

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Jon Strong, Ward 4, Chairman
Karen Denman, At-Large Position 2



Vicki McKenzie, At-Large Position 3
Pat Graham, At-Large Position 4

CITY COUNCIL FINANCE COMMITTEE AGENDA

TUESDAY, JUNE 16, 2026, 9:00 AM

Huntsville City Hall, 1220 11th Street, Huntsville, Texas, 77340

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.

1 CALL TO ORDER

2 DISCUSSION/CONSIDERATION

The Finance Committee will hear presentations, discuss, and may consider recommendations to the City Council on the following items.

- a** Approve minutes of the June 2, 2026, Finance Committee meeting
Lance Hall, Finance Director
- b** Budget Amendment
Lance Hall, Finance Director
- c** Consider a recommendation to amend Task Order No. 2 of the Master Services Agreement with Stuart Consulting Group, Inc. for NRCS grant administration services related to Disaster Declaration DR-4798.
Lance Hall, Finance Director
Ricardo Villagrand, Assistant City Manager
Christina Bodin-Turner, Grants Manager

3 ADJOURNMENT

CERTIFICATE

I 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: June 10, 2026

Kristy Doll

TIME OF POSTING: 2:35 PM

Kristy Doll, City Secretary

TAKEN DOWN:



CITY COUNCIL FINANCE COMMITTEE AGENDA

6/16/2026

Agenda Item Number: 2.a.

Agenda Item: Approve minutes of the June 2, 2026, Finance Committee meeting

Initiating Department/Presenter: Finance

Presenter:
Lance Hall, Finance Director

Discussion: Approve minutes of the June 2, 2026 Finance Committee meeting

Financial Implications:

Associated Information:

1. Fin Comm Minutes 06.02.2026

Finance Committee Minutes

June 2, 2026

Members' Present: Jon Strong, Karen Denman, Pat Graham, and Vicki McKenzie

Staff Present: Scott Swigert, Kristy Doll, Robby Chapman, Ricardo Villagrand, Brian Beasley, Lance Hall, Marcy Metz, Laurie O'Brien, Kimberly Kembro, Christina Bodin-Turner, Layne Yeager, Olivia Discon, Kathlie Jeng-Bulloch, Savannah Gonzalez-Caballero

The agenda items discussed were:

- Approved the minutes of the May 19th, meeting. Motion -Pat Graham; seconded-Karen Denman. All approved the item.
- Kristy Doll presented the non-profit applications that have been submitted for possible funding in the FY 27 budget. No action was taken.
- Lance Hall discussed the agenda for TRA bonds to be issued in FY 2026; this item is on the City Council's full agenda at tonight's meeting for approval by City Council. The bond is not to exceed \$12,630,000. Motion -Vicki McKenzie to take item to the full city council -seconded -Karen Denman. The committee acknowledged the item is to be on the City Council's agenda tonight, where a vote will be taken.



CITY COUNCIL FINANCE COMMITTEE AGENDA

6/16/2026

Agenda Item Number: 2.b.

Agenda Item: Budget Amendment

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Discussion: Discussion and possible action on proposed Budget Amendment. This amendment is for the H-E-B Summer at the Library grant award administered through the Texas Library Association, providing funding to support the Library's summer programming activities. The City received grant funds in the amount of \$2,000 for this purpose. This budget adjustment records the grant revenue and appropriates the funds for the approved program expenses.

Financial Implications:

Associated Information:

1. BA Library Grant Revenue

Budget Amendments FY 25-26
June 16, 2026
Finance Committee and City Council

Exhibit A

Increase: Library Grant -Revenue		\$ 2,000
Increase: Library Purchases -Special Monies		\$ 2,000
Explanation:	This amendment is for the H-E-B Summer at the Library grant award administered through the Texas Library Association, providing funding to support the Library's summer programming activities. The City received grant funds in the amount of \$2,000 for this purpose. This budget adjustment records the grant revenue and appropriates the funds for the approved program expenses.	



CITY COUNCIL FINANCE COMMITTEE AGENDA

6/16/2026

Agenda Item Number: 2.c.

Agenda Item: Consider a recommendation to amend Task Order No. 2 of the Master Services Agreement with Stuart Consulting Group, Inc. for NRCS grant administration services related to Disaster Declaration DR-4798.

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Ricardo Villagrand, Assistant City Manager

Christina Bodin-Turner, Grants Manager

Discussion: The City of Huntsville continues to work through disaster recovery efforts associated with Disaster Declaration DR-4798 and the Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program Project #5118-001. The City has previously partnered with Stuart Consulting Group, Inc. (SCG) to assist with grant administration and disaster recovery coordination services associated with these projects.

The proposed amendment to Task Order No. 2 of the Master Services Agreement will allow SCG to continue providing grant administration support services necessary for the completion and closeout of the NRCS-funded projects. Services to be provided include reimbursement request preparation and submission, grant modification requests, coordination with NRCS, project closeout assistance, project documentation compilation, and other activities necessary to satisfy NRCS grant requirements.

SCG submitted an updated proposal dated May 19, 2026, reflecting a revised scope of services to remain within the City's available Technical Assistance allocation for the NRCS grant. According to the proposal, the amended Task Order No. 2 will establish a not-to-exceed contract amount of \$105,000.00. SCG indicated that approximately \$30,000.00 has previously been expended and billed under the existing task order, with the remaining balance intended to support grant administration activities through project closeout.

The NRCS Technical Assistance allocation available for engineering and grant administration services is approximately \$131,500.00. City staff recommends approval of the amendment in order to maintain compliance with grant requirements, support timely reimbursement requests, and

facilitate successful completion and closeout of the Disaster Declaration DR-4798 NRCS-funded recovery projects.

Financial Implications:

Associated Information:

1. 2026.05.18 SCG Proposal-TO2-NRCS_v3 (1)

May 19, 2026

Mr. Ricardo J. Villagrand, P.E., CFM
Assistant City Manager, City of Huntsville, TX
1212 Avenue M
Huntsville, Texas 77340-4608

RE: Disaster Recovery Consulting Services (RFQ 24-40) - City of Huntsville, TX
Natural Resources Conservation Service, EWP Project # 5118-001 in Walker County

Dear Mr. Villagrand:

In follow-up to our follow-up conversation on May 18, we understand that the City needs continued assistance with disaster recovery services for the Natural Resources Conservation Service (NRCS)-funded repair projects that is part of the City's recovery from DR-4798. We are pleased to offer the following proposal for these services.

Proposal

In keeping with the contract format to date, SCG is pleased to propose the following effort on a Task Order-basis with an hourly-based fee structure with a not-to-exceed cap. As we have discussed previously, this form of contract is common for this type of work and has been universally accepted by a wide range of federal agencies, most specifically FEMA. The benefit of a Master Services contract is that it gives the City flexibility to issue specific Task Orders for discreet aspects of the recovery efforts or individual disasters. It helps to keep costs delineated by task/disaster and gives greater control funding authorizations.

The attached exhibits provide additional detail regarding the scope of work and proposed fee.

- Exhibit 1: Scope of Services
- Exhibit 2: Contract Hourly Rate Table

Based upon the estimated level of effort, SCG is proposes an amendment to the Task Order 2 for our DR-4798 NRCS Grant Administration to be updated - not-to-exceed \$105,000. The first \$30,000 of the contract has been expended and billed. SCG has currently \$2,039.75 of expenses since September of 2025 to bill and projects that the remaining \$72,960.25 will suffice to get the grant through closeout. SCG will give monthly invoices to City of Huntsville staff can modify SCG's Scope of Services as it pertains to both internal capacity and remaining contractual funding. SCG will work at project estimated Level of Effort (Exhibit 2) unless otherwise directed by City of Huntsville staff.

In accordance with federal requirements, the contract hourly rates include all travel, overhead, and profit. Once approved, our team will work with your colleagues to expedite approval of the bid packets for the projects that will be managed by the Public Works team. SCG has a long history of maximizing reimbursement of our fees to the greatest extent feasible. If additional effort is required beyond the initial Task Order, additional Task Orders may be requested for approval by the City.

Point of Contact / Project Manager

The primary point of contact for SCG on this project will be listed below.

Julie T. Mintzer, M.P.A.
Director of Grants Administration
13105 Northwest Freeway, Suite 1100
Houston, Texas 77040
P: 346-241-0400 | C: 314-368-7977 | F: 504-962-0931
Email: juliem@stuartconsultinggroup.com

Should you or anyone else at the City have any questions or concerns, please do not hesitate to reach out to Julie by phone or email. I will remain on the project as Principal Engineer and Strategy Advisor; my contact information is the following.

Chris Fenner, P.E.
Senior Vice President
13105 Northwest Freeway, Suite 1100
Houston, Texas 77040
P: 346-241-0400 | C: 504-235-2766 | F: 504-962-0931
Email: chrisf@stuartconsultinggroup.com

Sincerely,
STUART CONSULTING GROUP, INC.



Chris Fenner, P.E.
Senior Vice President

Exhibit 1: Scope of Services

Possible Grant Management Services – NRCS DR-4798

- Reimbursement Requests
 - Support preparation, submission, and requests for reimbursement from NRCS
- Modification Requests
 - Prepare and submit requests for grant modifications for scope, schedule, or budget changes
- Agency Meetings
 - Meet, as necessary, with NRCS to coordinate grant-related issues
- Closeout
 - Conduct site inspections, as necessary, with NRCS
 - Evaluate cost overruns/underruns
 - Compile project documentation
 - Other closeout activities necessary to satisfy NRCS grant requirements

Grant Administration – NRCS DR-4798

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