



MEETING NOTICE

City of La Vernia
Municipal Development District
Board of Directors Meeting
June 13, 2019
5:45 P.M.

1. Call to Order and Declare a Quorum.
2. Invocation, Pledge of Allegiance and Pledge of Texas Flag
(*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible*)
3. Public Comments.
4. Consent Agenda - Consent Items:
 - a. Approve Minutes from March 21, 2019 Regular Meeting
 - b. Treasurer's Reports
 - c. Check Register
5. Discussion and possible action to approve sewer project for the commercial & residential development of the Fryar Tract.
6. Discussion and possible action to approve agreement with M & S Engineering to complete La Vernia Zoning and Land Use Map Updates.
7. Update on Movies in the Park
8. Update on 4th of July Celebration
9. Future Agenda Items.
10. Adjourn.

The Board of the La Vernia Municipal Development District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberation about Security Devices), and 551.086 (Economic Development), and any other provision under Texas law that permits a governmental body to discuss a matter in a closed executive session.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named La Vernia Municipal Development Board is a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City of La Vernia, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted June 10, 2019 at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.


Yvonne Griffin,
Executive Director



Minutes

City of La Vernia
Municipal Development District
Board of Directors Meeting
March 21, 2019
5:30 P.M.

1. Call to Order and Declare a Quorum.

Cynthia Farmer called the meeting to order at 5:30 PM and declared a quorum. Board

2. Invocation, Pledge of Allegiance and Pledge of Texas Flag

Lord's Prayer was led by Cynthia Farmer and the pledges were recited.

3. Public Comments.

There were no public comments.

4. Consent Agenda - Consent Items:

- a. Approve Minutes from February 14, 2019 Regular Meeting
- b. Treasurer's Reports
- c. Check Register

Motion was made by Eloi Cormier to accept consent agenda, seconded by Mark Doege.

Motion passes: 3-0.

5. Discussion and possible action to approve contract with M&S Engineering for Thoroughfare Plan

City Administrator stated that the plan was started by the previous Economic Development Director, Jennifer Kolbe, in which the plan is still in the draft format phase. She stated while M&S Engineering is working on the Comprehensive Plan and the Unified Development Code go ahead and have them work on this. She stated developers are currently asking for this document. Cost would be up to \$10 thousand dollars and City Council would approve the budget amendment if the board makes a motion to approve. Motion was made by Eloi Cormier, seconded by Mark Doege to approve contract with M&S Engineering on the Thoroughfare Plan. Motion passes: 3-0.

6. Future Agenda Items.

7. Adjourn.

Mark Doege made a motion to adjourn the meeting, seconded by Eloi Cormier. Meeting was adjourned at 5:37 PM.

Mark Doege, Vice President

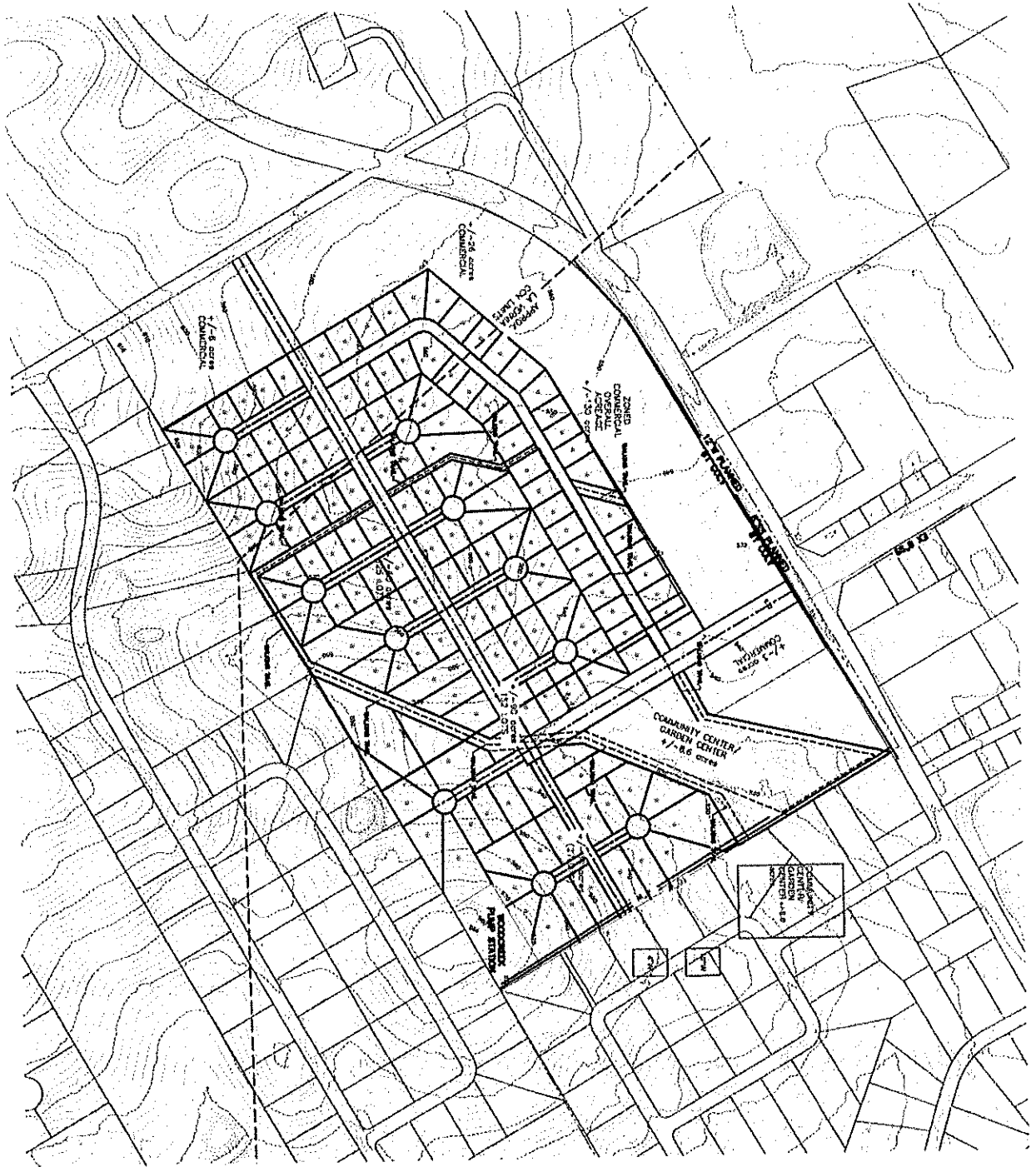
Dianell Recker, Secretary

REVENUE REPORT - MDD ACCOUNT FUND
 Fund 12
 May 2019

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
BANK INTEREST 12-400-080	180.00	.00 180.00	.00 1,387.54	23.82 546.63	770.86 15.11	-1,207.54
SALES TAX 12-400-110	310,000.00	.00 310,000.00	22,771.51 168,511.45	31,905.34 159,422.15	54.36 49.84	141,488.55
EVENT VENDORS/DONATIONS 12-400-120	7,500.00	.00 7,500.00	1,350.00 2,660.00	1,870.00 3,240.00	35.47 47.24	4,840.00
*** GRAND TOTAL	317,680.00	.00 317,680.00	24,121.51 172,558.99	33,799.16 163,208.78	54.32 49.41	145,121.01

EXPENSE REPORT - MDD ACCOUNT FUND
 Fund 12
 May 2019

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
Expenses:						
WAGES - MDD 12-500-010	33,137.52 .00	.00 33,137.52	3,780.00 20,459.26	1,005.00 5,190.00	.00 61.74	12,678.26 12,678.26
PAYROLL TAXES 12-500-050	2,694.14 .00	.00 2,694.14	289.17 1,565.14	76.89 397.05	.00 58.09	1,129.00 1,129.00
TMRS 12-500-115	1,215.00 .00	.00 1,215.00	130.02 679.04	.00 .00	.00 55.89	535.96 535.96
EMPLOYEE INSURANCE 12-500-150	7,245.00 .00	.00 7,245.00	595.42 4,763.36	.00 .00	.00 65.75	2,481.64 2,481.64
OFFICE SUPPLIES 12-500-220	500.00 .00	.00 500.00	.00 343.22	30.13 294.56	.00 68.64	156.78 156.78
MEMBERSHIP/DUES 12-500-230	2,500.00 .00	.00 2,500.00	.00 746.00	.00 1,156.00	.00 29.84	1,754.00 1,754.00
NEWS PUBLICATIONS/SUBSCRIPTION 12-500-231	500.00 .00	.00 500.00	.00 1,069.00	.00 300.00	.00 213.80	-569.00 -569.00
TELEPHONE 12-500-240	2,000.00 .00	.00 2,000.00	.00 1,078.14	150.32 1,410.06	.00 53.91	921.86 921.86
WORKERS COMP INSURANCE 12-500-320	160.00 .00	.00 160.00	.00 51.76	.00 .00	.00 32.35	108.24 108.24
FACILITY & OVERHEAD COST TO GF 12-500-400	39,082.00 .00	.00 39,082.00	39,082.00 39,082.00	.00 32,175.42	.00 100.00	.00 .00
ENGINEERING 12-500-410	10,000.00 .00	.00 10,000.00	1,260.00 1,260.00	.00 .00	.00 12.60	8,740.00 8,740.00
LEGAL 12-500-420	4,000.00 .00	.00 4,000.00	.00 .00	286.57 866.83	.00 .00	4,000.00 4,000.00
TRAINING/CONFERENCE/TRAVEL 12-500-450	5,000.00 .00	.00 5,000.00	.00 2,077.97	.00 691.62	.00 41.56	2,922.03 2,922.03
EVENT PLANNING 12-500-460	40,000.00 .00	.00 40,000.00	.00 13,749.90	53.32 7,053.32	.00 34.37	26,250.10 26,250.10
CONSULTING/PLANNING 12-500-475	30,000.00 .00	.00 30,000.00	.00 .00	.00 .00	.00 .00	30,000.00 30,000.00
ADVERTISING 12-500-476	11,000.00 .00	.00 11,000.00	.00 1,198.99	.00 10,408.08	.00 10.90	9,801.01 9,801.01
FACADE GRANTS 12-500-477	15,000.00 .00	.00 15,000.00	.00 .00	.00 4,002.50	.00 .00	15,000.00 15,000.00
TRAFFIC STUDY 12-500-478	3,000.00 .00	.00 3,000.00	.00 .00	.00 .00	.00 .00	3,000.00 3,000.00



	Item Description	Unit	Quantity	Cost/Unit	Ext. Cost
1	Mobilization (5%)	LS	1	5.00%	\$4,689.25
2	Preparing Right of Way (10%)	LS	1	10.00%	\$9,378.50
3	8" PVC Sanitary Sewer	LF	295	\$70.00	\$20,650.00
4	Trench Excavation Safety Protection	LF	295	\$3.00	\$885.00
5	Sanitary Sewer Manhole (0'-6')	EA	1	\$6,000.00	\$6,000.00
6	Extra Depth Manhole (>6')	VF	2	\$275.00	\$550.00
7	Jacking, Boring or Tunneling 24"	LF	85	\$400.00	\$34,000.00
8	8" Carrier Pipe	LF	85	\$60.00	\$5,100.00
9	Casing or Liner 24"	LF	85	\$150.00	\$12,750.00
10	Concrete Encasement, Cradles, Saddles and Collars	CY	5	\$250.00	\$1,250.00
11	Asphaltic Pavement Repair	SY	15	\$40.00	\$600.00
12	Barricades, Signs & Traffic Handling	LS	1	\$7,000.00	\$7,000.00
13	Stormwater Pollution Prevention	LS	1	\$5,000.00	\$5,000.00

Estimated Construction Cost - Subtotal	\$107,852.75
Engineering & Permitting (TXDOT, TCEQ) Subtotal	\$25,000.00
Topographic Survey & Utility Locates	\$10,000.00
Bidding	\$5,000.00
SUE - Pothole Utilities (FM 775)	\$15,000.00
Utility Relocation Contingency (25%)	\$25,000.00
Grand Total	\$187,852.75



May 7, 2019

Yvonne Griffin
City Administrator
City of La Vernia
102 E. Chihuahua
La Vernia, Texas 78121

Re: La Vernia Zoning and Land Use Map Updates

Dear Mrs. Griffin:

As requested, M&S Engineering is submitting this fee proposal to help the City update and implement their zoning and land use maps.

Scope of Work

- M&S will coordinate with the City to update zoning categories for the city.
- M&S will update the Land Use Map section of the Comprehensive Plan to support zoning efforts.
- M&S will assist in preparing written zoning designation descriptions for updated categories.
- M&S will prepare preliminary and final reports as required in the zoning implementation plan.
- M&S will assist with conducting the public hearing to review the Zoning Ordinance.
- M&S will assist with City Council consideration and adoption of the Zoning Ordinance to include attending meetings to support this effort.

Exclusions

- This scope and fee does not include notifications or mass mailing services. We assume the City will complete this effort.
- This scope and fee does not include any attorney fees. It is assumed that the City Attorney will be made available for consultation on issues regarding zoning implementation.

Schedule

M&S Engineering will complete the scope of work described herein as follows:

- Upon approval of task order, M&S will complete the work on a schedule that coincides with the existing CDP update schedule.
- After the public hearing and direction from the City Council, M&S will finalize the zoning ordinance report within 30 days and submit it to City Council for adoption.

Compensation

M&S Engineering proposes to complete the scope of work described herein based an hourly rate amount not to exceed \$12,500 plus reimbursable expenses without prior authorization from the City of La Vernia. This amount represents a suggested budget for this work effort. The actual cost may be different. Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Gary Freeland, P.E.
Sr. Project Manager

Task Order # 7219LAVER.00#

In accordance with Paragraph 1 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated October 22, 2014 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data
 - A. Title: La Vernia Zoning and Land Use Map Updates
 - B. Description: Prepare an updated zoning map and land use maps and work towards implementation
 - C. Number of Construction Contracts - 1
2. Services of Engineer

M&S Engineering, LLC will provide services as described in the attached M&S Engineering fee proposal dated May 7, 2019:
3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2, subject to the following:
None.
4. Times for Rendering Services – **See attached proposal**
5. Payments to Engineer
 - A. Owner shall pay Engineer for services rendered as follows: **Estimated Hourly Fee of \$12,500.**
6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

	Total Cost	City Council	MDD
Comprehensive Plan	20,000.00	10,000.00	10,000.00
Transportation Plan	10,000.00		10,000.00
Unified Development Code	12,500.00	12,500.00	
Land Use Map Updates	12,500.00		12,500.00
	\$ 55,000.00	\$ 22,500.00	\$ 32,500.00