



**NOTICE OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, SEPTEMBER 6, 2022  
6:00 P.M.**

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a regular meeting on Tuesday, the 6<sup>th</sup> day of September, 2022 at 6:00 P.M. in the Council Chambers, Municipal Building, 3205 Jones Road, Sunset Valley, Texas, at which time the following items will be discussed, to-wit:

1. Call to order of the City Council.
2. Citizen/Public Communication
3. Staff Reports
  - A. Administration
  - B. Public Works
  - C. Public Safety
4. Council consideration of agenda items for approval on consent

***Items Which May Be Considered and Acted on Consent***

5. Consider and act on approval of the minutes from August 16, 2022 regular meeting and work session and August 20, 2022 called meeting.
6. Consider and act on approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #15) for security system upgrades and emergency wastewater repair services as recommended by the Budget and Finance Committee. (Council Member Rosengarten/Administration)
7. Consider and act on amending the Land Development Code Sections 150.014 and 150.019 for improvements to the City's development process and requiring more detailed information to be required at submittal for development applications. (Mayor Bruner/Administration)
8. Consider acceptance of the Bid for the Public Works Reception Area Enclosure Project by HCS Inc, in an amount not to exceed \$54,900. (Mayor Bruner/Public Works)

***Presentation Items for Discussion Only***

9. Public Hearing and Presentation on the FY 2023 Proposed Budget with possible direction to staff – the Budget is scheduled for adoption on September 27, 2022. (Mayor Bruner/Administration) – TIME CERTAIN 7:00 P.M.

***Presentation Items for Discussion and Possible Action***

10. Consider and act on approval of payout of City Administrator's accrued vacation time over 120 hours (Mayor Bruner/Administration)
11. Consider and act on the following items related to the resignation of the City Administrator, Sylvia Carrillo, effective September 30, 2022. (Mayor Bruner/Administration)
- a) Discussion and approval to solicit proposals for professional recruitment services.
  - b) Consider appointment of an Interim City Administrator, effective October 1, 2022.

***Executive Session Items – Possible Action in Open Session***

12. Reconvene into Open Session.
13. Adjourn

***Executive Session Notice***

Council may announce that it will deliberate in a closed session any matter listed on this agenda for which an exception to open meetings requirements (Open Meetings Act, Chapter 551 of the Texas Government Code) permits such closed deliberation, as announced at the time of such closed session, including but not limited to: (i) consultation with the City's attorney pursuant to Tex. Gov't Code § 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05; (ii) deliberation of personnel matters pursuant to Tex. Gov't Code § 551.074. The City Council may deliberate and take action in open session on any issue that may be discussed in executive session.

***Remote Participation Notice***

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 1<sup>st</sup> day of September 2022 at 6:00 P.M.

  
\_\_\_\_\_  
Melissa Marquez  
Assistant City Secretary

# Administration Report

09.06.2022



Council Information Requests	N/A
Projects Ongoing or Planned	<ul style="list-style-type: none"><li>• FY 2023 Budget Process<ul style="list-style-type: none"><li>○ Public Hearing, Tuesday, September 6<sup>th</sup></li><li>○ Budget Work Session, Tuesday, September 13<sup>th</sup></li><li>○ Budget Adoption, Tuesday, September 27<sup>th</sup></li></ul></li><li>• Cybersecurity Training – state mandated completion by 8.31.22</li><li>• Beautification and Branding – Canales and Co.</li><li>• Comprehensive Plan Revisions</li><li>• STR Registration Process – implementation by October 1<sup>st</sup></li></ul>
Resident Information Requests	N/A
Upcoming Meetings & Topics of Interest	<p>CED Committee 9.07.22</p> <ul style="list-style-type: none"><li>• Canales and Co. discussion</li><li>• Volunteer Appreciation event planning</li><li>• Comprehensive Plan discussion</li></ul> <p>Arts Commission 9.12.22</p> <ul style="list-style-type: none"><li>• Project Planning for FY23</li><li>• Beautification/Art in Public Places</li></ul> <p>National Night Out – Tuesday, October 4<sup>th</sup> (no Council Meeting)</p>
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"><li>• FY 2023 Budget Adoption</li><li>• City Official Appointments – City Secretary and Judge</li><li>• Contract and Agreement renewals for FY 2023</li><li>• Updated Fee Ordinance for FY 2023</li></ul>

Development & Commercial Permitting Activity	See attached
Community Coordinator Report	See attached

Committee Applications for FY 2023 – Applications for the five Standing Committees and the Arts Commission are due on Friday, September 16<sup>th</sup>. Appointments for the Fiscal Year 2022-2023 will be made by Council at the September 27<sup>th</sup> meeting. Current members that wish to remain on the Committee (and Arts Commission) DO NOT need to complete an application.

Zoning Commission Appointments for 2022-2024 – Applications are now being accepted for the Zoning Commission, which will be appointed on November 15<sup>th</sup> by City Council after the November 8<sup>th</sup> election. Appointments are for a two-year term.

[Committee/Commission Application](#) (hyperlink to electronic form)



## STAFF REPORT ADDITIONAL INFORMATION

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STAFF PREPARER/CONTACT INFORMATION: Danielle Ramirez, Community Coordinator, [aramirez@sunsetvalley.org](mailto:aramirez@sunsetvalley.org)

### **Community Coordinator Report**

The month of August was productive. The following report will outline community engagement and employee morale-building tasks that have been implemented this month. Specifically, I will provide a broad perspective of tasks and events (completed and future) within the city administrative office, the Community Economic Development Committee, and amongst Residents and Businesses in Sunset Valley.

### **Engagement: Sunset Valley Residents and Businesses**

#### **SV Businesses**

Each month our office will spotlight a local business that is doing good things in our community. We interviewed Casper Fermentable during the month of July. In August we visited Reverie bookshop (located on the outskirts of Sunset Valley). Both businesses are highlighted in the Valley Newsletter(s).

- Casper Fermentable
- Reverie Bookstore (located on the outskirts of SV)

#### **SV Residents**

We have some amazing residents in Sunset Valley. Not only are many of our residents working tirelessly on Sunset Valley standing committees, but they are also making their marks within our community and impacting the city in so many positive ways. These residents were spotlighted in our most recent Sunset Valley publications.

- Mrs. Supriya Kharod (Artist)
- Ms. Mickie Powers (community activist)

### **on the horizon**

In the coming months, there will be a collaboration between the city of SV and local businesses on various projects including National Night Out (hosted by Sunset Valley Police Department), and The Storybook Pumpkin Contest which will be a city-wide contest that is spearheaded by the City of Sunset Valley. This contest will be a community engagement opportunity for SV and our local elementary school.

# Public Works Report

September 6<sup>th</sup>, 2022

Carolyn Meredith, Public Works Director



Projects Ongoing  
or Planned

## **Projects**

- CIP- [visit CIP webpage.](#)
- Violet Crown Trail- Project is underway.
- AC Repairs at PW- parts have been ordered.

## **Water**

- Austin Water Contract-Continued discussion with Austin Water.
- Lead and Copper Testing
- Hydrant testing

## **Wastewater**

- Generator has been purchased and is anticipated to arrive in October.
- Lift Station Rehabilitation-project is out for bids. Engineering letter attached.

## **Streets**

- Sign replacement -Flood Signs ordered.
- Cleaning of Reese Bridge

## **Parks and Open Space**

- Parks and Open Space Master Plan-Parks and Open Space Ad hoc committee completing final recommendations.
- Yellowtail Pond Trail-Drainage repaired; trail work will continue.
- Mowing of Greenspaces

**Drainage and Water Quality**

- Water Quality Pond-Curley Mesquite Pond Pump has been replaced. Lovegrass pond is awaiting parts for the electrical panel.
- Repairs to City Hall Pond Fountain-Awaiting parts for floats.

**Facilities**

- Emergency Power at PW/CH-awaiting bids
- Fence Replacement at Farmer's Park

**Planning**

- Comprehensive Plan Updates
- Land Development Code RFQ issued- The City is not ready to move forward with this project until the comprehensive plan is complete.
- Website Updates

**Training and Education**

- Safety Training

Completed  
Maintenance Items

- Lift Station Cleaned- Pumped and cleaned by Wastewater Transport
- General City Maintenance
- Daily Samples
- Line Locates
- Meter Reading
- Monthly Flushing
- Sewer Line cleaning-HWY 290
- Vehicle and Equipment Maintenance
- Irrigation checks and repairs
- Shopping Cart Cleanups
- Hazmat Dropoff
- Storage Yard Maintenance
- Mowing of trails and open areas-Buffer, Uplands, 37 Lone Oak, Va;;eu Creek Park
- Tree Pruning-City hall and lift station
- Mulch Delivery
- Cleaning of South Hills Conservation Area lower trail-Deadwood Removal

	<ul style="list-style-type: none"> <li>• Williamson Creek Cleanup</li> <li>• Backflow inspections</li> <li>• Trail Inspections</li> <li>• Mulching of Landscaping Beds</li> <li>• Dead Animal removal</li> <li>• Code Enforcement</li> <li>• Enviroplan construction meter setup</li> </ul>
Utility Project Assistance – Oversight	<ul style="list-style-type: none"> <li>• Damage to Council Ring</li> </ul>
Resident Information Requests	<ul style="list-style-type: none"> <li>• Development Requests</li> <li>• Tree Removal Permits</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Public Works Committee</li> <li>• Planning and Environmental Committee</li> <li>• Parks and Open Space Community Meeting</li> <li>• Budget and Finance</li> </ul>
Upcoming Topics for Agenda or Discussion	





September 1, 2022

Carolyn Meredith, Director of Public Works  
City of Sunset Valley  
3205 Jones Road  
Sunset Valley, TX 78745

**Re: Stearns Lift Station**

Dear Ms. Meredith,

We understand the City of Sunset Valley will provide new lift station pumps, rails, and associated electrical components, from an independent vendor, to be used in the rehabilitation of the Stearns Lane Lift Station. The originally designed internal lift station components and electrical control system will be replaced in the bid package for the alternate items sourced by the City. The remaining site civil work originally designed (concrete pad, fence improvements, water service extension, etc.) will be included in the updated bid package.

Freeland Turk Engineering Group remains committed to the completion of this project and will continue our scope of work to include rebidding this project and providing construction phase services.

TCEQ approved the lift station Sewage Collection System Modification (SCS) improvements in a letter dated December 29, 2021 that included internal component replacements and upgrades to the electrical components and pad site work, include some minor demolition areas. This permit expires within two years, unless more than 10% of the construction has commenced. Once 10% of the construction has commenced, the permit remains valid for 10 years from date of issuance. The work being proposed will constitute 10% of the construction and the permit will remain open for 10 years. As this work is generally in conformance with the work that was approved in the permit, no revisions are necessary. If the City decided to upgrade the pumps and system controls to the original design, this would also be an option within this 10-year permit window.

If you have any questions, please feel free to call me at (830) 377-4555.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Freeland', written over a horizontal line.

Gary Freeland, P.E., CFM  
Principal - Consultant City Engineer for the City of Sunset Valley

# Public Safety Report

City Council Meeting 9.6.2022



Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none"><li>• Texas Police Chiefs Best Practices Recognition Program</li><li>• Emergency Exercise Tabletop 10/2022</li><li>• National Night Out 10/4/2022</li><li>• Facility Security Project Update</li><li>• 290 W/B cleanup two dates moved to October 2022</li></ul>
Issues	<ul style="list-style-type: none"><li>• Illegal camping</li><li>• Trail patrols</li><li>• Criminal Trespass Incident on Reese Dr</li></ul>
Resident Information Requests	

Meetings	8.29.2022 Public Safety Meeting
Upcoming Topics for Agenda or Discussion	
Council Action Requests	

Eyes on Sunset Valley

The department is continuing on ongoing effort to help the city maintain a clean and orderly appearance. On a weekly basis officers are removing abandoned shopping carts and remnants of campsites from public spaces. In addition, our officers are conducting foot patrols of the trails several days each week in order to monitor conditions in the area. Please call the police department at 512.892.1384 and report abandoned property. Officers will impound any identifiable personal property found. The police department and public works will be doing a cleanup of the US Highway 290 easement in Sunset Valley into 2022.

Police Department Phone

The police department phone line has been updated and is now more user friendly. Callers now have the option of leaving a message or remaining on the line and being directed to a dispatcher. In addition, voice messages are sent to the receiver's email so that they can be returned more efficiently. Residents are reminded to please call 911 for in-progress calls.

Villas Neighborhood Meeting

August 27, 2022: Met with Villas residents about parking and traffic safety concerns in their subdivision. Discussed plans to address speeding and other traffic violations. Followed up with visit to resident about parking issues.

CITY COUNCIL MEETING DATE: SEPTEMBER 6, 2022



## CITY COUNCIL AGENDA ITEM #5

STAFF PREPARER/CONTACT INFORMATION: Melissa Marquez, Asst. City Secretary  
[mmarquez@sunsetvalley.org](mailto:mmarquez@sunsetvalley.org)

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes from the August 16, 2022 regular meeting and work session and August 20, 2022 called meeting.

BACKGROUND: N/A

APPLICABLE CODE SECTIONS: TEXAS LOCAL GOVT. CODE 22.073

FUNDING:

CURRENT YEAR FISCAL BUDGET				
ACCOUNT	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
N/A	\$0	\$0	\$0	\$0
PRIOR YEAR FISCAL BUDGET(S)				
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 08-16-2022
- DRAFT MINUTES 08-20-2022



**MINUTES OF A WORK SESSION  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, AUGUST 16, 2022  
4:30 P.M. – 6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Marc Bruner  
Mayor Pro tem Alfonso Carmona  
Council Member Rob Johnson  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, Asst. City Administrator  
Carolyn Meredith, Public Works Director  
Barbara Boulware-Wells, Attorney  
Kyle Sorahan, Accounting Manager  
Duncan Moore, A/V Technician

**1. Call to order of the City Council**

Mayor Bruner called the Work Session to order at

**2. Citizen/Public Communication (Limited to 3 minutes)**

- Melissa Gonzales

**3. Council will discuss the following items, but take no action - Parks and Open Space Draft Plan**

- Introduction of Asakura Robinson by Carolyn Meredith
- Presentation by Kari Spiegelhalter and Michelle Bright with Asakura Robinson on the Parks and Open Space Draft Plan
- Questions and comments from Council Members:
  - ADA accessibility
  - Wildfire protection
  - Cyclist conflicts with pedestrians
  - Swimming Pool
  - Pickle Ball court – potential noise issue
  - Partnership with AISD – pocket park behind baseball diamond
  - Farmers' market location
  - Implementation costs
  - Protecting conservation areas and trees
  - Issues with survey – participants not aware of properties

**4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.**

Draft plan to be sent back to the Ad hoc Committee to work with Asakura Robinson to take feedback from Council and also develop budget numbers.

## 5. **Adjourn**

Mayor Bruner adjourned the work session at 5:58 P.M.



**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, AUGUST 16, 2022  
6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Marc Bruner  
Mayor Pro tem Alfonso Carmona  
Council Member Rob Johnson  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, Asst. City Administrator  
Carolyn Meredith, Public Works Director  
Kyle Sorahan, Accounting Manager  
Barbara Boulware-Wells, Attorney  
Lenn Carter, Chief of Police

**1. Call to order of the City Council.**

Mayor Bruner called the meeting to order at 6:05 P.M

**2. Citizen/Public Communication**

- Dan Horrigan
- Lisa Versaci
- Alfonso Carmona
- Burton Pierson
- Melissa Gonzales
- Helen Besse

**3. Public Works Staff Report**

- Report delivered by Carolyn Meredith, Public Works Director

**4. Council consideration of agenda items for approval on consent**

*Items Which May Be Considered and Acted on Consent*

Council Member Rosengarten made a motion to approve Agenda Items #5,7, and 8 on consent, seconded by Council Member Reetz. All voted in favor and the motion carried.

**5. Consider and act on approval of the minutes from the August 2, 2022 regular meeting and work session and the August 9, 2022 called meeting. Agenda Item Approved on Consent**

**6. Consider and act on approval of a Right of Way license agreement with Google Fiber. (Mayor Bruner/Administration)**

Question from Council Member Johnson regarding franchise fee.

Council Member Reetz made a motion to approve the Right of Way license agreement with Google Fiber, seconded by Council Member Johnson. All voted in favor and the motion carried.

Mayor announced that the Council would take a 10 minute recess and reconvene at 7:00 P.M.

7. **Consider and act on approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #14) and approving the purchase of speed limit signs, flood warning signs, and the striping of Jones Road and Sunflower Trail. (Mayor Bruner/Public Safety/Public Works) Agenda Item Approved on Consent**
8. **Consider and act on approval of two (2) easements for the Lone Oak Trail Waterline to Curley Mesquite Cove and Sunset Trail Waterline. (Mayor Bruner/Public Works) Agenda Item Approved on Consent**

*Presentation Items for Discussion and Possible Action*

9. **Consider and act on approval of a Preliminary Plat of 4.966 acres out of T. Bissell Survey 18 Abstract 3, also known as 6405 Brodie Lane, under Section 150.281 of the Land Development Code. (Mayor Bruner/Administration) – TIME CERTAIN 7:00 P.M.**

Sylvia Carrillo introduced this agenda item.

Questions from Council Members in regards to the proposed alignment of water line associated with the preliminary plat for the 6405 Brodie development. Specifically, concerning the water line cutting across the property instead of continuing down Brodie Lane.

Comments from applicants Tom and Justin Trubiana

Public Comments:

- Melissa Gonzales
- Scott Draker

Response from Blayne Stansberry, Civil Engineer, addressing concerns over soil and property appraisal for installation of water line.

Additional statements from Blayne Stansberry announcing that she will be departing as the Engineer for the 6405 Brodie Project and will have Tammi Migl, PE to take over current project.

Council Member Rosengarten made a motion to approve the Preliminary Plat of 4.966 acres out of T. Bissell Survey 18 Abstract 3, also known as 6405 Brodie Lane, under Section 150.281 of the Land Development Code, seconded by Council Member Reetz.

Council Member Johnson voted yes

Mayor Pro tem Carmona voted no



Council Member Reetz voted yes  
Council Member Rosengarten voted yes

With three votes in favor, and one against, the motion carried.

*Presentation Items for Discussion Only*

**10. Presentation and discussion of the Mayor's Budget for Fiscal Year 2022-2023.**

Mayor Bruner introduced agenda item.

Overview of the Budget for Fiscal Year 2022-2023 provided by Sylvia Carrillo, City Administrator.

Council Members requested additional information and future discussion:

- Utility Subsidies
- Proposed new vehicle vs. mileage reimbursement
- Open Space Management, Landscaping, Grounds, etc. – total cost of maintaining city facilities (parks, trails, open spaces, etc.)
- CIP – inflationary protections for projects

Council Member Johnson made a motion to extend the meeting for one hour, seconded by Mayor Pro tem Carmona. All voted in favor and the motion carried.

Additional comments from Budget and Finance Chair, Chip Young, and a discussion with Council transparency in the budget.

Citizen Comment from Melissa Gonzales.

Additional comments and questions from Council Members.

**11. Adjourn**

Council Member Johnson made a motion to adjourn, seconded by Council Member Reetz. All voted in favor, and the meeting adjourned at 9:30 P.M.



**MINUTES OF A CALLED MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
SATURDAY, AUGUST 20, 2022  
9:00 A.M. – 12:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Mayor Marc Bruner  
Mayor Pro tem Alfonso Carmona  
Council Member Rob Johnson  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, Asst. City Administrator  
Carolyn Meredith, Public Works Director  
Suzanna Fleegal, Accounting  
Kyle Sorahan, Accounting  
Duncan Moore, A/V Technician

**1. Call to order of the City Council**

Mayor Bruner called the meeting to order at 9:08 A.M. and made an opening statement regarding the meeting.

**2. Citizen/Public Communication**

None

***Presentation Items for Discussion and Possible Action***

**3. Consider and act on appointing a Council Liaison to the Planning and Environmental Committee.**

Council discussed the process for Council Liaison appointments, and which Council Members were interested in the position.

Council Member Johnson made a motion to appoint Mayor Pro tem Carmona as Council Liaison to the Planning & Environmental Committee, seconded by Council Member Reetz. All voted in favor and the motion carried.

**4. Consider and act on adopting a revised Vision Statement for the City, as a follow-up to the City Council retreat held in March 2022.**

Mayor Bruner introduced the agenda item. Council Members discussed the proposed Vision Statement, as a follow-up from the revisions proposed to the adopted 2020 statement at the March 2022 retreat. Council also discussed the mission statement versus the vision statement.

Citizen Comments:  
Melissa Gonzales  
Karen Medicus

Council Member Johnson made a motion to adopt a revised Vision Statement, as edited to include bullets, seconded by Council Member Reetz.

Comments from Council Members on emphasis of the first words of the bullet points. All voted in favor and the motion carried.

Council took a fifteen-minute recess.

### ***Presentation Items for Discussion Only***

5. **Discussion of the FY 2022-2023 Proposed Budget, and follow-up from the August 16<sup>th</sup> presentation. TIME CERTAIN 10:00 A.M.**

- Mayor Bruner introduced the budget work session
- Carolyn Meredith, Public Works Director, provided an overview of Open Space and Grounds management funding
- Discussion of the proposed contract renewal with TexaScapes for landscaping services
- Discussion of fund transfers for the FY 2023 Budget
- Comment from Council Member Reetz on the Crime Control Fund reserves
- Discussion of the Utility Fund, the subsidies, and the sustainability of having a non-enterprise Utility Fund (special revenue fund)
- Discussion of water use, irrigation, and water conservation rebates
- Discussion of solid waste contractual rates and subsidies
- Comments on open space planning and beautification funds in the proposed budget – topic for the September 6<sup>th</sup> work session
- Staff addressed comments and questions from the Charles Young, Chair of the Budget and Finance Committee
  - Comments from the Mayor
  - Comments from Charles Young, Chair of Budget and Finance
- Citizen Comment from Melissa Gonzales on the CIP

6. **Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda from Agenda Item #5.**

Proposed Budget with corrections will be presented at Council on September 6<sup>th</sup>, with adoption set for September 27<sup>th</sup> – additional work sessions may be called between September 6<sup>th</sup> and 27<sup>th</sup>.

7. **Adjourn**

Mayor Bruner adjourned the meeting at noon.



## CITY COUNCIL AGENDA ITEM #6

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STAFF PREPARER/CONTACT INFORMATION: Kyle Sorahan, Accounting Manager  
[ksorahan@sunsetvalley.org](mailto:ksorahan@sunsetvalley.org)

SUBJECT: BUDGET ADJUSTMENT

DESCRIPTION: Consider and act on approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #15) and approving the increase in buildings security systems contract and emergency response services - non-city.

BACKGROUND: Higher than anticipated project estimate costs require additional funds in the security system improvements planned for the Public Works building and the campus as a whole.

Budget and Finance Committee reviewed this item on 8/25/2022 and made amendments to staff's recommendations as follows:

### **General Fund Reserves Funding:**

**Security System Buildings – \$12,000:** An unforeseen increase in the services and materials needed will result in an increase in the cost of the security system installation. We anticipate the need to purchase additional cameras due to existing cameras not working and blind spots in the system. Additionally, the bid for the Public Works Reception Area will need to be considered as part of these upgrades. See Agenda Item #8 for more information.

**Total General Fund Reserve Adjustments: \$12,000**

### **Utility Fund Reserves Funding:**

**Emergency Response Services Non-City - \$15,000:** On August 10<sup>th</sup>, the City responded to a wastewater leak at 4713 South Lamar (Toney Burger Center Entrance on HWY 290). The damage was caused by a contractor for AISD drilling holes for the re-installation of gates at the entries. The city clearly marked the location of the wastewater line. However, the contractor dug within the area of the wastewater line. Once discovered, City staff contacted two contractors to make emergency repairs to the line. The contractor who caused the damage was also onsite during the repair. The contractors the City used for the repairs were quick to respond and mitigate the situation within hours. There are still camera inspections of the line pending that will determine if any additional repairs are necessary. In order to maintain the City's relationship with the contractors who did the emergency repair the City will pay the

invoices and will be reimbursed by the contractor who caused the damage. However, in order to pay these invoices, the budget for emergency response will need to be amended. There is approximately \$4,000 available in this line item at this time. An additional \$15,000 is requested to cover these expenses and any other repairs that may be necessary. Any repairs associated with this project will be recouped as well as City Staff time for the repair and any additional fines for the damage. Below is an estimated tabulation for the repair.

Contractor	Amount
Peabody General Contractors (Repair)	\$3670.00
Wastewater Transport Solutions (Sewage removal)	\$6,242.07
All Points Inspections Services (Line Inspection)	Estimated: \$4,000.00
Total	\$13,912.07

**Total Utility Fund Reserve Adjustments: \$15,000**

**FUNDING:**

<i>CURRENT YEAR FISCAL BUDGET</i>											
<i>FROM:</i>						<i>TO:</i>					
<i>Fund</i>	<i>Dpt</i>	<i>Acct</i>	<i>Desc</i>	<i>Current Balance</i>	<i>Encumbered</i>	<i>Fund</i>	<i>Dpt</i>	<i>Acct</i>	<i>Desc</i>	<i>This Item</i>	<i>Ending Budget in Acct</i>
<i>GF</i>			<i>General Fund Reserves</i>	<i>9,089,585</i>		<i>GIP</i>	<i>PD</i>	<i>5764</i>	<i>Security System – Buildings</i>	<i>12,000</i>	<i>127,000</i>
<i>UT</i>			<i>Utility Fund Reserves</i>	<i>3,399,105</i>		<i>UT</i>	<i>WW</i>	<i>5324</i>	<i>Emergency Response Services Non-City</i>	<i>15,000</i>	<i>20,000</i>

STAFF RECOMMENDATION: Approval

SUPPORTING MATERIALS PROVIDED: YES

- BUDGET ADJUSTMENT #15
- FY 22 BUDGET ADJUSTMENTS LIST
- ORDINANCE

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ORDINANCE NO. 210921 AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND TERMINATING SEPTEMBER 30, 2022 AND MAKING TRANSFERS AND APPROPRIATIONS OF FUNDS FOR ACCOUNTS AFFECTING THE CAPTIAL IMPROVEMENT PROJECTS AND UTILITY FUNDS.**

**WHEREAS**, the City Council of the City of Sunset Valley, Texas, deems it necessary to amend Ordinance No. 210921 to meet unexpected and/or unforeseen conditions that could not have been included in the original budget using reasonably diligent thought and attention.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNSET VALLEY, TEXAS THAT:**

Ordinance No. 210921 passed and approved on September 21, 2021, is hereby amended, to provide for the line-item adjustments and transfers set forth in Attachment A, Budget Amendment #15, attached hereto and incorporated herein. Except as specifically affected by the transfers and appropriations reflected on the attached Attachment A, the budget for Fiscal Year 2021-2022 as previously approved, shall remain in full force and effect.

PASSED AND APPROVED this 16<sup>TH</sup> DAY OF AUGUST 2022.

\_\_\_\_\_  
Marc Bruner  
Mayor

ATTEST:

\_\_\_\_\_  
Matt Lingafelter, City Secretary

**Budget Adjustment #15 FY22**

Misc Expenses

Fund	Dpt	GL	GL Description	Adopted Budget	Proposed Increase	Amended Budget	Notes
30	02	5764	Security System - Buildings	115,000.00	12,000.00	127,000.00	Anticipated increase due to additional security needs and cameras
02	06	5324	Emergency Response Services Non-City	5,000.00	15,000.00	20,000.00	Emergency Wastewater Repair to be reimbursed by the contractor responsible
				<b>120,000.00</b>	<b>27,000.00</b>	<b>147,000.00</b>	

Funding

Fund	Dpt	GL	GL Description	Current Balance	Proposed Funding	Ending Balance	
01			General Fund Reserves	9,089,585.00	12,000.00	9,077,585.00	
02			Utility Fund Reserves	3,399,105.00	15,000.00	3,384,105.00	
				<b>12,488,690.00</b>	<b>27,000.00</b>	<b>12,461,690.00</b>	

**Budget Adjustment Total**



#	Date Approved	Reason	Amount	Account String
1	11/9/2021	Engineering Task Order	18,275.00	01-01-5330
2	11/16/2021	Medical Insurance & HRA	26,957.84	see sheet
3	11/16/2021	Surveillance Cameras	27,500.00	19-19-5625
4	11/16/2021	CED Beautification	66,512.00	01-01-5310
5	12/7/2021	Job Descriptions	12,667.00	see sheet
6	3/8/2022	Various Items- Land, LDC	1,087,064.45	see sheet
7	4/19/2022	Various Items- Attorney, CED	88,052.25	see sheet
8	4/19/2022	City Hall Feasibility Study	10,000.00	01-01-5327
9	5/17/2022	ArtFest	20,476.00	16-16-6551
10	5/17/2022	City Hall Repairs	42,120.00	01-04-5740
11	5/17/2022	Staffing Changes	57,764.02	see sheet
12	6/7/2022	Radios, SW Maint, Laptops, RM Vehicles	422,973.27	see sheet
13	7/19/2022	Fuel, Credit Cards, R&M Bldg, Printing, etc	36,330.00	see sheet
14	8/16/2022	Street Signs	97,000.00	14-14-5750
			<b>2,013,691.83</b>	

CITY COUNCIL MEETING DATE: SEPTEMBER 6, 2022



## CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator  
[scarrillo@sunsetvalley.org](mailto:scarrillo@sunsetvalley.org)

SUBJECT: DEVELOPMENT PROCESS

DESCRIPTION: Consider and act on amending the Land Development Code Sections 150.014 and 150.019 for improvements to the City's development process and requiring more detailed information to be required at submittal for development applications. (Mayor Bruner/Administration)

BACKGROUND: City staff are proposing minor amendments to the Land Development Code allowing for more detailed information to be required at submittal. This will give staff the opportunity to fully vet a project before formally accepting the application, which then begins the legislative process and shot clock. To improve the process for both applicants and the City, staff is requesting a change in information at submittal that currently is stated as "may" be required to "shall" be required. For example, Appendix A and Appendix B.

Additionally, staff is proposing a non-refundable review fee to be paid at the time of submittal. Currently, fees are paid at various stages of the project. Some applications are paid at submittal; however, this does not include a plan review fee. The application fee often covers the administrative cost of advertising in the newspaper for example, and 3<sup>rd</sup> party review fees are paid at the end of the project. If the project is not viable, there stands the possibility of no fees being collected for work already completed, and for which the city has already been billed for 3<sup>rd</sup> party engineering or building review fees.

The two amended sections:

§ 150.014 PROCEDURE; APPLICABLE TO ALL APPLICATIONS AND REQUESTS FOR APPROVAL.

(A) The filing of an application or request for approval shall include all information required by this Code for the application or approval, as well as the appropriate fees prior to review. Where forms have been promulgated by the city, information shall be provided on such forms.

(B) If the application fails to include the necessary documents or information, within ~~ten~~ 3 business days of filing the ~~Deputy~~ City Administrator or other Sunset Valley staff shall make a determination on the administrative completeness of the application and provide the applicant with written notice ~~the failure that specifies the deficiencies of the application. The notice shall specify that the application will expire 45 days after the date the application was filed, if the~~

~~applicant does not provide the necessary documents and information described within ten business days of receipt of the notice. This does not preclude the City from finding that the information is not sufficient to support the application after the 3 business days.~~

~~(C) If the applicant fails to provide the documents or information specified in the notice within the time requested, the application expires 45 days after the filing date.~~

~~(D) The provisions of this subchapter regarding expiration of an application for incompleteness are in addition to and do not supersede any other provisions of this Code regarding expiration of an application, approval, or permit.~~

~~(E)~~(C) If the notice provisions of § 150.014(C) are invalidated for any reason, the notice provisions permitted by Tex. Loc. Gov't Code § 245.002 shall apply to the filing of any application or request for approval.

§ 150.019 APPLICATION DEFINED.

As used in §§ 150.012 through 150.020, "application" means an application submitted to the City of Sunset Valley in conformance with city ordinances for approval of site development plans, site plans, subdivisions, construction plans, re-subdivisions, replatting, building permits, landscaping permits, watershed permits, construction permits, or any other endeavor for which an approval or permit is required by this Code.The application shall include the items listed in Appendix A or Appendix B as appropriate.

These amendments have been presented to Council in two work sessions and have been discussed with the Board of Adjustment and the Zoning Commission. The changes incorporated here are the result of collaborative work between staff and the Zoning Commission. Staff has also prepared a flowchart outlining the revised development process (attached).

APPLICABLE CODE SECTIONS: [TX LOCAL GOVT CODE CHAPTER 212\\*](#)

Chapter 212 was amended in 2019 by [Texas House Bill No. 3167](#)

STAFF RECOMMENDATION: Approve the amendments, and assign a plan review fee.

SUPPORTING MATERIALS PROVIDED:

- PROPOSED CODE AMENDMENTS
- PROPOSED DEVELOPMENT PROCESS

## **§ 150.007 GENERAL RULES OF CONSTRUCTION.**

The following general rules of construction apply to the textual provisions of this chapter:

(A) *Computation of time.* In computing a period of days, the day of the act or event from which the designated period of days begins to run is excluded, and the last day of the period of days is included, unless the last day is not a working day. If the last day of the period is not a working day, the period runs until the end of the next day which is a working day. In computing a period of less than seven days, Saturdays, Sundays, and city holidays are excluded.

(B) *Internal reference.* A reference without further identification to a chapter, division, part, or section is a reference to a chapter, division, part, or section of this Land Development Code. A reference within a particular chapter, division, section, or subsection to an division, section, subsection, or other numbered or lettered divisional unit without further identification is a reference to a unit of the next larger unit of this Land Development Code in which a reference appears. For example, a reference in this division to division (A) is a reference to § 150.007(A).

(C) *Headings.* Section and division headings contained herein are for convenience only and do not govern, limit, modify, or in any manner affect the scope, meaning, or intent of any provision of the Land Development Code.

(D) *Illustration.* In case of any difference of meaning or implication between the text of any provision and any illustration, or table, the text shall control.

(E) *"Shall", "must", "will", and "may".* "Shall", "must", and "will" are always mandatory and not discretionary. "May" is discretionary.

(F) *Tenses and numbers.* Words used in the present tense include the future, and words used in singular include the plural, and the plural the singular, unless the context clearly indicates the contrary.

(G) *Conjunctions.* Unless the context clearly indicates the contrary, conjunctions are interpreted as follows:

(1) "And" indicates that all connected items or provisions apply.

(2) "Or" indicates that the connected items or provisions may apply singly or in any combination.

(3) "Either...or" indicates that the connected items or provisions shall apply singly but not in combination.

## **§ 150.008 CONFLICT WITH PRIVATE RESTRICTIONS.**

The provisions of this Land Development Code are minimum requirements for the promotion of the public health, safety, comfort, convenience, and general welfare. It is not the intent of these regulations to interfere with, abrogate, or annul any private easement, covenant, restriction, or other agreement between private parties. When regulations imposed by this Land Development Code require a greater restriction upon the use of a building or land, or upon the height of buildings, require larger open spaces, or otherwise impose greater restrictions than are imposed or required by other ordinances, rules, regulations, or by private easements, covenants, restrictions, or agreements, the provisions of the Land Development Code shall control.

## **§ 150.009 INCONSISTENT PROVISIONS.**

(A) The provisions of this Land Development Code establish procedures to be followed in connection with regulations governing the use and development of land. The requirements of this Land Development Code shall control over any previously enacted and inconsistent provision of an ordinance of the City of Sunset Valley.

(B) Provisions of this Land Development Code shall be held to be minimum requirements adopted for the promotion of the public health, safety and general welfare. Wherever a requirement of this Land Development Code is at variance with another requirement of this Land Development Code, any statute or city ordinance, the most restrictive, or that imposing the higher standard shall apply.

#### **§ 150.010 EXTENSION OF DEADLINES.**

To the extent otherwise permitted by state statute or federal law, an applicant and the City Council may extend by agreement any deadline set forth in the Land Development Code.

#### **§ 150.011 APPLICABILITY OF LAND DEVELOPMENT TO CITY OF SUNSET VALLEY.**

In those circumstances in which the City of Sunset Valley as a property owner is engaged in development, the Land Development Code applies to these development activities unless the city is otherwise exempted by provisions of this Code or by another ordinance and except as set forth below.

(A) The city does not have to pay itself any fees or post any fiscal security or bond.

(B) None of the timetables and deadlines established herein apply to the city when the city is an applicant under this Land Development Code.

(C) When the city is required to prepare a development application, the City Administrator on a case-by-case basis may waive specific elements or contents of the application when such elements or contents are not required by this Code and are unnecessary or wasteful.

(D) The following Land Development Code provisions are inapplicable to the city when the city is an applicant or seeks to take action with regard to its own property or rights of way: § 150.064(B), § 150.066(B)(1) and (C), § 150.086, § 150.104(B) and (C), § 150.113, § 150.267(G) and (H), § 150.268, § 150.269, § 150.280(E), § 150.281(B), (C), (D), (F)(5) and (F)(6), § 150.282(B)(6), (B)(7), (B)(11) and (B)(12), § 150.283(B), § 150.284(D), § 150.304, § 150.306, § 150.307(L), § 150.309, § 150.326(C), (F), (G) and (H), § 150.336(C) and (E), § 150.376, § 150.549, § 150.569, § 150.570, § 150.572, § 150.573, § 150.575, § 150.628, § 150.634, § 150.635, § 150.657, § 150.672(C) and (D), § 150.673, § 150.674, §§ 150.700 through 150.736, §§ 150.750 through 150.757, §§ 150.777 through 150.781, § 150.021, and § 150.999

(E) (1) Except as to matters of zoning, the City Council may grant the city a variance from any provision in this Code for any of the reasons identified in § 150.002 upon notice and hearing. No other substantive or procedural variance requirements apply to the City of Sunset Valley when it is an applicant on non-zoning matters.

(2) The Board of Adjustment decision on any variance requested when the city is an applicant shall be governed by the standards set forth in § 150.002.

(F) Nothing in § 150.011 shall prohibit the city from amending zoning law and reclassifying the zoning categories of particular property as otherwise provided for in this Land Development Code.

(G) The imposition of any duty on the City of Sunset Valley in its role as developer or applicant under this Code does not bestow on any person any rights as against the city.

#### **§ 150.012 GRANDFATHERING ESTABLISHED BY DATE OF INITIAL APPLICATION.**

Except as otherwise provided in this subchapter, an applicant must comply with current ordinances, rules and regulations in effect on the date the first application for a project is filed with the city. Those ordinances, rules and regulations govern subsequent permits for the project filed within two years from the date the first application is filed. Subsequent permit applications filed more than two years after the date the first application is filed with the city shall be governed by the ordinances, rules and regulations in effect on the date the subsequent application is filed.

## § 150.013 EXCEPTIONS.

(A) An applicant to whom § 150.012 applies shall have the right, without otherwise forfeiting any rights under this section, to take advantage of changes to the Sunset Valley Land Development Code if such new version of the Land Development Code would enhance or protect the project.

(B) The most current versions of each of the following Land Development Code provisions and ordinances are applicable to any project and these provisions and ordinances are exempted from § 150.012:

- (1) Ordinances or those portions of the Land Development Code adopting updated versions of the uniform building, fire, electrical, plumbing, or mechanical codes promulgated by a recognized national code organization; or
- (2) Fees imposed in conjunction with permits or applications;
- (3) Regulations for utility connections;
- (4) Public works projects undertaken by governmental entities other than the city;
- (5) New amendments to the Land Development Code or new ordinances to the extent they are expressly exempted from this Division (or its predecessor ordinance) or specific sections of this Division (or the predecessor ordinance);
- (6) Ordinances or Code amendments the city is required to enact pursuant to federal or state law; or
- (7) Regulations that are exempt under state or federal law from the Uniformity of Requirements section of Tex. Loc. Gov't Code Chapter 245.

## § 150.014 PROCEDURE; APPLICABLE TO ALL APPLICATIONS AND REQUESTS FOR APPROVAL.

(A) The filing of an application or request for approval shall include all information required by this Code for the application or approval, as well as the appropriate fees prior to review. Where forms have been promulgated by the city, information shall be provided on such forms.

(B) City of Sunset Valley staff shall review the completed form referred to in division (A) as well as the application and all supporting documentation to determine whether the application filed includes all documents or information necessary to comply with this Code's requirements relating to the form and content of the application.

(C) If the application fails to include the necessary documents or information, within ~~ten~~ 3 business days of filing the ~~Deputy~~ City Administrator or other Sunset Valley staff shall make a determination on the administrative completeness of the application and provide the applicant with written notice ~~the failure~~ that specifies the deficiencies of the application. ~~The notice shall specify that the application will expire 45 days after the date the application was filed, if the applicant does not provide the necessary documents and information described within ten business days of receipt of the notice. This does not preclude the City from finding that the information is not sufficient to support the application after the 3 business days.~~

~~(D) If the applicant fails to provide the documents or information specified in the notice within the time requested, the application expires 45 days after the filing date.~~

~~(E) The provisions of this subchapter regarding expiration of an application for incompleteness are in addition to and do not supersede any other provisions of this Code regarding expiration of an application, approval, or permit.~~

~~(F)~~ (D) If the notice provisions of § 150.014(C) are invalidated for any reason, the notice provisions permitted by Tex. Loc. Gov't Code § 245.002 shall apply to the filing of any application or

request for approval.

#### **§ 150.015 DEADLINES AND EXPIRATION DATES NOT EXTENDED.**

This subchapter does not extend a deadline for, or expiration date of, an application or approval under City of Sunset Valley ordinances.

#### **§ 150.016 UPDATING SUBMITTALS; REQUIREMENTS.**

(A) This subchapter does not prohibit the city from requiring updated tree surveys, engineering reports, or other submittals required under the City's Codes or ordinances when an application is not granted or denied before such surveys, reports or other submittals become outdated or inaccurate.

(B) The city may require compliance with requirements relating to the form and content of an application in effect at the time the application was filed even though the application is filed after the date an applicant accrues rights under § 150.014.

#### **§ 150.017 NO VESTED RIGHTS.**

This subchapter does not create any property rights or vested rights in any applicant or other individual or entity. The City Council may amend or repeal all or part of this subchapter, making such repeal or amendment effective immediately upon all pending and future applications.

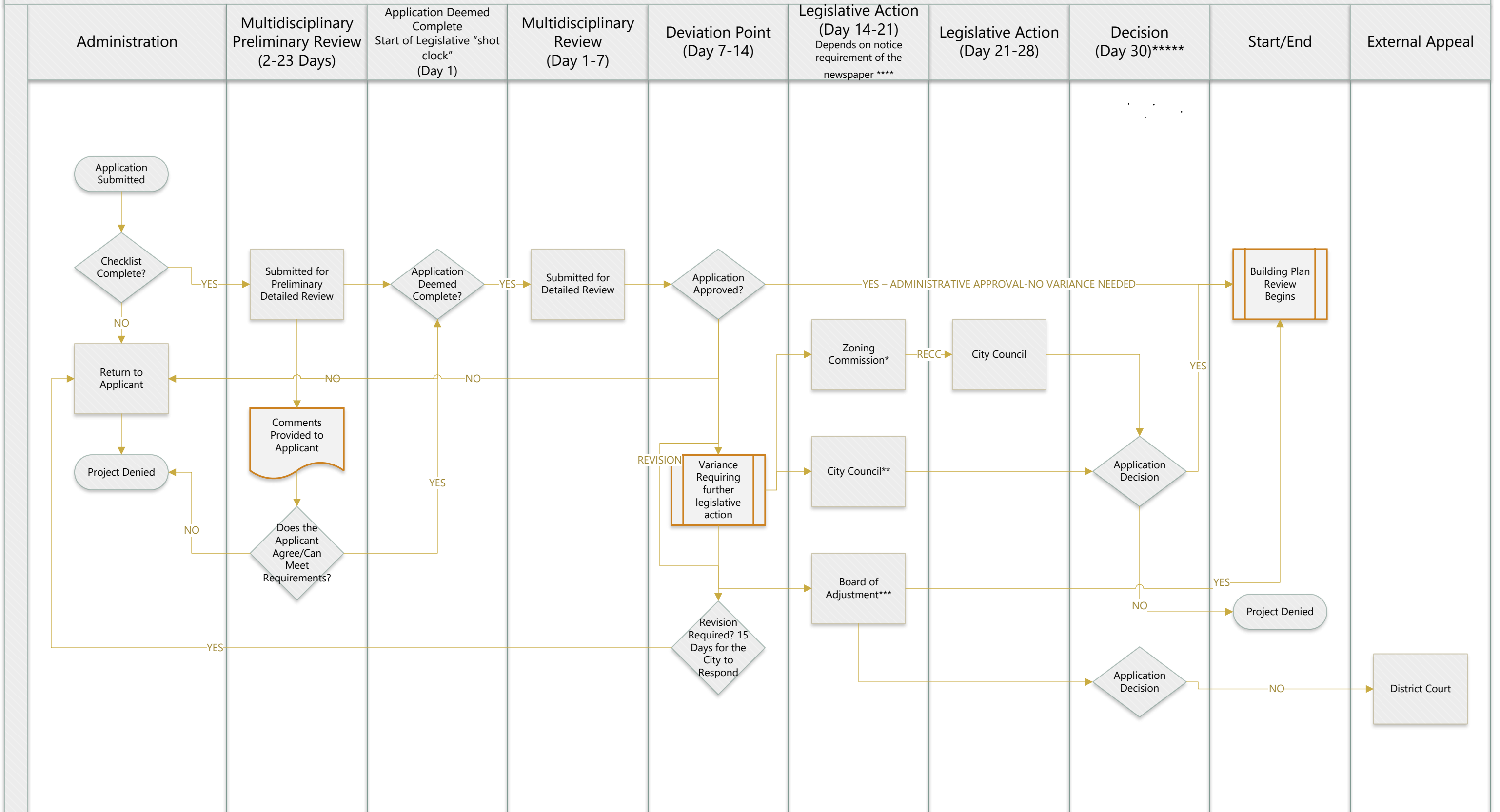
#### **§ 150.018 STATE LAW PRIMACY.**

As applied to those sections of this Land Development Code other than §§150.320 to 150.349, this chapter may be preempted by state statute.

#### **§ 150.019 APPLICATION DEFINED.**

As used in §§ 150.012 through 150.020, "application" means an application submitted to the City of Sunset Valley in conformance with city ordinances for approval of site development plans, site plans, subdivisions, construction plans, re-subdivisions, replatting, building permits, landscaping permits, watershed permits, construction permits, or any other endeavor for which an approval or permit is required by this Code. The application shall include the items listed in Appendix A or Appendix B as appropriate.

# Proposed Development Process - Site Plan Review (Prior to Building Permit Submittal)



\*Zoning Commission – Will hear Special Use Permit and other land use items

\*\* City Council will hear the recommendation from the Zoning Commission as well as directly hear the variance request to Impervious Cover (no other board hears this request type)

\*\*\* Board of Adjustment will hear encroachment and alternative methods not allowed by code and other code interpretations by the Building Official/ City Administrator. These appeal directly to District Court and not to City Council. Further clarification on Board of Appeal actions headed to City Council needs discussion.

\*\*\*\* Applicant must agree to alternate posting date if the newspaper cannot meet the publication date.

\*\*\*\*\* If the application is not acted on, the application is considered administratively approved as submitted





## CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director  
[cmeredith@sunsetvalley.org](mailto:cmeredith@sunsetvalley.org)

SUBJECT: SECURITY UPGRADES

DESCRIPTION: Consider acceptance of the Bid for the Public Works Reception Area Enclosure Project by HCS Inc, in an amount not to exceed \$54,900. (Mayor Bruner/Public Works)

BACKGROUND: As part of the security upgrades of City Facilities, enclosing the reception area within the Public Works building is also included. The department received one bid for the construction from HCS, Inc. This a commercial general contractor and the proposal for the enclosure is \$54,900.00. This will close off the reception area to access from the lobby. Attached is the bid package from HCS, Inc. for review.

FUNDING: In the FY 22 budget, Council approved \$115,000 in security upgrades. In May 2022, the City Council approved a contract with Entech to not exceed \$62,139.00. This bid would bring the total to \$117,039. This is over the budget amount and would not allow for any changes for additional needs such as camera for blind spots in the system. Budget and Finance Committee recommended a budget amendment of \$12,000 to address these needs (Agenda Item #6).

CURRENT YEAR FISCAL BUDGET						
FUND	DEPT.	ACCT.	BUDGET	FY 22 EXPENDITURES	THIS ITEM	REMAINING IN FY22 BUDGET
30	02	5764 – Security System - Buildings	\$115,000 With Budget Amendment \$127,000	\$62,139 Security System	\$54,900	\$- -2039.00  \$9,961.00

STAFF RECOMMENDATION: Approval

SUPPORTING MATERIALS PROVIDED: YES



# SUNSET VALLEY

RFB #0629022A

*Public Works*

*Reception Area Renovation*

Bids Due:

Friday, 07-22-2022 @ 2 PM

Bids Due via:

City of Sunset Valley - Public Works  
3205 Jones Rd., Sunset Valley, TX 78745



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  - b. Appendix B - Bid Verification
  - c. Appendix C - Conflict of Interest Questionnaire
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- 03. Personnel**
  - a. HCS Personnel List
  - b. HCS Resume - President - Carl Ballerino
  - c. HCS Resume - Director of Construction - Mike Ballerino
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- 
01. Introduction
    - a. Letter of Introduction
    - b. Capabilities Statement



## LETTER OF INTRODUCTION

Originally founded by Carl Ballerino in 1989, HCS Inc. has grown to be a major competitor in the commercial construction industry throughout Central Texas. With over 30 years experience in the construction industry HCS Inc. has specialized in public and private general contracting and construction management. We have gained a reputation of quality performance with integrity striving to achieve the highest quality of workmanship as well as delivering timely completion.

HCS Inc. has specialized in educational institutions such as Universities, Public and Private Schools, Military, Public Housing Authority's, State, City & Federal Government Projects.

HCS Inc. has completed hundreds of projects over the years and we have a long standing relationship with many of our clients which shows our commitment to continually provide a quality and on time project completion. At HCS our commitment is to provide our clients with the utmost satisfaction in quality workmanship with uncompromised integrity.

HCS Inc. has significant experience dealing with and completing commercial construction projects. We pride ourselves with timely completion of our projects. As shown on our enclosed project list HCS Inc. has completed many multifaceted projects on or before our scheduled completion dates. HCS Inc. has completed multimillion dollar school projects over summer break, for many years and we have always been substantially complete before the opening of school, many projects are short schedule multimillion dollar jobs completed in three months. Another example of our commitment to complete projects on or before the scheduled finish date is the Waco Housing Authority apartment renovations, valued at 4.6 million dollars, which was finished six months ahead of schedule.

HCS Inc. has completed projects for many entities and a large percentage of our work continues to be with repeat clients, such as the City of Waco, Texas State Technical College, Waco Housing Authority, Austin ISD, Round Rock ISD, Texas Dept. of Health & Human Services, as well as multiple Federal agencies.

<u>Austin Office</u>	<u>Corporate Office</u>
500 Shell Stone Trail	365 Wayside Drive
Georgetown, TX 78628	Waco, TX 76705
Ph. 512-863-7400	Ph. 254-829-3200
<a href="mailto:bids@hcs-gc.com">bids@hcs-gc.com</a>	

*Carl Ballerino*  
Carl Ballerino, President



HCS Inc.  
DUNS: 87-4318876  
CAGE Code: 45ZW5  
EIN: 74-2857206  
(254) 829-3200  
[info@hcs-gc.com](mailto:info@hcs-gc.com)

## CAPABILITIES STATEMENT

HCS Inc. has been a commercial general contractor more than 30 years, not just in Central Texas, but nationwide. We specialize in educational institutions, military facilities, public housing, and parks – from municipal to federal. We have long-standing, repeat customers.

## OUR GOAL

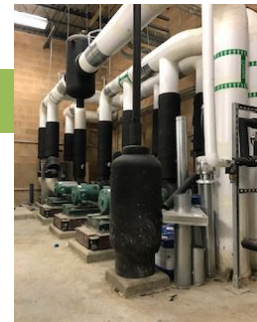
At HCS, our commitment is to provide the utmost satisfaction in quality workmanship with uncompromised integrity. Originally founded by Carl Ballerino in 1989, HCS Inc. has grown to be a major competitor in commercial construction in Central Texas. Our goal: **Completing multifaceted projects on – or before – our scheduled completion dates.**

## KEY SKILLS AND COMPETENCIES

- Nearly four decades in construction
- Respectful, friendly relationships with customers and A/E teams
- Experienced, skilled project managers and superintendents
- From dirt work to roofing to painting to plumbing, HCS has experienced staff

## NAICS CODES

236220 – General Construction  
236116 – New Multifamily Construction  
236118 – Residential Remodelers  
236210 – Industrial Building Construction  
236220 – Commercial and Institutional Building Construction  
238110 – Poured Concrete Foundation and Structure Contractor  
238120 – Structural Steel and Precast Concrete Contractor  
238130 – Framing Contractor  
238140 – Masonry Contractor  
238150 – Glass and Glazing Contractor  
238160 – Roofing Contractor  
238170 – Siding Contractor  
238190 – Other Foundation, Structure, and Building Exterior Contractor  
238210 – Electrical Contractors and Other Wiring Installation Contractor  
238220 – Plumbing, Heating, and Air-Conditioning Contractor  
238290 – Other Building Equipment Contractor  
238310 – Drywall and Insulation Contractor  
238320 – Painting and Wall Covering Contractor  
238330 – Flooring Contractor  
238340 – Tile and Terrazzo Contractor  
238350 – Finish Carpentry Contractor  
238390 – Other Building Finishing Contractor  
238910 – Site Preparation Contractor  
238990 – All Other Specialty Trade Contractor

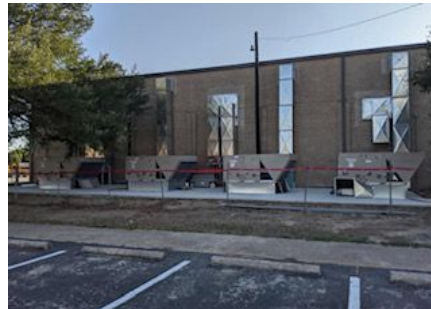




HCS Inc.  
DUNS: 87-4318876  
CAGE Code: 45ZW5  
EIN: 74-2857206  
(254) 829-3200  
[info@hcs-gc.com](mailto:info@hcs-gc.com)

## OUR CUSTOMERS

A large percent of our work continues to be with repeat clients: City of Waco, Waco Independent School District, Texas State Technical College, Waco Housing Authority, Austin ISD, Round Rock ISD, Pflugerville ISD, Texas Dept. of Health & Human Services, as well as multiple federal agencies such as the National Park Service, BLM, and the US Fish & Wildlife Service.







02. Proposal and Required Forms

- a. Appendix A - Bid Sheet
  - 1. Bidder Information
- b. Appendix B - Bid Verification
- c. Appendix C - Conflict of Interest Questionnaire
- d. Appendix D - House Bill 1295
  - 1. 1295 Form
- e. Appendix E - House Bill 89 Verification
- f. Appendix F - Certification of Non-Discrimination
- g. Appendix G - Acknowledgment of Contact with Key Contracting Personnel
  - 1. Exhibit G-1 - List of Key Contacts
- h. Appendix H - Drug Free Workplace Certification
- i. Appendix I - City Insurance Requirements
  - 1. Certificate of Insurance - SAMPLE
- j. Appendix J - References
  - 1. References
- k. Addendum Confirmation(s) - If Issued

## Public Works Reception Area

### APPENDIX A-BID SHEET

Public Works Reception Area				
Item No.	Quantity	Unit	Item Description	Amount
Public Works Reception Area				
1	1	LS	Design Services	\$ 4,500
2	1	LS	Glass Window Installation	\$ 8,700
3	1	LS	Wall to close off public access.	\$ 10,000
4	1	LS	Lobby Bookshelf	\$ 3,800
5	1	LS	Extend reception counter	\$ 6,500
6	1	LS	Add cabinets to reception side of new wall	\$ 9,200
7	1	LS	Add built-in bookshelf to lobby side of reception wall	\$ 6,200
8	1	LS	Leave reception wall to match existing wood	\$ 6,000

TOTAL: \$ 54,900

*Carl Ballerino*

Authorized Signature of Bidder

07-22-2022

Date

<b>All bids must be submitted to the City of Sunset Valley with this page included</b>	
RFB NO:	06292022A
Project Title	Public Works Reception Area
Submittal Deadline	July 22 <sup>nd</sup> , 2022 at 2:00 p.m.
Submit Hardcopies to:	Dakota Burns City of Sunset Valley 3203 Jones Road Sunset Valley, Texas 78745
<b>Bidder's Information</b>	
Bidder's Legal Name:	HCS Inc. Commercial General Contractor
Address:	365 Wayside Dr.
City, State & Zip	Waco, TX 76705
Federal Employers Identification Number #	74-2857206
Bidder's Point of Contact:	Carl Ballerino, President
Phone Number:	254-829-3200
E-Mail Address:	bids@hcs-gc.com
<b>Bidder Authorization</b>	
I, the undersigned, have the authority to execute this Bid in its entirety as submitted and enter a contract on behalf of the Bidder.	
Printed Name of Representative Name:	Carl Ballerino
Position:	President
Signature:	<i>Carl Ballerino</i>
Date:	07-22-2022

**1. CONTRACT AWARD INFORMATION:**

**A. Term of Contract** Any contract resulting from this RFB shall be effective from the date that the Notice to Proceed is received by the contractor and shall remain in effect for THREE (3) years.

**B. Federal, State and/or Local Identification Information**

- i. Centralized Master Bidders List registration number: 17428572063
- ii. Prime contractor HUB / MWBE registration number: \_\_\_\_\_

- iii. Employer Identification Number (EIN)/Federal Tax Identification Number: 74-2857206.
- iv. An individual Bidder acting as a sole proprietor must also enter the Bidder's Social Security Number: \_\_\_\_\_.

**2. CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE BIDDER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED BID, ANY CONTRACT RESULTING FROM THIS RFB WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH BIDDER HEREBY ACKNOWLEDGES, AND TO WHICH BIDDER AGREES BY SUBMITTING A BID:**

**A. Standard Terms and Conditions**

- i. **Taxpayer Identification:** Bidders must provide the City with a current W-9 before any goods or services can be procured from the Bidder.

**B. Governing Law and Venue:** All Bids submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with the laws and court decisions of the State of Texas. Any legal or equitable actions arising from this request for Bids, or any resulting contract shall be brought before an appropriate court located in Travis County.

**C. Resolution of Program Non-compliance and Disallowed Costs:** In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed because of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits or any other item of concern to the parties. If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

**D. Termination for Cause:** The occurrence of any one or more of the following events will justify termination of the contract by the City for cause:

- 1. The successful Bidder fails to perform in accordance with the provisions of these specifications; or
- 2. The successful Bidder violates any of the provisions of these specifications; or
- 3. The successful Bidder disregards laws or regulations of any public body having jurisdiction; or
- 4. The successful Bidder transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.

5. If one or more of the events identified in Subparagraphs I (1) through (4) occurs, the City may, terminate the contract by giving the successful Bidder seven (7) Calendar days written notice. In such case, the successful Bidder shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Bidder shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
6. When the contract has been so terminated by the City, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.
7. A "Termination for Cause" clause will be added to selected Bidder's contract with Sunset Valley.

**E. Termination for Convenience:** This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory. A "Termination for Convenience" clause will be added to selected Bidder's contract with City of Sunset Valley.

**F. Force Majeure:** To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with City of Sunset Valley.

**G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**H. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all

applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- I. Affirmative Action/EOE:** Sunset Valley is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for of the Housing and Urban Development Act of 1968 (12U.S.C. 1701u) as amended. During the performance of an awarded contract, the contractor agrees as follows:
- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places. Available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
  - ii. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  - iii. The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This Provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
  - iv. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - v. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - vi. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary

of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

- vii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- ix. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
- x. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
- xi. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following

actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

- xii. **Subcontracts.** Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

- J. Payment Terms:** Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by City of Sunset Valley, payment terms for the City are Net 30 days upon receipt of invoice after receipt of goods or services. A 5% retainage will be held from each invoice until the completion of the project. Pay applications must be submitted to the Public Works Director for approval and processing for payment. Sunset Valley will pay based on percentage of completion at the time of pay application submission pending verification from the Public Works Director. Final approval will be based on inspection of the project for verification of compliance with all aspects of the scope of work listed within Appendix A of this RFB. The work performed in accordance with this contract shall be paid for using lump sum and unit pricing. This price is full compensation for all task listed in the bid submitted by the vendor and must include all necessary fees, charges and bonds needed to complete this work. Sunset Valley will NOT pay any fees to the vendor other than the agreed upon bid price.
- K. Liquidated Damages:** Should the CONTRACTOR fail to complete the requirements set forth in the scope of work, Sunset Valley will suffer damage. The amount of damage suffered by Sunset Valley is difficult, if not impossible, to determine at this time. Therefore, the CONTRACTOR shall pay Sunset Valley as liquidated damages, the following:
  - i. The CONTRACTOR shall pay Sunset Valley liquidated damages of \$100 per day for each day past the specified start date (starting on the eleventh calendar day from the date the Contractor receives a purchase order) agreed to by the City of Sunset Valley and the Contractor.
  - ii. The CONTRACTOR shall pay the City of Sunset Valley liquidated damages of \$1500 per incident where the CONTRACTOR fails to repair damages that are caused by the CONTRACTOR and/or subcontractor(s). Application of liquidated damages does not release the CONTRACTOR from the responsibility of resolving or repairing • The amounts specified above are mutually agreed upon as reasonable and the proper amount of liquidated damages the City of Sunset Valley would suffer in the aforementioned examples.
- L. Warranty of Products and Services:** All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this bid, to the satisfaction of City and in accordance with the manufacturers specifications, terms, and conditions of the scope of work (Appendix A), and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties



provided.

- M. Funding:** State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.
- N. Taxes:** The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a Bidder's invoice, they will not be paid.
- O. Insurance:** The Bidder, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
  - i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
  - ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
  - iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.

Contractor shall submit proof to City of Sunset Valley that said contractor has the ability to meet all insurance requirements listed above.

- 3. Indemnification:** Bidder agrees to defend, indemnify and hold harmless the City of Sunset Valley, all of its officers, agents, employees, appointees and volunteers from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs, related expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Bidder's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the Bidder, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the Bidder and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

IN SUBMITTING A RESPONSE TO THIS RFB, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE CITY, THE CITY'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE CITY'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFB, INCLUDING, THE ADMINISTRATION OF THE RFB, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A BID CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFB. THE PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES THAT THE SIGNER HAS AUTHORITY TO SUBMIT THE BID ON BEHALF OF THE BIDDER AND TO BIND THE BIDDER TO ANY RESULTING CONTRACT I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL REQUIREMENTS SETFORTH IN THIS REQUEST FOR BIDS:

*Carl Ballerino*

Authorized Signatory for Contractor

Carl Ballerino

Printed Name

07-22-2022

Date

HCS Inc. Commercial General Contractor

Company Name

## APPENDIX B-BID VERIFICATION

### Bid Verification Submittal Checklist

(To determine validity of Bid - all bids received without the following items will be considered non-responsive and will be rejected. Forms from previous solicitations for goods or services will not be used in place of the required forms for this RFB-06292022A.

- Appendix A must be completed, signed, and included in the Bid submittal.
- Appendix B must be completed, signed, and included in the Bid submittal.
- Appendix C – Conflict of Interest Form (CIQ Form) must be completed, signed, and included in the Bid submittal.
- Form 1295 filed online
- Appendix E– HB 89 Verification Form must be completed, signed, and included in the Bid submittal.
- Appendix F- Non-discrimination Form must be completed, signed and included in the Bid Submittal.
- Appendix G-Acknowledgement of contact with key contracting persons must be completed, signed, and included in the Bid submittal.
- Appendix H-Drug Free Workplace Certification must be completed, signed, and included in the Bid submittal.
- Certificate of Insurance showing Proof of Contractor's Ability to Meet the Insurance Requirements.
- Signed Addendum(s) (If any are issued by Owner). [No Addendum Issued](#)
- Contact information for 3 references.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

## OFFICE USE ONLY

Date Received

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

HCS Inc. Commercial General Contractor

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.

Not Applicable

\_\_\_\_\_  
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.

Not Applicable

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.

Not Applicable

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 *Carl Ballerino*

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

07-22-2022

\_\_\_\_\_  
Date

## APPENDIX D

### Implementation of House Bill 1295

**Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295):** In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

**Changed or Amended Contracts:** Form 1295 is only required for a change made to an existing contract in certain circumstances: (1) if a Form 1295 was not filed for the existing contract, then a filing is only required if the changed contract either requires an action or vote by the governing body or the value of the changed contract is at least \$1 million; or (2) if a Form 1295 was filed for the existing contract, then another filing is only required for the changed contract if there is a change to the information disclosed in the Form 1295, the changed contract requires an action or vote by the governing body, or the value of the changed contract increases by at least \$1 million. As required by law, the Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted rules (Chapter 46) to implement the law. The Commission does not have any additional authority to enforce or interpret section 2252.908 of the Government Code.

**Filing Process:** A business entity must use the Form 1295 filing application the Commission created to enter the required information on Form 1295 and print a copy of the completed form. Once entered into the filing application, the completed form will include a unique certification number, called a "certification of filing." An authorized agent of the business entity must sign the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct. The completed, printed, and signed Form 1295 bearing the unique certification of filing number must be filed with the governmental body or state agency with which the business entity is entering into the contract.

**Acknowledgement by State Agency or Governmental Entity:** The governmental entity or state agency must acknowledge receipt of the filed Form 1295 with the certification of filing, using the Commission's filing application, not later than the 30th day after the date the governing body or state agency receives the Form 1295. The Commission will post the completed Form 1295 to its website within seven business days after the governmental entity or state agency acknowledges receipt of the form. Changes to Form 1295 Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

**What type of contracts are exempt from the Form 1295 filing requirement under the amended law?**

The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

## APPENDIX D

### Implementation of House Bill 1295

- A sponsored research contract of an institution of higher education;
- An interagency contract of a state agency or an institution of higher education;
- A contract related to health and human services if: the value of the contract cannot be determined at the time the contract is executed; and any qualified vendor is eligible for the contract;
- A contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;\*
- A contract with an electric utility, as that term is defined by Section 31.002, Utilities Code;\* or
- A contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.\* The newly exempt contract types are marked with an asterisk.

**Why do I need to include my date of birth and address when I sign Form 1295? Was this always the case?** In 2017, the legislature amended the law to require Form 1295 to include an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form. The change in the law applies to contracts entered into, renewed, or amended on or after January 1, 2018. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018.

**Will my date of birth and address appear on the TEC’s website when I file the form?** No. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application. Although the TEC does not capture the date of birth and street address of the signatory, the contracting state agency or governmental agency will have a physical copy of the form that includes the date of birth and address of the signatory. The TEC cannot answer whether the contracting state agency or governmental agency may release such information. Questions regarding the Texas Public Information Act may be directed to the Office of the Attorney General. See also *Paxton v. City of Dallas*, No. 03-13-00546-CV, 2015 Tex. App. LEXIS 5228, at \*10-11 (App.—Austin May 22, 2015)

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

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  
CERTIFICATION OF FILING**

Certificate Number:  
2022-912381

Date Filed:  
07/19/2022

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
HCS Inc. Commercial General Contractor  
Waco, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
City of Sunset Valley

**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.**  
RFB-06292022A  
General Construction Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Simon Lucas, and my date of birth is 03-08-1974.

My address is 365 Wayside Drive, Waco, TX, 76705, US.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in McLennan County, State of Texas, on the 19th day of July, 2022.  
(month) (year)



\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

**APPENDIX E**

**House Bill 89 VERIFICATION**

I, Carl Ballerino, the undersigned representative of

HCS Inc. Commercial General Contractor (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Sunset Valley.

Pursuant to Section 2270.001, 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 sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any 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.

*Carl Ballerino*

Authorized Signatory for Contractor

Carl Ballerino

Printed Name

07-22-2022

Date

HCS Inc. Commercial General Contractor

Company Name

ON THIS THE 22nd day of July, 2022, personally appeared

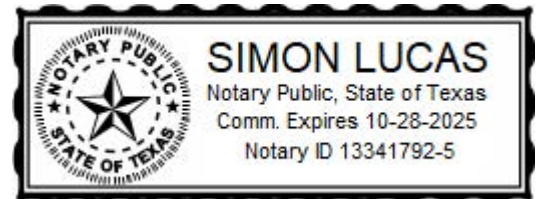
Carl Ballerino, the above-named person, who after by me

being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

*Simon J*

NOTARY SIGNATURE





## APPENDIX F

### Public Works Reception Area

#### CERTIFICATION OF NON-DISCRIMINATION

The CONTRACTOR hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

HCS Inc. Commercial General Contractor

Contractor

*Carl Ballorino*

Signature

President

Title

07-22-2022

Date

# APPENDIX G

## Public Works Reception Area

### ACKNOWLEDGMENT OF CONTACT WITH KEY CONTRACTING PERSONNEL

Bidder acknowledges doing business or has done business during the 365-day period immediately prior to the date on which this bid is due with the following key persons and warrants that these are the only such key persons:

None

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If no one is listed above, Bidder on oath swears that the following statements are true:

1. Bidder is authorized by Bidder to make this affidavit for Bidder.
2. Bidder is fully aware of the facts stated in this affidavit.
3. Bidder has received the list of key contracting persons associated with this invitation for bids, which is attached to this affidavit as Exhibit G-1.
4. Bidder has personally read Appendix G and G-1 to this RFB.
5. Bidder has no knowledge of any key contracting person on Exhibit "A" with whom Bidder is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Invitation for Bids.

*Carl Ballerino*

Authorized Signatory for Contractor

Carl Ballerino

Printed Name

07-22-2022

Date

HCS Inc. Commercial General Contractor

Company Name

## EXHIBIT G-1

### Public Works Reception Area

#### LIST OF KEY CONTRACTING PERSONS

Position Held	Name of Individual
Mayor	Marc Bruner
Councilmember	Justin Litchfield
Councilmember	Rudi Rosengarten
Councilmember	Alfonso Carmona
Councilmember	Wanda Reetz
Councilmember	Robert Johnson
City Administrator	Sylvia Carrillo
Public Works Director	Carolyn Meredith
Public Works Superintendent	Dakota Burns
Accountant	Suzanna Fleegal

# APPENDIX H

## Public Works Reception Area

### DRUG-FREE WORKPLACE CERTIFICATION

It is the policy of the City of Sunset Valley to maintain a drug-free workplace. CONTRACTORS, SUBCONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work; and are not to report to or remain at work under the influence of intoxicants. For the purpose of this policy, intoxicants include abused inhalants such as glue or paint thinner, alcoholic beverages, and any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained or not used for their prescribed purposes.

In order to have a drug-free workplace, CONTRACTOR shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the CONTRACTOR'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this proposal a copy of the statement specified in Subsection (1)
4. Notify the employees that, as a condition of working under this proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to, of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction. CONTRACTOR will impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation.
5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this CONTRACTOR complies fully with the above requirements.

*Carl Ballerino*

Authorized Signatory for Contractor

Carl Ballerino

Printed Name

07-22-2022

Date

HCS Inc. Commercial General Contractor

Company Name

## APPENDIX I

### Public Works Reception Area

#### CITY INSURANCE REQUIREMENT

Insurance Provided by the CONTRACTOR

For any Contract resulting from this request for proposals, the CONTRACTOR shall, prior to Notice to Proceed, provide the CITY with a Certificate of Insurance in the below listed minimum amounts and shall maintain such coverage in effect for the full duration of the Contract, unless such Contract specified different coverage or amounts. Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the CITY by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

- |  |  |
|--|--|
| 1. Workers' Compensation                         | \$500,000  |
| 2. Employer's Liability                          | \$500,000  |
| 3. Bodily Injury Liability:<br>Except automobile | \$500,000 per each occurrence<br>\$1,000,000 aggregate       |
| 4. Automobile Bodily Injury Liability            | \$500,000 per each person<br>\$1,000,000 per each occurrence |
| 5. Automobile Property Damage                    | \$500,000 per each occurrence                                |
| 6. Excess Umbrella Liability                     | \$500,000 per each occurrence                                |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/06/2022

**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 rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Bailey Insurance and Risk Management 1201 Washington Ave. P.O. Box 298 Waco TX 76701		<b>CONTACT NAME:</b> Janie Smiley <b>PHONE (A/C, No, Ext):</b> (254) 753-5317 <b>FAX (A/C, No):</b> (254) 753-1132 <b>E-MAIL ADDRESS:</b> janie@baileyinsurance.com	
<b>INSURED</b> HCS Inc. Commercial General Contractor 365 Wayside Drive Waco TX 76705		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> AMCO Insurance Company- Rated A+ by AMBEST	<b>NAIC #</b> 19100
		<b>INSURER B:</b> All America Insurance Co.-Rated A by AMBEST	20222
		<b>INSURER C:</b> Continental Insurance Co.- Rated A by AMBEST	35289
		<b>INSURER D:</b> Texas Mutual Insurance- Rated A by AMBest	22945
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** CL2252810252 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACP3110012421	04/06/2022	04/06/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 9914381	04/06/2022	04/06/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUE 7014857629	04/06/2022	04/06/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	0001144851	05/26/2022	05/26/2023	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b>  Sample Certificate For Information & Bid Purposes	<b>CANCELLATION</b>  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  

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## **APPENDIX J**

### **Public Works Reception Area**

Provide a list of three (3) references of clients documenting their experience working with your company.

- Each reference should include the individual's name, title, description, tenure of service for the client and contact information (telephone number and email address).
- *Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Law.*



## REPEAT CLIENTS | REFERENCES

- Client:** Austin ISD
- Contact: Rick Kaven, PE
- Phone: 512-414-8947, Cell: 512-592-0005
- Email: [Rick.Kaven@AustinISD.org](mailto:Rick.Kaven@AustinISD.org)
- Address: 4000 S IH-35, Austin, TX 78704
- Relationship Length: 25+ Years
- Recent Projects:
- Project Name: Linder ES (20CSP050, 19-0022)
    - Budget: \$1,400,000
    - Type: HVAC, Electrical, Plumbing & Civil Upgrades
  - Project Name: Covington MS (21CSP051, 20-0030)
    - Budget: \$1,700,000
    - Type: HVAC and Electrical Upgrades
- 
- Client:** Austin ISD
- Contact: James Belle, PE
- Phone: Cell: 512-627-8734
- Email: [James.Belle@AustinISD.org](mailto:James.Belle@AustinISD.org)
- Address: 4000 S IH-35, Austin, TX 78704
- Relationship Length: 25+ Years
- Recent Projects:
- Project Name: Northeast Early College HS (20CSP011, 18-0030)
    - Budget: \$1,500,000
    - Type: Electrical and Site Drainage Improvements





## REPEAT CLIENTS | REFERENCES

**Client:** **Copperas Cove ISD**  
**Contact:** Rick Kirkpatrick, Deputy Superintendent  
**Phone:** 254-547-1227  
**Email:** [KirkpatrickR@CCISD.com](mailto:KirkpatrickR@CCISD.com)  
**Address:** 408 S. Main Street, Copperas Cove, TX 76522  
**Relationship Length:** 1+ Years  
**Recent Projects:**

- **Project Name:** Copperas Cove HS
  - **Budget:** \$2,255,000
  - **Type:** HVAC, Electrical, Roofing, and Plumbing Imp.

**Client:** **Huitt-Zollars Inc.**  
**Contact:** Shawn Moehring, PE  
**Phone:** 817-335-3000  
**Email:** [SMoehring@Huitt-Zollars.com](mailto:SMoehring@Huitt-Zollars.com)  
**Address:** 500 West 7<sup>th</sup> St., Suite 300, Fort Worth, TX 76102  
**Relationship Length:** 3+ Years  
**Recent Projects:**

- **Project Name:** Brazos River Authority - Renovation
  - **Budget:** \$1,900,000
  - **Type:** HVAC, Electrical, & Interior Finishes



## REPEAT CLIENTS | REFERENCES

<b>Client:</b>	<b>Waco Water Utilities</b>
Contact:	Michael Jones, PE, Program Administrator
Phone:	254-750-8001, Cell: 254-749-6360
Email:	<a href="mailto:MikeJ@WacoTX.gov">MikeJ@WacoTX.gov</a>
Address:	425 Franklin Ave., Waco, TX 76701
Relationship Length:	5+ Years
Recent Projects:	
• Project Name:	WMARSS - Engine Bldg. - Ventilation Imp.
○ Budget:	\$257,200
○ Type:	HVAC, Electrical, and Roofing
• Project Name:	WMARSS - Engine Bldg. - Ventilation Renov.
○ Budget:	\$70,000
○ Type:	HVAC, Electrical, and Roofing



03. Personnel

- a. HCS Personnel List
- b. HCS Resume - President - Carl Ballerino
- c. HCS Resume - Director of Construction - Mike Ballerino
- d. HCS Resume - VP of Operations - Zack Pearce



PERSONNEL LIST

**Carl Ballerino**  
President

**Rosemary Ballerino**  
Vice President

**Zack Pearce**  
VP of Operations

**Mike Ballerino**  
Director of Construction

**Amanda Smelser**  
Director of Operations

**Deanne Ballerino**  
Office Assistant

**Jon Little**  
Senior Project Coordinator  
(PreCon and Const. Ph.)

**Simon Lucas**  
Project Coordinator  
(Bids and PreCon)

**Morgan Wright**  
Senior Project Controls Manager  
(Bids and PreCon)

**Tom Klingensmith**  
Senior Project Manager

**Dave Downing**  
Senior Project Manager

**Terri Haskell**  
Senior Project Manager  
(Civil Specialist)

**Bobby Martin**  
Superintendent

**Dale Rogers**  
Superintendent

**Gil Kalinec**  
Superintendent

**Joe Ballerino**  
Superintendent

**Kacy Guettler**  
Superintendent

**Kick McElroy**  
Superintendent

**Marco Duran, Jr.**  
Superintendent

**Max Shaw**  
Superintendent

**Patrick Ortiz**  
Superintendent

**Paul Ward**  
Superintendent

**Zach Berry**  
Superintendent

**Hagen Kelly**  
Foreman

**Jacob Reeves**  
Foreman

**Larry Bachman**  
Mechanic

**Nate Ballerino**  
Foreman

**HCS Inc. Commercial General Contractor**

365 Wayside Dr. Waco TX 76705 | Office 254.829.3200 | Fax 254.829.3201 | info@hcs-gc.com



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## CARL BALLERINO

Phone (254) 829-3200 | [carlb@hcs-gc.com](mailto:carlb@hcs-gc.com)

### Work Experience:

#### 1989 to present

- **President of HCS Inc. Commercial General Contractor**

More than 38 years experience in construction industry. General oversight of all aspects of running HCS Inc, works daily with all project managers as well as superintendents on a daily basis, has oversight of each project from scheduling to billing and project finances.

Since 1989, HCS Inc. has grown to be a major competitor in the commercial construction industry throughout central Texas, specializing in public and private general contracting and construction management. HCS delivers quality work, on time. The company has multiple repeat clients.

#### 1986-1989

- **Owner, Carl Ballerino Remodeling in Milford, NJ**

Specialized in custom kitchen and bath renovations in the New York metropolitan area.

#### 1984-1986

- **General Manager, Christian Brothers Woodworks, Austin TX**

Responsible for all scheduling, production, quality control, delivery and installation of products. Our facility produced and installed forty kitchens per week for new home construction in the Austin metro area.

#### 1980-1984

- **Christian Brothers Construction, Grand Junction, Colo.**

Started as laborer and moved to superintendent overseeing all foundation and concrete work for apartments, buildings and custom homes. Eventually became a partner in this company and upheld the responsibility of overseeing field work.

### Liscenses and Education:

- First Aid / CPR / AED
- CQC Certificate

HCS Inc. Commercial General Contractor  
365 Wayside Dr. Waco, TX. 76705  
O 254-829-3200 | F 254-829-3201 | [info@hcs-gc.com](mailto:info@hcs-gc.com) | [www.hcs-gc.com](http://www.hcs-gc.com)



## Projects for Schools, 2018

16-0003-WLLMS, Williams ES Renovations | \$290,000.00  
16-0011-BLNTN, Blanton ES HVAC and General Renovations | \$1,290,000.00  
17-0001-CAMPB, Campbell ES HVAC and General Renovations | \$614,000.00  
17-0005-CAC, Carruth Administration Center Renovations | \$176,900.00  
17-0007-WIDEN, Widen ES Renovations | \$328,950.00  
17-0014-AKINS, Akins HS Renovations and HVAC Improvements | \$657,436.00  
17-0016-PICKL, PICKLE ES - 2 CLASSROOM ADDITION, HVAC Reno | \$1,212,449.00  
17-0017-COVTN, Covington MS Renovations, HVAC Reno | \$2,000,000.00  
17-0021-JOSLN, Joslin ES MEP, HVAC and Roofing Improvements | \$2,900,000.00  
17-60005-OHNRV, New gym Lighting at O. Henry Middle School | \$86,500.00  
914-17-0110, Lago Vista ES & MS Electrical, Mechanical Renovations | \$1,950,000.00

## Projects for Schools, 2017

Travis Heights ES Plumbing and HVAC Renovations | \$3,646,000.00  
Mendez MA HVAC, Electrical MS Renovations | \$738,300.00  
Sanchez ES ADA, Restroom, Window Renovations | \$175,000.00  
Brentwood and Bryker Woods ES ADA and Interior Renovations | \$239,400.00  
Blackshear & Bryker Woods ES – HVAC and Drainage Improvements | \$930,335.00  
Galindo ES ADA Renovations | \$279,000.00  
Oak Hill ES HVAC Renovations | \$664,200.00  
Williams ES Mechanical and Electrical Modifications | \$856,350.00  
Small MS HVAC, Electrical and Plumbing Renovations | \$1,263,200.00  
Reilly ES Structural, HVA, Electrical, Plumbing and Roofing Renovations | \$1,695,100.00  
LBJ HS, Paredes MS and Small MS – HVAC, Plumbing and ADA Renovations | \$2,072,900.00  
Anderson HS HVAC, Electrical and Plumbing Renovations | \$2,128,900.00

## Projects for Schools, 2016

Langford ES HVAC Renovation | August 2016 | \$2,147,715.00  
Brown ES Renovations | August 2016 | \$1,358,680.00  
Ridgeview ALC Renovations | October 2016 | \$1,438,464.00  
Nelson Field Renovations | July 2016 | \$1,016,045.00  
Anderson HS Renovations | September 2016 | \$995,400.00  
Pleasant Hill ES & Annex Renovations | September 2016 | \$715,040.00  
Webb MS Renovations | August 2016 | \$624,085.00

## Projects for Schools, 2015

Oak Springs Elementary School | Replacement of HVAC system | \$1,407,649  
Voigt Elementary School | HVAC Renovation | \$1,048,520  
Nelson Athletic Fields | Renovations of restrooms and parking lot | \$975,000  
Waco ISD: Greater Waco Advanced Health Academy | Interior and Exterior Renovation | \$805,000  
Rosedale Elementary School | Interior and Exterior Renovation | \$502,498  
House Park Stadium | Plumbing and parking lot improvements | \$476,569  
Webb Middle School | Exterior and Interior Renovations | \$452,466  
Metz Elementary School | Exterior and Interior Renovations | \$409,964  
Oak Springs Elementary School | Exterior and Interior Renovations | \$185,000  
Mathews Elementary School | Exterior and Interior Renovations | \$85,597

## Projects for Schools, 2014

Anderson High School | Wing renovations | 2014 | \$500,000.00  
Mansfield ISD: RL Anderson Complex | Gymnasium Demolition and Concrete work | 2014 | \$359,840  
Mansfield ISD: Bldg. 300 renovations | 2014 | \$189,525.  
Bastrop ISD | Gym Renovations | 2014 | \$62,000  
Ortega Elementary | Platform Lift | 2013 | \$47,000.00  
Mansfield ISD: Alternate Education Center | Interior renovations and HVAC | 2014 | \$37,950

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Michael "Mike" Ballerino

Cell 254-715-3264 | [MikeB@hcs-gc.com](mailto:MikeB@hcs-gc.com)

#### **SUMMARY OF QUALIFICATIONS:**

Mike Ballerino has been in the construction industry for more than 18 years and he has overseen projects ranging to \$4.6 million. All the projects that Mike has managed have all been completed on time and on budget. On all the below projects, Mike's responsibilities were Project Management and Safety Manager. His strong points and continuing commitment are a safe work environment and a quality project completed on time and budget.

#### **EDUCATION:**

- High School, Private, Austin, TX
- H.S. Education | Graduated 2001
- ACC 2002 General Studies

#### **CERTIFICATIONS:**

- OSHA Certificate, Rockhurst University - Continuing Education Center
- First Aid, CPR & AED Certificates
- Haz-Com Certificate
- EPA Lead/Mold Remediation Certificate
- US Army Corps Construction Quality Management Certificate

#### **GENERAL COMPANY RESPONSIBILITIES INCLUDE:**

- Estimating
- Project Management
- Scheduling
- Project Budgets
- Operations Management
- Safety Meeting-PPE
- Site Specific Safety
- Haz-Comp Training

#### **EXPERIENCE:**

- Projects up to \$4,600,000.00

HCS Inc. Commercial General Contractor

365 Wayside Dr., Waco, TX 76705 | Office 254-829-3200 | Fax 254-829-3201 | [info@hcs-gc.com](mailto:info@hcs-gc.com)



Michael "Mike" Ballerino

Cell 254-715-3264 | [MikeB@hcs-gc.com](mailto:MikeB@hcs-gc.com)

#### CURRENT PROJECTS:

##### 2021

- Acts Church Interior Renovation - Phase 2 | \$280,527
- City of Brady-Housing Authority - Site Gas Piping Replacement (20156) | \$335,300
- City of Waco - ACT Emergency Generator (2020-027) | \$102,600
- City of Waco - Cameron Park Zoo - New Hoofstock Barn (2021-020) REBID | \$765,720
- McLennan Community College - Learning Technology Center - 3rd Floor Renovations (RBDR#20094) | \$645,160
- Williamson Co - Juvenile Justice Center RTU (T2795) | \$1,843,503

#### PAST PROJECTS:

##### 2020

- Austin ISD - 20-026 - Walnut Creek ES - Renovations | \$737,000
- Copperas Cove ISD - OR#1977.00 - Copperas Cove HS - 2020 HVAC & Roof Repl. | \$2,400,000
- Waco ISD - Cedar Ridge ES - 2020 HVAC Renovations | \$350,000

##### 2019

- Austin ISD - 18-0011 - Jordan ES - Renovations | \$700,000

##### 2018

- Austin ISD - 16-0003-WLLMS, Williams ES Renovations | \$290,000.00
- Austin ISD - 17-0001-CAMPB, Campbell ES HVAC and General Renovations | \$614,000.00
- Austin ISD - 17-0005-CAC, Carruth Administration Center Renovations | \$176,900.00
- Austin ISD - 17-0007-WIDEN, Widen ES Renovations | \$328,950.00
- Austin ISD - 17-0021-JOSLN, Joslin ES MEP, HVAC and Roofing Improvements | \$2,900,000.00
- Lago Vista ISD - Lago Vista ES & MS Electrical, Mechanical Renov. (914-17-0110) | \$1,950,000.00

##### 2017

- Acts Church Renovations - Waco TX | \$610,000.00
- Austin ISD - Mendez MA HVAC, Electrical MS Renovations | \$738,300.00
- Austin ISD - Galindo ES ADA Renovations | \$279,000.00
- Austin ISD - Small MS HVAC, Electrical and Plumbing Renovations | \$1,263,200.00
- Austin ISD - Travis Heights ES Renovations | \$4,197,171.00
- Austin ISD - Carruth Administrative Center Renovations | \$46,050.00
- City of Waco - IT and Emergency Management Renovations | \$1,674,463.00
- City of Waco - Police Department Demolition | \$89,225.00
- Bureau of Land Management - New Metal Bldg., Carrizo Plain National Monument | \$135,750.00
- National Park Service - Re-Roof Restrooms at Pinnacles National Park | \$73,800.00

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**Michael "Mike" Ballerino**

Cell 254-715-3264 | [MikeB@hcs-gc.com](mailto:MikeB@hcs-gc.com)

## 2016

- Austin ISD - Langford ES HVAC - Renovation | August 2016 | \$2,147,715.00
- Austin ISD - Brown ES - Renovations | August 2016 | \$1,358,680.00
- Austin ISD - Nelson Field - Renovations | July 2016 | \$1,016,045.00
- Austin ISD - Anderson HS - Renovations | September 2016 | \$995,400.00
- Austin ISD - Pleasant Hill ES & Annex - Renovations | September 2016 | \$715,040.00
- Austin ISD - Webb MS - Renovations | August 2016 | \$624,085.00
- Bureau of Land Management - Wyoming | Wild Horse Vehicle Warehouse - Renovation | \$68,950
- Bureau of Land Management - Montrose CO | Replace, Repair Exterior Doors | \$24,600
- City of Waco - Library Parking Lot Expansion | \$263,595
- Waco Housing Authority - South Terrace, 1408 Benton Repairs | \$42,900
- Waco Housing Authority - South Terrace Electrical Systems Upgrade | \$289,500
- Waco Housing Authority - Raintree Apartments, End Stairs Rebuild | \$39,350
- Waco Housing Authority - Raintree Apartments Drainage Improvements | \$24,200

## 2015

- Austin ISD - O.Henry ES - Retaining Wall, Concrete & Drainage Improvements | \$90,000.00
- Austin ISD - Oak Springs ES - Replacement of HVAC System | \$1,407,649
- Austin ISD - Oak Springs ES - Exterior and Interior Renovations | \$185,000
- Austin ISD - Mathews ES - Exterior and Interior Renovations | \$85,597
- Austin ISD - Rosedale ES - Interior and Exterior Renovation | \$502,498
- Austin ISD - Tony Burger Complex Dugout - Concrete Demo, Site Work, Concrete | \$64,000.00
- Austin ISD - Webb MS - Exterior and Interior Renovations | \$452,466
- City of Waco - River Walk Signage - Information Signage, Excavation, Concrete, Masonry, Structural Steel | \$100,000.00
- City of Waco - Sidewalk Imp. - Demolition, Site work, Concrete sidewalk, Asphalt | \$74,000.00
- Richland Mall - Renovations - Concrete Demo, Structural Steel, Concrete, CMU Masonry, ACT System | \$490,000.00
- Waco ISD - Greater Waco Advanced Health Academy - Interior and Exterior Renovation | \$805,000

## 2014

- Austin ISD - Anderson High School - Wing renovations | \$500,000.00
- City of Waco - Cameron Park Road - Reclamation | \$950,000.00
- Georgetown Housing Authority - Domestic Water System Upgrade | \$70,000.00
- Goodfellow AFB - Demolition, Sidewalk Repair, Seeding | \$70,000.00
- Mansfield ISD - RL Anderson Complex - Gymnasium Demolition and Concrete Work | \$359,840
- US Coast Guard - Kodiak, AK - Repair Concrete Seawall, Ramps for Boats | \$97,000

**HCS Inc. Commercial General Contractor**

365 Wayside Dr., Waco, TX 76705 | Office 254-829-3200 | Fax 254-829-3201 | [info@hcs-gc.com](mailto:info@hcs-gc.com)



Michael "Mike" Ballerino

Cell 254-715-3264 | [MikeB@hcs-gc.com](mailto:MikeB@hcs-gc.com)

**2013**

- Temple Housing Authority - Apartment Upgrades | \$245,000.00
- Travis County - East Command Building | Foundation Stabilization | \$117,000.00
- Waco Housing Authority - Modernization Project | \$ 535,000.00

**2012**

- Round Rock ISD - Deer Park MS Addition | \$1,750,000

**2011**

- Austin ISD - Govalle HVAC Remodel | \$582,000
- Waco Housing Authority - 933 Apt. Remodel | \$4,600,000
- Waco Housing Authority - Addition | \$1,010,450

**2010**

- Austin ISD - Jordon, Ortega, Pecan Springs Removal | \$800,000
- Texas Health and Human Services | \$1,310,00
- Texas Machine & Tool | \$1,925,000

**2009**

- WCID #17 Office - Ground Up Addition | \$750,000

**2007**

- Georgetown Community Montessori School | \$800,000
- Williamson County Court House | \$1,275,000

**2006**

- Austin ISD - Walnut Creek ES | \$1,310,000

**HCS Inc. Commercial General Contractor**

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ZACK PEARCE

C: 512-745-2561, [Zack@hcs-gc.com](mailto:Zack@hcs-gc.com)

### HCS Work Experience:

#### **2022 to Present**

Vice President of Operations, HCS Inc. Commercial General Contractor  
Project Manager at the following projects:

#### **2022**

- AISD - Districtwide - Kitchen Hood Suppression System Replacements (21-0028) | \$734,800
- AISD - LASA - Renovations (20-0006) | \$3,288,100
- AISD - Patton ES - Critical Repairs (22CSP016) (21-0015) | \$1,442,500

### Previous Experience:

#### **Austin ISD:**

- **2021 - 2022:** Executive Director of Construction Management
- **2016 - 2021:** Director of Project Management

#### **Sunland Group Inc.:**

- **2000 - 2016:** Project Controls Manager

### Accomplishments:

- More than two decades of experience as a Program Manager in the Construction Field.
- Instrumental in the planning, budgeting, passing, and execution of the \$1.2 Billion Dollar Austin ISD 2017 Bond Program.
- Served as Director for the execution of the \$500 Million Dollar Austin ISD 2013 Bond Program.
- Project Controls Manager for Sunland Group Inc., providing program management services on numerous multi-million dollar projects for public/private sector projects including light rail, aviation, building, and heavy civil projects.
- Experience as a Consultant, Contractor, Owners Representative, and Owner, provides a unique perspective and ability to identify and creatively solve issues with the experience of managing projects from every angle.

HCS Inc. Commercial General Contractor

365 Wayside Dr., Waco, TX 76705, Office 254-829-3200, Fax 254-829-3201, [info@hcs-gc.com](mailto:info@hcs-gc.com)



04. Experience

- a. Table A - Projects - Current
- b. Table B - Projects - Past - Schools
- c. Table C - Projects - Past - Non-Schools

**HCS INC. COMMERCIAL GENERAL CONTRACTOR**

**TABLE A - ALL PROJECTS IN PROGRESS and PENDING AWARD**

#	Project Name	Project Address	Owner	Owner's Contact Person and Phone Number	Architect or Engineer	A&E Contact Person and Phone Number	Contract Amount	Percent Complete	Scheduled Start Date	Scheduled Completion Date
1	AIISD - Gorzycki MS - Critical Repairs (22CSP051) (22-0019)	7412 W. Slaughter Lane, Austin, TX 78749	Austin ISD	Rick Kaven, Ph. 512-414-8947, Rick.Kaven@AustinISD.org	Agnew Associates	Joe Payne, Ph. 512-626-8306, JPayne@agnewassociates.com	\$ 462,582.00	0%	05/19/22	08/01/22
2	Acts Church - Ph. 3	300 S. 13th St., Waco, TX 76701	Acts Church	David & Kim Booker - Lead Pastors, Ph. 254-759-1800	Abacus Engineering Inc	209 Milliton St., Hewitt, TX 76643 Ph. 254-666-0088	\$ 367,735.12			
3	City of Cedar Park - Fire Station #2 - Remodel (RFP-04-23-222-KR013)	Fire Station #2, 1570 Cypress Creek Rd., Cedar Park, TX 78613	City of Cedar Park	Kimberly Reese, Senior Project Manager, Ph. 512-401-5034, kimberly.reese@cedarparktexas.gov	PGAL	Adeline Guillet, Ph. 512-634-5104, aguillet@pgal.com	\$ 498,200.00			
4	IDEA Public Schools - Texas JOC Construction Services (1-JOC-FCLTY-2022)	Statewide; Selected Regions for RFP: 1. Austin 2. DFW 3. San Antonio	IDEA Public Schools	Michael Menchaca, Assistant Director of Procurement, Ph. 915-227-0257, michael.menchaca@ideapublicschools.org	N/A	N/A	N/A			
5	St. Peters Church - Office Renovation	15701 Cleaveland Gibbs Rd., Roanoke, TX 76262	St. Peters Church	Pastor Robert Balduc, Ph. 817-491-2010, rbalduc@stpeterfw.org	N/A	N/A	\$ 44,200.00		04/18/22	06/17/22
6	Wellington Development Company - Freedoms Path - Permanent Supportive Housing - Bldg. 19, 20, 21, 1A, 1B (E5-20.034.01) (REBID)	4800 Memorial Drive, Waco, TX 76711	Wellington Development Company	Rocky Stevens rstevens@welldevco.com	eStudio Group	Kelly Barnett Ph. 713-433-5000 kbarnett@estudiogroup.com	\$ 6,800,000.00			
7	McLennan County - MHMR Crisis Center - ADA Renovations REBID (21-003)	1200 Clifton Street, Waco, TX 76704	McLennan County	Ken Bass, 254-759-5627, ken.bass@co.mclennan.tx.us	CP&Y	Darrell Vickers, Ph. 254-772-9272	\$ 624,700.00	95%	06/07/21	Summer 2022
8	Waco ISD - Child Nutrition Services - Infrastructure REBID (21-1199)	Child Nutrition Services Bldg. 2025 S. 19th. St., Waco, TX 76706	Waco ISD	Judy Monroe, Ph. 254-755-9458, Judy.Monroe@WacoISD.org	O'Connell Robertson		\$ 1,051,862.00	20%	11/22/21	08/15/22
<b>Mike Ballerino - PM Contracts Total</b>							<b>\$ 9,849,279.12</b>			
9	AIISD - Districtwide - Kitchen Hood Suppression System Replacements (21-0028)	102 Campus Locations, Austin, TX	Austin ISD	Kat Sasser, Ph. 512-914-7503 Square One Consultants	N/A	N/A	\$ 734,800.00	65%	05/15/21	08/31/22
10	AIISD - LASA - Renovations (20-0006)	1012 Arthur Stiles Rd., Austin, TX 78721	Austin ISD	Juan Jasso, Ph. 915-996-8372 Juan.Jasso@AustinISD.org	Perkins & Will	Shani Saul, Ph. 512-900-2294 Shani.Saul@PerkinsWill.com	\$ 3,288,100.00	90%	05/24/21	June. 2022
11	AIISD - Patton ES - Critical Repairs (22CSP016) (21-0015)	6001 Westcreek Dr., Austin, TX 78749	Austin ISD	James Bell, Ph. 512-627-8734, james.bell@austinisd.org	Agnew Associates	Joe Payne, Ph. 512-626-8306, JPayne@agnewassociates.com	\$ 1,442,500.00	1%	06/01/22	Summer 2022
<b>Zack Pearce - PM Contracts Total</b>							<b>\$ 5,465,400.00</b>			
12	Pflugerville ISD - Delco and Dessau ES - Additions (CSP20-036CP)	1401 West Pecan Street, Pflugerville, TX 78660	Pflugerville ISD	John Dunn, Ph. 512-810-2217 John.Dunn@PFISD.net	O'Connell Robertson & Associates	Kurt Schwerdtfeger, Ph. 512-478-7286 kschwerdtfeger@oconnellrobertson.com	\$ 5,537,000.00	90%	06/01/21	06-01-22 (Estimated)
<b>Amanda Smelser - PM Contracts Total</b>							<b>\$ 5,537,000.00</b>			
13	AIISD - Pickle ES - Renovations (21CSP094) (21-0017) REBID	1101 Wheatley Ave., Austin, TX 78752 *aka Blessing Ave. (Const. Entr. on other side of campus some Subs are using)	Austin ISD	Jesus Delgado, PM, Ph. 512-414-8940, Jesus.Delgado@AustinISD.org	Jackson Galloway FGM Architects	Joseph Chronister, Ph. 512-474-8085	\$ 1,579,650.00	1%	05/30/22	08/02/22
14	Robinson ISD - Junior HS - Renovations (22112)	410 West Lyndale Drive, Robinson, TX 76706	Robinson ISD	Dr. Michael Hope, Superintendent, Ph. 254-662-0194	Claycomb Associates, Inc.	George DeJohn, Ph. 972-233-6100, GDeJohn@claycomb.net	\$ 363,200.00	60%		Summer 2022
15	Lampasas ISD - Lampasas HS - Auto Tech - Building Trades - Agricultural Sciences Center (20-004)	207 West 8th Street, Lampasas, TX 76550	Lampasas ISD	Shane Jones, CFO David Edgar, Director of Maintenance	SLA Architects	Tiffany Gallagher, Ph. 940-767-7478, tgallagher@slatx.us	\$ 2,505,900.00	30%	07/06/21	05/20/22
<b>Tom Klingensmith - PM Contracts Total</b>							<b>\$ 4,448,750.00</b>			
16	AIISD - Akins HS - Various Improvements (22CSP025) (22-0023)	107101 S 1st St., Austin, TX 78748	Austin ISD	Rick Kaven, Ph. 512-414-8947 Rick.Kaven@AustinISD.org	Harutunian Engineering, Inc.	Vigain Harutunian, Ph. 512-454-2788 vigain@heiworld.com	\$ 3,219,900.00	1%	Unspecified	07/29/22
17	AIISD - Crockett HS - Critical Repairs (22CSP018) (21-0024)	Crockett HS, 5601 Mencheca Rd., Austin, TX 78745	Austin ISD - Square One Consultants	James Vath (Square One), Ph. 512-905-9633, Jvath@SQ1.us	PBK Architects (Houston)	James Fauver, Ph. 512-340-0676	\$ 3,636,355.00	1%	05/31/22	Summer 2022
18	AIISD - Clifton CDS (Career Development School) - Various Upgrades - Ph-2 (22CSP037) (22-0026)	1519 Coronado Hills Dr., Austin, TX 78752	Austin ISD	Kathy Genet, Ph. 512-414-8933, Kathy.Genet@AustinISD.org	Kirksey	Meredith Contello	\$ 304,400.00	1%	06/01/22	Summer 2022 & 2023
19	AIISD - Sadler Bertha Means Academy - Critical Repairs (22CSP019) (20-0032)	6401 N. Hampton Dr., Austin, TX 78723	Austin ISD - Square One Consultants	Laura Gass (Square One), Ph. 512-414-8930, Laura.Anne.Gass@Gmail.com	Cotera + Reed Architects	Matthew Catterall, Ph. 512-472-3330, mcatterall@coterareed.com	\$ 959,800.00	1%	Unspecified	08/12/22
<b>Dave Downing - PM Contracts Total</b>							<b>\$ 8,120,455.00</b>			

**HCS INC. COMMERCIAL GENERAL CONTRACTOR**

**TABLE A - ALL PROJECTS IN PROGRESS and PENDING AWARD**

#	Project Name	Project Address	Owner	Owner's Contact Person and Phone Number	Architect or Engineer	A&E Contact Person and Phone Number	Contract Amount	Percent Complete	Scheduled Start Date	Scheduled Completion Date
20	City of Robinson - Emberwood, Street Program - Roadway and Drainage Improvements (1-03396.02)	Various Locations throughout Robinson, TX 76706	City of Robinson	Unknown	Walker Partners	Rachel Murphy, Ph. 254-714-1402, rrmurphy@walkerpartners.com	\$ 3,820,545.45	70%	05/17/21	10/01/22
21	City of Waco - SH 6-Loop 340 - Utility Relocation - Part B (2021-009)	State Hwy 6-Loop 340 from Beverly Drive to Broad Avenue, Waco, TX 76702	City of Waco	Victor Venegas, Purchasing Agent, Ph. 254-750-8098, victorv@wacotx.gov	CP&Y	Scott Wetzel, Ph. 254-772-9272	\$ 6,383,730.57	65%	06/01/21	04/26/22
22	City of Waco - Dutton Ave Improvements (2020-053)	Various Locations 11th Street to 26th Street, Waco, TX 76706	City of Waco	Paul Campos, Ph. 254-750-8062 PCampos@WacoTX.gov	N/A	N/A	\$ 3,290,655.00	85%	01/18/21	07/15/22
23	City of Waco - Waco Regional Airport - Site Improvements (2021-041)	Waco Regional Airport, 7909 Karl May Dr., Waco, TX 76708	City of Waco	Darryl	N/A	N/A	\$ 1,019,548.20	70%		06/01/22
<b>Terri Haskell - PM Contracts Total</b>							<b>\$ 14,514,479.22</b>			

**\*IN PROGRESS/AWARDED PROJECTS**

**Total Value of All Projects - IN PROGRESS:** \$ 47,935,363.34

A										
B										
C										
D										
E										
<b>*RECOMMENDED - NOT YET Formally Awarded - Awaiting LNTP or Contract Confirmation</b>							<b>\$</b>			

**Total Value of - AWARDED & RECOMMENDED Projects:** \$ 47,935,363.34

1	City of Killeen - Fire Station #5 - Bay Remodel (22-16)	Fire Station #5 905 Jasper Drive, Killeen, TX 76542	City of Killeen	Lorianne Luciano, Director of Procurement, Ph. 254-501-7600, lluciano@killeentexas.gov	MRB Group	Randy Stumberg, Ph. 254-771-2054, randy.stumberg@mrbgrou.com	\$ 135,790.00			
2	CTCD - CMAR - Campus Buildings Renovation (RFP#22-019) (PRIV-INT)	6200 W. Central Texas Expressway, Killeen, TX 76540	Central Texas Colege District	Tammy Holloway Director, Business Services, Ph. 254-526-1203, tammy.holloway@ctcd.edu	N/A	N/A	N/A			
3	Hellas Construction - Manor ISD - Manor Athletic Complex - Ball Field Addition - Ph. 2 (22125)	Manor Athletic Complex 14832 FM 973, Manor, TX 78653	Hellas Construction	Ian Daly, Ph. 737-900-9583, idaly@hellasconstruction.com	N/A	N/A	\$ 3,377,165.00			
4	Hutto ISD - Original River Horse Academy Demo and Gym Renovation (22-07-01)	300 College St., Hutto, TX 78634	Hutto ISD	Henry Gideon, Assistant Superintendent of Operations, henry.gideon@huttoisd.net Mark Willoughby, Director of Facilities Planning and Capital Imp., mark.willoughby@huttoisd.net	Pfluger Associates	Desmon Odunusi, Ph. 512-476-4040, desmon@pflugerarchitects.com	\$ 2,498,100.00			
5	JV3 Industries - Oak Bluffs Addition - Ph. 1 and 2 (PRIVATE)	Oak Bluffs Addition: 6328 Gholson Rd., Waco, TX 76705 (Approximate Location)	JV3 Industries	Attn.: Vern Darlington, Owner Attn.: Josh Isbell, Owner	Centex Engineers LLC	Attn.: Edward (Jed) D. Sulak, JR., P.E., CFM Ph.: 254-870-3500	N/A			
6	McLennan CC - CMAR - Cameron House - Renovations (RFQ)	Cameron House, 1300 College Drive, Waco, TX 76708 (former Art Center Waco facility)	McLennan CC		RDBR PLLC	Jennifer Stivener, Administrative Assistant, Ph. 254-776-8380, jstivener@rbdarchitects.com	N/A			
7	TASB - General Disaster Recovery and Restoration Services (RFP#675-22)	TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. TASB Asst. Division Director, Cooperative Procurement, 1200 North Loop West, Suite 1000, Irving, TX 75038	BuyBoard Purchasing Cooperative	N/A	N/A	N/A	N/A			
8	TJJD - McLennan County - State Juvenile Correction Facility - IRD Server Room Electrical Upgrade (MARTIRD)	McLennan County - State Juvenile Correction Facility, 116 W. Burleson Ave., Mart, TX 76664	Texas Juvenile Justice Dept. (TJJD)	Gainesville State School, Attn.: Delaney Pierce, Ph. 940-665-0701, ext. 175, Delaney.Pierce@tjtd.texas.gov	N/A	N/A	\$ 144,500.00			
9	Tx SiloDistrict - Crumbl Cookies - Waco (JZW-22-033)	Texas Silo District, 922 S. 10th St., Suite 240, Waco, TX 76706	Crumbl Cookies	Suzanne Hansen, Ph. 435-632-1070, tx.silodistrict@crumbl.com	JZW Architects	Sydney Garcia, Ph. 385-324-9050, SydneyG@jzw-a.com	\$ 440,190.00			
10										
<b>*PENDING AWARD - Still in Review / Evaluation In process</b>										

**Total Value of All Projects - PENDING AWARD:** \$ 6,595,745.00

Recommended for Award
1st Place - Awaiting Recommendation
2nd Place - Awaiting Recommendation
Recommended to another GC

**IN PROGRESS AND PENDING PROJECTS VALUE:** \$ 54,531,108.34

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
1	Del Valle ISD - Popham ES, Hillcrest ES, and Del Valle ES Campuses - HVAC Replacements (003-2020)	Del Valle ISD	Jimmy Jones, 512-386-3000	MEP Engineering, Inc.	Randy Fuston, 512-306-9650	\$ 3,838,500.00			07/05/22		No
2	AISD - Joslin ES - Renovations (20-0016)	Austin ISD	Randall Sakai, Ph. 512-414-8936 Randall.Sakai@AustinISD.org	TEESI Inc.	Mitch Bible, Ph. 512-328-2533 mitch@teesi.com	\$ 744,900.00			02/22/22		No
3	AISD - Blanton ES - Improvements (REBID) (19-0014)	Austin ISD	Kathy Genet, Ph. 512-414-8933 Kathy.Genet@AustinISD.org	Kirksey Architecture	Kathleen Jircik, Ph. 512-861-9600	\$ 298,450.00			02/14/22		No
4	UT PMCS - MSI Physical Plant Garage Rebuild (21CSP002)	UT PMCS	Sang Lee, sang.lee@austin.utexas.edu	WKMC Architects, Inc	Jennifer Hilliard, Ph. (361) 561-2155	\$ 452,000.00			01/31/22		No
5	AISD - Kiker ES - HVAC Upgrade (22-0033)	Austin ISD	James Belle, Ph. 512-627-8734 James.Belle@AustinISD.org	TEESI Engineering	Saleem Khan, (512) 328-2533;208	\$ 408,950.00			01/21/22		No
6	AISD - Dobie MS - Snow Repairs (21-0914) (Repairs from Upgrades project, #19-0035)	Austin ISD	David Knapp, 210-452-3452	Haddon & Cowan Architects	Michael Cowan, 512-374-9120	\$ 996,500.00			12/31/21		No
7	Pflugerville ISD - District Wide - Canopies (20-032CP)	Pflugerville ISD	Craig Pruett, Ph. 512-594-0070 Craig.Pruett@PFISD.net	Reliance Architecture	Antonio Naylor, Ph. 512-758-7660 antonio@reliancearchitecture.com	\$ 324,063.00			12/31/21		No
8	McLennan Community College - Learning Technology Center - 3rd Floor Renovations (RBDR#20094)	McLennan Community College	Unknown	RBDR PLLC-Architects	Bernadette Hookham, Ph. 254-776-8380, bhookham@rbdrarchitects.com	\$ 645,160.00			01/07/22		No
9	Waco ISD - Warehouse Concrete Floor Rehab (JOC)	Waco ISD	Judy Monroe, Ph. 254-755-9458, Judy.Monroe@WacoISD.org	N/A	N/A	\$ 12,125.00			12/21/21		No
10	Waco ISD - Waco HS - CTE Bldg. - Accessibility Revisions	Waco ISD	Alex Villanueva, Assistant Director of Facilities			\$ 49,260.00			12/01/21		No
11	AISD - Food Services - Catering-Test Kitchen (18-0902)	Austin ISD	Laura Gass, Ph. 512-924-9495 laura.gass@austinisd.org	Heimsath	Ben Heimsath, Ph. 512-797-0092 cbh@heimsath.com	\$ 1,015,800.00			12/06/21		No
12	TJJD - Giddings State School - Dorm 2 - Padded Room (REQ0070203)	TJJD	Brenda Medack, 979-542-4561 brenda.medack@tjjd.texas.gov	N/A	N/A	\$ 34,000.00			10/22/21		No
13	AISD - Lee ES - Improvements (20-0017) (aka Renovations)	Austin ISD	David Knapp, 210-452-3452	Smith and Company	Giangtien "Tien" Nguyen, 713-524-4202	\$ 423,831.26			09/15/21		No
14	AISD - Lee ES - New Classroom Bldg (17-0023) (aka Additions)	Austin ISD	David Knapp, 210-452-3452	Smith and Company	Giangtien "Tien" Nguyen, 713-524-4202	\$ 2,395,101.59			09/15/21		No
15	AISD - Becker ES - Renovations (19-0013)	Austin ISD	Lee Ray, 512-414-8940	Fuse Architecture	Lance Utermark, 512-992-1520	\$ 823,001.00			07/31/21		No
16	AISD - Covington MS - Renovations (20-0030)	Austin ISD	Rick Kaven, 512-414-8947	TEESI	Mitch Bible, 512-328-2533	\$ 1,735,978.00			08/17/21		No
17	AISD - Linder ES - HVAC & Electrical Replacements (19-0022) - Ph. 2 (Change Order)	Austin ISD	Rick Kaven, 512-414-8947	HMG & Associates	Tom Irwin, 512-794-8234	\$ 1,574,192.00			08/01/21		No
18	Waco ISD - GW Carver MS - Restroom Updates	Waco ISD	Mike Tyra, Ph. 254-379-1891			\$ 62,000.00			07/27/21		No
19	Waco ISD - Indian Spring MS - Restroom Updates	Waco ISD	Mike Tyra, Ph. 254-379-1891			\$ 42,000.00			08/15/21		No
20	Waco ISD - Mountain View - Canopy (JOC)	Waco ISD	Unknown	Unknown	Unknown	\$ 25,500.00			07/30/21		No

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
21	Waco ISD - Mountain View - Roof (JOC)	Waco ISD	Unknown	Unknown	Unknown	\$ 81,654.00			07/02/21		No
22	Manor ISD - 600-JB-20-01 - Districtwide - Secured Entries (6 Campuses)	Manor ISD	Jerry Blizzard, Ph. 512-278-4050 jerry.blizzard@manorisd.net	Claycomb Architects Inc	Troy Spink, Ph. 512-263-7940 TSpink@claycomb.net	\$283,585.00			11/01/20		No
23	AISD - Becker ES (19-0013)	Austin ISD	Lee Ray, 512-414-8940	Fuse Architecture	Lance Utermark, 512-992-1520	\$793,900.00			08/01/20		No
24	AISD - Covington MS - Renovations (20-0030)	Austin ISD	Rick Kaven, 512-414-8947	TEESI	Mitch Bible, 512-328-2533	\$1,633,100.00			08/01/20		No
25	Waco ISD - District-Wide HVAC Replacements (20-1156); Cedar Ridge, Pkg.1	Waco ISD	Alex Villanueva, Ph. 254-301-6359 alexander.villanueva@wacoisd.org	O'Connell Robertson & Associates	Randy Huggins, Ph. 512-478-7286 rhuggins@oconnellrobertson.com	\$341,893.00			08/01/20		No
26	19-0016 - Cook ES - HVAC & Civil Improvements	Austin ISD	Rumman Zamir, 512-414-8944	Heimsath Architects	Li Tong, 512-478-1621	\$655,937.00			08/20/20		No
27	19-0035 - Dobie MS - Upgrades	Austin ISD	David Knapp, 210-452-3452	Haddon & Cowan Architects	Michael Cowan, 512-374-9120	\$1,367,050.00			08/20/20		No
28	20-0015 - Houston ES - Electrical Panels, Piping, and Drainage	Austin ISD	David Knapp, 210-452-3452	Smith and Company	Giangtien "Tien" Nguyen, 713-524-4202	\$881,600.00			08/20/20		No
29	17-0023 - Lee ES - New Classroom Bldg (aka Additions)	Austin ISD	David Knapp, 210-452-3452	GSC Architects	Matt Jarosz, 512-477-9417	\$1,923,900.00	\$471,201.59	\$2,395,101.59	06/15/21		No
30	20-0017 - Lee ES - Improvements (aka Renovations)	Austin ISD	David Knapp, 210-452-3452	Smith and Company	Giangtien "Tien" Nguyen, 713-524-4202	\$378,200.00	\$45,631.26	\$423,831.26	06/15/21		No
31	19-0022 - Linder ES - HVAC & Electrical Replacements - Ph. 1	Austin ISD	Rick Kaven, 512-414-8947	HMG & Associates	Tom Irwin, 512-794-8234	\$1,324,400.00	\$251,860.52	\$1,576,260.52	08/20/20		No
32	20-0021 - Ortega ES - MEP Improvements	Austin ISD	Chris Lewis, 512-414-8962	TEESI	Mitch Bible, 512-328-2533	\$624,700.00			08/20/20		No
33	18-0030 - Reagan HS - Electrical & Site Drainage Improvements (aka New Northeast Early College HS)	Austin ISD	James Belle, 512-414-8940	Fuse Architecture	Beth Guillot, 512-992-1520	\$1,510,000.00			08/20/20		No
34	20-0026 - Walnut Creek ES - Renovations	Austin ISD	Chris Lewis, 512-414-8962	Smith Holt Architecture	Smith Holt, 512-420-0026	\$707,300.00			08/20/20		No
35	OR_1977.00 - Copperas Cove HS - HVAC and Roof Replacement	Copperas Cove ISD	Richard Kirkpatrick, Superintendent, 254-547-1227	O'Connell Robertson & Associates	Kurt Schwerdtfeger, 512-478-7286	\$2,993,600.00			08/20/20		No
36	2020-05 - Flex Campus - Gym HVAC Replacement	Elgin ISD	Robert Vasques, Purchasing Director, 512-285-9226	O'Connell Robertson & Associates	Aaron Anderson, 512-478-7286	\$369,200.00			08/20/20		No
37	Phoenix HS_Mod Bldg Site Utilities (2020-14)	Elgin ISD	Robert Vasques, Purchasing Director, 512-285-9226	O'Connell Robertson & Associates	Aaron Anderson, 512-478-7286	\$214,240.00			07/20/20		No
38	20-011CP - Connally HS - Locker Room Upgrades	Pflugerville ISD	Craig Pruett, 512-594-0070	HCS Hendrix Consulting Engineers	Byron Hendrix, 512-218-0060	\$172,900.00			08/20/20		No
39	19-137 - Live Oak ES and Deer Park MS - Kitchen Renovations	Round Rock ISD	Nick Thanos, 512-464-5013	Pfluger Architects	Jessica Molter, 512-476-4040	\$1,309,267.00			08/20/20		No
40	19-140 - Robertson ES - Renovations	Round Rock ISD	Nick Thanos, 512-464-5013	Fuse Architecture	Beth Guillot, 512-992-1520	\$456,976.00			08/20/20		No



#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
41	Jordan ES (18-0011-JORDN) - Renovations	Austin ISD	Chris Lewis, 512-414-8962	Smith Holt Architecture	Lori Sons, 512-280-9157	\$700,000.00			2019		No
42	Martin MS (17-0013-MARTN)	Austin ISD	Randal Sakai, 512-414-8936	Harutunin Engineering Inc	Vigain Harutunian, 512-454-2788	\$2,335,700.00			2019		No
43	Allison ES (19-0011-ALLSN)	Austin ISD	Chris Lewis, 512-414-8962	Smith Holt Architecture	Smith Holt, 512-420-0026	\$667,500.00			2019		No
44	Casey ES (19-0015-CASEY)	Austin ISD	Randal Sakai, 512-414-8936	S Kanetzky Engineering	Steve Kanetzky, 512-326-3380	\$619,300.00			2019		No
45	Pleasant Hill ES (19-0028-PLEHL)	Austin ISD	Lee Ray, 512-414-8940	Pfluger Architects	Frances Brooks, 512-476-4040	\$1,316,240.00			2019		No
46	O. Henry ES (19-0040-OHNR)	Austin ISD	Rick Kaven, 512-414-8947	TEESI	Mitch Bible, 512-328-2533	\$1,318,900.00			2019		No
47	Pickle ES, 2 Classroom Addition (17-0016-PICKL)	Austin ISD	Kathy Genet, 512-414-8940	Heimsath Architects	Sandy Stone, 512-478-1621	\$1,121,150.00			2019		No
48	Security Vestibule Renovations at three schools: HS, ES, and PS (#21822, 21823, 21824)	Robinson ISD	Dennis Ferguson, 254-662-1383	Claycomb	George DeJohn, 972-233-6100	\$248,000.00			2019		No
49	Joslin ES MEP and Roofing (17-0021-JOSLN)	Austin ISD	Randal Sakai, 512-414-8936	TEESI	Mitch Bible, 512-328-2533	\$2,812,500.00	\$170,809.00	\$2,983,309.00	2018	20%	No
50	Covington MS HVAC, Renovations (17-0017-COVTN)	Austin ISD	Rick Kaven, 512-414-8947	Agnew & Assoc.	James Holloway, 512-828-0753	\$2,004,500.00	\$286,267.00	\$2,290,767.00	2018	10%	No
51	Blanton ES HVAC, Renovations (16-0011-BLNTN)	Austin ISD	Rick Kaven, 512-414-8947	Architecture Plus	Abel Sedillo, 512-478-0970	\$702,950.00	\$269,666.00	\$972,616.00	2018	10%	No
52	Campbell ES HVAC, Renovations (17-0001-CAMPB)	Austin ISD	Rick Kaven, 512-414-8947	Agnew & Assoc.	Don Smith, 512-828-0753	\$614,400.00	\$23,435.00	\$637,835.00	2018	5%	No
53	Akins HS Renovations (17-0014-AKINS)	Austin ISD	Kathy Genet, 512-940-4229	Jackson Galloway	Drew Cummings, 512-474-8085	\$638,500.00	\$21,596.00	\$660,096.00	2018	8%	No
54	Williams ES Renovations (16-0003-WLLMS)	Austin ISD	Andrew Miller, 512-415-1944	Fuse Architecture	Beth Guillot, 512-992-1520	\$280,825.00	\$10,683.00	\$291,508.00	2018	10%	No
55	Carruth Administration Center HVAC and Ceiling Renovations (17-0005-CAC)	Austin ISD	Rumman Zamir, 512-414-8954	DBR Architects	Ahmad Hamiyeh, 512-637-4393	\$176,900.00			2018	30%	No
56	O. Henry MS Gym Lighting (17-6005-OHNR)	Austin ISD	Irene Krill, 512-414-2668	TEESI	Saleem Khan, 512-328-2533	\$86,500.00	\$0.00	\$86,500.00	2018	5%	No
57	Widen ES Renovations (17-0007-WIDEN)	Austin ISD	Chris Lewis, 512-414-8962	Smith Holt Architecture	Smith Holt, 512-420-0026	\$328,950.00	\$0.00	\$328,950.00	2018	15%	No
58	Lago Vista ES & MS MEP Renovations (914-17-110)	Lago Vista ISD	Darren Webb, 512-267-8300	HCE Engineers	Buck Hendrix, 512-218-0060	\$1,958,636.00			2018	15%	No
59	Anderson HS HVAC, plumbing and electrical (16-0037-ANDRS)	Austin ISD	Craig Estes, 512-414-8940	TEESI	Saleem Khan, 512-328-2523	\$2,128,900.00			2017	5% Approx	No
60	Travis Heights HVAC, Plumbing (14-0043-TRVHT)	Austin ISD	Rick Kaven, 512-414-8947	Harutunin Engineering Inc	Vigain Harutunian, 512-454-2788	\$3,624,900.00	\$572,271.00	\$4,197,171.00	2017	5% Approx	No

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61	Reilly ES Renovations (16-0033-REILY)	Austin ISD	Craig Estes, 512-414-8940	Heimsath Architects	Sandy Stone, 512-478-1621	\$1,695,100.00			2017	10% Approx	No
62	Small MS HVAC (16-0029-SMALL)	Austin ISD	Rick Kaven, 512-414-8947	O'Connell Robertson	Amy James, 512-478-7286	\$1,263,200.00	\$174,011.00	\$1,437,211.00	2017	5% Approx	No
63	Mendez MS Renovations (15-0041-MEDNZ)	Austin ISD	Flo Rice, 512-414-8940	Page Sutherland Page	Bob Burke, 512-472-6721	\$738,300.00	\$29,705.00	\$768,005.00	2017	7% Approx	No
64	Williams ES HVAC, Electric (16-0024-WLLMS)	Austin ISD	Rick Kaven, 512-414-8947	EEA Engineering	Bill Klock, 512-744-4400	\$856,350.00	\$161,059.00	\$1,017,409.00	2017	5% Approx	No
65	Oak Hill ES Renovations (16-0021-OAKHL)	Austin ISD	Lee Ray, 512-414-8940	Estes, McLure & Assoc.	Wes Van Rite, 512-801-4856	\$664,200.00	\$43,198.00	\$707,398.00	2017	3% Approx	No
66	Blackshear Renovations (16-0009-BLKSH)	Austin ISD	Laura Gass, 512-414-8940	Haddon + Cowan	Mike Cowan, 374-9120	\$645,400.00			2017	10% Approx	No
67	Brentwood, Bryker Woods Renovations (16-0002-GROUP)	Austin ISD	Kathy Genet, 512-414-8940	Negrete & Kolar	Jason George, 512-474-6526	\$239,400.00	(\$31,472.00)	\$207,927.00	2017	15% Approx	No
68	Sanchez ES Renovations (16-0001-GROUP)	Austin ISD	Kathy Genet, 512-414-8940	Negrete & Kolar	Jason George, 512-474-6526	\$175,000.00	\$21,478.00	\$196,478.00	2017	15% Approx	No
69	Galindo ES Renovations (16-0015-GLNDO)	Austin ISD	Laura Gass, 512-414-8940	Haddon + Cowan	Mike Cowan, 374-9120	\$279,000.00	\$6,507.00	\$285,507.00	2017	35% Approx	No
70	Blackshear & Bryker Woods Drainage Improvements (16-0010-GROUP)	Austin ISD	Kathy Genet, 512-414-8940	Vickrey & Associates	J. Massaro, 512-494-8014				2017		
71	LBJ HS, PAREDES MS and SMALL MS (16-0035-GROUP)	Austin ISD	Roben Taglienti, 512-414-8951	Pfluger Architects	Jesus Delgado, 512-476-4040	\$2,072,900.00			2017		
72	Andrews ES ADA Improvements (16-1125-????) - JOC (Jamail & Smith)	Austin ISD		Jamail & Smith Construction	Gregory Smith (Pres.), 512-410-3902	\$121,065.00			2017		
73	Carruth Administration Center Deck Repairs (16-5003-CAC)	Austin ISD				\$46,050.00			2017		
74	Webb MS Renovations Ph. 2 (14-0023-WEBB_PH2)	Austin ISD	Andrew Miller, 512-415-1944	KGA Architects	Luma Jaffar, 512-441-8200	\$565,300.00			2016		
75	Brown ES Renovations (14-0024-BROWN)	Austin ISD	Laura Gass, 512-414-8940	Place Designers	Joseph Duran, 512-300-6493	\$1,144,250.00			2016		
76	Ridgeview ALC Renovations (14-0048-ALC)	Austin ISD	Rick Kaven, 512-414-8947	Jose I. Guerra Inc	Debra Sharpe, 512-445-2090	\$1,419,000.00			2016		
77	Anderson HS Renovations (15-0032-ANDRS)	Austin ISD	Craig Estes, 512-414-8940	GSC Architects	Paul Thompson, 512-477-9417	\$924,400.00			2016		
78	Langford ES HVAC Renovation (15-0035-LANGF)	Austin ISD	Rick Kaven, 512-414-8947	HCE Inc	Craig Harris, 512-218-0060	\$2,015,000.00			2016		
79	Pleasant Hill ES & Annex Renovations (15-0054-GROUP)	Austin ISD	Lee Ray, 512-414-8940	PBK Architects	Luis Salazar, 512-340-0676	\$700,000.00			2016		
80	Nelson Field Renovations (14-0026-NELSN)	Austin ISD	Craig Estes, 512-414-8940	Architexas	Stan Graves, 512-444-4220	\$1,016,014.00			2016		

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81	Restroom, Storage Bldgs. at Eight Athletic Fields (14-0097-GROUP & 14-0102-GROUP)	Austin ISD	Michael Mann, 210-393-7597	Rio Group Architects	Bob Guitierrez, 512-282-0906	\$1,747,800.00			2016		
82	Doss ES Drainage Improvements	Austin ISD	UNKNOWN, 512-414-8940			\$48,620.00		\$48,620.00	2014	50%	No
83	Anderson HS Wing 130/140 Renovations	Austin ISD	Dave Downing, 512-414-1715	Smith Holt Architects	Smith Holt, 512-420-0026	\$597,000.00	\$203,000.00	\$800,000.00	2014	45%	No
84	Gym Renovations	Bastrop ISD	512-772-7160	Pflugger Architects	Jackie, 512-476-4213	\$62,000.00		\$62,000.00	2014	5%	No
85	Renovations to Alternative Ed. Center	Mansfield ISD	Len Cadell, 817-377-2969	Huckabee Architects	Len Cadell			\$32,950.00	2014	65%	No
86	RL Anderson Gym Demo	Mansfield ISD	Len Cadell, 817-377-2969	Huckabee Architects	Len Cadell			\$359,640.00	2014	40%	No
87	Renovations to Building 300	Mansfield ISD	Len Cadell, 817-377-2969	Huckabee Architects	Len Cadell			\$189,525.00	2014	50%	No
88	Ortega Elementary School platform lift	Austin ISD	Dave Downing, 512-414-1715	Lym Architecture	UNKNOWN, 512-476-7001			\$46,400.00	2013	50%	No
89	Brentwood, Clifton & Read HVAC	Austin ISD	Bill McClure, 512-414-8940	Hendrix Engineering	Bryan Hendrix, 512-218-0060	\$583,411.00	\$36,176.00	\$619,687.00	2012	20%	No
90	Govalle Plumbing	Austin ISD	Marc Brewster, 512-414-8940	Civiltude	Fayez Kasi, 512-761-6161	\$103,352.00	\$3,453.00	\$106,805.00	2012	80%	No
91	Eastside MS Renovations	Austin ISD	UNKNOWN, 512-414-8940	Cotera Reed Architects	Joe Cotera, 512-472-3300	\$43,135.00	\$2,601.00	\$45,736.00	2012	30%	No
92	Bowie HS Animal Enclosure	Austin ISD	Julie Moore, 512-414-8940	Architecture Plus	Mac Ragsdale, 512-478-09	\$42,100.00	\$5,840.00	\$47,940.00	2012	70%	No
93	Barton Hills ES Storm Water	Austin ISD	Dave Downing, 512-414-8940	Civiltude Engineering	Joel Wixon, 512-761-6161	\$53,856.00	\$13,558.00	\$67,414.32	2012	65%	No
94	Zavalla Highland Cafeteria Reno.	Austin ISD	Marc Brewster, 512-414-8940					\$209,190.00	2012	75%	No
95	Brentwood, Clifton, Read HVAC	Austin ISD	Bill McClure, 512-414-8940					\$903,068.00	2012	20%	No
96	Nelson Field Bus Terminal	Austin ISD	Terry Turnipseed, 512-414-8940					\$49,790.00	2012	95%	No
97	Covington Middle School	Austin ISD	Flo Rice, 512-414-8950					\$190,000.00	2012	60%	No
98	Govalle ES HVAC Remodel	Austin ISD	Bill McClure, 512-414-8940					\$650,000.00	2012	25%	No
99	Jordan, Ortega, Pecan Springs Remodel	Austin ISD	Bill McClure, 512-414-8940	HCE Engineering	UNKNOWN, 512-218-0060	\$710,700.00	\$156,918.00	\$867,618.00	2012	30%	No
100	Deer Park MS	Round Rock ISD	Jimmy Jones, 512-464-5912					\$1,750.00	2012	30%	No

**TABLE B - ALL SCHOOL PROJECTS  
(K-12 AND HIGHER EDUCATION)**

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
101	Double File ES	Round Rock ISD	Jimmy Jones, 512-464-5912	KA Architects	UNKNOWN, 512-255-9690			\$176,489.00	2012	35%	No
102	Cafeteria Renovations at Five Schools	Austin ISD	Marc Brewster, 512-414-8940	MWM Design Group	Owen Harrod, 512-453-0267	\$165,992.00	\$43,198.00	\$209,190.00	2011	85%	No
103	Bailey MS / Barton Hills Renovations	Austin ISD	Flo Rice, 512-414-8950	Lym Architecture	UNKNOWN, 512-476-7001	\$113,460.00	\$25,962.00	\$139,432.00	2011	80%	No
104	Bryker Woods, Casis, Lee & O.Henry	Austin ISD	Flo Rice, 414-8950	Mendoza Architecture	Paul Mendoza, 512-326-4613	\$61,200.00	(\$1,113.00)	\$60,088.00	2011	75%	No
105	Govalle ES HVAC Renovations	Austin ISD	Bill McClure, 512-414-8940	O'Connell Robertson	UNKNOWN, 512-478-7286	\$540,900.00	\$44,287.00	\$582,308.00	2011	20%	No
106	Highland Park Window Replacement	Austin ISD	Maria Guerra, 512-414-8940	Tamminga Architects	William Tamminga, 512-263-9431	\$85,448.00	\$4,196.00	\$89,644.00	2011	15%	No
107	Wells Branch ES	Round Rock ISD	Jimmy Jones, 512-464-5912	Pfluger Architects	UNKNOWN, 512-476-4289			\$6,000,000.00	2011	40%	No
108	Jollyville ES Grading and Drainage	Round Rock ISD	Jimmy Jones, 512-464-5912	KGA Architects	Luma Jaffar, 512-441-8200	\$190,044.00	\$5,404.00	\$195,698.00	2011	25%	No
109	Montessori School	Georgetown Montessori	Tom Abel, 512-869-1104	1113 Architects	UNKNOWN, 512-869- 1104			\$760,000.00	2011	20%	No
110	Highland Park Window Replacement	Austin ISD	Maria Guerra, 512-414-8940	Tamminga Architects	William Tamminga, 512-263-9431			\$89,644.00	2010	20%	No
111	Allison and Brook Renovations	Austin ISD	Norman Barker, 512-414-8940	Wiginton Hooker	Jeffery Wiginton, 972-960-9970	\$362,500.00	\$84,152.00	\$446,652.00	2010	60%	No
112	Doss ES Renovations	Austin ISD	Terry Wadsworth, 512-414-8940	Mendoza Architecture	Paul Mendoza, 512-326-4613	\$369,900.00	\$53,405.00	\$418,407.00	2010	40%	No
113	Oakhill ES Addition, new art room	Austin ISD	UNKNOWN, 512-414-8940	Jesus Delgado	Jesus Delgado, 512-476-4040	\$1,639,894.00	\$255,435.00	\$1,893,329.00	2010	35%	No
114	Mexia State School	State of Texas	Al Widdiefield, 281-894-0234	Miles & Assoc.	UNKNOWN, 281-894-0234	\$1,323,000.00	\$66,271.00	\$1,389,271.00	2010	45%	No
115	Lamar MS Renovations	Austin ISD	Scott Rouse, 512-414-8940	Negrete & Kolar	UNKNOWN, 512-474-6526	\$1,052,825.00	\$145,071.00	\$1,197,946.00	2009	20%	No
116	Govalle ES Renovations	Austin ISD	Mark Harris, 512-414-8940	MWM Design Group	Owen Harrod, 512-453-0267	\$392,172.00	\$53,138.00	\$445,310.00	2009	30%	No
117	Ortega ES Renovaitons	Austin ISD	Terry Wadsworth, 512-414-8940	LTS Architects	UNKNOWN, 512-343-6088	\$393,500.00	\$23,926.00	\$417,426.00	2009	45%	No
118	Security Access	Austin ISD	Terry Wadsworth, 512-414-8940	Tamminga Architects	William Tamminga, 512-263-9431			\$203,244.00	2009	15%	No
119	Porter MS Renovations	Austin ISD	Marc Brewster, 512-414-8940	Fromberg & Assoc.	UNKNOWN, 512-495-9171	\$336,000.00	\$61,400.00	\$397,400.00	2009	65%	No
120											

Total Value of All School Projects Completed in the Past 8 Years: \$85,208,702.85

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1	VanTran Industries - Production Office Modifications (PreSelected GC) (REBID)	VanTran Industries Inc	Eric Cox, ecox@vantran.com	Kittner & Pate Design Associates	Jane Kittner, 254-776-7720 jkittner@grandecom.net	\$ 342,000.00			03/14/22		No
2	Williamson Co - Justice Center Renovation (T1499)	Williamson County	Blake Skiles, Ph. 512-943-1478 blake.skiles@wilco.org	Steinbomer, Bramwell & Vrazel Architects	Jed Duhon, Ph. 512-479-0022 jed@steinbomer.com	\$ 2,799,000.00			05/01/22		No
3	City of Waco - Cameron Park Zoo - New Hoofstock Barn (2021-020) REBID	City of Waco	Kasey Gamblin, Ph. 254-750-8405, kaseyg@wacotx.gov	Reliance Architecture	Clifton Stuckey, Ph. 512-758-7660, Clifton@RelianceArch.com	\$ 765,720.00			05/01/22		No
4	Williamson Co - Juvenile Justice Center RTU (T2795)	Williamson County	Johnny Grimaldo, Ph. 512-943-3553, Johnny.Grimaldo@WilCo.org	Reliance Architecture	Antonio Naylor, Ph. 512-758-7660 antonio@reliancearchitecture.com	\$ 1,843,503.00			04/27/22		No
5	City of Brady-Housing Authority - Site Gas Piping Replacement (20156)	City of Brady	Norma Potter, Executive Director Ph.325-597-2951	Quorum Architects	Wendy Dyba, wendyd@qarch.com	\$ 335,300.00			02/28/22		No
6	Caldwell County - Monument - Removal Relocation Restabilization (20CCP07B)	Caldwell County	Diane Blake, Purchasing Agent	Doucet & Associates Inc	Tracy Bratton, Ph. 512-583-2600	\$ 29,600.00			12/31/21		No
7	TSO Chinese Delivery - South Congress	Tso	Richard Jung, Ph. 512-774-4876 Richard@TSOdelivery.com	Tenet Design	Tom Lee, Ph. 512-790-2117 tom@tenetdesign.com	\$ 457,446.00			12/06/21		No
8	Acts Church Interior Renovation - Phase 2	Acts Church	David Booker	Abacus Engineering Inc.	Unknown, Ph. 254-666-0088	\$ 280,527.00			10/22/21		No
9	City of Waco - ACT Emergency Generator (2020-027)	City of Waco	Tim Cubos, Ph. 254-750-6616 CCubos@WacoTX.gov	N/A	N/A	\$ 102,600.00			10/22/21		No
10	Killeen Mall - Signage	Wells Fargo Bank	Denisa Dasse, JLL 254-699-2211	JLL	Shawn Brannan, Ph: 254-699-2211	\$ 8,500.00			08/09/21		No
11	Pick & Pull - San Antonio	Schnitzer Steel Industries	Mike Dasalla (916) 200-9736 Alan Leiva, Ph: (972) 974-6381		Mike Dasalla (916) 200-9736 Alan Leiva, Ph: (972) 974-6381	\$ 82,000.00			08/09/21		No
12	Williamson Co - Lakeside Subdivision - Multiple Structure Demolition - Ph 2 (T3082) (aka "Hutto")	Williamson County	Unknown	N/A	N/A	\$ 180,919.16			08/09/21		No
13	DPS - Waco Area Office - Parking Lot Repair (21R0008042)	DPS - Department of Public Safety	Michael Studebaker, Ph. 512-424-2127 michael.studebaker@dps.texas.gov	N/A	N/A	\$ 72,500.00			07/10/21		No
14	VanTran Industries - Testing Facility Renovations (PreSelected GC)	VanTran Industries Inc	Eric Cox, ecox@vantran.com	Unknown	Unknown	\$ 155,000.00			07/15/21		No
15	City of Harker Heights - Central Fire Station Pavement Reconstruction (21-560-539-01)	City of Harker Heights	Unknown	Walker Partners	Amy Jo Moreno, Ph. 254-690-1478 amoreno@walkerpartners.com	\$ 139,270.00			07/23/21		No
16	City of Hewitt - 208-212 Cross Country Dr - Drainage Improvements (2019)	City of Hewitt	Everett "Bo" Thomas, III, City Manager Ph.: 254-666-6171	Cayote Consulting	Miles Whitney, Ph. 254-744-3439 miles@cayotecon.com	\$ 57,611.00			07/02/21		No
17	Waco Rosemound Cemetery - Entrance and Fence Renovations - CHANGE ORDER (Repair Car Accident)	Waco Rosemound Cemetery Association	Clint Lynch, GM, Ph. 254-752-6492 clint@oakwoodwaco.com	Unknown	Unknown				06/30/21		NO
18	Waco Rosemound Cemetery - Entrance and Fence Renovations	Waco Rosemound Cemetery Association	Clint Lynch, GM, Ph. 254-752-6492 clint@oakwoodwaco.com	Unknown	Unknown	\$109,030.00			04/30/21		NO
19	City of Waco - Trail Blazer Park Improvements (2020-033)	City of Waco	Caitlin Bunch, Ph. 254-709-6282 caitlind@wacotx.gov	N/A	N/A	\$347,965.00			02/06/21		NO
20	City of Pflugerville - Justice Center - Sewer Imp (MA1008)	City of Pflugerville	Derek Klenke, Ph. 512-990-6343 DerekK@pflugervilletx.gov	Method Architecture	Abel Sedillo, Ph. 512-478-0970 asedillo@methodarchitecture.com	\$74,600.00			Dec-20		NO

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
21	City of Nolanville - EMS Testing Addition to Fire Station (KSA-NOL.007)	City of Nolanville	Chris Atkinson, catkinson@nolanvilletx.gov	KSA Engineers, Inc.	John Selmer, Ph. 903-236-7700 jselmer@ksaeng.com	\$187,340.00			Dec-20		NO
22	Wells Fargo Bank - Killeen Mall Entrance (REBID) (WE-2019-098)	Wells Fargo Bank	Joseph Turner, Ph. 254-699-2211 Joseph.Turner@am.jll.com	Jim Winton Engineering	Jim Winton, Ph. 254-776-7024 jwinton@winton-eng.com	\$137,600.00			Nov-20		NO
23	Williamson Co - SE Loop at Lakeside - Ph. 1 - Demo (T1746)	Williamson County	Johnny Grimaldo, Ph. 512-943-3553 johnny.grimaldo@wilco.org	HNTB Inc.	Kimberly Scherer, Ph. 512-987-1360 kscherer@hntb.com	\$125,808.00			Dec-20		NO
24	City of Woodway - Development Center Renov (20-04)	City of Woodway	Mitch Davison, Ph. 254-772-4050 mdavison@woodwaymail.org	CP&Y Inc.	Darrell Vickers, Ph. 254-772-9272 dvickers@cpyi.com	\$479,900.00			Nov-20		NO
25	McLennan Co - Cow Bayou #8 (TX 04093)	McLennan County	Zane Dunnam, Ph. 254-757-5028 Zane.Dunnam@co.mclennan.tx.us	N/A	N/A	\$80,810.00			Jul-20		NO
26	Visitors Center - Priests Quarters & Old School - Remove-Replace Flooring (#140P9720P0014)	NATIONAL PARK SERVICE	Amanda Jordan, 907-644-3311 Amanda_jordan@NPS.gov	N/A	N/A	\$103,875.00			Oct-20		NO
27	20-01-1151 - Lake Limestone - Park 5 - Loading Dock Addition	Brazos River Authority	Clarissa Cabrera, Purchasing Manager	N/A	N/A	\$230,000.00			Aug-20		NO
28	2019-055 - Greenwood Cemetery - Improvements	City of Waco	Caitlin Bunch, 254-750-8471	N/A	Archeologist: Nesta Anderson, 512-394-7477	\$269,830.00			Jul-20		NO
29	2019-040 - WMARSS Engine Bldg. - Ventilation Improvements	City of Waco	Mike Jones, 254-750-8001	McCreary & Assoc.	Joe Kotria, 972-458-8745	\$257,200.00			Jun-20		NO
30	20-001 - Tradinghouse Lake - Boat Access - Facilities Renovation	McLennan County	TJ Jackson 254-722-5782	Mundo & Associates	Joe Mundo 972-415-4596	\$258,280.00			Apr-20		NO
31	Contract #140P1219P0159 - Gettysburg Warfield House - Restoration	National Park Service	Kris O'Neil, 970-586-1236	N/A	N/A	\$97,450.00			Jul-20		NO
32	Campus Wide HVAC Replacement @ Mart	Texas Juvenile Justice Dept.	Zachrey Valdez, 737-529-1375	Stanley Consultants	Nathan Griffin, 512-680-9176	\$5,372,941.69			May-20		NO
33	1907-004-AC - HRMD Office - 9th Floor - Interior Renovations	Travis County	Sally Johnson, 512-854-4780	Travis County	Lisa Shockey, 512-854-5967	\$1,179,000.00			May-20		NO
34	Webberville & Little Webberville Park Boat Ramp Renovations, Contract No. 4400003801	Travis County	Odette Tan, 512-589-6035	N/A	N/A	\$504,997.00			Done		NO
35	Cameron Park Zoo Sculpture Trail Project, #2019-511	City of Waco	Tom Balk, 254-750-8471	N/A	N/A	\$182,029.00			Done		NO
36	Atwood Maintenance Building Repairs, Atwood Lake, Mineral City, Ohio, Contract W9123719P0128	USACE	Karen Simmons, 304-343-0048	N/A	N/A	\$89,750.00			Done		NO
37	La Posa North Prefab & Install of Double Vault Toilet, Chase (Contract # 140L6419P0012)	Bureau of Land Management	Lisa Hariper, Ph. 602-417-9434, lhariper@blm.gov	N/A	N/A	\$61,700.00			2019		NO
38	N. Boulder Lake, Wyo., Campground Renovations (Contract#140L6218P0127)	Bureau of Land Management	Kelly Palmer, Ph. 307-775-6057, kpalmer@blm.gov	N/A	N/A	\$110,932.00			2019		NO
39	BELL COUNTY EXPO CENTER OFFICE RENOVATIONS (#11-18)	BELL COUNTY	AMMY JAMES, 254-939-3521	1113 ARCHITECTS	TOM NICHOLS, 512-869-1104	\$110,000.00	\$3,000.00	\$113,000.00	2018	10%	NO
40	FED GOV-JBSA RANDOLF-SPRAY INSULATION (#FA301618P0241)	US AIR FORCE	JOHN TAPIA, 210-413-6194 ADRIAN CUELLAR, 210-669-3430	NA	NA	\$83,250.00	\$0.00	\$83,250.00	2018	5%	NO

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
41	TX PARKS - GOOSE ISLAND - HQ HVAC REPLACEMENT (#MR10076)	TEXAS PARKS & WILDLIFE	TONY BETTIS, 512-389-8382	TPW ENGINEER	KEN NEWMAN, 512-389-8305	\$24,250.00		\$24,250.00	2018		NO
42	FED GOV-ND-KNIFE RIVER (#140P6318C0029)	NATIONAL PARK SERVICE	CHARLES FOLK, 701-745-3300 CHRIS ESPER, 605-574-3193	NA	NA	\$111,600.00	\$0.00	\$111,600.00	2018	100%	NO
43	TX PARKS-LAKE SOMMERVILLE (#MR8544)	TEXAS PARKS & WILDLIFE	TONY BETTIS, 512-389-8382	NA	NA	\$30,000.00	\$0.00	\$30,000.00	2018	5%	NO
44	WHA KR & EM FENCE AND DUMPSTER ENCLOSURE REPAIRS (HCP-2018-04-009)	WACO HOUSING AUTHORITY	RICK HILL, 254-752-0324; 243	NA	NA			\$24,900.00	2018	No	NO
45	COW WMARRS DRYER VENTILATION BUILDING PROJECT (#2018-021)	CITY OF WACO	MIKE JONES, 254-749-6360	MCCREARY & ASSOCIATES	JOE KOTRIA, 241-957-4041	\$65,600.00	\$0.00	\$63,100.00	2018	5%	NO
46	WHA-STAIR REPAINT	WACO HOUSING AUTHORITY						\$103,568.00	2018		NO
47	WHA-KATE ROSS LOCKS	WACO HOUSING AUTHORITY						\$46,200.00	2018		NO
48	BEVERLY-REMODEL							\$56,000.00	2018		NO
49	FED GOV-MA-OVERHEAD DOORS	US AIR FORCE	Lenore Gerossie, (781) 225-2960	NA	NA	\$55,000.00	\$0.00	\$55,000.00	2018	5%	NO
50	FED-GOV-WA-NISQUALLY-STORAGE ROOM	US FISH & WILDLIFE SERVICE	Ryan Boisvert, 413-253-8531	HCS	254-829-3200	\$167,950.00	\$2,949.25	\$177,205.00	2018	40%	NO
51	FED-GOV-TX INKS DAM	US FISH & WILDLIFE SERVICE	Ray Fletcher, 505-248-6443	NA	NA	\$137,950.00	(\$625.00)		2018	20%	NO
52	ACTS CHURCH-WACO							\$727,956.00	2018		NO
53	FED-GOV-NY-MOUNT MORRIS DAM STAIRS							\$176,000.00	2018		NO
54	TX PARKS-GARNER PARK RESTROOM (#134234B)	TEXAS PARKS & WILDLIFE	GREG THELEN, 512-389-8804	MWM DesignGroup	Owen Harrod, (512) 453-0767;971	\$734,000.00	\$29,979.68		2018		NO
55	ROUND ROCK POLICE DEPT. PAINTING	CITY OF ROUND ROCK	MATHEW SMITH, 512-639-7433					\$70,200.00	2018		NO
56	PFLUGERVILLE REC CENTER	CITY OF PFLUGERVILLE	AILEEN DRYDEN, 512-990-6353			\$92,500.00		\$92,500.00	2018		NO
57	MCCLENNAN COUNTY-JV FACILITY CEILINGS (#733800-0599-DE040-34MRTTILES-2018)	TEXAS JUVENILE JUSTICE DEPT.	WILLIAM WALK, 512-490-7252			\$238,687.50		\$238,687.00	2018		NO
58	BRAZO RIVER AUTHORITY - CENTRAL OFFICE HVAC REPLACEMENT (#18-07-1085)	BRAZOS RIVER AUTHORITY	KIM MAYO, 979-229-7508	HUITT-ZOLLARS	SHAWN MOEHRING, 817-335-3000	\$1,951,184.00		\$2,011,000	2018		NO
59	PAINT HISTORIC BUILDINGS, GETTYSBURG	NATIONAL PARK SERVICE	KAREN UMSOT, 717-338-5921	NA	NA	\$77,685.00	\$0.00	\$77,685.00	2017	5%	NO
60	PLAYGROUND RESURFACING, FT. NECESSITY	NATIONAL PARK SERVICE	KAREN UMSOT, 717-338-5921	NA	NA	\$92,950.00	\$0.00	\$92,950.00	2017	5%	NO

#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
61	WASH. FISH HATCHERY SIDING	US FISH & WILDLIFE SERVICE	CHARLES BOSWELL, 503-231-2148	NA	NA	\$38,990.00	\$0.00	\$38,990.00	2017	5%	NO
62	ALASKA HANGAR DOORS	USAF	DIMITRI SMITH, 317-552-3053	NA	NA	\$43,750.00	\$0.00	\$43,750.00	2017	5%	NO
63	LOON POND ROOFING RENOVATION	USGS	MARK GOEDE, 608-781-6253	NA	NA	\$43,750.00	\$0.00	\$43,750.00	2017	5%	NO
64	SIERRA ARMY DEPOT CANOPY RENOVATION	US ARMY	TAMARA GAGE, 530-827-4258	NA	NA	\$65,500.00	\$0.00	\$65,500.00	2017	5%	NO
65	ROOF REPLACEMENT	USDA	JASON ROBBINS, 309-681-6118	NA	NA	\$23,750.00		\$23,750.00	2017	5%	NO
66	CARPET REPLACEMENT, JUDGE'S CHAMBERS	GSA	CODY LEE, 701-566-6124	NA	NA	\$18,500.00		\$18,500.00	2017	5%	NO
67	HVAC REPLACEMENT	USDA	LOUISE SNITZ, 510-559-6022	NA	NA	\$89,950.00		\$89,950.00	2017	5%	NO
68	SECURITY UPGRADES	US FOREST SERVICE	AARON KRETZER, 509-684-7134	NA	NA	\$20,500.00		\$20,500.00	2017	5%	NO
69	WHITE GRASS CABINS REHAB.	NPS	MARTIN HAUCH, 307-690-5324	NA	NA	\$23,750.00		\$23,750.00	2017	5%	NO
70	METAL BUILDING INSTALL	BLM	TRACI THALER, 916-978-4529	NA	NA	\$135,750.00		\$135,750.00	2017	5%	NO
71	REROOF RESTROOMS	NPS	JACK NORTHCUTT, 541-883-6884	NA	NA	\$73,800.00		\$73,800.00	2017	10%	NO
72	VISITOR CENTER SIGN RENOVATION	NPS	MICKEY HOPKINS, 360-565-3025	NA	NA	\$81,850.00	\$2,466.80	\$84,316.80	2017	5%	NO
73	GLACIER BAY FUEL FARM REHAB.	NPS	JAMES BOWERS, 907-644-3307	NA	NA	\$62,750.00		\$62,750.00	2017	5%	NO
74	WOONSOCKET FENCE REPAIR	USACE	PAIGE KIMBROUGH, 978-318-8269	NA	NA	\$113,350.00		\$113,350.00	2017	5%	NO
75	MT. MORRIS DAM STAIR RENOVATIONS	USACE	DOROTHY J. JONES, 716-879-4253	NA	NA	\$214,000.00		\$214,000.00	2017	5%	NO
76	Police Dept. - Emergency Operations - I.T., HVAC, Electrical, and Roofing Renovations	CITY OF WACO	Vince Tobola, Project Manager, Ph. 254-750-8066, VincentT@WacoTX.gov	Kittner & Pate	Jane Kittner, Ph. 254-776-7720, jkittner@grandecom.net	\$1,435,000.00		\$1,435,000.00	2017		NO
77	RE-STRIPING, LASSEN NP	FEDERAL HWY ADMIN	LORI KLEITHERMES, 702-963-3355	N/A	N/A	\$143,400.00	\$0.00	\$143,400.00	2016		NO
78	WAREHOUSE RENOVATIONS	BLM, WYOMING	SARAH EDLUND, 307-332-8484	N/A	N/A	\$68,950.00	\$0.00	\$68,950.00	2016		NO
79	FIRE PUMP CONTROLLER REPLACEMENT	NATIONAL PARK SERVICE	ROBERT HOFF, 206-843-7057	N/A	N/A	\$41,750.00	\$0.00	\$41,750.00	2016		NO
80	PUMP INSTALL	US FISH & WILDLIFE SERVICE	CHRIS MURPHY, 413-253-8235	N/A	N/A	\$27,951.00	\$0.00	\$27,951.00	2016		NO



#	Project Name	Owner	Owner's Contact Person and Phone Number	Architect	Architect's Contact Person and Phone Number	Original Contract Amount	Total Change Order Amount	Final Contract Amount	Date of Completion	% of Work Completed with Own Forces	Liquidated Damages (Yes or No)
81	DOOR RENOVATION	BLM, COLORADO	CHAU NGUYEN, 303-239-3678	N/A	N/A	\$24,600.00	\$0.00	\$24,600.00	2016		NO
82	ELECTRICAL UPGRADES	WACO HOUSING AUTHORITY	RICK HILL, 254-752-0324; 243	N/A	N/A	\$289,500.00	\$0.00	\$289,500.00	2016		NO
83	BENTON REPAIRS	WACO HOUSING AUTHORITY	RICK HILL, 254-752-0324; 243	N/A	N/A	\$42,900.00	\$0.00	\$42,900.00	2016		NO
84	RAINTREE STAIR RENOVATION	WACO HOUSING AUTHORITY	RICK HILL, 254-752-0324; 243	N/A	N/A	\$39,350.00	\$0.00	\$39,350.00	2016		NO
85	RAINTREE DRAINAGE	WACO HOUSING AUTHORITY	RICK HILL, 254-752-0324; 243	N/A	N/A	\$24,200.00	\$0.00	\$24,200.00	2016		NO
86	CENTRAL LIBRARY PARKING	CITY OF WACO	VINCE TOBOLS, 254-709-7489	N/A	N/A	\$263,595.00	\$0.00	\$263,595.00	2016		NO
87	BATHROOM RENOVATIONS	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324			\$57,000.00		\$57,000.00	2014	100%	NO
88	WHA WATER HEATER REPLACEMENT	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324			\$659,195.00		\$659,195.00	2013	100%	NO
89	WHA 2013 LARGE REMODEL	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324			\$535,445.00		\$535,445.00	2013	95%	NO
90	WHA ADDITION & PARKING LOT	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	WALLACE GROUP	DARRELL VICKERS, (254) 399-7168	\$1,010,450.00		\$1,010,450.00	2011	25%	NO
91	WHA LARGE APARTMENT REMODEL	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324			\$4,600,000.00		\$4,600,000.00	2011	80%	NO
92	WHA FACADE REPAIRS	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324					\$268,000.00	2011	90%	NO
93	ALL SITE FLOORING	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	NA		\$78,100.00		\$78,100.00	2010		NO
94	GAS LINE REPLACEMENT	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	NA		\$59,863.00		\$59,863.00	2010	100%	NO
95	BASEMENT RECONSTRUCTION	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	NA		\$41,350.00		\$41,350.00	2010	75%	NO
96	APARTMENT FLOORING	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	NA		\$56,918.00		\$56,918.00	2010	40%	NO
97	SALVATION ARMY RENOVATIONS	SALVATION ARMY		LZT ARCHITECTS	HERMAN THUN, (512) 343-6088			\$423,129.00	2010	60%	NO
98	CURB & GUTTER	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324			\$24,750.00		\$24,750.00	2009	65%	NO
99	STREET ASPHALT, FENCE	WACO HOUSING AUTHORITY	VERNA CROSS, 254-752-0324	NA		\$184,080.00		\$184,080.00	2009	50%	NO
100	TEXAS MACHINE TOOL BUILDING	CITY OF BELLMEAD	UNKNOWN, 254-799-2418	TABOR ENGINEERING	JOHNNY TABOR, (254) 756-2118			\$1,925,000.00	2009	15%	NO

Total Value of All Non-School Projects Completed in the Past 8 Years: \$32,643,427.35



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05.      **Safety Record**
- a. OSHA 300 Logs - Log and Summary
  - b. Loss Run
  - c. Loss Ratio
  - d. Current Experience Modifier

# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2021  
  
**U.S. Department of Labor**  
 Occupational Safety and Health Administration

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name HCS Inc. Commercial General Contractor  
 City Waco State Texas

Identify the person				Describe the case		Classify the case																
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:										
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M) Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses					
(G)	(H)	Job transfer or restriction	Other recordable cases	(K)	(L)	(1)	(2)	(3)	(4)									(5)	(6)			
	0			0	0																	
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Injury (1)  
 Skin Disorder (2)  
 Respiratory Condition (3)  
 Poisoning (4)  
 Hearing Loss (5)  
 All other illnesses (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2021



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
2 3 6 2 2 0

### Employment information

Annual average number of employees 25  
 Total hours worked by all employees last year 50,000 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballerino  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
1/3/2022  
 Date

# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

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Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name HCS Inc. Commercial General Contractor  
 City Waco State Texas

Identify the person				Describe the case		Classify the case																	
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:											
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	Injury (1)	Skin Disorder (2)	Respiratory Condition (3)	Poisoning (4)	Hearing Loss (5)	All other illnesses (6)						
(G)	(H)	Job transfer or restriction (I)	Other recordable cases (J)	(K)	(L)																		
	0			0	0																		
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Injury (1)  
 Skin Disorder (2)  
 Respiratory Condition (3)  
 Poisoning (4)  
 Hearing Loss (5)  
 All other illnesses (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2020



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
2 3 6 2 2 0

### Employment information

Annual average number of employees 10  
 Total hours worked by all employees last year 25,000 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballorino  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
01/05/21  
 Date

# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name HCS Inc. Commercial General Contractor  
 City Waco State Texas

Identify the person				Describe the case		Classify the case											
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away From Work (days) (K)	On job transfer or restriction (days) (L)	(M)					
						(G)	(H)	Job transfer or restriction (I)	Other recordable cases (J)			Injury (1)	Skin Disorder (2)	Respiratory Condition (3)	Poisoning (4)	Hearing Loss (5)	All other illnesses (6)
	0			0	0												
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Injury (1)  
 Skin Disorder (2)  
 Respiratory Condition (3)  
 Poisoning (4)  
 Hearing Loss (5)  
 All other illnesses (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2019



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
2 3 6 2 2 0

### Employment information

Annual average number of employees 10  
 Total hours worked by all employees last year 23,400 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballerino  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
01/02/20  
 Date



# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Updated: 01-01-19  
Year 2018  
**U.S. Department of Labor**  
Occupational Safety and Health Administration



You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name HCS Inc. Commercial General Contractor  
City Waco State Texas

Identify the person				Describe the case		Classify the case													
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:							
						Death	Days away from work	Remained at work		Away From Work (days) (K)	On job transfer or restriction (days) (L)	(M)							
						(G)	(H)	Job transfer or restriction (I)	Other recordable cases (J)			Injury (1)	Skin Disorder (2)	Respiratory Condition (3)	Poisoning (4)	Hearing Loss (5)	All other illnesses (6)		
	0			0	0														
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Injury (1)  
Skin Disorder (2)  
Respiratory Condition (3)  
Poisoning (4)  
Hearing Loss (5)  
All other illnesses (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2018



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

### Injury and Illness Types

Total number of...			
(M)			
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 \_\_\_\_\_  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
 \_\_\_\_\_

### Employment information

Annual average number of employees 11  
 Total hours worked by all employees last year 24,999 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballerino  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
01/01/19  
 Date

# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name HCS Inc. Commercial General Contractor  
 City Waco State Texas

Identify the person				Describe the case		Classify the case																
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:										
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M) Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses					
(G)	(H)	Job transfer or restriction	Other recordable cases	(K)	(L)	(1)	(2)	(3)	(4)									(5)	(6)			
	0			0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

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Injury  
 Skin Disorder  
 Respiratory Condition  
 Poisoning  
 Hearing Loss  
 All other illnesses  
 (1) (2) (3) (4) (5) (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2017



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 \_\_\_\_\_  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
 \_\_\_\_\_

### Employment information

Annual average number of employees 11  
 Total hours worked by all employees last year 25,000 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballerino  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
01/30/18  
 Date

# OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name HCS Inc. Commercial General Contractor  
 City Waco State Texas

Identify the person				Describe the case		Classify the case											
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M)					
(G)	(H)	Job transfer or restriction	Other recordable cases	(K)	(L)	Injury	Skin Disorder	Respiratory Condition	Poisoning			Hearing Loss	All other illnesses				
												(1)	(2)	(3)	(4)	(5)	(6)
	0			0		0											
<b>Page totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

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Injury  
 Skin Disorder  
 Respiratory Condition  
 Poisoning  
 Hearing Loss  
 All other illnesses  
 (1) (2) (3) (4) (5) (6)

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2016



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name HCS Inc. Commercial General Contractor  
 Street 365 Wayside Drive  
 City Waco State Texas Zip 76705  
 Industry description (e.g., Manufacture of motor truck trailers)  
Construction  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 \_\_\_\_\_  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
 \_\_\_\_\_

### Employment information

Annual average number of employees 8  
 Total hours worked by all employees last year 17,000 Approx.

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Carl Ballorins  
 Company executive  
(254) 829-3200  
 Phone

President  
 Title  
11/01/16  
 Date



**Property & Casualty**

Wes Bailey, CIC  
Larry Wayman, CIC, CRM  
John Pegram, J.D., CIC  
Mark McCunniff, CIC  
Andrew Sherwood  
Jon Ellison

**Life & Health**

George Kidwell, CPA, CFP  
Barbara Kidwell, RHU, SGS  
Glenn Hanna

July 11, 2022

RE: HCS Inc. Commercial General Contractor ("HCS Inc.") – Workers Compensation Loss Runs

To whom this may concern:

Please be advised that our agency, Bailey Insurance & Risk Management, Inc., handles HCS Inc.'s commercial insurance program, including HCS Inc.'s Workers Compensation policy. Please allow this letter to serve as a response to your request concerning HCS Inc.'s safety performance.

Attached, please find a 5-Year Loss Run report for HCS Inc.'s Workers Compensation policy. As indicated on the document, the report shows HCS Inc.'s claims history as of July 8, 2022. HCS Inc. has had no Workers Compensation losses during that time.

Accordingly, HCS Inc. and its risk management team are extremely proud of where HCS Inc. stands from a safety standpoint, and we all fully expect the excellent trend to continue well into the future.

If you have any questions or need any additional information, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JP', is written over the printed name of John Pegram, J.D.

John Pegram, J.D.  
Bailey Insurance & Risk Management, Inc.

Claims as of: 07/08/2022

**Summary for Policies**

0001144851 05/26/2018 to 05/26/2019  
0001144851 05/26/2019 to 05/26/2020  
0001144851 05/26/2020 to 05/26/2021  
0001144851 05/26/2021 to 05/26/2022  
0001144851 05/26/2022 to 05/26/2023

No losses for the policy period(s).

Let us help make your workplace safer and more productive.  
Visit our safety resource center at [www.texasmutual.com](http://www.texasmutual.com).





**Property & Casualty**  
 Wes Bailey, CIC  
 Larry Wayman, CIC, CRM  
 John Pegram, J.D., CIC  
 Mark McCunniff, CIC  
 Andrew Sherwood  
 Jon Ellison

**Life & Health**  
 George Kidwell, CPA, CFP  
 Barbara Kidwell, RHU, SGS  
 Glenn Hanna

July 11, 2022

RE: HCS Inc. Commercial General Contractor ("HCS Inc.") – Workers Compensation Loss Ratio

To whom this may concern:

Please be advised that our agency, Bailey Insurance & Risk Management, Inc., handles HCS Inc.'s commercial insurance program, including HCS Inc.'s Workers Compensation policy. Please allow this letter to serve as a response to your request concerning HCS Inc.'s Workers Compensation Loss Ratio.

Following is a list of the loss ratio on the HCS Inc.'s Workers Compensation policies for the current term and the previous four terms:

<u>Policy Term</u>	<u>Loss Ratio</u>
May 26, 2022/2023	0% (no reported losses)
May 26, 2021/2022	0% (no reported losses)
May 26, 2020/2021	0% (no reported losses)
May 26, 2019/2020	0% (no reported losses)
May 26, 2018/2019	0% (no reported losses)

I've also attached a loss report from Texas Mutual that supports the information shown above.

Accordingly, HCS Inc. and its risk management team are extremely proud of where HCS Inc. stands from a safety standpoint, and we all fully expect the excellent trend to continue well into the future.

If you have any questions or need any additional information, please feel free to give me a call.

Sincerely,

John Pegram, J.D.  
 Bailey Insurance & Risk Management, Inc.

Claims as of: 07/08/2022

**Summary for Policies**

0001144851 05/26/2018 to 05/26/2019  
0001144851 05/26/2019 to 05/26/2020  
0001144851 05/26/2020 to 05/26/2021  
0001144851 05/26/2021 to 05/26/2022  
0001144851 05/26/2022 to 05/26/2023

No losses for the policy period(s).

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**Property & Casualty**  
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George Kidwell, CPA, CFP  
Barbara Kidwell, RHU, SGS  
Glenn Hanna

July 11, 2022

RE: HCS Inc. Commercial General Contractor ("HCS Inc.") – Experience Modifier

To whom this may concern:

Please be advised that our agency, Bailey Insurance & Risk Management, Inc., handles HCS Inc.'s commercial insurance program, including HCS Inc.'s Workers Compensation policy. Please allow this letter to serve as a response to your request concerning HCS Inc.'s Experience Modifier.

HCS Inc.'s Workers' Compensation policy term runs from May 26<sup>th</sup> through May 25<sup>th</sup> each year. HCS Inc.'s Experience Modifier as calculated by NCCI also takes effect May 26<sup>th</sup> each year. The chart below reflects the Experience Modifier (as calculated by NCCI) for HCS Inc. for the periods beginning May 26, 2017/2018/2019/2020/2021/2022:

<u>Rating Effective Date</u>	<u>Experience Modifier</u>
May 26, 2022	.89
May 26, 2021	.87
May 26, 2020	.85
May 26, 2019	.82
May 26, 2018	.84
May 26, 2017	.85

A copy of HCS Inc.'s current Experience Rating worksheet prepared by NCCI is enclosed for your reference.

HCS Inc. and its risk management team are extremely proud of where HCS Inc. stands from a safety standpoint, and we all fully expect the excellent trend to continue well into the future.

If you have any questions or need any additional information, please feel free to give me a call.

Sincerely,

John Pegram, J.D.  
Bailey Insurance & Risk Management, Inc.



## WORKERS COMPENSATION EXPERIENCE RATING

**Risk Name:** HCS INC COMMERCIAL GENERAL CONTRACTOR

**Risk ID:** 420867158

**Rating Effective Date:** 05/26/2022

**Production Date:** 12/14/2021

**State:** TEXAS

State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
TX	.06	6,909	10,193	3,284	0	24,500	0	0
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses
.06		6,909	10,193	3,284	0	24,500	0	0

	Primary Losses	Stabilizing Value	Ratable Excess	Totals	
Actual	(I) 0	$C * (1 - A) + G$ 30,994	(A) * (F) 0	(J) 30,994	
Expected	(E) 3,284	$C * (1 - A) + G$ 30,994	(A) * (C) 415	(K) 34,693	
	ARAP	FLARAP	SARAP	MAARAP	Exp Mod
Factors					(J) / (K) .89

**Carrier:** 29939-000    **Policy:** 0001144851

**Eff-Date:** 05-26-2021    **Exp-Date:** 05-26-2022

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# WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: HCS INC COMMERCIAL GENERAL CONTRACTOR

Risk ID: 420867158

Rating Effective Date: 05/26/2022

Production Date: 12/14/2021

State: TEXAS

42-TEXAS

Firm ID: Firm Name: HCS INC COMMERCIAL GENERAL CONTRACTOR

Carrier: 29939 Policy No. 0001144851 Eff Date: 05/26/2018 Exp Date: 05/26/2019

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
5403	1.39	.35	62,515	869	304					
5606	.18	.29	849,139	1,528	443					
8227	.57	.35	2,431	14	5					
8809	.04	.39	62,400	25	10					
8810	.03	.46	98,922	30	14					
<b>Policy Total:</b>			<b>1,075,407</b>	<b>Subject Premium:</b>	<b>10,606</b>	<b>Total Act Inc Losses:</b>			<b>0</b>	

42-TEXAS

Firm ID: Firm Name: HCS INC COMMERCIAL GENERAL CONTRACTOR

Carrier: 29939 Policy No. 0001144851 Eff Date: 05/26/2019 Exp Date: 05/26/2020

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
5403	1.39	.35	115,441	1,605	562					
5606	.18	.29	943,436	1,698	492					
8809	.04	.39	62,400	25	10					
8810	.03	.46	138,481	42	19					
<b>Policy Total:</b>			<b>1,259,758</b>	<b>Subject Premium:</b>	<b>18,356</b>	<b>Total Act Inc Losses:</b>			<b>0</b>	

42-TEXAS

Firm ID: Firm Name: HCS INC COMMERCIAL GENERAL CONTRACTOR

Carrier: 29939 Policy No. 0001144851 Eff Date: 05/26/2020 Exp Date: 05/26/2021

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
5403	1.39	.35	174,025	2,419	847					
5606	.18	.29	1,019,339	1,835	532					
8809	.04	.39	62,400	25	10					
8810	.03	.46	259,622	78	36					
<b>Policy Total:</b>			<b>1,515,386</b>	<b>Subject Premium:</b>	<b>19,950</b>	<b>Total Act Inc Losses:</b>			<b>0</b>	

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\* Total by Policy Year of all cases \$2000 or less.

D Disease Loss

X Ex-Medical Coverage

U USL&HW

C Catastrophic Loss

E Employers Liability Loss

# Limited Loss

CITY COUNCIL MEETING DATE: SEPTEMBER 6, 2022



## CITY COUNCIL AGENDA ITEM #9

---

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator  
[scarrillo@sunsetvalley.org](mailto:scarrillo@sunsetvalley.org)

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: FY 2023 BUDGET

DESCRIPTION: Public Hearing of the FY 2022-2023 Budget – **Time Certain 7:00PM**

BACKGROUND: As required by Section 102.005 of the Texas Local Government Code, Mayor Bruner filed the Fiscal Year 2022-2023 budget on August 11, 2022. The Budget and Finance Committee began reviewing the budget prepared by staff back in May and presented the Mayor their recommendations on August 4<sup>th</sup>.

The total proposed budget for all funds is \$12,103,644 compared to the FY 21/22 budget, including approved amendments, of \$10,390,730. In addition to carry-forward project costs from FY21/22, the biggest changes are additional funding for community programs (\$100K), increased costs for salaries and benefits including a one-time stipend to offset inflation (\$300K), and increased utility subsidies (\$300K).

The budget was presented to City Council on August 16<sup>th</sup> and council met for a budget work session on August 20<sup>th</sup>. Council is scheduled to adopt the FY23 Budget on Tuesday, September 27<sup>th</sup>. Additional work sessions may be schedule if needed.

Mayor's items with additional information requested from the August 20<sup>th</sup> work session are included in the supporting materials.

APPLICABLE CODE SECTIONS: Texas Local Government Code Chapter 102

SUPPORTING MATERIALS: [MAYOR'S PROPOSED FY22-23 BUDGET](#) (HYPERLINK)

- BUDGET SUMMARY
- MAYOR'S ITEMS FROM WORK SESSION

Mayor's items with additional information requested from the August 20<sup>th</sup> work session are below:

- 1) What would be 3 months of staff expenses for the Crime Control fund?
  - a. Total staff expenses over 3 months for the Crime Control fund total about \$75,000
  
- 2) What is the 20-year utility infrastructure project list?
  - a. The long-range infrastructure plan is undergoing review by the Public Works and Budget and Finance Committee.
  
- 3) What are the fund balances at the end of the last 5 fiscal years?

Bank Balances at End of Year										
Fiscal Year	General Fund	Utility Fund	Street Fund	HOT Fund	Venue Fund	Crime Control	City Facilities Fund	Repair & Replacement	Drainage	Total
FY21	8,172,548	4,605,256	7,549,458	687,338	2,039,293	573,186	102,741	551,053	654,493	24,935,366
FY20	7,491,323	4,391,167	6,672,585	689,546	1,639,690	229,324	127,337	599,802	570,110	22,410,883
FY19	6,115,081	4,952,823	6,155,107	671,212	1,402,750	67,684	243,305	697,649	473,352	20,778,965
FY18	4,717,573	4,525,838	5,338,333	663,033	1,050,768	222,858	2,777,268	594,699	370,630	20,260,999
FY17	4,619,095	4,386,586	4,509,378	632,629	1,473,719	132,489	5,361,336	520,825	277,507	21,913,563

- 4) What is the list of current rebates and amounts?
  - a. The rebate amounts so far this year are – energy conservation total \$1,625, Library card reimbursements total \$2,324, and water conservation rebates total \$8,870
  
- 5) What would it cost for Sunset Valley to plant 300 trees per year?
  - a. This is a difficult question. Purchasing 300 trees would be relatively inexpensive depending on the size of the trees planted. For example, if the City were to plant 300-15 gallon trees the estimated cost for trees would be \$52,500. However, the cost to plant that many trees would need to include staff time for the initial planting and supplies. This would likely double or triple the cost of the tree purchase. Additionally, the City would need to maintain the trees over a period of years for the trees to become established. With current staffing levels and workloads, this would require additional staff to be hired.
  
- 6) What are Austin water & wastewater rate tiers compared to Sunset Valley water & wastewater rate tiers?
  - a. See attachment 10.2 “Water Rate Tiers – SSV & COA”

7) What would be the change in Sunset Valley's solid waste rates if they were adjusted to include the additional service cost in the TDS contract from 2020, plus the 3% annual contract growth per year since then?

SSV - Current Residential Rates		TDS Billing - Residential Cart Rates								
Description	SSV Rate	FY20	FY21	FY22	FY23	FY24	FY25	FY26		
Trash, Recycling, Green Waste	1.84	21.56	27.02	28.1	29.22	30.39	31.61	32.87		
Extra Cart	10.27	10.73	10.73	11.21	11.71	12.24	12.79	13.37		
Rate adjustment from 2020 TDS	-		5.46	6.54	7.66	8.83	10.05	11.31		
SSV \$ Billed (Annual)		\$ 6,975.64	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30		
SSV \$ Billed (Monthly)		\$ 581.30	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53		
Annual \$, adjust w/ TDS		\$ 6,975.64	\$ 27,447.60	\$ 31,508.34	\$ 35,719.48	\$ 40,118.62	\$ 44,705.75	\$ 49,443.29		
Monthly \$, adjust w/ TDS		\$ 581.30	\$ 2,287.30	\$ 2,625.70	\$ 2,976.62	\$ 3,343.22	\$ 3,725.48	\$ 4,120.27		



**CITY OF SUNSET VALLEY WATER, WASTEWATER, SOLID WASTE AND  
DRAINAGE UTILITY FEE SCHEDULE OCTOBER 1, 2021 – SEPTEMBER 20, 2022**

**Water Schedule**

Residential Customers

Base Monthly Charge \$9.14

Volumetric Rate

0-9,999 gallons \$3.31 per 1,000 gallons  
10,000-19,999 gallons \$5.60 per 1,000 gallons  
20,000 gallons and up \$9.92 per 1000 gallons

**Commercial, Governmental, Multifamily, ETJ Customers Water Rate Schedule**

Base Charge based on meter size

5/8"	\$126.92
1"	\$142.77
1-1 ½	\$190.36
2"	\$253.82
3"	\$507.64
4"	\$634.56
6"	\$888.38

Volumetric Rate

Per 1,000 gallons \$6.30 per 1,000 gallons  
(includes irrigation use; commercial irrigation base fee \$25)

**Wastewater Schedule**

**Residential Customers**

Base Monthly Charge \$4.00

Volumetric Rate

0-9,999 gallons \$0.00 per 1,000 gallons  
10,000-and over \$5.71 per 1,000 gallons

(Volume charges based on winter average water consumption)

water use in November, December and January will be used for calculating a wastewater volume charge beginning with the February 2020 bill. The volume charge will only apply to residential customers with an average monthly water use over 10,000 gallons.

Base Monthly Charge \$4.00

**Commercial, Governmental, Multifamily, ETJ Wastewater Rates**

\$9.97 per 1,000 gallons of water use (excludes water metered for irrigation use only)

**Water and Wastewater Connection Fees (Taps and CRF)**

Water and Wastewater connection fees associated with new services will be assessed as shown below. In the event that the City of Austin exempts some new services from the Capital Recovering Fees (CRF), the City of Sunset Valley will provide the same exemptions and Capital Recovery Fees will not be collected.

Fee Schedule for Legal Lots in Existence Prior to October 1, 2007 (per service unit)

Service Units	Water Tap	Water CRF	Wastewater Tap	Wastewater CRF	Inspection Fee
1 Unit	\$500	\$1,700	\$460	\$1,300	\$50 per inspection

Fee Schedule for Lots Platted October 1, 2007 – December 31, 2013 (per service unit)

Service Units	Water Tap	Water CRF	Wastewater Tap	Wastewater CRF	Inspection Fee
1 Unit	\$500	\$2,500	\$460	\$1,400	\$50 per inspection

Fee Schedule for Lots Platted After January 1, 2014 (per service unit)

Service Units	Water Tap	Water CRF	Wastewater Tap	Wastewater CRF	Inspection Fee
1 Unit	\$500	\$5,400	\$460	\$2,200	\$50 per inspection

Service Units by Meter Size

Meter Size (Inch)	Type	Service Units
5/8	Simple	1
¾	Simple	1.5
1	Simple	2.5
Meter Size (Inch)	Type	Service Units
1½	Simple	5
2	Simple	8
2	Compound	8
2	Turbine	10
3	Compound	16
3	Turbine	24
4	Compound	25
4	Turbine	42
6	Compound	50
8	Compound	80
6	Turbine	92
10	Compound	115
8	Turbine	160
10	Turbine	250
12	Turbine	330

**Drainage Utility Fees**

Residential

Small residential	\$2.20 per month	<3,253 square feet impervious area
Average residential	\$4.00 per month	3,253-6,980 square feet impervious area
Large residential	\$6.80 per month	>6,980 square feet impervious area

Commercial, Governmental, Multifamily, ETJ

Based on impervious area determination for each parcel:

- (1) Total ERU's = (Impervious Area/3,350 sq. ft.), minimum 1 ERU.
- (2) The Total ERU shall be rounded to the nearest one-hundredth.
- (3) ERU rate = \$4 per ERU per month.

**Solid Waste Services**

Residential Trash, Recycling, Green Waste \$1.84 per month  
EXTRA CART \$10.27 per month

Commercial

Franchise Agreement with Texas Disposal Systems

Governmental, Multifamily, ETJ – Not Provided

## Water & Wastewater Rates

**Residential Water Customers** – Monthly water charges include: billing, metering, collections, customer service, and servicing / monitoring of fire hydrants.

Meter Size	Retail Meter Equivalent Charge
5/8*	\$7.25
3/4	\$10.60
1	\$13.60
1½	\$15.50
2	\$25.40
3	\$75.10
4	\$124.80
6	\$253.80
8	\$482.20
10	\$760.20
12	\$998.40

\*5/8 is the average residential customer meter size

**Five-Tier Fixed Charge** – Based on total billed water consumption for the billing period.

Gallons of Water	Fixed Charge
0 - 2,000 Gallons	\$1.25
2,001 - 6,000 Gallons	\$3.55
6,001 - 11,000 Gallons	\$9.25
11,001 - 20,000 Gallons	\$29.75
20,001 - over Gallons	\$29.75

**Five-Tier Volume Charge** – Rate is charged per 1,000 gallons of total billed water consumption for the billing period. Customers must meet qualifications for [Community Assistance Program \(CAP\) rates](#).

Gallons of Water	Non-CAP	CAP**
0 - 2,000 Gallons	\$2.89	\$1.23
2,001 - 6,000 Gallons	\$4.81	\$3.65
6,001 - 11,000 Gallons	\$8.34	\$6.00
11,001 - 20,000 Gallons	\$12.70	\$11.51
20,001 - over Gallons	\$14.21	\$14.21

**Reserve Fund Surcharge** – fee goes into a restricted reserve fund to offset water service revenue shortfalls that may impact operations and services. This **\$0.05** surcharge is billed per each 1,000 gallons billed.

**Community Benefit Charge** – fee charged per 1,000 gallons of water billed for the billing period to Non-CAP customers to fund the Customer Assistance Program (CAP). This **\$0.15** charge is billed per 1,000 gallons.

**Residential Wastewater Customers** – A monthly wastewater charge of **\$10.30** includes the costs of billing, collections, customer service and other account management services.

**Two-Tier Volume Charge** – Rate is charged per 1,000 gallons of wastewater billed during the billing period. The amount of wastewater billed is based upon water usage during the [Wastewater Averaging period](#), or monthly water consumption, whichever is lower.

Gallons of Water	Volume Charge Non-CAP	Volume Charge CAP**
0 - 2,000 Gallons	\$4.85	\$3.11
2,001 – or more Gallons	\$9.94	\$7.90

**Community Benefit Charge** – fee charged per 1,000 gallons of wastewater billed for the billing period to Non-CAP customers to fund the Customer Assistance Program (CAP). This **\$0.15** charge is billed per 1,000 gallons.

\*\*Customers must meet qualifications for Customer Assistance Program (CAP) rates.



## NOTICE OF PUBLIC HEARING ON TAX RATE

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a Public Hearing on Tuesday the 6<sup>th</sup> of September 2022, at 7:00 P.M., in the Council Chambers, 3205 Jones Road, Sunset Valley, Texas. This Public Hearing will be held at a Regular Meeting of the City Council on the Fiscal Year 2023 Budget. The City Budget for the Fiscal Year period beginning October 1, 2022, and ending September 30, 2023, has been prepared by the Mayor and submitted and filed in accordance with Chapter 102 of the Texas Local Government Code.

A tax rate of \$0.00 per \$100 valuation has been proposed by the governing body of the City of Sunset Valley.

- PROPOSED TAX RATE \$0.00
  - NO-NEW REVENUE TAX RATE \$0.00
  - VOTER-APPROVAL TAX RATE \$0.035
  - DE MINIMIS RATE \$0.05
- The No-New-Revenue tax rate is the tax rate for the 2021 tax year that will raise the same amount of property tax revenue for City of Sunset Valley from the same properties in both the 2020 tax year and the 2021 tax year.
  - The Voter-Approval Tax Rate is the highest tax rate that City of Sunset Valley may adopt without holding an election to seek voter approval of the rate unless the De Minimis Rate for City of Sunset Valley exceeds the voter-approval tax rate for City of Sunset Valley.
  - The De Minimis Rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate for City of Sunset Valley, the rate that will raise \$500,000, and the current debt rate for City of Sunset Valley.

***The proposed tax rate is equal to the no-new-revenue tax rate. This means that City of Sunset Valley is not proposing to increase property taxes for the tax year.***

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Sunset Valley is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of City of Sunset Valley or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES ARE AS FOLLOWS:

Property Tax Amount= (Tax Rate) X (Taxable Value of Your Property)/100

CITY COUNCIL MEETING DATE: SEPTEMBER 6, 2022



## CITY COUNCIL AGENDA ITEM #10

---

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator  
[scarrillo@sunsetvalley.org](mailto:scarrillo@sunsetvalley.org)

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: VACATION ACCRUAL AND PAYMENT

DESCRIPTION: Consider and act on approval of payout of City Administrator's accrued vacation time over 120 hours (Mayor Bruner/Administration)

BACKGROUND: The City's HR policy manual caps employee payout of vacation at 120 hours. However, since COVID staff has been stretched extremely thin and often unable to take extended vacations. As such, Council approved several staff the ability to carry over more than the maximum allowed in the policy. At the time of her resignation, the City Administrator has accrued 173 vacation hours, and over 200 sick hours. This request is to have the council give the City Administrator the same consideration that has been provided other staff and allow her vacation hours to be paid out at the end of her tenure with the city.

FUNDING: Funding for this item would occur out of already allocated salary cost in the Administration department.

APPLICABLE CODE SECTIONS: City of Sunset Valley Human Resources Manual

SUPPORTING MATERIALS PROVIDED:

- HR Policy
- Leave Balance Sheets

Mayor's items with additional information requested from the August 20<sup>th</sup> work session are below:

- 1) What would be 3 months of staff expenses for the Crime Control fund?
  - a. Total staff expenses over 3 months for the Crime Control fund total about \$75,000
  
- 2) What is the 20-year utility infrastructure project list?
  - a. A
  
- 3) What are the fund balances at the end of the last 5 fiscal years?

Fiscal Year	Bank Balances at End of Year										Total
	General Fund	Utility Fund	Street Fund	HOT Fund	Venue Fund	Crime Control	City Facilities Fund	Repair & Replacement	Drainage		
FY21	8,172,548	4,605,256	7,549,458	687,338	2,039,293	573,186	102,741	551,053	654,493		24,935,366
FY20	7,491,323	4,391,167	6,672,585	689,546	1,639,690	229,324	127,337	599,802	570,110		22,410,883
FY19	6,115,081	4,952,823	6,155,107	671,212	1,402,750	67,684	243,305	697,649	473,352		20,778,965
FY18	4,717,573	4,525,838	5,338,333	663,033	1,050,768	222,858	2,777,268	594,699	370,630		20,260,999
FY17	4,619,095	4,386,586	4,509,378	632,629	1,473,719	132,489	5,361,336	520,825	277,507		21,913,563

- 4) What is the list of current rebates and amounts?
  - a. The rebate amounts so far this year are – energy conservation total \$1,625, Library card reimbursements total \$2,324, and water conservation rebates total \$8,870
  
- 5) What would it cost for Sunset Valley to plant 300 trees per year?
  - a. This is a difficult question. Purchasing 300 trees would be relatively inexpensive depending on the size of the trees planted. For example, if the City were to plant 300-15 gallon trees the estimated cost for trees would be \$52,500. However, the cost to plant that many trees would need to include staff time for the initial planting and supplies. This would likely double or triple the cost of the tree purchase. Additionally, the City would need to maintain the trees over a period of years for the trees to become established. With current staffing levels and workloads, this would require additional staff to be hired.
  
- 6) What are Austin water & wastewater rate tiers compared to Sunset Valley water & wastewater rate tiers?
  - a. See attachments “City of Austin – Water Rate Tiers” and “City of Sunset Valley – Water Rate Tiers”

7) What would be the change in Sunset Valley's solid waste rates if they were adjusted to include the additional service cost in the TDS contract from 2020, plus the 3% annual contract growth per year since then?

SSV - Current Residential Rates		TDS Billing - Residential Cart Rates								
Description	SSV Rate	FY20	FY21	FY22	FY23	FY24	FY25	FY26		
Trash, Recycling, Green Waste	1.84	21.56	27.02	28.1	29.22	30.39	31.61	32.87		
Extra Cart	10.27	10.73	10.73	11.21	11.71	12.24	12.79	13.37		
Rate adjustment from 2020 TDS	-		5.46	6.54	7.66	8.83	10.05	11.31		
SSV \$ Billed (Annual)		\$ 6,975.64	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30	\$ 6,918.30		
SSV \$ Billed (Monthly)		\$ 581.30	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53	\$ 576.53		
Annual \$, adjust w/ TDS		\$ 6,975.64	\$ 27,447.60	\$ 31,508.34	\$ 35,719.48	\$ 40,118.62	\$ 44,705.75	\$ 49,443.29		
Monthly \$, adjust w/ TDS		\$ 581.30	\$ 2,287.30	\$ 2,625.70	\$ 2,976.62	\$ 3,343.22	\$ 3,725.48	\$ 4,120.27		



**Sunset Valley City Employee Leave Balances**

<b>Employee #</b>	<b>Vacation</b>	<b>Sick</b>	<b>Holiday</b>	<b>Comp</b>	<b>Personal Day</b>
1	116.05	581.50	-	-	-
10	191.22	110.65	8.00	-	-
14	296.95	359.60	-	-	24.00
24	68.13	244.10	-	-	8.00
41	165.50	357.10	42.00	-	18.00
65	321.70	541.30	-	-	14.00
85	191.94	327.60	-	-	-
119	219.69	159.60	27.00	-	-
125	67.12	104.80	-	-	8.00
142	260.81	309.85	-	-	8.00
150	135.62	236.10	20.00	-	-
158	90.80	263.80	20.00	-	4.00
159	154.64	186.70	-	-	24.00
162	105.02	79.95	-	-	-
164	-	10.50	-	-	-
165	125.78	149.20	-	45.75	5.00
169	59.12	72.60	-	-	1.00
170	55.04	7.90	20.00	-	8.00
173	24.29	64.45	-	-	-
175	25.71	96.20	34.00	-	8.00
176	33.88	27.90	-	16.01	8.00
178	60.96	75.70	-	-	16.00
181	21.56	70.30	38.00	-	24.00
182	46.16	59.20	26.00	5.00	16.00
183	-	44.40	10.00	21.38	16.00
185	-	18.50	-	-	-
186	-	3.70	-	7.50	16.00
187	-	3.70	-	-	-

**6/3/2022**

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**12.06****ACCRUAL OF VACATION LEAVE**

The City of Sunset Valley provides paid vacation time for all regular full-time employees. The City believes that this time off from work is beneficial to the health and welfare of our employees and should be taken each year in accordance with this policy. Regular part-time employees who have worked at least twenty (20) hours per week will receive vacation time on a pro-rated basis.

All regular full-time and part-time employees must complete six (6) months of continuous service from their date of hire with the City before becoming eligible to use vacation benefits. All regular full-time employees will earn vacation benefits as shown on the chart below:

<b>Length of Continuous Service</b>	<b>Maximum Yearly Vacation Time Allowable</b>	<b>Monthly Accrual Rate</b>
1 month to end of 5 years	10 working days	6.66 hours
After 6 years to end of 10 years	15 working days	10.0 hours
After 11 years and thereafter	20 working days	13.33 hours

Vacation benefits for each month are accrued and reported at the end of each month. Vacation credit cannot be used prior to the time it is accrued. An employee who resigns after giving the notice provided for hereinafter, or is dismissed or terminated from employment as a result of a reduction in force, shall be paid for all vacation time duly accrued and not canceled. Employees who are terminated with less than six (6) months service are not eligible to be paid for accrued vacation. An employee eligible for payment of accrued vacation time must work a minimum of one-half of a full month to accrue vacation benefits for that month of employment.

Vacation may be taken in increments of hours, days, or weeks, as determined by the Department Head in keeping with the necessity for maintaining the efficiency of the department. Except in connection with the use of vacation time by an employee with insufficient accrued sick for an unforeseen medical circumstance requiring the employee's absence an employee may not use accrued vacation leave without prior approval of the Department Head.

Vacation leave will be deducted for each unauthorized absence. A regular employee placed on unpaid leave of absence in excess of thirty (30) days does not accrue vacation leave during such unpaid leave of absence.

The vacation year is defined as January 1 through December 31. Vacation may be carried over from one year to the next for a maximum of one and one-half of the employee's yearly vacation time allowed. Each year, on January 1, all unused vacation time in excess of the "Maximum Accrual Vacation Time Allowable" shown in the table below will be canceled.

<b>Length of Continuous Service</b>	<b>Maximum Accrual Vacation Time Allowable</b>
1-5 years	15 working days
6-10 years	22 ½ working days
11 years and over	30 working days

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**12.07**

**VACATION LEAVE RECORDS AND APPROVAL**

The City Administrator or his/her designee shall keep records of vacation leave and use. The Department Head for whom the employee works shall be the authority to approve vacation requests submitted by non-exempt employees. The City Administrator shall be the authority to approve vacation requests submitted by exempt employees. Vacation requests should be approved in such a manner that the efficiency of the department will not be decreased, and that the City incurs no additional cost in the operation of the department.

A fair and reasonable effort will be made by the City to accommodate vacation requests. Vacation leave may be denied during a specific period, if the workload or circumstances dictate.

CITY COUNCIL MEETING DATE: SEPTEMBER 6, 2022



## CITY COUNCIL AGENDA ITEM #11

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STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator  
[scarrillo@sunsetvalley.org](mailto:scarrillo@sunsetvalley.org)

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: CITY ADMINISTRATOR RESIGNATION

DESCRIPTION: Consider and act on the following items related to the resignation of the City Administrator, Sylvia Carrillo, effective September 30, 2022. (Mayor Bruner/Administration)

1. Discussion and approval to solicit proposals for professional recruitment services.
2. Consider appointment of an Interim City Administrator, effective October 1, 2022.

BACKGROUND: The Mayor accepted the letter of resignation from the City Administrator, Sylvia Carrillo, on August 30, 2022, effective September 30, 2022. Additional discussion and action is now needed from Council to begin the transition process.

The last time the City went through the process of hiring a City Administrator was following the resignation of the prior City Administrator, Clay Collins, on January 24, 2019, effective April 30, 2019. At the time, the Mayor and Council decided to use a recruitment firm to conduct the search for the new City Administrator.

After soliciting proposals, the city received responses from five firms experienced with recruitment for local city governments. At the March 5, 2019, Council meeting, the Council decided to enter a contract with Strategic Government Resources (SGR); however, SGR asked to be withdrawn from consideration following comments from the March 19th, 2019 Council deliberations that gave them concerns about the ability for Council to complete a successful recruitment process. Following SGR's withdrawal, the City approved entering into a contract with Chris Hartung Consulting at the April 2, 2019, Council meeting for a fee of \$15,000, plus reimbursement for out-of-pocket expenses. Chris Hartung Consulting had previously conducted the search for the City's Police Chief in 2017 and successfully guided the recruitment process for the hiring committee, finalizing with the selection of Sylvia on July 29, 2019, who started in the position at the beginning of September 2019.

Altogether, from the time the prior City Administrator's letter of resignation was received until the new City Administrator started work, the transition lasted just over 7 months.

If Council decided to move forward with a similar process, below is a potential timeline based on our current Council calendar. Council may also consider scheduling additional meetings based on the progress of the search. During the prior search, the recruitment firms identified that a typical window of 90-120 days would be required to conduct the search once they had been engaged in the process.

Note that this window will overlap with upcoming City elections, and Council may also wish to hold off on major parts of the recruitment process until the new Council is seated, as the next Council will ultimately be responsible for approving the hiring of a new City Administrator:

- Sept 6 Council Meeting – Authorize recruitment process.
- Sept 27 Council Meeting – Review and select recruitment firm from applicants.
- Prior to Oct 18 Council Meeting – Finalize Contract with recruitment firm.
- Oct 18 Council Meeting – Potential work Session with recruitment firm to gather feedback for recruitment process and finalize candidate profile.
- Following Oct 18 Council meeting through January 2023 - Recruitment and candidate interviews following the seating of the new Council.
- Early 2023 – Finalization of City Administrator selection and hiring timeline.

Council may also wish to consider options for providing interim staff services during the transition period. In 2019, Council voted to appoint the then Assistant City Administrator, Sara Wilson, as Interim City Administrator, who served in that role from May 1 – September 1, 2019. This action was taken even if Sara Wilson was likely to apply for the City Administrator position through the regular search process.

In addition to appointing Sara Wilson as the Interim City Administrator, the City Council also made an upward adjustment in her salary to reflect her new position. In considering whether to appoint a current member of staff to serve as the Interim City Administrator, the Council may consider whether to make a similar adjustment to that staff's salary, but that additional step may be taken at a later date (if at all), e.g., after the effective date of their appointment.

Additionally, the Council may wish to consider seeking interim staff services from outside agencies. One such firm, Texas First Group, was recommended by the City Administrator. Based on information provided by Texas First Group, they can provide temporary staff services at all levels of city government, including City Administrator, Assistant City Administrator, as well as other department heads such as Police Chief and Public Works, and financial, development and engineering services. Hourly rates for interim staff are based on current position salary +30% / 2080 + milage to and from interim's home at the IRS rate of .625 per mile, and there is no commitment for a specific duration of contract.

For example, if a staff position had a regular annual salary of \$100,000, the hourly rate for the interim staff would be  $\$100,000 + \$30,000 = \$130,000 / 2080 = \$62.50$  per hour + milage.

APPLICABLE CODE SECTIONS: N/A

FUNDING: Options for funding a recruiter or hiring temporary staff could be included in the proposed budget from the General Fund reserves based on estimated costs of those items.

STAFF RECOMMENDATION: N/A

SUPPORTING MATERIALS PROVIDED: NO