First Reading - Consider approving an Agreement with the Texas Grand Ranch, LLC, to construct a Water Distribution System in ETJ for the Estates of Texas Grand Ranch Section III.

Initiating Department/Presenter: Engineering

Presenter:

Kathlie Jeng-Bulloch, City Engineer

Recommended Motion: Move to waive the two-reading requirement and approve **the** Agreement with the Texas Grand Ranch, LLC, to construct a Water Distribution System in ETJ for the Estates of Texas Grand Ranch Section III.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion: The Estates of Texas Grand Ranch Section III is located West of I-45 and within the City ETJ. It contains 5 Blocks, 135 Lots, and 2 Reserves. This phase of development includes 224.40 Acres out of 3,314.028 Acres of land.

The Opinion of the project construction cost is \$2,603,960.31, which includes Paving & Grading, Water Distribution System, Storm Sewer & Detention, and Erosion Control.

Construction shall be done strictly in accordance with the city-approved plans and specifications prepared by the developer/engineer. Upon completion of the construction, as-built drawings and supporting documentation must be submitted. The developer shall pay for all soil and material testing.

The Water Distribution System, estimated to cost \$580,880.00, will provide service to the Estates of Texas Grand Ranch Section III and be dedicated to the City for operation and maintenance. After the construction of this proposed water system, the developer will provide a one-year maintenance bond.

There is no participation cost to the City for this public improvement project.

Previous Council Action: No

Financial Implications: ☐Item is budgeted: \$0.0

Approvals:

Kathlie Jeng-Bulloch

Ricardo Villagrand

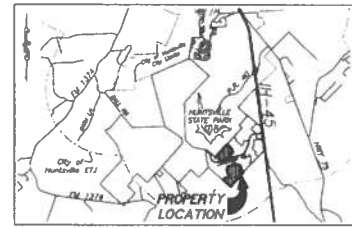
Scott Swigert

Leonard Schneider
Kristy Doll

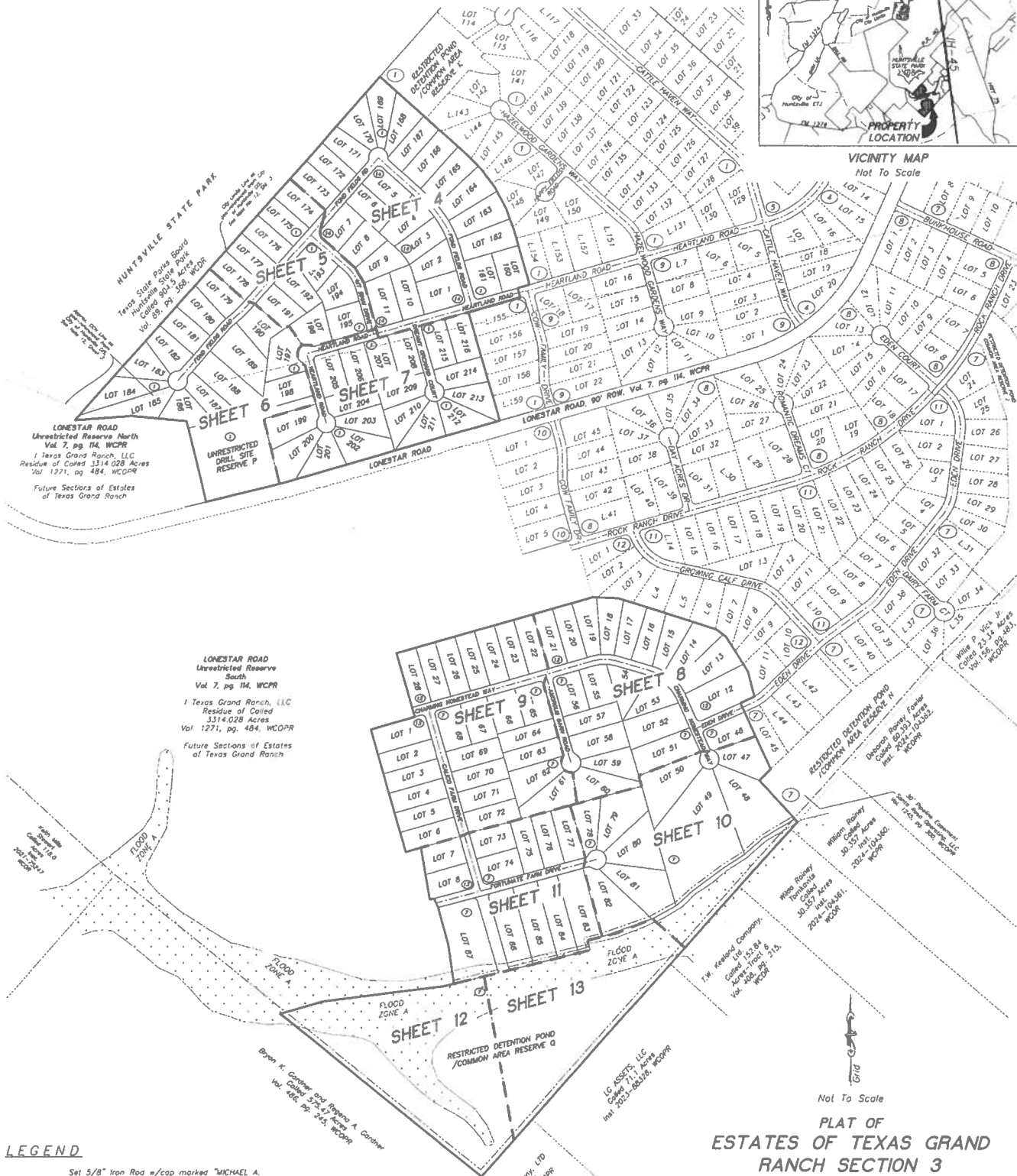
Associated Information:

1. TGR III Location
2. Agreement TGR III

ESTATES OF TEXAS GRAND RANCH SECTION 3 SHEET INDEX



VICINITY MAP
Not To Scale



LEGEND

- 0 Set 5/8" Iron Rod w/cap marked "MICHAEL A."
- ④ NAMKEN RPLS 6533", UNLESS otherwise noted
- Block Number
- Flood Zone A
- CCN Certificate of Convenience and Necessity area line
- BOE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserve
- NCZSP No Clear Zone State Park
- NTE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VWDE Variable Width Private Drainage Easement
- WCOR Walker County Deed Records
- WCOR Walker County Official Public Records
- WCOR Walker County Plat Records

PRELIMINARY

This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

INDIVIDUAL SHEETS INDEX

1	Validity Map, Sheet Number Layout	8	Blocks 7 and 12
2	Certifications and Dedications	9	Blocks 7, 12, 13
3	Line and Curve Tables, Notes	10	Block 7
4	Blocks 1 and 14	11	Blocks 7 and 13
5	Block 1	12	Block 7
6	Block 1	13	Block 7
7	Block 1		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBMISSION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, LLC, RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 1 OF 13

AGREEMENT TO CONSTRUCT PUBLIC IMPROVEMENTS
PROJECT: **Estates of Texas Grand Ranch Section III, PD#2016-04-01**

THIS AGREEMENT TO CONSTRUCT PUBLIC IMPROVEMENTS (this “**Agreement**”), is between the CITY OF HUNTSVILLE, a home-rule municipal corporation, 1212 Avenue M, Huntsville, Texas 77340, hereinafter referred to as “**CITY**” and **I Texas Grand Ranch , LLC**, hereinafter referred to as “**DEVELOPER**”:

WHEREAS, The City is a home-rule city and municipal corporation that provides a full-range of governmental services to its citizens; and

WHEREAS, Developer is the owner of that certain parcel of land situated in the ETJ of the City of Huntsville, Walker County, Texas, generally known and described as **Estates of Texas Grand Ranch (TGR) Section III, PD#2016-04-01** as further described on **Exhibit “A”** attached hereto, and Developer proposes to do and perform certain work of improvement thereon as hereinafter set forth; and

WHEREAS, City desires to assure that the proposed public improvements will be done in good workmanlike manner and in accordance with the laws now in force and effect in the City of Huntsville, Texas, including the Development Code, the terms and conditions of which are incorporated herein by reference; and,

WHEREAS, Developer declares that it is familiar with the regulations and laws now in force and effect in the City of Huntsville, Texas, including the current Development Code and agrees to comply therewith, and

WHEREAS, a final plat of this tract prepared in accordance with the City's Development Code, has been filed by Developer with City for approval by the City Planning and Zoning Commission;

NOW, THEREFORE, in consideration of the approval and acceptance by the City Planning and Zoning Commission of final plat and the **acceptance of Water, Streets, and Storm Sewer & Detention**, therein offered for dedication for public purposes and the covenants herein contained, the parties hereto mutually covenant and agree as follows:

1. General Requirements:

Developer shall, at its own cost and expense, supply all materials and complete all of the improvements set forth in the attached **Exhibit "B"** attached hereto (the “**Improvements**”) with such improvements to be completed to the satisfaction of the City Engineer of the City at an estimated construction cost of **Two million six hundred three thousand nine hundred sixty dollars and 31/100. (\$2,603,960.31), Reference Exhibit “C”.**

2. Monumentation:

Developer shall replace, or have replaced, or repair, or have repaired, as the case may be, all property corners and monuments shown on the map that have been destroyed or damaged, and Developer shall replace or have replaced, repair, or have repaired, as the case may be, or pay to the owner, the entire cost of replacement or repairs, of any and all property damaged or destroyed by reason of any work done hereunder, whether such property be owned by the United States or any agency thereof, or the State of Texas, or any agency or political subdivision thereof, or by the City or by any public or private corporation, or by any person whomsoever or by any combination of such owners. Any such repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

3. Permits; Compliance with Law:

Developer shall, at Developer's expense, obtain all necessary permits and licenses for the construction of such improvements, give all necessary notices and pay all fees and taxes required by law. The Developer understands and agrees that all City ordinances and codes, including applicable permits, fees and inspections, shall be of full force and effect within its boundaries the same as to other areas within the City's corporate limits and this Contract shall at all times be subject to the City Code of Ordinances.

4. Superintendence by Developer:

Developer shall give personal superintendence to the work of the improvements, or have a competent foreman or superintendent, satisfactory to the City Engineer, on the work at all times during progress, with authority to act for Developer.

5. Inspection by City:

Developer shall at all times maintain proper facilities and provide safe access for inspection by City to all parts of the work and to the shops wherein the work is in preparation.

6. Repair or Reconstruction of Defective Work:

Upon completion of the work performance as outlined in **Exhibit "B"** a Certificate of Completion letter (for improvements within the ETJ) will be issued by the City to the Developer.

If, within a period of one year after final acceptance of the work performed, (other than roads in the ETJ and improvements in the right of ways of those roads) under this agreement, any structure or part of any structure furnished, and/or installed or constructed, or caused to be installed or constructed by Developer, or any of the work done under this agreement, fails to fulfill any of the requirements of this agreement, or the specifications referred to herein, Developer shall without delay and without any cost to the City, repair

or replace or reconstruct any defective or otherwise unsatisfactory part or parts of the work or structure. Should Developer fail to act promptly or in accordance with this requirement or should the exigencies of the case require repairs or replacements, to be made before developer can be notified, City may, at its option, make the necessary repairs or replacements or perform the necessary work and Developer shall pay to City the actual cost of such repairs plus fifteen percent (15%).

For developments in the ETJ, the City has no responsibility for repairs unless there is maintenance bond that upon demand, will pay for the repairs, and then only if the bond names the City. Any acceptance of the road for maintenance or roads in the ETJ shall be made by the Commissioners Court of Walker County. All repair or reconstruction of defective work will be administered by Walker County.

7. Definition and Ownership of Improvements:

- a. The term **"Improvements"** as defined herein and described on **Exhibit "B"** shall include grading, paving, curbs and gutters, pathway, storm and sanitary sewers, utilities, drainage facilities, traffic control, landscaping, and street lights, that shall be shown in detail upon plans, profiles and specifications that have been prepared by engineers acting for Developer subject to approval by the City Engineer. No work on these improvements shall be commenced until plans and profiles therefore have been submitted to and approved by the City Engineer. The cost of plan checking and inspection shall be paid by Developer. All public improvements constructed or installed pursuant to this agreement (other than paved street right of ways, sidewalks and drainage for the streets), shall become the sole exclusive property of the City of Huntsville, without payment therefore, upon acceptance of the improvements by the City. Developer agrees to execute any documents required for the transfer of the completed Improvements to the City.
- b. **Public Improvements Plan**
The Developer's Public Improvement Plan is attached as **Exhibit "B"**. The City and the Developer agree that approvals or certifications by the City are required for each phase or part of the Public Improvement Plan. The City and the Developer agree that the Developer shall develop the Tract in accordance with the Public Improvements Plan and that the City has been induced to enter into this Contract based upon Developer's representation that it will develop the Tracts in accordance with the Public Improvements Plan.

8. Time of Completion:

All of the public improvements shall be completed within twelve (12) months from the effective date of this Agreement. In the event that Developer fails to complete the public improvements within the twelve months' period, the City may complete the work and shall be entitled to recover the full cost and expenses thereof from Developer, or his surety, to pay the City in advance, sufficient monies to cover the City's cost in completing

construction of these public improvements. The time for completion may be extended by the City Engineer, in writing, for good cause shown by the Developer. It is understood and the Developer agrees it is required to pay for the public improvements whether a plat is approved or not approved.

9. **Surety:**

- A. Before construction begins on the Improvements, Developer shall file with the City both:
 - (1) acceptable surety in the amount equal to 100 percent (100%) of the estimated construction cost hereinabove set forth to guarantee performance of all the provisions of this contract, and
 - (2) acceptable surety in the amount equal to 100 percent (100%) of the estimated construction cost hereinabove set forth to guarantee payment to the contractor, his subcontractor, and to persons renting equipment or furnishing labor and materials to them for the improvements required under this contract.
- B. Acceptable surety shall be in the form of surety bonds (issued by a company acceptable according to the latest list of companies on file with the Secretary of State of Texas), or in the form of an irrevocable letter of credit from a local bank, on a form acceptable to the City, or in the form of a cash deposit to be held by the City. In the event the Developer fails to meet its obligations contained in this Agreement, the City shall have the right to draw the entire amount of the Letter of Credit as a reimbursement to the City for the cost by the City to complete construction of the Public Improvements and any legal and administrative costs associated with completion thereof.
- C. If the Developer does not wish to provide surety, then the Developer agrees that the City will withhold final plat approval and recording of the plat (or withhold the approved plat from filing) until certification of satisfactory completion of public improvements by the City Engineer and the below required Maintenance Bonds are filed by the Developer with the City of Huntsville.
- D. For development in the ETJ of the City, Developer shall file with Walker County a maintenance bond in the amount determined by Walker County, of the estimated construction cost of the road and associated improvements within the rights-of-way that will be maintained by the County. Developer shall file with the City of Huntsville a maintenance bond in the amount of 100% of the estimated construction cost of the public **Water system**.

10. Effective Date of Contract:

This agreement will become effective when all the parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date stated opposite or under that party's signature) will be deemed the effective date of this agreement.

11. Liability for Nonperformance:

Neither the City nor any of its officers or agents shall be liable to Developer or its contractors for any error or omission arising out of or in connection with any work to be performed under this contract.

12. Liability for Personal Injuries:

The City shall not be liable to the Developer or to any other person, firm, or corporation whatsoever, for any injury or damage that may result to any person or property by or from any cause whatsoever in, on, or about the subdivision of the land covered by this Agreement, or any part thereof.

13. Release and Indemnification:

The Developer hereby releases and agrees to indemnify and save the City harmless from and against any and all injuries to and deaths of persons and injuries to property, and all claims, demands, costs, loss, damage and liability, howsoever the same may be caused and whensoever's the same may appear, resulting directly or indirectly from the performance or nonperformance of any or all work to be done in and upon premises adjacent thereto pursuant to this Agreement, and also from any and all injuries to and deaths of persons and injuries to property or their interests and all claims, demands, costs loss, damage, and liability, howsoever may be caused and whensoever's the same may appear, either directly or indirectly made or suffered by the Developer, the Developer's agents, employees, and subcontractors, while engaged in the performance of that work.

Before any work pursuant to this contract, Developer's contractors shall furnish to City satisfactory evidence of an insurance policy written upon a form and by a company which meets with the approval of City insuring City, its officers, agents, and employees against loss or liability which may arise during the work or which may result from any of the work herein required to be done, including all costs of defending any claim arising as a result thereof. Minimum liability and property damage insurance shall be not less than **\$500,000** for all damages arising out of bodily injury or to death of one person and not less than **\$1,000,000** for all damages arising out of bodily injuries to or death of more than one person in any one occurrence; and not less than \$100,000 for all damages and/or destruction of property in any one occurrence and not less than \$500,000 for all damages and/or destruction of property during the policy period. This policy shall be in favor of Developer or its contractors and of the City, its officers, agents, and employees and shall be maintained

in full force and effect during the life of this contract. This policy shall not be canceled until City shall have had at least thirty (30) days notice in writing of such cancellation.

14. Liability of Developer:

The Developer agrees that the use for any purpose and by any person of any and all of the streets and improvements herein before specified, shall be at the sole and exclusive risk of the Developer at all times prior to final acceptance by the City of the completed street and other improvements thereon and therein; provided, that acceptance by the City shall in no way eliminate or lessen any of Developer's obligations or undertakings contained in this Agreement.

15. Developer's Expenses:

The Developer shall pay for the following expenses:

- a. The Developer shall cause to be made and pay for soil tests made by a reputable and certified soils testing laboratory to determine gradation, bearing, and resistance value of soils within the subdivision from which to determine the nature of the improvement necessary. The developer shall also cause to be made and pay for all compaction tests required by the City Engineer.
- b. The Developer and his subcontractors shall pay for all testing of public improvements required by the City Engineer of the City before acceptance as public improvement.
- c. The Developer and his subcontractors shall pay for any materials, provision, provender, and other supplies or equipment used in, upon, for or about the performance of the work contracted to be done.
- d. All required improvements shall be constructed under the inspection of and subject to approval of the City Engineer. The cost of inspections shall be paid by the Developer.
- e. Sewer and water fees as established by City shall be paid prior to the time of connection to any existing sewer or water line, or to any extension of an existing sewer or water line. In the event the Developer sells lots before the sewer and water connection fees are paid, no building permit shall be issued for any lot within the subdivision until the sewer and water connection fees therefore are paid. The payment of these connection fees shall be the primary obligation of Developer subject to the right of the City to collect connection fees at the time of issuance of a building permit.

16. Approval by City Engineer:

It is mutually agreed by the parties hereto that the City Engineer shall have the right to reject any or all of the work to be performed under this contract if such work does not conform to the plans and specifications mentioned herein or the ordinances of the City of Huntsville. Any damage to the sewer system, utilities, concrete work, or street paving that occurs after installation shall be made good to the satisfaction of the City Engineer by the Developer before release of bond or final acceptance of completed work.

17. Obligations of Developer:

Notwithstanding the fact that Developer's plans and specifications, completion of the work, and other acts are subject to approval of the City, it is understood and agreed that any approval by the City thereof shall in no way relieve Developer of satisfactorily performing the work or his obligations hereunder. The construction shall be done strictly in accordance with the plans and specifications prepared by Developer or its engineer, with the City of Huntsville's standards and with the provisions of the Huntsville city code. In accordance to the Texas Occupations Code 1001.407, the Engineering Construction is to be performed under the direct supervision of an Engineer. "As-built" drawings and supporting documentation are required to be submitted upon completion of the Work, certified by the Engineer supervising the Work. Developer warrants that its plans and specifications conform as a minimum to the ordinances and that they are adequate to accomplish the work in good workmanlike manner and in accordance with sound construction practices. Developer's engineer is required to perform services under the standard or care provided for in Texas Local Government code § 271.904 (d)(1-2).

18. Notice of Completion:

Developer shall file a Notice of Completion with the City Engineer of the improvements herein specified. The Notice of Completion will include a letter from the Engineer of Record for the Project, certifying that the Work has been completed and installed in conformance with the plans and specifications approved by the City.

19. Relationship of Contractors:

It is hereby mutually covenanted and agreed by the parties hereto that Developer's contractors are not agents of City, and that the contractors' relations to City, if any, are those of independent contractors.

20. Certification of Satisfactory Completion:

Upon the satisfactory completion of the improvements by the Developer, the City Engineer shall certify that the work of these improvements has been satisfactorily completed.

21. Assignment:

This contract shall not be assignable by Developer without written consent of City.

22. Filing of Improvement Plans:

Upon completion of the job and subsequent to the acceptance of the job by the City, the Developer shall supply the City with electronic versions, in PDF and AutoCAD formats, one set of Engineer certified "as built" and shall reflect the job as actually constructed, with all changes incorporated therein. In addition, the Developer shall provide to the City the materials testing results, construction submittals, change orders, and clarifications.

23. Choice of Law; Venue; Dispute Resolution:

This contract shall be governed by the laws of the State of Texas and venue for any lawsuit or court action shall be in district court in Walker County, Texas.

The parties recognize that disputes may occur and the Agreement involves a governmental entity and as such, there can be no delegation to a third party individual or third party entity for a final resolution of the duties and obligation of the City as herein provided. If either Party defaults in its obligations under this Agreement, the other Party must, prior to exercising a remedy available to that Party due to the default, give written notice to the defaulting Party, specifying the nature of the alleged default and the manner in which it can be satisfactorily cured, and extend to the defaulting Party at least 30 days from receipt of the notice to cure the default. If the nature of the default is such that it cannot reasonably be cured within the 30-day period, the commencement of the cure within the 30-day period and the diligent prosecution of the cure to completion will be deemed a cure within the cure period.

If either Party defaults under this Agreement and fails to cure the default within the applicable cure period, the non-defaulting Party will have all rights and remedies available under this Agreement or applicable law, including the right to institute legal action to cure any default, to enjoin any threatened or attempted violation of this Agreement or to enforce the defaulting Party's obligations under this Agreement by specific performance or writ of mandamus, or to terminate this Agreement. All remedies available to a Party will be cumulative and the pursuit of one remedy will not constitute an election of remedies or a waiver of the right to pursue any other available remedy.

24. **Merger and Modifications:**

This Contract, including the exhibits that are attached hereto and incorporated herein for all purposes, embodies the entire agreement between the parties relative to the subject matter hereof. This Contract shall be subject to change or modification only with the written mutual consent of the parties.

25. **Reservation of Rights:**

All rights, powers, privileges and authority of the parties hereto not restricted or affected by the express terms and provisions hereof are reserved by the parties and, from time to time, may be exercised and enforced by the parties.

26. **Captions:**

All rights, powers, privileges and authority of the parties hereto not restricted or affected by the express terms and provisions hereof are reserved by the parties and, from time to time, may be exercised and enforced by the parties.

27. **Severability:**

The provisions of this Contract are severable, and if any part of this Contract or the application thereof to any person or circumstances shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Contract and the application of part of this Contract to other persons or circumstances shall not be affected thereby.

28. **Benefits of Contract:**

This Contract is for the benefit of the City and the Developer and shall not be construed to confer any benefit on any other person except as expressly provided for herein.

29. **Addresses and Notice:**

Unless otherwise provided in this Contract, any notice, communication, request, reply, or advice (herein severally and collectively, for convenience, called "Notice") herein provided or permitted to be given, made, or accepted by any party to the other (except bills), must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to such party, addressed to the party to be notified. Notice deposited in the mail in the manner herein above described shall be conclusively deemed to be effective, unless otherwise stated in this Contract, from and after the expiration of three (3) days after it is so deposited. Notice given in any such other manner shall be effective when received by the party to be notified. For the purpose of notice, addresses of the parties shall, until changed as hereinafter provided, be as follows:

If to the City, to:

City of Huntsville
1212 Avenue M
Huntsville, TX 77340
Phone: (936) 294-5760
Attn: City Engineer

If to the Developer, to:

Estates of Texas Grand Ranch Section 11
Renee Howes, Project Manager
P.O. Box 261
Skull Valley, AZ 86338
Contact #: (928) 713-1841

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 any other address by at least fifteen (15) days written notice to the other.

30. Developer warrants and certifies that Developer, and any other person designated to provide Services hereunder has the requisite training, license and/or certification to provide said services and meets all competence standards promulgated by all other authoritative bodies as applicable to the service provided herein.
31. If the Developer is a corporation or LLC or partnership, Company warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is authorized and in good standing to conduct business in the State of Texas.
32. The signer of this agreement for the Developer represents, warrants, assures and guarantees that he or she has full legal authority to execute this Agreement on behalf of the Developer and to bind the Developer to all of the terms, conditions, provisions and obligations herein contained.
33. **Texas Government Code Mandatory Provision.** The City of Huntsville may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Isarel; and (ii) does not boycott Israel during the term of the contract. (Texas Government Code Chapter 2270.002) by accepting this rider, the Consultant hereby verifies that it does not boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended. Further, the Company hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organization.

Executed on ____ day of _____, 2026, at _____, Texas

CITY OF HUNTSVILLE

ATTEST:

BY: _____
Scott E. Swigert
City Manager

BY: _____
Kristy Doll
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

BY: _____
Leonard Schneider
City Attorney

BY: _____
Dr. Kathlie S. Jeng Bulloch, P.E., BC.WRE, CFM
City Engineer

**Developer Name: I Texas Grand Ranch,
LLC, a Texas Limited Company**

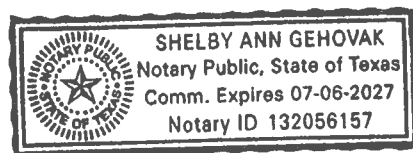
BY: _____
**Gary Sumner, Authorized
Representative of Patten Special
Assets, LLC, as Sole Manager of I
Texas Grand Ranch, LLC**

Date: February 5, 2026

STATE OF TEXAS §

COUNTY OF WALKER §

This instrument was acknowledged before me on the 5 day of February, 2026, by **Gary Sumner**, as Authorized Representative of Patten Special Assets, LLC, as Sole Manager of I Texas Grand Ranch, LLC, and who represents he has been given authority to sign this Agreement by and on behalf of said entities.



Notary Public, State of Texas

Exhibit A

**PI Agreement Final Plat (Preliminary Plat
final to be provided after filing)**

Estates of Texas Grand Ranch Section III

PD#2016-04-01

OWNER'S ACKNOWLEDGEMENT AND DEDICATION

STATE OF TEXAS §
COUNTY OF WALKER §

I, TEXAS GRAND RANCH, LLC, owner of the land shown on this plat, and designated as the ESTATES OF TEXAS GRAND RANCH SECTION 3 in the ETJ of the City of Huntsville, Walker County, Texas, and whose name is subscribed hereto, hereby dedicates to the public forever the use of all streets, parks, utility easements; and to the use of the Estates of Texas Grand Ranch Property Owners Association all public places shown hereon for the purpose and consideration therein expressed.

I, TEXAS GRAND RANCH, LLC

By: RENEE HOWES, AUTHORIZED AGENT

OWNER / DEVELOPER

Texas Grand Ranch LLC,
1015A S.H. 150,
New Waverly, TX 77358
928-713-1841

Renee Howes,
Authorized Agent
P.O. Box 261,
Skull Valley, AZ 86338
rhowesconsulting@gmail.com

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF TEXAS §
COUNTY OF WALKER §

This instrument was acknowledged before me

Dated this _____ day of _____, 20_____
by RENEE HOWES.

Notary Public for State of Texas

CERTIFICATION BY THE ENGINEER

STATE OF TEXAS §
COUNTY OF WALKER §

I, Jesse McLaury, Registered Professional Engineer No. 152975 in the State of Texas, hereby certify that proper engineering consideration has been given to this plat regarding design, construction and layout of public improvements.

PRELIMINARY NOT FOR RECORD

Jesse McLaury
Registered Professional Engineer
Texas Registration No. 152975

Spear Point Engineering, LLC
TBPELS Firm No. 18904
604 W. Worsham Street, Suite 100
Willis, TX 77378

CERTIFICATION BY THE SURVEYOR

I, Michael A. Namken, certify that this plat represents a survey made on the ground under my supervision and that all corners and monuments are as shown hereon.

PRELIMINARY NOT FOR RECORD

Michael A. Namken
Registered Professional Land Surveyor No. 6533

CERTIFICATION BY THE CITY ENGINEER

STATE OF TEXAS §
COUNTY OF WALKER §

I, the undersigned, City Engineer of Huntsville, Texas, hereby certify that proper engineering consideration has been given to this plat regarding the design and construction of public improvements and related easements and rights-of-way.

Dated this _____ day of _____, 20_____.

Kathie Jeng-Bulloch, City of Huntsville City Engineer

CERTIFICATION BY THE CITY PLANNING OFFICER

I, the undersigned, Planning Officer of the City of Huntsville, Texas, certify that the plat conforms to the City Comprehensive Plan, and all applicable design criteria and standards of the City of Huntsville, Texas.

Dated this _____ day of _____, 20_____.

Layne Yeager, City of Huntsville Planning Officer

APPROVAL OF THE PLANNING COMMISSION

This plat has been submitted to and considered by the Planning Commission of the City of Huntsville, Texas, with respect to the platting of the land and is hereby approved by the Commission.

Dated this _____ day of _____, 20_____.

Al Hooten, Chairman

CERTIFICATION BY THE COUNTY CLERK

STATE OF TEXAS §
COUNTY OF WALKER §

I, Kari A. French, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record in my office

on the _____ day of _____, 20_____.

at _____ o'clock, _____ M., and duly recorded this

on the _____ day of _____, 20_____.

at _____ o'clock, _____ M., in the Plat Records of said County

in Volume _____, Page _____

Kari A. French, Clerk County
Court of Walker County, Texas

By: _____, Deputy

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3 CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND,
BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE
TRACT DESCRIBED IN A DEED TO TEXAS GRAND RANCH, LLC,
RECORDED IN VOL. 1271, PG. 484, OFFICIAL
PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS
NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

PRELIMINARY

This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

INDIVIDUAL SHEETS INDEX			
1	Vacuity Map, Sheet Number Layout	8	Blocks 7 and 12
2	Certifications and Dedications	9	Blocks 7, 12, 13
3	Line and Curve Tables, Notes	10	Block 7
4	Blocks 1 and 14	11	Blocks 7 and 13
5	Block 1	12	Block 7
6	Block 1	13	Block 7
7	Block 1		

SHEET 2 OF 13

LEGEND

0 Set 5/8" Iron Rod w/cap marked "MICHAEL A.
NAMKEN RPLS 6533", UNLESS otherwise noted

4 Block Number

5 Flood Zone A

CCN Certificate of Convenience and Necessity area line

BDE Public Box Drainage Easement

DE Drainage Easement

Min. FF. Minimum Finished Floor Elevation

NCZ No Clear Zone

NCZPP No Clear Zone Private Property

NCZR No Clear Zone Reserves

NCZSP No Clear Zone State Park

NTE Nature Trail Easement

PUE Public Utility Easement

VB Vegetative Buffer

VADE Variable Width Private Drainage Easement

WCOR Walker County Deed Records

WCOR Walker County Official Public Records

WCOR Walker County Official Records

WCOR Walker County Plot Records

PRELIMINARY

This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

INDIVIDUAL SHEETS INDEX

Sheet	Block	Area
1	1	Block 1 and 12
2	2	Block 2, 12, 13
3	3	Block 3
4	4	Block 4 and 14
5	5	Block 5 and 13
6	6	Block 6
7	7	Block 7
8	8	Block 8 and 12
9	9	Block 9, 12, 13
10	10	Block 10
11	11	Block 11 and 13
12	12	Block 12 and 13
13	13	Block 13

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE TRACT DESCRIBED IN A DEED TO 1 TEXAS GRAND RANCH, LLC, RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

PLAT OF
ESTATES OF TEXAS GRAND
RANCH SECTION 3

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND,
BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE
TRACT DESCRIBED IN A DEED TO 1 TEXAS GRAND RANCH, LLC.
RECORDED IN VOL. 1271, PG. 484, OFFICIAL
PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS
NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 1 OF 13

GENERAL NOTES

- The purpose of this plat is to create the ESTATES OF TEXAS GRAND RANCH, SECTION 3 out of the residue of the called 3314.028 acre tract described in Vol. 1271, pg. 484, Walker County Official Public Records and also out of Unrecorded Reserve North and Unrecorded Reserve South, Loner Road Subdivision according to plat recorded in Vol. 7, pg. 114, WPCR, and to dedicate the following:
 - the 60' foot right-of-way;
 - the adjacent twenty (20) foot Public Utility Easements (PUE);
 - the adjacent twenty (20) foot Public Drainage Easements (PDE);
 - the adjacent twenty (20) foot Private Drainage Easements (PDE);
 - the thirty (30) foot by thirty (30) foot adjacent and perpendicular Public Box Drainage Easements (BDE) and
 - the twenty (20) foot drainage easements not adjacent to the road right-of-way, as shown herein, to the public.
- Boundaries, Distances, Coordinates and Areas herein are tied and referenced to the Texas State Plane Coordinate System, Central Zone, NAD 83 and based upon City of Huntsville Master Official Public Records and also upon the Plat Number 7292, having published coordinates of NAD 83, 650,757 feet, E=1,802,783.153 feet and D=312,999 feet and GPS Observations. Distances are U.S. Survey feet and may be converted to metric horizontal (surface) by dividing by a Combined Scale factor of 0.99996. Please review the record instruments cited herein to compare the survey bearings and distances with the record calls.

- Based on the graphic location of the available GIS data from the Federal Emergency Management Agency (FEMA) Flood Map Service Center (https://masc.fema.gov/portals/arcswt/), superimposed upon the subject tract, and based on the FEMA Flood Insurance Rate Map, revised 16 August 2011, Walker County #681042, map No. 4847100000, this property is located within:
 - Flood Hazard Zone "X", OTHER AREAS (areas determined to be outside the 0.2% annual chance floodplain);
 - Flood Hazard Zone "X", FLOOD HAZARD AREAS (areas determined to be subject to inundation by the 1% annual chance flood, with no base flood elevations determined);
 This statement does not imply that any portion of the subject tract is free of potential flood hazard, localized flooding can occur due to natural and/or man-made influences. This flood statement shall create no liability on the part of Namken, Inc. or the undersigned.

- All acreage quantities shown on this survey are based upon the mathematical closure of the boundary courses and distances. Said quantities do not indicate the positional accuracy of the boundary monumentation.
- All exterior boundary lines of this subdivision, which are common with the original survey boundary, are monumented on the ground with iron rods or other stable material.

- The Owner(s) hereby certify that, where physically possible, all lot corners, angle points and points of curvature of the lots located within the subdivision will be monumented on the ground with 3/8" inch iron rods with 1-3/4" inch diameter blue plastic caps marked "NAMKEN A. NATHAN RPLS 8533". UNLESS otherwise noted and with the exception that they are NOT set in the centerline of roadway nor at roadway intersections and points of curvature, the symbols herein may represent monuments shown herein as found on the survey or as shown herein, unless noted as reference only.

- All driveways in the subdivision shall be constructed of concrete of owner's expense and shall be completed within twelve (12) months from the setting of forms for the foundation of said building or structure. Further, the owner(s) or owners to each lot from the pavement of the street shall be paved with asphalt. Application for approval to Walker County is required prior to installation of the driveway for determination of the location, width, depth, and depth, etc.

- All lot setbacks shall be in accordance with the recorded covenants, conditions, and restrictions for the ESTATES OF TEXAS GRAND RANCH, SECTION 3:
 - Fifty (50) foot Front Building Line along road right-of-way;
 - Ten (10) foot Side Building Line of all lots; for corner lots, a thirty (30) foot Side Building Line as defined by the direction of the front door;
 - Twenty (20) foot Rear Building Line of all lots as defined by the direction of the front door;
 - Twenty (20) foot Negative Buffer at the rear of lots as shown herein; for corner lots there is a Vegetative Buffer graphically shown herein on both possible rear lot lines, but only one shall apply as the rear of the lot and will be defined by the direction of the front door.

- There is a twenty-five (25) foot No Clear Zone at the rear of Block 1, Lots 18B-18S as defined in Vol. 1346, pg. 116, WPCR, adjoining Huntsville State Park, 181042, map No. 4847100000, and the City of Huntsville. No improvements shall be made, and cutting of natural vegetation is prohibited. See the Covenants, Conditions and Restrictions for the ESTATES OF TEXAS GRAND RANCH SECTION 3 which will be recorded of Public Record after the acceptance and recording of this plat for more details on the No Clear Zone.

- All lots shown herein will be subject to Covenants, Conditions and Restrictions for ESTATES OF TEXAS GRAND RANCH SECTION 3, which will be recorded of Public Record after the acceptance and recording of this plat. The areas designated as Unrecorded Reserve P and Unrecorded Reserve Q, as shown herein, are Common to the Owners, to be used by Owners, their heirs and assigns for a park, nature area, riding, golf course or outdoor activities or set forth herein or as may be permitted or regulated by Developer or the Property Owners Association. These areas are to be maintained by the Property Owners Association.

- Before development of a Reserve Tract, a plat of the tract shall be submitted to the City for review and approval according to the Development Code of the City of Huntsville.
- The Huntsville City Limits Line, the Extrajurisdictional Jurisdiction (EJJ) line and the Certificate of Convenience and Necessity (CCN) area line shown on this plat were obtained from the City of Huntsville's GIS Department and are based on the 2019 City of Huntsville Annexation. The locations as shown on this plat are geo-referenced and acknowledged by the City's planning department as being approximate boundaries relating to this plat ONLY.

- Lots that border Loner Road are prohibited from direct access to Loner Road, due to it being classified as a major collector street. Lots that contain Loner Road are prohibited from direct access to Loner Road, due to it being classified as a major collector street. Lots that contain Loner Road are prohibited from direct access to Loner Road, due to it being classified as a major collector street. Lots that contain Loner Road are prohibited from direct access to Loner Road, due to it being classified as a major collector street.

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ESTATES OF TEXAS GRAND RANCH SECTION 3 LINE AND CURVE TABLES

BOUNDARY AND RIGHTS-OF-WAY CURVE TABLES

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	270.00'	29.15'	29.14'	S 62°34'01" W	6°11'10"
C2	270.00'	26.52'	26.51'	S 77°41'22" W	5°37'42"
C3	648.00'	368.50'	367.63'	N 12°07'15" E	3°29'29"
C4	600.00'	81.92'	81.85'	S 45°34'56" W	7°49'21"
C5	300.00'	144.13'	144.09'	S 45°16'45" W	8°23'44"
C6	300.00'	174.75'	174.71'	N 32°14'35" W	15°18'41"
C7	300.00'	170.64'	168.52'	S 89°16'49" W	15°19'29"
C8	300.00'	226.27'	226.55'	S 48°48'44" E	48°48'40"
C9	300.00'	105.28'	105.10'	S 60°54'59" E	85°28'08"
C10	300.00'	121.68'	121.61'	N 08°55'01" E	3°29'29"
C11	25.00'	21.68'	21.60'	S 23°29'22" E	48°40'29"
C12	60.00'	190.50'	119.60'	N 88°10'15" E	188°21'34"
C13	25.00'	21.68'	21.60'	N 16°49'21" E	48°40'29"
C14	25.00'	39.22'	35.36'	N 86°40'15" E	90°00'00"
C15	25.00'	39.22'	35.36'	N 01°45'31" W	90°21'31"
C16	25.00'	39.22'	35.36'	N 86°14'29" E	88°08'29"
C17	60.00'	292.50'	177.84'	S 16°13'57" W	48°40'29"
C18	60.00'	292.50'	177.84'	N 88°06'08" W	279°21'05"
C19	25.00'	21.68'	21.60'	S 65°54'10" W	48°40'29"
C20	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C21	60.00'	292.50'	177.84'	N 08°55'01" E	48°40'29"
C22	25.00'	21.68'	21.60'	S 81°04'10" E	48°40'29"
C23	60.00'	190.50'	119.60'	N 29°05'26" E	188°21'34"
C24	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C25	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C26	25.00'	39.22'	35.36'	N 60°54'33" W	90°00'00"
C27	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C28	25.00'	39.22'	35.36'	N 08°55'01" E	48°40'29"
C29	60.00'	292.50'	177.84'	N 29°05'26" E	279°21'05"
C30	25.00'	21.68'	21.60'	S 40°44'50" E	48°40'29"
C31	60.00'	292.50'	177.84'	N 29°05'26" E	279°21'05"
C32	25.00'	21.68'	21.60'	S 40°44'50" E	48°40'29"
C33	25.00'	21.68'	21.60'	S 40°44'50" E	48°40'29"
C34	25.00'	39.22'	35.36'	S 40°44'50" E	90°00'00"
C35	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C36	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C37	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C38	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C39	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C40	25.00'	39.22'	35.36'	N 29°05'26" E	90°00'00"
C41	60.00'	292.50'	177.84'	S 65°39'35" W	279°22'23"
C42	25.00'	39.22'	35.36'	S 00°30'11" W	90°00'00"
C43	25.00'	21.68'	21.60'	S 40°44'50" E	48°40'29"
C44	60.00'	292.50'	177.84'	N 29°05'26" E	279°21'34"
C45	25.00'	39.22'	35.36'	N 08°55'01" E	48°40'29"
C46	25.00'	39.22'	35.36'	S 00°30'11" W	90°12'55"
C47	25.00'	39.22'	35.36'	N 29°28'59" E	90°47'05"
C48	25.00'	21.68'	21.60'	N 50°02'09" E	48°40'45"
C49	60.00'	292.50'	177.84'	N 15°07'29" W	279°21'45"
C50	25.00'	21.68'	21.60'	N 80°17'05" W	48°40'45"
C51	25.00'	39.22'	35.36'	N 29°28'59" E	90°47'05"
C52	25.00'	39.22'	35.36'	N 80°31'01" W	180°12'55"

VARIABLE WIDTH PRIVATE DRAINAGE EASEMENT LINE TABLES

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	S 34°31'08" W	28.98'	L27	S 29°12'51" E	84.30'
L2	S 15°55'48" E	158.40'	L28	S 85°16'01" E	81.29'
L3	N 46°31'26" E	105.75'	L29	S 86°29'19" E	84.50'
L4	N 44°23'56" E	68.63'	L30	S 85°07'46" E	65.04'
L5	N 81°12'39" E	51.49'	L31	S 24°51'29" E	65.04'
L6	S 21°04'19" E	144.31'	L32	S 85°23'14" E	74.03'
L7	S 34°45'33" E	205.35'	L33	S 41°38'11" E	85.69'
L8	S 01°24'43" E	204.66'	L34	S 59°01'07" E	92.69'
L9	S 04°14'45" W	31.77'	L35	S 42°48'06" E	76.81'
L10	S 05°57'33" E	61.06'	L36	S 39°31'29" E	62.95'
L11	S 27°04'05" E	82.08'	L37	S 29°12'12" E	68.19'
L12	S 20°11'05" E	59.21'	L38	N 82°52'05" E	67.86'
L13	S 04°15'46" E	92.06'	L39	S 78°59'45" E	68.77'
L14	S 06°56'52" W	81.54'	L40	N 20°50'34" W	77.39'
L15	S 08°27'31" E	172.04'	L41	N 21°01'56" W	86.82'
L16	S 89°50'24" W	166.15'	L42	S 85°23'14" E	74.03'
L17	S 49°40'01" W	274.90'	L43	N 1°00'00" E	80.23'
L18	S 89°10'56" W	274.90'	L44	S 20°05'00" E	80.23'
L19	S 07°49'57" E	151.95'	L45	S 03°49'00" E	61.71'
L20	S 11°01'37" E	207.53'	L46	S 16°38'11" E	58.16'
L21	N 26°01'34" E	154.46'	L47	N 48°17'40" E	71.98'
L22	N 41°17'40" E	114.95'	L48	N 53°58'11" E	71.98'
L23	N 84°39'18" E	71.18'	L49	N 64°06'19" E	50.96'
L24	N 77°08'49" E	518.78'	L50	N 71°09'27" E	73.99'
L25	S 21°18'05" E	172.80'	L51	N 52°25'34" E	17.00'
L26	S 21°18'05" E	172.80'			



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 6533", UNLESS otherwise noted
- ① Block Number
- ⬢ Flood Zone A
- Certificate of Convenience and Necessity area line
- Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
- NCZSP No Clear Zone State Park
- NTE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VWDE Variable Width Private Drainage Easement
- WCOR Walker County Official Records
- WCOR Walker County Official Public Records
- WCOR Walker County Official Records
- WCOR Walker County Official Records

**PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE**

INDIVIDUAL SHEETS INDEX			
1	Vicinity Map, Sheet Number Layout	8	Blocks 7 and 12
2	Certifications and Dedications	9	Blocks 7, 12, 13
3	Line and Curve Tables, Notes	10	Block 7
4	Block 1 and 14	11	Blocks 7 and 13
5	Block 1	12	Block 7
6	Block 1	13	Block 7
7	Block 1		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, L.L.C. RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS NOVEMBER 2025

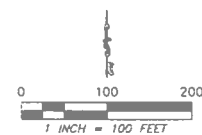
NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPCL'S Firm No. 10194099
936-661-3325

Job No. 24-012

SHEET 4 OF 13



N: 10,216,555.18 FT. GRID
E: 3,807,742.56 FT. GRID



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 6533", UNLESS otherwise noted
- ④ Block Number
- ⬢ Flood Zone A
- CCN Certificate of Convenience and Necessity area line
- BDE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
- NCZSP No Clear Zone State Park
- NTE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VWDE Variable Width Private Drainage Easement
- WCOR Walker County Deed Records
- WCOPR Walker County Official Public Records
- WCOR Walker County Official Records
- WCPR Walker County Plat Records

**PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE**

INDIVIDUAL SHEETS INDEX			
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5	Block 1	12	Block 7
6	Block 1	13	Block 7
7	Block 1		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

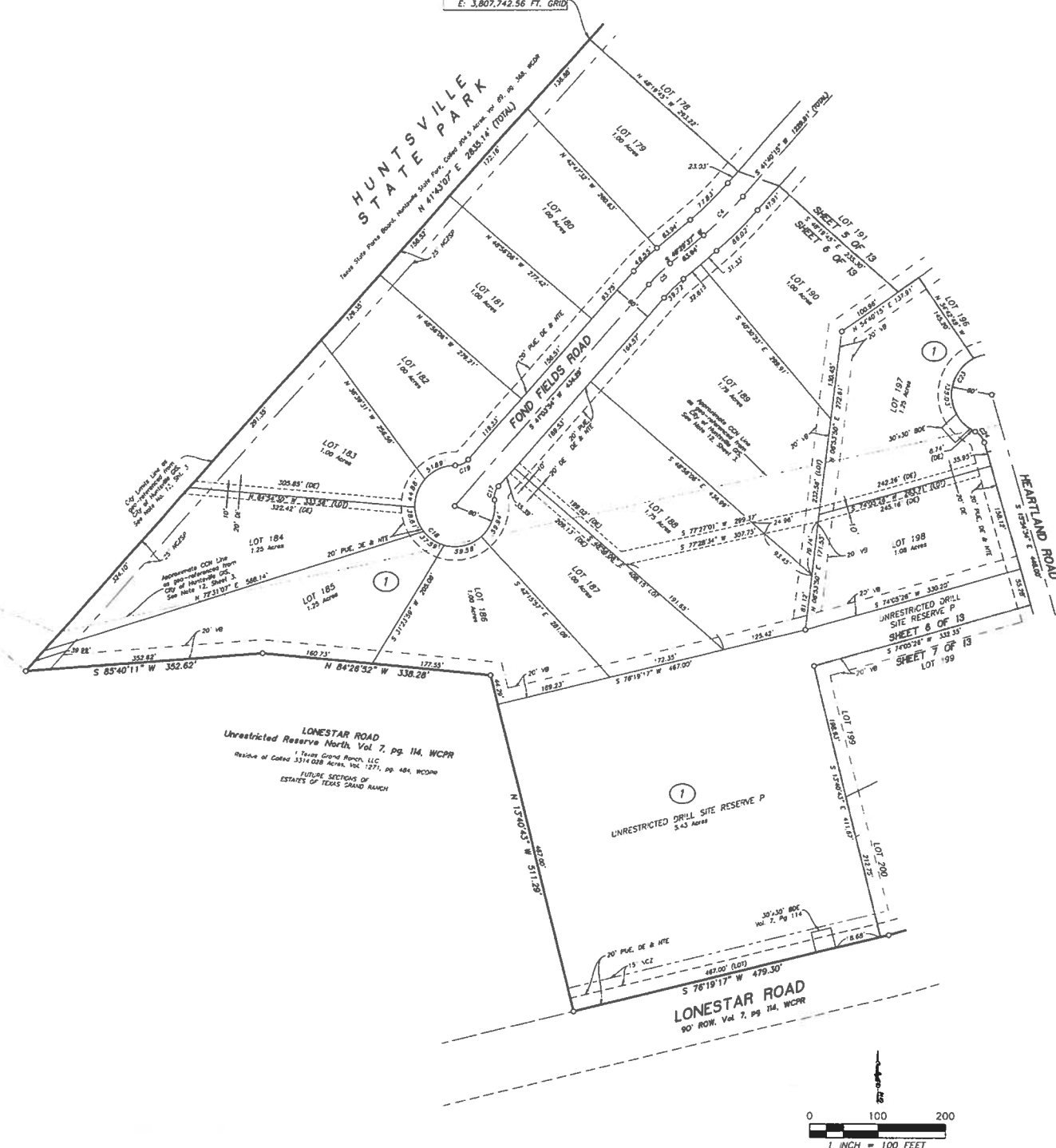
A SUBDIVISION CONTAINING 224.40 ACRES OF LAND,
BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE
TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, LLC.
RECORDED IN VOL. 1271, PG. 484, OFFICIAL
PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS
NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Haven, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 5 OF 13

N: 10,216,555.18 FT. GRID
E: 3,807,742.56 FT. GRID



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A."
- ④ NAMKEN RPLS 65.33", UNLESS otherwise noted
- Block Number
- Flood Zone A
- CCN Certificate of Convenience and Necessity area line
- BDE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
- NCZSP No Clear Zone State Park
- NTE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VWDE Variable Width Private Drainage Easement
- WCOR Walker County Official Records
- WCOPR Walker County Official Public Records
- WCOR Walker County Official Records
- WCPR Walker County Plot Records

**PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE**

INDIVIDUAL SHEETS INDEX			
1	Vicinity Map, Sheet Number Layout	8	Blocks 7 and 12
2	Certifications and Dedications	9	Blocks 7, 12, 13
3	Line and Curve Tables, Notes	10	Block 7
4	Blocks 1 and 14	11	Blocks 7 and 13
5	Block 1	12	Block 7
6	Block 1	13	Block 7
7	Block 1		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

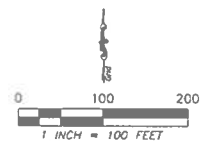
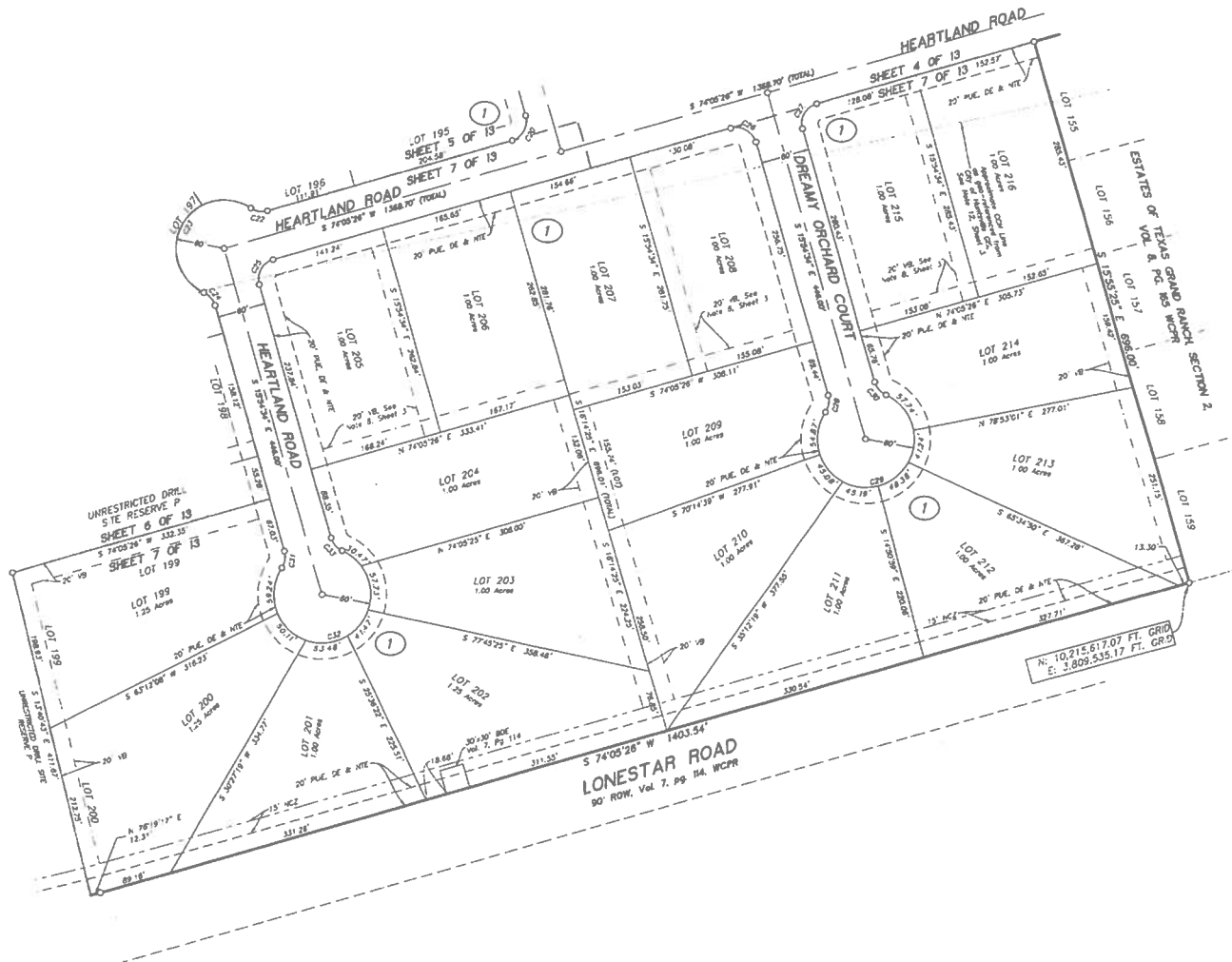
CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND,
BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE
TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, LLC,
RECORDED IN VOL. 1271, PG. 484, OFFICIAL
PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS
NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Haver, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 6 OF 13



LEGEND

○	Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 6533", UNLESS otherwise noted
④	Block Number
○	Flood Zone A
CCN	Certificate of Convenience and Necessity area line
BOE	Public Box Drainage Easement
DE	Drainage Easement
Min. FF.	Minimum Finished Floor Elevation
NCZ	No Clear Zone
NCZPP	No Clear Zone Private Property
NCZR	No Clear Zone Reserves
NCZSP	No Clear Zone State Park
NTE	Nature Trail Easement
PUE	Public Utility Easement
VB	Vegetative Buffer
WDE	Variable Width Private Drainage Easement
WCOR	Walker County Deed Records
WCOPR	Walker County Official Public Records
WCOR	Walker County Official Records
WCPR	Walker County Plat Records

**PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE**

INDIVIDUAL SHEETS INDEX

1	Vicinity Map, Sheet Number Layout	8	Blocks 7 and 12
2	Certifications and Dedications	9	Blocks 7, 12, 13
3	Line and Curve Tables, Notes	10	Block 7
4	Blocks 7 and 14	11	Blocks 7 and 13
5	Block 7	12	Block 7
6	Block 7	13	Block 7
7	Block 7		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

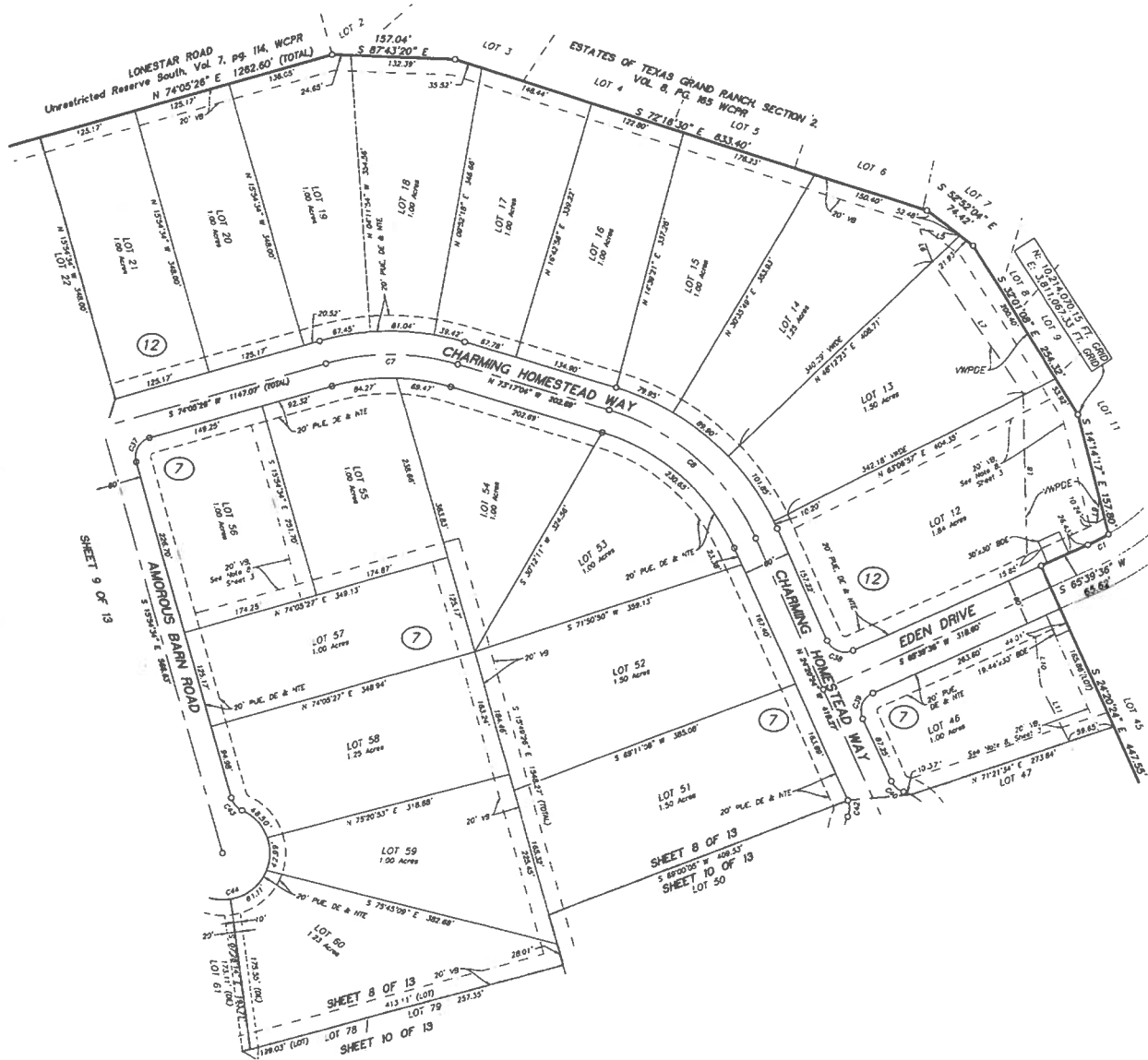
A SUBDIVISION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE TRACT DESCRIBED IN A DEED TO 1 TEXAS GRAND RANCH, LLC, RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS

NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
1BPEIS Firm No. 10194030
936-661-3325

Job No. 24-012

SHEET 7 OF 13



LEGEND

0	Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 6533", UNLESS otherwise noted
1	Block Number
2	Flood Zone A
CCH	Certificate of Convenience and Necessity area line
BDE	Public Box Drainage Easement
DE	Drainage Easement
Min. FF.	Minimum Finished Floor Elevation
NCZ	No Clear Zone
NCZPP	No Clear Zone Private Property
NCZR	No Clear Zone Reserves
NCZSP	No Clear Zone State Park
NTE	Nature Trail Easement
PUE	Public Utility Easement
VB	Vegetative Buffer
VWDE	Variable Width Private Drainage Easement
WCOR	Walker County Deed Records
WCOPR	Walker County Official Public Records
WCOR	Walker County Official Records
WCPR	Walker County Plat Records

**PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE**

INDIVIDUAL SHEETS INDEX

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6	Block 1	13	Block 7
7	Block 1		

PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBDIVISION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3314.028 ACRE TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, LLC, RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 8 OF 13



LEGEND

- 0 Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 85.33", UNLESS otherwise noted
- Block Number
- Flood Zone A
- CCN Certificate of Convenience and Necessity area line
- BDE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
- NCZSP No Clear Zone State Park
- NTE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VUDE Variable Width Private Drainage Easement
- WCOR Walker County Deed Records
- WCOR Walker County Official Public Records
- WCOR Walker County Official Records
- WCOR Walker County Plat Records

**PRELIMINARY DO NOT
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1	Vicinity Map, Sheet Number Layout	8	Blocks 7 and 12
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PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

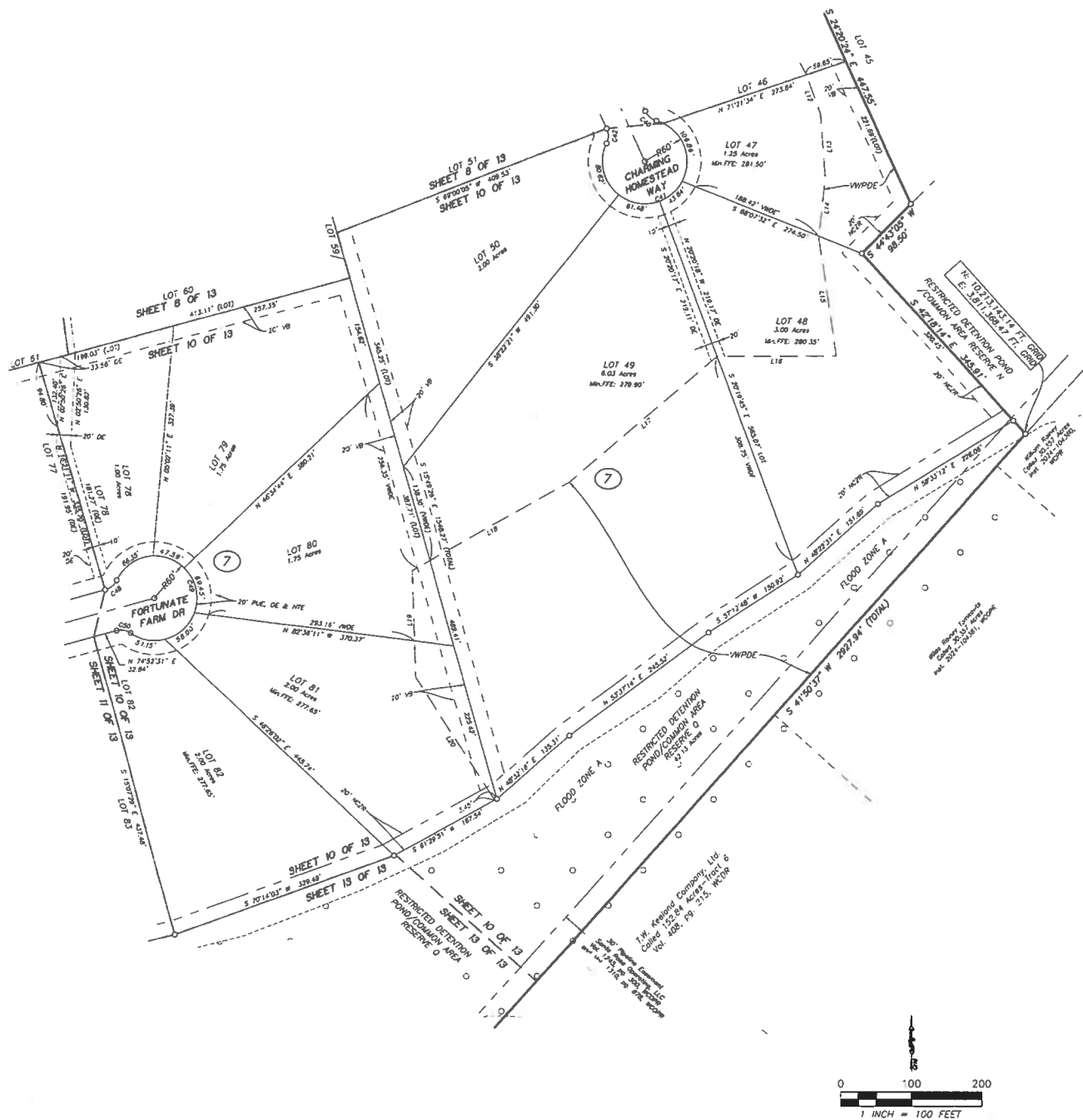
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NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
IBPELS Firm No. 10194090
936-661-3325

Job No. 24-072

SHEET 9 OF 13



LEGEND

○	Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 5533", UNLESS otherwise noted
④	Block Number
7	Flood Zone A
CCN	Certificate of Convenience and Necessity area line
BDE	Public Box Drainage Easement
DE	Drainage Easement
Min. FF.	Minimum Finished Floor Elevation
NCZ	No Clear Zone
NCZPP	No Clear Zone Private Property
NCZR	No Clear Zone Reserves
NCZSP	No Clear Zone State Park
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PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

A SUBMISSION CONTAINING 224.40 ACRES OF LAND, BEING OUT OF THE RESIDUE OF THE CALLED 3.314.028 ACRE TRACT DESCRIBED IN A DEED TO I TEXAS GRAND RANCH, LLC, RECORDED IN VOL. 1271, PG. 484, OFFICIAL PUBLIC RECORDS, WALKER COUNTY, TEXAS, JOHN W. INGERSOLL LEAGUE, A-27 WALKER COUNTY, TEXAS

NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194080
936-661-3325

Job No. 24-012

SHEET 10 OF 13



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMEK RPLS 6533", UNLESS otherwise noted
- Block Number
- Flood Zone A
- Certificate of Convenience and Necessity area line
- Public Bar Drainage Easement
- Drainage Easement
- Min. FF.
- NCZ
- NCZPP
- NCZR
- NCZSP
- NTE
- PUE
- VB
- VWDE
- WCOR
- WCORP
- WCOR
- WCPR

**PRELIMINARY DO NOT
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PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

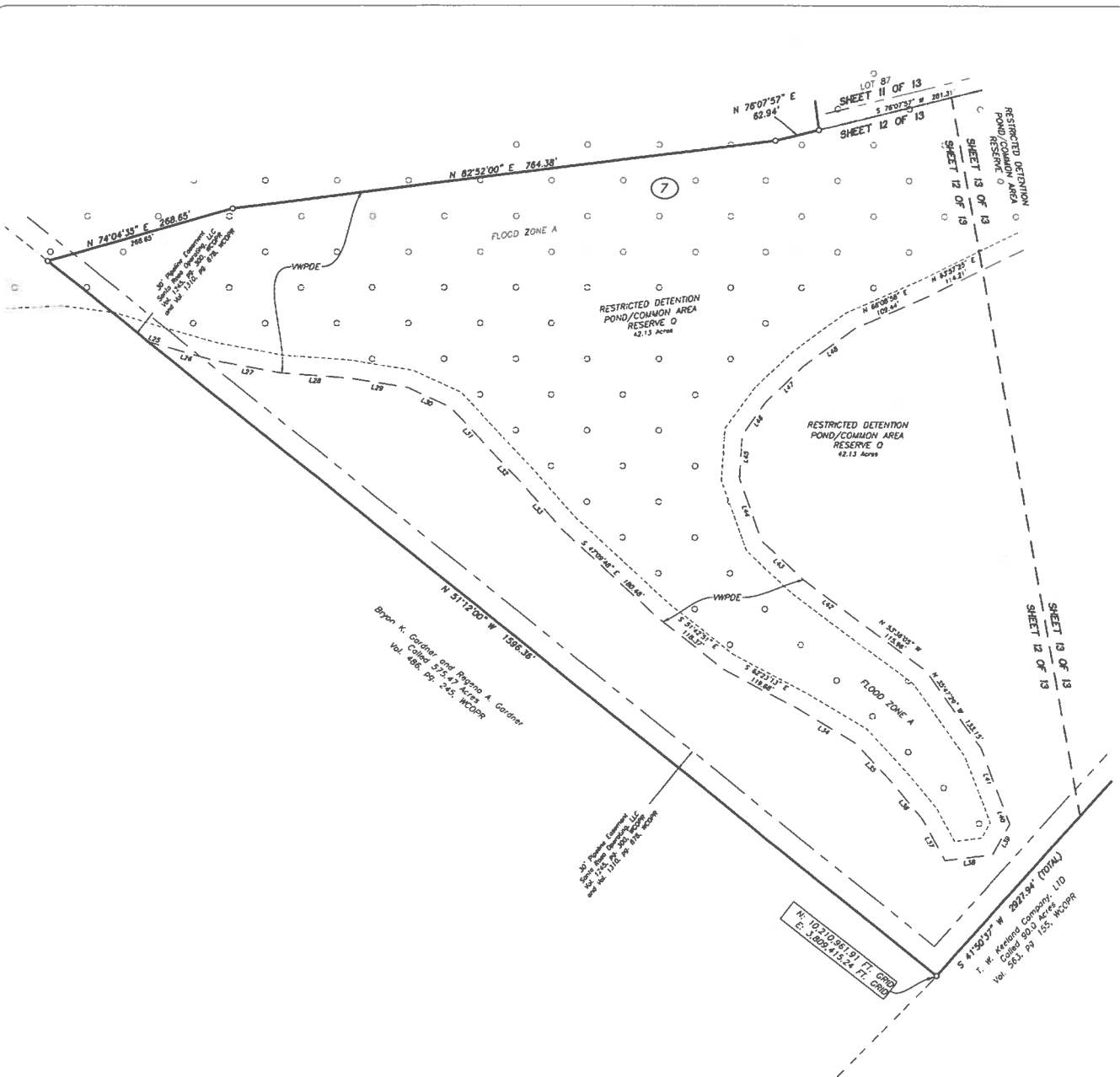
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NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
BPPLS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 11 OF 13



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A."
- ⑦ NAMKEN RPLS 6533", UNLESS otherwise noted
- Block Number
- Flood Zone A
- CDN Certificate of Convenience and Necessity area line
- BDE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
- NCZSP No Clear Zone State Park
- ITE Nature Trail Easement
- PUE Public Utility Easement
- VB Vegetative Buffer
- VWDE Variable Width Private Drainage Easement
- WCOR Walker County Deed Records
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PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

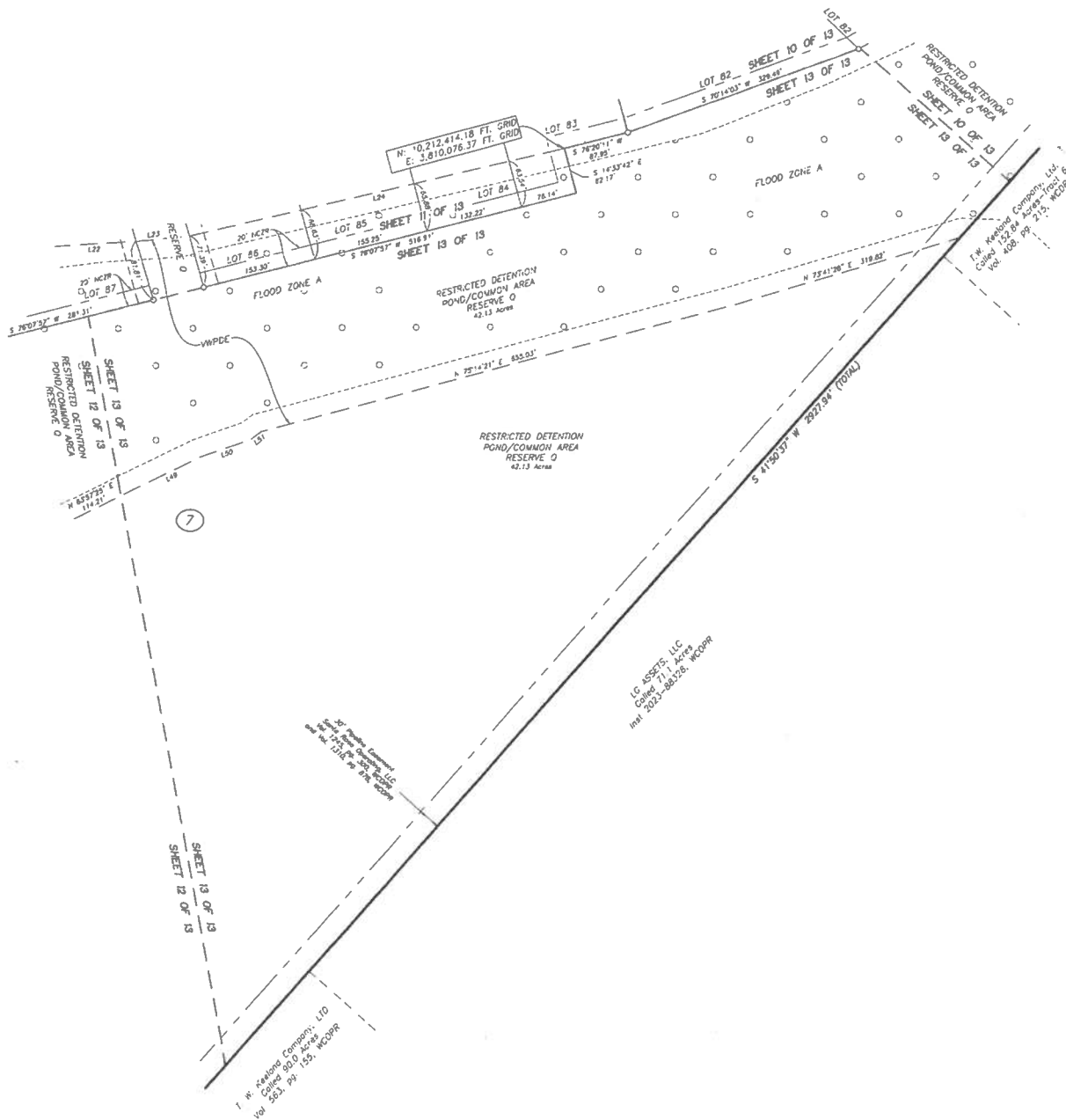
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RECORDED IN VOL. 1271, PG. 484, OFFICIAL
PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS

NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194050
936-661-3325

Job No. 24-012

SHEET 12 OF 13



LEGEND

- Set 5/8" Iron Rod w/cap marked "MICHAEL A. NAMKEN RPLS 65.33", UNLESS otherwise noted
- ④ Block Number
- ⑤ Flood Zone A
- CCH Certificate of Convenience and Necessity area line
- BDE Public Box Drainage Easement
- DE Drainage Easement
- Min. FF. Minimum Finished Floor Elevation
- NCZ No Clear Zone
- NCZPP No Clear Zone Private Property
- NCZR No Clear Zone Reserves
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6	Block 1	13	Block 7
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PLAT OF ESTATES OF TEXAS GRAND RANCH SECTION 3

CONTAINING 5 BLOCKS, 135 LOTS AND 2 RESERVES

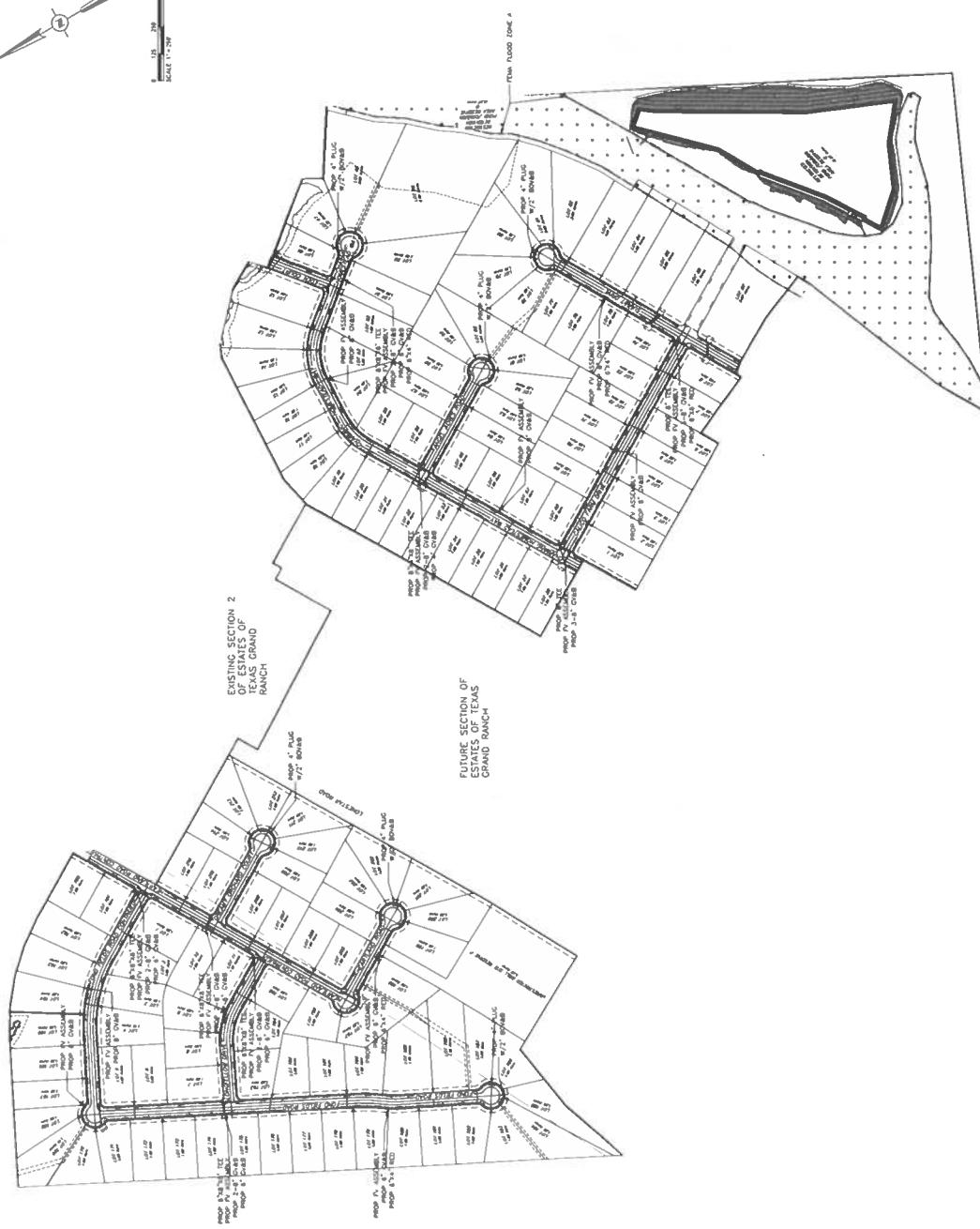
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PUBLIC RECORDS, WALKER COUNTY, TEXAS,
JOHN W. INGERSOLL LEAGUE, A-27
WALKER COUNTY, TEXAS
NOVEMBER 2025

NAMKEN, INC.
P.O. Box 1158, New Waverly, TX 77358
TBPELS Firm No. 10194090
936-661-3325

Job No. 24-012

SHEET 13 OF 13

Exhibit B
PI Agreement Approved Plans
Estates of Texas Grand Ranch Section III
PD#2016-04-01



CL	CONTINUED	AW RELEASE VALUE
CLC	CONTINUED	
CLD	CONTINUED	
CLF	CONTINUED	
CLG	CONTINUED	
CLH	CONTINUED	
CLI	CONTINUED	
CLJ	CONTINUED	
CLK	CONTINUED	
CLL	CONTINUED	
CLM	CONTINUED	
CLN	CONTINUED	
CLP	CONTINUED	
CLQ	CONTINUED	
CLR	CONTINUED	
CLS	CONTINUED	
CLT	CONTINUED	
CLU	CONTINUED	
CLV	CONTINUED	
CLW	CONTINUED	
CLX	CONTINUED	
CLY	CONTINUED	
CLZ	CONTINUED	
CLAA	CONTINUED	
CLAB	CONTINUED	
CLAC	CONTINUED	
CLAD	CONTINUED	
CLAE	CONTINUED	
CLAF	CONTINUED	
CLAG	CONTINUED	
CLAH	CONTINUED	
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CLAK	CONTINUED	
CLAL	CONTINUED	
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CLAS	CONTINUED	
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CLAX	CONTINUED	
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CLCH	CONTINUED	
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CLCJ	CONTINUED	
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CLCY	CONTINUED	
CLCZ	CONTINUED	
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CLFZ	CONTINUED	
CLGA	CONTINUED	
CLGB	CONTINUED	
CLGC	CONTINUED	
CLGD	CONTINUED	
CLGE	CONTINUED	
CLGF	CONTINUED	
CLGG	CONTINUED	
CLGH	CONTINUED	
CLGI	CONTINUED	
CLGJ	CONTINUED	
CL		

WATER SERVICE NOTES

- 1) THE CITY WILL PROVIDE TAP, LEAD, METER, AND BOX AT THE REQUEST AND EXPENSE OF THE LOT OWNER AS PER EXAM. FROM BRENT SHEETNO DATED 10/25/2023
- 2) CROW-GRIT PIPE AND RESTIMATED ADJUST FITTINGS SHALL BE USED AT ALL WATERLINE VERTICAL OFFSETS
- 3) ALL WATER LINE APPURTENANCES SHALL BE INSTALLED PER CITY OF MONTICELLO REQUIREMENTS
- 4) CONTRACTOR SHALL ENSURE THAT NO WATER APPURTENANCES OR CONNECTIONS SHALL BE LOCATED IN OUTSIDE ROW

Table 1

Call 800-448-7000, 79
Bridges for the World Inc., 79

apart from a patchy landscape with small patches of vegetation, and some very low-lying vegetation and a few small trees.

by applying a new regression procedure to the data to which it was applied.

...and the ...

From the 1980s onwards, the use of the word 'indigenous' has been declining in favour of 'indigenous peoples' and 'indigenous nations'.

2007) of induced a 10-fold increase in population to give an

2008-09

[illegible]

110°	110°
110°	110°

PREPARED FOR: S. PEAR P POINT ENGINEERING, LLC 902 Martin Luther King Blvd., Suite 100 Wills, TX 77303 (936) 256-2626 www.SPPEXOS.com		224.40 ACRES OF LAND BALKER COUNTY TEXAS	
DATE: _____		DATE: _____	
REVIEW: _____		REVIEW: _____	
COMMENTS: _____		COMMENTS: _____	
FILE NAME: 1396		PROJECT NUMBER: 1396	
SHEET: 5		OF: 45	

ALL DRAINAGE ELEMENTS NOT PARALLEL TO A RIGHT OF WAY SHALL BE PARALLEL TO THE ADJACENT PROPERTY LINE OR THE PROPERTY LINE OF THE ADJACENT PROPERTY.

THESE CALCULATIONS WERE PERFORMED USING THE FOLLOWING ASSUMPTIONS:

- 1. DITCHES AND CULVERTS SHALL BE STABILIZED WITH EXCEED 5.0 FT/SEC SHALL BE STABILIZED WITH DESIGN SUMMIT AREA BECAUSE THE PROPOSED A CULVERT.
- 2. THE CALCULATIONS PROVIDED HEREIN ARE AN APPROXIMATION OF THE REQUIRED INFRASTRUCTURE UTILIZES THE RATIONAL METHOD FOR HYDROLOGIC CALCULATIONS AND THE MANNING'S EQUATION FOR DESIGN OF THE DRAINAGE INFRASTRUCTURE.
- 3. THE PROPOSED INFRASTRUCTURE SHALL BE ALL EXPOSED PRECAST CONCRETE, SAFETY JURISDICTION AS PER TAC 259.1(A)(2).

NOTES:

1. DITCHES AND CULVERTS SHALL BE STABILIZED WITH EXCEED 5.0 FT/SEC SHALL BE STABILIZED WITH DESIGN SUMMIT AREA BECAUSE THE PROPOSED A CULVERT.

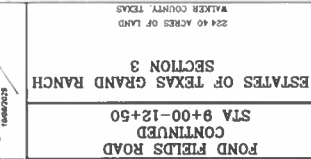
2. THE CALCULATIONS PROVIDED HEREIN ARE AN APPROXIMATION OF THE REQUIRED INFRASTRUCTURE UTILIZES THE RATIONAL METHOD FOR HYDROLOGIC CALCULATIONS AND THE MANNING'S EQUATION FOR DESIGN OF THE DRAINAGE INFRASTRUCTURE.

3. THE PROPOSED INFRASTRUCTURE SHALL BE ALL EXPOSED PRECAST CONCRETE, SAFETY JURISDICTION AS PER TAC 259.1(A)(2).

DITCH DESIGN SUMMARY:

DITCH DESIGN SUMMARY:

Ditch ID	Ditch Name	Ditch Design Parameters										Ditch Design Results										Ditch Design Notes									
		Ditch Geometry					Ditch Flow					Ditch Stability					Ditch Erosion					Ditch Maintenance					Ditch Safety				
		Width (ft)	Depth (ft)	Side Slope	Bottom Slope	Flow Rate (cfs)	Velocity (ft/s)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)	Flow Depth (ft)	Flow Area (sq ft)	Flow Velocity (ft/s)	Flow Capacity (cfs)
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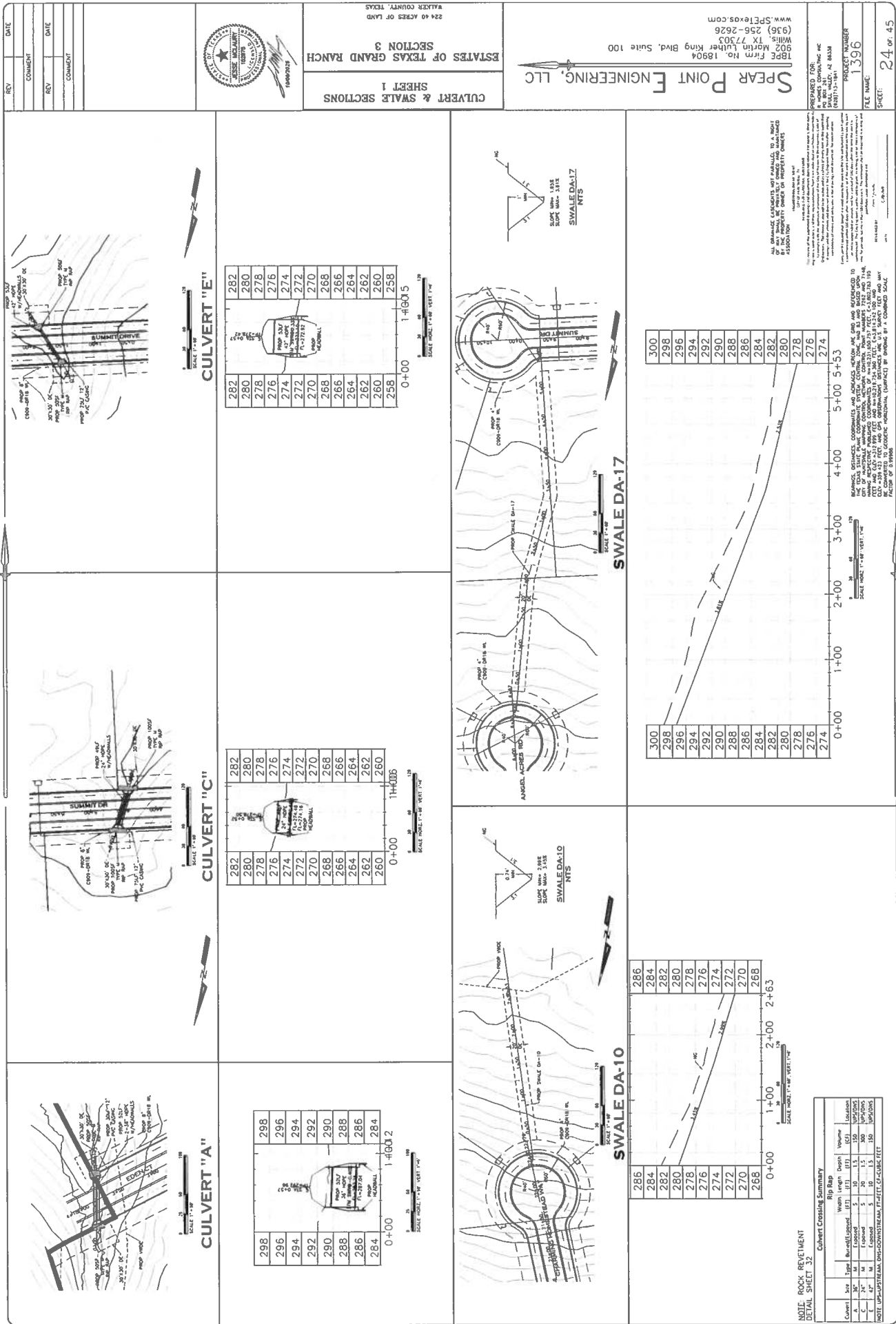


SPEAR POINT ENGINEERING, LLC

1902 Martin Luther King Blvd. Suite 100
 Willis, TX 77303
 (936) 256-2626
 www.spears.com

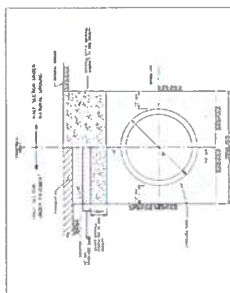
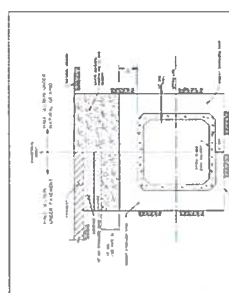
PREPARED FOR:	PROJECT NUMBER
R. MOORE CONSULTING INC.	1396
PO BOX 281	FILE NAME
SMALL VALLEY, AZ 86336	SHEET: 11 OF: 45
(928)713-1041	

SHEET: 11 OF: 45



GENERAL CONSTRUCTION NOTES

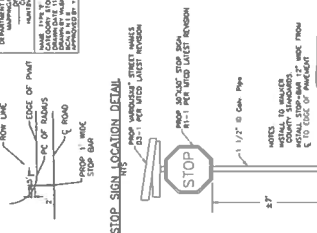
- Project cost and position estimates decrease 4% to 10% during construction of proposed features. The contractor is responsible for the construction of proposed features or elements specifically authorized by the award. The contractor is also responsible for the construction of proposed features or elements not specifically authorized by the award. The contractor is responsible for the construction of proposed features or elements not specifically authorized by the award. The contractor is responsible for the construction of proposed features or elements not specifically authorized by the award.

[illegible][illegible][illegible]

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

WATER DISTRIBUTION SYSTEM
GENERAL CONSTRUCTION NOTES

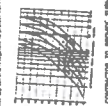
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STOP/STREET SIGN FOUNDATION DETAIL

CLASSIFICATION AND GRADATION OF ORDINARY RIPPAP

Figure 1	Figure 2	Figure 3
100	100	100
90	90	90
80	80	80
70	70	70
60	60	60
50	50	50
40	40	40
30	30	30
20	20	20
10	10	10
0	0	0



NOTE: CONSTRUCTION TO PROVIDE SUBSTANTIAL COPY OF THE CITY ENGINEER'S REPORT FOR THE SUPPLEMENTAL REPORT TO THE CITY'S SITE INSPECTOR FOR A LARGE SITE TO THE CITY'S SITE INSPECTOR BEFORE THE RECONSTRUCTION MEETING.

[illegible][illegible][illegible]

1. NAME OF THE ORGANIZATION		2. DATE OF SUBMISSION ...	
3. NAME OF THE PROJECT ...		4. NAME OF THE PROJECT LEADER ...	
5. NAME OF THE PROJECT COORDINATOR ...		6. NAME OF THE PROJECT MANAGER ...	
7. NAME OF THE PROJECT ASSISTANT ...		8. NAME OF THE PROJECT MONITOR ...	
9. NAME OF THE PROJECT EVALUATOR ...		10. NAME OF THE PROJECT REVIEWER ...	

[illegible]

1. I am a ☐ Male ☐ Female
 2. I am ☐ Under 18 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+
 3. I am ☐ Single ☐ Married ☐ Divorced ☐ Widowed
 4. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 5. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 6. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 7. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 8. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 9. I am ☐ A U.S. citizen ☐ A U.S. resident alien
 10. I am ☐ A U.S. citizen ☐ A U.S. resident alien

CONSTRUCTION NOTES

SPEAR POINT ENGINEERING, LLC
18904 Firm No. 18904
902 North Luther King Blvd, Suite 100
Wills, TX 77303
(936) 256-2626
www.SPETexas.com

PREPARED FOR:
HARRIS CONSULTING INC
1001 W. 281
S. VALLEY, AZ 84330
971-3-1841

PROJECT NUMBER
1396

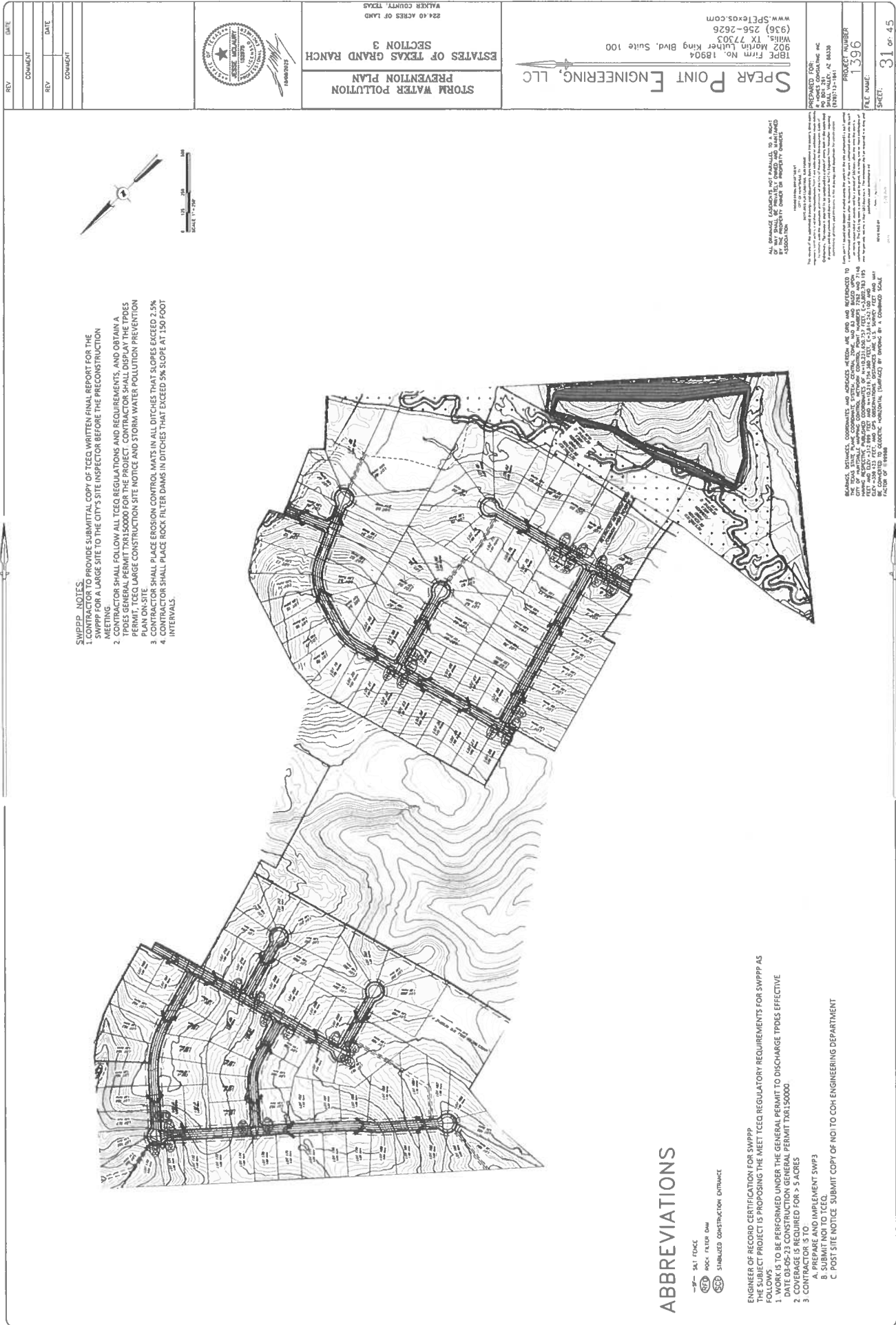
NAME:

SET: **28** OF **45**

Engineering drawing for a construction project. The drawing includes a title block at the top right with project details: SPEAR POINT ENGINEERING, LLC, 902 Martin Luther King Blvd., Suite 100, Dallas, TX 75201, and project number 1396. The drawing is titled 'CONSTRUCTION DETAILS' and shows various structural details for a building, including a typical room, typical trench, and typical waterline bedding and trench detail. The drawing is dated 29 of 45 and includes a revision table at the bottom left.

REVISION TABLE:

REV	DATE	COMMENT
1	08/08/2013	ISSUED FOR PERMIT
2	08/08/2013	ISSUED FOR PERMIT
3	08/08/2013	ISSUED FOR PERMIT
4	08/08/2013	ISSUED FOR PERMIT
5	08/08/2013	ISSUED FOR PERMIT
6	08/08/2013	ISSUED FOR PERMIT
7	08/08/2013	ISSUED FOR PERMIT
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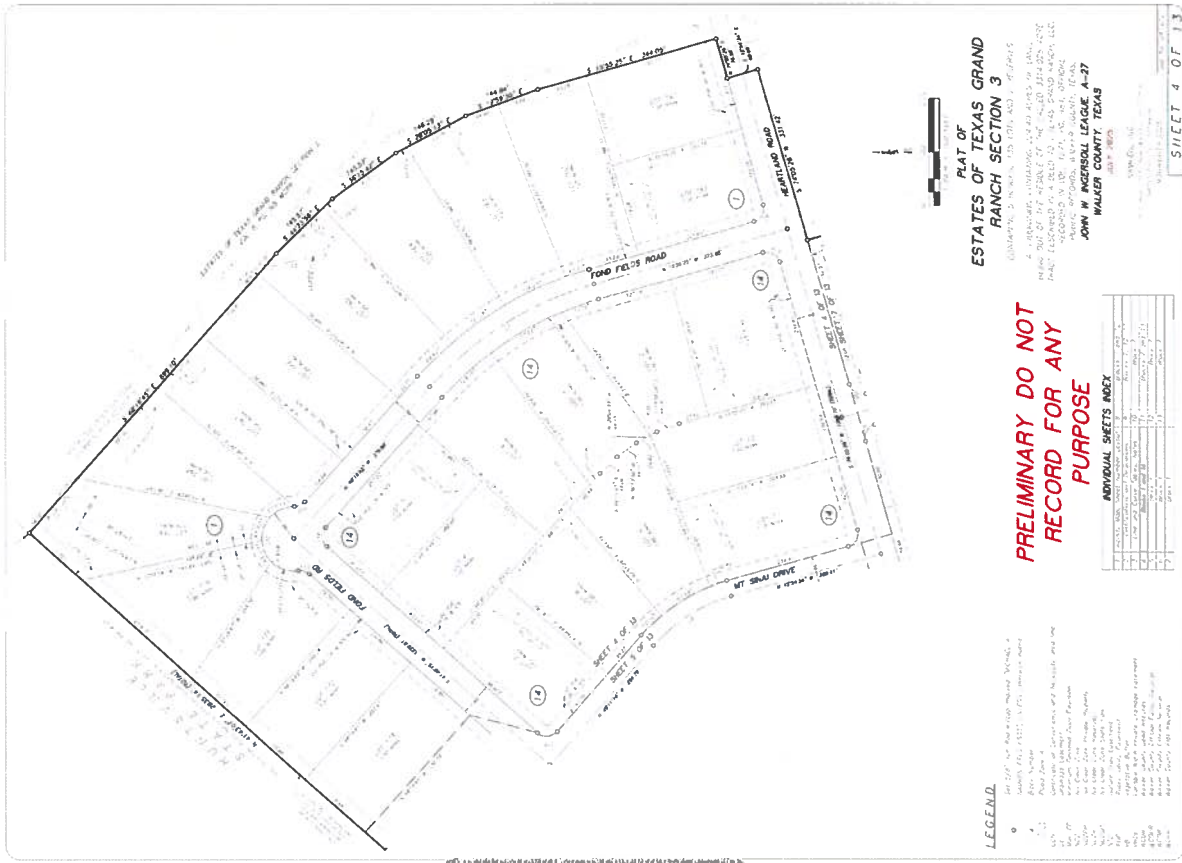
REV	DATE	COMMENT
REV	DATE	COMMENT



ESTATES OF TEXAS GRAND RANCH
SECTION 3
PLAT SHEET 4
224.40 ACRES OF LAND
WALKER COUNTY, TEXAS

SPEAR POINT ENGINEERING, LLC
189E Firm No. 18904
902 Mortin Luther King Blvd, Suite 100
Willis, TX 77303
(936) 256-2626
www.speex.com

PROJECT NUMBER
1396
FILE NAME
SHEET: 36 of 45



REV	DATE	COMMENT



PLAT SHEET 6

ESTATES OF TEXAS GRAND RANCH

SECTION 3

224.40 ACRES OF LAND

WALKER COUNTY, TEXAS

SPEAR POINT ENGINEERING, LLC

18PE Firm No. 18904

902 Martin Luther King Blvd, Suite 100

Wills, TX 77501

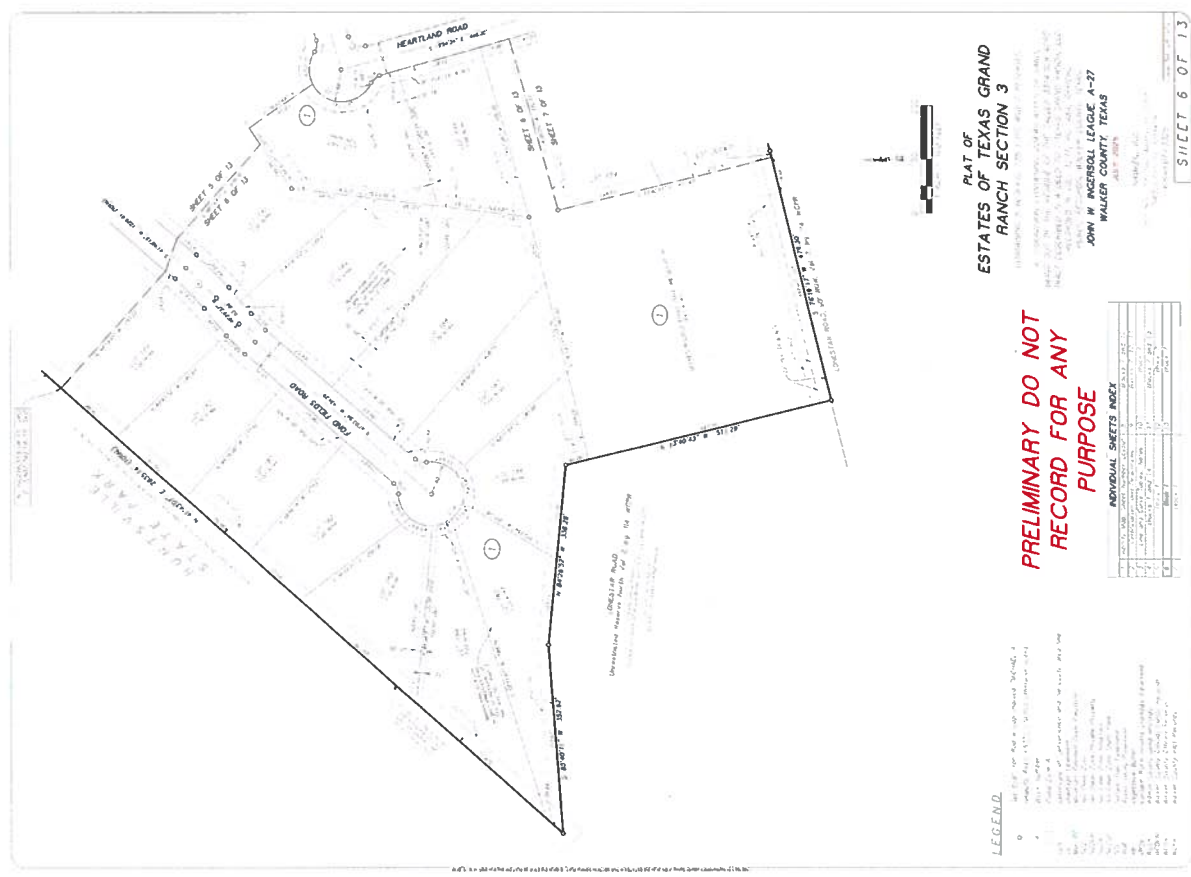
www.speteas.com

PROJECT NUMBER

1396

FILE NAME

38 OF 45



PLAT OF

ESTATES OF TEXAS GRAND

RANCH SECTION 3

JOHN W. INGERSOLL LEAGUE A-27

WALKER COUNTY TEXAS

PRELIMINARY DO NOT

RECORD FOR ANY

PURPOSE

ADDITIONAL SHEETS INDEX

Sheet	Description
1	Section 1
2	Section 2
3	Section 3
4	Section 4
5	Section 5
6	Section 6
7	Section 7
8	Section 8
9	Section 9
10	Section 10
11	Section 11
12	Section 12
13	Section 13

LEGEND

1. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.

2. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.

3. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.

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11. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.

12. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.

13. All lots shown on this plat are subject to the same restrictions as the lots shown on the plat.



REV	DATE	COMMENT



PLAT SHEET 10

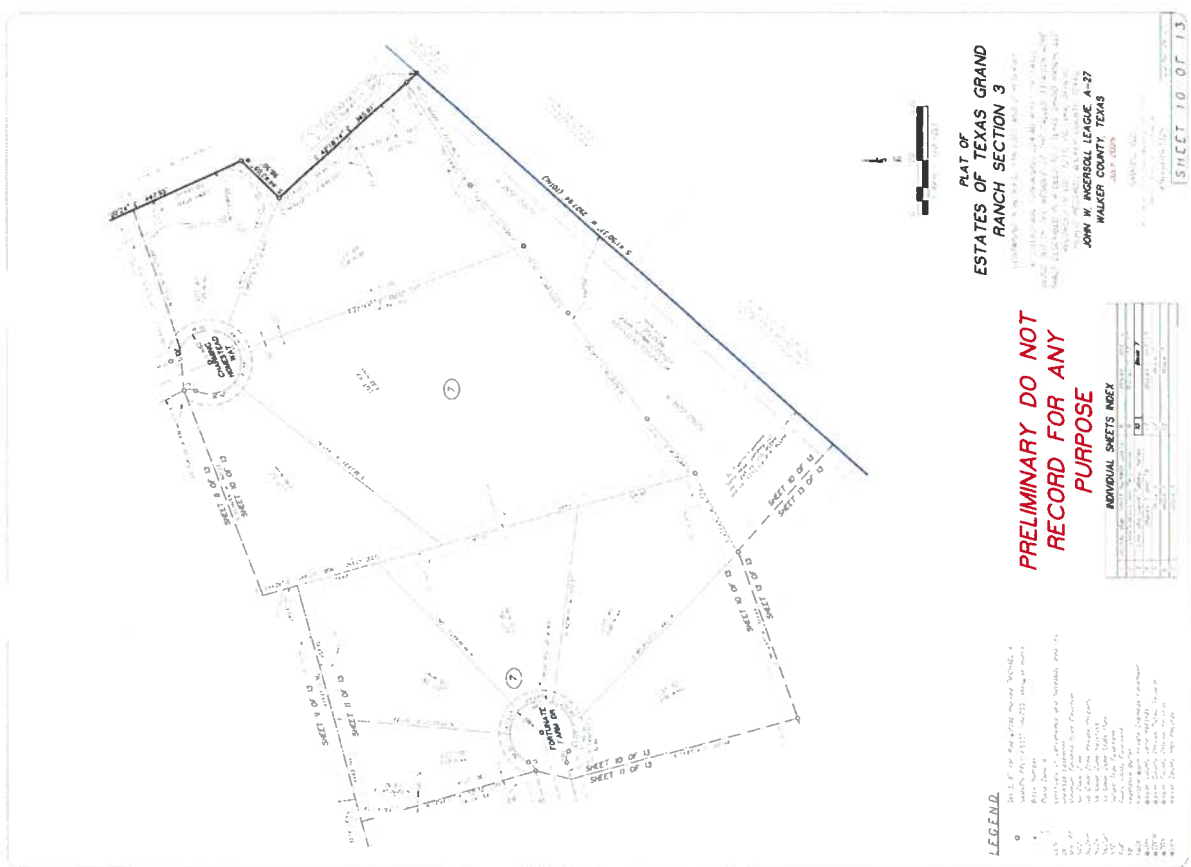
ESTATES OF TEXAS GRAND RANCH

224.40 ACRES OF LAND
WALKER COUNTY, TEXAS

SPEAR POINT ENGINEERING, LLC

189E Firm No. 18904
902 Martin Luther King Blvd, Suite 100
Wills, TX 77309
www.SPTEKs.com
(936) 256-2626

PROJECT NO. 1396
PROJECT NAME: 42 OF 45
SHEET: 10 OF 13



SHEET 10 OF 13

PLAT OF
ESTATES OF TEXAS GRAND
RANCH SECTION 3

JOHN W. INGERSOLL LEASE A-27
WALKER COUNTY, TEXAS

PRELIMINARY DO NOT
RECORD FOR ANY
PURPOSE

LEGEND

- Survey Point
- Survey Line
- Survey Boundary
- Survey Easement
- Survey Right-of-Way
- Survey Road
- Survey Water
- Survey Other

INDIVIDUAL SHEETS INDEX

SHEET	DESCRIPTION
1	Section 3
2	Section 3
3	Section 3
4	Section 3
5	Section 3
6	Section 3
7	Section 3
8	Section 3
9	Section 3
10	Section 3
11	Section 3
12	Section 3
13	Section 3

Exhibit C
PI Agreement Engineers' Opinion of Cost
Estates of Texas Grand Ranch Section III
PD#2016-04-01



Spear Point Engineering, LLC

TBPE Firm No. 18904

902 Martin Luther King, Ste. 100, Willis, TX 77378

www.SPETexas.com

(936)256-2626

Engineer's Opinion of Construction Cost

Estates of Texas Grand Ranch Section 3

1/20/2026

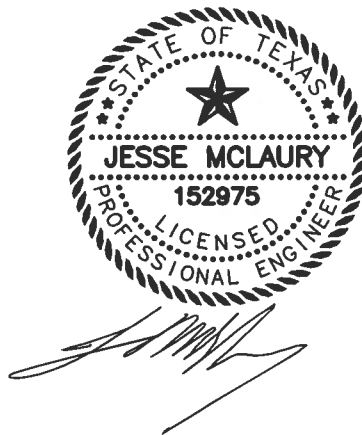
Item No.	Item Description	Unit Quantity	Unit Measure	Unit Price	Total Cost
BONDING & MOBILIZATION					
1	TPDES General Storm Water Permit	1	LS	\$ 3,000.00	\$ 3,000.00
Bonding & Mobilization Subtotal:					\$ 3,000.00
PAVING & GRADING					
1	Clearing and grubbing, to include disposal of debris and vegetation	24.0	AC	\$ 4,500.00	\$ 108,161.16
2	Preparation of R.O.W. & Easements	10.0	AC	\$ 3,000.00	\$ 30,000.00
3	TRU-BLN Soil Stabilization Blend	1,159	TON	\$ 180.00	\$ 208,620.00
4	Subgrade Stabilization and Preparation	41,195	SY	\$ 2.50	\$ 102,986.62
5	8-inch Base Course	38,500	SY	\$ 16.00	\$ 615,994.72
6	2-inch Type D HMA Paving	35,981	SY	\$ 17.00	\$ 611,677.00
7	All-weather Access Roadway	3,115	SY	\$ 13.00	\$ 40,495.00
8	Access Gates	2	EA	\$ 5,000.00	\$ 10,000.00
9	Street, Stop and Speed Limit Signs	20	EA	\$ 500.00	\$ 10,000.00
10	Furnish and install Pavement Markings	1	LS	\$ 2,000.00	\$ 2,000.00
Paving & Grading Subtotal:					\$ 1,739,934.49
WATER UTILITIES					
1	Wet connection to existing water line	2	EA	\$ 1,500.00	\$ 3,000.00
2	4-inch C909 Water, including necessary fittings	3,850	LF	\$ 15.00	\$ 57,750.00
3	8-inch C909 Water, including necessary fittings	9,280	LF	\$ 30.00	\$ 278,400.00
4	12-inch Steel Casing	400	LF	\$ 50.00	\$ 20,000.00
5	2" Blow Off Valve with Box	8	EA	\$ 2,000.00	\$ 16,000.00
6	4" Gate Valve with Box	5	EA	\$ 2,000.00	\$ 10,000.00
7	8" Gate Valve with Box	27	EA	\$ 3,800.00	\$ 102,600.00
8	Flush Valve & Assembly	16	EA	\$ 4,500.00	\$ 72,000.00
9	Air release valve	8	EA	\$ 1,000.00	\$ 8,000.00
10	Provide Trench Safety Sanitary	13,130	LF	\$ 1.00	\$ 13,130.00
Water Utilities Subtotal:					\$ 580,880.00

STORM SEWER & DETENTION					
1	18-inch HDPE Storm Sewer	199	LF	\$ 50.00	\$ 9,950.00
2	24-inch HDPE Storm Sewer	264	LF	\$ 55.00	\$ 14,520.00
3	30-inch HDPE Storm Sewer	184	LF	\$ 65.00	\$ 11,960.00
4	36-inch HDPE Storm Sewer	104	LF	\$ 75.00	\$ 7,800.00
5	42-inch HDPE Storm Sewer	53	LF	\$ 95.00	\$ 5,035.00
6	Safety End Treatment for (1) 18-inch Culvert	5	EA	\$ 2,500.00	\$ 12,500.00
7	Safety End Treatment for (1) 24-inch Culvert	2	EA	\$ 2,800.00	\$ 5,600.00
8	Safety End Treatment for (1) 30-inch Culvert	5	EA	\$ 3,000.00	\$ 15,000.00
9	Safety End Treatment for (1) 42-inch Culvert	1	EA	\$ 3,500.00	\$ 3,500.00
10	Headwall & Wingwall for (1) 24-inch Culvert	1	EA	\$ 2,900.00	\$ 2,900.00
11	Headwall & Wingwall for (3) 24-inch Culvert	2	EA	\$ 4,500.00	\$ 9,000.00
12	Headwall & Wingwall for (1) 30-inch Culvert	1	EA	\$ 5,000.00	\$ 5,000.00
13	Headwall & Wingwall for (2) 36-inch Culvert	2	EA	\$ 8,000.00	\$ 16,000.00
14	Headwall & Wingwall for (1) 42-inch Culverts	3	EA	\$ 5,500.00	\$ 16,500.00
15	Drainage Swale	2,369	LF	\$ 5.00	\$ 11,845.00
16	Detention Pond 3 Excavation/Placement	1	LS	\$ 35,000.00	\$ 35,000.00
17	Detention Pond 3 Outfall Structure	2	LS	\$ 20,000.00	\$ 40,000.00
18	Rip-Rap	1	LS	\$ 30,000.00	\$ 30,000.00
				Storm Sewer Subtotal:	\$ 252,110.00
EROSION CONTROL					
1	Hydromulch Seeding of Distrurbed Areas	16.0	AC	\$ 1,000.00	\$ 16,035.81
2	Stabilized Construction Entrance/Exit	2	EA	\$ 2,500.00	\$ 5,000.00
3	Reinforced Siltation Fencing	3,500	LF	\$ 2.00	\$ 7,000.00
				Erosion Control Subtotal:	\$ 28,035.81
TOTALS					
				GRAND TOTAL:	\$ 2,603,960.31

NOTE: Estimate is based on unapproved construction plans and subject to change. The prices included in this estimate are current as of the estimate date. Actual bid prices will differ from the estimate.

This Document is Released for the Purpose of
General Planning Under the Authority of:
Engineer: Jesse McLaury, P.E.
License No.: 152975

It is Preliminary in Nature and not to be Used for
Feasibility of Land Purchases, Bond Applications,
Loans or Grants.





CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 6.a.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement with Huntsville Aviation Inc. and on operations of the airport.

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Recommended Motion: NA

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications: NA

Approvals:

Ricardo Villagrand

Scott Swigert

Leonard Schneider

Associated Information:



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 6.b.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 - to receive legal advice on the 380 Agreement with Rock MFG, LLC (assignee of Zinc Point Manufacturing, Inc.).

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Recommended Motion: NA

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications: NA

Approvals:

Sam Masiel

Scott Swigert

Leonard Schneider

Associated Information:



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 6.c.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Attorney.

Initiating Department/Presenter: Human Resources

Presenter:

Brian Beasley, HR Director

Recommended Motion:

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Sam Masiel

Scott Swigert

Leonard Schneider

Associated Information:



CITY COUNCIL AGENDA

3/3/2026

Agenda Item Number: 6.d.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.

Initiating Department/Presenter: Human Resources

Presenter:

Russell Humphrey, Mayor

Recommended Motion:

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Scott Swigert

Leonard Schneider

Associated Information: