



Chad Mees, Mayor  
Vickie Cooper, Mayor Pro-Tempore  
Gayle Jones, Council Member  
Jackie Ivicic, Council Member  
Jesse Luna, Council Member  
Shaun George, 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

6:00 PM  
Monday, February 10<sup>th</sup>, 2025  
Bartlett City Hall  
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at ([municipalcourt@bartlett-tx.us](mailto: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, PROCLAMATION

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 Secretary
  - b. Municipal Court
  - c. Development Services-Permits
  - d. Utility Billing
  - e. Public Works
  - f. Police Dept.
  - g. City Administrator
    - i. Performance Evaluation – Employee Handbook
6. Approve minutes from the following meeting:
  - a. 01/13/25 – Regular
  - b. 01/27/25 - Regular

### REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action to appoint Crystal George to the MDD (Municipal Development District) board.



Chad Mees, Mayor  
Vickie Cooper, Mayor Pro-Tempore  
Gayle Jones, Council Member  
Jackie Ivicic, Council Member  
Jesse Luna, Council Member  
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2. Discuss, review, and take any necessary action on the Cadence Bank Financing for the approved patrol vehicles.
3. Discuss, review, and take any necessary action to approve Resolution 2025-02-10-01 calling for an election to be held in the City of Bartlett Texas on May 3, 2025 for the purpose of electing three (3) persons as members of the city council of said city: Designating the polling places at which voting shall take place: Providing for notice of said election.
4. Discuss, review, and take any necessary action to discuss the creation of code enforcement and/or animal control services.
5. Discuss, review and take any necessary action on the Sylvester Luna sewer tap(s).
6. Discuss, review, and take any necessary action on Article 5.005( c ) Sewer Rates
7. Discuss, review, and take any necessary action to accept the MRB professional services agreement for Texas Department of Emergency Management (TDEM) generators at Well #1, Well #2, and Fire Station.
8. Discuss, review, and take any necessary action for the adoption of Bartlett Federal Grant Procurement Policy and Procedure.

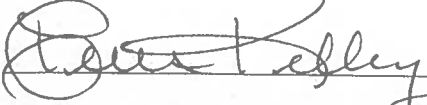
#### FUTURE AGENDA ITEMS

#### 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 Friday, February 7th, 2025 at or before 6:00 P.M.

 2/7/25

Posted by /s/ Brenda Kelley – City Clerk

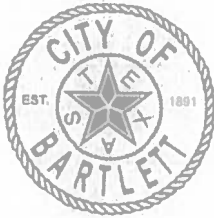


*CHAD MEES, MAYOR*  
*GAYLE JONES, COUNCILMEMBER*  
*VICKIE COOPER, MAYOR PRO TEMPORE*  
*JESSE LUNA, COUNCILMEMBER*  
*JACKIE IVICIC, COUNCILMEMBER*  
*SHAUN GEORGE, COUNCILMEMBER*

### Library Report-January 2025

Presented by Jesse Luna

Visitors	63
New Library Cards	01
Books checked out	17
Books checked in	46
Computer Lab	3
Reading Program	0
Volunteer Hours	71
Staff Hours	93



*CHAD MEES, MAYOR*  
*GAYLE JONES, COUNCILMAN*  
*VICKIE COOPER, COUNCILMAN*  
*JESSE LUNA, COUNCILMAN*  
*JACKIE IVICIC, COUNCILMAN*  
*SHAUN GEORGE, COUNCILMAN*

## **CITY CLERK MONTHLY REPORT**

**January 2025**

### **Open Records Request's**

- a. 01 requests
- b. 01 closed records.
- c. 0 is pending.

Election procedures are ongoing and packets are ready for candidates to pick up. Deadline is Feb 14<sup>th</sup> to turn in packet.

Brenda Kelley  
City Clerk

City of Bartlett  
Municipal Court Council Report  
From 1/1/2025 to 1/31/2025

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
24	1	28	0	3	56

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$2,912.51	\$996.03	\$4,574.00	\$125.45	\$149.86	\$8,757.85

Warrants

Issued	Served	Closed	Total
69	0	0	69

FTAs/VPTAs

FTAs	VPTAs	Total
1	3	4

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
23	0	4	5	2	34

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
73	0	73	146

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

**TOTAL \$ 342,386.34**

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Non-Departmental</b>						
	1/2/2025	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX2, Child Support -TX 12/31/2024	\$262.62
	1/2/2025	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 12/31/2024	\$207.69
	1/2/2025	TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 12/31/2024	\$909.66
	1/2/2025	TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 12/31/2024	\$6,896.54
	1/2/2025	TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employer 12/31/2024	\$3,974.62
	1/2/2025	TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employee 12/31/2024	\$2,359.83
	1/2/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employer 12/31/2024	\$2,223.67
	1/2/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employer 12/31/2024	\$520.05
	1/2/2025	Texas Workforce Commission Unemployment Tax	01-2110	State Unemployment Taxes Payable	TWC 12/31/2024	\$466.26
	1/2/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 12/31/2024	\$2,736.30
	1/2/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 12/31/2024	\$2,223.67
	1/2/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 12/31/2024	\$520.05
	1/2/2025	TX Health Benefits Pool	01-2140	Health Insurance Payable	PBARTLE12501 - PBARTLE1 JANUARY 2025	\$19,335.48
	1/15/2025	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX2, Child Support -TX 1/14/2025	\$262.62
	1/15/2025	Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 1/14/2025	\$207.69

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Non-Departmental</b>						
1/15/2025		TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 1/14/2025	\$909.66
1/15/2025		TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employer 1/14/2025	\$6,896.54
1/15/2025		TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employer 1/14/2025	\$3,723.52
1/15/2025		TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employee 1/14/2025	\$2,210.74
1/15/2025		Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employer 1/14/2025	\$2,091.63
1/15/2025		Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employer 1/14/2025	\$489.17
1/15/2025		Texas Workforce Commission Unemployment Tax	01-2110	State Unemployment Taxes Payable	TWC 1/14/2025	\$438.57
1/15/2025		Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 1/14/2025	\$2,480.40
1/15/2025		Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 1/14/2025	\$2,091.63
1/15/2025		Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 1/14/2025	\$489.17
1/29/2025		Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX2, Child Support -TX 1/28/2025	\$262.62
1/29/2025		Texas Child Support SDU	01-2125	Child Support Payable	Child Support-TX 1/28/2025	\$207.69
1/29/2025		TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employee 1/28/2025	\$909.66
1/29/2025		TX Health Benefits Pool	01-2140	Health Insurance Payable	Health-Employer 1/28/2025	\$6,896.54
1/29/2025		TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employer 1/28/2025	\$3,737.20

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Non-Departmental</b>						
	1/29/2025	TMRS- Texas Municipal Retirement System	01-2120	Retirement Plan Payable	TMRS-Employee 1/28/2025	\$2,218.86
	1/29/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employer 1/28/2025	\$2,098.82
	1/29/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employer 1/28/2025	\$490.84
	1/29/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Federal Tax 1/28/2025	\$2,401.94
	1/29/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Social Security-Employee 1/28/2025	\$2,098.82
	1/29/2025	Internal Revenue Service	01-2100	Federal Taxes Payable	Medicare-Employee 1/28/2025	\$490.84
	1/29/2025	TX Health Benefits Pool	01-2140	Health Insurance Payable	TXHB PBARTLE12502 - PBARTLE1 - FEBRUARY 2025	\$19,335.48
	1/29/2025	Texas Workforce Commission Unemployment Tax	01-2110	State Unemployment Taxes Payable	TWC 1/28/2025	\$388.78
<b>Total</b>						<b>\$106,465.87</b>
<b>Administration</b>						
	1/2/2025	FAST, Inc	01-11-8951	Software Maintenance Agreements	#24-001580 Permits Subscription	\$3,412.50
	1/2/2025	Vickie Cooper	01-11-7012	Council Stipends	JANUARY 2025 STIPEND	\$10.00
	1/2/2025	Chad Mees	01-11-7012	Council Stipends	JANUARY 2025 STIPEND	\$225.00
	1/2/2025	GAYLE JONES	01-11-7012	Council Stipends	JANUARY 2025 STIPEND	\$10.00
	1/2/2025	Jackie Ivicic	01-11-7012	Council Stipends	JANUARY 2025 STIPEND	\$10.00



# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
01 - General Fund						
Administration						
	1/2/2025	American Fire And Safety, Inc.	01-11-8851	Facility Maintenance	Fire Extinguisher Inspections	\$419.00
	1/2/2025	FAST, Inc	01-11-8951	Software Maintenance Agreements	#24-001613 Accountant Training / Court	\$16,181.97
	1/2/2025	Jesse Luna	01-11-7012	Council Stipends	JANUARY 2025 STIPEND	\$10.00
	1/10/2025	TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL	01-11-8203	Liability Insurance - Errors and Omissions	#1914 JANUARY 2025 LIABILITY INSURANCE	\$5,542.53
	1/10/2025	Patricial Erlinger Carls	01-11-8401	Legal Expenses	1298 DECEMBER 2024 PROFESSIONAL SERVICES	\$1,952.50
	1/10/2025	USIO OUTPUT SOLUTIONS, INC	01-11-8701	Postage Fees & Subscriptions	#321040 BILLS JOB # 317234	\$232.83
	1/10/2025	USIO OUTPUT SOLUTIONS, Inc.	01-11-8701	Postage Fees & Subscriptions	#0017841 BILLS JOB#317234	\$518.88
	1/10/2025	TEMPLE DAILY TELEGRAM	01-11-7111	Advertising and Legal Notices	ORDER#16695909 / INV#13899722 / ACCT# 12752795 ADVERTISING	\$606.00
	1/17/2025	True.org Cloud	01-11-8951	Software Maintenance Agreements	8562E6DC-0002 MICROSOFT 365 BUSINESS PREMIUM	\$5,280.00
	1/17/2025	Xerox Corporation	01-11-8953	Copier Service	022750757/705067072 CITY HALL COLOR COPIER	\$305.15
	1/22/2025	Messer, Fort, PLLC	01-11-8401	Legal Expenses	#25243 PROFESSIONAL SERVICES	\$5,110.14
	1/22/2025	Messer, Fort, PLLC	01-11-8401	Legal Expenses	#25244 PROFESSIONAL SERVICES	\$827.95
	1/22/2025	Thomson Reuters-West	01-11-8701	Postage Fees & Subscriptions	#851352615 SUBSCRIPTION	\$22.18
	1/22/2025	Ready Refresh	01-11-8501	Miscellaneous Expense	CITY HALL DRINKING WATER	\$103.89

# City of Bartlett Council Report Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Administration</b>						
	1/22/2025	Card Service Center	01-11-7951	Dues and Membership Fees	AUTODRAFT: JANUARY 2025 - CREDIT CARD CHARGES - ADRIAN FLORES	\$552.18
	1/22/2025	Verizon Wireless	01-11-9151	Telephone & Internet Services	AUTODRAFT: CELL PHONE CHARGES - JANUARY 2025	\$180.04
	1/29/2025	Bug Master Exterminating LTD	01-11-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
	1/29/2025	FAST, Inc	01-11-8951	Software Maintenance Agreements	25-001011 SUBSCRIPTIONS	\$8,544.39
<b>Total</b>						<b>\$50,122.13</b>
<b>Police</b>						
	1/2/2025	American Fire And Safety, Inc.	01-13-8851	Facility Maintenance	Fire Extinguisher Inspections	\$190.00
	1/10/2025	CADENCE BANK	01-13-7401	Capital Expenditures	00944000985459 POLICE DEPT LOAN	\$633.27
	1/17/2025	DOCUMENT SOLUTIONS	01-13-8701	Postage Fees & Subscriptions	#38286922 POLICE DEPT COPIER	\$66.28
	1/22/2025	CADENCE EQUIPMENT FINANCE	01-13-7401	Capital Expenditures	1001421 POLICE DEPT	\$1,213.44
	1/22/2025	Timothy L Pavelka	01-13-9401	Vehicle Maintenance	REPAIRS ON CITY VEHICLES	\$225.70
	1/22/2025	Atmos Energy	01-13-9352	Purchased Gas Power	4003502067 - POLICE DEPT - GAS UTILITY	\$108.67
	1/22/2025	Card Service Center	01-13-7951	Dues and Membership Fees	AUTODRAFT: JANUARY 2025 CREDIT CARD CHARGES - POLICE DEPT	\$53.03
	1/22/2025	Wex Bank-Exxon	01-13-8101	Fuel & Oil	AUTODRAFT: JANUARY 2025 - FUEL CHARGES	\$864.64

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Police</b>						
	1/22/2025	Verizon Wireless	01-13-7451	Cellular Phones and Pagers	AUTODRAFT: CELL PHONE CHARGES - JANUARY 2025	\$180.06
	1/29/2025	Bug Master Exterminating LTD	01-13-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
	1/29/2025	CADENCE EQUIPMENT FINANCE	01-13-7401	Capital Expenditures	1069861 FEBRUARY 2025 PD BUILDING	\$1,213.44
<b>Total</b>						<b>\$4,813.53</b>
<b>Fire</b>						
	1/2/2025	Henry Schein, Inc	01-14-8451	Medical Supplies	28455059 FIRE DEPT - MEDICAL SUPPLIES	\$305.10
	1/17/2025	LONESTAR TRUCK GROUP	01-14-9401	Vehicle Maintenance	R350038559-01 FIRE TRUCK REPAIRS	\$4,446.85
	1/22/2025	Wex Bank-Exxon	01-14-8101	Fuel & Oil	AUTODRAFT: JANUARY 2025 - FUEL CHARGES	\$395.66
	1/22/2025	Verizon Wireless	01-14-7451	Cellular Phones & Pagers	AUTODRAFT: CELL PHONE CHARGES - JANUARY 2025	\$180.06
	1/29/2025	Bug Master Exterminating LTD	01-14-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
	1/29/2025	Henry Schein, Inc	01-14-8451	Medical Supplies	#30491913 MEDICAL SUPPLIES	\$2,507.33
<b>Total</b>						<b>\$7,900.00</b>
<b>Municipal Court</b>						
	1/10/2025	TMCA - CAPITAL CHAPTER	01-12-9201	Training and Education	DUES: BRENDA KELLEY #000076	\$30.00
	1/10/2025	State Comptroller	01-12-7801	Court Costs, Fines, & Fees	4TH QTR 2024 STATE CRIMINAL COSTS AND FEES	\$7,509.24

City of Bartlett  
Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>01 - General Fund</b>						
<b>Municipal Court</b>						
	1/10/2025	OMNIBASE SERVICES OF TEXAS, LP	01-12-6308	Omniibase Reimbursement Fee	18 CONVICTIONS	\$108.00
	1/22/2025	Card Service Center	01-12-9201	Training and Education	AUTODRAFT: JANUARY 2025 - CREDIT CARD CHARGES - ADRIAN FLORES	\$490.00
<b>Total</b>						<b>\$8,137.24</b>
<b>Baseball Complex</b>						
	1/10/2025	Bobby Lee Bartlett	01-20-7651	Contract Services	#553220 JANUARY 2025 CEMETARY LAWN CARE	\$1,300.00
	1/10/2025	Jarrell-Schwertner Water Supply, Corp	01-20-9351	Purchased Water	#610 CEMETARY WATER	\$69.30
	1/22/2025	GAYLE JONES	01-20-9101	Operating Supplies - Not Office	REIMBURSE: SIGNS FOR CEMETARY	\$219.44
<b>Total</b>						<b>\$1,588.74</b>
<b>Library</b>						
	1/10/2025	Greg Willis	01-18-8851	Facility Maintenance	BOSS ELECTRIC GREG WILLIS #97	\$225.00
	1/17/2025	DOCUMENT SOLUTIONS	01-18-8953	Copier Service	38286921 LIBRARY COPIER	\$51.37
	1/29/2025	Dream Designs Computer Services	01-18-8951	Software Maintenance Agreements	#2025013 - LIBRARY COMPUTER REPAIRS	\$240.00
	1/29/2025	Bug Master Exterminating LTD	01-18-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
<b>Total</b>						<b>\$581.37</b>

City of Bartlett  
Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
01 - General Fund						
Streets						
	1/22/2025	Panther Creek Transportation, Inc.	01-17-8854	Street Repair & Maintenance	83425 TRUCKING FOR TEXAS CRUSHED STONE	\$310.95
	1/22/2025	Texas Crushed Stone Company	01-17-8854	Street Repair & Maintenance	56975/56976 BASE AND WASHED SAND	\$280.19
	1/22/2025	Texas Crushed Stone Company	01-17-8854	Street Repair & Maintenance	56975/56976 BASE AND WASHED SAND	\$191.59
Total						\$782.73
Parks and Recreation						
	1/29/2025	Bug Master Exterminating LTD	01-15-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
	1/29/2025	W-W FENCING & WELDING	01-15-8851	Facility Maintenance	0000051 PUT NEW CHAIN LINK ON BACKSTOP AT BECKY CALDWELL FIELD	\$3,882.00
	1/29/2025	Gary Spieselhauer	01-15-8851	Facility Maintenance	#1030 4 Loads Granite and spread - Becky Caldwell Ball Field	\$2,000.00
Total						\$5,947.00

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Non-Departmental</b>						
1/2/2025		OKLAHOMA CENTRALIZED SUPPORT REGISTRY	02-2125	Child Support Payable	Child Support - OK 12/31/2024	\$253.08
1/2/2025		TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employee 12/31/2024	\$381.07
1/2/2025		TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employee 12/31/2024	\$1,477.83
1/2/2025		TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employer 12/31/2024	\$1,066.64
1/2/2025		TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employee 12/31/2024	\$633.29
1/2/2025		Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employer 12/31/2024	\$585.09
1/2/2025		Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employer 12/31/2024	\$136.84
1/2/2025		Texas Workforce Commission	02-2110	State Unemployment Taxes Payable	TWC 12/31/2024	\$122.68
1/2/2025		Internal Revenue Service	02-2100	Federal Taxes Payable	Federal Tax 12/31/2024	\$795.87
1/2/2025		Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employee 12/31/2024	\$585.09
1/2/2025		Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employee 12/31/2024	\$136.84
1/2/2025		Deana Jones	02-2005	Utility Customer Deposits	Reissue voided check 59793 / #08-08927-05 Deposit Refund	\$164.39
1/15/2025		OKLAHOMA CENTRALIZED SUPPORT REGISTRY	02-2125	Child Support Payable	Child Support - OK 1/14/2025	\$253.08
1/15/2025		TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employee 1/14/2025	\$381.07

# City of Bartlett Council Report

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<b>02 - Utilities Fund</b>						
<b>Non-Departmental</b>						
	1/15/2025	TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employer 1/14/2025	\$1,477.83
	1/15/2025	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employer 1/14/2025	\$1,034.81
	1/15/2025	TMRS- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRS-Employee 1/14/2025	\$614.39
	1/15/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employer 1/14/2025	\$572.07
	1/15/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employer 1/14/2025	\$133.79
	1/15/2025	Texas Workforce Commission Unemployment Tax	02-2110	State Unemployment Taxes Payable	TWC 1/14/2025	\$119.95
	1/15/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Federal Tax 1/14/2025	\$765.73
	1/15/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employee 1/14/2025	\$572.07
	1/15/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employee 1/14/2025	\$133.79
	1/17/2025	SUMMER SANCHEZ	02-2005	Utility Customer Deposits	DEPOSIT REFUND: 142A S. COMPTON #01-08966-04	\$90.11
	1/17/2025	SUMMER SANCHEZ	02-2005	Utility Customer Deposits	DEPOSIT REFUND: 144B. S COMPTON #01-08966-07	\$105.30
	1/17/2025	WILLIAM MELGAR	02-2005	Utility Customer Deposits	DEPOSIT REFUND: 543 W. CLARK #01-08873-01	\$191.41
	1/29/2025	OKLAHOMA CENTRALIZED SUPPORT REGISTRY	02-2125	Child Support Payable	Child Support - OK 1/28/2025	\$253.08
	1/29/2025	TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employee 1/28/2025	\$381.07

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
02 - Utilities Fund						
Non-Departmental						
	1/29/2025	TX Health Benefits Pool	02-2140	Health Insurance Payable	Health-Employer 1/28/2025	\$1,477.83
	1/29/2025	TMRs- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRs-Employer 1/28/2025	\$1,056.15
	1/29/2025	TMRs- Texas Municipal Retirement System	02-2120	Retirement Plan Payable	TMRs-Employee 1/28/2025	\$627.06
	1/29/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employer 1/28/2025	\$597.24
	1/29/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employer 1/28/2025	\$139.68
	1/29/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Federal Tax 1/28/2025	\$795.74
	1/29/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Social Security-Employee 1/28/2025	\$597.24
	1/29/2025	Internal Revenue Service	02-2100	Federal Taxes Payable	Medicare-Employee 1/28/2025	\$139.68
	1/29/2025	Internal Revenue Service	02-2110	State Unemployment Taxes Payable	TWC 1/28/2025	\$78.51
		Total				\$18,927.39
Electric						
	1/2/2025	Techline, Inc	02-70-9101	Operating Supplies - Not Office	#9414 / 1364398-01 LED LUMINAIRE	\$966.65
	1/2/2025	Techline, Inc	02-70-9101	Operating Supplies - Not Office	1364460-00 / 9414 - METER SOCKET COVER	\$277.50
	1/2/2025	Techline, Inc	02-70-9101	Operating Supplies - Not Office	#1364398-00 / 9414 - POLACRETE STABILIZER	\$1,467.50
	1/2/2025	Farmers Electric Cooperative	02-70-9322	TCOS	#12312404 TCOS 7-1-24 TO 12/31/24	\$15.50



# City of Bartlett Council Report

## Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
02 - Utilities Fund						
Electric						
	1/2/2025	South Texas Electric Cooperative, Inc	02-70-9322	TCOS	#006779 / 01247 TCOS NOVEMBER 2024	\$338.88
	1/2/2025	CPS Energy	02-70-9322	TCOS	#301003241889 TCOS OCTOBER 2024	\$828.88
	1/2/2025	TNMP	02-70-9322	TCOS	#72295 TCOS NOVEMBER 2024	\$510.07
	1/2/2025	Brazos Electric Cooperative	02-70-9322	TCOS	RI 52176 001 NOVEMBER 2024 TCOS	\$493.29
	1/2/2025	Brazos Electric Cooperative	02-70-9322	TCOS	#52260 RI 001 TCOS NOVEMBER	\$1,550.44
	1/2/2025	Lcra-(Lower Colorado River Authority)	02-70-9322	TCOS	TCOS0011892 OCTOBER 2024 TCOS	\$2,260.64
	1/2/2025	City Of Garland	02-70-9322	TCOS	#2500447 TCOS NOV 2024	\$237.22
	1/2/2025	San Miguel Electric Cooperative, Inc	02-70-9322	TCOS	T091-2411 TCOS NOVEMBER 2024	\$5.35
	1/3/2025	WSC Energy	02-70-8751	Purchased Power	EW730777314611 / 003720 / PURCHASE POWER - NOVEMBER 2024	\$28,207.51
	1/10/2025	Golden Spread Electric Cooperative, Inc	02-70-9322	TCOS	TCOS JULY THRU DECEMBER 2024	\$178.95
	1/10/2025	TMPA - Texas Municipal Power Agency	02-70-9322	TCOS	#0000025484 TCOS DECEMBER 2024	\$113.66
	1/10/2025	BEC-Bartlett Electric Cooperative	02-70-9101	Operating Supplies - Not Office	#5724 2024 POLE ATTACHMENT RENTAL	\$180.00
	1/10/2025	Cross Texas Transmission, Llc	02-70-9322	TCOS	#012851 TCOS DECEMBER 2024	\$257.33
	1/10/2025	Bryan Texas Utilities	02-70-9322	TCOS	#022635 TCOS DECEMBER 2024	\$139.30

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Electric</b>						
	1/10/2025	CPS Energy	02-70-9322	TCOS	#301003254755 TCOS NOVEMBER 2024	\$828.88
	1/10/2025	GEUS	02-70-9322	TCOS	#24-12-12 TCOS DECEMBER 2024	\$13.17
	1/10/2025	Brazos Electric Cooperative	02-70-9322	TCOS	#RI 52319 001 TCOS AGREEMENT	\$1,200.00
	1/10/2025	Wood County Electric Coop	02-70-9322	TCOS	#14302343 TCOS 2024	\$6.00
	1/10/2025	Techline, Inc	02-70-9101	Operating Supplies - Not Office	#9414 / #31335582-01 - IMPACT WRENCH	\$660.00
	1/10/2025	Techline, Inc	02-70-9101	Operating Supplies - Not Office	#9414 / 3135582-00 ELECTRIC SUPPLIES	\$1,357.00
	1/10/2025	LUBBOCK POWER & LIGHT	02-70-9322	TCOS	#64.41 NOV 2024 TCOS	\$82.30
	1/10/2025	WILCO FLEET SERVICES LLC	02-70-9401	Vehicle Maintenance	#2029 REPAIR DIGGER 2008 INTERNATIONAL SR515	\$1,556.94
	1/10/2025	CNP HOUSTON ELECTRIC, LLC	02-70-9322	TCOS	3001309865 TCOS NOVEMBER 2024	\$2,043.63
	1/10/2025	Lcra-(Lower Colorado River Authority)	02-70-9322	TCOS	#0011958 TCOS DECEMBER 2024	\$2,485.49
	1/10/2025	Lone Star Transmission, Llc	02-70-9322	TCOS	#1484 TCOS DECEMBER 2024	\$354.63
	1/10/2025	Sharyland Utilities, LLC	02-70-9322	TCOS	#1800000475 DEC 2024 TCOS	\$147.06
	1/17/2025	Trinity Valley Electric Coop	02-70-9322	TCOS	#3390 TCOS FOR 2024	\$33.55
	1/17/2025	Schneider Engineering, Ltd.	02-70-7651	Contract Services- Regularly Scheduled	75787/75788/75789 ENGINEERING	\$750.00
	1/17/2025	Schneider Engineering, Ltd.	02-70-7651	Contract Services- Regularly Scheduled	75787/75788/75789 ENGINEERING	\$5,677.88

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Electric</b>						
1/17/2025		Schneider Engineering, Ltd.	02-70-7651	Contract Services- Regularly Scheduled	75787/75788/75789 ENGINEERING	\$7,501.22
1/17/2025		Brownsville Public Utilities Board	02-70-9322	TCOS	25-1163 TCOS DECEMBER 2024	\$36.25
1/17/2025		ETT - Electric Transmission Texas, Llc	02-70-9322	TCOS	374-21536253 TCOS DECEMBER 2024	\$1,178.98
1/17/2025		AEP-AMERICAN ELECTRIC POWER	02-70-9322	TCOS	169-21536173 TCOS DECEMBER 2024	\$2,200.15
1/17/2025		CITY OF GRANBURY	02-70-9322	TCOS	#3426 ANNUAL DTO LOAD SHED & UFLS FEES 1-1-25 TO 12/31/25	\$3,661.05
1/17/2025		Rayburn Electric Coop	02-70-9322	TCOS	2024-5946 DECEMBER 2024 TCOS	\$206.87
1/17/2025		Oncor Electric Delivery Company LLC	02-70-9322	TCOS	TRN0037171 TCOS DECEMBER 2024	\$5,063.91
1/22/2025		TNMP	02-70-9322	TCOS	72578 TCOS DECEMBER 2024	\$510.07
1/22/2025		Lone Star Transmission, Llc	02-70-9322	TCOS	#520 TRUE UP TCOS	\$493.88
1/22/2025		City Of College Station	02-70-9322	TCOS	#4099 2024 TCOS CHARGES	\$242.15
1/22/2025		LUBBOCK POWER & LIGHT	02-70-9322	TCOS	#64-42 TCOS DECEMBER 2024	\$82.30
1/22/2025		Floresville Electric Light & Power System	02-70-9322	TCOS	3990153 TCOS DECEMBER 2024	\$1.68
1/22/2025		Brazos Electric Cooperative	02-70-9322	TCOS	RI 52364-001 DECEMBER 2024 TCOS	\$493.29
1/22/2025		BEC-Bartlett Electric Cooperative	02-70-9322	TCOS	#12059- YARDLIGHTS AND BALLFIELD 3 PHASE	\$623.39
1/22/2025		BEC-Bartlett Electric Cooperative	02-70-9322	TCOS	#12059- YARDLIGHTS AND BALLFIELD 3 PHASE	\$75.71

City of Bartlett  
Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Electric</b>						
	1/22/2025	BEC-Bartlett Electric Cooperative	02-70-9322	TCOS	#12059- YARDLIGHTS AND BALLFIELD 3 PHASE	\$1,472.58
	1/22/2025	BEC-Bartlett Electric Cooperative	02-70-9322	TCOS	#12059- YARDLIGHTS AND BALLFIELD 3 PHASE	\$15.46
	1/22/2025	South Texas Electric Cooperative, Inc	02-70-9322	TCOS	006857 TCOS DECEMBER 2024	\$338.88
	1/22/2025	San Miguel Electric Cooperative, Inc	02-70-9322	TCOS	T091-2412 TCOS DECEMBER 2024	\$5.35
	1/29/2025	City Of Denton	02-70-9322	TCOS	10-14-24 TO 1-14-25 TCOS	\$260.79
	1/29/2025	Houston County Electric Coop, Inc	02-70-9322	TCOS	#2024-35 TCOS 2024	\$70.98
	1/29/2025	Brazos Electric Cooperative	02-70-9322	TCOS	#52437 RI 001 TCOS DEC 2024	\$1,550.44
<b>Total</b>						<b>\$81,310.58</b>
<b>Sewer</b>						
	1/2/2025	Digital Deans LLC	02-81-9401	Vehicle Maintenance	#83049 - REPAIRS ON 2015 FORD F350	\$582.11
	1/2/2025	City Of Round Rock Environmental Services	02-81-9451	Sample Analysis	#4-1124 WATER TESTING	\$75.00
	1/2/2025	Arch Technical Services LLC	02-81-8601	Permit Fees	#506941 COMMERCIAL PLAN REVIEW BISD BASEBALL FIELD RENOVATION	\$380.00
	1/2/2025	BARTLETT AUTO SERVICE LLC	02-81-9401	Vehicle Maintenance	#394 REPAIR FLAT TIRE - 2013 CHEVY 2500 HD	\$25.00
	1/10/2025	FERGUSON WATERWORKS #1254/1106	02-81-9101	Operating Supplies - Not Office	#1326730 - SUPPLIES	\$582.75

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Sewer</b>						
	1/10/2025	FERGUSON WATERWORKS #1254/1106	02-81-9101	Operating Supplies - Not Office	#1323035-1 CLAMPS	\$340.60
	1/10/2025	Lonestar Maintenance & Service, Inc.	02-81-7501	Chemicals	#B35011 MONTHLY CHLORINE BOTTLE RENT	\$70.00
	1/10/2025	Caterpillar Financial Services	02-81-7401	Capital Expenditures	#2172458 / 36302576 CATERPILLAR - BACKHOE LOAN	\$1,116.02
	1/17/2025	Arch Technical Services LLC	02-81-8601	Permit Fees	#508598 INSPECTIONS	\$1,215.00
	1/17/2025	Arch Technical Services LLC	02-81-8601	Permit Fees	509555 RESIDENTIAL PLAN REVIEW 736 W. CLARK	\$75.00
	1/17/2025	United Rentals	02-81-8351	Equipment Rental	#242825755-001 4" ROUND HOLE STRAINER PLATED STEEL	\$14.00
	1/17/2025	Caterpillar Financial Services	02-81-7401	Capital Expenditures	2172458/36367198 JANUARY 2025 MINI EX PAYMENT	\$1,539.34
	1/17/2025	Environmental Monitoring Laboratory, LLC	02-81-9451	Sample Analysis	24120036 WASTEWATER TESTING	\$539.04
	1/17/2025	TRI-CO Propane, Inc.	02-81-9101	Operating Supplies - Not Office	13444/13440 FILL UP PROPANE TANKS	\$1,402.44
	1/22/2025	Bartlett Red & White	02-81-9101	Operating Supplies - Not Office	6043-21 DECEMBER 2024 CREDIT CHARGE	\$7.98
	1/22/2025	Arch Technical Services LLC	02-81-8601	Permit Fees	#510279 BISD STORAGE BUILDING 400 N BECKMAN	\$427.50
	1/22/2025	City Of Round Rock Environmental Services	02-81-9401	Vehicle Maintenance	WATER TESTING #4-1224	\$75.00
	1/29/2025	FERGUSON WATERWORKS #1254/1106	02-81-9101	Operating Supplies - Not Office	55303 / 1330389 PLUMBING SUPPLIES	\$2,165.67

# City of Bartlett Council Report

## Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Sewer</b>						
	1/29/2025	Lonestar Maintenance & Service, Inc.	02-81-7501	Chemicals	#155840 CHLORINE GAS CYLINDERS	\$1,784.46
	1/29/2025	Caterpillar Financial Services	02-81-7401	Capital Expenditures	36429961 / 2172458 JAN & FEB 2025- BACKHOE LOAN	\$2,232.04
				<b>Total</b>		<b>\$14,648.95</b>
<b>Water</b>						
	1/2/2025	CENTEX SHIRT & EMBROIDERY	02-80-9301	Uniform Expense	#9471 PUBLIC WORKS = LOGOS	\$328.00
	1/2/2025	BARTLETT AUTO SERVICE LLC	02-80-9401	Vehicle Maintenance	#397 REPAIRS 2015 F350	\$250.00
	1/10/2025	Fremarek, Inc.	02-80-7501	Chemicals	0837529 CHEMICALS	\$748.09
	1/10/2025	BARTLETT TOWING LLC	02-80-7652	Contract Services-Emergency	TOWING TRUCK #2 TO DEANS AUTOMOTIVE ON 9/12/24	\$270.00
	1/10/2025	Texas Rural Water Association	02-80-7951	Dues and Membership Fees	TRWA 2025 MEMBERSHIP DUES	\$2,085.00
	1/10/2025	MRB GROUP	02-80-7654	Engineering Services	#64968 PROFESSIONAL SERVICES-TREY TAYLOR - EVIE STREET & WWTP GENERATORS	\$769.20
	1/10/2025	MRB GROUP	02-80-7654	Engineering Services	#64967 PROFESSIONAL SERVICES TREY TAYLOR-WATER SYSTEM UPGRADES	\$4,018.50
	1/10/2025	MRB GROUP	02-80-7654	Engineering Services	#64965 PROFESSIONAL SERVICES - TREY TAYLOR	\$4,043.75
	1/10/2025	MRB GROUP	02-80-7654	Engineering Services	#64990 PROFESSIONAL SERVICES 11/17/24 TO 12/14/24 T. SOLOMAN	\$2,400.00

# City of Bartlett Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Water</b>						
	1/17/2025	Magdaleno G Santos	02-80-8051	Equipment Maintenance	830362 SERVICE CALL TO FIX TIRE ON 11/5/24	\$320.00
	1/17/2025	Ready Refresh	02-80-9101	Operating Supplies - Not Office	#0125962993 WWTP WATER	\$77.50
	1/17/2025	Steglich Feed And Farm Supply, Inc	02-80-9101	Operating Supplies - Not Office	DECEMBER 2024 CHARGES	\$306.63
	1/22/2025	O'REILLY AUTO PARTS	02-80-9401	Vehicle Maintenance	TRUCK PARTS - JACOB GALLEGOS CHARGE	\$126.34
	1/22/2025	Utility Service Co, Inc	02-80-7653	Water Tank Repair and Maintenance	#120111/618222 QUARTERLY 200000 PEDISPHERE	\$3,363.04
	1/22/2025	Timothy L Pavelka	02-80-9401	Vehicle Maintenance	REPAIRS ON CITY VEHICLES	\$712.84
	1/22/2025	Timothy L Pavelka	02-80-9401	Vehicle Maintenance	REPAIRS ON CITY VEHICLES	\$114.80
	1/22/2025	Timothy L Pavelka	02-80-9401	Vehicle Maintenance	REPAIRS ON CITY VEHICLES	\$12.99
	1/22/2025	Card Service Center	02-80-9101	Operating Supplies - Not Office	AUTODRAFT: JANUARY 2025- CREDIT CARD CHARGES	\$2,162.55
	1/22/2025	Wex Bank-Exxon	02-80-8101	Fuel and Oil	AUTODRAFT: JANUARY 2025 - FUEL CHARGES	\$1,339.38
	1/22/2025	Verizon Wireless	02-80-7451	Cellular Phones & Pagers	AUTODRAFT: CELL PHONE CHARGES - JANUARY 2025	\$359.76
	1/29/2025	Act Pipe & Supply, Inc	02-80-9101	Operating Supplies - Not Office	S101176887.001 PLUMBING SUPPLIES	\$1,110.43
	1/29/2025	Bug Master Exterminating LTD	02-80-8851	Facility Maintenance	DECEMBER 2024 & JANUARY 2025 PEST CONTROL	\$65.00
	1/29/2025	MRB GROUP	02-80-7654	Engineering Services	65433 PROFESSIONAL SERVICES	\$412.50
	1/29/2025	MRB GROUP	02-80-7654	Engineering Services	#65431 PROFESSIONAL SERVICES	\$550.00

City of Bartlett  
Council Report

Check Date: 1/1/2025 to 1/31/2025

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
<b>02 - Utilities Fund</b>						
<b>Water</b>						
	1/29/2025	MRB GROUP	02-80-7654	Engineering Services	65450 PROFESSIONAL SERVICES	\$1,935.00
					<b>Total</b>	<b>\$27,881.30</b>
<b>Garbage</b>						
	1/10/2025	Al Clawson Disposal, Inc	02-84-7652	Contract Services-Solid Waste Collection	#725682 JANUARY 2025 DISPOSAL SERVICE	\$12,686.28
	1/17/2025	Al Clawson Disposal, Inc	02-84-7652	Contract Services-Solid Waste Collection	725477 500 ARNOLD STREET DUMPSTER	\$593.23
					<b>Total</b>	<b>\$13,279.51</b>



City of Bartlett  
Council Report  
1/1/2025 to 1/31/2025

Fund Totals			
01	General Fund	\$186,338.61	
02	Utilities Fund	\$156,047.73	
	Grand Total:	<u>\$342,386.34</u>	



CHAD MEES, MAYOR  
VICKIE COOPER, MAYOR PRO-TEM  
JESSE LUNA, COUNCILMAN  
GAYLE JONES, COUNCILMAN  
JACKIE IVICIC, COUNCILMAN  
SHAUN GEORGE, COUNCILMAN

Date: February 3, 2025

Report: Monthly Utilities Report

Report Dates: January 1, 2025 through January 31, 2025

Credit Card	\$58,951.14
Checks	\$104,519.76
Cash	\$46,231.63
ACH	\$310.13
<b><u>Total</u></b>	<b><u>\$208,425.45</u></b>

Deposit Revenue	\$600.00
Paper Bills	761
Number of Active Accounts	674
New Residents	3
Payment Plan Households	12

<b>PUBLIC WORKS REPORT</b>	<b>Jan-25</b>
RE READS	12
DISCONNECTS-MOVE OUT	18
REACTIVATE	8
LOW WATER PRESSURE	2
FLUSH FIRE HYDRANTS	10
METER EXCHANGE	13
METER SET	12
WATER TAP	1
STREET REPAIR	7
BRUSH PICK UPS	2
REPLACE CULVERT	1
LOCATES	29
WATER LINE REPAIR	8
METER REPAIR	1
UTILITY TAP BUILD OUT	1
TOTAL	125
<b>ELECTRIC WORKS REPORT</b>	<b>Jan-25</b>
POWER OUTAGE	2
LOW HANGING POWER LINE	1
LIMB ON LINE	0
ELECTRIC LINE DOWN	1
STREET LIGHT MAINTENANCE	14
ELECTRIC METER REPAIR	0
METER PULL	18
REREADS	0
CONNECTS	3
DISCONNECTS	0
SET NEW POLE	1
TOTAL	40
<b>SEWER REPORT</b>	<b>Jan-25</b>
SEWER OVERFLOW	1
SEWER LINE REPAIR	2
SEWER JET	8
SEWER TAP	
TREE TRIMMING	3

GENERAL	25-Jan
BRUSH	
LIMBS	
DEAD ANIMAL PICKUP	
MOWING	
Weedeating, Misc	
Vairious items for City	
TOTAL	71
Read Meters	692
0	



## DEPARTMENT REPORTS – Public Works

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### UPDATES January 2025

- PUT #4 TRUCK IN SHOP FOR REPAIRS 12/17/2024 TUESDAY

INSTALLED WASHER AND DRYER OUT AT THE SEWER PLANT FOR PUBLIC WORKS ,SO THEY CAN WASH AND DRY THERE PANTS AND SHIRTS.

WE PICK UP #4 TRUCK FROM SHOP WAS READY ,HAD TO GET FRONT END DONE,WAS PRETTY BAD AND OIL LEAK WAS FIXED .

ELECTRIC CREW GOING TO BE WORKING ON STRAIGHTEN UP ELECTRIC POLES .



**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	8
2	24
3	75
4	46

Total Dispatched Calls of Service (Bell County): 153 Calls of Service

Total Non-Dispatched Calls of Service: 63 Calls of Service (No Event Priority Level)

Total Active Investigations: 7 Investigations Active (January)

Total Closed Investigations: 4 Investigations

Pending Investigations Sent to District/County Attorney: 4 Investigations

- 1) Sexual Assault of a Child- Suspect 1
- 2) Sexual Assault of a Child- Suspect 2
- 3) Injury to a Child
- 4) Unauthorized use of a Vehicle

January Onsite Arrests: Suspect Arrest- 5

Evading Arrest on Foot and Burglary of Habitation- Suspect 1

Evading Arrest on Foot and Burglary of Habitation- Suspect 2

Hinder Apprehension/Prosecution- Suspect 1

Hinder Apprehension/Prosecution- Suspect 2



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

Warrant Arrest: Improper Relationship between educator/student and Sexual Assault of a Child- Suspect 1

December Onsite Arrests- Suspect Arrest- 2

Charges: 1) Fleeing Police Officer 2) Driving while License Suspended 3) Resist Arrest Search or Transport

Charge: Evading Arrest/Detention in a Motor Vehicle

Current Active Arrest Warrants as of February 6, 2025:

- 1) Criminal Trespass
- 2) Violation of a Protective Order
- 3) Evading Arrest/ Detention on Foot- Suspect 1
- 4) Evading Arrest/ Detention on Foot- Suspect 2

Total Dispatched Calls of Service Including Active Investigations, Arrests/Warrants and Non-Dispatched Calls of Service:

## **232 Calls of Service**

Total Officers: 3

Informational: 2 Pending Police Officers applicants withdrew and decided to join another department with higher pay

# Monthly Report

## Event Counts by Type

Event Type	Event Count
TRAFFIC STOP	25
ANIMAL	17
CITIZEN CONTACT	15
MEET WITH COMPLAINANT	14
911	11
SUSPICIOUS	10
VIOLATION CITY/CNTY ORDNANCE	6
BREATHING PROBLEMS	6
SICK PERSON	5
FALLS	5
AREA CHECK	5
DISTURBANCE	3
CRIMINAL MISCHIEF	3
UNCONSCIOUS/FAINTING (NEAR)	3
TRAFFIC/TRANSPORTATION ACCIDENTS	2
ASSAULT/SEXUAL ASSAULT/DOMESTIC	2
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2
AGENCY ASSIST	2
RECKLESS DRIVER	2
CIVIL	1
INVESTIGATION	1
THEFT	1
FORGERY/CC ABUSE	1
ODOR OF OR GAS LEAK	1
WARRANT SERVICE	1
CRIMINAL TRESPASS	1

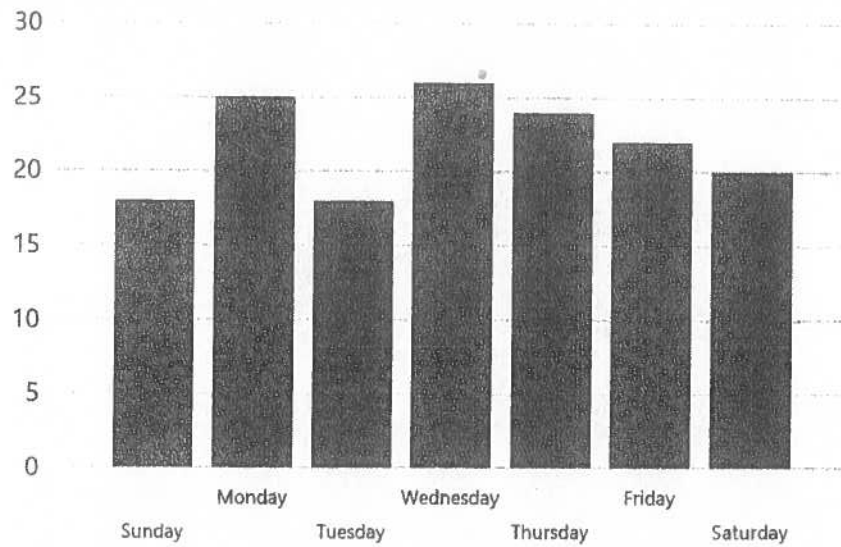


# Monthly Report

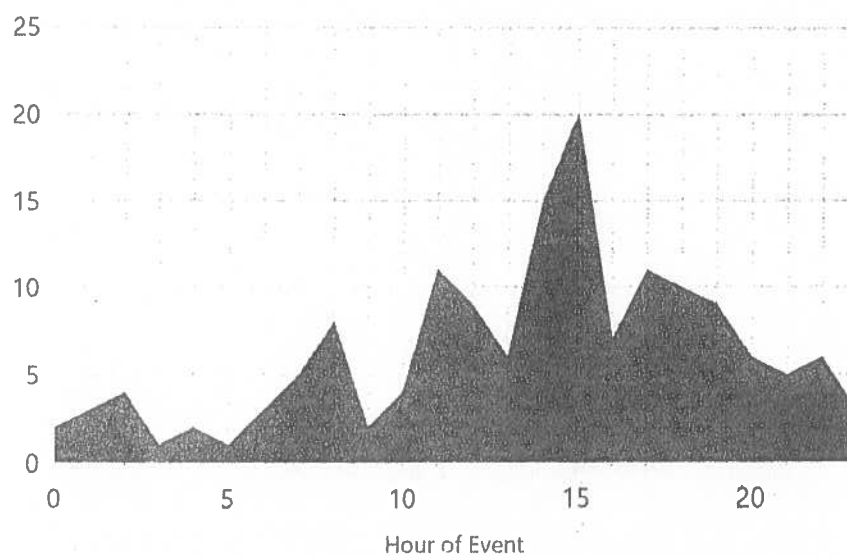
<b>SUBJECT PURSUIT</b>	<b>1</b>
<b>BURG BLDG COMMERCIAL/RESIDENTIAL</b>	<b>1</b>
<b>MISSING PERSON</b>	<b>1</b>
<b>STRUCTURE FIRE</b>	<b>1</b>
<b>HEART PROBLEMS /A.I.C.D.</b>	<b>1</b>
<b>ENDANGERED</b>	<b>1</b>
<b>CARDIAC OR RESPIRATORY ARREST/DEATH</b>	<b>1</b>
<b>VEHICLE ON FIRE</b>	<b>1</b>
<b>Total</b>	<b>153</b>

# Monthly Report

Event Counts by Day of Week



Event Counts by Hour of Day (24 hour)





Chad Mees, Mayor  
Vickie Cooper, Mayor Pro-Tempore  
Gayle Jones, Council Member  
Jackie Ivicic, 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

6:00 PM  
Monday, January 13<sup>th</sup>, 2025  
Bartlett City Hall  
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at ([municipalcourt@bartlett-tx.us](mailto:municipalcourt@bartlett-tx.us)).

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

Call to Order at 6:01 pm  
Quorum declared  
CM Gilmore 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.)*  
Jennifer Tucker and Elizabeth Anderson signed up to speak about animal control.

### BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATIONS

- |  |  |
|--|--|
| 1. Cemetery Committee Monthly Update                   | CM Jones is working on signs for cemetery        |
| 2. Teinert Memorial Library Board Monthly Update       | CM Luna gave report for library                  |
| 3. Municipal Development District (MDD) Monthly Update |  |
| 4. Parks & Facilities Committee Monthly Update         | Mayor Mees is getting estimates for parking lot. |

### 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 Secretary
  - b. Municipal Treasurer
  - c. Municipal Court
  - d. Permits
  - e. Utility Billing
  - f. Accounts Payables
  - g. Public Works
6. Approve minutes from the following meeting:
  - a. 12-09-2024 – Regular

Treasurer Dwayne Anderson gave report on financial's for the city. Audit will be soon.

MPT Cooper made the motion to approve consent agenda as presented.  
CM Ivicic seconded the motion.



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

Motion passed 4-0

**REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION**

1. Discuss, review, and take any necessary action to authorize the use of up to \$10,000 from the Community Development Fund to restore vandalized structures. More specifically, these funds shall specifically address the graffiti of exterior finishes and walls of permanent structures. This does not include automobiles, temporary structures, or damages to non exterior finishes or walls of permanent structures.

**MPT Cooper made the motion to authorize the use of up to \$10,000 from the Community Development Fund to restore vandalized structures. More specifically, these funds shall address the graffiti of exterior finishes and walls of permanent structures. This does not include automobiles, temporary structures, or damages to non-exterior finishes or walls of permanent structures.**

**CM Jones seconded the motion**

**Motion passed 4-0**

2. Discuss, review, and take any necessary action for the summer seasonal employees: establish seasonal hiring of (3) lifeguards and one (1) lead lifeguard and manager.

**CM Ivicic made the motion to approve the hiring of summer seasonal employees: Establish seasonal hiring of (3) lifeguards and one (1) lead lifeguard and manager aged 21 and over.**

**MPT Cooper seconded the motion**

**Motion passed 4-0**

3. Discuss, review, and take any necessary action to consider the approval of the Bell County Election administrative services contract.

**MPT Cooper made the motion to approve the Bell County Election administrative services contract.**

**CM Ivicic seconded the motion.**

**Motion passed 4-0**

4. Discuss, review, and take any necessary action for the Don L. Allman CPA service agreement to perform the fiscal Year 2023-2024 audit.

**MPT Cooper made the motion to approve Don L. Allman CPA service agreement to perform the Fiscal Year 2023-2024 audit.**

**CM Luna seconded the motion.**

**Motion passed 4-0**

5. Discuss, review, and take any necessary action for the approval of the financing of two patrol vehicles up to \$198,000 secured by lender.

**MPT Cooper made the motion to approve the financing of two patrol vehicles up to \$198,000 secured by lender.**

**CM Luna seconded the motion.**

**Motion passed 4-0**

6. Discuss, review, and take any necessary action to Award Drinking Water State Revolving Fund FY 2025 Bid for engineering services.

**MPT Cooper made the motion to Award Drinking Water State Revolving Fund FY 2025 Bid for engineering services to MRB.**

**CM Jones seconded the motion**

**Motion passed 3-1**

7. Discuss, review, and take any necessary action to Award Drinking Water State Revolving Fund FY 2025 Bid for financial advisor services.

**CM Ivicic made the motion to Award Drinking Water State Revolving Fund FY 2025 Bid for financial advisor services to Specialized Public Finance.**



**Chad Mees, Mayor**  
**Vickie Cooper, Mayor Pro-Tempore**  
**Gayle Jones, Council Member**  
**Jackie Ivicic, Council Member**  
**Jesse Luna, Council Member**  
**Shelton Gilmore, Council Member**

**CM Luna seconded the motion.**  
**Motion passed 4-0**

**8. Discuss, review, and take any necessary action to Award Drinking Water State Revolving Fund FY 2025 Bid for bond council services.**

**MPT Cooper made the motion to Award Drinking Water State Revolving Fund FY 2025 bid for bond council services to Bickerstaff Heath Delgado Acosta LLP (bond council).**

**CM Ivicic seconded the motion**  
**Motion passed 4-0**

**9. Discuss, review, and take any necessary action to address Council Member Place 5 vacancy.**

**CM Ivicic made the motion to appoint a new Place 5 council member for the vacancy left by CM Gilmore and applicant's need to have application in by January 22, 2025. New applicant will be chosen and appointed in Council Meeting on January 27, 2025.**

**MPT Cooper seconded the motion.**  
**Motion passed 4-0**

**10. Discuss, review, and take any necessary action to address council member terms for the May 3<sup>rd</sup>, 2025 election.**

#### **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:

1. §551.071 of local government code:
  - a. Consultation with Attorney regarding possible meter tampering.
2. §551.071 of local government code:
  - b. Consultation with Attorney regarding Unifirst Contract.

**Council went into Executive Session at 7:44 pm**

Reconvene into Open Session:

- a. Take action, if any, on matters discussed in Executive Session.
- a. **CM Ivicic made the motion to investigate further.**  
**MPT Cooper seconded the motion.**  
**Motion passed 4-0**
- b. **CM Ivicic made the motion to the agreed settlement with Unifirst contract.**  
**MPT Cooper seconded the motion.**  
**Motion passed 4-0**

#### **FUTURE AGENDA ITEMS**

**Appoint new council member.**

#### **ADJOURN**

**MPT Cooper made the motion to adjourn the meeting.**  
**CM Luna seconded the motion.**



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

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**Motion passed 4-0**

**Meeting adjourned at 8:36 pm**

***MINUTES APPROVED:***

**X**

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Chad Mees  
Mayor

Date

***ATTEST:***

**X**

---

Brenda Kelley  
City Clerk

Date





Chad Mees, Mayor  
Vickie Cooper, Mayor Pro-Tempore  
Gayle Jones, Council Member  
Jackie Ivicic, Council Member  
Jesse Luna, Council Member  
Shaun George, 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

6:00 PM

Monday, January 27, 2025

Bartlett City Hall

140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at ([municipalcourt@bartlett-tx.us](mailto:municipalcourt@bartlett-tx.us)).

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

Call to Order at 6:00 pm

Quorum declared

### 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.)*

**One person signed up to speak.**

### REPORTS

- I. City Administrator
  - a. January 21<sup>st</sup>, 2025 Freeze
    - i. Emergency Operations Plan (EOP)/ Infrastructure Monitor
    - ii. Daily Operations
    - iii. Community Impact

**City Administrator Adrian Flores gave report.**

### REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action on the appointment of the Council Member Vacancy.
  - a. Shaun George
  - b. Elizabeth Anderson

**MPT Cooper made the motion to go into executive session.**

**CM Ivicic seconded the motion.**

**Motion passed**

**Entered into Executive Session at 6:14 pm**

**Entered into Open Session at 6:20 pm**

**MPT Cooper made the motion to appoint Shaun George as the interim Council Member.**

**CM Ivicic seconded the motion.**

**Motion passed 4 – 0**

**Shaun George was sworn in by Mayor Chad Mees and now sits on Council.**



**Chad Mees, Mayor**  
**Vickie Cooper, Mayor Pro-Tempore**  
**Gayle Jones, Council Member**  
**Jackie Ivicic, Council Member**  
**Jesse Luna, Council Member**  
**Shaun George, Council Member**

2. Discuss, review, and take any necessary action on the water reservation agreement with 5B Property Group.

**CM Ivicic made the motion to accept the Staff amendment line 2 on the water reservation with 5B Property Group.**

**CM Luna seconded the motion.**

**Motion passes 5-0**

3. Discuss, review, and take any necessary action adjusting the Bartlett American Rescue Plan Act (ARPA) Spend Plan.

**CM Ivicic made the motion to approve the amended city wide electric meter to the American Rescue Plan Act (ARPA) Spend Plan.**

**MPT Cooper seconded the motion**

**Motion passes 5-0**

4. Discuss, review, and take any necessary action on the purchasing of six-hundred (600) Vision ST-AMI meters at \$79,500 from the ARPA Spend Plan.

**CM Ivicic made the motion to approve the purchasing of six-hundred (600) Vision St-AMI electric meters at \$79,500 from the AROA Spend Plan.**

**CM Luna seconded the motion.**

**Motion passes 5-0**

5. Discuss, review, and take any necessary action on the Williamson County Election Service Agreement.

**MPT Cooper made the motion to approve the Williamson County Election Service Agreement.**

**CM Ivicic seconded the motion.**

**Motion passes 5-0**

6. Discuss, review, and take any necessary action on the Cadence Bank Financing for the approved patrol vehicles.

**CM Ivicic made the motion to table the action on the Cadence Bank Financing for the approved patrol vehicles.**

**MPT Cooper seconded the motion.**

**Motion passes 5-0**

#### **FUTURE AGENDA ITEMS**

**Discuss review and take any necessary action on the Cadence Bank Financing for the approved patrol vehicles.**

#### **ADJOURN**

**MPT Cooper made the motion to adjourn the meeting.**

**CM Ivicic seconded the motion.**

**Motion passes 5-0**

**Meeting adjourned at 7:28 pm**





**Chad Mees, Mayor**  
**Vickie Cooper, Mayor Pro-Tempore**  
**Gayle Jones, Council Member**  
**Jackie Ivicic, Council Member**  
**Jesse Luna, Council Member**  
**Shaun George, Council Member**

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***MINUTES APPROVED:***

**X**

---

Chad Mees

Date

Mayor

***ATTEST:***

**X**

---

Brenda Kelley

Date

City Clerk



## BC&C & Volunteer Application

Submit

List the Boards, Committees, and Commissions (BC&C), and/or Volunteer opportunities on which you would like to serve:

- ☒ Municipal Development District (MDD)
- ☐ Economic Development Corporation (EDC)
- ☐ Cemetery Committee
- ☐ Teinert Library Board of Trustees
- ☐ Parks and Facilities Committee
- ☐ Other/General Volunteer: \_\_\_\_\_

### Applicant Information

Full Name: Crystal George

Mailing Address: 706 W Clark St

Are you a resident of Bartlett: ☒ Yes ☐ No

Telephone: ~~0000~~ (254) 273-7025

Email Address: crystalblue217@yahoo.com

Professional/Business/Volunteer Affiliations:

I work at Texas Travel Center in Jarrell  
I'm a member of the Bartlett volunteer fire department

Do you serve on any other city volunteer opportunities: ☒ Yes ☐ No

Which Boards, Committees, Commissions, and/or Volunteer Programs:

Bartlett Volunteer fire department

Please write and attach a brief summary on why you would like to serve on your selected board, committee, commission, or volunteer opportunity, what you hope to accomplish, and what unique skills and perspectives you might provide. Please return the completed application to City Hall. **Thank you for your interest in serving our community!**



## Boards/Commissions & Volunteer Application

Crystal George

I'm interested in helping the community and learning about different opportunities to serve. The MDD was described to me as a way to help local businesses that are important to Bartlett's community and development and I'd like to support that.

We moved to Bartlett from Austin in 2022, so this is our third year living here, and we've enjoyed making it home.

**RESOLUTION NO. 2025-02-10-01**

**A RESOLUTION CALLING FOR AN ELECTION TO BE HELD IN THE CITY OF BARTLETT, TEXAS, ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING THREE (3) PERSONS AS MEMBERS OF THE CITY COUNCIL OF SAID CITY: DESIGNATING THE POLLING PLACES AT WHICH VOTING SHALL TAKE PLACE: PROVIDING FOR NOTICE OF SAID ELECTION.**

**WHEREAS**, pursuant to the provisions of Articles 701 and 704, Vernon's Annotated Texas statutes, as amended, the Texas Election Code, and other related statutes the City Council of the City of Bartlett, Texas is authorized to call an election in order to submit to registered voters for the purpose of electing three persons to the City Council of the City of Bartlett; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this resolution is approved was open to the public and public notice of the time, place and purpose of the meeting was given, as required by Chapter 551, Government Code, as amended.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLETT:**

1. An election is hereby ordered to be held in the City of Bartlett, Texas, on Saturday May 3, 2025, between the hours of 7:00 A.M. and 7:00 P.M., for the purpose of electing three persons as members of the City Council of the City of Bartlett. Person(s) filing as a candidate for such office(s) must be a resident of the municipality for which the person files as a candidate. The person(s) elected shall be elected for two (2) year term.
2. The Contracting Officers with the Bell County and Williamson County Elections Divisions shall be responsible for the official ballots for said election to be prepared and printed in conformity with the Texas Election Code, adopted by the Legislature.
3. Early voting is the election by personal appearance shall be conducted at the times, dates, and polling places as provided for by Bell County and Williamson County attached hereto as Exhibit "A" and such exhibit is incorporated herein by reference for all purposes. Exhibit "A" may be revised as necessary to conform to the final early voting polling locations and times established by Bell County and Williamson County. Early voting shall be conducted from April 22, 2025, through April 29, 2025.
4. The Contracting Officers shall assist and/or obtain and appoint the required Election Judge, Alternate Judge, Clerks, and members of the Early Voting Ballot Board.
5. All resident, qualified electors, shall be entitled to vote at the election.
6. The City Secretary of the City of Bartlett shall give notice of election in the manner required by the Texas Election Code and shall further give notice by posting a copy of this resolution on the bulletin board in front of the City Hall in Bartlett, Texas, at least twenty (20) days before the election date.

**PASSED and APPROVED** by the City Council of the City of Bartlett this the 10<sup>th</sup>, day of February, 2025.

X

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Chad Mees, Mayor  
Bartlett City Council

**ATTEST:**

X

---

Brenda Kelley  
City Clerk



Applications for ballot by mail shall be mailed to:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

\_\_\_\_\_  
Name of Early Voting Clerk  
(Nombre del Secretario/a de la Votación Adelantada)

\_\_\_\_\_  
Address (Dirección)

\_\_\_\_\_  
City (Ciudad) Zip Code (Código Postal)

\_\_\_\_\_  
Telephone Number (Número de teléfono)

\_\_\_\_\_  
Email Address (Dirección de Correo Electrónico)

\_\_\_\_\_  
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

\_\_\_\_\_  
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:  
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

\_\_\_\_\_  
(date)(fecha)

Issued this 10 day of 02, 20 25  
(day) (month) (year)

(Emitida este día 10 de 02, 20 25.)  
(día) (mes) (año)

\_\_\_\_\_  
Signature of Mayor (Firma del Alcalde)

\_\_\_\_\_  
Signature of Councilperson  
(Firma del Concejal)

\_\_\_\_\_  
Signature of Councilperson  
(Firma del Concejal)

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Signature of Councilperson  
(Firma del Concejal)

\_\_\_\_\_  
Signature of Councilperson  
(Firma del Concejal)

**Instruction Note:** A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

*Nota de Instrucción:* Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.





Applications for ballot by mail shall be mailed to:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

\_\_\_\_\_  
Name of Early Voting Clerk  
(Nombre del Secretario/a de la Votación Adelantada)

\_\_\_\_\_  
Address (Dirección)

\_\_\_\_\_  
City (Ciudad) Zip Code (Código Postal)

\_\_\_\_\_  
Telephone Number (Número de teléfono)

\_\_\_\_\_  
Email Address (Dirección de Correo Electrónico)

\_\_\_\_\_  
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:  
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

\_\_\_\_\_  
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:  
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

\_\_\_\_\_  
(date)(fecha)

Issued this 10 day of 02, 20 25  
(day) (month) (year)

(Emitida este día 10 de 02, 20 25.)  
(día) (mes) (año)

\_\_\_\_\_  
Signature of Mayor (Firma del Alcalde)

\_\_\_\_\_  
Signature of Councilperson  
(Firma del Concejal)

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Signature of Councilperson  
(Firma del Concejal)

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Signature of Councilperson  
(Firma del Concejal)

**Instruction Note:** A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

*Nota de Instrucción:* Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.



Elevating Communities

February 6, 2025

The Honorable Chad Mees, Mayor  
City of Bartlett  
140 W. Clark Street  
Bartlett, TX 76511

**Re: Proposal for Professional Services  
TDEM Generators – Well #1, Well #2, and Fire Station—City of Bartlett**

Dear Mayor Mees,

MRB Group is pleased to provide the City of Bartlett with this proposal for Professional Services for new generators at Water Well #1, Water Well #2, and the Fire Station ("Project").

## **I. Background/Understanding**

The City of Bartlett's Drinking Water Well #1, Well #2, and the Fire Station Well do not have emergency generators and do not operate during power outages. A partial grant from the Texas Division of Emergency Management (TDEM) will fund the installation of emergency generators at these three (3) sites. MRB Group's (MRB) scope of work will be to design appropriate generators for installation at each site.

## **II. Scope of Services and Compensation**

### **A. Design Phase**

1. Compile existing site and system information as needed for the design of the new generators.
2. Conduct a topographic and improvement survey of the three (3) sites.
3. Prepare design drawings and technical specifications for new generators at the two (2) well sites and the Fire Station. The design will include the sizing and selection of the generators/automatic transfer switches, the electrical requirements, including SCADA (related only to the generators), pad design, and the details of the final improvement of the generators.

303 W. Calhoun Ave, Temple, TX 76501 • 254.771.2054  
TBPE Firm No. F-10615

**MRBGroup.com**

4. Provide an engineer's opinion of probable construction cost for the installation of new generators at each site.
5. Coordinate with sub-consultants, including electrical and SCADA.
6. Provide Contract Documents for bidding of the work utilizing EJCDC Standard documents and Construction Specifications Institute section format. The Project is anticipated to be bid under a single contractor.
7. Attend one (1) meeting with the City of Bartlett to review the contract documents. Based on the City's review comments, MRB will develop the final set of drawings and specifications.
8. Submit plans and specifications to the Texas Commission on Environmental Quality (TCEQ) for review and approval. MRB will work with TCEQ to resolve any questions or concerns.
9. Produce final contract documents for bidding.

**Subtotal of A, Items 1-9 ..... \$51,748.00**

---

**B. Bidding Phase**

1. MRB will prepare an advertisement for bid for publication on CivCast and provide electronic documents to the Client to be distributed to bidders as requested. MRB will provide two (2) sets of 11x17 plans and specifications to the Client to allow local contractors to review the plans and specifications at the Client's office. MRB will distribute electronic bid documents in PDF format to bidders via CivCast.
2. MRB will coordinate and chair a Pre-Bid meeting to present the general outline of the Project to bidders, clarify any questions on the contract documents, and prepare clarifications or changes via an Addendum.
3. MRB will prepare an Addendum based on questions and comments from bidders during the bid process and distribute them in PDF format via CivCast.
4. MRB will attend the bid opening and review the bids received to ensure completeness and conformance with the bidding requirements. MRB will provide a bid review and summary to assist the Client in awarding the contract.

**Subtotal of B, Items 1-4 ..... \$7,500.00**

---

**C. Construction Administration**

1. Coordinate and chair the pre-construction meeting with the Contractor, Grant Administrator, and City representatives. Prepare and distribute meeting minutes.

2. Review contractor shop drawings and submittals.
3. Respond to RFIs, issue RFPs, and issue clarifications and change orders, as required.
4. Review the progress of work and payment applications and provide recommendations to the City and Grant Administrator.
5. Issue Substantial Completion certification and provide a punch list to the Contractor.
6. Provide record drawing documents in PDF format based on red lines and field notes from the Contractor.

**Subtotal of C, Items 1-6 ..... \$8,000.00**

**Total Compensation..... \$67,248.00**

*The cost figure shown above represents our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal will be reviewed with the Client. MRB Group will submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group hourly rates are subject to annual adjustment.*

### III. Additional Services

The following items (not included in the above scope of services) can be provided on a personnel time-charge basis, but would only be performed upon receipt of your authorization:

- A. Archaeological investigation.
- B. Site Investigations per U.S. Army Corp of Engineers direction
- C. Hazardous Materials Survey.
- D. Construction Observation.
- E. Grant administration.
- F. Utility company fees.

### IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the Project.

### V. Standard Terms and Conditions

Attached hereto and made part of this Agreement are MRB Group's *Standard Terms and Conditions*.



Elevating Communities

If this proposal is acceptable, please sign where indicated and return it to our office. Thank you for considering our firm. We look forward to working with you on this critical Project.

Sincerely,

A handwritten signature in black ink that reads "Susan A. Hilton".

Susan A. Hilton, P.E.  
Senior Project Manager

A handwritten signature in black ink that reads "Trey S. Taylor".

Trey S. Taylor, P.E.  
Deputy COO

<https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/Texas/Bartlett, City of/O-25-0103 TDEM Generators - Well #1, Well #2 and Firehouse/Proposal - Generators at Well 1, Well 2 and Firehouse 1-2025.docx>

Enclosure      MRB Group Standard Terms and Conditions

Proposal Accepted for City of Bartlett by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The Honorable Chad Mees, Mayor  
City of Bartlett  
Re: TDEM Generators – Well #1, Well #2, and Fire Station—City of Bartlett  
February 6, 2025

**MRB GROUP, P.C.****AGREEMENT FOR PROFESSIONAL SERVICES  
STANDARD TERMS AND CONDITIONS****A. TERMINATION**

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

**B. OWNERSHIP OF DOCUMENTS**

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

**C. ESTIMATES**

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

**D. INSURANCE**

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

**E. INDEPENDENT CONTRACTOR**

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.



**F. SUCCESSORS AND ASSIGNS**

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

**G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS**

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

**H. INVOICES AND PAYMENT**

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

**I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES**

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

**J. P.S.O. NOT AN EMPLOYEE**

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

**K. INDEMNITY**

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.

# CITY OF BARTLETT

## FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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The City of Bartlett follows State of Texas and Federal 2CFR 200.318-200.327 and Appendix II to Part 200 procurement law and guidance in the purchasing and contract management of goods and services. Additional policy guidance below addresses federal purchasing requirements as required by 2 CFR 200 pertaining to the expenditure of federal grant funds.

### **A. Standards of Conduct**

Public employment is a public trust. It is the policy of the City of Bartlett to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the City of Bartlett. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially to ensure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Bartlett procurement organization.

To achieve the purpose of this Article, it is essential that those doing business with City of Bartlett also observe the ethical standards prescribed herein.

### **Code of Ethics**

- 1 **Personal Gain.** It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Bartlett by any conduct inconsistent with the proper discharge of the employee's duties.
- 2 **Influence.** It shall be a breach of ethics to attempt to influence any public employee of the City of Bartlett to breach the standards of ethical conduct set forth in this code.
- 3 **Conflicts of Interest.** It shall be a breach of ethics for any employee of the City of Bartlett to participate directly or indirectly in procurement when the employee knows that:
  - 1) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
  - 2) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
  - 3) any other person, business or organization with which the employee or any members of the employee's immediate family is negotiating or has an

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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arrangement concerning prospective employment is involved in the procurement.

- 4 Gratuities. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Bartlett, or for any employee or former employee of the City of Bartlett to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, requesting for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore pending before this local government.
- 5 Kickbacks. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Bartlett, or any person associated therewith, as an inducement for the award of a subcontract or order.
- 6 Contract Clause. The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation, therefore.
- 7 Confidential Information. It shall be a breach of ethics for any employee or former employee of the City of Bartlett knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.
- 8 The non-Federal entity's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- 9 The non-federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and condition of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.
- 10 The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and basis for the contract price.

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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- 11** (1) The Non-Federal entity may use a time-and-material type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:
- (i) The actual cost of materials; and
  - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
- (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- 12** The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

#### **Competition**

All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
- (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

# CITY OF BARTLETT

## FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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### **Five Methods for Procuring with Federal Funds**

2 CFR § 200.320 provides for five methods that must be used when making purchases with Federal funds. In some cases, these Federal methods are more restrictive than State requirements; in other cases, the State requirements are more restrictive than these Federal methods. In all cases, the City of Bartlett affirms the more restrictive requirements or methods must be followed when making purchases with Federal funds.

The type of purchase method and procedures required depend on the cost (and type, in some cases) of the item(s) or services being purchased.

- Micro-purchases
- Small purchase procedures
- Sealed bids
- Competitive proposals
- Noncompetitive proposals (sole source)

### **Micro-Purchases (Purchases up to \$3,000.00)**

Federal methods provide for procurement by *micro-purchase*. *Micro-purchase* is defined in 2 CFR § 200.320(a) as a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,000.00. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

The City of Bartlett utilizes the micro-purchases method for acquiring supplies or services that do not exceed an aggregate amount of \$3,000.00 if the price is reasonable. The program manager responsible for the Federal award determines if the price is reasonable.

Quotes are not required but encouraged. If quotes are obtained for items under \$3,500.00, they should be kept in the department and attached to the requisition.

### **Small Purchase Procedures (Purchases between \$3,000.01 and \$149,999.99 in the Aggregate)**

The Federal threshold for small purchase procedures is \$150,000. 2 CFR § 200.320(b).

*Small purchase procedures* (as defined in 2 CFR § 200.320[b]) may be used in those relatively simple and informal procurement methods for securing non-personal contracted services, supplies, or other property that do not cost more than \$149,999.99.

For purchases funded from *local funds*, to obtain the most competitive price, the City of Bartlett, may, at its option, obtain price quotes for items costing less than \$150,000. Unlike the mandatory competitive procurement described for purchases over \$150,000, if an item to be paid from local

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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funds costs less than \$150,000, the City of Bartlett may utilize price quotations or competitive procurement process (purchasing cooperatives, sole source, an existing RFP/bid or a new RFP/bid) to stimulate competition and to attempt to receive the most favorable pricing.

However, if using **State or Federal funds** to purchase goods or services, *price or rate quotations must be obtained* from an adequate number of qualified sources for all purchases between \$3,000.01 and \$49,999.99 or use the competitive procurement process. The City of Bartlett must obtain more than one price or rate quote unless using a purchasing cooperative, existing Bid/RFP or sole source vendor, in which case, the prices have already been awarded. If purchasing from a purchasing cooperative or existing Bid/RFP, the departments can elect to obtain only one quote to purchase the goods or services although it is recommended to obtain more than one quote. Such price or rate quotations may be obtained orally and/or documented in writing, and the City of Bartlett must demonstrate that price or rate quotations were obtained from an adequate number of qualified sources.

#### **Purchases \$150,000 or More in the Aggregate**

According to Texas law, one of the following competitive methods must be used for purchases of \$150,000 or more in the aggregate:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals, for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or
- (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

In addition, one of the three following methods must be used, depending on the circumstance described below, when purchasing with Federal funds: sealed bids (formal advertising); competitive proposals; or noncompetitive proposals (sole source).

#### *Sealed Bids (Formal Advertising)*

Bids are publicly solicited and a *firm fixed-price contract* (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids. The invitation for bids must be publicly advertised.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
- All bids will be opened at the time and place prescribed in the invitation for bids. The bids must be opened publicly.
- A firm fixed-price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

#### *Competitive Proposals*

A competitive proposal is normally used with more than one source submitting an offer, and either a *fixed price* or a *cost-reimbursement* type contract is awarded. (A *cost reimbursement contract* reimburses the contractor for actual costs incurred to carry out the contract.) Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and must identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
- Proposals must be solicited from an adequate number of qualified sources.



## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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- The City of Bartlett must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

When using Federal funds, the City of Bartlett may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

#### *Noncompetitive Proposals (Sole Sourcing)*

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using Federal funds only when one or more of the following circumstances apply:

- The item is available only from a single source and an equivalent cannot be substituted. This must be documented.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.

Additionally, *State* requirements related to sole source purchasing are, in some ways, more restrictive. In addition to the Federal requirements above, sole source purchases must meet established criteria:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly;
- A film, manuscript, or book;
- A utility service, including electricity, gas, or water; and
- A captive replacement part or component for equipment.

According to State requirements, sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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In this case, the City of Bartlett must document why only this product can meet their needs and that it is not available from any other vendor. In all cases, the City of Bartlett will obtain and retain documentation from the vendor which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.

#### **Contracting with Historically Underutilized Businesses (HUB), Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Firms**

The City of Bartlett will take all necessary steps to affirmatively assure HUBs, small and minority businesses, women's business enterprises, and labor surplus firms are notified of bidding opportunities and utilized whenever possible. Affirmative steps will include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in parts (1)-(5) above.

#### **Domestic preferences for procurements.**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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“Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

“Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

#### **Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### **Cost/Price Analysis for Federal Procurements in Excess of \$150,000**

In accordance with the requirements in 2 CFR § 200.324, the City of Bartlett will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market.

To accomplish this, before bids and proposals are received, the City of Bartlett conducts either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement with Federal funds in excess of \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the City of Bartlett will come to an independent estimate prior to receiving bids or proposals, 2 CFR § 200.324(a).

Accordingly, the City of Bartlett performs a cost or price analysis in connection with every Federal procurement action in excess of \$150,000, including contract modifications, as follows:

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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**Cost Analysis → Non-competitive Contracts:** A cost analysis involves a review of proposed costs by expense category, and the Federal cost principles apply, which includes an analysis of whether the costs are allowable, allocable, reasonable, and necessary to carry out the contracted services. In general,

- A cost analysis must be used for all non-competitive contracts, including sole source contracts.
- The Federal cost principles apply.
- All *non-competitive contracts* must also be awarded and paid on a *cost-reimbursement basis*, and not on a fixed-price basis.
- In a cost-reimbursement contract, the contractor is reimbursed for reasonable actual costs incurred to carry out the contract.
- Profit must be negotiated as a separate element of the price in all cases where there is no competition.

When performing a *cost analysis*, the City of Bartlett negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work, 2 CFR § 200.323(b).

**Price Analysis → Competitive Contracts:** A *price analysis* determines if the lump sum price is fair and reasonable based on current market value for comparable products or services. In general,

- A price analysis can only be used with *competitive* contracts and is usually used with fixed-price contracts. It cannot be used with non-competitive contracts.
- Compliance with the Federal cost principles is not required for fixed-price contracts, but total costs must be reasonable in comparison to current market value for comparable products or services.
- A competitive contract may be awarded on a fixed-price basis or on a cost-reimbursement basis. If awarded on a cost-reimbursement basis, the Federal cost principles apply and costs are approved by expense category, and not a lump sum.

Costs or prices based on *estimated* costs for contracts are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable costs under the Federal cost principles.

**Federal awarding agency or pass-through entity review.**

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The Non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification

## **CITY OF BARTLETT**

### **FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES**

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procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### **Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### **Contract Administration**

The City of Bartlett maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders, 2 CFR § 200.318(b). The program manager/director of the Federal award is responsible for monitoring contractor performance. The manager/director will compare actual performance of contract against projected performance and have the contractor explain any differences. They may also compare fees paid to date to contractor versus how far along the contractor is in performing the contractual duties. The manager/director may establish surveys of those directly benefitted by the contractor's work for feedback purposes.

## CITY OF BARTLETT

### FEDERAL GRANT PROCUREMENT POLICY AND PROCEDURES

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To ensure proper administration of contracts and any subgrants that may be awarded by the City of Bartlett, the City of Bartlett uses the following guidelines to determine whether each agreement it makes for the disbursement of Federal funds is a *contract*, whereby funds are awarded to a *contractor*, or a *subaward*, whereby funds are awarded to a *subrecipient*. The substance of the relationship is more important than the form of the written agreement, 2 CFR § 200.330.

#### *Subawards/Subgrants*

A *subaward/subgrant* is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. The City of Bartlett determines who is eligible to receive what Federal assistance, and a *sub recipient/subgrantee*:

- Has its performance measured in relation to whether objectives of a Federal program are met
- Has responsibility for programmatic decision making
- Is responsible for adhering to applicable Federal program requirements, and
- In accordance with the subgrant agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the City of Bartlett.

#### *Contracts*

A *contract* is for the purpose of obtaining goods or services for the City of Bartlett's own use and creates a procurement relationship with the contractor.

A *contractor*:

- Provides goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the Federal program, and
- Is not subject to compliance requirements of the Federal program as a result of the contract, though similar requirements may apply for other reasons

#### **Documentation for Contracts**

## CITY OF BARTLETT

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The City of Bartlett maintains the following written documentation, at a minimum, for each contract paid with Federal funds:

1. A copy of the written, signed contract/agreement for services to be performed
2. The rationale or procedure for selecting a particular contractor
3. Evidence the contract was made only to a contractor or consultant possessing the ability to perform successfully under the terms and conditions of the contract or procurement
4. Records on the services performed – date of service, purpose of service – ensuring that services are consistent and satisfactorily performed as described in the signed contract or purchase order
5. Documentation that the contractor was not paid before services were performed, and
6. Records of all payments made (such as a spreadsheet or report generated from the general ledger), including the total amount paid to the contractor

#### **Payment Only After Services Are Performed**

For both State and Federally funded contracts, it is not permissible under Texas law to pay a contractor or consultant in *advance* of performing services. Advance payment to contractors is considered “lending credit” to the contractor and is prohibited under the *Texas Constitution*, Article 3, §§ 50 and 52. For ongoing services that occur monthly, payment can be made at the end of every month (based on a proper invoice submitted by the contractor and verification of work performed) for services performed during the month, or some other similar arrangement.

Consultants and contractors will not be paid without having a properly signed and dated contract or other written agreement in place which clearly defines the scope of work to be performed, the beginning and ending dates of the contract, and the agreed-upon price. The contract should also include a description of the payment procedures.

Upon performance of services (at contract milestones or upon completion of services), the contractor is required to submit an *invoice* to the City of Bartlett that contains at a minimum the following:

- a clear identification of the contractor/consultant, including name and mailing address
- a corresponding contract (or written agreement) number, if applicable
- the dates (beginning and ending date) during which the services were performed (i.e., billing period)
- a description of the services/activities completed during the billing period
- the total amount due to the contractor for the billing period



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By submitting a properly-prepared invoice, the contractor is certifying that it is true and correct.

#### **Verification of Receipt of Goods and Services Provided by Contractors**

If the purpose of the contract or purchase order is to deliver goods, the City of Bartlett will designate the appropriate staff to verify that the quantity and quality of goods were as specified in the contract/purchase order. The receiving report and procedures used in all other State/local purchases will be used for all Federal purchases.

If the purpose of the contract is to purchase services, the contract manager along with the City Mayor will verify that the quality and scope of services were received as specified in the contract.

#### **Prompt Payment to Vendors/Contractors**

The City of Bartlett pays all vendors/contractors within thirty (30) days of receipt of a proper invoice and the receipt of the goods or services in accordance with the [Texas Prompt Payment Act](#). *Government Code, Chapter 2251, Subchapter A, for all contractors, and Property Code, Chapter 28 for Construction Contractors.*

#### **Suspension and Debarment**

The City of Bartlett will ensure, prior to award, that all contractors have met all the eligibility requirements outlined in state and Federal law. The following steps will be taken to ensure contractor eligibility for all services procured.

- Contractors: All contractors, including professional consulting and engineering firms, must be cleared via a search of the Federal System of Award Management ('SAM') to ensure the contractor is in good standing and has not been debarred. The SAM portal can be found here: <https://sam.gov/SAM/pages/public/searchRecords/search.jsf>.
- Subcontractors: Subrecipients must notify the selected prime contractors that it is the sole responsibility of the prime contractor to verify subcontractor eligibility based on factors such as past performance, proof of liability insurance, possession of a federal tax number, debarment, and state licensing requirements.