



# EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, October 18, 2022 at 6:30 PM  
212 North Race Street Everman, TX 76140

## AGENDA

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**1. MEETING CALLED TO ORDER**

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. CONSENT AGENDA**

**A.** Minutes

September 6, 2022 Special Council Meeting Minutes

September 6, 2022 Regular Meeting Minutes

September 20, 2022 Regular Meeting Minutes

**B.** Financials

September 2022

**5. PRESENTATIONS**

**A.** Boys & Girls Club of Fort Worth

**6. CITIZEN'S COMMENTS**

**7. DISCUSSION ITEMS**

**A.** Upcoming City Events - C. W. Spencer

**B.** Consideration of Appointment and/or Re-Appointment of citizens to select Boards, Commissions, and Committees

**C.** Review of a proposal for restructuring of the Public Works Department

**D.** Staff Report - Proposed Regional Communications Center - Chief C. W. Spencer

**E.** American Rescue Plan Funds Proposed Allocations Review - C. W. Spencer

**8. CONSIDERATION AND POSSIBLE ACTION**

**A.** Approve Interlocal Agreement between the City of Everman, Texas, and the City of Forest Hill, Texas, for Rabies Control and the Shared Use of the City of Everman Animal Shelter

- B.** Approve the creation of a Parks & Municipal Maintenance Superintendent position and proposed Job Description as presented by the City Manager
- C.** Approve the creation of a Public Works Administrative Coordinator position and the proposed job description as provided by the City Manager
- D.** Approve the allocation of \$6,000.00 of American Rescue Plan Funds for the procurement of laptop computers designated for use by the Everman City Council
- E.** Approve the allocation of \$30,000.00 of American Rescue Plan Funds for Police Department and Public Works Facility Repairs and Improvements
- F.** Approve the allocation of \$25,000.00 of American Rescue Plan Funds for Police Department Furniture
- G.** Approve the allocation of \$72,000.00 of American Rescue Plan Funds for implementation and first two years annual costs of electronic data storage system and conversion through Terralogic Document Systems.

**9. EXECUTIVE SESSION**

**10. CITY MANAGERS REPORT**

**11. MAYOR’S REPORT**

**12. ADJOURN**

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday December 31, 2021.

/s/ Mindi Parks  
City Secretary

*Citizens may watch city council meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: [www.evermantx.us/government/citycouncil/](http://www.evermantx.us/government/citycouncil/)*

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- A. Section 551.071 - Pending or Contemplated Litigation or to Seek Advice of the City Attorney.
- B. Section 551.072 - Purchase, Sale, Exchange, Lease, or Value of Real Property.
- C. Section 551.073 - Deliberation Regarding Prospective Gift.
- D. Section 551.074 - Personnel Matters.
- E. Section 551.087- Deliberation Regarding Economic Development Negotiations.
- F. Section 551.089 - Deliberations Regarding Security Devices or Security Audits.

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# EVERMAN CITY COUNCIL SPECIAL MEETING

Tuesday, September 06, 2022 at 6:00 PM

213 North Race Street Everman, TX 76140

## MINUTES

### 1. MEETING CALLED TO ORDER

Mayor called the meeting to order at 6pm.

#### PRESENT

- Place 1 Linda Sanders
- Place 2 Carolyn Renfro
- Place 3 Johnnie Allen
- Place 4; Mayor Pro-Tem Susan Mackey
- Place 5 Judy Sellers
- Mayor Ray Richardson

#### ABSENT

- Place 6 Miriam Davila

#### Others Present:

- Mindi Parks, City Secretary
- Craig Spencer, City Manager
- Susanne Helgesen, Finance Director
- Jennifer Nateros, Human Resource Director
- Troy Schrader, Police Officer

### 2. CONSIDERATION AND POSSIBLE ACTION

- A. CERTIFICATION OF UNOPPOSED CANDIDATE, CAROLYN RENFRO, FOR THE OFFICE OF EVERMAN CITY COUNCIL PLACE 2

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Motion made by Place 3 Allen, Seconded by Place 4; Mayor Pro-Tem Mackey.  
 Voting Yea: Place 1 Sanders, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Mayor Richardson  
 Voting Abstaining: Place 2 Renfro

- B. Approve Ordinance # 789 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS ISSUING AN ORDER CANCELLING THE NOVEMBER 8, 2022 SPECIAL

ELECTION; DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.  
Voting Yea: Place 1 Sanders, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Mayor Richardson  
Voting Abstaining: Place 2 Renfro

C. ADMINISTRATION OF THE OATH OF OFFICE TO CAROLYN RENFRO FOR EVERMAN CITY COUNCIL PLACE 2

City Secretary Mindi Parks administered the Oath of Office to Carolyn Renfro.

3. ADJOURN

Mayor adjourned the meeting at 6:05pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday September 2, 2022.

/s/ Mindi Parks  
City Secretary

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# EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, September 20, 2022 at 6:30 PM

212 North Race Street Everman, TX 76140

## MINUTES

**1. MEETING CALLED TO ORDER**

Mayor called meeting at 6:31pm.

**PRESENT**

- Place 1 Linda Sanders
- Place 2 Carolyn Renfro
- Place 3 Johnnie Allen
- Place 4; Mayor Pro-Tem Susan Mackey
- Place 5 Judy Sellers
- Place 6 Miriam Davila
- Mayor Ray Richardson

**Others Present:**

- Mindi Parks, City Secretary
- Craig Spencer, City Manager
- Susanne Helgesen, Finance Director
- Michael Nicoletti, Director of EDC

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. CONSENT AGENDA**

A. August 2022

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.  
 Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey,  
 Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion carried

**5. PRESENTATIONS**

A. Oath of Office - Officer Tiffany Long

Did not show.

B. Proclamation - Hunger Action Month 2022

Mayor read the Proclamation. Presented it to Jared Williams.

C. Tarrant Area Food Bank - Dr. Jared Williams, Vice President

Jared Williams started out by thanking the council for the amazing work they do for the city. Jared stated that the Tarrant County Food Bank which is the area food bank serves 13 counties and serves over five hundred thousand people. They are also apart of a network called Feeding America and they are regularly doing studies that Map the Meal gaps. There is a website that tracks all this information and can be viewed. Jared stated that they do have two food distribution centers. One is in downtown Fort Worth, and they just opened one a year ago in Parker County. They started as a Food Bank in 1982 as Food Bank of Greater Tarrant County. This is the largest non-health care, non-educational, non-profit organization in Tarrant County. They have 120 full-time employees with volunteers 20k visits, 60k hours with the two locations in Tarrant County and Parker County and they are celebrating the 40th Anniversary. Jared stated that they also partner with the following national and regional organizations; Feeding America, Feeding Texas, USDA, Texas Department of Agriculture, and AIB International. He also stated that the sources of food Pre Covid-19 were provided by one percent purchased, Government provided 44 percent and 55 percent was donated. Jared also mentioned that the Feeding Texas network of 21 food banks serves all 254 counties in Texas through over 3 thousand local partners, feeding more than 4 million Texans annually. Jared stated also the hunger statistics and 1 of 6 people struggles with hunger, 1 in 4 children don't always have enough food to eat, and with that 10 dollars would provide 50 meals. Jared stated that the root causes of Food Insecurity includes cost of living, stagnant/limited living wages, crisis: divorce, job loss, disability. Lack of access to affordable, healthy food, childcare and other supportive resources for employment, higher rates of chronic diseases that increase medical expenses, and systemic inequalities. With the help of all the affiliates with the donations and partnerships it is possible that we provide 1,000,000+ nutritious meals each week. TAFB works hard to ending hunger and love to educate on this matter as well. They strive to improving access to healthy food by having programs and youth programs which would consist of School Pantries & mobile distributions and after school and summer camps, and Nutrition Education Workshops as well. Jared mentioned that they do have long-term concerns for TAFB. These would include increase food and resource needs, disparate communities, population growth, volunteer shortages, lack of partner agencies, higher operating costs, and capital expenses. Jared stated that they have been doing case studies for Grocery Retail Solutions. Retail Solution Case Study 1 is a Mobile Marketplace. This is a single-aisle, mobile grocery store. The food bank owns and operates the vehicle while the grocery partner stocks food and runs cashier station. Jared also mentioned the retail solution Park-It Market. This is a free walk-up mobile grocery store that the food bank owns and operates the vehicle and stocks food. Jared also stated that retail solution groceries on the go is in the making and started as well and this the food bank owns vehicle and purchases food specially for selling in low-access areas, since donated food cannot be resold. Partners with local hospital to provide medically-tailored groceries. TAFB is delivering mobile solutions and continuing to stop the hunger. Jared urges anyone to be a hunger hero and make a difference, volunteer, partner, donate and advocate. Jared is so excited to be a part of this and sharing the vision of TAFB. Council and Mayor is excited to possibly partner with TAFB with their new Senior Citizens program and Jared stated how that would work with coordinating with the Senior Citizen group and they would also get the food to the seniors that are home bound also. Jared did confirm that this is the same bank that serves here in Everman once a month. Council asked how the volunteer sign-up worked and Jared stated that they have a volunteer link which takes them to the volunteer page and that is how it basically works. They have volunteer centers that receive the pallets of food that the volunteers have to break down and potatoes is one of them that have to be bagged up since they do not come that way already.



Jared stated that there is a lot of preparation concerning the banks and volunteers are very important to have. Jared stated also that a partner agency here in Everman is the Everman Methodist Church. Just giving them an example of the partnerships. Jared wanted to brief council and see what would benefit us. This will be a discussion and will be brought back at a later meeting to discuss partnership with the TAFB.

**6. CITIZEN’S COMMENTS**

**7. DISCUSSION ITEMS**

**8. CONSIDERATION AND POSSIBLE ACTION**

- A. APPROVE ORDINANCE #790 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, AUTHORIZING THE CITY MANAGER’S EXECUTION OF CORRECTION INSTRUMENTS FOR NINE LOTS IN BLOCK 3, OUT OF THE EUREKA ADDITION, SITUATED IN THE CITY OF EVERMAN, TARRANT COUNTY, TEXAS, WHICH WERE PURCHASED BY THE EVERMAN ECONOMIC DEVELOPMENT CORPORATION.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.  
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- B. APPROVE ORDINANCE #791 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, RATIFYING, AUTHORIZING, AND APPROVING THE CONVEYANCE OF CERTAIN TRACTS OF LAND, BEING LOT 11R AND LOT 12R, BLOCK 2 OF THE EUREKA ADDITION TO THE CITY OF EVERMAN, TARRANT COUNTY, TEXAS, TO THE EVERMAN ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE CITY MANAGER’S EXECUTION OF ECONOMIC DEVELOPMENT PERFORMANCE AND 380 AGREEMENT BETWEEN THE CITY OF EVERMAN, THE EVERMAN ECONOMIC DEVELOPMENT CORPORATION, AND MUNEY DEVELOPMENT PARTNERS, LLC, INCLUDING ALL PROPERTY TRANSFER DOCUMENTS CONTAINING CERTAIN TERMS AND CONDITIONS.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 6 Davila.  
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- C. Approve Variance for Muney Development Partners, LLC to allow for Mixed Use of C-1 Neighborhood Commercial and Multi-Story Condominium Residential for the following lots: Blk 3, Lot 3R (404 King), Blk 2, Lot 11R (405 King Street), Blk 3, Lot 2R (406 King), Blk 3, Lot 1R (408 King), Blk 2, Lot 12R (403 King Street), Blk 2, Lot 6R (406 N. Race), Blk 2, Lot 7R (408 N. Race), Blk 2, Lot 8R (410 N. Race), Blk 2, Lot 9R (412 N. Race), Blk 3, Lot 4R (502 N. Race), and Blk 2, Lot 10R (414 N. Race)

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.  
Voting Yea: Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson  
Voting Nay: Place 1 Sanders

Motion Carried.

**9. EXECUTIVE SESSION**

- A. Section 551.074 - Past performance, evaluation, and consideration of continued services with Bojorquez Law Firm, PLLC for legal representation of the City of Everman, Everman Economic Development Corporation, and the Everman Municipal Court of Record

Mayor opened into Executive Session at 7:10pm.

Mayor adjourned the Executive Session at 7:34pm.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers to approve to terminate any and all agreements with the Bojorquez Law Firm as it relates to legal services provided for the City of Everman, Everman Economic Development Corporation and the Everman Municipal Court of Record effective immediately.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried

- B. Section 551.074 - Consideration of appointment to provide legal services to the City of Everman and the Everman Economic Development Corporation in connection with general legal services.

Motion made by Place 5 Sellers, Seconded by Place 4; Mayor Pro-Tem Mackey to appoint Nichols/Jackson/Dillard/Hager and Smith LLP to pro legal services to the City of Everman and Everman Economic Development Corporation in connection of general legal services effective immediately and authorize the Mayor to execute the proposed letter of engagement of said firm.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- C. Section 551.074 - Consideration of appointment of City Prosecutor for the express primary purpose of prosecuting Everman Municipal Court of Record cases

Motion made by Place 6 Davila, Seconded by Place 1 Sanders to appoint Craig Magasen attorney at law as the Everman Municipal Court of Record prosecutor and authorize the Mayor to execute the proposed retainer agreement.

Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

**10. TAKE ANY ACTION AS A RESULT OF EXECUTIVE SESSION**

City Manager was not present.

**11. CITY MANAGERS REPORT**

City Manager was not present at this meeting.

**12. MAYOR'S REPORT**

Mayor had a comment about the meeting today about the Flood Study. Teague Neal and Perkins will be given the contract for our Flood Study. This will be more regional than local and will cover all aspects of water shed. Once this is approved in November they will get started surveying and gathering information and documentation that we have related to the flood. That is all the Mayor has to report.

**13. ADJOURN**

Mayor adjourned meeting at 7:38pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday September 16, 2022.

/s/ Mindi Parks  
City Secretary

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# EVERMAN CITY COUNCIL REGULAR MEETING

Tuesday, September 06, 2022 at 6:30 PM

213 North Race Street Everman, TX 76140

## MINUTES

**1. MEETING CALLED TO ORDER**

Mayor called meeting to order at 6:32pm.

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. CONSENT AGENDA**

A. Previous Meeting Minutes

July 22, 2022 Budget WorkShop

July 26, 2022 Budget WorkShop

August 2, 2022 Regular Meeting

August 9, 2022 Special Meeting

August 16, 2022 Regular Meeting

August 29, 2022 Special Meeting

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 6 Davila.  
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

B. Financial Reports

June 2022

July 2022

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 6 Davila.  
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

**5. PRESENTATIONS**

A. Everman Fire Department - Truck 19

Delayed a few days. Truck not here.

**6. CITIZEN'S COMMENTS**

**7. DISCUSSION ITEMS**

- A. Review of Transportation Alternatives Set-aside Program (TAP) - Potential funding for sidewalks and shared paths; a multijurisdictional project between the Cities of Everman, Fort Worth and Tarrant County.

Craig stated that this is a project that would provide safe routes to and from school and is called a TAP Project. This is something that Council Woman Johnnie Allen has been talking about and wanting for the last few years for our citizens. This is potential funding for sidewalks and shared paths, a multijurisdictional project between the Cities of Everman, Fort Worth and Tarrant County. This is funding that is available through TXDOT and they provide funding for the analysis for the data that we are going to submit to them to provide sidewalks and shared paths if approved. The evaluation phase of this project is complete and Craig just wanted to brief the council on this. Craig at this time displayed the map of said areas around Shelby Road, Baxter, and the High School for the sidewalks and shared paths. This will come back before council for an update at a later date.

- B. Update and Discussion related to the City of Fort Worth Zoning Case #22-102 located at 4401 Enon Avenue

Craig stated that there is not much of an update just still opposing this and waiting on the meeting for the Fort Worth City Council. Copy of letter that was sent in opposing of this has been given to council.

- C. Discussion of potential North Race Street Development - Michael Nicoletti

Nicoletti stated he wanted to give the council some information on this development.

September 20th there will be back to back meetings for council and EDC. 8.2 million dollar project.

**8. CONSIDERATION AND POSSIBLE ACTION**

- A. Approve Ordinance #788 - AN ORDINANCE OF THE CITY OF EVERMAN, TEXAS AMENDING CHAPTER 2, ARTICLE II, SECTION 2-22 IN ORDER TO ADOPT CITY COUNCIL POLICIES AND PROCEDURES TO REGULATE MEETINGS AND OTHER ACTIVITIES OF THE CITY COUNCIL AND OTHER APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES OF THE CITY; REQUIRING THAT A COPY OF SUCH POLICIES AND PROCEDURES BE KEPT ON FILE IN THE CITY SECRETARY'S OFFICE; REPEALING ORDINANCES, PART OF ORDINANCES AND PREVIOUS POLICIES IN CONFLICT HERewith, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 5 Sellers.  
 Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- B. PUBLIC HEARING AND CONSIDERATION OF AN ORDINANCE OF THE CITY OF EVERMAN, TEXAS, AMENDING THE OFFICIAL ZONING MAP TO REZONE

APPROXIMATELY 1.2 ACRES, BEING SHELBY COUNTY SCHOOL LAND SURVEY ABSTRACT 1375 TRACTS 32A AND 32A06, FROM A1 – SINGLE-FAMILY HOUSING DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL DISTRICT, TO ALLOW FOR THE DEVELOPMENT OF A SMALL STRIP CENTER THAT WILL POTENTIALLY INCLUDE A LIQUOR STORE, A PROPOSED RESTAURANT, AND 4 ADDITIONAL LEASED RETAIL SHOPS; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING. THIS DEVELOPMENT WILL ALSO INCLUDE A PROPOSED ADDITION AND RENOVATION OF THE EXISTING CHEVRON FUEL STATION AND CONVENIENCE STORE.

Mayor opened up Public Hearing at 6:46pm

Michael Nicoletti at this time displayed the entire development for the council and citizens to see call On the Patio, Restaurant and Bar. A representative from this development came today to share that 73 signed the petition in favor for this project and a big portion is in Everman and some are not. They feel they have a lot to give to the City of Everman also. A few people spoke in opposition on this development in hopes not to see another liquor store in Everman and some did not wish to speak.

Mayor closed Public Hearing at 7:06pm.

Motion made by Place 4; Mayor Pro-Tem Mackey, Seconded by Place 1 Sanders.  
Voting Yea: Place 1 Sanders, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson  
Voting Abstaining: Place 2 Renfro, Place 3 Allen

Motion Carried.

- C. APPROVE VARIANCE REQUEST FOR PROPERTY LOCATED AT 100 & 108 N. FOREST HILL DRIVE, PERMITTING A 20-FOOT SETBACK ON THE EAST PROPERTY LINE TO ALLOW FOR AN APPROPRIATE FIRE LANE. STAFF RECOMMENDS APPROVAL.

Motion made by Place 5 Sellers, Seconded by Place 1 Sanders.  
Voting Yea: Place 1 Sanders, Place 2 Renfro, Place 3 Allen, Place 4; Mayor Pro-Tem Mackey, Place 5 Sellers, Place 6 Davila, Mayor Richardson

Motion Carried.

- D. Casts vote for the TML Intergovernmental Risk Pool Board of Trustees Election for Places 6, 7, 8, and 9.

Consensus from council with the votes for

Place 6 Allison Heyward

Place 7 Mary Dennis

Place 8 Brett Haney

Place 9 Stephanie Fisher

**9. EXECUTIVE SESSION**

Did not convene into executive session.

**10. CITY MANAGERS REPORT**

Craig will not be at the next meeting. He will be sending information out to council.

**11. MAYOR'S REPORT**

Mayor had nothing to report.

**12. ADJOURN**

Mayor adjourned the meeting at 7:15pm.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday September 2, 2022.

/s/ Mindi Parks  
City Secretary

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**CITY OF EVERMAN**  
212 North Race Street Everman, TX 76140  
**STAFF REPORT**

**AGENDA TITLE:** Consideration of Appointment and/or Re-Appointment of citizens to select Boards, Commissions, and Committees

**MEETING DATE:** 10/18/2022

**PREPARED BY:** C. W. Spencer

**RECOMMENDED ACTION:**

No Recommendation at this time

**BACKGROUND INFORMATION:**

The following Board, Commission, or Committee Appointments have expired and require re-appointment or appointment of another registered voter:

**\*\*Economic Development Corporation\*\***

- Burl Hollingsworth
- Jim Bauer

**\*\*Library Board\*\***

- Vicky Garza
- Jeanine Baxter
- Patsy Malone
- Johnnie Allen

Additionally, the following Boards, Commissions, or Committees have vacancies:

Animal Control Advisory Board (3)

Board of Adjustments (will require 5 Appointees)

Senior Citizen Advisory Board (# to be determined by Council)

**FISCAL IMPACT:**

None

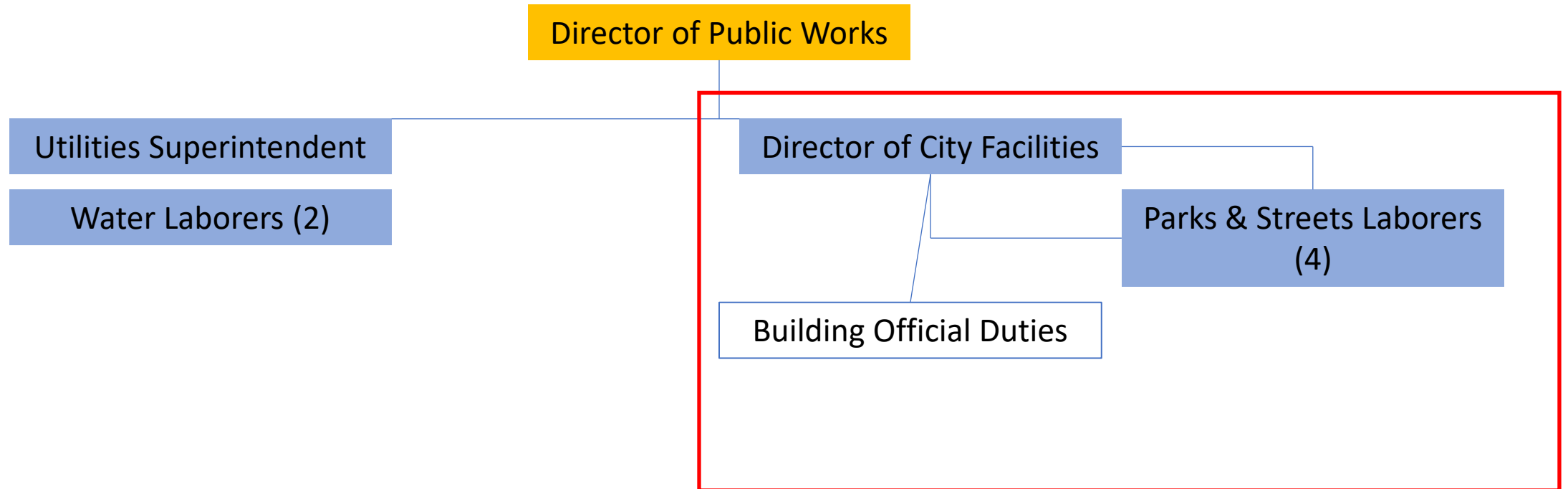






# Public Works Department Staff Restructuring

# Current Staffing Structure



# Proposal

- Eliminate Director of City Facilities position
- Eliminate Two Full-Time Laborer positions
- Create Parks & Streets Superintendent position
- Utilize Third-Party for Building Official Services
- Create Part-Time Administrative Assistant Position

# Budgetary Comparison

## Current

Position	Annual Salary
Director of City Facilities	\$89,982
Laborer 1	\$34,798
Laborer 2	\$37,274
Laborer 3	\$37,274
Laborer 4	\$37,274
<b>Total</b>	<b>\$236,602</b>

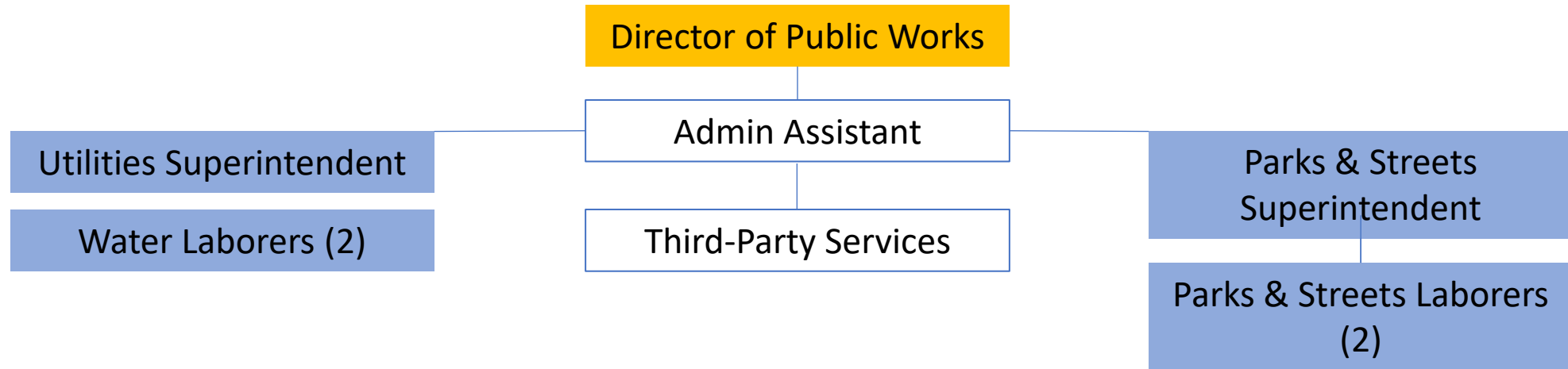
## Proposed

Position	Annual Salary
Third Party Building Official	\$40,000
Superintendent	\$52,312
Laborer 1	\$37,274
Laborer 2	\$37,274
Admin Assistant	\$26,907
Third Party Mowing	\$50,000
<b>Total</b>	<b>\$243,767</b>
<b>*Additional Benefit Savings</b>	<b>-\$35,449</b>
<b>Difference</b>	<b>\$208,318</b>

Anticipated Savings: **\$28,284**

\*Additional benefit savings is calculated from the elimination of two full-time positions. This is the cost of medical, dental, vision, retirement and other benefits.

# Proposed Staffing Structure





**2.**  
**DEFINITIONS**

For the purposes of this Agreement, the following definitions shall apply:

**ACT** shall mean the Rabies Control Act of 1981, codified as Chapter 826 of the Texas Health and Safety Code and any subsequent recodification, supplement or revision.

**ANIMAL** shall mean any living, vertebrate creature, domestic or wild, other than homo sapiens.

**ANIMAL SHELTER** shall mean a facility located in Everman, Texas, which is operated by Everman for the purpose of impounding and caring for Animals as prescribed by law.

**BITE** shall mean a bite or scratch capable of transmitting Rabies, which is inflicted by an Animal on a human.

**BITE ANIMAL** shall mean an Animal that has inflicted a Bite or scratch capable of transmitting Rabies to a human.

**CAT** shall mean a commonly domesticated member of the Felidae (feline) family, other than a lion, tiger, bobcat, jaguar, panther, leopard, cougar, or other prohibited Animal.

**DANGEROUS DOG** shall mean a Dog that makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the Dog is being kept and that was reasonably certain to prevent the Dog from leaving the enclosure on its own; or commits unprovoked acts in a place other than an enclosure in which the Dog was being kept and that was reasonably certain to prevent the Dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the Dog will attack and cause bodily injury to that person.

**DAY** shall mean a calendar day or any part thereof.

**DOG** shall mean canis familiaris.

**QUARANTINE** shall mean the strict confinement of a Bite Animal, in accordance with the Act and the Rules.

**RABIES** shall mean an acute viral disease of man and Animal affecting the central nervous system and usually transmitted by an Animal Bite.

**RULES** shall mean the rules adopted by the Texas Department of State Health Services for Rabies control and eradication under 25 TAC § 169.21 et seq.

**STRAY** shall mean roaming with no physical restraint beyond the premises of an Animal Owner or keeper.



**3.**  
**TERM**

Unless terminated pursuant to the terms herein, this Agreement shall be for the following temporary term, beginning on August 17, 2022, and ending on September 30, 2023. In addition, the term may be extended by mutual written agreement of the Parties for up to two additional one-year terms.

**4.**  
**SERVICES BY EVERMAN**

- A. Hours. Everman agrees to perform the services described herein for Forest Hill between regular operating hours of the animal shelter. In the event that Everman personnel are not available, Forest Hill personnel will have access to the animal shelter for the purpose of securing impounded animals after hours.
- B. Service Calls and Rabies Response. In the manner and to the extent that it deems appropriate and in accordance with the Rules and the Act, Everman will process and ship for Rabies testing such Bite Animals which are delivered by Forest Hill officials to Everman.
- C. Impoundment of Animals. Everman will board Animals delivered to the Animal Shelter by Forest Hill officials pursuant to Section 6 of this Agreement.

**5.**  
**DUTIES OF FOREST HILL**

- A. Forest Hill agrees that it will retain all responsibility for enforcement of all aspects of the Act not covered in Paragraph 4 of this Agreement, including criminal enforcement.
- B. Forest Hill agrees that it will pursue, at its discretion, the issuance and execution of warrants or other court orders necessary for the seizure of Animals requiring Quarantine or testing under Section 4.C. of this Agreement, whose owners have failed or refused to place them for Quarantine or testing. Forest Hill further agrees that Everman is not required to pursue the issuance and execution of such warrants.

**6.**  
**IMPOUNDMENT AND DISPOSITION OF ANIMALS**

- A. A live, Stray Animal impounded by Forest Hill and delivered to the Animal Shelter under this Agreement shall be held for a period of not less than seventy two (72) hours (the “Standard Holding Period”), unless released earlier to its owner (“Animal Owner”) or as described in subsection 6.D. below. The Standard Holding Period shall commence on the day the Animal is delivered by Forest Hill to the Shelter (the “Intake Day”) and end at 12:01 a.m. on the day following the third full 24-hour day after the Intake Day. A quarantined Animal impounded by Forest Hill and delivered to Everman shall be held or presented for testing according to the Act and the Rules and shall be held for the state-mandated ten (10) day observation period, starting at the time the bite occurred (the

“Standard Quarantine Period”). Forest Hill shall provide in writing to Everman the date of the Bite incident and the Animal's date of release from Quarantine. Forest Hill shall pay charges for impounded Dogs and quarantined Animals as specified in Exhibit “A.”

- B. Prior to the expiration of the Standard Holding Period or the Standard Quarantine Period, as may be applicable, Everman may humanely destroy an impounded or quarantined Animal if the Everman Animal Control Officer or the Everman Animal Control veterinarian recommends and approves such action if the Animal is in great pain and suffering due to an injury and probably will not recover.
- C. Impounded Animals will be released to the Animal Owner upon:
  - (1) Proof of identification;
  - (2) Payment of all fees in accordance with the Forest Hill and Everman fee schedules;
  - (3) Vaccination of the Animal against Rabies at the Animal Owner’s expense if the Animal is a Dog or a Cat over 12 weeks of age and the Animal Owner does not have an unexpired Rabies vaccination certificate for the Animal.
- D. The ownership of impounded or quarantined Animals from Forest Hill that have not been on or prior to the expiration of the Standard Holding Period or Standard Quarantine Period been released to the Animal Owner, or submitted for Rabies testing, shall lie with Forest Hill, and Forest Hill authorizes Everman to place such Animals for adoption, to transfer them to other Animal humane welfare organizations, or to be humanely euthanized, at the sole discretion of Everman. Forest Hill specifically authorizes Everman to humanely euthanize all Animals from Forest Hill that are not released to the Animal Owner or which have not been requested to be released to said Animal Owner, adopted or transferred prior to expiration of the Standard Holding Period or state law Quarantine period.
- E. All quarantined Animals from Forest Hill not reclaimed by the Animal Owner will be humanely disposed of pursuant to Section 6.D. above, and Forest Hill will be billed for any costs incurred for disposal.
- F. Forest Hill will be billed only for costs incurred and associated with impounded Animals and quarantined Animals delivered by Forest Hill.
- G. Everman will impound and hold Animals from Forest Hill which have been seized only under Chapters 821 or 822 of the Texas Health and Safety Code.

**7.**  
**EXCLUSIONS**

- A. Nothing in this Agreement shall be deemed as designating Everman or an officer or employee of Everman as the “local health authority” or “local rabies control authority” of Forest Hill as those terms are defined or used in Title 10 of the Texas Health and Safety Code.
- B. Nothing in this Agreement shall be deemed as requiring Everman to investigate reports of Dangerous Dogs, to register Dangerous Dogs, or otherwise regulate Dangerous Dogs in

Forest Hill under the authority of Chapter 822, Subchapter D of the Texas Health and Safety Code.

- C. Nothing in this Agreement shall be deemed as requiring Everman to Quarantine or present for testing domestic Animals that have been bitten by or directly exposed by physical contact to a rabid Animal or its fresh tissues. Everman shall not impound Stray Animals if Forest Hill fails to enact and maintain rules or ordinances pursuant to Sections 826.015 and 826.033 of the Act that require Animals to be restrained at all times.

**8.**

**RESPONSIBILITY FOR EMPLOYEES**

Everman employees who provide services under this Agreement are deemed to be Everman employees when providing such services. Everman will exercise complete control over the hiring, training, supervision, and conduct of such employees. Everman will be responsible for all wages and applicable payroll deductions, unemployment taxes, workers' compensation insurance, vacations, holidays, and fringe benefits for such employees and for all uniforms, vehicles, and equipment used by such employees for providing services under this Agreement. Forest Hill shall have no direct supervisory authority over such employees except in emergency situations where the exercise of supervision by Forest Hill becomes necessary for resolution of the emergency.

**9.**

**COMPENSATION**

- A. As fair compensation for the services rendered, Forest Hill agrees to pay Everman for its services based on the schedule attached hereto as Exhibit "A", as pertinent, which is hereby incorporated as a part of this Agreement as if it were set forth at length. Everman may adjust any fee listed in Exhibit "A" during the term of this Agreement by giving Forest Hill 120 days' written notice.
- B. Head and shipment preparation fees shall be as described in Exhibit "A".
- C. Forest Hill will not pay Everman more than \$20,000.00, in total per contract year, for services rendered during the term of this Agreement. This amount shall herein constitute a not to exceed limitation placed upon this Agreement, and when such amount is reached, Everman will cease providing such services. Everman agrees to provide Forest Hill with an itemized monthly bill. Forest Hill agrees to promptly pay such bills upon presentation by Everman, such payments to be made from current revenues available to Forest Hill, within thirty (30) days of receipt. In the event of the termination of this Agreement, Everman shall bill Forest Hill for any outstanding balance, regardless of the amount but subject to the not-to-exceed limitation, and Forest Hill agrees to promptly pay such bill, within thirty (30) days of receipt.
- D. Pursuant to the requirements of Section 791.011(d)(3) of the Texas Government Code, the amount due Everman shall be paid from revenues available to Forest Hill in that current fiscal year.

**10.**  
**FEES CHARGED ANIMAL OWNERS**

Forest Hill hereby agrees that Everman may charge, or cause to be charged, the fees set out in Exhibit “B” to the Animal Owner that have been impounded or quarantined. Exhibit “B” is hereby incorporated as a part of this Agreement as if it were set forth at length. Everman is hereby authorized to increase said fees during the terms of this Agreement by giving Forest Hill 120 days’ notice. Notwithstanding the fees charged to Animal Owners, Forest Hill shall remain responsible to Everman for the fees set out in Exhibit “A.,” subject to the annual not-to-exceed limitation described in Section 9. C.

**11.**  
**LIABILITIES**

- A. To the extent permitted by law, Forest Hill shall be responsible for all work-related deaths, injuries or diseases of Forest Hill employees, and for property damage, personal injury or death caused by such employees, relating to work provided pursuant to this Agreement.
- B. To the extent permitted by law, Everman shall be responsible for all work-related deaths, injuries or diseases of Everman employees, and for property damage, personal injury or death caused by Everman employees or volunteers relating to work provided pursuant to this Agreement.
- C. Forest Hill shall be responsible for all property damages, personal injuries and death caused by the use of Forest Hill equipment and vehicles or caused by Forest Hill employees or volunteers pursuant to this Agreement. Furthermore, Forest Hill shall be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen by Forest Hill employees or volunteers during the provision of services hereunder.
- D. Everman shall be responsible for all property damages, personal injuries and death caused by the use of Everman equipment and vehicles or caused by Everman employees or volunteers pursuant to this Agreement. Furthermore, Everman shall be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen caused by Everman employees or volunteers during the provision of services hereunder.

**12.**  
**IMMUNITY & THIRD PARTIES**

- A. Forest Hill expressly waives its right to assert immunity from suit for a claim forming the basis of a suit between Everman and Forest Hill alleging a breach of this Agreement. Forest Hill does this as consideration for Everman’s offer to enter into this Agreement with Forest Hill. No third party may use this waiver in any way and no waiver of immunity in favor of a third party is intended by this Agreement.
- B. Nothing in this Agreement shall be construed to expand the liability of City or Forest Hill beyond the scope of Chapter 101 of the Texas Civil Practice and Remedies Code unless specifically stated herein.

**13.**  
**TERMINATION**

It is further agreed by and between Everman and Forest Hill that Everman and Forest Hill shall each have the right to terminate this Agreement upon thirty (30) days written notice to the other Party.

**14.**  
**ENTIRETY**

This Agreement contains all commitments and agreements of the Parties hereto, and no other oral or written commitments shall have any force or effect if not contained herein.

**15.**  
**MODIFICATION**

This Agreement may be modified by the mutual agreement of the Parties, if the modification is in writing and signed by Everman and Forest Hill.

**16.**  
**SEVERABILITY**

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

**17.**  
**AUTHORITY**

This Agreement is made for Everman and Forest Hill as an Interlocal Agreement pursuant to Chapter 791 of the Texas Government Code.



If to Forest Hill:

City of Forest Hill  
Attn: Venus Wehle  
Interim City Manager  
3219 E California Parkway  
Forest Hill, Texas 76119  
Email:  
vwehle@foresthilltx.org

The designation of the person to whom and the place to which notices are to be mailed or delivered may be changed by either Party by giving notice to the other Party.

**Remainder of Page Intentionally Blank**



SIGNATURE PAGE

INTERLOCAL AGREEMENT BETWEEN THE CITY OF EVERMAN, TEXAS AND THE CITY OF FOREST HILL, TEXAS, FOR RABIES CONTROL AND THE SHARED USE OF THE CITY OF EVERMAN ANIMAL SHELTER

CITY OF EVERMAN

CITY OF FOREST HILL

C. W. Spencer  
City Manager

Venus M. Wehle  
Interim City Manager

Date:

Date: 8/17/2022

APPROVED

Alan Wayland  
City Attorney  
City of Everman

Courtney Morris  
Asst. City Attorney  
City of Forest Hill

ATTEST:

Mindi Parks  
City Secretary  
City of Everman

Amy L. Anderson  
City Secretary  
City of Forest Hill



**EXHIBIT A**

**SCHEDULE OF FEES TO BE PAID BY FOREST HILL**

Impoundment/Boarding Fee:

Forest Hill shall pay Everman only costs incurred as a result of impounding or quarantining an animal from Forest Hill, not to exceed \$400.00 per animal.

SPECIMEN HEAD PREPARATION AND SHIPMENT  
Per Animal Head Specimen

\$200.00 per specimen

**EXHIBIT B**

**SCHEDULE OF FEES TO BE PAID TO EVERMAN  
BY CITIZENS OF FOREST HILL FOR SERVICES  
RENDERED**

Adoption Fee Per Animal	\$20.00
Corpse Removal Fee	\$20.00
Euthanasia at the owner's request	
Owner disposes of corpse	\$35.00
City disposes of corpse	\$60.00
Cat Trap Deposit (deposit refunded upon return of trap)	\$80.00
Dog Trap Deposit (deposit refunded upon return of trap)	\$250.00
Impoundment Fee per Animal	
First Impoundment	\$35.00
Second Impoundment	\$50.00
Third Impoundment	\$75.00
Boarding Fee	\$15.00/day
Owner's Request for pick-up of personal pet	\$35.00



## JOB DESCRIPTION

Effective Date: \_\_\_\_\_



Section 8, Item B.

Title:	<b>Parks &amp; Municipal Maintenance Superintendent</b>	FLSA Status:	Non-Exempt
Department:	Public Works	Essential Status:	Essential
Division:	Parks & Streets	Pay Grade:	G
Reports to:	Director of Public Works		

### **BRIEF DESCRIPTION:**

The Parks & Municipal Maintenance Superintendent is responsible for the day-to-day operations of the Municipal Maintenance Department. This includes supervision of the Municipal Maintenance Crew and all routine grounds and building maintenance. The Parks & Municipal Maintenance Superintendent's main duty is to build and maintain city streets, drainage, traffic control and all public signage. Additional responsibilities include beautification of the City and the maintenance of the city owned grounds, and buildings. This would include landscaping, mowing, weed trimming, tree trimming and removal, and building maintenance. Additional duties include working as needed with the water and wastewater maintenance crew and compiling a monthly report for the Public Works Director.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Director of Public Works
2. Directs: Parks & Municipal Maintenance Staff
3. Other: Will have dealings with all employees and general public

### **GENERAL STATEMENT:**

This is an important, supervisory, position

### **EXAMPLES OF WORK:**

- Assumes managements responsibility for assigned services and activities of the parks division, including developing, monitoring, and coordinating the maintenance, repair and development of city parks, landscaped areas and related buildings and facilities including the city splash pad; oversees the city park system, open space, trails and landscaped parkways.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- May serve as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Is responsible for overseeing park and city facilities maintenance to include landscaping, upkeep and repair of park equipment.
- Researches and develops Capital Improvement Plans related to city facilities, participates in the development and planning of Capital Improvement items.



## JOB DESCRIPTION

Effective Date: \_\_\_\_\_



Section 8, Item B.

- Provides superior customer service to internal and external customers by responding to requests in a timely and professional manner.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess, or have the ability to obtain within one (1) year of hire or appointment, Certified Park and Recreational Professional (CPRP) certification.

Knowledge of:

- Equipment essential for maintenance of streets, City owned grounds, and buildings.
- Principles of management, supervision and training.

Ability to:

- Plan, organize and direct municipal maintenance operations and activities..
- Develop and direct day-to-day work schedules.
- Communicate effectively both written and orally.
- Train personnel in proper essential equipment operation and maintenance.
- Understand, interpret and carry out oral and written instructions.
- Respond timely and effectively to any emergency situations.

### **CERTIFICATIONS AND LICENSES REQUIRED:**

Applicable valid Texas Driver's License

Must be bondable

### **ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in office, construction, and treatment facility environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling, or lifting such as when reviewing plans, specifications and conducting inspections.
- May be subject to operating heavy equipment and power tools.
- May be subject to working extended hours and responding to emergencies on an on-call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air, and water borne pathogens, poisonous insects, and wild animals common to water, wastewater and underground utilities.
- Must be able to lift to 50 pounds.
- Work extended hours in extreme heat, cold, and inclement weather.

### **SIGNATURE – REVIEW & COMMENTS:**

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are no to be construed as an exhaustive list of all responsibilities, duties



**JOB DESCRIPTION**  
Effective Date: \_\_\_\_\_



Section 8, Item B.

and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy:

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date



## JOB DESCRIPTION

Effective Date: \_\_\_\_\_



Section 8, Item C.

Title:	<b>Public Works Administrative Coordinator</b>	FLSA Status:	Non-Exempt
Department:	Public Works	Essential Status:	Non-Essential
Division:		Pay Grade:	C
Reports to:	Director of Public Works		

### **BRIEF DESCRIPTION:**

Under direction of the Public Works Director, serves as Administrative Coordinator for the Public Works Department; performs varied administrative duties. Must communicate effectively and courteously in person, in writing, through e-mail, and over the telephone to refer or respond to inquiries appropriately with the public and other city employees. Must be able to take lead of programs and projects as assigned. In order to accomplish the job duties of the position, close collaboration is required with not only public works department, but also with finance and development staff.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Director of Public Works
2. Directs: None
3. Other: Will have dealings with all employees and general public

### **GENERAL STATEMENT:**

This is an important, non-supervisory, position

### **EXAMPLES OF WORK:**

- Performs executive administrative assistant functions
- Answers incoming telephone calls and provides information to residents
- Prepares and enters requisitions for purchases and obtains purchase orders from the finance department
- Prepares and processes service work orders for all Public Works areas
- Prioritize heavy workload effectively; relay instruction, information and decisions from the Public Works Director's office as directed
- Assists with data entry and electronic filing
- Perform research, compile, and analyze data for special projects and reports as directed by the Public Works Director, along with interacting effectively with city department heads
- Assists with development of graphics, presentations, videos, or printed media
- Compose general correspondence related to responsibilities assigned
- Initiate and maintain a variety of files and records for information related to the Public Works Director or other departments assigned
- Be an effective liaison between the Public Works Director and Public Works Department with other Department Heads and Departments
- Collect weekly vehicle inspection reports on Friday and file per department



## JOB DESCRIPTION

Effective Date: \_\_\_\_\_



Section 8, Item C.

- Assists with process flows and standard operating procedures for various operational departments and tasks
- Creates vendor files for various documents, enters data into computer and manual filing systems, compiles and maintains accurate and detailed records
- Keep Director informed of current issues and or developments that may occur within the organization
- Maintain records for training, certifications, uniforms, PPE equipment, etc.
- Manage Truck fleet
- Assist with conducting interviews and evaluations
- Compose and send out road closure and construction notices
- Provide Public Works Director with daily workload report
- Performs other duties as assigned

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Skilled in operating a computer, related software applications and office equipment.
- Skilled in organization and time management
- Ability to interact with the public, city employees, and other city officials in a positive, professional and productive manner
- Ability to communicate in a clear and concise manner
- Ability to prioritize multiple tasks and project
- Ability to operate a motor vehicle safely and legally

### **CERTIFICATIONS AND LICENSES REQUIRED:**

Applicable valid Texas Driver's License

Must be bondable

### **ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in office environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling.

### **SIGNATURE – REVIEW & COMMENTS:**

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.





**JOB DESCRIPTION**  
Effective Date: \_\_\_\_\_



I have reviewed this job description and received a copy:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**CITY OF EVERMAN**  
212 North Race Street Everman, TX 76140  
**STAFF REPORT**

---

**AGENDA TITLE:** Approve the allocation of \$6,000.00 of American Rescue Plan Funds for the procurement of laptop computers designated for use by the Everman City Council

**MEETING DATE:** 10/18/2022

**PREPARED BY:** C. W. Spencer

---

**RECOMMENDED ACTION:**

Approval

**BACKGROUND INFORMATION:**

Previously, City Council members were issued Chromebook laptops that do not have all of the capabilities that a Councilmember requires to perform their duties. Approval of this allocation will allow for the purchase of new Dell Laptops that will be equipped with Microsoft Office and Adobe Applications.

**FISCAL IMPACT:**

\$6,000 allocation of American Rescue Plan Funds



**CITY OF EVERMAN**  
212 North Race Street Everman, TX 76140  
**STAFF REPORT**

**AGENDA TITLE:** Approve the allocation of \$30,000.00 of American Rescue Plan Funds for Police Department and Public Works Facility Repairs and Improvements

**MEETING DATE:** 10/18/2022

**PREPARED BY:** C. W. Spencer

**RECOMMENDED ACTION:**

Approval

**BACKGROUND INFORMATION:**

The allocation of these funds will provide for facility improvements to the Everman Police Department and the Everman Public Works Facility. These improvements include:

- 1) Complete new interior paint of the Police Department
- 2) Drywall patching and repair throughout facility
- 3) Carpet replacement in two office spaces of the Police Department
- 4) New floor trim throughout Police Department
- 5) Various door hardware repairs/replacements
- 6) Repairs to breakroom cabinetry.
- 7) Roof sealant of both facilities
- 8) New lockers for Dispatch

Director of Public Works received two professional estimates for the maintenance work on the Police Department. The estimates came in at very different pricing. Staff would like to proceed forward with ProBrush Painting and Remodeling for this job. Although their estimate was \$5,000 more, we expect that the quality of the work, warranty and professionalism will be worth the additional investment.

Estimates for these jobs have been provided. The requested allocation is for \$30,000, which includes some contingency.

**FISCAL IMPACT:**

\$30,000 allocation of American Rescue Plan Funds

Section 8, Item E.



MANUFACTURING & DISTRIBUTION  
18300 Central Avenue  
Carson, CA 90746-4008

Phone (800) 562-5377  
Int'l Phone (323) 846-6700  
Fax (800) 562-5399  
Int'l Fax (323) 846-6800  
quotes@lockers.com  
www.lockers.com



# Locker Quotation

LK Section 8, Item E.

Attention: BEVERLY PATTON

Reference: DISPATCH

Customer # 296461 Type: 1 Date: 4/6/2022

*Thank you for the opportunity to submit this proposal.*

## CUSTOMER:

EVERMAN POLICE DEPARTMENT  
404 W ENON AVE  
FORT WORTH, TX 76140-3816

PHONE: (903) 421-2049

FAX:

## SHIP TO:

EVERMAN POLICE DEPARTMENT  
BEVERLY PATTON  
404 W ENON AVE  
FORT WORTH, TX 76140-3816

QTY	MODEL #	DESCRIPTION <small>(Give color, options or specification when required)</small>	UNIT PRICE	EXT PRICE
1	35355MAH	DESIGNER WOOD LOCKER-FIVE TIER BOX STYLE-3 WIDE-5 FEET HIGH-15" DEEP-MAHOGANY	\$1,970.00	\$1,674.50
1	35155MAH	DESIGNER WOOD LOCKER-FIVE TIER BOX STYLE-1 WIDE-5 FEET HIGH-15" DEEP-MAHOGANY	\$730.00	\$620.50
2	33300MAH	SIDE PANEL-FOR 5 FEET HIGH-15" DEEP DESIGNER WOOD LOCKER-WITHOUT SLOPING HOOD-MAHOGANY	\$140.00	\$238.00
20	33360	CUSTOM ENGRAVED NUMBER PLATE-FOR DESIGNER WOOD LOCKER DR	\$3.00	\$51.00

See Lockers.com website for product specifications, terms and conditions. Quote valid for 30 days.

TOTALS: 20 BOX STYLE LKR COMPARTMENTS

Sales Amt: **\$3,040.00**  
**LESS 15%** \$456.00  
 Subtotal: **\$2,584.00**  
 Sales Tax: \$0.00  
 Shipping: \$378.00  
 Total: **\$2,962.00**

Submitted By **CUSTOMER SERVICE**

*To order, please complete the information below and submit to Salsbury Industries.*

## METHOD OF PAYMENT

## PAYMENT

Check or Money Order Enclosed

Total Order \$ \_\_\_\_\_

Net 30 Days PO # \_\_\_\_\_ (upon approved credit)

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

ESTIMATE FOR REPAIRS:

09/27/2022

Written For : Gilberto Ramirez - Director of Public Works

213 N. Race St.  
Everman TX 76140  
Office # 817-393-0525

Ext 308

Location : Everman Police Dept  
Everman TX

Written By : Wilner Services LLC - Spencer wilner

3408 Blueberry Trail  
Granbury TX. 76048  
Ph # 817-357-0751

Estimate to refinish the interior of Police Dept

Description	Lbr
Mat	
-----	
-----	
1)- Prep and refinish 28 doors. \$290.42	42.0
2)- Prep and refinish 28 door frames \$93.74	28.0
3)- Remove speaker and patch hole in wall. 2.5 \$15.00	
4)- Prep and refinish rough spot in office wall. Includes paint wall. \$35.00	3.5
5)- Prep and refinish 9 rooms. Includes Chips, dings, and misc holes. Application of two coats of Glidden Diamond Interior Latex (lifetime warranty). 90.0 \$779.40	
6)- Refinish hallways. \$389.70	22.0
7)- Refinish front reception area. Includes touch-up to blue wall. Inc.	8.0
8)- Remove existing red carpet in one office. 16' x 12' @ .76/sqft	3.0
9)- Install new dk gray commercial grade carpet. \$315.51	5.0
10)- Remove peel & stick carpet in one room, inspect existing floor tile. ( damages will be assesed after removal)	1.0
11)- Replace door weatherstrip \$21.38	.5

12)- Replace three floor tiles in hallway	1.0	
\$10.00		
13)- Install base cabinet in breakroom	1.5	
\$172.12		
14)- Install laminate countertop	1.0	
\$96.34		
15)- Paint top to match existing	.5	
\$10.00		
16)- Install upper cabinet.	1.0	
\$161.27		
17)- Paint cabinets to match existing (as close as possible)	3.0	
\$25.89		
18)- Move and protect furnishings and wall items, & electronics as necessary.	6.0	
19)- Misc materials; solvents, sand paper trays, covers, primer, tape, paper, etc.		
\$300.00		

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\$9945.00	Total labor 221. hrs @ \$45.00/hr =
	Total Materials ===== \$2715.00

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\$12660.00 ESTIMATE TOTAL



#4149 Gilbert - Commercial Interior

ProBrush LLC, Painting & Remodeling

Welcome

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About Your Project

Proposal

Agreement

Right to Cancel



# Proposal

## Entrance Hall

	NEW COLOR	UNITS/QTY	#COATS
Walls		592.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		74.00	1
Materials			
<b>ENTRANCE HALL SUBTOTAL</b>			\$724.80

## Hall 1

	NEW COLOR	UNITS/QTY	#COATS
Walls		1,008.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		126.00	1
Materials			
<b>HALL 1 SUBTOTAL</b>			\$1,838.90

## Hall 2

	NEW COLOR	UNITS/QTY	#COATS
Walls		784.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		98.00	1
Materials			
<b>HALL 2 SUBTOTAL</b>			\$1,440.62

## Office 1

	NEW COLOR	UNITS/QTY	#COATS
Walls		400.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		50.00	1
Carpet Removal		156.00	1
Pad Removal		156.00	1
Mid Pad 1/2 Install		156.00	1
Basic Carpet Install		156.00	1
Glue Carpet Install		156.00	1
Materials			



OFFICE 1 SUBTOTAL

## Office 2

	NEW COLOR	UNITS/QTY	#COATS
Walls Materials: SWP SuperPaint Int Flat:		448.00	2
Baseboard Thermoplastic removal / Install		56.00	1
Materials			
<b>OFFICE 2 SUBTOTAL</b>			<b>\$827.66</b>

## Hall 3

	NEW COLOR	UNITS/QTY	#COATS
Walls Materials: SWP SuperPaint Int Flat:		384.00	2
Baseboard Thermoplastic removal / Install		48.00	1
Replace 15sq/f of vinyl floor for some similar		1.00	1
Materials			
<b>HALL 3 SUBTOTAL</b>			<b>\$1,722.75</b>

## Office 3

	NEW COLOR	UNITS/QTY	#COATS
Walls Materials: SWP SuperPaint Int Flat:		480.00	2
Baseboard Thermoplastic removal / Install		60.00	1
Materials			
<b>OFFICE 3 SUBTOTAL</b>			<b>\$880.11</b>

## Kitchenet

	NEW COLOR	UNITS/QTY	#COATS
Walls Materials: SWP SuperPaint Int Flat:		400.00	2
Install new lower and upper cabinet (4')		1.00	1
Stain new cabinet		1.00	1
Install new handles cabinets		1.00	1
Baseboard Thermoplastic removal / Install		50.00	1
Materials			
<b>KITCHENET SUBTOTAL</b>			<b>\$3,598.97</b>

## Office 4

	NEW COLOR	UNITS/QTY	#COATS
Walls		384.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		48.00	1
Materials			
<b>OFFICE 4 SUBTOTAL</b>			<b>\$722.75</b>

## Office 5

	NEW COLOR	UNITS/QTY	#COATS
Walls		448.00	2
Materials: SWP SuperPaint Int Flat:			
Baseboard Thermoplastic removal / Install		56.00	1
Materials			
<b>OFFICE 5 SUBTOTAL</b>			<b>\$827.66</b>

## Office 6

	NEW COLOR	UNITS/QTY	#COATS
Walls		432.00	2
Materials: SWP SuperPaint Int Flat:			
Carpet Removal		180.00	1
Pad Removal		180.00	1
Mid Pad 1/2 Install		180.00	1
Basic Carpet Install		180.00	1
Glue Carpet Install		180.00	1
Baseboard Thermoplastic removal / Install		54.00	1
Materials			
<b>OFFICE 6 SUBTOTAL</b>			<b>\$1,741.03</b>

## Paint Metallic doors with trim

	NEW COLOR	UNITS/QTY	#COATS
Paint Metallic doors (16 units)		1.00	1
Paint Metallic trim doors (16 units)		1.00	1
Total		1.00	1
Materials			
<b>PAINT METALLIC DOORS WITH TRIM SUBTOTAL</b>			<b>\$2,600.00</b>

## Install Vynil Corner Guards

	NEW COLOR	UNITS/QTY	#COATS
Install 3 vynil		1.00	1

corner guards for  
walls in hall

Section 8, Item E.

Materials

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**INSTALL VYNIL CORNER GUARDS SUBTOTAL    \$150.00**

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**TOTAL    \$18,638.54**

**TAX    \$0.00**

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**GRAND TOTAL    \$18,638.54**

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Headquarters: 3300 Duke Road, Austin, TX 78724 | PH: 512.926.3940 | FX: 512.926.7835  
San Antonio: 6027 Randolph Blvd. San Antonio, TX 78233 | PH: 210-253-3066 | FX: 210.572.7316  
Dallas – Ft. Worth: 781 Station Drive Suite 105 Arlington, TX 76015 | PH: 800-749-8293

September, 2<sup>nd</sup>

City of Everman  
212 N Race St  
Everman TX, 76140  
Attn: Gilbert Ramirez  
Ph:817-675-2134 E-mail: gramirez@evermantx.net

City of Everman Facility services building  
Address: 411 W Trammell Ave, Fort Worth, TX 76140

Scope of work  
CH-6479 Proposal / City of Everman/ Facility Services Building  
Roof system type: Cap sheet / Modified Bitumen

**Budget pricing**  
**Leak-Reactive roof repairs**

- Locate and identify current leaks using visual inspection, water testing and core cuts as deemed necessary by service technician.
- Repair roof membrane deficiencies related to current leak issue(s) as necessary.
- Advise owner of any non-roof membrane related sources of water infiltration.
- Re-flash and seal open exhaust stack flashing at 5 locations.**
- Re-seal open seams in cap sheet modified bitumen roof membrane at 2 locations.**

**Leak-Reactive roof repairs PRICE: \$ 1,946.00**

\_\_\_ Accept \_\_\_ Decline

**(If tax exempt please fax tax exempt-resale certificate with signed acceptance.)**

Note:

1. **Invoicing arrangements have been approved.**
2. PRICE ESCALATION CLAUSE: If there is an increase in the actual cost of the labor or materials charged to the Contractor in excess of 5% subsequent to making this Agreement, the price set forth in this Agreement shall be increased without the need for a written change order or amendment to the contract to reflect the price increase and additional direct cost to the Contractor. Contractor will submit written documentation of the increased charges to the Prime Contractor/Owner upon request. As an additional remedy, if the actual cost of any line item increases more than 10% subsequent to the making of this Agreement, Contractor, at its sole discretion, may terminate the contract for convenience.
3. This proposal is subject to the negotiation by both parties of mutually acceptable contract terms.
4. Texas Fifth Wall Roofing will provide all necessary safety equipment and procedures in compliance with written TFWR Company Safety Policy.

**TFWR Roofing Service crew is NRCA/MRCA Certified Roofing Torch Applicators.  
Price includes required 2 hour fire watch after torches have been extinguished.**

- 5. All material and workmanship to be covered by our one-year contractor warranty.
- 6. This proposal is valid for thirty days.
- 7. Texas Fifth Wall Roofing strongly recommends the replacement (at a mutually agreed upon price) of any wet insulation discovered during repair procedures. If wet insulation is not repaired, Texas Fifth Wall Roofing will not be liable for any future damages caused by entrapped moisture in the roof system.
- 8. As Texas Fifth Wall Roofing’s customer, subject to the terms of our general liability insurance policy, you and your organization are added as additional insured(s) by this written contract during the performance of Texas Fifth Wall Roofing’s operations as specified in the agreed scope of work.
- 9. Unless specifically addressed in body of proposal Textura and all other similar administrative service fees are excluded. Additional service fees required by building owner / tenant / third-party service provider / or any other contracting party will entered as an approved Change Order to the original proposal contract / vendor agreement for contractor reimbursement prior to start of work.

We appreciate the opportunity to submit this proposal.  
Please indicate your acceptance by checking the accepted item boxes, signing and dating below.

**Work to be scheduled upon receipt of acceptance.**

Sincerely,

Christian Hammack  
TFWR – Dallas Operations  
Email: **chammack@fifthwallroofing.com**  
Main Phone: 800-749-8293  
Direct Phone: 214-490-1628  
Main Fax Ph: 512-926-7835  
Texas Fifth Wall Roofing  
781 Station Dr. Suite 105  
Arlington, Texas 76015

Accepted by authorized owner representative:

\_\_\_\_\_

Signature – authorized owner representative

\_\_\_\_\_

Printed name of authorized owner representative

\_\_\_\_\_

Email address of owner representative

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A/P Billing Email address: \_\_\_\_\_

Building owner legal entity name: City of Everman \_\_\_\_\_

Building owner mailing address: 212 N Race St \_\_\_\_\_

City – State – Zip code: Fort Worth, TX 76140 \_\_\_\_\_

Main phone: (817) 675 - 2134

Building owner contact name: Gilbert Ramirez \_\_\_\_\_





**CITY OF EVERMAN**  
212 North Race Street Everman, TX 76140  
**STAFF REPORT**

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**AGENDA TITLE:** Approve the allocation of \$25,000.00 of American Rescue Plan Funds for Police Department Furniture

**MEETING DATE:** 10/18/2022

**PREPARED BY:** C. W. Spencer

---

**RECOMMENDED ACTION:**

Approval

**BACKGROUND INFORMATION:**

The allocation of these funds will provide for new desks in the offices at the Everman Police Department as well as new custom storage, evidence processing area and patrol officer work area.

The current desks in this facility are extremely dilapidated and in desperate need of replacement. Much of the furniture has missing parts, broken doors, and damaged wood. Most of this furniture is original to the office space from 1999. Additionally, there are minimal storage options available to patrol officers for their daily supplies and items.

New Office Desks and Furniture - \$7,500

Custom Storage, Evidence Processing and Patrol Officer Work Area - \$17,500 (quote attached)

**FISCAL IMPACT:**

\$30,000 allocation of American Rescue Plan Funds



911 East Broad St. #120 A • Mansfield TX 76063 • 817-473-9168

**Bid Proposal – Cabinets Work – Everman Police Station**

**May 24, 2022**

**City of Everman**

**Attn: Craig Spencer**

**Project Address: 213 N Race Street.**

**Everman, TX 76140**

**Description:**

A total of 03 corner desks, 02 corner uppers, bases/uppers, and bases/desktops (as shown in shop drawings attached with email) installed and trimmed with hardware/rubber stops.

Material: Red Oak

Stain Color: TBD (Per owner's selection)

**\$17,450.00 TOTAL COST**

**Please let us know if this proposal is approved or denied at your earliest convenience.**

**Please call or email with any questions or concerns.**



**\*\*This is based on the specs requested. If additional items are to be added or removed other than what are mentioned above, the total price will subject to change.**

Brian Grossman  
Partner, GDB

**Accepted By:**

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Title

Date:

Bldr:

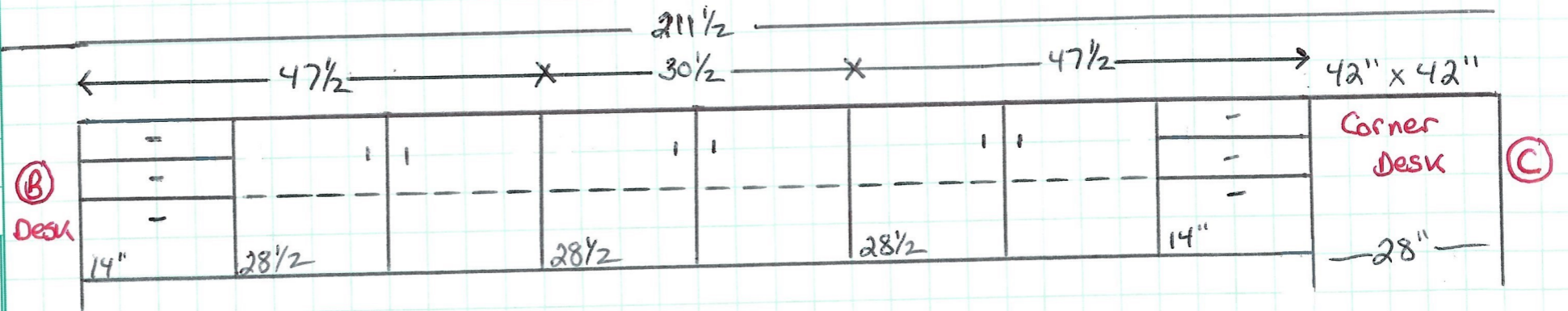
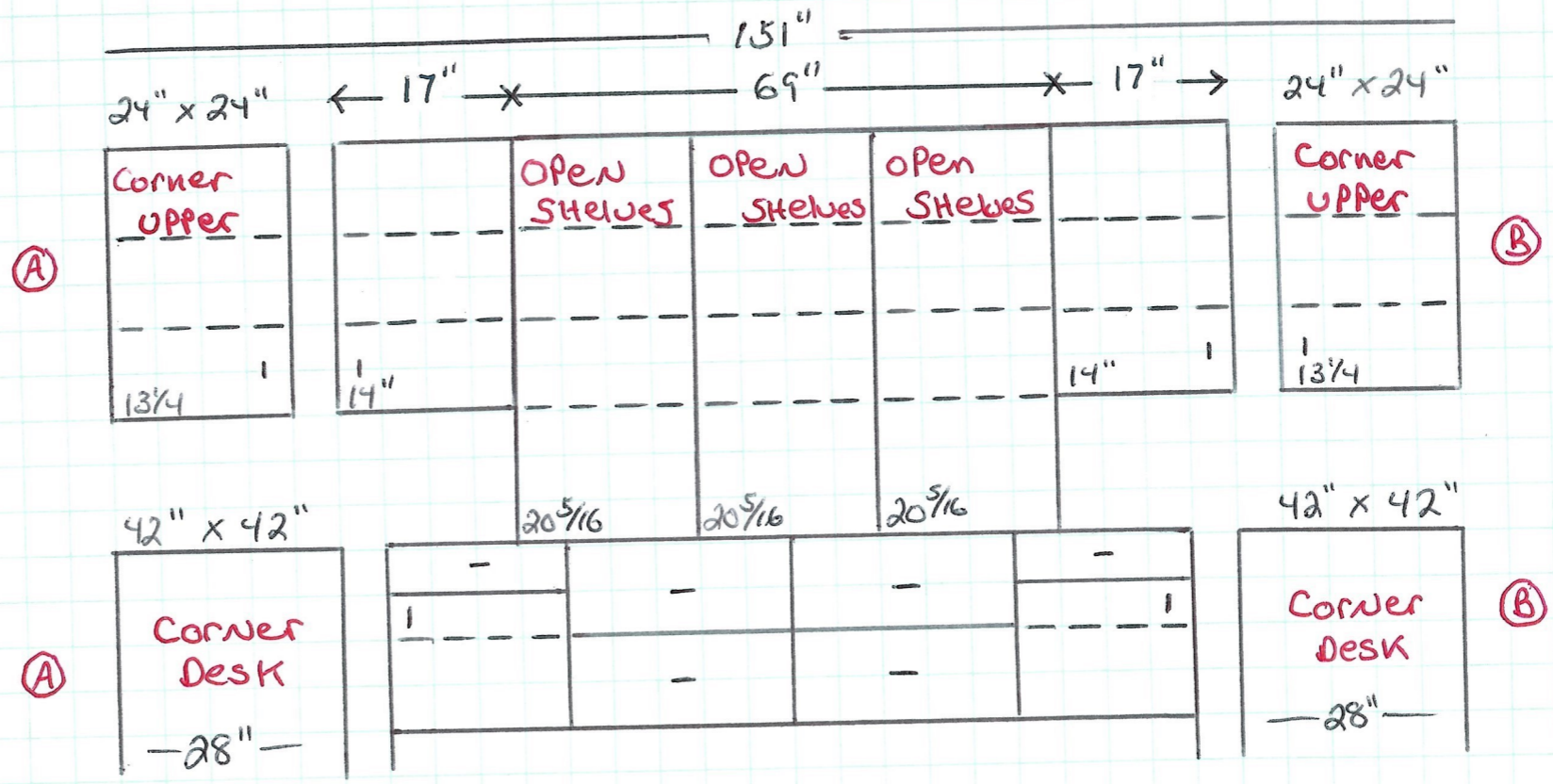
Phone: ( )

Email:

Job Loc:

Cost:

Material:



**Steve Bell's Custom Cabinets**  
 3713 South Burleson Blvd.  
 Alvarado, Texas 76009  
 (817) 681-9379

Date: \_\_\_\_\_

Bldr: \_\_\_\_\_

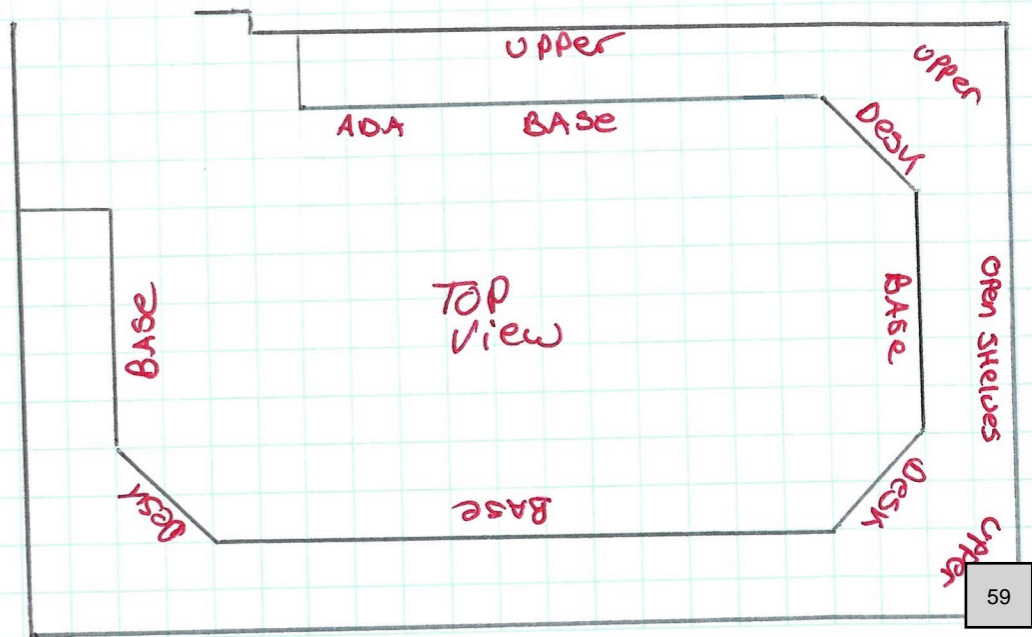
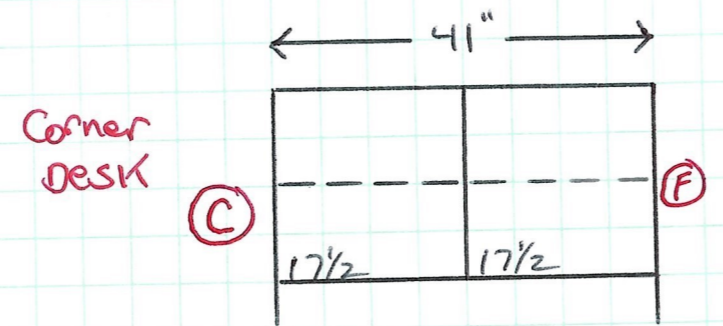
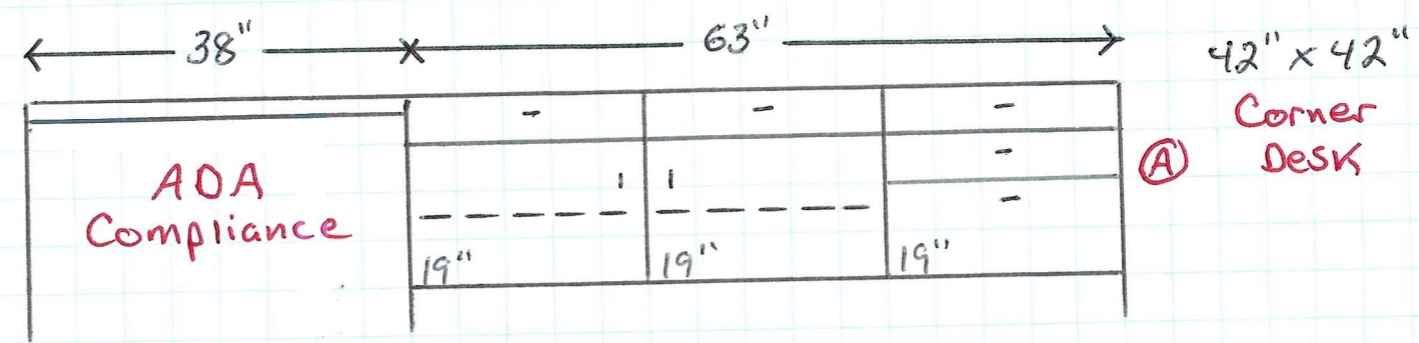
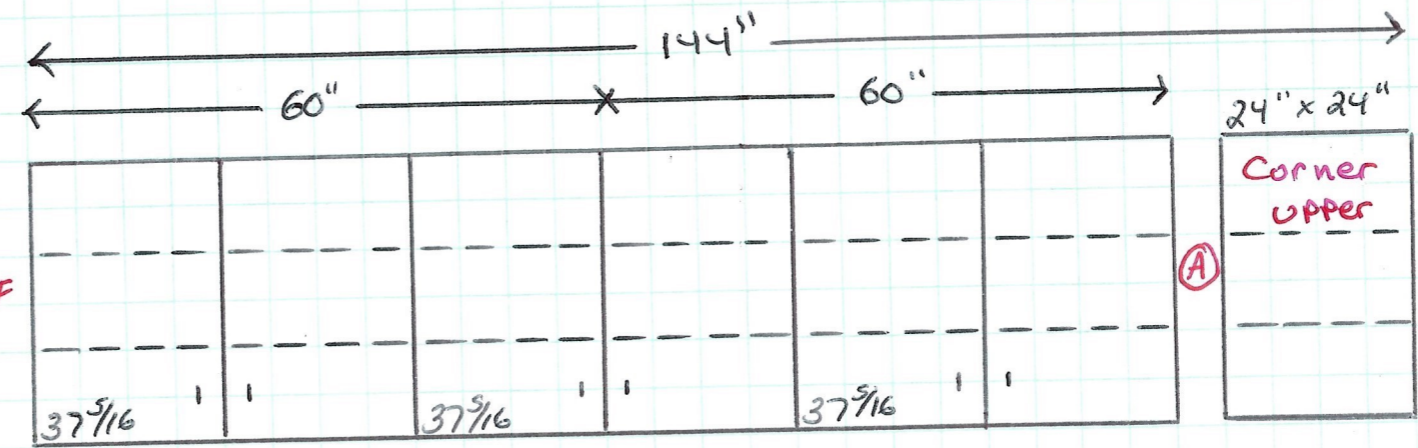
Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Job Loc: \_\_\_\_\_

Cost: \_\_\_\_\_

Material: \_\_\_\_\_



**Steve Bell's Custom Cabinets**  
 3713 South Burleson Blvd.  
 Alvarado, Texas 76009  
 (817) 681-9379



**CITY OF EVERMAN**  
212 North Race Street Everman, TX 76140  
**STAFF REPORT**

**AGENDA TITLE:** Approve the allocation of \$72,000.00 for implementation and first two years annual costs of electronic data storage system and conversion through Terralogic Document Systems.

**MEETING DATE:** 10/18/2022

**PREPARED BY:** C. W. Spencer

**RECOMMENDED ACTION:**

Approval

**BACKGROUND INFORMATION:**

Currently, the City of Everman does not have any sort of long-term electronic data storage solution. This has been proven to be highly problematic, particularly when locating historical data. This has also led to significant problems with physical storage locations for archived data. Currently, everything is kept in paper form, which has often led to documents, contracts, agreements, and more being lost, misplaced, and damaged.

City staff have solicited estimates and demonstrations from multiple companies and would like to proceed with selecting Terralogic Document Systems for their Laserfiche software. Attached to this report is the proposal received from Terralogic. Terralogic was the most affordable proposal received, and the staff was impressed with the professionalism of the company and the demonstration of the software. Terralogic Document Systems is a Texas BuyBoard Vendor.

Total Implementation Cost:	\$19,030.52
Total Turn Key System Cost - Year One	\$33,766.02
Total Turn Key System Cost - Year Two	\$14,735.50
Document Conversion Budget - Year One	\$4,467.96

**FISCAL IMPACT:**

\$72,000 allocation of American Rescue Plan Funds



City of Everman Document Management Proposal

**LASERFICHE**  
**DOCUMENT MANAGEMENT SYSTEM PROPOSAL**

Prepared for

**City of Everman**



City of Everman Document Management Proposal

Company Overview

Since 1995, TDS has provided document management, Automated Forms, custom software solutions and scanning services to government, education, business, financial and healthcare organizations throughout Texas, New Mexico and the U.S.

We have encountered and solved a wide variety of document management challenges. Our solutions are customer focused and specifically designed to meet the varying needs of a diverse client base.

As a full-service document and records management provider PDS develops and supports solutions in four areas:

- 1. Document Management Software Systems
- 2. Canon Scanners and capture systems
- 3. Electronic / Automated Forms
- 4. Custom Software Applications integrated with document management
- 5. Document / Data Conversion including Paper to digital format

We believe this strategy will best serve our clients over the long term as we are positioned to recommend the most cost effective solution based on the customers document/record characteristics (i.e. volume, retention, retrieval rates etc.).

As members of the Association of Information and Image Management (AIIM) and the Association of Records managers and Administrators (ARMA) PDS actively participates in the organizations informational marketing program and is therefore abreast with changes, modifications and new technologies within this fast paced environment.



PDS has also been awarded the prestigious Laserefiche Value Added Reseller designation of being "Gold Certified". PDS has accomplished this through its successful mastering of more than 14 classes that are part of the Laserefiche Certified Professional Program. This certification reflects our commitment to our clients to ensure our entire team is highly knowledgeable regarding the Laserefiche Enterprise Content Management Solution.



**City of Everman Document Management Proposal**

**Components of the Solution - Software Configuration**

**LASERFICHE CLOUD**

Laserfiche Cloud is enterprise content management with built-in business process management tools in a secure and scalable Software-as-a-Service (SaaS) subscription. It enables organizations to securely manage and share documents, videos, photos and other content as they flow through organizational processes.

**The following modules are included with the Laserfiche Cloud solution (Note separate costs to deploy)**

**CONTENT CAPTURE**

There are many options to capture content in Laserfiche Cloud:

- Laserfiche Scanning allows you to easily convert paper documents into convenient electronic records in Laserfiche.
- Laserfiche Snapshot allows you to quickly print an archival image version of any file type to Laserfiche.
- The Laserfiche Cloud website allows you to import files directly from your computer using drag-and-drop.
- Laserfiche Import Agent automatically uploads content from local storage as soon as it is detected.

**BUSINESS PROCESSES**

The routing of a business process is diagrammed through a process modeler, which is based on the Business Process Model and Notation (BPMN 2.0) standard. Different web forms can be associated with each step of the business process, allowing form creators to tailor the presentation of information for the specific step and/or users.



**City of Everman Document Management Proposal**

**FORMS**

Forms in Laserfiche Cloud allow process managers to create and publish web forms with an intuitive forms management system that requires no coding or scripting. Attractive forms can be easily created with preconfigured templates or customized with editable fonts, colors, uploaded images and layout options. A wide variety of form elements, including fields, checkboxes and radio buttons, can be dragged onto a form to collect the exact information you need, in the precise format you require.

**LASERFICHE APP**

The Laserfiche mobile app (Android, iOS, or Windows) enables you to capture, upload, and securely access documents, complete tasks and submit electronic forms inside Laserfiche while on the go.

You can browse for documents in a folder structure; search all your content; create, copy, move, rename, download, print, and delete documents; modify document fields; and view annotations; additionally, you can add documents to your Laserfiche repository from other apps, the mobile device's gallery, or

**AUDIT TRAIL**

Auditing enables you to track activities performed in a Laserfiche repository. The tracked information is efficiently stored in log files that are processed for use in reports. Combined with other aspects of the Laserfiche system, auditing not only helps to show compliance with legal regulations, but also contributes to the security of the Laserfiche repository.

**CONNECTOR**

Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) systems. A Laserfiche Connector profile can be configured to run a search, assign templates and fields to search results, scan a document, import a document, open a website, start another application, or write information to an application.





**City of Everman Document Management Proposal**

**INTEGRATIONS**

Laserfiche Cloud also has built-in integrations to connect you with core applications:

- The Office Plug-in allows you to quickly save Microsoft Office® documents to Laserfiche, and work with them from within Laserfiche. You can also use the Office Plug-in to quickly archive emails from Microsoft Outlook® and capture information about the emails.
- Import files saved in Microsoft Office®, Google Drive®, OneDrive® and OneDrive for Business® directly into Laserfiche.
- DocuSign® allows you to request signatures on your document (DocuSign account is needed).
- Laser App® provides forms filling solutions for broker-dealers, financial advisors, insurance agents, and others in the financial industry (Laser App account is needed).



**City of Everman Document Management Proposal**

**PDS Comprehensive Implementation**

The following section serves to provide the City with an overview of the basic components of successful imaging implementation services from PDS. Technology in general and your Content Management System represent one of the most significant investments you make in your organizations success. It is important to work with a City that understands your business processes. Together Professional Document Systems and Laserfiche are committed to providing a comprehensive framework for delivering value quickly and efficiently. The PDS team of seasoned professionals is here to guide you through the planning and implementation process.

The “Scope of Services” outline provides basic process and procedures for the installation of the imaging system. Actual services may vary depending on the final negotiated scope of the project.

**Scope of Service – Configuration and Initial System Design**

1. Advise on and review current computing infrastructure to ensure document management compatibility and growth capabilities.
2. Review and plan Laserfiche software environments to ensure optimal server performance, prompt data retrieval and adequate data storage and archiving.
3. In conjunction with City user group, review document retrieval characteristics and assist in database metadata / index field configuration and template design.
4. Assist with creation of a nested folder structure designed to maximize the efficient use of the content management system.
5. Review standard / best practice file naming conventions and plan the automatic naming and folder placement through a customized workflow process.



**City of Everman Document Management Proposal**

**Scope of Service – Design and Setup of Indexing Template Structure**

- 1. Create LF folder structure based on the agreed upon workflow environment.
- 2. Create proper Index fields to accommodate template creation
- 3. Create templates to be utilized in the workflow process.
- 4. Configure template security to provide proper template access to users within the workflow process.
- 5. In conjunction with the system administration City, assign group and individual user identifications.
- 6. Test all parameters of the Server and DB.

**Scope of Service – Work Flow Implementation – File Auto-naming and Folder Placement**

- 1. In conjunction with the user group, review folder structure, templates and manual file naming convention.
- 2. Recommend best practice for automating the folder placement and file naming process.
- 3. Design final folder placement and naming convention.
- 4. Configure LF Workflow module based on the “map” created above.
- 5. Create appropriate Email correspondence for approval and routing (if required).
- 6. Install and test the WF process.



**City of Everman Document Management Proposal**

**Scope of Service - Installation and Configuration – Records Manager**

- 1. Install Laserfiche Records manager for LF on Cloud server.
- 2. Configure License Server for appropriate Records Manager Licensing.
- 3. In conjunction with the City Clerk and administration group, design records management parameters and record series designations for all applicable record type within the Cities system.
- 4. Design and configure Laserfiche workflow parameters to create the links between Laserfiche end user folders and the Records Manager record series folder.
- 5. Test all parameters of the LF / Records Manager system.

**Scope of Service – Optional Professional Services for Future Phases**

**Configuration and Implementation of the following modules**

- 1) Forms
- 2) Audit Trail
- 3) Connector
- 4) Advanced BPM (workflow configuration)



**City of Everman Document Management Proposal**

**Training**

**Departmental Scan / View Operators – Eight (8) 3-4 Hour Sessions (On Site)**

The PDS user Scan operator training program is tailored to multiple sessions of 5 -10 individuals per session. Within the course of the 8 hours, users will be trained in all basic functions of the LF system with specific emphasis in the following areas:

- Creating new documents or records.
- Scanning new documents or records.
- Snapshotting documents.
- Template configuration
- Adding pages to existing records.
- Scanner set up options and configuration.
- Batch Scanning
- Batch Indexing
- Document searches.
- Reading the search “hit list”.
- Viewing scanned documents.
- Creating document annotations.
- E- Mail and options for sending documents or pages.



City of Everman Document Management Proposal

Price Proposal

Region 19: 20-7383  
 Texas Buy Board: 625-20  
 GSA: GS-35F-118V

LASERFICHE CLOUD SYSTEM WITH 10 NAMED USERS, 10 PARTICIPANT USERS (SEARCH & VIEW)					
Part Number	Description	Qty	Cost Per Unit	GSA Per Unit	Total Cost
<b>SOFTWARE</b>					
PDS-CLENF2 5-49	Laserfiche Cloud - Professional User	10	\$830.00	\$752.64	\$7,526.44
PDS-CFPAR 10-199	Laserfiche Cloud Named Participant User Provides read-only repository access and the ability to participate in forms processes.	10	\$120.00	\$108.82	\$1,088.16
PDS-CLRM	Laserfiche Cloud Records Manager	1	\$5,750.00	\$5,214.10	\$5,214.10
PDS-CCSX1	Laserfiche Cloud ScanConnect	10	\$100.00	\$90.68	\$906.80
PDS-CSTOR	Laserfiche Cloud Storage (100GB / User - Inclusive)	1000	\$0.00	\$0.00	\$0.00
<b>TOTAL SOFTWARE</b>					<b>\$14,735.50</b>
<b>HARDWARE</b>					
Open Market	Server provided by PDS / Laserfiche Cloud	1		\$0.00	\$0.00
OPEN MARKET	Scanner Provided by City	1		\$0.00	\$0.00
<b>TOTAL HARDWARE</b>					<b>\$0.00</b>
<b>IMPLEMENTATION &amp; TRAINING</b>					
PDS-LF-DESIGN	LF Folder and Database Design - 10 Departments	2	\$1,280.00	\$1,160.64	\$2,321.28
PDS-LF-SVINSTALL	Laserfiche Cloud Configuration	1	\$960.00	\$870.48	\$870.48
PDS-LF-SCANS	Laserfiche Client Installation	10	\$160.00	\$145.08	\$1,450.80
PDS-LF-SVINSTALL	Laserfiche Cloud Workflow Configuration	1	\$960.00	\$870.48	\$870.48
PDS-LF-SVINSTALL	Laserfiche Cloud Records Manager Configuration	1	\$960.00	\$870.48	\$870.48
PDS-LF-PS	PDS Laserfiche Professional Services - Records Manager Design and Implementation for 50 Record Types	24	\$160.00	\$145.08	\$3,481.92
PDS-LF-LFBPMPROCESS	Auto Naming Work Flow Process Programming for City Secretary, Finance, HR and 7 other Departments	18	\$160.00	\$145.08	\$2,611.44
PDS-EIM-TRAINING	Laserfiche Training as outlined (4 total days)	4	\$1,340.00	\$1,213.41	\$4,853.64
OPEN MARKET	Travel and Per Diem	2	\$1,100.00	\$850.00	\$1,700.00
<b>TOTAL IMPLEMENTATION</b>					<b>\$19,030.52</b>
<b>TOTAL TURN KEY SYSTEM COST - YEAR ONE</b>					<b>\$33,766.02</b>
<b>TOTAL TURN KEY SYSTEM COST - YEAR TWO</b>					<b>\$14,735.50</b>



City of Everman Document Management Proposal

OPTIONAL PORTAL FOR PUBLIC SEARCH AND VIEW (1,000 VIEWS PER MONTH)					
Part Number	Description	Qty	Cost Per Unit	GSA Per Unit	Total Cost
PDS- CLPPAL	Laserfiche Public Portal - 1000 Views per Month	1	\$600.00	\$544.08	\$544.08
	<b>TOTAL Annual Cost</b>				<b>\$544.08</b>
OPTIONAL FORMS PORTAL FOR PUBLIC SUBMISSION OF FORMS (1,000 SUBMISSIONS PER MONTH)					
Part Number	Description	Qty	Cost Per Unit	GSA Per Unit	Total Cost
PDS- CLFPAL	Laserfiche Public Forms Portal - 1000 Submissions per	1	\$1,800.00	\$1,632.24	\$1,632.24
	<b>TOTAL Annual Cost</b>				<b>\$1,632.24</b>



City of Everman Document Management Proposal

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers effective as of the date first set forth below.

Terralogic Document Systems

CITY OF EVERMAN

*Matthe J Bowman*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

**Matt Bowman**  
\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Typed or Printed Name)

**President**  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Date: 9-16-22

Date: \_\_\_\_\_

Dealer Address and Support Number:

**Terralogic Document Systems  
Professional Document Systems**

El Paso, Texas  
Midland, Texas  
Albuquerque, NM  
Colorado Springs, CO

800-644-7112 General Inquiries  
800-708-8584 Technical Services