



Meeting Date: August 28, 2025 **Agenda Type:** Consent Items for Action

From: Kenneth Allen **Reviewed by:** Mark Steelman
Fleet and Facilities Manager Chief Operations Officer

Submitted by: Mark Steelman **Approved by:** Ryan Kelso
Chief Operations Officer Chief Executive Officer

RECOMMENDED ACTION: Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Incircle Management, Inc. for Grounds Maintenance Services

BACKGROUND

This Professional Services Agreement (the “Agreement”) is made and entered into by and between New Braunfels Utilities, a Texas municipally owned utility (“NBU”), and Incircle Management, Inc., a Texas corporation (the “Professional”).

The Professional shall provide landscaping, grounds maintenance, and ancillary services for NBU facilities (the “Services”). The Professional shall provide all personnel management, supervision, labor, tools, materials, and equipment necessary to perform the Services. The Professional shall perform the Services at the sites listed in the contract in accordance with the schedule of services listed for each site. NBU may remove or add sites at any time during the contracted term.

The Agreement with Incircle Management, Inc. has a term of one (1) year with four (4) successive one-year renewal periods.

NBU staff requests that the Board of Trustees approve the Agreement with Incircle Management, Inc., for the Services.

This item is being presented to the Board because the total amount of the Agreement exceeds \$500,000.00.

FINANCIAL IMPACT

The total financial impact for the Agreement has a total not-to-exceed amount of \$201,129.00 annually, and a not-to-exceed amount of \$1,005,645.00 for the duration of the Agreement. These funds are currently budgeted within the Fiscal Year 2026 through Fiscal Year 2030 Fleet and Facilities O&M budget.

LINK TO STRATEGIC PLAN

Customers and Community

Financial Excellence

Stewardship

EXHIBITS

1. Professional Services Agreement with Incircle Management, Inc.