



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

7:00 PM
Monday, October 9, 2023
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Clerk at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATIONS

1. Cemetery Committee Monthly Update
2. Teinert Memorial Library Board Monthly Update
3. Municipal Development District (MDD) Monthly Update
4. Parks & Facilities Committee Monthly Update

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

5. Receive monthly department reports:
 - a. City Administrator
 - b. City Secretary
 - c. Municipal Court
 - d. Development Services
 - e. Utility Billing
 - f. Public Works
 - g. Police
6. Approve minutes from the following meeting:
 - a. 09.11.2023 – Regular
 - b. 09.25.2023 – Regular



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Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

WORKSHOP AGENDA: REVIEW/DISCUSS AND PROVIDE DIRECTION

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

7. Consideration and possible action to authorize City Administrator to issue a Request for Proposals for a utility rate study.
8. Consideration and possible action to authorize the submission of community development block grant- mitigation-resilient communities program project application to the General Land Office for a comprehensive plan update and any other related future planning efforts.

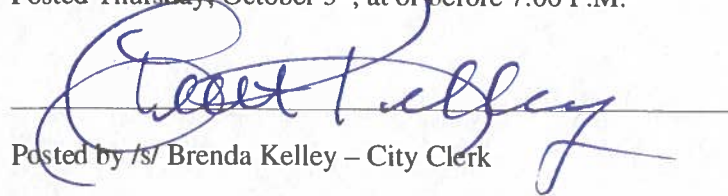
FUTURE AGENDA ITEMS

ADJOURN

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Thursday, October 5th, at or before 7:00 P.M.



Posted by /s/ Brenda Kelley – City Clerk



DEPARTMENT REPORTS – CITY ADMINISTRATOR

Project Updates

- Safe Routes to School – Sidewalk Project design underway
- Water tower upgrades design underway
- Kicking off FY2023 Audit process in November with Don Allman, CPA

Organizational Updates

- 2 Electric Lineman positions remain vacant
 - o Shared through Texas Public Power Association; no applications

Finance Report

- Account Payable Report attached
- Fund Balance Summary attached

City of Bartlett
Council Report

Check Date: 9/1/2023 to 9/30/2023

Accounts Payable
September 2023
Council Report

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
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01 - General Fund

Administration

9/1/2023	KATHLEEN SANDOVAL	01-11- 8201	Miscellaneous Expense	APF FIRE: FOOD FOR FIRST RESPONDERS	\$7.08
9/1/2023	KATHLEEN SANDOVAL	01-11- 8201	Miscellaneous Expense	APF FIRE: FOOD FOR FIRST RESPONDERS	\$89.34
9/1/2023	Jesse Luna	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$10.00
9/1/2023	Shelton Gilmore	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$10.00
9/1/2023	GAYLE JONES	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$10.00
9/1/2023	Philip Weaver	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$10.00
9/1/2023	BEC-Bartlett Electric Cooperative	01-11- 7451	Cellular Phones and Pagers	#61021000-FIBER OPTICS	\$99.95
9/1/2023	Bug Master	01-11- 8851	Facility Maintenance	150874-PEST CONTROL-CITY HALL	\$59.50
9/1/2023	Vickie Cooper	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$10.00
9/1/2023	AT&T	01-11- 0151	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - CITY HALL	\$479.78
9/1/2023	Texas Municipal Clerks Association	01-11- 0201	Training and Education	#5684 MEMBERSHIP: BRENDA KELLEY	\$100.00
9/1/2023	TEMPLE DAILY TELEGRAM	01-11- 7111	Advertising and Legal Notices	INV#13813319 ORDER # 16686756 ADVERTISING	\$671.50
9/1/2023	TEMPLE DAILY TELEGRAM	01-11- 7111	Advertising and Legal Notices	INV#13813318 ORDER # 16686755 ADVERTISING	\$178.00
9/1/2023	Alice Nira	01-11- 8201	Miscellaneous Expense	Reimbursement: City Hall Logos on Shirts from Centex Embroidery	\$90.00
9/1/2023	Chad Mees	01-11- 7017	Council Stipends	COUNCIL STIPEND: SEPTEMBER 2023	\$225.00
9/8/2023	USIO OUTPUT SOLUTIONS, INC	01-11- 8701	Postage Fees & Subscriptions	#30755 JOB 263312 PREPARATION / LATE NOTICES JOB 265213 PREPARATION	\$232.48
9/8/2023	USIO OUTPUT SOLUTIONS	01-11- 8701	Postage Fees & Subscriptions	#0015836 JOB 263312 LATE NOTICES JOB 265213 - POSTAGE	\$493.67
9/8/2023	Amazon Capital Services	01-11- 8251	Office Supplies	WIRELESS KEYBOARDS (4) CITY HALL	\$79.84
9/8/2023	HERITAGE BROADBAND, LLC	01-11- 0151	Telephone & Internet Services	#008 - FIBER OPTICS- INSTALLATION	\$680.00

9/8/2023	Amazon Capital Services	01-11- 88C1	Office Supplies	#143D-K94G-RMXR BUSINESS CARD HOLDER / FLOOR PUMP	\$22.68
9/13/2023	TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL	01-11- 7011	Workers Comp	#1914 SEPTEMBER 2023 WORKERS COMP LIABILITY	\$4,945.30
9/13/2023	Xerox Corporation	01-11- 88C2	Copier Service	705067072 / 019613121 COLOR COPIER - CITY HALL	\$329.99
9/13/2023	Quadient Finance Usa, Inc	01-11- 8701	Postage Fees & Subscriptions	7900044080406543 - AUGUST 2023 POSTAGE	\$200.00
9/13/2023	Quill	01-11- 88C1	Office Supplies	8793857 / 172015353 / 34176813 OFFICE SUPPLIES	\$237.91
9/13/2023	Quill	01-11- 88C1	Office Supplies	8793857 / 172015354 / 341932488 OFFICE SUPPLIES	\$20.99
9/22/2023	Ready Refresh	01-11- 8801	Miscellaneous Expense	0125962886 - CITY HALL DRINKING WATER	\$240.00
9/22/2023	Williamson Central Appraisal District	01-11- 7200	Appraisal District Fees	#2023-368 PROPERTY TAX CODES	\$517.75
9/22/2023	Messer, Fort, McDonald	01-11- 8401	Legal Expenses	#2021- BARTLETT FARMS - PROFESSIONAL SERVICES	\$5,733.00
9/22/2023	Messer, Fort, McDonald	01-11- 8401	Legal Expenses	#20245 PROFESSIONAL SERVICES	\$4,459.00
9/22/2023	Thomson Reuters-West	01-11- 7111	Advertising and Legal Notices	#1000520025 / 848962018 SUBSCRIPTION	\$18.66
9/22/2023	Bug Master	01-11- 88C1	Facility Maintenance	#150874 / 439937 PEST CONTROL	\$39.67
9/29/2023	Chad Mees	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$225.00
9/29/2023	Vickie Cooper	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$10.00
9/29/2023	Jesse Luna	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$10.00
9/29/2023	Phillip Weaver	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$10.00
9/29/2023	GAYLE JONES	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$10.00
9/29/2023	Shelton Gilmore	01-11- 7012	Council Stipends	OCTOBER 2023 STIPEND	\$10.00
9/29/2023	Bell County Tax Appraisal District	01-11- 7200	Appraisal District Fees	1ST QTR 2024 TAXING UNIT FEE	\$816.75
Total					<u>\$21,392.84</u>

Police

9/1/2023	CADENCE BANK	01-13- 7401	Capital Expenditures	#00944000985459 AUGUST 2023 PD LOAN	\$577.65
9/1/2023	CADENCE EQUIPMENT FINANCE	01-13- 7401	Capital Expenditures	741586-PD LOAN	\$1,213.44

9/1/2023	AT&T	U1-13-01C1	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - POLICE DEPT	\$301.42
9/8/2023	Office Depot	U1-13-RCC1	Office Supplies	#0394 #0000328734808001-Police Dept Laptops (2)	\$1,319.98
9/8/2023	AT&T U-Verse	U1-13-01C1	Telephone & Internet Services	132208488 SEPT 2023 UVERSE PD	\$64.51
9/13/2023	Atmos Energy	U1-13-02C7	Purchased Gas Power	4003502067 GAS-POLICE DEPT	\$72.60
9/22/2023	DOCUMENT SOLUTIONS	U1-13-RCC1	Equipment Maintenance	34425506 POLICE DEPT COPIER	\$25.46
9/22/2023	DOCUMENT SOLUTIONS	U1-13-RCC1	Software Maintenance Agreements	#34631406 POLICE DEPT COPIER	\$25.75
9/22/2023	Bug Master	U1-13-RCC1	Facility Maintenance	#150874 / 439937 PEST CONTROL	\$39.67
9/22/2023	Wex Bank-Exxon	U1-13-R1N1	Fuel & Oil	3696221105-AUGUST 2023 FUEL CHARGES PD	\$699.71
9/29/2023	NUVOLA NETWORKS	U1-13-07N1	Training and Education	4 SUBSCRIPTIONS + TRAINING COURSE: LICENSE	\$307.56
9/29/2023	ARMSTRONG FORENSIC LABORATORY, INC	U1-13-767N	Physicals, SP Screenings, etc.	#ES000268 EVIDENCE TESTING	\$55.00
9/29/2023	L&C Repair	U1-13-RNC1	Equipment Maintenance	PD VEHICLE MAINTENANCE 4 TIRES ROTATED AND BALANCED	\$120.00
Total					\$4,822.75

Fire

9/1/2023	M&D Graphics And Printing	U1-14-01N1	Operating Supplies - Not Office	#56584 FIRE DEPT 2023 PROTOCOL BOOKS	\$815.50
9/1/2023	AT&T	U1-14-01C1	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - FIRE DEPT	\$131.07
9/13/2023	Witmer Public Safety Group	U1-14-01N1	Operating Supplies - Not Office	305891 FIRE DEPT- FIRE BOOTS	\$1,915.17
9/13/2023	Bartlett Red & White	U1-14-01N1	Operating Supplies - Not Office	#6296-7 CREDIT CHARGES FIRE DEPT (APF FIRE)	\$136.40
9/22/2023	Tim's Auto Repair	U1-14-04N1	Vehicle Maintenance	REPAIRS IN AUGUST 2023: FIRE DEPT TRUCKS	\$392.00
9/22/2023	Wex Bank-Exxon	U1-14-R1N1	Fuel & Oil	3696221105-AUGUST 2023 FUEL CHARGES-FIRE	\$1,190.63
Total					\$4,580.77

Library

9/1/2023	Bug Master	U1-1B- RRC1	Facility Maintenance	150874-PEST CONTROL-LIBRARY	\$59.50
9/1/2023	AT&T	U1-1B- 01C1	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - LIBRARY	\$216.08
9/22/2023	Bug Master	U1-1B- RRC1	Facility Maintenance	#150874 / 439937 PEST CONTROL	\$39.66
9/29/2023	DOCUMENT SOLUTIONS	U1-1B- RRC2	Copier Service	3484087 LIBRARY COPIER	\$71.68

Total

\$386.92

City Park #1

9/1/2023	AT&T	U1-1B- 01C1	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - POOL	\$59.30
9/1/2023	GARRETT KNORRE	U1-1B- 7011	Lifeguard A	REISSUE: VOIDED CHECK LIFEGUARD 8/15/2022	\$200.00

Total

\$259.30

Municipal Court

9/1/2023	Brenda Kelley	U1-1L- 0201	Training and Education	Reimburse: Registration for Municipal Court Clerk Testing 11/13/23	\$75.00
9/8/2023	Treasurer, Capital Chapter of Municipal Clerks	U1-1L- 0201	Training and Education	Membership Application-Brenda Kelley- TMCA Capital Chapter	\$30.00

Total

\$105.00

Baseball Complex

9/8/2023	Bobby Lee Bartlett	U1-2U- 76C1	Contract Services	#016943 CITY CEMETARY LAWN CARE SEPT 2023	\$1,300.00
9/8/2023	Jarrell-Schwerthner Water Supply, Corp	U1-2U- 03C1	Purchased Water	#610 SEPT 2023 CITY CEMETARY WATER	\$64.59

Total

\$1,364.59

Streets

9/13/2023	Texas Crushed Stone Company	U1-1L- RRC1	Street Repair & Maintenance	#395422 - STANDARD BASE	\$548.98
9/13/2023	Texas Crushed Stone Company	U1-1L- RRC1	Street Repair & Maintenance	395423 - WASHED SAND	\$306.88
9/22/2023	BLADES GROUP	U1-1L- RRC1	Street Repair & Maintenance	#18042591 Bulk Asphalt = Buyboard 700-23	\$4,251.48
9/22/2023	Panther Creek	U1-1L- RRC1	Street Repair & Maintenance	78495 HAULING SAND AND ROAD BASE	\$657.28

Transportation, Inc.

Total

\$5,764.62

Non-Departmental

9/13/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 9/12/2023	\$207.69
9/13/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX2, Child Support-TX 9/12/2023	\$327.23
9/13/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 9/12/2023	\$289.38
9/13/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 9/12/2023	\$96.00
9/13/2023	TML Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employer 9/12/2023	\$3,201.14
9/13/2023	TML Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employer 9/12/2023	\$387.41
9/13/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employer 9/12/2023	\$1,719.10
9/13/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employer 9/12/2023	\$402.06
9/13/2023	Texas Workforce Commission Unemployment Tax	01-2110	State Unemployment Taxes Payable	TWC 9/12/2023	\$14.80
9/13/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 9/12/2023	\$2,472.78
9/13/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 9/12/2023	\$1,719.10
9/13/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 9/12/2023	\$402.06
9/13/2023	TMRS - Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employer 9/12/2023	\$2,114.48
9/13/2023	TMRS - Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employee 9/12/2023	\$1,924.77
9/14/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employer 9/12/2023	\$17.94
9/14/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employer 9/12/2023	\$4.20
9/14/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 9/12/2023	\$8.74
9/14/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 9/12/2023	\$17.94
9/14/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 9/12/2023	\$4.20
9/22/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	CP171 / 74-6000224 TAX PERIOD SEPT 30,2015 FORM 941	\$11,577.93

9/29/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 9/26/2023	\$207.69
9/29/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX2, Child Support-TX 9/26/2023	\$327.23
9/29/2023	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 9/26/2023	\$96.00
9/29/2023	TML Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 9/26/2023	\$387.41
9/29/2023	TML Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 9/26/2023	\$4,562.91
9/29/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 9/26/2023	\$1,633.51
9/29/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 9/26/2023	\$382.02
9/29/2023	Texas Workforce Commission Unemployment Tax	01-2110	State Unemployment Taxes Payable	TWC 9/26/2023	\$11.09
9/29/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 9/26/2023	\$2,203.74
9/29/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 9/26/2023	\$1,633.51
9/29/2023	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 9/26/2023	\$382.02
9/29/2023	TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employer 9/26/2023	\$2,008.32
9/29/2023	TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employee 9/26/2023	\$1,828.12
Total					<u><u>\$42,572.52</u></u>

02 - Utilities Account

Sewer

9/1/2023	ATS	U-7-81- R&N1	Permit Fees	#417260 - RESIDENTIAL PLAN REVIEW 289 W. BROOK STREET	\$75.00
9/1/2023	ATS	U-7-81- R&N1	Permit Fees	#441047-RESIDENTIAL PLAN REVIEW - 529 W. CLARK	\$75.00
9/1/2023	FERGUSON WATERWORKS #1106	U-7-81- O1N1	Operating Supplies - Not Office	1248107 / 55303 SUPPLIES - PUBLIC WORKS	\$2,399.72
9/8/2023	FERGUSON WATERWORKS #1106	U-7-81- O1N1	Operating Supplies - Not Office	#1248962 / 55303 (4) 4X.75 IP DBL SDL 4.14-4.80	\$352.12
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	#441822 COMMERCIAL PLAN REVIEW - RAIL CAR BED INSTALLATION 215 PIETZSCH	\$380.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	#442480 RESIDENTIAL PLAN REVIEW 813 W. DAVILLA	\$75.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	PLUMBING ROUGH INSPECTION - 1301 PIETZSCH - FAILED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	REINSPECTION #2 -SEWER - 1301 PIETZSCH - FAILED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	REINSPECTION - SEWER - 1301 PIETZSCH - FAILED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	SEWER INSPECTION - 1301 PIETZSCH - FAILED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	ELECTRICAL METER INSPECTION - 440 E. DAVILLA - PASSED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	REINSPECTION-SOLAR PANEL - 147 W. ELM - PASSED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	SOLAR PANEL INSPECTION - 147 W. ELM - FAILED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	ELECTRICAL METER INSPECTION - 338 SALT LAKE - PASSED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	REINSPECTION #1 - BUILDING,MECHANICAL,ELECTRICAL,PL UMBING ROUGH - 105 W. CLARK- PASSED	\$75.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	WATER SEWER INSPECTION - 338 SALT LAKE - PASSED	\$55.00
9/8/2023	ATS	U-7-81- R&N1	Permit Fees	REINSPECTION #2 - PLUMBING ROUGH INSPECTION - 105 W. CLARK- PASSED	\$55.00

					INSPECTION - 1301 PIETZSCH - FAILED	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	REINSPECTION #3- SEWER - 1301 W. PIETZSCH - PASSED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	UNDERGROUND ELECTRICAL INSPECTION - 338 SALT LAKE - PASSED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	REINSPECTION #3 - PLUMBING ROUGH INSPECTION - 1301 PIETZSCH - FAILED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	FRAME-MECHANICAL ROUGH-ELECTRICAL ROUGH - PLUMBING ROUGH- 529 W. CLARK - FAILED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	INSULATION INSPECTION - 529 W. CLARK - FAILED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	WALLBOARD INSPECTION - 529 W. CLARK - FAILED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	ELECTRICAL METER INSPECTION - 9901 STATE HWY 95 - PASSED	\$75.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	BUILDING, MECH.,ELECTRICAL PLUMBING FINAL INSPECTION -BEER GARDEN - 105 W. CLARK - FAILED	\$75.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	ELECTRICAL METER INSPECTION - 305 S. COTRELL - PASSED	\$55.00	
9/8/2023	ATS	U-2-B1-R401	Permit Fees	REINSPECTION #4 - PLUMBING ROUGH INSPECTION - 1301 PIETZSCH - FAILED	\$55.00	
9/13/2023	FERGUSON WATERWORKS #1106	U-2-B1-0101	Operating Supplies - Not Office	M251704 / 55303	\$108.00	
9/13/2023	FERGUSON WATERWORKS #1106	U-2-B1-0101	Operating Supplies - Not Office	55303 SUPPLIES - PUBLIC WORKS	\$1,695.73	
9/22/2023	FERGUSON WATERWORKS #1106	U-2-B1-0101	Operating Supplies - Not Office	#1252140 / 55303 CLAMPS	\$487.52	
9/22/2023	Tim's Auto Repair	U-2-B1-0401	Vehicle Maintenance	REPAIRS IN AUGUST 2023: FIRE DEPT AND PUBLIC WORKS TRUCKS	\$956.00	
9/29/2023	FERGUSON WATERWORKS #1106	U-2-B1-0101	Operating Supplies - Not Office	55303 / 1253600 CLAMPS	\$241.28	

	9/29/2023	ATS	U2-B1-R601	Permit Fees	#444694 RESIDENTIAL PLAN REVIEW 700 W. PIETZSCH MOVE MOBILE HOME ONTO LOT	\$75.00
	9/29/2023	ATS	U2-B1-R601	Permit Fees	#444396 Commercial Plan Review- Permit#2023-084 105 W. Clark St Mercantile Building	\$570.00
	Total					\$8,705.37
Water						
	9/1/2023	AT&T	U2-BU-0151	Telephone & Internet Services	512A4470458840 AUGUST 2023 PHONE CHARGES - PUBLIC WORKS	\$57.77
	9/1/2023	Act Pipe & Supply, Inc	U2-BU-0101	Operating Supplies - Not Office	S100990647.001 PLUMBING SUPPLIES-PUBLIC WORKS	\$611.08
	9/1/2023	Act Pipe & Supply, Inc	U2-BU-0101	Operating Supplies - Not Office	S100983266.001 PLUMBING SUPPLIES-PUBLIC WORKS	\$3,823.18
	9/1/2023	MRB GROUP	U2-BU-7454	Engineering Services	0213.20000 CoBartlett Gntl Eng Inv.#51356 MRB GROUP.pdf	\$20,141.70
	9/1/2023	MRB GROUP	U2-BU-7454	Engineering Services	0213.20000 CoBartlett Gen. Eng. Inv. 50428 MRB GROUP	\$9,789.81
	9/1/2023	Caterpillar Financial Services	U2-BU-7401	Capital Expenditures	2172458 / 34273755 Backhoe Loader Payment	\$1,116.02
	9/8/2023	Jurgensen Pump, Llc	U2-BU-0507	Wells, Lines, & Meters	#3000 - WWTP LIFT STATION PUMP #1	\$18,790.00
	9/8/2023	Knight Integration	U2-BU-0507	Wells, Lines, & Meters	#1307 ON SITE SUPPORT	\$670.39
	9/8/2023	CADENCE BANK	U2-BU-7401	Capital Expenditures	00944000982029 SEPT 2023 CATERPILLAR	\$548.41
	9/8/2023	Ready Refresh	U2-BU-0101	Operating Supplies - Not Office	0125862983 WWP DRINKING WATER	\$27.34
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940033337 UNIFORMS	\$71.17
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940034506 UNIFORMS	\$76.51
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940035120 UNIFORMS	\$281.51
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940036146 UNIFORMS	\$158.61
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940037001 UNIFORMS	\$74.61
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940037831 UNIFORMS	\$69.88
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940038659 UNIFORMS	\$76.53
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940039547	\$75.99
	9/13/2023	Unifirst Corporation	U2-BU-0201	Uniform Expense	2940040386 UNIFORMS	\$85.98

9/13/2023	Lonestar Maintenance & Service, Inc.	U2-8U-0101	Operating Supplies - Not Office	B31045 MONTHLY CHLORINE BOTTLE RENT	\$77.00
9/13/2023	Bartlett Red & White	U2-8U-0101	Operating Supplies - Not Office	#6296-7 CREDIT CHARGES PUBLIC WORKS	\$480.63
9/22/2023	Jurgensen Pump, Llc	U2-8U-0007	Wells, Lines, & Meters	#9027-WWTP LIFT STATION PUMP #2 REPAIRS	\$5,970.00
9/22/2023	Jurgensen Pump, Llc	U2-8U-0007	Wells, Lines, & Meters	#9028 - SELF PRIMING LIFT STATION	\$750.00
9/22/2023	Steglich Feed And Farm Supply, Inc	U2-8U-0101	Operating Supplies - Not Office	AUGUST 2023-CREDIT CHARGES	\$109.79
9/22/2023	Utility Service Co, Inc	U2-8U-7602	Water Tank Repair and Maintenance	#27782 - QUARTERLY TANK SERVICE #588336 400000 GST GROUND TANK	\$3,959.90
9/22/2023	Utility Service Co, Inc	U2-8U-7602	Water Tank Repair and Maintenance	#27782 - QUARTERLY TANK SERVICE #588337 200000 ELEVATED PRISON TANK	\$3,334.24
9/22/2023	City Of Round Rock Environmental Services	U2-8U-0401	Sample Analysis	#4-0823 WATER TESTING	\$125.00
9/22/2023	Wex Bank-Exxon	U2-8U-0101	Fuel and Oil	3696221105-AUGUST 2023 FUEL CHARGES-PW	\$2,693.19
9/29/2023	Mid-American Research Chemical	U2-8U-7601	Chemicals	0799820 SPRAY PAINT	\$1,136.00
9/29/2023	RMA TOLL PROCESSING	U2-8U-0201	Travel Expense	TOLL CHARGES FOR PW LICENSE# 1405580	\$48.38
9/29/2023	Core & Main	U2-8U-0107	Tools & Non-Capital Equipment	T525881 PAINTING WAND AND MARKING PAINT	\$194.24
9/29/2023	MRB GROUP	U2-8U-7604	Engineering Services	#49126/48616 CITY PART	\$11,994.26
9/29/2023	Repa Plumbing & A/C Inc.	U2-8U-0107	Tools & Non-Capital Equipment	#14944 Plumbing supplies	\$160.48
Total					\$87,579.60

Electric

9/1/2023	Lone Star Transmission, Llc	U2-7U-0701	Purchased Power	1800112790 / 3000158625 TCOS AUGUST 2023	\$319.82
9/1/2023	CPS Energy	U2-7U-0701	Purchased Power	7000248212 / 301003039846 TCOS JULY 2023	\$747.51
9/8/2023	VISION METERING, LLC	U2-7U-0001	Electric Meters	#9084 / 216544 Vision XT AMI Meter	\$190.00
9/8/2023	AEP-AMERICAN ELECTRIC POWER	U2-7U-0701	Purchased Power	#169-21441016 TCOS JUNE 2023	\$2,067.34
9/8/2023	ETT - Electric Transmission Texas, Llc	U2-7U-0701	Purchased Power	#374-21441110 TCOS JUNE 2023	\$1,047.85
9/8/2023	Ltra-(Lower Colorado River	U2-7U-0701	Purchased Power	#TCOS0011418 TCOS FOR AUGUST 2023	\$1,966.59

9/8/2023	Autnoney/ Sharyland Utilities, Lp	U2-/U- R7C1	Purchased Power	#180000470 / 5000512 TCOS AUGUST 2023	\$132.62
9/8/2023	Brownsville Public Utilities Board	U2-/U- R7C1	Purchased Power	#23-1759 TCOS AUGUST 2023	\$32.69
9/8/2023	Floresville Electric Light & Power System	U2-/U- R7C1	Purchased Power	#3990140 TCOS AUGUST 2023	\$1.52
9/13/2023	TEXAS METER & DEVICE COMPANY	U2-/U- 0C01	Electric Meters	#0209853/0001070 (3) 1" Lanyard, Snaphook and Loop End	\$447.18
9/13/2023	WETT - Wind Energy Transmission Of Texas, Llc	U2-/U- R7C1	Purchased Power	10036005 TCOS AUGUST 2023	\$308.12
9/13/2023	ETT - Electric Transmission Texas, Llc	U2-/U- R7C1	Purchased Power	374-21450506 AUGUST 2023 TCOS	\$1,047.67
9/13/2023	AEP-AMERICAN ELECTRIC POWER	U2-/U- R7C1	Purchased Power	169-21450455 AUGUST 2023 TCOS	\$2,067.34
9/13/2023	Schneider Engineering, Ltd.	U2-/U- R7C1	Purchased Power	068431 23BART20 ERCOT TRANS OP DESIGNATION	\$517.50
9/13/2023	Schneider Engineering, Ltd.	U2-/U- R7C1	Purchased Power	068430 22BART20 REGULATORY SUPPORT - ATCS	\$500.00
9/13/2023	Rayburn Electric Coop	U2-/U- R7C1	Purchased Power	#2023-4440 TCOS AUGUST 2023	\$185.19
9/13/2023	Texas Municipal Power Agency	U2-/U- R7C1	Purchased Power	023812 TCOS AUGUST 2023	\$102.50
9/13/2023	Bryan Texas Utilities	U2-/U- R7C1	Purchased Power	#020920 TCOS AUGUST 2023	\$120.35
9/13/2023	South Texas Electric Cooperative, Inc	U2-/U- R7C1	Purchased Power	01247 / 005043 TCOS AUGUST 2023	\$317.44
9/13/2023	TNMP	U2-/U- R7C1	Purchased Power	68424 / 00012 / 28795 TCOS AUGUST 2023	\$436.95
9/13/2023	Oncor Electric Delivery	U2-/U- R7C1	Purchased Power	#TRN0034605 TCOS AUGUST 2023	\$4,438.05
9/13/2023	Cross Texas Transmission, Llc	U2-/U- R7C1	Purchased Power	011362 AUGUST 2023 TCOS	\$232.07
9/22/2023	WSC Energy	U2-/U- R7C1	Purchased Power	EW730523242761 / 003720 PURCHASED POWER	\$49,452.91
9/22/2023	BEC-Bartlett Electric Cooperative	U2-/U- R7C1	Purchased Power	#12059001-YARDLIGHT POLE # 112295	\$13.73
9/22/2023	BEC-Bartlett Electric Cooperative	U2-/U- R7C1	Purchased Power	#02059002-SEWER PLANT 3 PHASE	\$729.00
9/22/2023	BEC-Bartlett Electric Cooperative	U2-/U- R7C1	Purchased Power	#02059005-BARTLETT BALLFIELD & YARDLIGHT 3 PHASE	\$212.79
9/22/2023	BEC-Bartlett Electric	U2-/U- R7C1	Purchased Power	#02059003-SEWER PLANT EMERGENCY	\$75.80

9/22/2023	Cooperative CNP HOUSTON ELECTRIC, LLC	U2-/U- 8751	Purchased Power	J PTMACE 8332520/3001204031 TCOS JULY 2023	\$1,707.48
9/22/2023	Tecline Construction, Llc	U2-/U- 7651	Contract Services-Regularly Scheduled	8/22/23 1122 W. BELL STREET	\$2,282.23
9/22/2023	Tecline Construction, Llc	U2-/U- 7651	Contract Services-Regularly Scheduled	7/19/23 WEST DAVILLA STREET	\$3,622.85
9/22/2023	Geus	U2-/U- 8751	Purchased Power	#23-8-8 TCOS AUGUST 2023	\$10.63
9/22/2023	San Miguel Electric Cooperative, Inc	U2-/U- 8751	Purchased Power	T091-2308 TCOSV AUGUST 2023	\$4.83
9/29/2023	WSC Energy	U2-/U- 8751	Purchased Power	EW730523242761 / 003720 PURCHASED POWER	\$44,673.78
9/29/2023	Brazos Electric Cooperative	U2-/U- 8751	Purchased Power	RI49993001 AUGUST 2023 TCOS	\$444.87
9/29/2023	Brazos Electric Cooperative	U2-/U- 8751	Purchased Power	50097RI001 AUGUST 2023 TCOS	\$1,616.84
9/29/2023	Tecline Construction, Llc	U2-/U- 7651	Contract Services-Regularly Scheduled	#12004976-00 / 8/10/23 to 9/12/23 Emergency Contract	\$21,682.10
9/29/2023	Lone Star Transmission, Llc	U2-/U- 8751	Purchased Power	#3000158625 / 189000259 Jan 2023 TCOS	\$286.74
9/29/2023	City Of Denton	U2-/U- 8751	Purchased Power	4/11/23 TO 7/21/23 TCOS	\$656.34
Total					<u>\$144,699.22</u>

Non-Departmental

9/13/2023	BRITTANY MOLINA	02-2005	Utility Customer Deposits	UTILITY DEPOSIT REFUND: 308 S. DALTON ST	\$146.23
9/13/2023	Texas Child Support SDU	02-2125	Child Support Payable	Child Support-TX 9/12/2023	\$230.77
9/13/2023	TML Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employer 9/12/2023	\$334.62
9/13/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employer 9/12/2023	\$135.41
9/13/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employer 9/12/2023	\$31.67
9/13/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Federal Tax 9/12/2023	\$221.94
9/13/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employee 9/12/2023	\$135.41
9/13/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employee 9/12/2023	\$31.67
9/13/2023	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employer 9/12/2023	\$167.95
9/13/2023	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employee 9/12/2023	\$152.88

9/22/2023	BENJAMIN FOSTER & LESLIE HERRERA	02-2005	Utility Customer Deposits	DEPOSIT REFUND: 117 S. EMMA #B #04-08969-01	\$200.00
9/29/2023	Texas Child Support SDU	02-2125	Child Support Payable	Child Support-TX 9/26/2023	\$230.77
9/29/2023	TML Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employer 9/26/2023	\$414.81
9/29/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employer 9/26/2023	\$135.41
9/29/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employer 9/26/2023	\$31.67
9/29/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Federal Tax 9/26/2023	\$221.94
9/29/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employee 9/26/2023	\$135.41
9/29/2023	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employee 9/26/2023	\$31.67
9/29/2023	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employer 9/26/2023	\$167.95
9/29/2023	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employee 9/26/2023	\$152.88
9/29/2023	Chad Mees	02-2005	Utility Customer Deposits	REFUNDS FOR 343 W JACKSON	\$252.42
9/29/2023	ADAM SIGAFOOS	02-2005	Utility Customer Deposits	REFUND: 433 E. DAVILLA	\$20.24
9/29/2023	Elizabeth Guerra	02-2005	Utility Customer Deposits	REFUND: PAYMENT MAKE BY MISTAKE	\$500.00
Total					\$4,083.72
Garbage					
9/13/2023	Al Clawson Disposal, Inc	02-24-7467	Contract Services-Solid Waste Collection	638457-AUGUST 2023 DISPOSAL SERVICE	\$12,106.69
Total					\$12,106.69

03 - Debt Service

9/1/2023

PNC BANK, N.A.

US-UU-
8751

Interest Expense

010 / 610294264 / 36551096 INTEREST
DUE

\$3,975.37

Total

\$3,975.37

Total Expenditures for
September 2023

\$342,399.28

FISCAL YEAR TOTALS

2021		2022		2023	
MONTH	UTILITIES	MONTH	UTILITIES	MONTH	UTILITIES
Oct-20	\$ 187,765.32	21-Oct	\$ 218,979.33	22-Oct	\$ 221,870.05
Nov-20	\$ 177,481.78	21-Nov	\$ 201,464.46	22-Nov	\$ 227,372.71
Dec-20	\$ 159,313.59	21-Dec	\$ 200,754.17	22-Dec	\$ 166,153.37
21-Jan	\$ 178,229.52	22-Jan	\$ 213,221.31	23-Jan	\$ 180,542.59
21-Feb	\$ 166,678.15	22-Feb	\$ 162,141.24	23-Feb	\$ 190,095.74
21-Mar	\$ 226,773.02	22-Mar	\$ 221,206.54	23-Mar	\$ 221,256.66
21-Apr	\$ 148,852.97	22-Apr	\$ 191,284.94	23-Apr	\$ 172,905.48
21-May	\$ 143,091.34	22-May	\$ 188,916.93	23-May	\$ 180,643.04
21-Jun	\$ 170,953.57	22-Jun	\$ 192,980.91	23-Jun	\$ 177,417.78
21-Jul	\$ 201,114.29	22-Jul	\$ 204,773.52	23-Jul	\$ 187,235.32
21-Aug	\$ 219,751.10	22-Aug	\$ 240,976.95	23-Aug	\$ 250,403.84
21-Sep	\$ 208,583.92	22-Sep	\$ 265,904.60	23-Sep	\$ 258,297.03
TOTALS	\$ 2,188,588.57	TOTALS	\$ 2,502,604.90	TOTALS	\$ 2,434,193.61
MONTH	COURT	MONTH	COURT	MONTH	COURT
Oct-20	\$ 9,687.25	21-Oct	\$ 11,717.91	22-Oct	\$ 19,151.36
Nov-20	\$ 33,990.80	21-Nov	\$ 10,123.20	22-Nov	\$ 8,083.17
Dec-20	\$ 15,537.83	21-Dec	\$ 3,555.70	22-Dec	\$ 3,835.54
21-Jan	\$ 8,685.44	22-Jan	\$ 8,303.40	23-Jan	\$ 5,279.90
21-Feb	\$ 4,744.21	22-Feb	\$ 7,226.25	23-Feb	\$ 4,436.50
21-Mar	\$ 6,466.52	22-Mar	\$ 11,471.88	23-Mar	\$ 6,703.81
21-Apr	\$ 13,043.46	22-Apr	\$ 6,174.37	23-Apr	\$ 4,025.01
21-May	\$ 5,708.41	22-May	\$ 3,127.30	23-May	\$ 4,225.47
21-Jun	\$ 1,953.60	22-Jun	\$ 4,248.16	23-Jun	\$ 3,804.23
21-Jul	\$ 6,634.68	22-Jul	\$ 4,407.67	23-Jul	\$ 1,488.90
21-Aug	\$ 9,800.63	22-Aug	\$ 7,181.91	23-Aug	\$ 2,626.60
21-Sep	\$ 8,660.70	22-Sep	\$ 7,217.84	23-Sep	\$ 9,243.34
TOTALS	\$ 124,913.53	TOTALS	\$ 84,755.59	TOTALS	\$ 72,903.83

MONTH	PERMITS		MONTH	PERMITS		MONTH	PERMITS
Oct-20	\$ 2,510.00		21-Oct	\$ 935.00		22-Oct	\$ 7,578.00
Nov-20	\$ 1,590.00		21-Nov	\$ 3,765.00		22-Nov	\$ 3,530.00
Dec-20	\$ 950.00		21-Dec	\$ 2,205.00		22-Dec	\$ 720.00
21-Jan	\$ 2,025.00		22-Jan	\$ 2,515.00		23-Jan	\$ 3,160.00
21-Feb	\$ 1,155.00		22-Feb	\$ 2,520.00		23-Feb	\$ 600.00
21-Mar	\$ 385.00		22-Mar	\$ 2,240.00		23-Mar	\$ 2,430.00
21-Apr	\$ 3,125.00		22-Apr	\$ 4,816.00		23-Apr	\$ 3,182.50
21-May	\$ 4,180.00		22-May	\$ 3,700.00		23-May	\$ 2,780.00
21-Jun	\$ 2,505.00		22-Jun	\$ 4,570.00		23-Jun	\$ 2,721.00
21-Jul	\$ 1,670.00		22-Jul	\$ 8,085.00		23-Jul	\$ 1,098.00
21-Aug	\$ 2,710.00		22-Aug	\$ 440.00		23-Aug	\$ 9,830.00
21-Sep	\$ 3,130.00		22-Sep	\$ 1,910.00		23-Sep	\$ 3,100.00
TOTALS	\$ 25,935.00		TOTALS	\$ 37,701.00		TOTALS	\$ 40,729.50



*CHAD MEES, MAYOR
PHILLIP WEAVER, PRO TEM
GAYLE JONES, COUNCILMAN
VICKIE COOPER, COUNCILMAN
JESSE LUNA, COUNCILMAN
SHELTON GILMORE, COUNCILMAN*

CITY CLERK MONTHLY REPORT

September 2023

We had four requests for Open Records

- a. Three are complete.
- b. One is pending payment.

Two regular council meetings were held on 9/7/23 and 9/25/23.

**Brenda Kelley
City Clerk**



CHAD MEES, MAYOR
GAYLE JONES, COUNCILMAN
VICKIE COOPER, COUNCILMAN
JESSE LUNA, COUNCILMAN
RAY USON, COUNCILMAN
PHILLIP WEAVER, COUNCILMAN

Date: 10/02/23

Court was held on Tuesday September 26, 2023. 4 Defendants showed up.

Our next court date is October 24, 2023.

Bartlett Police Dept turned in 56 citations for the month of September.

Total amount collected for September 2023 \$ 9243.34

Kept by the city: \$ 6170.67

Paid to state: \$ 2956.67

Separate because of prior offenses before the current Fundview program or past program Asyst was installed and or offenders who have skipped out and are in collections.

MVBA Fines Collected \$ 108.00

TOTAL PAID IN MUNICIPAL COURT: \$ 9243.34

Brenda Kelley

Municipal Court Clerk

City of Bartlett Municipal Court Council Report From 9/1/2023 to 9/30/2023

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
53	2	0	0	1	56

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$3,014.67	\$1,963.63	\$3,996.90	\$123.07	\$145.07	\$9,243.34

Warrants

Issued	Served	Closed	Total
0	0	2	2

FTAs/VPTAs

FTAs	VPTAs	Total
1	0	1

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
23	0	3	0	1	27

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
4	0	4	8



CHAD MEES, MAYOR
 PHILLIP WEAVER, PRO TEMPORE
 VICKIE COOPER, COUNCILMAN
 JESSE LUNA, COUNCILMAN
 GAYLE JONES, COUNCILMAN
 SHELTON GILMORE, COUNCILMAN

Date 10/03/2023

Monthly Report: Development Services Department

Dates 9/1/2023 to 9/30/2023

All building permits are subject to abide by City of Bartlett developmental zonings and building ordinances accordingly.

For the month of September 1, 2023 to September 30, 2023

Total Fees collected	\$1670.00
Commercial	\$350.00
Refundable (demolition security deposit)	\$100.00
Residential	\$1220.00
Total Permits Applied	18
Commercial	4
Residential	14
Building Permits	12
Approved	2
Denied	1
Pending Review	5
In Review	3
Voided	1
MH/Move-In Permits	3
Approved	1
Denied	0
In Review	1
Pending Review	1
Demo	1
Events	2
Permit Renewal	2
ATS Inspections completed	11
Inspections awaiting	3



CHAD MEES, MAYOR
PHILIP WEAVER, MAYOR PRO-TEM
VICKIE COOPER, COUNCILMAN
JESSE LUNA, COUNCILMAN
GAYLE JONES, COUNCILMAN
SHELTON GILMORE, COUNCILMAN

Date: October 1, 2023

Report: Monthly Utilities Report

Report Dates: September 1, 2023 through September 30, 2023

Residential Utilities	\$201,286.32
Commercial Utilities	\$29,411.80
Dumpsters	\$3723.75
Water Improvement Loan	\$5568.07
<u>Total</u>	<u>\$239,989.94</u>
Deposit Revenue	\$1,850.00
Paper Bills	762
Number of Active Accounts	620
New Residents	9
Service orders completed	197
Payment Plan Households	21



DEPARTMENT REPORTS – Public Works

September Work Orders

Type	Total	Average Repair Time
Total Work Orders	272	
Not Completed	53	
Electrical Issue	25	
Power Outage	5	3.5 Hours
Water Leaks	36	1.75 Hours
Brush Pickups	31	
Sewer Backups	23	
Sewer Line Repairs	4	2 Hours
Rereads	37	
Disconnects	9	
Miscellaneous	49	



**BARTLETT POLICE DEPARTMENT
CHIEF MARKUS HOLT
202 NORTH DALTON STREET
BARTLETT, TEXAS 76511
(254)527-3733 OFFICE (254) 527-4256(FAX)**

Below are the Event Priority Levels and Event Count for Dispatched Calls of Service

Event Priority Level	Event Count
1	4
2	27
3	59
4	71

Total Dispatched Calls of Service (Bell County): 161 Calls of Service

Total Non-Dispatched Calls of Service: 43 Calls of Service (No Event Priority Level)

Total Active Investigations: 6 Investigations Active (September)

Total Closed Investigations: 0 Investigations

Total Investigations Sent to District Attorney: 0 Investigations

Pending Warrants: 3 Pending Completed Investigation

Total Dispatched Calls of Service Including Active Investigations and Non-Dispatched Calls of Service: **210 Calls of Service**

Total Traffic Stops: 61 Traffic Stops

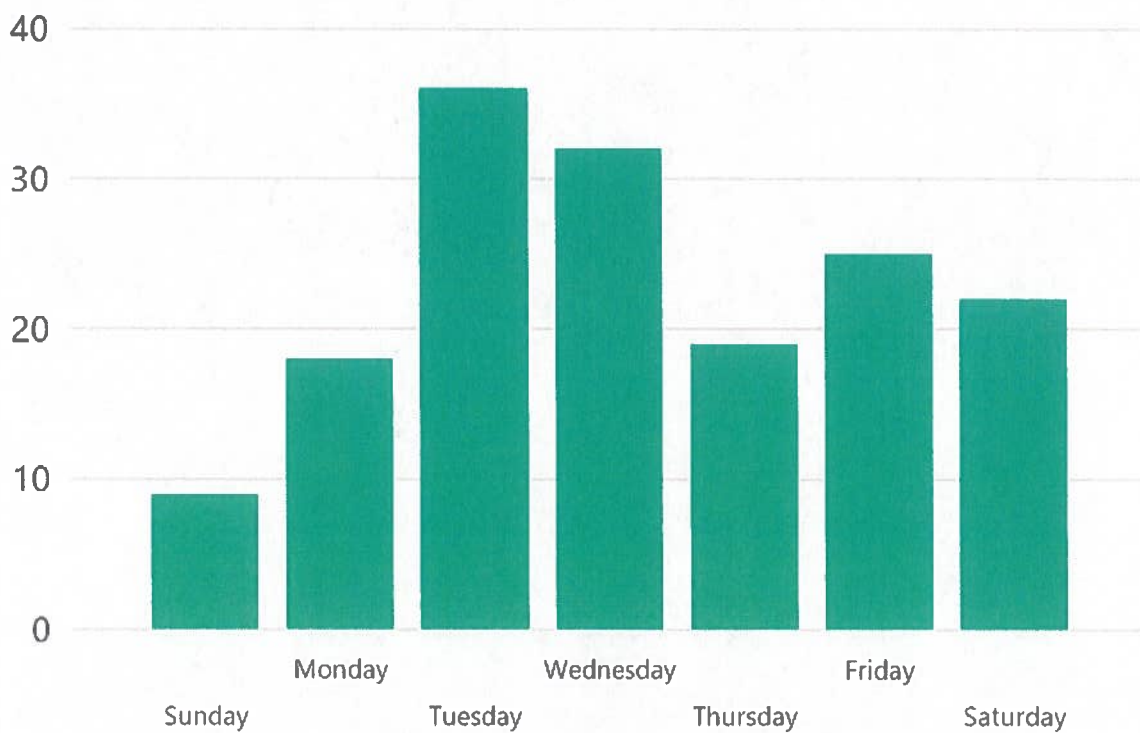
Total Active Duty Officers: 3 Total Officers



BARTLETT POLICE DEPARTMENT
CHIEF MARKUS HOLT
202 NORTH DALTON STREET
BARTLETT, TEXAS 76511
(254)527-3733 OFFICE (254) 527-4256(FAX)

Below are Bell County Dispatched Event Counts by Day of Week

Event Counts by Day of Week

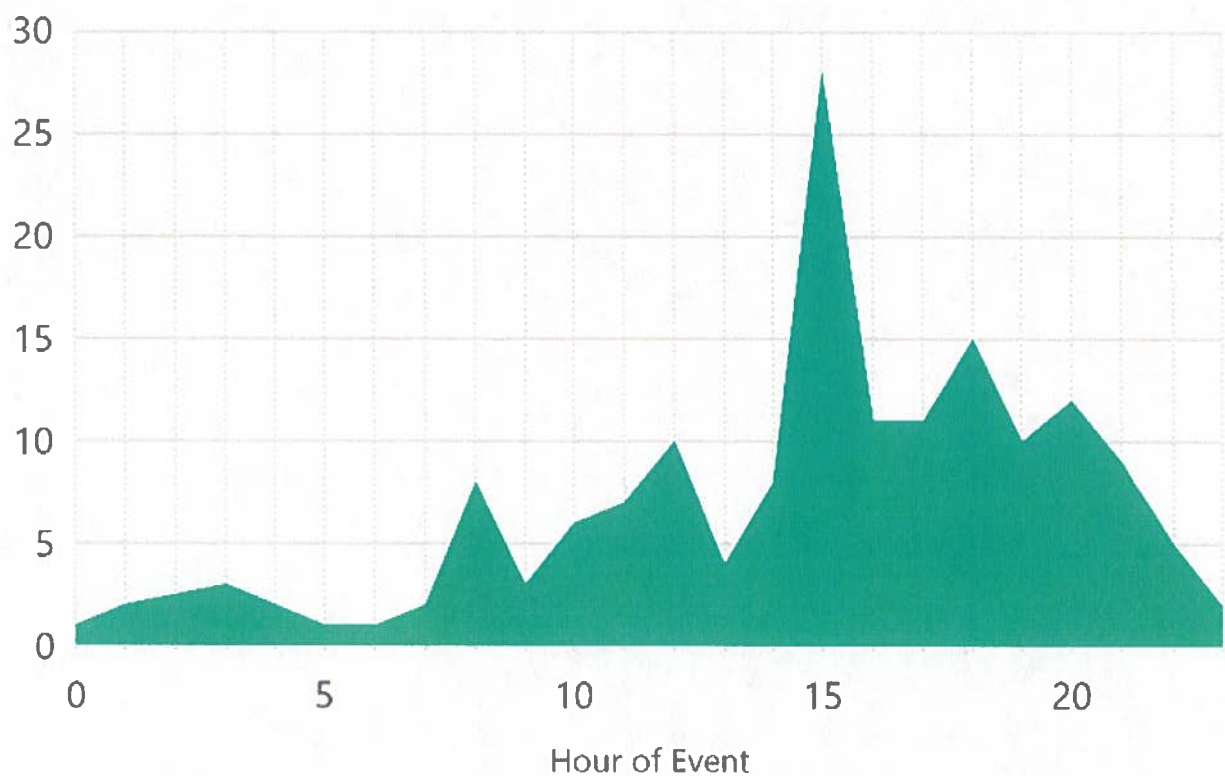




**BARTLETT POLICE DEPARTMENT
CHIEF MARKUS HOLT
202 NORTH DALTON STREET
BARTLETT, TEXAS 76511
(254)527-3733 OFFICE (254) 527-4256(FAX)**

Below are Bell County Dispatched Event Count by Hour of Day (24 hour)

Event Counts by Hour of Day (24 hour)





Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

7:00 PM
Monday, September 11, 2023
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Clerk at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

Called to order at 07:02 P.M.
Quorum declared 4-1
Vickie Cooper was absent.

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATIONS

- | | |
|--|--|
| 1. Cemetery Committee Monthly Update | Trees Trimmed, Paint sprayer needed to finish painting. Report of someone dumping a mattress on cemetery property. |
| 2. Teinert Memorial Library Board Monthly Update | No quorum at last meeting and adjourned. |
| 3. Municipal Development District (MDD) Monthly Update | Next meeting at 09.14.2023 |
| 4. Parks & Facilities Committee Monthly Update | Pool and park cleanup and repairs needed. |
| 5. Distinguished Citizen Award | N/A |

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

6. Receive monthly department reports:
- a. City Administrator
 - b. City Secretary
 - c. Municipal Court
 - d. Development Services
 - e. Utility Billing
 - f. Public Works
 - g. Police



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

7. Approve minutes from the following meeting:

- A. 08.07.2023 - Regular
- a. 08.14.2023 - Regular
- b. 08.28.2023 - Regular

MPT Weaver made motion to approve department reports and minutes.

CM Jones seconded the motion.

Motion passes. 4 - 0

PUBLIC HEARINGS / ORDINANCES

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

8. Consideration and possible action to approve a contract with Douglas David to lease approximately 10 acres out of Farm #5543 for 2024 crop season.

CM Jones made motion to approve the contract with Douglas David to lease 10 acres out of Farm #5543 for 2024 crop season.

CM Gilmore seconded the motion.

Motion passes 4 - 0

9. Consideration and possible action to approve the FY2023 Audit Engagement Letter and contract not to exceed \$16,000 with Donald L. Allman, CPA

MPT Weaver made a motion to approve the FY2023 Audit Engagement Letter and contract for \$16000 with Donald L. Allman CPA.

CM Jones seconded the motion.

Motion passes 4 - 0

10. Consideration and possible action to approve a contract in the amount of \$93,050 for engineering services with LCRA to provide a 5-Year Electric System Study including a pole count and pole numbering.

MPT Weaver made motion to approve a contact in the amount of \$93050.00 for engineering services with LCRA to provide a 5 year Electric System Study including a pole count and pole numbering.

CM Gilmore seconded the motion.

Motion passes 4 - 0

11. Consideration and possible action to approve a contract not to exceed \$50,000 for tree trimming services with McCoy Tree Surgery.

MPT Weaver made a motion to approve a contract not to exceed \$50,000 for tree trimming services with McCoy Tree Surgery.

CM Luna seconded the motion.

Motion passes 4 - 0

12. Consideration and possible action to approve a joint use of poles agreement with Southwestern Telephone Company, LLC (dba AT&T Texas).

MPT Weaver made a motion to approve a joint use of poles agreement with Southwestern Telephone Company, LLC (dba AT&T Texas).

CM Luna seconded the motion.

Motion passes 4 - 0



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

EXECUTIVE SESSION:

In accordance with Texas Government Code, Section 551.001, et seq., the City Council will recess into Executive Session (closed meeting) to discuss the following:

Reconvene into Open Session:

- a. Take action, if any, on matters discussed on Executive Session.

FUTURE AGENDA ITEMS

ADJOURN

CM Gilmore makes motion to adjourn the meeting.
CM Jones seconded the motion.
Meeting adjourned at 07:48 P.M.

MINUTES APPROVED:

Mayor Chad Mees

Date

ATTEST:



City Clerk

9-13-23

Date



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

7:00PM
Monday, September 25, 2023
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Clerk at (municipalcourt@bartlett-tx.us).

I CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

Call to order at 7:00 P.M.

All present

Quorum declared

I CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

WORKSHOP AGENDA: REVIEW/DISCUSS AND PROVIDE DIRECTION

1. Presentation, discussion and review of the City Administrators FY 2024 work plan.

Council asked that the work plan and its progress be presented to them once a quarter.

2. Presentation, discussion and review of the City Councils draft Governance Policy

Council requested to review this against the personnel policy to ensure it would not be duplicative.

3. Presentation, discussion and review and review of the City's draft Social Media Policy

Council provided direction to update and amend the current policy at a future date.

I CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

4. Consideration and possible action to contract TMD for meter testing in the amount not to exceed \$3,000.

CM Cooper made motion to approve TMD meter testing in the amount not to exceed \$3000 and also to revisit Item #5 at a later date.

MPT Weaver seconded.



Chad Mees, Mayor
Phillip Weaver, Mayor Pro-Tempore
Gayle Jones, Council Member
Vickie Cooper, Council Member
Jesse Luna, Council Member
Shelton Gilmore, Council Member

Motion passes 5 - 0

5. Consideration and possible action to contract Eagle Eye Consulting & Construction, LLC. for a manhole replacement and sewer tap on Brooks Street in the amount of \$18,040.

Council pulled this item off of consent and asked that the scope be updated to include the tap needed for Stonepack Lane.

I REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

6. Consideration and possible action to award a contract for professional services to MRB Group for Project No. 0231.23001 Bartlett Elementary TxDOT Safe Routes to School for an amount not to exceed \$220,168.

MPT Weaver made motion to award the contract for professional services to MRB Group for Project # 0231.23001 Bartlett Elementary TxDOT Safe Routes to School for an amount not to exceed \$220,168,00.

CM Luna seconded.

Motion passes 5 - 0

I FUTURE AGENDA ITEMS

1. Chief Holt has asked for a workshop for abatement issues.
2. Chief Holt has asked for discussion regarding his contract.

ADJOURN

CM Cooper made motion to adjourn.

CM Gilmore seconded.

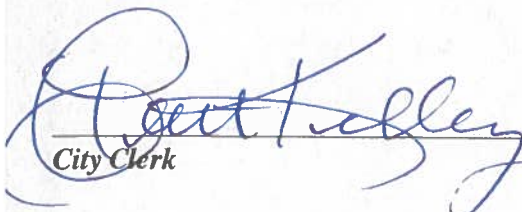
Meeting adjourned at 7:51 P.M.

MINUTES APPROVED:

Mayor Chad Mees

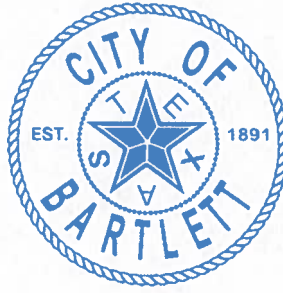
Date

ATTEST:



City Clerk

Date



**REQUEST FOR PROPOSAL ("RFP")
FOR
PROFESSIONAL SERVICES**

UTILITY COST-OF-SERVICE AND RATE STUDY

RFP No. 23-01

Due Date: 5 PM CST on November 10, 2023

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Section 1 – Notice of Request for Proposal

1.1. Request for Proposal

- A. The City of Bartlett, Texas (“City”) hereby issues this request for proposal (“RFP”). The City is seeking proposals from firms interested and qualified to provide utility cost-of-service and rate study services. The City intends to enter a service agreement (also referred to herein as “Contract” or “Agreement”) for these services. The service provider entering a contract with the City to provide utility cost-of-service and rate study services is hereafter referred to as “Contractor.”
- B. The utility cost-of-service and rate study (“Study”) will calculate the full cost of providing water, wastewater, solid waste, and recycling services and recommend rates to recover the full cost of services. The City may elect to exclude certain of these services from the scope of the Study.
- C. Proposers will be asked to provide pricing based on the following components and the City will elect which components to include in the Study:
- Water and wastewater
 - Electric
- D. The final deliverable will be a report the Contractor will present to City Council. The report should project out annual costs over the next five years, and project the annual revenues necessary to cover such costs. The report should propose utility rates adequate to generate the required revenues and should offer multiple rate structure alternative scenarios reflecting varying degrees of progressive volumetric water rates.

1.2. Proposal Due Date

Proposals are due before 5:00 PM CST on November 10, 2023. 5:00 PM CST on November 10, 2023, is hereafter referred to as the “Due Date.”

1.3. Schedule

The following is the schedule for this procurement:

Date/Time	Activity
4/15/2022 @ 12:00 pm CDT	Requests for clarification from proposers are due
4/20/2022	Responses to requests for clarification will be posted via addendum on the City’s website (https://www.Bartletttx.gov/bids)
11/10/2023 @ 5:00 pm CST	PROPOSALS DUE
11/20/2023	Recommendation (tentative) / Projected date Contract award
11/27/2023	Anticipated notice to proceed

1.4. Delivery Address for Proposals

City of Bartlett -City Hall
140 West Clark St
Bartlett, Texas 76511

Section 2 – City Background

21. General

The City of Bartlett is an rural community and has a population of around 1,700 residents. It is 1.0 square miles.

22. Water Service

The City draws groundwater from aquifers via two (2) well sites.

Water bills are calculated monthly with a flat base rate not based on the water meter size and a volumetric charge based on metered water usage. The variable volumetric rates are not progressively tiered.

The City has residential and commercial water customers.

- Number of customers served: 647

23. Wastewater Service

The City has two (2) lift stations that assist in sending the wastewater to the City-owned wastewater treatment plant.

Wastewater bills are calculated monthly with a flat base rate not based on the water meter size or a volumetric charge. Commercial and residential customers pay the same flat based rate.

The City has residential and commercial wastewater customers.

- Number of customers served: 647

24. Electric Service

The City has a fixed rate purchased power contract with LCRA that expires in 2026. The new rulemaking from ERCOT and its process with ancillary charges has left the City exposed to risk where its current rates do not account for the volatility of generation and associated charges during peak days.

Electric bills are calculated monthly with a per Kilowatt rate.

The City has residential and commercial electric customers.

- Number of customers served: 647

25. Utility Rate Setting Process

Utility rate changes are typically incorporated into the budget process, which is approved by City Council and adopted by ordinance in September.

26. Fiscal Year 2024 Budget

The fiscal year 2024 budget document can be accessed here: <https://www.bartlett-tx.us/finance>

27. Utility Rates

Section 3 – Instructions to Proposers

31. Proposer's Minimum Requirements

A. Firm Background: Experience

Proposer should specialize in providing financial management services to public-sector clients and have at least five (5) years of experience with public-sector clients, including extensive experience in utility cost-of-service and rate studies. Proposer should have completed at least six (6) utility cost-of-service and rate studies for cities and utility districts since January 1, 2020, with at least three (3) of those being for Texas-based jurisdictions.

B. Project Personnel: Team Approach, Structure, and Personnel

The proposed project team should combine extensive knowledge and experience in preparing utility cost-of-service and rate studies. The proposer must provide an overview of the team's organizational structure with proposed résumés of team members including the project's director, manager, and consultants with directly related utility cost-of-service and rate study experience.

C. Legal Judgments

The proposer must not have any unfavorable legal judgments for work products during the last five (5) years that may materially affect its ability to provide the services described herein.

D. References

The proposer must provide references on the "REFERENCES" form provided in the proposal. The proposer must provide a minimum of one (1) current client reference and two (2) former client references for which utility cost-of-service and rate study services were provided. The proposer may provide additional current and former client references.

32. Submission of Proposal

A. **PROPOSER SHALL SUBMIT ITS PROPOSAL AS INSTRUCTED HEREIN.** All proposals must be complete, accurate, and in the City-approved format specified herein.

B. Proposals shall be submitted to the *delivery address for proposals as well via e-mail* (mayra.cantu@bartlett-tx.us) specified in section 1.4 before the Due Date as shown in section 1.2.

C. Without exception, proposals must be submitted before the DUE DATE FOR PROPOSALS. **Proposals received on or after the time and date specified in this RFP are late and shall be deemed non-responsive and will be eliminated from consideration.**

Proposers shall comply with the additional detailed instructions regarding submission of proposals found in this RFP.

Section 4 – Scope of Work

4.1. General

The purpose of the Study is to provide the City with information that will support a recommendation to the City Council for setting utility rates in the fiscal year 2025 budget and provide a basis for recommendations in the following four budgets. The Study should calculate the full cost of providing water, wastewater, electric services and recommend rates which will generate revenues adequate to recover the full cost of services.

In determining recommended rates, the Study should consider issues such as water conservation, retiree fixed income residents, consumption characteristics of customer classes, fairness and equity implications, understandability for customers (i.e., can City staff adequately explain the rate structure to customers), and the capabilities and limitations of the utility billing system.

The final deliverable will be a report the Contractor will present to City Council. The report should project out annual costs over the next five years, and project the annual revenues necessary to cover such costs. The report should propose utility rates adequate to generate the required revenues and should offer multiple rate structure alternative scenarios reflecting varying degrees of progressive volumetric water rates.

4.2. Project Management

- A. At the inception of the project, Contractor shall provide a project management tracking workflow document with key milestone dates.
- B. Contractor shall conduct a formal project kick-off meeting to include finance and public works staff as determined by the City's chief financial officer.
- C. Contractor shall weekly provide brief status memos that will be provided to City Council to keep them abreast of the project status.
- D. For at least thirty (30) days after the final report is accepted by the City, the Contractor shall be available for inquiries and assistance to City staff.

4.3. Deliverables

- A. Contractor shall provide written report which the Contractor will present to City Council. The report should project out (1) annual costs over the next five years, (2) the annual revenues necessary to cover such costs over the next five years, and (3) fund balance over the next five years. The report should propose utility rates adequate to generate the required revenues and should offer multiple rate structure alternative scenarios reflecting varying degrees of progressive volumetric water rates. There may be up to three (2) presentations to City Council, including one (1) workshop.
- B. Contractor shall provide an Excel spreadsheet utility rate model to the City that is easy to use, yet powerful enough to handle complex rate structures. The model must be flexible and fully customized to accurately reflect the unique aspects of the City's organization. The model will accommodate the ability to individually control all types of costs, including personnel costs,

contract costs, direct materials, departmental support costs, and allocated indirect costs, and will include several self-checking audit formulas. The model should project costs, revenues, and fund balance over a five (5)-year horizon based on current rates and should graphically depict the resulting information in an easy-to-understand way. City staff should be able to easily update the following in the model:

1. Consumption pattern by customer and meter classification;
 2. Operating costs;
 3. Debt service costs;
 4. Capital costs;
 5. Charts and graphs produced by the model; and
 6. Other key assumptions.
- C. Contractor shall provide adequate training (minimum of four (4) hours) for City staff on the Excel spreadsheet model.

Section 5 – Proposal Format and Organization

This section provides specific instructions on format and organization of the proposal to be submitted by the proposer. Each proposer may submit only one proposal in a totally self-supporting format without reference to any other proposal(s).

5.1. General Instructions

- A. To provide for ease and uniformity and to aid in the evaluation of proposals, proposers shall comply with the sequence outlined herein. **IN NUMBERING PROPOSALS, THE PROPOSER SHALL USE THE SAME SECTION NUMBERS AND TITLES AND SHALL PROVIDE ITS RESPONSES IN THE SAME ORDER AS EACH QUESTION IS NUMBERED AND ORDERED HEREIN.** Failure to comply may result in rejection of the proposal. The proposal shall be completed in sections, which are described below.
- B. The proposer shall provide one (1) unbound original, three (3) bound duplicates, and one (1) electronic copy in PDF format to be provided via e-mail/mail properly labeled of the RFP package. All bid envelopes must be labeled on the outside with the responding firm's name and should include the following notation: **RFP #23-01 ENCLOSED**
- C. Submittals will be accepted by the City Administrator of the City of Bartlett, Texas, until **5:00 PM CST, November 10, 2023**, at this address:

City of Bartlett - City Hall
140 West Clark St.
Bartlett, Texas 76511

5.2. Proposal Format

- A. This section outlines the minimum requirements for preparation and presentation of a proposal.
- B. **The proposer shall define the capabilities of their organization to supply and maintain the services as requested in this RFP. The response should be specific and complete in every detail and prepared in a simple and straightforward manner.**
- C. Proposers are expected to examine the entire RFP including all specifications, standard provisions, instructions, attachments, and addenda. Failure to do so will be at the proposer's risk. Proposers should provide their best pricing for the services set out herein.
- D. Proposals shall be in at least 11-point size font.

5.3. Proposal and Proposal Forms

Proposals submitted should consist of only the following sections in the following order:

- A. Cover Page - The cover page shall include the following: responding firm's name, address, phone

number, and the following title: City of Bartlett - Request for Proposal for Professional Services – Utility Cost-of-Service and Rate Study – RFP No. 22-012.

- B. Transmittal Letter - The transmittal letter shall indicate the intention of the proposer to adhere to the provisions described in the RFP. The transmittal letter shall:
1. Be presented on company letterhead,
 2. Identify the submitting organization,
 3. State (a) the ability of the firm to complete the work within a stated time period and (b) the office address where work will be conducted,
 4. Attest to the truth and accuracy of all items and information included in the RFP package,
 5. Acknowledge receipt of any addenda to this RFP,
 6. Be signed by the person authorized by the organization to obligate the organization contractually, who shall be identified by name and title,
 7. State the willingness of the proposer to sign a Service Agreement as written, and
 8. Be limited to one (1) page.
- C. Table of Contents - The table of contents should list sections and major sub-sections. All pages shall have a unique identifier and be numbered sequentially.
- D. Proposal (and associated documents) - The proposal shall be organized in the same manner as the evaluation criteria and should address all items outlined in the criteria.

The proposal should include a full description of major services/tasks to be provided; the proposer's approach to each service/task, and proposed timeline for completing the services. It should demonstrate the proposer's understanding of local conditions, the project needs, and any specifics concerning the project needs deemed relevant by the proposer.

The proposal should demonstrate the firm's experience in providing utility cost-of-service and rate study services to public-sector clients by demonstrating at least five (5) years of experience with public- sector clients, including extensive experience in utility cost-of-service and rate studies, and demonstrating that the proposer has completed at least four (4) utility cost-of-service and rate studies for cities and utility districts since January 1, 2020, with at least three (3) of those being for Texas-based jurisdictions.

- E. Resources and Staffing Plan - A resources and staffing plan shall be included with proposal. At a minimum, it should include:

- (a) An overview of the proposer's ability to staff the project with experienced and qualified personnel (Limit to one (1) page),
 - (b) An overall work chart of all project team members as identified in item (c) below (Limit to one (1) page if possible),
 - (c) The following items for each project team member, including subcontractors, who will be assigned to the project team (Limit to one (1) page per team member):
 - i. Names and title,
 - ii. Detail of the role and expected time/involvement,
 - iii. Related experience and qualifications, and
 - iv. Employment dates (will serve as verification that the proposed team members are currently employed by the provider/subcontractor).
 - (d) Demonstration and verification that the Proposer, including subcontractors, possesses the appropriate skills, licenses, certifications, and/or registrations required by the State of Texas to provide the required services.
- F. References - A completed References form shall be included with proposal. Proposer must provide a minimum of one (1) current client reference and two (2) former client references for which utility cost-of-service and rate study services were provided. The proposer may provide additional current and former client references.
- G. Pricing Form - A completed Pricing Form shall be included with proposal.
- H. Texas Legislature Verification Forms - The following completed Texas Legislature Verification Forms shall be included with proposal:
- 1. STATE OF TEXAS – HOUSE BILL 89, 85TH TEXAS LEGISLATURE VERIFICATION (Israel)
 - 2. STATE OF TEXAS – HOUSE BILL 13, 87TH TEXAS LEGISLATURE VERIFICATION (energy companies)
 - 3. STATE OF TEXAS – HOUSE BILL 19, 87TH TEXAS LEGISLATURE VERIFICATION (firearm entities)
- I. Example Utility Cost-of-Service and Rate Study (Optional) - The proposer may include in the proposal packet up to two (2) work product examples of recently completed utility cost-of-service and rate study reports. If provided, the reports should be for similar cities and similar services. The examples may be either paper reports or web links.

Section 6 – Conditions Governing the Procurement

6.1. RFP Procedural and Content Questions (Requests for Clarification)

- A. Proposers may identify errors, omissions, or ambiguities in the RFP. If so, or if there are doubts or concerns about the meaning of any part of this RFP, requests for clarification should be submitted to the City's Purchasing/Contracts Coordinator. **Requests for clarification shall be directed in writing by email to Mayra Cantu, City Administrator, at mayra.cantu@bartlett-tx.us by October 27, 2023.** Emailed requests for clarification must include "RFP 23-01" in the email subject line. The issuance of a written addendum is the only official method whereby interpretation, clarification, correction, or additional information can be given. However, it shall be each proposer's responsibility, prior to submitting the proposal, to visit the City's website at <https://www.bartlett-tx.us/rfps> to determine if addenda were issued.
- B. Addenda will be issued to address any submitted requests for clarification along with any changes to the RFP due to these clarifications.
- C. Addenda become a part of this RFP.

6.2. Basis for Proposal

Only the information contained in this RFP, including any addenda issued, should be used in the preparation of the proposer's proposal.

6.3. Proposal Terms and Conditions

With its proposal, the proposer is committing to the terms and conditions proposed for inclusion in the final Agreement. Any concerns over the terms and conditions must be resolved during the proposal stage through the request for clarification process.

6.4. Disclosure of Proposal Contents

All documents submitted in response to this RFP shall become the property of the City and subject to the Freedom of Information Act (FOIA).

During the evaluation process, the City will handle proposals in a manner that keeps the proposals confidential and avoids disclosure of the contents to competing proposers. All proposals are open for public inspection after the Contract(s) is awarded; however, trade secrets and confidential information in the proposals are not open for public inspection. **Proposer agrees all material contained in the proposal is public information except information proposer specifically identifies as either a trade secret or confidential information by conspicuously marking each page containing such information as "confidential" or "proprietary."**

Throughout the duration of the procurement process and resulting Contract term, proposer must secure from the City written approval prior to the release of any information that pertains to the potential work or activities covered by the RFP or the resulting Contract. Failure to adhere to this requirement may result in disqualification of the proposer's proposal or termination of the Contract.

6.5. Signing of Proposals

By submitting and signing a proposal, the proposer indicates its intention to adhere to the provisions described in this RFP. **Proposals signed for a partnership** shall be signed in the proposer's name by at least one general partner or designee. **Proposals signed for a corporation** shall have the correct corporate name thereon and shall bear the president's, vice president's, or designee's original signature with the name and title written below the corporate name. Any other signature must be accompanied by a resolution of the board of directors authorizing such signature to contract in the corporation's name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.

6.6. Cost of Proposal

The City will not pay any costs incurred by a proposer for preparation and submission of a proposal or for procuring or contracting for the items to be furnished under this RFP. All costs directly or indirectly related to preparing and responding to this RFP, including all costs incurred for supplementary documentation, shall be borne solely by the proposer.

6.7. Conflict of Interest Questionnaire

Proposer agrees to comply with Chapter 176 of the Texas Local Government Code which requires a person who enters or seeks to enter a contract with the City to file a Conflict of Interest Questionnaire Form (Form CIQ) with the proposal.

6.8. Form 1295 "Certificate of Interested Parties"

Proposer must comply with Government Code Section 2252.908 and submit Form 1295 "Certificate of Interested Parties" upon notification that proposer has been recommended for award. Form 1295 requires disclosure of "interested parties" with respect to entities that enter contracts with cities. These interested parties include:

- A. persons with a "controlling interest" in the entity, which includes:
 - 1. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds ten (10) percent;
 - 2. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than ten (10) members; or
 - 3. service as an officer of a business entity that has four (4) or fewer officers, or service as one (1) of the four (4) officers most highly compensated by a business entity that has more than four (4) officers; or

- B. a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, notarized, and filed with the City. For more information, please review the Texas Ethics Commission Rules at www.ethics.state.tx.us/rules/.

6.9. Disqualification or Rejection of Proposals

Proposers may be disqualified for any of the following reasons:

1. There is reason to believe that collusion exists among the proposers;
2. The proposer is involved in any litigation against the City;
3. The proposer is in arrears on an existing contract or has defaulted on previous contracts with the City;
4. The proposer lacks financial stability;
5. The proposer has failed to perform under previous or present contracts with the City;
6. The proposer has failed to use the City's approved forms;
7. The proposer has failed to adhere to one or more of the provisions established in this RFP;
8. The proposer has failed to submit its proposal in the format specified herein;
9. The proposer submits the proposal by facsimile or email;
10. The proposer has failed to submit its proposal before the Due Date; or
11. The proposer has failed to adhere to generally accepted ethical and professional principles during the proposal process.

The City may make such investigations as necessary to determine the ability of the proposer to adhere to the requirements specified herein. The City may reject the proposal of any proposer who does not comply.

6.10. Right to Waive Irregularities

Proposals shall be considered "irregular" if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate proposals, or irregularities of any kind. The Purchasing/Contracts Coordinator reserves the right to waive minor irregularities and mandatory requirements, provided that all responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right shall be exercised at the sole discretion of the Purchasing/Contracts Coordinator.

6.11. Withdrawal of Proposals

Proposals may be withdrawn prior to the exact hour and due date for proposals.

6.12. Amending of Proposals

Proposals may be amended prior to the exact hour and due date for proposals.

6.13. Proposal Offer Firm

By submission of its proposal, the proposer affirms that its proposal is firm for one hundred eighty (180) days after the due date for proposals and if awarded a Contract, the proposal then remains firm for the duration of the Contract.

6.14. Exceptions to RFP Specifications

Although the specifications in the following sections represent the City's anticipated needs, there may be instances in which it is in the City's best interest to permit exceptions to specifications and evaluate alternatives. It is vital that the proposer make very clear where exceptions are taken to the specifications and how the proposer will provide alternatives.

Therefore, exceptions, conditions, or qualifications to the provisions of the City's specifications must be clearly identified as such, together with reasons for taking exception, and submitted as a request for clarification during the proposal process. If the proposer does not make clear that an exception is being taken and receive approval to take such exception, the City will assume the proposer is, in its proposal, responding to and will meet the specifications and requirements of this RFP.

6.15. Consideration of Proposals

Discussions may be conducted with responsible proposers qualified to be selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements. In discussions, there shall not be disclosure of any information derived from proposals submitted by competing proposers. Until award of the Contract is made by the City, the City reserves the right to reject any or all proposals, to waive technicalities, to re-advertise for new proposals, or to proceed with the work in any manner as may be considered in the best interest of the City. Should the City require clarification from the proposer, the City shall contact the individual named as the organization's contact person in the proposal. Evaluation of the proposal is the first step in a series of evaluation steps that will be conducted by the Committee (as defined in section 6.1). The City may elect to conduct post-submission reference checks, proposer interviews, or best and final offers with any proposers that are not eliminated based on their proposal.

6.16. Termination of RFP

The City reserves the right to cancel this RFP at any time. The City reserves the right to reject any or all proposals submitted in response to this RFP.

6.17. No Obligation

In no manner does this RFP obligate the City or any of its agencies to the eventual services offered until confirmed by an executed written Contract.

6.18. Recommendation for Award

City staff will recommend award be made to the proposer(s) whose proposal is determined by the City to be the most advantageous ("best value") to the City.

6.19. Execution of Contract

The City shall authorize award of the Contract to the successful proposer and shall designate the successful proposer ("Contractor") as the City's provider. The City will require the Contractor to sign the documents necessary to enter the required Contract with the City.

6.20. Disputes

In the case of any doubt or difference of opinion regarding the items to be furnished by a proposer or the interpretation of the provisions of this RFP, the decisions of the City shall be final and binding upon all parties.

6.21. Proposer's Ethical Behavior

By submission of its proposal, the proposer promises that proposer's officers, employees, or agents will not attempt to lobby or influence a vote or recommendation related to the proposer's proposal submitted in response to this RFP, directly or indirectly, through any contact with the City's council members or other City officials between the date this RFP is released to the public and the date a Contract is awarded by the City. Such behavior will cause for rejection of the proposer's proposal at the discretion of the City.

6.22. Basic Safeguarding of Contractor Information Systems

The Contractor shall apply basic safeguarding requirements and procedures to protect the Contractor's information systems whenever the information systems store, process, or transmit any information, not intended for public release, which is provided by or generated for the City. This requirement does not include information provided by the city to the public or simple transactional information, such as that necessary to process payments. These requirements and procedures shall include, at a minimum, the security control requirements "reflective of actions a prudent businessperson would employ" which are outlined in the Federal Acquisition Regulations FAR 52.204-21(b) and codified in the Code of Federal Regulations at 48 C.F.R. § 52.204-21(b) (2016).

Contractor shall include the substance of this clause in subcontracts under this contract (including subcontracts for the acquisition of commercial items other than commercially available off-the-shelf items) in which the subcontractor may have City Contract information residing in or transiting through its information system.

6.23. Anti-Boycotting Verifications

- A. Pursuant to Section 2271.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the Contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification, which will be included with the proposal. A signed Verification shall be included with this proposal. See attached STATE OF TEXAS – HOUSE BILL 89, 85TH TEXAS LEGISLATURE VERIFICATION.

- B. Pursuant to Section 2274.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2274.002 of the Texas Government Code; or (ii) it does not boycott energy companies, as defined in Section 2274.002 of the Texas Government Code, and will not boycott energy companies during the term of the Contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification, which will be included with the proposal. A signed Verification shall be included with this proposal. See attached STATE OF TEXAS – HOUSE BILL 13, 87TH TEXAS LEGISLATURE VERIFICATION.
- C. Pursuant to Section 2274.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2274.003 of the Texas Government Code; or (ii) it does not discriminate against a firearm entity or firearm trade association, as defined in Section 2274.002 of the Texas Government Code and will not discriminate against a firearm entity or firearm trade association during the term of the Contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification, which will be included with the proposal. A signed Verification shall be included with this proposal. See attached STATE OF TEXAS – HOUSE BILL 19, 87TH TEXAS LEGISLATURE VERIFICATION.

6.24. Quantities

Any quantities that may be described herein are estimates and do not obligate the City to order or accept more than the City's actual requirements during the term of the Contract, nor do the estimates limit the City to ordering less than its actual needs during the term of the Contract, subject to availability of appropriated funds.

6.25. Use of Subcontractors

The Proposer may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, if not listed in the proposal at the time of selection, the proposer must obtain prior written approval from the City's chief financial officer. In using subcontractors, the proposer is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the proposer. All requirements set forth as part of the Contract are applicable to all subcontractors and their employees to the same extent as if the proposer and its employees had performed the services.

Section 7 – Proposal Evaluation

The City will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFP. Each proposal will first be analyzed to determine overall responsiveness and completeness as defined in the Proposal Format and Organization section and the Evaluation Criteria section of this RFP. Failure to comply with the instructions or submission of a proposal that does not satisfy these sections may result in the proposal being deemed non-responsive and may, at the discretion of the Committee, as defined in below, result in the proposal being eliminated from further consideration.

7.1. Evaluation Committee

An Evaluation Committee (“Committee”) will be established to assist the City to select a qualified Proposer. The Committee will be comprised of City staff and/or Council members. This Committee will then recommend the top proposer to the City Council.

7.2. Evaluation Criteria

A Initial Assessment:

The following criteria and scoring will be used to evaluate the proposals and make an initial assessment:

Initial Assessment Evaluation Criteria	Possible Points
Proposal Presentation The information in the proposal is presented in a clear, logical manner, is well-organized, and error-free. All required information is provided.	5
Firm Qualification and Experience The proposing firm’s history and experience in providing similar services	15
Engagement Team Qualification and Experience The proposed engagement team’s history and experience providing similar services	25
Understanding of Project Scope Demonstrated understanding of project scope, stakeholders, objectives, and anticipated deliverables	10
Project Management Assessment of proposer’s project methodology, project workplan schedule, staffing, and capacity	25
Cost (Price) The proposal cost is reasonable, scope-appropriate, and an exceptional value for the City.	20
Total Possible Points in the Initial Assessment	100

B Final Assessment:

Based on the scoring of the proposals in the initial assessment, the Committee may select up to the top two (2) firms to further assess using the following additional criteria:

Final Assessment Evaluation Criteria		Possible Points
Total Possible Points in the Initial Assessment		100
References (optional)		10
The Committee may check references of the top firms to assign further points		
Interviews (optional)		10
The Committee may hold interviews with the top firms to gain a deeper understanding of the firms' experience, project strategy, and approach		
Total Possible Points in the Final Assessment		20
Total Possible Points		120

If the Committee feels there is a clear leader after the initial assessment, the Committee may forgo the final assessment. The final assessment is at the sole option of the Committee. Further, the Committee, at its sole discretion, may choose only to assess additional points for references or for interviews.

- C. The City reserves the right to conduct other evaluations and measurements of the proposals as may be necessary to make an informed decision.

Section 8 – RFP Forms

- Proposer Information Form
- Form CIQ (Conflict of Interest Questionnaire)
- References
- Texas Legislature Verification Forms

PROPOSER INFORMATION FORM

COMPANY'S FULL BUSINESS NAME:	
PHYSICAL ADDRESS:	
PHONE #:	
EMAIL ADDRESS:	
CONTACT PERSON:	
PHONE #:	
REMITTANCE ADDRESS:	
COMPANY WEBSITE:	
COMPANY TAX ID#:	

FORM CIQ

(CONFLICT OF INTEREST QUESTIONNAIRE)

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		OFFICE USE ONLY
1	Name of vendor who has a business relationship with local governmental entity.	Date Received
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed.	
	<hr/>	
	Name of Officer	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.	
	<p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
5		

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at

<http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or rate regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity.
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering a contract with the vendor.
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A).
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity. (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
 - (2) the date that the vendor:
 - (A) begins discussions or negotiations to enter a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
 - (3) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a).
 - (B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.

REFERENCES

RFP NO. 22-012 UTILITY COST-OF-SERVICE AND RATE STUDY

CURRENT CLIENT (Reference 1)

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Scheduled engagement completion:
Description of services provided:	

FORMER CLIENT (Reference 2)

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Date engagement completed:
Description of services provided:	

FORMER CLIENT (Reference 3)

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Date engagement completed:
Description of services provided:	

(Additional pages may be used to submit additional references.)

TEXAS LEGISLATURE VERIFICATION FORMS

Instructions for the Following Verification Forms:

- STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 13, 87th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 19, 87th TEXAS LEGISLATURE VERIFICATION

The City of Bartlett, Texas, as a governmental entity, is required to include in its contracts a written verification from the company that the company does not boycott Israel, Fossil Fuel Industries, or Firearm and Ammunition industries. The verification language is required if the contract with the City of Bartlett, Texas has a value of \$100,000 or more and the company has ten (10) or more full-time employees.

If the contract will or is anticipated to have a value of \$100,000 or more and the Company has 10 or more full-time employees, the Company is required to complete and submit all three Verification Forms. Please ignore the "Alternative Certification" at the bottom of this page and complete and submit the Verification Forms if the Company is required to complete and submit all three Verification Forms.

Alternatively, if the contract does not have a value of \$100,000 or more or the company has 9 or fewer full-time employees, you may complete and submit the below certification without completing the three Verification Forms.

Alternative Certification (if applicable)

I, _____, the undersigned
representative of (Person Name)

(Company or Business Name)

hereby referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify that the HB 89, 85th Texas Legislature verification; SB 13, 87th Texas Legislature; and SB 19, 87th Texas Legislature verifications do not apply to this contract or the Company, under the provisions of **Section 2271.002(a), Texas Government Code; Section 2274.002(a), Texas Government Code; and Section 2274.002(a), Texas Government Code** because of the following reasons:

- ☐ The Company has 9 or fewer full-time employee; or
- ☐ The contract between the Company and the City of Bartlett, Texas will have a value of less than \$100,000.

(Check all that apply)

**STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE
VERIFICATION**

I, _____, the undersigned
representative of (Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2271, Texas Government Code:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract for goods or services.**

Pursuant to Section 2271.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

**STATE OF TEXAS – HOUSE BILL 13, 87th TEXAS LEGISLATURE
VERIFICATION**

I, _____, the undersigned
representative of (Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not boycott energy companies currently; and**
- 2. Will not boycott energy companies during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

1. "Boycott Energy Companies" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
 - a. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
 - b. does business with a company described by Paragraph (a) above; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

**STATE OF TEXAS – HOUSE BILL 19, 87th TEXAS LEGISLATURE
VERIFICATION**

I, _____, the undersigned
representative of (Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not have a practice, policy, guidance, or directive that discriminates against firearm entity or firearm trade associations currently; and**
- 2. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association"
 - a. means, with respect to the entity or association, to:
 - i. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - ii. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - iii. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - b. does not include:
 - i. the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories;
 - ii. Aa company 's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity 's or association 's status as a firearm entity or firearm trade association; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

RESOLUTION NO.

20231009-01

A RESOLUTION OF THE CITY COUNCIL OF BARTLETT, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION-RESILIENT COMMUNITIES PROGRAM PROJECT APPLICATION TO THE GENERAL LAND OFFICE; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY’S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, the City Council of Bartlett desires to develop a thriving, viable community, strengthen infrastructure, provide a suitable living environment, and expand economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interest of City to apply for funding under the Community Development Block Grant Mitigation Program, Resilient Communities;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLETT;

Section 1. That a Community Development Block Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development Block Grant – Mitigation-Resilient Communities; and

Section 2. That the application be for the CDBG-MIT Resilient Communities Application program to carry out Planning Activities; and

Section 3. That the grant amount be up to the maximum allowed by the CDBG-MIT-RCP; and

Section 4. That the City Council directs and designates the Mayor as the Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this _____, 2023.

Mayor

ATTEST:

City Secretary