

SPECIAL AGENDA

Notice of Special Meeting

November 2, 2021 – 6:00 p.m.

BOARD OF THE KEMAH COMMUNITY DEVELOPMENT CORPORATION



Council Chambers, Kemah City Hall,
1401 State Hwy 146, Kemah, Texas

Isaac Saldaña – President (Position 5)

Kristi Reiser	Kelley Dawson	Matt Wiggins	David Alcorn	Reé Allen	Jacob Bigger
Position 1	Position 2	Position 3	Position 4	Position 6	Position 7

In accordance with the Texas Open Meetings Act the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the front exterior wall of the City Hall Building, except in case of emergency meetings or emergency items posted in accordance with law. This facility is wheelchair accessible and accessible parking spaces are available. Requests for other accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (281)334-1611 or Fax (281)334-6583 for further information.

1. Call to Order and Determination of Quorum

2. Invitation to Address Board

(The subject matter of any comments under this agenda item shall be limited to items on the agenda. The privilege of speaking at this time is limited to the following persons: residents in the City of Kemah, persons having an ownership interest in property within Kemah or a business located within its jurisdiction, or their attorney(s). A statement of no more than 2 minutes may be made. There will be no yielding of time to another person. State law prohibits KCDC board members from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire KCDC board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of time privileges and expulsion from the meeting. This section will be limited to a total time limit of 15 minutes, unless extended by the President of the KCDC board.)

3. President Saldaña's Comments

4. Vice President Bigger's Comments

5. Board Member's Comments

6. New Business Spotlight

7. Current Project Report

- i. Harris Steet
- ii. 57 Acre Nature Facility
- iii. Public Pier

8. Hotel Recruitment Report

9. Consideration and Possible Action: on MDR scope of work for KCDC website

10. Consideration and Possible Action: To select a contract Bookkeeper

11. Consideration and Possible Action: To select a contract administrator

12. Consideration and Possible Action: To approve purchases for the Beautification Committee

- a. \$394.95 for the following items
 - 1) 40V Earth Auger and Battery/Charger - \$349
 - 2) Plastic Post Level - %5.97
 - 3) 4 bags of concrete - \$22.04
 - 4) 2 Sakrete 8X48 - \$17.94
- b. Up to 10% variance in costs for items in case of price increase
- c. To approve order for \$61.61, receipt provided to staff/David Alcorn for the ground clear and trash bags for Cien Park

13. Comments for the Good of the City

14. Adjourn

CERTIFICATION

This is to certify that a copy of the Notice of the Regular KCDC meeting for Tuesday, November 2, 2021, was posted on the bulletin board at City Hall, 1401 Highway 146, Kemah, Texas, on this the 29th day of October, 2021, prior to 6:00p.m.

Chandra Jobb

City Secretary

10/29/2021

Date

June 29, 2021

Mayor and City Council
City of Kemah
1401 Highway 146
Kemah, Texas 77565

Re: Assignment Letter for Engineering Services for Harris Street asphalt replacement with concrete between 8th and 9th Street
LJA Proposal No. 21-4098

Dear Mayor and City Council:

LJA Engineering, Inc. (LJA) is pleased to present this proposal for furnishing the required engineering services for the design and construction of the proposed Harris Street asphalt replacement with concrete between 8th and 9th Street. Agreement, dated the 1st day of March, 2010, specifies the general requirements, terms and other conditions, while this letter details the specific elements of service to be performed under this authorization.

ELEMENTS OF SERVICE

A. Design Phase

1. Establish the scope of any geotechnical investigations and/or topographical surveys that, in the opinion of the Engineer, may be required for final design.
2. Prepare detail specifications, contract documents, and contract drawings.
3. From final contract specifications and drawings, prepare detail cost estimate.
4. Submit final contract specifications and drawings to the required agencies for review and approval.

B. Bidding Phase

1. Assist the City in the advertisements of the project for bids.
2. Respond to questions regarding the project during the bidding process. If required, issue addendums to clarify any questions regarding the project.
3. Conduct a Pre-bid Conference between the Engineer, prospective bidders, suppliers, etc. to make certain that the scope of work is fully understood.

4. Assist the City in the opening of bids for construction of the project. Tabulate and evaluate bids, and prepare a recommendation letter for Mayor and City Council action.
5. Prepare final contract documents for execution by the Contractor and the City.

C. Construction Phase

1. Conduct a Pre-construction Conference between the City, Engineer, and Contractor.
2. Issue a work order with dates approved by the City.
3. Make periodic visits to the project site to observe work with regard to general compliance with the plans and specifications.
4. Review samples, schedules, shop drawings, and other data which the Contractor submits.
5. Preparation for execution of the necessary progress documents including work order, payment estimates, change orders, time extensions, and other correspondence required to achieve the intended finished project.
6. Conduct final inspection in conjunction with the City, Engineer, and Contractor. Prepare all closing documents to finalize the contract.

D. Topographic Surveys

1. Topographic Surveys: Provide field surveys of existing structures, lines, site conditions, and other features required for the preparation of final construction drawings.

E. Extra Services

1. Geotechnical Investigations: Provide field investigation of the geotechnical conditions to determine the required design.
2. Testing: Provide as required testing, field and laboratory, of construction materials.
3. Record Drawings: Upon completion of the project, the contract drawings will be revised to reflect all field changes. The complete "record drawings" will be delivered to the Owner.

4. Project Representative: If requested by the City, provide services of a Project Representative to ensure general compliance with the contract drawings and specifications.

BASIS OF COMPENSATION

For the accomplishment of the above tasks and extra services, we propose that our compensation be per the agreement dated the 1st day of March 2010.

- A. For the Design Phase the engineering fee is based on a lump sum fee of \$20,000.00 per Section 5.1.3. "Lump Sum Fee" of the Agreement
- B. For the Bidding Phase the engineering fee is based on a lump sum fee of \$3,500.00 per Section 5.1.3. "Lump Sum Fee" of the Agreement.
- C. For the Construction Phase the engineering fee is based on a lump sum fee of \$4,500.00 per Section 5.1.3. "Lump Sum Fee" of the Agreement.
- D. For the Topographic Surveys the engineering fee is based on a lump sum fee of \$3,500.00 per Section 5.1.3. "Lump Sum Fee" of the Agreement.
- E. Extra Services: Per Section 5.1.4. "Additional Services" for preliminary budgeting purposes, we estimate the following charges:
 1. Geotechnical \$ 3,500.00
 2. Testing \$ 2,000.00
 3. Record Drawings \$ 1,500.00
 4. Project Representative \$ 7,500.00

We recommend an estimated budget of \$3,000.00 be set for the actual reimbursable expenses per Section 5.1.5 "Reimbursable Expenses". These reimbursable expenses including, but not limited to travel/mileage, phone charges, reproduction, printing, postage, and delivery charges.

ACCEPTANCE AND AUTHORIZATION

If the above Elements of Service, Basis of Compensation, and Terms of Agreement are satisfactory to you, we will consider your acceptance in the space provided below and return of a signed copy to us as our Authorization to Proceed. We appreciate the opportunity to be of continuing service to the City of Kemah.

Sincerely,



Mark E. Havran, PE
Project Manager

ACCEPTED:

City of Kemah

By: _____

Date: _____

*Cheryl Tkac Hunter, CPA
2717 21st Avenue N
Texas City, Texas 77590
Cell: (409) 682-6574 – Fax: (877) 504-1049
Email: ctkac719@hotmail.com*

October 25, 2021

Board of Directors
Kemah Community Development Corporation
1401 Highway 146
Kemah, Texas 77565

Dear Board Members,

I am excited to have the opportunity to provide my services to your corporation and have attached my resume and Proposal for Services for your review.

My background includes over 30 years of service with local governmental entities where I have gained extensive experience and knowledge in all areas of governmental financial management.

I began my career in government at the City of Texas City in 1991. In 1997 I obtained my CPA license and started dreaming of owning and operating my own CPA firm. In 2010, after 18 years of service, I left the City to achieve that dream. I have been in practice since 2010 and provide accounting and tax services to a diversified client base. Each client's situation has its own challenges that I love working through to find the solutions. As with all my clients, I will provide your corporation with quality service.

Thank you for your time.

Sincerely,



Cheryl Tkac Hunter, CPA
Texas City, Texas

Cheryl T. Hunter, CPA

2717 21ST Avenue North, Texas City, Texas 77590 ~ (409) 682-6574 ~ E-Mail: ctkac719@hotmail.com

~ CAREER SUMMARY ~

Self-motivated, organized professional with 30 years of extensive knowledge and experience in governmental financial accounting, reporting, analysis, budgeting and forecasting that includes:

- Managing and monitoring all financial control functions to ensure compliance with policies and procedures mandated by Federal, State and Local Governments.
- Preparing, monitoring, and managing an \$80 - \$100 million-dollar annual operating budget for a local government.
- Building and managing my own CPA firm by offering a variety of financial services to a client base that includes municipalities, corporations, partnerships, and non-profit organizations.

~ PROFESSIONAL EXPERIENCE ~

City of El Lago -El Lago, Texas
Accountant

2020 – Current

Responsible for maintaining the accuracy of the general ledger, posting monthly and quarterly journal entries, reconciling accounts and tax receivables, and processing quarterly reports and payments (Form 941 & State Court Cost Fees). Provide quarterly financial reports to City Council with an update to the overall financial condition of the City. Assist in the preparation of the City's annual budget as well as with the City's Annual Financial Report.

City of Clear Lake Shores – Clear Lake Shores, Texas
Contract Accountant

2013 – Current

Responsible for all accounting functions of the City, which include accounts payable, bank reconciliations, monthly journal entries, ensuring accuracy of all funds, monthly financial reports, processing payroll liability payments, quarterly reports (Payroll & State Court Cost Fees) and end of year processing. Assist with the preparation of the City's annual budget and responsible for coordinating with the auditors for the completion of the City's Annual Financial Report.

Cheryl Tkac Hunter, CPA – Texas City, Texas
Owner

2010 – Current

Provide a variety of financial services that includes accounting, forecasting, tax, and consulting to a diversified client base.

City of Texas City – Texas City, Texas
Director of Finance/Assistant Director of Finance

1991 – 2010

Overall authority for the financial operations of the City including accounts payable and receivable, utility billing and customer service, data processing, cash collections, purchasing and payroll. Prepare and manage the City's annual operating budget. Coordinate audit functions with external auditors and prepare City's Comprehensive Annual Financial Report (CAFR). Inform the Mayor and City Commission of overall financial condition of City.

~ EDUCATION ~ PROFESSIONAL CERTIFICATION ~

- Bachelor of Science: Accounting – University of Houston-Clear Lake
- Certified Public Accountant -Texas - License #71283 - Since February 1997

PROPOSAL FOR SERVICES

Goals of the Proposal for the KCDC

- To be independent by disengaging from the City of Kemah's Finance department in relation to the Corporation's finances.
- To have greater administrative control.
- To have cash management control.
- To increase financial efficiency.

*Proposal is based on using the online cloud-based version of Intuit Quickbooks where all data is remotely accessible as well as continually backed up to the cloud. Cost is \$50 per month or \$600 annually. Addition of any payroll services would increase this cost by \$650, annually. The costs are to be paid by the KCDC.

Quickbooks Startup (20 hrs.)

- Build the Quickbooks file based on the existing Chart of Accounts.
- Balance Sheet, Vendors, and recurring Accounts Payable items, if any.
- Routing of vendor invoices, statements, and paperless bank debit transactions, if any.
- Payments and Deposit Detail.

Data Migration (40 – 80 hrs.)

- Work with the City of Kemah's Finance department to provide all information required for migration.
- Adopted budget for the prior and current fiscal year.
- Most recent annual audit.
- Detail general ledger for the prior fiscal year and the current fiscal year to date.
- Trial Balance
- Vendor List -Accounts Payable
- Customer List -Accounts Receivable
- Bank reconciliations, reports and supporting documentation.
- Supporting documents for all general ledger transactions for the prior fiscal year and the current fiscal year to date.
- Financial reports and other management reports.

**The above is not meant to be an exhaustive list.*

MONTHLY SERVICES

- Maintain general ledger.
- Maintain budget.
- Process Accounts Payable as needed.

MONTHLY SERVICES (continued)

- Ensure all deposits have been accurately and timely posted.
- Complete all bank reconciliations in a timely manner.
- Prepare and post year end adjusting entries and work with the auditor to complete the annual audit in a timely manner.
- Provide the Board with monthly reports including the Balance Sheet, Statement of Revenues & Expenditures, check register and bank reconciliation reports.
- Work closely with the Board on any special requests or needs.
- Work with the City of Kemah's Finance department, if needed for questions or clarifications.

**The above is not meant to be an exhaustive list.*

FEES

Services	Estimate Hours	Hourly Rate	Estimate Total
Quickbooks Startup	20	\$50.00	\$1,000.00
Data Migration	80 Maximum	\$50.00	\$4,000.00
Monthly Services	40	\$50.00	\$2,000.00
			\$7,000.00

Travel expenses are included in the hourly rate above.

Fees are billed monthly as work progresses and will be detailed by project.

ADDITIONAL NOTES

- All software subscriptions, data, reports, supporting documentation and work papers are and will remain the property of the KCDC.
- Hourly rate can be converted to monthly flat rate once the startup and migration services have been completed, at the option of the Board. Fee may be subject to change based on hours required to provide monthly services.

AGREED AND ACCEPTED BY:

Kemah Community Development Corporation (KCDC)

Date

Cheryl Tkac Hunter, CPA

Date