



Agenda
Crowley City Council
December 4, 2025
Work Session - 6:30 PM

Crowley City Hall
201 E. Main Street
Crowley TX 76036

Citizens may address the Council by filling out a blue "Citizen Participation" card to discuss any issue that is on the Agenda. Please turn in cards to the City Secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).

Work Session - December 4, 2025 - 6:30 PM

I. Call to Order and Roll Call

II. Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Discuss and consider approving the minutes from the work session and regular meeting held on November 20, 2025.
2. Receive and accept the Quarterly Investment Report(s) - 3rd and 4th Quarters of 2025

III. Public Hearings

1. Hold a public hearing, discuss, and consider approval of Ordinance # 12-2025-580 requested by Greenroad Construction, LLC on behalf of FNR 1005 South Crowley Series LLC for a Specific Use Permit to allow a temporary break room and administrative offices during a building remodel for TotalCare located at 1005 S Crowley Rd, legal description Deer Creek Estates-Crowley Block 1 Lot BR1, Tarrant County, Texas. **Case # SUP-2025-001**

IV. City Business

1. Discuss and consider approval of a request by Trailview Church for a waiver from the subdivision regulations requiring sidewalks to be constructed at time of platting, specifically Section 98-41 "Adequacy of specific facilities," requiring all lots to be platted to be connected to the city public facility systems, Section 98-35 "Improvements on undeveloped land", requiring engineered construction documents as part of a plat, and Section 98-39 "Guarantee of public improvements, requiring developer to provide a financial guarantee for the costs of public improvements.
2. Authorize the City Manager or designee to execute a contract with SAFEbuilt Texas, LLC for building inspection, plan review, and related services
3. Discuss and consider canceling the Regular Scheduled meeting for January 1, 2026.
4. Discuss and consider Resolution R12-2025-472 authorizing the Assistant City Manager to serve as the City's designated representative for the Texas Parks & Wildlife Local Park Grant Program and approving submission of the grant application for Bicentennial Park.

V. Adjournment

I, the undersigned authority, do hereby certify that this Work Session Agenda of the Crowley City Council to be held on December 4, 2025 at 6:30 PM is a true and correct copy posted on November 26, 2025 at 3:15 pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.



Carol C. Cannady, City Secretary



The Crowley City Hall is wheelchair accessible, and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at 817-297-2201 ext. 4000 for more information.



**City of Crowley, Texas
City Council Agenda Report**

Presenter:	Meeting Date: December 4, 2025
Department:	Agenda Item: II.1.
Subject: Discuss and consider approving the minutes from the work session and regular meeting held on November 20, 2025.	

Background:

Recommendation:

Financial Information:

Attachments:

1. 11202025 CC WS Minutes
2. 11202025 CC Reg Minutes

MINUTES OF THE CITY COUNCIL WORK SESSION HELD NOVEMBER 20, 2025. The City Council of the City of Crowley, Texas met in Work Session on Thursday, November 20, 2025, at 6:30 PM in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

Call to Order and Roll Call

Mayor Pro Tem Matt Foster called the Work Session to order at 6:30 p.m. City Secretary Carol Konhauser called roll and noted a quorum was present.

Present were

Council Member Tina Pace, Council Member Jesse Johnson, Council Member Jim Hirth, Council Member Matt Foster, Council Member Scott Gilbreath

City staff included:

City Manager, Lori Watson

Asst City Manager, Cristina Winner

Asst City Manager, Matt Elgin

City Attorney, Rob Allibon

City Secretary, Carol Konhauser

Police Chief, Kit Long

Asst Finance Director, Heather Gwin

Absent:

Council Member Jerry Beck, Mayor Billy Davis

Consent Agenda

1. Discuss and consider approving the minutes from the work session and regular meeting held on November 6, 2025

No discussion

City Business

1. Discuss and consider adoption of Resolution R11-2025-470 a resolution by the City of Crowley, Texas, affirming the casting of votes in the 2026 Election of the Board of Directors for the Central Appraisal District of Tarrant County, Texas.

Council Member Jesse Johnson stated that he believed Wendy Burgess was the most qualified candidate. Council Member Tina Pace expressed her appreciation for Mrs. Saad and Mr. Crille taking the time to address the council. Council Member Scott Gilbreath added that he was supportive of casting votes for either Mrs. Saad or Mr. Crille.

2. Discuss and consider adoption of Resolution R11-2025-471 a resolution by the City of Crowley, Texas, affirming the casting of votes in the 2026 Election of the Board of Directors for the Central Appraisal District of Johnson County, Texas.

Council concurred in casting the Johnson County vote for Mr. Svendsen, who is currently serving on the board.

3. Discuss and consider a Special Event Permit application for a Christmas Car Show and Toy Drive sponsored by 92.1 Hank FM to be held on December 7, 2025 in the Boo Ray's Parking lot.

City Secretary Carol Cannady stated she had received proof of insurance from Boo Ray's.

4. Discuss and consider approving the FY 2025-26 CCPD Budget Amendment #1 for the purchase of Ticket Writer Software, Air Conditioner Replacement, Cell phone cases and screen protectors and additional cell phone services in the amount of \$29,430.

No discussion

Executive Session

N/A

Adjournment

As there was no further business, Mayor Pro Tem Matt Foster adjourned the meeting at 6:38p.m.

ATTEST:

Billy Davis, Mayor

Carol C. Cannady, City Secretary

MINUTES OF THE CITY COUNCIL REGULAR SESSION HELD NOVEMBER 20, 2025. The City Council of the City of Crowley, Texas met in Regular Session on Thursday, November 20, 2025, at 7:00 PM in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

Call to Order and Roll Call

Mayor Pro Tem Matt Foster called the Regular Session to order at 7:02 p.m. City Secretary Carol Cannady called roll and noted a quorum was present.

Present were

Council Member Tina Pace, Council Member Jesse Johnson, Council Member Jim Hirth, Council Member Matt Foster, Council Member Scott Gilbreath

City staff included:

City Manager, Lori Watson

Asst City Manager, Cristina Winner

Asst City Manager, Matt Elgin

City Attorney, Rob Allibon

City Secretary, Carol Cannady

Police Chief, Kit Long

Asst Finance Director, Heather Gwin

Absent:

Council Member Jerry Beck, Mayor Billy Davis

Invocation and Pledge of Allegiance to the American and Texas Flags

Invocation was given by Council Member Jesse Johnson followed by the Pledge of Allegiance to the American and Texas Flags.

Consent Agenda

1. Discuss and consider approving the minutes from the work session and regular meeting held on November 6, 2025

Council Member Jim Hirth made the motion to Approve the consent agenda as presented; second by Council Member Scott Gilbreath, council voted unanimously to approve the motion as presented. Motion carried 5-0.

City Business

1. Discuss and consider adoption of Resolution R11-2025-470 a resolution by the City of Crowley, Texas, affirming the casting of votes in the 2026 Election of the Board of Directors for the Central Appraisal District of Tarrant County, Texas.

Council Member Jesse Johnson made the motion to cast all five (5) of the votes for the TAD Board to Mrs Sayeda Saad and to Approve Resolution R11-2025-470; second by Council Member Jim Hirth, council voted unanimously to approve the motion as presented. Motion carried 5-0.

2. Discuss and consider adoption of Resolution R11-2025-471 a resolution by the City of Crowley, Texas, affirming the casting of votes in the 2026 Election of the Board of Directors for the Central

Appraisal District of Johnson County, Texas.

Council Member Scott Gilbreath made the motion to cast the City's one (1) vote for the Central Appraisal District of Johnson County for Peter Svendsen and Approve Resolution R11-2025-471; second by Council Member Tina Pace, council voted unanimously to approve the motion as presented. Motion carried 5-0.

3. Discuss and consider a Special Event Permit application for a Christmas Car Show and Toy Drive sponsored by 92.1 Hank FM to be held on December 7, 2025 in the Boo Ray's Parking lot.

Council Member Jim Hirth made the motion to Approve the special event application for the Christmas Car Show and Toy Drive; second by Council Member Tina Pace, council voted unanimously to approve the motion as presented. Motion carried 5-0.

4. Discuss and consider approving the FY 2025-26 CCPD Budget Amendment #1 for the purchase of Ticket Writer Software, Air Conditioner Replacement, Cell phone cases and screen protectors and additional cell phone services in the amount of \$29,430.

Council Member Jesse Johnson made the motion to Approve Budget Amendment #1 for the CCPD FY2025-26; second by Council Member Jim Hirth, council voted unanimously to approve the motion as presented. Motion carried 5-0.

Public Comment

None

Items of Community Interest

City Manager Lori Watson reminded everyone of the upcoming City Thanksgiving Luncheon for employees.

Executive Session

N/A

Reconvene and Take Action from Executive Session

N/A

Adjournment

As there was no further business, Mayor Pro Tem Matt Foster adjourned the meeting at 7:09 p.m.

ATTEST:

Billy Davis, Mayor

Carol C. Cannady, City Secretary



City of Crowley, Texas City Council Agenda Report

Presenter: Heather Gwin	Meeting Date: December 4, 2025
Department: Finance	Agenda Item: II.2.
Subject: Receive and accept the Quarterly Investment Report(s) - 3rd and 4th Quarters of 2025	

Background:

Pursuant to the Government Code §2256.023, not less than quarterly, the municipality's investment officer shall prepare and submit to the governing body of the municipality, a written report of investment transactions for all funds.

Recommendation:

Staff recommends accepting the Quarterly Investment Report(s).

Financial Information:

None

Attachments:

1. 3rd Qtr 25 Investment Report
2. 3rd Qtr 25 Interest
3. 4th Qtr Investment Report
4. 4th Qtr 25 Interest

City of Crowley
Quarterly Investment Report
6/30/25

	General	Court-Special Revenue	PEG -Special Revenue	TIF/TIRZ	Truancy	Donation	Debt Service	Construction in Progress	Water	Water Construction in Progress	4B Economic Development	CCPC	Grant	Escrow	Total in Investment Account
Texpool 1111	16,851,573	63,526	229,548	896,371	45,750	102,484	534,453	179,376	1,529,383	216,658	89,881	-	-	-	20,739,005
Texpool 2002 CO Bond											2,104,529				2,104,529
Texpool 2005 CO Bond												2,382,099			2,382,099
Texpool 2012 CO Bond									861,581						-
Texpool 2016 CO Bond	155,956														1,017,537
Texpool - 2018 CO Bond															-
Texpool - 2019 CO Bond									428,551	464,937					893,487
Texpool - 2021 CO Bond	1,815,769							8,327,642							10,143,411
Texpool - 2024 CO Bond												1,359,333			1,359,333
Texpool - 2025 CO Bond	1										1				2
Total by Fund	18,823,299	63,526	229,548	896,371	45,750	102,484	534,453	8,507,018	2,819,516	681,594	2,194,411	3,741,432	-	-	38,639,402
Interest Earned	308,655	700	2,880	19,746	504	1,129	5,733	-	105,150	-	27,355	43,677	-	-	515,528

Heather Lwin

11-24-2025 3:16 PM		D E T A I L L I S T I N G				PAGE: 1		
FUND : 10 -GENERAL FUND		TRANSACTION DATE: 4/01/2025 THRU 6/30/2025						
DEPT : N/A		SUPPRESS ZEROS		ACCOUNTS: ALL				
POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/JE #	NOTE =====AMOUNT=====	=====BALANCE=====

00-46010		Interest Income						
		B E G I N N I N G B A L A N C E						591,056.61CR
4/30/25	7/02	B91351	Deposit 043025	20251 Bond Interest		JE# 041227	102,610.96CR	693,667.57CR
4/30/25	7/30	B91749	SweepInterest	20354 Pooled Cash Interest Sweep		JE# 041416	2,294.17CR	695,961.74CR
5/30/25	7/30	B91750	SweepInterest	20355 Pooled Cash Interest Sweep		JE# 041417	575.17CR	696,536.91CR
5/31/25	7/02	B91364	Interest053125	20254 Bond Interest		JE# 041239	104,717.24CR	801,254.15CR
6/30/25	7/15	B91528	Deposit 063025	20309 Bond Interest		JE# 041327	99,692.00CR	900,946.15CR
		=====		ACCOUNT TOTAL	DB:	0.00	CR:	309,889.54CR
--*-*-*-*-*-*-*-*								
		000 ERRORS IN THIS REPORT!						*-*-*-*-*-*-*-*-*-*
		** REPORT TOTALS **		--- DEBITS ---		--- CREDITS ---		
		BEGINNING BALANCES:		0.00		591,056.61CR		
		REPORTED ACTIVITY:		0.00		309,889.54CR		
		ENDING BALANCES:		0.00		900,946.15CR		
		TOTAL FUND ENDING BALANCE:				900,946.15CR		
FUND: 11 -SPECIAL REVENUE-COURT								

00-46010		Interest Income						
		B E G I N N I N G B A L A N C E						1,447.16CR
4/30/25	7/02	B91352		20251 Bond Interest		JE# 041228	224.81CR	1,671.97CR
5/31/25	7/02	B91365		20254 Bond Interest		JE# 041240	230.83CR	1,902.80CR
6/30/25	7/15	B91529		20309 Bond Interest		JE# 041328	222.45CR	2,125.25CR
		=====		ACCOUNT TOTAL	DB:	0.00	CR:	678.09CR
--*-*-*-*-*-*-*-*								
		000 ERRORS IN THIS REPORT!						*-*-*-*-*-*-*-*-*-*
		** REPORT TOTALS **		--- DEBITS ---		--- CREDITS ---		
		BEGINNING BALANCES:		0.00		1,447.16CR		
		REPORTED ACTIVITY:		0.00		678.09CR		
		ENDING BALANCES:		0.00		2,125.25CR		
		TOTAL FUND ENDING BALANCE:				2,125.25CR		
FUND: 12 -SPECIAL REV-INKIND PEG								

00-46010		Interest Income						
		B E G I N N I N G B A L A N C E						5,880.59CR
4/30/25	7/02	B91353		20251 Bond Interest		JE# 041229	812.32CR	6,692.91CR
4/30/25	7/30	B91749	SweepInterest	20354 Pooled Cash Interest Sweep		JE# 041416	111.39CR	6,804.30CR
5/30/25	7/30	B91750	SweepInterest	20355 Pooled Cash Interest Sweep		JE# 041417	112.53CR	6,916.83CR
5/31/25	7/02	B91366		20254 Bond Interest		JE# 041241	834.09CR	7,750.92CR
6/30/25	7/15	B91530		20309 Bond Interest		JE# 041329	803.82CR	8,554.74CR

11-24-2025 3:16 PM					D E T A I L L I S T I N G					PAGE: 2				
FUND : 12 -SPECIAL REV-INKIND PEG					TRANSACTION DATE: 4/01/2025 THRU 6/30/2025									
DEPT : N/A					SUPPRESS ZEROS					ACCOUNTS: ALL				
POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====	AMOUNT=====	=====	BALANCE=====		
6/30/25	8/27	B92217	SweepInterest	20492	Pooled Cash Interest Sweep		JE# 041664			1,090.26CR		9,645.00CR		
6/30/25	8/27	B92220	SweepInterest	20494	Pooled Cash Interest Sweep		JE# 041666			1,090.26		8,554.74CR		
6/30/25	8/27	B92221	SweepInterest	20495	Pooled Cash Interest Sweep		JE# 041667			109.02CR		8,663.76CR		
				=====	ACCOUNT TOTAL	DB:	1,090.26	CR:	3,873.43CR					
----*--*--*--*--*--*--*--*					000 ERRORS IN THIS REPORT!					*--*--*--*--*--*--*--*--*--*				
					** REPORT TOTALS **					--- DEBITS ---				
					BEGINNING BALANCES:					0.00				
					REPORTED ACTIVITY:					1,090.26				
					ENDING BALANCES:					1,090.26				
					TOTAL FUND ENDING BALANCE:					9,754.02CR				
										8,663.76CR				
FUND: 14 -SPECIAL REVENUE- TIRZ/TIF														

00-46010		Interest Income												
		B E G I N N I N G										B A L A N C E		
												41,252.05CR		
4/30/25	7/02	B91354		20251	Bond Interest		JE# 041230			3,172.07CR		44,424.12CR		
4/30/25	7/30	B91749	SweepInterest	20354	Pooled Cash Interest Sweep		JE# 041416			3,195.59CR		47,619.71CR		
5/30/25	7/30	B91750	SweepInterest	20355	Pooled Cash Interest Sweep		JE# 041417			3,040.56CR		50,660.27CR		
5/31/25	7/02	B91367		20254	Bond Interest		JE# 041242			3,257.06CR		53,917.33CR		
6/30/25	7/15	B91531		20309	Bond Interest		JE# 041330			3,138.87CR		57,056.20CR		
6/30/25	8/27	B92217	SweepInterest	20492	Pooled Cash Interest Sweep		JE# 041664			41,830.97CR		98,887.17CR		
6/30/25	8/27	B92220	SweepInterest	20494	Pooled Cash Interest Sweep		JE# 041666			41,830.97		57,056.20CR		
6/30/25	8/27	B92221	SweepInterest	20495	Pooled Cash Interest Sweep		JE# 041667			4,183.03CR		61,239.23CR		
				=====	ACCOUNT TOTAL	DB:	41,830.97	CR:	61,818.15CR					
----*--*--*--*--*--*--*--*					000 ERRORS IN THIS REPORT!					*--*--*--*--*--*--*--*--*--*				
					** REPORT TOTALS **					--- DEBITS ---				
					BEGINNING BALANCES:					0.00				
					REPORTED ACTIVITY:					41,830.97				
					ENDING BALANCES:					41,830.97				
					TOTAL FUND ENDING BALANCE:					103,070.20CR				
										61,239.23CR				
FUND: 15 -SPECIAL REVENUE-TRUANCY														

00-46010		Interest Income												
		B E G I N N I N G										B A L A N C E		
												1,042.21CR		
4/30/25	7/02	B91355		20251	Bond Interest		JE# 041231			161.90CR		1,204.11CR		
5/31/25	7/02	B91368		20254	Bond Interest		JE# 041243			166.24CR		1,370.35CR		
6/30/25	7/15	B91532		20309	Bond Interest		JE# 041331			160.21CR		1,530.56CR		
				=====	ACCOUNT TOTAL	DB:	0.00	CR:	488.35CR					

11-24-2025 3:16 PM				D E T A I L L I S T I N G				PAGE: 4		
FUND : 50 -WATER & SEWER FUND				TRANSACTION DATE: 4/01/2025 THRU 6/30/2025						
DEPT : N/A				SUPPRESS ZEROS		ACCOUNTS: ALL				
POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
FUND: 50 -WATER & SEWER FUND										

00-46010		Interest Income								
		B E G I N N I N G B A L A N C E								271,181.80CR
4/30/25	5/06	B90385	Interest043025	20023	Bank Interest		JE# 040761		5,196.71CR	276,378.51CR
4/30/25	7/02	B91359		20251	Bond Interest		JE# 041235		16,917.98CR	293,296.49CR
4/30/25	7/30	B91749	SweepInterest	20354	Pooled Cash Interest Sweep		JE# 041416		18,429.30CR	311,725.79CR
5/30/25	6/12	B90989	Interest053025	20154	Bank Interest		JE# 041017		5,586.17CR	317,311.96CR
5/30/25	7/30	B91750	SweepInterest	20355	Pooled Cash Interest Sweep		JE# 041417		18,298.50CR	335,610.46CR
5/31/25	7/02	B91372		20254	Bond Interest		JE# 041247		16,417.46CR	352,027.92CR
6/30/25	7/01	B91311	Interest063025	20246	Bank Interest		JE# 041190		5,489.95CR	357,517.87CR
6/30/25	7/15	B91536		20309	Bond Interest		JE# 041335		15,104.97CR	372,622.84CR
6/30/25	8/27	B92217	SweepInterest	20492	Pooled Cash Interest Sweep		JE# 041664		182,529.70CR	555,152.54CR
6/30/25	8/27	B92220	SweepInterest	20494	Pooled Cash Interest Sweep		JE# 041666		182,529.70	372,622.84CR
6/30/25	8/27	B92221	SweepInterest	20495	Pooled Cash Interest Sweep		JE# 041667		18,252.67CR	390,875.51CR
=====				ACCOUNT TOTAL	DB: 182,529.70	CR: 302,223.41CR				
--*-*-*-*-*-*-*-*-*-*-*-*-*				000 ERRORS IN THIS REPORT!			*-*-*-*-*-*-*-*-*-*-*-*-*-*-*			
				** REPORT TOTALS **		--- DEBITS ---		--- CREDITS ---		
				BEGINNING BALANCES:		0.00		271,181.80CR		
				REPORTED ACTIVITY:		182,529.70		302,223.41CR		
				ENDING BALANCES:		182,529.70		573,405.21CR		
				TOTAL FUND ENDING BALANCE:				390,875.51CR		
FUND: 51 -WATER & SEWER CIP FUND										
FUND: 60 -EDC										

00-46010		Interest Income								
		B E G I N N I N G B A L A N C E								66,969.93CR
4/30/25	7/02	B91358	Deposit 043025	20251	Bond Interest		JE# 041234		10,690.52CR	77,660.45CR
4/30/25	7/30	B91749	SweepInterest	20354	Pooled Cash Interest Sweep		JE# 041416		168.86CR	77,829.31CR
5/30/25	7/30	B91750	SweepInterest	20355	Pooled Cash Interest Sweep		JE# 041417		137.11CR	77,966.42CR
5/31/25	7/02	B91371		20254	Bond Interest		JE# 041246		11,407.92CR	89,374.34CR
6/30/25	7/15	B91535		20309	Bond Interest		JE# 041334		11,639.11CR	101,013.45CR
=====				ACCOUNT TOTAL	DB: 0.00	CR: 34,043.52CR				

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** REPORT TOTALS **	---	DEBITS ---	---	CREDITS ---
BEGINNING BALANCES:		0.00		66,969.93CR
REPORTED ACTIVITY:		0.00		34,043.52CR
ENDING BALANCES:		0.00		101,013.45CR
TOTAL FUND ENDING BALANCE:				101,013.45CR

FUND: 61 -EDC - DEBT SERVICE

FUND: 62 -EDC - CIP

FUND: 67 -CCPC - CIP

FUND: 68 -CCPC

00-46010		Interest Income			
		B E G I N N I N G B A L A N C E			94,816.67CR
4/30/25	7/02 B91360	20251 Bond Interest	JE# 041236	13,722.32CR	108,538.99CR
4/30/25	7/30 B91749 SweepInterest	20354 Pooled Cash Interest Sweep	JE# 041416	494.85CR	109,033.84CR
5/30/25	7/30 B91750 SweepInterest	20355 Pooled Cash Interest Sweep	JE# 041417	274.03CR	109,307.87CR
5/31/25	7/02 B91373	20254 Bond Interest	JE# 041248	14,367.39CR	123,675.26CR
6/30/25	7/15 B91537	20309 Bond Interest	JE# 041336	14,291.02CR	137,966.28CR
6/30/25	8/27 B92217 SweepInterest	20492 Pooled Cash Interest Sweep	JE# 041664	463.11CR	138,429.39CR
6/30/25	8/27 B92220 SweepInterest	20494 Pooled Cash Interest Sweep	JE# 041666	463.11	137,966.28CR
6/30/25	8/27 B92221 SweepInterest	20495 Pooled Cash Interest Sweep	JE# 041667	46.32CR	138,012.60CR
=====		ACCOUNT TOTAL	DB: 463.11 CR: 43,659.04CR		

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** REPORT TOTALS **	---	DEBITS ---	---	CREDITS ---
BEGINNING BALANCES:		0.00		94,816.67CR
REPORTED ACTIVITY:		463.11		43,659.04CR
ENDING BALANCES:		463.11		138,475.71CR
TOTAL FUND ENDING BALANCE:				138,012.60CR

FUND: 74 -CLFRF (Coronavirus)

FUND: 75 -COVID-19 GRANT TC

FUND: 91 -ESCROW ACCOUNT-DEER CREEK

FUND: 92 -ESCROW ACCT-STONE BROOK

FUND: 93 -ESCROW ACCT-RAY'S PL II

FUND: 94 -ESCROW-THE BRIDGES PH 4B

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	1,092,473.16CR
REPORTED ACTIVITY:	225,914.04	769,984.52CR
ENDING BALANCES:	225,914.04	1,862,457.68CR
GRAND TOTAL ENDING BALANCE:		1,636,543.64CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2024 / Sep-2025
FUND: All
TRANSACTION DATES: 4/01/2025 THRU 6/30/2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION: ??-46010??????

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: NO
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: NO
PRINT GRAND TOTALS: YES
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***

City of Crowley
Quarterly Investment Report
9/30/25

	General	Court-Special Revenue	PEG -Special Revenue	TIF/TIRZ	Truancy	Donation	Debt Service	Construction in Progress	Water	Water Construction in Progress	4B Economic Development	CCPC	Grant	Escrow	Total in Investment Account
Texpool 1111	16,851,573	63,526	229,548	896,371	45,750	102,484	534,453	179,376	1,529,383	216,658	89,881	-	-	-	20,739,005
Texpool 2002 CO Bond											2,104,529				2,104,529
Texpool 2005 CO Bond												2,382,099			2,382,099
Texpool 2012 CO Bond															-
Texpool 2016 CO Bond	155,956								861,581						1,017,537
Texpool - 2018 CO Bond															-
Texpool - 2019 CO Bond									428,551	464,937					893,487
Texpool - 2021 CO Bond	1,815,769							8,327,642							10,143,411
Texpool - 2024 CO Bond												1,359,333			1,359,333
Texpool - 2025 CO Bond	1										1				2
Total by Fund	18,823,299	63,526	229,548	896,371	45,750	102,484	534,453	8,507,018	2,819,516	681,594	2,194,411	3,741,432	-	-	38,639,402
Interest Earned	308,655	700	2,880	19,746	504	1,129	5,733	-	105,150	-	27,355	43,677	-	-	515,528

Heather Swin

11-24-2025 3:35 PM				D E T A I L L I S T I N G				PAGE: 1				
FUND : 10 -GENERAL FUND				TRANSACTION DATE: 7/01/2025 THRU 9/30/2025								
DEPT : N/A				SUPPRESS ZEROS				ACCOUNTS: ALL				
POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====	AMOUNT=====	=====	BALANCE=====

00-46010		Interest Income										
				B E G I N N I N G				B A L A N C E				900,946.15CR
7/31/25	8/13	B92014	Interest073125	20441	Bond Interest		JE# 041581		106,225.79CR			1,007,171.94CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep		JE# 041665		1,215.08CR			1,008,387.02CR
8/31/25	9/16	B92474	Interest083125	20565	Bond Interest		JE# 041818		103,232.18CR			1,111,619.20CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep		JE# 042072		157.79CR			1,111,776.99CR
9/30/25	11/06	B93208	Interest093025	20773	Bond Interest		JE# 042197		97,562.47CR			1,209,339.46CR
9/30/25	11/17	B93301	SweepInterest	20789	Pooled Cash Interest Sweep		JE# 042235		261.63CR			1,209,601.09CR
=====				ACCOUNT TOTAL		DB:	0.00	CR:	308,654.94CR			
--*-*-*-*-*-*-*-*-*-*-*-*-*-				000 ERRORS IN THIS REPORT!				*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-				
				** REPORT TOTALS **				--- DEBITS ---		--- CREDITS ---		
				BEGINNING BALANCES:				0.00		900,946.15CR		
				REPORTED ACTIVITY:				0.00		308,654.94CR		
				ENDING BALANCES:				0.00		1,209,601.09CR		
				TOTAL FUND ENDING BALANCE:						1,209,601.09CR		
FUND: 11 -SPECIAL REVENUE-COURT												

00-46010		Interest Income										
				B E G I N N I N G				B A L A N C E				2,125.25CR
7/31/25	8/13	B92015		20441	Bond Interest		JE# 041582		241.72CR			2,366.97CR
8/31/25	9/16	B92475		20565	Bond Interest		JE# 041819		234.27CR			2,601.24CR
9/30/25	11/06	B93209		20773	Bond Interest		JE# 042198		224.04CR			2,825.28CR
=====				ACCOUNT TOTAL		DB:	0.00	CR:	700.03CR			
--*-*-*-*-*-*-*-*-*-*-*-*-*-				000 ERRORS IN THIS REPORT!				*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-				
				** REPORT TOTALS **				--- DEBITS ---		--- CREDITS ---		
				BEGINNING BALANCES:				0.00		2,125.25CR		
				REPORTED ACTIVITY:				0.00		700.03CR		
				ENDING BALANCES:				0.00		2,825.28CR		
				TOTAL FUND ENDING BALANCE:						2,825.28CR		
FUND: 12 -SPECIAL REV-INKIND PEG												

00-46010		Interest Income										
				B E G I N N I N G				B A L A N C E				8,663.76CR
7/31/25	8/13	B92016		20441	Bond Interest		JE# 041583		873.45CR			9,537.21CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep		JE# 041665		119.10CR			9,656.31CR
8/31/25	9/16	B92476		20565	Bond Interest		JE# 041820		846.53CR			10,502.84CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep		JE# 042072		109.23CR			10,612.07CR

11-24-2025 3:35 PM D E T A I L L I S T I N G PAGE: 2
FUND : 12 -SPECIAL REV-INKIND PEG TRANSACTION DATE: 7/01/2025 THRU 9/30/2025
DEPT : N/A SUPPRESS ZEROS ACCOUNTS: ALL
POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

9/30/25	11/06	B93210		20773	Bond Interest		JE# 042199		809.55CR	11,421.62CR
9/30/25	11/17	B93301	SweepInterest	20789	Pooled Cash Interest Sweep		JE# 042235		121.82CR	11,543.44CR
=====				ACCOUNT TOTAL	DB:	0.00	CR:	2,879.68CR		

--*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	8,663.76CR
REPORTED ACTIVITY:	0.00	2,879.68CR
ENDING BALANCES:	0.00	11,543.44CR
TOTAL FUND ENDING BALANCE:		11,543.44CR

FUND: 14 -SPECIAL REVENUE- TIRZ/TIF

00-46010 Interest Income

B E G I N N I N G				B A L A N C E				61,239.23CR
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7/31/25	8/13	B92017		20441	Bond Interest		JE# 041584		3,410.78CR	64,650.01CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep		JE# 041665		3,461.78CR	68,111.79CR
8/31/25	9/16	B92477		20565	Bond Interest		JE# 041821		3,305.63CR	71,417.42CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep		JE# 042072		3,037.10CR	74,454.52CR
9/30/25	11/06	B93211		20773	Bond Interest		JE# 042200		3,161.25CR	77,615.77CR
9/30/25	11/17	B93301	SweepInterest	20789	Pooled Cash Interest Sweep		JE# 042235		3,369.41CR	80,985.18CR
=====				ACCOUNT TOTAL	DB:	0.00	CR:	19,745.95CR		

--*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	61,239.23CR
REPORTED ACTIVITY:	0.00	19,745.95CR
ENDING BALANCES:	0.00	80,985.18CR
TOTAL FUND ENDING BALANCE:		80,985.18CR

FUND: 15 -SPECIAL REVENUE-TRUANCY

00-46010 Interest Income

B E G I N N I N G				B A L A N C E				1,530.56CR
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7/31/25	8/13	B92018		20441	Bond Interest		JE# 041585		174.08CR	1,704.64CR
8/31/25	9/16	B92478		20565	Bond Interest		JE# 041822		168.72CR	1,873.36CR
9/30/25	11/06	B93212		20773	Bond Interest		JE# 042201		161.35CR	2,034.71CR
=====				ACCOUNT TOTAL	DB:	0.00	CR:	504.15CR		

FUND : 15 -SPECIAL REVENUE-TRUANCY

TRANSACTION DATE: 7/01/2025 THRU 9/30/2025

DEPT : N/A

SUPPRESS ZEROS

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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--*-*-*-*-*-*-*-*-*-*-*-*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-*-*-*-**

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	1,530.56CR
REPORTED ACTIVITY:	0.00	504.15CR
ENDING BALANCES:	0.00	2,034.71CR
TOTAL FUND ENDING BALANCE:		2,034.71CR

FUND: 16 -DONATION

00-46010	Interest Income				
	B E G I N N I N G	B A L A N C E			
					3,428.54CR
7/31/25 8/13 B92019	20441 Bond Interest	JE# 041586		389.96CR	3,818.50CR
8/31/25 9/16 B92479	20565 Bond Interest	JE# 041823		377.94CR	4,196.44CR
9/30/25 11/06 B93213	20773 Bond Interest	JE# 042202		361.43CR	4,557.87CR
=====	ACCOUNT TOTAL	DB:	0.00	CR: 1,129.33CR	

--*-*-*-*-*-*-*-*-*-*-*-*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-*-*-*-**

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	3,428.54CR
REPORTED ACTIVITY:	0.00	1,129.33CR
ENDING BALANCES:	0.00	4,557.87CR
TOTAL FUND ENDING BALANCE:		4,557.87CR

FUND: 20 -DEBT SERVICE

00-46010	Interest Income				
	B E G I N N I N G	B A L A N C E			
					28,708.59CR
7/31/25 8/13 B92020	20441 Bond Interest	JE# 041587		1,891.49CR	30,600.08CR
8/31/25 9/16 B92480	20565 Bond Interest	JE# 041824		1,953.23CR	32,553.31CR
9/30/25 11/06 B93214	20773 Bond Interest	JE# 042203		1,887.84CR	34,441.15CR
=====	ACCOUNT TOTAL	DB:	0.00	CR: 5,732.56CR	

--*-*-*-*-*-*-*-*-*-*-*-*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-*-*-*-**

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	28,708.59CR
REPORTED ACTIVITY:	0.00	5,732.56CR
ENDING BALANCES:	0.00	34,441.15CR
TOTAL FUND ENDING BALANCE:		34,441.15CR

FUND: 31 -GENERAL CIP FUND

FUND : 50 -WATER & SEWER FUND

TRANSACTION DATE: 7/01/2025 THRU 9/30/2025

DEPT : N/A

SUPPRESS ZEROS

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====	AMOUNT=====	=====	BALANCE=====
------	------	--------	-----------	-------------	------------------	------	----------	------	-------	-------------	-------	--------------

FUND: 50 -WATER & SEWER FUND

00-46010	Interest Income		
	B E G I N N I N G	B A L A N C E	390,875.51CR

7/31/25	8/04	B91819	Interest073125	20383	Bank Interest	JE# 041474	5,811.05CR	396,686.56CR
7/31/25	8/13	B92022		20441	Bond Interest	JE# 041589	14,620.45CR	411,307.01CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep	JE# 041665	16,587.81CR	427,894.82CR
8/31/25	9/02	B92282	Interest083125	20512	Bank Interest	JE# 041700	5,885.48CR	433,780.30CR
8/31/25	9/16	B92482		20565	Bond Interest	JE# 041826	13,573.56CR	447,353.86CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep	JE# 042072	15,135.38CR	462,489.24CR
9/30/25	10/29	B93025	Interest093025	20699	Bank Interest	JE# 042061	5,605.84CR	468,095.08CR
9/30/25	11/06	B93216		20773	Bond Interest	JE# 042205	12,364.62CR	480,459.70CR
9/30/25	11/17	B93301	SweepInterest	20789	Pooled Cash Interest Sweep	JE# 042235	15,565.96CR	496,025.66CR
=====				ACCOUNT TOTAL	DB:	0.00	CR:	105,150.15CR

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*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*      000 ERRORS IN THIS REPORT!    *-*-*-*-*-*-*-*-*-*-*-*-*-*-**
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** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	390,875.51CR
REPORTED ACTIVITY:	0.00	105,150.15CR
ENDING BALANCES:	0.00	496,025.66CR
TOTAL FUND ENDING BALANCE:		496,025.66CR

FUND: 51 -WATER & SEWER CIP FUND

FUND: 60 -EDC

00-46010	Interest Income		
	B E G I N N I N G	B A L A N C E	101,013.45CR

7/31/25	8/13	B92021	Interest073125	20441	Bond Interest	JE# 041588	11,786.85CR	112,800.30CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep	JE# 041665	289.41CR	113,089.71CR
8/31/25	9/16	B92481	Interest083125	20565	Bond Interest	JE# 041825	7,679.27CR	120,768.98CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep	JE# 042072	208.89CR	120,977.87CR
9/30/25	11/06	B93215	Interest093025	20773	Bond Interest	JE# 042204	7,390.15CR	128,368.02CR
=====				ACCOUNT TOTAL	DB:	0.00	CR:	27,354.57CR

11-24-2025 3:35 PM D E T A I L L I S T I N G PAGE: 5
FUND : 60 -EDC TRANSACTION DATE: 7/01/2025 THRU 9/30/2025
DEPT : N/A SUPPRESS ZEROS ACCOUNTS: ALL
POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

--*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*

 ** REPORT TOTALS ** --- DEBITS --- --- CREDITS ---
BEGINNING BALANCES: 0.00 101,013.45CR
REPORTED ACTIVITY: 0.00 27,354.57CR
ENDING BALANCES: 0.00 128,368.02CR
TOTAL FUND ENDING BALANCE: 128,368.02CR

FUND: 61 -EDC - DEBT SERVICE

FUND: 62 -EDC - CIP

FUND: 67 -CCPC - CIP

FUND: 68 -CCPC

00-46010 Interest Income

 B E G I N N I N G B A L A N C E 138,012.60CR

7/31/25	8/13	B92023	20441	Bond Interest	JE# 041590	14,033.29CR	152,045.89CR
7/31/25	8/27	B92218	SweepInterest	20493	Pooled Cash Interest Sweep	JE# 041665	1,057.89CR
8/31/25	9/16	B92483	20565	Bond Interest	JE# 041827	13,706.58CR	166,810.36CR
8/31/25	10/30	B93039	SweepInterest	20701	Pooled Cash Interest Sweep	JE# 042072	870.97CR
9/30/25	11/06	B93217	20773	Bond Interest	JE# 042206	13,079.42CR	180,760.75CR
9/30/25	11/17	B93301	SweepInterest	20789	Pooled Cash Interest Sweep	JE# 042235	928.53CR
=====				ACCOUNT TOTAL	DB: 0.00	CR: 43,676.68CR	

--*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*

 ** REPORT TOTALS ** --- DEBITS --- --- CREDITS ---
BEGINNING BALANCES: 0.00 138,012.60CR
REPORTED ACTIVITY: 0.00 43,676.68CR
ENDING BALANCES: 0.00 181,689.28CR
TOTAL FUND ENDING BALANCE: 181,689.28CR

FUND: 74 -CLFRF (Coronavirus)

FUND: 75 -COVID-19 GRANT TC

FUND: 91 -ESCROW ACCOUNT-DEER CREEK

FUND: 92 -ESCROW ACCT-STONE BROOK

FUND: 93 -ESCROW ACCT-RAY'S PL II

FUND: 94 -ESCROW-THE BRIDGES PH 4B

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	1,636,543.64CR
REPORTED ACTIVITY:	0.00	515,528.04CR
ENDING BALANCES:	0.00	2,152,071.68CR
GRAND TOTAL ENDING BALANCE:		2,152,071.68CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2024 / Sep-2025
FUND: All
TRANSACTION DATES: 7/01/2025 THRU 9/30/2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION: ??-46010??????

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: NO
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: NO
PRINT GRAND TOTALS: YES
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***



City of Crowley, Texas City Council Agenda Report

Presenter: Rachel Roberts	Meeting Date: December 4, 2025
Department: Community Development	Agenda Item: III.1.
Subject: Hold a public hearing, discuss, and consider approval of Ordinance # 12-2025-580 requested by Greenroad Construction, LLC on behalf of FNR 1005 South Crowley Series LLC for a Specific Use Permit to allow a temporary break room and administrative offices during a building remodel for TotalCare located at 1005 S Crowley Rd, legal description Deer Creek Estates-Crowley Block 1 Lot BR1, Tarrant County, Texas. Case # SUP-2025-001	

Background:

BACKGROUND AND OVERVIEW

Request	SUP for a temporary, portable building during a remodel
Applicant	Greenroad Construction for TotalCare
Location	1005 S Crowley Rd, across from the Kroger/Stone Gate Plaza shopping center and near the intersection with Renfro
Surrounding Uses	Bank (adjacent); single family residential (Deer Creek Estates neighborhood; adjacent); commercial shopping center (across Crowley Rd)
Surrounding Zoning	General Commercial (GC); R-2 (single family residential)
Future Land Use Plan Designation	Traditional Suburban Commercial
Staff Recommendation	Approve with conditions
Planning & Zoning Commission Recommendation	Approve with conditions

CURRENT STATUS OF PROPERTY

TotalCare is a medical office that has been operating in Crowley since 2010. The owners are remodeling to divide the building into two suites; one suite will remain as the TotalCare doctors' office, and the other will be a freestanding emergency room. While the remodel is underway, the breakroom and administrative offices will be unavailable, and the contractor is requesting to use a portable building for the breakroom and offices during construction.

Note: a temporary building for a construction office would be permitted by right, with a construction office defined as a "facility or area used as a temporary field construction office". Because the breakroom / administrative office use does not fit the definition of a construction office or any other temporary use allowed by right, a Specific Use Permit is required (any temporary use or structure not specifically listed in the permitted use table requires an SUP).

Surrounding Properties and Neighborhood

The site is located on Crowley Rd near the intersection with Renfro and sits at the city limits with Burleson. The property is between the Deer Creek Estates neighborhood to the south and a

bank to the north, and the Stone Gate Plaza shopping center is across the street.

STAFF REVIEW

Conformity to the Comprehensive Land Use Plan

The property is shown as **Traditional Suburban Commercial** in the future land use plan. This land use category is for typical suburban strip commercial centers along the FM 731 and SH 1187 corridors. Due to the temporary nature of this trailer, staff see no conflict with the comprehensive land use plan.

Compliance with the Zoning Code Requirements

The proposed location does not encroach on open space or pedestrian circulation areas and does not limit parking space availability. As noted in the applicant's explanation of why the requested location was chosen, the business is unable to place the temporary building in the larger parking area to the northeast because that area is located in the Burleson city limits and is not served by utilities. The northeast parking lot is proposed to be used for patient parking for the clinic during construction, and the site has plenty of parking to serve the clinic even with the portable building in place. Staff considers this location to comply with the zoning code.

Compliance with the Other Requirements

In reviewing a request for an SUP, the city may consider whether the SUP has the potential for adverse impact. Although a portable building does not meet the city's commercial building design requirements, the use will be temporary and will go away when construction has finished. Staff do not expect the use to create levels of noise, light, or other nuisances that would be incompatible with the surrounding areas.

RECOMMENDATION FROM THE PLANNING & ZONING COMMISSION

The Planning & Zoning Commission considered this case on November 10. The applicant noted at the meeting that construction is not expected to take longer than one year. After holding a public hearing, the Commission voted to recommend approval with conditions. The conditions are included in the ordinance under consideration by the Council and are also listed below. No one spoke in opposition or provided comments in opposition.

1. The portable building authorized by this SUP shall be used solely as a temporary structure in support of the remodel project of the existing building. This SUP shall expire 30 days after the date the certificate of occupancy is granted for the portion(s) of the building containing the break room and administrative offices.
2. The SUP shall expire on January 31, 2027, and the structure shall not remain on site after the SUP expires unless an extension or renewal of the SUP is granted by the City Council. If the remodel is not completed by that date, a new SUP will be required for the portable building to remain on site and in use.

ACTION BY THE CITY COUNCIL

Sample motions

The motions provided below are for the Council's reference. You are not required to use this language in your motion.

Approve: I make a motion to approve Ordinance # 12-2025-580.

Approve with conditions: I make a motion to approve Ordinance # 12-2025-580 with the following condition(s) [**listcondition(s)**].

Deny: I make a motion to deny Ordinance # 12-2025-580.

Postpone: I make a motion to continue Case # SUP-2025-001 until [specify date].

Recommendation:

The use is not expected to create a nuisance for the adjacent residential uses. The use would be temporary and only permitted during construction, and it will function in a very similar way to a construction trailer that would be permitted by right. Staff recommend approval with the conditions recommended by the Planning & Zoning Commission.

Financial Information:

Attachments:

1. application_Elevation Street View
2. application_Office Trailer Elevation
3. application_Sanitary Waste Tank
4. map_SUP-2025-001 aerial view
5. map_SUP-2025-001 FLUP
6. map_SUP-2025-001 zoning
7. Site pictures
8. ORDINANCE NO_SUP-2025-001_TotalCare
9. Total Care Clinic Mobile Office application, site plan_Redacted



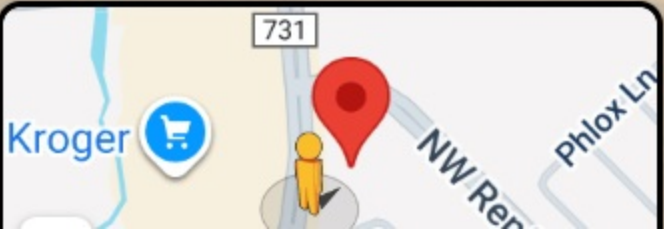
1137 S Crowley Rd

Crowley, Texas

 Google Street View

Apr 2025

See more dates



12-Foot-Wide Mobile Office Trailer

[Download Product Sheet](#)

Wider portable office solutions for larger jobsite teams.

Our 12' portable office spaces are the standard office solution for most projects, providing the extra space you may need for your temporary jobsite needs. They can be highly customized and easily relocated to meet your requirements.





Prosper

July 23, 2024 1:08 PM



HDR





10/29/2025

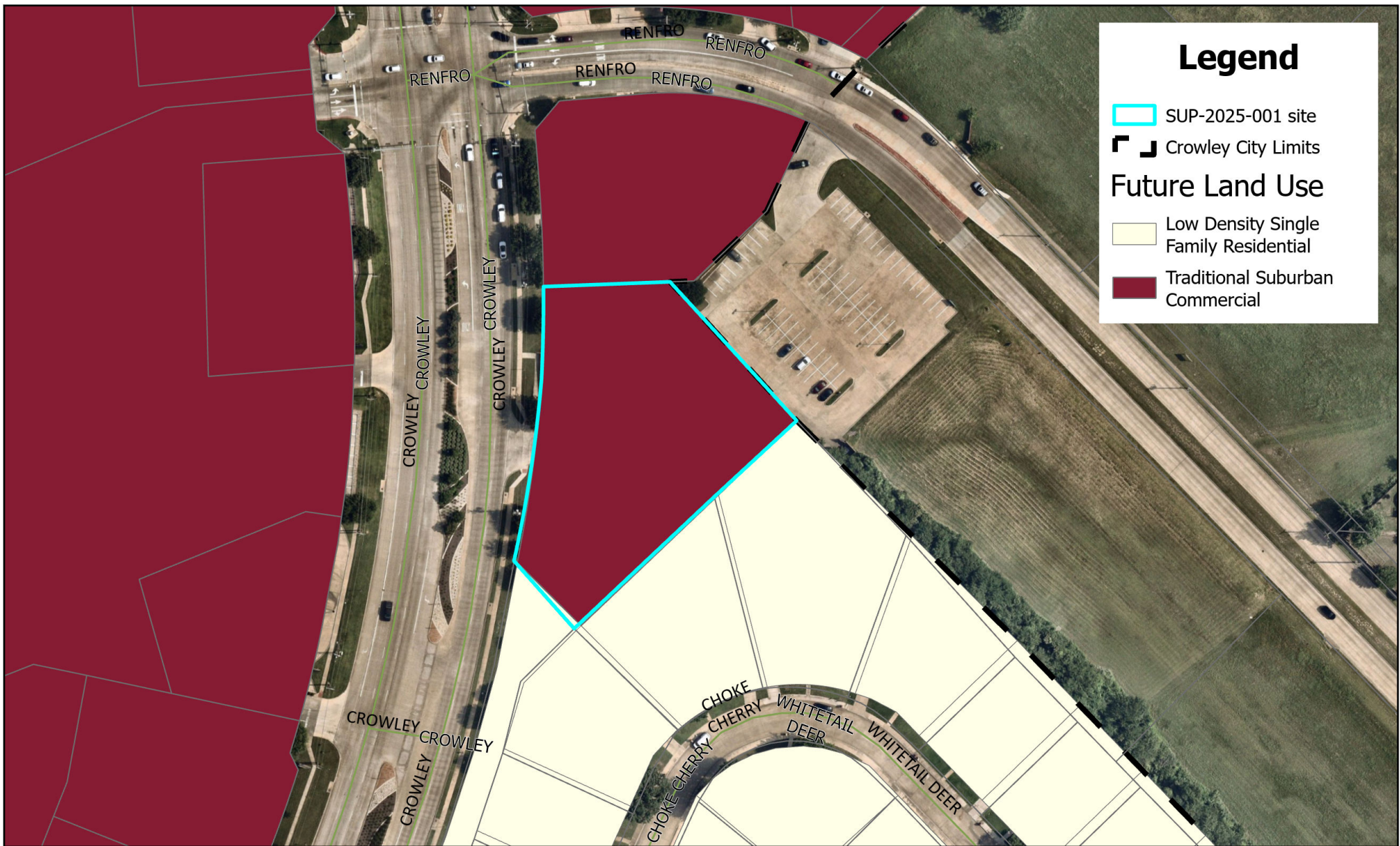
SUP-2025-001
1005 S Crowley Rd
Aerial View

0 100 200 Feet



DISCLAIMER

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information, should review or consult the primary data and information sources to ascertain the usability of the information.



Legend

 SUP-2025-001 site

 Crowley City Limits

Future Land Use

 Low Density Single Family Residential

 Traditional Suburban Commercial

SUP-2025-001 1005 S Crowley Rd Future Land Use Plan



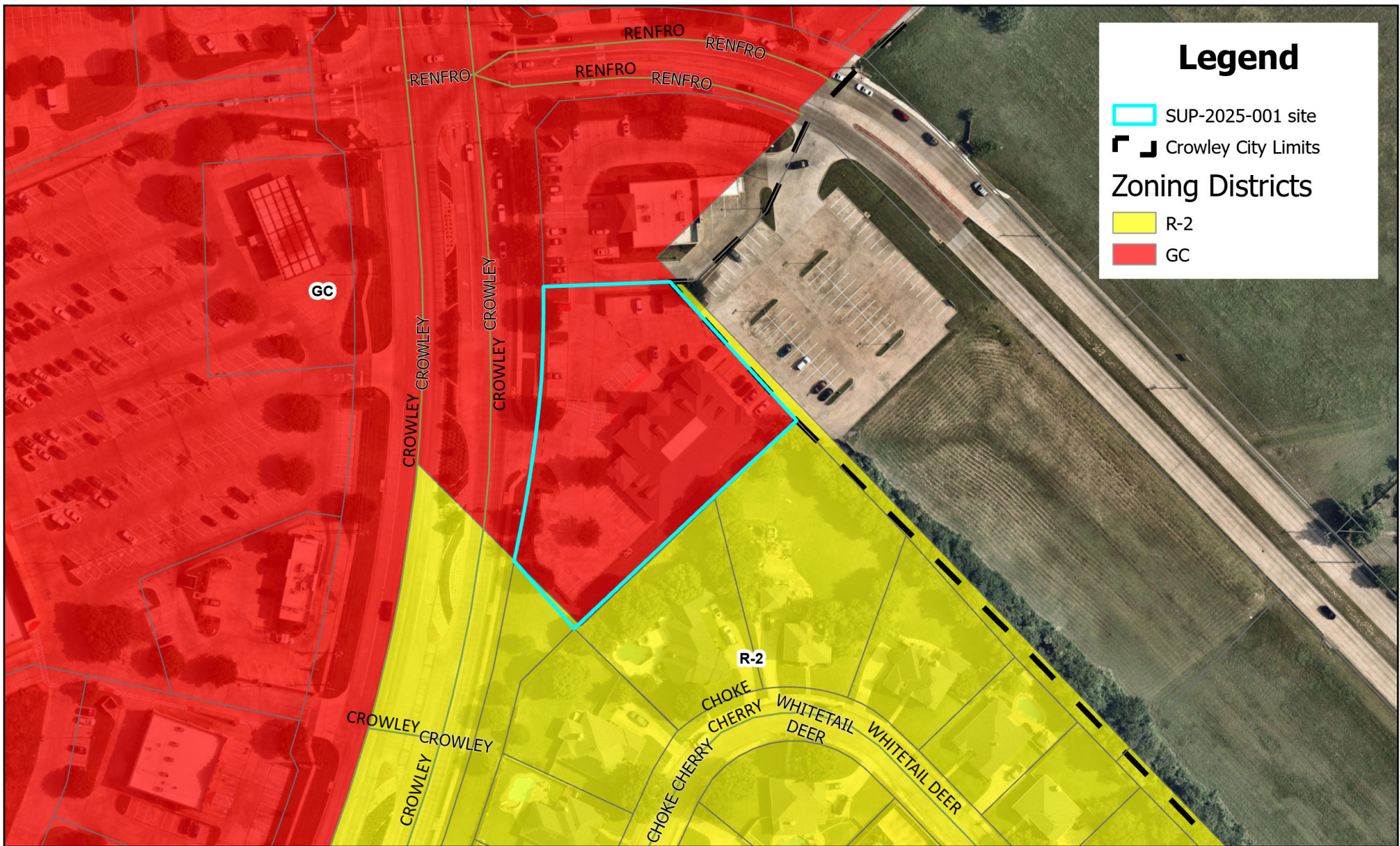
10/30/2025

0 100 200 Feet



DISCLAIMER

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information, should review or consult the primary data and information sources to ascertain the usability of the information.



SUP-2025-001
1005 S Crowley Rd
Zoning



10/30/2025

0 100 200 Feet



DISCLAIMER

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Looking south from the parking lot near the current entrance toward where the portable building would be located



Closer view of proposed portable building site



View from Crowley Rd looking north toward where building would be placed

ORDINANCE NO. 12-2025-580

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF CROWLEY, TEXAS, BY GRANTING A SPECIFIC USE PERMIT TO ALLOW THE INSTALLATION AND USE OF A TEMPORARY STRUCTURE (PORTABLE BUILDING) TO FUNCTION AS A BREAK ROOM AND ADMINISTRATIVE OFFICES AT 1005 S CROWLEY RD, DEER CREEK ESTATES-CROWLEY BLOCK 1 LOT BR1, TARRANT COUNTY, IN THE CITY OF CROWLEY, AND APPROVAL OF A SITE PLAN; REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Crowley is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, The Zoning Ordinance of the City of Crowley regulates and restricts the location and use of buildings, structures, and land, and provides for the establishment of zoning districts to carry out these regulations; and

WHEREAS, The Zoning Ordinance requires issuance of a Specific Use Permit (“SUP”) to allow the installation and use of certain temporary structures; and

WHEREAS, An application by Greenroad Construction, LLC on behalf of property owner FNR 1005 South Crowley Series LLC has been filed for an SUP to allow the installation and use of a temporary structure (portable building) to function as an employee break room and administrative offices during a remodel of the existing building located at 1005 S Crowley Rd, in the City of Crowley, Tarrant County, Texas; and

WHEREAS, The Planning and Zoning Commission of the City of Crowley held a public hearing on November 10, 2025, and the City Council of the City of Crowley held a public hearing on December 4, 2025, with respect to the SUP described herein; and

WHEREAS, The City has complied with all requirements of Chapter 211 of the Local Government Code, the Zoning Ordinance of the City of Crowley, and all other laws dealing with notice, publication, and procedural requirements for approval of a SUP on the property; and

WHEREAS, The City Council finds that approval of the SUP will allow a temporary use that is harmonious and adaptable to surrounding properties and uses in the vicinity, subject to the conditions imposed herein;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS:

SECTION 1.

The Zoning Ordinance of the City of Crowley, as amended, is hereby amended by granting a Specific Use Permit to Greenroad Construction LLC on behalf of FNR 1005 South Crowley Series

LLC for installation and use of a temporary structure (portable building) to function as an employee break room and administrative offices during a remodel project on the property located at 1005 S Crowley Rd, Block 1 Lot BR1, Deer Creek Estates-Crowley, Tarrant County, and further described on the attached Exhibit 'A', located in the General Commercial zoning district, and as shown on a site plan attached as Exhibit 'B', subject to the following conditions:

- (1) The portable building authorized by this SUP shall be used solely as a temporary structure in support of the remodel project of the existing building. This SUP shall expire 30 days after the date the certificate of occupancy is granted for the portion(s) of the building containing the break room and administrative offices.
- (2) The SUP shall expire on January 31, 2027, and the structure shall not remain on site after the SUP expires unless an extension or renewal of the SUP is granted by the City Council. If the remodel is not completed by that date, a new SUP will be required for the portable building to remain on site and in use.

SECTION 2.

The Specific Use Permit as herein established has been made in accordance with a comprehensive plan for the purpose of promoting the health, safety, morals and general welfare of the community.

SECTION 3.

The official zoning map of the City of Crowley is amended, and the City Secretary is directed to revise the official zoning map to reflect the approved Specific Use Permit as set forth above.

SECTION 4.

This Ordinance shall be cumulative of all provisions of ordinances and of the Zoning Ordinance of the City of Crowley, Texas, as amended, except when the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

SECTION 6.

Any person, firm or corporation, who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00). Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7.

All rights and remedies of the City of Crowley are expressly saved as to any and all violations of the provisions of any ordinances governing zoning that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 8.

The City Secretary is hereby directed to publish the caption, penalty clause, and effective date of this Ordinance in one issue of the official newspaper of the City, as required by Section 52.013 of the Local Government Code.

SECTION 9.

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS 4th DAY OF DECEMBER, 2025.

CITY OF CROWLEY

Billy P. Davis, Mayor

ATTEST:

Carol Cannady, City Secretary

APPROVED AS TO FORM:

Rob Allibon, City Attorney

Exhibit 'A'

Legal Description

Block 1 Lot BR1 Deer Creek Estates, an Addition to the City of Crowley, according to a plat recorded in Cabinet A, Slide 13010, Deed Records of Tarrant County, Texas, being that same tract conveyed to FNR 1005 South Crowley LLC by a Special Warranty Deed, Tarrant County Clerk instrument number D217145416 and corrected by 'Correction' Special Warranty Deed recorded November 24, 2020 as instrument number D220309295 in the Tarrant County official public records.

Exhibit 'B'

Site Plan



CITY OF CROWLEY

Specific Use Permit Application

Community Development Department

Case # _____
(to be assigned by City Staff)

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See the appropriate check list and fee schedule for minimum requirements. Incomplete applications will not be processed.

Property Information

Project Name: Total Care Crowley Clinic & ER
Project Address: 1005 S Crowley Rd Crowley, TX 76036
Project Description: Temporary Building for use by office staff as a break area/ admin during the renovation of the existing building No. of Lots: 1
Legal Description: Lot B, Blk 1 SE Corner of FM 731 and Renfro Sreet Gross Acreage: 2.312

Applicant & Owner Information

Applicant Name: Jacob Green Company: Greenroad Construction, LLC
Applicant Address: 222 Municipal Dr Suite 150 City: Richardson State: TX
ZIP Code: 75080 Telephone No: 214-500-7350 Email: _____

Application Status (check one) ☐ Owner ☒ Representative ☐ Tenant ☐ Prospective Buyer

(If applicant is not property owner, please provide property owner information below)

Property Owner: FNR 1005 South Crowley Series LLC
Applicant Address: 11500 W Rocky Creek Rd City: Crowley State: TX
ZIP Code: 76036 Telephone No: 361-946-9893 Email: _____

Application Requirements for Specific Use Permits Requests

- A certificate stating that all city and school taxes have been paid to date;
- A property description of the area where the specific use permit is proposed to apply;
- A site plan complying with the requirements stated in this section

SITE PLAN

The required site plan shall contain, at a minimum, the following information as provided in the code of ordinances:

1. Boundary of the area covered by the site plan;
2. A description of all processes and activities involved in the proposed use;
3. Existing and proposed buildings and structures, including their height, roofline, gross floor area, location of entrances and exits, areas for storage, and areas where work is performed;

Specific Use Permit Application (cont.)

- Existing drainageways and significant natural features, such as large trees, tree clusters, steep slopes, etc.;
- Proposed landscaping and screening buffers;
- Location and dimensions of all curblines, public and private streets, easements, parking and loading areas, pedestrian walkways, lighting facilities and outside trash storage facilities;
- The location, height, and type of wall, fence and/or other type of screening; and
- The location, height and size of all proposed signs.

The following additional information may also be required if deemed appropriate by staff, the Planning and Zoning Commission, or City Council:

- Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility.
- Description of the present use, assessed value and actual value of the land affected by the proposed facility.
- Description of the proposed use, anticipated assessed value and supporting documentation.
- A description of any long-term plans or master plan for the future use or development of the property.
- A description of the applicant's ability to obtain needed easements to serve the proposed use.
- A description of any special construction requirements that may be necessary for any construction or development on the subject property.
- A traffic impact analysis prepared by a qualified professional in the field of traffic evaluation and forecasting may be required.

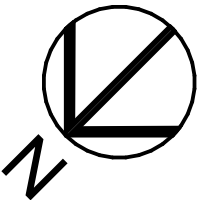
NOTE: The Planning & Zoning Commission, City Council, and administrative official are authorized to require additional material or information to meet city code requirements or ensure the application is in compliance with the ordinances of the city.

Substantive changes to the application and/or supporting documents will not be accepted between the Planning & Zoning Commission consideration and City Council consideration.

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE YOUR NAME) PRINTED NAME: <u>Jacob Green Director of Construction</u>		For Office Use Only MyGov Project # _____ Date Submitted: _____ Total Fee: \$ _____ Date of Payment: _____ Accepted By: _____
SIGNATURE: <u>Jacob Green</u> DATE: <u>8-14-25</u>		
SIGNATURE OF PROPERTY OWNER IF NOT APPLICANT: PRINTED NAME: <u>Frank Saade</u>		
SIGNATURE <u>Frank Saade</u> DATE: <u>8-14-25</u>		
(Letter of authorization required if signature is other than property owner) **The property owner must sign the application or submit a notarized letter of authorization.		

PARKING REQUIRED:

PARKING PROVIDED:





City of Crowley, Texas City Council Agenda Report

Presenter: Rachel Roberts	Meeting Date: December 4, 2025
Department: Community Development	Agenda Item: IV.1.
Subject: Discuss and consider approval of a request by Trailview Church for a waiver from the subdivision regulations requiring sidewalks to be constructed at time of platting, specifically Section 98-41 “Adequacy of specific facilities,” requiring all lots to be platted to be connected to the city public facility systems, Section 98-35 “Improvements on undeveloped land”, requiring engineered construction documents as part of a plat, and Section 98-39 “Guarantee of public improvements, requiring developer to provide a financial guarantee for the costs of public improvements.	

Background:

BACKGROUND AND OVERVIEW

Request	Waive requirement to construct sidewalks at time of platting
Applicant	Trailview Church
Location	405 S Beverly
	Approve with conditions
Planning & Zoning Commission	Approve with conditions
Recommendation	

Background & Current Status of Property

The property at 405 S Beverly was built for Pleasantview Baptist Church in the 1970s. After the church vacated the property, it sat vacant for several years, Pleasantview recently deeded the property to Trailview Church. Trailview submitted an application for a remodel permit, and during the review process, staff noticed that the property is not platted; a plat would be required due to the scope of the remodel (new connection to the city’s water system for a fire line, and an electrical permit is also required). The applicant also intends to connect to the sewer system, although they could remain on the septic system for now if the system is still functioning properly.

The platting and development process requires providing any missing public infrastructure. In this case, there are water and sewer lines available already, but the church would be required to install sidewalks. The church is requesting a waiver from the requirement to provide sidewalks at this time. In the attached narrative, they provide more information about their plans for remodeling. They suggest allowing them to postpone sidewalk installation under the following conditions.

1. They will complete the sidewalks within 5 years of completing Phase 1 remodeling;
2. They will complete the sidewalk construction in Phase 2 of their property development plan, when the parking lot is expanded and the second building is remodeled; or
3. They will complete the sidewalk construction in conjunction with the city’s completion

of the sidewalks connecting Main St. to their neighborhood along FM Business 1187.

Staff review

In its request, the church notes there are no sidewalks on their block or between their property and Main St. This is true, although a curb ramp was added previously in anticipation of sidewalks being built later; the expectation is that sidewalks will be provided as the property redevelops. The church also states that sidewalks they add will be “unusable until future sidewalk development in the rest of the neighborhood” because the sidewalks they add will terminate at adjacent properties without sidewalks. Although the sidewalks will terminate at the property lines, that doesn’t mean the sidewalks will be unusable. This property has a lot of street frontage, so even adding sidewalks at just this location will go a long way toward improving walkability in the area. For example, the property runs along a full block on Amber between Deborah and Beverly (approximately 250 linear feet; see attached map), and it runs half of the long block on Deborah between Amber and Texas (also approximately 250 linear feet). Sidewalks are already present all along Deborah on the other side of the street, so this will not be the only property in the neighborhood with sidewalks.

The church also states that phasing the construction of the sidewalks could cause problems in the future, as these sidewalks will be “at risk of deteriorating, become damaged, or not connect smoothly with the future sidewalk development.” Although staff understand the church’s concern, it is standard practice across the country for sidewalks to be built in phases, as development or redevelopment occurs, eventually leading to sidewalks being filled in throughout a neighborhood, and this practice has generally worked well, albeit slowly at times. If the sidewalks are damaged, then after the required two-year maintenance period for the church, the city will be responsible for maintenance and repair and will make sure any connections are done smoothly when new sidewalks are added.

Planning staff understand the constraints the church is facing, especially since they were not expecting to have to plat the property in the first place. Staff don’t object to postponing construction of the sidewalks but would recommend only granting the waiver if there are some controls in place, such as a development agreement, to ensure the sidewalks are built within a given timeframe. For example, with a development agreement, the church would be required to provide a bond or surety to cover the cost of the improvements in case they are unable to make the improvements and the city would need to do the work instead. Without a bond requirement, Public Works staff were concerned about whether the church would be in a position to install the sidewalks later, but as long as the church is required to provide a bond to cover the cost of the sidewalks, they are comfortable with approval.

RECOMMENDATION FROM THE PLANNING & ZONING COMMISSION

The Planning & Zoning Commission considered this agenda item during its meeting on November 10 and recommended approval with the conditions recommended by staff (the staff recommendation is provided below).

ACTION BY THE CITY COUNCIL

Sample motions are provided below. You are not required to use any of these motions.

Approval: I make a motion to approve the request for a waiver from the requirements in Ch. 98 requiring sidewalk construction for property located at 405 S Beverly.

Approval with Conditions: I make a motion to approve the request for a waiver from the requirements in Ch. 98 requiring sidewalk construction for property located at 405 S Beverly, with the following conditions [list conditions].

Deny: I make a motion to deny the request for a waiver from the requirements of Ch. 98 for property located at 405 S Beverly.

Recommendation:

Staff recommend approval of the waiver request with the following conditions.

1. The church will complete the sidewalks when one of the following conditions occurs, whichever occurs first:
 - Within 5 years of the date the waiver is granted; or
 - In Phase 2 of their property development plan, when the parking lot is expanded and the second building is remodeled; or
 - In conjunction with a city project installing sidewalks connecting Main St. to the church property along FM Business 1187, with the church sidewalk construction timed to be completed roughly when the city's project is scheduled to be completed.
2. The waiver shall be approved only upon approval of a development agreement by the City Council and the church, and the development agreement must include a provision requiring the developer to provide a bond for the cost of installing the sidewalks.

Financial Information:

Attachments:

1. Trailview Sidewalk Variance request
2. Trailview Church location

Planning and zoning waiver/variance request for the construction of sidewalks on 405 S. Beverly st. Crowley Texas 76036.

Submitted to Crowley City Council and Planning and Zoning Committee.

On behalf of Trailview Church
405 S. Beverly St.

Who we are:

Trailview Church is a 5 year old church in Crowley. We love our city. Our mission is to see Christ transform the city of Crowley one family at a time throughout neighborhoods, schools, and across the city. We want to see the city of Crowley flourish in every possible way. We are also excited to see how our church can assist Crowley by bringing more consumers into the Main Street business on a weekly basis through our Sunday worship services and weekly ministries.

Jeremiah 29:7

But seek the welfare of the city where I have sent you into exile, and pray to the LORD on its behalf, for in its welfare you will find your welfare.

In early 2025 Trailview Church acquired the Crowley Family Fellowship property at 405 S. Beverly St. The property needed updating, and we have encountered significant issues including; asbestos abatement, plumbing issues, and the need for a fire suppression sprinkler system. These issues have doubled for the project cost. Nonetheless we are committed to see 405 S. Beverly St. restored as a beacon of hope and light in the city of Crowley. These necessary abatements, updates, and city connection to water and sewer have brought us to requesting a waiver or variance for the city sidewalk requirements.

The building remodeling project phases

We have plans to see the property restored and expanded in two phases. Phase 1 is the current remodeling we are working on. When we reach 80% capacity in two Sunday services then we would implement Phase 2. Phase 3 would requires additional property to build a larger auditorium.

Phase #1

This is the current phase of remodeling that we are working on now.

What it includes:

- Asbestos abatement
- Roof replacement
- Window replacement
- Expanding lobby
- Expanding bathrooms
- Removing the 2nd floor above the auditorium per structural engineer and architect plans
- Fire sprinkler suppression system throughout the building per Crowley Fire Marshal
- Expanding the entry porch and adding a porch covering per structural engineer and architect plans
- Tying in to the city sewer

Exterior parking, function and flow of the property will not change.

- Parking lot stays the same
- Re-striping parking lot

The plans for Phase 1 remodeling are currently being finalized by our architect and structural engineer for submission to the City of Crowley.

Phase #2

- Remodel the second building
- Expanding the auditorium
- Add additional parking, playground, and sidewalks to the FM Business 1187-facing side of the property

Variance Request for the Sidewalk requirements:

In the following photo you can see where our property is in relationship to Main St. We support the city's plan to provide pedestrian access throughout our neighborhood to the Main St. business district. There are currently no sidewalks connecting our property to Main St., which is the city's desire. Our property is on the far end of our neighborhood. Therefore, it would seem wise to plan for our property's sidewalks to be installed simultaneously with future sidewalk development of the rest of the neighborhood.



We are requesting a variance on the sidewalk development requirements based on the following reasons:

- There are currently no sidewalks on our city block nor between our property and Main St.
- Any sidewalks built on our property would terminate at a neighboring residential property without sidewalks. Therefore, those sidewalks would remain unusable until further sidewalk development in the rest of the neighborhood.
- If the connecting sidewalks are built much later, they our sidewalks would be at risk of deteriorating, become damaged, or not connect smoothly with the future sidewalk development.
- Trailview Church needs to direct all of our current resources toward the current remodeling of our building or we run the risk of not being able to complete the project.

Timing for the wavier request and construction of the sidewalks on our property.

We are requesting a wavier for the sidewalk construction based on the following timing or conditions. If any one of the following conditions occurs, we will complete the sidewalk construction.

1. We will complete the sidewalks within 5 years of completing Phase 1 remodeling.
2. We will complete the sidewalk construction in Phase 2 of our property development plan, when the parking lot is expanded and the second building is remodeled.
3. We will complete the sidewalk construction in conjunction with the city's completion of the sidewalks connecting Main St. to our neighborhood along FM Business 1187.



10/30/2025

405 S Beverly

0 120 240 Feet



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City of Crowley, Texas City Council Agenda Report

Presenter: Rachel Roberts	Meeting Date: December 4, 2025
Department: Community Development	Agenda Item: IV.2.
Subject: Authorize the City Manager or designee to execute a contract with SAFEbuilt Texas, LLC for building inspection, plan review, and related services	

Background:

In October, the City Council authorized the city manager to execute a contract with ATS for building inspection, plan review, and related services. At that time, staff noted that we would might bringing forward a separate contract with Safebuilt at a later time. This contract is for backup services for times when our primary provider, ATS, is not available, such as last-minute inspection requests, or when it would be more suitable to use Safebuilt, such as for projects that Safebuilt has already worked on where the city would like continuity. The contract is substantially the same as the contract with ATS except for two minor changes that have been reviewed by the city attorney.

The city's RFP and the response from Safebuilt are attached to this message for the Council's review. The Safebuilt response includes the two contract amendments they requested (see p. 55).

Recommendation:

Staff recommend approval.

Financial Information:

Attachments:

1. Service Agreement.Third Party_FINAL
2. RFP_3rd party inspection services.FINAL
3. RFP-Professional Services_SAFEbuilt Texas LLC

SERVICE AGREEMENT

This Service Agreement is entered between _____ (“Contractor”) and the City of Crowley (“City”), 201 E. Main, Crowley, Texas 76036, on this ____ day of _____, 2025.

WHEREAS, Contractor has submitted a proposal to the City to provide certain plan review, inspection, and building official services for the City, as more particularly specified in the Contractor’s proposal attached hereto as Exhibit “A” and incorporation herein by reference and the City’s Request for Proposals attached hereto as Exhibit “B” and incorporation herein by reference (the “Services”); and

WHEREAS, City desires to retain the Contractor to perform the specified Services; and

WHEREAS, Contractor represents that it is qualified and capable of performing the Services described herein and is willing to enter into this Agreement with City to perform said work and Services;

NOW, THEREFORE, the parties, in consideration of the terms and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby agree as follows:

I. General Provisions.

Services and Payment. Contractor agrees to perform the Services referenced herein in accordance with the terms and conditions set forth in the attached Exhibit “A” and in this Agreement. To the extent of any conflict between this Agreement and Exhibit “A”, the terms and conditions of this Agreement shall control. City agrees to pay, and Contractor agrees to accept payment, of the amounts set forth in Exhibit “A” as full and complete compensation for all such Services.

Term. The term of this Agreement shall be for one (1) year beginning on _____, unless terminated earlier in accordance with the provisions below.

Changes. The City may from time to time request changes in the scope of the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor’s compensation, which are mutually agreed upon by and between City and Contractor, shall be incorporated in written amendment to this Agreement.

Equipment. All Services shall be performed by the Contractor’s personnel and the expense of all such operations shall be the Contractor’s. The Contractor shall provide all equipment, labor, management, fuel and any other materials necessary to complete the required Services. The Contractor shall be responsible for the maintenance and repair of Contractor’s equipment and any damage to Contractor’s equipment shall be Contractor’s sole responsibility.

No Subcontractors. Contractor shall not utilize any subcontractors to fulfill any items or conditions of the Agreement without prior written consent of the City.

Uniforms. All employees of the Contractor shall be required to wear uniforms furnished by Contractor easily recognized by City staff and citizens.

Limit of Appropriation and Fiscal Funding. The City's fiscal year is October 1 through September 30. Notwithstanding any provision of this Agreement to the contrary, if, for any reason funds are not appropriated to continue the Agreement in the new fiscal year, this Agreement shall become null and void on the last day of the current appropriation of funds without penalty of any kind or form to the City.

II. Termination.

Termination without Cause. The City may terminate this Agreement at any time, in whole or in part, without cause upon thirty (30) days written notice to the Contractor. City shall pay Contractor for all services performed prior to the date of termination in accordance with the terms hereof.

Termination for Default. City reserves the right to terminate this Agreement without prior notice in the event Contractor defaults or breaches any of the terms or conditions of this Agreement, or otherwise fails to perform in accordance with City's specifications. Termination of this Agreement does not affect City's right to seek remedies for breach as allowed by law, including any damages or costs suffered by City.

III. Miscellaneous.

Indemnification. The Contractor shall defend, indemnify and hold harmless, the City, and each of the officers, agents, servants and employees, from any and all suits, actions, claims, losses, or damages of any character and from all expenses incidental to the defense of such suits, actions or claims based upon, alleged to be based upon, or arising out of (1) any injury, disease, sickness or death of any person or persons (2) any loss of or damages to any property including loss of use thereof, caused by any act or omission of the Contractor, or by their officers, agents, servants, employees or anyone else under the Contractor's direction and control, and arising out of, occurring in connection with, resulting from, or caused by or arising from or during the performance of the work or Services provided to the City or from conditions created by the performance or non-performance of said work or Services.

EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL THE LIABILITY OF CITY OR CONTRACTOR UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONTRACTOR PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONTRACTORS INSURANCE REQUIRED PURSUANT TO SECTION 15, BELOW (SUCH LIMITS DEFINE CITY MAXIMUM LIABILITY TO THE SAME EXTENT AS IF CITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

Insurance. Contractor shall obtain and maintain for the full period of this Agreement the following types of insurance in the form, minimum limits and amount herein specified or as may be otherwise required in the contract documents. The Contractor shall not commence work under this Agreement until he has obtained, at Contractor's expense, all insurance required under this Agreement, and Contractor shall keep such insurance in full force and effect, until all work under this Agreement is completed and has been accepted by the City. Certificates of insurance in the amounts specified shall be delivered to the City prior to commencement of any work. The Contractor shall automatically renew any policies required herein which would otherwise expire during the performance of this Agreement, and notify the City of such renewal prior to expiration date.

▪ Worker's Compensation Insurance	<u>\$Statutory Amount</u>
▪ Public Liability and Property Damage Insurance (Aggregate)	\$1,000,000
▪ Automotive Liability and Property Damage (Combined Single Limit Coverage)	\$1,000,000

Nothing contained in the insurance requirements shall be construed as limiting the Contractor's responsibility for damages resulting from its operations under this Agreement.

Assignment. Contractor shall not assign this Agreement, in whole or in part, without the prior written consent of City, which shall not be unreasonably withheld or delayed.

Independent Contractor. In performing work and services under this Agreement, Contractor is acting as an independent contractor and not as an employee of City. No term or provision of this Agreement shall be construed as making Contractor the agent, servant, or employee of City or as creating a partnership or joint venture relationship between Contractor and City. Contractor will perform the Services in a workmanlike manner, that Contractor will take proper care and precautions to ensure the safety of Contractor's officers and employees. Contractor shall not be entitled to any employment or other benefits from City and Contractor is solely responsible for any and all federal or state taxes resulting from performance of the work and services under this Agreement.

Entire Contract. This Agreement and its Exhibits represents the entire Agreement between City and Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Agreement may be amended by written instrument if signed by both parties.

Governing Law and Venue. This Agreement is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Agreement in a court of competent jurisdiction located in or having jurisdiction in Tarrant County, Texas.

Severability. If a court finds or rules that any part of this Agreement is invalid or unlawful, the remainder of the Agreement remains in effect and continues to be binding on all parties.

No Waiver of Governmental Immunity. No provision of this Agreement shall be construed as waiving the governmental immunity or other defenses of the City from claims against third parties.

Confidentiality. During the term of this Agreement, Contractor may come in contact with confidential information of City. Contractor agrees to treat as confidential the information or knowledge that becomes known to Contractor during performance of this Agreement and not to use, copy, or disclose such information to any third party unless authorized in writing by City. This provision does not restrict the disclosure of any information that is required to be disclosed under applicable law. Contractor shall promptly notify City of any misuse or unauthorized disclosure of its confidential information and upon expiration of this Agreement shall return to City all confidential information in Contractor's possession or control. Contractor shall further comply with all City information security policies that may apply and shall not make any press releases, public statements or advertisement referring to the Services provided under this Agreement or the engagement of Contractor without the prior written approval of City.

By these signatures, the above specifications, conditions, and terms are satisfactory to the parties and are hereby accepted.

CITY OF CROWLEY, TEXAS:

201 E Main Street
Crowley, TX 76036

CONTRACTOR:

(address)

By: _____
Name: _____
Its: _____
Dated: _____

By: _____
Name: _____
Its: _____
Dated: _____

EXHIBIT “A”
Contractor’s Proposal

EXHIBIT “B”
City’s Request for Proposals

Request for Proposals

Professional Services

Plan Review and Inspection Services

RFP responses will be received until 10:30 AM Central Time, on September 5, 2025. After the submittal deadline, all submitted RFPs will be taken to the City Hall Conference Room where they will be publicly opened and proposed fee type and contractor name read aloud. Any RFP received after the closing time will not be accepted. <https://www.ci.crowley.tx.us/rfps>

Mail or hand deliver sealed responses to:

City of Crowley
Community Development Department
ATTN: Rachel Roberts
201 E Main St
Crowley, TX 76120

For convenience at RFP opening, enter the following information on this cover page and include it in the sealed response envelope. DO NOT place quoted prices on the outside of the sealed response envelope.

Emailed or faxed responses will not be accepted.

Proposed fee type:

- ☐ Flat rate
- ☐ Percentage

- ☐ Per inspection / per plan review
- ☐ Other

CONTRACTOR INFORMATION:

Company name

Company representative signature

Address

Company representative printed name

City, state & zip

Title

Telephone number

Date

INFORMATION FOR RESPONDENTS

I. Purpose

The City of Crowley ("the City") has used third party plan review and inspection services for approximately 20 years. During this time, costs for these services have continued to increase, and the City has had to adopt large increases in the fees charged to residents and businesses. To ensure permits-related costs and fees are both fiscally responsible and customer- and business-friendly, the City is requesting proposals for third party plan review and inspection services.

The City of Crowley is requesting proposals from qualified firms for plan review and inspection services that are mutually beneficial and align with the City's budget. The selected firm(s) would provide plan review and/or inspection services for residential and/or commercial projects. For now, the services are needed in place of a full-time building official / plans reviewer and inspector. At this time, the City is working to hire a building official and may also hire an inspector. If/when those roles are filled, the selected firm would serve as backup support for those roles to cover absences and help with workload (more details below).

II. Project Details and General City Information

Crowley is a small city with a population of around 20,000 people and is approximately 7.2 square miles in size. While the City is expecting to hire a building official and/or inspector, even with full-time staff, the volume of work at this time is greater than City staff would be able to handle in a timely manner. For now, the selected firm would provide all building inspection and plan review services, including occasional attendance at Development Review Committee meetings and other meetings with customers and advising staff in the capacity of building official. The firm may also be requested on an infrequent basis to handle substandard building cases. After a building official and/or inspector is hired, the selected firm would provide backup services on an as-needed basis. This may include providing all plan reviews and occasional inspections, or all inspections and occasional plan reviews. All inspections must be done in person. The Permits Office will make every effort to send inspection lists to the firm the day before the inspections are needed, but emergency inspections should be available on the same day as needed at no additional charge if they can be completed during regular working hours. Rarely, emergency inspections after hours may be needed, and the City understands these may be billed at an additional charge over the standard inspection cost.

When serving in place of full-time staff, the selected firm(s) will perform all requested daily residential and commercial inspections and will perform most plan reviews (some fence and storage building reviews are done by staff). The firm will also perform landscaping inspections at time of final inspection. The selected firm(s) will also make recommendations for local amendments when new building codes are adopted.

The selected firm would be expected to attend meetings with prospective developers,

contractors, or other customers throughout the year. These meetings typically occur not more than once or twice per month. Virtual attendance is acceptable.

When the City does not have a building official or inspector on staff, the firm will be available on an as-needed basis to respond to general questions from permits staff and customers on any topic related to code application and inspections.

The selected firm will be responsible for furnishing all labor, equipment, supervision, and incidentals for the work contracted as a result of the RFP. The City can provide access to a computer or printer on an occasional, as-needed basis, and can also provide access to a conference room for meetings.

ADDITIONAL SERVICES AS NEEDED: Fire plan reviews and inspections are done by Fire Department staff at this time, but the selected firm would have those services available on an as-needed basis. The selected firm will also be able to provide permit clerk services on an as-needed basis.

Number of permits issued

Crowley is growing but is landlocked and expected to reach build-out within the next ten years if building continues at the current pace. At that time, permits would mostly be associated with redevelopment, maintenance, and repairs.

In 2024 (calendar year), Crowley issued 301 new residential permits, 16 residential remodel/addition permits, 6 new commercial permits, 14 commercial remodel/addition permits, 268 MEP permits, and 495 miscellaneous permits (swimming pool, fence, irrigation, storage building, sign, etc.).

As of mid-July 2025, the city has issued 143 new residential permits, 8 residential remodel/addition permits, 15 new commercial permits (9 of these are buildings for one new high school project), 7 commercial remodel/addition permits, 128 MEP permits, and 423 miscellaneous permits (swimming pool, fence, irrigation, storage building, sign, etc.).

Adopted building codes

Crowley operates under the 2021 ICC codes and 2020 NEC with local amendments. Local amendments are available at <https://www.ci.crowley.tx.us/cd/page/building-codes>.

City Hall hours

City Hall is open from 7:30 AM to 5:30 PM, Monday through Thursday, and 7:30 AM to 11:30 AM on Fridays.

III. Requirements / Criteria

A. Evaluation Criteria

- a) Cost of services / fee schedule
- b) Professional background and qualifications of key personnel
- c) Turn-around time
- e) Firm's past performance with the City, if applicable
- f) Quality of current and prior work with other cities and results of reference checks
- h) Reputation for personal and professional integrity and competence
- i) City's evaluation of firm's ability to perform
- j) Any additional information which you feel would make your firm uniquely qualified or describe why your firm should be selected.

The City may choose to invite some or all respondents to interview with the evaluation committee to further present their qualifications.

B. Proposed Fees

The City considers fee schedules based on project value, particularly for high value projects, to be disadvantageous for our customers. Value-based fees that result in fees exceeding the amount collected through the City's permit fees will be scored lower than those that are less than the City's permit fees.

C. Proposed Schedule

The City reserves the right to modify these dates. Notice of date change will be posted to the City website, <https://www.ci.crowley.tx.us/rfps>.

RFP Published	August 15, 2025
Last day for applicants to submit written questions	August 27, 2025 by 4 PM
City responses to all questions or addendums	August 29, 2025 by 4 PM
Proposal due date	September 5, 2025 by 10:30 AM
RFP review	September 5 –September 12, 2025
Interviews (to be determined)	<i>To be determined if the City chooses to interview responding firms</i>
Discussion with finalist respondent(s)	September 12 – 19, 2025
Selection by the Crowley City Council	October 2 or next available (tentative)

The City of Crowley may hold RFPs for 60 days after the deadline without taking action. Respondents are required to hold their RFPs firm for the same period of time.

D. Updates and Amendments

Changes, additions, or clarifications to the RFP will be made by amendments. Any questions concerning the project and/or specifications/requirements with regards to this solicitation for RFPs shall be directed to the Planning Department representative as outlined below. All

questions sent by email must include "RFP for Professional Services" in the subject line.

Questions may be addressed to the Community Development Department at the address listed below.

City of Crowley
Community Development Department
ATTN: Rachel Roberts
201 E Main St
Crowley, TX 76120
rroberts@ci.crowley.tx.us

Interpretations that may affect the eventual outcome of this request for proposals will be provided in writing via amendments posted to <https://www.ci.crowley.tx.us/rfps>. Verbal or emailed statements in response to inquiries and/or requests for explanations shall not be authoritative or binding.

Respondents are responsible for monitoring the City's website for any updates pertaining to this RFP. The City will not be held responsible for any further communication beyond updating the website.

E. Right to Reject/Basis of Award

The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities, formalities, or technicalities, and to accept the response that, in the City's sole discretion, provides the best value to the City considering the evaluation criteria listed in sub section A, above, and is deemed to be in the best interest of the City. The City further reserves the right to reward RFPs by item, combination or groups of items, or total RFP.

F. Contract with the City

Selection of an RFP does not constitute a contract. Contracts must be approved separately by the City Council.

The City of Crowley reserves the right to award one, more than one, or no contract(s) in response to this RFP.

If the City and the selected firm(s) cannot successfully negotiate an agreement, then the City will enter into negotiations with the next best qualified firm(s) on the evaluation rating list. This procedure may be repeated until one (1) or more firms has been selected and approved by the City Council.

G. Agreement to RFP Conditions

Submission of an RFP in response to this solicitation, by any respondent, shall indicate that

the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise.

H. Confidential Information

Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

I. Service Agreement

After the selection of the most qualified firm(s), scope of services and billing rates will be negotiated and used as attachments to the attached Professional Services Agreement. This Professional Services Agreement will then be submitted to the City Council for approval.

By submitting a response to this RFP, respondents are agreeing to the terms and conditions set forth in the Professional Services Agreement.

J. Non-Appropriation

The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated amount of services, as determined by the City's budget for the fiscal year in question. The City may effect such termination by giving respondent a written notice of termination at the end of its then current fiscal year

RESPONSES

Please read the requirements thoroughly and be sure that the RFP offered complies with all requirements/specifications noted. Any variation from the requirements must be clearly indicated by letter attached to and made part of your RFP. If no exceptions are noted, and you are a successful respondent, it will be required that the service(s) be provided as specified in the RFP.

IV. Proposal Format

A. Response Cover Page

B. Title Page

Include the name of the firm and the address, phone number, and email address of the contact person.

C. Letter of Introduction (signed by person authorized to submit the proposal)

Person signing the RFP must show title or authority to bind his/her firm in a contract.

D. Experience and Qualifications

- *Provide a brief description of the firm, including number of years the firm has been in*

existence, range of professional services, office location(s), and staff size, including number of inspectors available who live in the Dallas/Fort Worth Metroplex.

- List the key personnel proposed for this project and their responsibilities; include any proposed subcontractors.*
- Provide work experience, education, and certifications for each inspector..*
- All inspectors must be certified by the International Code Council (ICC) in each trade in which they inspect. A State of Texas plumbing inspector's license is required for all plumbing inspectors. Residential and/or commercial energy code certification is also required for all inspectors.*

E. References / Previous Relevant Projects

- Provide name of organizations and name, telephone number, and email address of contact person*
- Include any contracts that were terminated with public agencies in the past 5 years*

F. Proposed Fees

- Proposed fees must include the attached fee schedule cover page.*
- Include a comprehensive schedule of all additional charges not otherwise noted.*

G. Scope of Services, including proposed turnaround times for plan reviews

H. Any additional information demonstrating how the firm is uniquely qualified

V. Additional Requirements

- Each inspector must have a working cell phone and number that will be provided to applicable City staff and to the general public.
- The selected firm must provide General Liability Insurance to cover each inspector.
- The selected firm will use the City's permitting software for plan reviews and will result inspections in the City's software. Crowley currently uses MyGov for plan reviews and permitting.
- If required under Chapter 176 Texas Local Government code, the selected firm shall complete the Conflict of Interest Questionnaire in accordance with the requirements of that chapter. <https://www.ethics.state.tx.us/forms/conflict/>
- Contractor verifies and certifies that it does not and during the duration of the Agreement will not:
 - do business with Iran, Sudan, or a foreign terrorist organization, as defined in Texas Government Code Chapter 2270, as amended;
 - boycott Israel as that term is defined in Texas Government Code Section 808.001 and Chapter 2271, as amended;
 - discriminate against a firearm entity or firearm trade association as defined in Texas Government Code Chapter 2274, as amended;

- operate as a foreign owned or controlled company in connection with a critical infrastructure project as defined in Texas Government Code Chapter 2275, as amended; or
- boycott energy companies as defined in Texas Government Code Section 809.001 and Chapter 2276, as amended.

VI. Attachments

A. Services Agreement

Fee Schedule Cover Page

Complete One.

1. Flat Rate Proposal (monthly, billed monthly)

Price per Month _____ (dollars)
Total Annual Dollar Amount _____ (dollars)
Consultation / Meetings _____ (dollars)/hour

2. Per Inspection / Plan Review Proposal (billed monthly; may have separate fees for residential or commercial):

Single Inspection _____ (dollars)
Single Plan Review _____ (dollars)
Consultation / Meetings _____ (dollars)/hour

3. Percentage Based Proposal (billed monthly)

Percentage of city permit fee _____ (dollars)
Percentage of city plan review fee _____ (dollars)

4. Other

If fees are based on value, provide example costs for the low and high end of each division/row of the value table in addition to providing the value tables.

Attachment 'A'
Services Agreement

SERVICE AGREEMENT

This Service Agreement is entered between _____ (“Contractor”) and the City of Crowley (“City”), 201 E. Main, Crowley, Texas 76036, on this ____ day of _____, 2025.

WHEREAS, Contractor has submitted a proposal to the City to provide certain plan review, inspection, and building official services for the City, as more particularly specified in the Contractor’s proposal attached hereto as Exhibit “A” and incorporation herein by reference and the City’s Request for Proposals attached hereto as Exhibit “B” and incorporation herein by reference (the “Services”); and

WHEREAS, City desires to retain the Contractor to perform the specified Services; and

WHEREAS, Contractor represents that it is qualified and capable of performing the Services described herein and is willing to enter into this Agreement with City to perform said work and Services;

NOW, THEREFORE, the parties, in consideration of the terms and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby agree as follows:

I. General Provisions.

Services and Payment. Contractor agrees to perform the Services referenced herein in accordance with the terms and conditions set forth in the attached Exhibit “A” and in this Agreement. To the extent of any conflict between this Agreement and Exhibit “A”, the terms and conditions of this Agreement shall control. City agrees to pay, and Contractor agrees to accept payment, of the amounts set forth in Exhibit “A” as full and complete compensation for all such Services.

Term. The term of this Agreement shall be for one (1) year beginning on _____, unless terminated earlier in accordance with the provisions below.

Changes. The City may from time to time request changes in the scope of the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor’s compensation, which are mutually agreed upon by and between City and Contractor, shall be incorporated in written amendment to this Agreement.

Equipment. All Services shall be performed by the Contractor’s personnel and the expense of all such operations shall be the Contractor’s. The Contractor shall provide all equipment, labor, management, fuel and any other materials necessary to complete the required Services. The Contractor shall be responsible for the maintenance and repair of Contractor’s equipment and any damage to Contractor’s equipment shall be Contractor’s sole responsibility.

No Subcontractors. Contractor shall not utilize any subcontractors to fulfill any items or conditions of the Agreement without prior written consent of the City.

Uniforms. All employees of the Contractor shall be required to wear uniforms furnished by Contractor easily recognized by City staff and citizens.

Limit of Appropriation and Fiscal Funding. The City’s fiscal year is October 1 through September 30. Notwithstanding any provision of this Agreement to the contrary, if, for any reason funds are not appropriated to continue the Agreement in the new fiscal year, this Agreement shall become null and void on the last day of the current appropriation of funds without penalty of any kind or form to the City.

II. Termination.

Termination without Cause. The City may terminate this Agreement at any time, in whole or in part, without cause upon thirty (30) days written notice to the Contractor. City shall pay Contractor for all services performed prior to the date of termination in accordance with the terms hereof.

Termination for Default. City reserves the right to terminate this Agreement without prior notice in the event Contractor defaults or breaches any of the terms or conditions of this Agreement, or otherwise fails to perform in accordance with City’s specifications. Termination of this Agreement does not affect City’s right to seek remedies for breach as allowed by law, including any damages or costs suffered by City.

III. Miscellaneous.

Indemnification. The Contractor shall defend, indemnify and hold harmless, the City, and each of the officers, agents, servants and employees, from any and all suits, actions, claims, losses, or damages of any character and from all expenses incidental to the defense of such suits, actions or claims based upon, alleged to be based upon, or arising out of (1) any injury, disease, sickness or death of any person or persons (2) any loss of or damages to any property including loss of use thereof, caused by any act or omission of the Contractor, or by their officers, agents, servants, employees or anyone else under the Contractor’s direction and control, and arising out of, occurring in connection with, resulting from, or caused by or arising from or during the performance of the work or Services provided to the City or from conditions created by the performance or non-performance of said work or Services.

Insurance. Contractor shall obtain and maintain for the full period of this Agreement the following types of insurance in the form, minimum limits and amount herein specified or as may be otherwise required in the contract documents. The Contractor shall not commence work under this Agreement until he has obtained, at Contractor’s expense, all insurance required under this Agreement, and Contractor shall keep such insurance in full force and effect, until all work under this Agreement is completed and has been accepted by the City. Certificates of insurance in the amounts specified shall be delivered to the City prior to commencement of any work. The Contractor shall automatically renew any policies required herein which would otherwise expire during the performance of this Agreement, and notify the City of such renewal prior to expiration date.

- | | |
|--|---------------------------|
| ▪ Worker’s Compensation Insurance | <u>\$Statutory Amount</u> |
| ▪ Public Liability and Property Damage Insurance (Aggregate) | \$1,000,000 |

- Automotive Liability and Property Damage \$1,000,000
(Combined Single Limit Coverage)

Nothing contained in the insurance requirements shall be construed as limiting the Contractor's responsibility for damages resulting from its operations under this Agreement.

Assignment. Contractor shall not assign this Agreement, in whole or in part, without the prior written consent of City.

Independent Contractor. In performing work and services under this Agreement, Contractor is acting as an independent contractor and not as an employee of City. No term or provision of this Agreement shall be construed as making Contractor the agent, servant, or employee of City or as creating a partnership or joint venture relationship between Contractor and City. Contractor will perform the Services in a workmanlike manner, that Contractor will take proper care and precautions to ensure the safety of Contractor's officers and employees. Contractor shall not be entitled to any employment or other benefits from City and Contractor is solely responsible for any and all federal or state taxes resulting from performance of the work and services under this Agreement.

Entire Contract. This Agreement and its Exhibits represents the entire Agreement between City and Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Agreement may be amended by written instrument if signed by both parties.

Governing Law and Venue. This Agreement is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Agreement in a court of competent jurisdiction located in or having jurisdiction in Tarrant County, Texas.

Severability. If a court finds or rules that any part of this Agreement is invalid or unlawful, the remainder of the Agreement remains in effect and continues to be binding on all parties.

No Waiver of Governmental Immunity. No provision of this Agreement shall be construed as waiving the governmental immunity or other defenses of the City from claims against third parties.

Confidentiality. During the term of this Agreement, Contractor may come in contact with confidential information of City. Contractor agrees to treat as confidential the information or knowledge that becomes known to Contractor during performance of this Agreement and not to use, copy, or disclose such information to any third party unless authorized in writing by City. This provision does not restrict the disclosure of any information that is required to be disclosed under applicable law. Contractor shall promptly notify City of any misuse or unauthorized disclosure of its confidential information and upon expiration of this Agreement shall return to City all confidential information in Contractor's possession or control. Contractor shall further comply with all City information security policies that may apply and shall not make any press releases, public statements or advertisement referring to the Services provided under this Agreement or the engagement of Contractor without the prior written approval of City.

By these signatures, the above specifications, conditions, and terms are satisfactory to the parties and are hereby accepted.

CITY OF CROWLEY, TEXAS:

201 E Main Street
Crowley, TX 76036

CONTRACTOR:

(address)

By: _____
Name: _____
Its: _____
Dated: _____

By: _____
Name: _____
Its: _____
Dated: _____

SERVICE AGREEMENT EXHIBIT “A”: Contractor’s Proposal
SERVICE AGREEMENT EXHIBIT “B”: City’s Request for Proposals

Request for Proposals Professional Services Plan Review and Inspection Services

RFP responses will be received until 10:30 AM Central Time, on September 5, 2025. After the submittal deadline, all submitted RFPs will be taken to the City Hall Conference Room where they will be publicly opened and proposed fee type and contractor name read aloud. Any RFP received after the closing time will not be accepted. <https://www.ci.crowley.tx.us/rfps>

Mail or hand deliver sealed responses to:

City of Crowley
Community Development Department
ATTN: Rachel Roberts
201 E Main St
Crowley, TX 76120

For convenience at RFP opening, enter the following information on this cover page and include it in the sealed response envelope. DO NOT place quoted prices on the outside of the sealed response envelope.

Emailed or faxed responses will not be accepted.

Proposed fee type:

- ☐ Flat rate
☐ Percentage

- ☒ Per inspection / per plan review
☐ Other

CONTRACTOR INFORMATION:

SAFEbuilt Texas, LLC

Company name

444 N. Cleveland Avenue

Address

Loveland, CO 80537

City, state & zip

866.977.4111

Telephone number



Company representative signature

Chris Giordano

Company representative printed name

Chief Executive Officer

Title

September 3, 2025

Date



Request for Proposals (RFP)

Professional Services - Plan Review & Inspection Services

ELECTRONIC COPY

Crowley, TX

September 5, 2025 | 10:30 am



Deanne Meirose

Account Manager
832.364.8374
dmeirose@safebuilt.com

Patrick Moran, CBO, MCP

Project Manager
832.458.4074
pmoran@safebuilt.com

SAFEbuilt Texas, LLC
832 Sandy Lane, Fort Worth, TX 76120

SAFEbuilt✓



HEADQUARTERS

444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111
www.safebuilt.com

BUILDING CODE SERVICES

Building Official
Plan Review
Inspection
Code Enforcement
Fire Prevention
Permit Technician
Permitting Software

PROFESSIONAL SERVICES

Planning & Zoning
Grant Writing & Management
Engineering
Parks/O&M/On-Site Services
Construction Services
Landscape Architecture & Urbanism
Construction Engineering Inspection
IT, Data, & Technology Services
Real Estate/Right-of-Way
Transportation & Mobility
Surveying & Mapping
Disaster & Recovery

POINT OF CONTACT

Deanne Meirose
Account Manager
832.364.8374
dmeirose@safebuilt.com

AUTHORIZED SIGNER

Chris Giordano
Chief Executive Officer
954.266.6475
cgjordano@safebuilt.com

PROJECT OFFICE

832 Sandy Lane
Fort Worth, TX 76120
817.496.9396

Wednesday, September 3, 2025

City of Crowley
Community Development Department
ATTN: Rachel Roberts
201 E Main St
Crowley, TX 76120

RE: Request for Proposals (RFP) for Professional Services - Plan Review and Inspection Services

Dear Ms. Rachel Roberts:

SAFEbuilt Texas, LLC (SAFEbuilt) is pleased to submit this proposal in response to the City of Crowley's Request for Proposals (RFP) for Professional Services – Plan Review and Inspection Services. We recognize that accurate, timely, and efficient building department services are essential to supporting community development and ensuring positive experiences for residents and contractors alike. The City can rely on SAFEbuilt to provide proven expertise, responsive service, and consistent customer satisfaction—all at a fair and competitive cost.

Since 2018, it has been our privilege to partner with the City of Crowley, delivering high-quality plan review and inspection services while meeting schedules, budgets, and the expectations of City stakeholders. Our goal remains simple: to provide the most qualified and experienced staff to meet the City's needs while continually striving to exceed expectations.

We also recognize the City's concern with the rising costs of services. SAFEbuilt is committed to cost control, always working to keep services within market pricing and budgetary limits. While some providers may offer cheaper rates, our experience has shown that maintaining a consistently high level of service requires investing in top-tier professional staff. Unlike firms that rely on 1099 contractors, SAFEbuilt employs a fully staffed team of dedicated professionals who receive competitive salaries, above-industry-average insurance benefits, paid time off from day one, and robust training opportunities through our ICC-Preferred Provider SAFEbuilt Academy (see page 48). We further incentivize professional growth by compensating employees for every certification they earn.

This commitment to treating our employees well translates directly into better outcomes for our clients. By retaining a highly qualified, motivated, and continually developing workforce, SAFEbuilt ensures the City of Crowley receives the reliable, expert services it deserves—today and in the future.

In addition to providing core plan review and inspection services, SAFEbuilt offers access to a broad network of in-house specialists across multiple disciplines, including fire and health plan reviews, engineering plan review, floodplain management, zoning, and land development review. This depth of resources provides the City with immediate access to subject matter experts whenever needed—without the cost or delay of sourcing external consultants.





HEADQUARTERS

444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111
www.safebuilt.com

BUILDING CODE SERVICES

Building Official
Plan Review
Inspection
Code Enforcement
Fire Prevention
Permit Technician
Permitting Software

PROFESSIONAL SERVICES

Planning & Zoning
Grant Writing & Management
Engineering
Parks/O&M/On-Site Services
Construction Services
Landscape Architecture & Urbanism
Construction Engineering Inspection
IT, Data, & Technology Services
Real Estate/Right-of-Way
Transportation & Mobility
Surveying & Mapping
Disaster & Recovery

POINT OF CONTACT

Deanne Meirose
Account Manager
832.364.8374
dmeirose@safebuilt.com

AUTHORIZED SIGNER

Chris Giordano
Chief Executive Officer
954.266.6475
cgordano@safebuilt.com

PROJECT OFFICE

832 Sandy Lane
Fort Worth, TX 76120
817.496.9396

For this next contract cycle, SAFEbuilt is proud to present a highly qualified team tailored to the City of Crowley's needs. Our proposed staff includes:

- Two (2) ICC-Certified Master Code Professionals (MCPs)
- Two (2) ICC-Certified Building Officials (CBOs)
- One (1) Engineer-in-Training (Civil), and
- Two (2) Texas Commission on Fire Protection–Certified Fire Marshals.

In addition to providing as-needed fire inspections and plan reviews, we will also make available the support of two experienced permit clerks, who are ready to assist the City remotely whenever needed. This diverse mix of expertise ensures the City has immediate access to specialized knowledge, operational efficiency, and dependable support across all service areas.

SAFEbuilt is committed to continuing our partnership with the City of Crowley by providing responsive and customized building department services that reflect the City's unique needs. As the City's incumbent service provider, we are well-positioned to ensure a seamless transition into the next contract cycle with no disruption of service. We will continue delivering efficient, reliable, and cost-conscious solutions that align with the priorities of elected officials, City staff, stakeholders, and citizens alike.

Our proposal outlines our services, proven qualifications, and competitive fees, all designed to support the City's continued growth and development. We appreciate your consideration and look forward to the opportunity to continue serving the City of Crowley with the professionalism, expertise, and dedication your community deserves.

As Chief Executive Officer of SAFEbuilt, LLC, and the SAFEbuilt family of companies, I am authorized to sign any agreements resulting from this proposal, negotiate terms, render binding decisions, and commit the firm's resources. For any questions or clarifications about this proposal, please contact Deanne Meirose, your Account Manager, at 832.364.8374 or via email at dmeirose@safebuilt.com.

Best Regards,

Chris Giordano, Chief Executive Officer
954.266.6475 | cgordano@safebuilt.com
SAFEbuilt, LLC and SAFEbuilt Texas, LLC





CONTENTS

Response Cover Page	1
Title Page	2
Letter of Introduction	3
Experience and Qualifications	7
References/Previous Relevant Projects	28
Proposed Fees	34
Scope of Services	37
Additional Information	50
Additional Requirements	52
Appendix A: Acceptance of Terms	55





Tab 1

Experience and Qualifications



EXPERIENCE AND QUALIFICATIONS

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 41 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 33 years to include:

- Full Service and Supplemental Building Department Operations
- Residential, Commercial, and Industrial Plan Review
- Building, Mechanical, Electrical, and Plumbing Inspection
- Fire and Life Safety Plan Review and Inspection
- Code Enforcement
- Permit Technician
- Certified Building Official
- Community Development Automation Software
- Expedited Plan Review, Inspections, and Engineering for Special Projects
- Housing Authority Inspections
- Planning and Zoning Services
- Disaster Recovery
- Grant Writing
- Landscape Architecture
- Surveying and Mapping
- Platting
- Land Development Codes

Over the decades, our capacity has grown to 1,700+ employees who provide flexibility and economy of scale to more than 2,000 clients like the City of Crowley. We deliver solid teams of skilled industry professionals to meet the goals and objectives of each client and community we serve, providing experienced staff who have the licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service daily.

FIRM PROFILE

OFFERER

SAFEbuilt Texas, LLC,
Since 2008

TX SOS No: 0801217097

PARENT

SAFEbuilt, LLC

Established in 1992 and
Incorporated in Colorado
on April 19, 1999

HEADQUARTERS

444 N. Cleveland Avenue
Loveland, CO 80537
P: 866.977.4111
F: 877.203.2704
www.safebuilt.com

PROJECT OFFICE

832 Sandy Lane
Fort Worth, TX 76120
817.496.9396

CLIENTS

186 Municipalities in Texas
2,000+ Nationwide

EMPLOYEES

112 in Texas
53 in the DFW Metroplex
1,700+ Nationwide

MAIN CONTACT

Deanne Meirose
Account Manager
832.364.8374
dmeirose@safebuilt.com



EXPERIENCE WITH TEXAS COMMUNITIES

SAFEbuilt's work in Texas began in 2008 through a partnership with the City of Fort Worth and a SAFEbuilt legacy firm to provide comprehensive plan review and inspection services—a trusted relationship that continues today. Since then, our client base has grown to include 186 municipalities and jurisdictions, 15 public school districts, the Texas Parks and Wildlife Department, and several regional service and utility agencies. Our strong presence in the Dallas–Fort Worth Metroplex, is illustrated in Figure 1. Notably, 96% of our Texas clients rely on SAFEbuilt's building department services—either for full-time staffing or supplemental support—to ensure critical roles are consistently filled and essential department operations and services run smoothly.

In 2018, SAFEbuilt began serving the City of Crowley through our Countrywide Inspections legacy firm. As Crowley's needs have evolved, we have proactively adjusted staffing and service levels to provide support that is consistently flexible, responsive, and effective. Along with Crowley, SAFEbuilt delivers comparable services to neighboring municipalities, including the cities of Dalworthington Gardens, Kennedale, Cleburne, Venus, and the Town of Cross Timber.

Below is a complete list of our current Texas municipal clients, the services we provide for them, and the year we began our support.

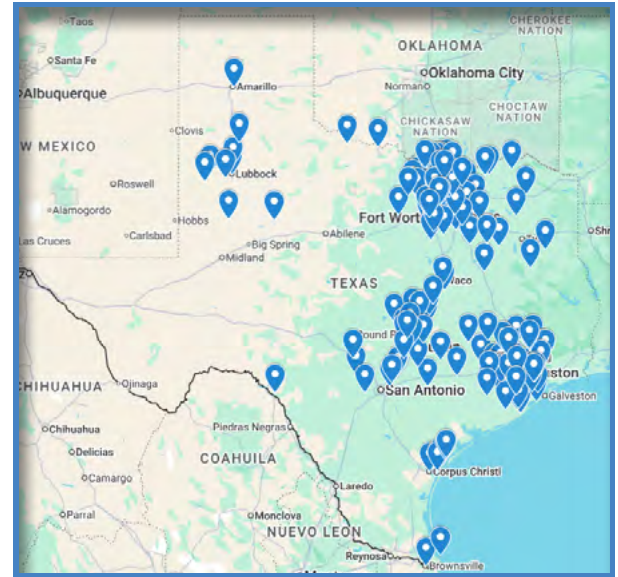


Figure 1. SAFEbuilt's Municipal Clients in Texas

CLIENT	SERVICES PROVIDED	SINCE
City of Alvin	Building Inspection	2021
City of Alvord	Building Inspection	2012
City of Amarillo	Plan Review	2020
City of Aransas Pass	Building Inspection, Plan Review	2022
City of Arcolosa	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2025
City of Athens	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection	2025
City of Azle	Building Inspection, Plan Review	2015
City of Bandera	Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Baytown	Building Inspection	2021
City of Bedford	Building Inspection, Plan Review	2022
City of Belville	Building Inspection, Plan Review	2023
City of Benbrook	Permitting Software	2014
City of Bridgeport	Building Inspection, Plan Review	2012
City of Brookshire	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Permitting Software, Planning, Code Enforcement, Health Inspection, Permit Technician, Building Official, Floodplain Review	2023
City of Brownsville	Plan Review	2021

CLIENT	SERVICES PROVIDED	SINCE
City of Bunker Hill Village	Building Inspection, Plan Review, Planning & Zoning	2022
City of Burkburnett	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Burnet	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2024
City of Callisburg	Building Inspection, Plan Review	2018
City of Castroville	Plan Review, Building Inspection, Floodplain Review, Fire Plan Review, Fire Inspection, Health Inspection, Permit Technician, Code Enforcement, Building Official, Planning, Permitting Software	2024
City of Cedar Hill	Building Inspection, Plan Review	2023
City of Cedar Park	Building Inspection, Plan Review, Permitting Software	2023
City of Celina	Building Inspection	2019
City of Chico	Building Inspection, Code Enforcement, Plan Review	2022
City of Clear Lake Shores	Building Inspection, Plan Review	2022
City of Cleburne	Building Inspection, Plan Review	2020
City of Cleveland	Building Inspection, Plan Review	2021
City of Colleyville	Building Inspection, Plan Review	2016
City of Collinsville	Building Inspection, Plan Review	2011
City of Conroe	Building Inspection	2017
City of Converse	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Coppell	Plan Review	2019
City of Corinth	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Corpus Christi	Plan Review, Building Inspection, Planning & Zoning	2025
City of Crowley	Building Inspection, Plan Review	2018
City of Dallas	Plan Review	2021
City of Dalworthington Gardens	Building Inspection, Building Official, Plan Review, Fire Plan Review, Fire Inspection	2020
City of Danbury	Building Inspection, Plan Review	2021
City of Dayton	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Deer Park	Building Inspection	2017
City of Del Rio	Plan Review	2021
City of DeSoto	Building Inspection	2020
City of Dickinson	Building Inspection, Plan Review	2022
City of Dodd City	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of East Bernard	Building Inspection, Plan Review	2023

CLIENT	SERVICES PROVIDED	SINCE
City of El Lago	Building Inspection, Plan Review	2022
City of Fairfield	Building Inspection, Plan Review	2020
City of Farmers Branch	Building Inspection, Plan Review	2023
City of Ferris	Building Inspection, Plan Review, Permitting Software	2014
City of Florence	Building Inspection, Plan Review, Code Enforcement	2024
City of Fort Worth	Building Inspection, Plan Review	2008
City of Freeport	Building Inspection, Plan Review, Civil Plan Review	2023
City of Fulshear	Building Inspection, Plan Review	2020
City of Gainesville	Building Inspection, Plan Review	2013
City of Golinda	Planning & Zoning	2025
City of Gonzales	Building Inspection, Plan Review	2022
City of Granger	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection	2022
City of Haslet	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2024
City of Henderson	Plan Review	2023
City of Hillshire Village	Building Inspection, Plan Review	2022
City of Holland	Building Inspection	2024
City of Hunters Creek Village	Building Inspection, Plan Review	2022
City of Hurst	Building Inspection, Plan Review	2019
City of Ingleside	Building Inspection, Plan Review	2021
City of Ingleside on the Bay	Building Inspection, Plan Review	2023
City of Iowa Colony	Building Inspection, Plan Review	2021
City of Jamaica Beach	Building Inspection	2023
City of Jarrell	Building Official, Building Inspection, Plan Review	2020
City of Jersey Village	Building Inspection, Plan Review, Code Enforcement	2021
City of Justin	Building Inspection, Plan Review	2017
City of Katy	Building Inspection, Plan Review	2020
City of Keller	Building Inspection, Plan Review, Fire Plan Review	2018
City of Kemah	Building Inspection, Plan Review	2021
City of Kennedale	Building Inspection, Plan Review, Planning & Zoning	2015
City of Kerrville	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2025
City of Krugerville	Building Inspection, Plan Review	2014
City of Krum	Building Inspection, Plan Review	2015
City of La Marque	Building Inspection, Plan Review	2021
City of La Porte	Building Inspection, Plan Review	2022

CLIENT	SERVICES PROVIDED	SINCE
City of Lago Vista	Building Inspection, Fire Inspection, Health Inspection	2024
City of Lake Jackson	Building Inspection	2021
City of Lakeway	Building Inspection, Plan Review	2023
City of Lamesa	Plan Review	2021
City of Lancaster	Building Official, Building Inspection, Plan Review, Permitting Software	2023
City of Leander	Plan Review, Building Inspection, Fire Plan Review, Fire Inspection	2024
City of Levelland	Building Inspection, Plan Review	2019
City of Liberty	Building Inspection, Plan Review	2021
City of Lindsay	Building Inspection, Plan Review	2018
City of Lockhart	Code Enforcement	2023
City of Lubbock	Planning & Zoning	2024
City of Magnolia	Building Official, Code Enforcement	2025
City of Manor	Plan Review	2023
City of Manvel	Building Inspection, Plan Review	2020
City of Meadows Place	Building Inspection, Plan Review	2022
City of Melissa	Planning	2024
City of Mineral Wells	Building Inspection, Plan Review, Fire Plan Review	2022
City of Missouri City	Building Official, Plan Review, Inspection, Fire Plan Review and Inspection, Planning & Zoning	2020
City of Mont Belvieu	Building Inspection, Plan Review	2022
City of Mount Vernon	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2023
City of Muenster	Building Inspection, Plan Review	2014
City of Murphy	Building Inspection	2020
City of Nassau Bay	Building Inspection, Plan Review, Code Enforcement, Building Official, Permitting Software	2023
City of Navasota	Building Inspection, Plan Review	2021
City of Needville	Building Inspection, Plan Review, Planning & Zoning	2020
City of Nevada	Building Inspection, Plan Review, Code Enforcement	2021
City of New Braunfels	Building Inspection, Plan Review	2020
City of New Deal	Building Inspection	2022
City of New Fairview	Building Inspection, Plan Review	2020
City of Newark	Building Inspection	2022
City of North Richland Hills	Building Inspection, Plan Review, Fire Plan Review, Health Inspection	2024
City of Oak Point	Building Inspection, Plan Review	2011
City of Orchard	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2024

CLIENT	SERVICES PROVIDED	SINCE
City of Palmer	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Paradise	Building Inspection, Plan Review	2022
City of Paris	Building Inspection, Plan Review	2021
City of Patton Village	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2025
City of Payne Springs	Building Inspection, Plan Review	2021
City of Pearland	Building Inspection, Plan Review	2021
City of Plainview	Building Inspection, Plan Review	2020
City of Quitman	Building Inspection, Plan Review	2022
City of Red Oak	Permitting Software	2014
City of Rice	Building Inspection, Plan Review	2020
City of Richmond	Building Inspection, Plan Review	2020
City of Richwood	Building Inspection, Plan Review	2021
City of Robinson	Building Inspection, Plan Review	2022
City of Rockport	Building Official, Plan Review, Building Inspection, Fire Plan Review & Inspection	2023
City of Rosenberg	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection	2022
City of Rowlet	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2025
City of Runaway Bay	Building Inspection, Plan Review	2017
City of Rusk	Building Inspection, Plan Review	2022
City of Saint Jo	Building Inspection, Plan Review	2011
City of Sanger	Permitting Software	2016
City of Santa Fe	Building Inspection, Plan Review	2020
City of Schertz	Building Official, Floodplain Review, Code Enforcement, Planning & Zoning, Fire Inspection, Health Inspection, Engineering	2024
City of Seabrook	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection	2024
City of Shady Shores	Building Inspection, Plan Review	2019
City of Shoreacres	Building Inspection, Plan Review	2025
City of Smithville	Plan Review, Planning & Zoning	2022
City of Snyder	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Somerville	Building Inspection, Plan Review	2022
City of South Padre Island	Plan Review	2019
City of Southlake	Building Inspection	2018
City of Splendora	Building Inspection, Plan Review, Code Enforcement, Fire Plan Review, Fire Inspection	2023
City of Spring Valley Village	Building Inspection, Plan Review, Planning & Zoning	2020

CLIENT	SERVICES PROVIDED	SINCE
City of Stafford	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of Sugar Land	Building Inspection, Plan Review	2022
City of Sundown	Plan Review, Fire Plan Review, Health Plan Review, Building Inspection, Fire Inspection, Health Inspection	2025
City of Sweeny	Building Inspection, Plan Review	2021
City of Taylor Lake Village	Plan Review, Fire Plan Review, Fire Inspection, Health Inspection, Building Inspection	2025
City of Temple	Building Official, Planning, Permit Technician	2024
City of Terrell	Building Inspection, Plan Review	2022
City of Tomball	Building Inspection, Plan Review	2022
City of Valley View	Building Inspection, Plan Review	2014
City of Venus	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection	2021
City of Vernon	Plan Review, Fire Plan Review, Fire Inspection, Health Inspection, Building Inspection	2025
City of Wallis	Building Inspection, Plan Review	2023
City of Weimar	Building Inspection, Plan Review, Fire Plan Review, Fire Inspection, Health Inspection	2024
City of West Lake Hills	Building Inspection, Plan Review	2021
City of West University Place	Building Inspection, Plan Review, Planning & Zoning	2021
City of Westworth Village	Building Inspection, Plan Review	2021
City of Wharton	Building Inspection, Plan Review	2018
City of Whitesboro	Building Inspection, Plan Review, Code Enforcement	2023
City of Wilmer	Building Inspection, Plan Review	2022
City of Wolfforth	Building Inspection, Plan Review	2018
Dallas County	Engineering, Surveying & Mapping	2022
Fannin County	Engineering, Surveying & Mapping, Engineering Plan Review, Floodplain Management Review	2024
Hays County	Engineering, Surveying & Mapping, Construction Engineering Inspection	2025
Town of Argyle	Building Inspection, Plan Review	2019
Town of Copper Canyon	Code Enforcement, Residential Plan Review	2024
Town of Cross Roads	Building Inspection, Plan Review	2021
Town of Cross Timber	Building Inspection, Plan Review, Permitting Software	2020
Town of Dish	Building Inspection, Plan Review	2015
Town of Enchanted Oaks	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2025
Town of Fulton	Building Inspection, Plan Review, Permitting Software	2023
Town of Lakeside	Building Inspection, Plan Review	2013

CLIENT	SERVICES PROVIDED	SINCE
Town of Lakewood Village	Building Official, Code Enforcement	2025
Town of Little Elm	Building Inspection, Plan Review	2020
Town of Northlake	Building Inspection, Plan Review	2011
Town of Ponder	Building Inspection, Plan Review	2011
Town of Road Runner	Building Inspection, Plan Review, Code Enforcement	2021
Town of Trophy Club	Building Inspection, Plan Review	2017
Town of Westlake	Building Inspection, Plan Review	2013
Town of Weston	Code Enforcement	2019
Town of Westover Hills	Building Inspection, Plan Review, Code Enforcement	2023
Village of Bonney	Plan Review, Fire Plan Review, Building Inspection, Fire Inspection, Health Inspection	2024
Village of Volente	Building Inspection, Plan Review, Code Enforcement	2023

PERSONNEL PROPOSED TO SUPPORT THE CITY

SAFEbuilt is pleased to present the City of Crowley with a highly qualified team of building department service professionals, illustrated in Figure 2. Our proposed team includes staffing for all required roles—Building Official, plan review, and inspection services—as well as additional support for fire plan review, fire inspections, and permit clerk services.

Our team will be led by a dedicated Project Manager, a value-added role, who will be responsible for ensuring seamless coordination, consistent communication, and high-quality service delivery throughout the project.

Our team brings exceptional depth of experience and certifications, including:

- **Two ICC-Certified Master Code Professionals (MCP)**
- **Two ICC-Certified Building Officials (CBO)**
- **One Engineer-in-Training (Civil)**
- **Two Texas Commission on Fire Protection–Certified Fire Marshals**

As outlined in the staffing matrix on the following page, the proposed Building Inspector is both a State of Texas–licensed Plumbing Inspector and an ICC-certified Residential Energy Inspector/Plans Examiner. In addition, our proposed Building Official—who will also perform inspections as needed—is licensed as a Plumbing Inspector and holds ICC certifications as a Commercial Energy Inspector/Plans Examiner as well as an IECC/HERS Compliance Specialist.



PROJECT MANAGER
Patrick Moran, CBO, MCP
BUILDING OFFICIAL
Michael Gleason, CBO, MCP
BUILDING INSPECTOR
Chris King <i>Residential & Commercial Inspector</i>
PLANS EXAMINERS
Andrea Rios, EIT <i>Residential & Commercial Plans Examiner</i>
Erica Wilson <i>Residential & Commercial Plans Examiner</i>
FIRE SERVICES
Cliff Nevins, CFI-II <i>Fire Plans Examiner & Fire Inspector</i>
Chad Wester <i>Fire Plans Examiner & Fire Inspector</i>
PERMIT CLERKS
Amanda Perry Rachelle Dobey

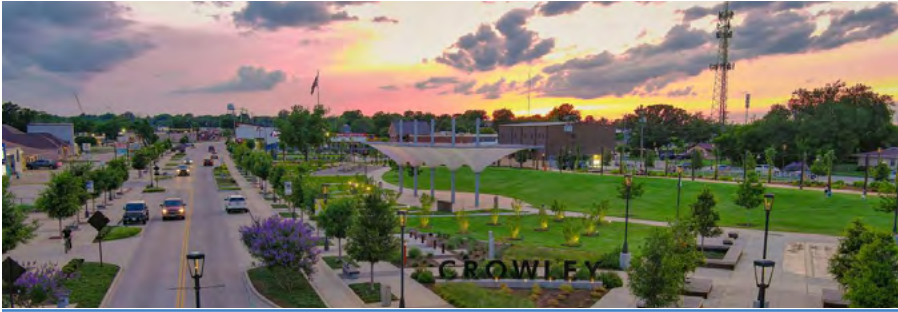
Figure 2. The City of Crowley's SAFEbuilt Team

TEAM LICENSES & CERTIFICATIONS MATRIX

The following matrix briefly summarizes the many licenses and certifications earned and maintained by our talented team.

	PATRICK MORAN	MICHAEL GLEASON	CHRIS KING	ANDREA RIOS	ERICA WILSON	CLIFF NEVINS	CHAD WESTER
INTERNATIONAL CODE COUNCIL (ICC)							
Master Code Professional	✓	✓					
Accessibility Inspector/Plans Examiner	✓	✓		✓			
Building Code Specialist	✓	✓					
Building Inspector	✓	✓	✓				
Building Plans Examiner	✓	✓		✓	✓		
Certified Building Code Official		✓					
Certified Building Official	✓	✓					
Certified Mechanical Code Official		✓					
Certified Plumbing Code Official		✓					
Combination Inspector	✓	✓					
Commercial Building Inspector		✓	✓	✓			
Commercial Combination Inspector	✓	✓					
Commercial Electrical Inspector	✓	✓					
Commercial Energy Inspector	✓	✓					
Commercial Energy Plans Examiner		✓			✓		
Commercial Mechanical Inspector	✓	✓	✓				
Commercial Plumbing Inspector	✓	✓	✓				
Electrical Inspector	✓	✓					
Fire Inspector I						✓	
Fire Inspector II						✓	
Fire Plans Examiner	✓	✓				✓	
IECC/HERS Compliance Specialist		✓					
Mechanical Code Specialist	✓	✓					
Mechanical Inspector	✓	✓	✓				
Mechanical Plans Examiner	✓	✓					

	PATRICK MORAN	MICHAEL GLEASON	CHRIS KING	ANDREA RIOS	ERICA WILSON	CLIFF NEVINS	CHAD WESTER
							
Permit Specialist		☑					
Permit Technician		☑			☑		
Plumbing Code Specialist	☑	☑					
Plumbing Inspector	☑	☑	☑				
Plumbing Plans Examiner	☑	☑					
Residential Building Inspector		☑	☑				
Residential Combination Inspector		☑	☑				
Residential Electrical Inspector	☑	☑	☑				
Residential Energy Inspector/Plans Examiner	☑	☑	☑		☑		
Residential Fire Sprinkler Inspector/Plans Examiner						☑	
Residential Mechanical Inspector	☑	☑	☑				
Residential Plans Examiner		☑	☑		☑		
Residential Plumbing Inspector	☑	☑	☑				
STATE OF TEXAS							
Engineer-in-Training, Civil				☑			
Plumbing Inspector License	☑	☑	☑				
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY							
OSSF Designated Representative License	☑	☑					
TEXAS COMMISSION ON FIRE PROTECTION							
Advanced Arson Investigator						☑	☑
Advanced Firefighter						☑	
Advanced Fire Inspector						☑	☑
Advanced Structural Firefighter							☑
Basic Fire Investigator						☑	
Fire & Life Safety Educator I						☑	
Fire Instructor I						☑	
Fire Marshal						☑	☑
Fire Officer I						☑	☑
Fire Plans Examiner						☑	☑



	PATRICK MORAN	MICHAEL GLEASON	CHRIS KING	ANDREA RIOS	ERICA WILSON	CLIFF NEVINS	CHAD WESTER
HAZMAT Technician						☒	
NATIONAL FIRE PROTECTION AGENCY							
Fire Plans Examiner						☒	
Fire Inspector II						☒	
Fire Protection Specialist						☒	
U.S. ARMY CORPS OF ENGINEERS							
Construction Quality Management for Contractors (CQM) Certification				☒			

Full résumés for each proposed team member are presented on the following pages.

TESTIMONIALS

"SAFEbuilt has been very responsive to our requests and we appreciate their hard work! The level of review and expertise is commendable!"

– Harrison Wicks, Director of Community Development | Town of Argyle, TX

"SAFEbuilt does very well to meet the agreed upon deadlines for plan reviews and will communicate to City staff if there are any issues that may arise."

– David Hawkins, Director of Planning & Development | City of Azle, TX

ICC Master Code Professional (MCP)



The **Master Code Professional (MCP™)** designation is the highest level of certification offered by the Code Council. While the Code Council has certified thousands of individuals, only a select group of just over 1,000 have achieved this prestigious recognition. Those who attain this level receive an MCP™ Certificate, which acknowledges their exceptional accomplishment. Earning this certification requires and demonstrates a strong commitment to the profession, a broad knowledge of codes, and a high degree of self-initiative. Master Code Professionals are typically responsible for overseeing all technical and management aspects of code enforcement. Among the proposed team members, **Patrick Moran and Michael Gleason** have earned this distinguished certification.



PATRICK MORAN, CBO, MCP

Project Manager

25 YEARS OF EXPERIENCE

<1 YEAR WITH THE FIRM

EDUCATION

BS, Political Science

Armstrong State University

LICENSES & CERTIFICATIONS

International Code Council (ICC)

Master Code Professional

Accessibility Inspector/Plans Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Combination Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Energy Inspector

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Inspector

Fire Plans Examiner

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Electrical Inspector

Residential Energy Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plumbing Inspector

State of Texas

Plumbing Inspector #4332

Texas Commission for Environmental Quality

Licensed OSSF Designated Representative #OS0040078

State of North Carolina

Level III BMEP and Fire

State of Florida

Standard Inspector and Plans Examiner

State of Georgia

Level 5 Professional Building Official

WORK HISTORY

- **Building Official**
SAFEbuilt, LLC
2024 – Current
- **Chief Building Official**
City of Stonecrest, GA
2023 – 2024

- **Chief Plans Examiner**
Orange County, FL Division of Building Safety
2019 – 2023
- **Building Inspector/Plans Examiner**
Mecklenburg County, NC
2012 – 2019
- **Building Inspector**
Seminole County, FL Building Department
1999 – 2000

PROJECT EXPERIENCE

- **Building Inspector**
SAFEbuilt, LLC contract with the City of Harvest, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Northlake, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Cedar Hill, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Ponder, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Corinth, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Argyle, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Whitesboro, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Oak Point, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the City of Krugerville, TX
- **Building Inspector**
SAFEbuilt, LLC contract with the Town of Bedford, TX

MEMBERSHIPS & AFFILIATIONS

Member & Building Exam Development Committee (2023 – 2026)

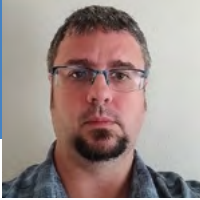
Building Officials Association of Georgia

Member

International Code Council

Legislative Committee (2020 – 2023)

Building Officials Association of Florida



MICHAEL GLEASON, CBO, MCP

Building Official

SAFEbuilt[✓]

21 YEARS OF EXPERIENCE

2 YEARS WITH THE FIRM

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#5285493

Master Code Professional

Accessibility Inspector/Plans Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Code Official

Certified Building Official

Certified Mechanical Code Official

Certified Plumbing Code Official

Combination Inspector

Commercial Building Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Energy Inspector

Commercial Energy Plans Examiner

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Inspector

Fire Plans Examiner

IECC/HERS Compliance Specialist

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Permit Specialist

Permit Technician

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

State of Texas

Licensed Plumbing Inspector #3363

Texas Commission for Environmental Quality

Licensed OSSF Designated Representative #OS0036787

WORK HISTORY

Combination Inspector

SAFEbuilt, LLC

2023 – Present

Chief Building Official

City of Venus, TX

2021 – 2023

Senior Plans Examiner

City of San Marcos, TX

2019 – 2021

Engineering Associate

City of Austin, TX

2016 – 2021

Building Official

City of Buda, TX

2016 – 2019

Building Inspector III

City of Pflugerville, TX

2015 – 2016

Senior Building Inspector

City of Hutto, TX

2014 – 2015

Project Coordinator for Green Building

City of Georgetown, TX

2014

Residential Plans Examiner

City of Austin, TX

2013 – 2014

Plans Examiner/Building Inspector

ATS Engineers

2009 – 2013

Plan Review Manager

Fox Energy Specialists

2007 – 2009

Plan Reviewer/Permit Technician

Bureau Veritas Group

2004 – 2007

PROJECT EXPERIENCE

Inspector

SAFEbuilt Contract with the City of Bridgeport, TX

Inspector

SAFEbuilt Contract with the City of Fort Worth, TX

Inspector

SAFEbuilt Contract with the City of Dalworthington Gardens, TX

Inspector

SAFEbuilt Contract with the City of Westworth Village, TX

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#5173011

Building Inspector

Commercial Building Inspector

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Mechanical Inspector

Plumbing Inspector

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

State of Texas

Plumbing Inspector #2517

WORK HISTORY

Combination Building Inspector

SAFEbuilt, LLC

2025 – Present

Senior Consultant I, Municipal Services

Burgess Construction Consultants, Inc.

Fairview, TX

2024 – 2025

Consultant, Municipal Services

Burgess Construction Consultants, Inc.

2023 – 2024

Building Inspector

City of Springtown, TX

2021 – 2022

Building Inspector

Bureau Veritas Group

Plano, TX

2014 – 2021

Construction Superintendent

Pureyear Custom Pools

Fort Worth, TX

2011 – 2013

Building Inspector

Town of Trophy Club, TX

2007 – 2011

Building Inspector

City of Mansfield, TX

2003 – 2007

Building Inspector

City of Keller, TX

1999 – 2003

PROJECT EXPERIENCE

Combination Inspector

SAFEbuilt contract with the City of Alvord, TX

SAFEbuilt contract with the City of Azle, TX

SAFEbuilt contract with the City of Bedford, TX

SAFEbuilt contract with the City of Bridgeport, TX

SAFEbuilt contract with the City of Chico, TX

SAFEbuilt contract with the Town of Cross Timber, TX

SAFEbuilt contract with the City of Crowley, TX

SAFEbuilt contract with the City of Dalworthington Gardens, TX

SAFEbuilt contract with the City of Haslet, TX

SAFEbuilt contract with the City of Hurst, TX

SAFEbuilt contract with the City of Kennedale, TX

SAFEbuilt contract with the Town of Lakeside, TX

SAFEbuilt contract with the City of Mineral Wells, TX

SAFEbuilt contract with the City of Palmer, TX

SAFEbuilt contract with the City of Paradise, TX

SAFEbuilt contract with the City of Runaway Bay, TX

SAFEbuilt contract with the Slidell Independent School District

SAFEbuilt contract with the City of Westworth Village, TX

SAFEbuilt contract with the City of Wilmer, TX



ANDREA RIOS, EIT

Plans Examiner

SAFEbuilt[✓]

14 YEARS OF EXPERIENCE

4 YEARS WITH THE FIRM

EDUCATION

BS, Civil Engineering

University of Texas at El Paso

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#8962096

Accessibility Inspector/Plans Examiner

Building Plans Examiner

Commercial Building Inspector

State of Texas/American Society of Civil Engineers

Engineer-in-Training #47381

U.S. Army Corps of Engineers

Construction Quality Management for

Contractors (CQM) Certification

#SWF-06-15-00251

Occupational Safety & Health Administration

30-hour Construction Safety Certification

#OEC 7046160

WORK HISTORY

Plans Examiner

SAFEbuilt, LLC

2021 – Present

Building Plans Examiner

City of El Paso, TX

2018 – 2021

Assistant Project Manager & QC/SSHO Manager

IDEALS Inc.

Las Cruces, NM

2017 – 2018

Assistant Engineer (Temporary)

Brown & Caldwell

El Paso, TX

2016 – 2017

CAD Design & Project Manager

El Paso JAG, Inc.

El Paso, TX

2015 – 2016

CAD Design & Jr. Estimator

AmeriCom Automation Services, Inc.

Las Cruces, NM & El Paso, TX

2011 – 2015

PROJECT EXPERIENCE

Plans Examiner

SAFEbuilt Contract with

City of Alvord, TX

City of Argyle, TX

Azle ISD

City of Azle, TX

City of Bedford, TX

City of Boyd, TX

City of Bridgeport, TX

City of Brownsville, TX

City of Callisburg, TX

City of Chico, TX

Chilton ISD

City of Cleburne, TX

City of Colleyville, TX

Town of Copper Canyon, TX

Town of Cross Roads, TX

City of Crowley, TX

City of Dalworthington Gardens, TX

City of Decatur, TX

City of Del Rio, TX

Town of Dish, TX

Ector ISD

City of Fairfield, TX

City of Florence, TX

City of Gonazales, TX

City of Granger, TX

Grayson College; Denton, TX

City of Holland, TX

City of Hurst, TX

City of Jarrell, TX

City of Kennedale, TX

City of Krugerville, TX

City of Krum, TX

Town of Lakeside, TX

City of Lamesa, TX

City of Lancaster, TX

City of Lindsay, TX

Town of Little Elm, TX

City of Mineral Wells, TX

City of Mount Vernon, TX

City of Navasota, TX

City of Nevada, TX

City of North Richland Hills, TX

Town of Northlake, TX

City of Oak Point, TX

City of Palmer, TX

City of Paradise, TX

City of Pilot Point, TX

Town of Ponder, TX

Plans Examiner (Continued)

City of Runaway Bay, TX

City of Snyder, TX

City of Terrell, TX

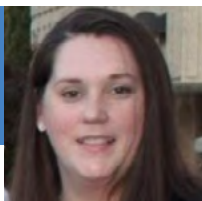
City of Tioga, TX

Town of Westlake, TX

City of Westworth Village, TX

City of Wilmer, TX

City of Wolfforth, TX



ERICA WILSON

Plans Examiner

SAFEbuilt[®]

14 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM

EDUCATION

Coursework in Biology

University of Texas at Arlington

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#8261728

Building Plans Examiner

Commercial Energy Plans Examiner

Permit Technician

Residential Energy Inspector/Plans Examiner

Residential Plans Examiner

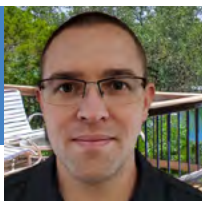
WORK HISTORY

- **Plans Examiner**
SAFEbuilt, LLC
2020 – Present
- **Senior Plans Examiner**
City of Arlington, TX
2017 – 2020
- **Plans Examiner**
City of Arlington, TX
2016 – 2017
- **Permit Technician**
City of Southlake, TX
2013 – 2016
- **Project Manager**
FTI Groups
2013
- **Search Engine Evaluator**
Leapforce Inc.
Pleasanton, CA
2011 – 2013

PROJECT EXPERIENCE

- **Plans Examiner**
SAFEbuilt contract with the City of Alvord, TX
SAFEbuilt contract with the City of Argyle, TX
SAFEbuilt contract with the City of Azle, TX
SAFEbuilt contract with the City of Bedford, TX
SAFEbuilt contract with the City of Bedford, TX
SAFEbuilt contract with the City of Bedford, TX
SAFEbuilt contract with the City of Bridgeport, TX
SAFEbuilt contract with the City of Callisburg, TX
SAFEbuilt contract with the City of Chico, TX
SAFEbuilt contract with the City of Cleburne, TX
SAFEbuilt contract with the City of Cleveland, TX

SAFEbuilt contract with the Town of Copper Canyon, TX
SAFEbuilt contract with the Town of Cross Roads, TX
SAFEbuilt contract with the Town of Cross Timber, TX
SAFEbuilt contract with the City of Crowley, TX
SAFEbuilt contract with the City of Dalworthington Gardens, TX
SAFEbuilt contract with the Town of Dish, TX
SAFEbuilt contract with the City of Fairfield, TX
SAFEbuilt contract with the City of Kennedale, TX
SAFEbuilt contract with the City of Krugerville, TX
SAFEbuilt contract with the City of Krum, TX
SAFEbuilt contract with the Town of Lakeside, TX
SAFEbuilt contract with the Town of Lakeside, TX
SAFEbuilt contract with the City of Mineral Wells, TX
SAFEbuilt contract with the City of Mount Vernon, TX
SAFEbuilt contract with the City of Navasota, TX
SAFEbuilt contract with the City of North Richland Hills, TX
SAFEbuilt contract with the Town of Northlake, TX
SAFEbuilt contract with the City of Oak Point, TX
SAFEbuilt contract with the City of Palmer, TX
SAFEbuilt contract with the City of Paradise, TX
SAFEbuilt contract with the City of Payne Springs, TX
SAFEbuilt contract with the City of Pilot Point, TX
SAFEbuilt contract with the Town of Ponder, TX
SAFEbuilt contract with the Town of Road Runner, TX
SAFEbuilt contract with the City of Runaway Bay, TX
SAFEbuilt contract with the City of Snyder, TX
SAFEbuilt contract with the Town of Westlake, TX
SAFEbuilt contract with the Town of Westlake, TX
SAFEbuilt contract with the City of Westworth Village, TX
SAFEbuilt contract with the City of Wilmer, TX
SAFEbuilt contract with the City of Wolfforth, TX



CLIFF NEVINS, CFI-II

Fire Inspector/Plans Examiner

SAFEbuilt[®]

13 YEARS OF EXPERIENCE

4 YEARS WITH THE FIRM

EDUCATION

Peace Officer Certification

Lone Star College

Basic Firefighter Certification

Amarillo College

BS, Criminal Justice

West Texas A&M University

LICENSES & CERTIFICATIONS

International Code Council (ICC)

#9961505

Fire Inspector I

Fire Inspector II

Fire Plans Examiner

Residential Fire Sprinkler Inspector/Plans Examiner

Texas Commission on Law Enforcement

Certified Intermediate Peace Officer

Texas Commission on Fire Protection

Advanced Arson Investigator #13337

Advanced Fire Inspector #122410

Basic Fire Investigator #37642

Certified Advanced Fire Fighter #112330

Fire and Life Safety Educator I #158478

Fire Instructor I #88616

Fire Marshal Certification #211745

Fire Officer I #133378

HAZMAT Technician #148811

Fire Plans Examiner I #163160

FEMA NIMS ICS

100, 200, 300, 400, 700, 701, 702, 703, 704 and 800 certified

NFPA

Fire Plans Examiner #1139208-CFPE

Fire Inspector II #CFI-14-1015

Fire Protection Specialist #1139208-CFPS

WORK HISTORY

Fire Inspector & Plans Examiner

SAFEbuilt, LLC
2021 – Present

Deputy Fire Marshal

Denton County Emergency Service
2017 – 2021

Fire Inspector

Harris County Fire Marshal's Office
2015 – 2017

Fire Inspector

Texas State Fire Marshal's Office
2012 – 2015

Crew Leader

Blackmon Mooring
Amarillo, TX
2012

PROJECT EXPERIENCE

Fire Inspector/Fire Plans Examiner

SAFEbuilt Contract with Alvarado ISD
SAFEbuilt Contract with the City of Alvord, TX
SAFEbuilt Contract with the City of Argyle, TX
SAFEbuilt Contract with the City of Bastrop, TX
SAFEbuilt Contract with the City of Bedford, TX
SAFEbuilt Contract with the City of Boyd, TX
SAFEbuilt Contract with the City of Bridgeport, TX
SAFEbuilt Contract with the City of Chico, TX
SAFEbuilt Contract with Chilton ISD
SAFEbuilt Contract with the Town of Cross Roads, TX
SAFEbuilt Contract with the City of Dallas, TX
SAFEbuilt Contract with the City of Dalworthington Gardens, TX
SAFEbuilt Contract with the City of El Lago, TX
SAFEbuilt Contract with the City of Henderson, TX
SAFEbuilt Contract with the City of Keller, TX
SAFEbuilt Contract with the City of Kennedale, TX
SAFEbuilt Contract with the Town of Lakeside, TX
SAFEbuilt Contract with the City of Lancaster, TX
SAFEbuilt Contract with the Town of Little Elm, TX
SAFEbuilt Contract with the City of Mount Vernon, TX
SAFEbuilt Contract with the City of Newark, TX
SAFEbuilt Contract with the Town of Northlake, TX
SAFEbuilt Contract with the City of Palmer, TX
SAFEbuilt Contract with the City of Paradise, TX
SAFEbuilt Contract with the City of Pilot Point, TX
SAFEbuilt Contract with the Town of Ponder, TX
SAFEbuilt Contract with Slidell ISD
SAFEbuilt Contract with the City of Snyder, TX
SAFEbuilt Contract with the City of Somerville, TX
SAFEbuilt Contract with the City of Splendora, TX
SAFEbuilt Contract with the City of Valley View, TX
SAFEbuilt Contract with the City of Westworth Village, TX
SAFEbuilt Contract with Wink-Loving ISD
SAFEbuilt Contract with the City of Wolfforth, TX



CHAD WESTER

Fire Inspector/Plans Examiner

26 YEARS OF EXPERIENCE

<1 YEAR WITH THE FIRM

SAFEbuilt[®]

EDUCATION

BS, Fire Services

Texas A&M Commerce

AS, General Studies

Navarro College

LICENSES & CERTIFICATIONS

Texas Commission on Fire Protection

Advanced Arson Investigator

Advanced Fire Inspector

Advanced Structural Firefighter

Basic Fire Marshal

Fire Officer I

Fire Plans Examiner

Occupational Safety and Health Administration (OSHA)

10-Hour Construction Industry Safety Certification

WORK HISTORY

- **Fire Inspector & Plans Examiner**
SAFEbuilt, LLC
2025 – Present
- **Fire Marshal, Emergency Management Coordinator & Master Peace Officer**
City of Ennis Fire Department
Ennis, TX
2014 – 2025
- **Shift Lieutenant**
City of Ennis Fire Department
Ennis, TX
2010 – 2014
- **Fire Protection Instructor**
Navarro College
Waxahachie, TX
2002 – 2025
- **Emergency Medical Technician**
City of Ennis Fire Department
Ennis, TX
1999 – 2025

PROJECT EXPERIENCE

- **Fire Plans Examiner/Fire Inspector**
SAFEbuilt contract with the City of Bridgeport, TX
SAFEbuilt contract with the Town of Cross Roads, TX
SAFEbuilt contract with the City of Dalworthington Gardens, TX
SAFEbuilt contract with the City of Fairfield, TX
SAFEbuilt contract with the City of Katy, TX

SAFEbuilt contract with the City of Keller, TX
SAFEbuilt contract with the City of Kerrville, TX
SAFEbuilt contract with the Town of Lakeside, TX
SAFEbuilt contract with the City of Mount Vernon, TX
SAFEbuilt contract with the Town of Northlake, TX
SAFEbuilt contract with the Town of Ponder, TX
SAFEbuilt contract with the City of Robinson, TX
SAFEbuilt contract with the City of Smithville, TX
SAFEbuilt contract with the City of Snyder, TX
SAFEbuilt contract with the City of Somerville, TX
SAFEbuilt contract with the City of Splendora, TX
SAFEbuilt contract with the City of Starbase, TX
SAFEbuilt contract with the City of Westworth Village, TX
SAFEbuilt contract with Alvarado Independent School District
SAFEbuilt contract with Slidell Independent School District
SAFEbuilt contract with Wink-Loving Independent School District
SAFEbuilt contract with Cranfills Gap Independent School District
SAFEbuilt contract with Bosqueville Independent School District

MEMBERSHIPS & AFFILIATIONS

Member

Texas Fire Marshal's Association

Member

National Fire Protection Association (NFPA)

Member

Texas Commission on Fire Protection

Member

Texas Commission on Law Enforcement

AWARDS & RECOGNITION

Firefighter of the Year Award - 2011

Veterans of Foreign Wars

Best of the Best Firefighter - 2013

Ennis Daily News

EDUCATION

Dental Assistant Program

ATI Career Training Center

WORK HISTORY

- **Senior Plans Processor**

SAFEbuilt, LLC
2022 – Present

- **Principal's Secretary**

Oakwood Terrace Elementary
Hurst-Euless-Bedford ISD
Euless, TX
2014 – 2022

- **Office Assistant/Registrar**

Oakwood Terrace Elementary
Hurst-Euless-Bedford ISD
Euless, TX
2009 – 2014

- **Administrative Assistant**

Express Professionals
Arlington, TX
2008 – 2009

- **Customer Service Representative**

Fresh Express
Grand Prairie, TX
2006 – 2008

PROJECT EXPERIENCE

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Alvord, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Argyle, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Azle, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Bedford, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Boyd, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Cleveland, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the Town of Copper Canyon, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Crowley, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Krum, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Manvel, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Mineral Wells, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of North Richland Hills, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the Town of Northlake, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Oak Point, TX

- **Plans Processor/Permit Technician**

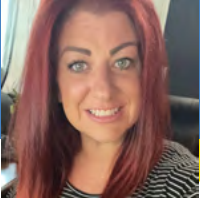
SAFEbuilt Contract with the City of Pilot Point, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the Town of Ponder, TX

- **Plans Processor/Permit Technician**

SAFEbuilt Contract with the City of Weimar, TX



RACHELLE DOBEY

Permit Clerk

SAFEbuilt[®]

7 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM

WORK HISTORY

- **Senior Permit Technician**
SAFEbuilt, LLC
2022 – Present
- **Customer Service Desk**
Home Depot
Burleson, TX
2018 – 2022
- **Oral Surgery Registered Dental Assistant**
Permian Basin Oral Maxillofacial Surgery
Midland, TX
2013 – 2014
- **Oral Surgery Registered Dental Assistant**
Fort Worth Oral Surgery
Fort Worth, TX
2006 – 2012

PROJECT EXPERIENCE

- **Senior Permit Technician**
Rachelle serves as a remote Permit Technician based in our Fort Worth office, providing support to all public and private clients throughout Texas.



Tab 2

References/Previous Relevant Projects

REFERENCES/PREVIOUS RELEVANT PROJECTS

SAFEbuilt is pleased to offer the following client references who can attest to the quality and timeliness of our services.



Town of Northlake, TX | 2011 - Ongoing

Building Inspection | Plan Review

Lora Hutchings, Permit Specialist

1500 Commons Circle, Suite 300, Northlake, TX 76226

940.648.3290 | lhutchings@town.northlake.tx.us



Town of Argyle, TX | 2009 - Ongoing

Building Inspection | Plan Review

Harrison Wicks, Director of Community Development

308 Denton Street East, Argyle, TX 76226

940.464.7273 | hwicks@argyletx.com



City of Dalworthington Gardens, TX | 2020 - Ongoing

Building Official | Building Inspection | Plan Review |

Fire Plan Review | Fire Inspection

Sandra Ma, City Secretary & Administrative Services Manager

2600 Roosevelt Drive, Dalworthington Gardens, TX 76016

817.274.7662 | sandra@cityofdmg.net



City of Keller, TX | 2018 - Ongoing

Building Inspection | Plan Review | Fire Plan Review

Justin Wilkins, Building Official

1100 Bear Creek Parkway, Keller, TX 76248

817.743.4119 | jwilkins@cityofkeller.com



City of Azle, TX | 2015 - Ongoing

Building Inspection | Plan Review

David Hawkins, Director of Planning & Development

613 SE Parkway, Azle, TX 76020

817.444.2541 | dhawkins@cityofazle.org



City of Bedford, TX | 2022 - Ongoing

Building Inspection | Plan Review

Wes Morrison, Community Development Manager

2000 Forest Ridge Drive, Bedford, TX 76021

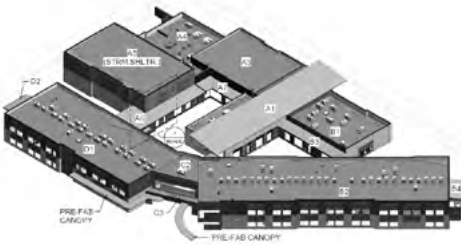
817.952.2168 | wes.morrison@bedfordtx.gov

"I've had the pleasure of working with SAFEbuilt in providing the City's building inspections. In every instance, their employees have been professional, prompt, and highly knowledgeable in providing these services to our community. I would highly recommend SAFEbuilt as a solution to inspection services for any municipality in need."

– Justin Wilkins, Building Official | City of Keller, TX

PROJECT EXPERIENCE SHOWCASE

The following project summaries showcase just a few of the many projects the proposed team has supported for our reference clients.



WEST ARGYLE ELEMENTARY #5 | ARGYLE, TX

2025 – Ongoing

SAFEbuilt is currently supporting Argyle Independent School District with plan review services for its new elementary school, located on the same property as the district's middle school, currently under construction. The two-story, 104,685-square-foot facility will include 61 classrooms and has been designed to accommodate up to 850 students.

As construction progresses, SAFEbuilt will provide comprehensive inspection services covering the entire project site, including the building, playground areas, and athletic fields. The elementary school is scheduled to open for the 2027–28 academic year.



CROSS TIMBERS CHURCH YOUTH FACILITY | ARGYLE, TX

2022 – 2024

The new 8,000-square-foot youth-focused facility features a worship space equipped with advanced technology, naturally lit classrooms, and a central gathering lobby, complemented by essential support areas. Outdoor amenities—including a playground, play mounds, a splash pad, and a turf lawn—extend opportunities for engagement across all ages. Sustainable design elements included energy-efficient systems and water conservation measures.

SAFEbuilt supported the project by providing comprehensive building, mechanical, electrical, and plumbing plan reviews and inspections throughout construction.



FLOYD BARKSDALE MIDDLE SCHOOL | NORTHLAKE, TX

2024 – Ongoing

Northwest ISD's new middle school #8 is being constructed to relieve overcrowding at Pike Middle School. The new campus will be an approximately 220,000-square-foot facility consisting of a one- and partial two-story design with an intuitive, easy-to-navigate layout. The campus will include a football stadium, track and field, and tennis courts. The school will accommodate up to 1,200 students and is scheduled to open in August 2025.

SAFEbuilt is providing comprehensive plan review and inspection services for building, mechanical, electrical, and plumbing systems, along with fire plan review, ensuring the project meets all code, safety, and quality standards.



CAMBRIA HOTEL & CONFERENCE CENTER | NORTHLAKE, TX 2022 – Ongoing

SAFEbuilt completed the plan review and is providing ongoing building, mechanical, electrical, and plumbing inspections for a new four-story, 111-room hotel and conference center in the Town of Northlake. The 75,000-square-foot hotel will feature 111 rooms, a restaurant, and a bar. It will be connected to a 10,000-square-foot conference center, which includes 6,000 square feet of meeting space. The project is scheduled to open on October 16, 2025.



ARGYLE MIDDLE SCHOOL | ARGYLE, TX 2024 – Ongoing

SAFEbuilt is providing plan review and inspection services for the construction of a new 186,000-square-foot middle school for Argyle Independent School District. The two-story campus will feature a classroom block arranged around an open-air courtyard, with the library and cafeteria serving as central hubs of the school. The facility includes two gymnasiums—one of which doubles as a storm shelter—along with a practice football field, track, and a full suite of new outdoor athletic facilities located to the south of the building.

When it opens in August 2026, the school will serve grades 7 and 8 and accommodate up to 1,200 students.



KATIE'S EXPRESS CAR WASH | AZLE, TX 2023 – 2024

SAFEbuilt provided comprehensive plan reviews along with building, mechanical, electrical, and plumbing inspections for the construction of a new 3,965-square-foot, single-story car wash. The project includes both a vacuum canopy and a pay station canopy, with an estimated construction cost of \$900,000.

"I believe SAFEbuilt's customer service is what sets them apart. They are a professional organization with qualified and knowledgeable staff that are clearly trained to be customer oriented. As we have work with several different plan reviewers and inspectors, they have consistently exhibited professionalism and a willingness to work with us to meet our needs."

– Nathan Reddin, Development Director | Town of Northlake, TX

PROJECT SUPPORT FOR THE CITY OF CROWLEY

The following are just a few of the recent projects our team has supported for the City of Crowley.



CROWLEY HIGH SCHOOL REPLACEMENT PROJECT | CROWLEY, TX *2024 – Ongoing*

SAFEbuilt is providing plan review and inspection services on behalf of the City of Crowley for the construction of the new Crowley High School and its associated sports complex facilities. The project involves replacing the existing school building on the current site with a modern, state-of-the-art campus.

The new high school will feature a three-story academic wing, dedicated spaces for fine and performing arts, and a multi-purpose arena. Construction is currently underway, with completion and opening anticipated in fall 2027.

The adjoining indoor/outdoor athletic complex will include a field house with locker rooms, training areas, and a split-level press box, as well as an 8,000-seat stadium. The second floor of the field house will house a 3,000-square-foot community room designed to accommodate large events. A 60-by-30-foot LED video scoreboard will highlight the north end zone, enhancing the spectator experience.



BEACH CLUB EXPRESS CAR WASH | CROWLEY, TX *2024 – Ongoing*

SAFEbuilt provided plan review services for the construction of a 2,000-square-foot Beach Club Express Car Wash, with a project value of \$200,609.



KARIS AMENITY CENTER | CROWLEY, TX *2024 – Ongoing*

SAFEbuilt provided the plan review and is currently conducting inspections for the new 7,500-square-foot Karis Amenity Center, a key feature of the Karis Community Development. The center will offer a variety of recreational and social spaces, including pools with water features, pickleball courts, a fitness center, and inviting fire pits for community gatherings.

TERMINATED CONTRACTS

The contracts listed below were ended at the sole discretion of the client and were terminated without cause. These terminations did not result from performance concerns; rather, they reflect client-driven decisions such as changes in leadership, budget priorities, or strategic direction. SAFEbuilt remains proud of the services delivered under each contract and of the strong, professional relationships maintained with these communities.

CLIENT/CONTRACT	DETAILS	DATE
City of Allen, TX Supplemental Building Inspections	Client Initiated - Terminated without Cause	December 14, 2020
City of Watauga, TX Supplemental Inspection Services	Client Initiated - Terminated without Cause	July 30, 2021
City of Grapevine, TX Supplemental Building Inspection & Plan Review	Client Initiated - Terminated without Cause	May 31, 2023
City of Arlington, TX As Requested Supplemental Inspections	Client Initiated - Terminated without Cause	October 12, 2023



Tab 3

Proposed Fees

Fee Schedule Cover Page

Complete One.

1. Flat Rate Proposal (monthly, billed monthly)

Price per Month _____ (dollars)

Total Annual Dollar Amount _____ (dollars)

Consultation / Meetings _____ (dollars)/hour

2. Per Inspection / Plan Review Proposal (billed monthly; may have separate fees for residential or commercial):

Single Inspection \$70.00 residential/\$85.00 commercial (dollars)

Single Plan Review *See Table on the Following Page (dollars)

Consultation / Meetings \$150.00 (dollars)/hour

*See Table on the Following Page for Fire Inspection

3. Percentage Based Proposal (billed monthly)

Percentage of city permit fee _____ (dollars)

Percentage of city plan review fee _____ (dollars)

4. Other

If fees are based on value, provide example costs for the low and high end of each division/row of the value table in addition to providing the value tables.

PLAN REVIEWS

Plan reviews are based on project valuation as shown below.

COMMERCIAL PLAN REVIEW - PROJECTS (BASED ON PROJECT VALUATION)	
\$1 to \$100,000 project valuation (p.v.)	\$225.00
\$100,001 to \$500,000 p.v.	\$225.00 for 1st \$100,000.00 plus \$2.29 each add'l \$1,000.00
\$500,001 to \$1,000,000 p.v.	\$1,141.00 for 1st \$500,000.00 plus \$1.75 each add'l \$1,000.00
\$1,000,001 to \$5,000,000 p.v.	\$2,016.00 for 1st \$1,000,000.00 plus \$1.20 each add'l \$1,000.00
\$5,000,001 and up	\$6,816.00 for 1st \$5,000,000.00 plus \$1.10 each add'l \$1,000.00
Zoning Review (as requested)	\$125.00 per hour (2-hr minimum)
RESIDENTIAL PLAN REVIEW - PROJECTS (BASED ON FLAT FEES)	
Single-Family Home (New, Addition, or Model)	\$200.00 per plan review
Miscellaneous (Remodel, duplicate of Model previously reviewed or other residential plan review)	\$150.00 per plan review
Zoning Review (as requested)	\$125.00 per plan review
Plan Reviews after 3 rounds of plan review comments	\$125.00 per hour
FIRE CODE PLAN REVIEW - PROJECTS (BASED ON VALUATION OF FIRE SYSTEM)	
\$1 to \$6,250	\$190.00
\$6,251 to \$250,000	\$230.00
\$250,001 to \$500,000	\$310.00
\$500,001 to \$1,000,000	\$440.00
\$1,000,001 to \$3,000,000	\$620.00
\$3,000,001 and up	\$1,940.00 + \$0.10 each add'l \$1,000.00

FIRE INSPECTION

Fire Inspections are based on project valuation as shown below.

FIRE INSPECTIONS BY FIRE SYSTEM VALUATION	
\$1 to \$6,250	\$285.00
\$6,251 to \$250,000	\$345.00
\$250,001 to \$500,000	\$465.00
\$500,001 to \$1,000,000	\$660.00
\$1,000,001 to \$3,000,000	\$930.00
\$3,000,001 and up	\$2,910.00 plus \$0.15 for each additional \$1,000.00

BUILDING DEPARTMENT HOURLY FEES BY ROLE

BUILDING DEPARTMENT PROFESSIONAL SERVICES (BASED ON HOURLY RATES)	
Building Official	\$125.00 per hour
Permit Clerk	\$70.00 per hour



Tab 4

Scope of Services

SCOPE OF SERVICES

SAFEbuilt recognizes the City of Crowley's need for a qualified building services partner to provide plan reviews, inspections, and building official support. We understand these services are to be provided on a full-time basis until the City hires its own Building Official and possibly an in-house Inspector. At that point, SAFEbuilt will serve as a reliable backup—covering absences, assisting with peak workloads, and ensuring uninterrupted service.

As the City's current provider, SAFEbuilt is prepared to continue this partnership through the next contract cycle. We will fully support the City's transition from third-party to in-house service delivery and ensure a seamless handoff once staff are hired.

We also recognize the City's need for as-needed services such as fire plan reviews, inspections, and permit clerk support. To meet these needs, we have proposed a complete, experienced team (see "Figure 2. The City of Crowley's SAFEbuilt Team" on page 14) so the City has access to all necessary resources whenever they are required.

The City of Crowley already understands the value our veteran team brings—dependability, expertise, and the ability to handle daily workloads without disrupting City operations. Managing these services fully in-house often places unnecessary strain on multiple departments, from human resources and payroll to the building division itself. Without the right resources in place, backlogs emerge, construction projects stall, budgets are impacted, and the City, contractors, and residents all feel the strain. SAFEbuilt helps the City avoid these challenges by providing consistent, professional service that keeps development moving.

The benefits of a partnership with SAFEbuilt include:



Cost Control – Our percent-of-fee service options allow the City to pay only for services when they are needed, keeping costs predictable and aligned with permit activity.



Reduced Safety Risks – SAFEbuilt's fully trained experts help ensure compliance and safety while maintaining project momentum and eliminating costly backlogs.



Improved Customer & Constituent Satisfaction – Faster turnaround times, strong communication, and reliable inspections reduce frustration for both contractors and residents.



Flexibility – SAFEbuilt provides on-demand resources capable of supporting evening, weekend, or holiday needs and fast-tracking high-priority projects without disruption.



Scalability – Avoid the fixed costs of recruiting, onboarding, training, and maintaining a permanent staff. SAFEbuilt allows the City to scale services up or down based on project volume.



Digital Innovation – Our proven permitting technology enables electronic plan reviews, remote inspections, and other digital tools that modernize the customer experience without requiring costly in-house investment.



Professional Development – SAFEbuilt ensures all personnel remain current with industry certifications, codes, and practices—relieving the City of the burden of managing ongoing training requirements.

SAFEbuilt delivers a combination of affordability, expertise, flexibility, and innovation that Crowley has come to rely on. We are committed to supporting the City both now and throughout its transition to in-house services, ensuring stability, efficiency, and satisfaction for staff, contractors, and residents alike.



DELIVERING THE SCOPE OF SERVICES

SAFEbuilt aims to provide efficient, customer-friendly services that allow our staff to deliver code-compliant completed projects to residents, businesses, and the City. To ensure contract success, we promote communication at every level of our organization. Using current technology, we can communicate more efficiently with our clients, residents, contractors, co-workers, and support staff. Communication throughout the organization is stressed to ensure our clients are up-to-date on all larger-scale projects in the City. This communication makes the team more efficient in their daily delivery of services.

All staff accept directions and instructions while performing their responsibilities independently and professionally with minimal supervision required.

All SAFEbuilt Team Members will:

- Wear/display proper identification and dress appropriately when working on behalf of the City.
- Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- Possess/maintain required certifications and are experienced in performing compliant plan review and inspection services.
- Be knowledgeable of design principles, local zoning, and topographical site plans.
- Respond to calls and emails as quickly as possible.
- Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- Meet all job safety requirements and OSHA safety standards.
- Ensure the use of standardized language between our team and City staff.
- Offer exemplary customer service while performing their duties and attend meetings as required by the City.
- Keep relevant professional licenses and certifications current throughout the contract term.
- Attend SAFEbuilt's required minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year (see "Staff Training" on page 48).
- Participate in public educational activities as requested.
- Be available to support the City during regular business hours, except for City-recognized holidays.

BUILDING OFFICIAL

The Building Official is the City's primary point of contact and will report to the staff members designated by the City. The Building Official attends staff, board, and council meetings as required. This position works closely with other City departments to coordinate efforts and ensure we operate as a seamless extension of your staff.

Our certified Building Officials are intimately familiar with the procedures and processes that need to be maintained to ensure a building department runs smoothly. They effectively work with all staff and departments.

As a technical lead in the office, the Building Official is a resource for other SAFEbuilt team members, City staff, and applicants to help guide citizens through the complexities of the codes. This position closely monitors changes to codes and any state or local requirements and determines how they may impact projects in the area. The Building Official also oversees our quality assurance program and ensures that we meet our agreed-upon performance measurements and your expectations. The **range of services that SAFEbuilt's Building Official can provide** includes, but is not limited to:

- Managing the administration of the building department.
- Monitoring changes to the code and making recommendations regarding local amendments.
- Coordinating with other City departments.
- Attending staff and City meetings as required and mutually agreed.
- Providing reports with mutually-agreed-upon frequency and content.
- Attending pre-submittal meetings as needed.
- Providing quality control of plan reviews and inspections.
- Ensuring client and applicant satisfaction.
- Working with City staff to establish and/or refine building department processes.
- Providing building code interpretations.
- Serving as the main point of contact from SAFEbuilt for the City.
- Providing weekly updates regarding building code services activity.
- Assisting with and preparing written inspection reports, investigations of complaints, expiring and expired permits, and other reports.
- Updating Building & Safety Procedures.
- Performing building code updates for municipal code adoption.





PLANS EXAMINERS

Plans Examiners must demonstrate precision, strong written communication for documentation, and effective verbal skills for interactions with officials, residents, engineers, and design professionals. They must efficiently manage competing project schedules and transition seamlessly between reviews.

Our proposed staff will review permit applications, plans, shop drawings, and product approvals, noting conflicts with applicable codes and providing detailed comments. Reviews will be conducted during the City's business hours, resulting in recommendations to approve, modify, or deny based on compliance with laws, codes, and ordinances. Deficiencies will be clearly identified with applicable code citations, offering customers a clear path to approval.

Plans Examiners will assist contractors, homeowners, and design professionals by answering code-related questions. They will accommodate clients with tight or aggressive schedules as directed by the Building Official. All trades and disciplines will be reviewed for compliance with building, electrical, mechanical, plumbing, accessibility, fire, energy codes, and applicable ordinances. Completed reviews will be documented in the City's system. **The proposed Plans Examiner(s) for the City will:**

- Examine, review, and analyze construction drawings, plans and specifications to ensure compliance with adopted local, state and federal codes, ordinances, policies and regulations.
- Receive and record incoming plans submitted, providing the customer with the ability to track progress.
- Manage the submittal and resubmittal processes.
- Attend pre-submittal and pre-construction meetings as requested.
- Process plan review comments and plan review actions via Bluebeam or the City's preferred method for electronic plan review.
- Return all emails/voicemails within 24 hours.
- Determine the scope of the project before plan review.
- Conduct pre-plan review meetings as necessary.
- Review all construction documents and plan sets for all trades within proposed time frames.
- Use compliance checklists during plan reviews.
- Provide (at a minimum) the following in the plan review letter:
 - Cite the applicable construction drawing sheet number(s).
 - Note code section(s) and provide the code language.
 - Provide a brief but concise comment explaining the identified issues.
- Return approved plans/associated documentation to the applicant in a timely and professional manner.
- Provide design advice only in the context of achieving code compliance (written and verbal communication).
- Perform plan reviews within specified time frames.
- Determine and communicate valuation/fee updates to the City.

INSPECTORS

Inspectors will work with other City staff, contractors, builders, owners, and the general public. As such, they must be helpful, patient, and above all, very knowledgeable of the relevant codes and ordinances. Our Inspectors are trained to take an educational approach when working with our clients and their customers. Before contract start, all team members will refresh their knowledge of codes and ordinances unique to the City. We know that technical competence, while expected, is not enough. Experience and careful consideration of issues and impacts are also critical.

Your SAFEbuilt-provided Inspectors will conduct technical field inspections of residential and commercial structures and equipment installations during the various phase of construction, installation, and operation, assuring work conforms to all applicable building codes and approved plans and specifications. The Inspector will issue written comments if the work is not in accordance with the approved plans or applicable codes. The Inspectors will maintain formal inspection records and process inspection comments and results immediately upon completion—and always within the same business day.

The Inspectors will advise and confer with architects, engineers, City personnel, homeowners, contractors, and developers. Questions, concerns, and inquiries will be received and responded to within one business day. The proposed Inspectors will be available to the City throughout all construction phases.

The proposed Inspectors for the City will:

- Review all plans submitted before each inspection.
- Adhere to scheduled inspection times.
- Verify approved plans are on site and verify construction has not deviated from approved plans.
- Verify on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.
- Perform field inspections in accordance with the City's adopted ordinances, codes, and standards.
- Use inspection checklists and codebooks during inspections.
- Provide all required inspections and recording the results for those inspections.
- Identify code violations per the national and state building codes, and local ordinances and amendments.
- Work with contractors to facilitate appropriate remedies for code violations.
- Result inspections and reviewing the reports and comments with the construction contractor on site whenever possible.
- Provide the written inspection results to the City and the client at the conclusion of the inspection.





FIRE PLAN REVIEW

Our expert staff provide an additional level of oversight for projects involving occupancies or uses that traditionally pose a high risk for occupants, including:

- Assembly occupancies where large numbers of occupants gather.
- Educational occupancies where children receive instruction or care.
- Hazardous occupancies which involve a manufacturing or research process working with either toxic, flammable, combustible or explosive chemicals.
- High-rise buildings which pose a risk to both the occupants and first responders due to height above the level of egress.
- Institutional occupancies which may include those facilities where the occupant may not be capable of self-preservation. These occupancies may include jails, prisons, and medical facilities.
- Storage occupancies with high pile storage which may cause a problem with the fire protection systems for the building.

These types of permit applications include compliance checks for fire safety systems, such as automatic sprinkler systems, fire alarm systems, fire mains for private fire hydrants or water supplies for sprinkler systems, and fire extinguishing systems for restaurant kitchens, as well as fire site plans to review compliance for fire site access and fire operation and suppression needs.

Our staff is experienced in fire protection plan review for all occupancy classifications and a variety of plan review types, including the following:

- Site access and water supply evaluation.
- Architectural reviews, including fire-resistive construction requirements and means of egress systems.
- Fire alarm systems.
- Fire suppression systems, water-based and clean agent systems.
- Underground piping for fire protection systems.
- Chemical classification and approval of plans defining volume, quantities, and specific storage and use requirements.
- Spray booth and special hazards evaluation.
- High piled storage.
- Commercial cooking fire protection.

SAFEbuilt staff will provide fire plan review services as requested to verify compliance with Texas's building and fire codes, adopted National Fire Protection Association Standards, and jurisdictional amendments. Plan review services will address fire/life safety relative to the review of fire protection systems (fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems), civil improvement plans, and non-structural building plans for fire and life safety, as amended by the City.



FIRE INSPECTION

SAFEbuilt's fire inspectors perform initial, annual, and required follow-up technical fire and life safety field inspections for structures, including but not limited to:

- Places of assembly
- Single-family homes
- Multiple-family housing
- Commercial
- Industrial
- Institutional
- Local government occupancies
- Temporary Structures

Inspections occur during the various phases of construction, installation, and operation, assuring work conforms to all applicable building codes and follows approved plans and specifications, as required by the authority having jurisdiction (AHJ). Before an inspection, our inspector reads and interprets applicable documents for existing and new occupancies and facilities, then compares and evaluates compliance with applicable codes, ordinances, and regulations during the on-site inspection. Fire inspection services include inspection of fire protection equipment and systems, including kitchen suppression systems, sprinkler systems, engineered systems, and fire alarms. All inspections are performed in accordance with federal, state, county, and local requirements.

SAFEbuilt's inspectors have performed building and fire inspection services on various construction projects, including new residential developments, large custom homes, and commercial, institutional, assembly, essential service buildings, and industrial projects. Multiple inspectors are available when necessary for large or fast-track projects.

Our fire inspectors can read, understand, and interpret construction documents, truss drawings, and fire sprinkler plans; prepare and maintain accurate records and reports; maintain office hours; communicate effectively orally and in writing; and work effectively with contractors, the public and City staff. Our inspectors possess knowledge of approved and modern methods, materials, and tools used for building and fire inspections and are knowledgeable of the most current building and fire standards.

SAFEbuilt's proposed team of certified fire inspectors/plan reviewers provide residential and commercial fire services at every phase of the project—before construction, during construction, and ongoing fire deterrence and compliance. We offer a complete range of services that can be customized to the City's needs, including:

- Life Safety and Plan Review
- Fire Site Plans
- Fire Alarm Plans
- Fire Sprinkler Plans
- Sprinkler and Fire Extinguishing System Inspections
- Fire Alarm System Inspections
- Fire Main and Pump Inspections
- Storage Tank Inspections
- Annual Inspections of Schools and Commercial Properties
- Fire Education Programs
- Property Loss Mitigation, Consultation and Inspection
- Fire Investigation

PERMIT CLERK

The Permit Clerk is likely the first person the City's customers encounter when seeking assistance. This person represents the City and SAFEbuilt, and must be friendly, thoroughly knowledgeable of the permitting process, and always ready to help citizens and contractors navigate it. The Permit Clerk works collaboratively with applicants and has a "can-do" attitude to help resolve issues and minimize applicant anxiety.

The following highlights some of the duties and expectations of the Permit Clerk:

- Working remotely at the City's Building Department counter during business hours.
- Facilitating the permitting process from initial permit intake to final permit issuance.
- Providing customer support and assistance over the phone.
- Assisting the public in completing permit applications and other necessary forms.
- Helping customers with scheduling inspections and inspection status.
- Determining permit, plan, and process requirements for permit applicants and notifying the applicant when construction documents or permits are ready for pick up or issuance.
- Answering the public's questions quickly and correctly via phone and email and answering and routing phone calls and emails.
- Receiving, processing, and issuing building permits and coordinating the plan review and inspection process, including tracking, routing, and storage of plans.
- Reviewing permit applications and other pertinent information to verify the accuracy and completeness of information.
- Completing periodic reporting, including weekly, monthly, quarterly and annual reports for various internal and external stakeholders (including but not limited to budget, volume, permit status, urban renewal, public art, County Assessor, and state agencies).
- Maintaining a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans, and other counter-related items.
- Verifying projects have obtained all necessary approvals before issuing permits and that the following have been filed with the City, e.g., valid contractor's license, workers' compensation, and valid business license information.
- Using the City's permitting system to input and process permit applications.
- Complying with and fulfilling Freedom of Information Act (FOIA) requests and public information requests within established time frames.
- Providing administrative support, including typing, filing, scheduling inspections, and maintaining accurate records.

CAPABILITIES

Each year, the SAFEbuilt team completes thousands of inspections and plan reviews for new, unoccupied, and occupied builds, renovations, and expansion projects ranging from single-family homes, airports, healthcare facilities, high-rises, industrial, warehouses, and large commercial retail centers, including but not limited to:

- Airport Hangars
- Ambulatory Centers
- Apartment Complexes
- Aqueducts
- Arenas
- Assisted Living Facilities
- Automated Parking Systems & Mechanical Car Stacker
- Banks
- Beach Re-Nourishments
- Breakaway Walls
- Bridges
- Bulkheads
- Cabanas & Gazebos
- Casinos
- Cement Plants
- Cement Silos
- Chillers
- Churches
- City Halls
- Coastal High Hazard Zones
- Colleges & Universities (State & Privately Owned)
- Construction Trailers
- Courthouses
- Cruise Terminals
- Dentist Offices
- Dialysis Centers
- Drainage System
- Electric Cooperative
- Elementary, Middle & High Schools
- Fire Pump Houses
- Fire Repair
- Fire Stations
- Fuels Processing Plant
- Gatehouses
- Government Buildings
- Grocery Stores
- Gymnasiums
- High-Rise Buildings (Commercial & Residential)
- Historical Buildings
- Hospitals & Medical Facilities
- Hotels
- Housing Authorities
- Industrial Buildings
- Large Commercial Retail Developments
- LEED Buildings
- Libraries
- Liquid Natural Gas Plants
- Loading Docks
- Low-Income Housing
- Marinas
- Marine Research Facilities
- Medical Examiner's Office
- Mixed-Use Buildings
- Modular Baths
- Movie Theaters/Cinemas
- Multi-Family Dwellings
- Museums
- Parking Garages (Above & Below Grade)
- Parks
- Pharmacies
- Pools (Commercial & Residential)
- Prefabricated & Modular Bathrooms for Hospitals
- Preschools & Daycares
- Production Studios
- Recreational Centers
- Refrigerated Buildings
- Residential Developments (Single-Family, Townhouses & Condos)
- Restaurants
- Retirement Communities
- Seawalls
- Self-Storage Facilities
- Shipyards
- Shopping Malls
- Silos
- Single-Family Homes
- Solar Panel Systems
- Sorority/Fraternity Houses
- Spas
- Sport Fields
- Student Housing
- Theme Parks
- Threshold Buildings
- Tissue Banks
- Toll Plazas
- Train Station Facility
- Tunnels
- Warehouses
- Waterfront Properties

TURNAROUND TIME FOR SERVICES

Once assigned to a project, our team members remain dedicated to that project until completion. Our team is available during all construction phases for consultation and will attend virtual meetings as requested and in-person meetings as required. After contract award, we will provide the City with a call list with each team member's mobile phone numbers and email addresses.

PLAN REVIEWS

SAFEbuilt proposes the following plan review turnaround times for a contract with the City.

Table 1. Plan Review Turnaround Times

TYPE OF PROJECT	INITIAL CHECK	RECHECK
Single Family Dwelling	5 working days or less	3 working days or less
Tenant Improvements	10 working days or less	5 working days or less
Apartments	10 working days or less	5 working days or less
Commercial/Industrial	10 working days or less	5 working days or less
Large Commercial >\$15M value	15 working days or less	7 working days or less

NOTE: Day 1 = first full business day after receipt of plans and documents.

Expedited plan review time frames are provided on a case-by-case basis. Additional fees may apply.

INSPECTIONS

- **Same-day inspections for requests by 4:00 pm;** next-day service for later requests.
- Most inspections last 15 minutes to 2 hours.
- Weekend and after-hours services available at an additional fee.
- Emergency inspections are also supported.



EQUIPPING OUR TEAMS FOR SUCCESS

SAFEbuilt provides our employees with the materials, tools, and equipment necessary to perform all work required by the City. As our standard, we provide our staff with:

- Vehicles (including maintenance and fuel).
- Magnetic vehicle signage-customizable per client specifications.
- Laptops with mobile hot spots.
- Standard business software and specialized software.
- Personal protective equipment and sanitizing products.
- Tablets and mobile phones (loaded with electronic versions of essential codebooks).
- SAFEbuilt-branded professional clothing and lanyards with clear, plastic pouch for carrying the City-issued ID.
- Insurance: Liability, Workers' Compensation and Health, Dental, Vision, and Life.



QUALITY CONTROL AND ASSURANCE

SAFEbuilt's success depends on providing high-quality, detail-oriented services. Our proactive Quality Control (QC) approach includes oversight throughout each project, not just at the final review. Following Total Quality Management principles, every project has a tailored QC plan outlining responsibilities, procedures, and standards. This ensures independent checks, data verification, compliance, and proper coordination of all project documents.

SAFEbuilt's QC plan includes the following elements to uphold accuracy and timeliness:

- Clear understanding of the project scope.
- Verification of data accuracy and adherence to field procedures.
- Implementation of checks and balances throughout the process.
- Guidance for staff to ensure compliance with QC procedures.
- Confirmation of updated standards and methodologies.
- Integrated reviews at all levels of work.
- Field observations, documentation, guidelines, plans, and goals through internal monitoring and production audits.

To ensure we consistently deliver and maintain exceptional services for our customers, our Project Manager performs random quality evaluations of our staff throughout the year. These activities include:

- Standardized processes for intake, returned work, email correspondence, review comment letters, inspection reports, and related tasks to ensure consistency and client satisfaction, including logging review data into each municipality's system.
- Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others' plan reviews and ride-along with inspectors.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Paying staff to attend both internal and external training to grow professionally and improve skill sets.
- SAFEbuilt's Account Manager and Project Manager regularly check in with clients and send periodic customer satisfaction surveys to gather feedback on services provided.
 - SAFEbuilt uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.

In addition to using routing and tracking systems for plan review and inspections, staff receive regular training on current codes and regulations. We also manage staffing risks by deploying additional resources from our corporate or regional offices as needed.



TRAINING

STAFF TRAINING

SAFEbuilt's leadership has implemented a program that allows employees to access comprehensive training, continuing education, and coaching. The focus on continuing education ensures that staff stays up to date with local, state, and federal codes, regulations, amendments, and the latest best practices, reducing the need for constant reference to code books in the field.

All building services staff receive a minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year. Our commitment to our employees' well-being, continuing education, and competitive compensation enable us to keep our staff retention at optimum levels.



SAFEBUILT ACADEMY



SAFEbuilt is committed to ensuring our people remain at the forefront of occupational skills. We offer a program called SAFEbuilt Academy, which provides online technical training to work with our building services staff's schedules. Our company strongly supports maintaining training certifications and encourages employees to work with their managers to identify and attend the best training opportunities for them.

All courses offered by SAFEbuilt Academy are approved by ICC, and most can provide dual credit through AIA. The 38 courses that SAFEbuilt Academy currently offers include Commercial and Residential Building, Mechanical, Electrical, Plumbing, Fire, Solar Inspector and Plan Review and Permit Technician certification courses, and more.

ICC PREFERRED PROVIDER

SAFEbuilt is recognized as an ICC Preferred Provider (#1104), offering approved continuing education and training related to International Codes. As a part of the International Code Council's (ICC) Preferred Provider Program, SAFEbuilt provides access to high-quality educational opportunities focused on building codes, standards, construction methods, and code enforcement practices. Through this program, SAFEbuilt ensures professionals stay updated with the latest industry requirements and advancements.





Tab 5

Additional Information

ADDITIONAL INFORMATION

In addition to the services requested in the RFP, we would like to briefly present several other services we offer that may be of interest to the City.

REMOTE VIDEO INSPECTIONS (RVI)

SAFEbuilt is proud to maintain a best-in-class, in-house software development team that keeps us at the forefront of technological innovation. Our team has expanded our platform to include safe and reliable Remote Video Inspections (RVI). With the City of Crowley’s approval, we are eager to offer this service to enhance inspection processes within the community.

Our software and operations teams ensured RVI meets all regulations and only allows approved inspection types. If an unapproved inspection is attempted, the system immediately alerts both applicant and inspector, requiring the inspection to be done in person. This ensures RVI remains reliable and fully compliant.

RVI was refined during the pandemic to support inspections despite physical distancing. Today, it connects inspectors, residents, and contractors through a simple web link—no app downloads or logins required—making the process smooth and user-friendly.

RVI offers significant benefits to partnering communities by improving ease, safety, and efficiency in the inspection process. It eliminates the traditional 4- or 8-hour waiting windows by allowing applicants to schedule specific time slots for inspections and re-inspections. Additionally, RVI reduces vehicle use by inspectors, which helps decrease traffic congestion and lowers greenhouse gas emissions—contributing to more sustainable community practices.

RVIs are currently approved for use with the following scenarios:

- Attachment of mullion bars in window and door installations for like-in-kind replacement.
- Tunnel replacement of building drains and water lines.
- Water heater replacement that does not require an electric upgrade or new gas service.

Our proprietary RVI system is entirely web-based, eliminating the need for third-party application downloads. Applicants or contractors receive a text message with a link that opens directly to their scheduled RVI session at the designated date and time. Built-in safety protocols use GPS coordinates to verify that inspections are conducted at the correct location. During the session, SAFEbuilt inspectors record photos, markups, and notes within the system and instantly finalize results.

This innovative technology significantly enhances the applicant experience by removing the need to remain at home waiting for an inspector’s arrival. Instead, applicants can return to their daily activities quickly and efficiently after their scheduled inspection time.

HOW IT WORKS





Tab 6

Additional Requirements

ADDITIONAL REQUIREMENTS

The following affirms our confirmation and compliance with the RFP's "Additional Requirements."

- *Each inspector must have a working cell phone and number that will be provided to applicable City staff and to the general public.*

Confirmed: Every inspector has a dedicated cell phone and phone number, along with the equipment detailed in "Equipping Our Teams for Success" on page 46.

- *The selected firm must provide General Liability Insurance to cover each inspector.*

Confirmed: Our standard insurance coverage includes General Liability, Automobile Liability, Umbrella Liability, Workers' Compensation/Employers' Liability, and Professional Liability.

- *The selected firm will use the City's permitting software for plan reviews and will result inspections in the City's software. Crowley currently uses MyGov for plan reviews and permitting.*

Confirmed: SAFEbuilt will continue operating in the City's MyGov permitting system, a commitment not all third-party services providers offer.

- *If required under Chapter 176 Texas Local Government code, the selected firm shall complete the Conflict of Interest Questionnaire in accordance with the requirements of that chapter: <https://www.ethics.state.tx.us/forms/conflict/>*

Confirmed: SAFEbuilt will complete the Conflict of Interest Questionnaire, as required under Chapter 176 of the Texas Local Government Code, and will do so in full accordance with the requirements outlined in that statute.

- *Contractor verifies and certifies that it does not and during the duration of the Agreement will not:*
 - *do business with Iran, Sudan, or a foreign terrorist organization, as defined in Texas Government Code Chapter 2270, as amended;*

Confirmed: SAFEbuilt verifies and certifies that it does not, and for the duration of the Agreement will not, conduct business with Iran, Sudan, or any foreign terrorist organization, as defined in Texas Government Code Chapter 2270, as amended.

- *boycott Israel as that term is defined in Texas Government Code Section 808.001 and Chapter 2271, as amended;*

Confirmed: SAFEbuilt verifies and certifies that it does not, and for the duration of the Agreement will not, boycott Israel, as that term is defined in Texas Government Code Section 808.001 and Chapter 2271, as amended.

- *discriminate against a firearm entity or firearm trade association as defined in Texas Government Code Chapter 2274, as amended;*

Confirmed: SAFEbuilt verifies and certifies that it does not, and for the duration of the Agreement will not, discriminate against a firearm entity or firearm trade association, as defined in Texas Government Code Chapter 2274, as amended.

- *operate as a foreign owned or controlled company in connection with a critical infrastructure project as defined in Texas Government Code Chapter 2275, as amended; or*

Confirmed: SAFEbuilt verifies and certifies that it does not, and for the duration of the Agreement will not, operate as a foreign-owned or foreign-controlled company in connection with a critical infrastructure project, as defined in Texas Government Code Chapter 2275, as amended.

- *boycott energy companies as defined in Texas Government Code Section 809.001 and Chapter 2276, as amended.*

Confirmed: SAFEbuilt verifies and certifies that it does not, and for the duration of the Agreement will not, boycott energy companies, as defined in Texas Government Code Section 809.001 and Chapter 2276, as amended.





Appendix A

Acceptance of Terms

APPENDIX A: ACCEPTANCE OF TERMS

After careful review of the terms of the sample Services Agreement provided with the RFP, SAFEbuilt's Contracts and Legal team respectfully request the following modifications to the sections of the agreement cited below.

REFER TO:

Page 2, III. Miscellaneous,
Indemnification

MODIFICATION REQUEST:

Add the text below after the "Indemnification" paragraph:

EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL THE LIABILITY OF CITY OR CONTRACTOR UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONTRACTOR PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONTRACTORS INSURANCE REQUIRED PURSUANT TO SECTION 15, BELOW (SUCH LIMITS DEFINE CITY MAXIMUM LIABILITY TO THE SAME EXTENT AS IF CITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

Page 3, III. Miscellaneous,
Assignment

Assignment. Contractor shall not assign this Agreement, in whole or in part, without the prior written consent of City, **which shall not be unreasonably withheld or delayed.**



City of Crowley, Texas City Council Agenda Report

Presenter: Carol Cannady	Meeting Date: December 4, 2025
Department: City Secretary	Agenda Item: IV.3.
Subject: Discuss and consider canceling the Regular Scheduled meeting for January 1, 2026.	

Background:

Due to the New Year Holiday falling on the first Thursday of the Month (scheduled council meeting), staff suggests discussing the possibility of canceling the Jan 1, 2026 City Council Meeting due to the possibility of members being out of town on vacation.

Recommendation:

Staff recommends consider cancellation of the meeting.

Financial Information:

None

Attachments:

None



City of Crowley, Texas City Council Agenda Report

Presenter: Matt Elgin	Meeting Date: December 4, 2025
Department: Asst City Managers	Agenda Item: IV.4.
Subject: Discuss and consider Resolution R12-2025-472 authorizing the Assistant City Manager to serve as the City's designated representative for the Texas Parks & Wildlife Local Park Grant Program and approving submission of the grant application for Bicentennial Park.	

Background:

City Council will consider a resolution designating the Assistant City Manager as the authorized representative to work with Texas Parks & Wildlife on the Local Park Grant Program. This resolution is required for the City to formally submit the grant application for improvements at Bicentennial Park, located on property legally described as LUCAS, JOHN H SURVEY, Abstract 932, Tract 3E.

This project was included in Senate Bill 1 as a directed grant during the 89th Texas Legislative Session. Representative John McQueeney (District 97) advocated on behalf of the City of Crowley to secure this funding in support of the Bicentennial Park Master Plan.

Recommendation:

Staff respectfully requests Council's approval of the resolution.

Financial Information:

- This directed grant totals \$1 million.

Attachments:

1. Crowley_LocalParkGrant_Resolution_BicentennialPark_2025

RESOLUTION No. R12-2025-472

A RESOLUTION OF THE CITY COUNCIL OF CITY OF CROWLEY, AS HEREINAFTER REFERRED TO AS “APPLICANT,” DESIGNATING CERTAIN OFFICIALS AS BEING RESPONSIBLE FOR, ACTING FOR, AND ON BEHALF OF THE APPLICANT IN DEALING WITH THE TEXAS PARKS & WILDLIFE DEPARTMENT, HEREINAFTER REFERRED TO AS “DEPARTMENT,” FOR THE PURPOSE OF PARTICIPATING IN THE LOCAL PARK GRANT PROGRAM, HEREINAFTER REFERRED TO AS THE “PROGRAM”; CERTIFYING THAT THE APPLICANT IS ELIGIBLE TO RECEIVE PROGRAM ASSISTANCE.

WHEREAS, the Applicant is listed as a directive grant recipient in the General Appropriations Act of the 89th Texas Legislative Session; and

WHEREAS, the Applicant is desirous of authorizing an official to represent and act for the Applicant in dealing with the Department concerning the Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS, THAT:

SECTION 1: That the Applicant hereby certifies that they are eligible to receive assistance under the Program, and that notice of the application has been posted according to local public hearing requirements.

SECTION 2: That the Applicant hereby authorizes and directs the Assistant City Manager to act for the Applicant in dealing with the Department for the purposes of the Program, and that Matt Elgin is hereby officially designated as the representative in this regard.

SECTION 3: The Applicant hereby specifically authorizes the official to make application to the Department concerning the site to be known as Bicentennial Park in the City of Crowley for use as a park site, legally described as LUCAS, JOHN H SURVEY, Abstract 932, Tract 3E.

PRESENTED AND PASSED THIS 4th DAY OF DECEMBER 2025, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CROWLEY, TEXAS.

CITY OF CROWLEY, TEXAS

Billy P. Davis, Mayor

Matt Elgin, Assistant City Manager

ATTEST:

Carol Cannady, City Secretary