

**AGENDA ITEM 20**

Consider approving proposal from Langford & Associates for development of a Regional Park Grant application to Texas Parks and Wildlife.

Jim Rodgers addressed the Court regarding the timeline for the Regional Park Grant application process.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve proposal from Langford & Associates for development of a Regional Park Grant application to Texas Parks and Wildlife.

Vote: 4 – 0. **Commissioner Heiligenstein** was absent from the dais.

< Attachment >

Administrative  
Grant Services

Williamson County

Proposal by:  
Langford  
Community  
Management  
Services

November 25, 2003

**LANGFORD****COMMUNITY MANAGEMENT SERVICES**

Serving Texas Cities and Counties



Judy Langford, President  
Billy D. Langford, Vice President  
Margaret J. Hardin, Secretary/Treasurer

November 25, 2003

Honorable John C. Doerfler, County Judge  
Williamson County Commissioners  
710 Main  
Georgetown, Texas 78626

RE: Proposal to Develop a Texas Parks & Wildlife Regional Park Grant Application

Judge Doerfler and Commissioners:

In response to a request from Mr. Jim Rodgers, we are submitting this letter proposal to Williamson County to develop and write a Regional Park Grant application to Texas Parks and Wildlife. We respectfully submit this letter followed by resumes of our key personnel, list of current and past projects, and references for your review.

Our firm has been successfully working with Parks & Wildlife grants for the past eleven years. We have written a number of applications that have been funded, including Berry Springs County Park and Preserve, Twin Lakes Park, and phase I of the Brushy Creek Regional Park System and Conservation Corridor. When requested, we administer the grant for the community for an additional fee. We have also worked with several cities to complete already funded park grants that were faltering. Parks & Wildlife projects can be very beneficial to a community. We would enjoy working with Williamson County and its cooperating partners to develop and write a Regional Park Grant application.

Our proposal to write this application includes the following scope of services:

Development and completion of a Regional Park Grant Application - Includes conducting a public hearing to take comment on the application and the project's construction in the flood plain. Attend and participate in at least two application development meetings with staff, if necessary. Write and produce final copies of the complete application for submission. Our fee for the application is \$5,000.

If you should require administration of the grant once funded, our scope of work is as follows:

1. Assist the park staff with the planning and development of all park amenities by meeting with the staff and landscape architect/engineer to map out the course and time frame of construction. Hold interim meetings during construction as needed.
2. Coordinate all work services, volunteers and professionals by assisting County staff and local volunteers with paper work necessary to meet P&W regulations regarding in-kind labor. During construction meetings, discuss the timing and use of volunteers and County crews. Assure that all bidding laws and regulations are accomplished.
3. Conduct inspections (interim and final) by making visits to the park to assure all park items are being completed per P&W requirements.
4. Administration of all P&W grant accounting requirements by setting up files to maintain local records including financial management records and by completing reports to P&W on a quarterly basis.
5. Preparation of all reimbursement requests per P&W requirements.
6. Administration of all record keeping requirements per P&W by setting up files for the grant that will include bid advertisements, bid tabs and construction contracts.
7. Administration of other grant requirements such as acquisition if necessary.

Langford Community Management Services is a WBE and an Equal Opportunity Employer.

Your serious consideration of our proposal will be very much appreciated. We look forward to continuing our relationship with Williamson County.

Sincerely,

LANGFORD COMMUNITY MANAGEMENT SERVICES



Margaret Hardin  
Management Consultant

ATTACHMENTS

**JUDY LANGFORD**

*Management Consultant/President*

***Langford Community Management Services***

*13740 Research Blvd., Suite G-1*

*Austin, Texas 78750*

*Office 512/452/0432 Fax 512/452/5380*

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**Education**

Bachelor's Degree - 1985

The University of Texas at Austin

**Professional Experience**

**Management Consultant**, Langford Community Management Services, Austin, Texas.

Co-owner of Langford Community Management Services, Inc. Write, review and administer grants for competitive funding on behalf of small cities and rural counties. Currently work with approximately 45 communities and their grant and economic development needs. We represent these communities at public hearings and meetings of pertinent State and Federal agencies. Interact with various federal and state agencies including the Texas Department of Housing and Community Affairs, the Office of Rural Community Affairs, the Texas Department of Agriculture, the Texas Parks & Wildlife Department, the Texas Department of Economic Development, the Economic Development Administration and Rural Development Administration (formerly Farmer's Home) to keep us and the communities we represent up-to-date on changes in current programs, future funding possibilities and maintain/build relationships. Develop Master Park Plans for communities to be approved by Texas Parks & Wildlife. Work in cooperation with communities and their water, sewer, parks and economic development programs to develop strategies to meet community goals.

June '91 to present.

**Quality Assurance Coordinator**, Kerrville State Hospital, Kerrville, Texas.

Developed and administered Quality Assurance Program for a 16 county catchment area of the Kerrville State Hospital with eight community based mental health centers.

August '88 to May '91.

**Seminars/Public Hearings**

Numerous State and Federal Agency Seminars and Public Hearings regarding their various programs



**BILLY D. LANGFORD**

*Management Consultant/Vice President*

***Langford Community Management Services***

*13740 Research Blvd., Suite G-1*

*Austin, Texas 78750*

*Office 512/452/0432 Fax 512/452/5380*

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**Professional Experience**

**Management Consultant**, Langford Community Management Services, Austin, Texas.

Founder of company which writes and administers Community Development Block Grants (CDBG), Economic Development Administration grants, Farmers Home Administration grants, Texas Capital Funds, and Texas Parks and Wildlife grants. Personally conduct rate studies, executive searches, and other management duties for cities and counties. 1983 to present.

**Executive Director**, Deep East Texas Council of Governments, Jasper, Texas.

Managed a regional council covering 42 incorporated cities in a 12 county area with a budget of over 10 million dollars. Developed many innovative programs. 1972 to 1983.

**City Manager**, Gladewater, Texas. (Population 6,000)

Managed a home rule city that has a city owned lake, airport, hospital, cemetery, ball parks, library, water filtration plant and wastewater treatment plant. Supervised a staff of approximately 65 employees. 1966 to 1972.

**City Manager**, Harker Heights, Texas. (Population 3,500)

General law city that more than doubled during my tenure. Managed the city including financial and budget affairs during a rapid growth period of a new city. 1964 to 1966.

**Wage and Hour Investigator**, U.S. Department of Labor, Dallas, Texas.

Audited payrolls and interviewed employees to determine compliance with the Fair Labor Standards Act. Region included North Central Texas and portions of Oklahoma. Youngest investigator hired prior to 1960. 1960 to 1964.

**BILLY D. LANGFORD**

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*Page 2***Professional Associations**

Texas City Management Association, Cooperating Member.

East Texas City Management Association, Past President.

Texas City Management Association, Former Board Member.

Texas Association of Regional Councils, Former Officer.

Texas City Management Association, 1988-89 Membership Relations Committee.

**Achievements**

*Citizen of the Year* - 1971, Gladewater, Texas.

*Citizen of the Year* - 1980, Jasper, Texas.

*"Kentucky Colonel"* - Appointed by the Governor of Kentucky for assistance to the Governor's Staff in a study of successful regionalism.

**Education**

The University of Texas at Austin, Bachelor of Business Administration Degree with a Major in Property and Casualty Insurance. 1958.

**Seminars**

Numerous seminars and workshops including more than 20 annual conferences of the Texas City Management Association.

**MARGARET J. HARDIN**

*Management Consultant/Secretary-Treasurer*

**Langford Community Management Services**

*13740 Research Blvd., Suite G-1*

*Austin, Texas 78750*

*Office 512/452/0432 Fax 512/452/5380*

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**Professional Experience**

**Management Consultant**, Langford Community Management Services, Austin, Texas.

Co-owner of Langford Community Management Services, Inc. Write and administer grants awarded through the Texas Community Development Program to small cities and rural counties, as well as from the Texas Parks and Wildlife Department. Responsible for communities' compliance with numerous grant programs annually. Oversee financial management, monitor construction and engineering activities for grantees. Conduct required public hearings for grants at various city council and commissioner's court meetings throughout Texas. Assist clients with local government issues using previous work experience and knowledge. Client base currently is approximately 45 communities. Maintain solid working relationship with pertinent governmental agencies that manage grant programs, such as the Office of Rural Community Affairs, the Texas Department of Housing and Community Affairs, the Texas Department of Agriculture and Texas Parks and Wildlife. November '95 to present.

**Assistant City Manager/City Secretary**, Llano, Texas.

Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport, and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions and other governmental documents. April '90 to August '95.

**Secretary/Treasurer**, Lutie Watkins Memorial United Methodist Church, Llano, Texas.

Managed day to day activities of church office and performed secretarial duties under the direct supervision of the pastor. Responsible for all financial records and reports to executive committee of the church. Assisted all church committees as requested. Wrote monthly newsletter. April '87 to April '90.

**Secretary/Clerk**, Virdell Drilling Inc., Llano, Texas.

Prepared water well logs, estimates for wells and pump installations, and invoices. Input of accounts receivable, accounts payable, payroll, and inventory. Responsible for front office duties and information files. May '87 to April '90.

**MARGARET J. HARDIN**

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**Page 2****Llano County Treasurer, Llano, Texas.**

Managed all funds of the county, prepared annual budget, submitted all financial reports to applicable County officials and State agencies. Established financial management system to assist departments with budget compliance. Payroll and benefits officer for 100+ employees. Examined and audited all fee offices of the County. Attended Commissioners' Court meetings. Certified County Treasurer. January '83 through December '86.

**Secretary, Llano County Extension Service, Llano, Texas.**

Performed front office duties for county agricultural and home economics agents. Worked closely with 4-H clubs, Extension Homemaker organizations and landowners. Distributed pertinent information to county citizens. November '80 to January '83.

**Full-Charge Bookkeeper, Learning Concepts, Inc., Austin, Texas.**

Responsible for financial record keeping. Supervised accounts payable, payroll, and daily reports. Prepared and submitted all tax reports and deposits. Assisted president and controller with cash flow and communications with creditors. Performed front office duties as needed. August '77 to August '80.

**Bookkeeping Assistant, Ed Flood Oil Company, Amarillo, Texas.**

Assisted office manager/bookkeeper in preparation of daily records. Responsible for sales of fuel and automobile supplies. Scheduled fuel delivery to full-service stations. Performed front office duties. January '77 to July '77.

**City Secretary/Treasurer, Groom, Texas.**

Monitored daily operations of city which included water and sewer utilities, and garbage collection. Responsible for financial management and maintenance of books and records. Performed tax assessor/collector duties. Prepared council agendas, minutes, ordinances and other governmental documents for three-man city commission. January '75 to December '76.

**Assistant Clerk, Groom, Texas.**

Assisted City Secretary on part-time basis. Handled water utilities and phones. Assisted with tax roll. June '73 to January '74.



**MARGARET J. HARDIN**

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**Education**

Austin Community College - 1978-1979  
Clarendon Junior College - 1971

**Seminars**

Office of Rural Community Affairs Grant Workshops  
Texas Department of Housing and Community Affairs Grant Workshops  
Texas Engineering Extension Service City Managers Problems Clinic  
Texas Municipal League Annual Conference  
Texas County Treasurers' Association Annual Conference  
Texas County Treasurers' Certification

***BARBARA M. CURRY****Management Consultant****Langford Community Management Services****13740 Research Blvd., Suite G-1**Austin, Texas 78750**Office 512/452/0432 Fax 512/452/5380*

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**Professional Experience**

**Management Consultant**, Langford Community Management Services, Austin, Texas.

Write and administer competitive grant applications for small cities and counties. Works closely with grant program staff such as, Texas Department of Agriculture, Texas Department of Housing and Community Affairs and the Office of Rural Community Texas to insure that the communities we represent comply with all applicable State & Federal rules and regulations. Maintain financial records, draft contract agreements, conduct public hearings, review construction progress and engineering documentation to successfully implement projects for the communities we currently represent. November '99 to present.

**General Manager**, Colour Solutions, Austin, Texas

Managed custom graphic/photographic lab. Trained sales associates, including design of custom trade show booths and graphics. Coordinate efforts of designers and production personnel. Responsible for AP/AR, payroll, purchasing and inventory control. September '94 to October '99.

**Custom Printer**, Pounds Photographic Lab, Austin, Texas

Customer Representative 1990-1991, responsible for coordinating custom requirements of professional photographers to production personnel. Answered nine phone lines, completed quotes/bids, data entry, scheduling and tracking of work orders within lab. Also served as quality control supervisor to insure that all work orders were of accurate quantity, color and quality of a professional lab.

Custom Printer 1991-1994, Promoted to custom printer within one year. Responsible for all custom prints 16 x 20 and smaller in lab, including all reprographics prints, commercial, and wedding portraits with emphasis on color and contrast for professional photographers throughout Texas. Scored 96 in Kodak Gallery Awards in 1993, the highest score achieved to date for a custom wedding book. Book is on display at Kodak Gallery in Florida. '90 to September '94.

**Barbara M. Curry**

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**Page 2**

**Darkroom Technician**, Skrudland Photographic Lab, Austin, Texas

Operated multi-formatted splicing machines; 110, 120 and 35 mm

Tested of movie film for production, loading raw film to canisters. '87 to '90

**Education**

Crockett High School, Austin, Texas

**Seminars**

Texas Department of Housing and Community Affairs Grant Workshops

Texas Department of Economic Development Workshops

Housing Infrastructure Grant Workshop

Texas Main Street Program Workshop

Nomadic Sales Training Seminar

**LANGFORD COMMUNITY MANAGEMENT SERVICES***13740 Research Blvd., Suite G-1, Austin, Texas 78750**Office 512/452-0432 Fax 512/452-5380***LIST OF PROJECTS:****Community Development Grants:**

Atascosa County	(4)	City of Florence	(5)	City of Marble Falls	(4)
City of Bandera	(1)	Gillespie County	(3)	McMullen County	(2)
City of Bastrop	(2)	City of Harker Heights	(6)	City of Mexia	(1)
Bee County	(3)	Hays County	(2)	Milam County	(1)
City of Belton	(1)	City of Holland	(3)	City of Milano	(2)
City of Blanco	(6)	City of Hondo	(2)	City of Moody	(3)
City of Buckholts	(3)	City of Jourdanton	(5)	City of Rockdale	(4)
City of Buda	(1)	Karnes County	(1)	City of Runge	(7)
City of Charlotte	(9)	City of Kyle	(2)	City of Smithville	(3)
City of Cuney	(2)	City of La Coste	(2)	City of Taft	(1)
City of Devine	(7)	City of La Grange	(1)	City of Thorndale	(2)
City of Falls City	(5)	City of Lampasas	(4)	City of Thrall	(6)
Fayette County	(1)	Lee County	(1)	Travis County	(1)
City of Fayetteville	(1)	Live Oak County	(1)	City of Weimar	(1)
City of Flatonia	(4)	City of Llano	(2)		

**Texas Capital Fund:**

City of Alvarado:  
Texas Oil Enterprises, Inc.

City of Bastrop:  
Garments-To-Go, Inc.

City of Harker Heights:  
Educational Outfitters  
Indian Oaks Nursing Home  
Lone Star Motors  
Waste Management, Inc.



***List of Projects Continued***

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City of Nolanville:  
American Rockwool

City of Taylor:  
Harimasa, Inc.

City of Robinson:  
EHD Truck Lube and Wash  
Williams Travel Center

City of Weimar:  
Fishbeck Texaco  
MG, Inc.

City of Round Rock:  
Columbia/Round Rock Hospital  
Dell, Inc.

**Texas Main Street Program:**

City of Lampasas

**Smart Jobs Program:**

Universal Rundle (Hondo)

**Enterprise Zones:**

City of Bastrop/Bastrop County (3)

City of Harker Heights

City of Crockett

City of Hondo and Zone Enlargement (2)

City of Castroville/La Coste

City of Killeen (2)

City of Devine

City of Schertz

City of Elgin

City of Selma

City of Gainesville

City of Wharton

**HOME Program:**

Bastrop Family Crisis Center

City of Jourdanton

City of Blanco

City of La Coste

City of Charlotte (2)

City of Moody

City of Devine

City of Rockdale

City of Falls City

City of Runge

City of Flatonia

City of Smithville

City of Florence

City of Thorndale

**List of Projects Continued**

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**Economic Development Administration:**

City of Copperas Cove

City of Killeen (2)

City of Devine

**ISTEA/TEA21 Applications (TxDot):**

Atascosa County

City of Flatonia

City of Buda

City of Lampasas

City of Bastrop

City of Round Rock

City of Elgin

Williamson County

City of Fayetteville

City of Yoakum

**Parks & Wildlife Grants Program and Master Park Plans:**

City of Bastrop

City of Holland

City of Cedar Park

City of Jourdanton

City of Charlotte

City of Killeen

City of Devine

City of Lampasas

City of Dripping Springs

City of Llano

City of Flatonia

City of Round Rock (2)

City of Florence

City of Smithville

City of Giddings

Terrell County

City of Granbury

City of Weimar

City of Harker Heights (2)

Williamson County (2)

City of Hallettsville

The Village of Wimberley

**Rural Economic and Community Development, Texas Water Development Board,  
and Environmental Protection Agency:**

City of Lampasas

City of Runge

City of Thrall

***LANGFORD COMMUNITY MANAGEMENT SERVICES****13740 Research Blvd., Suite G-1, Austin, Texas 78750**Office 512/452-0432 Fax 512/452-5380***MANAGEMENT CONSULTING AND GRANT ADMINISTRATION REFERENCES****Cities and Counties**

City of Alvarado	Reference: Mary Daly, City Manager 817/790-3351
Atascosa County	Reference: Diana Bautista, County Judge 830/769-3093
City of Bastrop	Reference: Tom Scott, Mayor 512/321-3941
Bee County	Reference: Susan C. Stasny, County Commissioner 361/362-3220
City of Bandera	Reference: Denise Griffin, Mayor 830/796-3765
City of Belton	Reference: Andrew Allemand, Special Projects 254/933-5819
City of Blanco	Reference: Bobbie Mowery, City Secretary 830/833-4525
City of Buckholts	Reference: Francis Fuchs, City Commissioner 254/593-3700
City of Buda	Reference: W. Grey White, Asst. City Administrator 512/312-0084
City of Cedar Park	Reference: Curt Randa, Parks & Rec. Department 512/258-4121
City of Charlotte	Reference: Darlene Drawe, City Secretary 830/277-1414
City of Copperas Cove	Reference: Carol Mills, EDC Director 254/547-7874

**MANAGEMENT CONSULTING AND GRANT ADMINISTRATION REFERENCES****Cities and Counties continued**

City of Cuney	Reference: Brenda Lankford, City Secretary 903/876-2655
City of Devine	Reference: Steve Lopez, Mayor 830/663-2804
City of Falls City	Reference: Vi Malone, Mayor 830/254-3242
Fayette County	Reference: Danny Zitterich, County TNRCC Rep. 979/968-6436
City of Fayetteville	Reference: Ronnie Pflughaupt, Mayor 979/378-2559
City of Flatonia	Reference: Lori Berger, Mayor 361/865-3548
City of Florence	Reference: Cheryl Standridge, City Secretary 254/793-2490
City of Fredericksburg	Reference: Jerry Bain, Public Works Director 830/997-7521
City of Giddings	Reference: Paul Kipp, City Manager 979/542-2311
Gillespie County	Reference: Mark Stroeher, County Judge 830/997-2149
City of Hallettsville	Reference: Tom Donnelly, City Administrator 361/798-3681
City of Harker Heights	Reference: Steve Carpenter, City Manager 254/699-2301 Reference: Jerry Bark, Parks & Rec. Director 254/690-3444
Hays County	Reference: Richard Salmon, Grants Coordinator 512/393-2211



**MANAGEMENT CONSULTING AND GRANT ADMINISTRATION REFERENCES****Cities and Counties continued**

City of Hondo	Reference: Beatrice Cervantez, City Secretary 830/426-3378
Karnes County	Reference: Sylvia Cortez, Special Projects 830/780-4519
City of Killeen	Reference: Glenn Morrison, Parks & Rec. Director 254/526-0230
City of Kyle	Reference: Minerva Falcon, City Secretary 512/268-5341
City of La Coste	Reference: Reggie Winters, City Administrator 830/985-9494
City of La Grange	Reference: Shawn Raborn, City Manager 979/968-5805
City of Lampasas	Reference: Mike Talbot, City Manager 512/556-6831
Live Oak County	Reference: Jim Huff, County Judge 361/449-2733
City of Marble Falls	Reference: George Russell, City Manager 830/693-3615
McMullen County	Reference: Linda Lee Henry, County Judge 361/274-3341
City of Mexia	Reference: Carolyn Martin, City Secretary 254/562-4110
City of Moody	Reference: Charleen Dowell, City Administrator 254/853-2314
City of Robinson	Reference: Richard C. Fletcher, City Manager 254/662-1415

**MANAGEMENT CONSULTING AND GRANT ADMINISTRATION REFERENCES****Cities and Counties continued**

City of Rockdale	Reference: Sue Jones, City Manager 512/446-2511
City of Round Rock	Reference: Joe Vining, Director of Planning 512/255-3612 Reference: Sharon Prete, Parks & Rec. Director 512/218-5540
City of Runge	Reference: Jack Roberson, Mayor 830/239-4121
City of Smithville	Reference: Renee Blaschke, Mayor 512/237-3282
City of Thrall	Reference: James Dvorak, Mayor 512/898-2046
City of Weimar	Reference: Randal Jones, City Manager 979/725-8554
Williamson County	Reference: Annette Todd, Director of Projects 512/248-3238 Reference: Jim Rodgers, Parks & Rec. Director 512/260-4263
Village of Wimberley	Reference: Stephen Harrison, City Administrator 512/847-0025

**Councils of Governments**

Alamo Area Region	Reference: Al J. Notzon, III, Executive Director 210/225-5201
Capital Area Region	Reference: Betty Voights, Executive Director 512/443-7653
Central Texas Region	Reference: Cynthia Hernandez, Regional Planner 254/939-1801
Coastal Bend Region	Reference: John Buckner, Executive Director 361/883-5743

**MANAGEMENT CONSULTING AND GRANT ADMINISTRATION REFERENCES**

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**Councils of Governments continued**

East Texas Region	Reference: Glenn Knight, Executive Director 903/984-8641
Heart of Texas Region	Reference: Leon Wilhite, Executive Director 254/756-0102

**Non-Profit Organizations**

Bastrop Family Crisis Center	Reference: Debbie Bresette, Executive Director 512/321-7760
Bastrop Food Pantry	Reference: Jewel Hodges, Executive Director 512/321-9660

**State Agencies**

Office of Rural Community Affairs	Reference: Oralia Cardenas, Director of Community Development 512/475-3912
Texas Department of Housing and Community Affairs	Reference: Sandy Mauro, Portfolio Management and Compliance 512/475-1449
Texas Parks & Wildlife	Reference: Elaine Dill, Project Section Head, Recreation Grants Program 512/912-7115
Texas Department of Economic Development	Reference: Brenda Clear, Enterprise Zone Program Specialist 512/320-9452
Texas Department of Agriculture	Reference: Karl Young, Capital Fund Program 512/936-0281