

PROFESSIONAL SERVICES AGREEMENT
Between
CITY OF MISSION
And
HOLLIS RUTLEDGE & ASSOCIATES, INC.

AGREEMENT made this September ___, 2023 between the City of Mission, hereinafter referred to as "Client" and Hollis Rutledge and Associates, Inc., a business marketing and consulting firm, hereinafter referred to as the "Consultant"

In consideration of the mutual promises herein contained, the parties hereto agree as follows:

Recitals

It is the desire of the Client to engage the services of the Consultant to perform for the client consultation services including but not limited to assistance with securing funds for economic planning and development.

It is the desire of the consultant to consult with the principle and other client associates, as deemed appropriate by the principle of the City of Mission, to undertake certain activities including but not limited to researching, developing, writing, obtaining, and administering grants on behalf of the client.

AGREEMENT

Term

1. The respective duties and obligations of the parties hereto shall be for the period of one year beginning October 1, 2023 through September 30, 2024.

Consultations

2. The Consultant shall make himself available to consult with the Client, at reasonable times to undertake certain activities including but not limited to researching, developing, writing, obtaining, and administering grants on behalf of the client and other duties as assigned by the principle.

Compensation

3. For services to be rendered under this agreement, the Consultant shall be entitled to the following fee: A monthly retainer fee of \$4,500 for time spent on any state and federal relations and economic development activities on behalf of the City of Mission, excluding expenses incurred related to assigned tasks, which are to be paid separately and itemized on statements. Should the client require additional services such as and including additional consultants that our firm can provide, or time over and above the monthly retainage fee, such fee and method of payment shall be negotiated between the Client and the Consultant. All payments will be made/satisfied out of current revenues from the City of Mission from year to year during the existence of the contract or out of funds within the control of the municipality.

Governing Law

4. The laws of the State of Texas hereunder, shall govern the validity of this agreement and of its terms or provisions, as well as the rights and duties.

Amendment

5. This agreement may be amended by a 60-day notice and the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement.

Executed at Mission, Texas on this day and year first above written.

City of Mission

Randy Perez, City Manager

Hollis Rutledge & Associates, Inc.
Consultants

Hollis Rutledge, President



HOLLIS RUTLEDGE AND ASSOCIATES INC.

Business Management · Marketing Consultants · Real Estate · Governmental Affairs

HOLLIS V. RUTLEDGE, JR.
President

523 Conway St., Ste. 3, 2nd Fl.
Mission, TX 78572
Phone: 956-583-0002
Fax: 956-583-0500

September 25, 2023

Norie Garza
Mayor
City of Mission
Mission, Texas 78572

Dear Mayor Garza:

Thank you for considering renewal of our agreement. We believe the business relationship between Hollis Rutledge and Associates, Inc. and the City of Mission has greatly benefited the City of Mission and the community it serves.

In addition, to our grant administration and development services, we are available to work with private, state, and federal officials and organizations on any governmental and legislative issues including the Texas Governor's Office, the Texas Lt. Governor's Office, the Texas Attorney General's Office, the Texas Secretary of State's Office, US State Department, US General Services Administration, US Department of Homeland Security-FEMA, and the Offices of US Senators and Congressmen. We also provide economic development services, and public policy and administration services. HRA, Inc. has staff of 8 individuals with over 174 years of combined experience. Our firm provides other services as assigned and requested.

We look forward to a continued successful relationship between Hollis Rutledge and Associates, Inc. and the City of Mission with planning, state and federal relations, and grant-writing services. We are proposing to continue to provide planning, federal and state relations services, and administrative and grant-writing services at a monthly current retainer fee of \$4,500 plus expenses. Attached are two copies of the proposed agreement for your consideration along with a proposal with a background on our consultants, and a status report. Please call me at 583-0002 (office) or 956-497-9979 (cell) if you have any questions.

Sincerely,

Hollis V. Rutledge, Jr.
President, Hollis Rutledge and Associates



HOLLIS RUTLEDGE & ASSOCIATES INC.

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City of Mission

Status Report 2022-2023

American Rescue Plan

Hollis Rutledge and Associates, Inc. has provided opinions to the City regarding eligible uses under ARP and other questions posed by the City. (2023)

Bureau of Reclamation

Hollis Rutledge and Associates, Inc. has provided information regarding multiple opportunities released from the Bureau of Reclamation including the WaterSMART Small Projects Grant, Drought Contingency Planning, and WaterSMART Energy Efficiency Grant. These grants were not applied to at the direction of the City. (2022)

FEMA

Hollis Rutledge and Associates, Inc. also informed the City of Mission of two other opportunities for Fire Departments funded by FEMA: the SAFER grant to cover hiring additional firefighters and the FP&S grant to promote fire safety as well as the purchase of certain gear. Hollis Rutledge and Associates, Inc. Inc. worked with the Mission Fire Department to write a SAFER grant program application to hire 12 additional firefighters. Grant request of \$2,694,672 was submitted to hire additional firefighters. Grant was not awarded. (2022)

Hollis Rutledge and Associates, Inc. Inc. worked with the Mission Fire/Grant Department to write an AFG program application for \$118,533 for the purchase of extrication equipment. Award determination email not received.

The City of Mission was previously granted a SAFER award in 2018 and an AFG in 2021, this could be a factor in award determination.

Hollis Rutledge and Associates, Inc. Inc. worked with the Mission Grants Department to write and submit one application to FEMA BRIC for the Astroland Planning Activities. Funding determinations have not been made as of yet. (2023)

Firehouse Grants

Hollis Rutledge and Associates, Inc. informed the City of Mission of the Firehouse Subs Community Grant for the purchase of life saving equipment for use by PD, FD, or EMS. (2023)

Grants Newsletter HRA

Hollis Rutledge and Associates, Inc. provides monthly Grant Newsletters that outline the upcoming grants that are due. These are provided monthly and include State, Federal, and Private Funding Sources. (2023)

Infrastructure Bill Funding

Hollis Rutledge and Associates, Inc. has provided, and continues to provide updates regarding the Infrastructure Bill. Hollis Rutledge and Associates, Inc. has developed handouts to deliver information and updates regarding the infrastructure bill funding.

Texas Commission of Environmental Quality (TCEQ)

Hollis Rutledge and Associates, Inc. reviewed and provided information and multiple TCEQ Grants including the EV Charging Station Grant and LED Light Retrofit Grant. These were not applied to under the direction of the City. (2022)

Texas Department of Public Safety - Motor Vehicle Crime Prevention Authority

Hollis Rutledge and Associates, Inc. informed Mission of the MAG ALPR. (2022)

Texas Department of Transportation

Hollis Rutledge and Associates, Inc. reviewed and provided information and multiple TxDOT grants including the FY 2023 STEP-IDM and the TA Alternatives. (2023)

Hollis Rutledge and Associates, Inc. met with the Mission Grants Department on 12/19/22 to discuss their application to the TA Alternatives Grant Program Application. Additional meeting held on 5/2/23 to discuss the application. City provided HRA, Inc. the preliminary application, and HRA, Inc. completed all narratives and edits. Application shared back to City on 5/30/23 for submission. Application recommended for \$200,000 award. (2023)

Texas General Land Office (GLO)

Hollis Rutledge and Associates, Inc. informed the City of Mission of multiple opportunities released by the GLO including the 2018/2019 Infrastructure Funding. These opportunities were not applied to per the direction of the City. (2022)

Texas Office of the Governor (OOG)

Hollis Rutledge and Associates, Inc. provided various announcements/information concerning grants released by the Texas OOG. Including, but not limited to, the Body Worn Camera Grant, Borderzone, Criminal Justice Program and the Lonestar Grant. (2022-2023)

Hollis Rutledge and Associates, Inc. wrote and submitted: Borderzone, SHSP Regular, SHSP LETPA, and the Body Worn Cameras Grant. (2022) The Borderzone Grant request include \$250,000 for the purchase of various equipment. Grant was awarded in the amount of \$78,735.25. (2022) Body Worn Cameras Grant was submitted for \$15,044.38 for the purchase of Body Worn Cameras. Grant was awarded in the amount of \$15,044.38. (2022)

Hollis Rutledge and Associates, Inc. wrote and submitted: SHSP Regular and Crime Stoppers. Crime Stoppers application was not eligible (need to have separate eGrants account from PD) and awards have not been made for the SHSP projects. (2023)

Texas Parks and Wildlife

Hollis Rutledge and Associates, Inc. provided information to the City of Mission regarding the Texas Parks and Wildlife Local Parks Grant for 2022-2023. This round of funding was not applied to as the City is currently working on the funding previously awarded. Next round of applications will be applied to for the next phase of Lion's Park Revamp. (2023)

Hollis Rutledge and Associates, Inc. worked with the City to apply for \$750,000 for an All-Inclusive Lion's Park. Grant was awarded in 2021 for \$750,000.

Texas Water Development Board

Hollis Rutledge and Associates, Inc. informed the City of Mission of multiple opportunities available from the Texas Water Development Board. Hollis Rutledge and Associates, Inc. shared the complete list of opportunities distributed by TWDB.

Hollis Rutledge and Associates, Inc. Inc. worked with the Mission Grants Department to write and submit one application for Spikes and Jupiter Drainage Planning, which has been referred to the HMA program for funding. Multiple RFI have been worked on and submitted since original application submission. Funding determinations have not been made as of yet.

U.S. Department of Energy

Hollis Rutledge and Associates, Inc. informed the City of Mission of their allocation \$140,450 provided by the new EECBG program. Meeting was held on 3/27/23 to discuss the program and possible projects. HRA, Inc. assisted and submitted the preliminary application information. Final application is due by 1/31/24. Additional meeting was held on 7/28/23. Funding will most likely be used for EV charging and funds for a study.

U.S. Department of Justice/Bureau of Justice Assistance/COPS

Hollis Rutledge and Associates, Inc. also informed the City of Mission of multiple opportunities including the COPS Grant 2023, COPS PASS and COPS Mental Health Grant.

Hollis Rutledge and Associates, Inc. wrote and submitted the COPS CHP 2023 Grant Application. Awards have not yet been made. (2023)

U.S. Department of Transportation

Hollis Rutledge and Associates, Inc. informed the City of Mission of additional funding opportunities released by the DOT including the Megaproject, Rural Surface Transportation, INFRA, and RCN.

Hollis Rutledge and Associates, Inc. informed the City of Mission of the Safe Streets and Roads for All Grant. Meeting was held on June 16, 2022 to discuss possible grant projects and requirements. Grant was not applied to at the direction of the City.

U.S. Economic Development Administration

Hollis Rutledge and Associates, Inc. informed the City of Mission of various EDA opportunities including the Build Back Better Challenge, Good Jobs, Economic Adjustment Assistance, Travel and Tourism Grant. (2022)

Hollis Rutledge and Associates, Inc. informed the City of Mission of various EDA opportunities including RECOMPETE and the PWEAA. (2023)

Valley Baptist Legacy Foundation

Hollis Rutledge and Associates, Inc. will be providing information on the Letter of Interest/Application due October 1, 2022 for submission of Northside Park. Application was not pursued at the direction of the City pending award for a previous application. (2022)