

ATTACHMENT #4
KEY STAFF - RESUMES



www.jetdevelopmentllc.com

The mission of JET Development LLC is to bring people and local governments together to make our communities better places to live, work and play.

JET Development LLC has over 20 years of experience bringing outside federal, state and private funding to local government projects. In addition, we are State of Texas certified MWBE, SBE, HUB and listed on Texas Certified Master Bidders List (CMBL).

Janay Tieken, Principal, JET Development LLC, is certified through the National Development Council as an Economic Development Finance Professional (EDFP) in acquiring and structuring public financing for economic development projects. She received her Master's in Public Administration from the University of North Texas in 1997.

City of Gonzales – Grants Administrator (2019)

- Provide grant development, ongoing grant management, reporting and reimbursement assistance to Client

Kimley Horn - West Wise Special Utility District (2018)

- Secured TWDB funding of over \$13 million secured for new water treatment plant
- Provide ongoing grant management, monitoring, reporting and reimbursement assistance to Client

City of McKinney

- In partnership with the McKinney Housing Authority, performed data analysis to identify opportunity areas and identified solutions through a Community Revitalization Plan (2016)
- Write successful grant applications and manage grant contract compliance, monitoring and reporting for all grant-funded city programs
 - 2018 FTA and TxDOT Transit Grants (over \$3 million annually)
 - 2015 NRCS & TSSWCB Flood Control (\$3,012,750)
 - 2012 Planning Study (\$250,000 NCTCOG)
 - 2012 Infrastructure (\$1,760,000 NCTCOG)
 - 2011 Transportation Enhancement Grant (\$250,000 TXDOT)
 - 2011 JARC Grant (\$250,000 NCTCOG)
 - 2010 Energy Conservation Block Grant (\$1,075,000 DOE)
 - 2010 Brownfield Hazardous Assessment Grants (\$400,000 EPA)
 - 2010- 2016 Department of Homeland Security (approx. \$200,000 annually)
 - 2010 - 2016 JAG Grants (approx. \$25,000 annually)
 - 2009-2016 Community Development Block Grant (approx. \$700,000 annually)

City of Fort Worth (2006)

- Wrote successful grant application and provided project management interface between EPA and contractors for \$1,000,000 Brownfield Cleanup Revolving Loan Fund (BCRLF) for the redevelopment of Uptown.



Keith Schauer, P.E.

Project Manager

Keith Schauer, P.E. has been with Doucet since 1993. He has more than 32 years of experience in project management requiring contract negotiation, budgeting, scheduling, quality control, construction oversight, supervision and coordination of engineering, drafting, technical and administrative personnel. He has been the Project Manager for over 50 projects in Gonzales and surrounding communities.

Education

B.S. in Civil Engineering
Texas A&M University

Registrations

- Professional Engineer
Texas: 81658

Professional Affiliations

- Texas Society of Professional Engineers
- Real Estate Council of Austin
- Austin Contractors and Engineers Association
- International Council of Shopping Centers

Corporate Office

Doucet & Associates, Inc.
7401 B Hwy 71 West
Suite 160
Austin, Texas 78735
O: 512.583.2600
F: 512.583.2601

St. Vincent Street & St. Lawrence Storm Sewer Projects - Gonzales, TX

- These projects are currently under construction.
- Project Principal responsible for design, surveying, bidding services, and current construction administration for these projects which include the installation of approximately 285 LF of 30" RCP and 437 LF of 18" RCP. The project included installing three (3) 20' curb inlets, two 10' curb inlets, and 2 headwalls.

St. Joseph Street Water and Wastewater Replacement - Gonzales, TX

- Keith was responsible for the design, bidding and construction administration of the St. Joseph Street Water and Wastewater Replacement Project in Gonzales.
- This project consisted of replacing approximately 1750 linear feet of wastewater line with new pressure rated 8-inch wastewater line, and approximately 1750 linear feet of waterline with new 8-inch waterline.

Independence Park Wastewater Improvements - Gonzales, TX

- Project Principal responsible for the design and installation of wastewater improvements to Independence Park in the City of Gonzales to accommodate RV sites and public restrooms.

GADC Subdivision/Utility infrastructure and Commerce Court - Gonzales, TX

- Project Principal for this 24.48-acre industrial subdivision. Client was Gonzales Economic Development Corporation.
- Coordinated surveying, and designed water and wastewater infrastructure necessary to serve the subdivision.
- Also, designed Commerce Court, a cul-de-sac street required to serve several lots within the subdivision.

St. George Street - Gonzales, TX

- Project Principal for the design of the reconstruction of 100, 200, and 300 blocks of St. George Street.
- The 100 and 200 blocks included reclaiming the existing pavement and repaving the street, replacing curb and gutter, and completing the curb inlets.
- The 300-block included replacement of water and wastewater lines, upgrading the drainage lines, adding inlets in both St. George Street and St. Joseph Street, re-grading the street to drain properly, replacing all sidewalks to meet ADA requirements, and adding trees to enhance the streetscape.

Laura L. Zella

Education

Bachelor of Business Administration in Management, The University of Houston - Victoria, Victoria, Texas May 2014.

- GPA 3.33/4
- Courses in Professional Writing, Business and Professional Speaking, Business Finance, Accounting, Human Resource Management and Computer Literacy, in addition to the Management courses in the major

57 hours of core curriculum courses, Victoria College, Victoria, Texas 2006-09.

Experience

Director of Finance, City of Gonzales, Gonzales, Texas April 2017- Present.

- Maintain the City's accounting system
- Cash Management
- Prepare financial statements
- Prepare the City's Budget
- Monitor all expense accounts
- Prepare and enter General Ledger Journal Entries
- Coordinate and oversee all areas of yearly audit preparation
- Prepare budget amendments
- Attend all City Council meetings

Accountant II, City of Gonzales, Gonzales, Texas April 2013-April 2017.

- Completed insurance enrollment for all employees
- Completed Payroll Bi-Weekly
- Answered all Human Resources questions
- Inputted all invoices for the City and mail them out
- Prepared all 1099s and W-2s at year end
- Prepared professional correspondence
- Handled all Worker's comp claims
- Handled all drug screens and schedule physicals
- Completed all new hire documents

Administrative Assistant, City of Gonzales, Gonzales, Texas January 2013-April 2013.

- Notarized legal documents
- Performed research online
- Prepared professional correspondence
- Answered multi-line phone
- Scheduled appointments
- Prepared weekly reports
- Prepare documents
- Assist clerk in Municipal Court

Legal Secretary, Norman L. Burns, Munson & Burns, Gonzales, Texas 2002-12.

- Assembled loan documents
- Notarized legal documents
- Created Excel spreadsheets and Microsoft PowerPoint presentations
- Used appraisals, surveys and title policies to prepare legal documents
- Performed research online
- Faxed documents
- Scanned and emailed documents and pictures
- Prepared Minutes for Sage Capital Bank's Audit Committee meetings
- Answered multi-line phone system
- Maintained office filing system
- Prepared professional correspondence
- Calculated bi-weekly bank deposits
- Computed accounts receivable and entry of receivable payments

Bookkeeper/Cashier, Tractor Supply Company, Gonzales, Texas 1998-2001.

- Calculated daily deposits
- Computed accounts receivable and entry of receivable payments
- Computed daily cash sales
- Balanced registers daily
- Maintained office filing system
- Completed daily reports on sales
- Created work schedule for eight employees
- Computed payroll for 8 employees
- Answered multi-phone line system

Awards and Honors

MG & Lillie A. Johnson Foundation Scholarship, The University of Houston- Victoria, Fall 2012.

Dickson Allen Foundation Scholarship, The University of Houston - Victoria, Fall 2012.

Special Skills

Working knowledge of Incode Software, WordPerfect, Small Office Suite, Adobe Reader, Real Player, Windows Media Player, ProDoc, Quatro Pro, Word Pad, Microsoft Word, Excel, Power Point, Access, Outlook, scanner, fax machine, copy machine, CD and DVD burner, and multi-line phone system.

William C Ince

Competencies:

- Building Design Fabrication Engineering
- Electrical
- Plumbing
- Project Management
- Budgeting P& L Responsibilities
- Customer Service Interface
- Manpower Planning Management
- Community Public Relations

Employment Contributions

City of Gonzales Building Official/ Superintendent of Public Works- Jan 2018-Present

Full scope of responsibility and departmental oversight of the community development, airport, solid waste, building maintenance, electric, water, wastewater and street departments including staff of 35 personnel and an annual operating and capital budget of twelve million dollars. Ensure ongoing adherence to policies and procedures to maintain conformance with overall city goals and objectives. Actively engage at all levels of the community to maintain positive employee and citizen interface.

City of Gonzales Building Official Sept 2012- Jan 2018

Responsible for enforcing the city's building codes by ensuring that residential and commercial construction complies with applicable codes and ordinances. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

City Of Gonzales Code Enforcement Feb 2008-Aug 2012

Responsible for abatement and enforcement of City Ordinances and State Regulations. Manage direct and perform maintenance and construction projects for the city of Gonzales. Act as a city liaison operating as community interface representing the city to insure ordinance compliance, community relations identifying and implementing solution based remedies to insure compliance in all areas.

William Ince Craftsman Owner June 2003- February 2008

Owned and operated a construction service industry for commercial and residential markets. Responsible to bid, plan, direct all projects to maintain budget compliance and satisfactory job completion. Managed all personnel related activities including payroll, tax filings, inventory control management.

Kardosz Inc. Team Member October 2002-June 2003

Carpentry team member, air conditioning apprentice working in the construction industry.

Alamo Concrete Inc. Area Manager August 1999-October 2002

Oversee the day to day operations of four ready mix facilities including all project management, facility maintenance, personnel management and community relations.

Central Concrete Inc. Co-Owner January 1985- August 1999

Oversee the day to day operations of eight ready mix facilities including all project management, facility maintenance, personnel management and community relations

Education

Texas Tech State University- Lubbock Texas

Construction Engineering Technology 1981-1985

Victoria College –Peace Academy 1986

Licenses- Certifications- Registrations

International Code Council (ICC)

- Certified Building Official
- Certified Building Code Official
- Building Inspector-Residential/Commercial
- Plans Examiner
- Accessibility Inspector/Plans Examiner
- Residential Energy Conservation Code Inspector/Plan Reviewer

Texas Department of Licensing and Registration (TDLR)

- Licensed Journeyman Electrician
- Registered Accessibility Specialist (RAS)
- Registered Code Enforcement Officer I& II

Texas State Board of Plumbing Examiners (TSBPE)

- Licensed Plumbing Inspector

Texas Commission on Environmental Quality (TCEQ)

- Licensed Backflow Prevention Assembly Tester

Texas Floodplain Management Association

- Certified Floodplain Manager

Texas Department of Agriculture (TDA)

- *Noncommercial Political Pesticide Applicator License*
 - *3A-Landscape Maintenance*
 - *5-Vegetation Management*
 - *6-Aquatic*
 - *12-Public Health pest Control (Vector)*

FEMA

- Emergency Management Institute- Advanced Professional Series

Texas Peace Officer Intermediate Status (Inactive).

Class A CDL with NPT Endorsements

TIMOTHY W. PATEK

EDUCATION B.S. in Recreational Administration. Minor in Home Economics August, 1991 Southwest Texas State University.

CERTIFICATION FEMA Nims Training 100, 200, 700 & 800, 2009. Open Meetings Act Certificate February, 2018. Public Information Act Certificate February, 2018. TCMA Member July, 2018. Public Funds Investment Act Training December, 2018

EXPERIENCE

CITY MANAGER

City of Gonzales, Gonzales, Texas. January 2018-Present.
Responsibilities include communication skills, organizing, developing, planning, budgeting, managing, supervising and overseeing the day-to-day operations of the City of Gonzales.

SUPERINTENDENT OF PUBLIC WORKS

City of Gonzales, Gonzales, Texas. August 2017-January 2018.
Responsibilities include communication skills, organizing, developing Gonzales's Park System, overseeing the day-to-day operations of the Parks Maintenance Department, JB Wells Arena, Golf Course, Swimming Pool, Summer Camp, Library, Museum, Community Development, Electric Department, Water/Waste Water Departments, Street Department, Solid Waste Department (Brush), Building Maintenance Department and Airport,

DIRECTOR OF PARKS AND RECREATION

City of Gonzales, Gonzales, Texas. November 2012-August 2017.
Responsibilities include communication skills, organizing and developing Gonzales's Park System, overseeing the day-to-day operations of the Parks Maintenance Department, JB Wells Arena, Golf Course, Swimming Pool, Summer Camp, Library & Museum.

DIRECTOR OF PARKS AND RECREATION

City of Seguin, Seguin, Texas. September 2002-October 2012.
Responsibilities include communication skills, organizing and developing Seguin's Park System, directing the Seguin Parks and Recreation Advisory Board, overseeing the day-to-day operations of the Parks Maintenance Department, Athletic Programs, Wave Pool, Latchkey/Summer Camp & Special Events.

DIRECTOR OF PARKS AND RECREATION

City of Portland, Portland, Texas. April 1997-September 2002.
Responsibilities include communication skills, organizing and developing Portland's Park System, directing the Portland Parks and Recreation Advisory Board, Beautification Committee and overseeing the day-to-day operations of the Parks Maintenance Department, Community Center,

Swimming Pool, Senior Citizen Center, Indian Point Pier, Skate Park, & Latchkey/Summer Camp.

DIRECTOR OF PARKS AND RECREATION

City of El Campo, El Campo, Texas. January 1992-April 1997. Responsibilities include communication skills, organizing and developing El Campo's Park System, directing the El Campo Parks and Recreation Advisory Board, Main Street Project Board, and overseeing the day-to-day operations of the Parks Maintenance Department, Swimming Pool, Main Street Project, & Civic Center.

ADDITIONAL WORK:

Structural Metals, Inc., Seguin, Texas. March 1989-January 1992. Valero Energy Corporation, Intern, San Antonio, Texas. May 1991-August 1991. City of Seguin Parks and Recreation Department, Intern, Seguin, Texas. September 1990-December 1990. Seguin Volleyball Association, Seguin, Texas. February 1988-March 1989