City of San Marcos - Office of Planning and Community Development

Reporting Month: January 2021

Employee Name: Justin Holder

Pay Month Start Date: 12/26/2020

Supervisor Name: Jacquelyn Thomas, PE

Pay Month End Date: 1/22/2021

DATE	HOURS	FUNDING SOURCE	PROJECT	ACTIVITY	DESCRIPTION OF DUTIES
[Fill in]	[Fill in]	[Select from Dropdown]	[Select from Dropdown]	[Select from Dropdown]	[Fill in]
Saturday, December 26, 2020					
Sunday, December 27, 2020					
Monday, December 28, 2020	2.00	CDBGDR	Admin	Admin	DRGR Updates
Monday, December 28, 2020	2.00	CDBGDR	Infrastructure	1. Midtown	Midtown Schedule and Budget Updates
Monday, December 28, 2020	2.00	CDBGDR	Admin	Admin	Weekly Task meeting
Monday, December 28, 2020	2.00	NONGRANT	Admin	B Riverine TWDB	Appraisal Services, Blanco Riverine
Tuesday, December 29, 2020	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Progress
Tuesday, December 29, 2020	1.50	CDBGDR	Infrastructure	2. B Gardens	Appraisal Services, Blanco Gardens; Escrow Memo Update
Tuesday, December 29, 2020	2.00	NONGRANT	Admin	Admin	TxDOT MMA Review
Tuesday, December 29, 2020	3.00	CDBGDR	Admin	Admin	DRGR Updates: Leveraged Funds;
Wednesday, December 30, 2020	1.00	CDBGDR	Admin	Admin	Acquisition Checklist
Wednesday, December 30, 2020	5.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Progress Meeting; Woods Escrow Fund Meeting
Wednesday, December 30, 2020	2.00	CDBGMIT	Admin	Admin	All HUD Grants Meeting
Thursday, December 31, 2020	2.00	CDBGDR	Infrastructure	1. Midtown	Midtown Invoicing
Thursday, December 31, 2020	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Invoicing
Thursday, December 31, 2020	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Invoicing
Thursday, December 31, 2020	2.50	CDBGDR	Admin	Admin	DR-Preconstruction Checklist
Friday, January 1, 2021	8.00	NONGRANT	Employer	Holiday	Holiday
Saturday, January 2, 2021					
Sunday, January 3, 2021					
Monday, January 4, 2021	2.50	CDBGDR	Infrastructure	1. Midtown	Midtown Progress Meeting; project coordination
Monday, January 4, 2021	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Boring Options
Monday, January 4, 2021	2.00	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Project Review and Coordination
Monday, January 4, 2021	1.50	CDBGDR	Planning	General	Rio Vista Stormwater Review
Tuesday, January 5, 2021	1.00	NONGRANT	Admin	Admin	Cobb Fendley SUE presentation
Tuesday, January 5, 2021	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Progress Meeting
Tuesday, January 5, 2021	2.50	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Centerpoint Gas Relocation
Tuesday, January 5, 2021	3.00	CDBGDR	Planning	General	Rio Vista Stormwater Review
Wednesday, January 6, 2021	2.50	CDBGDR	Admin	Admin	Weekly Task Meeting
Wednesday, January 6, 2021	3.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens 95% Design and WW Coordination
Wednesday, January 6, 2021	2.50	CDBGDR	Planning	General	Rio Vista Stormwater CIP Review
Thursday, January 7, 2021	1.50	NONGRANT	Admin	B Riverine TWDB	Bishop @ San Antonio Outfall Review
Thursday, January 7, 2021	4.00	CDBGDR	Infrastructure	2. B Gardens	Plan Coordination for Blanco Gardens Neighborhood; Conduit Coordination
Thursday, January 7, 2021	2.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine CIS 5 Review; planting plan
Friday, January 8, 2021	3.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Progress Meeting; Trees/Sheds/TROE
Friday, January 8, 2021	3.00	NONGRANT	Admin	B Riverine TWDB	Review Blanco Riverine 90% Set
Friday, January 8, 2021	2.00	CDBGDR	Admin	Admin	CDBG-DR Leveraged Funds
Saturday, January 9, 2021					
Sunday, January 10, 2021					
Monday, January 11, 2021	4.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Update; Blanco Gardens 95% Review; Tree Removal plan
Monday, January 11, 2021	1.50	CDBGMIT	Admin	Admin	HUD TA Meeting
Monday, January 11, 2021	2.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Acquisition and Relocation coordination
Tuesday, January 12, 2021	4.50	CDBGDR	Admin	Admin	Staff Meeting; Schedule update; weekly task meeting
Tuesday, January 12, 2021	1.00	CDBGDR	Infrastructure	2. B Gardens	Main Lift Station
Tuesday, January 12, 2021	1.00	CDBGDR	Infrastructure	1. Midtown	TxDOT Coordination Meeting
Tuesday, January 12, 2021	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Progress Meeting
Wednesday, January 13, 2021	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Alley Conduit
Wednesday, January 13, 2021	4.00	CDBGMIT	Admin	Admin	All HUD Grants Meeting; Teleworking Best Practices Presentation
Wednesday, January 13, 2021	2.00	CDBGDR	Infrastructure	1. Midtown	Midtown TxDOT Drainage Easement Coordination; Memo evaluation
Thursday, January 14, 2021	2.50	CDBGDR	Infrastructure	1. Midtown	Midtown Progress Meeting
Thursday, January 14, 2021	2.50	CDBGDR	Admin	Admin	Checklist Review CIP projects; Sustainability Review
Thursday, January 14, 2021	2.00	CDBGDR	Planning	General	Rio Vista plan Review
Thursday, January 14, 2021	1.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Fund Allocation - Atrium Services
Friday, January 15, 2021	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardnes Progress Meeting
Friday, January 15, 2021	3.00	CDBGDR	Infrastructure	1. Midtown	Midtown Hyd Memo Review Meeting
Friday, January 15, 2021	1.50	CDBGDR	Admin	Admin	Sharepoint presentation follow up
Friday, January 15, 2021	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine 90% Review
Saturday, January 16, 2021					
Sunday, January 17, 2021					
Monday, January 18, 2021	8.00	NONGRANT	Employer	Holiday	Holiday - MLK Day
Tuesday, January 19, 2021	4.00	CDBGDR	Admin	Admin	Staff Meeting; Weekly Task Meeting
Tuesday, January 19, 2021	1.50	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Weekly Progress Meeting
Tuesday, January 19, 2021	2.50	CDBGDR	Infrastructure	1. Midtown	Midtown Hydraulic Memo Review
Wednesday, January 20, 2021	2.00	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Acquisition Coordination
Wednesday, January 20, 2021	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Tree Removal and TROE Coordination
Wednesday, January 20, 2021	1.50	NONGRANT	Admin	Admin	Linda Drive CIP Review
Wednesday, January 20, 2021	2.50	CDBGDR	Admin	Admin	DR budget and schedule updates
Thursday, January 21, 2021	2.00	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Haul off determination
Thursday, January 21, 2021	2.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Thomas Quarry; Haul off determination
Thursday, January 21, 2021	2.50	CDBGDR	Infrastructure	1. Midtown	Midtown Progress Meeting
Thursday, January 21, 2021	1.50	CDBGDR	Infrastructure	2. B Gardens	Main Lift Station Meeting
Friday, January 22, 2021	2.00	NONGRANT	Admin	B Riverine TWDB	Blanco Riverine Appraisal Review
Friday, January 22, 2021	3.00	CDBGMIT	Admin	Admin	MIT Advisory Committee Presentation
Friday, January 22, 2021	3.00	CDBGDR	Infrastructure	2. B Gardens	Blanco Gardens Progress Meeting; Tree coordination

Sub-Total CDBG-DR	**100.50**
Sub-Total CDBG	**0.00**
Sub-Total HOME	**0.00**
Sub-Total CDBG-MIT	**10.50**
Sub-Total CDBG-CV	**0.00**
Sub-Total Non-Grant	**49.00**
TOTAL HRS	**160.00**

Employee: By signing below I certify that all dates and hours shown on this timesheet are true and correct, and that I worked them for the program as noted.

Employee Signature | Employee Title | Signature Date

Supervisor: My signature below constitutes full acceptance of the information provided by the employee.

Manager Signature | Manager Title | Signature Date